

© Crown Copyright 2018 ISBN Number: 978-1-78964-080-9

**Guidance for completion**

* **Project Sponsors should complete both the “Competitive Tendering Register” (one for the whole project) and the** “**Competitive Tendering Record” (one for each competitive tendering exercise).**
* **Project sponsors should use the register & record in conjunction with the “**[**Competitive Tendering and Public Procurement Technical Guidance Notes**](https://beta.gov.wales/rural-grants-payments)**”. This document can be found on the Welsh Government website.**
* **This document must be complete and up to date for all tendering exercises and available upon request. Failure to do so may result in your grant being reclaimed in full or in part.**
* **All relevant documents (for example; Invitation to quote letters; technical specification; copies of quotes; rejection and selection letters) must be referenced and retained as supporting evidence with this register & record.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Competitive Tendering Register** | | | | | | | |  |
| **Item Name** | **Item Value** | **Selected**  **Supplier** | **Quote**  **Value** | **Quote**  **Supplier** | **2**  **Value** | **Quote**  **Supplier** | **3**  **Value** | **Advertised on Sell 2 Wales Y/N** |
| ***Example:***  ***Food packaging machine*** | ***£35,000*** | ***James Ltd*** | ***£35,000*** | ***Harriet Ltd*** | ***£40,000*** | ***Other Ltd*** | ***£37,000*** | ***N*** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Competitive Tendering Record - Example** |  |  |
| **Contract Specification: Food packaging machine** |  |  |  |
|  | **1** | **2** | **3** |
| **Supplier name and address** | **James Ltd**  **1 The Lane**  **Wales** | **Harriet Ltd**  **1 The Road**  **Wales** | **Other Ltd**  **1 The street**  **Wales** |
| **Date (and method) contacted** | **E-mailed standard specification and request for quote on 01/01/2018 (see attached e—mail)** | **E-mailed specification and request for quote on 01/01/2018 (see attached e—mail)** | **E-mailed specification and request for quote on 01/01/2018 (see attached e—mail)** |
| **Conflicts of Interest** | **None** | **None** | **Uncle works for Other Ltd – see attached conflicts of interest register and mitigating action taken** |
| **Company Registration Number and VAT Number (if applicable)** | **123456** | **123457** | **123458** |
| **Date Quote**  **Received** | **10/01/2018 (see attached quote)** | **11/01/2018 (see attached quote)** | **09/01/2018 (see attached quote)** |
| **Assessment Criteria** | * **Meets specification** * **Price** | * **Meets specification** * **Price** | * **Meets specification** * **Price** |
| **Cost Of Quote** | **£35,000** | **£40,000** | **£37,000** |
| **Reason for Selection/Rejection** | **Met specification and Cheapest Quote** | **Met specification but not cheapest Quote** | **Met specification but not cheapest Quote** |
| **Date of Selection/Rejection Selection letter** | **01/02/2018** | **01/02/2018** | **01/02/2018** |

**Item Name:** **Production Machine**  **Estimated Item Value: £35,000**

**Number of quotes required:** **3** **Advertised on sell to Wales: No**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Competitive Tendering Record** |  |  |
| **Contract Specification:** |  |  |  |
|  | **1** | **2** | **3** |
| **Supplier name and address** |  |  |  |
| **Date (and method) contacted** |  |  |  |
| **Conflicts of Interest** |  |  |  |
| **Company Registration Number and VAT Number (if applicable)** |  |  |  |
| **Date Quote**  **Received** |  |  |  |
| **Assessment Criteria** |  |  |  |
| **Cost Of Quote** |  |  |  |
| **Reason for Selection/Rejection** |  |  |  |
| **Date of Rejection Selection letter** |  |  |  |

**Item Name:** **Estimated Item Value:**

**Number of quotes required:** **Advertised on sell to Wales: Yes/No**