

Doing business with Bangor University – A guide for suppliers



Dy Ddyfodol ar Waith
Your Future in Action

Contents

Topic	Slide No
About this guide	3
Background and What do we buy?	4
Rules and Regulations	5
Procurement Routes	6
Tender process	7
Conditions of Participation	8
Tips for Tender Completion	9
Tender documentation	10
Where can I find out about tender opportunities?	11
Electronic Tendering	12
Dos and don'ts of tendering	13
Purchasing Consortia	14
Sustainability	15 - 17
Further Support	18
Contact	19

About this guide

The purpose of this guide is to give suppliers who wish to tender for goods, services or works at the University, a better understanding of the University's strategic priorities and procurement processes.

The University recognises and welcomes the diverse nature of the supplier community and is committed to working with suppliers to deliver the infrastructure and services to sustainably support our students and staff.

This guide:

- Provides a brief background to the University and the role of its Procurement Service;
- Explains the procurement rules and regulations that the University must adhere to;
- Informs suppliers how they can be alerted to tender opportunities;
- Provides general advice and tips when completing tenders.



PRIFYSGOL
BANGOR
UNIVERSITY



Background

Founded in 1884, Bangor University today is a thriving, forward-looking institution offering excellent opportunities. Around 10,000 students currently study with us and our teaching and research is grouped into ten academic schools.

What do we buy?

Bangor University buys a wide range of works, goods and services, with expenditure ranging from large construction and refurbishment projects to very small requirements such as office stationery. In general, our requirements cover:-

- Estates, buildings and facilities management
- Laboratory & medical supplies
- Library publications supplies and services
- Computer supplies
- Travel and transport
- Janitorial, domestic and catering supplies
- Professional services
- Stationery and office suppliers

Background

Rules and Regulations

The University requires that all procurement must be undertaken in a manner that achieves value for money on a whole life basis, and which generates benefits not only to the University but also to society and the economy, whilst minimising damage to the environment.

All purchases must be made in line with:

- Statutory and legal requirements, i.e. Procurement Act 2023 and the Procurement (Wales) Regulations 2024, where appropriate.
- The Wales Procurement Policy Statement.
- The University's Finance Regulations and Procurement Procedures.
- The University's Procurement Strategy.



Procurement Routes

These are 5 procurement routes used within the University, each determined by value . All figures are inclusive of VAT.

Process	Requirement
Process A – Up to £10,000	Staff are required to obtain one written quotation only, but two quotations are encouraged.
Process B - £10,000 to £29,999	Staff must obtain a minimum of three written quotations.
Process C - £30,000 to £49,999	Staff must obtain a minimum of three written quotations. A Contract Details Notice will be published on Sell2Wales for any contracts awarded above £30k.
Process D - £50,000 to Procurement Act Threshold ¹	Formal tender process, which will be advertised on Sell2Wales.
Process E – Procurement Act Threshold ¹ and above	Formal tender process in line with the Procurement (Wales) Regulations or Procurement Regulations 2024 (England), where appropriate.

¹Currently £207,720 for goods and services and £5,193,000 for works.

Tender Process

All contracts with a value over £50k will follow a tender process.

A tender process is a formal, structured invitation to suppliers to submit a bid in response to a contract advertisement to supply goods, works or services.

A “Covered Procurement Process” is a procurement process where the estimated total value of the contract exceeds the Procurement Act Threshold. In these cases, procurements will be subject to the full legislative requirements.



Conditions of Participation

Bangor University uses the [Welsh Procurement Specific Questionnaire](#) (WPSQ) to determine a supplier's technical and professional abilities, economic and financial standing, and whether any exclusion grounds apply.

The WPSQ is made up of three parts:

- Part 1 – confirmation that a supplier is registered and has submitted and shared their core supplier information on the Central Digital Platform.
- Part 2 – additional exclusions information, including:-
 - Part 2A – identification of associated person(s).
 - Part 2B – confirmation of the supplier's intended sub-contractors.
- Part 3 – questions relating to conditions of participation, including:
 - Part 3A – standard questions to ensure that a suppliers has the legal and financial capacity, and technical ability to perform the contract.
 - Part 3B – central government specific questions.



Tips for Tender Completion

Legal Capacity: potential suppliers may be requested to confirm they are able to meet GDPR and UK data protection laws as well as confirming they meet the requirements of Cyber Essentials Certification Scheme

Financial Information: The university will assess the financial position of suppliers who bid for contracts. In high risk contracts where non-performance could result in significant financial loss or where operational performance is crucial, suppliers may be asked to submit a Parent Company Guarantee or Performance Bond.

Insurance: The levels and type of insurance may vary depending on the University's requirement and will be detailed in the tender documentation. Suppliers will need to evidence that they hold the stated levels of insurance before any contract will be awarded.

Quality Assurance: For certain contracts, suppliers may be required to demonstrate that they have quality assurance accreditations in place. Suppliers will be asked to provide evidence of the certification.

Experience: Where required, suppliers will be asked to demonstrate that they have the necessary experience to supply goods or deliver services.

