

Request 9432 – Procurement Selection Questionnaire (SQ) and Form of Tender

I'm making a Freedom of Information Request. The information is readily available within the council's procurement department.

The Crown Commercial Service states that the Standard Selection Questionnaire (SQ) is a requirement for all Contracting Authorities for procurements above the thresholds laid down in the Public Contracts Regulations 2015 (PCR 2015).

Procurement Policy Note: [Standard Selection Questionnaire \(SQ\) Action Note 8/16 9th September 2016](#).

The requirement for a SQ is in the Council's contract procedure rules.

I have three FOI questions about the Council's rules. This is for interest only. I do not intend to make any complaint.

- Is a tender exercise valid if the Council forgets to include the mandatory SQ in a tender greater than the PCR 2015 threshold?
- Is a "Form of Tender" a mandatory requirement in the Council's rules for tenders greater than the PCR 2015 threshold?
- Do the Council's rules require the tenderer to sign a document confirming the price, at the bid submission stage, for tenders greater than the PCR 2015 threshold?

Response

- Is a tender exercise valid if the Council forgets to include the mandatory SQ in a tender greater than the PCR 2015 threshold?

Without clarification of the details, case and the context in which the question is posed, we are unable to answer this question. Please either refer to the [regulations](#) made or provide specific details.

- Is a "Form of Tender" a mandatory requirement in the Council's rules for tenders greater than the PCR 2015 threshold?

A form of tender is used for all invitation to tenders by SCDC as part of its standardised template.

- Do the Council's rules require the tenderer to sign a document confirming the price, at the bid submission stage, for tenders greater than the PCR 2015 threshold?

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