

Haslington Parish Council

Invitation to Tender for Contracts (ITT)

Scope

Describes the process of how invitations for contracts can be made for works and services

Responsible Persons

The Clerk is responsible for preparing invitations to tender in conjunction with the Chair and Councillors who will be overseeing the work or services

Procedure

1. Where the Council wishes to tender for work or services, one of the following methods shall be used:-

- 1.1 Open competitive tender
- 1.2 Ad hoc approved list
- 1.3 Standing approved list
- 1.4 Approved list of another Council
- 1.5 Established procurement specialist

2. Open Competitive Tender

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper (where possible), on the Council's website and in such trade journals as has been considered appropriate stating the nature and the purpose of the contract, inviting tenders and stating the last date when tenders will be accepted. Any notice issued shall contain a Statement of effect in accordance with Standing Orders

3. Ad hoc Approved List

Tenders shall be invited after giving notice in the manner set out as per Open Competitive Tenders seeking applications to be placed on a list from selected contractors will be invited to submit tenders

4. Standing Approved List

Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories, values or amounts or for the carrying out of specified categories or work

The list shall be compiled in the following manner:-

- 4.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in a least on local newspaper, on the Council's website and where appropriate, one trade journal
- 4.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability
- 4.3 The approved list must be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding two years

5. Approved List of Another Authority

Tenders shall be invited from persons included in a list approved by Cheshire East Council for the sale of goods, works or services of specified categories, values or amounts or for the carrying out of specified categories of work

6. Established Procurement Specialists

Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders

7. Selection of Tenderers or Invitees

The selection of persons from whom tenders shall be invited shall be delegated to the Clerk in consultation with the Chair and relevant Councillors

In inviting application for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so

Where the contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken into account. Construction processes which are taking forward the Government Construction Strategy may also be used

8. Form of Invitation to Tender and Submission of Tenders

All tenders shall be required to be submitted on a Form of Tender approved by the Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept tender other than the one which is lowest price or not accept any tenders at all

The invitations to tender shall state that no tender will be considered unless contained in an unmarked plan sealed envelope endorsed "*TENDER*" followed by the subject to which it relates. This must contain at least one hard copy of the tender but can also include an electronic copy of the tender on a memory stick or CD

Every tender shall be addressed to the Clerk at Haslington Parish Council and the tender shall be not be opened until the time appointed for its opening

9. Extension of Time

Where the Clerk considers it to be in the best interests of the Council, the time within which tenders must be received may be extended after giving 14 days written notice of such extension of time in the following manner:-

- 9.1 Open competitive tenders
- 9.2 Ad hoc approved list
- 9.3 Established procurement specialist
- 9.4 Standing approved list

10. Opening of Tenders

All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptances of tenders. The tenders will be opened by the Clerk in the presence of two Members of Council

The Council shall prepare and maintain a register of tenders received and shall record in that register the following particulars:-

- 10.1 The last date and time for the receipt of tenders
- 10.2 The date and time the tender was actually received
- 10.3 The name of the tenderer and the amount of the tender
- 10.4 The date and time they were opened and by whom
- 10.5 The signature of the Clerk to whom the tenders were handed after opening

All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall sign each page of the tenders as evidence of such tenders having been opened by them or in their presence

Following the opening of tenders invited, the Council will write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure

15. Late Tenders

Any tenders received late will be returned promptly to the tenderer. A late tender which has been received may be opened in the presence of two Members of the Council to ascertain the name and address of the tenderer but no details of the tender shall be disclosed

16. Alterations to Tenders

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderers shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer

17. Acceptance of Tenders

In accepting a tender, consideration will be given to price and quality. A suitable predetermined price quality model will be devised by the Clerk or representative in accordance with the Councils Procurement Policy and Standing Orders. Selection of the best tender will be based on this evaluation

If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or execution the works as it thinks fit

18. Contracts for Tenders

Every contract which exceeds £3,000 shall be in writing in a form approved by the Clerk

Every contract shall specify, amongst other things:-

- 18.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
- 18.2 the price to be paid with a statement of discount or other deductions
- 18.3 where applicable, the time or times that the contract is to be performed
- 18.4 how the contractor will be accountable for performance, and any information or reports that they will be required to submit

The Clerk shall sign or witness every contract not required to be made under the seal of the Council

Every contract for which provision has been made in the approved annual estimates and / or approved by Council or Sub-Committee of the Council pursuant to Standing Orders and being in value of amount less than £3,000 shall be entered into on behalf of the Council by the Clerk issuing an official order only