

TENDERING PROCEDURES
(For Goods or Services expected to cost in excess of £50k)

1. When tender documentation is being prepared, **and before anything is despatched to potential suppliers**, the responsible officer should e-mail the following information to the College Secretary's Office:
 - (i) the goods or services to be supplied
 - (ii) the tender number
 - (iii) proposed deadline (12 Noon on *date*)
 - (iv) proposed date and time for opening
 - (v) a list (in alphabetical order) of the suppliers being asked to tender
 - (vi) the likely value of the tender

2. **After** the deadline date and opening arrangements have been confirmed by the College Secretary's Office, the documentation can be sent to suppliers. All suppliers should be instructed to return their tenders, **in sealed envelopes**, to the College Secretary, and should be supplied with labels giving the College Secretary's full address, the goods or services involved, the tender number and a statement to the following effect:

Tender No: [XXX]

For: [Name of project or work to be undertaken]

For the Attention of: **The College Secretary
Room FE 13
Royal Holloway
University of London
Egham, Surrey
TW20 OEX**

To be delivered by: [12 Noon on agreed deadline date]

3. A form will be prepared in the College Secretary's Office, for each tender opening from the information supplied in (1) above.