

 **£0-£5000**

**Procedure Rules:**

* Obtain 3 Quotations in writing/e-mail from suppliers.
* Select quotation based on Value for Money and the business needs of Charnwood Borough Council.
* Please keep records of quotations obtained.

You may wish to use the following documents (if appropriate):-

**Request for Quotation (RFQ):**

Request for Quote, used for simple purchase below £5K – [RFQ](../Toolkit%20Admin/New%20documents%20-%20Completed%20with%20CBC%20requirements%20-Aug%20-Nov%202011/Updated%20document%202015/With%20Tracked%20Changes%20for%20Jennys%20attention/Approved%20-%20with%20comments%20actioned/template%2010%20-%20rfq%20for%20services%20below%205k%20-%20June%202015.doc) – [purchases below £5K](https://www.charnwood.gov.uk/files/documents/rfq_purchases_below_p5k1/RFQ%20-%20purchases%20below%20%C2%A35k.doc)

Supporting documents

[Standard Terms and Conditions - Services](https://www.charnwood.gov.uk/files/documents/standard_terms_and_conditions_services/Standard%20%20Terms%20and%20Conditions%20-Services.doc)

[Standard Terms and Conditions - Goods](https://www.charnwood.gov.uk/files/documents/standard_terms_and_conditions_goods/Standard%20Terms%20and%20Conditions%20-Goods.doc)

**Please refer to the ‘Templates and Documents’ page for further supporting documents that may be of use.**