

1. TENDER RECEIPT AND OPENING PROCEDURE DRAFT

- 1.1 The Director must designate a Contract Officer who will be responsible for keeping tenders safe (usually the business unit lead contract officer). The Director must also select two Tender Opening Officers from the Authorised Officer list to conduct the tender opening exercise.
- 1.2 All tenders should be kept in the same place, in a suitable lockable cupboard or drawer. The Contract Officer must obtain the approval of the Director as to the place where the tenders are to be kept.
- 1.3 Officers considering electronic tendering must seek prior advice and approval from the Head of Procurement.
- 1.4 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.
- 1.5 The invitation to tender that you include in your tender documentation must contain a statement as to these requirements in the above format.
- 1.6 You must clearly state in the invitation to tender the details of the place and time at which tenders are to be received.
- 1.7 When compiling the tender pack, you must include a green sticker with the correct delivery address and the words TENDER DOCUMENTS DO NOT OPEN.
- 1.8 The address should be:
 - The Director of [appropriate service], at the physical and postal address of the person who has been allocated the duty of keeping the tenders safe until opening.
- 1.9 Tenders which do not meet the above requirements (*please refer to section 1.4*) 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.
- 1.10 If the other tenders have already been opened, then a tender which does not comply with the requirements is invalid (*please refer to section 1.4*).
- 1.11 If other tenders have not been opened, then a tender which does not comply with the requirements (*please refer to section 1.4*) 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.
- 1.12 Where you are in any doubt as to what to do with a late tender you should contact the Corporate Procurement Unit for advice.

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

- 2.1 The person nominated to receive the tenders should not be an Opening Officer.
- 2.2 It is the responsibility of the Contract Officer to arrange a date / time / venue for the opening of tenders.
- 2.3 The Contract Officer **must** ensure that any post room or reception area at which tender documents are likely to be received knows:
- not to open the envelopes, and
 - to call the Contract Officer to advise of receipt as soon as the envelope is received.
- 2.4 There is a standard Tender Return Form within the procurement code of practice which the Contract Officer completes (*please refer to the procurement manual on Harinet, to access template click on link below: http://harinet.haringey.gov.uk/appendix_b_procurement_code_of_practice_final.pdf*). The Contract Officer should include details of the project and list the names of the Tender Opening Officers. The Contract Officer must also complete on the form, the date and time the tenders are due for return as well as the estimated value of the project (*please refer to Ref. 1*).

- 2.5 As tenders are received at the appointed place, the Contract Officer must record (either by ink stamp or handwritten) the date and time of receipt and initial this on the green sticker on the original envelope. A tender receipt is issued to the tenderer/courier delivering the tender. All tender envelopes must remain sealed and securely stored pending the formal opening exercise.
- 2.6 At the appointed time and venue, the Contract Officer will make available all tender envelopes that have been received (before or after the deadline) and any that may have been received damaged. The Contract Officer must also make available the completed Tender Return Form for the Tender Opening Officers to complete.
- 2.7 The Contract Officer 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 Officers and the exercise completed, the Contract Officer 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 Officer – Responsibilities

- 3.1 The Tender Opening Officers must attend at the appointed date/time/venue for the tender opening exercise.
- 3.2 The Tender Opening Officers 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 Officers for each contract to be let (*please refer to Ref. 2*).
- 3.4 When the tenders are ready to be opened, one of the Tender Opening Officers completes the Tender Opening Record (*please refer to Ref. 2*) and the second Tender Opening Officer stamps the tender documents.
- 3.5 The second Tender Opening Officer stamping the documents reads out the price quoted on the form of tender and the other 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 by the commissioning department, confirmation that bills of quantities and method statement has been received.
- 3.7 The Tender Opening Officer stamping the documents must stamp the signature page of the form of tender and the summary page of any

bills. Both Tender Opening Officers 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 (*please refer to Ref. 3*). The form of tender and (if applicable) the stamped summary page of the bills should then be signed, witnessed and dated by both officers.
- 3.9 When all the tenders for a project have been opened and details recorded, both officers must complete the declaration and sign the completed form.
- 3.10 A copy of the completed form must be handed to the Contract Officer responsible for the contract, together with the tender documents. The original form must be kept in the commissioning departments contract register.
- 3.11 The commissioning department must ensure 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 party outside the Contracts Team.
- 3.13 Managers must ensure spot checks are carried out that can be audited.

Tender Return Form**Ref. 1**

Name of Contract: _____

Contract Reg. No: _____

Contract Officer: _____

Tender Opening Officers: _____

Business Unit: _____ Location: _____

Estimated Total Value: _____ Period: _____ Years

Deadline for receipt of tenders: Date: ____/____/____ Time: _____

Opening /Date: ____/____/____ Time Opened: _____

Venue for opening: _____

No: of tenders received before the deadline: _____

No: of tenders received after the deadline: _____

(The above detail is completed by the Contracts Officer)**Tender Opening Record****Ref. 2*****(The following information is recorded by the Tender Opening Officer)***

- a) List the bidders name and address of **VALID** tenders

Name and Address	Date Received	Time Received	Bid Price	Any Qualifications

c) List of bidders name and address of tenders received AFTER the deadline and are **NOT ACCEPTED.**

Name and Address	Date Received	Time Received

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: _____ _____ _____

- 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: _____