

Notice of Meeting

Resource Management Select Committee

Monday, 13th September, 2010 at 6.30 pm

in Committee Room 1 Council Offices
Market Street Newbury

Date of despatch of Agenda: Friday, 3 September 2010

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on (01635) 519462
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**Agenda - Resource Management Select Committee to be held on
Monday, 13 September 2010 (*continued*)**

Further information and Minutes are also available on the Council's website at
www.westberks.gov.uk



**Agenda - Resource Management Select Committee to be held on
Monday, 13 September 2010 (continued)**

To: Councillors Jeff Brooks (Chairman), Richard Crumly, Dave Goff,
David Holtby, David Rendel and Laszlo Zverko (Vice-Chairman)

Substitutes: Councillors Jeff Beck, Tony Linden, Keith Lock and Julian Swift-Hook

Agenda

Part I

Page No.

5. **Procurement processes**

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Purpose: To continue work to review procurement processes in place across the Council.

Andy Day
Head of Policy and Communication

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West Berkshire
C O U N C I L

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Agenda Item 5.

Title of Report:	Procurement Processes
Report to be considered by:	Resource Management Select Committee
Date of Meeting:	13 September 2010

Purpose of Report: To outline best practice for carrying out procurement within the Council and to provide an update on progress with the audit to be carried out by Improvement and Efficiency South East (IESE).

Recommended Action: To note the contents of the report.

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Executive Report

1. Introduction

- 1.1 At the previous meeting of the Resource Management Select Committee, Procurement Officers were requested to return to this meeting to outline best practice for carrying out procurement within West Berkshire Council and to provide an update on the external audit of the procurement function within the Council by IESE.
- 1.2 In addition, the Corporate Contracts and Procurement Unit were tasked to provide the following information to aid discussions:
- The approximate number of contracts being agreed on a monthly basis for the different threshold levels, separated between utilities and service funds
 - The sign off process for the different threshold levels
 - The details of the IESE audit
 - List of Small and Medium sized Enterprises registered on the Council's procurement portal

2. Recommendation

- 2.1 Members are asked to note the information provided.

1. For the purposes of this report, Procurement is defined as the full range of activities related to purchasing goods, services and works. Procurement can range from contracting for an entire service to purchasing small assets such as office equipment. The procurement process does not end at the commissioning or contract award stage, but spans the entire life cycle of the product or service from inception and design through to contract management and disposal of any redundant assets. The one-off purchasing of low-value goods where the requirement is for immediate need does not fall within the remit of this report.
2. The Corporate Contracts and Procurement Unit works within the rules outlined within the Contract Rules of Procedure (Part 12 of the Constitution) which was updated in January 2010, and the Public Contracts Regulations 2006 which was transposed within UK Law on 31st January 2006, and the Public Contracts Regulations (Amendment) 2009. A copy of the Contract Rules of Procedure are attached as Appendix A.
3. Within the Contract Rules of Procedure (CRoP), there is clear guidance on meeting the requirements of UK and European Law relating to procurement matters. In particular, paragraphs 12.5.4 to 12.5.6 specifically state the financial thresholds and the procurement processes that apply to each threshold, and responsibility for all procurements rest with Heads of Service, or their delegated Officers, to ensure that the correct process is followed.
4. In addition, for all procurements with a total contract value in excess of £50,000 Members of the Council are required to be involved in the process and must follow the current protocol for member involvement, a copy of which is attached as Appendix B.
5. In light of the content of the CRoP for procurements valued in excess of £50,000 the Corporate Contracts and Procurement Unit proposes that these processes remain in place and unaltered.
6. For procurements valued below £50k, Service Areas are being encouraged to use the Quick Quote facility on the Council's procurement portal. Service Areas may invite a minimum of 3 suppliers to quote for Council contracts against those suppliers that have registered against specific sectors listed on the Supplier side of the Portal. This facility has been taken up with enthusiasm from Property Services, and in the recent edition of Reporter (August 2010), details of this service was highlighted. A copy of this article is attached at Appendix C.
7. For contracts valued below £10k, the current guidance in the CRoP (paragraph 12.5.4) allows for telephone quotes, without inviting written quotations, although the Head of Service or delegated Officer must maintain written records of telephone quotations.
8. It is recommended that for all procurements (as opposed to all purchasing) that the use of the Quick Quote facility on the Council's Procurement Portal be used for all procurements below £50,000 in total value. A copy of the manual for use of the Quick Quote facility is attached at Appendix D. Appropriate training for the

use of Quick Quote will be made available by the Corporate Contracts and Procurement Unit.

Sign Off Process for the Different Threshold Levels

9. Using the current Agresso accounting system, a requisition is raised by one member of staff (the Requisitioner), and authorised by the Budget Holder (the Authoriser). It should be noted that these duties are separated, so that a requisitioner cannot authorise a Purchase Order, while an authoriser cannot raise a requisition or an invoice. For information, budget managers are cleared to authorise expenditure up to £50,000; Service Managers are cleared to authorise expenditure up to £100,000.
10. It is to be noted that in accordance with the CRoP, it is the Heads of Service that are responsible for ensuring that the guidance is followed. Consequently, they are responsible for ensuring that the correct permissions are in place to allow relevant staff to raise new supplier requests, and to ensure that the authorities are in place to appoint appropriate requisitioners and authorisers. These permissions are raised via the Agresso Tech Team in the Council's Finance department.

IESE Audit

11. At the time of the previous meeting of the Select Committee, the Corporate Contracts and Procurement Unit were pulling together a range of information for the IESE to commence its audit of the Procurement function at West Berkshire Council. IESE will be meeting with Council Officers at the end of September 2010 to discuss issues relating to carrying out the audit, but at this moment, no actual audit work has commenced. Attached at Appendix G is a summary of the Procurement Assessment which IESE plans to carry out, and the requested information has been forwarded to it.

Companies Registered on West Berkshire Council's Procurement Portal

12. At the time of writing this report, there are over 1600 companies registered against the various categories listed on the portal. These categories are as follows, and under those categories are a further range of sub-categories:

Audio Visual	Catering	Cleaning	Clothing	Communications	Computing
Construction	Education	Energy	Environment	Finance	Furniture
Healthcare	Human Resources	Industrial	Laboratory	Management Consultancy	Marketing
Miscellaneous	Office Supplies	Plant & Machinery	Printing	Security	Transport

13. A list of companies currently registered on the Portal are listed at Appendix E. It should be noted that the companies registered are a mixture of SME's and larger organisations. This information is not currently in the public domain, but there is no reason not to publish this if requested.
14. At Appendix F are listed the contract notices published via the Procurement portal during the period August 2009 to August 2010. To summarise the

information, the numbers of contract opportunities issued via the Procurement portal are as follows:

- Quick Quote (£10k - £50k): 44
- Above £50k and below OJEU Threshold and/or are Part B services: 27
- Above OJEU Threshold: 2

15. In addition to those contracts listed at Appendix F, the Council has also issued a total of 6,873 Purchase Orders during the period April 2010 – July 2010, as follows:

- April – 1,160
- May - 1,532
- June - 2,056
- July - 2,125

16. Out of the above, the number of Purchase Orders issued for purchases below the value of £10,000 for the same period are as follows:

- April – 1,088
- May - 1,483
- June - 1,971
- July - 1,976

Utilities

17. It is to be noted that in respect of the utility services provided to West Berkshire Council, service areas raise purchase orders upon receipt of invoices submitted by Thames Water.

18. With regard to the provision of gas and electricity utilities to the Council, these are paid via direct debit from the Council's finance department, and then re-charged to the appropriate service areas. These utilities are provided under a Buying Solutions framework, which all six unitary authorities in Berkshire utilise.

Appendices

Appendix A – Contract Rules of Procedure

Appendix B – Members Protocol

Appendix C – Reporter (August 2010)

Appendix D – Quick Quote Manual

Appendix E – List of Companies registered on West Berkshire Council's Procurement Portal

Appendix F – Contract Notices Published on Portal (August 2009 – August 2010)

Appendix G – IESE Procurement Assessment

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West Berkshire Council Constitution

Part 12

Contract Rules of Procedure

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Owning Service	Policy and Communication		

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2	20/01/10	Significant re-write in line with current legislation	

Any Acts, Rules or Regulations mentioned in the text of this document can be accessed on the Office of Public Sector Information website at:
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12.1 Introduction

12.1.1 Application of Rules of Procedure

Subject to any specific provisions to the contrary, these Rules apply in every case where the Council enters into an agreement with another person for the supply of goods, materials or services to, or the execution of work for, the Council. These regulations apply equally to tenders and quotations.

12.1.2 Section 135 of the Local Government Act 1972

These Contract Rules of Procedure are made under the provisions of Section 135 of the Local Government Act 1972 and govern the making of contracts for and on behalf of the Council. They include provision for competition, and regulate the manner in which tenders are invited.

12.1.3 Statutes

The statutes and statutory instruments that currently affect these Regulations are as follows:

- Local Government Act 1972;
- Local Government Act 1988;
- Education Reform Act 1988;
- Local Government and Housing Act 1989;
- Environmental Protection Act 1990;
- Local Government Act 1992;
- Local Government Act 1999;
- Local Government Act 2000;
- The Public Contracts Regulations 2006.
- The Public Contracts (Amendment) Regulations 2009

12.1.4 Amendments

Any amendments to the above or new legislation will be deemed to be included in these Rules without the need for a specific reference here.

12.1.5 Purpose of Rules

These Contract Rules of Procedure apply to all Officers and Teachers involved in the letting of orders or contracts for works, services and supplies for the Council, whether funded from Revenue or Capital Sources. They provide a basis for true and fair competition by providing a transparent and auditable procedure which, if followed, will give confidence that a fully accountable and unimpeachable contract regime exists within the Council.

These Contract Rules of Procedure have been designed to reduce the volume of work and the need to report to the Executive on contract matters. However, this only works if Members and the District Auditor can be confident that robust procedures and controls exist for the invitation, evaluation, acceptance, managing and monitoring of contracts throughout the Council.

12.1.6 Protection of the Council's Legal Position

These Contract Rules of Procedure protect the legal position of the Council in respect of compliance with EU and UK law and in its contractual dealings with external suppliers and contractors. They protect the interests of Members, Officers and the Citizens of West Berkshire. The Head of Legal and Electoral Services shall have ultimate responsibility for ruling on and interpreting these Contract Rules of Procedure.

12.1.7 Seeking Advice

Officers who may be letting a contract must seek appropriate advice at the earliest possible opportunity. The Head of Legal and Electoral Services, Head of Finance or such officers as nominated by them shall advise on the procurement strategy and contractual arrangements.

12.1.8 The Council

In these Contract Rules of Procedure the expression "the Council" shall be deemed to include reference to the Executive, Select Committees, Overview and Scrutiny Management Commission, or Regulatory Committees or any person or persons acting in accordance with delegated authority on behalf of the Council. The expression "the appropriate Committee" shall mean the Executive, Select Committees, Overview and Scrutiny Management Commission or Regulatory Committees responsible for the contract concerned.

12.1.9 Sustainable Sources

Goods or services which are known to be, or where there is strong evidence to believe they could be, harmful to the environment and where there are other adequate options, will not be used. Wherever practical, only materials from sustainable sources will be used. Heads of Service must ensure that all procurement exercises over £50k and any procurement exercises below this value that have a significant impact on the Council's sustainability must undergo a sustainability impact assessment as part of the project appraisal (see 12.1.8)

Officers should make themselves aware of the Council's Sustainable Procurement Policy and any guidance notes. For advice about the application of this policy or about sustainable products officers should contact the Contract and Procurement Unit.

12.1.10 Monitoring Officer

The Council has designated that the Head of Legal and Electoral Services be the Monitoring Officer.

12.1.11 Particularly Complex Contracts

Where the Council is considering embarking upon a particularly complex contract and that involves using competitive dialogue or such other procedures as permitted by law it shall be the duty of the responsible Head of Service to consult with the Head of Legal & Electoral Services to ensure that such negotiations are authorised by law and by these Contract Rules of Procedure and are from the outset conducted by a team of Officers possessing the professional skills appropriate to the proposed transaction

12.1.12 Preparation of Contract Specification

The Head of Service letting the Contract shall ensure that the appropriate technical specification is prepared. This should clearly set out the works, services and supplies which are required by the Council and the manner in which they are to be provided.

The Head of Service must obtain and make full use of all the necessary professional and technical resources to ensure accurate and comprehensive documents are prepared.

12.1.13 Provision of Appropriate Expenditure

A tender must not be invited unless appropriate provision for the expenditure has been included in the Council's approved capital or revenue budget for the year in which the expenditure is to be incurred (or in budgets approved in draft for the next financial year by the Executive where the expenditure is to be incurred in that year) or unless the alternative financial provision is made by the Council under Financial Regulations. The budget must cover all preliminary and ancillary costs (which should include annual maintenance costs) and should be in the Budget and Policy Framework approved by Council and should be contained in the appropriate Forward Plan.

12.1.14 Failure to Comply with Rules

Failure to comply with these Contract Rules of Procedure by Officers will be viewed by the Council as a breach of the Officers Code of Conduct contained in Part 14 (Codes and Protocols) of this Constitution and may be considered a disciplinary matter.

12.1.15 Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)

All Heads of Service should consult with the Head of Legal and Electoral Services, the Head of Human Resources and the Head of Finance or nominated Officer before any contract is entered into which affects the employment of the Council's staff or the potential transfer of staff to the Council. Statutory periods of consultation

(which must be complied with) apply to **all** contracts affected by TUPE.

12.1.16 Claim Arising from a Contract

Any claim arising from a contract, that is not clearly within the terms of the contract, must be referred to the Head of Legal and Electoral Services for consideration of the Council's legal liability and to the Head of Finance or nominated Officer for financial consideration before any settlement is reached. It is also a reportable event within the scope of the Financial Rules of Procedure and must be reported accordingly. "Claim" here does not mean a variation to the contract that is within budget.

12.1.17 Potential for Loss

Financial values are irrelevant when considering potential loss to the Council. Heads of Service need to look at potential for loss. The maximum foreseeable loss must be established by a Risk Assessment and an Indemnity must be sought for that (subject to a £5 million indemnity being the minimum acceptable).

12.1.18 Project Appraisal

In keeping with good procurement practice project options appraisals and business case shall be carried out as follows:

- Contract value less than £50,000 – optional except where the project has a significant sustainability or equalities impact.
- Contract value greater than £50,000 and less than EU threshold – recommended.
- Contracts value exceeding EU threshold – mandatory.

Project appraisals form part of the project strategy and gateway process. Further explanation on how this operates can be obtained from the Contracts & Procurement Unit. (A fact sheet on how to carry out a project appraisal and what is expected is available from Finance).

12.1.19 Equality in Procurement

The Council must procure goods, services and works in a fair and transparent way treating all suppliers in an equal way. The Council must also take all reasonable steps to ensure that goods services and works that we buy must not cause offence or discrimination.

Heads of Service must ensure that all procurement exercises over £50k and any procurement exercises below this value that have a significant impact on the Council's Equality Duty must undergo an Equality Impact Assessment as part of the project appraisal (see 12.1.8)

12.1.20 Financial Leases

Financial leases are leases which need to be accounted for in the Council's Balance Sheet. When an officer wishes to enter into a

Financial Lease that effectively creates a Council asset permission must be sought in advance from the Head of Finance.

12.2 Compliance with the Constitution

12.2.1 Compliance with Rules

These rules consolidate all matters relating to contracts. Every order or contract made on or on behalf of the Council by an Officer of the Council, relating to either income or expenditure, must comply with these Contract Rules of Procedure.

12.2.2 Legislation

The Contract Rules of Procedure shall be subject to Directives 2004/18EC and any other procedures which may apply by reason of the United Kingdom's membership of the European Union (EU). The extensive provisions of EU and UK legislation, especially the EU Public Procurement Directives, the Local Government Planning and Land Act 1980, the Local Government Act 1988 and associated Regulations, the Local Government Act 1999 and other relevant legislation e.g. Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) apply to many of the contracts placed by the Council and must be complied with. EU and UK legislation will always take precedence over these rules.

12.2.3 Formal Exemption

The Council can formally exempt itself from any of these rules (Rule 12.8 (Exceptions to Contract Rules of Procedure refers). However, it may not exempt itself from statutory requirements (for example the Public Contract Regulations referred to in Rule 12.1.3 (Statutes)).

12.2.4 Non-Disaggregation of Contracts

Contracts must not be disaggregated in order to avoid these Contract Rules of Procedure or EU Directives. The contract value shall be the total cost of the supply, service or work to be procured over the contract term. Care must be taken that this does not breach the aggregation rules of the EU Directives.

12.2.5 Maintenance of Records

Adequate records must be maintained by all staff, consultants and agents to demonstrate that the provisions of these Rules and relevant legislation have been complied with.

12.3 European Procurement Rules

12.3.1 Seeking Advice

Advice must always be taken from Head of Finance and the Head of Legal and Electoral Services or such officers as nominated by them Officer in respect of: applicability of the regulations to tendering;

- producing and advertising EU tender notices for publication in OJEU (“the Official Journal of the European Union”);
- preparing tender documents;
- award criteria for tender selection;
- evaluation process and debriefing;
- Notification of the decision.

12.3.2 Public Procurement Regulations

The procedures for the award of public works, public supply and public services contracts have been incorporated into The Public Contracts Regulations 2006 and the Public Contracts (Amendment) Regulations 2009 and cover the following categories of procurement:

- **Public Supply Contracts**

The procurement of goods by purchase, lease, hire, or rental. Also see 12.1.20 Financial Leases.

- **Public Works Contracts**

Contracts for the execution of works relating to building or civil engineering activities.

- **Public Service Contracts**

All contracts which are not covered by the Public Supply or Public Works Contracts or which are pure Service Contracts. Services under this regulation are classed as either Part A or Part B. The regulations apply in their entirety to Part A services, and only in part to Part B services. If a contract is for both supplies and for services it will be a Supply Contract if the value of supplies is greater than that for services, and a Service Contract if the consideration for the services is greater than the value of the supplies. Further clarification on this can be obtained from the Contracts & Procurement Unit.

The categories have a different threshold value above which the regulations apply. These thresholds are re-valued every two years and published in the Official Journal. The current value can be obtained from Head of Finance or nominated Officer or from the Office of Government and Commerce (OGC) website at www.ogc.gov.uk. The threshold values for 2009/10 were £156,442 for goods and services and £3,927,260 for works contracts.

12.3.3 Public Procurement Regulations – Advertising of Procurements

The Public Contracts Regulations 2006 require that all contracts that are over the EU thresholds and subject to the full application of EU procurement rules to be advertised in the Official Journal of the European Union.

However under the EU Treaty principles where the contract is of potential cross border interest then it must be publicised to ensure that providers from other member states have an opportunity to participate and the process is conducted in a fair and transparent manner.

Consideration should also be given to placing adverts in appropriate media e.g. the Council's website, trade publications and local press.

All adverts for the Council website shall be posted by the Contracts & Procurement Unit who will collate and feed back expressions of interest to the sponsoring service unit.

No advert may be placed in any advertising medium prior to the despatch of any advert to be placed in the European Journal (this only applies to contracts for which advertisement in the Official Journal of the European Union is obligatory). Adverts or notices in the Official Journal of European Union will be placed electronically by the Contracts & Procurement Unit. All public notices and advertisements issued by the Council in respect of procurement shall be approved by the Contracts & Procurement Unit who will maintain a register of all advertisements placed.

Furthermore the advertisement to be placed in any UK trade magazine or journal may not contain more detail than the advertisement in the European Journal.

12.3.4 Public Procurement Regulations - Process Requirements

- (a) Estimates of contract value are net of VAT.
- (b) Aggregation rules apply so that a series of contracts for works of a similar character or services of the same type should be aggregated across the whole Council. Care must be taken that this does not breach the aggregation rules of the EU Directives. Guidance must be sought on the aggregation rules from the Head of Legal and Electoral Services. See also 12.2.4.
- (c) Although there are a number of procedures available under the EU procurement regulations, in all circumstances the Restricted Procedure shall be used unless approval is obtained from the Head of Finance and/or the Head of Legal and Electoral Services or such Officer as nominated by them. The Restricted Procedure is effectively "selective" tendering as prospective tenderers who express an interest in tendering are "screened" before being invited to tender. The Restricted Procedure requires not less than five (provided there are five suitably qualified tenderers) tenderers be invited to tender.
- (d) The Regulations cover the financial, technical, and economic qualifications, which should be taken into account in selecting

those tenderers who will be invited to tender. Officers must be very careful not to impose conditions which could be considered anti-competitive and that a European tenderer could not satisfy, for example, a condition that the tenderer must have a local office or prior inclusion on the Approved Supplier database.

- (e) Officers are reminded that, in tender documentation, wherever appropriate, a contract shall require a minimum standard compliance with British Standard Specification of British Standard Code of Practice issued by the British Standards Institution or Public Authority Standard. The European equivalent standard must also be quoted and if there is no equivalent European standard then the words must be added “or other equivalent European standard will be accepted” or International standard recognised in another Member State. All contracts, so far as is practicable, shall require that goods and materials used in their execution shall have been produced in the UK, British Commonwealth or the European Community or any other Country having reciprocal trading agreements with the European Community. The Council cannot reject an offer from a contractor on the basis that materials, goods or services offered do not comply with any standards set out in the tender documents if the contractor can prove to the Council that what they are proposing will satisfy the requirements of the technical specification in an equivalent manner.
- (f) The practice of nominating suppliers, sub-contractors or consultants in technical specifications must be justified by the subject of the contract and accompanied by the words “or equivalent”. Approval for the use of this method must first be sought from the Head of Finance or nominated Officer and the Head of Legal and Electoral Services or nominated Officer.
- (g) The basis of award will be either ‘lowest price’ or ‘the most economically advantageous tender’. The basis of the award must be set out in the Official Journal of European Union notice. Where the most economically advantageous tender is the basis of the award then the criteria, which will be used to assess, must be set out either in the Official Journal of European Union or the tender documentation. Please refer to 12.7.6
- (h) It is essential that Officers allow sufficient time for replies and vetting of tenders and evaluation of tenders. The procurement regulations provide minimum time periods which will also need to be built into the procurement programme. Timescales for the Restricted Procedure are the time between:

- (i) the advert in the European Journal and the return of expressions of interest (30 days or 37 days depending on the method of dispatch); and
- (ii) the sending out of the invitation to tender and its return (40 days).

These timescales can be reduced if a Prior Information Notice (PIN) has been issued (see 12.3.6), the OJEU is sent electronically, or the tender documents are available electronically. If you propose alternative timescales and alternative procedures please consult with the Head of Finance or Head of Legal & Electoral Service or such officer as nominated by them.

- (i) When expressions of interest are returned the Officers involved in the tendering exercise will have to leave sufficient time to analyse replies with regard to financial requirements and other technical and economic qualifications for selection. It is also important to ensure that the Officers who need to be involved in analysing the tenders are made aware of the timetable for the letting of the contract as early in the process as possible.
- (j) Where a contract that has been advertised is then let, the Head of Service concerned must ensure that a “Contract Award Notice” is sent to the European Journal within prescribed timescales of the date of award of the contract. The Contracts & Procurement Unit must be notified when a contract award has been made and will send a ‘Contract Award Notice’ to the OJEU electronically. There are notification requirements under the Public Contracts (Amendment) Regulations both to the successful and the unsuccessful tenderers. There are also “standstill” period requirements under the Regulations. Please seek further advice and guidance from the Head of Legal and Electoral Services or their nominated Officer.
- (k) Where presentations or interviews are to be used as part of the evaluation procedure for tenders this must be communicated to tenderers within the tender documents. Presentations and interviews should not be used to moderate the entire tender scores. Those officers, members and other stakeholders evaluating the interview or presentation should be informed that they are not selecting the supplier but are only marking that particular element of the tender. Evaluation Guidance and a presentation checklist are available from the Corporate Contract and Procurement Unit.

12.3.5 Procurement Regulations – Procurement techniques

The Procurement Regulations provide for the following procurement techniques:

- Electronic Auctions – a repetitive process involving an electronic device for the presentation of new prices once tenders have been evaluated.
- Dynamic Purchasing Systems – an electronic framework agreement where indicative bids to enter into the framework can be made at any time and which call-off is subject to a competitive tender.
- Framework agreements – is an agreement or other arrangement between one or more contracting authorities and one or more economic operator (e.g. providers) which established terms (in particular the terms as to price and where appropriate, quantity) under which economic operators will enter into one or more contracts with a contracting authority in the period during which the framework applies.
- The Contracts & Procurement Unit will determine the use of these techniques in any procurement process.
- There are four main competitive procurement procedures under the Regulations:
 - Restricted Procedure
 - Open Procedure
 - Competitive Dialogue
 - Negotiated Procedure
- in all circumstances Restricted Procedure shall be used unless approval is sought from the Head of Legal & Electoral Services.

12.3.6 Prior Information Notice (PIN)

Prior to the commencement of each financial year, Heads of Service are required to examine projected expenditure for all new significant procurements (including any with an anticipated contract value more than £50,000) for the forthcoming year.

Heads of Service must provide a procurement programme (indicating contract values) to the Head of Finance or nominated Officer by the end of March this is also required by the 'Protocol for Member Involvement in Procurements over £50,000'. The Head of Finance or nominated Officer may decide that a "Prior Information Notice" (PIN) should be published in the European Journal for the year ahead for the whole Council for all relevant categories which exceed the EU thresholds as per Rule 12.3.2.

12.4 Prevention of Corruption

12.4.1 General

The public is entitled to demand of Local Government Officers conduct of the highest standard. Public confidence in their

integrity would be undermined were the least suspicion, however ill-founded, to arise that they could in any way be influenced by improper motives.

12.4.2 Member or Officer Interests

Where a Member or Officer of the Council has a personal or prejudicial interest, financial or otherwise in a contract or proposed contract, and is also involved in the process of letting or managing of that contract, this interest must be registered with the Monitoring Officer. In the case of a Member the interest must also be declared at the meeting of any committee, sub - committee or project board at which the Member is present and at which the contract or proposed contract is discussed. If the interest is prejudicial and the Member should leave the meeting and take no part in any discussions or seek to influence any decision.

In the case of ownership of shares Members should seek advice from the Head of Legal and Electoral Services as to the current level of share ownership accepted by the Standards Board as being *de minimus* for the purposes of declarations of interest.

12.4.3 Statutory Provisions

The following statutory provisions govern contracts and other matters:

- The obligations of elected Members to disclose interests in contracts and other matters and to refrain from speaking or voting thereon which are prescribed by Sections 94 to 98 and 105 of the Local Government Act 1972 and Section 19 of the Local Government and Housing Act 1989.
- The duty of Officers to disclose interests in contracts as required by Section 117 of the Local Government Act 1972.
- Section 117 also requires that “an Officer shall not, under cover of her/his office or employment, accept any fee or reward whatsoever other than her/his proper remuneration.”
- An Officer who contravenes the provisions of Section 117 shall be liable on summary conviction to a fine and additionally will be the subject of disciplinary proceedings by the Council.
- The duty of Members and Officers to adhere to the Codes of Conduct contained in Part 14 (Codes and Protocols) of this Constitution.

12.5 Tendering - General Principles

12.5.1 Preliminaries

It is the responsibility of the Chief Executive, Corporate Directors and the Head of Service to ensure all purchases of goods and services and works comply with

- (a) legal requirements;
- (b) EU Directives
- (c) the Council Financial Rules of Procedure
- (d) any code, guidance or conditions approved by the Governance & Audit Committee, the Executive or the Council to the exercises of powers delegated by them.

12.5.2 Authority

All transactions must fall within the powers delegated to the Chief Executive or Corporate Director or the Head of Service or must have been approved by a decision (in accordance with the Council's Constitution) of the Executive, an authorised Member of the Executive, the Council or one of its committees or sub-committees.

No contract, agreement or other document shall be signed or sealed unless it gives effect to:

- (a) a decision or resolution (in accordance with the Council's Constitution) of the Executive, an authorised Member of the Executive or one of its committees or sub committees; or
- (b) a decision by an officer exercising delegated powers.
- (c) 12.1.13.provisions have been adhered to.

12.5.3 Contract Thresholds

There are four thresholds to be followed when letting an order or a contract depending on the estimated contract value. Detailed procedure notes are available from Head of Finance or nominated Officer. Contracts must not be disaggregated in order to avoid thresholds. Contract thresholds shall be based on the **TOTAL** value of the contract. For example a three-year contract of £50,000 per year is valued at £150,000. In circumstances where the aggregation of annual values is not required to comply with EU or UK legislation the Head of Finance or nominated Officer can approve that the annual value shall apply for threshold classification.

It is the responsibility of the Head of Service to ensure that the Council is receiving best value for money in accordance with the duty imposed under Section 3 of the Local Government Act 1999.

12.5.4 Threshold 1 - Contract Values

Less than £10,000 for single, non-repetitive orders ONLY – telephone quotes acceptable.

The Head of Service or their delegated Officers may place non-repetitive orders under the value of £10,000 for works, goods and services, without inviting written quotations. The Head of Service or their delegated Officers must maintain written records of telephone quotations.

12.5.5 Threshold 2 - Contract Values

Between £10,000 and £49,999 – written quotations required.

The Head of Service or their delegated Officers must obtain a minimum of three written quotations must be sought from appropriate sources.

12.5.6 Threshold 3 - Contract Values

Between £50,000 and EU threshold.

These must be let as a competitive tender with Member involvement and advertised or taken from the appropriate Select List. A minimum of five tenders are to be invited.

The Head of Service or their delegated Officers are responsible for ensuring that the Tender Procedure is followed. Approval is required for Revenue and Capital projects in accordance with Rule 11.8 contained in the Financial Rules of Procedure.

[Additionally, Members of the Council involved in the competitive tender must follow the current protocol for member involvement in procurement in contracts valued over £50,000, available from the Contracts & Procurement Unit.]

12.5.7 Threshold 4 – Contracts over EU Threshold

These must be let as a competitive tender in accordance with EU Regulations. Please note statutory timetable and the need to consult with the Contracts & Procurement Unit who will ensure that tenders are invited in full compliance with Tender Procedures and EU Public Procurement Law and UK legislation.

The Head of Service or their delegated Officers must consult with the Head of Finance or nominated Officer.

[Additionally, Members of the Council involved in the competitive tender must follow the current protocol for member involvement in procurement in contracts valued over £50,000, available from the Contracts & Procurement Unit.]

12.5.8 Invitation to Tender

For contracts of £50,000 and over, tenderers must be selected from the response to a public notice or advertisement .

12.6 Tendering Procedures

12.6.1 Introduction

The rules set out here apply to all contracts with a value of more than £50,000 (Threshold 3 and above).

12.6.2 Instructions to Tenderers

The Head of Service must ensure that the tendering instructions specified in this regulation are issued to every person invited to tender, or who requests tender documents.

Every tender sum must be calculated by reference to the specification and any departure from the tender document or tender which is submitted subject to any unacceptable reservation, qualification or condition by the person submitting them may be treated as grounds for disregarding the tender.

The date, time and place for the receipt of tenders must be specified. State the day of the week as well as the date. This is a good check to ensure you are requesting the return of the tender on a day the Council offices are open.

Tenders must be submitted on a form of tender prepared and supplied by the Council.

Tenders received after the date and time specified for receipt will be disregarded unless the Head of Legal & Electoral Services considers the circumstances to be exceptional.

Any other departure from these regulations may lead to the tender being disregarded.

The Council does not bind itself to accept the lowest or any tender, or to accept any tender in full.

Tenders must be submitted in a plain sealed envelope bearing details of the subject of the tender, and the date and time and place for its receipt, but no other name or mark which does or may identify the sender. It is essential that the correct Head of Service is named on the envelope so that tenders are forwarded to the correct destination on receipt

12.6.3 Receipt of Tenders

All tenders for contracts must be addressed to the relevant Head of Service. It is the responsibility of the Head of Service to ensure all tenders for contracts are retained in a secure place.

All tenders received shall be stamped upon receipt with the date and time of receipt.

Tenders that are received late or are delivered to the incorrect address shall be marked accordingly and then shall be retained securely unopened by the relevant Head of Service after the valid tenders have been opened for a period of at least six weeks, upon which, they shall be destroyed.

Tender envelopes bearing marks identifying the sender shall also be retained securely unopened by the relevant Head of Service after the valid tenders have been opened for a period of at least six weeks, after which, they shall be destroyed.

12.6.4 Opening of Tenders – Refers to Sections 2b, 5 and 8

Opening of tenders over £50,000 must be recorded on the standard form (Form F021). It is the responsibility of the Head of Service to ensure that a copy of the completed form is sent to Finance. The tender opening is arranged by the Head of Service.

The opening is to be in the presence of the Head of Service or a nominated representative, an elected Member, and a representative of Finance. The Head of Service shall complete the tender opening form.

The standard form must be certified as correct by the elected Member present and witnessed by all other Officers present.

12.6.5 Tender Opening - Confidentiality and Security

The information obtained at tender opening is confidential to those involved in the opening process, and those directly involved in the tender evaluation. This confidentiality must be maintained. If any questions arise as to a breach of confidentiality, the Monitoring Officer shall be consulted over the appropriate action. To assist with tender confidentiality opened tenders shall be kept securely in a locked cabinet/office until the contract has been awarded.

12.6.6 Tender Evaluation – Refers to Section 9

The Contract Notice will state that tender award will be on the basis of either:

- a) lowest price; or
- b) the most economically advantageous tender based on criteria stated in the tender documents.

In most cases the latter will have been used and the tender documentation will clearly state the award criteria to be adopted.

12.6.7 Alterations to Tenders

Alterations to a tender sum will not be permitted except as provided below.

