

## PURCHASING QUOTATION/TENDER REQUIREMENTS

<b>Estimated Value</b>	<b>Maximum Number of Quotations/Tenders To be Obtained</b>
Below £250	No quote required
£250 up to £500	Single oral quote
£501 up to £2,500	Minimum of three oral quotes
£2,501 up to £15,000	Minimum of three written quotes, based on a clear written specification of requirement
£15,001 up to £50,000	Normally minimum of 3 formal competitive tenders invited
£50,001 and over	Normally 4 to 6 formal competitive tenders invited