



HASLEMERE TOWN COUNCIL
CONTRACT TENDER PROCESS – CHECKLIST
(Reviewed 2021)

Overview

Haslemere Town Council has a legal and moral duty to ensure that it provides its services to the public in a manner that secures best value in the use of public funds. The Council must strive to be efficient, and this calls for stringent assessment of the methods of supply, contracts and funding options. Therefore, the overall objective for procurement is to procure goods, works and services in a way that clearly demonstrates that best value is being achieved in accordance with best practice, whilst having regard to achievement of the Council's priorities and objectives.

All Contracts should contain appropriate clauses and working arrangements to ensure that there is adequate service standard scrutiny and financial controls are in place.

Tender Process

The rules pertaining to contracts for services are laid out in Haslemere Town Council Standing Orders and Financial Regulations and may be covered by government legislation. All continuing Contracts must go out to tender **every 4 years** (once per Council term) and invitations to tender should be sent to a minimum of **3** contractors. Other considerable expenditure items such as playground, road and path maintenance and special projects should be put out tender as and when required.

1. Contract specification

A specification for the contract to be let will be drawn up by either the relevant Committee or a working party convened for the purpose of running the tender process and agreed by Full Council (unless the working party has delegated authority from Council to make that decision).

1. Advertising of Contracts:

Notification of the opportunity to tender for a Council contract may be advertised in the local press to ensure openness of process, equality of opportunity, compliance with legal requirements and to achieve maximum competition thereby ensuring best value for the money the Council spends; or appropriate businesses may be invited to participate in tendering for the contract.

Projects over £25k are subject to advertising on the Government Contracts Finder.

2. Tender Documents

Upon receipt of interest to tender for the Contract, the applicant business will be sent the following documents:-

1. A covering letter which specifies the timing and manner of the tendering process i.e. required format, submission deadline, tender evaluation process etc.
2. Contract Procedure Rules

3. Contract specifications including any maps if appropriate.
4. Unique pre-addressed Tender Return envelope

3. Tender Evaluation

1. The tenders should be opened at the specified time and date and in the presence of the designated Town Hall Officer and Chair of the relevant Council committee or working party plus one other councillor.
2. Returned tenders will be evaluated against the pre-determined criteria.
3. Evaluation will focus on examining how the tender proposals will deliver the 'best value/practice' which is defined as the optimum combination of costs and quality to meet the Council's requirements.
4. Recommendation for the award of the contract will be taken to the next Full Council meeting unless the relevant Committee or Working Party has been given delegated authority to make the decision, in which case the decision must be notified to the next Full Council meeting.
5. The successful tenderer should be notified by email or in writing.
6. Those bidders that are unsuccessful should not be advised of the tender result until the Contract has been signed with the successful tenderer.

4. Debriefing

Within the limits of commercial confidentiality the Council should always endeavour to offer unsuccessful bidders' feedback to find out why their bid has failed.

This information can be used to help with any future bids; being unsuccessful in one contract does not mean that the company will be unsuccessful in the future.

The Council should encourage competition and welcome bids from both new and established suppliers.

5. Contract Performance

The Council should ensure that contractors are fully aware of the requirements of the Council's contracts. To this end, pre-tender discussions with potential service providers regarding the contract should be encouraged.

The Council's contractors are monitored to assess their compliance with the requirements set out in the contract documentation. Contract conditions will be strictly applied.

The Council should continuously strive to improve its own performance and it expects its contractors to do the same.

The following checksheet should be signed off by the appropriate Committee / working party Chairman to ensure that proper process has been followed. The checkbox can be found as an appendix to this document.

**HASLEMERE TOWN COUNCIL
CONTRACT TENDER CHECKLIST**

TENDER STAGE	REQUIREMENT	COMMENT	COMPLETED SATISFACTORILY
Advertising of Contracts	Advertised in local press or local firms selected to be invited to tender plus Government Contracts finder for over £25k		
Tender Documents	A covering letter Contract specifications Unique pre-addressed envelope.		
Tender Evaluation	Tenders opened in the presence of the Town Clerk and two councillors.		
	Returned tenders will be evaluated against the pre-determined criteria.		
	The successful tenderer should be notified by email or in writing.		
	Those bidders that are unsuccessful should not be advised of the tender result until the Contract has been signed with the successful tenderer.		

Process completed

_____ Date

_____ Signed (Chair of relevant Committee or Working Party)