



Bevan Brittan

Lawyers for the public,  
private and third sectors

## TENDER PACKS

Production of an entire suite of standard tender and contract documents for a fixed price

### Your Procurement

### Our Expertise

Procurements *can* be time-consuming and carry the risk of legal challenge

We can help you and your officers run structured, neat and compliant procurements by creating a bespoke Tender Pack for your authority.

SWIFT COMPLIANT  
PROCUREMENT | → Maximise Benefit  
→ Minimise Risk

**Streamline and update your documents** to ensure they meet the new rules in the Public Contracts Regulations 2015, best practice on criteria evaluation methodology, the new SQ, Modern Slavery Act and data requirements.

**We will:-**

- Review your existing suite of documents
- Produce a first draft
- Discuss your requirements with you
- Finalise your documents

The documents include	<b>SELECTION QUESTIONNAIRE</b>	The new standardised Questionnaire, tailored to your needs
	<b>SUB-THRESHOLD ITT</b>	For lower value procurements
	<b>RESTRICTED ITT</b>	For when you want a selection stage
	<b>OPEN ITT</b>	For procedures with no qualification stage
	<b>FRAMEWORK</b>	An over-arching agreement from which purchases can be made
	<b>TS AND CS</b>	Adaptable for most situations
	<b>CONTRACT STANDING ORDERS</b>	To ensure consistency

We would aim to complete the whole process within two months.

Once you have a Tender Pack, your officers will be able to use the documents with independence and confidence thanks to the Guidance Notes that appear throughout the document.

An example of a Guidance Note appears below:

**DRAFTING NOTE:** Regulation 65 (3) of the PCR 2015 states that in the second stage of the restricted procedure, the minimum number of candidates who are invited to complete the ITT shall be 5, providing that at least this number have been assessed as sufficiently qualified after completing the SQ document. This number can be increased if desired, but not decreased. The OJEU notice should also be consistent in this regard and state the same minimum number of candidates.

“ Bevan Brittan and in particular, Emily Heard, provided us with a first class service. We were impressed with the excellent quality of Bevan Brittan’s work and the firm embodied all of the attributes we were looking for in external solicitors: they were practical, responsive, and helpful. Bevan Brittan has provided us with an exemplary service from start to finish. ”

Carl Hedger  
Senior Solicitor  
**Devon County Council**

We can deliver your Tender Pack for a fixed fee at exceptional value for money, and provide you with an **efficient procurement solution**.

**Secure your procurement process**



**EMILY HEARD**

Partner  
Head of Procurement

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Please call us or get in touch to find out more. We would be delighted to hear from you.

Run your Procurements

- Easily as there are guidance notes in the documents
- Robustly as the structure makes the procurement clear and clean
- In compliance with the regulations

