

# Project management – tender instructions

CONTRACT STC2020/04

## TENDER TIMETABLE

ACTION	TIMETABLE
Tender publication	22/1/2021
Closing date for submission of tenders	Noon 12/2/2021
Shortlisting of tenders	w/c 15/2/2021
Contract award (Council meeting)	1/3/2021

## QUESTIONS ABOUT THE TENDER

Given the likely interest in this tender it will not be possible to accommodate informal discussions. Potential bidders may however submit questions to the Town Clerk by email to [helen.bojaniwska@stroudtown.gov.uk](mailto:helen.bojaniwska@stroudtown.gov.uk).

To ensure all bidders have access to the same information responses to questions will be shared anonymously on the Contracts Finder website.

Potential bidders are advised to explore the links to the supporting documents before submitting questions.

## EVALUATION

Proposals will be evaluated and scored against a matrix set out in the tender specification.

## PROCUREMENT PROCESS

All procurement must comply with Stroud Town Council's Standing Orders, Financial Regulations and Procurement Policy which are all available in the council's website [www.stroudtown.gov.uk](http://www.stroudtown.gov.uk).

Please note that tenderers are prohibited from contacting Councillors or Staff to encourage or support their tender outside of the prescribed process and should be aware that the Bribery Act 2010 applies to this tender.

## FEEDBACK

Unsuccessful bidders will be provided with feedback on their submission on request after the contract has been awarded. Feedback will be limited to bidders' individual scores and their position in the ranking order of other bids.

Details of the successful bid, including the contract value, will be shared on Contracts Finder once the contract has been awarded.