



Tendering Opening Procedure

The following outlines the contract tendering procedure to be followed by Authority staff for the receipt and opening of tenders. The tendering process should be in accordance with the Authority's Contract Procedural Rules which states that contracts with an estimated value over £20K must be submitted under a formal tendering process unless by an approved exception.

This procedure is intended to be used in conjunction with the Contract Procedural Rules, particularly for Corporate Services Staff when dealing with receipt and opening of tenders.

1. Invitation to Tender

On each occasion that contracts are put out to tender, the officer responsible for preparing the tender documents should complete a Record of Receipt form which should be passed to the Corporate Services Manager. The form shall be held by the Financial Support Officer or other relevant member of staff in Corporate Services and will show:

- a) Title of the Tender
- b) Closing Date
- c) Number of Tenders invited
- d) Space to record the details of the receipt of tenders as they arrive

2. Receipt of Tenders

2.1 Tenders will be delivered in envelopes bearing the word 'TENDER,' in line with Contract Procedural Rules and should not be opened. Immediately upon receipt of a tender, the person receiving the tender envelope should record the following details on the envelope; date (stamp); time of receipt; signature/initials of recipient and the sequential number referred to in para 2.3 below.

2.2 If requested, persons delivering tender envelopes shall be given by way of a receipt, a compliment slip showing the date and time of delivery and the sequential number allocated and signed by the person receiving the tender. Tenders must be received anonymously and the tenderer's name should not therefore be requested or recorded.

2.3 Details of the receipt of each tender should be recorded on the appropriate Record of Receipt form, held by Corporate Services and the envelope

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allocated and marked with a sequential number, commencing "1" with each separate contract. Tenders for different contracts should be recorded on separate forms.

- 2.4 The envelope should be placed unopened in the office safe (large items in the safe on the 7th floor) by a member of Corporate Services immediately upon completion of items 2.1 to 2.3 above.

3. Opening of Tenders

- 3.1 Tenders must be opened in line with the Authority's Contract Procedural Rules as follows:

i) **Where the estimated cost is in excess of £20,000 but not greater than £100,000.**

Tenders shall be addressed to the Chief Executive. Tender envelopes should be opened all at the same time by the Chief Executive and in the presence of the Clerk.

ii) **Where the estimated cost is in excess of £100,000**

Tenders shall be addressed to the Clerk to the Authority. Tender envelopes shall be opened all at the same time in the presence of the Chairman of the Authority, the Chief Executive, the Clerk to the Authority and the Treasurer to the Authority (or their nominees).

- 3.2 Prior to the tender opening, a Tender Opening Form should be completed which shall show the following:

- a) Title of Tender
- b) Tender Opening Reference Number
- c) Closure Date
- d) No. tenders invited
- e) No. tenders received
- f) Opening Date and Time
- g) Space to record details of each tender opened
- h) Space for signatures of those present

- 3.3 The following shall be provided at the opening; tender envelopes which should be presented unopened for inspection; a receipt stamp; a Tender Opening Form completed as 3.2 above.

- 3.4 Each tender envelope shall be opened (preferably in sequential order) and its contents removed. The page showing the total bid of the tender shall be stamped with the receipt stamp and signed by the Chairman (or Chief

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Executive where appropriate). Any covering letter should also be stamped and signed. The envelope should remain with all documentation.

- 3.5 The Tender Opening Form should be completed noting the sequential number, name of the tenderer and the total bid of the tender, excluding VAT. Where a range of rates are quoted, each should be recorded.
- 3.6 Upon completion of the tender opening, the Chairman / Chief Executive shall sign the Tender Opening Form on the next line immediately beneath the last entry and score through all lines below. The form shall then be signed by all those present in the space provided.
- 3.7 All documentation and a copy of the Tender Opening Form should then be passed to the officer in charge of the contract.
- 3.8 The original Tender Opening Form shall then be referenced, filed and held by the Clerk until at least the minimum statutory period for holding such records.

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RECORD FOR THE OPENING OF TENDERS

DETAILS:		
TITLE OF TENDER		
CLOSING DATE EST. VALUE OF CONTRACT £		
No. TENDERS INVITED No. RECEIVED		
OPENING:		
DATE OF OPENING: TIME:		
SIGNATURE OF CHAIRMAN		
SIGNATURES OF OFFICERS PRESENT:		
SEQUENTIAL REF. No	NAME OF TENDERER	AMOUNT £ (EX VAT)

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RECORD FOR THE RECEIPT OF TENDERS

TITLE OF TENDER.....

CLOSING DATE **No. TENDERS INVITED**

CONTACT OFFICER..... **EST. VALUE OF CONTRACT £**

SEQUENTIAL REF. No	DETAILS OF RECEIPT			NOTES
	DATE	TIME	RECEIVED BY: (INIT.)	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

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