12.6.8 Tenders Submitted for the Execution of Work

In the case of tenders submitted for the execution of work and based on priced bills of quantities or schedules of approximate or provisional quantities or schedules of work which are submitted with the tender and form part of the tender documents the effect of errors in totalling, extensions or calculations or other errors or omissions discovered in the tenders will be ascertained and the details notified in writing to the tenderer who will be given the opportunity of:

- (a) confirming the offer at the original amount; or
- (b) withdrawing the offer; or
- (c) amending the offer to correct genuine errors or omissions; or
- (d) in the case of agency contracts amending his/her tender in a manner directed by the employing authority.

The tenderer will be required to confirm in writing either agreement to offer standing at the original amount or withdrawal of offer or

agreement to the adjusted tender amount. This must be given in writing before the decision to award the contract is made.

Contractors failing to bid should be asked, when requested to return the tender documentation, why they decided not to bid. Their response should be recorded on the file and a copy forwarded to the Contracts & Procurement Unit for future reference.

12.6.9 Acceptance of Tenders

If the tendered price cannot be met from the allocated budget or the scheme has materially altered then the Corporate Board must consider and approve a written report prior to acceptance of tender and that report should confirm that the tender offers Best Value to the Council.

The Head of Service concerned shall make suitable arrangements for recording any action taken by him/her to ensure there is an adequate audit trail explaining the reasons for decisions.

The appropriate Head of Service will be responsible for ensuring that:

- a) tenders are reviewed in a timely manner against the set criteria for accuracy and completeness;
- b) the examination is carried out by an employee independent of the tendering process;
- c) there is evidence of checks undertaken recorded on the tender documents.

12.7 Exceptions to Contract Rules of Procedure

12.7.1 General

An exception to the Contract Rules of Procedure is an authority to approve either partially or fully to let a contract without complying with one or more of the Rules. An exception to the Rules for contract may be granted subject to conditions. An exception **cannot** be granted where a breach of any UK or EU legislation would be incurred

Only the Head of Legal and Electoral Services and/or the Head of Finance or such officer as nominated by them may grant an exception to these Rules (see 12.8.2 below). Subject to statutory requirements applications for exception must be made in writing and in accordance with 12.8.2 and include an appropriate exception under 12.8.3 that is requested and the justification for the exception

An application for an exception to the Rules will not be granted without a cogent reason. A lack of time caused by inadequate forward planning is not a cogent reason and will not permit an exception to the Rules. If an application is granted, the appropriate Director and/or the Head of Service responsible for the contract

must demonstrate that the price obtained is not in excess of the market price and that the contract represents best value for money

12.7.2 Exception values and delegations

For all contracts up to £49,999 the Head of Finance or nominated Officer must approve the exception.

For contracts between £50,000 and EU threshold the Head of Finance or nominated Officer will consult with the Head of Legal and Electoral Services and the appropriate Corporate Director.

For contracts between EU threshold and £500,000 the exception will be dealt with by way of recommendation to the Corporate Board after consultation with the Head of Finance and with the Head of Legal and Electoral Services or such officer as nominated by them.

For contracts over £500,000 the Head of Finance and the Head of Legal and Electoral Services or such officer as nominated by them will make a recommendation to the Executive.

12.7.3 Exceptional circumstances

An exception to the requirements to follow the tender or quotation procedure **may** be granted in the following circumstances:

- (a) An unforeseen emergency arises and the work, service or supply is required urgently and would not therefore permit an invitation to tender or quote.
- (b) For justifiable technical reasons works, services, goods can only be obtained from one supplier ;
- (c) Acquiring goods or services from a different supplier would result in incompatibility with existing goods and services or disproportionate technical difficulties;
- (d) The proposed contract is an extension to or a variation of the scope of an existing contract, if permitted by EU or UK legislation.
- (e) Government circular or legislation is in force which differs from these Contract Rules of Procedure.
- (f) Negotiated tender with existing contractor where it is desirable in the best interests of the Council that a tender shall be invited for the execution of works or the supply of goods and materials from a contractor already engaged by the Council for a particular reason(s) but subject to compliance with EU or UK legislation.
- (g) Contracts with professional persons in which the personal skill of those persons is of primary importance, and there would be no genuine competition but subject to compliance with EU or UK legislation.
- (h) Contracts for the supply of goods or materials and services if:

- (i) the goods or materials are sold at a fixed price and no reasonably satisfactory alternative is available;
 - (ii) the prices of the goods or materials are wholly controlled by trade organisations or government order, and no reasonably satisfactory alternative is available;
 - (iii) they are obtainable from only a limited number of Contractors, but in such case, a reasonable number of those Contractors shall be invited to submit tenders but subject to compliance with EU or UK legislation;
 - (iv) they are approved by a consortium of which the Council is a Member, except the Central Buying Consortium where the Council has adopted the Standing Orders of Hampshire County Council for the purposes of our membership and so purchases made through this route are exempt from these regulations;
 - (v) for other reasons there would be no genuine competition but subject to compliance with EU or UK legislation.
- (i) Where the work to be executed or the goods or materials to be supplied consists of repairs to, or the supply of parts for, existing proprietary machinery or plant.

12.7.4 Record Retention

Unsuccessful Tenders will be held securely by the issuing Service Unit for a period of not less than two years. After the stated period the tenders may be destroyed.

Expired Contracts may be archived upon expiry and may be destroyed after 6 years if the Contract is signed or 12 years if the Contract is under seal.

12.7.5 Contracts Register –

The Responsible Head of Service must formally notify the Head of Finance of the award of all contracts above £50,000 in value. This data shall be used to compile a register of Council contracts.

The data shall be used in the completion of the annual return of EU Procurement statistics and in collaborative opportunities with neighbouring authorities including those who are part of the Thames Valley Procurement Forum, the Berkshire Procurement and Shared Services Unit and Improvement and Efficiency South East .

The relevant Corporate Director approving the exceptions below at 12.8.6.1, 12.8.6.1 and 12.8.6.3 must do so with caution and where appropriate seek legal advice. These services usually fall into Part B of the Public Contracts Regulations 2006 which means that they are not subject to the full application of the Rules. However the onus is on the Council to seek to ensure that such contracts are not of interest to other member states and each contract need to be looked at on a case by case basis. If there is a lot of repeat

purchasing of similar types of services or even where a single package is of high value then such contracts could be of inter member state interest and must be advertised in the Official Journal of the European Union. Additionally there is an obligation to comply with the requirement of the Public Contracts (Amendment) Regulations 2009 which includes the placing of a transparency notice in the Official Journal of European Union. Furthermore there is a need to demonstrate value for money in public expenditure.

12.7.6 Social Services - Residential/Nursing Care

Subject to 12.8.6, the Corporate Director (Community Services) shall have authority to approve exceptions to these Contract Rules of Procedure where spot purchasing of residential/nursing care is restricted to providers who are included on the List of Residential and Nursing Care Accredited Providers, the conditions of which include prices specified by the Executive. Orders can be placed with a single provider.

(The Contracts & Procurement Unit needs a copy of the decision for the exceptions file.)

12.7.7 Social Services - Social Care Services

Subject to 12.8.6 the Corporate Director (Community Services) shall have authority to approve exceptions to these Contract Rules of Procedure where spot purchases of domiciliary care, is restricted to providers who are included on the Accredited List of Domiciliary Care Providers and the purchase is for an individual's care package which is under £250 per week. Orders can be placed with a single provider.

(The Contracts & Procurement Unit needs a copy of the decision for the exceptions file.)

Value for money aspects can be demonstrated in inviting single tenders from the voluntary sector, especially in the case of an organisation providing a specialist service.

The existing voluntary sector provider has entered into a long term lease or similar arrangement or has made substantial capital investment in a building for the express purpose of providing a service under contract to the Council.

12.7.8 Social Services - Children and Clients with Special Needs

Subject to 12.8.6 the Corporate Director (Children and Young People) shall have authority to approve exceptions to these Contract Rules of Procedure for individual spot purchases for residential care for children or clients with special needs, where urgency and service need are integral to the provision.

12.7.9 Educational Establishments

Where a Governing Body of a school intends to enter into a contract for works, supply of goods or services the Headteacher or such persons as delegated by h must follow these rules and must seek advice from the Head of Finance or nominated Officer regarding the restrictions imposed by EU and UK legislation.

Where a Governing Body of a school intends to enter into a contract for works, supply of goods or services up to a value of £10,000, the Headteacher/Governing Body may set lower financial thresholds in order to maintain tighter control.

In general terms where these rules refer to Head of Service these duties and responsibilities will become those of the Head Teacher/Governing Body.

12.7.10 Major Incident Plan

When a major incident is declared the Council's Major Incident Plan and/or Business Continuity Plan may be invoked. This in turn may lead to the need to incur additional unbudgeted expenditure. When this becomes necessary the Contract Rules of Procedure will be suspended and the Chief Executive, or an officer nominated by the Chief Executive, is then authorised to incur whatever expenditure is necessary in consultation with the Head of Finance.

A Corporate Director will act in the place of the Chief Executive if he/she is unavailable.

12.8 Engagement of Consultants

12.8.1 Definition

Consultants and advisors include any expertise, support, advice or formal consultancy that is obtained outside the Council for a fee or charge.

Consultants and advisors may be used in the following areas (and this list is not exhaustive):-

- Advice on value for money reviews and evaluating tenders
- Policy and Strategy reviews
- Organisational and service reviews
- Job evaluation
- Financial planning or analysis
- Feasibility studies
- Marketing and business planning
- Public relations
- Computer and IT strategy

- Managing change
- Senior staff recruitment, selection and training
- Individual staff management e.g. community care
- Project Management
- Specialist advice relating to architectural, design projects
- Construction and regeneration projects etc.

Temporary agency staff (for example, for social care work, to provide maternity cover, etc) are not consultants or advisors and should be procured using the corporate contract for agency staff.

12.8.2 Guidance

Corporate Procurement and Contracts Unit has produced Guidance on use of consultants and advisors. This can be obtained from that office. This incorporates a form which must be completed and signed by the relevant Head of Service.

12.8.3 Procurement Process

- All consultants and advisors must be procured under the applicable tendering Rules at 12.6 and 12.7.
- All consultants and advisors must enter into a written contract with the Council in a form to be approved by the Head of Legal and Electoral Services. Such contracts come under the contract for services under the Rules and appropriate procedures under 12.6 and 12.7 must be followed and recorded in writing.

12.8.4 General

A worker will always be employed on a contract of employment unless the circumstances of the engagement fully support an alternative arrangement. The Payroll Manager **must** be consulted because of the potential tax implications of these arrangements.

No consultants shall be engaged unless the costs can be met from the allocated budget for the scheme/project or contract. The costs do not need to be allocated specifically for employing consultants in the budget, any part of the budget may be used to employ consultants provided the overall budget is not exceeded.

12.8.5 Counsel

Within budget, the Head of Legal and Electoral Services shall have discretion to select Counsel, obtain Counsel's opinion and brief Counsel whenever it is considered expedient in the Council's interest to do so.

12.8.6 Evaluation against Predetermined Criteria

Tender bids will be evaluated against predetermined criteria relevant to the particular circumstances e.g.:

- Relevant/recent experience;
- Adequacy of resource/materials available;
- Quality of work;
- Reliability/timeliness;
- Comparable cost.

12.8.7 Appraisals of Work

Tenderers may be asked to submit appraisals of their work from other clients to assist in the evaluation.

12.8.8 Letter of Engagement/Contract

The letter of engagement/contract for services sent to the approved Consultant must contain all of the following clauses (unless exceptions are agreed by the Corporate Director). The Head of Legal and Electoral Services or nominated Officer will provide advice on the form of contract and negotiations and the Head of Finance or nominated officer will provide advice on financial risk issues.

12.8.9 Clauses for Letter of Engagement/Contract

- The Consultant must agree that all documents and materials produced as a result of their engagement under the contract are the property of the Council and that copyright in all documents and materials so produced vests with the Council.
- The Consultant will be responsible for the provision of all major items of equipment and materials necessary to complete the task.
- The Consultant will be free to engage others considered necessary to complete the task at his/her own expense – but such sub consultants must be approved by the Council and must have suitable professional indemnity insurance.
- The Consultant will be responsible for the correction of faulty or incomplete work at his/her own expense.
- The Consultant will be responsible for determining how the work will be done.
- The agreed fee will be paid upon satisfactory completion of the specified work (or in instalments upon complete stages as agreed).
- The Consultant will have no right to terminate the engagement until all contracted work is completed satisfactorily provided that the Council is not at fault in causing the termination.
- The Consultant will be personally liable for all claims against him/her emanating from, or connected with this engagement.

- The Consultant will be personally responsible for all tax and National Insurance liabilities arising from the engagement.
- The Consultant must have professional indemnity insurance of a minimum of £5,000,000.
- The Consultant must comply with these Rules of Procedure (and for the purposes of the Code of Conduct referred to in the Council Rules of Procedure, they shall be deemed to be an “Officer”) subject to the modifications that the procedure to be followed in inviting and opening tenders shall be approved in advance by the appropriate Head of Service and the Head of Finance or nominated Officer.
- The Consultant must at any time during the carrying out of the contract, produce to the appropriate Head of Service or a designated representative, on request, all the records maintained by them in relation to the contract.
- The Consultant must on completion of a contract, transmit all records (or copies) to the appropriate Head of Service.

12.8.10 Commissioning Manager

The manager responsible for the running of the contract in the service area (“the Commissioning Manager”) will be responsible for monitoring progress of the contracted work.

The Commissioning Manager must report to his/her Head of Service if there are indicators that the work may not be completed within specified time limits or to quality standards.

12.8.11 Termination of Contract

Decisions to terminate a contract with a consultant before completion must only be taken in consultation the Contracts & Procurement Unit, Head of Legal and Electoral Services and the agreement of the Corporate Director. Similarly, a decision to withhold agreed payment on completion of contracted work, or at an agreed stage, can only be made by the Corporate Director in consultation with the Contracts & Procurement Unit and the Head of Legal and Electoral Services.

12.8.12 Invoices

Invoices from the Consultant must be verified by the Commissioning Manager as being within the agreed contract terms, and must be endorsed by the Head of Service or his/her delegated Officer before being submitted for payment.

12.9 Entering into a Contract

12.9.1 Contract Form

All contracts entered into by the Council must be in writing in a form approved by the Head of Legal and Electoral Services or his

delegated Officer. Standard Forms of Contract must be used wherever possible.

Where a Standard Form of contract cannot be used, or a Standard Form is to be amended, the Form of Contract shall be prepared/amended by the Head of Legal and Electoral Services or his delegated officer. All Forms of Contract must specify inter alia:

- (a) the services, supplies, work, materials, matters or things to be provided, had, or done;
- (b) the price to be paid, with a statement of discounts or other deductions;
- (c) the time or times within which the contract is to be performed;
- (d) provision for the payment of liquidated damages, where the contractor fails to complete the contract or complete within the authorised timescales (where applicable);
- (e) a clause empowering the Council to cancel the contract in circumstances of corruption, and to recover any loss resulting from such cancellation;
- (f) a requirement for compliance with current legislation relating to health and safety at work, sex, race and disability discrimination and in general equalities legislation. Following is a non-exhaustive list of equalities legislation;
 - Equal Pay Act 1970 (Amended)
 - Sex Discrimination Act 1975;
 - Race Relations Act 1976;
 - Data Protection Act 1984;
 - Disability Discrimination Act 1995;
 - Human Rights Act 1998;
 - Freedom of Information Act 2000;
 - Race Relations (Amendment) Act 2000;
 - Employment Equality (Religion or Belief) Regulation 2003;
 - Employment Equality (Sexual Orientation) Regulation 2003;
 - Race Relations Act 1976 (Amendment) Regulation 2003;
 - Civil Partnerships Act 2004;
 - Environmental Information Regulations 2004;
 - Gender Recognition Act 2004;
 - Disability Discrimination Act 2005;
 - Disability Discrimination Amendment Act 2005;

- The Employment Equality (Sex Discrimination) Regulations 2005;
 - Employment Equality (Age) Regulations 2006;
 - Equality Act 2006;
 - Racial and Religious Hatred Act 2006;
- (g) a clause requiring full indemnity of the Council (usually provided by Public Liability Insurance);
- (h) a clause requiring a performance bond (where applicable);
- (i) a clause requiring contractors to warrant that performance and functionality will not be affected by date or other information technology functions;
- (j) a clause which reflects the Council's environmental and sustainability policies (where appropriate);
- (k) a clause permitting the use of information for preventing and detecting fraud (where appropriate).
- (l) a clause requiring the contractor to supply sufficient information in a timely manner to enable the Council fully and properly to comply with requests for information under the Data Protection Act 1998, Freedom of Information Act 2000 and the Environmental Information Regulations 2004;
- (m) a clause requiring the contractor to keep details of the contractual arrangements confidential and not to disclose the same without the consent of the Council;
- (n) a clause requiring contractors to co-operate with enquiries by overview and standards committees, Ombudsmen, the Standards Board for England, the Council's internal and external auditors, Government departments and the European Commission and other legally-empowered persons;
- (o) a clause detailing the liabilities and responsibilities relating to workforce matters where the Transfer of Undertakings (Protection of Employment) Regulations 2006 apply; and
- (p) in the case of the engagement of professional advisers, a requirement that the adviser shall at all times be fully covered by professional indemnity insurance and that, in relation to that contract, he or she shall confirm to the requirements of these Contract Rules of Procedure, the Council's Financial Rules of Procedure and any direction from the Council, the Executive, a Committee or duly authorised officer.

12.9.2 Contract Presentation

Contracts under £5,000 shall be in writing on an official order signed by the designated purchasing Officer.

Between £5,000 and £50,000 contracts and one-off purchases shall be in writing in the form of a contract approved by the Contracts & Procurement Unit unless it is a standard form of contract with a specification attached if necessary.

All contracts over £50,000 to EU threshold - the form of contract must be approved and signed by the Head of Legal and Electoral Services who shall retain all relevant contract documents. The Head of Legal and Electoral Services must witness the affixing of the common seal of the Council to any such contract.

EU and over - the form of contract must be approved and signed by the Head of Legal and Electoral Services who shall retain all relevant contract documents. All contracts over the EU threshold will be sealed.

12.9.3 Standard Clauses

Every contract shall include wherever possible the standard clauses set out in Form F020A (available from the Contracts & Procurement Unit).

In every written contract for the execution of work or the supply of goods, materials or services, a clause shall be inserted to secure that the Contractor shall be prohibited from transferring or assigning directly or indirectly to any person or persons whatsoever, any portion of this contract without the written permission of the Council.

12.9.4 Sub-letting

Sub-letting of any parts of the contract except to the extent permitted in writing by the appropriate Head of Service shall be prohibited.

The contractor shall be responsible for the observance of this Regulation by sub contractors employed in the execution of the contract.

12.9.5 Provision for Liquidated Damages

Every contract which is estimated to exceed £50,000 in value or amount, and is for the supply of services, execution of works (or for the supply of goods or materials by a particular date or series of dates) shall provide for liquidated damages unless the Head of Legal and Electoral Services and/or the Head of Finance or nominated Officer determines that such a provision is not required. The amount to be specified in each such contract shall be determined by the Head of Service concerned in consultation with the Head of Legal and Electoral Services and the Head of Finance or nominated Officer.

12.10 Legal Considerations

12.10.1 Relaxation of Indemnities

No relaxation of full indemnities releasing the Council from all liability whether provided by public liability insurance or other instrument should be allowed unless authorised in writing by the Head of Legal and Electoral Services or the Risk Manager, the Head of Finance or nominated Officer.

12.10.2 Risk Assessments

Where a contract is estimated to exceed £50,000 in value or amount and is for the execution of works (or for the supply of goods or materials by a particular date or series of dates) the relevant Head of Service must undertake a risk assessment, in conjunction with the Head of Finance or nominated Officer to determine whether a Performance Bond or other suitable security should be required from the tenderers. This is to provide sufficient security for the due performance of the contract. A record of the risk assessment must be retained on the contract file for inspection.

Where it is felt necessary, such bonds required shall be for an amount equal to 10% of the value of the contract, and shall be taken up by the contractor with an insurance company, bank or other recognised financial institution approved by the Council. The bond shall be released on practical completion of the work.

12.10.3 Contractor's Indemnities and Tax

It is a general principal that all contracts must "hold harmless" West Berkshire Council, its Members and Officers, against any loss or claim, however caused, arising from any contract and/or its execution, and that the Contractor will indemnify West Berkshire Council against all losses/demands/claims howsoever arising.

12.10.4 Need for Insurance

Every contract should be assessed for risk. If the risk assessment identifies the need for insurance the Head of Service must:

- (a) in consultation with the Head of Finance or nominated Officer set adequate levels of insurance cover. This includes employer's liability, public liability and any other as determined by the needs of the particular contract;
- (b) in consultation with the Head of Finance or nominated Officer ensure that the required insurances are in fact held by the contractor and that the policies concerned are renewed, if necessary, during the period required;
- (c) in consultation with the Head of Finance or nominated Officer who must ensure the contractor's status under the Inland Revenue Construction Industry Tax Deduction Scheme (for construction contracts);

- (d) in consultation with the Head of Finance set a consultants' professional indemnity insurance (for Consultancy agreements), minimum £5,000,000 cover unless the Risk Manager feels that a greater amount is required if so determined by the risk assessment process.

12.10.5 Sealing of Documents

The Common Seal shall be in the Custody of the Head of Legal and Electoral Services and kept in a safe place at his/her discretion.

The Common Seal of the Council may be affixed to any document that has been approved by a resolution of the Council; or of the appropriate Committee or an Officer to which the Council or the Executive has delegated its powers on its behalf, provided that a resolution of the Council or of the appropriate Committee or Officer where that appropriate Committee or Officer has the appropriate authority authorising the acceptance of any tender, the purchase, sale, letting or taking of any property, the issue of stock, the presentation of any petition, memorial or address, the making of any rate, contract or order, or any other matter or thing, shall be a sufficient authority for sealing any document necessary to give effect to the resolution.

Provided also that the Common Seal of the Council may be affixed to any:

- (a) Petition to be presented to Parliament against the promotion of any Bill or confirmation of any Provisional Order which the Council opposes.
- (b) Mortgage in respect of a loan arranged by the Head of Finance or nominated Officer under the powers of Heads of Service approved by the Council.
- (c) Incomplete form of transfer for the duly authorised sale of securities by the Council as necessary for the purposes of dealing with stocks and shares in accordance with the Stock Transfer Act 1963.

12.10.6 Affixing of Seal

The affixing of the seal shall be attested in writing by the Head of Legal and Electoral Services, or an Officer duly designated by him/her in accordance with the delegated powers conferred by the Council. An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person attesting the sealing.

12.10.7 Signature of Documents

Where any document will be a necessary step in legal proceedings on behalf of the Council it shall, unless any enactment otherwise requires or authorises or the Council shall have given the necessary authority to some other person for the

purpose of such proceedings, be signed by the Head of Legal and Electoral Services.

Where it becomes necessary to execute any document on behalf of the Council not required by law to be under Seal, the Head of Legal and Electoral Services or an Officer designated by him/her in accordance with the delegated powers conferred by the Council shall be deemed to have authority to sign such a document accordingly. A register of such documents shall be kept by the Head of Legal and Electoral Services or Officer duly designated by him/her.

12.11 Contract Administration

12.11.1 Payment by Instalments

Payments to contractors on account of contracts shall be made on a certificate issued by the Head of Service (or private architect, engineer or consultant where engaged by the Council) as appropriate or by another Officer nominated by him/her in writing for the purpose. Each payment must be checked by a colleague and the check should be evidenced by initialling. Within each Service an **independent** sampled check should be done, on a rotation basis, of 5% of interim payments.

12.11.2 Variation to Contracts

Subject to the provisions of the contract in each case every variation shall be authorised in writing by the Head of Service (or private architect, engineer or consultant) and Head of Finance or by another Officer nominated by him/her in writing for the purpose.

Any such extra or variation shall include the estimated additional cost arising from the variation and the method of payment to be applied i.e. contractual rates, agreed rates or reimbursable/daywork (please note that payment on a reimbursable/daywork basis should only be used when an item cannot be physically measured/quantified). When calculating the cost of variations cross referencing to Bill of Quantities rates or daywork sheets etc must be completed so as to provide a clear audit trail. Where rates used depart from those in the contract or others previously agreed notes should be made for the reason for their use.

Where the extra or variation, or total of extras or variations to date, exceed 10% of the contract sum or £50,000 whichever is the greater the approval of the Head of Finance or nominated Officer shall be required. Any variation with a financial implication should be discussed with the group accountant.

12.11.3 Final Certificate and Statement of Account

As soon as possible after practical completion and before issuing the final certificate under a contract, the Head of Service or consultant concerned shall obtain from the Contractor a full and

detailed final account contract statement in respect of the claim for the whole work, materials and things executed and delivered under the contract, with such receipted vouchers as may be necessary. Any adjustments made must be recorded and notes must be made of queries, discussions and actions taken during the process of calculating and agreeing the final account. The Head of Finance or nominated Officer shall be notified of the name of the account, the date the final sum is due, the final value of contract and the tender value.

The final certificate must be checked by the Head of Service or a person nominated by them and they should ensure that all defects have been actioned and documented.

The Head of Finance or nominated Officer may, to the extent he/she considers necessary, examine any final account contract statement and be entitled to make all such enquiries and receive such information and explanations as may be required in order to satisfy him/herself as to the accuracy of the account.

12.11.4 Claims from Contractors

Claims from contractors in respect of matters not clearly within the terms of any existing contract shall be referred to the Head of Legal and Electoral Services or nominated Officer and, where necessary, to the Head of Finance or nominated Officer for financial consideration before a settlement is reached.

12.11.5 Reporting of Final Contract Costs

A contract close-out report should be sent to the Corporate Contract and Procurement Manager detailing the contractors performance during the term of the contract.

The estimated final cost of a contract shall be reported to the Executive within four months of the issue of the practical completion certificate comparing the probable final and originally estimated costs, together with an explanation of any differences.

[Note: The Contracts & Procurement Unit can be contacted on (01635) 519860 or email procurement@westberks.gov.uk.]

12.11.6 Performance Management

Each Head of Service must ensure that consistent and robust monitoring takes place of all contracts in their Service and that this is fully recorded. Where possible a performance management clause must appear in all contracts at the time of procurement making performance management a contractual obligation.

A protocol for member involvement in procurement in contracts valued over £50,000

2007



A protocol for member involvement in procurement in contracts valued over £50,000

Background

Following agreement by the Executive Committee of the Council in May 2005 officers were asked to develop a protocol outlining how Member involvement can be ensured in procurement decisions over £50,000 in value.

Principles

The protocol is based upon the following principles:

- 1) The protection of the personal integrity of Council members and officers.
- 2) Ensuring the financial and probity interests of the Council are protected
- 3) Ensuring decisions are based on complete and sound financial information and advice from appropriate professional staff
- 4) Ensuring decisions are in accordance with the Council's agreed processes and standards
- 5) Protecting the Council, its members and officers from undue pressure or inappropriate contact from contractors and parties with a commercial interest in a transaction
- 6) Delivering a swift and efficient process that will not prejudice the needs of West Berkshire citizens and delivery of the statutory duties of the Council
- 7) Empowering officers to act appropriately in emergency circumstances

The Council's Constitution- The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these decisions are efficient, transparent and accountable to local people. Some of these processes are required by law, while others are a matter for the Council to choose.

Download a full copy of the Constitution from the West Berkshire Council Website at www.westberks.gov.uk

European Tendering Legislation- For up to date guidance on the community rules on the public procurement of services, please click on: http://europa.eu.int/comm/internal_market/publicprocurement/docs/guidelines/services_en.pdf. Public supply and service contracts with a total value over £144,371 are subject to the European Community rules as are Public Works Contracts with a value of over £3,611,319.

Member Involvement

Both the Portfolio Holder or the Shadow Portfolio Holder from a service have an open invitation to be involved in any procurement over £50,000. To facilitate this process both the Portfolio Holder and Shadow Portfolio Holder must review the Service Procurement Planner (see Appendix A) provided by the relevant Head of Service at the beginning of each financial year and indicate in which

procurement exercises they wish to be involved, and to what extent. The form breaks down the procurement process in line with the stages indicated in the current Project Management Methodology.

Once agreement has been reached the Service Procurement Planner must be signed, copied and forwarded to the Corporate Contract and Procurement Manager.

Should procurements over £50k be identified later in the financial year these will be added to the forward plan, be discussed with the Portfolio Holder and Shadow Portfolio Holder and an amended Service Procurement Planner must be signed and sent to the Corporate Contract and Procurement Officer.

The procurement exercises identified in the Planner should be used to initiate member involvement at the right time. Where members have indicated they wish to be involved it is assumed they will follow the process through from that stage right through to the completion of the Authorisation Form.

Authorisation process

Should a Portfolio Holder or Shadow Portfolio Holder not wish to be involved actively in a particular procurement exercise, they can either, indicate they do not want to be involved at all, or opt to be informed of the decision made at Gate 3 and asked for their agreement on the Authorisation Form (see Appendix B).

When an Authorisation Form is issued, both members will have five working days from the date of submission (which will be sent electronically and as hard copy to Market Street) to approve or reject the proposal. In the event there is no response in this time the contract will commence as proposed.

Where the proposal is rejected by either party, the appropriate party will complete the appropriate part of the Authorisation Form and contact the officer involved to detail their concerns with the proposal and agree an alternative approach. Every effort will be made to accommodate both the Portfolio Holder and Shadow Portfolio Holder's views, however in case of conflict the Portfolio Holder's view will prevail

Both the Portfolio Holder and Shadow Portfolio Holder will notify the officer involved in writing if they are likely to be unavailable for any period of time and will allocate an alternative named member to oversee the process. If a deputy has not been arranged the officer should send the Authorisation Form to the Group Leader or their deputy.

Annual Review

This protocol will be reviewed on an annual basis by all parties concerned to ensure the principles of member involvement are met to the satisfaction of the stakeholders.

Exclusions

The process outlined above will not apply to emergency situations. What constitutes an emergency for a particular service needs to be agreed between the HoS and the respective Portfolio Holder and Shadow Portfolio Holders.

Please note that this protocol does not apply to Adult Social Care for which service a service specific and pre-existing protocol is in place.

Appendix A
Service Procurement Planner for..... Year.....

Contract	1	2	3	4	5	6	7	8
Contract Title								
Estimated Value								
Start date								
Completion date								
Gate 0 Strategic assessment – business need identification and outline brief preparation	A							
Gate 1 Business justification – options appraisal completion and preferred option identification	B							
Gate 2 Procurement approach – approach to procurement identification (before advertising)	C							
Gate 3 Investment decision – identification of preferred supplier	D							
PH and SPH authorisation only. See form in Appendix B	E							
PH and SH do not wish to be involved	F							

Please indicate which procurement and at what stage you would like to be involved. Should members not wish to be involved in a particular contract they can be informed of the decision made at Gate 3 above and asked to sign their agreement on the form attached as Appendix B or alternatively indicate that they do not wish to be involved in this particular transaction. Please see flow diagram for clarification of options A to F.

Signed by Portfolio Holder Signed by Shadow Portfolio Holder

Signed by Head of Service N.B. This form needs to be included in the Service Plan and a copy forwarded to the Corporate Contract and Procurement Manager

APPENDIX B- PORTFOLIO & SHADOW PORTFOLIO HOLDER AUTHORISATION FORM			
NAMES AND ADDRESSES OF THE PARTIES:			
<p>The Purchaser: West Berkshire Council, Council Offices, Market Street, Newbury. RG14 5LD</p> <p>("the Purchaser") Tel. No: 01635 519092 Fax. No: 01635 519939</p>	<p>The Supplier selected:</p> <p>("the Supplier") Tel. No: Fax. No:</p>		
PROCUREMENT PROCEDURE FOLLOWED:			
<p>Procurement Options Considered (delete accordingly):</p> <p>Tender: Yes/No</p> <p>Alternative Quotes: Yes/No (If yes indicate the number of and range of prices quoted):</p> <p>Cost breakdown attached? Yes/No (If more detail required please attach a separate sheet)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Funding Source</td> <td style="width: 50%; text-align: right;">Amount (£)</td> </tr> </table>		Funding Source	Amount (£)
Funding Source	Amount (£)		
AUTHORISATION SIGNATURE:			
<p>Authorised to proceed by the Portfolio Holder:</p> <p>SIGNED:.....</p> <p>NAME:.....</p> <p>DATE:.....</p>	<p>Authorised to proceed by the Shadow Portfolio Holder:</p> <p>SIGNED:.....</p> <p>NAME:.....</p> <p>DATE:.....</p>		

APPENDIX B- PORTFOLIO & SHADOW PORTFOLIO HOLDER AUTHORISATION FORM

If rejected by the Portfolio Holder or Shadow Portfolio Holder please complete.

(Please detail your concerns along with a proposal for alternative action)

(This area is intentionally left blank for detailing concerns and alternative actions.)

SIGNATURE:

Rejected by the Portfolio Holder:

SIGNED:.....

NAME:.....

DATE:.....

Rejected by the Shadow Portfolio Holder:

SIGNED:.....

NAME:.....

DATE:.....

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Tired of chasing suppliers for quotations?

Work smarter not harder. Use Corporate Procurement Unit's Quick Quote facility.

What is it?

[Quick Quote](#) is an online quotation facility which allows users within West Berkshire Council to obtain competitive quotes electronically for low value requirements.

How does it work?

Details of the quick quote are created online and sent to a selected list of suppliers, who can then complete the required details and submit their quotation using the secure tender post-box.

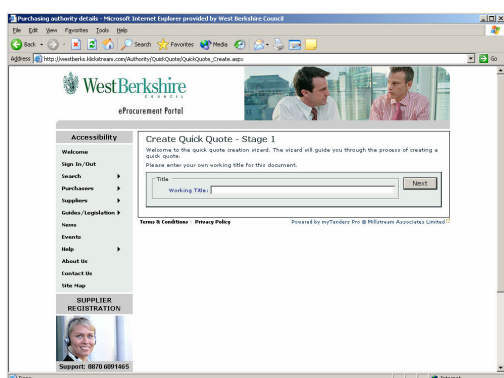
When would I use it?

