|  |  |
| --- | --- |
| **Project Manager Name:**  **Ref Number:** | **Date Request For Quotation (RFQ) issued:**  **Evaluation Date:** |

|  |
| --- |
| **Direct Award – Under £2,499** |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier Partner Contact Name** | | **Contact Details (email/phone)** | **Organisation Name** | **Date of Direct Award:** |
| 1 |  |  |  |  |

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| --- |
| **Request For Quoataion – Over £2,499 but below £24,999** |

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| --- | --- | --- | --- |
| **Supplier Contact Name** | | **Contact Details (email)** | **Organisation Name** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

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| --- |
| **Evaluation of Request for Quotation**  **\***not required for Direct Award |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluated on:** | **Supplier 1 (change to actual Supplier Contact Name)**  **Score given and notes for scoring** | **Supplier 2 (change to actual Supplier Contact Name)**  **Score given and notes for scoring** | **Supplier 3 (change to actual Supplier Contact Name)**  **Score given and notes for scoring** |
| **PART C on Request for Quotation: Skills / Training Description**  **Maximum Score 4 –** (what extent did their response meet the requirements, 1 = “not at all”, and 4 = “fully”)  0 = No response/declined, even when chased |  |  |  |
| **PART D on Request for Quotation: Value for Money**  **Maximum Score 6 –** (1 = “no value for money” 6 = “high value for money”)  0 = No response/declined, even when chased |  |  |  |
| **Total Score** |  |  |  |

|  |
| --- |
| **Recommendation and Reason for Selection** |
| ***Name of successful Supplier, and reasons for decision:*** |

|  |  |
| --- | --- |
| **Successful Quotation - Total Cost** | **Date of Supplier decision**: |
| **£** |  |

|  |  |  |
| --- | --- | --- |
| **Contracting Signatory** (checked and verified that the above decision was made following a formalised procurement process) | | **Date**: |
| **Management Signature:** | **Print:** |  |

*Please Note; Where a procurement exercise has been undertaken, supporting documents will be required and made available on request to WYCC – please refer to the Toolbox for guidance - Procurement*