

Costs & Quotes



Need to show value for money

You must submit the required number of quotes for each item. If you do not then you must explain why. You will need to prove that there are no other suppliers domestically or globally.



Value of item or service	How to show value for money
£1,500 or less	2 quotes or references to 2 catalogue listings (including online suppliers)
>£1,501 to £10,000	3 quotes or references to 3 catalogue listings (including online suppliers)
>£10,001 - £50,000	3 quotes or 2 quotes and a reference to a catalogue listing (including online suppliers)
>£50,001 or more	3 quotes

All quotes or tenders **must**:

- come from different, independent suppliers who are not linked to each other or to your business
- be sourced independently by you or your agent. A supplier cannot source quotes from other suppliers on your behalf

The quotes or tenders **must**:

- include a **detailed and itemised breakdown** of costs;
- include the supplier's business name, address (including postcode) and telephone number;
- **be comparable** with each other in terms of quality, size, quantity, units and specification for every item;
- have been obtained within the last **9 months** and still be valid; and
- be addressed to the applicant business or agent (containing the business name, business or project address, if different, and postcode). If the quote is addressed to your agent, it must clearly reference the project and its location.

References to **catalogue listings** or **web pages** should be print-outs or photocopies. They should include:

- the date when they were printed or copied;
- the item description and the price;
- the name of the company or catalogue; and
- the page number or webpage address

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Cheapest quote

Applicants are expected to use the cheapest supplier for each project item. Where a more expensive quote is selected, we will base any grant on the value of the cheapest quote only. You can still use a more expensive supplier but will be expected to fund the difference in cost yourself.

- Think about how to list items in the application. This will be transferred to the grant funding agreement if the application is successful
- Where there is not the required number of quotes, the item could be removed
- You will need to provide the information shown in the table on the right for all three quotes for each item listed – this includes their VAT & Company Reg number if they have them

Form 032 Spreadsheet – Tab B: Costs and suppliers

Project Ref: 959595	Preferred Supplier				
Description of Expenditure	Preferred Supplier Name	Quoted Amount (£) including VAT	Quoted Amount (£) excluding VAT	Supplier VAT Registration No	Supplier Registered Company No
Grant Funded Expenditure					
Ground Works	Johnson Steel Construction Ltd	15,300.00	12,750.00	125645275	02226513
Building	Johnson Steel Construction Ltd	21,649.68	18,041.40	125645275	02226513
Building Erection	Johnson Steel Construction Ltd	7,410.00	6,175.00	125645275	02226513
Water	Newton Plumbing	3,475.72	3,475.72	N/A	N/A
Electric	Stewart Electrical Services	9,272.86	7,727.38	125645280	N/A
Grader/Sorter	Smiths Graders	17,040.00	14,200.00	125645281	02226519
De-Stoner	Smiths Graders	6,840.00	5,700.00	125645281	02226519
Boiling Pans	Durfocom	6,840.00	5,700.00	125645281	02226519
Press/Juicer	Mortenson	4,980.00	4,150.00	125645283	02226521
De-Humidifying Oven	Smiths Graders	8,194.80	6,829.00	125645281	02326519
		101,003.06	84,748.50		

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Second-hand items

When you request quotes for the second hand item, you will need to ask the supplier to confirm the following points (provide a copy of the email with your application):

- detail of the origin of the item and confirmation that during the previous 7 years the item has not been purchased with public funding. **If you are unable to obtain this confirmation from the supplier you should make your own enquiries and provide us with a declaration to confirm that to the best of your knowledge, the item has not previously been grant funded;**
- that the item meets health and safety legislation;
- that the item doesn't cost more than the market value for new equipment; and
- that the item is operational and fit for the purpose of the project as described by you to them when you get the quote.

You must show that item is equal to or better than a new equivalent version.

Description given to the supplier is consistent with the purpose for the project as set out in your application

If your second hand item is no longer available at the time we approve your application, you can make a request to use a different supplier, and will need to provide the confirmation from that supplier as set out above with the new quote.

You do not need to obtain 3 quotes that are all second hand. It is acceptable to submit 1 quote for the second hand item and 2 further quotes for new items as long as they are comparable with each other in terms of item specification and the cost of the second hand item is cheaper than the cost of a new item.