

# **ANNUAL CORPORATE PROCUREMENT REVIEW**

**2012**

Corporate Procurement Unit  
Consultancy and Corporate Procurement Department  
March 2013

## EXECUTIVE SUMMARY

- The Bank's Corporate Procurement expenditure increased by approximately 14% from £38,235,578.88 in 2011 to £43,518,741 in 2012.
- The number of contracts and extensions awarded by the Corporate Procurement Unit in 2012 increased by 13% compared to 2011. There were 387 contracts and extensions issued in 2012, compared to 343 in 2011 and 278 in 2010. The value (anticipated expenditure) of the 2012 contracts and extensions amounted to £36,045,436 representing an increase of 45% on the value of contracts issued in 2011 (£24,831,366).
- In 2012, 45 major contracts (£150,000 or more) were awarded with a value of £27,953,692 compared to 31 major contracts worth £18,970,505 in 2011.
- In 2012, competitive procurement was used to award 146 contracts with an aggregate value of £13,194,601 (37%). Extensions to competitively awarded contracts had an aggregate value of £8,713,939 (24%) with direct contracting accounting for 193 contracts and extensions with a combined value of £14,136,896 (39%).
- The reasons for the increase in the number and value of contracts awarded in 2012 are the same as those reported for 2011, namely: (i) a significant number of contracts for the Bank's on-going needs were extended or re-tendered in 2012; (ii) the Bank invested in significant works and enhancements to its IT infrastructure as part of an on-going programme; and (iii) CPU continued to work closely with the User Departments in the Bank to ensure that specific contracts, rather than Purchase Orders, are placed for the purchase of more complex and/or strategically important goods.

## **Abbreviations**

CCPD	Consultancy and Corporate Procurement Department
CPP	Corporate Procurement Policy
CPPP	Corporate Procurement Policy and Procedures
CPRC	Corporate Procurement Review Committee
CPU	Corporate Procurement Unit
OCCO	Office of the Chief Compliance Officer
OCE	Office of the Chief Economist
OGC	Office of the General Counsel
OSG	Office of the Secretary General
MRO	Maintenance, repair and operations
PCC	Procurement Complaints Committee
PO	Purchase Order
RO	Resident Office of the Bank
SAP	Electronic system used by the Bank

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## 1. Introduction

The Annual Corporate Procurement Review (the “Report”) provides an overview of the activities of the European Bank for Reconstruction and Development (the “EBRD” or the “Bank”) in obtaining goods, works and services required for the satisfactory operation of the Bank’s Headquarters and network of Resident Offices across its countries of operations, and funded by its own administrative budget during 2012.

The Bank’s corporate procurement is carried out in accordance with the Corporate Procurement Policy (“CPP”) approved by the Board of Directors in May 2009<sup>1</sup>.

The Report was prepared by the Corporate Procurement Unit (“CPU”), which is responsible for the corporate procurement function in the Bank and ensuring compliance with the Bank’s Corporate Procurement Policy and Procedures (“CPPP”).

The Report includes statistics on: (i) the Bank’s Corporate Procurement expenditure categorised by the type of goods, works and services procured; (ii) contract awards by CPU for the procurement of complex, high value and / or strategically important goods, works or services; and (iii) purchasing activity by the User Departments accounted for through electronic purchase orders committed in the SAP system of the Bank<sup>2</sup>. Also included is the summary of the 2012 activities of the Bank’s Corporate Procurement Review Committee (“CPRC”), including the details of exceptions to competitive procurement and retroactive contracts reviewed by the CPRC.

It is intended, that upon consideration by the Executive Committee and the Audit Committee of the Bank and in accordance with the Bank’s Public Information Policy, this Report will be published on the Bank’s website. The 2011 Annual Corporate Procurement Review was published on the EBRD’s website in 2012<sup>3</sup>.

## 2. Corporate Procurement Expenditure in 2012

The Bank’s Corporate Procurement expenditure increased by approximately 14% from £38,235,578 in 2011 to £43,518,741 in 2012. Table 1 (overleaf) lists the categories in order of the amount paid by the Bank in 2012. A summary of the type of goods, works and services that each category contains is provided in the table below.

IT software and hardware, information services, building maintenance, refurbishment and hospitality accounted for over 50% of the Headquarters’ Corporate Procurement expenditure in 2012.

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<sup>1</sup> <http://www.ebrd.com/downloads/procurement/cppp.pdf>

<sup>2</sup> Excluding purchases made by the Resident Offices. The IT system used by Resident Offices does not issue electronic purchase orders. Section 4 of the report provides details of Resident Office corporate procurement expenditure.

<sup>3</sup> <http://www.ebrd.com/downloads/procurement/cpr11.pdf>

**Table 1: Headquarters' Expenditure in 2012 by category of goods, works and services**

Category of Goods, Works or Services	Amount Paid (£)	Percentage
IT Hardware	5,046,325	12
IT Software	4,638,689	11
Information Services	4,573,857	11
Building Maintenance	3,153,250	7
Building Refurbishment	3,055,184	7
Catering & Hospitality	2,602,028	6
IT services	2,475,023	6
Utilities	1,779,291	4
Security	1,587,903	4
Freight and Removals	1,512,029	3
Furniture and Building Equipment	1,344,042	3
Insurance	1,319,615	3
Recruitment Services	1,261,129	3
Events	1,182,841	3
Employee Benefits	1,176,436	3
Reprographics and Document Recording	976,506	2
Telecommunications	917,553	2
Auditing Services	681,074	2
Other Outsourced Services	642,479	1
Audio-visual	591,791	1
Travel Agency	511,805	1
Transport Services	454,910	1
Mail and Courier	416,271	1
Training Courses	383,375	1
Stationery	306,467	1
Financial Services	299,073	1
Safety & Hygiene	296,858	1
Translation and Interpretation	169,538	<1
Accommodation	128,151	<1
Consultancy (as part of a Corporate Procurement contract)	35,245	<1
<b>Total</b>	<b>43,518,740</b>	<b>100%</b>

**IT Hardware** includes the cost of purchasing hardware and its maintenance. The most significant contract award in 2012 was for the provision of the Bank wide replacement of desktop and laptop computers.

The **IT Software** category consists of software licences and the associated on-going maintenance costs. Software licences made-up 50% of the total category expenditure in 2012 with software maintenance and support accounting for the balance.

**Information Services** covers all forms of business and technical data purchased from vendors. The Library Information Services Governance Committee (LISGC)<sup>4</sup> meets quarterly to provide guidance to the Business Information Service (BIS) on the acquisition of published information services. The committee enables the key users of information services to engage with other Bank units to identify and prioritise spending plans. The committee makes recommendations to the Director of the Communications Department as line manager of the BIS.

**Building Maintenance** includes all forms of maintenance for the Headquarters including mechanical/electrical and fabric maintenance. A significant contract award in 2012 was for the replacement of the Headquarters' chillers (£630,989).

