

Extract from Standing Order 1/8 – Procurement Procedures

2.11.8 Submission, opening and registration of Formal Tenders

Where the procurement falls above the EU Threshold then specific tendering time periods must be adhered to (refer to the guidance in the Procurement Manual and seek advice from Corporate Procurement).

For Tenders below the EU Threshold Suppliers must be given an adequate period of time in which to prepare and submit a proper Tender which is consistent with the complexity of the Contract requirement.

Normally a minimum of two weeks must be allowed for the submission of Tenders following despatch.

All communications in relation to Tender correspondence must be issued, returned and opened via Secretariat.

Secretariat will ensure that all Tenders are opened at the same time, as soon as possible after the closing date and time.

Tenders will be returned to and opened at Fire Service Headquarters in the presence of:-

- the Chairman of West Midlands Fire and Rescue Authority or their nominated representative
- the Administrative Officer, Secretariat (as nominated by the Director of Corporate Services);
- the Director of Finance and Procurement or their nominated representative; and
- the Corporate Procurement Manager or their nominated representative.

Upon opening a summary of the main pricing and terms of each Tender must be recorded in the Tender Schedule (see following list), which must then be stamped and initialled by all officers present at the opening:

- the nature of the goods, materials to be supplied or the work to be executed or the services to be supplied (title of the Tender);
- the name of the person or firm who has submitted the Tender;
- the date and time of receipt of each Tender;
- the date and time of opening of the Tender;
- the names of all persons present at the opening of the Tender; and
- the Tender value or where this is not immediately apparent the words 'Schedule of Rates' shall be recorded.

The Tenders will then be referred to the appropriate Spending Officer for evaluation.

Where a Tender is received after the closing time and date, the Tender shall be opened to ascertain the name of the person or persons submitting the Tender. No details will be recorded or disclosed and the Supplier will be notified by Secretariat that the Tender can not be considered.

Secretariat will inform the Spending Officer of any late Tenders.

Where the Spending Officer has endeavoured to obtain three Tenders and where fewer than three were received, the reasons why must be justified and approved by the Corporate Procurement Manager. In the event of only one Tender being received the Corporate Procurement Manager may request that additional bids are obtained.