



Llywodraeth Cymru
Welsh Government

Competitive Tendering and Public Procurement Register & Record

European Maritime & Fisheries
Fund 2014-2020

The Welsh Government Rural Communities-
Rural Development Programme for Wales
2014-2020

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Cronfa Amaethyddol Ewrop ar
gyfer Datblygu Gwledig:
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
European Agricultural Fund for
Rural Development:
Europe Investing in Rural Areas



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Guidance for completion

- Project Sponsors should complete both the “Competitive Tendering Register” (one for the whole project) and the “Competitive Tendering Record” (one for each competitive tendering exercise).
- Project sponsors should use the register & record in conjunction with the “[Competitive Tendering and Public Procurement Technical Guidance Notes](#)”. This document can be found on the Welsh Government website.
- This document must be complete and up to date for all tendering exercises and available upon request. Failure to do so may result in your grant being reclaimed in full or in part.
- All relevant documents (for example; Invitation to quote letters; technical specification; copies of quotes; rejection and selection letters) must be referenced and retained as supporting evidence with this register & record.

Item Name: Production Machine

Estimated Item Value: £35,000

Number of quotes required: 3

Advertised on sell to Wales: No

Competitive Tendering Record - Example

Contract Specification: Food packaging machine

	1	2	3
Supplier name and address	James Ltd 1 The Lane Wales	Harriet Ltd 1 The Road Wales	Other Ltd 1 The street Wales
Date (and method) contacted	E-mailed standard specification and request for quote on 01/01/2018 (see attached e-mail)	E-mailed specification and request for quote on 01/01/2018 (see attached e-mail)	E-mailed specification and request for quote on 01/01/2018 (see attached e-mail)
Conflicts of Interest	None	None	Uncle works for Harriett LTD – see attached conflicts of interest register and mitigating action taken
Company Registration Number and VAT Number (if applicable)	123456	123457	123458
Date Quote Received	10/01/2018 (see attached quote)	11/01/2018 (see attached quote)	09/01/2018 (see attached quote)
Assessment Criteria	<ul style="list-style-type: none"> Meets specification Price 	<ul style="list-style-type: none"> Meets specification Price 	<ul style="list-style-type: none"> Meets specification Price
Cost Of Quote	£35,000	£40,000	£37,000
Reason for Selection/Rejection	Met specification and Cheapest Quote	Met specification but not cheapest Quote	Met specification but not cheapest Quote
Date of Rejection Selection letter	01/02/2018	01/02/2018	01/02/2018

Item Name:

Estimated Item Value:

Number of quotes required:

Advertised on sell to Wales: Yes/No

Competitive Tendering Record

Contract Specification:

	1	2	3
Supplier name and address			
Date (and method) contacted			
Conflicts of Interest			
Company Registration Number and VAT Number (if applicable)			
Date Quote Received			
Assessment Criteria			
Cost Of Quote			
Reason for Selection/Rejection			
Date of Rejection Selection letter			