When the value of the requirement is no greater than £50k Quick Quote simply records details of the quotations issued and ensures that they comply with section 12.5 of the Contract Rules of Procedure.

How do I get access?

Access to the Quick Quote facility is available through the [Procurement Portal](#) located in [Procurement](#) on the Council's intranet. All users must register on the Portal in the first instance and should contact Charlie Piechniczek in the Corporate Procurement Team, Legal & Electoral Services, Market Street on extrn. 2965. Charlie will give you details on how to register and take you through the Quick Quote function.

A [Quick Quote manual](#) is available for download from the Procurement webpage.



Suppliers respond to the Quick Quote via the tender post-box. This allows suppliers to quickly and efficiently provide details of their quotation and record details of the opportunities they have responded to.

There are currently around 50 Quick Quote users. Here are some comments from some who have tried and tested the system:

“A tool that has streamlined a previously paper and labour intensive process.”
Geoff Palmer, Projects Officer

“The portal has already proven to be a valuable procurement tool. It is secure, fair and user-friendly.”

Stephen Robbie, Projects Officer

“A very useful tool for most of us once you get used to using it.”

Andy White, Building Surveyor

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Quick Quote facility

What is Quick Quote?

Quick quote is an online quotation facility which allows Users to obtain competitive quotes electronically for low value requirements. Details of the quick quote are created online and sent to a selected list of suppliers, who can then complete the required details and submit their quotation using the secure tender post-box.

When would I use the Quick Quote facility?

Users would use this function to obtain online quotes from suppliers when the value of the requirement is <£50,000. Using the online quick quote facility ensures that Users can easily record details of the quotations they have received which, complies with section 12.6 of the Contracts Rules of Procedures
Suppliers respond to the quick quote via the tender post-box. This allows suppliers to quickly and efficiently provide details of their quotation and record details of the opportunities they have responded to.

How do I get Access?

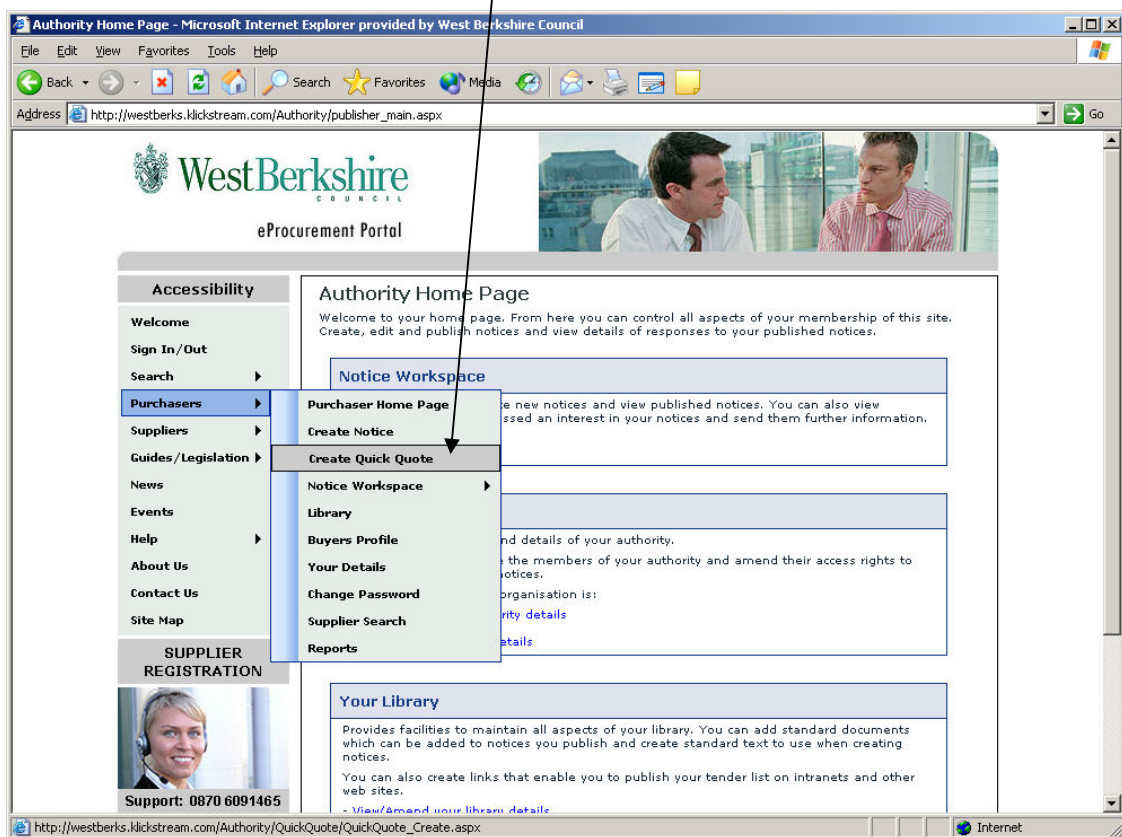
Access to the Quick Quote facility is available through the Procurement Portal located in Procurement on the Intranet. All Users must register on the Portal in the first instance, please contact Charlie Piechniczek in Central Procurement Team at Faraday Road on 01635 519965 who will take you through the process and provide you with a Quick Quote manual.

Procedure for Creating Quick Quote

Log into the Portal through <http://westberks.klickstream.com/> and insert your email address and password.

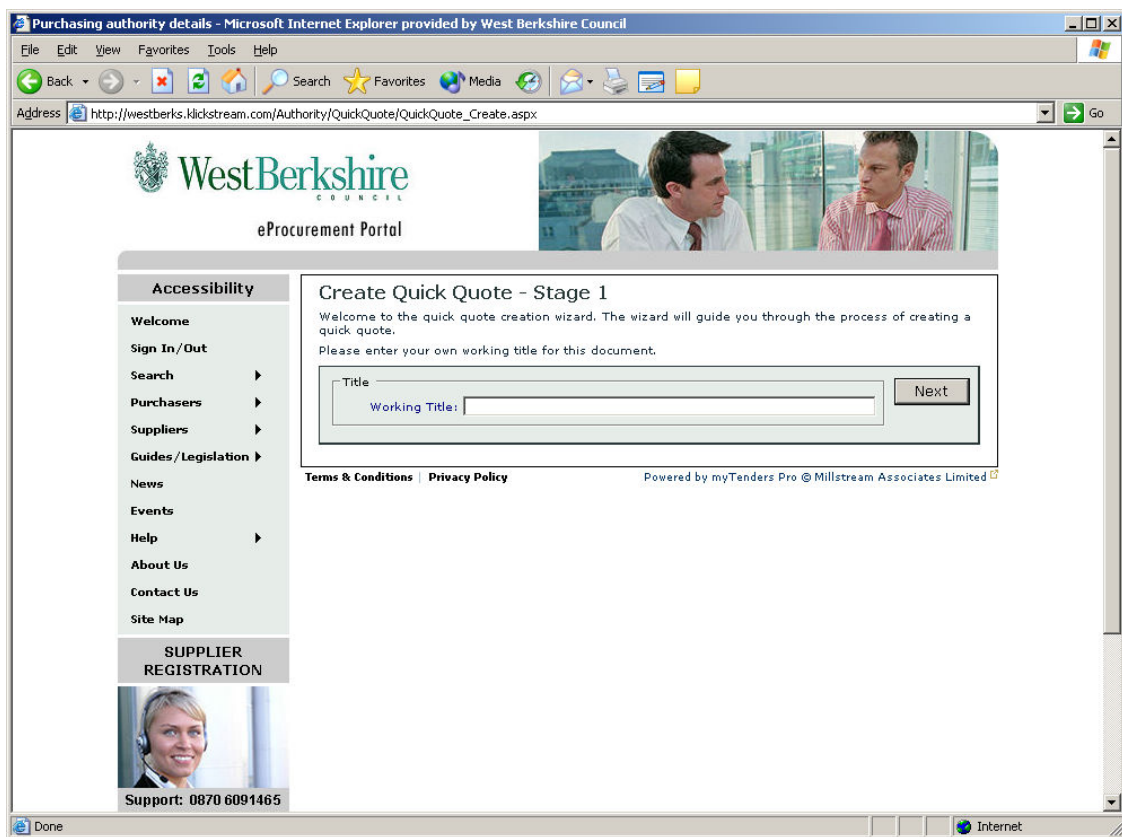
Step 1

Click on 'Purchasers' then 'Create Quick Quote'



Step 2

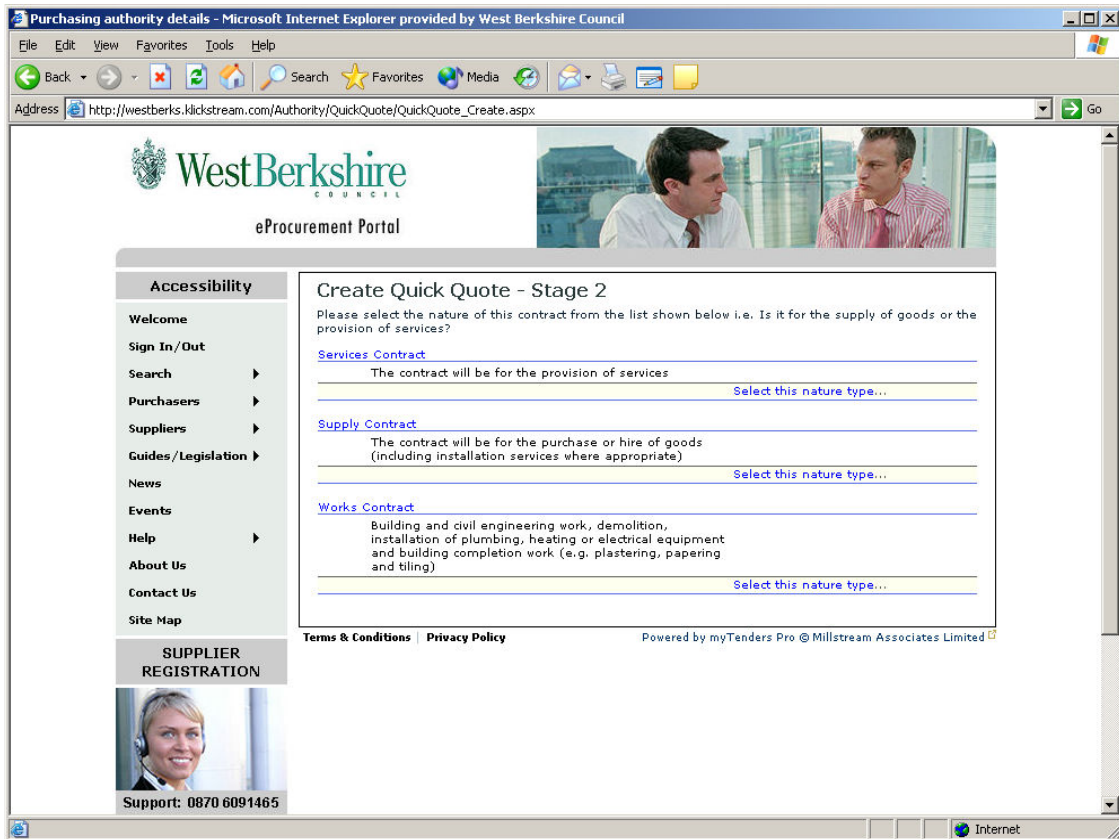
Insert title of Project.



The screenshot shows a web browser window titled "Purchasing authority details - Microsoft Internet Explorer provided by West Berkshire Council". The address bar shows the URL: http://westberks.clickstream.com/Authority/QuickQuote/QuickQuote_Create.aspx. The page content includes the West Berkshire Council logo and the text "eProcurement Portal". A navigation menu on the left lists various options: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. Below the menu is a "SUPPLIER REGISTRATION" section with a photo of a woman and the text "Support: 0870 6091465". The main content area is titled "Create Quick Quote - Stage 1" and contains the following text: "Welcome to the quick quote creation wizard. The wizard will guide you through the process of creating a quick quote. Please enter your own working title for this document." Below this text is a form with a "Title" label and a "Working Title:" input field. A "Next" button is located to the right of the input field. At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a footer that reads "Powered by myTenders Pro @ Millstream Associates Limited".

Step 3

Select type of Contract – 1. Supply 2. Services or 3. Works



The screenshot shows a web browser window titled "Purchasing authority details - Microsoft Internet Explorer provided by West Berkshire Council". The address bar shows the URL: http://westberks.clickstream.com/Authority/QuickQuote/QuickQuote_Create.aspx. The page content includes the West Berkshire Council logo and the text "eProcurement Portal".

The main content area is titled "Create Quick Quote - Stage 2" and contains the following text: "Please select the nature of this contract from the list shown below i.e. Is it for the supply of goods or the provision of services?"

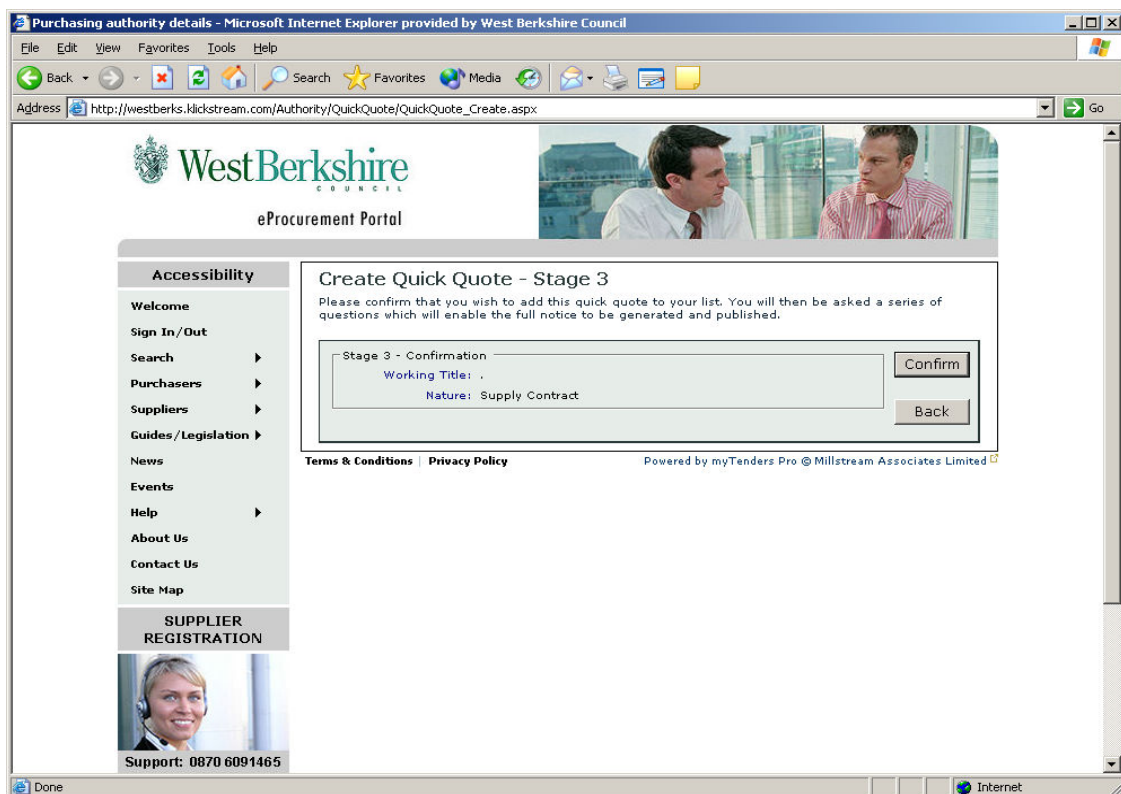
There are three contract types listed, each with a description and a "Select this nature type..." link:

- Services Contract**: The contract will be for the provision of services
- Supply Contract**: The contract will be for the purchase or hire of goods (including installation services where appropriate)
- Works Contract**: Building and civil engineering work, demolition, installation of plumbing, heating or electrical equipment and building completion work (e.g. plastering, papering and tiling)

At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a note that the system is "Powered by myTenders Pro @ Millstream Associates Limited". A "SUPPORTER REGISTRATION" section is also visible, featuring a photo of a woman and the text "Support: 0870 6091465".

Step 4

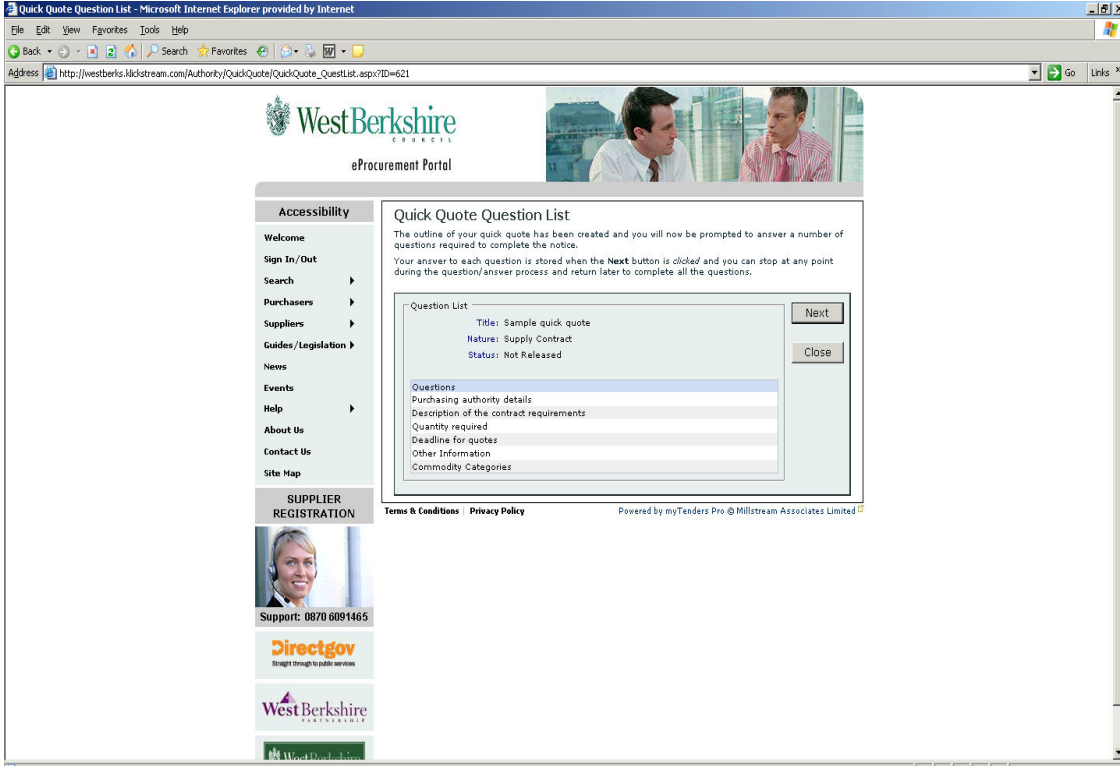
Click 'Confirm' to proceed.



The screenshot shows a web browser window titled "Purchasing authority details - Microsoft Internet Explorer provided by West Berkshire Council". The address bar shows the URL: http://westberks.clickstream.com/Authority/QuickQuote/QuickQuote_Create.aspx. The page content includes the West Berkshire Council logo and "eProcurement Portal" header. A navigation menu on the left lists: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. Below the menu is a "SUPPLIER REGISTRATION" section with a photo of a woman and the text "Support: 0870 6091465". The main content area is titled "Create Quick Quote - Stage 3" and contains the following text: "Please confirm that you wish to add this quick quote to your list. You will then be asked a series of questions which will enable the full notice to be generated and published." Below this is a confirmation box with the text "Stage 3 - Confirmation" and "Working Title: . Nature: Supply Contract". There are "Confirm" and "Back" buttons. At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a footer note: "Powered by myTenders Pro © Millstream Associates Limited".

Step 5

This screen provides you with a list of questions that you will be asked to complete, click 'next'.



The screenshot shows a web browser window displaying the 'Quick Quote Question List' page on the West Berkshire Council eProcurement Portal. The page features a navigation menu on the left with options like 'Welcome', 'Sign In/Out', 'Search', 'Purchasers', 'Suppliers', 'Guides/Legislation', 'News', 'Events', 'Help', 'About Us', 'Contact Us', and 'Site Map'. Below the menu is a 'SUPPLIER REGISTRATION' section with a support phone number (0870 6091465) and logos for Directgov, West Berkshire Council, and Wood Development.

The main content area is titled 'Quick Quote Question List' and contains the following text:

The outline of your quick quote has been created and you will now be prompted to answer a number of questions required to complete the notice.
Your answer to each question is stored when the Next button is clicked and you can stop at any point during the question/answer process and return later to complete all the questions.

Below this text is a 'Question List' box with the following details:

- Title: Sample quick quote
- Nature: Supply Contract
- Status: Not Released

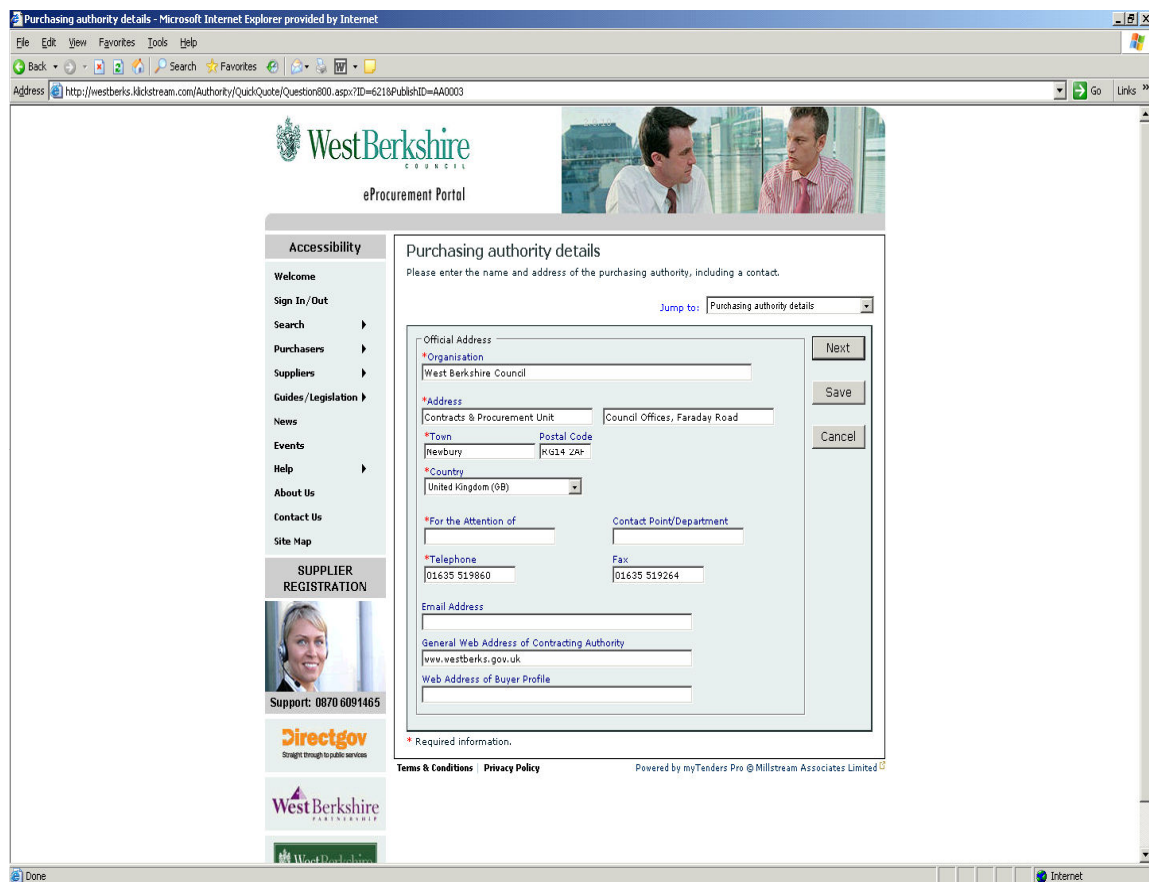
There are 'Next' and 'Close' buttons to the right of the question list. Below the list is a section titled 'Questions' with a list of items to be answered:

- Purchasing authority details
- Description of the contract requirements
- Quantity required
- Deadline for quotes
- Other Information
- Commodity Categories

At the bottom of the page, there are links for 'Terms & Conditions' and 'Privacy Policy', and a footer note: 'Powered by myTenders Pro © Millstream Associates Limited'.

Step 6

Complete as requested including a contact name and telephone number, click 'next'.



Purchasing authority details - Microsoft Internet Explorer provided by Internet

Address: http://westberks.kickstream.com/Authority/QuickQuote/Question800.aspx?ID=6218&PubId=AA0003

West Berkshire COUNCIL
eProcurement Portal

Accessibility

- Welcome
- Sign In/Out
- Search
- Purchasers
- Suppliers
- Guides/Legislation
- News
- Events
- Help
- About Us
- Contact Us
- Site Map

SUPPLIER REGISTRATION

Support: 0870 6091465

Directgov
Straight through to public services

West Berkshire COUNCIL

Purchasing authority details
Please enter the name and address of the purchasing authority, including a contact.

Jump to: Purchasing authority details

Official Address

*Organisation: West Berkshire Council [Next]

*Address: Contracts & Procurement Unit | Council Offices, Faraday Road [Save]

*Town: Newbury | Postal Code: RG14 2AR [Cancel]

*Country: United Kingdom (GB)

*For the Attention of: | Contact Point/Department:

*Telephone: 01635 519860 | Fax: 01635 519264

Email Address:

General Web Address of Contracting Authority: www.westberk.s.gov.uk

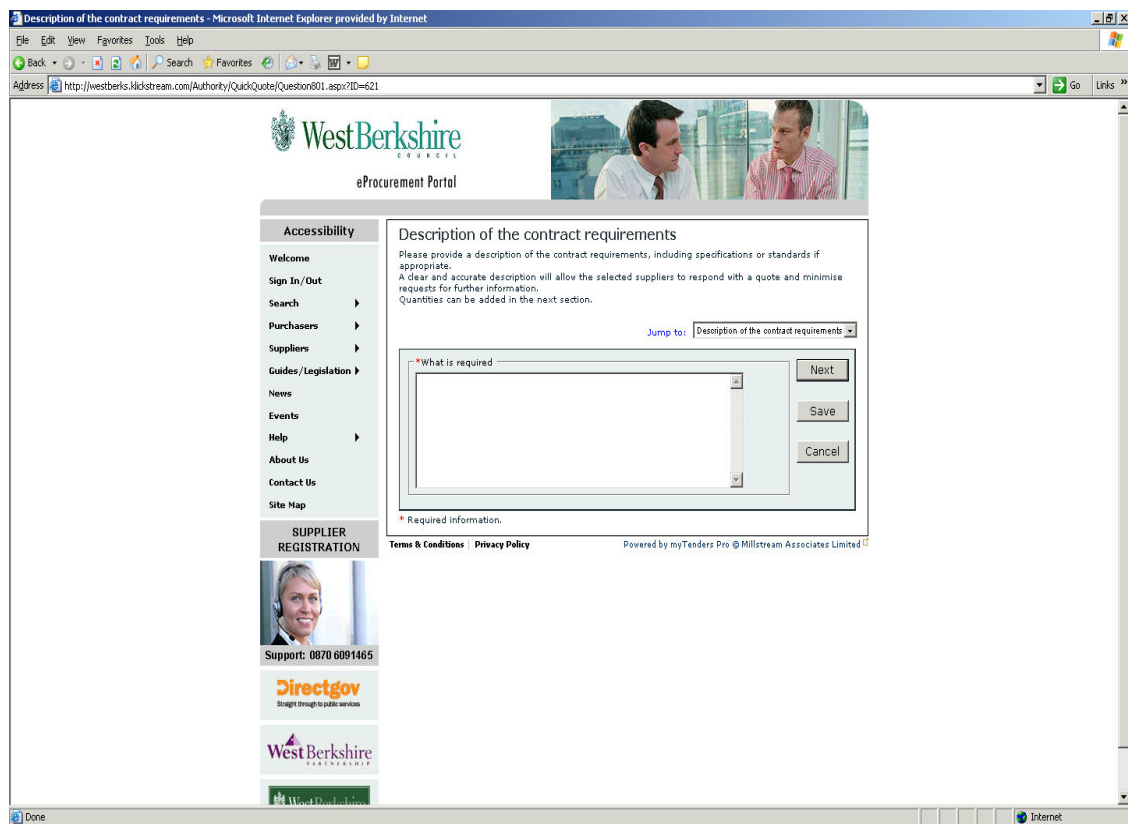
Web Address of Buyer Profile:

* Required information.

Terms & Conditions | Privacy Policy | Powered by myTenders Pro © Millstream Associates Limited

Step 7

This screen requires an exact description of goods or services to be provided. Please ensure where appropriate this includes any specifications/standards suppliers must comply with, click 'next'.



The screenshot shows a web browser window titled "Description of the contract requirements - Microsoft Internet Explorer provided by Internet". The address bar shows the URL: <http://westberks.klickstream.com/Authority/QuickQuote/Question801.aspx?ID=621>. The page content includes the West Berkshire Council logo and the text "eProcurement Portal".

The main content area is titled "Description of the contract requirements" and contains the following text:

Please provide a description of the contract requirements, including specifications or standards if appropriate.
A clear and accurate description will allow the selected suppliers to respond with a quote and minimise requests for further information.
Quantities can be added in the next section.

Below the text is a "Jump to:" dropdown menu with "Description of the contract requirements" selected. Below that is a text input field with the placeholder text "*What is required". To the right of the input field are three buttons: "Next", "Save", and "Cancel".

At the bottom of the form area, there is a red asterisk and the text "* Required information.".

The left sidebar contains a navigation menu with the following items:

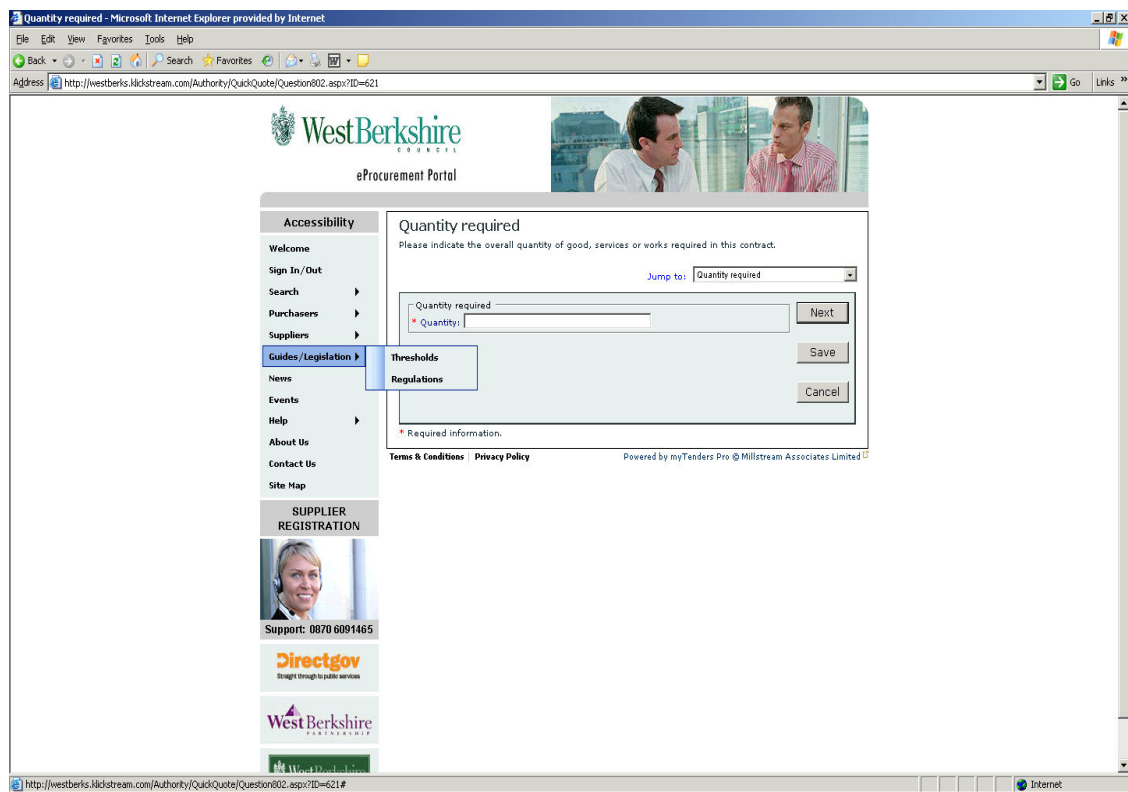
- Accessibility
- Welcome
- Sign In/Out
- Search
- Purchasers
- Suppliers
- Guides/Legislation
- News
- Events
- Help
- About Us
- Contact Us
- Site Map

Below the sidebar is a "SUPPLIER REGISTRATION" section with a photo of a woman and the text "Support: 0870 6091465". Below that are logos for "Directgov" and "West Berkshire Council".

At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a footer that reads "Powered by myTenders Pro © Millstream Associates Limited".

