Debriefing

A tenderer is entitled to ask for the reasons why their quotation or tender was unsuccessful. All feedback is documented for audit purposes by the buyer and will be based on the objective criteria that was used to evaluate the quotation or tender.

Debriefing should provide tenderers with positive, constructive feedback to help improve their performance for future bids. It can also provide an opportunity for tenderers to suggest improvements to the buyers procurement processes.

Different rules apply, depending on the value of the contract.

For contracts worth at least the higher value regulated procurement threshold:

Tenderers eliminated at the selection stage:

- buyers are legally required to notify bidders eliminated at the first stage of a two stage procedure e.g. a Restricted Procedure, "as soon as reasonably practical”
- if tenderers make a written request, de-brief information must be provided to them within 15 days.

Unsuccessful tenderers:

- all tenderers must receive a standstill letter as soon as possible after the Contract Award decision has been made, including a summary of the reasons why they were unsuccessful
- if tenderers make a written request, additional de-brief information must be provided within 15 days.

For goods and services contracts worth at least £50k excluding VAT but less than the higher value regulated procurement threshold:

All tenderers must receive notification, as soon as reasonably practicable, after the decision to award a contract, containing:

- the name of the successful tenderer
- the criteria used to award the contract

- the tenderers scores against those criteria
- the scores of the winning tenderer.

If bidders make a written request, additional debrief information must be provided within 15 days.