

Tired of chasing suppliers for quotations?

Work smarter not harder. Use Corporate Procurement Unit's Quick Quote facility.

What is it?

[Quick Quote](#) is an online quotation facility which allows users within West Berkshire Council to obtain competitive quotes electronically for low value requirements.

How does it work?

Details of the quick quote are created online and sent to a selected list of suppliers, who can then complete the required details and submit their quotation using the secure tender post-box.

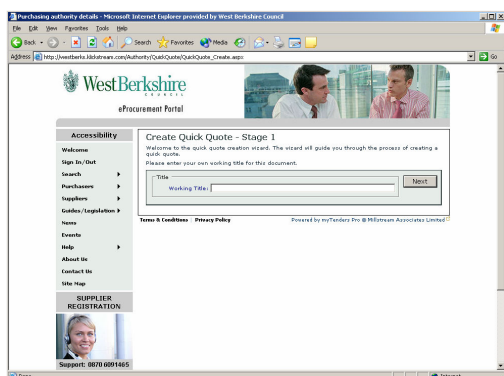
When would I use it?

When the value of the requirement is no greater than £50k Quick Quote simply records details of the quotations issued and ensures that they comply with section 12.5 of the Contract Rules of Procedure.

How do I get access?

Access to the Quick Quote facility is available through the [Procurement Portal](#) located in [Procurement](#) on the Council's intranet. All users must register on the Portal in the first instance and should contact Charlie Piechniczek in the Corporate Procurement Team, Legal & Electoral Services, Market Street on extrn. 2965. Charlie will give you details on how to register and take you through the Quick Quote function.

A [Quick Quote manual](#) is available for download from the Procurement webpage.



Suppliers respond to the Quick Quote via the tender post-box. This allows suppliers to quickly and efficiently provide details of their quotation and record details of the opportunities they have responded to.

There are currently around 50 Quick Quote users. Here are some comments from some who have tried and tested the system:

“A tool that has streamlined a previously paper and labour intensive process.”
Geoff Palmer, Projects Officer

“The portal has already proven to be a valuable procurement tool. It is secure, fair and user-friendly.”

Stephen Robbie, Projects Officer

“A very useful tool for most of us once you get used to using it.”
Andy White, Building Surveyor