RESTRICTED PROCEDURE

Reg 29 of the Public Contracts (Scotland) Regulations 2015

REQUIREMENTS Contracting Authority assesses information against qualitative selection criteria and ensures no grounds for exclusion & compliance with mandatory / minimum requirements. Award criteria must: · Any interested Economic Operator not confer unrestricted freedom on the Contracting may submit a request to participate Authority; Evaluation against award Contracting Authority may Request must be accompanied by ensure the possibility of effective competition; and information for qualitative selection limit the number of criteria to identify MEAT, on the basis of best price -Economic Operators to be (in the form of the Single be accompanied by specifications that allow invited to tender to a Procurement Document) quality ratio. tender responses to be verified against the minimum of 5. criteria. STAGE Standstill Letter must include: (a) the award criteria; (b) where practicable, the score obtained by the economic operator which is to receive the notice; (c) the name of and, where practicable, the score obtained by the successful party; (d) Contracting Authority in the case of an unsuccessful tenderer/candidate, a summary of the reasons **Economic Operator Contracting Authority** Contract notice issued by **Economic Operators submit** invites Economic Operators why they were unsuccessful and the characteristics and relative advantages of submits request to assesses tenders. **Contracting Authority** to Tender. tenders. the successful tender; and (f) a precise statement of the effect of the standstill participate period. TIMEFRAME Contracting Authority Contract award **Contracting Authority** issues notice notice published Contracting Authority decision to award ("Standstill Letter") on Public enters into contract contract to economic to all tenderers and Minimum time period for receipt of with preferred tenderer. Contracts operator(s) submitting candidates informing tenders is 30 days from date on which Scotland. the MEAT tender(s). them of its decision. invitation to tender ("ITT") is sent: A sub-central contracting authority Minimum time period for receipt of (such as a local authority) may set the requests to participate is 30 days from can be reduced by 5 days where time limit for receipt of tenders by date contract notice sent for publication electronic submission of tenders is mutual agreement with the selected or (where a Prior Information Notice permitted; candidates, provided all candidates are ("PIN") was used as means of calling A "standstill period" must be allowed given the same time to prepare and for competition) date invitation to can be reduced to 10 days where after the date that the (compliant) submit their tenders. confirm interest sent. PIN is issued which was not itself Standstill Letter is sent out before the Notice must be used as a means of calling for Contracting Authority can enter into the If no agreement is in place, time limit issued as soon Where a state of urgency renders the Not later than 30 must be at least 10 days from the date competition; as possible after contract: minimum period impracticable, days after the the decision is on which ITT sent. Contracting Authorities may shorten to award of contract. where a state of urgency renders where the notice is sent by fax or; made. 15 days from date on which contract the minimum period impracticable, notice sent. may be shortened to 10 days from electronically, the standstill period is the date on which ITT was sent. 10 days; otherwise, the standstill period is 15 days.