

Procurement - Getting quotes:

Appendix A: Total project cost less than £5,000 (exc. VAT)



War Memorials Trust

Introduction

This document outlines what you need to do if your total project cost is less than £5,000 excluding VAT.

You will need to start with a specification for the works to be done which should be included in your **Invitation to quote letter** to contractors or conservators an example of which WMT has prepared in its helpsheet [Invitation to quote for contractors or conservators](#). By providing your potential contractors or conservators with a specification you get comparable quotes. A quote is a price offered by a contractor or conservator for carrying out the works based upon a specification.

WMT will need to see prices for the same type of works – it is not possible to compare quotes when contractors or conservators are proposing completely different approaches.

If you are not sure what works are needed then you should [contact WMT](#).

If you have problems obtaining quotes you should [contact WMT](#) to discuss.

Price Only

As your project will cost less than £5,000 the simplest approach of a Price Only option is **recommended** for this value of works see WMT's helpsheet [Procurement - Getting quotes and finding the right contractor or conservator](#) for further information on options.

You will need to return your **Invitation to quote letter** with your application.

Minimum requirements

For projects with a total project cost of less than £5,000 the minimum requirement is that you will

- need to select the contractors or conservators you want to invite to submit quotes/tenders for your project and send them an invitation to quote letter
- need to obtain 2 comparable quotes for the work
- need to ensure the quotes are for appropriate work following best conservation practice
- ensure contractors or conservators providing quotes understand
 - what works are required
 - that works should be in-line with best conservation practice (highlighting WMT's website to source guidance)
 - how you will select the contractor
 - technically appropriate works
 - price
- submit with your Application Form
 - a copy of your Invitation to quote letter
 - a copy of the quotes

If your project is complex or unusual or you want to appoint a conservation-accredited professional advisor to help you then follow the steps in [Appendix B](#) or [Appendix C](#).

Please note that this helpsheet is intended to offer informal advice and is a distillation of experience. The information contained in this helpsheet is not exhaustive and other sources of information are available.

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