References: Suppliers may be asked to provide details of reference site, which the University can approach to assess whether a company has the required level of skills and abilities to meet the University's needs.

Health and Safety: The University needs to ensure that the suppliers appointed comply with Health and Safety legislation. Depending on the contract, suppliers may need to answer additional questions relating to working on University premises.

Sustainability: Sustainability is a key strategic goal for the University and therefore sustainability objectives are included into the procurement process as standard. Sustainability covers environmental, economic and social issues and suppliers are encouraged to assist the University in improving performance in these areas wherever possible.

Corporate and Social Responsibility (CSR) and Modern Slavery: Bangor University is committed to ensuring that no acts of slavery are occurring within our supply chain. As required under the Modern Slavery Act 2015, the University will publish an annual statement detailing the steps taken to manage and reduce the risk of slavery in the supply chain. We expect our suppliers to also confirm with the requirements of the Modern Slavery Act 2015.

Social Value: social value refers to the wider benefits a supplier delivers to a community beyond the core product or service they're contracted to do provide. Social value maximises the impact of public spending through the creation of local jobs, environmental improvements or supporting disadvantaged groups.

Carbon Reduction: For high value contracts over £5m, suppliers will be expected to create a carbon reduction plan to demonstrate commitment to reducing greenhouse gas emissions. The carbon reduction plan must include a detailed plan outlining the strategies and measures to manage and reduce environmental impact.

Equality, diversity and inclusion: Suppliers are expected to demonstrate commitment to equality and diversity, ensuring their services or products do not discriminate.

Living Wage: Supplies and service providers are encouraged to adopt the Code of Practice on Ethical Employment and to pay the real living wage to workers regularly working on our premises.





Tender Documentation

The University's tender documentation is a means of assessing a supplier's capability to provide goods/services/ works as well as determining the most advantageous bid.

Following on from the conditions of participation, the university will ask weighted questions associated with how you intend to deliver the contract, along with the proposed cost of delivery.

Your response will be scored in line with the instructions/ information provided within the Invitation to Tender.

Where can I find out about tender opportunities?

[Sell2Wales](#) is the national procurement website for Wales and where Bangor University advertises all contract opportunities over £50,000. Sell2Wales links to the Central Digital Platform where contract opportunities value at above PA2023 thresholds must be published.



Central Digital Platform

The Central Digital Platform (CDP) is another website where suppliers can find out about tender opportunities. You will need to register on the Central Digital Platform prior to bidding for any tender opportunities in Wales. Further details can be found here: [Find a Tender](#)



Find a Tender

Search Sign in

Electronic Tendering

eTenderWales (Jaggaer) is the system that Bangor University uses to undertake electronic tendering processes.

eTenderWales:

- Gives suppliers easy access to tender documents
- Provides a secure way of returning tenders
- Provides a transparent process for raising queries during the tender process.
- Is free to use





PRIFYSGOL
BANGOR
UNIVERSITY



Dos and Don'ts When Tendering

Do make sure your details are up to date on the Central Digital Platform. You will be able to input and share your commonly used information to help save you time when bidding. Please make sure this information is maintained.

Do read the tender pack carefully: Ensure you have read and understood the tender pack. This will contain all the information regarding the services being tendered for, terms and conditions and clear instruction on how you should submit your bids.

Do seek Clarification if you are unsure of anything. Clarification questions must be submitted via eTenderwales.

Do make sure you read the questions and the marking criteria so that you understand which questions require the most effort.

Don't leave your tender submission until the last minute, late submissions will not be accepted.

Don't assume we already know you; tender evaluation is only based on what is written in your submission.

Purchasing Consortia

The University uses a number of collaborative contracts let by purchasing consortia. Many of these collaborative contracts (or framework agreements/dynamic markets) are 'lotted' into smaller contracts and therefore smaller suppliers should not be discouraged from bidding for them.

The main consortia used by the University are:

- North Western Universities Purchasing Consortium (NWUPC)
- Welsh Government Commercial Delivery Team
- The Crown Commercial Service
- The University Caterers Organisation (TUCO)



Sustainability is at the heart of Bangor University.

Bangor University is committed to being a sustainable institution in all aspects of its operations. Through our Sustainability Strategy, Environmental Policy and ISO 14001:2025 accredited Environmental Management System, we are committed to continually improving our environmental performance and reducing our negative environmental impacts.

Sustainability covers environmental, economic and social issues and suppliers are encouraged to assist the University in improving performance in these areas, wherever possible.



