



BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Delegated Authority for Tenders for the Supply and Delivery of Annual Supplies
Date:	10 th August 2012
Reporting Officer:	Gerry Millar, Director of Core Improvement
Contact Officer:	Valerie Cupples, Procurement Manager

1	Relevant Background Information
1.1	The Terms of Reference of the Procurement Unit includes putting in place co-ordinated contracts which can be used by all Departments of the Council to procure from. It will enter into contracts with the most economically advantageous suppliers for goods and services.
1.2	The Procurement Unit seeks tenders for the following; The supply and delivery of protective footwear, gloves and helmets for the period 1 May 2013 to 30 April 2014 with the option to renew on an annual basis until 31 March 2016. The supply and delivery of marquees for Belfast City Council events for the period 1 December 2013 to 30 November 2014 with the option to renew on an annual basis until 31 March 2016.

2	Key Issues						
2.1	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Categories</th> <th style="text-align: right;">Indicative costs/ year</th> </tr> </thead> <tbody> <tr> <td>Protective Footwear, Gloves and Helmets</td> <td style="text-align: right;">£36,000.00</td> </tr> <tr> <td>Hire of Marquees</td> <td style="text-align: right;">£70,000.00</td> </tr> </tbody> </table>	Categories	Indicative costs/ year	Protective Footwear, Gloves and Helmets	£36,000.00	Hire of Marquees	£70,000.00
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3	Resource Implications
3.1	These co-ordinated contracts will provide the Council with a cost efficient, fully compliant method of purchasing these supplies and services. The Procurement Unit will manage the co-ordinated tender process on behalf of the Council.

4	Recommendations
<p>Committee is requested to approve seeking tenders for the above categories using pre-determined evaluation criteria which will include both quality and cost. In addition, Committee approval is sought under the Scheme of Delegation for acceptance of successful tenders to be delegated to the Director of Property and Projects</p>	

5	Documents Attached
<p>N/A</p>	