

Step 9: Tender

Tool 5: 'How to' guidance

This tool is for use in conjunction with Step 9 of the Commissioning Toolkit document

Drafting the ITT

When drafting the ITT bear in mind the following:

- 1 the purpose of the ITT is to give bidders further information on the Project in order to submit a bid - the focus is on the bidder;
- 2 a quality ITT will create a competitive procurement as more bidders will submit compliant bids – it is worth investing time and resource in getting it right.

Evaluating the Responses

It is important to have a clear evaluation plan and strategy before attempting to evaluate the responses to the ITT. The evaluation should follow the principles of being open, fair and transparent.

The evaluation plan and strategy should include:

- 1 the team of worksteam specialists who will evaluate the responses;
- 2 the dates when the evaluators will evaluate the responses and report back to the project lead;
- 3 the individuals who will be responsible for moderating the evaluated scores;
- 4 the dates when the moderators will complete the moderation;
- 5 how the evaluators and moderators will record their scores and rationale for the scores awarded – it is recommended that a standardised score sheet is issued to all evaluators and moderators so that a clear audit trail for the decisions reached is available;
- 6 how the team will select the recommended bidders.