



## **LTE Group Procurement & Tenders**

LTE Group is the first integrated education and skills group of its kind in the UK and the largest social enterprise in the country dedicated to learning, training and employment.

The Group is made up of specialist organisations comprising of:

**Further Education:** 'The leading college for progression and employability.'

**Higher Education:** 'A leading provider of flexible, affordable, career-relevant, university education.'

**Novus:** 'The UK leader and innovator in offender learning, skills and employability.'

**Apprenticeships and Employer Training:** 'A leading provider of regional and national employer training.'

**MOL:** 'The UK leader in the flexible provision of professional qualifications.'

### **Register as a potential supplier**

Subject to the category and size of contract, The LTE Group make opportunities available to potential suppliers by utilising a variety of tools.

**If you are a supplier interested in doing business with The LTE Group, you can improve your chances of receiving forthcoming business opportunities by registering your details at [Pro Contract](#) our endorsed provider for Tender Opportunities.**

**Suppliers - If you are not currently registered on the Pro Contract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)**

In addition, The LTE Group also publish its Tenders on the Governments Tender Portal [Contracts Finder](#) that lets you search for information about contracts worth over £10,000 with the government and its agencies. – [Register free](#)

You can use Contracts Finder to:

- search for contract opportunities in different sectors
- find out what's coming up in the future
- look up details of previous tenders and contracts

You can create an account to get email updates and save your searches. You can still search and apply for contracts without an account.

### **Advertising**

All Tenders are advertised on these Tender Portals website as well as relevant journals/publications.

Tenders over the EU thresholds will additionally be advertised in the Official Journal of the European Union (OJEU).

### **E-Procurement**

E-Procurement means using an electronic system to buy goods, works and services rather than a paper based system.

All elements of the transaction from the initial ordering to the invoicing and payment are now carried out electronically via email and web in order to streamline processes and reduce costs.

The LTE Group will only conduct its trading electronically to maximise efficiencies, such as:

- Better interaction with other customers and suppliers.
- Better ability to compete with other suppliers, regardless of size in a much wider market.
- Helping to reduce costs and streamline processes, increasing efficiency.

### **Capital Construction Works**

The LTE Group have simplified our processes to make it easier for you to Tender for our Capital Construction Tendering opportunities with all major Tenders being publicised on Pro Contract & Contracts Finder, publicised through endorsed Frameworks or if over the EU thresholds advertised in the Official Journal of the European Union (OJEU).

### **EU Regulations**

Contracts over certain high values are currently subject to a series of EU Procurement Directives. These directives require The LTE Group to:

- advertise and award contracts in the Official Journal of the European Union (OJEU)
- follow specified timescales and
- award contracts on the basis the 'most economically advantageous tender' (a consideration of both quality and cost)

The EU directives apply to contracts that exceed the following amounts (as of January 2020) are:

- service and supply contracts over £189,330
- works contracts over £4,733,252

The thresholds vary from time to time and have traditionally been amended every two years on 1 January.

All public sector procurement, regardless of how much is being spent, is governed by an EC Treaty. The basic principles of this Treaty are the free movement of goods and services and non-discrimination against prospective bidders on the grounds of nationality.

### **The Tender Process**

There are five main ways in which The LTE Group competitively Tender contracts:

Open Procedure

Restricted Procedure

Competitive Dialogue Procedure

DPS "Dynamic Purchasing System"

## Approved List and Framework Arrangements

### **Open Procedure**

A procedure for inviting Tenders whereby all Vendors who express an interest must be sent the relevant ITT.

### **Restricted Procedure**

A procedure for inviting Tenders from a limited number of Tenderers under which only matters of clarification may be discussed and any negotiation which could affect price is not permissible.

### **Competitive Dialogue**

Competitive Dialogue is a procedure in which any economic operator may request to participate and whereby the Contracting Authority conducts a dialogue with the candidates admitted to that procedure, with the aim of developing one or more suitable alternatives capable of meeting its needs.

### **Dynamic Purchasing System (DPS)**

A Dynamic Purchasing System (DPS) is an electronic system that can be established to purchase goods and services which are:

- Commonly used by our Organisation, and
- Readily available on the market.

### **Framework Arrangement**

A Framework Arrangement is an agreement with suppliers to establish terms governing contracts that may be awarded during the life of the agreement. In other words, it is a general term for agreements that set out terms and conditions for making specific purchases (call-offs).

These are well established procedures which The LTE Group follow to ensure we get the best value for money. The process we follow will be determined by a range of factors, including:

- value of contract
- number of suppliers in the market
- the complexity of our requirements
- timescales

Regardless of the process followed, all bids are evaluated according to clear, pre-published criteria by a panel of experienced personnel, and contracts will be awarded on the basis of value for money, which means a balance of quality and cost.

## **Financial Regulations Procurement Spend Thresholds**

### **Up to £9,999**

For orders/contracts with an estimated value of up to £9,999 (from a recognised Group supplier will not need a formal written quotation, but value for money must be demonstrated. From a non-recognised Group supplier a formal written quotation must be sought.