**Building Refurbishment** includes works required at both Headquarters and Resident Offices. The most notable works contracts completed in 2012 are the second fit-out of the Headquarters extension into 155 Bishopsgate (£806,000) and the on-going works via the framework contract awarded for £600,000.

Almost the entire **Hospitality** category (95%) is covered by the contract to provide catering services at the Bank. The contract was tendered in 2011 and a new caterer engaged as a result in December of 2011. The contract covers the cost of operating the Mozart Restaurant, the Executive Dining Room and Coffee Bar including the cost of food, beverages and necessary supplies. Expenditure in this category rose in 2012 as a result of increased consumption (increases of 10% in the Mozart Restaurant and 20% in the Coffee Bar), the catering requirements of the Annual Meeting (held at the Bank's HQ in 2012) and the impact of inflation on the cost of foodstuffs.

**IT Services** consists of significant contracts for the provision of specific technical support for the Bank's main IT infrastructure and business continuity services. The supply of Helpdesk staff was tendered using a reverse auction process in 2012, resulting in a 50% reduction in the management fee charged to the Bank for this service.

**Utilities** expenditure for 2012 was as follows: electricity for the Headquarters £ 1,609,327 and gas for Headquarters £ 131,906.

**Security** expenditure is predominantly made up of manned guarding services (over 75%) with the balance relating to CCTV and fire detection systems.

**Freight and Removals** services are provided for almost entirely (over 97%) by three competitively awarded contracts with providers of relocation and removal services.

**Furniture and Building Equipment** includes expenditure for Headquarters and Resident Offices. Headquarters furniture is purchased via framework agreements and similar frameworks were put in place in early 2012 for Resident Offices.

**Insurance** includes commercial, vehicle, medical, personal and travel insurance with over 70% of the category total paid via the Bank's contract with its competitively selected broker.

**Recruitment Services** are provided via a range of framework contracts for recruitment services for permanent and temporary staff at both the support and professional level.

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<sup>4</sup> LISGC current membership: Jonathan Charles, Director of Communications (Chair); Larry Sherwin, Head of Internal Communications; Holger Muent, Director, Operations Committee Secretariat (Banking); Allan Popoff, Director, Financial Institutions (Banking); Istvan Ipper, Deputy Director, TEECCA Front Office (Banking); Philip Lam, Senior Banker, Power and Energy (Banking); Franto Rika, Economist, Research Pillar (OCE); Andrea Leon, Director, Credit, Portfolio Review; Janet Smith, Manager, Market Data Administration (Treasury); Michel Nussbaumer, Chief Counsel, Legal Transition (OGC); Paul Byfield, Legal Information Specialist (OGC); Tom Husband, Deputy Director, CCPD; Bharvi Raghvani, Principal Manager, Budgeting; Alun Davies, Head, Business Information Services; Penny Leach, Information Specialist, Business Information Services.

The **Events** category includes the cost of venues for the Annual Meeting, training courses and team retreats.

**Employee Benefits** expenditure in 2012 includes specialised services required to operate the Retirement Plan (50%) and the preferential corporate gym membership (40%).

**Reprographics and Document Recording** include the services of design agencies, printing firms and the in-house print room facilities which are predominantly provided via competitively awarded contracts.

**Telecommunications** covers data network services, mobile and landline telecommunications. Expenditure in this category is significantly lower mainly as a result of the competitive rates achieved by the mobile telephony procurement process completed in 2011.

**Auditing Services** are provided by the Bank's external auditor, selected following a competitive procurement process.

**Other Outsourced Services** includes specialised design services and HR support services making-up 55% of the costs. The balance of the expenditure was via purchase orders or contracts with "one-off" service providers.

**Travel Agency** services are provided exclusively via a contract with a selected travel agency. .

**Transport Services** consist mainly of taxi services making up more than 75% of the total expenditure in 2012. The contract for taxi services was competitively awarded for five years in 2008 with prices per journey fixed for its duration.

**Mail and Courier** services hold 75% of the category total, the balance relates to local couriers.

**Stationery** provision was tendered in 2011. Substantial price reductions were achieved using an on-line "reverse auction" process for a rationalised list of regularly used items.

**Health and Safety** consists of medical services and protective clothing and ergonomic equipment. Approximately 60% of the expenditure was made for medical services via a competitively awarded contract..

### **3. Contracts awarded in 2012**

#### **3.1 Overall Results**

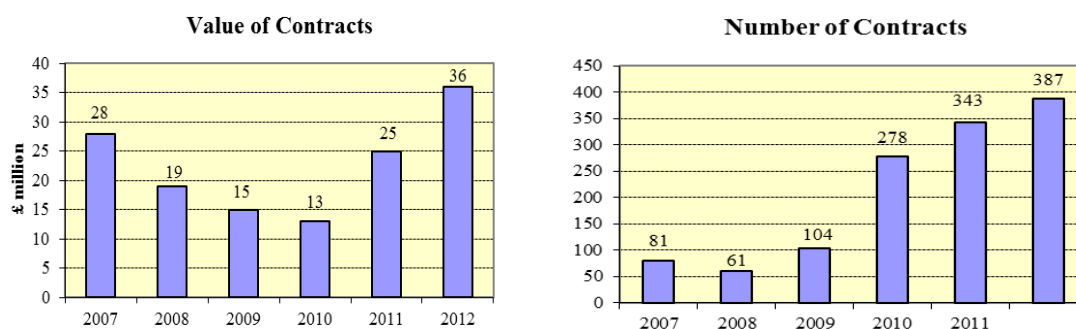
In 2012 a total of 387 contracts<sup>5</sup> and extensions were awarded through CPU which resulted in contractual commitments of £36,045,436. Compared to the previous year, the number of contracts awarded rose by 13% and the value increased by almost 45% (in 2011, CPU reported 343 corporate procurement contracts and extensions with a total value of £24,831,366).

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<sup>5</sup> "Contract" means an agreement between the Bank and a Supplier which contains details of the particular terms and conditions for provision of goods, works and services but does not necessarily constitute a financial commitment. Financial commitments are recorded through purchase orders created in the SAP system of the Bank; including those raised against contracts (each contract may have one or multiple corresponding purchase orders).



**Table 2: Overview of Corporate Procurement Contract Awards in 2007-2012**



The reasons for the increase in the number and value of contracts awarded in 2012 are the same as those for the increases reporting for 2011, namely: (i) a significant number of contracts for the Bank's on-going needs were extended or re-tendered in 2012; (ii) the Bank invested in significant works and enhancements to its IT infrastructure as part of an on-going programme; and (iii) CPU continued to work closely with the User Departments in the Bank to ensure that specific contracts, rather than Purchase Orders, are placed for the purchase of more complex and/or strategically important goods.

Within the 387 contracts awarded in 2012, there were 45 major contracts<sup>6</sup> including extensions, with an aggregate value of £27,953,692. The list of the major contracts awarded in 2012 is provided in Table 3 of the Annex. In 2011, there were 31 major contracts totalling £18,970,505<sup>7</sup>.

