



## How WDH Does Business

WDH procure goods, services and works using many suppliers from small medium enterprises to large national and multinational corporations.

When new products or services are identified or an existing contract is due for renewal the value will determine the procurement route taken.

The following is a guide.

<b>Low Value Purchase Under £5,000</b>
WDH officers seek value for money which might mean advertising requirements.
<b>Low Value Purchase Over £5,000 and Under £10,000</b>
WDH officers use existing approved arrangements or, if unavailable, obtain a minimum of three quotes using the Etendering* 'Quick Quote' procedure.
<b>Intermediate Value Purchase Between £10,000 and £50,000</b>
WDH officers use existing approved arrangements or, if unavailable, obtain at least three competitive quotes using the Etendering* 'Quote' procedure.
<b>High Value Purchases over £50,000 and up to the European Union Thresholds</b>
WDH officers use existing approved arrangements or issue a tender using the tender procedure within the Etendering* system to at least five bidders.
<b>Purchases over the European Union Thresholds (which are currently £181,302 for goods/services and £4,551,413 for works)</b>
WDH officers use existing approved arrangements or issue a tender using the tender procedure within the Etendering* system and follow EU Procedures.

\*All WDH bidding opportunities can be accessed through the Due North Portal. All documentation, such as questionnaires, tenders and quotations will be sent and received electronically to help reduce paper usage, streamline and reduce the cost of the process. If you are not already registered on the system, you can do so by clicking on the following link:

<https://procontract.due-north.com/register>

## Where we advertise

Dependant on the value and the approach procurement opportunities may be advertised on:

- Due North Etendering Portal  
<https://procontract.due-north.com/Opportunities/Index>
- Contracts Finder <https://www.gov.uk/contracts-finder>
  - Tenders over the EU Threshold will be advertised in Official Journal of the European Union <http://ted.europa.eu>

We also may very occasionally advertise in the local press or specialist trade magazines.

## Selection Process

Any organisation can respond and register its interest to supply our advertised requirements provided it can meet the stated criteria. A list of organisations is then drawn up and dependant on the value of the requirement will be requested to provide a quotation or invited to tender. There is no guarantee that a particular organisation will be included. Unsuccessful organisations are informed and can request a full, confidential debriefing, which is often valuable for future reference.

## Approved List

WDH does not operate an approved list but all potential suppliers are more than welcome to send details of their company and its products or services to us. We do for construction related services use Constructionline as an approved tool for developing shortlists. [www.constructionline.co.uk](http://www.constructionline.co.uk) .

## Contacting Purchasing

We can be contacted in the following way.

Email: [procurement@wdh.co.uk](mailto:procurement@wdh.co.uk)