

### 1.6.3.2 Running a tender from UKO – specifics

When a tender is run from UKO, part or all requirements in Section 1.6.3.1 (Tendering as a BRC partner) apply, and the Corporate Procurement Team must be informed ahead of publishing the RFP.

CPT will help the procurement leads develop the tender document and will publish it on their e-tendering system. In parallel, Logistics Coordinators can invite suppliers to register on the system and subsequently apply to the tender if the RFP is published as a closed tender.

The RFP will be endorsed by a tender committee or CoC above a certain threshold (see the UKO example). In any case, bids must be kept sealed until the agreed deadline and opened in presence of the tender committee (if applicable), or by the procurement lead if there is no tender committee appointed. Where CPT have appointed a group of stakeholders in addition to the CoC, they will request input from those. Additional stakeholders can be Finance, Health and Safety or Insurance for example. These do not need to be included in the CoC.

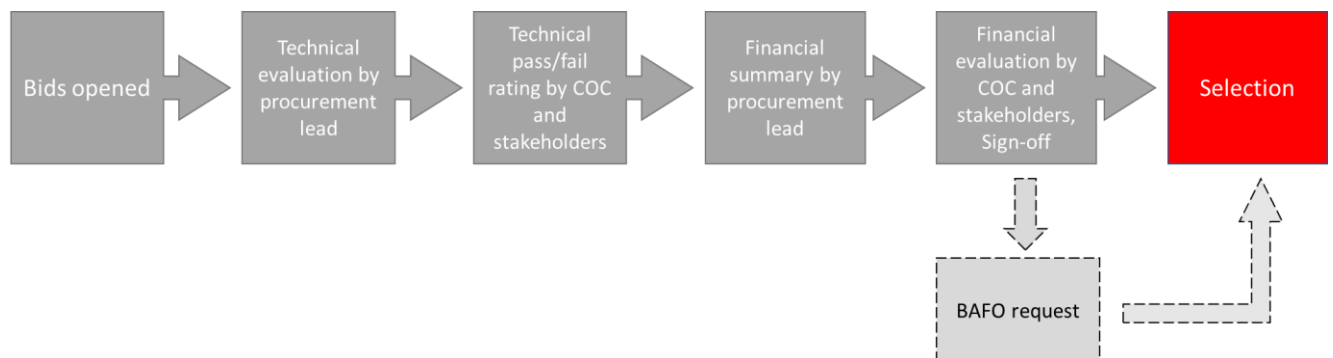
For UK tenders, CPT will run a due diligence check that includes a financial and credit check, and a review of the bidders' policies and insurances. The results of this process will be shared with the CoC and stakeholders for their review and approval.

CPT will then review the technical details of the bids and share them with the stakeholders, together with an evaluation template. Stakeholders and CoC members will have to mark each point as "pass" or "fail". When all stakeholders have evaluated the bids, CPT will organise a call to review the bids collaboratively. On this call, all participants will agree which bidders should be progressed to the next selection step.

When the successful suppliers have been identified, CPT will put together a summary of the pricing schedules submitted by each supplier and share it with the stakeholders. Where it is clear that more than one bidder could equally deliver the project, they can go back to the shortlist and request their best and final offer (BAFO). The stakeholders will then choose a final bid.

A procurement summary report is compiled by CPT and submitted to the Head of Logistics and head of procurement in SSC for approval. This must be signed off to certify that the procurement has been completed within BRC policies and procedures before the contract is formally awarded. Unsuccessful bidders must be informed through a standard letter issued by CPT, after the best bidder has been definitively identified.

The successful bidder must be informed and called in to finalise the agreement.



## Tendering

- Carefully draft the RFP with the requestor.
- Publish the RFP for a minimum of two weeks.
- Restricted tender (shared with known suppliers) vs. open tender (publicly advertised).
- Appoint a committee on contract based on financial value, risk rating or technical complexity.
- Record all received bids in bid-opening meeting minutes.
- Confirm receipt of all bids to bidders in less than 24 hours.
- The procurement lead compiles details of the bids.
- The committee on contract meets to select the best offer.
- Where a tender is greater than £250,000, the CoC must be UK-based.
- Unsuccessful bidders must be informed after the successful bidder has accepted the contract.
- For support in joint tendering, contact UK logistics.