

Contract Value		Process	Award Procedure based on	Contract Opportunity Publication	Documentation
From	To				
£0	£5,000	Quotation	Minimum of three quotations	-	Quotation may be delivered by e-mail Employee to record details
£5,000	£25,000	RFQ (Request for quotation)	Minimum of three written quotations based on a RFQ document with simplified T&Cs	-	Must be based on a written specification provided to the supplier by the Council. Quotation should be returned by post or via an e-tendering solution to the Head of Service
£ 25,000	£75,000	RFO (Request for quotation)	Three written quotations based on a RFQ document with simplified T&Cs	Contracts Finder Council contract Register Source East Midlands	Must be based on a written specification provided to the supplier by the Council. Quotation should be returned by post or by an e-tendering solution to The Contract Compliance Officer.
£ 75,000	EU Threshold	Formal tender	Full tender process	Contracts Finder Council contract Register Source East Midlands Specialist publication if appropriate	ITT documentation as relevant with sealed bids which should be returned by post or via an e-tendering solution to The Contract Compliance officer.

EU Threshold	above	Formal tender	Full tender process	OJEU Contracts Finder Council Contract Register Source East Midlands Specialist publication if appropriate	Tender documents to be returned via e-tendering solution F.A.O the Contract Compliance Officer.
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