# **Groundwork Northern Ireland**

**Whitemountain Programme Procurement**

***Financial Management***

1. Procurement must be in line with the Procurement Guidelines set out below.
2. The lowest quotation should be accepted unless it is considered unsuitable or additional assessment criteria/scoring (e.g. quality or methodology) have been included in the tender documentation and in such a case the Recipient will provide an explanation to the Administrator of the circumstances that apply.
3. The Recipient must complete Appendix A on submission of any claims to the Administrator along with copies of any submitted quotations.

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| **Estimated Value of Order** | **Quotations / Tenders Required** | **Minimum Documentation to Retain and submit with claims** |
| Up to £5,000 | A minimum of 2 written quotations sought from competent suppliers who ordinarily supply the relevant service | Completed ‘Summary of Competitive Quotations’ (Appendix A)  Documentation and/or terms of reference sent to all potential bidders/suppliers  All tenders/quotes received and evidence that they were received within the specified deadline |
| £5,000 to £25,000 | A minimum of 3 written quotations sought from competent suppliers who ordinarily supply the relevant service | Completed ‘Summary of Quotations’ (Appendix A)  Documentation and/or terms of reference sent to all potential bidders/suppliers  All tenders/quotes received and evidence that they were received within the specified deadline |
| £25,000 and above | A minimum of 5 written quotations sought from competent suppliers who ordinarily supply the relevant service | Completed ‘Summary of Competitive Quotations’ (Appendix A)  Documentation and/or terms of reference sent to all potential bidders/suppliers  All tenders/quotes received and evidence that they were received within the specified deadline |