



Throughout, please complete the cells shaded in this colour

The cells coloured like this will be automatically completed

Community Led Local Development (CLLD)

Appendix 2e: ESF Procurement Checklist

This checklist is designed to help you ensure that all your quotes meet ESF 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. ESF 1										
Quote Requirements for Screenshots / Website Quotes	e.g. ESF F1	ESF 1	ESF 2	ESF 3	ESF 4					
Clearly detailed specification	Yes	Yes	Yes	Yes	Yes					
The Date/Time of the screenshot is clearly shown	Yes	Yes	Yes	Yes	Yes					
The quote clearly includes or excludes	Yes	Yes	Yes	Yes	Yes					
The correct amount inc and ex VAT has been included on the App2 ESF form as appropriate.	Yes	Yes	Yes	Yes	Yes					
Quote Requirements for Written Quotes or Preferred Supplier Response to Tender	e.g. ESF I					ESF C1 - To be Completed	ESF C2 - To be Completed	ESF C3 - To be Completed	ESF C4 - To be Completed	ESF E1 - 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	Supplier not VAT registered									
The Company Number on the quote or it has been obtained	N/A									
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 ESF form as appropriate.	Yes									
If this is second hand equipment refer to guidance regarding additional information required to be included on the quote	N/A									
If the item is over £25,000 net of VAT a tendering process or 3 like-for-like quotes are required, please seek advice from your CLLD Facilitator	N/A									