



## Four Types of Tendering Procedures

There are four types of tendering procedures that can be used by commissioning bodies to buy services or products.

One of the most common procedures used is called an '**open**' procedure. This is where an opportunity (including all tender documents) is advertised inviting providers to bid directly for a contract. All interest parties then submit a tender. Scoring takes place and the successful organisation is awarded the contract. Sometimes there is a selection stage first, which is then followed by the award stage.

Next is the **restricted procedure**. This involves the opportunity being advertised in the relevant places and media. Organisations will then submit an expression of interest and fill in a pre qualification questionnaire. Successful organisations will go onto select list and be given an invitation to tender with the tender documents. Tender documents are completed and submitted. From the submitted tender documents scoring takes place and the successful organisation is awarded the contract. The select list may be used for a period of up to eight years. So it is always useful to check when lists are coming to an end to see when your organisation could be included. There must be a minimum of five bidders. This procedure works best when a commissioning body is clear at the start of the process what it wants to buy in terms of pricing and other award criteria

The **negotiated procedure** can only be used in a limited number of carefully defined cases (e.g. large capital projects where a range of solutions to deliver are possible). The cases where using this procedure is prescribed is featured in the Public Contract Regulations 2006. An opportunity is advertised (the specification is not established at the start of the process) and organisations can submit an expression of interest and fill in a pre qualification questionnaire. Successful bidders are invited to negotiate with the procuring body, which is called the dialogue phase. Once dialogue has generated solutions to the agreed requirements, final tenders are submitted based on each bidders individual solution. Scoring then takes place and the successful organisation is awarded the contract. There must be a minimum of three bidders

Finally, **competitive dialogue** is another procedure only used in the case of particularly complex contracts. An opportunity is advertised and organisations can submit an expression of interest and fill in a pre qualification questionnaire (the specification is not established at the start of the process). Successful bidders discuss the form of the contract and technical specifications with the bidders before the tender documents are issued. The discussion ends when the procuring body can identify a solution to meet its needs. Bidders then submit a tender based on the solution resulting from the discussion. Scoring then takes place and the successful organisation is awarded the contract. There must be a minimum of three bidders.