



## **Procurement Information**

The Transparency Code requires that local authorities must publish details of every invitation to tender for contracts to provide goods and / or services with a value that exceeds £5,000.

For each invitation, the following information must be published:

- Reference Number
- Title
- Description of the goods and / or services sought
- Start, end and review dates
- Local Authority department responsible

The Code also requires that local authorities must publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.

For each contract, the following information must be published:

- Reference Number
- Title
- Local Authority department responsible
- Description of the goods and / or services sought
- Supplier name and details
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract
- Value Added Tax that cannot be recovered
- Start, end and review dates
- Whether or not the contract was a result of an invitation to quote or a published invitation to tender
- Whether or not the supplier is a small or medium sized enterprise and / or a voluntary or community sector organisation and where it is, provide the relevant registration number

Godalming Town Council publishes details of invitations to tender and contracts since 1 April 2017 as below.

<b>Date</b>	<b>Ref No</b>	<b>Supplier Name</b>	<b>Net Amount (£)</b>	<b>Narrative</b>	<b>Tender / Quote</b>
13 July 2017	Min 106-17	Vantage Point Publications Limited	£17,600 over three year contract	Provision of Godalming Town Council's quarterly newsletters and other publicity material.	Tender
1 April 2018		Waverley Borough Council	£17,355 per annum on a rolling contract	Provision of consumables and cleaning for GTC Community Centres	Quote
1 April 2018	Min 462-17	Zurich Insurance	£7,995.51 per annum for a three year contract	Provision of Godalming Town Council's insurance, excluding the Museum and The Square.	Quote