



PUBLIC NOTICE

Opportunity to be listed on Thetford Town Council's procurement register from 1st April 2017

Thetford Town Council is seeking local suppliers of services and goods to be included on a procurement register. The register will then be used to procure services when required and gives local businesses the opportunity to tender for contracts, small and large, having already supplied the necessary routine documents and established that they have any relevant procedures in place.

The following information must be supplied with your application

- Full name, address and detail of proprietors/directors of business including company registration number where relevant
- Copy of public liability insurance (£10million minimum required)
- Copy of relevant industry/professional qualification for specialists
- Copy of health and safety policy/statement
- For professional services – terms of engagement
- Details for at least 2 referees (these will not be taken up unless we engage your company)

If your company quotes or tenders for a specific contract in the future, a method statement will also be required at that time.

The types of contractors/services that the council require are:

Services and supplies

Electricians

Plumbers

Heating Engineers

Ground maintenance services

Drainage services

Vehicle servicing and maintenance

Equipment servicing and maintenance

Play park maintenance

Play park equipment

Hedge maintenance

Tree maintenance

Building maintenance

Fire Alarm/Equipment maintenance

Christmas light installation

Horticultural services

Fencing



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Services and supplies continued

**Stone masons
Buildings works
Roofing specialists
Bar supplies
Heating Oil supplies
Waste supplies
Vehicle leasing
Waste disposal
Tool and industrial equipment supply
Sanitary supplies
Public toilet equipment supply
Christmas decoration supply
Church maintenance
Clock maintenance
Grazing
Pest Control
Provision and maintenance of street furniture
Cleaning materials supply
Protective clothing supply
Health and safety equipment supply
Stationery supply
Office equipment supplies
Printing services
Entertainers
Event catering
Gravediggers**

Professional services

**Architects
Accountancy services
Payroll services
Legal services
Recruitment services
Surveyors
Advertising services
IT services
Website design and maintenance
Health and safety monitoring
Commercial/Domestic letting services
Land management and conservation services**



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Professional services continued

**Civil Engineering
Training services
Occupational health services
Property valuation services
Water monitoring services
Event promotion and management
Civic regalia supply, maintenance and valuation
Entertainers
Event catering**

If you wish to be included on our procurement register please provide all the information requested to the address below by 24th February 2017. Any applications submitted without the required information will be discarded.

Thank you

**Tina Cunnell
Town Clerk BSc (Hons)
Thetford Town Council
25th January 2017**