

**ORKNEY ISLANDS COUNCIL
TENDER OPENING FORM**

The Officer responsible for the management of the procurement exercise must complete the details in the table below and forward the form to the relevant member(s) of staff.

Contract Title:					
Reference:					
Estimated Contract/Framework Agreement value:					
Date Invited:		Date Due:		Date & Time Opened:	

	Name of Tenderers Invited	Price Tendered ex VAT £	<i>(complete where applicable)</i> Late Tender: Date of return to supplier	<i>(complete where applicable)</i> “No Tender” to be stated where no tender submitted
1				
2				
3				
4				
5				
6				
7				

Tenders opened in the presence of:			
Signatures			
Names (BLOCK CAPS)			
Date			
Number of Tenders Received			

TENDER OPENING PROCEDURE (HARD COPY TENDERS)

1. Where the Public Contracts Scotland Tender Mailbox is not in use, two Officers will act as the Tender Receipt Board together with an Elected Member (in a governance capacity only and as required by Council's Financial Regulations). The Tender Receipt Board will open and witness receipt of the tenders. The Tender Receipt Board will undertake the following tasks in respect of each tender exercise:

- a) After the date and time of tender opening stated on the form, open (only the tenders received by the date and time publically intimated) each tender individually and simultaneously maintain a record of the opening and ensure that there is only one tender submitted for each tenderer. If only one tender is received in total, the tender opening does not proceed until the Head of Procurement's advice has been received and recorded;
- b) Date stamp and sign the Form of Tender and Pricing Schedule received for each tenderer;
- c) Check each tender to ensure all material information is contained in the submission and that there are no matters of non compliance with the tender arising;
- d) If matters of non compliance arise the tender opening does not proceed until the Head of Procurement's advice has been received and recorded;

Note: if a tender is incomplete, completed in pencil, faxed or emailed, it may be disqualified - the tender opening does not proceed until the Head of Procurement's advice has been received and recorded.

- e) If the tender is disqualified, the Head of Procurement will inform the tenderer in writing that the tender has been disqualified and the reason for disqualification;
- f) On the assumption, that the tenders are received on the date and by the time publically stated and are compliant with the tender requirements, the Tender Receipt Board, in the presence of the Elected member, shall complete the template attached to create a record of received, returned, and late tenders;
- g) Pass the witnessed opened tenders to the Officer responsible for the management of the procurement exercise together with the completed Tender Opening Form and retain the completed Tender Opening Form on file for audit purposes.

PROCEDURE FOR RECEIPT OF LATE TENDERS

2. In order to comply with the Council's Contract Standing Orders late tenders will be refused. The following procedure will apply to late tenders:

- a) Tenders that are received after the date and time specified on the Tender Opening Form for whatever reason must be held separately and remain unopened, and the Head of Procurement informed immediately that a late tender has been received;
- b) The unopened tender will be returned by the Head of Procurement to the supplier, and recorded on the Tender Opening Form as part of the audit trail. The Head of Procurement will also inform the tenderer in writing that their tender has not been accepted, with the reason(s) for its non-acceptance;
- c) Late tenders must all be treated equally with regards to their refusal.