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**PROCUREMENT FORM 2**

**Contract Award Approval**

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| The Contract Award Report requires to be completed/submitted, **after** the tender evaluation has been completed. Services must ensure the Budget Holder approval signature prior to submission to the Service Accountant for financial sign off and then the Legal Officer who will issue a tender award letter.  No contract can take place with the successful supplier until all documentation has been completed and an Official Purchase Order and award letter is sent to the supplier(s). |

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| **All information fields MUST be completed. Incomplete forms will be rejected and returned for completion** |

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| **DATE** |  |

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| **TENDER TITLE** |  |
| LEGAL FILE REFERENCE – Must be included | **2/6/** |
| DATE TENDER PUBLISHED on PCS |  |
| DEADLINE / RETURN on PCS |  |

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| **CONTRACT RESPONSIBLE OFFICER**  “Responsible Officer” Is the person who has been granted an appropriate level of delegated authority to act on the Council’s behalf and is designated to deal with and be responsible for the procurement process and contract management throughout the duration of this contract. **You must be registered on Public Contract Scotland** http://www.publiccontractsscotland.gov.uk/Default.aspx | |
| **NAME** |  |
| **SERVICE** |  |
| **LOCATION** |  |
| **CONTACT DETAILS** |  |
| **BUDGET HOLDER** |  |
| **CONFLICT OF INTEREST**  Includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest, which might be perceived to compromise their impartiality and independence in the context of the procurement procedure**.** | **Yes  No** |
| **CONTRACT RESPONSIBLE OFFICER SIGNATURE:** | ................................................................................... |
| **Date Approved** |  |

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| **TYPE OF CONTRACT** | |
| **Goods** |  |
| **Services** |  |
| **Works** |  |

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| **Main CPV code**  Common Procurement Vocabulary (CPV) is a single classification system for public procurement aimed at describing the subject of the contract.  <https://www.bipsolutions.com/news-and-resources/cpv-codes/> | **Category Description** |
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| **Category Code CPV** |
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| **Terms and Conditions (select only one as appropriate)** |  |
| Clackmannanshire Council Terms and Conditions - Purchase of Goods October 2019 |  |
| Clackmannanshire Council Terms and Conditions - Purchase of Services October 2019 |  |
| Clackmannanshire Council Terms and Conditions - Purchase of Consultancy Services Oct 2019 |  |
| Clackmannanshire Council Terms and Conditions - Purchase of IT Goods & Services |  |
| Works Contract - Measured Term Contract - MTC/Scot 2011 Edition |  |
| Works Contract - Minor Works Building Contract with Contractor Design MWD/Scot 2013 Edition |  |
| Other - please detail |  |

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| **JOINT PROCUREMENT**  Joint procurement is when two or more contracting authorities/entities are combining their procurement actions. In a joint procurement there should be only one tender notice published on behalf of all participants. | Name additional contracting authorities/entities participating in this procurement and lead authority |
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| This Purchase for Works, Goods or Services is from a supplier under an acknowledged public sector agreement such as Scottish Procurement, Scotland Excel or a collaborative procurement agreement arranged through another public sector body | Scottish Procurement |  |
| Scotland Excel |  |
| Crown Commercial |  |
| Scottish Procurement Alliance |  |
| ESPO |  |
| HUBCO |  |
|  |  |
| Other - confirm you have read [SPPN 03/2017 Speculative framework agreements](http://www.gov.scot/Topics/Government/Procurement/policy/SPPNSSPANS/policy-notes/ScottishProcurementPolicyNotes2017/SpeculativeFrameworkAgreements) and this is a legally compliant framework agreement which public bodies can use to buy from. | **Yes  No** |  |
| **Please State:** |  |

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| --- | --- |
| NATIONAL CONTRACT - TITLE |  |
| NATIONAL CONTRACT - REFERENCE |  |
| NATIONAL CONTRACT - URL |  |
| NATIONAL CONTRACT - START DATE |  |
| NATIONAL CONTRACT - END DATE |  |
| NATIONAL CONTRACT - EXTENTION DATE |  |

