

## South Aberdeenshire Local Action Group

### Supplementary Guidance

At its meeting on 22 March 2016 the South Aberdeenshire Local Action Group adopted the following procurement requirements for projects:

Individual Items With a Value (excluding VAT) of:	Number of Quotes or Tenders
over £0 and up to £1,500	Single written quote.
£1,500.01 and up to £5,000	At least two quotes must be provided. If at least two quotes have not been provided, then a comment must be entered as to why.
£5,000.01 and up to £60,000	At least three quotes must be provided. If at least three quotes have not been provided, then a comment must be entered as to why.
equal to or over £60,000.01	Formal tender. Evidence must be provided that a tender has taken place, including evidence of the evaluation system used, details of the chosen tender and scoring.
Goods and Services over £172,514	European Union Procurement Procedure – follow Procurement Journey.
Public Works over £4,322,012	European Union Procurement – follow Procurement Journey.

The Group also set the following minimum and maximum project grant amounts/percentages:

Minimum Project Grant	£5,000
Maximum Non-Business Grant	£150,000
Maximum Grant %	50%

Maximum rates may be reduced for certain types of project to comply with EU State Aid Rules.



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