STEPS IN BELOW THRESHOLD TENDERING

€25K - EU €5K - €25K LESS THAN €5K **THRESHOLDS** Obtain verbal Send brief More Formal quotes from specification by Process - draw competitive e-mail to a up tender suppliers number of documents suppliers (at using Open least three) Procedure Select the seeking lowest e-mailed quotes price/most Set basis for suitable award (MEAT) Consider using the Quick Agree **Quotes facilility** weighting of on eTenders **Award Criteria** Evaluate offers Advertise on objectively eTenders using against an Open specified **Procedure** requirements (using a scoring sheet) Evalulate tenders using weighted Select most criteria sheet suitable offer Select highest Advise all scoring tender tenderers on the award of the contract Award contract Debrief unsuccessful tenderers