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| **TOTAL VALUE OF RFQ/TENDER**  The Officer authorising a tender must be satisfied that there is sufficient budget provision to cover the full term of the contract **INCLUDING ANY EXTENSION PERIODS. This should be shown in financial years April – March inclusive** Expand if appropriate | | | | |
|  | **Financial Year** | **Contract Award Figure** | **Form 1 Figure** | **Saving year 1 Cash Saving subsequent years Budget Saving** |
| Contract Value Year | **20** | **£** | **£** | **£** |
| Contract Value Year |  | **£** | **£** | **£** |
| Contract Value Year |  | **£** | **£** | **£** |
| Contract Value Year |  | **£** | **£** | **£** |
| Contract Value Year |  | **£** | **£** | **£** |
| **Extension Periods if applicable** | | | | |
| Contract Value Year |  | **£** | **£** | **£** |
| Contract Value Year |  | **£** | **£** | **£** |
| **TOTAL CONTRACTED VALUE** |  | **£** | **£** | **£** |
| **Cash Saving** | | | | **£** |
| **Budget Saving** | | | | **£** |

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| **Where a budget saving has been identified has this been removed from the remaining available budget** | **Yes  No** |
| **If not what is the reason for this and how has this been reallocated.**  **This must be completed if there is a difference between the Form1 and Form 2 figures** |  |
| **Print Service Accountant Name** |  |
| **Service Accountant Signature:** | **………………………………….** |
| **Date Approved** |  |

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| [**EVALUATION MODEL TYPE AND RESULTS**](https://www.clacks.gov.uk/document/5901.xls)  \* Attach a copy of the evaluation model completed on which the contract award decision was made.  Please ensure that there is a separate evaluation with a narrative for each candidate. Failure to provide this will delay the process. | Price Weighting % | % |
| Technical / Quality Weighting % | % |
| Evaluation Copy including Comments Attached | **Yes  No** |
| **DIRECT AWARD / Exception**  Please show how this award can demonstrate value for money.  Subject to Council Standing Orders Health & Social Care contracts can be directed awarded up to £552,949.99 (excl. of VAT at 20%) (incl. of VAT £663,539.99) in terms of Section 12 of the Procurement Reform (Scotland) Act 2014 |  | |

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| **This Section requires to be signed off by the Contract Responsible Officer and can NOT be signed off by a third party.** | | |
| **Please confirm the following:** | **Delete as appropriate** | **Signature** |
| **Tender evaluation arithmetically checked** | **Yes  No** |  |
| **Tender evaluation scores imputed correctly** | **Yes  No** |  |
| **Tender evaluation formula is correct as per tender documents and tender advert in PCS** | **Yes  No** |  |

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| **Evaluation Panel**  As per the procurement Journey, An evaluation panel of at least two people should be established and consist of individuals with demonstrable technical ability to evaluate tenders, Ideally the panel membership will be consistent throughout the entire process including presentations and site visits. The evaluation panel should be able to withstand any scrutiny and it is the responsibility of the contract responsible officer to ensure that, as for any other stage of the procurement exercise, no member has a conflict of interest which would prevent them from making a fair and objective assessment of the tenders, or which might give rise to accusations that they were unable to do so. | |
| **NAME** |  |
| **SERVICE** |  |
| **LOCATION** |  |
| **CONTACT DETAILS** |  |
| **CONFLICT OF INTEREST**  Includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest, which might be perceived to compromise their impartiality and independence in the context of the procurement procedure**.** | **Yes  No** |
| **PANEL MEMBER SIGNATURE:** | ................................................................................... |
| **Date Approved** |  |
| **NAME** |  |
| **SERVICE** |  |
| **LOCATION** |  |
| **CONTACT DETAILS** |  |
| **CONFLICT OF INTEREST**  Includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest, which might be perceived to compromise their impartiality and independence in the context of the procurement procedure**.** | **Yes  No** |
| **PANEL MEMBER SIGNATURE:** | ................................................................................... |
| **Date Approved** |  |

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| **IS THE CONTRACT A FRAMEWORK AGREEMENT**  A framework agreement is an ‘umbrella agreement’ that sets out the terms (particularly relating to price, quality and quantity) under which individual contracts (call-offs) can be made throughout the period of the agreement (normally a maximum of 4 years). | **Yes**  **No** |