Step 8

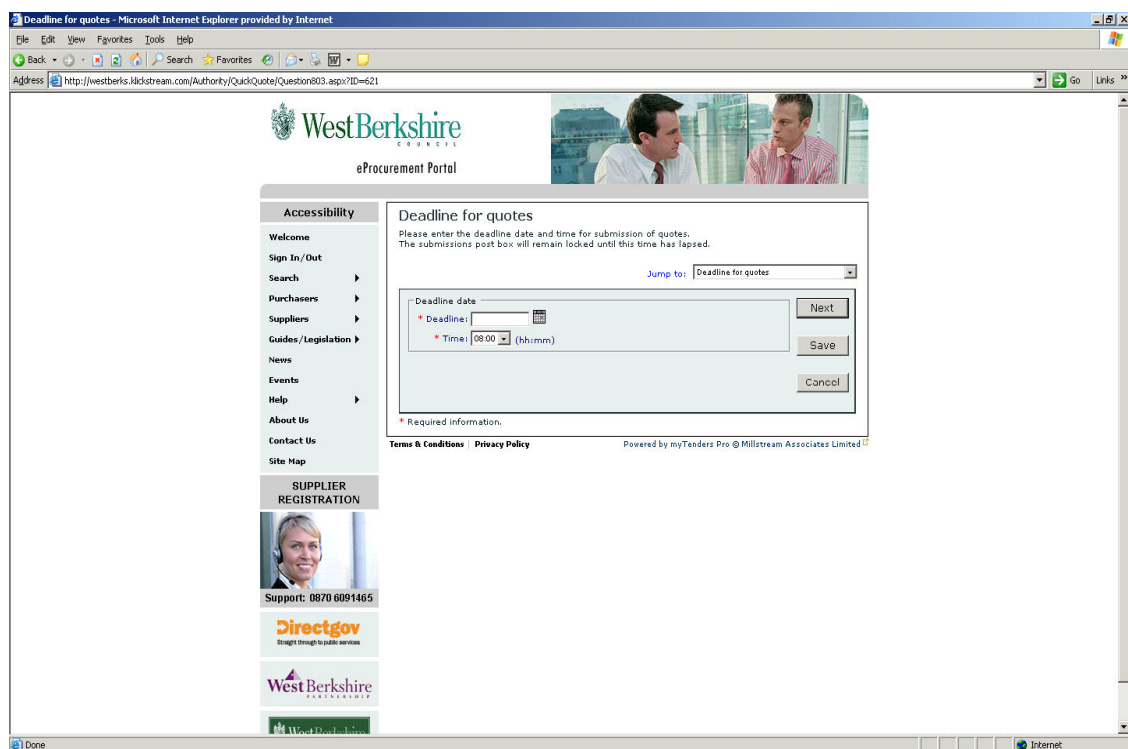
Quantity of overall goods/service is required in this screen, click 'next'.



Step 9

Deadline date and time need to be inserted in this screen.

Depending on the scope of the goods/service, please ensure you allow sufficient time for suppliers to compile their quotations, taking into account any holiday periods. Click 'next'.

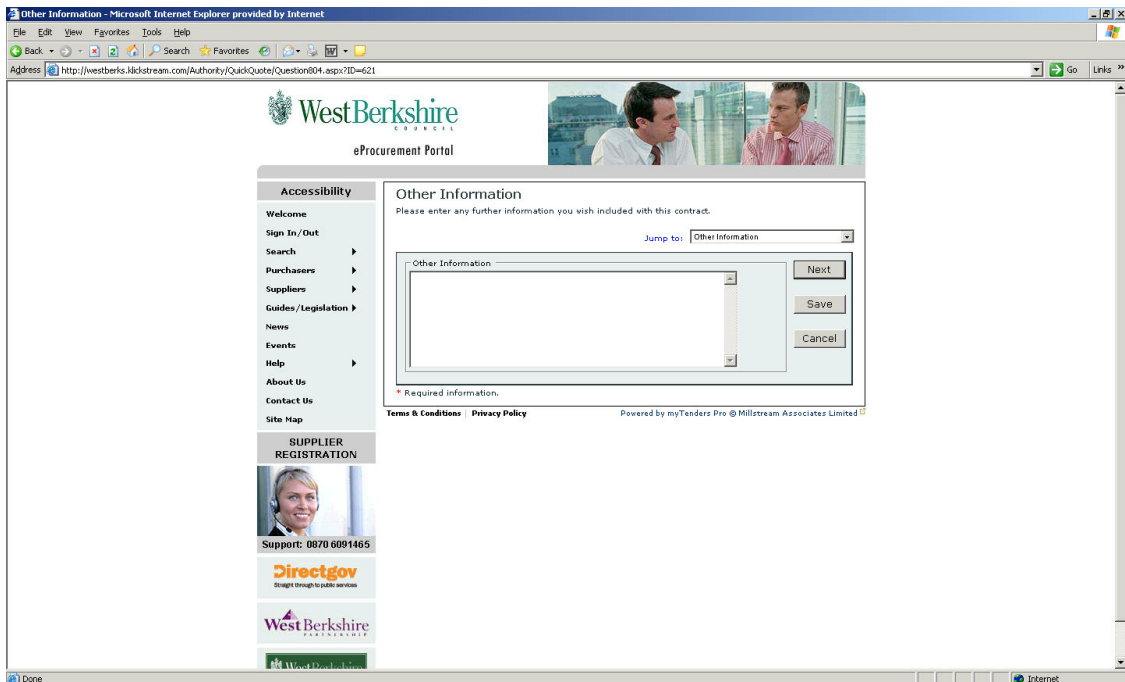


The screenshot shows a web browser window displaying the 'Deadline for quotes' page on the West Berkshire Council eProcurement Portal. The page title is 'Deadline for quotes' and the URL is 'http://westberks.kidstream.com/Authority/QuickQuote/Question803.aspx?ID=621'. The page features a navigation menu on the left with options like 'Welcome', 'Sign In/Out', 'Search', 'Purchasers', 'Suppliers', 'Guides/Legislation', 'News', 'Events', 'Help', 'About Us', 'Contact Us', and 'Site Map'. Below the navigation menu is a 'SUPPLIER REGISTRATION' section with a photo of a woman and the contact number 'Support: 0870 6091465'. The main content area contains a form with the following fields and controls:

- Deadline date:** A text input field with a calendar icon.
- Time:** A dropdown menu showing '08:00' and '(hh:mm)'.
- Buttons:** 'Next', 'Save', and 'Cancel'.
- Instructions:** 'Please enter the deadline date and time for submission of quotes. The submissions post box will remain locked until this time has lapsed.'
- Footer:** 'Terms & Conditions | Privacy Policy' and 'Powered by myTenders Pro © Millstream Associates Limited'.

Step 10

Insert any additional information you may feel relevant eg. You may require suppliers to attend a site visit before submitting their quotation. Click 'next'.



The screenshot shows a web browser window displaying the 'Other Information' form on the West Berkshire eProcurement Portal. The browser's address bar shows the URL: <http://westberks.kickstream.com/Authority/QuickQuote/Question604.aspx?ID=621>. The page header includes the West Berkshire Council logo and the text 'eProcurement Portal'. A navigation menu on the left lists various site sections. The main content area is titled 'Other Information' and contains a text input field for providing additional details. Below the input field are 'Next', 'Save', and 'Cancel' buttons. A red asterisk indicates that the information is required. The footer of the page includes links for 'Terms & Conditions' and 'Privacy Policy', and a note that the system is powered by myTenders Pro.

Other Information - Microsoft Internet Explorer provided by Internet

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address <http://westberks.kickstream.com/Authority/QuickQuote/Question604.aspx?ID=621>

WestBerkshire
COUNCIL
eProcurement Portal

Accessibility

Welcome

Sign In/Out

Search

Purchasers

Suppliers

Guides/Legislation

News

Events

Help

About Us

Contact Us

Site Map

SUPPLIER
REGISTRATION

Support: 0870 6091465

Directgov
Design Group to public services

West Berkshire
COUNCIL

Wood Development

Other Information

Please enter any further information you wish included with this contract.

Jump to: Other Information

Other Information

Next

Save

Cancel

* Required Information.

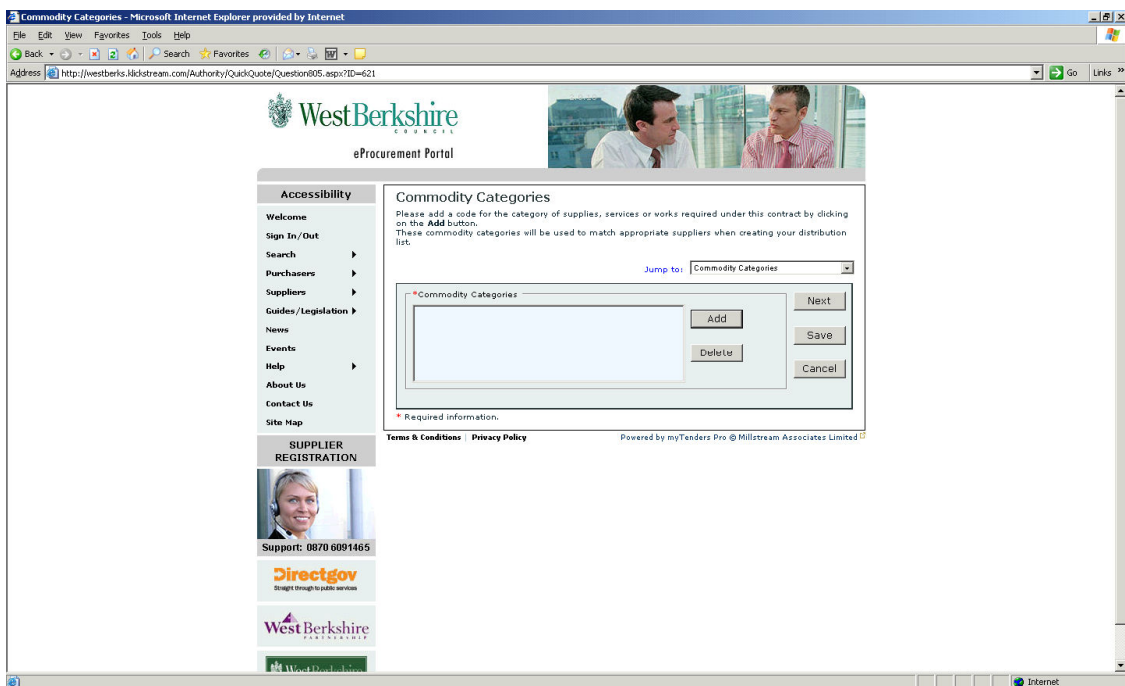
Terms & Conditions Privacy Policy

Powered by myTenders Pro © Millstream Associates Limited

Done Internet

Step 11

In this screen you must select a commodity code/s relating to your requirement. Click on 'add' to select codes, and then click 'next'

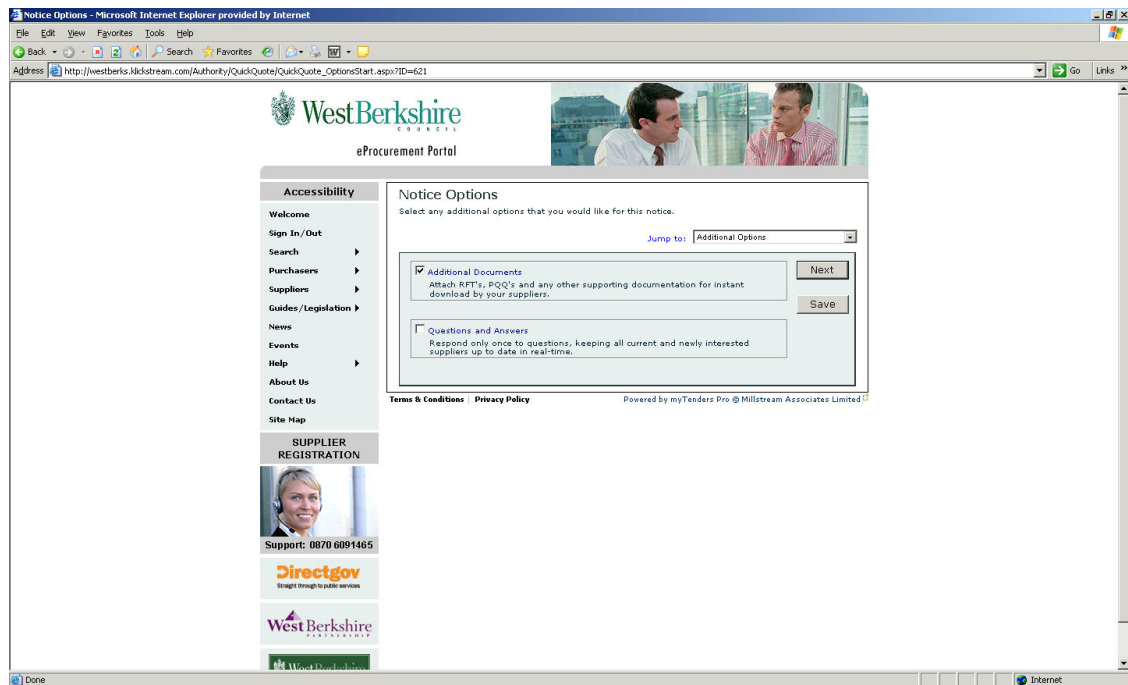


The screenshot shows a web browser window displaying the West Berkshire eProcurement Portal. The main content area is titled "Commodity Categories" and contains the following text: "Please add a code for the category of supplies, services or works required under this contract by clicking on the Add button. These commodity categories will be used to match appropriate suppliers when creating your distribution list." Below this text is a "Jump to:" dropdown menu with "Commodity Categories" selected. A large empty rectangular box is provided for entering commodity codes. To the right of this box are four buttons: "Add", "Next", "Delete", and "Save". Below the box, there is a "Cancel" button. A red asterisk and the text "Required information." are located below the box. The left sidebar contains a navigation menu with items: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides / Legislation, News, Events, Help, About Us, Contact Us, and Site Map. Below the menu is a "SUPPLIER REGISTRATION" section with a photo of a woman and the text "Support: 0870 6001165". At the bottom of the page, there are logos for "Directgov" and "West Berkshire". The browser's address bar shows the URL "http://westberks.kickstream.com/Authority/QuickQuote/Question605.aspx?ID=621".

Step 12

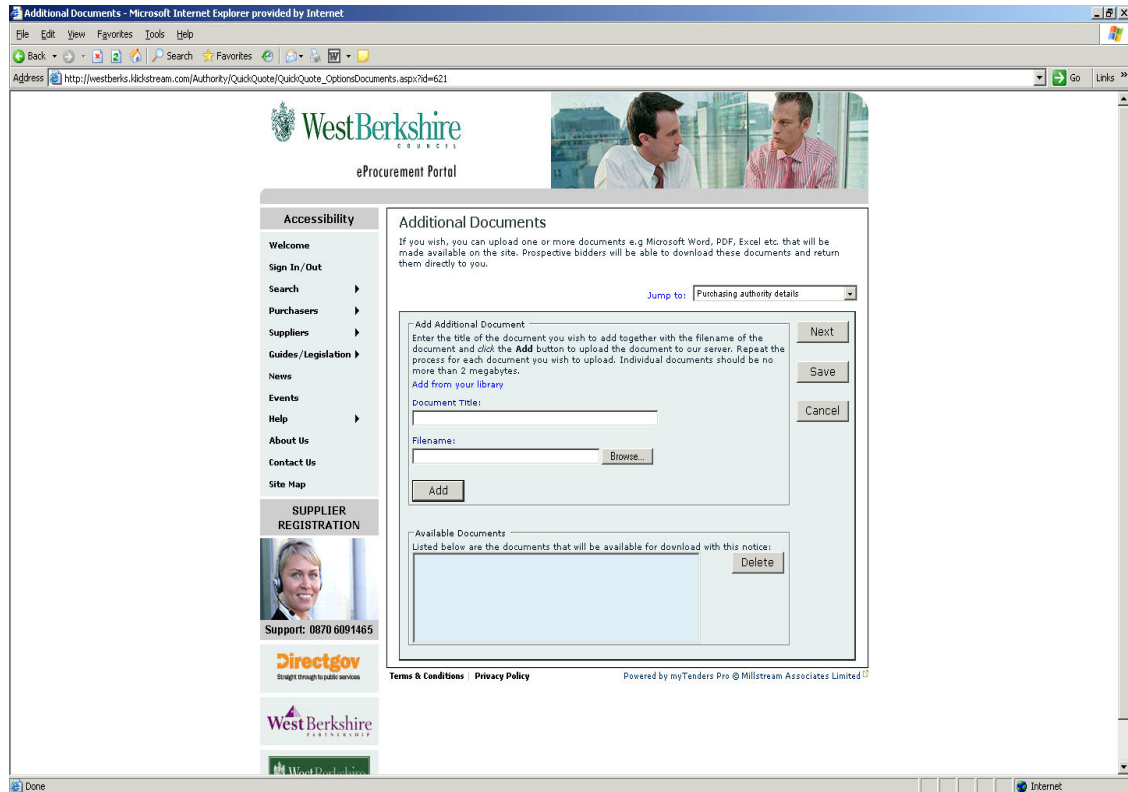
This next screen will ask you if you want to attach any documents relating to your enquiry that suppliers will be able to download from the Portal eg. This may be a sketch or a plan.

Also, this will manage any questions that come in from suppliers, where your answer will be sent to **all** suppliers quoting. Click 'next'.



Step 13

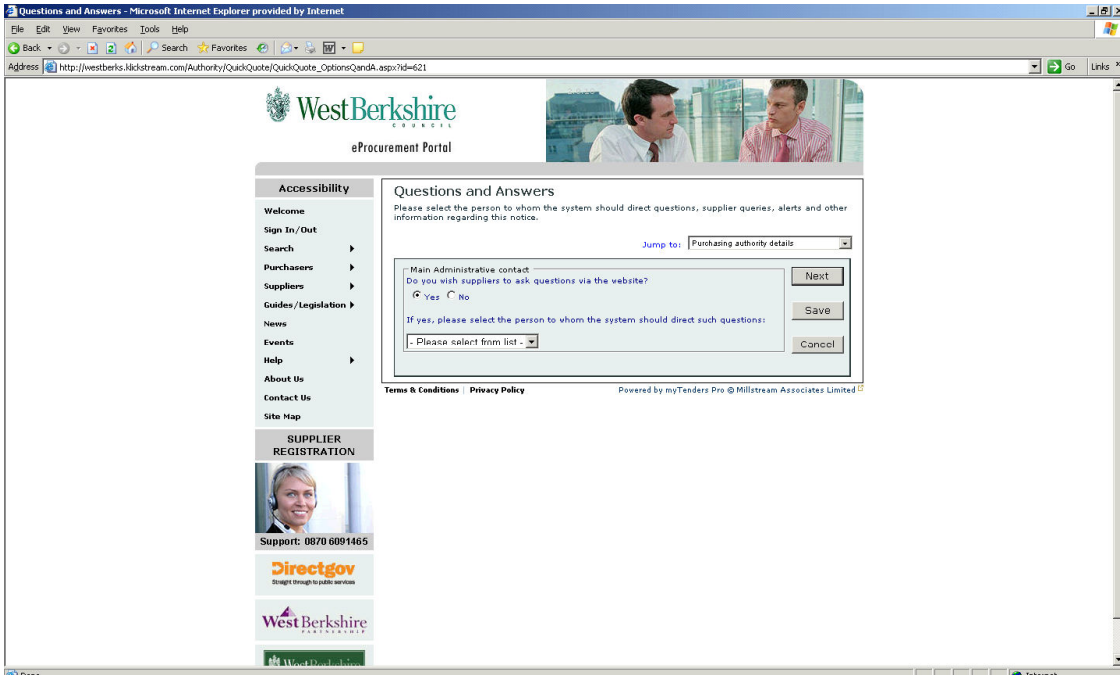
If you click on additional documents in the previous screen then you will be requested to attach them here. Click 'next' once attached.



The screenshot shows a web browser window titled "Additional Documents - Microsoft Internet Explorer provided by Internet". The address bar shows the URL: http://westberks.kickstream.com/Authority/QuickQuote/QuickQuote_OptionsDocuments.aspx?id=621. The page content includes the West Berkshire Council logo and "eProcurement Portal" header. A left-hand navigation menu lists various site sections like "Accessibility", "Welcome", "Sign In/Out", "Search", "Purchasers", "Suppliers", "Guides/Legislation", "News", "Events", "Help", "About Us", "Contact Us", and "Site Map". Below the menu is a "SUPPLIER REGISTRATION" section with a support contact number: "Support: 0870 6091465". The main content area is titled "Additional Documents" and contains the following text: "If you wish, you can upload one or more documents e.g Microsoft Word, PDF, Excel etc. that will be made available on the site. Prospective bidders will be able to download these documents and return them directly to you." Below this text is a "Jump to:" dropdown menu currently set to "Purchasing authority details". The central part of the page features a form titled "Add Additional Document" with instructions: "Enter the title of the document you wish to add together with the filename of the document and click the Add button to upload the document to our server. Repeat the process for each document you wish to upload. Individual documents should be no more than 2 megabytes." The form includes a link "Add from your library", a "Document Title:" text input field, a "Filename:" text input field with a "Browse..." button, and an "Add" button. To the right of the form are three buttons: "Next", "Save", and "Cancel". Below the form is a section titled "Available Documents" with the text: "Listed below are the documents that will be available for download with this notice:" and a "Delete" button. At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a footer note: "Powered by myTenders Pro © Millstream Associates Limited". The browser's status bar at the bottom shows "Done" and "Internet".

Step 14

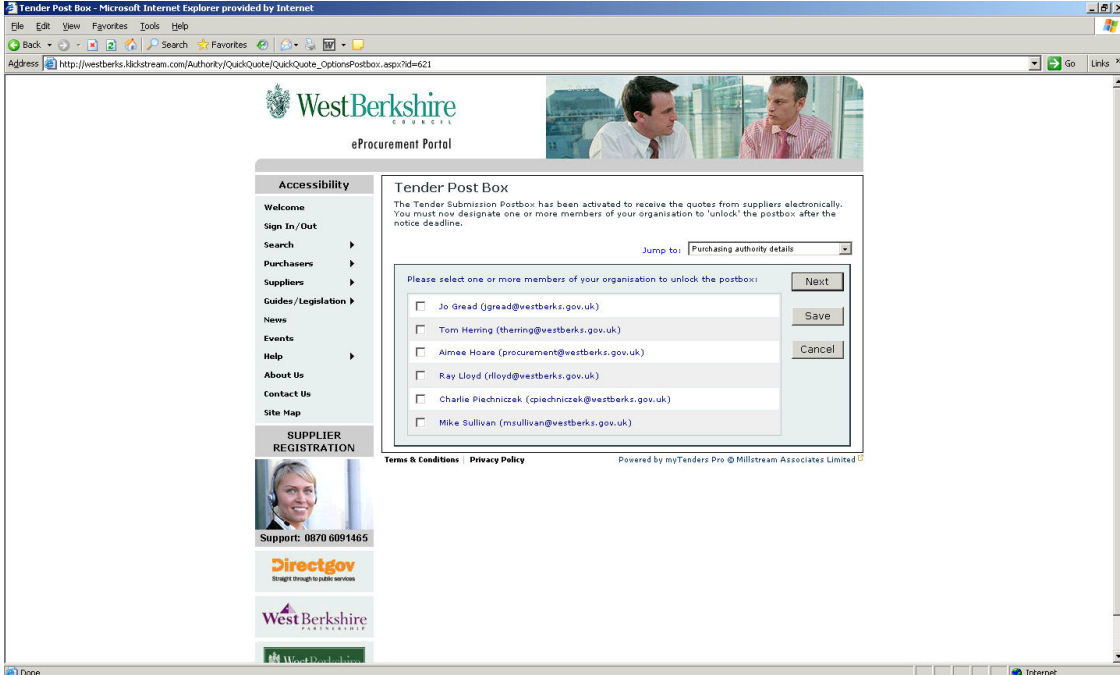
If you clicked to include Questions & Answers in step 12 you will need to complete these fields which instructs the Portal where to send them. Click 'next'.



The screenshot shows a web browser window titled "Questions and Answers - Microsoft Internet Explorer provided by Internet". The address bar shows the URL: http://westberks.kickstream.com/Authority/QuickQuote/QuickQuote_OptionsQandA.aspx?id=621. The page content includes the West Berkshire Council logo and "eProcurement Portal" header. A sidebar on the left contains navigation links: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. Below the sidebar is a "SUPPLIER REGISTRATION" section with a photo of a woman and the support number "0870 6001465". The main content area is titled "Questions and Answers" and contains the following text: "Please select the person to whom the system should direct questions, supplier queries, alerts and other information regarding this notice." Below this is a "Jump to:" dropdown menu with "Purchasing authority details" selected. A form box contains: "Main Administrative contact", "Do you wish suppliers to ask questions via the website?" with radio buttons for "Yes" (selected) and "No", and "If yes, please select the person to whom the system should direct such questions:" followed by a dropdown menu showing "Please select from list...". There are "Next", "Save", and "Cancel" buttons. At the bottom of the page, it says "Powered by myTenders Pro © Millstream Associates Limited".

Step 15

Here you need to nominate one or more Users who will be responsible for unlocking the tender post box after the deadline date/time for tender returns. Click 'next'



Tender Post Box

The Tender Submission Postbox has been activated to receive the quotes from suppliers electronically. You must now designate one or more members of your organisation to "unlock" the postbox after the notice deadline.

Jump to: Purchasing authority details

Please select one or more members of your organisation to unlock the postbox:

- Jo Gread (jgread@westberks.gov.uk)
- Tom Herring (therring@westberks.gov.uk)
- Aimee Hoare (procurement@westberks.gov.uk)
- Ray Lloyd (rlloyd@westberks.gov.uk)
- Charlie Piechniczek (cpiechniczek@westberks.gov.uk)
- Mike Sullivan (msullivan@westberks.gov.uk)

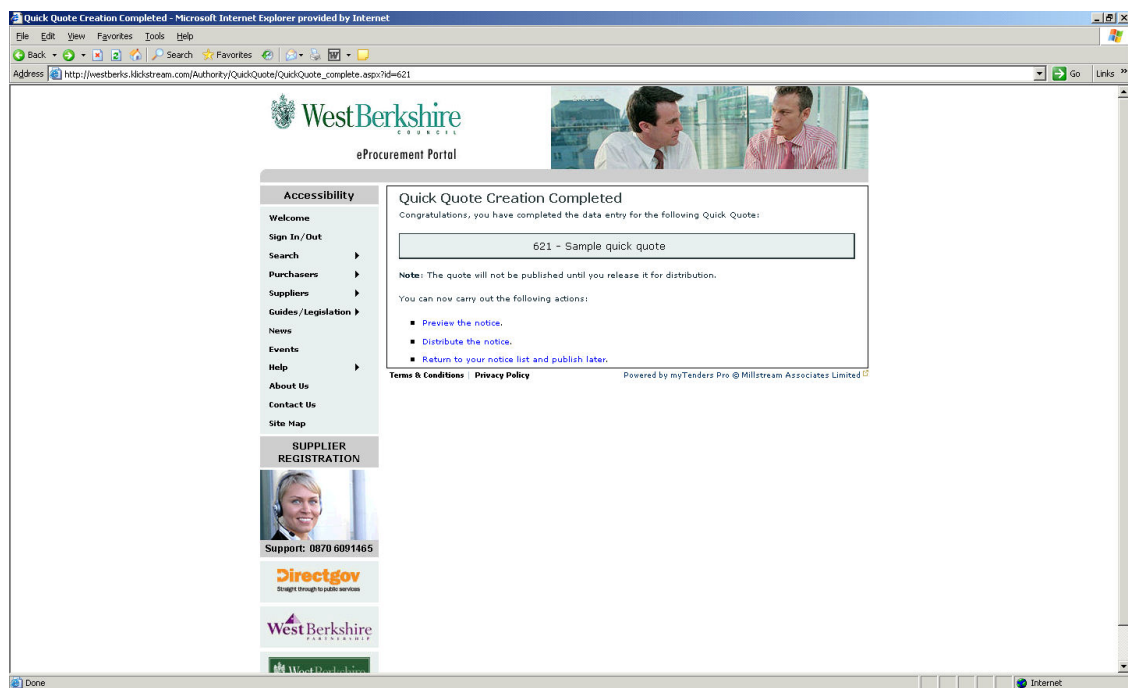
Next Save Cancel

Terms & Conditions Privacy Policy Powered by myTenders Pro © Millstream Associates Limited

Step 16

You have now completed your enquiry. Several options are available here 1. Preview your notice. 2. Distribute notice or 3. Publish later.

If you decide to distribute now then click the link.

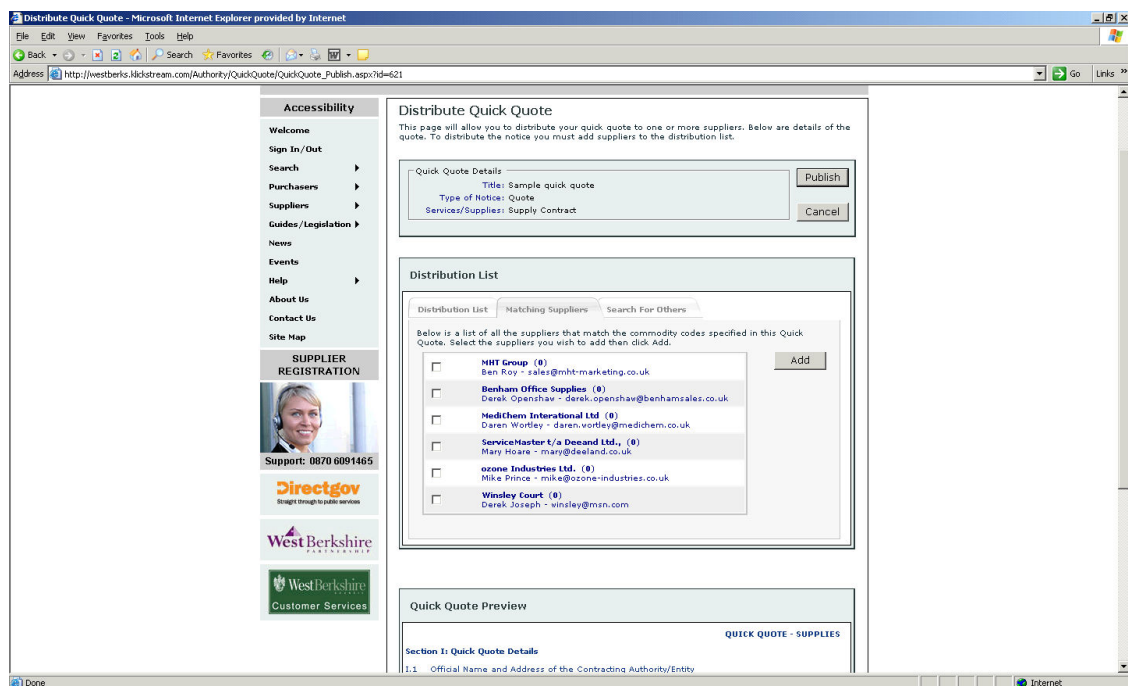


The screenshot shows a web browser window displaying the West Berkshire Council eProcurement Portal. The main content area features a message titled "Quick Quote Creation Completed" with the following text: "Congratulations, you have completed the data entry for the following Quick Quote: 621 - Sample quick quote". Below this, a note states: "Note: The quote will not be published until you release it for distribution." The user is then presented with three actions: "Preview the notice", "Distribute the notice", and "Return to your notice list and publish later". The left sidebar contains navigation links such as "Welcome", "Sign In/Out", "Search", "Purchasers", "Suppliers", "Guides / Legislation", "News", "Events", "Help", "About Us", "Contact Us", and "Site Map". At the bottom of the sidebar, there is a "SUPPLIER REGISTRATION" section with a photo of a woman and the contact number "Support: 0870 6001465". The footer includes logos for "Directgov" and "West Berkshire Council", along with the text "Powered by myTenders Pro © Millstream Associates Limited".

Step 17

By clicking distribute notice in step 16 you now need to select your suppliers you wish to invite to quote.

In the distribution list (Matching Supplier tab) you will be given a list of Suppliers who have registered on our Portal for the commodity codes you selected in step 11. Please select a minimum of 3 from the list, click 'add' then click 'publish'. This will then send the enquiry direct to these Suppliers.



