

**GUIDELINES FOR COMMUNITY AND VOLUNARY GROUPS**  
**Inviting, receiving and opening quotations**

Competitive quotations are not required for contracts with an estimated value of below £5,000. A written quotation shall be obtained from the Supplier. The quotation shall specify the services, supplies or works to be provided and set out the price and terms of payments. It should be assured that the whole contract is awarded on the basis of best value for money.

**The following guidelines apply to projects which have a value between £5,000 and £50,000**

**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**

**TO ENSURE FAIRNESS AND VALIDITY OF TENDERING PROCESS IT IS ESSENTIAL THAT EACH CONTRACTOR RECEIVES THE SAME INFORMATION AND TERMS.**

- Send full and regular details to all contractors (at least 3) on the same date.
- Documents relating to the invitations to tender:

<b>Brief of the work</b>	<b>A request for quotation</b>	<b>Specify closing time and date, and quotation presentation process*</b>	<b>Fraud evasion certificate **</b>
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\* Envelopes for quotations must indicate that they contain quotations.

\*\* 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 by the specified **time** and **date**, with the envelope marked "QUOTATION".

**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.**

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**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.

**For procurement projects with a higher value that £50,000 it will be essential to operate in accordance with Gwynedd Councils Contracts Procedure Rules.  
Contact the Cist Gwynedd Senior Officer.**