

# Funding Guide 11

## Managing Building Works

### TOOL



## Request for Tenders

A request for tenders (RFT) is a formal, structured invitation to suppliers, to bid to supply a defined need. It ensures impartiality and takes account of price, qualifications, relevant experience, the understanding of the clients needs, and any other specific factors relevant to the clients project. You will need to clearly outline what factors you take into account, and how you will arrive at your decision to appoint. Invitations to tender may be placed in your main advertising streams including local newspapers and on your website. Your proof should be a report on the tenders you have received, together with your decision on which to accept.

### **£0.00 - £10,000**

For fees up to £10,000 tendering is not required, however you will need to be able to demonstrate good value for money.

### **£10,000 - £50,000**

Tendering is required and evidence may need to be demonstrated. You should get at least three competitive tenders or quotes and show that you have selected the one which provides best value for money.

### **£50,000 +**

You must provide proof of competitive tendering procedures including advertising for services.

English Heritage have template Tender Documents which can be downloaded here <http://www.english-heritage.org.uk/professional/funding/grants/procurement-regulations/professional-adviser-appointment/>