### 3.2 Contracts by EBRD Department

Table 3 below provides the distribution of contract awards by EBRD User Department in 2012 in comparison to 2011.

**Table 3: Contracts by EBRD Department / Vice-Presidency in 2012 and 2011**

Vice Presidency	2012			2011		
	Value, £	% of Total Value	No	Value, £	% of Total Value	No
Administrative Services - Headquarters	11,974,089.00	33%	66	8,258,177	33%	51
Information Technology	10,068,980	28%	45	7,065,864	28%	42
Human Resources	5,429,977	14%	72	1,158,381	5%	65
Communications	4,192,997	11%	71	1,717,261	7%	66
Office of the Secretary General	1,489,315	4%	20	264,565	1%	11
Administrative Services - Resident Offices	1,044,820	2%	29	826,328	3%	27
Finance	885,285	2%	25	4,962,826	20%	24
Office of the General Counsel	552,340	1%	17	293,521	1%	17
Banking	292,169	<1%	27	162,662	<1%	24
Risk Management	55,223	<1%	5	61,787	<1%	3
Operational Policies	35,920	<1%	4	34,995	<1%	11
Office of the Chief Compliance Officer	11,696	<1%	2	25,000	<1%	1
Office of the Chief Economist	11,525	<1%	3	0	0%	1
Evaluations	1,100	<1%	1	0	0%	0
<b>Total</b>	<b>36,045,436</b>	<b>100%</b>	<b>387</b>	<b>24,831,366</b>	<b>100%</b>	<b>343</b>

<sup>6</sup> Major contracts are defined as those with value of £150,000 and above

<sup>7</sup> Details of the major contracts awarded in 2011 are included in the 2011 Annual Corporate Procurement Review

In 2012 the value of contracts awarded to support the Administrative Services, Information Technology, Human Resources and Communications Departments and the Office of the Secretary General was significantly higher than in 2011.

In the case of the Administrative Services Department the increase is the result of the major contracts for fit-out works (£806,000), replacement of chillers (£630,989) and electricity for the Headquarters (£1,609,327).

The IT Department total includes the contract for business continuity management services (£1,358,750), desktop and laptop computers (£2,200,000), and helpdesk agency supply services (£2,540,000),

The Human Resources Department required contracts for the provision of temporary staff (£799,000), Group Life and Working Incapacity Insurance (£1,575,000), corporate gym membership (£712,520), International Removals, Insurance and Storage ( £700,000) recruitment advertising (£300,000), and international relocations services (£245,000).

The Communications Department total includes subscriptions to information sources over multiple years.), The significant increase in contract number and value is the result of: (i) the award of multi-year subscription agreements that benefit from preferential rates; and (ii) the transfer of certain information subscriptions from the Finance vice-presidency to the Business Information Service (within the Communications Department).

The Office of the Secretary General total includes the contract for annual meeting services (£820,000).

**3.3 Contracts by Procurement Thresholds**

The CPP stipulate that the most competitive selection process applicable to the procurement of goods, works and services required for the satisfactory operation of the Bank and its ROs is tendering, including pre-qualification, which is applied to contracts in excess of £150,000. For contracts costing £5,000 or more but less than £150,000 a minimum of three competitive offers should be requested. Corporate procurement for contracts costing £20,000 and above is done through CPU<sup>8</sup>. For contracts costing less than £5,000 direct contracting by the User Departments is permitted<sup>9</sup>.

The value and number of the 2012 contracts within the thresholds described overleaf and comparison of the number and value of contracts in 2011 are provided in Table 4 overleaf.

**Table 4: Contracts by Procurement Thresholds in 2012 and 2011**

2012			2011		
Value, £	% of Total Value	Number	Value, £	% of Total Value	Number

<sup>8</sup> Contracts estimated to cost £5,000 and above but less than £20,000 are normally awarded as a result of competition with minimum of 3 competitive offers being requested by User Departments with CPU’s approval

<sup>9</sup> See Section 6 Procurement Methods and Thresholds of the Corporate Procurement Policy <http://intranet.ebrd.com/ebdnet/depts/purunit/cppp.pdf>

£150K+	27,953,692	78%	45	18,970,505	77%	31
£50K- £150K	3,841,255	11%	45	3,191,590	13%	51
£20K- £50K	2,675,652	8%	82	1,322,875	5%	51
£5K-£20K	1,308,689	3%	123	1,158,039	4%	134
£0-£5K	266,147	1%	92	188,356	1%	76
<b>Total</b>	<b>36,045,435</b>	<b>101%</b>	<b>387</b>	<b>24,831,365</b>	<b>100%</b>	<b>343</b>

**Table 5: Contracts by procurement method in 2012 and 2011**

	2012				2011		
	Value, £	% of Total Value	Number		Value, £	% of Total Value	Number
Competitively Awarded Contracts	13,194,601	37%	146	Competitively Awarded Contracts	14,805,405	60%	111
Extensions to Competitively Awarded Contracts	8,713,939	24%	48	Extensions to Competitively Awarded Contracts	4,049,159	16%	59
Directly Awarded Contracts	6,038,144	17%	97	Directly Awarded Contracts	3,585,672	14%	120
Directly Awarded Extensions	8,098,752	22%	96	Directly Awarded Extensions	2,391,130	10%	53
<b>Total</b>	<b>36,045,436</b>	<b>100%</b>	<b>387</b>	<b>Total</b>	<b>24,831,366</b>	<b>100%</b>	<b>343</b>

**Competitively Awarded Contracts** refers to a written solicitation used as formal competitive purchasing request issued to prospective suppliers, including formal tendering with pre-qualifications.

In 2012, 8 contracts with a total cumulative value of £9,324,715 were estimated to have a value of £150K or more and awarded following a formal tendering process. Included in this number are the contracts for the fit-out of 155 Bishopsgate, phase 2 provision of Chillers, Helpdesk Agency Supply Services, Desktops and Laptops and Annual Meeting Services. Please refer to Annex 1 for further details on these contracts.

Included in the 146 contracts awarded following a competitive process were 117 contracts totalling £5,615,204.00 with a value anticipated to be greater than £5,000 but less than £150,000.

The remaining 21 contracts totalling £72,004 were below the £5,000 threshold for competitive selection, but for various reasons competitive offers were obtained prior to contract award.

**Extensions to Competitively Awarded Contracts often** provide for an extension subject to the performance of the supplier and the Bank's requirements. The competitive procurement process followed at the outset to award all such contracts assumes the maximum contract duration and value including all potential extensions.

In this category there were 18 contract extensions with a value of £150K or more. They included: Provision of Support Staff Recruitment, Provision of Training for IT Software and Bespoke Bank Applications, International Relocations Services, International Removals, Insurance and Storage, Recruitment Advertising and Related Services.

Included in the remaining 30 contract extensions there are extensions to framework contracts

with a list of suppliers used by the IT, Administrative Services Department Human Resources Departments.

**Directly Awarded Contracts and Contract Extensions** are permitted for contracts estimated to cost less than £5,000. For contracts estimated to cost more than £5,000, competitive procurement is required unless an exception to the competitive procurement is approved in accordance with the CPPP.

