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SECTION 1 -

2.9 Retention of Documents

2.9.1 The Procurement Department, Schools and Functions will retain documents in line with the Information and Management Policy Services (MPS) Retention Policy.

2.9.2 Please refer to Appendix 7 for further information.

2.10 Information Security

All suppliers or third parties that require access to the University information systems or process personal data on behalf of the University as part of the services they provide must comply with the University of Reading Information Security Policies. Further information can be found at
http://www.reading.ac.uk/internal/imps/policiesdocs/imps

SECTION 3 – PROCUREMENT PROCESS

3.1 Thresholds

[1]Goods/ Services and Works Value	Route to Market	Process and or Exceptions	Payment Mechanism
	Contracted Supplier where an appropriate pre-competed contract already exists.	Procurement will approve all requisitions which relate to any of the follo.33 250.15 reE	
Less than £25,000	Schools/Functions to obtain value for money quotations based on the University's standard terms and conditions		

APPENDIX 2: PROCUREMENT PROCESSES

1 Thresholds

1.1 Where the total monetary value of any goods, services and works over the duration of the Contract is less than £25,000 (exc VAT) and the requirement

once they have been signed off by the budget holder for approval as follows:

SAW Value	Number of approval signatures required	Approval route
£25,000 - £50,000	1	Procurement Department
£50,000 - OJEU threshold	2	Procurement Department Director of Procurement
Greater than OJEU threshold	3	Procurement Department Director of Procurement Chief Financial Officer

2.3 Any justification for a Single Action Waiver may be rejected if it would not be permitted under Procurement Legislation.

3 Terms & Conditions of Contract

3.1 The University has a standard set of terms and conditions which can be found at

12 Tender Specification Documentation

12.1 A specification must clearly, accurately and completely describe in detail what the University wishes to purchase and must be developed prior to tendering activity. This is the foundation of any purchase of goods, services and works, and ensures the best chance of getting what is required at the right time and right price.

12.2 Whether the purchase is for a small, simple item or a large, complex item, the specification needs to clearly outline the requirements of the goods, services and works required.

12.3 The development of the specification is the responsibility of the stakeholder along with the support from the Procurement Department. This may include Scope of Works, Technical and Functional specifications describing materials, services, drawings, workmanship and performance standards (constructions and life cycle maintenance) and Non-Functional specifications, as well as timescales, milestones and performance management mechanisms such as KPIs.

12.4 Specifications typically must not reference specific products, brands, marks or part numbers. International or European standards must be referenced where appropriate.

13 Procurement Opportunities

13.1 The University will publish all applicable procurement opportunities and contract awards over £25,000 using the University's e-tendering system.

13.2 Procurement will publish an advertisement:
on the University's procurement e-tendering portal;
on Contracts Finder; and
any other portals required by the Public Contracts Regulations 2015.

14 Tendering Process

14.1 It is the responsibility of the Procurement Department to undertake tenders for goods, services and works on behalf of the University with a value greater than £25K.

14.2 Any post tender bid clarification and communications with suppliers will be coordinated by the Procurement Department through the e-tendering system.

14.3 Any communication with the suppliers involved in the tender process will be facilitated by the Procurement Department. Other stakeholders are not permitted to communicate with suppliers/bidders during the tender process and any contact by suppliers/bidders must be referred to the Procurement Department without further comment.

14.4 Only the assigned Procurement Officer or an officially delegated representative from the client department may open a tender via the e-Tendering system. This provides an independent system driven audit trail of the opening ceremony. The required people are:

Procurement Proc33( )3(

as set out in the University's terms and conditions, unless expressly agreed by the Procurement Department;

17.2 modern slavery and human trafficking are not taking place anywhere in its business or in any of its supply chains. Further details can be found in Appendix 6;

17.3 all suppliers that the University contracts with are honest, credible, reliable and financially stable (checks are conducted in line with procurement regulations that guarantee fair access to opportunities for all suppliers and equal treatment during selection processes);

17.4 supplier financial checks and monitoring are undertaken on all UK Limited Company suppliers where it deems necessary; and

17.5 all suppliers or third parties that require access to the University information

APPENDIX 3: LEGISLATIVE AND CONTRACTUAL COMPLIANCE

The Procurement Department must ensure that the University complies with all applicable legislation. ThQq0.03(e)-3(n)-3(t)-3(Dep)-5(a)-3(r)-6(tm)31(e)-3(n)-3(t)-23(m)33(u)-3(st)-3(e)-3(n)-3(

https://www.legislation.gov.uk/ukpga/1979/54

Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)
http://www.legislation.gov.uk/uksi/2006/246/contents/made

Waste Electrical and Electronic Equipment (WEEE) Regulations 2013
http://www.legislation.gov.uk/uksi/2013/3113/contents/made

Equality Act 2010
http://www.legislation.gov.uk/ukpga/2010/15/notes/contents

Fraud Act 2006
http://www.legislation.gov.uk/ukpga/2006/35/contents

3 Further guidance and information can be obtained from the Sustainability Services:

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APPENDIX 6: MODERN SLAVERY AND HUMAN TRAFFICKING

1 Modern slavery and human trafficking are crimes and constitute a violation of fundamental human rights. They

APPENDIX 7: RETENTION OF DOCUMENTS

The Procurement Department and the relevant Schools/Functions should retain the documents detailed in the table below for the required retention periods.

Type of document	Responsibility for retention	Period of retention
Original copies of all signed contracts not under seal[1]	Procurement Department	At least 6 years from expiry of the contract
Original copies of all signed contracts executed under seal	Procurement Department	At least 12 years from expiry of the contract
Copy orders	These will be held electronically in the finance system.	At least 6 years from expiry of the contract