

APPENDIX 4 Contract Registration Form

Contract Title	
Description of Contract	
Contractor/Supplier Name	
Address of Contractor/Supplier	

Contract Type (tick one option)	<input type="checkbox"/> Services <input type="checkbox"/> Goods	<input type="checkbox"/> Works <input type="checkbox"/> Other
Selection Method (tick one option)	<input type="checkbox"/> Tender EU <input type="checkbox"/> Tender non-EU <input type="checkbox"/> Quotation	<input type="checkbox"/> Wider Public Sector Contract <input type="checkbox"/> Single Source

Annual Value of contract exc VAT	£	Value for whole contract exc VAT	£
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Contract start date		Contract end date	
Option to extend?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, no. of years:
Extension start date		Extension end date	
Current status of contract (tick one option)	<input type="checkbox"/> Original contract		<input type="checkbox"/> Extension period

Is the contract end date 'Open'? (Note: If the whole Contract Value is below £5,000 , contracts may be Open Ended , but they must be reviewed after a maximum period of four years).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please state the date when this open contract will be reviewed?		
If not an Open Ended Contract state any review dates		

Is this a one off contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OR , does this contract supersede an existing contract, currently on the database that now needs to be removed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes to the above, please provide the name of the previous Contractor		

Notes	Is VAT Recoverable? <input type="checkbox"/> Yes <input type="checkbox"/> No Review dates if not Open Ended:
Responsible Officer	
Contact email	
Contact Tel No	

Please return completed form to: **Shona Parnell**