



BSI Standards Publication

**Public sector procurement – Generic
requirements for organizations
providing products and services**

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Summary of pages

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Foreword

Publishing information

This British Standard is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on 31 May 2019. It was prepared under the authority of Technical Committee QS/001, *Quality management and quality assurance procedures*. A list of organizations represented on this committee can be obtained on request to its secretary.

Information about this document

Where websites and webpages have been cited, they are provided for ease of reference and are correct at the time of publication. The location of a webpage or website, or its contents, cannot be guaranteed.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Normative requirements are expressed in sentences in which the principal auxiliary verb is “shall”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

Requirements in this standard are drafted in accordance with the *Rules for the structure and drafting of UK standards*, subclause J.1.1, which states, “Requirements should be expressed using wording such as: ‘When tested as described in [Annex A](#), the product shall...’”. This means that only those products that are capable of passing the specified test will be deemed to conform to this standard.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

0 Introduction

There is broad concern about the value for money, quality, ethics and transparency of business relationships within the procurement process and supply chain, particularly with regards to public procurement in the UK.

This British Standard provides a framework to enable those in the procurement process to more accurately demonstrate or assess the trustworthiness of organizations tendering for and procuring public sector contracts.

It is important that public sector contracts are awarded to the most suitable organization which provides products or services in the best way, without compromising ethics, quality or value for money.

Many new or smaller organizations experience barriers to entering into the public procurement supply chain because of the actual or perceived complexity of the tender process and tender requirements, regardless of the context of the organization or the size or complexity of the contract.

This British Standard is intended to address these issues and to:

- a) support and simplify access to the public sector procurement process;
- b) support existing sector and other policies, regulations and schemes;
- c) be used as part of the due diligence process during tendering for and procuring public sector contracts;
- d) provide a single generic assurance framework to reduce bureaucracy;
- e) provide assurance that contracts are awarded fairly and to organizations that can be trusted to behave ethically, deliver what is required and offer value for money without compromising quality, and
- f) mutually deliver good value for the taxpayer and end users.

Public sector contracts vary significantly. Different procuring bodies need different types of products and services ranging from the highly complex and costly, such as major infrastructure projects, to simpler or less complex service contracts, such as gardening or window cleaning.

To address the diversity of contract types this British Standard identifies three categories of contract, as follows.

- 1) Category A – contracts of high criticality, value, risk and complexity, or a combination of these factors, as determined by the contracting authority.
- 2) Category B – contracts of moderate or standard criticality, value, risk and complexity, or a combination of these factors, as determined by the contracting authority.
- 3) Category C – contracts of low criticality, value, risk or complexity as determined by the contracting authority.

This British Standard can be used by organizations of all sizes and levels of maturity to demonstrate suitability to one or more of the different categories of contract. Whilst any organization claiming conformity to this British Standard needs to meet all requirements, the degree of evidence required to demonstrate suitability differs for each category (see [Annex A](#) for more information).

1 Scope

This British Standard specifies generic requirements to demonstrate an organization's:

- a) suitability as an external provider of products and services to the public sector; and
- b) ability to work collaboratively to meet the requirements of the contracting authority.

This British Standard is applicable to any organization, regardless of type, size or the nature of its activities and can be used by organizations:

- 1) contracting out provision of products and services to external providers; and/or
- 2) acting as external providers throughout the supply chain.

NOTE 1 This British Standard can also be used by organizations involved in non-public sector procurement.

NOTE 2 All of the criteria in this British Standard should be met to claim conformity for any category of contract.

2 Normative references

There are no normative references in this British Standard.

3 Terms and definitions

For the purposes of this British Standard, the following terms and definitions apply.

3.1 business model

organization's approach to operating in its environment

[SOURCE: BS ISO 30400:2010, 3.4]

3.2 characteristic

distinguishing feature

[SOURCE: BS EN ISO 9000:2015, 3.10.1, modified]

3.3 competence

ability to apply knowledge and skills to achieve intended results

[SOURCE: BS EN ISO 9000:2015, 3.10.4, modified]

3.4 context of the organization

combination of internal and external issues that can have an effect on an organization's (3.16) approach to developing and achieving its objectives

[SOURCE: BS EN ISO 9000:2015, 3.2.2, modified]

3.5 contract

binding agreement

[SOURCE: BS EN ISO 9000:2015, 3.4.7]

3.6 contracting authority

organization obtaining products or services from an external provider

NOTE Also known as purchasing authority.