



Procurement procedures

Request for information about The National Archives' procurement policy and procedures.

Information provided

The National Archives procurement policy conforms to the guidance and policies laid down by the Office of Government Commerce. OGC is the central government body responsible for ensuring that UK public authorities adhere to the requirements of the EU Procurement Directives as implemented through UK regulations and statutory instruments. I attach the link to their website for further information www.ogc.gov.uk

Details of The National Archives procurement policy is available through our publication scheme; www.nationalarchives.gov.uk/foi/pubscheme

TNA does not tender its requirements for recruitment but either undertakes its own recruitment through the HR department or uses the service provided through a collaborative framework agreement, awarded by the NHS PASA/Prison Service for the supply of temporary staff. These arrangements are available to all central civil government departments and/or their agencies.

For the provision of other categories of goods and services The National Archives also uses the Office of Government Commerce's framework contracts that are available through its trading arm OGC Buying Solutions. Attached is the link to their website; www.ogcbuyingsolutions.gov.uk/

These arrangements allow departments to access and enter into contract agreements with suppliers who have pre-qualified through the tender process, demonstrating financial stability and ability to deliver the service required. These frameworks are fully compliant with and have been competed and awarded in accordance with EU legislation.

In addition to these legislative requirements the National Archives internal policy also subjects purchasing and contract expenditure to open competition in order to maximise value for money. Budget managers, with delegated authority, are made aware of the minimum number of quotations required for tenders in their area of purchasing, the levels to which these apply and the procedures to be followed in each case. Current levels of action are:

up to £ 5,000	One written quotation
up to £ 10,000	three written quotations
over £ 10,000	full competitive tender

Where the estimated value of the prospective contract exceeds the level set for the EU/GATT regulations (currently £ 93,738 for supplies and services) the requirement to tender must be advertised in the Official Journal of the European Union (OJEU).

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