**Quotes and Prices Procurement Form**

Selecting the appropriate procurement method is essential for managing costs and ensuring fair competition. Different methods apply depending on the value of the purchase, each with its own requirements for documentation and supplier engagement. By adhering to these methods, the Trust can achieve best value for money while maintaining transparency and fairness in the procurement process.

* Low Value Purchases: For procurements up to £10,000, obtain prices from at least two suppliers to secure best value.
* Intermediate Purchases: For procurements between £10,000 and £50,000, obtain formal written quotations from at least three suppliers. Prepare and maintain records of the quotations and the evaluation process.
* High-Value Purchases: For procurements exceeding £50,000, conduct a formal tendering process.

**Purpose**

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**Constraints**

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**Quote Details**

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| Supplier  (Quote Ref No) | Quote Amount | Accepted Y/N | Reason for selection or rejection & comments on value for money |
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Please submit this form to the Finance Team for audit purposes to [finance@girlslearningtrust.org](mailto:finance@girlslearningtrust.org).