

Appendix 4 – Procurement Report – Contents Checklist

<u>Data</u>	<u>Required</u>	<u>Included</u>
Name and address of contracting authority	Yes	
Subject-matter and value of the contract	Yes	
Names of candidates/tenderers passing any selection (PQQ) stage and the reasons for their selection	If relevant	
Names of candidates deselected following any selection (PQQ) stage and the reasons for their deselection	If relevant	
Names of bidders selected, to continue to take part in a competitive procedure with negotiation or competitive dialogue process, and the reasons for their selection	If relevant	
Names of bidders deselected from a competitive procedure with negotiation or competitive dialogue process, and the reasons for their deselection	If relevant	
Reasons for rejection of any tender found to be abnormally low	If relevant	
Name(s) of successful bidder(s)	Yes	
Reasons why successful bid(s) was/were selected	Yes	
Share of the contract/framework agreement that the successful bidder intends to sub-contract	If relevant	
Names of the main sub-contractors	If relevant	
Justification for use of competitive procedure with negotiation process or competitive dialogue process	If relevant	
Justification for use of negotiated procedure without prior publication	If relevant	
Reasons why the contracting authority decided not to award the contract/framework agreement	If relevant	
Reasons why non-electronic means was used for submission of tenders	If relevant	
Details of conflicts of interest detected and subsequent measures taken to deal with such conflicts of interest	If relevant	
In a Light Touch regime process, where the contracting authority has chosen to depart from the process as originally stated in the procurement documents, this decision and the reasons behind it must be documented	If relevant	
If not recorded elsewhere in the procurement documentation, an indication of the main reasons why the contracting authority considers there to be a justified case for requiring bidders to evidence turnover that is greater than the standard permitted maximum of twice the estimated contract value (for example, due to special risks attached to the nature of the works, services or supplies)	If relevant	
If not recorded elsewhere in the procurement documentation, the main reasons for decision of the contracting authority not to subdivide the	If relevant	

requirement into lots		
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