**Operational Procurement**

**Below £100k Quotation**

**Departmental Contract Award Notification**

Information Request following departmental led contract awards

Under the Public Contract legislation, Nottingham City Council is required to publish details of all the awards of contracts with a value over £30,000 (inc VAT) on the government website [Contracts Finder.](https://www.gov.uk/contracts-finder)

Following any contract award by a department over the value of £25,000 (for example through a quotation process or direct award following approval of exemption from the Council’s Contract Procedure Rules), the information below is required by the Commercial Hub to enable them to fulfil the Council’s legal duties and to report internally. Please complete and return this form to the Procurement Team as soon as possible after the contract award.

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| --- | --- |
| ***DDM Reference*** *(Internal; if applicable*  |  |
| **Procurement Reference** | CPU 7875 |
| **Subject / Contract title** | Sandwiches, Rolls, wraps and Salads /Items  |
| **Contract Type** | Supply  |
| **Procurement Category** | Products |
| **Procedure Type** | Quotes |
| **Description** |  Provision of sandwiches, rolls and associated products for resale in our commercial catering outlets and schools |
| **Contract Award Date** |  9.10.25 |
| **Contract Start Date** |  1.10.25 |
| **Initial Contract End Date** (Internal) | 1.10.27 |
| **Contract Extensions** (Internal) |  |
| **Maximum End Date** | 1.10.27 |
| **Total Value** | £99,000 |
| **Supplier Name** |  Tiffin Sandwiches Limited  |
| **Supplier Postcode** |  BD4 6SF |
| **Is the supplier an SME1?** |  No |
| **Is the supplier a VCSE2?** |  No |
| **Cashable Savings** (Internal) | £ |
| **Income Generated** (Internal) | £ |
| **Social Value [[1]](#endnote-2)** (Internal)  | * Engage with small and diverse suppliers, with a target of 30% of spend dedicated to small businesses, supporting local economic resilience.
* Partner with local food banks and charities, donating surplus food to support those in need.
* Have a clear, science-based strategy to achieve Net Zero by 2035, with milestone targets of Scope 2 by 2028, Scope 1 by 2032, and Scope 3 by 2035.
* 70% of ingredients are sourced within 50 miles, supporting local suppliers while reducing food miles. We have comprehensive recycling of plastics, cardboard, and metals.
* A Living Wage Employer, we ensure fair pay aligned with the cost of living.
* Invest 150% of our apprenticeship levy into skills development, offering structured training and career pathways to create a skilled and motivated workforce.
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1 Small to Medium Enterprise

2 Voluntary, Community and Social Enterprise

1. Social, economic or environmental benefits achieved by this contract [↑](#endnote-ref-2)