

Appendix 8

(additions are in red type and deletions are struck through)
(Constitution page 341)

Procurement Thresholds

Thresholds

Contract Procedure Rules – Changed January 2015

a)	Less than £1,000 Between 0 up to £5,000	3 quotes are advisable but not mandatory (local firms being preferable)
b)	Between £1,000 and up to £10,000	A minimum of three quotations shall be sought and evidence retained for audit purposes
c)	Between £10,000 £5,000 - £50,000 £25,000	A minimum of three quotations shall be sought, subject to a procurement risk assessment being carried via a Procurement Engagement Form / Process out by the CPU , which will determine the route to market using an appropriate Request for Quotation (RFQ) and contract type (see below for the risk table). It is recommended that service departments use an e-tendering portal. All quotations should be sent to Procurement to ensure compliance with these Rules and the Local Government Transparency Code 2015. (It is not mandatory to use an e-tendering portal but it is preferable).
d)	Between £25 50 ,000 and up to the applicable 'EU Threshold'	A minimum of three quotations shall be sought via an e-tendering portal, subject to a procurement risk assessment being carried out by Procurement the CPU, which will determine the route to market using an appropriate Request for Quotation (RFQ)