

# SNH News and Information Notice

**Subject** : **Procurement Procedures for Contracts  
£10,000 and over - Tender Timescales &  
Introduction of 10 Day Standstill Period**

**Name** : Information Notice No 249 - Procurement Procedures for  
Contracts £10,000 and over and the introduction of the  
Standstill Period

**Custodian Unit** : Business Support Services (036)

**Internal Audience** : All Staff

**Approved by** : Head Of Business Support Services

**Date Valid** : 26/02/2010

**Date for Review** : 26/02/2011

## Notice Sub-Types

### 1. Instruction Note.

Issued on behalf of Management Team, it **must be applied as directed**, except where a section is clearly marked as 'Advisory' when an element of local judgement can be applied. You must get in touch with the Custodian Unit if for any reason you think that circumstances make it inappropriate to implement the mandatory content of an Instruction Note. Please also let the Custodian Unit know if you have any suggestions for improving an Instruction Note.

### 2. Advice Note.

Issued as advice to staff. Flexibility and judgement can be exercised in deciding how best to apply content in local circumstances. You should get in touch with the Custodian Team if you have any questions or doubts about implementing the content of an Advice Note or if you have suggestions for improving it.

### 3. News and Information Notice.

Communications issued on an ad hoc basis to inform staff of specific facts or events.

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**TIMETABLE FOR CONTRACTS £10,000 AND OVER..... 2**  
**Steps, Time-scales and Awarding a Contract..... 2**

**TIMETABLE FOR CONTRACTS £10,000 AND OVER**

The purpose of this News and Information Notice is to remind staff of the procurement processes and the time-scales to advertise, tender and award a contract that exceeds the value of £10,000.00.

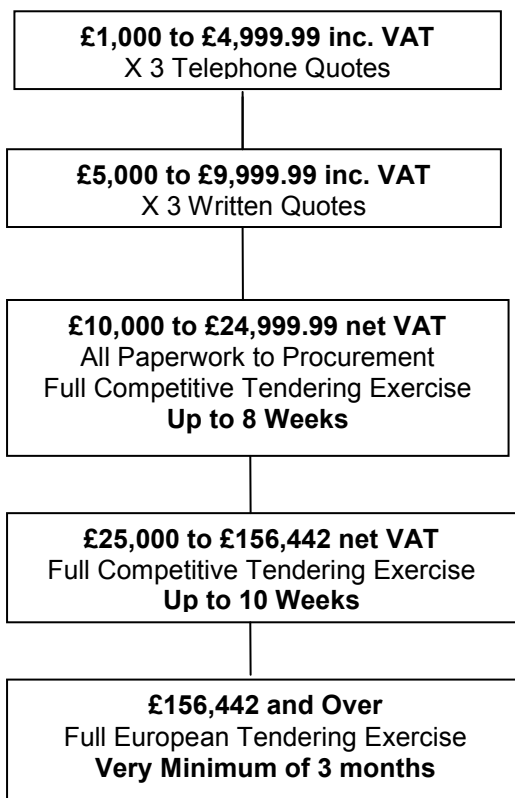
If you have had approval of a bid that is £10,000 or more to take forward in financial year 2010-11, you are required to carry out a full competitive tendering exercise. It is important that you plan ahead and take the following information into account when planning your projects, this will also ensure that the procurement team can help you achieve the required time-scales.

**Introduction of 10 Day Standstill Period:** What is the 10 day standstill period and how does it affect my project?

As mentioned above a 10 day standstill period is being implemented with immediate effect, this applies to all contracts that are awarded through the procurement team. The standstill period is applied once the nominated officer has selected their preferred supplier. All bidders are e-mailed informing them of who SNH intends to award the contract to. The unsuccessful bidders are then given 10 working days to appeal the decision.

**PLEASE NOTE:** The standstill period is not applicable if you are using an already established framework agreement and / or contract to appoint a supplier.

