

Procurement

Welcome to Myerscough's Procurement section.

About Us

The role of Procurement within Myerscough College is to provide guidance and support to the whole of the College in relation to procurement requirements, this includes managing tenders and working with suppliers to achieve best value for money and added value for the benefit of the students and the College.

In addition to its own Financial Regulations, the College has to comply with Public Sector Procurement Regulations/EU Tendering Directives, the purpose of which is to encourage fair and transparent competition which is delivered via competitive tendering throughout the European Union. The College conducts the majority of its tenders using the In-tend electronic tendering software portal. This includes EU and Non EU tenders. To access current Myerscough College and other College tender opportunities click on the link below and follow the instructions on the In-tend website. You will need to register before you can view tender opportunities and express interest in them. It is free to register. Further Competitions using a consortium framework agreement are normally conducted via In-tend however only suppliers on the framework agreement will be able to view documents and participate.

To Register or view tenders on In-tend click here: [In-Tend](#)

Routes to Market:

The College uses two main methods to purchase goods and services.

1. Tendered & Awarded Contracts
2. Official Purchase Orders

Suppliers must not accept an order from Myerscough College unless they receive an official purchase order number which must be quoted on invoices or if the goods or services are covered under an official contract number.

The Use of Central Purchasing Bodies:

Myerscough College also uses framework agreements set up by Central Purchasing Bodies/Consortiums such as Crown Commercial Service, ESPO and Crescent Purchasing Consortium. Framework agreements are tendered by the Central Purchasing Body and can be called off by Public Sector Organisations including Colleges such as Myerscough. Depending on the specific framework agreement and value, the College would normally conduct a further competition between multiple suppliers on the framework. The College will decide which framework agreement (if any) best meets the requirements, and then evaluate the most advantageous procurement route either direct purchase from the chosen framework or to run a further competition within the framework criteria.

The Purchasing Process:

The appropriate route to market will be selected by the budget holder or the procurement officer. All tender evaluation will use the Most Economically Advantageous Approach (MEAT). This approach requires Myerscough to determine the relative weightings it should attribute to the quality and price elements depending on the goods, services or works being procured. The weightings and scoring methodology information will be detailed in the relevant procurement exercise documentation as these can vary. All procurement activity will be conducted in a transparent, fair and equitable way.

Terms of Supply:

There are formal terms of supply for all purchases of goods and services to Myerscough College.

Myerscough's Payment Policy:

The College will make payment within 30 days of invoice receipt, provided the goods and/or services have been received and comply with the requirements of the Purchase Order/Contract and that the invoice is financially correct. Invoices must bear a valid College purchase order number, as payment cannot be made without this information. Invoices will



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be returned to suppliers for proper completion and re-submission where purchase order numbers are not quoted.

From 1st August 2015 to 31st July 2016 the College has not paid any interest to suppliers due to late payment.