In 2012 Direct Contracting was used for 193 contracts and extensions with a combined value of £14,136,896. Of these contracts 64 totalling £184,749 were in the value range of contracts less than £5,000 and did not require competitive procurement.

10 of the contracts totalling £705,946 related to Treasury activities and were awarded directly in accordance with section 5.7 of the CPP which does not require the application of the rules of the CPPP to areas that fall under the authority of Treasury and Treasury Risk Management. These contracts include agreements with various ratings agencies. The remaining 119 contracts<sup>10</sup> were justified and approved in accordance with the CPPP<sup>11</sup>, which stipulate that exceptions to the competitive procurement maybe considered and approved under the following criteria:

- (a) **standardisation** of supplies or equipment is determined to be important and justified such that further competition is impractical;
- (b) the proposed contract relates to **specialised services or technical equipment**, where the User Department has made a qualitative judgment that the selected Supplier is uniquely suited to furnish the Goods or carry out the Works or Services;
- (c) the Goods, Works or Services are available under a **special discount arrangement** offering lower costs than commercially available. In such cases other commercial sources should be checked to verify that more beneficial pricing is not obtainable; and
- (d) **extreme urgency** requires expedited processing.

The Head of User Department and Director of CCPD must be satisfied that the reasons given for an exception from competitive purchasing are valid, and may also obtain an independent opinion from the CPRC in determining the validity of the direct contracting request. In all cases, decisions and approvals concerning direct contracting are documented. All exceptions to Competitive Procurement for Contracts estimated to cost £5,000 or more but less than £50,000 are submitted to the Head of the applicable User Department and the Director of CCPD for review and approval prior to award of the contract. All exceptions to Competitive Procurement for Contracts estimated to cost £50,000 or more will be submitted to the CPRC via the Director of CCPD for review prior to award of the Purchase Order or the Contract.

**Table 6: Distribution of approved exceptions to competitive procurement by value**

	2012			2011		
	Value, £	% of Total Value	Number	Value, £	% of Total Value	Number
£150K+	10,091,007	78%	17	2,427,127	46%	8

<sup>10</sup> See Table 5 in Annex

<sup>11</sup> Section 6.4 Exceptions to competitive procurement

£50K-£150K	1,321,672	10%	16		1,459,542	28%	18
£5K-£50K	1,500,282	12%	76		1,324,757	26%	84
<b>Total</b>	<b>12,912,961</b>	<b>100%</b>	<b>109</b>		<b>5,211,426</b>	<b>100%</b>	<b>110</b>

Subscription agreements and salary surveys made-up the largest part of the exceptions to competitive procurement in 2012 with 50 contracts and an overall value of £6,314,631. The next largest category is IT Software and Hardware, including the Enterprise Agreement. These two categories totalled £4,242,372 with 24 contracts.

Maintenance of the Headquarters' building required the award of 8 contracts as exceptions to competitive procurement with a value of £488,574. Examples of contracts include the contract for the Provision of Generator Maintenance Services (£152,956), Chiller Project (£21,888) and for the Provision of Cooling Tower Refurbishment (£41,376). Examples of contracts with a value in excess £150,000 included the Enterprise Agreement and Corporate Gym Membership.

The contracts within the value range of £50,000 to £150,000 included eight subscriptions agreements (all of which were extensions to previously approved exceptions to competitive procurement), the maintenance agreements for eight on-going software licences and three two on-going maintenance contracts.

#### 4. Local Purchasing in the Bank's Countries of Operations

Table 7 below lists corporate procurement expenditure, excluding office rent<sup>12</sup>, by the Bank's Resident Offices (ROs) in 2012. In 2012, the total expenditure by the ROs amounted to £3,708,540, compared to £3,827,413 in 2011. The corporate procurement expenditure by the ROs reported in this section includes the costs of office maintenance<sup>13</sup>, cleaning, service charges<sup>14</sup>, vehicles running costs, minor items of office equipment such as printers and scanners, stationery, minor repairs etc. The Heads of RO use self-managed budget to pay for this expenditure. In sourcing works, goods and services for the ROs' needs, preference is given to local suppliers.

The expenditure shown below excludes the cost of items purchased for the ROs using the centrally managed budget held by the Administrative Services and IT Departments. In 2012 CPU awarded 29 contracts for the needs of the ROs with a total value equivalent to £1,044,820 compared to 27 contracts totalling £826,328 in 2011 (see Table 3).

**Table 7: Corporate Procurement Expenditure by the Resident Offices for all Quarters of 2011**

	2012		2011	
	Expenditure £	% of Total	Expenditure £	% of Total
Moscow	471,913	13%	532,047	14%
Kiev	328,744	9%	367,557	10%
Istanbul (RO & Hub)	324,313	9%	239,387	6%

<sup>12</sup> Leases of Headquarters and ROs are excluded from the Bank's CPPP which apply to goods, works and services whereas lease is classified as neither of these and as such is outside the scope of the CPPP.

<sup>13</sup> Extent of maintenance required varies under individual leases and may include air conditioning units, UPS, central heating system, generators, fire alarms, security equipment, photocopiers, and non-mechanical items such as carpets, windows, internal and external decoration, gardens and landscaped areas, gutters and rainwater down-pipes.

<sup>14</sup> Payment of service charges is the direct responsibility of the ROs and is made locally whenever possible.

Almaty	161,900	4%	141,573	4%
Yerevan	155,601	4%	134,054	4%
Dushanbe	119,850	3%	-	-
Bishkek	115,392	3%	112,941	3%
Tbilisi	112,076	3%	100,749	3%
Sarajevo	109,625	3%	95,706	3%
Belgrade	108,049	3%	131,230	3%
Astana	107,453	3%	98,492	3%
Warsaw	102,320	3%	129,755	3%
Sofia	90,656	2%	71,770	2%
Ulaanbaatar	89,815	2%	70,111	2%
Bucharest	86,727	2%	103,435	3%
Baku	84,850	2%	72,864	2%
Tirana	81,844	2%	72,429	2%
Vladivostok	76,981	2%	74,505	2%
Yekaterinburg	76,384	2%	62,753	2%
Ashgabat	72,893	2%	70,922	2%
St Petersburg	72,679	2%	83,450	2%
Zagreb	71,408	2%	83,180	2%
Ankara	69,897	2%	9,627	<1%
Pristina	67,728	2%	66,457	2%
Skopje	66,351	2%	91,377	2%
Minsk	65,233	2%	80,837	2%
Rostov	61,252	2%	56,695	1%
Chisinau	60,415	2%	57,783	2%
Krasnoyarsk	57,928	2%	40,318	1%
Samara	53,967	1%	73,372	2%
Vilnius RO	52,993	1%	56,747	1%
Podgorica	49,506	1%	331,766	9%
Budapest	47,992	1%	56,330	1%
Bratislava	19,861	1%	39,116	1%
Tashkent	13,944	0%	18,078	1%
<b>Total</b>	<b>£3,708,540</b>	<b>100%</b>	<b>£3,827,413</b>	<b>100%</b>

In accordance with CPU's Guidelines on Corporate Procurement in Resident Offices (issued in September 2011), when purchasing Goods, Works or Services with a value of less than £5,000 (or equivalent in local currency), the Bank will normally use the terms provided by the supplier to ensure that the corporate procurement process can be concluded quickly and efficiently to avoid any operational disruptions. The Guidelines require the Resident Offices to report to CPU on all corporate procurement contracts awarded ex-post. In 2012 the ROs report signing 56 contracts with values of less than £5,000 each.