### **£10,000 – £19,999**

For orders/contracts with an estimated value between £10,000 and £19,999 a minimum of two competitive quotations, and where practical three, in order to obtain the most competitive price. Exceptions may be appropriate where the product is a standard catalogue item, in which case at least two written quotations may be appropriate. It is the responsibility of the Cost Centre Manager to retain all quotations for Audit purposes.

### **£20,000 – £99,999**

For orders/contracts with an estimated value between £20,000 and £99,999 the Cost Centre Manager must approach the Procurement Manager regarding the appropriateness of Procurement running a competitive mini competition or formal tender in order to obtain the most competitive price.

### **>£100,000**

Formal Tender or mini competition procedures apply. To be discussed with the Procurement Manager to establish the appropriateness of Procurement running a competitive mini competition or formal tender in order to obtain the most competitive price.

### **OJEU Tender Jan 2020 £189,330 goods and services and £4,733,252 works**

Where value exceeds the OJEU threshold an OJEU Tender process must be followed in addition to the Board approvals. Contact the Procurement Manager for guidance on this level of Procurement

### **Light Touch Regime Jan 2020**

Consult with the Procurement Manager for these restricted CPV Codes “Common Procurement Vocabulary” of which the Threshold is **£663,540**

### **Single Source Justification or Waiver**

The only exception to these rules is where a reason not to competitively tender for a contract has been agreed and financial regulations have been waived, for example where there is only one supplier or timescales are very short or for reasons of emergency i.e. unforeseen circumstance.

### **Sustainable procurement**

The LTE Groups Sustainable Procurement Policy covers four key areas:

- Effective protection of the environment
- Prudent use of natural resources
- Social progress which recognises the needs of everyone
- Maintenance of high stable levels of economic growth and employment

Information on how we embed this into our Procurement processes is available from the Procurement Manager.

### **Slavery and Human Trafficking Statement & Supplier Code of Conduct**

The LTE Group is dedicated to procuring goods, works and services for its operating divisions without causing harm to others. In so doing, The LTE Group is committed to supporting the UK Government's approach to implementing the UN Guiding Principles on Business and Human Rights.

The LTE Group procures a large amount of goods, works and services from National Frameworks, who will as part of European Tendering Legislation, have undertaken enquiries and evaluations into the wide range of products that are supplied, many of which are sourced from overseas manufacturers who operate in low-cost countries where modern forms of slavery are prevalent.

For those suppliers that fall into higher-risk areas, these will be asked to commit to the [ETI Base Code](#) of the [Ethical Trading Initiative](#) (ETI) and The LTE Group will be working to encourage all suppliers in these areas to support these initiatives. The ETI Base Code is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice, requiring that:

Employment is freely chosen;

Freedom of association and the right to collective bargaining are respected;

Working conditions are safe and hygienic;

Child labour shall not be used;

Living wages are paid;

Working hours are not excessive;

No discrimination is practised;

Regular employment is provided; and

No harsh or inhumane treatment is allowed.

### **Supplier Code of Conduct**

The LTE Group endeavour to engage with suppliers, sub-contractors and strategic partners who treat their workers with dignity and respect, adhere to applicable laws and regulations, and provide their goods, works or services in an environmentally sustainable manner. It is the organisations policy to request our Supply Chain to respect the principles of our Supplier Code of Conduct and adopt practices which comply with it. The LTE Group expect our suppliers, sub-contractors and strategic partners undertake to commit to the following requirements:

### **Employment Practices**

- To comply with all employment laws applicable to its business.
- Must not use child labour which prevents children from complying with compulsory schooling or training, being harmful to their health or development.
- Must make no use of forced or compulsory labour.
- Must comply with national law and regulations regarding working hours, wages, benefits and written employment conditions.

- LTE Group is a Real Living Wage Employer, as a Living Wage Accredited Employer, the LTE Group will vow to only work with suppliers who adhere to regulations regarding the Minimum Wage, National Living Wage & Real Living Wage Rates.
- Must not discriminate unlawfully in its employment decisions based on: age, disability, race (including colour, nationality, ethnic group), religion or belief, sex, sexual orientation, trans gender, pregnancy or maternity, marriage or civil partnership, trade union membership or political affiliation.
- Shall not treat its workers in an inhumane or harsh way including harassment, bullying, physical or verbal abuse or other forms of intimidation.
- Must notify its employees of the applicable supplier code of conduct.

### **Ethics and Integrity**

- The LTE Group's Supply Chain must not offer or give, any gift or consideration of any kind as an inducement or reward for doing or refraining from doing or for having done or refrained from doing, any act in relation to the obtaining of any contract with The LTE Group, or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any such other.
- The LTE Group's Supply Chain must comply with all anti-bribery and anti-corruption laws applicable to our business, including the Bribery Act 2010 and the Prevention of Corruption Act 1889 to 1916.

The LTE Group reserves the right to request details of how its Supply Chain complies with this Supplier Code of Conduct and expects the application of principles of the Code with their Supply Chains.

Stewart Maloney MCIPS Chartered CPSM  
Procurement Manager  
LTE Group