**Steps, Time-scales and Awarding a Contract**



**NB:** Please remember to take account of Public Holidays and Privilege Holidays.

The table below sets out the steps and time-scales to carry out a full competitive tendering exercise.

Time is of the essence. Forward planning and remembering to give your chosen supplier sufficient time to carry out the services / works you have contracted them to do.

Stage	Action	Time
<p>New Contract Opportunities between the value of : £10,000 and £24,999.99</p>	<p>Nominated officer forward all documentation to Procurement. Please provide procurement with the following information / documentation: <b>Requisition</b> (listing all suppliers being invited to tender (ITT), providing full contact details i.e. names, addresses etc); <b>Statement of Requirements</b> (SoR); <b>Any other documents</b> relevant to what you are procuring. Procurement carry out full competitive tendering exercise on behalf of the nominated officer. <b>Please note:</b> if you are trained in using the new iBuy purchasing system you will complete a requisition on-line and provide procurement with objective reference nos. for all the above-mentioned documents.</p>	<p>Up to 8 weeks</p>
<p><b>New Contract Opportunities between the value of :</b> £25,000 and £156,442.00 <b>need to be advertised.</b> Nominated Officer advertises the contract opportunity Advertising Helpdesk No. 01463 725086 or 725085</p>	<p>New contract opportunities are advertised using the Public Contracts Scotland portal. <a href="http://www.publiccontractsscotland.gov.uk/">http://www.publiccontractsscotland.gov.uk/</a> When you have completed your Contract Notice (advert) you should e-mail either: <a href="mailto:contract.advertising@snh.gov.uk">contract.advertising@snh.gov.uk</a> or <a href="mailto:procurement@snh.gov.uk">procurement@snh.gov.uk</a> This will allow procurement to publish the notice, please provide us with the following information: <b>The Title and Contract Notice ID no.</b> <b>Please note:</b> Procurement recommend that at this stage we give an indicative number of how many bidders we will eventually invite to tender – please discuss with Procurement.</p>	<p>It is recommended that a Contract Notice (advert) is advertised for a minimum of 10 working days (2 weeks).</p>
<p><b>Evaluating the Pre Qualification Questionnaires (PQQs)</b></p>	<p>Once the deadline date of your Contract Notice has expired, you evaluate the PQQs. <b>PLEASE NOTE:</b> You don't have to wait until the deadline date to have passed to evaluate the PQQs you receive, you can evaluate them as &amp; when you receive them.  You will be given an Objective file to save all your PQQs into (This will help ease your e-mail</p>	<p>This is really dependant on you the nominated officer and on how many PQQs you receive. (Minimum 1</p>

	<p>box). An evaluation matrix can be found on the Procurement Microsite under <a href="#">Advertising</a>.</p> <p><b>NB:</b> Please provide a name of an alternative contact who can answer any queries / questions in your absence.</p> <p>Please remember to send a courtesy e-mail to all the suppliers, who registered an interest &amp; returned a completed PQQ but were not successful in being short-listed to be Invited to Tender).</p>	<p>week (5 working days).</p>
<p><b>After the PQQs have been Evaluated</b></p>	<p>Send to procurement a list of the suppliers you have shortlisted to be Invited to Tender (ITT) along with any other documents necessary for the issuing of the ITT.</p> <p>Ensure you provide us with full contact details of each Supplier being invited to tender (names, addresses, e-mail addresses etc.).</p> <p>If trained in using iBuy you complete your requisition on-line and provide procurement with objective reference nos. for all other documents.</p>	<p>Procurement always aim to issue ITTs within a 48 hour turnaround. This is providing we are in receipt of <u>all</u> the relevant documents &amp; all paperwork is in order.</p>
<p><b>Issuing the Invitations to Tender (ITT)</b></p>	<p>Procurement will issue the ITTs - providing we are in receipt of all the necessary documents.</p> <p><b>NB:</b> Should you the nominated officer receive any questions / queries from the bidders, please consult with Procurement first. <b><u>ALL</u></b> answers to queries etc must be put out via procurement &amp; <b><u>NOT</u></b> the nominated officer. Procurement may have to consult with nominated officer dependant on the nature of the question / query being asked.</p> <p><b>NB:</b> Please provide the details of an alternative contact who in your absence can answer any queries / questions received not of a procurement nature.</p>	<p><b>A minimum of 15 working days</b> is usually recommended for bidders to return their bids. These time-scales can be altered – please discuss with procurement.</p>
<p><b>Return of Tender Submissions (Bids)</b></p>	<p>Procurement will conduct a Tender Board on the tender return date &amp; forward all bids to the nominated officer.</p> <p>The bids received <i>may</i> not be posted out on the day the Tender Board is conducted. This may be due to circumstances beyond our control. In the case of Great Glen House, the bids will be delivered by hand.</p>	<p>The Tender Submission may take a few days to be delivered depending on your location.</p>
<p><b>Evaluation of Tender Submissions</b></p>	<p>On receipt of the bids, you the nominated officer, &amp; if appropriate the evaluation panel will evaluate all the bids submitted &amp; select your</p>	<p>Evaluation of bids – dependant on</p>

