

APPENDIX 2

[the words recommended for deletion are shown struck through and the words recommended for addition or insertion are shown in italics and underlined]

PART G.3 of the Constitution – CONTRACT PROCEDURE RULES (CONTRACT STANDING ORDERS) – this extract starts at page 9 of the version last updated in June 2005

9. RECEIPT AND OPENING OF TENDERS

9.01. 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.

9.02. Tenders which do not meet the requirements of Contract Standing Order 9.01 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.

9.03. Tenders must be kept safe until the time for their opening by an officer given this duty by the Director responsible for the tendering process.

- ~~a) Director for contracts with an estimated value of £150,000 (one hundred and fifty thousand) or less, and~~
- ~~b) Head of Legal Services for all other contracts.~~

Records of the time and date of receipt of all unopened tenders must be kept by that Officer.

9.04 Tenders for a particular contract must be opened at the same time in the presence of two officers who ~~have not been~~ are employed in teams not involved in the tendering process. ~~and who~~ These officers are responsible for properly recording ~~receipt~~ the price, duration of works and all other relevant details of each opened tender.

- 9.05 The Head of Procurement must approve the training and seniority of all officers employed to open tenders and also the arrangements in each Directorate for ensuring the independence of such officers from the teams involved in the tendering process.
- 9.06 Tenders may be received electronically with the prior approval of, and in accordance with, a procedure specified by the Head of Procurement.