**Table 8: Corporate Procurement Contracts with a value of less than £5,000 Signed by Resident Offices in 2012**

Resident Office	Number of
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	<b>Contracts</b>
Almaty	1
Ashgabat	3
Astana	4
Baku	2
Belgrade	0
Bishkek	0
Bratislava	0
Bucharest	3
Budapest	0
Chisinau	5
Dushanbe	3
Istanbul/Ankara	10
Kiev	0
Krasnoyarsk	0
Minsk	0
Moscow	0
Podgorica	1
Pristina	1
Rostov-on-Don	7
Samara	3
Sarajevo	1
Skopje	1
Sofia	1
St Petersburg	0
Tashkent	0
Tbilisi	3
Tirana	2
Ulaanbaatar	0
Vilnius	3
Vladivostok	1
Warsaw	1
Yekaterinburg	0
Yerevan	0
Zagreb	0
<b>Total</b>	<b>56</b>

## 5. Analysis of Purchase Orders

The number and value of Purchase Orders (POs) created in the Bank's SAP System in 2012 and 2011 are presented in Table 9 below.

**Table 9: Total Value and Number of Purchase Orders in 2012 and 2011**

	2012		2011	
	Value, £	Number	Value, £	Number
HQ rent & service charges	21,249,822	18	20,985,315	14
Other POs	46,733,107	4,732	38,415,422	4,327
<b>Total</b>	<b>67,982,929</b>	<b>4,750</b>	<b>59,400,737</b>	<b>4,341</b>

The overview of the SAP POs presented in this section below excludes the rent and service charges for the Headquarters which are not subject to the CPPP.

The number and value of the purchase orders are greater than the number and value of the contracts carried out by CPU in 2012. This is because: i) purchase orders are raised against contracts awarded before 2012; ii) some purchase orders are not linked to individual contracts.

Purchase orders raised by individual departments up to a value of £20,000 do not require CPU approval as per delegated procedures permitted under the CPPP. Competitive procurement (three quotations) is required for orders with a value between £5,000 and £20,000. Below £5,000 orders may be placed without competition.

CPU continues to oversee delegated corporate procurement activity using reports run weekly to identify any instances of non-compliance. In 2012 CPU did not identify any instances of non-compliance. The reporting revealed opportunities to negotiate beneficial commercial improvements or ordering and payment efficiencies with suppliers used by multiple departments of the Bank.

Table 10 below provides a summary of the distribution of the POs by value in 2012 and 2011.

**Table 10: Distribution of Purchase Orders by Value**

	2012			2011		
	Value, £	% of Total Value	Number	Value, £	% of Total Value	Number
£150K+	24,157,403	52%	49	17,269,586	44.95%	33
£50K-£150K	7,652,249	16%	88	7,538,097	19.62%	91
£20K-£50K	5,528,195	12%	174	4,976,738	12.96%	159
£5K-£20K	5,110,357	11%	512	4,843,941	12.61%	470
£0-£5K	4,284,903	9%	3909	3,787,060	9.86%	3,574
<b>Total</b>	<b>46,733,107</b>	<b>100%</b>	<b>4732</b>	<b>38,415,422</b>	<b>100%</b>	<b>4,327</b>

The purchase orders are presented in this Report in two categories: stand-alone POs and POs linked to a contract record in the Bank's SAP system which records purchases made under the existing contracts allowing monitoring of utilisation of these contracts. Among the 4,732 POs raised in 2012<sup>15</sup> there were 2,248 stand-alone POs with total value of £3,281,689, and 2,484

<sup>15</sup> Excluding four POs under the SAP Contract Records system for the Headquarters rent and services charges totalling £20,985,315.



POs with an aggregate value of £43,451,418 linked to a contract record in the Bank's SAP system.

POs within the value range of £5 – 20,000 issued in 2011 were placed following a request for a minimum of three price quotations or approved in accordance with section 6.4 of the CPP as an exception to competitive procurement.

As shown in Table 11, in 2012 the use of contracts increased marginally in 2012. When compared to 2011, the percentage all POs linked to a contract increased from 92% to 93% of value and 49.5% to 52.5% of the total number of POs.

**Table 11: Stand Alone Purchase Orders and those under SAP Contract Records in 2012 and 2011**

	2012		2011	
	Value, £	Number	Value, £	Number
Stand Alone POs	3,281,689	2,248	3,107,764	2,187
POs under SAP Contract Records	43,451,418	2,484	35,307,658	2,140
<b>Total</b>	<b>46,733,107</b>	<b>4,732</b>	<b>38,415,422</b>	<b>4,327</b>

**Table 12: Value and Number of Purchase Orders by EBRD Department / Vice-presidency\* in 2012 and 2011**

Department / Vice Presidency	2012						2011	
	Stand-Alone POs		POs under SAP Contract Records		Total		Total	
	Value, £	No	Value, £	No	Value, £	No	Value, £	No
Finance	456,810	115	2,603,499	73	3,060,309	188	3,201,365	254
Risk and Resources	1,983,593	746	33,739,394	1,520	35,722,988	2,266	29,796,132	1,914
Banking Department	262,955	439	765,035	328	1,027,990	767	833,911	802
Office of the Chief Economist	17,523	23	188,890	25	206,413	48	248,037	58
Office of the General Counsel	17,163	42	644,472	80	661,635	122	513,292	91
Office of the Secretary General	233,619	488	1,018,710	83	1,252,329	571	832,159	515
Communications	224,415	262	3,675,502	215	3,899,917	477	2,520,040	369
Operational Policies	50,014	72	649,295	90	699,309	162	255,429.21	155
Board of Directors	8,377	25	76,767	33	85,144	58	94,368	109
Office of the Chief Compliance Officer	6,209	11	37,572	11	43,781	22	47,908	19
Evaluation Department	17,391	9	36,044	9	53,435	18	9,565	10
President's Office	3,452	13	10,796	4	14,248	17	60,089	20
Internal Audit	67	2	1,573	1	1,640	3	660	2
Staff Council	101	1	3,868	12	3,969	13	2,467	9
<b>Total</b>	<b>3,281,689</b>	<b>2,248</b>	<b>43,451,418</b>	<b>2,484</b>	<b>46,733,107</b>	<b>4,732</b>	<b>38,415,422</b>	<b>4,327</b>

\*Excludes Headquarters rent and service charges

The distribution of the POs by value and by the EBRD Department for stand-alone POs and those linked to a contract record in the Bank's SAP system in 2012 is presented in Tables 12 (above) & Annex Table 1.

