

TENDERING POLICY AND PROCEDURE FOR BUILDING CONTRACTS

The objective of this policy is to define the circumstances and procedures for the tendering of building contracts.

1. INTRODUCTION

- 1.1 At least 3 tenders are to be sought for contracts expected to exceed £50,000.
- 1.2 Tenders for a particular contract or service are to be opened at one time in the presence of at least one Member of the Board, and recorded on the form at ANNEX Aa .

The tenderers will be agreed based on the advice of the Employers Agent.

2. TENDER BOOK

- 2.1 Tenders shall be recorded in the Tender Book which will be maintained by the Chief Executive in the form shown at Annex A.
- 2.2 The Tender Book shall be kept at the Office of the Association.

3. TENDERING PROCEDURES

- 3.1 Details of the specification or invitation to tender should be recorded in writing and sent to each invitee together with clear instructions for the return of the completed tender.
- 3.2 All tenders will remain unopened until the appropriate time. The date and time of receipt should be marked on the outside of the tender envelope, including any late submissions. If so requested, a receipt of the time and date of submission will be issued by the Association.
- 3.3 Any tenders arriving after the closure time will be ordinarily disqualified, unless it is agreed that there are extenuating circumstances. They should be opened at the same time as all others in the presence of a Board Member to determine the identity of the sender and returned with an explanation of why they have been disqualified.
- 3.4 On the advised opening date or as soon as reasonably practical thereafter, the Chief Executive shall arrange for the tenders to be opened.
- 3.5 All tenders shall be opened in the presence of at least one Board member and one other person, ideally 2 other people if over a £2 million contract.
- 3.6 The Tender Book shall be completed and signed by those present at the opening.
- 3.7 Tenders are to be evaluated before contracts are awarded, by the Employers Agent.
- 3.8 Successful tenderers must submit to financial and technical appraisal when required to do so.
- 3.9 Results of tender actions are to be recorded in the Tender Book and reported to the Board at its next meeting.

ANNEX A**Tender Book**

SCHEME ADDRESS		CODE	
SUMMARY OF WORKS			
TARGET PRICE		TARGET PERIOD	
DATE INVITED		DATE RETURN DUE	

NO. OF CONTRACTORS INVITED TO TENDER:				
	NAME/ADDRESS	Amount	Weeks	Comment
001/				
002/				
003/				
004/				
005/				

OPENED BY (Members Signature)	Name	Date
PRESENT (Signature)	Name	Date
PRESENT (Signature)	Name	Date
DATE		

ACTION TO BE TAKEN			
REQ. TENDER REPORT		ACCEPT	RE-TENDER