

GUIDELINES FOR COMMUNITY AND VOLUNTARY GROUPS

Inviting, receiving and opening quotations

Projects under £1,000

One price is acceptable.

Projects between £1,000 and £5,000

Competitive quotations are not required for projects with a value of less than £5,000. 3 written quotes must be obtained from the suppliers. Contracts should be awarded on the basis of best value for money.

Projects over £5,000

1. Before the commencement of work

- Prepare an estimate of the cost of the work to ensure a reasonable quotation. (Suggestion: Cooperate with a specialist to ensure that the capital process and work programmes are correct and complete).
- Three prices must be shown if the group employs a manager for the project, or sufficient justification for the choice.
- Choose companies who are technically suitable to complete the work.

2. Inviting quotations

- Send full and regular details to all contractors (at least 3) on the same date.
- Documents relating to the invitations to tender:
 - Brief of the work
 - A request for quotation
 - Closing date and time
 - Envelope (optional) - envelopes for quotations must indicate that they contain quotations.
 - Fraud evasion certificate (document available from the Cist Gwynedd Senior Officer)

3. Changes to the quotations

All contractors MUST be notified in writing of any changes in the process or project.

4. Accepting quotations

To be received in the special envelopes by the specified time and date.

5. Opening quotations

Open as soon as possible after the closing time and date.

At least two members of the group to open the quotations and to record the names, date and time of opening the quotations.

Ensure that quotations are correct in accordance with the brief. No unauthorised alterations or additions should be made to the documents.

Retain the envelopes as proof of credibility in the tendering process.

A tender acceptance form may formalise opening the quotations. Forms available from Cist Gwynedd Senior Officer.

6. Late Quotations

Late quotations are not to be accepted.

7. Recording quotations

Record process of inviting, receiving and opening quotations and retain evidence of these processes in addition to any supporting documentation.

To ensure fairness and validity of the tendering process, it is essential that each contractor receives the same information and terms.