

## ***Low value contracts***

### **How to apply for low value contracts that are not advertised**

The Council does not advertise contracts for goods and services where the whole life value of purchases are below £30,000. In these cases, council officers examine existing supplier records, directories and information provided by potential suppliers.

If you wish to be considered for this type of contract, it is worth writing to the Council with details of your company and its products or services, including a sales brochure. We are happy for your sales representative to come and talk to us if you think this will help us to understand your company and its products but please make an appointment.

We do not have a procurement department. Instead address your enquiry to the department that you think is the best fit for the services you have to offer. (See page on council organisation)

We draw up shortlists of potential suppliers who will be invited to quote on the basis of our understanding of their capabilities, quality, reliability, enthusiasm to work with us, and likely value for money. When contacting us make sure you provide the necessary information to enable us to make these judgments.

