

PROJECTS AND DEVELOPMENT
Quotation / Tender [delete as appropriate] Report
Capital Programme [insert financial year]

To: [insert approvers name and job title]
Scheme: [insert job number and title]
Capital Codes: [insert project specific cost code]
Scheme Allocation: [insert project budget]

Quotations / Tenders [delete as appropriate] for the above scheme were received via the e-tendering system on [insert date].

Returns were received from the following contractors ranked by their bid price:

No.	Company	Bid (£ +vat)
1		
2		
3		
4		

An assessment of the returns was completed by the following people:

1. [insert name and job title]
2. [insert name and job title]

We therefore recommend the acceptance of the quotation / tender [delete as appropriate] from [insert contractors name] in the sum of [insert winning bid], as this represents the best value bid based on the assessment criteria of price.

A Trust Risk Allowance of [insert value of trust risk allowance] will be held outside of the contract by Humber Teaching NHS Foundation Trust.

.....
[insert name of approver]
[insert job title of approver]

Date

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Quotation / Tender [delete as appropriate] Report
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To: [insert approvers name and job title]
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Scheme Allocation: [insert project budget]

Quotations / Tenders [delete as appropriate] for the above scheme were received via the e-tendering system on [insert date].

Returns were received from the following contractors ranked by their bid price:

Rank	Company	ConstructionLine Gold (Pass/Fail)	Quality (40%)	Price (60%)	TOTAL %	BID (£ +VAT)
1						
2						
3						
4						

An assessment of the returns was completed by the following people:

1. [insert name and job title]
2. [insert name and job title]

We therefore recommend the acceptance of the quotation / tender [delete as appropriate] from [insert contractors name] in the sum of [insert winning bid], as this represents the best value bid based on the assessment criteria of above.

A Trust Risk Allowance of [insert value of trust risk allowance] will be held outside of the contract by Humber Teaching NHS Foundation Trust.

.....
[insert name of approver]
[insert job title of approver]

Date