

**Goods/Services:“3 Quotes” Below £50,000 Purchasing Template**

For purchases under £50,000 outwith a current contract, the Unversity policy is to obtain 3 supplier quotations to demonstrate value for money, an informed balance between cost, quality and sustainability. This form is the recommended template for University staff to record their reasoning for choosing a particular supplier.

Please note that you should contact the Procurement team <http://www.ed.ac.uk/procurement/about/contact-us> if any of the following apply:

* If you any have queries
* For goods: If you anticipate spending more than £50,000 in the next 12 months (legal requirement)
* For services: If you anticipate spending more than £50,000 in the next four years (legal requirement)
* If this is an international purchase (for verification that your shipment terms are appropriate)
* If funding for the purchase has external funding auditing requirements
* If your department offers locally-based procurement support (see [contacts list](http://www.ed.ac.uk/procurement/policies-procedures/how-to-buy-guidance-under-fifty-thousand/locally-based-support)), please check with your relevant contact before proceeding

For self-employed, sole trader, and IR35 intermediary service providers: Please use alternative [IR35 ITQ/3Q form](https://www.ed.ac.uk/procurement/policies-procedures/how-to-buy-guidance-under-fifty-thousand/ir35-tax-changes) and, prior to obtaining quotes, complete the [employee status questionnaire-future engagements](http://www.ed.ac.uk/finance/about/sections/payroll/payroll-forms) form on behalf of winning bidder and submit to the [Payroll Office](http://www.ed.ac.uk/finance/about/sections/payroll/contacts). See [Procurement Office website](https://www.ed.ac.uk/procurement/policies-procedures/how-to-buy-guidance-under-fifty-thousand/ir35-tax-changes) for more info.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Description of requirement: |  | | | | | | |
|  |  |  | |  |  | |
| Your name: |  | | Budget Code/Grant Number\*: | |  | | |
|  |  | | \*Delete as appropriate\* | |  | | |
| Budget holder name: |  | | Procurement Reference: | |  | | |
|  |  | | (If relevant) | |  | | |
| School/Department: |  | | IR35 check made by [Payroll](http://www.ed.ac.uk/finance/about/sections/payroll)? (If relevant) | | |  | |

**Quotes Received**

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| --- | --- | --- | --- |
|  | Supplier Name | Brief Description of product / service offered | Total Price  (Ex VAT) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Successful Supplier & Reason for Decision:** (Please provide a clear reason for the decision. The chosen quote need not be the cheapest but rather the most appropriate)

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**If there are fewer than 3 suppliers please record your justification:** (e.g. Compatibility with existing equipment; no other supplier capable of meeting requirements for technical reasons etc. Note: response should be proportional to value—higher value purchases require robust and detailed justification)

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