

Procurement - Getting quotes: Appendix B: Total project cost between £5,000 and £10,000 (£20,000) (exc. VAT)



War Memorials Trust

Introduction

This document outlines what you need to do if your total project cost is between £5,000 and £10,000 excluding VAT in England, Northern Ireland and Wales and between £5,000 and £20,000 in Scotland.

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 or Price-Quality

As discussed in WMT's helpsheet [Procurement - Getting quotes and finding the right contractor or conservator](#) there are two approaches to choosing a contractor or conservator. At this level of project cost you can base your decision on price only or you can make an assessment taking into account both price and quality.

If you follow a Price only option you will need to return your **Invitation to quote letter** with your application.

If you want to follow Price-Quality criteria option you will need to return your **Invitation to quote letter**

and your **Price-Quality evaluation form** with your application.

Minimum requirements

For projects with a total project cost between £5,000 and £10,000 (or £20,000 in Scotland) the minimum requirement is that you will

- need to select the contractors or conservators you want to invite to submit quotes for your project and send them an Invitation to quote letter
- need to obtain 3 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'
 - if you opt for Price-Quality a copy of your Price-Quality evaluation scoresheet
 - 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 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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