

2014

Freedom of Information Request

Reference number – 14-006

## **Information relating to the contracts**

1. Could you please provide me with the total number of contracts put out for tender by your organisation during the following two periods:

a) January 1, 2010 - December 31, 2010 (or the nearest available 12-month period – please specify), and

b) January 1, 2013 - December 31, 2013 (or the nearest available 12-month period – please specify)

2. For each of these two periods, please state how many of these contracts were awarded after a tendering process in which only one contractor submitted a bid.

**Reference no.: 14-006**

16 September 2014

**REQUEST FOR INFORMATION – *Information relating to contracts.***

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales ('the Museum'), I am responsible for responding to your request for information.

I refer to your email of 21 August 2014, in which you asked for the following information:

*1. Could you please provide me with the total number of contracts put out for tender by your organisation during the following two periods:*

*a) January 1, 2010 - December 31, 2010 (or the nearest available 12-month period – please specify), and*

*b) January 1, 2013 - December 31, 2013 (or the nearest available 12-month period – please specify)*

*2. For each of these two periods, please state how many of these contracts were awarded after a tendering process in which only one contractor submitted a bid.*

**Response**

In responding to your request for information, I will be referring to each element of your request separately. For clarity, please note:

**Tendering Process**

- By 'tendering process' we have given the figures for our formal tendering process, i.e. >£15k.

**Issuance of Contracts**

- We have interpreted this in its widest context i.e. legally if we issue a purchase order it is a contract as well as any 'contract' that we sign specifically.

*1. Could you please provide me with the total number of contracts put out for tender by your organisation during the following two periods:*

*a) January 1, 2010 - December 31, 2010 (or the nearest available 12-month period – please specify),*

Data for this period has been archived and is in paper format only. There will be a cost of £500 if you wish us to retrieve this information. We can however provide information for the period 1/1/2012 – 31/12/2012, and the number is 36.

*and*

*b) January 1, 2013 - December 31, 2013 (or the nearest available 12-month period – please specify)*

The information is for the period 1/1/2013 – 31/12/2013.  
Number = 39.

*2. For each of these two periods, please state how many of these contracts were awarded after a tendering process in which only one contractor submitted a bid.*

The occasions where one contractor submitted a bid are 3 for 2012 and 5 for 2013.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at [www.information.wales.gov.uk](http://www.information.wales.gov.uk).

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Director Finance and Corporate Resources at the following address:

Mr. Neil Wicks  
Director of Finance and Corporate Resources  
Amgueddfa Cymru – National Museum Wales  
Cathays Park  
Cardiff  
CF10 3NP

When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at [www.museumwales.ac.uk/en/45/](http://www.museumwales.ac.uk/en/45/).

Internal review requests should be submitted within two months of the date of receipt of the response to your original letter.

You also have the right to complain to the Information Commissioner's Office (ICO) if you are not content with the outcome of your complaint or review. Generally, the ICO will not make a decision unless you have exhausted the complaints procedure provided by the Museum.

The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

If you have any further queries or concerns then please contact me via my email address.

Yours sincerely

Elaine Cabuts  
Museum Secretary