

REPORT TO THE MEETING OF THE EXECUTIVE 4 APRIL 2012**PORTFOLIO: FINANCE AND RESOURCES****REPORT FROM HEAD OF FINANCE****SUBJECT: CONTRACTS FOR TENDER IN Q1 2012/13****1 DECISION BEING RECOMMENDED**

1.1 To note all contracts being issued for tender in Quarter 1 2012/13.

2 CONTRACTS FOR TENDER

2.1 At Council on 22 February 2011 it was agreed that Members be informed of all forthcoming competitively tendered contracts above £25,000. In addition to the Members' Bulletin, these are reported separately to this meeting on a quarterly basis.

1.2 A full list of our contracts up to 2013 are published on the Rochford District Council website in the "selling to guide".

1.3 There is one contract valued at £25,000 or more expected to be tendered in the first quarter of financial year 2012/13 (between April-June 2012).

No.	Responsible Officer	Contract Title	Location	Proposed method of Procurement	Estimated Cost
2938	Corporate Communications Officer	Printing of Rochford District Matters	Not Applicable	Competitive tender from at least 3 contractors who formally respond to an expressions of interest advertisement.	£30,000.00

2 RISK IMPLICATIONS

2.1 There is a risk that although tenders are set based upon estimated costs, final costs can come in above or below the original estimate, dependant on market pressures and supplier demands.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: _____

Head of Finance

Background Papers:-

None.

For further information please contact Yvonne Woodward (Head of Finance) or Matthew Petley (Senior Accountant) on:-

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