## **6. Corporate Procurement Review Committee**

During 2012, 39 submissions were received by the CPRC as listed in Table 15 overleaf. The submissions reviewed by the CPRC included:

- 13 Requests were made for approval of Project Plans prior to commencement of the procurement processes.
- 18 Requests were made for exemption to competitive procurement, in compliance with the Exceptions to Competitive Procurement (CPP, Section 6.4).
- 8 Requests were made for approval to award a contract as a result of a procurement process.

The discrepancy between number of major contract approvals reviewed by CPRC and major contract awards listed in Table 1 of the Annex are due to the time lag from approval to contract award including procurement process, negotiations and award.

Table 1: Distribution of Purchase Orders linked to a contract record in the Bank's SAP system by EBRD Department / Vice-Presidency by Value Range in 2012

	£0-£5k		£5k-£20k		£20k-£50k		£50k-£150k		£150k+		Total	
	Value, £	No	Value, £	No	Value, £	No	Value, £	No	Value, £	No	Value, £	No
<b>Banking</b>	221,762	283	369,389	39	173,884	6	0	0	0	0	<b>765,035</b>	<b>328</b>
<b>Board of Directors</b>	38,210	29	38,557	4	0	0	0	0	0	0	<b>76,767</b>	<b>33</b>
<b>Communications</b>	189,346	127	467,594	49	728,866	21	1,405,975	15	883,721	3	<b>3,675,502</b>	<b>215</b>
<b>Evaluation Department</b>	9,693	7	5,993	1	20,358	1	0	0	0	0	<b>36,044</b>	<b>9</b>
<b>Finance</b>	35,403	30	229,258	23	155,872	4	1,209,215	14	973,751	2	<b>2,603,499</b>	<b>73</b>
<b>Internal Audit</b>	1,573	1	0	0	0	0	0	0	0	0	<b>1,573</b>	<b>1</b>
<b>Office of the Chief Compliance Officer</b>	7,728	7	29,844	4	0	0	0	0	0	0	<b>37,572</b>	<b>11</b>
<b>Office of the Chief Economist</b>	27,183	16	35,607	4	126,100	5	0	0	0	0	<b>188,890</b>	<b>25</b>
<b>Office of the General Counsel</b>	87,286	61	109,636	11	95,729	4	201,821	3	150,000	1	<b>644,472</b>	<b>80</b>
<b>Office of the Secretary General</b>	90,308	47	231,649	24	192,426	7	233,656	4	270,672	1	<b>1,018,711</b>	<b>83</b>
<b>Operational Policies</b>	101,762	69	137,084	13	182,971	6	227,478	2	0	0	<b>649,295</b>	<b>90</b>
<b>President's Office</b>	4,563	3	6,233	1	0	0	0	0	0	0	<b>10,796</b>	<b>4</b>
<b>Risk and Resources</b>	1,680,696	1,040	2,997,861	292	3,306,169	103	3,875,409	43	21,879,259	42	<b>33,739,394</b>	<b>1,520</b>
<b>Staff Council</b>	3,868	12	0	0	0	0	0	0	0	0	<b>3,868</b>	<b>12</b>
<b>Total</b>	2,499,380	1,732	4,658,705	465	4,982,376	157	7,153,554	81	24,157,403	49	<b>43,451,417</b>	<b>2,484</b>

Table 2: Distribution of Stand-Alone Purchase Orders by EBRD Department / Vice-Presidency by Value Range in 2012

	£0-£5k		£5k-£20k		£20k-£50k		£50k-£150k		£150k+		Total	
	Value, £	No	Value, £	No	Value, £	No	Value, £	No	Value, £	No	Value, £	No
<b>Banking</b>	218,868	434	44,087	5	0	0	0	0	0	0	<b>262,955</b>	<b>439</b>
<b>Board of Directors</b>	8,377	25	0	0	0	0	0	0	0	0	<b>8,377</b>	<b>25</b>
<b>Communications</b>	224,415	262	0	0	0	0	0	0	0	0	<b>224,415</b>	<b>262</b>
<b>Evaluation Department</b>	17,391	9	0	0	0	0	0	0	0	0	<b>17,391</b>	<b>9</b>
<b>Finance</b>	125,664	104	30,280	5	92,908	3	207,958	3	0	0	<b>456,810</b>	<b>115</b>
<b>Internal Audit</b>	67	2	0	0	0	0	0	0	0	0	<b>67</b>	<b>2</b>
<b>Office of the Chief Compliance Officer</b>	6,209	11	0	0	0	0	0	0	0	0	<b>6,209</b>	<b>11</b>
<b>Office of the Chief Economist</b>	17,523	23	0	0	0	0	0	0	0	0	<b>17,523</b>	<b>23</b>
<b>Office of the General Counsel</b>	17,163	42	0	0	0	0	0	0	0	0	<b>17,163</b>	<b>42</b>
<b>Office of the Secretary General</b>	213,658	486	19,960	2	0	0	0	0	0	0	<b>233,618</b>	<b>488</b>
<b>Operational Policies</b>	50,014	72	0	0	0	0	0	0	0	0	<b>50,014</b>	<b>72</b>
<b>President's Office</b>	3,452	13	0	0	0	0	0	0	0	0	<b>3,452</b>	<b>13</b>
<b>Risk and Resources</b>	882,620	693	357,325	35	452,912	14	290,737	4	0	0	<b>1,983,594</b>	<b>746</b>
<b>Staff Council</b>	101	1	0	0	0	0	0	0	0	0	<b>101</b>	<b>1</b>
<b>Total</b>	<b>1,785,522</b>	<b>2,177</b>	<b>451,652</b>	<b>47</b>	<b>545,820</b>	<b>17</b>	<b>498,695</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>3,281,689</b>	<b>2,248</b>