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| **IS THE CONTRACT A DYNAMIC PURCHASING SYSTEM**  A DPS is similar to a framework. The key differences are that the DPS has to be run as a completely electronic process, can only be set up using the restricted procedure and it is open for new suppliers to join at any time. There are no limitations on the number of suppliers that can be admitted to a DPS. | **Yes**  **No** |

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| **IS THE CONTRACT DIVIDED INTO LOTS** | **Yes**  **No** |

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| **DATE OF CONCLUSION OF THE CONTRACT**  Please enter the date you signed the contract |  |

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| **NUMBER OF PROPOSALS RECEIVED**  \* Enter the total number of proposal received \* |  |
| **NUMBER OF TENDERS RECEIVED FROM SMES:** |  |

|  |  |
| --- | --- |
| **INFORMATION ABOUT SUBCONTRACTING**  Value or proportion likely to be subcontracted to third parties |  |

|  |  |
| --- | --- |
| **Additional information** | |
| **Please enter any additional information, approvals or other permissions that should be considered relevant to this contract if applicable**  List all relevant schedules and clarification/negotiation documentation that will form the contract/framework agreement. Copies should be attached to the submission |  |

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| **CONTRACT DURATION, EXTENSIONS ETC**  Please indicate the start date and duration of the contract. If there is an option to extend the contract, enter the maximum length of the extension(s). The payment window should stipulate the number of months after the official contract end date during which you would usually expect to make all payments relating to the contract to the relevant supplier(s). | |
| **CONTRACT START DATE (dd/mm/yyyy)** |  |
| **CONTRACT DURATION (EXCL EXTENSIONS): MONTHS** |  |
| **MAXIMUM EXTENSION PERIOD IF REQUIRED: MONTHS** |  |
| **CONTRACT END DATE (dd/mm/yyyy) Without extension** |  |
| **CONTRACT END DATE (inclusive of extensions) (dd/mm/yyyy)** |  |

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| **Innovation** | |
| **Are innovative works, supplies or services being bought?**  Innovation means the implementation of a new or significantly improved product, service or process with the purpose of helping to solve societal challenges or to support smart, sustainable and inclusive economic growth.  <https://www.procurementjourney.scot/additional-resources/innovation> | **Yes**  **No** |

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| **RISK Register Updated**  \* Risks and issues identified should be documented in a Risk & Issue Register. All risks and issues should have clear mitigating actions, appropriate owners and a review date - See more at: [https://www.procurementjourney.scot/risk-management-process#sthash.VYThhynR.dpuf](https://www.procurementjourney.scot/risk-management-process%23sthash.VYThhynR.dpuf) | Copy Attached  **Yes  No**  Do you require a D&B Report  **Yes  No** |

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| **Workforce Matters**  Where applicable employment practices and “workforce” matters, including payment of the living wage, shall be considered in the course of a public procurement exercise  **This must be completed** | Is the Contractor an accredited Real Living Wage supplier | **Yes  No** |
| **Is the Contractor paying the Scottish Living Wage on this contract**  ***This must be completed*** | **Yes  No** |
| What is the company size? Micro, Small, Medium or Large |  |
| What is the company type? Private, Charity, SE or other third sector |  |
| Has the company signed up to the Scottish Business Pledge | **Yes  No** |
| Is the Contractor a Start - Up | **Yes  No** |

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| HAVE COUNCIL POLICY OBJECTIVES BEEN CONSIDERED AND INCORPORATED? | |
| **Objectives met - Detail** |  |
| **How will they be met - Detail** |  |
| **How will they be managed throughout the length of the contract - Detail** |  |

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| **CLIMATE EMERGENCY (INCLUDING CARBON REDUCTION AND CIRCULAR ECONOMY)** | |
| Describe how you embedded climate considerations in a ‘whether’, ‘what’, ‘how’ and ‘how much’ we buy approach for this requirement  . |  |

