ESPO

PROCUREMENT SOLUTIONS

Accessing ESPO frameworks

Further competition and direct award

GETTING STARTED

Identify the right framework and complete a Customer Access Agreement on espo.org

Select the relevant Lot or Lots you require and check which routes are available

Looking for a particular supplier or region? You can find these details on the ESPO website

Select your procurement route. This is usually either Direct Award or Further Competition

Want a second opinion? Send your documents to us and we will review them for you

CONDUCTING YOUR PROCUREMENT

Further Competition

Develop Invitation to Tender (ITT) documentation and call-off terms

Generally speaking, you should allow for 3-4 weeks as the minimum for suppliers to prepare and submit their bids.

Issue documentation to suppliers and answer any clarification questions

Evaluate tenders and issue a formal award of contract to the chosen supplier

Make sure you evaluate each tender according to the criteria specified in your ITT

Direct Award

Make sure you are happy with the terms outlined in the User Guide and price schedule

Select your supplier and product/ service

Place your order directly with the supplier quoting the ESPO framework number

If you are wanting to use your incumbent supplier you should check whether they are awarded within the relevant Lot before you start the process, this is because suppliers not already listed can't be added or awarded work via the framework.

SERVICE DELIVERY

Complete the call-off terms with the chosen service provider and return a Confirmation of Award form to ESPO

Day-to-day transactions will be managed between you and the service provider but ESPO are on hand should you have any questions

Further help or questions? Vist espo.org/contact

Did you know? ESPO offer free template documentation for you to use