

Contractor 1*To Supply & Deliver:*

1 No TZA090 Rubber Infill Panel £ 559.14
6 No FIX155 M10 x 30 Security Screw £ 7.92
6 No WSR040 M10 A2 Stainless Steel Washer £ 0.60
6 No DZS009 M10 Cover Washer Zinc Plated £ 8.46
6 No LKN320 M10 Nyloc Nut Zinc and Yellow £ 0.84
6 No DZS005 M10 Nut Cover £ 4.92
Delivery £ 58.19

Total Cost £ 640.07

As the value of this project is below £3,000 as RFO I should **strive to obtain** 3 quotes, however on this occasion only 1 quote has been obtained as the contractor above has spoken with the original equipment manufacturer and can acquire only the specific pieces needed to carry out the repair. It is my understanding no other contractor will be able to match or better the above price due to the above.

Financial Regulations:

11.1h When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 shall apply.

10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

Author: Michelle Harrington
Clerk & Responsible Finance Officer
26th April 2023