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| SUSTAINABLE PROCUREMENT DUTY The sustainable procurement duty requires that before the Council buys anything, it must think about how it can improve the social, environmental and economic wellbeing of the area in which it operates, with a particular focus on reducing inequality. It also requires the Council to consider how its procurement processes can facilitate the involvement of SMEs, third sector bodies and supported business and how public procurement can be used to promote innovation. It requires the Council to be aware of how its procurement activity can be used to contribute to national and local priorities and to act in a way to secure this. To achieve this, procurement spend should be thought of in this context by all those involved including: external stakeholders, budget holders, commissioners and policy leads, in advance of the start of the formal procurement process. |

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| **You must consider only matters that are relevant to what is proposed to be procured and, in doing so; consider the extent to which it is proportionate in all the circumstances to consider those matters.**  **It is Council Policy that you provide details** | |
| **Economic Factors** such as the availability of suitable and high quality jobs, measures to encourage local small businesses, efficient and effective transport links, lifelong learning, training and skills development, the provision of infrastructure and new information and communication technologies, etc.; |  |
| **Social Factors** such as the promotion of good quality and affordable housing, safe communities, the encouragement of the voluntary sector, looking after the needs of children and young people (particularly the most vulnerable), access to the arts or leisure opportunities, access to education, etc.; |  |
| **Health-Related Factors** such as the promotion of good physical, social and mental health and developing and promoting policies which have a positive impact on health outcomes, especially on health inequalities; |  |
| **Environmental Factors** such as the availability of clean air, clean water, clean streets, the quality of the built environment, the removal of objects considered hazardous to health, removal of disfiguring or offensive graffiti from buildings, protecting communities against the threat of climate change, freedom from a high risk of flooding, improving and promoting biodiversity and accessibility to nature |  |
| **Please detail below how you intend to support and encourage an effective local supplier market including the voluntary sector and the promotion of local social value in contracts and facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process.** | |
| **Support and encourage an effective local supplier market** |  |
| **Small and medium enterprises SME's ”**  means businesses with not more than 250 employees |  |
| **Third Sector:**  The third sector includes community groups, voluntary organisations, charities, social enterprises, co-operatives and individual volunteers that exist wholly or mainly to provide benefits for society or the environment |  |
| **Promote innovation.**  You must consider how you can promote innovation through the different aspects of your Procurement Exercise. The use of **outcome specifications**, identifying options to innovate through the procurement process and exercising the right to directly procure research and development to inform your requirements are some of the methods you can use to achieve this. |  |

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| **COMMUNITY BENEFIT AND WEALTH BUILDING REQUIREMENTS**  A community benefit requirement is a contractual requirement imposed by the Council (a) relating to—  Training and recruitment, or the availability of sub-contracting opportunities, or which is otherwise intended to improve the economic, social or environmental wellbeing of the Council's area in a way additional to the main purpose of the contract in which the requirement is included.  **Where the Council proposes to carry out a regulated procurement in relation to which the estimated value of the contract is equal to or greater than £4,000,000. The Council must, before carrying out the procurement, consider whether to impose community benefit requirements as part of the procurement.**  It is important that you consider a contractual community benefit at financial levels below £4,000,000 |

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| **What Community benefits are included in this contract? –**  **Please detail.**  Where community benefit requirements are included in a contract, the Council must include in the award notice a statement of the benefits it considers will be derived from those requirements. |  |
| **How will these be delivered to there full potential** |  |
| **When will these be delivered** |  |
| **What contract monitoring process will be used to monitor the above benefits** For example measuring Community Benefits achieved vs anticipated. And how will these be reported  **Please detail.** |  |
| **What parties are involved in the delivery of the proposed Community Benefits?**  **Please provide contact details of the individual responsible for delivering the benefits**  **Please detail.** |  |

