

Frequently Asked Questions

Writing a Tender Specification

Writing a Tender Specification gives you a clear path to making the best choices for your procurement exercise. We've been tracking the most **frequently asked questions** from buyers and suppliers, collated from our training courses, webinars and networking events. Principal Procurement Consultant **Eddie Regan** offers answers below.



Q Can I still hire a consultant to write my specification for me?

A You can, but remember that all liability lies with the authority. It's also worth remembering that the Public Contracts Regulations 2015 place a requirement to ensure there is no conflict of interest in such action.

Q Can we still say what we want and say we'll accept equivalence?

A No. You will now need to think more about the outcome or output you want and then write a clear, non-discriminatory specification to obtain it.

Q Can I still accept variant bids?

A Yes, but you will need to identify the minimum requirements it must deliver. In terms of minimum requirements, think mandatory, because they can't change afterwards.

Q What's changed in the award criteria?

A Nothing, they've just been supplemented by new criteria including criteria covering social and innovative characteristics, design for all users and accessibility, to name a few.

Q The bonus question

How do I find out more?

A You can find out more by:

Spending a few days researching, a few days reading regulations, a few days reading case studies and a couple of days implementing all you discover into your daily working life.

Alternatively, you could: Learn about the entire procurement structure in one day at a scheduled PASS Training event.

Or, if there are a few people in your organisation who need to learn or want to refresh their knowledge, I can come to you and train you and your team in-house.

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Writing a Tender Specificaiton



Presented by:

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6
CPD
HOURS

This event is scheduled throughout the year in:

LONDON

BIRMINGHAM

MANCHESTER

GLASGOW

EDINBURGH

Visit the **PASS Events Diary** for dates, locations and the booking form



PASS In-House Training

Have a look at all our courses at **PASS Training** and then send me an **email** with your course choice, estimated numbers and when you'd like me to come and we'll send you a proposal.

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