

## BDC Financial Thresholds

Contract Value		Process	Award Procedure based on	Contract Opportunity Publication Route	Documentation
From	To				
£0	£1,000	Oral quotation	At least three oral quotations	No mandatory procurement involvement	Employee identifying need to record details on project file
£1,001	£5,000	Written Quotation	Minimum of three written quotations	No mandatory procurement involvement	Employee identifying need to record details on project file
£5,001	£50,000	RFQ (Request for Quotation)	Three written quotations based on a RFQ document with simplified Ts & Cs	Inform SPU via "Request for Service" form on intranet. Option for advert on Source Derbyshire. Option for electronic RFQ system	Must be based on a written specification provided to the supplier by the Council. Quotation may be delivered by e-mail or provided through an electronic RFQ system.
£50,001	Up to EU Threshold	Formal Tender	Full tender process	Inform SPU via "Request for Service" form on intranet. Advert on Source Derbyshire. Option for electronic RFQ system	PQQ and ITT documentation as relevant with sealed bids which may be submitted via the e-tendering system. Must be based on a written specification and the Council must supply evaluation criteria to the suppliers.
EU Threshold	Above	Formal Tender	Full tender process	Inform SPU via "Request for Service" form on intranet. Advert on Source Derbyshire and OJEU. Option for electronic RFQ system	PQQ and ITT documentation as relevant with sealed bids which may be submitted via the e-tendering system. Must be based on a written specification and the Council must supply evaluation criteria to the suppliers.

**NB The Contract Value shall be calculated as follows:** The estimated or proposed contract value is the value or consideration for the contract as a whole (not an annual value) and any contract with an option to extend the contract period will be valued to include also any provision for such extended period (eg a three year contract with an option to extend for a further two years will be valued as the consideration for a five year contract.