

Appendix 2: Overview of Compliance with Contract Procedure Rules on Ely Bypass Project

Contract Procedure Rules Control	Reference	Comments	Comply – Yes/No
Minimum of 5 bidders	Part 3, 2.1	11 received	Yes
Exemption if <5 bidders	Part 3, 2.2	11 received	Yes
At least 35 days should be allowed for submission of tender	Part 3, 2.3	Open for 56 days	Yes
The Officer must assess the quality of Tenders by pre-determined non-discriminatory evaluation Criteria and weightings- including whole life cycle	Part 3, 2.5	Quality-60% Price-40% Award marks based on the tender score criteria in the ITT	Yes
The Officer must assess the risks associated with the Contract	Part 3, 2.6	Each Tender submission contained a costed Risk Register	Yes
Bidders must hold their Tenders open for acceptance for a minimum of 90 days from the date of opening	Part 3, 2.11	Stage 1 tender to remained open for 120 days, Stage 2 stayed open for 240 days	Yes
Evaluation Criteria and sub Criteria must be disclosed in the Invitation to Tender documentation and any prequalification documentation.	Part 3, 2.12	ITT section 2, 11.4 detailed the process of evaluation of tenders with score criteria for quality and finance PQQ guidance document detailed evaluation scoring criteria.	Yes
Officers must treat selection and award criteria separately.	Part 3, 3.1	PQQ were evaluated for financial and safety suitability, along with capacity and relevant experience. The 6 highest scorers were Invited to Tender.	Yes
In a restricted tender procedure the selection criteria would be at PQQ stage	Part 3, 3.2	PQQ was issued and 6 of 11 bidders were selected to be invited to tender.	Yes
Careful consideration should be given to the use of presentations and/or site visits within the Tender process	Part 3, 4.1	Supplier meetings held during the tender process were to be attended by all potential providers (max 2 representatives each)	Yes
Tenders must be assessed in accordance	Part 3, 8.1	Tender score criteria outlined in ITT.	Yes

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with the pre-determined evaluation criteria			
The results of the Tender evaluation must be recorded and retained on the Tender file	Part 3, 8.2 of Contract Procedure Rules	Results of Tender evaluation recorded and retained in 'WYG financial Report Version 2' file	Yes
The evaluation process must clearly demonstrate that the Council is seeking to identify the value for money Tender	Part 3, 8.3 of Contract Procedure Rules	The ITT details that 'the Authority will ONLY accept the tender which it considers to be the most economically advantageous. VF had the highest Tender score and were deemed the most economically advantageous tender.	Yes
A Contract must only be awarded and signed by an Officer authorised to do so	Part 3, 11.3 of Contract Procedure Rules	Approval to award contract from Economy and Environment Committee	Yes
For Tenders above the EU Thresholds all Bidders must be notified in writing of the award	Part 3, 11.4 of Contract Procedure Rules	All potential providers were notified via the LGSS eSourcing Portal	Yes