The screenshot shows the 'Distribute Quick Quote' web application. The main content area is divided into several sections:

- Quick Quote Details:** A form with fields for 'Title' (Sample quick quote), 'Type of Notice' (Quote), and 'Services/Supplies' (Supply Contract). There are 'Publish' and 'Cancel' buttons.
- Distribution List:** A section with tabs for 'Distribution List', 'Matching Suppliers', and 'Search For Others'. Below the tabs, it states: 'Below is a list of all the suppliers that match the commodity codes specified in this Quick Quote. Select the suppliers you wish to add then click Add.' A table lists suppliers with checkboxes and an 'Add' button:

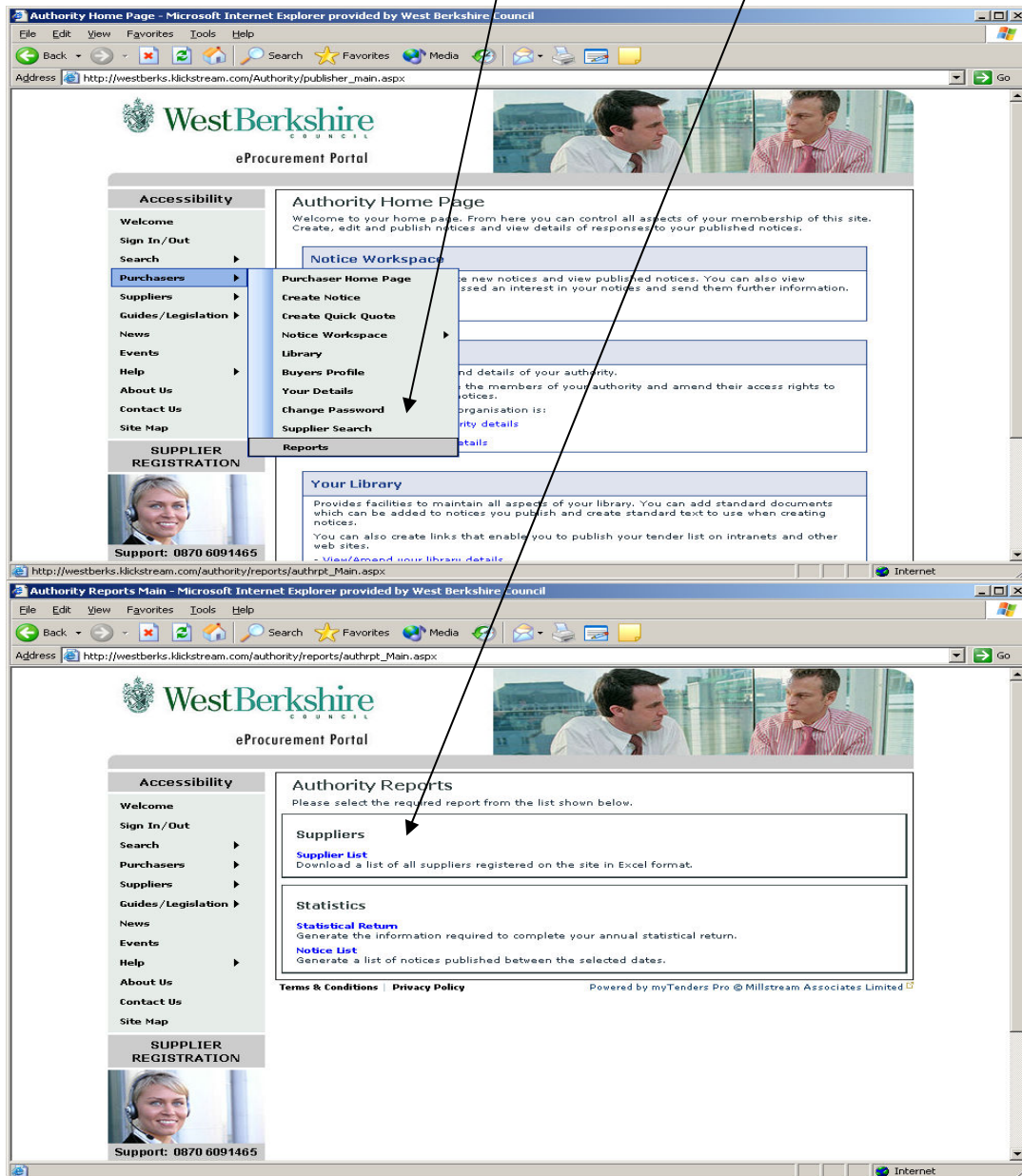
<input type="checkbox"/>	MHT Group (0) Ben Roy - sales@mhmarketing.co.uk	<input type="button" value="Add"/>
<input type="checkbox"/>	Benham Office Supplies (0) Derek Openshaw - derek.openshaw@benhamzales.co.uk	
<input type="checkbox"/>	MediChem International Ltd (0) Daren Wortley - daren.wortley@medichem.co.uk	
<input type="checkbox"/>	ServiceMaster K/a Deesand Ltd., (0) Mary Hoare - mary@deesand.co.uk	
<input type="checkbox"/>	ozone Industries Ltd., (0) Mike Prince - mike@ozoneindustries.co.uk	
<input type="checkbox"/>	Winsley Court (0) Derek Joseph - winsley@msn.com	
- Quick Quote Preview:** A section titled 'QUICK QUOTE - SUPPLIES' with a sub-section 'Section 1: Quick Quote Details' and a table with one row:

1.1	Official Name and Address of the Contracting Authority/Entity
-----	---

Important Note on Suppliers

Suppliers that have registered on the WBC Portal may not necessarily have been through our approval process (which is normally carried out for large projects). Users should therefore satisfy themselves that, any suppliers they commit to, can provide the goods/services in question to the standards and delivery required. Should you require further information on this please contact the Procurement Unit on Tel: 01635 519860 or email procurement@westberks.gov.uk

Prior to creating a quick quote Users can check suppliers that have already registered on our Portal by going to reports then click on Supplier list. If Users require a specific supplier that is not listed then they should prompt them to register on the Portal – <http://westberks.klickstream.com/>

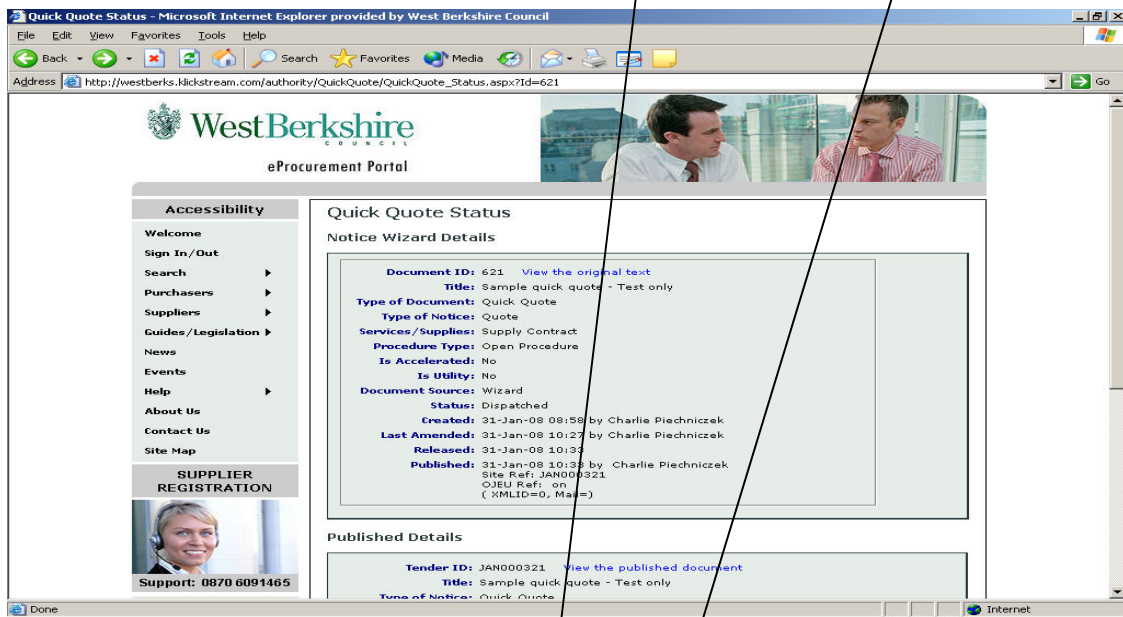


Users will also need to ensure that any new Suppliers they intend to procure from are set up in the Agresso System, using the appropriate ‘Request for New Supplier Form’.

Step 18

Return of quotations

Once the tender return date/time has lapsed, Users who were nominated to unlock the tender post box in step 15 will be prompted by an email to log in to the Portal and unlock. You can see in this screen that 2 quotes have been received. Click on 'Has Post Box'.

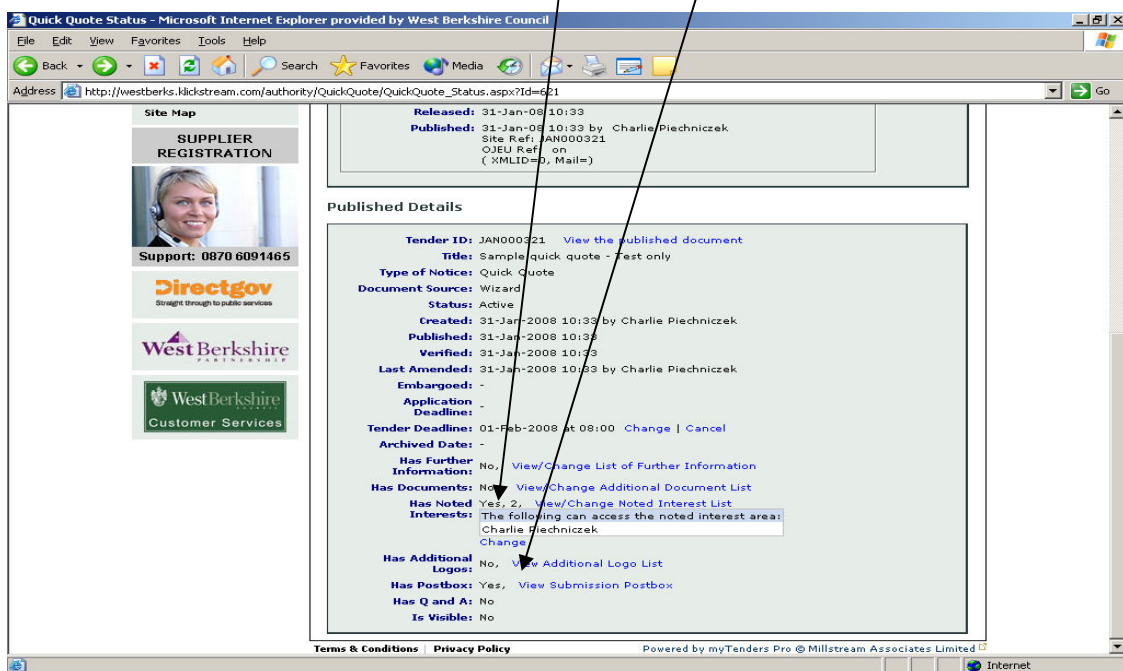


Quick Quote Status
Notice Wizard Details

- Document ID:** 621 [View the original text](#)
- Title:** Sample quick quote - Test only
- Type of Document:** Quick Quote
- Type of Notice:** Quote
- Services/Supplies:** Supply Contract
- Procedure Type:** Open Procedure
- Is Accelerated:** No
- Is Utility:** No
- Document Source:** Wizard
- Status:** Dispatched
- Created:** 31-Jan-08 08:58 by Charlie Piechniczek
- Last Amended:** 31-Jan-08 10:27 by Charlie Piechniczek
- Released:** 31-Jan-08 10:33
- Published:** 31-Jan-08 10:33 by Charlie Piechniczek
Site Ref: JAN000321
QJEU Ref: on (XMLID=0, Mail=)

Published Details

- Tender ID:** JAN000321 [View the published document](#)
- Title:** Sample quick quote - Test only
- Type of Notice:** Quick Quote

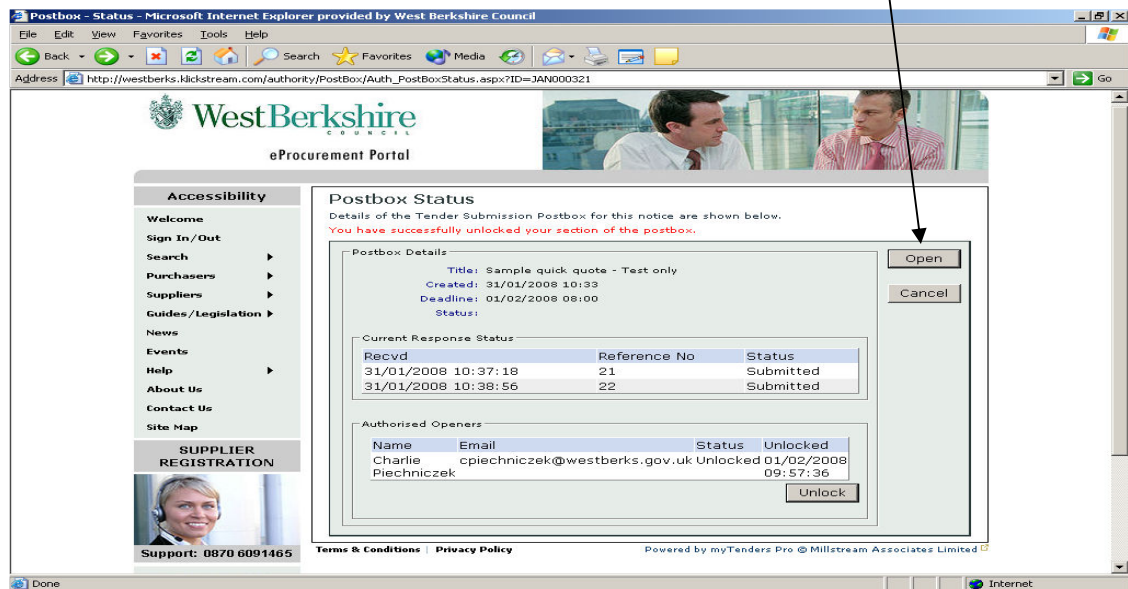
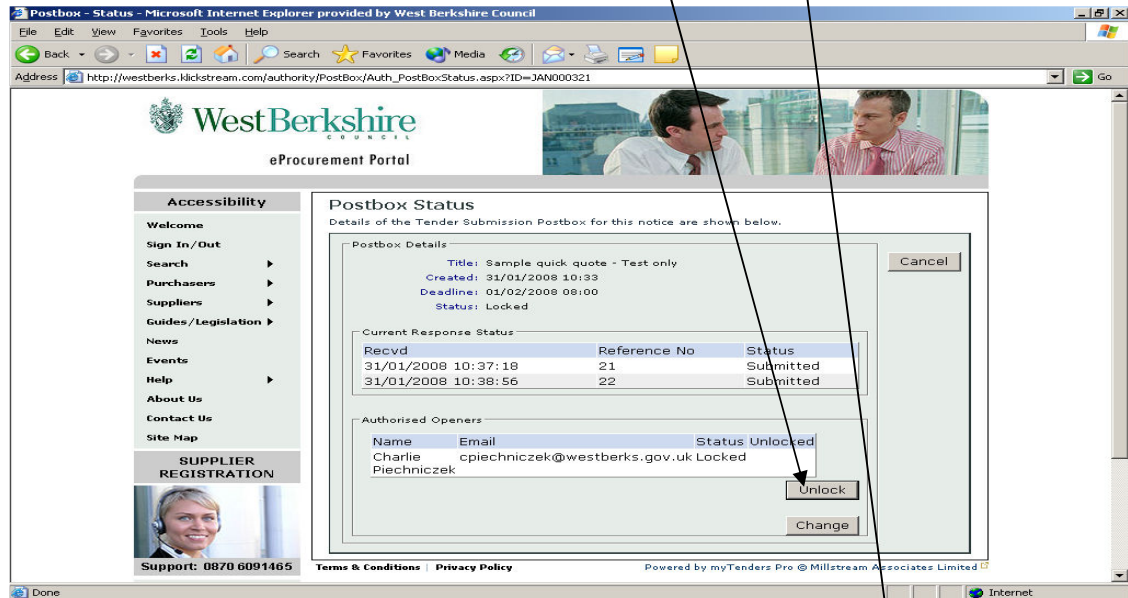


Published Details

- Tender ID:** JAN000321 [View the published document](#)
- Title:** Sample quick quote - Test only
- Type of Notice:** Quick Quote
- Document Source:** Wizard
- Status:** Active
- Created:** 31-Jan-2008 10:33 by Charlie Piechniczek
- Published:** 31-Jan-2008 10:33
- Verified:** 31-Jan-2008 10:33
- Last Amended:** 31-Jan-2008 10:33 by Charlie Piechniczek
- Embargoed:** -
- Application Deadline:** -
- Tender Deadline:** 01-Feb-2008 at 08:00 [Change](#) | [Cancel](#)
- Archived Date:** -
- Has Further Information:** No, [View/Change List of Further Information](#)
- Has Documents:** No, [View/Change Additional Document List](#)
- Has Noted Interests:** Yes, 2, [View/Change Noted Interest List](#)
- Interests:** The following can access the noted interest area:
Charlie Piechniczek
[Change](#)
- Has Additional Logos:** No, [View Additional Logo List](#)
- Has Postbox:** Yes, [View Submission Postbox](#)
- Has Q and A:** No
- Is Visible:** No

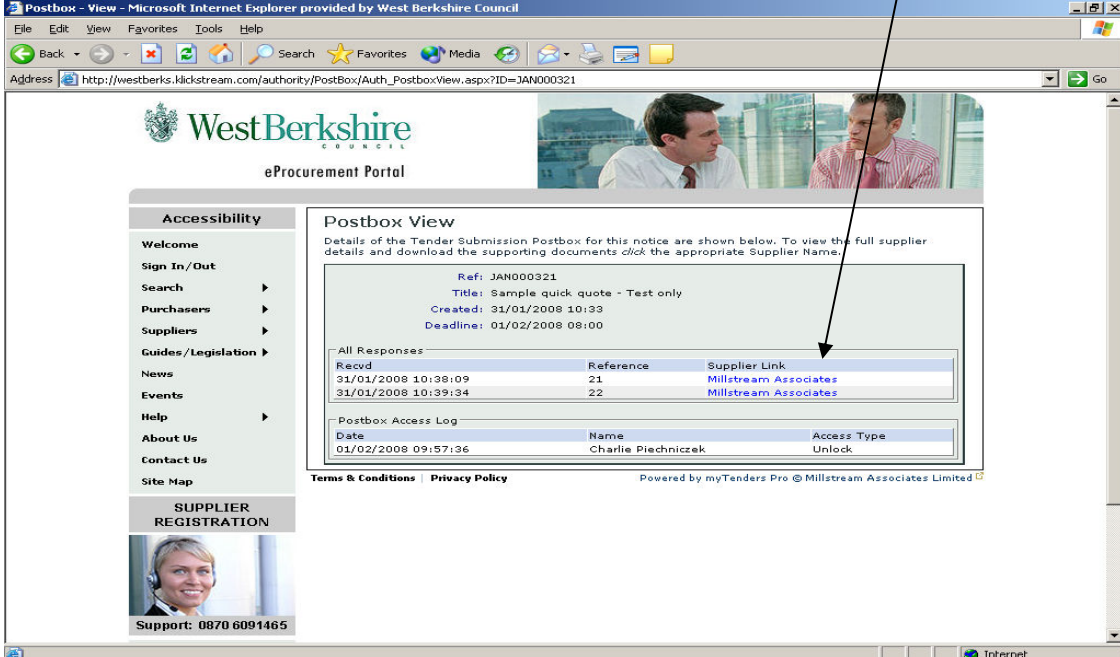
Step 19

This then displays the Post Box status. Click 'unlock' then 'open' to reveal quotations.



Step 20

This then gives you access to Supplier's quotations by clicking on the links.



The screenshot shows a web browser window displaying the West Berkshire Council eProcurement Portal. The page title is "Postbox View" and the URL is "http://westberks.kickstream.com/authority/PostBox/Auth_PostboxView.aspx?ID=JAN000321". The page content includes a navigation menu on the left, a main content area with a "Postbox View" section, and a "SUPPLIER REGISTRATION" section at the bottom left. The "Postbox View" section displays details for a tender submission and a table of responses.

Postbox View
Details of the Tender Submission Postbox for this notice are shown below. To view the full supplier details and download the supporting documents click the appropriate Supplier Name.

Ref: JAN000321
Title: Sample quick quote - Test only
Created: 31/01/2008 10:33
Deadline: 01/02/2008 08:00

All Responses:

Recvd	Reference	Supplier Link
31/01/2008 10:38:09	21	Millstream Associates
31/01/2008 10:39:34	22	Millstream Associates

Postbox Access Log

Date	Name	Access Type
01/02/2008 09:57:36	Charlie Piechniczek	Unlock

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SUPPLIER REGISTRATION
Support: 0870 6091465

Company	Post Town	Post Code
O'Kane Joinery Ltd 2010 T/A Compass Windows & Doors.	Derry	BT47 4QH
1st Choice Stairlifts Ltd	Calne	SN11 9PU
1st Milestone Ltd	London	W5 1YY
1st Scaffolding	Reading, Berkshire	RG8 8EB
1st class cars	Reading	RG30 1DZ
3 Borders Scaffolding	ALTON	GU34 3DZ
3Lance Fire Ltd	Mitcham	CR4 4TU
777 Demolition & Haulage Co Ltd	Croydon	CR0 4TE
A & M fencing Compant Ltd	Uxbridge	UB9 6JL
A A Valet	Reading	RG73HG
A D Clark Grounds Maintenance Limited	Reading	RG7 6QB
A Different View	Dereham	NR20 4RR
A E Thornton-Firkin and Partners	LONDON	WC1A 2PT
A M Carpentry	Pewsey	SN9 5AS
A Recipe For Success	Ipswich	IP3 9SX
A V V Solutions	Watford	WD18 8XU
A.E.S Ltd	Reading	RG7 5LT
A.P. Faulkner (Heating) Ltd	Reading	RG2 9DX
A1 Taxis	Bracknell	RG12 1RL
A2B Minibus Coach & Travel Limited	Reading, Berkshire	RG4 6TR
A2Dominion Group	Winchester	SO23 8SR
A4 NOW LTD	Horley	RH6 9TF
AD Modular	Cheshire	cw1 4pn
ADAS UK ltd	Wolverhampton	WV6 8TQ
ADT Fire and Security	Hemel Hempstead	HP2 7BW
ADT Fire and Security plc	Hemel Hempstead	HP2 7SJ
AES Rewinds Ltd	Ash Vale, Surrey	GU12 5RT
AIG Medical & Rehabilitation Limited	London	EC3M 4AB
AJR Office Interiors Ltd	Bramley	RG265DL
ALL PLUMBING SERVICES LTD	HEADLEY	RG19 8AB
AM:PM Cars	Newbury	RG14 2RQ
AMB Sports Ltd	West Kingsdown	TN15 6BQ
AMT-SYBEX	Letchworth Garden City, Herts	SG6 4ET
APH Commercial Interiors Ltd	Newbury	RG14 2HL
APP INDUSTRIAL ROOFING LTD	CRAWLEY	RH10 8JH
APS Cost Management	Bristol	BS8 3JX
ARCADIS	Greater London	EC4A 1YH
ARCADIS UK	London	EC4 1YH
ART CONTACT	Cambridge	CB21 4RG
ATCOST WINDOWS HOLDINGS LTD	LIPHOOK	GU30 7RR
Abacus Project Services Limited	Brentwood	CM14 5HG
Abbey Taxis (Swindon) Ltd	Swindon	SN2 2HU
Abbey Windows	Reading	RG1 8HS
Abbott Burke Associates	Bristol	BS7 8DS
Abicare Services	Salisbury	SP1 2LP
Ability Housing Association	Staines	TW18 2AE
Able CANopies Ltd	Clacton on Sea	CO14 4TR
Ableflame ltd	Redditch	B98 9PA
Accent Catering Services Ltd	Maidenhead	SL6 0NX
Access Displays Ltd	Swindon	SN5 7YT
Ace Taxi	Ilfracombe Devon	EX34 9PL
Acorn Construction Newbury Ltd	Pewsey	SN9 5PZ

Action for Children		
Action for Children	London	N5 1TZ
Action for Children	London	N5 1UD
Activator UK Ltd	Basingstoke	RG24 9NP
Active Energy Ltd		W1K 4AD
Active facilities Management Ltd	Bracknell	RG12 9FJ
Adamson Construction	Slough	SL1 4ST
Adler and Allan Ltd	Bury St Edmunds	IP30 9QS
Advance Monitoring solutions Ltd	Chesterfield	S43 4PZ
Advance Support	Andover	SP10 1PA
Advanced Door Controls	BRIGHTON	BN3 1RE
Advanced Project Solutions Limited	Birmingham	B28 9HA
Advantage Occupational Health Ltd	Edinburgh	EH12 9DT
Advent IM Ltd	Halesowen, West Midlands	B62 8BF
Aeroflex Limited	Stevenage	SG1 2AN
Affordable Cleaning and Supplies Ltd	Bristol	BS34 7BH
Airey Miller Partnership LLP	Beckenham, Kent	BR3 1AN
Alabare Christian Care Centres	Bournemouth	BH11 8LL
Alberta Group UK		BN16 3JB
Aldermaston Coaches	Reading	RG7 5PT
Aldermaston Recycling Ltd		RG7 4PG
Alison Porter	Twickenham	TW1 3AY
Allen Dadswell Construction Consultants	Maidstone	ME15 6JD
Allen Group	Birmingham	B25 8AD
Allen Holmes Limited	Eastleigh	SO50 5GE
Allen Holmes Ltd	Eastleigh	SO50 5GE
Allenwest Brighton Limited	Peacehaven	BN10 8JQ
Allied Healthcare Group	Staffordshire	ST15 0TL
Allied Protection	Burgess Hill	RH15 9TL
Alpha Care Ambulance Service	Oxon	OX10 9QB
Alpheus Environmental Ltd	Bedford	MK40 2AA
Alray	Andover	SP10 4LS
Altus Andrews	Southampton	SO31 4RA
Amiri Construction	Fareham	PO16 7JL
Amiri Construction Limited	Fareham	PO167JL
Anchor Trust	North Shields	NE29 7ST
Andel Ltd	Huddersfield	HD7 6AZ
Andrew Goddard Associates Ltd	Chinnor	OX39 4DU
Andrew Wicks - Graphic Designer	Hermitage	RG18 9WT
Anglian Building Products		NR6 6JB
Ann Burton Agency	Northampton	NN1 2AW
Anne Thorne Architects Partnership	London	E2 6QD
Annodata Ltd	Reading	RG2 0BS
Apcoa Parking UK Ltd	Uxbridge	UB8 2XW
Apex Metals Structures Ltd	Nr Newbury	RG8 8QT
Apollo Property Services Group	Essex	EN9 1DX
Apple Print	Newbury	RG14 2AD
AppleyardsDWB	london	WC1V 6RL
Arcadis AYH		EC4A 1YH
Architype Ltd	London	SE1 3JA
Ardent Construction	Basingstoke	RG25 2BD
Argon Associates Ltd	Reading	RG6 6BZ

Ark Build Plc	Loughton	IG10 3FL
Ark Consultancy	Birmingham	B18 6HN
Art Contracts Limited	Banbury	OX16 4QU
Asbestos Survey & Management Ltd	Nottingham	NG10 2DL
Ashmac Construction	Northampton	NN5 5EZ
Ashridge Cnstruction Ltd.	Thatcham, Berks	RG19 4AE
Ashridge Construction Limited	Thatcham	RG19 4AE
Ashridge Construction Ltd	Newbury	RG19 4AE
Aspect Driver Training	Reading	RG31 5HB
Aston Croft		BN3 2JQ
Astranet Electrical Ltd	Newbury	RG14 5TA
Astron Consulting Ltd.	Dublin	D4
Atco structures and Logistics Uk Ltd	Banbury	OX16 4US
Atkins		B1 1TF
Atkins	Epsom	KT18 5BW
Atkins Ltd	Carterton	OX29 4AH
Atlantic Lodge	Chingford	EN36PW
Atlas Cleaning	Hanworth, Middlesex	TW13 6DZ
Atlas Cleaning Limited	Feltham	TW13 6DZ
Atos Healthcare	London	NW1 3HG
Attract Marketing Ltd	Kenilworth	CV82GH
Audio Medical sServices Ltd	Liskeard	PL14 6RE
Aura Custom Solutions Ltd	Fareham	PO15 5RQ
Aura Stationery Ltd	Reading	RG30 1AU
Aura Stationery Ltd	Reading	RG30 1EA
Austin Fraser	Reading	RG1 3EU
Avenues Ltd	Salisbury	SP5 2LD
Aviva Occupational Health UK Limited	Eastleigh	SO53 3RY
Avril Chaffey PR	Newbury	RG20 0HN
Axess 4 All Limited	Leicester	LE5 1TL
Axis IT	Chester	CH1 1RQ
B Carers Limited	Reading	RG30 2NU
BA Corry Holdings Ltd	Southampton	SO15 8LJ
BDS FIRE AND SECURITY LIMITED	HACKBRIDGE	SM6 7AH
BETTER hEALTHCARE	Luton	LU1 2NA
BJP Consulting Group Limited	BATH	BA3 2TZ
BS Services	Andover	SP10 3GL
BT	LONDON	EC3R 5EA
BT PLC	London	NW7 2LY
BTU Heating Ltd	Guildford	GU1 1JB
BUSINESS DICTATION LIMITED	OXTED	RH8 9EU
BW Design	Reading	rg10 9tt
BWA	Reading	RG1 8XL
Bailey Associates	Orpington	BR6 0HQ
Bailey Partnership	Bristol	BS30 8FJ
Bailey-Price	Newbury	RG20 9TF
Balfour Beatty Civil Engineering Ltd	Redhill	RH1 1PQ
Balfour Beatty Professional Services	Basingstoke	RG23 8BG
Banner Holdings Limited	Hemel Hempstead	HP2 7TE
Baqus Group plc	St Albans	AL4 0PG
Baqus Group plc	Chichester	PO19 1JU
Barchester Healthcare	London	SW100XF

Baris Group Limited	Nottinghamshire	NG17 2HU
Barnardos	Ilford, Essex	IG6 1QG
Barnes Coaches Ltd.	Swindon	SN3 4AQ
Basil UK Limited	London	W1D 5EU
Basil Wyatt & Sons Ltd	Oxford	OX2 7QJ
Beard	Oxfordshire	ox2 9pj
Beard Construction	Wiltshire	SN3 5JY
Bell Brush	Enfield	EN3 7BB
Bequip Ltd	Liphook	GU30 7DW
Berkshire Association of Clubs for Young People	Reading	RG2 0QE
Berkshire Women's Aid	Reading	RG1 8XL
Best Foot Forward	Oxford	OX4 1RE
Biffa Waste Services Limited	Buckinghamshire	HP12 3TZ
Birchfield Interactive	Cardiff	CF5 6XJ
Bite Catering Ltd	London	NW10 7AW
Biwater Treatment Ltd	Heywood	OL10 2DX
Blakedown Sport & Play Limited	Wroxton	OX15 6AY
Blanchard Wells Limited	Southampton	SO32 3QG
Blaze Construction Ltd	Eastleigh	SO50 9DQ
Blue Arrow	Newbury	RG14 1DJ
Blue Arrow Limited	Luton	LU1 3BA
Blue Chip Security Ltd		HP15 6DB
Blue Sky Outdoor Cleaning	Middlesex	UB4 8JL
Bluebird Care	Newbury	RG14 2DB
Bold-E	Bridlington	YO16 4SF
Bolt & Heeks Limited	Ongar	CM5 9RB
Bolt & Heeks Ltd	Ongar, Essex	CM5 9RB
Borras Construction	St Albans	AL1 5HT
Boshers (Cholsey) Ltd	Wallingford	OX10 9HN
Boulter Mossman Chartered Surveyors	Hampshire	Petersfield
Bournemouth Churches Housing Association	Bournemouth	BN1 3NS
Bowater Windows and Doors	Birmingham	B76 9BW
Bradbrook Consulting	Newbury	RG14 5DU
Breckland Council	Dereham	NR19 1EE
Breeze8	Newbury	RG14 1PA
Brett Martin		CV2 2QU
Breyer Group PLC	Romford	RM3 8ST
Bridge Security	Bromley	BR1 2SR
Broadland Guarding Services	nORWICH	NR6 6AQ
Broadway Malyan	Theale	RG7 5AN
Brocklehurst Architects Limited	High Wycombe	HP14 3AE
Brodie Plant Goddard	Dorking	RH4 1HJ
Bromford Carinthia Housing association	Solihull	B90 4BN
Bromford Support	Tewkesbury	GL20 8DN
Brook Street (UK) Ltd	St Albans, Hertfordshire	AL1 4JB
Brookdale Care	Welwyn Garden City	AL8 6HG
Bruce Shaw	London	SW1P 1RT
Buckingham Landscaping & Groundworks	Thatcham	RG19 8AQ
Bucklebury Taxis	Newbury	RG7 6QU
Building Automation Solutions Ltd	Glasgow	G33 6FB

Building Services Design	Corby	NN17 5JG
Building Solutions (Bucks)		hp22 5yu
BuildingBloc Ltd	Baughurst	Rg26 5JJ
Built Offsite Limited	Shrewsbury	SY4 4EA
Bupa		TW18 4TL
Burghfield Mini Coaches Ld	Reading	RG30 3SS
Buro Happold Ltd	Bath	BA2 3DQ
Business Lunch Express	Newbury	RG19 3HN
Business Pluspoint	Reading	RG1 9NG
Business to Business Exhibitions Ltd	London	N7 0SH
Busy Bee Cleaning Services Ltd	High Wycombe	HP10 9UB
Byrne Looby Partners	Guildford	GU1 4UH
C & R Cleaning Services LLP	Bracknell	RG12 2PD
C @ H TAXIS	THATCHAM	RG194LX
C&A Pumps Limited	Bowburn	DH6 5PF
C&N Excavations Limited	Marlborough	SN8 1RY.
C-Change Management Ltd	Newbury	RG20 9QS
C.A. Cooper & Sons	Reading	RG2 8QJ
C.R.M Groundworks	Newbury	RG14 6QP
CA Blackwell (Contracts) Limited	Swansea	SA7 9FZ
CA Sustainable Architecture	Newbury	RG14 5AA
CAIP Ltd.	Warrington	WA4 5LS
CAJ SERVICES LTD	Higham Ferrers, Northamptonshire	NN10 8HQ
CBG Consultants Ltd	Oxford	OX2 9LU
CCF Facilities Management		
CD Surveys Ltd	Godalming	GU7 1LG
CDC Taxi		RG18 3DD
CED Ltd	Grays	RM20 3LU
CELLO mruk research Ltd	London	EC1V 0AH
CHEMQUAD	DROITWICH	WR90NR
CLC Contractors Limited	Southampton	SO16 60Q
CLC Contractors Ltd	Reading	RG30 3RA
CODA Studios Ltd	Sheffield	S3 8EL
CPD2 Ltd	Oxford	OX4 2JZ
CRB Services & Associates Ltd	Worcestershire	WR13 6YS
CRW Special Projects Limited	Wiltshire	SN16 0NY
CS2 Limited	Northampton	NN3 6BW
CTG Surveyors Limited	Abingdon	OX13 3AB
CW Duke & Sons Ltd	Bristol	BS2 9AP
Cabco Limited	Newbury	RG14 SJ
Cabco Limited	Newbury	RG14 5SJ
Calbarrie	Milton Keynes	MK1 1QT
Call Us Social work services	Newbury	
Calm Recruitment 2	Newbury	RG14 5RU
Camberley Auto Factors Ltd	Farnborough	GU14 8EH
Cambridge Education	Cambridge	CB1 2RS
Cambridge Flat Roofing Co Ltd	Ely	CB6 3QD

