



BURNHAM MARKET PARISH COUNCIL

How our quotation and tender process works

The approach we take to quotations and tenders depends on the value of what we are looking to procure.

Purchases between £1,500 and £24,999

For purchases between £1,500 and £24,999, we use a process of gaining competitive quotations.

Usually for these purchases, each service holds details of companies for the work or goods they are looking to buy.

We may also choose to [advertise our requirements on Contracts Finder](#).

Goods and services contracts over £25,000 and below £181,302

In line with contract procedures, we use competitive tendering for supplies and services contracts over £30,000 and below £181,302.

We [advertise these opportunities on Contracts Finder](#).

Goods and services contracts over £181,302

We advertise goods and services Contracts over £181,302 in the Official Journal of the European Union (OJEU) and where appropriate in newspapers and trade magazines.

You can access to OJEU online through the [TED tenders electronic daily website](#).

We only send prequalification documents and tenders to companies who express an interest from the advertisement.

We also put [adverts on Contracts Finder](#) to give suppliers one place to view all opportunities regardless of the value.

During the quotation, prequalification, and tender processes it is important that you read our documentation carefully and answer all of the questions.

If you are submitting a quote, prequalification, or tender, you should:

- read our requirements carefully
- answer all of our questions
- follow any instructions
- make sure any information you give is correct and complete

You should check all information carefully before you send it to us.

September 2022