Table 3 - Major Contracts in 2012 with a value Greater than £150,000

Department / Vice- Presidency	Contract Title	Contract Type	Procurement Method	Value, £
Admin	Building & Engineering Maintenance Services	Extension	Competitive	2,747,609.00
Admin	Electricity for HQ	Contract	Competitive	1,609,326.90
Admin	Provision of Manned Guarding and Reception Services	Extension	Competitive	1,026,743.00
Admin	155 Bishopsgate Fit-Out - Phase 2	Contract	Competitive	806,000.00
Admin	Procurement of Main Temporary Chillers	Contract	Competitive	630,989.02
Admin	Works Framework Contract for Small Works in HQ	Extension	Direct	600,000.00
Admin	Travel Agency	Extension	Competitive	567,505.00
Admin	Cleaning Services Additional Services	Extension	Competitive	355,057.97
Admin	Travel and Associated Services.	Extension	Competitive	320,516.00
Admin	Photocopying Facilities Management Variation Order	Extension	Competitive	502,774.56
Admin	Framework for HQ	Extension	Direct	300,000.00
Admin	Printed Stationery	Extension	Direct	203,000.00
Admin	Provision of Printed Stationary	Extension	Direct	203,000.00
Admin	Printed Stationery	Extension	Direct	195,500.00
Admin	Catering Services	Extension	Competitive	179,637.00
Admin	Provision of Generator Maintenance Services	Extension	Direct	152,956.70
Admin/RO	Furniture for Resident Offices	Contract	Competitive	200,000.00
BIS	Business Information Services	Contract	Direct	1,242,000.00
BIS	Business Information Services	Contract	Direct	538,488.00
BIS	Business Information Services 2013-2015	Extension	Direct	427,580.00
BIS	Business Information Services	Extension	Direct	275,720.00
BIS	Business Information Services	Extension	Direct	205,946.00
HR	Group Life and Working Incapacity Insurance	Extension	Direct	1,575,000.00
HR	Corporate Gym Membership	Contract	Direct	712,519.98
HR	International Removals, Insurance and Storage	Extension	Competitive	350,000.00
HR	International Removals, Insurance and Storage	Extension	Competitive	350,000.00
HR	Recruitment Advertising and Related Services	Extension	Competitive	300,000.00
HR	Provision of Sec & Support Staff Recruitment	Extension	Competitive	250,000.00
HR	International Relocations Services	Extension	Competitive	245,500.00
HR	Provision of Support Staff Recruitment	Extension	Competitive	183,000.00
HR	Provision of Support Staff Recruitment	Extension	Competitive	183,000.00
HR	Provision of Support Staff Recruitment	Extension	Competitive	183,000.00
IT	Helpdesk Agency Supply Services	Contract	Competitive	2,540,000.00
IT	Desktops & Other IT Equipment	Contract	Competitive	2,200,000.00

## Annex – Tables of Statistics

IT	Enterprise Program Signature Form & affiliate registration form	Contract	Direct	1,389,267.12
IT	Business Continuity Management Services	Extension	Direct	1,358,780.00
IT	IT Services	Contract	Direct	447,250.00
IT	IT Services	Extension	Direct	264,000.00
IT	Flexible Benefits terms of reference	Extension	Competitive	229,600.00
IT	Provision of Training for IT Software and & Bespoke Bank Applications	Extension	Competitive	200,000.00
IT	IT Licences	Extension	Direct	197,570.00
IT	Additional SAP Licences	Extension	Competitive	185,562.00
OSG	OSG Annual Meeting Services	Contract	Competitive	820,000.00
OSG	Venue for CIF Partnership Forum	Contract	Competitive	
Treasury	Web Based Information Service	Extension	Direct	

**Table 4: Projects reviewed and approved by the Corporate Procurement Review Committee in 2012**

	<b>Project</b>	<b>Approval for</b>
02/02	Working Incapacity Insurances and Dependants' Life Insurance.	Exemption to competitive procurement
02/02	Anti-Shatter Film for EBRD Head Quarters	Award of contract
23/02	Fit Out of 155 Bishopsgate, Phase 2	Request to award contract
23/02	Generator Maintenance Contract	Exemption to competitive procurement
08/03	Hotel Accommodation for EBRD Staff and Support Personal for Annual Meeting 2013, Istanbul	Award of contract
08/03	BIS Subscriptions	Exemption to competitive procurement
23/03	Conference Management Services to EBRD Annual Meetings	Approval of project plan
23/03	Annual Procurement Plan 2012	Approval of project plan
29/03	Provision of Outsourced Support Staff Recruitment Services	Exemption to competitive procurement
29/03	Provision of a Flexible Benefits System	Approval of project plan
26/04	Chiller Replacement Project	Award of contract
24/05	Staff Salary Surveys	Exemption to competitive procurement
14/06	IT Helpdesk Resourcing	Award of contract
14/06	Life & Incapacity Insurance & Dependants' Insurance	Exemption to competitive procurement
21/06	e-Resourcing	Exemption to competitive procurement
21/06	Broadcasting Network Services	Exemption to competitive procurement
19/07	Reference Checking Services	Approval of project plan
26/07	Annual Meeting \Conference Services	Approval of project plan
26/07	Provision of Printed Stationery	Approval of project plan
16/08	Chiller Replacement Project	Award of contract
30/08	Provision of MPLS Wider Area Network Solution	Approval of project plan
20/09	Purchase of Additional Business Information Service Licenses	Exemption to competitive procurement
20/09	Provision of Relocation Managed Services	Exemption to competitive procurement
20/09	Maintenance of Moscow Resident Office	Approval of project plan
20/09	Sustainable Energy Financing Facility (SEFF)	Exemption to competitive procurement
27/09	Purchase of additional SAP Licenses	Exemption to competitive procurement
18/10	BIS Subscription Renewals	Exemption to competitive procurement
25/10	Fit-Out Works Istanbul	Exemption to competitive procurement
25/10	Provision of Learning Management System (LMS)	Exemption to competitive procurement

**Table 4: Projects reviewed and approved by the Corporate Procurement Review Committee in 2012**

<b>Project</b>		<b>Approval Granted for</b>
01/11	Supply of Printed Stationery	Award of contract
01/11	Site Cleaning Services	Approval of project plan
01/11	Building Services	Exemption to competitive procurement
01/11	IT Support Service	Approval of project plan
22/11	SEMED Resident Office Fit Outs	Approval of project plan
06/12	Provision of Outsourced Support Staff Recruitment Services	Award of contract
06/12	BAS/MIS	Exemption to competitive procurement
13/12	Provision of Electricity and Gas Supplies for HQ	Approval of project plan
13/12	Provision of Insurance Services	Exemption to competitive procurement
20/12	Cloud-Based Collaboration	Approval of project plan



