

£5000 - £25,000

**Procedure Rules:**

* Obtain a minimum of 3 Quotations to be returned to the Head of Service.
* Contracts must be for no longer than 3- 5 years and for less than a total of £25,000 in value.
* All Documents must be available before any adverts are placed.
* Adverts may be placed on Contracts Finder, [Source Leicestershire](http://limfam.charnwood.gov.uk/firmstepfam/auth.aspx) and the Council’s contract register.
* A minimum of 10 days must be given to the quote return-date.  In addition to responses from the advertisement, quotes can be requested from companies from select / standing lists.

**Please place your Contract advert using this** [**link**](https://laravel.charnwood.local/login)

**Request for Quotation (RFQ):**

[Instructions to Quote](https://www.charnwood.gov.uk/files/documents/instructions_to_quote/Instructions%20to%20Quote.doc)This document should be sent to the supplier as part of the Quotation documentation pack, the purpose of the document is to provide guidance to suppliers when completing the RFQ submission.

RFQ Documents:   
Each document contains: requirements, specification, pricing schedule, supporting information, payment details, contract conditions acceptance, contact information and general conditions of contract.

For Goods – [RFQ - Goods](https://www.charnwood.gov.uk/files/documents/rfq_goods/RFQ%20-%20Goods.docx)For Service – [RFQ - Services](https://www.charnwood.gov.uk/files/documents/rfq_services/RFQ%20-%20Services.doc)For Consultancy – [RFQ - Consultancy](https://www.charnwood.gov.uk/files/documents/rfq_consultancy/RFQ%20-%20Consultancy.docx)

Return Label – [Quotation return label](https://www.charnwood.gov.uk/files/documents/quotation_return_label/Quotation%20Return%20Label.doc)To be sent out as part of the Quotation documentation pack, suppliers should use the label to ensure that their submission is submitted in accordance with the council’s Contract procedure rules, i.e. the quotation envelope bears no distinguishing labels or franking stamps that could identify the company.

**Supporting documents**

[Quotation Timetable (Non-OJEU)](https://www.charnwood.gov.uk/files/documents/quotation_timetable_non_ojue1/Quotation%20Timetable%20%28non%20OJUE%29.xls)

[Evaluation scoring matrix](https://www.charnwood.gov.uk/files/documents/evaluation_scoring_matrix/ITT%20Evaluation%20Matrix.xls)

[Request for references](https://www.charnwood.gov.uk/files/documents/request_for_references/Request%20for%20Reference.doc)

[Quotation Checklist](https://www.charnwood.gov.uk/files/documents/quotation_checklist1/Quotation%20checklist.xls)

**Award of contract**

Once the evaluation process has been completed and a successful supplier has been identified contracting authorities must advise all tenderers of their decision.

Contracts with a value at EU threshold or above must allow for a standstill period of 10 calendar days between the date at which bidders are notified of the contract decision, and the final contract award, during which time unsuccessful bidders may challenge the decision. For contracts below EU threshold the standstill period is not a mandatory requirement, however we do recommend that wherever possible you allow for the standstill period.

Reject Letter (non-Standstill) – [Simplified award notification letter (unsuccessful)](https://www.charnwood.gov.uk/files/documents/simplified_award_notification_letter_unsucessful/award%20notification%20%28unsuccessful%29.doc)

Award Letter (non-Standstill) – [Successful award of contract](https://www.charnwood.gov.uk/files/documents/successful_award_of_contract/Successful+Award+of+Contract.docx)

Intention to award contract (unsuccessful – standstill) - [Alcatel notification letter (unsuccessful)](https://www.charnwood.gov.uk/files/documents/alcatel_notification_letter_unsucessful/Alcatel%20-%20Award%20%28unsuccessful%29.doc)

Intention to award contract (successful –standstill) - [Alcatel notification letter – Intention to award (successful)](https://www.charnwood.gov.uk/files/documents/alcatel_successful_notification_letter/Alcatel%20award%20%28successful%29.doc)

Award of contract (standstill) –[Successful award of contract](https://www.charnwood.gov.uk/files/documents/alcatel_letter_notification_of_intention_to_award/Notification%20of%20intention%20to%20Award%20the%20Contract.doc)

To be issued to confirm the award of contract once the Alcatel (10 day standstill) period has past, assuming no challenges have been made.

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