OPEN PROCEDURE

Reg 28 of the Public Contracts (Scotland) Regulations 2015

RULES/REQUIREMENTS Award criteria must: not confer unrestricted freedom on the Contracting SPDs assessed to ensure no grounds for Authority; Any interested Economic Operator may submit exclusion and compliance with mandatory / a tender ensure the possibility of effective competition; and minimum requirements Tender must be accompanied by the Non-excluded tenders are evaluated using information for qualitative selection (in the form be accompanied by specifications that allow award criteria based on the best price - quality of the Single Procurement Document ("SPD")) tender responses to be verified against the ratio to identify the most economically criteria. advantageous tender ("MEAT") 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) in the case of an unsuccessful tenderer/candidate, a summary of the reasons why they were unsuccessful and the characteristics and relative advantages of Contract notice issued to **Economic Operator submits** Contracting Authority the successful tender; and (f) a precise statement of the effect of the standstill **Public Contracts Scotland** tender and SPD assesses SPDs and tenders. by Contracting Authority. period **Contracting Authority** Contract award **Contracting Authority** Contracting Authority TIMEFRAME decision to award enters into contract ("Standstill Letter") on Public with preferred tenderer. contract to economic to all tenderers and Contracts operator(s) submitting candidates informing Scotland. the MEAT tender(s). them of its decision. Deadline for receipt of tenders must be at least 35 days from the date on which the contract notice is sent for publication; A "standstill period" must be allowed after the date that the (compliant) can be reduced by up to 5 days where electronic Notice must be Standstill Letter is sent out before the submission of tenders is permitted; issued as soon Contracting Authority can enter into the Not later than 30 as possible after contract: days after the can be reduced to not less than 15 days when a the decision is award of contract. state of urgency renders minimum time limit made. where the notice is sent by fax or impracticable; electronically, the standstill period is 10 days; can be reduced to 15 days where a compliant Prior Information Notice ("PIN") is issued which otherwise, the standstill period is 15 was not itself used as a means of calling for days. competition.