

RURAL COMMUNITIES CHALLENGE FUND

PROCUREMENT GUIDANCE 2024/25

For all goods and services that you intend to apply for as part of your project, you need to send whichever of the following you have:

- **Quotes that a supplier of the product or service sent to you** - the number of quotes you need to send depends on the value of the product or service. See below.
- **Photocopies or print-outs of catalogue or website listings for products.** We will accept photocopies or print-outs of catalogue or website listings for products. The required numbers of photocopies or printouts must be provided according to the value of the product, see below;
- The photocopies or print-outs must contain the specification of the item which can be compared across the evidence supplied. They must contain a price and all should be either inclusive or exclusive of VAT as applicable.
- The photocopies or print-outs must be from accessible catalogues or website that can be easily verified.
- **Email quotes** - Email quotes can be accepted however either the body of the quote or the attachment must follow the general quote guidance and contain the company name and address, date, name of the individual within the company supplying the quote, company number etc. Quotes that don't meet the requirements set out will be rejected by Aberdeenshire Council.
- **Documents that prove you've issued a formal tender**, scoring and decision-making details.

These documents will all be used to show that you're getting the best value for money in your project.

Public and private procurement (Quotes requirements)

Different rules apply to different applicants when obtaining quotes for projects. The rules for public applicants such as public authorities and government organisations and the rule for private applicants such as private businesses are below.

Individual Items With a Value (excluding VAT) of:	Number of Quotes or Tender
Over £0 and up to £1,500	Single written quote.
£1,500.01 and up to £5,000	At least two quotes must be provided. If at least two quotes have not been provided , then an explanation why must be provided.
£5,000.01 and up to £49,999	At least four quotes must be provided. If at least four quotes have not been provided , then an explanation why must be provided.
Equal to or over £50,000.00	<p>Public applicants – A formal tender is required, you can contact us for advice on this before you go to tender. Evidence must be provided that a tender has taken place, including evidence of the evaluation system used, details of the chosen tender and scoring. The tendering must follow public procurement rules.</p> <p>Private applicants – 4 quotes or evidence of tender including evidence of the evaluation system used, details of the chosen tender scoring.</p>

Externally procured services and items

- The procurement of goods and services that are acquired externally must follow the procurement rules of the organisation applying and evidence of those procurement rules must be provided with the application.

Travel & Subsistence is granted and paid in line with Scottish Government rates. If this applies to your project then please contact: externalfunding@aberdeenshire.gov.uk

In certain circumstances there may be only one supplier that can provide the goods or services, this could be because;

- It is the only provider who has the necessary skills or equipment to undertake the work,
- The provider owns the exclusive rights required to deliver the goods or service.
- In this case a breakdown of the costs, an outline of any value for money considerations, reasons for not procuring in the usual way and any relevant supporting documentation must be provided.

The quotes and tenders you send must:

- come from suppliers that trade independently of each other and don't share any ownership
- be from the last 6 months, or justification if older,
- be comparable in terms of the quality, size, quantity, and type of product, if you're using multiple quotes to show you'll get value for money when buying a product

They must include:

- a detailed and itemised breakdown of costs
- the supplier's address, phone number and a contact name
- the supplier's VAT number, if they're VAT registered and they included VAT on the quote
- the supplier's company registration number, if they're a limited company

Don't send quotes or tenders that come from suppliers you're related to or that your business is linked to. All quotes must come from independent companies and may be verified.

Aberdeenshire Council reserves the right to seek independent advice on the validity and value for money of quotes and tenders supplied. Aberdeenshire Council may contact your suppliers directly.

Suppliers

You must make all of your suppliers aware that they are quoting for a funding application. This responsibility for this lies with you and verification checks will be made by Aberdeenshire Council.