STEPS IN BELOW THRESHOLD TENDERING

**LESS THAN €5K**
- Obtain verbal quotes from competitive suppliers
- Select the lowest price/most suitable

**€5K - €25K**
- Send brief specification by e-mail to a number of suppliers (at least three) seeking e-mailed quotes
- Consider using the Quick Quotes facility on eTenders
- Evaluate offers objectively against specified requirements (using a scoring sheet)
- Select most suitable offer
- Advise all tenderers on the award of the contract

**€25K - EU THRESHOLDS**
- More Formal Process - draw up tender documents using Open Procedure
- Set basis for award (MEAT)
- Agree weighting of Award Criteria
- Advertise on eTenders using an Open Procedure
- Evaluate tenders using weighted criteria sheet
- Select highest scoring tender
- Award contract
- Debrief unsuccessful tenderers