Cambridge Pringle Group	Cambridge	CB4 OPP
Canadian Timber Homes Uk Ltd	Newbury	RG19 3TL
Canadian Timber Schools UK	Newbury	Rg14 6SX
Canadian Timber Schools UK	Newbury	RG14 6SX
Capita Symonds	Newbury	RG14 5DH
Capita Symonds	Southampton	SO15 1GW
Capita Symonds	London	WC1V 6DW
Capita Symonds Ltd	Berkshire	RG14 5DH
Capital Car	Reading	RG1 7HT
Caradon Estates Limited	Old Isleworth	TW7 7BL
Care Community Ltd	Gloucester	GL1 5AX
Care Contacts Ltd	London	W7 2QE
Care Management Group	London	SW19 3TJ
Care UK plc	Colchester	CO4 9QB
CareTech Holdings PLC	Potters Bar	EN6 1BB
CareTech UK Ltd.	Stevenage	SG2 7AZ
Careforce Group plc	Stevenage, Hertfordshire	SG1 3LJ
Carewatch	Reading, Berkshire	RG1 4QA
Carillion Planned Maintenance	Southampton	SO31 4RA
Carillion Property Services	West Malling	ME19 6QL
Carlton Services UK Ltd	Swindon	SN3 1PD
Carter Jonas	Swindon	SN1 3HY
Castle CCTV Limited	Exmouth	EX8 4LW
Castle Computers	Reading	RG2 0LU
Castle Hayes Pursey LLP	Surrey	CR8 2AZ
Castleway Construction	Salisbury	SP1 3QS
Castleway Construction	Salisbury	SP1 3QS
Caswell Environmental Services Ltd	Stevenage, Hertfordshire	SG1 2ET
Cater Link	pembury	tn2 4s
Catering Consultancy Bureau Limited	Meopham	DA13 OPF
Catering Hygiene Specialists Ltd	Uxbridge	UB8 2YT
Catering academy	Warrington	WA3 6BL
Catfoss	Driffield	YO25 8EJ
Cedar Peas Pictures	Inkpen	RG17 9PU
Central Roofing and Building Services	Hereford	HR4 9BP
Century Lettings Ltd	Kent	ME15 6LH
Cernis Limited	London	W1D 4DS
CfBT Education Trust		RG1 4BS
Chase and Partners	London	SW1Y 4PH
Child Graddon Lewis Architects & Designers	London	E1 6BJ
Chiltern Driver Training Ltd	Amersham	HP6 6LH
Christies Care Ltd	Saxmundham	IP17 1AB
Chubb Fire Limited	Luton	LU1 1UR
Chubb Security Personnel	Wellingborough	NN8 6GR
Chubb Systems Ltd	Blackburn	BB1 2PR
Churcher Homecare Ltd	Fareham	PO14 1TH
Churchill Contract Services Ltd	Harpenden	AL5 4UN
Circon Limited t/a Crown Water & Coffee	NEWBURY	RG14 2TF
Circon Ltd	Newbury	RG14 2TF
Circuit Electrical Testing Limited	Leeds	LS11 7DF
Cirrus Management Solutions Ltd	Coventry	CV5 7AP
Cistor	London	EC3V 9BW

Cistor Ltd	London	EC3V 9BW
Claridge Architects	London	NW10 3HA
Clark Associates	Bristol	BS8 4DR
Claude Fenton (Construction) Ltd	Reading	RG7 4AZ
Claw Scaffold Ltd	Theale	RG7 4AE
Clean Estates Ltd	Derby	DE6 3EA
Cleansing Service Group Ltd	Fareham	PO15 5TT
ClearRoute Utility Services Ltd	London	N17 9LZ
Clearwater 2010 Limited		GU32 1JN
Cleary Contracting Ltd	Randalstown	BT41 3HP
Clere Identities Ltd	KINGSCLERE NEWBURY	RG20 5LY
Clipston Construction Control	Watford	WD18 0QD
Cluttons LLP	Oxford	OX2 0JJ
Cobra Security	Southampton	SO15 3DL
Code Creative	Wootton Bassett	SN4 7HF
Codrus Fire Detection Systems Limited	Aylesbury	HP19 8TE
Colas Limited	Crawley	RH10 4NF
Cole Easdon Consultants	Swindon	SN3 3RB
Cole Thompson Anders	Twickenham	TW1 4EA
Colin Willoughby	Newbury	RG20 4UP
Combe Products	Hungerford	RG17 0HA
Commercial Ltd	Cheltenham	GL53 0DL
Community Housing Association (Trading as One Support)	London	NW1 8EH
Community Integrated Care	Wickham	PO17 5LJ
CommunitySense		
Companion Computers Ltd	Newbury	RG18 9PH
Competitive Solutions Ltd	Biggleswade	SG18 8AQ
Complete Weed Control (Thames Valley & London South)	Ropley	SO24 9SQ
Completely Care Recruitment Consultants Ltd	Oxford	OX2 9LP
Computershare Voucher Services	Lichfield	WS13 8SX
Comserve Ltd	Kings Langley	WD4 8GW
Concerto Support Services Ltd		CH37JA
Connaught Compliance Services Limited	Caerphilly	CF83 3GG
Connaught Environmental Ltd		BS6 5SH
Connections Electrical	Chippenham	SN14 0DT
Connexica Ltd	Stafford	ST18 0WN
Connexionz UK	Crawley	RH10 7SL
Conscape Ltd	Enniskillen	BT74 5QR
Construction Management Consulting Ltd	Dartford	DA2 8EB
Construction Partnership Ltd		KT12 4HR
Consumer Profile Group	Thame	OX9 2WT
Continental Landscapes Ltd	Lincoln	LN5 7JD
Contract Fire Security	Sutton Coldfield	B75 7FS
Contract Trading Services Ltd	Wokingham	RG41 1QW
Contract Trading Services Ltd	Wokingham	RG41 1QW
Cordie Ltd	Lymington	SO41 9AF

Core Children's Services	Bromsgrove	B60 4AD
Cornerstone Thomson Roddick	Maidenhead	SL6 3LW
Corporate Health Ltd	Slough	SL1 4PG
Corporate Interior Design Ltd	Basingstoke	rg248up
Corps Security	London	EC1M 6PF
Cosmo Security Services	NEWBURY	RG14 6AL
Cosmo Services (UK) Ltd	Newbury	RG14 6AL
Covalent Software Limited	Taunton	TA1 1RZ
Covalent Software Limited	Taunton	TA1 1RZ
Cragg Management Services Limited	Haywards Heath	RH17 5QT
Cranegates Limited	Essex	RM20 3AT
Creative Education Ltd	Croydon	CR2 6AX
Creative Education Ltd	Croydon	CR2 6AX
Creative Eye Photography LLP	Bracknell	RG42 3EQ
Creative Support		
Creatrix Ltd	Reading	RG30 2SN
Credit G Limited	South Croydon	CR2 6WY
Cresent	Aberdeen	AB10 1SB
Crown Group Ltd	Essex	RM7 9EL
Crown Wheelchair Travel	Reading	RG2 0AU
Crowthorne Property Management	Basingstoke	RG25 2RH
Cubicle Centre Ltd	Ravensthorpe	WF13 3JL
Cuddy Group	Reading	RG7 8PN
Cuddy Group	Berkshire	RG7 4PR
Culture Cafe CIC	Leighton Buzzard	LU7 4QX
Curl la Tourelle Architects	London	NW5 4AB
Curl la Tourelle Architects	London	NW5 4AB
Currie & Brown UK Ltd	Milton Keynes	MK9 2EU
Cushman & Wakefield LLP	London	W1A 3BG
Cuttingedge projects Ltd.		
Cyril Sweett	Bristol	BS1 5QD
Cyril Sweett	Southampton	SO15 3EU
D Embleton	Reading	RG2 OJA
D J Mace & Son (Electrical Contractors)Ltd	Reading	RG6 4DX
DBK	Bournemouth	BH1 2LT
DCL SECURITY LIMITED	GLASGOW	G43 1QQ
DJ Travel	Reading	RG7 3TX
DKA	Bath	BA2 6BZ
DMA Signs Limited	Leatherhead / Surrey	KT22 7SU
DOTGOV Supplies and Services	Eastbourne	BN21 4NE
DPMB Ltd		RG8 8NG
DRS Entrance Systems Limited	Manningtree	CO11 2LH
DRS Entrance Systems Ltd	Manningtree, Essex	CO11 2LH
DSG Quantity Surveyors Ltd	Newbury	RG14 1JQ
DURKAN LIMITED	Waltham Cross, Hertfordshire	EN8 7DR
DW Display Ltd	Poole	BH16 6NL
DWM TECHNICAL SOLUTIONS LTD	BEDFORD	MK40 2RP
Daista Partitions	Essex	EN9 3ED
Danfo UK Ltd		TW7 6DB
Darfen Durafencing	Liss, Hampshire	GU33 7PN
Dartmouth General Contractors	Fareham	PO14 1 AH
Data Techniques	Farnborough	GU14 7XA

Dataserv Ltd	Staines	TW18 3AY
Davis Langdon LLP	Oxford	OX14 1TZ
Dawn Palmer	Thatcham	RG19 3RR
Dawnus Construction Ltd	Swansea	SA7 0AP
Dawsons Music	Reading	RG1 8AD
Dearing Construction	Thatcham	RG18 0UT
Deco Floors Ltd	Enfield	EN3 7PH
Demco Interiors	Rushden	NN10 6GL
Denny's Taxis	Thatcham	RG18 4LS
Depaul UK	London	SE1 1JG
Design Eclectic	Newbury	RG20 9BG
Detect FS	Southampton	SO19 6Rn
Diagrama Foundation Psychosocial Intervention	Sevenoaks, Kent	TN14 5AF
Diamond Travel Express	Reading	RG5 4SZ
DigiGroup	London	HA9 0NP
Dimensions(NSO)	Theale	RG7 4AB
Direct IT	Theale	RG7 4PE
Discount Displays/Target Promotions	Surrey	CR0 3EB
Dixon Engineering Air Conditioning Ltd	didcot	ox11 7pl
Dobson White Boulcott Ltd	London	WC1V 6RL
Doig+Smith	Edinburgh	EH12 7BA
Dolphin-Inns	newbury	rg14 5dt
Door2Door Care Services Ltd	London	N17 0UN
Dorwin Ltd	Alton, Hampshire	GU34 2QG
Drain & Able	Reading	RG30 2PD
Drewitt Building Contractors	Newbury	Rg14 6tb
Drivers Jonas LLP	London	EC4N 7BL
Drs. Direct Ltd		
Dual Roofing (London) Ltd	Uxbridge	UB8 2JP
Ductclean (UK) Ltd	Hertfordshire	SG11 1BB
Ductclean (UK) Ltd	High Cross	SG11 1BB
Duraglaze Durabuild		RG2 0HG
Dussmann Service UK Ltd	Newport	NP18 2HJ
Dyer & Butler Ltd	Southampton	SO16 0AH
Dynamiq Cleaning Ltd	Newbury	RG15 5SJ
E R Hemmings Building Ltd	Yate	BS37 5NR
E3 Energy Efficiency & Electrical Ltd	Reading	RG31 5UD
EC Harris	London	N1 9AB
EC Harris LLP	London	N1 9AB
EC Harris LLP	Birmingham	B5 4TL
ECD Architects	London	SE1 4PU
ECEX	Newbury	rg18 9xy
ECI Telecom (UK) Ltd	Basingstoke	RG24 8TW
EIC Ltd	Lymington	S)41 8JU
EMCOR UK Ltd.	Eastleigh	SO53 3YE
EMDC division of Swann Group Ltd	Southampton	SO14 2AQ
EMSc (UK) Ltd	Rotherham	S60 1DX
EPS Ltd trading as Polarity Electrical	Camberley	GU17 9JH
ESL Landscape Contractors	Hastings	TN34 1PB
ESL Landscape Contractors	Hastings	TN34 1PB
Earley Security Services Limited	Reading	RG30 1EA
Easton Bevins	Newbury	RG14 1DJ
Easton Bevins	Newbury	RG14 1DJ
Easton Bevins	Newbury	RG14 1DJ
Easy Networks Ltd	Portsmouth	PO3 6FH

EceX	Newbury	RG18 9XY
Echoes Community Care	Taunton	TA1 2PX
Eclipse Research	London	N5 1BA
Eclipse Translations	Alnwick	NE66 2EP
Eco Signs Ltd	Swindon	SN5 8YW
EdComs		SE1 8RT
Eden Brown	London	EC2M 4QD
Edenred (UK Group) Ltd	London	SW1V 2RS
Edge Architecture	Newbury	RG20 0JT
Edgington Spink and Hyne Architects	Datchet	SL3 9LE
Edmont	SN2 7RB	Swindon
Elecheck (EST) Limited	Waterbeach	CB25 9TN
Electrical Testers Limited	Northampton	NN6 8LD
Electronic Temperature Instruments Ltd	Worthing	BN14 8NW
Element Property Services Ltd.	Guildford	GU4 7AX
Elementa	Didcot	OX11 0SG
Elementa Consulting Ltd	Surrey	KT12 LU
Elior Integrated Services	Bromsgrove	b60 3dx
Elm Workspace	Calne	SN11 9PT
Emeny Turley Partnership Limited	Birmingham	B18 6NZ
Emplas Window Systems Ltd	Wellingborough	NN8 6AB
Enara Group Ltd	Greenford	UB6 7JD
Engaging Potential	Newbury	RG14 2AE
Engineered Interiors Ltd		RG7 3SY
Engineers Haskins Robinson Waters	London	SE1 4PU
English Landscapes Maintenance Ltd	Thatcham, Berkshire	RG18)XX
Enham	Andover	SP11 6JS
Ensafe Consultnats Limited	Northampton	NN1 3AH
Enterprise Recruitment Services Limited	Leyland	PR26 6TX
Entric Services Ltd	Mortimer Common	RG7 3SG
Envex Company Ltd	Wokingham	RG41 5AB
Enviros Consulting Ltd	Abingdon Oxon	OX14 3DB
Enviros Health and Safety Solutions		NN12 7LS
Eqtedar Sheikh	Berkshire	RG18 9EG
Ergo Computing UK Ltd	Nottingham	NG11 6JS
Eric Marsh Design Consultancy	Southampton	SO30 2EU
Eunomia Research and Consulting Ltd	Bristol	BS1 4JZ
Eurest Services	Birmingham	B45 9RJ
Euro Car Parks	Manchester	M3 4PF
European Lifestyles	Ash	TN15 7EN
Eurotek Audio/Visual Installations	Aylesbury	HP20 1EW
Evanway LLP	Manchester.	M1 5AN
Evergreen Flowers and Gardens Ltd	READING	RG8 8TG
Evidence Health Ltd	Crowthorne	RG45 6AW
Evolve 2 Consult Ltd	Royal Leamington Spa	CV32 5EG
Express Construction Cleaning Ltd	Eastbourne	BN21 4NX
External Solutions Limited	Scunthorpe	DN16 3RN
External Solutions Limited	Scunthorpe	DN16 3RN
Extraspace	Belfast	BT6 9DT
Extraspace	Dublin	Dublin 22
F P & S Parts	Dereham	NR19 1JG
F.P.CARS	Thatcham	RG18 3DL
FAMILY WELFARE ASSOCIATION	FORDINGBRIDGE	SP6 1NW
FDL Generators	Aldermaston	RG7 8NN

FG Library Products Ltd	Northampton	NN3 6QF
FMS Facilities Management Services Ltd	Maidenhead	SL6 7QU
FORM Limited	Chatham	ME5 8UD
FP Southern	Aldermaston	RG7 8HA
FWG Conctruction Ltd	Oxford	OX29 8JQ
Faber Maunsell	London	EC1N 8JS
Facilitas Group Ltd	Reading	RG2 6UG
Facilities Systems Building Services Limited	Aylesbury	HP22 5UL
Faithful+Gould	Bristol	BS32 4TU
Faithful+Gould	Reading	RG17SN
Faithful+Gould	Oxford	OX29 4AH
Faithorn Farrell Timms LLP	London	N1 8HZ
Faringdon Lifts Limited	Faringdon	SN7 7BU
Farnrise Construction	Bourne End, Bucks	SL8 5AU
Farnrise Construction Ltd	Emsworth	PO10 7DQ
Farnrise Construction Ltd	Emsworth	PO10 7DQ
Fawns Recreational Services	Farnborough	GU14 9RD
Federal Security	Lisburn	BT28 2SN
Feltham Construction ltd	Newbury	RG141LA
FenceTek Ltd	Bradfield	RG7 6AB
Fereday Pollard Architect	London	EC1V 0DX
Ferrob ltd	Berkshire	RG20 4SW
Fideliti Limited	Warrington	WA3 7PQ
Fieldfare Trust Ltd	Cupar	KY15 5AS
Fifteen65	Wickfield	RG17 7EH
Figure Design Solutions Ltd	Reading	RG6 5UW
Finance Directors - On Call Ltd	Upper Bucklebury	RG7 6QQ
Findlay Irvine Ltd	Edinburgh	EH26 9BU
First Come First Served Limited	Chessington	KT9 1RY
FirstAssist Services Limited	Hinckley	LE10 1YG
Fleet Tutors	London	W4 4PU
Flemming Construction Group Limited	West Midlands	B302JF
Flexility Ltd	Oxford	ox4 1EW
Flow Solutions UK Ltd	Brighouse	HD6 1LQ
Fluid	london	EC2A 3AR
Food For Thought Educational Catering Ltd	Lane End	HP14 3JS
Ford Bros (CE & SC) Ltd	Cheddar	BS27 3EB
Ford Fuel Oils	Hungerford	RG17 7TJ
Forum Heritage Services	Poole	BH14 8RS
Foster care associates	Wendover	HP22 6NJ
Fountains Support Services	Oxon	OX16 5RA
Framework FBS	London	W4 5PY
Francis Construction Ltd	Thatcham	Rg19 4PD
Francis Construction Ltd	Newbury	RG19 4PD
Frankham Consultancy Group Limited		DA14 5AE
Franklin & Andrews Limited	London	SE1 9LZ
Franklin + Andrews	Exeter	EX1 1NS
Franklin + Andrews Ltd	London	SE1 9LZ
Frasers Office Supplies Ltd	Reading	RG1 8NQ
Freeston Water Treatment Ltd	Southampton	SO40 3WW
Fu' shia Landscapes	Bromsgrove	B60 1eq
Fulcrum Consulting	London	ECIR 4RR
Furnitubes International Ltd	London	SE10 8RD

G2 Project Solutions	Bridgwater	TA6 3EW
G4S Cash Services (UK) Ltd	Sutton	SM1 4LD
G4S Secure Solutions (UK) Ltd	Sutton	SM1 4LD
GB Building Solutions Limited	Sunbury on Thames	TW16 6SB
GDM Partnership Ltd	Datford	DA12DR
GHE Solar	Newbury	rg14 2tf
GIA	London	SE1 8GA
GIS Windows Ltd	Luton	LU3 3HP
GL Hearn	Bath	BA2 6BZ
GML Construction Limited	Coxheath/Maidstone	ME17 4DH
GOSS	Plymouth	PL6 8BT
GSS	Farnborough	GU14 6SF
GVA Grimley Limited		W1J 8JR
GVA Grimley Ltd	London	W1J 8JR
Gable Uk Ltd	Havant	PO11 0EA
Gage-tupper & Associates Limited	Worcestershire	WR11 4EJ
Gardiner & Theobald LLP	Bristol	BS2 0HQ
Gardiner & Theobald LLP	Southampton	SO14 3XB
Gavin Jones Ltd	Addlestone	KT15 3SU
Generate UK	Newbury	RG14 6DY
Genesis Impressions Ltd	Reading	RG1 8LG
GeoSolveIT Limited	Leatherhead	KT22 7RY
GeoTest Laboratories Ltd	Adlington	PR7 4EX
Geometric Furniture Limited	Middleton	M24 1AT
Geotechnical Engineering Ltd	Gloucester	GL2 4NF
Giacomini U.K. Limited	Yate	BS37 5YT
Gifford	Southampton	SO52 9AB
Gleeds	Bristol	BS34 8YU
Gleeds	Winchester	SO23 9EH
Glidevale	Sale	M33 3SS
Global Guarding Ltd	Hemel Hempstead	HP2 7DN
Global Security (UK) Ltd.	Berkshire	SL1 1PA
Goodman Pelling	Aldermaston	RG7 8AA
Goodwillie & Corcoran	Bromley	BR1 2RL
Gotch Saunders & SurrIDGE LLP t/a GSSArchitecture		
Gotelee Orchard-Lisle	Newbury	RG14 1AF
Grabloader Ltd	Berkshire	RG7 1JN
Graham Holmes Astraseal Limited	Wellingborough	NN8 4EX
Grant Westfield Limited	Basingstoke	RG24 8PB
Grasstex Ltd	Horsham	RH12 3AS
Great Guns Marketing Ltd	Basingstoke	RG21 4EB
Great Western Hospital	Swindon	SN3 6BB
Great Western Hospitals NHS Foundation Trust	Swindon	SN3 6BB
Green Acre Projects Ltd	Nr Newbury	RG8 8QT
Green Gate Mechanical Services Ltd		RG18 9WL
Green Spaces (West Midlands) Ltd	Coventry	CV3 2SL
Greenham Construction	Thatcham	RG18 9QG
Greenlight Audio Visual	Newbury	RG14 5QN
Grosvenor Services Group Ltd	Chesterfield	S43 4PZ
Ground Control Ltd.	Billericay	CM12 9HS
Guardian Homecare (West Berks) Ltd	Thatcham	RG19 4QD

Gurkha Security Services	Hampshire	GU14 8UD
H M Air Cooling Ltd	High Wycombe	HP10 9QR
H2 Training and Consultancy	Newbury	RG14 9AN
HC Slingsby plc	Shipley	BD17 7LW
HCa Consulting	Wokingham	RG41 3HQ
HEWITT FREEBORN ASSOCIATES	GLOSSOP	SK13 8AY
HFT	Gloucester	GL28DN
HGP Building Maintenance Ltd	Swindon	SN1 4JA
HJ Berry	Preston	PR3 2RA
HMA Creative	Aylesbury	HP19 8DZ
HMW Consultants Limited	Swindon	sn4 9JX
HNW Architects	Chichester	PO19 1TB
HP Contracts Ltd	Eastleigh	SO53 4RA
HSI Furniture	Reading	RG7 1EP
HVHS Housing Group Ltd		RG19 3RF
Halahan Associates	London	SE5 7LF
Halcrow Yolles (Halcrow Group Ltd)	Swindon	SN4 0QD
Haldo Developments Limited	Bury St. Edmunds	IP33 3SP
Halfords PLC	R	B98 0DE
Halogen Ltd	London	W2 1LA
Hamilton Asset Management	Bracknell	RG12 1RB
Hand Deere & Cox	Egham	TW200JB
Hankinson Duckett Associates	Wallingford	OX10 8BA
Hanover Housing Association		TW18 4TB
Hanover Housing Association	St Neots	PE19 6RE
Happold consulting	Bath	Ba2 3DQ
Harris & Porter	Waterlooville	PO7 6AR
Harris & Porter	Waterlooville	PO7 6AR
Haven Fire & Security Consultants Ltd	Trowbridge	BA140XG
Haverstock Associates LLP	London	NW1 9AN
Hayward Services Ltd	SLOUGH	SL1 3DR
Heales Medical	Hitchin	SG52DF
Health Management Ltd	Ringmer	BN8 5NN
Henderson Green Limited	Southampton	SO15 2EW
Hentland	St. Austell	PL25 5RJ
Heritage Landscapes UK Ltd	Basingstoke	RG237LR
Hertfordshire CCTV Partnership	Stevenage	SG1 1HN
Hickton Consultants Ltd	Barnsley	S74 8HT
Hill Partnerships Ltd	London	E4 8TD
Hillcrest Care Ltd	Havant	P09 1TR
Hilton Community Services Ltd	Cheshunt	EN8 8JJ
Hitec (Laboratories) Limited	Slough	SL1 6BB
Hives Architects	Reading	RG1 4AU
Holborn Asphalte Co Ltd	Chessington	KT9 2NP
Holiday Inn Reading West	Reading	RG7 5HT
Hope & Clay (Construction) Ltd	Thatcham	RG19 8AG
Horseman Coaches Ltd	Reading	RG2 0SU
Hortech Ltd	Staffordshire	ST15 8TQ
Hot Sand Design Limited	Alton	GU34 2PP
Housing 21	Beaconsfield	HP9 2NA
Housing 21	Aylesford	ME20 7NS
Housing 21	Aylesford	ME20 7NS
Housing Solutions	Maidenhead	SL6 8 BY
Hub Professional Services	Reading	RG4 7AA

Hulley and Kirkwood Consulting Engineers Ltd	Epsom	KT17 4RS
Hunters	London	W6 7HU
Hunters	London	W6 7HU
Hyder Consulting	Bristol	BS1 2NL
Hydropure Distribution Ltd	Manchester	M30 9QG
Hygienic Commercial Interiors	Hampshire	GU35 9NS
IAC Security	Newport	NP20 5HA
IDOX plc	Glasgow	G1 3PL
IG Doors	Cwmbran,Torfaen	NP44 1TY
IID Architects	Surrey	TW9 2GW
IKO PLC	WIGAN	WA6 9AB
IKO PLC	WIGAN	WA6 9AB
IMASS (Industrial Medical and Safety Services Ltd)	Plymouth	PL6 5WR
INPHASE Limited	Gerrards Cross	SL9 0GA
IOM Consulting Ltd	Edinburgh	EH14 4AP
IPC Security	Walton-on-Thames	KT12 4RZ
IPC Windows & Plastics Ltd	Newbury	RG14 9EZ
ISS Facility Services Limited	Woking	GU21 5RW
ITC Concepts Ltd	Croydon	CR8 4RE
ITS integrated Ltd	Newbury	RG14 1JG
ITSolve Ltd	Thatcham	RG18 4QN
Ian Hunt Associates Ltd	Reading	RG1 2QU
Ian Williams Ltd	Reading	RG6 4UW
Image Cleaning	Newbury	RG14 2EE
Imagine IT Support Ltd	Newbury	RG19 8AT
Imperial Building and Decorating Contractors	Borough Green	TN15 8RD
Imperial Business Interiors	bRISTOL	BS34 8QU
Impress Sandwiches	West Drayton	UB7 8JL
In-volve	London	E13 8EE
In4systems	Wokingham	RG41 1QN
InPhase	Gerrards Cross, Bucks	SL9 0GA
InPhase Limited	Gerrards Cross, Buckinghamshire	SL9 0GA
Independent	Marlborough	SN8 3NU
Indigo Services (UK) Ltd	Essex	RM1 2TL
Industrial Plastic Supplies Ltd	Leeds	LS28 6HE
Infinitas IT Limited	Berkshire	RG18 3BZ
Infoterra Ltd	Leicester	LE3 1UT
Ingleton Wood LLP	Colchester	CO4 9YQ
Initial Washroom Solutions	Slough	SL3 0HH
Insight Health Screening Ltd	Port Talbot	SA12 7PT
Insight Marketing Concepts	Bracknell	RG12 1WA
Insight Occupational Health		HA1 3EU
Insite Managed Services Ltd	Sunningdale	SL5 0EP
Inspace Systems LTD (primary play	staffordshire	ws67hx
Inspect-n-Check	Newbury	RG20 4HT
Inspiration Chartered Architects Ltd	Newbury	RG14 7AB
Inspiring People	Worcester	WR1 1HB
Institute of Public Finance Limited (IPF)	Chester	CH1 4QR
Integrated Cable Systems Limited	Newbury, Berkshire	RG14 5SA
Integrated Cleaning Management Ltd	Bordon	GU35 0AX

Integrated Communcations Group	Ruislip	HA4 9HH
Integrated Design Consultants	Mortimer Common	RG7 3TF
Integrated Design Consultants	Reading	RG7 3TF
Interactive Education Ltd	Wolverhampton	WV3 0LA
Interactive Inteligence	Slough	SL1 1QE
Intersafe Ltd	Southampton	S018 2RZ
Interserve Projects Services Ltd	Uxbridge	UB8 2XL
Inventya Ltd	Daresbury	WA4 4FS
Invest NI	Belfast	BT2 7ES
Itseeze	Salisbury	SP5 2LS
J B Hire	NEWBURY	RG14 6HP
J C WATSON REFRIGERATION LTD	SOUTH OCKENDON	RM15 4YG
JDL Consultants Limited	Bristol	BS8 4DR
JDP	Reading	RG4 9SJ
JGPS	Sutton	SM1 2PS
JHP Training	Nottingham	NG1 6FJ
JLA ltd		HX6 4AJ
JR's Cars	Reading	RG4 6QT
JS Services Industrial Roofing Ltd	Wigan	WN57XA
Jacobs Engineering UK Ltd	Ipswich	IP6 0JE
Jacobs UK Ltd	Reading	RG2 9HL
Jacs Minicoach Travel Ltd	Thatcham	RG19 6HN
Jade Security Services Ltd	Nr Reading,Berkshire	RG5 4SL
James Nicholas Ltd	GLOUCESTERSHIRE	GL2 8DN
James and Ward Limited	Stafford	ST18 0TW
Jamm Media Ltd	Reading	RG31 5PW
Jay Construction Ltd	Newbury	RG18 4ET
Jennies taxi	Thatcham	RG18 3FS
Jeremy Mai	Ascot	SL5 7BH
John Lyall Architects	London	EC2A 3LT
John Munroe Health Support Services	Leek	ST13 6BL
John Pardey Architects	Lymington	SO41 5SR
John Rowan & Partners LLP	London	W5 5TL
Johnson Design Partnership Ltd	Bridgnorth	WV16 5DP
Jones King Partnership Ltd	Bristol	BS8 4UQ
Jones Lang LaSalle	London	E14 5EG
Jons Taxis	Reading	RG30 2EJ
Jorgensen Ltd	Romsey	SO51 7JF
Joseph, Hamilton and Seaton	Tamworth	B77 5PR
K&K Hire Ltd	Southampton	Eastleigh
K2 Consultancy Ltd	West Sussex	RH6 0NN
KBSE	Basingstoke	RG21 4HG
KDC Group	Berkshire	RG7 8PA
KDS Distribution	Royton	OL2 6LH
KFES Ltd		OX7 7BZ
KHV	Basingstoke	RG21 8SR
KMP Interactive Marketing & Technology	Stockport	SK4 2HG
KRP Consulting Engineers	Sandhurst	GU47 0RJ
KWP Construction Ltd	collingbourn ducis	sn8 3eh
Kaba Door Systems Ltd	Telford	TF7 4AP
Kaba Door Systems Ltd	West Drayton	UB7 9BL
Katielee Catering Limited	nEWBURY	RG14 7NZ
Katy Burnett	London	SW4 0QP

Keegan Ford Sponsorship Limited	Hastings	TN34 1HL
Keep It Kool Shade Sails Ltd	Northamptonshire	NN12 8NG
Keith Arbon Car Services	Newbury	RG14 2RL
Keith Travel	READING	RG7 4NT
Kelway UK Ltd	london	E16 2QU
Ken Rand Partners	Havant	PO9 1QN
Kendall Kingscott Limited		BS34 8SR
Kestrel (Contractors) LTD	Hook, Hampshire	RG27 8LH
Keytask Management Ltd	Guildford, Surrey	GU2 4BE
Kier Facilities Services Limited	Hampshire	RG21 4HG
Kier Moss	Newbury	RG14 1QL
Kier Street Services	Basingstoke	RG21 4HG
Kiley Associates	Reading	RG7 5BQ
Kiley Associates Limited	Reading	RG7 5BX
Kiley Associates Limited	Reading	RG7 5BX
Killby & Gayford	London	EC2A 2EP
Kindercare Fostering	Beckenham	BR3 1AN
Kinetics	Morden	SM4 4LL
King Sha wAssociates	Bath	BA2 9EQ
Kingfisher Minicoaches Ltd	READING	RG2 0JA
Kinnarps UK Ltd	Reading	RG41 5HH
Knighthawk security Limited	Bristol	BS2 0RA
Knights Electric	Croydon	CR0 1BG
Knowles and Son(Oxford)Ltd.	Oxford	OX2 0EA
Korina Associates	Swindon	SN2 2PQ
Kumar Associates	Bucks	HP9 2PD
Kyoob Space Limited	Barlborough Links	S43 4PZ
L. S. M BUILDING CONTRACTORS LTD	BERKSHIRE	RG6 1NT
LHC Architecture		SO14 3AB
LPC Ltd	Reading	RG7 4RH
LS Engineering Services Ltd	Norwich	nr13 6lh
LSM DECORATORS LIMITED	Reading	RG6 1NT
Lagan Construction Ltd	West Drayton	UB7 7EJ
Laishley Construction	Romsey	SO51 0AE
Lakehouse Contracts Ltd	Salisbury	SP5 4NZ
Lakehouse Contracts Ltd	Essex	RM7 7LS
Lammco	Hungerford	RG17 0BH
Lancer Scott Ltd.	Bristol	BS1 1DB
LandScope Engineering	Shrewsbury,	SY5 8ED
Landmarc	Devon	TQ9 7LQ
Landscape Services	West Malling	ME19 4QG
Leach Lewis Plant Ltd	Witney	OX29 5UX
Leadbitter	Southampton	SO302AF
Leadbitter	SOUTHAMPTON	SO30 2AF
Leadbitter	Abingdon	OX14 3NB
Lee Wakemans Ltd	Cardiff	CF24 5PJ
Leesafe Ltd	Basildon	SS13 2LR
Leo Textiles Ltd	Barnstaple	EX32 7EU
Letterworks Limited	Reading	RG30 1DZ
Lewandowski Willcox	Eton, Windsor	SL4 6AR
Life		CV31 1ES
Life Path Trust	Coventry	CV2 4AG
Lifetime Construction Ltd	Portsmouth	PO1 1PD
Lifetime Health & Fitness	Bristol	BS8 1EJ

