



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 for 2023/24 as below.

Date	Ref No	Supplier Name	Net Amount (£)	Narrative	Tender / Quote
April 2023	Min 497-20	Zurich Insurance	£13,400 per annum for a three year contract	Provision of Godalming Town Council's insurance, excluding the Museum and The Square.	Quote
April 2023		Waverley Borough Council	£25,600 per annum on a rolling contract	Provision of consumables and cleaning for GTC Community Centres	Quote
April 2023		Service Master	£24,600 per annum on a rolling contract	Provision of consumables and cleaning for GTC Public Conveniences	Quote
December 2023	Min 356-22, Min 410-22	JDS Decorations Ltd	£42,000	Provision and Installation of Christmas Lights	Quote
March 2024	Min 117-23, Min 265-23, Min 580-23	Surrey Groundworks	£82,000	Build a single-storey flat roof infill extension	Tender