

# ORE Catapult Procurement Process

**Tier 1 - Supplies/Services/Works – all requirements where ORE Catapult Framework exists**  
(this process is driven by the initiator, with support from the procurement team, as appropriate)

**Tier 1 - Supplies/Services/Works – under £19,999 (ex VAT)**  
(this process is driven by the initiator. **NB: Speak to procurement for further guidance regarding ERDF / ESIF / Horizon 2020 funded projects for spend greater than £2,500, as specific rules may apply**)

**Tier 1 - Supplies/Services/Works – £20k to £59,999 (ex VAT)** (this process is driven by the initiator. **NB: Speak to procurement for further guidance regarding ERDF / ESIF / Horizon 2020 funded projects**)

**1 to 2 days**  
(estimated timeline to go through PR process, except for mini-competition where procurement resource will be required)

1. Use appropriate [Framework Agreement](#)
  2. Raise [Purchase Requisition](#), get appropriate approval as per delegated powers table below.  
**NB:** email approval acceptable
  3. Forward to [orec.approval@ore.catapult.org.uk](mailto:orec.approval@ore.catapult.org.uk) for approval.  
**NB:** Procurement will action within one (1) working day.
  4. Procurement to forward to Finance for PO creation.  
**NB:** Finance will action within one (1) working day, sending PO to supplier and copy to initiator.
  5. Initiator to follow up on delivery.
- NB:** procurement over £25k, is likely to require a mini competition and advice is to be sought from the procurement team.

**1 to 2 days**  
(estimated timeline to go through PR process)

1. Identify appropriate supplier by obtaining a quotation.  
**NB:** only one quotation required, although you still have to justify value for money.  
Procurement must not be deliberately disaggregated to avoid PCR2015 aggregation rules.
2. Raise [Purchase Requisition](#), obtain appropriate approval as per delegated powers table below.  
Attach to PR all evidence of value for money exercise for audit purposes.
3. Forward PR to [orec.approval@ore.catapult.org.uk](mailto:orec.approval@ore.catapult.org.uk) for final authorisation to ensure procurement process has been followed.  
**NB:** Procurement will action within one (1) working day.
4. Procurement to forward PR to Finance for PO creation.  
**NB:** Finance will action within one (1) working day, sending PO to supplier and copy to initiator.
5. Initiator to follow up on delivery.

**1/2 Weeks**  
(estimated minimum timeline to go through process)

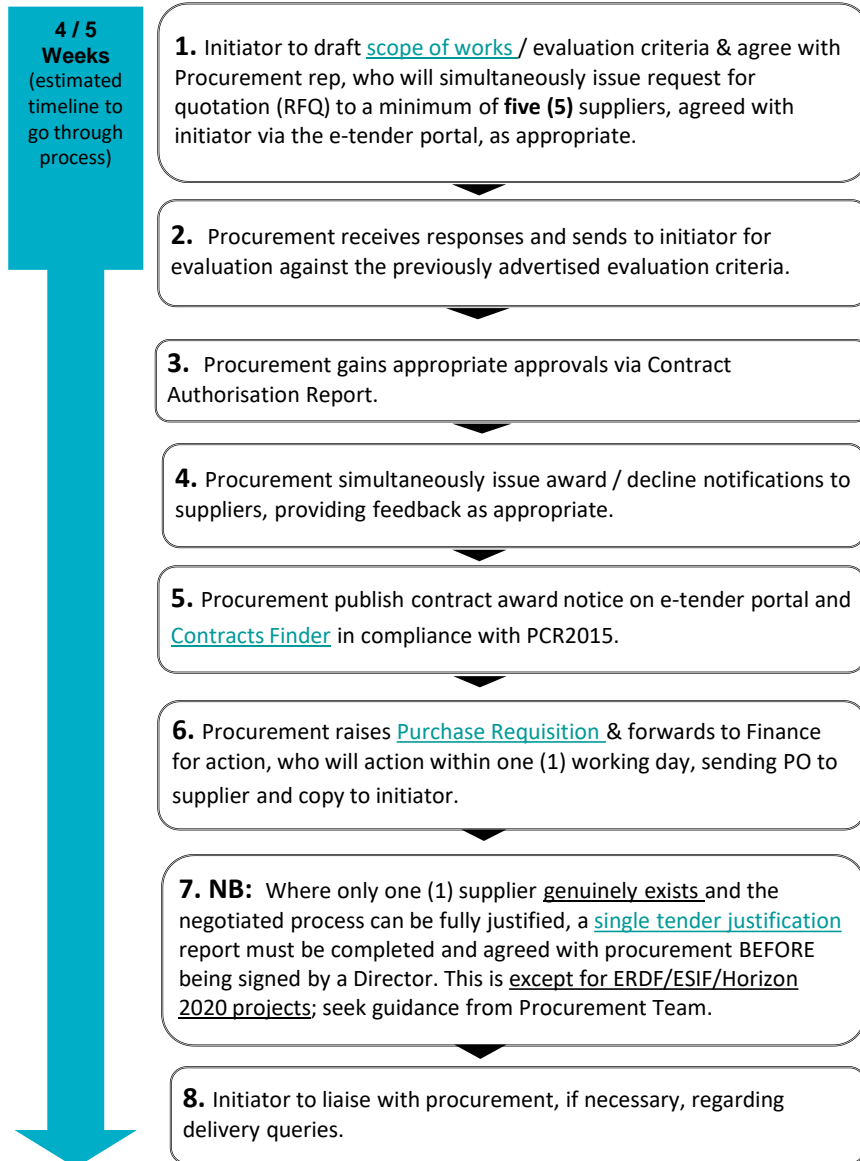
1. Initiator to simultaneously invite via email at least **three (3)** suppliers to submit a quotation against a Scope of Work, to justify value for money.  
Initiator to consider risk mitigation strategy, consulting with the Procurement Team as appropriate.  
Procurement not to be deliberately disaggregated to avoid PCR2015 aggregation rules.
  2. Raise [Purchase Requisition](#) - attach email evidence above to PR (ie inviting three (3) supplier to quote), along with successful quotation; all required for audit purposes. Obtain appropriate approval as per table below.
  3. Forward PR to [orec.approval@ore.catapult.org.uk](mailto:orec.approval@ore.catapult.org.uk) for final authorisation to ensure procurement process has been followed.  
**NB:** Procurement will action within one (1) working day.
  4. Procurement to forward PR to Finance for PO creation.  
**NB:** Finance will action within one (1) working day, sending PO to supplier and copy to initiator.
  5. Initiator to follow up on delivery.
- NB:** Where only one (1) supplier genuinely exists and value for money principles can be justified, the negotiated process with one supplier can be carried out without further approval but you must complete the [Single Tender Justification](#) form and agree with procurement BEFORE being signed by a Director. This is **except for ERDF/ESIF/Horizon 2020 projects**; seek guidance from Procurement Team.

Further detailed information is available in the [Procurement Manual](#) which is published on the intranet

# Procurement Process - Flow Diagram

## Tier 2 - Supplies/Services/Works £60k to £159,999 (ex VAT)

(this process is driven by the procurement team.)



## Tier 3 - Supplies/Services over £160k Works over £4m (ex VAT)

(this process is driven by the procurement team)

