

**GD19 – TENDERING GUIDELINES**  
**GUIDELINES FOR RESPONSIBLE FINANCE OFFICER (RFO) IN SENDING**  
**OUT APPLICATIONS FOR TENDERS VALUED IN EXCESS OF £1,000.00.**

1. If the value of any proposed works is estimated to be in excess of £1,000.00 then NTC shall confirm and minute that competitive tenders should be sought.
2. NTC shall confirm the content/details of the works for which tenders are being sought, and such acceptance minuted.
3. NTC shall agree, when tenders are required, where, and by what medium, to advertise.
4. NTC shall agree who will be approached directly for tenders.
5. Unless circumstances dictate otherwise tenders shall sought from a minimum of three tenderers.
6. The Tender invitation and any documents are to be issued at the same time.
7. The Date and Time when tenders are to be returned shall be clearly stated in the Invitation to Tender letter.
8. Tenderers shall be instructed that replies need to state clearly whether or not VAT is included in their figure. If registered, to state their VAT registration number.
9. Tenderers are to be advised that tenders shall be returned in a sealed envelope marked as **(Private. Sealed Tender for .....**)
10. Tenderers to confirm that they have the appropriate insurance and, if required, to indicate if they are covered by Public Liability insurance, details of such insurance will be requested if tender is accepted.
11. Envelopes containing returned Tenders shall be marked with the date and time received.
12. NTC may not accept the lowest tender received. The reason for such a decision shall be minuted.