

Community Spaces

Tender process

Introduction

One of the conditions of receiving a Community Spaces grant is that any capital expenditure (a single item or a series of related items) costing more than £10,000 must provide evidence that the work has been put out to competitive tender (clause 4.16 of the Community Spaces Standard Terms and Conditions of Grant). If there are overriding reasons why it would be inappropriate for you to put the work out to competitive tender, you must get our written agreement before any physical work can start on site.

If your capital expenditure is above the thresholds for EU procurement regulations you must follow the guidance provided by the Office of Government Commerce <http://www.ogc.gov.uk/>. This will only apply to those groups who have been awarded a flagship grant.

A competitive tender is a bidding process for the provision of goods or services that is open to all qualified bidders and where the sealed bids are opened in unison and are awarded according to identified criteria (e.g. price or quality). The competitive tender should be sent out to at least three contractors, as you must receive two or more written responses to your invite to tender.

We would recommend that you send the invite out to as many contractors as possible to ensure that you meet this obligation. If you only receive one written response you will need to undertake the tender process again. If there are overriding reasons why it is not possible for you to identify more than one contractor to invite to tender you must get our written agreement before any physical work can start on site.

The tender process should be recorded using a [tender record sheet](#) that includes the following details.

1. Names and addresses of the contractors that the tender was sent to
2. The deadline date for submission
3. The dates the tender responses were received
4. Which suppliers sent tender responses
5. Who the group representatives were that opened the tender submissions
6. The date and time the tenders were opened
7. The reasons for choosing the preferred contractor (including a justification if the lowest tender was not chosen)
8. Declaration from the group representatives that the information contained in the tender record is a true and accurate record of the tender process

An example of this [record sheet](#) is available from our website.

A copy of this tender record sheet must be sent to your Grants Officer as proof that you have undertaken a competitive tender process in accordance with our Standard Terms and Conditions of Grant before any physical work can start on site.

The process

An invite to tender should be sent to the contractors identified by the group, if you need any help in identifying contractors please contact your Facilitator. An invite to tender should be a formal written communication that includes the following information:

- A detailed specification of the work required. The specification should include all the equipment that you require for the project (if this is known) or any particular products or materials you want to use for the project (for example sustainable materials). This information will have come from the consultation exercise you have recently undertaken. Any cost involved in preparing the specification can be included in your Stage 2 application form.
- A site plan
- A deadline date and time (e.g. Monday 12 November – 12pm)
- Return address with named individual, asking that the envelopes be clearly marked “TENDER”
- Contact details for any queries

You may also wish to include some background on your group and/or project and any details on how you would like the tender to be presented (i.e. written). Any tenders received after the tender deadline should be disregarded.

Those responses that are received on time should be opened simultaneously and reviewed by representatives from your group. We recommend that at least 2 representatives from the group are present at the tender opening.

The quoted prices should be recorded on a tender record sheet as the tenders are opened. Once all the tenders are opened a decision can be made on which contractor you would like to appoint.

When reviewing the tender responses received you may want to consider having some set criteria that you require the suppliers to meet, e.g. member of a recognised trade association or excellent safety record. This should be set out in advance of the deadline date and should be included in the invite to tender.

Once the decision on the preferred supplier is made you should send them a letter of intent ([guidance for composing a letter of intent](#) is available from our website) - most contractors will accept this as a formal agreement prior to a contract.

You should also notify those contractors that have been unsuccessful, these organisations may want feedback on the reasons they were not successful.

If you need any assistance with this tender process please contact your Facilitator who will be able to help.