Lifeways Community Care	London	Sw18 4DJ
Lilac Sky Schools	Essex	CM77 7GY
Limestone Landscapes	Watford	WD25 9XX
Lindum Construction Services Ltd	Reading	RG7 3TQ
Lindum Construction Services Ltd	Reading	RG7 3TQ
Link Up	Newbury	RG19 6HN
Lionheart Security Management Ltd	Luton	LU1 2SE
Liquid Media Group Ltd	Swindon	SN2 1EJ
Livewirebusiness Ltd	Newbury	RG14 6RP
Locata Housing Service Limited	Ruislip	HA4 7LF
Locksmark	Newbury	rg20-5sd
Logicor LTD	Wakefield	WF2 7AN
London Borough of Lewisham	Catford, London	SE6 2EF
Lonsdale print Solutions	Wellingborough	NN8 2RA
Loos For Do's Ltd	Nr Alton	GU34 3DZ
Low Voltage UK	Oxfordshire	Ox29 0RP
Lowry's Taxi	Newbury, Berkshire	RG14 1PG
Luckings Parcel Express Ltd	Reading	RG5 4DZ
Lunchxpress	Newbury	RG14 5DP
Lushsoft Ltd	Reading	Rg2 0TD
M A Contract Cleaning Services Ltd	Torquay	TQ2 7HX
M&C Landscapes	Newbury	RG20 8AA
M&J Flat Roofing Ltd	Bedford	MK42 7QB
M.Allum Plumbing & Heating Engineers	Reading	RG2 8SB
M.F.R.Contracts	Newbury	RG19 8SL
M.J.Smith Earthmoving & Construction	Okehampton	EX20 3EP
M.K. Occupational Health Limited	Milton Keynes	MK8 0AB
M.Warwick builders		
MAC ROOFING AND CONTRACTING	SOUTHPORT	PR8 6DY
MARS Construction Limited	Chatteris	PE16 6UJ
MARS Drinks UK- Division of Mars UK Ltd	Basingstoke	RG24 8NU
MATHEWSON WATERS ARCHITECTS	HUNGERFORD	RG17 8NR
MAXX Design Limited	Newbury	RG14 1EA
MAXX Design Limited	Newbury	RG14 1EA
MB Hunt Ltd	Tamworth	B78 3NT
MCL Energy Ltd	Doncaster	DN4 5NL
MEH Ltd	Kings Lynn	PE34 3DA
MELO Associates	Newbury	RG14 5ES
MEPK Architects	London	N1 7RE
MFR Contracts	Newbury	RG19 8SL
MHT Group	Reading	RG2 OLU
MIS Fuel Monitoring Ltd	Wolverhampton	WV1 2EU
MITIE Engineering	Farnham	GU9 7XX
MITIE Property Services (UK) Ltd.	Fareham, Hampshire	PO15 7AH
MJB Landscaping Services	Thatcham	RG18 9WP
MJF Corporate Guarding	Basingstoke	RG24 8PF
MJN Electrics Ltd	Newbury	RG20 6QQ
MK SECURITY LTD	newbury	rg19 3jg
MLM	Ipswich	IP1 2HF
MP Electrics	Thatcham	RG19 4YF
MPC Services (UK) Limited	Heanor	DE75 7RJ
MacIntyre	Milton Keynes	MK9 2JA

Mace	London	NW1 0LF
Machan Engineering Limited	Stirlingshire	FK6 6DX
MagStar Ltd	Cambridge	CB22 4LT
Magenta Security	Middlesex	TW4 6NW
Maggs Taxi Service	Thatcham	RG18 3SU
Maitland Medical	Chislehurst, Kent	BR7 6NW
Making Space	Warrington	WA2 7JB
Malan Limited	Farnborough	GU14 7NL
Malone Roofing (Newbury) Ltd	Newbury	RG14 2AD
Maltby Land Surveys Ltd	Haywards Heath	RH16 1EB
Mane Contract Services Limited	Watford	WD18 0UH
Manpower UK Limited	Uxbridge	UB8 1AB
Mansell Partnership Housing	SOUTHAMPTON	SO40 3XF
MansellConstruction Services Limited	Slough	SL1 4QZ
Mapis Modelling Academy & Agency	Bracknell	RG42 9HT
MarQuest	Beverley	HU17 0DY
Maracom Limited	London	E3 4AX
Margaret Macknelly Design	Tadley	RG26 3SX
Mark Meredith	Reading	RG1 4RD
Marketing Force Limited	Felixstowe	IP11 7EJ
Marstan BDB	Cambridge	CB10 1PF
Martin Dilleigh	London	W38BW
Martin Luck Ltd.	Newbury	RG14 5UB
Martin Thomas Associates	West Wellow	SO51 6AP
Mascot Management	Sheffield	S11 8HW
Matchtech		PO15 7AF
Matrica	London	E14 9XL
Matrix Solutions UK Limited	Bristol	BS32 4EU
Maxim Group	NEWBURY	RG14 2QG
Maxim Securities Limited	Newbury, Berkshire	RG14 2QG
McBains Cooper	Oxford	OX2 0JJ
McGregor- Boyall	London	E1 7JH
Medacs Healthcare PLC	Salford	M50 3BA
Medicals Direct Group	Stanmore	HA7 4EB
Medigold Health Consultancy Ltd	Northampton	NN297SY
Mencap	Andover	SP10 1NS
Merrill Legal Solutions	London	EC2A 1ER
Met Office	Exeter	EX1 3PB
MeteoGroup UK	LONDON	SW1V 1AE
Micro Imaging Services Limited	Hoddesden	EN11 0NT
Micrologic (UK) Ltd	Beaumont	CO16 0AT
Mid-Tech Services	Solihull	B90 8AG
Midas Construction	Bristol	BS3 2LF
Midgard Construction		WD6 1RN
Mike Smith Designs Ltd.	Wolverhampton	WV10 9XE
Mikes Travel of Basingstoke Ltd	BASINGSTOKE	RG22 5JD
Mikestravel of basingstoke LTD	Reading	RG7 4NT
Millennium Cars	Reading	RG7 7SZ
Millstream	Aberdeen	AB15 4ZT
Millstream		
Millstream Associates	Aberdeen	AB25 1XQ
Milton Architects Ltd	Marlborough	SN8 1NE
Minimax Marketing Limited	wOODBRIDGE	IP12 1WE
Miraclespan	Louth	LN117PT

Mitchell Taylor Workshop Architects	Bath	BA2 6AA
Mobility Vehicle Hire Limited	Walsall, West Midlands.	WS1 3QD
Modo Lights	Reading	RG7 6PH
Modular building services ltd	weston-super-mare	bs22 7sl
ModularUK Building Systems Ltd	Driffield	YO25 9HD
Moreton Hayward Ltd	Canterbury	CT1 2NU
Morgan Ashurst Plc	Theale	RG7 4GB
Morgan Ashurst plc	Fareham	PO15 7AH
Morgan Sindall plc	Fareham	PO15 7AH
Morleys of Bicester Ltd	Bicester	OX26 4UU
Morris and Blunt Ltd.	Reading	RG6 7BH
Morse Webb Limited	Basingstoke	RG21 8UE
Mortons	Tadley	RG26 5AT
Moss Rid (UK) Ltd	Canterbury	CT4 5DT
Motion Pictures International Ltd.	Upper Bucklebury	RG7 6QJ
Mott MacDonald	Reading	RG1 1LX
Mouchel	Milton Keynes	MK9 3HS
Mouchel Limited	Suton Coldfield	B72 1PH
Mouchel Management Consulting Ltd	Woking	GU21 6QX
Multi Installations Limited	MIDDLESEX	HA7 1JR
Munkee Bum Design	Reading	RG31 7ZL
Mursell & Company (Newbury) Limited	Thatcham	RG19 3JG
Murtagh Demolition	Luton	LU4 8EF
Musketeers Group Ltd	London	WC2R OD2
N-Able Property Services Ltd trading as Keegans	London	SE1 4PD
NAMU APSAIMNIEKOSANA SIA	Riga	LV-1012
NCC Group	Manchester	M1 7EF
NCS Property Consultants Ltd.	Birmingham	B2 5LS
NEXUS Property Solutions Ltd	London	SW1A 1HD
NIFES Consulting Group	Bishop's Stortford	CM23 2ER
NORDPLAN Ltd.	Burgess Hill	RH15 8QY
NPS Group	Brighton	BN2 6NT
NPS Property Consultants Limited	Norwich	NR7 0HR
NSL Limited	London	W5 1YY
Nacro		B69 2DF
Nacro		PR1 3JJ
National Museums Liverpool	Liverpool	L1 6HZ
National Youth Advocacy Service	Birkenhead	CH41 1FN
National Youth Advocacy Service (NYAS)	Birkenhead	CH41 1FN
NatureBureau Ltd	Newbury	RG14 5SJ
Neilcott Western	Farnborough	GU14 7PG
Neopost Limited	Bristol	BS32 4TP
Nestor Primecare Services Limited	Hatfield, Hertfordshire,	AL10 8HU
Network Mapping Ground Survey Ltd	Chobham	GU24 8HU
Network Newbury	Newbury	RG142AP
New Forest District Council		SO43 7PA
New Mind	Liverpool	L3 4BQ
New Mind	Liverpool	L1 0BG
New Vision Group	Baldock	SG7 6QQ
New Way UK Consultants Ltd	Bournemouth	BH6 5JY

Newbury Interiors	Newbury	RG14 5SJ
Newbury Internet Services	Newbury	RG14 5AP
Newbury News Limited	Newbury	RG14 2DW
Newbury Racecourse	Newbury	RG14 7NZ
Newbury Radio Taxis	Berkshire	RG14 2NW
Newbury weekly News Group	Newbury	RG14 2DW
Nicholas Pearson Associates		BA1 2LN
Nigel Rose LLP	Wokingham	RG40 1AB
Nightingale Associates	Hove	BN1 3LT
Ninehundred Communications Ltd	Doncaster	DN4 5JH
Nisai Virtual Academy	Harrow	HA1 1XB
Nobilis Ccare Ltd	Southampton	SO15 0HW
Noble Care	London	SW13 8QY
Nolan Davis Contracting Ltd	Southampton	SO19 6PW
Nord Anglia Education Ltd	Burton on Trent	DE14 2WD
North Lanarkshire CCTV		ML5 9AG
Northcroft	London	SW1A 2HU
Northcroft	Southampton	SO16 7JQ
Northcroft	Oxford	OX4 2JZ
Northern Steeplejacks (Edinburgh) Ltd		EH22 4RA
Norwel	manchester	m22 4db
Nova Intergrated Systems	Northampton	NN4 7BE
Now Energy Ltd	Fareham	PO15 5TX
Nurse Electrical Ltd	Thatcham	RG18 9UF
Nurse Electrical Ltd	Newbury	RG18 9UF
OCS Group UK Ltd	Southfleet	DA13 9PH
OCS Horticulture	Winchester	SO23 9NP
OHS Ltd	BRAFORD	BD7 1HR
ONE VISION HOUSING	LIVERPOOL	L30 4TH
Oakland Construction Limited	Bristol	BS15 3DN
Oakleaf Technical Services Ltd	Northampton	NN3 6WL
Ocean Corporate Hygiene Ltd	Sunbury	TW16 7EL
Oceanclean Group Ltd	Hook, Hants	RG27
Octavian Continental Limited	Derby	DE24 8JY
Oculus Design and Communications	Reading	Rg1 4QA
Office Depot		SP10 4JZ
Oliver Donlon Developments Ltd	Co. Westmeath	Mullingar
Olliss recruitment	Aldershot	Gu11 1EJ
Omega Red Group Ltd	Nottingham	NG6 8WA
One Step at a Time	Henley on Thames	RG9 4NR
Opening the book Ltd	Pontefract	WF8 3NH
Optilan (UK) Limited	Coventry	CV3 4FD
Oracle Storage Systems	Reading	RG31 5ZQ
Oracle Storage Systems	Newbury	RG19 6HP
Orchard Childrens Services Ltd	Dublin	Dublin22
Orgea ltd	Barking	IG11 8BB
Osborne	London	SE1 1HJ
Osborne	London	SE1 1HJ
Osbornes (Quantity Surveyors) Ltd	Coventry	CV3 2TQ
Outcomes UK	Bromsgrove	B60 4AD
Outcomes UK	Bromsgrove	B60 4LX
Outline Design Ltd	Warfield	RG42 3XF

Owls Hall Environmental	Braintree	CM7 4DF
Oxford Architects LLP	Oxford	OX1 5BS
Oxford Citizens Housing Association	Oxford	OX4 3RW
Oxford Logic Ltd	West Hanney	OX12 0LN
Oxford and District Building Services Ltd.	Abingdon	OX13 5NE
Oxon Security Home Counties UK Ltd	Oxford	OX4 2JZ
P & B Executive Cars Ltd	ALDERMASTON	RG7 4PS
P H Warr plc	London	SE1 7NX
P&D Lydon	Berkshire	RG88ES
PA Construction	Reading	RG8 8ES
PC Services	Fareham	PO17 5JQ
PDP Group Ltd	Epsom	KT18 7hd
PERFECT PIPEWORK LTD	AYELSBURY	HP19 8RS
PHS All Clear	Lancing	BN15 8UW
PHS Compliance Limited	Warrington	WA3 3GR
PHS Datashred	Kent	DA1 4AL
PHS Group PLC	Caerphilly	CF83 1XH
PIMS Group Limited	Farnborough	GU14 8JE
PJ McLoughlin & Sons Ltd	Longford	43
PLANNING DESIGN DEVELOPMENT LTD	Milton Keynes	MK9 1JN
PLB Consulting Ltd		Yo17 6QR
PPG Architectural Coatings UK Ltd	Batley	WF17 9XA
PPS Janitorial	Aldermaston	RG7 4PW
PR Catering	Reading	RG2 6GP
PRP	London	EC1A 9HP
PT Contractors Ltd	Southampton	SO16 0YZ
PULSE Healthcare Limited		EN10 6NH
Pabulum Ltd	Fleet	GU51 4WP
Paragon Acoustic Consultants	Reading	rg53ay
Paragon Business Products Limited	Leeds	LS12 6HH
Paragon Skills	Bournemouth	BH1 4NB
Park Leisure Ltd	Ashford	TN26 2PL
Parkeray Limited	Sutton	SM1 1DF
Parsons Brinckerhoff (PB)	Godalming	GU7 2AZ
Patronus Consulting Limited	Farnham	GU9 7SD
Paul Miller & Associates Ltd	Poole	BH14 8DA
Paul Murphy Architects	London	W6 0LJ
Pearcemayfield	Oxfordshire	OX12 9FF
Pearl Homes Ltd		rg8 8bu
Pearl Linguistics	London	N1 6DL
Pectel Group	Basildon	SS13 1DT
Pellings LLP	Bromley	BR1 1RY
Perrett Laver	London	W1J 7DP
Perspectives Group LLP	London	W1J 6NE
Pertemps Recruitment Partnership Ltd	Cirencester	GL7 1YG
Peter Barnard	Thatcham	RG19 4RE
Peter Brett Associated LLP	Reading	RG1 8DN
Peter Brett Associates LLP	Reading	RG1 8DN
Peter Scott and Partners Chartered Architects	Newbury	Rg14 5DP

Peters Bookselling Services	Birmingham	B5 6RJ
Pewsey Vale Coaches Ltd	Pewsey	SN9 5BB
Philip Pank Partnership	London	NW1 2EX
Pick Everard	Leicester	LE1 1HA
Pickersgill Consultancy and Planning	York	YO32 9QA
Pickfords	London	NW10 0TG
Pims Services	Farnborough	GU14 8JE
Piper Windows & Doors	Ramsgate	CT12 6PP
Pitney Bowes Limited	Harlow	CM19 5BD
Plan Personnel	Croydon	CR0 2RF
Planning Design Development Ltd	Milton Keynes	MK9 1JN
Planning Design Development Ltd	Milton Keynes	MK9 1JN
Play and Leisure Ltd	Buckley	CH7 3PS
Playle & Partners LLP	Sidcup	DA14 6NY
Point Blank	London	N1 5DL
Point Eight Ltd	West Midlands	DY20EZ
Poole Dick Associates	Newcastle-under-Lyme	ST5 5NH
Pope Consulting Ltd	Chichester	PO19 1TL
Portakabin Ltd	York	YO32 9PT
Positive Computing Ltd	Reading	RG14HP
Potter Raper Partnership	Kent	BR3 3LA
Pottinger Architects Ltd	PORTSMOUTH	PO1 2LS
Pottinger Architects Ltd	PORTSMOUTH	PO1 2LS
Pottingers Hire Service		Rg17 8yj
Powermaster	Ossett	WF5 0HW
Premier Occupational Healthcare Ltd	Folkestone	CT19 4RJ
PremierTherapy	London	EC1Y0TQ
Preventia Ltd	Newtimber	BN6 9BS
Price & Myers LLP	London	W1T 1LT
Priory Education Services Ltd	Leatherhead	KT22 7TP
Priory Gate Ltd	Dunstable	LU6 1TA
Proair Ltd	Reading	RG31 5UH
Procure Building Services	Watford	WD24 7UR
Product Development Engineering	Newbury	RG14 9FT
Profile Security Ltd	London	SW8 4TD
Profile Security Services Limited	North Lincolnshire	DN19 7DZ
Project 4 Marketing Ltd	Beaconsfield	HP9 2JH
Project Office Furniture	Haverhill	CB9 7XU
Project Solver Ltd	Dunmow	CM6 1XN
Property Care (Complete Maintainance) Ltd	Witney	OX29 0SQ
Proport Eco-Services	Newbury	RG14 6DD
Protec Fire detection plc	Nelson	BB9 6RT
Proteus Creative Marketing	Bristol	BS1 6SP
Protocool Air-Conditiong and Refrigeration	Berkshire	RG14 5NX
Provelio	Bristol	BS1 2NN
Provelio Limited	Bristol	BS1 2NN
Puddlejumpers Taxi Service	Newbury	RG14 2NG
Pulse Cars	Hungerford	RG17 0JF
Purcell Miller Tritton LLP	London	SE1 3UN
Purley Park Trust Ltd	Reading	RG8 8EH
Pursuit International Ltd	Hare Hatch	RG10 9AA
QSONlien Ltd		GIB00
Quadra BEC Ltd	Minchinhampton	GL6 9BN

Quadrant Security Group Ltd	Nottingham	NG9 5JN
Quantec Consultants Ltd	Chatham, Kent	ME5 8LF
Quantem Consulting LLP	London	WC2E9JH
Quarriers	Bridge of Weir	PA11 3SX
Quattro Design Architects	Bristol	BS1 5RR
Quattro Design Architects	Bristol	BS1 5RR
Quattro Design Architects Ltd	Gloucester	GL1 2HT
R Durnell & Sons Limited	Westerham, Kent	TN16 1JR
R E Dew & Co Ltd	Reading	RG8 7JW
R&A Fire Risk Consultants Ltd	Stroud	GL6 8HN
R.G.C General Builders Ltd	Newbury	RG14 5SJ
RAM Associates	Solihull	B93 0JE
RBWM	Maidenhead	SL6 1RF
REACH Supported Living	Newport	NP20 4NP
REAP Resettlement Agency	Reading	RG1 7JS
RED BOX	London	W3 0BZ
RED SPACE	OXFORD	OX44 7XZ
RHB Partnership LLP	Popham	SO21 3BJ
RHB Partnership LLP	Basingstoke	SO21 3BJ
RJB (UK) Ltd	Guildford	GU4 7BQ
RJM Surveys	Oxfordshire	SP5 2PW
RKC Industrial Roofing and Cladding Ltd	Maidstone, KENT.	ME15 0QD
ROCC	Southampton	SO14 0QB
RPLovatt	Banbury	OX16 5BH
RPS Group	Bristol	BS32 4AQ
RPS Occupational Health	Caswell	NN12 8EQ
RPS Planning & Development	Newbury	RG14 1JQ
RRA		RG30
RSM Tenon	London	EC2Y 9AE
RTJ Solutions Limited	Ringwood	BH24 3JW
Rabbits Vehicle Hire Ltd.	Reading	RG4 8BY
Radis Community Care	Hatton	DE65 5DW
Rainscreen Solutions	Hampshire	SO16 8LQ
Ralls Builders Limited	Denmead	PO7 6XP
Ramboll Whitbybird	Winchester	SO23 8AT
Rand Associates Consultancy Services Limited		
Randstad Care Ltd	London	SW1E 6QT
Rathbone Media	Chelmsford	CM2 6JL
Rawnet Limited	Windsor	SL4 4RR
Reach Out	Newbury	RG14 6GN
ReadSoft Ltd	Central Milton Keynes	MK9 1BZ
Readibus	Reading	RG2 0JX
Reading Borough Council	Reading	RG1 7AE
Reading Transport Limited	Reading	RG1 7HH
Reading Wheelchair Travel	Reaing	RG2 0AU
Real Life Options	Pontefract	WF8 4HY
Reconstruct	Bath	BA1 6EL
Red Consultancy Ltd	Taunton	TA1 2PX
Red Sky Group	Belfast	BT55GH
Redhill Analysts	Newdigate	RH5 5DL
Redhood IT Limited		GL11 5TE
Reed Specialist	Newbury	RG14 1DJ
Reed Specialist Recruitment	London	WC2E 9HG
Refuge	London	E1w 1UN

Regeneris Consulting Ltd	Altrincham	WA14 2DT
Reliance High-Tech Ltd	Chessington	KT9 2NY
Reliance Security Services Ltd	Reading	RG7 5AH
Remploy	London	nw1 2ra
Remploy CCTV	Chesterfield	S41 8NJ
Remploy Furniture	Port Talbot	SA12 7AX
Response Organisation	Oxford	OX4 4SU
Revive Vending Ltd.	Salisbury	SP5 3RA
Reynolds Blinds	Newbury	RG14 1AL
Rhedin Electrical Services Ltd	Reading	RG1 8LG
Riach Architects	Oxford	Ox2 6PE
Rider Levett Bucknall (UK) Ltd	Wokingham	RG40 1TL
Ridge and Partners LLP	Reading, Berks	RG7 5AL
Ridge and Partners LLP	Reading	RG8 8AP
Ridgeway Community Housing Association	Devizes	SN10 2AZ
Rigg Construction (Southern) Ltd	Melksham	sn12 6tt
Right Track Consultancy Ltd	Redditch	B97 6RB
Rising Curve LLP	Cambridge	CB4 2GA
Risk Management Partners	London	E1 8DE
Risk Management Services Limited	High Wycombe	HP13 5DT
Rite Fire Solutions Ltd	Reading	RG31 6GQ
Riverview Portfolio Ltd	Calne	SN11 0BT
Roberts & Prowse	Swindon	SN2 8EA
Robinson Low Francis LLP	Hove	BN3 2DW
Robinson Low Francis LLP	Birmingham	B16 8LD
Robseal Roofing Solutions Ltd	Wokingham	RG41 2NU
Roc Office Furniture	Birmingham	B42 1DF
Rocket Software	London	ub11 1ez
Rok Building	Reading	RG31 4UH
Rok Building Limited	Dartford	DA1 1DZ
Rok Building Ltd	Reading	RG31 4UH
Rollalong Ltd	Wimborne	BH21 6SF
Roofline Group Limited	Waterlooville	PO7 7XE
Rosemary & Thyme Catering Ltd	Thatcham	RG18 4LP
Rowland Butt	Basingstoke	RG24 9HJ
Rowney Sharman Project Consultants	Ascot	SL5 7RF
Rund Partnership Ltd	Hampshire	SO53 3TG
Ruscombe Litho and Digital Printing Limited	Reading	RG10 9NJ
Ruth White Yoga Products Ltd	Newbury	RG19 6HW
Rutpen Ltd	Lambourn	RG17 7TJ
Ryder Architecture Limited	Newcastle upon Tyne	NE1 2LA
Ryhurst Ltd	East Sussex	RH18 5DW
S&P Ltd	London	WC2B 6EX
S, Cullinan And Buck Architects Ltd.	London	EC2A 3QT
SA Vortex Ltd	London	EC1Y 8YZ
SCABAL	London	EC2A 3QT
SCM Ltd	Oxfordshire	OX10 9DB
SDK (Environmental) Ltd	Torquay	TQ2 7JF
SDK Solutions	Mortimer	RG7 3SP
SH Goss & Co Ltd	Billericay	CM12 0BZ
SHARP Electronics UK Ltd	Stockley Park	UB11 1EZ
SJH Taxis	Thatcham	RG19 3XE
SKILZ Building Solutions	Basingstoke	RG22 6PP

SMS Environmental Ltd	Reading	RG7 5BU
SOA Development	London	SE10 9EZ
SOS Global	Exeter	EX2 8PN
SQW	London	W1T7RJ
SS Group	Bickerstaffe	L39 9EG
SSE Contracting	Reading	RG1 8BU
SSS Managed Services	Aylesford	ME20 7NS
SSTAR Ltd (Safer Staff Training & Recruitment)	Newbury	RG19 6HW
Sabre Windows	Thatcham	RG19 4GQ
Safe Partnership	Wareham	BH20 4NN
Safety Media	rhyl	ll185tx
Salcey Arborcare & Forestry Ltd	Milton Keynes / Depot in Curridge, Berks	MK19 7DE
Salford City Council	Salford	M27 5FJ
Samtosha Training Consultancy	Marlborough	SN82LR
Sanctuary Home Care Ltd	Worcester	WR1 3ZQ
Sanctuary Housing Group	Worcester	WR1 3ZQ
Sanctuary Personnel Ltd	Ipswich	IP4 1AX
Saracen Office Interiors	Aldershot	GU12 4RH
Sarah Wigglesworth Architects	London	N7 9RW
Saturn Projects Limited	Bristol	BS32 4JW
Schofield Lothian	LONDON	EC4y 0DT
School Travel	Reading	Reading
School Travel	Henley On Thames	RG9 4PS
Schooldays	Twickenham	TW2 7LN
Scom Government	Aylesbury	HP20 2LA
Scott Brownrigg	London	WC2H 9DZ
Scott Brownrigg Ltd	London	WC2E 7HA
Scott White and Hookins	Winchester	SO23 7BS
Scott Wilson	Basingstoke	RG21 7PP
Scott Wilson Ltd	Bristol	BS1 6EZ
Scubair Ltd	Newbury	RG19 6HW
SecureForce UK	Newton Abbot	TQ12 6AD
Seers Medical LTD	Melton	IP12 1RJ
Seladis Bio	Reading	RG1 8PQ
Select Environmental Services Ilimited	Reading	RG2 0QX
Self employed		HA5 3TE
Semaphore		SN8 1NE
ServiceMaster Newbury	Newbury	RG14 5RE
ServiceMaster t/a Deeand Ltd.,	Newbury	RG14 5RE
Severn Trent Operating Services Services	Birmingham	B26 3JZ
Shakeel Butt	London	SE11 5EE
Sharland Roofing Ltd	Swindon	SN1 2EW
Shutdown Maintenance Services Limited	Rochester, Kent	ME3 9DN
Siemens Mobility, Traffic Solutions	Poole	BH17 7ER
Siemens Plc	Sunbury on Thames	TW16 7HG
Signs Now UK Limited	Four Ashes	WV10 7DZ
Silvanus Services		
Silverdale Care Services Ltd	Newbury	RG14 5SJ
Simply Facilities Management Limited	Harwell, Oxon	OX11 0QG
SimplyHormones	Uckfield	TN22 3YT
Skillfair	Reading	RG10 8AD
Skip Units Ltd	Derby	DE24 9GL
Skyline Heating Services Ltd	Calne	SN11 8AF

Slender Winter Partnership	Westerham	TN16 1DN
Slough Borough Council	SLOUGH	SL1 3UQ
Social Care & Education	Leicester	LE2 4QG
Sodexo Limited	Oswestry	SY11 4AD
Soil Consultants Ltd	Holmer Green	HP15 6QT
Solace Care Services Ltd	London	NW7 3HE
Solargistics (UK) Ltd	Milton Keynes	MK12 5QD
Solchar Limited	Theale	RG7 5AJ
SolidArt	Wallingford	OX10 7LZ
Solo Service Group	Swansea	SA7 0AJ
Solution Centre Ltd	Basingstoke	RG24 9NP
South Coast Fencing	Southampton	SO50 9DH
South of England Advocacy Projects	Hastings	TN34 1HL
Southampton City College	Southampton	SO14 3TE
Southern Electric Contracting Limited	Swindon	SN3 5EY
Southern Electric Contracting Ltd.	Reading	RG7 4AH
Southfacing	London	N1 2SF
Space Craft Architects	London	SE1 9AQ
Space Craft Architects	London	SE1 9AQ
Space Craft Architects	London	SE1 9AQ
Space Craft Architects	London	SE1 9AQ
Spade oak Construction Co Ltd	High Wycombe	HP10 0PD
Spear Electrical	Andover	SP10 3NP
Specialist Engineering Contracts Limited	Hook	RG27 9NL
Specialist Engineering Contracts Ltd	Hook	RG27 9NL
Specialist Engineering Contracts Ltd	Hook	RG27 9NL
Specialist Hygiene Services Ltd.	London	SW19 2RL
Specialized Services Ltd	Basingstoke	RG23 7LU
Spectrum educational Ltd	London	E16 4SA
Spectus Window Systems	Macclesfield	SK10 2NZ
Speedy Asset Services Limited	Newton-le-Willows	WA12 0JQ
Sphere Security Limited	London	RH6 0PQ
Sports Solutions GB Ltd	Swindon	SN3 4UQ
Sprunt Ltd	London	W1f 8FT
Stafford Aluminium Windows	Stafford	ST16 3SU
Stagecoach in Oxfordshire	Oxford	OX4 2RY
Standard Ease Limited	Newbury	RG14 1JG
Stanhope Wilkinson Associates	Oxford	OX29 4BD
Stanhope Wilkinson Associates	Oxfordshire	OX29 4BD
Stapleton International Ltd	Darlington	DL3 7SF
Star Printing Ltd	Nelson	BB9 7HY
Stenball Construction Ltd	Surrey	KT24 6RX
Step by Step	Aldershot	GU11 1SJ
Stephen George & Partners	Solihull	B90 3RT
Stephens Cox Associates Ltd	Braishfield	SO510QJ
Stephenson Supplies	Faringdon	SN78LH
Stonham	Taunton	TA2 6HB
Stride Treglown Limited	Bristol	BS8 3NE
Stu Gilmour	Newbury	RG14 6TD
Stuart McCurry and Partners Ltd	Wendover	HP22 6EF
Stuart Michael Associates		RG19 4JF
Stuart Michael Associates	Thatcham	RG19 4JF
Studio Four Architects	Winchester	SO23 8UT

Stuff-UK	Chessington	KT9 1TT
Sue Ryder Care	Doncaster	DN4 5NU
Summers-Inman	Kingston upon Thames	KT1 1HL
Summers-Inman	Kingston upon Thames	KT1 1HL
Sun Hill Surveying & Engineering Ltd	Alresford	SO24 9NJ
Sun Hill Surveying & Engineering Ltd	Aldermaston	RG7 8HA
Sun Safe Play Systems Ltd	Odiham	RG29 1HX
Sunseeker Windows	burton latimer	nn15 5nx
Supplies Team		BD1 5AG
Sure Group	Liverpool	L19 2RF
Sure Languages	Exeter	EX4 4RN
Surrey Community Development Trust	Leatherhead	KT22 7NA
Surrey Security Service Ltd	Woking	GU22 8DA
Survey Systems Ltd	Handforth	SK9 3EN
Sustainable Construction Services	Bristol	BS1 2PH
Swift Fire & Security	Essex	IG10 3TQ
Swift Fire & Security Group Plc	Portsmouth	PO17 6EF
Swiftclean (UK) Ltd	Southend On Sea	SS2 6UN
Swindon Commercial Services	Swindon	SN2 2DW
Swindon Commercial Services Limited	Swindon	SN2 2PN
Sword Event Guard Ltd	Wembley	HA9 0NP
Symbius Ltd	M Maidenhead	SL6 6PZ
Syndicut		OX14 5BJ
Synergy CPC LLP	Guildford	GU1 1 EA
Synergy Design and Marketing Limited	Crowthorne	RG45 6LS
Systech International	London	SE1 3JW
Systematic Creative Interiors Ltd	Newbury	RG14 5SA
T & N Construction Ltd	Swindon	SN25 4XW
T H White Security & Fire	Devizes	SN10 3EW
T James Telecoms Ltd	Kettering	NN15 6NL
T L Contracting Limited	Basingstoke	RG24 8TE
TAD Communications Limited	Watford	WD18 9SR
TC Education Services	London	SW19 3TZ
TECHNICAL SERVICES REF & A/C LTD	NEWBURY	RG14 5DJ
THAMES COMPOSITES LTD	READING	RG30 3XN
TJC Global Ltd	Oxford	OX2 6AD
TL Contracting Limited	Basingstoke	RG24 8TE
TPS Consult Limited	Croydon	CR9 0AU
TR Fastenings	uckfeild	tn22 1qw
TSG Building Services plc	Cheshunt, Hertfordshire	EN8 0NJ
TSH Architects	Oxford	OX2 9NH
TWC (Services) Ltd	Bicester	OX26 4LD
TWS Ltd	Telford	TF2 7RA
Talisman Ltd T/A ATV Contract Services	Melton Mowbray	LE143NA
Taphon Ltd	Basildon	SS14 3EX
Tappins Coaches Ltd	Bicester	OX26 4PP
Taurus Security	READING	RG10 9NT
Tax Project Management Ltd	Hertfordshire	WD3 1AE
Taylor & Goodman	Berkshire	RG2 0LB
Taylor Lewis	Exeter	EX2 8LB
Team Prevent UK	Northamptonshire	NN12 7LS
Technical Data Cables T/A BDC	Nr Fleet, Hants	GU52 0RD
Tellemachus Ltd	Keighley	BD21 1QQ
Telluric Land Remediation Limited	Cardiff	CF10 4SP