	<p>preferred supplier(s).</p> <p>An evaluation matrix can be found on the Procurement Microsite, it is located under <a href="#">Evaluations</a>.</p> <p>Once the evaluation has been completed &amp; the preferred supplier(s) selected, complete the back of the Tender Summary sheet with your preferred supplier(s) details &amp; return the summary sheet along with all the originals of the bids to procurement.</p> <p>Should you select the Other Than Lowest Tender (OTLT), you need to provide procurement with a justification, in the format of a standard SNH memo. Clearly stating your reasons why you have opted for the OTLT. Reasons need to be robust in order to allow procurement in the absence of the nominated officer to provide constructive &amp; meaningful feedback to any unsuccessful contractor who makes such request.</p>	<p>the nominated officer &amp; evaluation panel.</p>
<b>Standstill Period</b>	<p>Once procurement receive your recommendation. Procurement will e-mail all bidders stating who SNH intend awarding the contract to. There will then be 10 working days for the unsuccessful bidders to appeal the decision.</p> <p>NB: The 10 day standstill period is a standard requirement when conducting an EU tendering exercise, to ensure compliance this requirement is now being applied to sub-threshold contract opportunities.</p>	<p>10 working days (2 weeks). The day the e-mail is issued is classed as Day 0 (zero)</p>
<b>Contract Award Letter/Purchase Order</b>	<p>As soon as the 10 day standstill period has expired &amp; none of the unsuccessful bidders have logged an appeal, procurement will go ahead &amp; issue the contract award / purchase order.</p>	<p>Procurement's aim is to issue the award within 48 hrs of the expiry of the standstill period or as soon after.</p>
<b>Contract Start Date &amp; Forward Planning (Hints &amp; Tips)</b>	<p>Please bear in mind the following hints &amp; tips when planning to take forward a project:</p> <p>Contract Notices (adverts) &amp; Statement of Requirements (SoRs) should always clearly state when you would expect works to commence, this allows interested suppliers &amp; / or invited suppliers to plan their workloads &amp; give them as much lead-in time as possible;</p> <p>Select an alternative contact to answer any</p>	

	<p>queries etc. in your absence &amp; provide these details in both your contract notice &amp; at ITT stage.</p> <p>These hints &amp; tips are based on feedback we received after attending a “Meet the Research Contractors day” held at BBY in 2008.</p>	
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If you have any queries please contact:

Procurement Help Desk 01463 725097, or

Public Contracts Scotland Portal Helpdesk: 01463 725086 – 01463 725085

E-mail: [procurement@snh.gov.uk](mailto:procurement@snh.gov.uk) or [contract.advertising@snh.gov.uk](mailto:contract.advertising@snh.gov.uk) respectively.