

# Best Value Form (Quote Process)

## IMPORTANT NOTICE TO OFFICERS

In accordance with CPR 14.8;  
*For contracts above £50,000 and up to and including £100,000 for goods and services and £250,000 for works the Procuring Officer must seek to achieve competition and for that purpose invite at least three quotations via YORtender.*

*The Procuring Officer should ensure that the contract has been scored prior to any procurement process in line with the Council's Tiering Tool to assess the level of contract management required once a supplier is appointed.*

*Where appropriate at least two of the companies invited to quote should be local businesses.*

*In instances where only a single bid is received, then the Executive Director must satisfy themselves that Value for Money has been achieved .*

*When inviting suppliers to quote, the officer responsible should ensure they rotate between suppliers where the market permits and allows to ensure a fair, open and transparent process is applied.*

*The Procuring Officer should complete a Best Value Form (Quote Process) to document the process undertaken.*

*If the Procuring Officer chooses to publish the opportunity to the open market, rather than a select list of suppliers a Contracts Finder notice must be published if the value of the contract is above £25,000.*

*The Procuring Officer is responsible for ensuring contracts with an aggregated contract value of £5,000 and above are placed upon the Council's [Contract Register](#) in accordance with legislative requirements. In addition, all contracts awarded above £25,000 must have a contract award notice publicised on Contracts Finder.*

It is the responsibility of the Procuring Officer completing this form to ensure it complies with the Contract Procedure Rules (CPR) and any related instructions or guidance contained.

Please complete all sections in full.

All contracts must have the following;

- A specification of requirements and appropriate performance measures
- Evaluation criteria which outline to those providing a quote how the bids will be evaluated
- Appropriate terms and conditions in place
- An estimated value which aligns to budget
- An understanding of whether a DPIA is required
- An understanding of whether an EIA is required.
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For any procurements where a contract is required please contact  
[legalcommercial@barnsley.gov.uk](mailto:legalcommercial@barnsley.gov.uk)

Please seek advice from the Information Governance team as to whether a Data Protection Impact Assessment (DPIA) is required in relation to the delivery of this contract.

Please seek advice from the Equalities team as to whether an Equalities Impact Assessment (EIA) is required in relation to the delivery of this contract.

The Procuring Officer should ensure prior to the commencement of a procurement they have estimated the contract value and obtained approval for the required budget. Further information on estimated contract values is included in the Contract Value Estimate Guidance available on the [Procurement Intranet Site](#)

All procurement activity is subject to audit and review by the Strategic Purchasing, Procurement and Contract Management Team and Corporate Assurance team. It is the responsibility of the Officer completing the Form to keep this record for Audit purposes.

**Text highlighted in Blue is instructions to the Officer completing the form and should be deleted from the final document.**

**Text highlighted in Yellow is sections which need to be completed by the Officer. Highlighting and background text should be removed from the final document.**

<b>DIRECTORATE</b>	<b>[INSERT]</b>
<b>SERVICE</b>	<b>[INSERT]</b>
<b>CONTRACT OWNER/MANAGER</b>	<b>[INSERT]</b>
<b>BUDGET MANAGER</b>	<b>[INSERT]</b> If the Budget Manager is different to the Officer completing this form you must seek their approval.
<b>BUDGET MANAGER APPROVAL RECEIVED</b>	Choose an item.

<b>SECTION 1: CONTRACT DETAILS</b>	
Contract title	<b>[INSERT TITLE]</b>
Type of supply	Choose an item.
Contract start date	Click here to enter a date.
Contract end date	Click here to enter a date.
Possible extensions (if applicable)	<b>#</b>
Estimated total contract value (Excluding VAT):	<b>£</b>
Estimated total contract value (Including VAT):	<b>£</b>
VAT Rate	<b>20.00% / 12.50% / 5.00% / 0.00% / Exempt</b>
Is this construction related works (CIS)	

SECTION 2: QUOTATIONS RECEIVED		
Rank	Supplier	Price
1	[Insert Name]	[Insert Price]
2		
3	[Insert Additional Rows if required]	

SECTION 3: LOCAL PROVIDERS
State the evidence of invitation of a minimum of 2 local providers and reasons if this requirement has not been met
(e.g. 2 x Suppliers based in S75 postcode, or Unable to locate more than 1 x suitable Supplier in the borough etc.)

SECTION 4: SUCCESSFUL QUOTE
State which bidder you are awarding the contract to. If this is not the bidder with the lowest quotation, please explain the rationale.
(Evaluation methodology based on other criteria including quality etc.)

SECTION 5: USE OF YORtender	
Confirm YORtender was used to obtain the quotes and will be used for the award and publication process (Note: YORtender must be used for requirements over £50,000)	
Choose an item.	
YORtender Project ID	[INSERT]

SECTION 6: COMMERCIAL ACCEPTANCE / VALUE FOR MONEY	
I hereby confirm that, to the best of my knowledge, this procurement is commercially reasonable and delivers best value.	
NAME	[INSERT]
JOB TITLE	[INSERT]
SIGNED	[INSERT]
DATE	Click here to enter a date.

Please email completed forms to [procurement@barnsley.gov.uk](mailto:procurement@barnsley.gov.uk)

Further guidance and support should be obtained from Strategic Purchasing, Procurement & Contract Management ([procurement@barnsley.gov.uk](mailto:procurement@barnsley.gov.uk))