

**Open OJEU Tender**

**Introduction:**

This process should be used where the requirement of the supply / service / work can be clearly specified.  The requirement is advertised to the marketplace and any interested party can tender for the requirement.  The documents required are the same as for the tender processes.  However, there are some significant differences in timing and how the tender has to be advertised. For general goods and services a 3 - 5 year contract length is standard.

For further advice on OJEU tenders, please contact the Procurement Team.

Note: OJEU - Official Journal of the European Union

**Procedure Rules:**

* All purchases £181,302 and above that are not satisfied through the Council’s approved contracts must be put out to tender in the OJEU.
* Contracts must be for no longer than 5 years and have a total contract value of at least £181,302. Lower value contracts can be advertised free on OJEU.
* A minimum of 35 days duration must be given from the availability of the documents and the advertisement appearing on OJEU, to the tender return-date. This requirement can be reduced to 15 days if a Prior Information Notice (PIN) has been placed on OJEU, at least 35 days before the actual tender is advertised. PIN's are normally placed on OJEU at the start of the financial year when Annual Procurement Plans have been finalised.
* The contract must also be advertised on the Contracts Finder & [Source Leicestershire](http://charnwood.firmstep.com/default.aspx/RenderForm/?F.Name=DJL5WjtYGst&HideToolbar=1) website & on the council's Contract Register.

**Please place your Contract advert by completing the following** [**e-form**](https://laravel.charnwood.local/login)

**Template documents/Procedure**

**Invitation to Tender (ITT)**

**[I](https://www.charnwood.gov.uk/files/documents/itt_electronic_tendering/Instructions%20to%20tender%20-%20Electronic%20Tendering.pdf)**[nstructions to tender](https://www.charnwood.gov.uk/files/documents/itt_electronic_tendering/Instructions%20to%20tender%20-%20Electronic%20Tendering.pdf)

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:

The main ITT document contains requirements, scope/spec, general conditions of the tender and contract, supporting information, pricing schedule, payment details, etc

For Goods – [Invitation to tender - Goods](https://www.charnwood.gov.uk/files/documents/itt_goods_ojeu_open/ITT%20-%20Goods%20%28OJEU%20Open%29.pdf)For Services – [Invitation to tender - Services](https://www.charnwood.gov.uk/files/documents/itt_services_ojeu_open/ITT%20-%20Services%20%28OJEU%20OPEN%29.pdf)

Return Label (if required) – [Tender return label](https://www.charnwood.gov.uk/files/documents/tender_return_label1/Tender%20Return%20Label.doc)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](https://www.charnwood.gov.uk/files/documents/itt_evaluation_guidance_notes/ITT%20Evaluation%20Guidance%20for%20evaluation%20panel.doc) (for internal use)

[ITT Evaluation matrix](https://www.charnwood.gov.uk/files/documents/evaluation_scoring_matrix/ITT%20Evaluation%20Matrix.xls)

[Tender timetable](https://www.charnwood.gov.uk/files/documents/ojue_open_timetable/OJEU%20Open%20Timetable.xls)

[Request for references](https://www.charnwood.gov.uk/files/documents/request_for_references/Request%20for%20Reference.doc)

[OJEU Open Tender Checklist](https://www.charnwood.gov.uk/files/documents/ojue_open_tender_checklist/OJUE%20Open%20Tender%20checklist.xls)

**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.

Notification of Intention to Award (Successful) - [Alcatel Award (successful)](https://www.charnwood.gov.uk/files/documents/alcatel_successful_notification_letter/Alcatel%20award%20%28successful%29.doc)

Notification of Intention to Award (un-successful) -[Alcatel ward (unsuccessful)](https://www.charnwood.gov.uk/files/documents/alcatel_notification_letter_unsucessful/Alcatel%20-%20Award%20%28unsuccessful%29.doc)

Award of contract–[Successful award of contract](https://www.charnwood.gov.uk/files/documents/alcatel_letter_notification_of_intention_to_award/Notification%20of%20intention%20to%20Award%20the%20Contract.doc)

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.**