



Throughout, please complete the cells shaded in this colour

The cells coloured like this will be automatically completed

Community Led Local Development (CLLD)

Appendix 2d: ERDF Procurement Checklist

This checklist is designed to help you ensure that all your quotes meet ERDF requirements. You do not have to complete this checklist if you do not wish to, but you may find it useful to print off and use it to review each quote provided to ensure they meet the requirements shown. Additional columns are available between columns K and AY for you to unhide if you need them. Please also refer to the CLLD Procurement Guidance.

Project Name:	Cattle Market Makers Project
Project Ref No	SE0032

Expenditure Item or Reference e.g. ERDF 1										
Quote Requirements for Screenshots / Website Quotes	<i>e.g. ERDF F1</i>			ERDF3						
Clearly detailed specification	Yes			Yes						
The Date/Time of the screenshot is clearly shown	Yes			Yes						
The quote clearly includes or excludes	Yes			Yes						
The correct amount inc and ex VAT has been included on the App2 ERDF form as appropriate.	Yes			Yes						
Quote Requirements for Written Quotes or Preferred Supplier Response to Tender	<i>e.g. ERDF 1</i>	ERDF1 - To be Completed	ERDF2 - To be Completed		ERDF C1 To be Completed (MOU)	ERDF F1 To be Completed	ERDFE2 - To be Completed	ERDF F2 - To be Completed		
A copy of the Request for Quote (RFQ) issued to suppliers clearly detailing the specification or criteria required is provided	Yes									
The email that the quote was submitted on from the supplier (if applicable) is provided	Yes									
The quote is addressed to the applicant organisation and the delivery address (if applicable) is appropriate for the organisation/project.	Yes									
The quote clearly includes or excludes	Yes									
The supplier's VAT number is on the quote or it has been obtained	<i>Supplier not VAT registered</i>									
The Company Number on the quote or it has been obtained	<i>N/A</i>									
The quote includes the suppliers contact details (address, telephone number, email address)	Yes									
The correct amount inc and ex VAT has been included on the App2 ERDF form as appropriate.	Yes									
If this is second hand equipment refer to guidance regarding additional information required to be included on the quote	<i>N/A</i>									
If the item is over £25,000 net or VAT a tendering process or 3 like-for-like quotes are required, please seek advice from your CLLD Facilitator.	<i>N/A</i>									