|  |  |
| --- | --- |
| TEMPLATE TENDER RETURN REPORT  FILE REFERENCE [FILE LOCATION]  [REPORT TITLE]  DATE | |
|  | Background |
|  | As part of the [HEADLINE WORK] work for the [PROJECT] programme,([MINUTE REF.]), tenders were sought for the [TENDER NAME].  Tenders were opened on [TENDER RETURN DATE]; [OFFICERS AT TENDER RETURN] were in attendance. |
|  | Received tender returns |
|  | |  |  | | --- | --- | | Company | Cost | | [*ADD APPROPRIATE NUMBER OF LINES FOR ALL TENDERERS, WHETHER RETURNING TENDER OR NOT; START WITH THE LOWEST PRICE TENDER AND CONTINUE DOWN THE LIST, SHOWING THE COMPANIES THAT DIDN’T SUBMIT A TENDER AT THE BOTTOM*] |  | |  |  | |  |  | |
|  |  |
|  | Tender Evaluation  *DO NOT INCLUDE ALL FINANCIAL INFORMATION INCLUDED IN THE TENDER EVALUATION SPREADSHEET.*  *EXPLAIN WHY YOU WANT TO USE THE COMPANY SELECTED, PARTICULARLY IF IT IS NOT THE CHEAPEST QUOTE.*  *WHY HAVE YOU DISCOUNTED ALL OTHER TENDERERS (PREVIOUS EXPERIENCE WITH THEM, NO CAPACITY ETC)* |
|  |  |
|  | Health and Safety and CDM Considerations |
|  | *EXPLAIN WHAT H&S DOCUMENTATION YOU’VE RECEIVED AND WHETHER IT IS ACCEPTABLE. WE MUST ON LY GIVE A CONTRACT TO A CONTRACTOR THAT HAS PROVIDED ADEQUATE DOCUMENTATION. IF YOU THINK THAT OUR CLIENT/PARTNER WOULD NOT BE HAPPY WITH THE DOCUMENTATION RECEIVED, ASK FOR MORE INFORMATION FROM THE CONTRACTORS. ASSUME ALL CONTRACT H&S DOCUMENTATION WILL BE SUBJECT TO AN HSE INVESTIGATION.*  This project [IS/IS NOT] notifiable to the HSE under the CDM Regulations (2015). |
|  | Environmental Purchasing Policy (EPP) Considerations |
|  |  |
|  | Human Rights Act and Public Sector Equality Duty |
|  | There are [NO/THE FOLLOWING] Human Rights issues apparent. The Authority’s Public Sector Equality Duty has been considered. |
|  | Consultations |
|  | This report has been completed following discussions with [OFFICERS]. |
|  | RECOMMENDATIONS: |
|  | 1. **We recommend that [CONTRACTOR COMPANY NAME] is awarded the contract to undertake [CONTRACT NAME].** |
|  |  |
|  |  |

[NOMINATED OFFICER: JOB TITLE] completed this Tender Evaluation.

Email:

Tel:

**Certification:**

This recommendation has been produced in accordance with the Peak District National Park Authority Standing Orders.

**Signed [DELEGATED OFFICER Name, Job Title]**