

AIM FOR GOLD

Business Resilience and Recovery Programme

Part-funded by the European Regional Development Fund (ERDF)

High Value Procurement Form

This form contains 3 key areas to be completed for the procurement process;

1. **Procurement Assessment** - Assess and score any quotes that were received.
2. **Procurement for Interest and Request for Information** - List the details of any quotes or requests that companies made during the tender. * This form only needs to be completed if a 10 day tender has been completed.
3. **Conflict of Interest** - Please cross the relevant boxes and sign to confirm there are no conflicts and all of the above information is accurate.

Beneficiary Number

(A4G Account Manager to provide)

Section A

SME High Value Quotations (£5,000 and above)

3 quotes minimum. Please duplicate and complete this page for each item being procured (or if more than 3 quotations have been obtained)

Name of item being procured (Please state):	
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All of the quotations were reviewed using the following criteria below:

Company Name and address	Source of quote <small>(e.g. via internet, from supplier, etc)</small>	Price <small>(excl. VAT) (Max. Score 10)</small>	Understanding of spec & confidence of delivery <small>(Max. Score 10)</small>	Expertise/ Knowledge/ Creativity <small>(Max. Score 10)</small>	Total score <small>(Max. Score 30)</small>	Decision & Reasoning <small>(reasons for selection & rejection must be objective)</small>
		Please give reasons for your score.				
1		score Price	score Reason	score Reason	[]	
2		score Price	score Reason	score Reason	[]	
3		score Price	score Reason	score Reason	[]	

I confirm that following the assessment of the above quotations, [] (name of company) has been selected.

Section C

Conflict of Interest Declaration in Procurement (Part 1 of 2)

I can confirm that for the above-mentioned ERDF project I have been authorised as the responsible person and undertook the above procurement. I declare to the best of my knowledge that I nor anyone in the organisation has:

(please tick if no)

- any real or apparent personal interest in the companies that have provided the quotes, except as disclosed below;

- any immediate family, friends or acquaintances with a real or apparent personal interest in the companies that have provided quotes, except as disclosed below;

Conflict of Interest Declaration (Part 2 of 2)

As part of my declaration, I agree that:

- I will immediately notify the Black Country AIM for GOLD Programme Manager if any additional or undeclared conflict of interest arises after signing this form.
- The information I have provided in this form is true and correct.
- I understand and agree to this declaration.
- I confirm that all of the documents including the procurement assessment, procurement for interest form and conflict of interest have been completed to the best part of my knowledge and are accurate and true.**

Signed:
Name: (BLOCK CAPITALS)
Position: Must be an officer able to bind the organisation in legal agreements
Company/Organisation: Full Legal Name
Date: (DD/MM/YY)

Receipt of Declaration (Office Use Only)

Received and acknowledged by:

Name:
Role:
Signature:
Date: (DD/MM/YY)

Mitigation Procedure/s
(Only required if an interest has been declared)

Approved by:

Name:
Role:
Signature:
Date: (DD/MM/YY)

Acknowledgment and acceptance of mitigation procedure/s by individual declaring conflict(s):

Signature:
Date: (DD/MM/YY)