

PRE-TENDER CLIENT INFORMATION SHEET

1. This document is required to be completed by the Client to comply with clause 2.3 of the Contract Procedure Rules and will provide the basic information necessary to commence any Tender process.
2. Once the form is completed please email it to the Corporate Procurement Manager.
3. No Procurement activity shall take place until it has been fully completed and accepted by the Corporate Procurement Manager and/or Chief Finance Officer.
4. All Procurement activity shall be in accordance with the Procurement Strategy and Contract Procedure Rules.

<u>NAME:</u>		<u>DEPARTMENT:</u>	
<u>ADDRESS:</u>			
<u>TEL:</u>		<u>EMAIL:</u>	
<u>REQUIREMENT:</u> (Please provide a brief description of the project – why, what and when. Indicate if there are opportunities for Collaboration, Community Benefits or Sustainability opportunities)			
<u>SPECIFICATION:</u> (Has a specification been written by the Client?)			Y / N
<u>SPECIFICATION:</u> (When will an agreed Specification be available?)			
<u>TUPE:</u> (are there any Transfer of Undertaking (protection of employees) Regulations (TUPE) considerations?)			Y / N
<u>COMMUNITY BENEFITS:</u> (Have you sought guidance from BCBC Skills and Sustainable Development Manager where contract value is above £100,000)			Y / N
<u>COMMUNITY BENEFITS:</u> (Date when guidance sought)			
<u>COMMUNITY BENEFITS:</u> (Does Community Benefits apply to this tender?)			Y / N
<u>COMMUNITY BENEFITS GUIDANCE:</u> (please contact Sue Whittaker via e-mail sue.whittaker@bridgend.gov.uk to discuss)			
<u>DELEGATED POWER:</u> (Has a Delegated Power been raised by the Client?)			Y / N
<u>DELEGATED POWER:</u> (When will a Delegated Power be available?)			
<u>ESTIMATED / HISTORIC ANNUAL SPEND:</u>			£

<u>INTENDED PROCEDURE:</u> (If known at this stage - delete as required)	<u>RESTRICTED</u>	<u>OPEN</u>		<u>OTHER</u>	
<u>EVALUATION CRITERIA:</u> (Delete as required)	<u>MOST ECONOMICALLY ADVANTAGEOUS TENDER (MEAT)?</u>			<u>LOWEST COST?</u>	
<u>EVALUATION WEIGHTINGS IF MEAT</u> (If known at this stage)	<u>QUALITY %</u>	<u>%</u>	<u>PRICE %</u>	<u>%</u>	
<u>PROCUREMENT STRATEGY:</u> (To be completed by Procurement)					
<ol style="list-style-type: none"> 1. Strategy: 2. Advertisement: 3. On completion, pass to Procurement Team Administrator to populate the Contracts Register. 					
<u>NAME:</u> Print		<u>SIGNATURE:</u>		<u>DATE:</u>	