

**Restricted OJEU Tender**

The restricted procedure is similar to the open procedure in that anyone can express an interest in the project.  The Invitation to tender documents are similar to the documents used in the open tender processes; however, the main difference is that this is a two stage process. The contracting authority issue a Standard Selection questionnaire that set a minimum criteria relating to technical, economic and financial capabilities that the supplier must satisfy to be shortlisted to be invited to tender.

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.
* Contracts must be for no longer than 5 years and for a total contract value of at least £181,302, Lower value contracts can be advertised free on OJEU.
* There are 30 days from issue of the OJEU advert for companies to express an interest and return the SQ and 30 days from the issue of tender documents for shortlisted companies to return the tender documents. This requirement can be reduced to 30 days from issue of SQ and 10 days from the issue of tender if a Prior Information Notice (PIN) has been placed on OJEU, at least 35 days before the actual tender is advertised. PIN's are normally placed on OJEU at the start of the financial year when Annual Procurement Plans have been finalised.
* Contracts must also 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**

**Standard Selection Questionnaire (SQ)**The purpose of the Standard Selection questionnaire is to set a minimum criteria relating to technical, economic and financial capabilities that the supplier must satisfy to be shortlisted to tender.

SQ Main Body – [Standard Selection questionnaire](https://www.charnwood.gov.uk/files/documents/standard_selection_questionnaire_sq/Standard%20Selection%20Questionaire%20%28SQ%29.docx)

**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_ojue_restricted/ITT%20-%20Goods%20%28OJUE%20restricted%29.doc)For Services – [Invitation to tender - Services](https://www.charnwood.gov.uk/files/documents/itt_services_ojue_restricted/ITT%20-%20Services%20%28Ojue%20restricted%29.doc)

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)

[Request for references](https://www.charnwood.gov.uk/files/documents/request_for_references/Request%20for%20Reference.doc)

[Restricted Tender Timetable](https://www.charnwood.gov.uk/files/documents/ojue_restricted_timetable2/OJUE%20Restricted%20tender%20timetable.xls)

[OJEU Restricted Checklist](https://www.charnwood.gov.uk/files/documents/ojue_restricted_timetable1/OJUE%20Restricted%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.**