

Procurement example letter: Invitation to quote for contractors or conservators



War Memorials Trust

Introduction

Below is an example of an **Invitation to quote** letter to be used when seeking prices from contractors. This should be used by custodians or those managing projects **without** the assistance of a professional advisor. This will generally be for projects where the total project cost is less than £10,000 (£20,000 in Scotland).

Please note when using this example all items in *[red italics]* are where you will need to enter information based on your project plans. This document has been provided as a pdf rather than a Word document to avoid anyone downloading and sending out the template letter without making amendments to ensure it is appropriate to their project.

Information on when it is appropriate to use this template letter can be found in WMT's helpsheet [Procurement - Getting quotes and finding the right contractor or conservator](#) and the accompanying [Appendix A](#) (for projects less than £5,000) and [Appendix B](#) (for projects between £5,000 and £10,000 (£20,000 in Scotland)). If you have any questions about this please [contact us](#). It is better to ask first and ensure the right approach is taken at the beginning of a project than have to go back to redo things at a later date.

Example letter

Dear *[Madam or Sir]*,

Re: Invitation to quote, *[Nowhere war memorial cross, Nowhere High Street]*

As custodians of the above war memorial, [Nowhere Parish Council] is planning a project to undertake [repair and conservation] works. At present we hope to complete the works in time for [Remembrance Sunday this year]. Ideally we would like the work to be done during [the first half of September but there is some flexibility with this].

[Photographs of the memorial and the areas in need of repair are attached. The memorial is publically accessible if you wish to visit the memorial in person. Please contact the Clerk, who is managing the memorial project, if you wish to meet at the memorial].

Please note that we plan to apply to War Memorials Trust for funding towards the costs so all works undertaken will need to be in-line with conservation best practice. War Memorials Trust's website, www.warmemorials.org has information on the grants available and the type of works eligible for support.

Works

The works required to the memorial are as follows:

- *[Clean the algae from the memorial with water and non-metallic brushes*
- *Re-point open joints with lime mortar*
- *Minor lime mortar repairs to water traps]*

Criteria for Selection

Subject to the quote being acceptable on technical grounds and a suitable Method Statement the contract will be decided on the basis of: *(use whichever approach is applicable)*

- *Price only*
- *Price and Quality criteria based on a 70% scoring for price and 30% scoring for quality (see the Guidance and tender Evaluation Sheet as attached)*

Deadline and information required

If you wish to quote for this project please submit your quote with the following information to the postal or email address below by *[5pm Thursday 28th February]*:

- *[Your price fully itemised (with VAT itemised separately, if applicable) for undertaking all the works on the enclosed 'Specification of works']*
- *Any other works you feel are required or any amendments to the above items, please*
 - *explain why these are proposed*
 - *itemise the additional costs for these separately*
- *Please advise if you visited the memorial in person*
- *Availability based on the proposed completion date, together with the proposed start and completion date*
- *Examples of previous relevant experience and two references from previous clients]*

Contact

[Mrs A. N. Other, Clerk, Nowhere Parish Council, Council Offices, Nowhere High Street, Nowhere AB1 2CD. T: 01111 111 111, E: nowherepcclerk@theinternet.com]

Yours faithfully etc.

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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