

## Quotes and Tendering

For any items or work between **£0 and £29,999** such as a TV, laptop, printer etc three quotes or estimates are required. These can be formal written quotes/estimates from suppliers, printouts from the internet etc.

For any items or work between **£30,000 and £59,999** there must be a tender process undertaken. The tender should be advertised on the Ayrshire LEADER website ([www.ayrshire-leader.com](http://www.ayrshire-leader.com)) and if appropriate on the Public Contracts Scotland website ([www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)). The chance to quote for the work must be advertised openly.

All consultancy fees and sub-contractors costs must be tendered. At least 3 quotes will be required for audit purposes and in all circumstances. Where consultancy fees and contractors charges have been subject to an approved tender process, the market rate resulting from that exercise may be included for support, provided the original tender is no more than 3 years old.

For any items or work at a value of **£60,000+** then contracts must be advertised on the Public Contracts Scotland website and sealed bids requested.

Once the quotes have been received please complete the table below and return a copy to the LEADER office. **You will need to retain copies of the quotes received until December 2020.**

Project Title:	
Project Contact:	

Item/Work being quoted for:
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Quote Number	Supplier	Price Quoted	Supplier Used (Tick)
1			
2			
3			

Reason the Supplier chosen:	
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If you are unable to get three quotes for any reason please provide an email stating the reason to the Programme Coordinator.

Ground Floor, Liberator House, Glasgow Prestwick International Airport, Ayrshire Scotland KA9 2PT. Tel: 01292 673765

