

CSO FORM 2
JUSTIFICATION FOR NOT OBTAINING A TENDER/QUOTATION

COMPLIANCE WITH CONTRACT STANDING ORDER 5.6.1 (c)

TO: Principal Solicitor and Secretary to the Executive, f.a.o Steve Davenport (2353)

FROM: _____ **DATE** _____

JOB TITLE: _____ **TEL. NO** _____

In accordance with Contract Standing Order 5.6.1 (c) this report is produced by a Management Board Member whose department awarded a contract valued at £25,000 or less without a Tender or Quotation exercise being carried out.

ANY QUERIES REGARDING COMPLETION OF THIS REPORT PLEASE CONTACT STEVE DAVENPORT (2353)

1.	<u>CONTRACT DETAILS</u>	
1.1	CONTRACT TITLE	
1.2	NAME OF CONTRACTOR	
1.3	CONTRACT VALUE	Actual/Estimated *

2. REASON WHY A TENDER/QUOTATION EXERCISE WAS NOT JUSTIFIED

Signed

Management Board Attendee

* Delete as appropriate