

PT4 - Committee Procurement Report

Appendix E

This document is to be used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.



Introduction

Author:	Samantha Rogers		
Project Title:	Eastern Cluster – Installation Partner		
Summary of Goods or Services to be sourced Warehousing, transportation, installation and de-installation of artworks for the Eastern Cluster Arts Project.			
Contract Duration:	12+ months	Contract Value:	Under £100k
Stakeholder information			
Project Lead & Contract Manager: Maxime Tomas (Project Officer)	Category Manager: Sam Rogers	Lead Department: Heritage, Culture & Libraries	
Other Contact	Department		

City of London Initiatives

How will the Procurement meet the City of London's Obligation to Adhere to the Corporation Social Responsibility: CSR will apply to this contract
Take into account the London Living Wage (LLW): LLW will apply
Consideration for Small to Medium Enterprises (SME): An SME could be suitable for this contract
Other: Water contamination; noise abatement; waste; impact on Tower Bridge Exhibition and walkway access. Impact on passenger safety. Energy efficiency. Reduced maintenance costs.

Procurement Strategy Options

Option 1: Seek minimum of 3 quotes from nominated suppliers
Advantages to this Option: Can shortlist suitable suppliers from the market with relevant experience Quick turnaround time Drive competition
Disadvantages to this Option: Possibility of not receiving suitable responses
Please highlight any possible risks associated with this option: see disadvantages
Option 2: use OEJU compliant framework
Advantages to this Option: Quick route to market Suppliers already qualified
Disadvantages to this Option: Due to the nature of the services (Artwork related) any potential frameworks are unlikely to have suppliers with specific expertise
Please highlight any possible risks associated with this option: see disadvantages
Option 3: OPEN tender process
Advantages to this Option: Seek relevant experience from the market and shortlist accordingly
Disadvantages to this Option: Possibility of high number of response and resource required to evaluate Process is not proportionate to the value of the work
Please highlight any possible risks associated with this option: see disadvantages

Procurement Strategy Recommendation

City Procurement team recommended option
Option 1: Seek minimum of 3 quotations from nominated suppliers

Sign Off

Date of Report:	26 th October 2015
Reviewed By:	
Department:	
Reviewed By:	
Department:	Chamberlain's Department