

**Competitive Dialogue OJEU Tender**

This procedure is used for complex contracts when the authority is unable to fully define the technical means required to satisfy their need. This procedure allows for dialogue with bidders throughout the bid process to develop possible solutions with the bidder. Best and Final Offers (B.A.F.O.'s) are submitted by companies based on their developed solution and past dialogue with the selected preferred bidders justified.

For further advice on OJEU tenders, please contact the [Procurement Team](mailto:procurement@charnwood.gov.uk).

Note: OJEU - Official Journal of the European Union

**Procedure Rules:**

* All purchases for £181,302 or above that are not satisfied through the Council’s approved contracts must be put out to tender in the OJEU.
* This process is used for complex procurements such as P.F.I. Contracts
* Usually involve longer contract periods.
* Contracts must be advertised on Contracts Finder, [Source Leicestershire](http://charnwood.firmstep.com/default.aspx/RenderForm/?F.Name=DJL5WjtYGst&HideToolbar=1) website & the council's Contract Register

**Please place your Contract advert using this** [**link**](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 to ensure that suppliers know how to respond.

**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.docx)

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 tender 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 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 Award (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.**