

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

Projects under £1,000

1. One price is acceptable

Projects between £1,000 and £5,000

1. 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)	Fraud evasion certificate **
-------------------	-------------------------	-----------------------	-----------------------	------------------------------

* 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 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.

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

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 TENDERING PROCESS IT IS ESSENTIAL
THAT EACH CONTRACTOR RECEIVES THE SAME INFORMATION AND TERMS.**