A GUIDE TO
SELLING TO LSE

LSE Finance Division

Thank you for your interest in becoming a supplier to LSE. Our tenders are advertised and managed through **Bravo©** our e-tendering system which is free of charge to suppliers.

If you are not already set up on Bravo as a potential supplier – please ensure you are registered on the system at lse.bravosolution.co.uk.

It will be in your interest to ensure your contact details, email address and business categories etc. are kept up to date on Bravo so that you do not miss out on any tendering opportunities.

Please note that the LSE buys the following services via specially tendered agreements either through the London Universities Purchasing Consortium, The University Catering Organisation or The Crown Commercial Service (UK Govt.) and we will not be looking for new suppliers for these types of goods or services.

- Office stationery (including computer consumables and print cartridges)

- Travel

- Desktop computers, lap tops, printers

- Off the shelf software packages

- Office paper

- Photocopiers

- Temporary office agency staff

- Food and drink

- Gas and electricity

- Water coolers

- Furniture (including office and residential)

- Car hire

About LSE

The London School of Economics and Political Science (LSE) is the world's leading social science institution for teaching and research.

LSE's company registration number is 00070527 and our principal place of business is at Houghton Street, London, WC2A 2AE.

Our VAT registration number is GB 629 5880 94.

You can access a copy of our Company accounts at:

lse.ac.uk/intranet/LSEServices/financeDivision/Home.aspx

Our website can be found at **lse.ac.uk**

Procurement in LSE

LSE spends around £80m each year on goods and services. The bulk of the spend is on building, upgrading and maintaining the campus, centred around our Houghton Street site and our Student Halls of Residences which are in various locations in London.

Please note, as LSE studies the social sciences we have no laboratories, medical or scientific equipment to buy!

LSE Procurement Services

LSE has four full time Procurement professionals who are responsible for ensuring that competitive tenders are issued in accordance with internal regulations and that larger contracts are awarded in line with European Union competitive tendering directives.

Our website can be found at:

lse.ac.uk/intranet/LSEServices/financeDivision/purchasing/Home.aspx

For all general enquiries, please email **Purchasing@lse.ac.uk**

London Universities Purchasing Consortium

LSE is an active and supportive member of the LUPC. It has a membership of around 60 Universities, Colleges and museums within the M25. It negotiates purchase agreements and contracts on behalf of its members whose combined spend is approximately £1 billion. LSE as part of the LUPC will, wherever possible, take advantage of these specially negotiated contracts. To become a supplier to the LUPC and therefore potentially LSE you are advised to view **lupc.ac.uk**

Constructionline

LSE sources its construction-related contractors and consultants from those companies who are registered with Constructionline. Constructionline is the UK's register of local and national construction related contractors and consultants. Each company pays a registration fee so that their details will be accessible to Constructionline's 1,500 plus clients across the UK. Visit their web site at **constructionline.co.uk**

The University Catering Organisation (TUCO)

TUCO tenders major contracts on behalf of the UK higher education catering managers. Further information is available from: **tuco.org**

Other consortiums

As a UK Government funded university, LSE has access to pre-approved suppliers and preferential pricing via other agreements from:

CCS (The Crown Commercial Service) – **ccs.cabinetoffice.gov.uk**
CHEST for software – **eduserv.org.uk/lns/agreements**

Payment terms

The School's standard payment terms are 30 days nett monthly. This means payment is due no later than the end of the month following the month in which delivery was made or services rendered and receipt of a correct invoice whichever shall happen last. Payments are only made following satisfactory performance of the service or when goods have been received. We do not pay anybody or any supplier for work that has not been done or for goods that have yet to be delivered. LSE will discuss any discounts that may be offered for different payment terms. There is also a facility to pay by Purchasing Card by some authorised departments.

Environmental policy

LSE recognises its environmental impact and has a commitment to carrying out its activities in a sustainable manner and in compliance with legislation. Since 2005, the LSE has been committed to environmental sustainability as set out by the School's Environmental and Energy Policies. All the LSE's contractors must adhere to all tenets of the LSE's Environmental and Energy Policies as set out:

http://www.lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/home.aspx

Equality and diversity

LSE is committed to promoting equality and diversity in order to deliver the best possible service to its students, staff and the wider community, in accordance with its Articles of Governance. All suppliers must comply with the tenets of LSE's diversity policies on race, gender and disability which may be found at **lse.ac.uk/intranet/staff/equalityAndDiversity/home.aspx**

London Living Wage

LSE is committed to the London Living Wage which is a supplementary amount to the UK minimum pay rate to reflect the additional costs of working in the London area. We would insist that suppliers pay, as a minimum, the London Living Wage rate for all staff providing services on LSE sites.

Gifts and hospitality

Potential or existing suppliers to the School are not allowed to give or offer any gifts or consideration whatsoever as an inducement or reward to any employee or agent of LSE. Such action will have the effect of negating all current and future Contracts.

Payment Card Data Security

LSE is committed to achieving PCI-DSS (Payment Card Industry Data Security Standard) compliance. Any software we purchase that relates to the handling of payment cards must have been developed to this standard.