

Appendix 2 – Lowest Council Threshold from Neighbouring Councils.

Council	Lowest Threshold	Minimum requirements
Watford & Three Rivers	Less than £5,000	A minimum of one written quotation is provided. The Council would expect that Officers will seek more than one quote, where appropriate, to demonstrate value for money to the Council through a combination of cost and quality.
Harrow	Less than £5,000	Minimum 1 quotation required which must be from a local business*
Hillingdon	Up to £10,000	3 quotations to be sought – Lowest Price applies
South Bucks	Up to £10,000	Minimum of one Quotation. Provided the Officer believe this to offer best value.
Stevenage	Up to £10,000	One quote (confirmed in writing if greater than £1,000)
Dacorum	up to £24,999	A minimum of one quotation should be obtained from a local supplier where available.
Hertsmere	Under £10,000	Obtain a minimum of one written quotation. Although a formal procurement process does not need to be followed, value for money still needs to be demonstrated e.g. informal price comparison/obtain written quotation.
Welwyn Hatfield (same as Hertsmere)	Under £10,000	Obtain a minimum of one written quotation. Although a formal procurement process does not need to be followed, value for money still needs to be demonstrated e.g. informal price comparison/obtain written quotation.
Hertfordshire CC	Below £5,000, £5,001 - £10,000, £10,001 - £100,000,	obtain at least 1 written quotation obtain at least 2 written quotations obtain at least 3 written quotations (no advertising required)