[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Procurement Tender Brief

Tender title: _____ **Tender reference number:** _____

Name of tender owner: _____ **Job title of tender owner:** _____

Contact email address for tender queries: _____ **Version number of this document:** _____

Date of tender issue: _____ **Deadline for tender submissions:** _____

1. Background and objective This tender is issued by [Name of issuing team or department] to appoint a supplier for [Summary of goods or services required]. The current position is [Description of the current position and why a new arrangement is needed]. The outcome sought from this tender is [Description of the outcome sought], to be in place by [Date by which the new arrangement must be in place].

Bidders must read every section of this brief before submitting. A bid that does not answer a mandatory requirement, or that leaves a pricing line blank, may be treated as non-compliant and excluded from detailed evaluation.

2. Scope of work The successful supplier will provide the following:

[Description of deliverable or service element one] [Description of deliverable or service element two]

[Description of deliverable or service element three] [Description of deliverable or service element four]

The following are outside the scope of this tender and must not be priced in: [Description of work that is outside the scope of this tender]. Any bidder proposing an alternative approach must describe it separately from the compliant bid, under the heading for alternatives in the submission instructions, so that compliant bids remain directly comparable.

3. Specification Bidders must respond to every line of this table, stating compliance or describing any exception in full. Do not leave a response cell blank.

Requirement number	Requirement	Mandatory or desirable	Bidder response and evidence
[Requirement number one]	[Description of requirement one]	[Mandatory or desirable]	[Bidder response and evidence for requirement one]
[Requirement number two]	[Description of requirement two]	[Mandatory or desirable]	[Bidder response and evidence for requirement two]
[Requirement number three]	[Description of requirement three]	[Mandatory or desirable]	[Bidder response and evidence for requirement three]
[Requirement number four]	[Description of requirement four]	[Mandatory or desirable]	[Bidder response and evidence for requirement four]
[Requirement number five]	[Description of requirement five]	[Mandatory or desirable]	[Bidder response and evidence for requirement five]

4. Bidder eligibility To be eligible, a bidder must confirm each of the following:

Legal status: [Description of the legal status a bidder must hold]

Experience: [Description of the relevant experience a bidder must demonstrate]

Insurance held: [Description of the insurance cover a bidder must hold]

Certification held: [Description of any certification a bidder must hold]

Exclusion check: confirmation that the bidder is not excluded from supplying for [Grounds on which a bidder would be excluded]

5. Submission instructions Format of submission: [Format in which bids must be submitted] Place for submission: [Place or address for submission of bids]

Number of copies required: [Number of copies required] Deadline for questions from bidders: [Deadline for questions from bidders]

How answers to questions will be shared: [Method for sharing answers to bidder questions]

Validity period required: bids must remain valid for [Validity period required for bids] from the submission deadline.

Pricing schedule to be completed: [Description of the pricing schedule bidders must complete]

[Company name]

Late submissions will not be evaluated unless [Circumstances in which a late submission would still be accepted] applies. Bidders must not contact any person other than [Name of tender contact for bidder queries] about this tender while it is open.

6. Evaluation criteria Bids that pass every mandatory gate below proceed to weighted scoring. The weights below are the weights for this tender; they must add up to one hundred percent.

Evaluation criterion	Weight	What a strong bid shows	Score awarded
Technical fit and quality	[Weight for technical fit and quality]	Meets every mandatory requirement, with evidence from comparable work and a credible delivery plan.	[Score awarded for technical fit and quality]
Price and total cost	[Weight for price and total cost]	Complete pricing with no blank lines, showing total cost over the full contract period.	[Score awarded for price and total cost]
Delivery and timescales	[Weight for delivery and timescales]	Realistic dates, named resources, and a plan for handling delays.	[Score awarded for delivery and timescales]
Service and support	[Weight for service and support]	Clear support arrangements, response times, and a named account contact.	[Score awarded for service and support]
Risk and compliance	[Weight for risk and compliance]	Insurance, certification, and data protection arrangements evidenced and current.	[Score awarded for risk and compliance]
Total weighted score	[Total weight for this tender]	Add the weighted scores for the criteria above. The highest total does not guarantee award if a mandatory gate has failed.	[Total weighted score awarded]

Scoring scale: 5 means the bid exceeds the requirement with strong evidence; 4 means it meets the requirement with some areas exceeded; 3 means it meets the requirement; 2 means it partly meets the requirement and improvement is needed; 1 means it does not meet the requirement. Mandatory gates: [Description of each mandatory gate that a bid must pass before weighted scoring].

7. Tender timetable

Stage	Date	Responsibility
Tender issued	[Date on which the tender is issued]	[Name or role responsible for issuing the tender]
Deadline for bidder questions	[Deadline for questions from bidders]	[Name or role responsible for answering bidder questions]
Deadline for submissions	[Deadline for tender submissions]	[Name or role responsible for receiving submissions]
Evaluation period	[Evaluation period for this tender]	[Name or role responsible for evaluating bids]
Clarification meetings, if needed	[Dates for clarification meetings]	[Name or role responsible for clarification meetings]
Intended award date	[Intended award date for this tender]	[Name or role responsible for awarding the tender]
Contract start date	[Contract start date for this tender]	[Name or role responsible for contract start]

8. Contract terms in summary Contract period: [Contract period for the successful supplier]

Payment terms: [Payment terms that will apply under the contract] Performance measures: [Performance measures that will apply under the contract]

Termination rights: [Summary of termination rights under the contract] Confidentiality requirement: [Summary of the confidentiality requirement under the contract]

This summary does not replace the full contract terms. The full terms are set out in [Title or reference of the full contract terms document] and the successful bidder will be asked to accept them before signature.

9. Clarification log Record every bidder question and the answer issued, so that all bidders receive the same information.

Question number	Date received	Question asked	Answer issued	Date answer issued
[Clarification question number one]	[Date clarification question one was received]	[Text of clarification question one]	[Answer issued to clarification question one]	[Date answer to clarification question one was issued]
[Clarification question number two]	[Date clarification question two was received]	[Text of clarification question two]	[Answer issued to clarification question two]	[Date answer to clarification question two was issued]

Signatures: Tender owner: Name: _____ **Signature:** _____ **Date:** _____

Approver: Name: _____ **Signature:** _____ **Date:** _____