PRIFYSGOL
BANGOR
UNIVERSITY

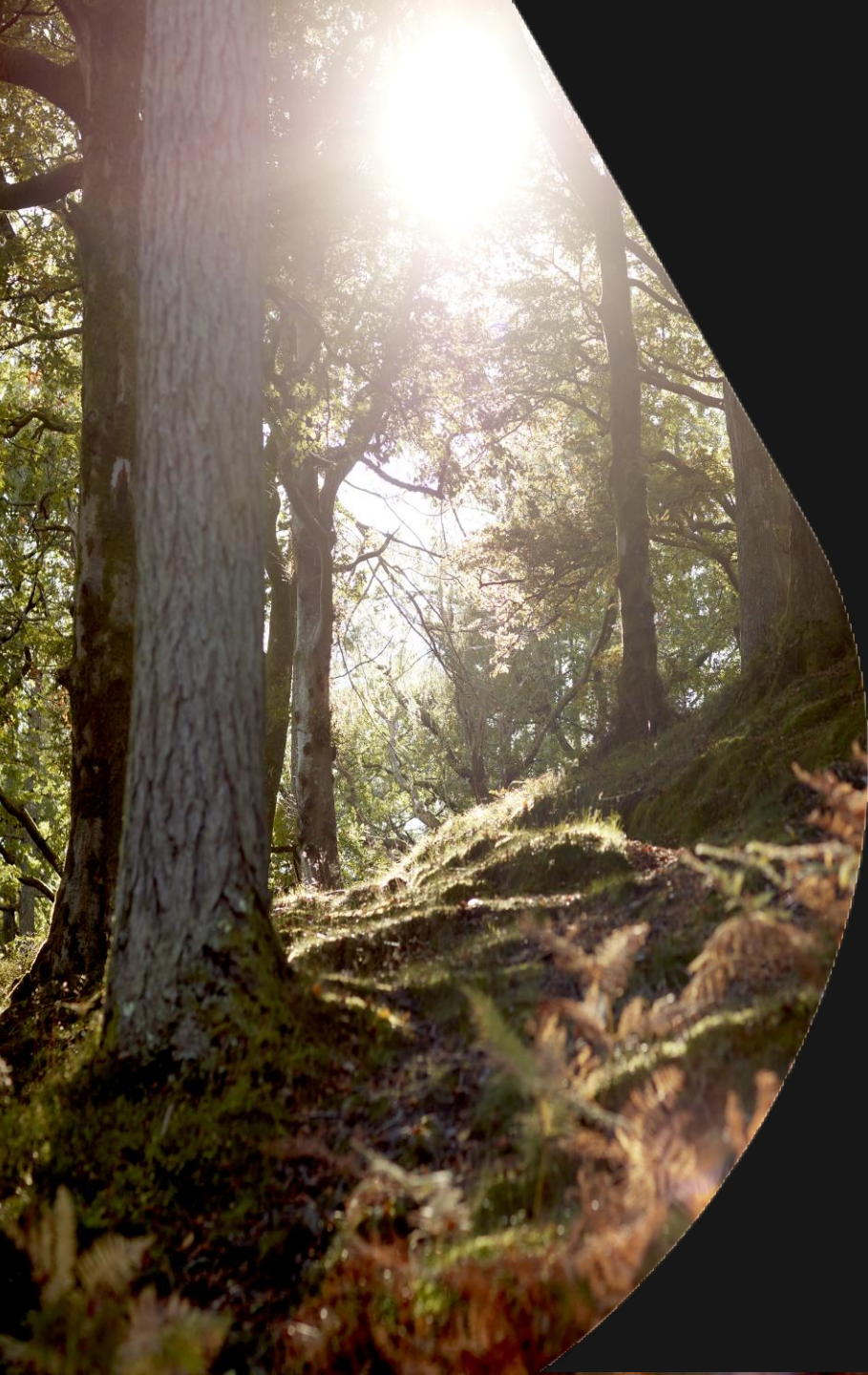
What does sustainability cover?

Sustainability covers the full life cycle of goods and services. The university is keen to understand how products are produced, used and disposed of.

The circular economy is the consideration of a product from design stage through to disposal. The main priorities are:

- Product longevity
- Restoration of products
- Sustainability of materials and resources
- Optimising value and life cycle costs
- Reduction of waste





Sustainability continued.

The university will:

- Prioritise products that are energy efficient, recyclable, biodegradable or made from sustainable materials.
- Choose suppliers with low-carbon operations, ethical sourcing or circular business models
- Consider whole life costs, including maintenance energy use, and disposal.
- Prioritise suppliers who use recycled, recyclable, biodegradable or certified sustainable packing materials.

Community Benefits and Themes, Outcomes & Measures (TOMs)

Community Benefits/Social value is considered to be the wider benefit gained by a local community from the delivery of public contracts. It is about improving economic, social and environmental wellbeing from public sector contracts over and above the delivery of services directly required at no extra cost.

For every procurement over £2m, Bangor University will consider the inclusion of community benefit clauses.

National Themes, Outcomes and Measures (TOMs) Wales is a framework that helps organisations to measure and maximise the social value they create. The framework is based on the themes identified within the Wellbeing of Future Generations Act. Further information can be obtained from [Social Value Portal](#).



Further Support

If your business is a small or medium-sized enterprise (employing up to 250), and wants to improve its chances of winning public and private sector contracts, [Business Wales – Tendering](#) may be able to help

Business Wales can:

- Explain how the public sector buying system works;
- Help you better understand what major buyers are looking for in a supplier;
- Offer 1-2-1 support and advice on developing tenders for specific contracts or frameworks
- Help guide you through the electronic tendering systems being used by the public sector in Wales.





**Bangor University
June 2026**

**Contact:
procurement@bangor.ac.uk**

Registered charity 1141565