Telvent	Culemborg	4105 DP
Tencer Ltd	High Wycombe	HP12 3RD
Terrapin International Ltd	Milton Keynes	MK1 1JJ
Terrapin Limited	Bletchley	MK1 1JJ
Terrapin Limited	Milton Keynes	MK1 1JJ
Terrapin Ltd	Milton Keynes	MK1 1JJ
Terry Faulkner	Maidenhead	SL6 9QE
Thames Travel (Wallingford) Ltd	Wallingford	OX10 9TD
The Apollo Group	Waltham Abbey	EN9 1DX
The Apollo Group Limited	Essex	EN9 1DX
The Berkeley Consultancy	London	W1K 3HZ
The Brennan Group	Essex	CO4 9YQ
The Bush Consultancy Limited	Bristol	BS4 3EH
The Caswell Group	Stevenage	SG1 1HG
The Construction Partnership	Southampton	SO31 4RA
The Crossroads Care & Education Services		CO16 8PW
The Edwards Partnership		SN6 8TZ
The Erith Group	erith	da8 1rp
The Facility architects + design	London	Se1 4SN
The General Asphalte Co Ltd	Birmingham	B5 5NJ
The Graves Partnership LLP	Birmingham	B15 1AS
The Green Company Limited	Reading	RG7 1EY
The HOCA Practice	Rochester, Kent	ME2 4HU
The Kingwood Trust	Reading	RG6 5SY
The Kiosk Company	Cambridge	CB21 4NU
The Lion Associates	Hungerford	OX12 9NL
The NAB	London	SE1 0HL
The National Leaflet Company	He	SG13 7TZ
The National Leaflet Company	Hertford	SG13 7TZ
The Oakleaf Group	Northampton	NN3 6WL
The Omega Group	Peterborough	PE2 7BW
The Pelling Waite Partnership	Reading	RG30 1EA
The Perfect Concept Solutions	Hersham, Surrey	KT12 3PU
The Prince's Trust	London	NW1 4LH
The Regard Partnership	Surrey	KT2 6PT
The Robens Centre for Occupational Health and Safety	Guildford	GU2 7RE
The Roofline Group	Waterlooville	PO7 7XE
The Roofline Group Ltd	Waterlooville	PO7 7XE
The Rubicon Skate School	Bath	SP11 7DE
The Selway Joyce Partnership	Winchester	SO23 8SR
The Site Welfare Company Ltd	gloucestershire	gl20 7be
The Sound Marketing Group	Melksham	SN12 6JL
The Technology Forge Limited	Otley	LS21 3JP
The Terra Firma Consultancy		GU31 4AE
The Tourism Company	London	SE1 3TQ
Theale Taxis	Reading	RG7 5AH
Thermal Reflections Ltd	Grimsby	DN31 2BN
Thomas Door & Window Controls	Hove	BN33WN
Thomas Eggar	Crawley	RH10 1JA
Thomas Sinden Ltd	Essex	RM3 0SH
Thompson Cole	London	SE1 9PG
Thornber and Walker	Preston	PR2 2YP

Thornton Contracts LTd	Lancashire	BB5 5TU
Three Counties Buildings Ltd	Malvern	WR13 6NA
Tiger Supplies Ltd	Braintree	CM7 1NB
Toffs	newbury	rg14 5ll
Together Working for Wellbeing		EC1V 9BE
Together Working for Wellbeing	London	EC1V 9BE
Together: working for wellbeing	Leeds	LS7 1AB
Tonna Care Services	Reading	Rg2 0BS
Tonys Taxi	Thatcham	Rg18 4qt
Total Coverage	Southampton	SO17 2NF
Total Support Services	London	CR0 6BA
Tourist Coaches	Salisbury	SP1 3UA
Town Priters Ltd		SN8 1PH
Traffic Management Consultants	Reading	rg1 5ra
Traffic Solutions Ltd	Bristol	BS1 6EA
Trailer Training uk Ltd	Eastleigh, Southampton	SO50 7PZ
Transport Training	Aylesford	ME20 7HB
Trant Construction Ltd	Southampton	SO40 9LT
Travelers Ins Co Ltd	Redhill	RH1 1NA
Treston Limited	Newbury	RG14 5SH
Trevor Powell	Oxford	OX2 0HP
Triangle Landscape Services Ltd	Tadley	RG26 4QG
Tribal Education Limited	Norwich	NR4 6DJ
Trident Medical Services	Reading	RG7 4PR
Trinity Cars Ltd	Silchester	RG7 2PB
Tuffin Ferraby Taylor	Bristol	BS1 4NT
Turner & Townsend	Bristol	BS1 2AA
Turner & Townsend		WC2E 9HE
Turner & Townsend	London	WC2E 9HE
Turner & Townsend	London	WC2E 9HE
Turner Wright & Partners UK ltd	Maidenhead	SL6 4ED
Turning Point	Manchester	M1 4HN
Turnstone Support	Windsor	SI41by
Turnstone Support	Windsor	SL4 1BY
Two Saints Limited	Fareham	PO16 8SD
Two Saints Limited	Fareham	PO16 8SD
Tyco Integrated Systems	Cambridge	CB23 8TY
UK Online Services Ltd	Thatcham	RG19 9DA
UKBS	Reading	RG1 1DB
Ubertas Business Solutions	Sale	M33 2ES
United House Ltd		BR8 8EX
United Response	Chippenham	SN14 0RQ
United Utilities		RG7 8PA
Vail Williams LLP	Reading	RG6 1RA
Vaisala Ltd	Birmingham	B5 7SW
Vale Building Services Ltd		CF15 7PR
Valley Cars & Minibuses	Hungerford	RG17 7HX
Valpak Recycling Limited	Stratford upon Avon	CV37 7GW
Vear Construction Ltd	Southampton	SO53 4AR
Vehicle Access Systems Ltd	Bristol	BS4 5QR
Versa Professional Services Ltd	Bristol	BS5 7PY
Vertase FLI Ltd	Bristol	BS20 6PN

Victory Transport Services	Watford	WD19 5AW
Video Rescue Ltd	Aldermaston	RG7 8TA
View Architects	Bristol	BS35 2AH
Vinci Construction UK Limited	Winchester	SO21 1TH
Vinci Construction UK Ltd	Watford	WD17 1TR
ViperGuard	Warwick	CV35 9EF
Virtue Technologies ltd	Skelmersdale	WN8 9TG
Vista Healthcare	Winchfield	RG27 8BS
Vogue Flooring	Camberley	GU15 3HX
VolkerFitzpatrick		SG13 7RB
VolkerFitzpatrick	Hoddesdon	EN11 9BX
VolkerFitzpatrick Limited	Fareham	PO16 7JH
VolkerFitzpatrick Limited	Fareham	PO16 7JH
VolkerHighways	Newbury	RG18 9XX
VolkerLaser	Worcester	WR2 6RG
Voyage	Cannock	WS11 0EJ
Vybrant Organisation	Thatcham	rg18 9EP
W Churches & Son Ltd.	Winchester	SO23 9RJ
W.D.M. Limited	Bristol	BS16 4NX
WAI Taxi Service	Oxfordshire	ox11 7ex
WH Stephens	Northampton	NN3 6WL
WPS UK Limited	Swindon	SN2 8UP
WSP	Basingstoke	RG214HJ
WSP Buildings	Basingstoke	RG21 4HJ
WSP Civils - Contract Services	Tewkesbury, Gloucestershire	GL20 8SJ
WSP Development and Transportation	Basingstoke, Hants	RG21 4HJ
WYG	Leicester	LE7 7GR
WYG Management Services Limited	London	EC1M 4EH
Waco UK Ltd t/a Premier Interlink	Wimborne	BH21 7PT
Wakemans Limited	Birmingham	B15 3EB
Walk England	Cheltenham	GL53 0HD
Walker Construction (UK) Limited	Folkestone	CT19 5DY
Walter Lilly & Co Ltd		CR0 4NN
Wardle Painters	Barry	CF63 3RA
Warings Contractors Ltd	Portsmouth, Hants	PO2 0TU
Watco Uk Ltd	Godalming	Gu7 3al
Wates Construction	Basingstoke	RG21 4HG
Wates Construction	Basingstoke	RG21 4HG
Watts Group PLC	Greater london	EC3R 5AA
Wave Office Ltd	Crawley	RH10 9NT
Weaver Demolition Ltd	Bristol	BS3 96UU
Web On High	Newbury	RG19 3UB
Welling Partnership Property & Construction Consultants	Southampton	SO15 1HY
Wessex Recovery Ltd	Newbury	RG20 8NS
West Berks Council		rg142af
West Berks Council	Newbury	RG14 5LD
West Berkshire Council	Newbury, Berkshire	RG14 2AF
West Berkshire Council	Newbury	RG14 2AF
West Berkshire Council	Newbury	RG14 5LD
West Berkshire Council	.	.
West Berkshire Council	Newbury	RG14 2AF
West Berkshire Council ICT Web Development Team	Newbury	RG141LR
West Berkshire Mencap	Newbury	RG14 6AT

Westronics Limited	Reading	RG30 4EA
Westronics Ltd	Reading	RG30 4EA
Wetton Cleaning Services Ltd	London	SE1 5JX
Wheels Taxis	Thatcham	RG19 3SL
White Horse Contractors	Abingdon	OX14 2JD
White Horse Contractors Ltd		OX14 2JD
Whitespace Waste Software	Woking	GU22 0SG
Wilding Butler Construction Ltd	Winchester	SO21 1WP
William Martin & Partners LLP	London	SE1 2LF
William Martin & Partners LLP	London	SE1 2LF
Willmott Dixon Construction	Surrey	KT11 1TF
Wills Gee Ltd	St Neots	PE192AF
Woodmate Limited	Newbury	RG141LH
Woods Bagot	London	W1D 1BS
Work Stress Management Ltd.	London	SE5 8TS
Workfit Uk ltd	Bury St edmunds	IP33 3PH
Workscape	Chippenham	SN14 6RB
Wrekin Windows	Telford	TF3 3BA
Wye Valley Demolition	Hereford	HR2 6NS
Wyevale Grounds Maintenance	Wotton under Edge	GL12 8DZ
XYLO	Manchester	M1 2JW
YBC Cleaning Services Ltd	Hampshire	GU12 4TA
YOU	Portsmouth	PO2 8AL
Yorkshire Blinds	Hull	HU3 4JR
Yotta DCL	Leamington Spa	CV32 4LY
Zeffa Limited	Cardiff	CF10 4DQ
a & c cars	newbury berkshire	rg20 9xw
a bennett electrical services ltd	Gloucester	GL3 1DL
a buxey electrical and data ltd	newbury	rg142lu
abp	norwich	nr6 6jb
acanthus clews architects	banbury	ox16 9be
adp	oxford	ox1 1jd
ag consulting and associates ltd	London	SE20 8RQ
ambar drainage ltd	nr reading	rg7 8ja
amiente ltd.	DENMEAD	PO7 6BZ
and furniture	thame	ox9 3pj
antony smith	berks	rg14 1lx
ap occupational health ltd	Guildford	GU2 4DL
apetito Ltd		
aquila CONSULTANCY SERVICES	London	SE1 1EU
atcost windows holdings ltd	passfield	gu30 7rr
aws window systems ltd	droitwich, worcs	wr9 9ae
beasley taxi	thatcham	rg19 3se
berkshire roofing ltd	newbury	rg14 7ax
blenheim house construction limited	chertsey	kt16 8ap
bluebird cars	thatcham	rg18 3bw
bon-accord exec car service	reading	rg65yl
brian finch		rg183fp
broadway Cars	NEWBURY	RG14 5SA
building product solutions ltd	doncaster	dn5 7bz
cabs direct contracts ltd	tadworth	kt20 7nq
camberley security services	Camberley	GU17 0LG
carewatch care services		bn1 3fd
catch22		TN16 1JF

ccb	Reading	RG1 4DP
chandlerkbs	london	w1t7ns
cjm harvey construction ltd	reading	rg7 5wz
comfi cars	reading berks	rg30 1el
crystal services	loughton	ig10 3sd
david west	newbury	rg142au
deacon and jones llp	bolton	BL2 2HH
dna limited	Wantage	OX12 8QD
erebor Ltd	Calne	SN11 9PU
exeGesIS SDSM Ltd	Brecon	LD3 0AH
ferrrob	newbury	rg20 4sw
friar construction		
gbs architects	Oxford	OX1 1PP
gcp chartered architects	bristol	bs30 6el
grant roofing ltd	kent	br7 6rg
greenerliving solutions ltd	mold	ch7 1xy
heyfordian travel	bicester	ox26 4pp
hilife construction	caterham	cr3 6pb
http://www.naomihouse.org.uk/	Winchester	SO21 3JE
i-Net Applications Ltd	Windsor	SL4 5JL
iCandy Design Ltd	Andover, Hampshire	SP10 1ES
iNet Synergy Limited	Wantage	OX12 8DJ
ian Williams Limited	Bristo;	BS37 6JL
infineo limited	newbury	rg24 5tu
integral uk ltd fire division		
j.a.landscaping	reading	rg30 1hu
jcs countryside contractors	Wantage	OX12 9NZ
jdm taxis	Malmesbury	SN169FQ
k-lec Ltd	Worcester	WR2 4JB
karamea care homes	reading berks	RG7 5BZ
karls kabs	berkshire	rg14 2as
kennet & avon cars	thatcham	rg18 4ld
kingerlee Ltd	Oxford	OX5 1HR
kon.zabetas, architects+engineers	Thessaloniki	56123
laidlaw solutions ltd	london	wc1e 7bt
lampton gilbert	reading	rg2 0tb
lewington & son	reading	rg1 8lg
lewis ashley services ltd	brough	hu15 1lz
longcross construction ltd	ashtead	kt21 2ad
lyrico systems ltd		WS3 5AS
magenta couriers	buckinghamshire	hp13 7ew
mark kendell	newbury	rg1146hs
mark smith	newbury	rg205rs
marks barfield architects	london	sw4 0BG
mha care group	leeds	ls11 5hl
millstream		ab25
mitie tilley roofing	eastleigh	SO50 7HD
newards	manchester	m66gl
newbury radio cars	thatcham	rg193te
newbury taxi co	newbury	rg14 7qu
newbury ymca	newbury	rg14 2bn

organic buffet	reading	rg2 7lp
pacestone construction limited	birmingham	b92 ojb
paramount cars	berkshire	rg18 3eb
peter taxi	newbury	rg14 2rn
platinum cars	reading	rg7 5ah
portdown cars	thatcham	rg193te
powerPerfector plc	London	W2 1QY
premier cars	reading	rg30 1dz
prepared 4 learning		
prestige food	thatcham	rg19 4lr
reading roadways ltd	reading	rg30 1el
rethink		
rg cars and minibuses	woodley	rg5 4sz
riaz sheikh	newbury	rg14 1qa
scott brownrigg		gu2 4du
securitas	feltham	tw13 6dh
selwyn electronics ltd	sevenoaks	tn15 6qy
silverline of berkshire ltd	reading	rg31 7rx
simran homes limited	Gravesend	DA11 7RE
south oxfordshire district cars	henley-on-thames	rg9 4ps
taffs taxis	berks	rg17 0aq
telent Technology Services Limited	Warwick	CV34 5AH
thomas vale construction	reading	rg4 5by
trustseal ltd	worksop	s80 4nw
v-cars	Newbury	RG14 5BX
vorn limited	essex	ss2 5dd
warner land surveys ltd		rg7 5al
wordflow	London	EC2A 4SS

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Doc ID	OJEURef:	Publisher Ref:	Title	Published	Notice Type:	Nature:	Procedure Type:	Framework	Name	CPV
4525		AUG002843	Brookfields Special School - Heating	11/08/10	Contract Notice	Works	Restricted	No	Mike Sullivan	
4405		JUL002766	Replacement Roofing at Falkland Primary School (P307)	16/07/10	Contract Notice	Works	Restricted	No	Aimee Hoare	
4266		JUL002765	Replacement Roofing at Long Lane Primary School - Tilehurst (P306)	16/07/10	Contract Notice	Works	Restricted	No	Aimee Hoare	
4265		JUL002764	Replacement Roofing at The Willows School - Newbury (P305)	16/07/10	Contract Notice	Works	Restricted	No	Aimee Hoare	
4326		JUL002745	Mechanical & Electrical Services - Kintbury St Marys Primary School P302	15/07/10	Contract Notice	Services	Restricted	No	Charlie Piechniczek	
4325		JUL002744	Architectural Services - Kintbury St Marys Primary School P301	15/07/10	Contract Notice	Services	Restricted	No	Charlie Piechniczek	
4385		JUL002743	Provision of Staff Catering & Corporate Hospitality Services (P288)	15/07/10	Contract Notice	Services	Restricted	No	Aimee Hoare	
4085	179020-2010	JUN002603	Road Weather Forecast and Information Service - P293	18/06/10	Contract Notice	Services	Restricted	No	Charlie Piechniczek	71351600
4065		JUN002544	Replacement Doors/Windows - Walnut Close EPH & Day Centre - P298	04/06/10	Contract Notice	Works	Restricted	No	Charlie Piechniczek	
4045		JUN002543	Upgrade Fire Alarm/Emergency Lighting Systems-Northfield Leisure Centre P299	04/06/10	Contract Notice	Works	Restricted	No	Charlie Piechniczek	
4026		JUN002523	Upgrade Fire Alarm/Emergency Lighting Systems- Brookfields School- P296	03/06/10	Contract Notice	Works	Restricted	No	Charlie Piechniczek	
4025		JUN002503	Replacement Fire Doors/Barriers - Theale Green School P295	03/06/10	Contract Notice	Works	Restricted	No	Charlie Piechniczek	
3985		JUN002483	Reconstruction of 6th Form Block, Theale Green Community School - P285	02/06/10	Contract Notice	Works	Restricted	No	Charlie Piechniczek	
3867	152411-2010	MAY002423	Building Cleaning Services to Kennet and Trinity Schools	20/05/10	Contract Notice	Services	Restricted	No	Mike Sullivan	90919300
3805		APR002363	Maintenance of Plant associated with Sewage Treatment Plant and Foul/Storm Water Pumping Stns. - P271	29/04/10	Contract Notice	Services	Restricted	No	Charlie Piechniczek	
3706		APR002283	Security Monitoring and Response Management	12/04/10	Contract Notice	Services	Open	No	Mike Sullivan	
3605	75990-2010	MAR002163	Provision of Educational Packages for Young People with Severe Behavioural, Emotional and Social Difficulties (P281)	11/03/10	Contract Notice	Services	Restricted	No	Mike Sullivan	80340000 80200000 80310000
3565		MAR002143	Relocation of Rollalong Unit - Theale Green School - P284	01/03/10	Contract Notice	Works	Restricted	No	Charlie Piechniczek	
3545		FEB002126	Replacement PVC-U Windows and Doors at Brookfields School. Tilehurst (P283)	16/02/10	Contract Notice	Works	Restricted	No	Mike Sullivan	
3525		FEB002125	Over Roofing of Existing Flat Roofs at Brookfields School. Tilehurst (P282)	16/02/10	Contract Notice	Works	Restricted	No	Mike Sullivan	
3485		JAN002063	South Thatcham Childrens Centre, Refurbishment - P278	18/01/10	Contract Notice	Works	Restricted	No	Charlie Piechniczek	
3022	310177-2009	NOV001923	Occupational Health Services (P261)	05/11/09	Contract Notice	Services	Restricted	No	Mike Sullivan	85147000 85100000 85140000
3206	281943-2009	OCT001884	The Provision of Housing related supported services for people with Mental Health Problems(P276)	08/10/09	Contract Notice	Services	Restricted	No	Aimee Hoare	85311300 85311000
3205	281942-2009	OCT001883	The Provision of Short-Term Support for Women Experiencing or at risk of Domestic Abuse(P275)	08/10/09	Contract Notice	Services	Restricted	No	Aimee Hoare	85311300 85311000

3182		SEP001824	Architectural Services, Theale Green Community School, West Berkshire Council P272	30/09/09	Contract Notice	Services	Restricted	No	Charlie Piechniczek	
3183		SEP001823	Mechanical & Electrical Services, Theale Green Community School, West Berks Council - P273	30/09/09	Contract Notice	Supplies	Restricted	No	Charlie Piechniczek	
2942		AUG001722	Chieveley Primary School Construction Works P267	27/08/09	Contract Notice	Works	Restricted	No	Charlie Piechniczek	
1322	238026-2009	AUG001702	Highway Pavement Condition Surveys - P259	26/08/09	Contract Notice	Services	Restricted	No	Charlie Piechniczek	71324000 71322100
4425	216388-2010	JUL002783	Award of Berkshire Cluster Framework Agreement for Minor Building Works Projects and Programmes of Work - P219	21/07/10	Contract Award Notice	Works	Restricted	No	Mike Sullivan	45000000 45453000 45453100 45312100 31625200 31527260
4345		JUL002763	Award of Over Roofing of Existing Flat Roofs at Brookfields School. Tilehurst (P282)	16/07/10	Contract Award Notice	Works	Restricted	No	Mike Sullivan	
4206		JUN002664	Award of Maintenance of Plant associated with Sewage Treatment Plant and Foul/Storm Water Pumping Stns. - P271	30/06/10	Contract Award Notice	Services	Restricted	No	Charlie Piechniczek	
3965	153213-2010	MAY002443	Award of Quantity Surveyor and Quantity Surveyor Contract Administrator/Project Manager/Employers Agent (P253)	25/05/10	Contract Award Notice	Services	Restricted	No	Mike Sullivan	71324000 71322100 71540000 71541000 72224000 79994000
3705	102865-2010	APR002263	Award of The Provision of Housing related supported services for people with Mental Health Problems(P276)	07/04/10	Contract Award Notice	Services	Restricted	No	Mike Sullivan	85311300 85311000
3625	81206-2010	MAR002164	Award of Occupational Health Services (P261)	17/03/10	Contract Award Notice	Services	Restricted	No	Mike Sullivan	85147000 85100000 85140000
3567	79769-2010	MAR002184	Award of Highway Pavement Condition Surveys - P259	16/03/10	Contract Award Notice	Services	Restricted	No	Charlie Piechniczek	71324000 71322100
3548		FEB002124	Award of Chieveley Primary School Construction Works P267	16/02/10	Contract Award Notice	Works	Restricted	No	Charlie Piechniczek	
3547		FEB002123	Award of Mechanical & Electrical Services, Theale Green Community School, West Berks Council - P273	15/02/10	Contract Award Notice	Supplies	Restricted	No	Charlie Piechniczek	
3526		FEB002103	Award of Architectural Services, Theale Green Community School, West Berkshire Council P272	15/02/10	Contract Award Notice	Services	Restricted	No	Charlie Piechniczek	
3365	341795-2009	DEC001983	Award of Housing Related Supported Services For Vulnerable Young People At Risk In West Berkshire (P266)	09/12/09	Contract Award Notice	Services	Restricted	No	Mike Sullivan	85311300 85311000
3345		DEC001963	P262 Children"s Centres - Downsway & Burghfield	09/12/09	Contract Award Notice	Works	Restricted	No	Charlie Piechniczek	
3023	264915-2009	SEP001782	Award of Grounds Maintenance incorp Public Convenience Cleaning - P251	23/09/09	Contract Award Notice	Services	Restricted	No	Charlie Piechniczek	77314000 90910000 90911200
2922	230247-2009	AUG001682	Award of Supported Living Services for Adults with Learning Disabilities	18/08/09	Contract Award Notice	Services	Restricted	No	Mike Sullivan	85000000
4505		AUG002863	Replacement Doors/Windows - Walnut Close EPH & Day Centre - P298	13/08/10	Restricted Stage 2	Works	Restricted	No	Charlie Piechniczek	

4468	AUG002824	Upgrade Fire Alarm/Emergency Lighting Systems-Northcroft Leisure Centre P299	03/08/10	Restricted Stage 2	Works	Restricted	No	Charlie Piechniczek
4485	AUG002823	Reconstruction of 6th Form Block, Theale Green Community School - P285	02/08/10	Restricted Stage 2	Works	Restricted	No	Charlie Piechniczek
4466	JUL002785	Upgrade Fire Alarm/Emergency Lighting Systems- Brookfields School- P296	23/07/10	Restricted Stage 2	Works	Restricted	No	Charlie Piechniczek
4465	JUL002803	Replacement Fire Doors/Barriers - Theale Green School P295	22/07/10	Restricted Stage 2	Works	Restricted	No	Charlie Piechniczek
4105	JUN002563	Provision of Educational Packages for Young People with Severe Behavioural, Emotional and Social Difficulties (P281)	08/06/10	Restricted Stage 2	Services	Restricted	No	Mike Sullivan
3846	MAY002384	Over Roofing of Existing Flat Roofs at Brookfields School. Tilehurst (P282)	07/05/10	Restricted Stage 2	Works	Restricted	No	Mike Sullivan
3668	MAR002204	Relocation of Rollalong Unit - Theale Green School - P284	29/03/10	Restricted Stage 2	Works	Restricted	No	Charlie Piechniczek
3666	MAR002223	South Thatcham Childrens Centre, Refurbishment - P278	24/03/10	Restricted Stage 2	Works	Restricted	No	Charlie Piechniczek
3142	SEP001802	Burghfield & Downsway Childrens Centres, New Build - P262	24/09/09	Restricted Stage 2	Works	Restricted	No	Charlie Piechniczek
4548	AUG002883	Scanning and uploading of files	20/08/10	Quick Quote	Services	Open	No	fenja Hill
4506	AUG002825	Fire Alarm Upgrade & Emergency Lighting Installation - Theale Green School	04/08/10	Quick Quote	Works	Open	No	Maria Morris
4445	JUL002784	Installation Kitchen Extract Canopy - Westwood Farm Junior Rev B	21/07/10	Quick Quote	Works	Open	No	Maria Morris
4306	JUL002723	Condition Surveys - West Berkshire Schools	09/07/10	Quick Quote	Services	Open	No	Stephen Robbie
4245	JUL002703	Refurbishment Kitchen - Stockcross Primary School	05/07/10	Quick Quote	Works	Open	No	Maria Morris
4225	JUL002683	Flood Prevention Land Drainage Schemes 2010	02/07/10	Quick Quote	Works	Open	No	Peter Morgan
4205	JUN002663	Replacement Windows - Park House School	30/06/10	Quick Quote	Works	Open	No	Maria Morris
4185	JUN002644	Installation Kitchen Extract Canopy - Westwood Farm Junior School	21/06/10	Quick Quote	Works	Open	No	Maria Morris
4165	JUN002643	Installation Kitchen Extract Canopy - Brookfield's Special School	21/06/10	Quick Quote	Works	Open	No	Maria Morris
4145	JUN002623	Water Risk Assessments 2010	18/06/10	Quick Quote	Services	Open	No	Stephen Robbie
4146	JUN002604	Time Lord 3 Lead Consultant Fee Bid Proposal	18/06/10	Quick Quote	Services	Open	No	Stephen Robbie
4125	JUN002583	Newbury Library Mechanical Services	11/06/10	Quick Quote	Works	Open	No	Andy White
3946	MAY002463	Denefield School	25/05/10	Quick Quote	Services	Open	No	Ifepade Adekoya
3866	MAY002405	Newbury Library Mechanical Services works	14/05/10	Quick Quote	Works	Open	No	Andy White
3925	MAY002404	Implementation of Voltage Reduction and/or Optimisation	14/05/10	Quick Quote	Supplies	Open	No	Philip Newton
3905	MAY002403	Implementation of Voltage Reduction and/or Optimisation Technology	14/05/10	Quick Quote	Supplies	Open	No	Philip Newton

3845	MAY002383	Upgrade Hot Water Services Installation - Pangbourne Primary School, Kennedy Drive, Pangbourne, Reading, Berks., RG8 7LB	06/05/10	Quick Quote	Works	Open	No	Maria Morris
3825	APR002343	Langley Hill Traffic Survey & Junction Modelling	27/04/10	Quick Quote	Services	Open	No	Peter Morgan
3785	APR002323	SW swale, Smitham Bridge Rd, Hungerford	23/04/10	Quick Quote	Works	Open	No	STEVE READ
3725	APR002303	Re Issue of Destination Newbury and District Website.	19/04/10	Quick Quote	Services	Open	No	David Appleton
3685	APR002284	Winchcombe School CDM-Cordinator Services	12/04/10	Quick Quote	Services	Open	No	Ifepade Adekoya
3667	APR002243	Destination Newbury and District Website	01/04/10	Quick Quote	Services	Open	No	David Appleton
3686	MAR002224	Traffic Noise Assessment	26/03/10	Quick Quote	Services	Open	No	Anna Smy
3665	MAR002203	Contaminated Land investigation 2	23/03/10	Quick Quote	Services	Open	No	Russell Davidson
3607	MAR002183	Phase 2 Contaminated Land Investigation	11/03/10	Quick Quote	Services	Open	No	Russell Davidson
3505	JAN002084	5 Highfield Ave, Newbury, Refurbishment works.	25/01/10	Quick Quote	Works	Open	No	Andy White
3486	JAN002083	St Georges Ave GrassBlock parking areas	21/01/10	Quick Quote	Works	Open	No	Peter Morgan
3425	DEC002023	Building works 4 & 7 Highfield Ave	22/12/09	Quick Quote	Works	Open	No	Andy White
3405	DEC002003	WBC Performance Portal	17/12/09	Quick Quote	Services	Open	No	David Cook
3305	NOV001943	Car Park Works and additional landscaping at Nature Discovery Ctr.	24/11/09	Quick Quote	Works	Open	No	Fiona Mackenzie
3267	OCT001903	Burghfield Bridge Assessment	14/10/09	Quick Quote	Services	Open	No	Michael De-Honri
3162	OCT001863	Station Road Drainage, Woolhampton	02/10/09	Quick Quote	Works	Open	No	Jon Bowden
3186	OCT001844	New 2 storey 6th. form block~Theale Green	01/10/09	Quick Quote	Services	Open	No	Geoff. Palmer
3185	OCT001843	New 2 storey 6th. form block~Theale Green	01/10/09	Quick Quote	Services	Open	No	Geoff. Palmer
3184	SEP001822	New 2 storey 6th Form Block ~ Theale Green	29/09/09	Quick Quote	Services	Open	No	Geoff. Palmer
3122	SEP001783	A4 / The Moors - LINSIG Modelling	23/09/09	Quick Quote	Services	Open	No	David Wildish
3103	SEP001762	River Pang Silt Clearance, Pangbourne	22/09/09	Quick Quote	Works	Open	No	Jon Bowden
3002	SEP001742	Hermitage High Street Footway Widening	10/09/09	Quick Quote	Works	Open	No	Jon Winstanley
2902	AUG001662	Greenham Common Cycle Path	14/08/09	Quick Quote	Works	Open	No	Sarah Adams
2823	AUG001642	Greenham Common Cycle Path	12/08/09	Quick Quote	Works	Open	No	Sarah Adams
2842	AUG001622	Retail Study for West Berks	10/08/09	Quick Quote	Services	Open	No	Liz Alexander
2822	AUG001602	Mapping informal adult learning in West Berkshire	07/08/09	Quick Quote	Services	Open	No	Sara Hanson
2802	AUG001582	Retail Study for the West Berkshire LDF (2009)	04/08/09	Quick Quote	Services	Open	No	Liz Alexander

Procurement Assessment

Background

In a meeting between West Berkshire and IESE on 23 April 2010, IESE was asked to conduct a health check of the procurement function in West Berkshire. This document sets out in more detail the process we envisage to be followed and the information we would like to receive.

Objectives

- Assess general procurement situation in West Berkshire
- Highlight areas/opportunities for savings
- Highlight areas/opportunities for improvement and reduction of risks.

Process

The assessment aims to follow the following process:

1. Preparation / desk research: at this stage IESE will ask for information and documentation as set out below to help give an understanding of the procurement situation and where possible opportunities may be found.
2. Assessment / Interview: at this stage IESE aims to visit West Berkshire to conduct a number of interviews with key personnel involved in procurement. These interviews will be used to find out more detail and ensure views and experience from staff is taken into account. The information will be compared with and used in addition to the information gathered in phase 1. The exact interview questions will be produced when we have received the information in stage 1. Interviews are expected to last between 1 and 2 hours.
3. Conclusion / Report: at this stage IESE will produce a report that will be sent to West Berkshire and we will present our findings in a formal presentation.

Information requested for stage 1

To enable IESE to get a good overview in the situation in West Berkshire and to help inform stage 2 and 3, we would like to receive the following information for stage 1:

Strategy & Organisation:

- Copy of your Procurement strategy
- Copy of your Organisational structure and the place of procurement

- Copy of a role description of the Procurement department if available (e.g. advisory, operational)

Staff:

- Number of staff and number of people in formal procurement role if available
- Procurement levels of staff (junior, senior etc) and training staff has received
- Overview of other departments involved regularly in procurement activities (e.g. legal) and how they are involved

Performance:

- Overview of Contracts register, including which frameworks are used.
- Spend data *
- Procurement risks identified in corporate risk register and mitigating actions
- Procurement work plan
- Any savings made from procurement in 09-10 and previous years (08-09 & 09-10)
- Performance management system used in assessing procurement staff and in contract management

(to use SpikesCavell data if possible and ready)*

Process & Systems:

- Copy of your Contract Standing Orders / Financial Standing Orders
- Information on what Electronic Procurement platforms (E-P) are used (e.g. E-tendering, E-invoices, E-auctions).

Preparation for stage 2

IESE would like a list of key procurement contacts (both procurement staff and staff in other departments – including job titles). From this, we would like to suggest a number of staff to be participating in interviews for stage 2. Please also highlight key staff that you would like us to speak to as part of this process. Once a number of staff have been selected, we hope you could provide us with some dates suitable for stage 2 interviews. We hope you can facilitate the coordination of interviews on the same day or at least over a limited number of days.

Contact

If you have any further questions on the above, please contact:

Elmer.bakker@southeastiep.gov.uk

Or:

Steve.dunkerley@southeastiep.gov.uk