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| **Data Processing provision as required by Article 24(3) GDPR.**  Where applicable the Council is required to note the requirement to set out, in each contract involving the processing of personal data with suppliers, details of the nature, scope and duration of any data processing with any third party data processors.  Please indicate if this applies to this contract.  <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/controllers-and-processors/> | | **Yes  No**  **If yes please detail below** |
| **Are we a Controller** | **Yes**  **No** | |
| **Are we a Joint Controller** | **Yes  No** | |
| **Are we a Processor** | **Yes**  **No** | |
| **The subject matter and duration of the Processing of Personal Data are:** | Enter Description here | |
| **The nature and purpose of the Processing of Personal Data** | Include Description here | |
| **The type of Personal Data to be Processed** | Include list of data types here | |
| **The categories of Data Subject to whom Personal Data relates** | Include categories of data subjects here | |
| **The obligations and rights of the Purchaser** | **The obligations and rights of the Purchaser as the Data Controller are set out in Condition 15 of our standard terms and conditions and must be provided with each tender.** | |

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| **Prevention of serious & organised crime in public procurement**  Suppliers providing the list of services and works below have all been identified as being vulnerable to infiltration by Serious and Organised Crime Groups (SOCGs). Where your requirement comes under the following categories, **YOU MUST** Indicate by selecting YES. The declaration form that has been returned as part of the tender submission shall be sent to Police Scotland.  On receipt of the information, Police Scotland will check the SOCG declaration for accuracy and carry out police checks on all named persons. Police SPOC will provide a written response within 14 calendar days of receipt of the information. |

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| **Property** | | **Vehicle - Transport** | |
| Building Construction | **Yes** | Bus - Coaches | **Yes** |
| Building Construction - Commercial | **Yes** | Car wash - Valet | **Yes** |
| Building Construction - Residential | **Yes** | Dealership | **Yes** |
| Demolition | **Yes** | Garage – Repairs - Maintenance | **Yes** |
| Groundwork / Landscaping | **Yes** | Haulage | **Yes** |
| Home Improvement | **Yes** | Petrol Station | **Yes** |
| Plasterer | **Yes** | Plant Hire | **Yes** |
| Joinery | **Yes** | Taxi - PHC | **Yes** |
| Plumbing | **Yes** | Vehicle Breakdown | **Yes** |
| Property Development | **Yes** | Vehicle Lease – Hire - Rental | **Yes** |
| Property Maintenance | **Yes** | **Licensed Premises** | |
| Roofing | **Yes** | Bar – Public House | **Yes** |
| Scaffolding | **Yes** | Nightclub | **Yes** |
| **Service - Retail** | | **Catering - Food** | |
| Cleaning | **Yes** | Bakery | **Yes** |
| Hotel | **Yes** | Butchers – Supply – Production | **Yes** |
| Jewellers | **Yes** | Ice – Supply and Delivery | **Yes** |
| Market Trading | **Yes** | Mobile Van - Catering | **Yes** |
| Nursery - Children | **Yes** | Restaurant | **Yes** |
| Shop | **Yes** | Take Away | **Yes** |
| Social Care | **Yes** | Wholesaler | **Yes** |
| Storage Facilities | **Yes** | Storage Facilities | **Yes** |
| Undertaker – Funeral Director | **Yes** | **Health - Beauty** | |
| **Professional** | | Hairdressers - Barbers | **Yes** |
| Education Establishment | **Yes** | Nail Bar | **Yes** |
| Estate – letting Agent | **Yes** | Tanning Studio | **Yes** |
| Financial - Investment | **Yes** | **Recreational** | |
| Immigration advisory | **Yes** | Children Rec Activities | **Yes** |
| Landlord – Property Rental | **Yes** | Entertainment – Dance – Music - Events | **Yes** |
| **Environmental** | | Football Club - Agents | **Yes** |
| Recycling | **Yes** | Gym | **Yes** |
| Scrap Yard | **Yes** | Snooker Club | **Yes** |
| Skip Hire | **Yes** | **Security** | |
| Tyres | **Yes** | Doors | **Yes** |
| Waste Disposal | **Yes** | Site | **Yes** |

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| Please calculate this section ensuring that the values cover the lifetime of the contract being awarded. You must ensure you have sufficient budget before proceeding.  This should be shown in financial years April – March inclusive |

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| **(the following fields must be completed by the Budget Holder and will be confirmed by Service Accountant)** | |
| **Budget Holder decision** | Approved / Not Approved (Delete as appropriate) |
| **Budget Holder Signature:**  **Once approved please sent to your Service Accountant.** | ............................................................................................ |
| **Print name of Budget Holder** |  |
| **Date Approved** |  |