Table 5 - List of Exceptions to Competitive Procurement approved in 2012

Type of Goods, Works or Service	Contract / Extension	Value	Approved in Accordance with Section 6.4 of the CPP
Group Life and Working Incapacity Insurance	Extension	1,575,000.00	6.4 (a)
Enterprise Signature Form & affiliate registration form	Contract	1,389,267.12	6.4 (b)
IT Service Agreement	Extension	1,358,780.00	6.4 (b)
Business Information Services	Contract	1,242,000.00	6.4 (b)
Corporate Gym Membership	Contract	712,519.98	6.4 (a)
Framework Contract for Small Works in HQ	Extension	600,000.00	6.4 (c)
Business Information Subscription	Contract	538,488.00	6.4 (b)
IT Service	Contract	447,250.00	6.4(a)
Business Information Services	Extension	427,580.00	6.4(b)
Small Works Framework for HQ - Variation No1	Extension	300,000.00	6.4(b)
Business Information Services	Extension	275,720.00	6.4 (b)
IT Extension	Extension	264,000.00	6.4 (b)
Business Information Reports	Extension	205,946.00	6.4 (b)
Printed Stationery Variation Order 4	Extension	203,000.00	6.4 (a)
Provision of Printed Stationery	Extension	203,000.00	6.4 (b)
Water Treatment Services Amendment No.5	Extension	200,000.00	6.4(a)
Printed Stationery Variation Order 3	Extension	195,500.00	6.4 (d)
Provision of Generator Maintenance Services - Variation 3	Extension	152,956.70	6.4(a) & (b)
Provision of Waste Management Services - Variation 3	Extension	150,000.00	6.4 (b)
Business Information Services 2013 - 2015	Contract	149,270.00	6.4(b)
Web-Based Platform	Extension	140,000.00	6.4(b)
Provision of IT Services	Extension	116,686.59	6.4 (b)
Business Information Services	Extension	109,250.00	6.4 (b)
Business Information Licences	Extension	90,000.00	6.4 (c)
IT Licensing & Service Agreement	Contract	88,875.14	6.4 (b)
Business Information Services Upgrade 2013	Contract	87,816.00	6.4(b)
Network Connections Services	Contract	79,400.00	6.4 (b)
Telephone Maintenance	Extension	78,842.68	6.4 (b)
IT Licences	Extension	78,455.00	6.4 (b)
Business Information Services -Renewal 2012/13	Extension	62,500.00	6.4 (b)
Corporate Gym Membership	Contract	62,035.00	6.4 (b)
Business Information Services Renewal 2012/13	Extension	61,000.00	6.4 (b)
IT Services Variation Order 3	Extension	60,000.00	6.4 (b)
Provision of Hosting, Administration, & Maintenance of Learning Management Platform	Contract	52,320.00	6.4 b)
Business Information Subscription	Extension	48,447.20	6.4(b)
Business Information Subscription	Extension	47,967.48	6.4 (b)
Provision of Maintenance of uninterrupted Power Supply. Variation 3	Extension	47,623.60	6.4 (b)

**Annex – Tables of Statistics**

<b>Type of Goods, Works or Service</b>	<b>Contract / Extension</b>	<b>Value</b>	<b>Approved in Accordance with Section 6.4 of the CPP</b>
Business Information Services	Contract	45,000.00	6.4 (b)
Business Information Services 2012 - 2013	Contract	42,510.00	6.4(b)
Business Information Services	Extension	42,350.00	6.4 (b)
Provision of Filming and Editing Services	Contract	42,016.80	6.4(b)
Provision of cooling tower Refurbishment	Contract	41,376.00	6.4 (a) & (b)
Gym Membership	Contract	41,375.00	6.4 (b)
Field Safety First Aid	Contract	40,000.00	6.4 (b)
Provision of e-recruitment system	Contract	39,160.80	6.4 (b)
IT Maintenance and Support	Extension	32,760.00	6.4 (b)
Business Information Services	Contract	30,347.00	6.4 (b)
Provision of Off-site Storage of Vital Records	Extension	30,000.00	6.4 (a)
Language Training Contract	Contract	29,225.00	6.4 (b)
Business Information Services	Extension	29,040.00	6.4 (b)
Business Information Services	Contract	28,846.00	6.4 (b)
Business Information Services	Extension	26,693.00	6.4 (b)
Business Information Services 2012/13	Extension	25,198.50	6.4 (b)
Training Services	Contract	25,000.00	6.4 (b)
Provision of Telephone Services	Contract	25,000.00	6.4 (b)
Business Information Service	Contract	25,000.00	6.4 (b)
Business Information Service	Extension	24,062.50	6.4(b)
Business Information Subscription	Extension	23,600.00	6.4 (b)
Business Information Service	Extension	23,000.00	6.4(b)
Chiller Project	Contract	21,888.00	6.4 (a) & (b)
Business Information Service	Extension	20,416.67	6.4 (b)
Supply & Hire of AV Equipment	Contract	20,000.00	6.4 (b)
Software Licences	Extension	19,800.00	6.4 (b)
Generator Maintenance Variation 4	Extension	19,773.70	6.4 (a)
Business Information Services	Extension	19,757.00	6.4 (b)
Provision of Internet Data	Extension	19,200.00	6.4 (b)
Business Information Subscription	Extension	18,300.00	6.4 (b)
Automatic Reconciliation Service for Collateral Management	Contract	16,667.00	6.4 (b)
Business Information Services	Extension	16,571.25	6.4(b)
Business Information Subscription	Contract	16,000.00	6.4(a)
Additional Furniture for RO	Contract	15,705.03	6.4 (a)
IT Software Licence	Contract	15,228.32	6.4 (a)
Business Information Services	Extension	14,950.00	6.4 (b)
Business Information Services	Extension	14,895.00	6.4(b)
IT Maintenance Services	Extension	14,473.31	6.4 (b)
Anti-Virus Software	Contract	14,000.00	6.4(c)
Provision of Telecoms Equipment Maintenance	Extension	13,895.00	6.4 (b)
IT Service	Contract	12,579.00	6.4 (b)
Works Contract for Refurbishment of Board Room	Contract	12,523.00	6.4(b)

**Annex – Tables of Statistics**

<b>Type of Goods, Works or Service</b>	<b>Contract / Extension</b>	<b>Value</b>	<b>Approved in Accordance with Section 6.4 of the CPP</b>
IT Services	Extension	12,480.00	6.4 (b)
IT Services	Contract	12,413.39	6.4(a)
Business Information Service	Extension	11,995.00	6.4 (b)
Maintenance of Uninterrupted power supply	Extension	11,315.00	6.4 (b)
Business Information Subscription	Extension	11,055.89	6.4 (b)
Business Information Newsletter	Contract	10,756.10	6.4 (b)
Business Information Subscription	Extension	10,063.00	6.4 (b)
Business Information Subscription	Contract	10,000.00	6.4 (b)
Business Information Service	Contract	10,000.00	6.4 (b)
Business Information Service	Contract	10,000.00	6.4(b)
IT Software Support	Extension	8,190.00	6.4(b)
Sponsorship Agreement	Contract	7,937.00	6.4(b)
Sponsorship Agreement	Contract	7,937.00	6.4(b)
IT Software License	Contract	7,700.00	6.4 (b)
Contractor Management Extension 3	Extension	7,547.00	6.4 (a) & (d)
Business Information Subscription	Contract	7,547.00	6.4 (b)
Business Information Subscription	Contract	7,195.12	6.4(c)
Business Information Subscription Amendments	Extension	7,058.75	6.4 (b)
Business Information Subscription	Extension	7,000.00	6.4 (b)
Business Information Subscription	Contract	6,650.00	6.4 (b)
IT Software License and Services	Contract	6,300.00	6.4 (b)
Online Training H & S	Extension	6,000.00	6.4 (b)
Training Course	Contract	6,000.00	6.4 (b)
IT Software License and Services	Extension	5,880.00	6.4(b)
Business Information Subscription Renewal	Extension	5,400.00	6.4(b)
Business Information Subscription	Extension	5,232.00	6.4 (b)
Works Contract for HQ Variation No. 3	Extension	5,222.00	6.4(d)
Business Information Subscription	Extension	5,212.50	6.4(b)
Business Information Services	Extension	5,210.00	6.4(b)
Business Information Subscription	Extension	5,016.00	6.4 (b)