

PUBLIC PROCUREMENT

If a procurement procedure has been carried out under national law, we will require the following documentation to demonstrate that the procedure was carried out in compliance with the national requirements.

The purpose of this form is to ensure all relevant documentation has been provided, however it is not exhaustive. You should ensure that all supporting documentation in support of the process followed is provided for examination. Please tick the evidence gathered to aid the checking process. Also provide a narrative of the process and decision making. If a section is not appropriate or the documentation has been supplied please insert a comment on this.

CONTRACT DOCUMENTATION/INFORMATION		Contract 1	Contract 2
PLANNING			
1.	Your organisation's Procurement instructions/Standing orders at time of contract if not already provided.		
2.	Your organisation's annual Procurement strategy for the year of contract		
3.	Was a project plan/commodity strategy completed? (The strategy should include Planning, Sustainable Procurement and Risk Management).		
4.	Estimated Value of Contract.		
ADVERTISING AND RESPONSE			
5.	Evidence of how you advertised the contract, e.g. <u>Published</u> OJEU PIN and Contract Notice , national press etc. Link to PCS documents.		
6.	Record of responses to the OJEU/National advert requesting the tender documents (in an open procedure) or expressing interest (in a restricted procedure, competitive dialogue procedure, competitive procedure with negotiation, or Innovation Partnership).		
PRE-TENDER			
7.	Pre-Qualification Questionnaires/European Single Procurement Document (ESPD) or Expressions of Interest received (in a restricted procedure, competitive dialogue procedure, competitive procedure with negotiation, or Innovation Partnership).		
8.	Pre-qualification scoring documents, including selection criteria, scoring matrix (with full details of how individual and amalgamated scores were arrived at) and evaluation report.		
9.	Details of the pre-qualification stage Evaluation Committee.		

PUBLIC PROCUREMENT

10.	Pre-qualification stage notifications to successful/unsuccessful companies.		
TENDERING			
11.	Copies of instructions and details of Award Criteria issued to those invited to tender.		
12.	Details of those invited to tender, if different from 9 above.		
13.	Details of any requests for information received and responses issued.		
14.	If an information meeting was held you should provide details of who was invited/attended including minutes and any additional information that was provided.		
15.	A record of the tender opening procedure, including electronic opening log or similar (screen shot from PCS).		
16.	Details of the Tender Evaluation Committee. What is the process to identify conflicts of interest? Provide details of any potential or apparent cases of conflict of interest and how these were addressed? Include conflict of interest declarations.		
17.	Tender scoring information, including all scoring sheets and full details of how individual and amalgamated scores were arrived at.		
18.	Interviews. If taken place please provide full details including justification of holding interviews questions and answers.		
19.	Formal Tender Evaluation Report. Regulation 83 of The Public Contracts (Scotland) Regulations 2015 reporting and documentation requirements (refer to previous regulations for what is required prior to April 2016) : (1) Subject to paragraph (2), every contract or framework agreement covered by this Part, and every time a dynamic purchasing system is established, a contracting authority must draw up a written report which must include- (a) the name and address of the contracting authority, the subject-matter and value of the contract,		

PUBLIC PROCUREMENT

	<p>framework agreement or dynamic purchasing system; (b) where applicable, the results of the qualitative selection and reduction of numbers pursuant to regulations 66 (reduction of the number of otherwise qualified candidates to be invited to participate) and 67 (contract award criteria), namely- (i) the names of the selected candidates or tenderers and the reasons for their selection: and (ii) the names of the candidates or tenderers rejected and the reasons for their rejection: (c) the reasons for the rejection of any tenders found to be abnormally low; (d) the name of the successful tenderer and the reasons why its tender was selected; (e) where known by the contracting authority- (i) the share (if any) of the contract or framework agreement with the successful tenderer intends to subcontract to third parties; and (ii) the names of the main contractor’s subcontractors (if any); (f) for competitive procedures with negotiation and competitive dialogues, the circumstances as laid down in regulation 27 (choice of procedures) which justify the use of those procedures; (g) for negotiated procedures without prior publication, the circumstances referred to in regulation 33 (use of negotiated procedure without prior publication) which justify the use of the procedure; (h) where applicable, the reasons why the contracting authority has decided not to award a contract or framework agreement or to establish a dynamic purchasing system; (i) where applicable, the reasons why means of communication other than electronic means have been used for the submission of tenders; and (j) where applicable, conflicts of interests detected and subsequent measures taken.</p> <p>(If there is no Tender Evaluation Report or it does not contain the relevant sections as per the regulation then a penalty may be applied as per the COCOF guidance below).</p>		
20.	<p>Submitted Tender documents (can be known as Bill of Quantities) for the successful tenderer. Do NOT send tender documents in the awarding of a framework as this could be multiple documents – to be discussed with Procurement Manager.</p>		
AWARD AND IMPLEMENTATION			
21.	<p>The contracts drawn-up between the final beneficiary and contractor.</p>		
22.	<p>Agreed Contract Price.</p>		
23.	<p>Any complaints or appeals (at the Award Stage) and details of how these were dealt with.</p>		

PUBLIC PROCUREMENT

24.	A copy of the <u>published</u> Contract Award Notice.		
25.	Notification to successful/unsuccessful tenderer(s) – should include reference to standstill period.		
26.	Evidence of any variations and modifications to the Contract, if relevant.		

Additional Comments

The attached embedded EC Decision provides an explanation of the consequences of a procurement that is not compliant.



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