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| --- | --- | --- |
| **Is this project subject to external funding**  **If so please provide details** | **Yes  No  Not Applicable** | |
| Source or funding body |  |
| Contact Details |  |
| Funding | £ |
| **If this project subject to external funding provide detail of any conditions that require to be completed before funds will be released** |  | |

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|  | **Financial Year** | **Ledger Code** | **Capital or**  **Revenue** | **Value £** |
| **Price Financial Year 1** | **2022 / 23** |  |  | **£** |
| **Price Financial Year 2** |  |  |  | **£** |
| **Price Financial Year 3** |  |  |  | **£** |
| **Price Financial Year 4** |  |  |  | **£** |
|  |  |  |  | **£** |
|  |  |  |  | **£** |
|  |  |  |  | **£** |
| **Price Total** | | | | **£** |

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| **Service Accountant** | Approved / Not Approved (Delete as appropriate) |
| **Print Service Accountant Name** |  |
| **Service Accountant Signature:**  **Once approved please send to Procurement** | ....................................................................................... |
| **Date Approved** |  |

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| --- | --- |
| **Service Accountant Notes.** |  |

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| **SUCCESSFUL BIDDER/S** | |
| Organisation |  |
| Address |  |
| Town |  |
| Post Code |  |
| Telephone |  |
| Fax |  |
| Contact Name |  |
| Contact email |  |
| Account Manager |  |
| **Total Value of Proposal** | **£** |
| Successful Lots |  |
| Unsuccessful Lots |  |
| Technology One Supplier Reference you must quote this reference.  **If no reference please supply banking and correspondence details** |  |

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| **If no Technology One reference please supply banking and correspondence details**  **Please send Technology One New Supplier request form to send to supplier. The information contained within this form will allow the Council to finalise the supplier record which will then enable A Purchase Orders to be issued and invoices paid. The Council operate a NO Purchase Order NO Payment policy**  <https://www.clacks.gov.uk/site/documents/procurement/corporateprocurementprocess/> |  |
| **Bank Account Details** | |
| Payee Name |  |
| Bank Name |  |
| Bank Sort Code |  |
| Bank Account Number |  |
| Tax Registration Number |  |
| Email Address for Accounts |  |

**SUCCESSFUL BIDDER/S must confirm the following**

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| Bidders will ensure payment of sub-contractors at all stages (includes public body to contractor, contractor to sub-contractor and sub-contractor to sub-contractor) of the supply chain within a maximum of 30 day payment terms and that this will be managed  <https://www.gov.scot/publications/prompt-payment-in-the-supply-chain-sppn-2-2022/> | **Pass / Fail** |
| Suppliers must ensure that they have effective payment systems in place and provide regular reports on payment performance of sub-contractors in the supply chain. This should be monitored by the Council as part of the contract management activity, addressing any shortfalls with the prime contractor during the life of the contract to ensure the reliability of the supply chain.  <https://www.procurementjourney.scot/additional-resources/prompt-payment/prompt-payment-supply-chain> | **Pass / Fail** |

**Expand if necessary for a framework or dynamic purchasing system contract**

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| **UNSUCCESSFUL BIDDER/S** | |
| Organisation |  |
| Address |  |
| Town |  |
| Post Code |  |
| Telephone |  |
| Fax |  |
| Contact Name |  |
| Total Value of Proposal |  |
| Unsuccessful Lots |  |

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| **UNSUCCESSFUL BIDDER/S** | |
| Organisation |  |
| Address |  |
| Town |  |
| Post Code |  |
| Telephone |  |
| Fax |  |
| Contact Name |  |
| Total Value of Proposal |  |
| Unsuccessful Lots |  |

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| **UNSUCCESSFUL BIDDER/S** | |
| Organisation |  |
| Address |  |
| Town |  |
| Post Code |  |
| Telephone |  |
| Fax |  |
| Contact Name |  |
| Total Value of Proposal |  |
| Unsuccessful Lots |  |