**Contract and Grant Opportunity Advert Form**

**Use this form for:**

**Requirements £5,000 - £10,000:**These will be advertised on the Council’s website for 5 working days. They will also be ‘tweeted’ via the Invest in Telford Twitter account. Follow #investintelford and #tenderCOGS

**Requirements £10,000 - £173,934:**These will be advertised on the Council’s website for 10 working days. They will also be ‘tweeted’ via the Invest in Telford Twitter account. Follow #investintelford and #tenderCOGS. A competitive contract notice must be issued on Delta for any *tenders* over £10,000 rather than quotes. These will also automatically appear on the Council’s webpage.

**Requirements over £173,934 (or for Works Contracts £4,848,350)**

These will automatically appear on the Council’s webpage when the OJEU contract notice and tenders are issued via Delta. Once the contract notice is issued Officers are required to provide information for the twitter account as above. Adverts will remain open between 30 and 40 days dependent upon procurement route.

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| **What is the Value?** (For internal purposes only) | £30,000 | |
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| **Brief Description of Requirement:** | |  |
| New furnishings and design assistance for suitable furnishings (colour and practicality) at the newly refurbished Brookside Community Centre | |  | |
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**Contact details:**

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| --- | --- |
| Name: | Fiona Moore |
| Service Delivery Team: | Community Particpation |
| Service Delivery Area: | Cooperative Council Delivery Team |
| email address: | Fiona.moore@telford.gov.uk |

Do not submit any other documents – we will advertise the requirement within 24 hours and ask interested bidders to contact you by email for further information.

Submit this form to the Procurement Team [Procurement-All@telford.gov.uk](mailto:Procurement-All@telford.gov.uk)

From the advert or from your market research, think Co-Operative Council – for all contracts below £173,934, think local business - every effort should be made to seek at least one local supplier to bid against the Specification.

Support to find local businesses can be obtained from the Business Support Team ext 67589