

Date Provided: 30 July 2021

Title: Procurement Selection Questionnaire

Ref: FOI 14140

Information Request

- If the Council forgets to include the mandatory SQ in a tender greater than the PCR 2015 threshold. Is the tender exercise valid?
- The SQ defines the “lead contractor” and the subcontractor structure. The SQ is signed by the lead contractor. Can tender be uploaded by a subcontract (bid manager) on behalf of the lead contractor?
- Is a “Form of Tender” a mandatory requirement of the PCR 2015 rules?
- Is a “Form of Tender” a mandatory requirement in the Council’s rules for tenders greater than the PCR 2015 threshold?
- Do the PCR 2015 rules require the tenderer to sign a document confirming the price at the bid submission stage?
- Do the Council’s rules require the tenderer to sign a document confirming the price, at the bid submission stage, for tenders greater than the PCR 2015 threshold?

Response by Lewes District Council

	LDC
<i>If the Council forgets to include the mandatory SQ in a tender greater than the PCR 2015 threshold. Is the tender exercise valid?</i>	The council cannot comment on individual tenders but it is a requirement for a SQ to be submitted for above threshold tenders
<i>The SQ defines the “lead contractor” and the subcontractor structure. The SQ is signed by the lead contractor. Can tender be uploaded by a subcontract (bid manager) on behalf of the lead contractor?</i>	Yes it can, so long as the lead contractor has signed the relevant documents where required.
<i>Is a “Form of Tender” a mandatory</i>	Not specifically but there is a

<p><i>requirement of the PCR 2015 rules?</i></p>	<p>requirement for local authorities to be able to demonstrate the outcome of a tender exercise, including evaluation and relevant documents.</p>
<p><i>Is a "Form of Tender" a mandatory requirement in the Council's rules for tenders greater than the PCR 2015 threshold?</i></p>	<p>Yes</p>
<p><i>Do the PCR 2015 rules require the tenderer to sign a document confirming the price at the bid submission stage?</i></p>	<p>Not specifically but there is a requirement for local authorities to be able to demonstrate the outcome of a tender exercise, including evaluation and relevant documents.</p>
<p><i>Do the Council's rules require the tenderer to sign a document confirming the price, at the bid submission stage, for tenders greater than the PCR 2015 threshold?</i></p>	<p>Yes, depending on how the procurement has been structured, the form of tender or tender certificate confirms all the aspects of a suppliers bid submission.</p>