

6. Procurement

Introduction

This section provides information about the institution's procurement policies, procedures, and arrangements. In some instances, information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Collaborative procurements may be led by central bodies such as Procurement Scotland, APUC Limited, Excel, NHS Procurement or Central Government Procurement Centre of Expertise. Information about these organisations may be obtained from the respective organisations.

Class Name	Class Definition	Examples/Comments	Format of Information	Fee	Withheld Information
Procurement policies	Institution's overall strategy for procurement of non-pay expenditure and policies for compliance with legal obligations on major procurement exercises.	Procurement Policy.		Free	

Class Name	Class Definition	Examples/Comments	Format of Information	Fee	Withheld Information
Procurement procedures	Institution's procurement and purchasing manuals.	Information on thresholds at which particular procurement policies are normally used. Information on standard terms and conditions of supply/service.		Free	
Procurement contacts	Contact information for procurement and purchasing information.	Contact information for potential suppliers e.g., in particular commodity areas.		Free	
Planned procurements	Summary information about the institution's significant planned procurements as required by EU legislation Prior Information Notices (PINs).	Information about potentially significant procurement exercises (i.e., those subject to formal EU procurement processes) in the following 12 months, including expected date of appearance of call for competition in EU Journal.		Free	
Tender documentation	EU-prescribed call for competition contract notices, invitations to tender, and pre-qualification questionnaire documentation for significant procurements.	Information which the institution is required to publish in the EU Journal. Invitations to tender and pre-qualification questionnaire documentation may be subject to fee or registration procedures.		Free	

Class Name	Class Definition	Examples/Comments	Format of Information	Fee	Withheld Information
Information about supplier contracts	EU-prescribed award notices of major contracts over EU thresholds.	Goods or services covered by the contract, name of the supplier, period of the contract (including any extension options), approximate value of the contract, expected date for re-tendering for the contract.		Free	Information will not be made available where disclosure would breach confidentiality under s.36 and/or our commercial interests under s.33 of the Act.