# EU TENDER PROCEDURE FLOW CHART

# UNIVERSITY of GREENWICH

## FOR SUPPLIES &/OR SERVICES => £189,330 WORKS +> £4,733,252 (EXCL. VAT)

#### 1. Start Stage

- ✓ Identify needs and desired outcomes.
- ✓ Marketplace sourcing by P&BS.
- ✓ Identify pre-tender qualification and Contract Award criteria and weightings.

### 2. Tender Document Stage

- ✓ P&BS and Client Rep. select best **EU Procedure**
- ✓ Finalise compilation of Tender Document – Specification, KPIs
- Ensure compliance with minimum EU timeframes, e.g. for suppliers to respond to the advertisement.

#### 3. Write tender documents:

Specification (may include, KPIs and service level statement), terms and conditions, price schedule template, closing date and time for tender submission.

4. Tender Notice and Selection of Tenderers Assess Expressions of interest against published criteria. Select firms to invite to tender.

#### 7. Analyse and Evaluate tenders

against the contract award criteria. For each tender received, record score awarded against each criterion and total score achieved. Presentations from suppliers may be arranged by P&BS with client representative.

**6. Open all tenders** at same time and date. Tender opening to be by Director of Procurement & Business Services and Director of Finance or designated representatives. Staff opening tenders must complete the Summary of Tender opened for audit and process purposes.

**5. Issue tender document set** at same time to suppliers. Comply with stipulated EU minimum number of tenders required to ensure competition and the minimum timeframes allowed for suppliers to return tenders.

- 8. Identify the 'Most Economically Advantageous Tender'. (**Winning tender**). Submit Tender Report to appropriate authorised for approval in accordance with Financial Regulations.
- **13.** After goods received, services provided or works performed to required standard, sign supplier's Delivery/Completion Note, receipt and process invoices for payment. Complex purchases, or contracts having a duration of years, will require this step to be repeated for additional delivery of goods and, or performance of services or works.

9. P&BS to issue minimum 10 days **Mandatory Standstill Notice** to each tenderer giving details of their scores against each contract award criterion, total tender score and the name of preferred Bidder and total tender score. (Presumed that highest tender score is the Preferred Bidder). P&BS to offer all suppliers formal debrief on evaluation process.

12. For complex purchases, or contracts having a duration of years, Client Reps in Faculties and Directorates to **monitor supplier's performance** against predefined KPIs and contracted standards throughout the lifetime of a contract.

10. P&BS and Client Rep to formally **debrief** all **suppliers** that request it during 10-day period counting from date of issue of the Mandatory Standstill Notice. Resolve all challenges to award decision during this period or extend term until 'challenge' is settled. **NB**: No contact to be entered with successful supplier during this period.

11. P&BS issue Letter of Intent, Award Letter and Articles of Agreement. Client Rep Issue Purchase Order. File tender documents relating to the evaluation debrief and award of contract. Retain for minimum period under the Limitation Act 1980 i.e. 7 years after contract expiry.

For further advice and support contact Procurement & Business Services