# Tender Process

The process below details an outline of the Find a Tender Service (FTS) Procurement tender process*using the Restricted Procedure.  Alternative procedures are available (open, negotiated and competitive procedure with dialogue and innovation partnership and competitive dialogue) as set out in the legislation, with each having differences to the route detailed below.

## Establishment of a Tender/Contract

1. Request to tender a requirement authorised and sent to Procurement
2. Review briefing
3. Establish contract route – looking at timescales and value
4. Research the requirement, to include;
   a. Market
   b. Spend
   c. Other contracts
5. Establish a project/procurement team

## Preparation

1. Selection of Tender Type
2. Preparation of terms and conditions
3. Preparation of tender document to include;
   a. Specification,
   b. Offer schedule
   c. Forms of offer appendix
   d. Covering letter
   e. Pre-tender questionnaire
   f. Awarding criteria

## Tendering

1. Issue advert through appropriate media (e.g. FTS)
2. Log expressions of interest
3. Send pre qualification questionnaire to interested parties
4. Receive pre qualification questionnaires by stated deadline
5. Evaluation of responses
6. Short listing of responses
7. Issue Tenders to short listed companies
8. Clarification questions received are responded to

Evaluation of Tenders

1. The evaluation of tenders includes;
    a. Ensuring compliance with specification
    b. Scoring tenders against the set criteria
    c. Evaluation meeting
    d. Clarification questions
    e. Site visits or presentations by the Tenderers
2. Selection of winning Tenderer
3. Approval gained to proceed to award
4. Letters sent to each Tenderer giving notification of the result
5. Alcatel Standstill and debrief of Tenderers where required by tender type
6. Draw up contract
7. Award meeting
8. Award Report
9. Award notice published (FTS level)


Implementation

1. Implementation meetings with winning Tenderer
2. Set up contract details in the purchase order system (eFin/Eproc).
3. User briefings/training


*Tenders both below and above the threshold are undertaken electronically.

Crown Commercial Services provide extensive information which can be accessed via Procurement.