



£75,000 - £189,330

**Procedure Rules:**

- All purchases above £75,000 that are not satisfied through the Council's approved contracts must be put out to Competitive Tender. All Tender Documents must be returned to the Contract Compliance Officer.
- Contracts must be for no longer than 3- 5 years and for less than a total of £189,330 in value.
- All Documents must be available before any adverts are placed.
- Adverts must be advertised on Contracts Finder, Source Leicestershire and the Council's Contract Register
- A minimum of 10 days must be given to the quote return-date. In addition to responses from the advertisement, quotes can be requested from companies from select / standing lists.

**Please place your Contract advert using this [link](#)**

**Template documents/Procedure**

**Invitation to Tender (ITT):**

[Instructions to tender](#)

To be sent out as part of the tender documentation pack, the purpose of the document is to provide guidance to suppliers when completing the ITT submission.

ITT Documents:

Each ITT document contains: requirements, specification, pricing schedule, supporting information, payment details, contract conditions acceptance, contact information and conditions of contract

for Goods – [Invitation to tender - Goods](#)

for Services – [Invitation to tender - Services](#)

Return Label – [Tender return label](#)

To be sent out as part of the Tender documentation pack, suppliers should use the label to ensure that their submission is submitted in accordance with the council's Contract procedure rules, i.e. the quotation envelope bears no distinguishing labels or franking stamps that could identify the company.

Supporting documents

[ITT Evaluation Guidance for Evaluation Panel](#) (for internal use)

[Evaluation scoring matrix](#)

[Tender timetable](#)

[Request for references](#)

[Tender Checklist](#)

### **Award of Contract**

Once the evaluation process has been completed and a successful supplier has been identified contracting authorities must advise all tenderers of their decision.

Contracts with a value at EU threshold or above must allow for a standstill (Alcatel) period of 10 calendar days between the date at which bidders are notified of the contract decision, and the final contract award, during which time unsuccessful bidders may challenge the decision. For contracts below EU threshold the standstill period is not a mandatory requirement, however we do recommend that wherever possible you allow for the standstill period.

Reject Letter (non-Standstill) – [Award notification \(unsuccessful\)](#)

Award Letter (non-Standstill) – [Successful award of contract](#)

Intention to award contract (unsuccessful – standstill) - [Alcatel Award \(unsuccessful\)](#)

Intention to award contract (successful –standstill) - [Alcatel Award \(successful\)](#)

Award of contract (standstill) –[Successful award of contract](#)

To be issued to confirm the award of contract once the Alcatel (10 day standstill) period has past, assuming no challenges have been made.

**Please refer to the ‘Templates and Documents’ page for further supporting documents that may be of use.**