

Tender opening Procedures and Documents	
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TENDER OPENING PROCEDURES AND DOCUMENTS

1. TENDER RECEIPT AND OPENING PROCEDURE

- 1.1 All tenders should be kept in the same place, in a suitable lockable cupboard or drawer.
- 1.2 Contractors must be informed that their tenders will only be considered if they are:
- (a) sent in a plain envelope or parcel with a label on which is printed the word 'Tender' followed by the subject of the contract; and
 - (b) contained in a sealed envelope or parcel which does not show the identity of the tenderer in any way; and
 - (c) delivered to the place and by the time stated in the tender invitation.
- 1.3 The invitation to tender that you include in your tender documentation must contain a statement as to these requirements in the above format.
- 1.4 You must clearly state in the invitation to tender the details of the place and time at which tenders are to be received.
- 1.5 Tenders which do not meet the above requirements (please refer to section 1.2) may only be considered if the other tenders have not yet been opened and:
- (a) Failure to comply is the Council's fault; or
 - (b) A tender is late, and it is clear without any contact with the contractor that the tender was sent in such a way that in the normal course of events it would have arrived on time.
- 1.6 If the other tenders have already been opened, then a tender which does not comply with the requirements is invalid
- 1.7 If other tenders have not been opened, then a tender which does not comply with the requirements may be opened and considered if:
- failure to comply is the Council's fault e.g. the wording in the invitation to tender was unclear as to the time or place for submission; or
 - it was late but would have been expected to arrive on time e.g. it was sent by first class post but took 3 days to arrive.

2. Contract Officer – Responsibilities (the person managing the procurement process)

- 2.1 The Contract Officer (Town Clerk) receiving the tenders should not be an Opening Officer.
- 2.2 It is the responsibility of the Town Clerk to arrange a date / time / venue for the opening of tenders.
- 2.3 The Town Clerk must ensure that anyone likely to receive tender documents knows:
 - not to open the envelopes, and
 - to inform the Town Clerk as soon as the tender envelope is received.
- 2.5 As tenders are received at the appointed place, the Town Clerk must record (either by ink stamp or handwritten) the date and time of receipt and initial this on the original envelope.
- 2.6 All tender envelopes must remain sealed and securely stored pending the formal opening exercise.
- 2.6 At the appointed time and venue, the Town Clerk will make available all tender envelopes that have been received (before or after the deadline) and any that may have been received damaged.
- 2.7 The Town Clerk must leave the room or immediate vicinity during the opening exercise.
- 2.8 Once all tenders have been opened, duly recorded by the Tender Opening Officer and Councillor and the exercise completed, the Town Clerk will take back all the tender documentation for safe keeping or for returning to bidders with a covering letter explaining in those cases where tenders were invalid or non accepted.

3. Tender Opening – Responsibilities

- 3.1 The Tender Opening Officer and nominated Councillor must attend at the appointed date/time/venue for the tender opening exercise.
- 3.2 The Tender Opening Officer and of the nominated Councillor must jointly conduct the recording exercise; no other person(s) should be in the room or close vicinity.
- 3.3 One tender opening record should be completed fully and signed by BOTH Tender Opening Officer and of the nominated Councillor.
- 3.4 When the tenders are ready to be opened, the Tender Opening Officer completes the Tender Opening Record and the nominated stamps the tender documents.
- 3.5 The nominated Councillor stamping the documents reads out the price quoted on the form of tender and the Officer writes this information on the Tender Opening Record.
- 3.6 The Tender Opening Officer filling in the Tender Opening Record must complete details of the price and, if required confirmation that bills of quantities and method statement has been received.
- 3.7 The nominated Councillor stamping the documents must stamp the signature page of the form of tender and the summary page of any bills. Both Tender Opening Officer and the nominated Councillor must sign the form of tender and the summary page of any bills. Any duplicate documents should be stamped in the same way.
- 3.8 There is a separate section on the Tender Opening Record to record tenders received after the deadline. The form of tender and (if applicable) the stamped summary page of the bills should then be signed, witnessed and dated by both.

- 3.9 When all the tenders for a project have been opened and details recorded, both the officer and the nominated Councillor must complete the declaration and sign the completed form.
- 3.10 A copy of the completed form must be handed to the Town Clerk together with the tender documents. The original form must be kept in contract register.
- 3.11 All forms are stored for audit purposes.
- 3.12 The information supplied by bidders is commercially confidential and no details (NOT EVEN THE NAMES OF BIDDERS) must be communicated to any other party outside the contracts review group.

Tender Return Form

Name of Contract:	
Tender Reference:	
Contract Officer:	
Tender Opening Officer:	
Councillor:	
Estimated Total Value:	
Period:	
Deadline for receipt of tenders:	
Opening:	
Venue for opening:	
No: of tenders received before the deadline:	
No: of tenders received after the deadline:	

(The above detail is completed by the Town Clerk)

Tender Opening Record

(The following information is recorded by the Tender Opening Officer)

a) List the bidders name and address of VALID tenders

Name & Address	Date Received	Time Received	Bid Price	Any Qualifications

b) List the bidders name and address of tenders received before the deadline **BUT DEEMED TO BE INVALID.**

Name & Address	Date Received	Time Received	Specify Reason

Declaration by Tender Opening Officers

- We are not involved in the Contract Letting process of this particular contract, other than opening and recording of tender details.

Any subsequent interests are recorded below: as a consequence of opening the Tenders.
Name: Declared Interest:

Name:
Declaration of Interest:
.....
.....
.....

- We are aware that a breach of this procedure will be regarded as a serious dereliction of duty and could result in disciplinary action and possible dismissal.

NAME: (Print) **NAME: (Print)**
SIGNATURE: **SIGNATURE:**
DATE: **DATE:**

Opened tender passed to: **Date/Time:**