



RTPI

mediation of space · making of place

RTPI TENDER GUIDELINES

An invitation to tender will be advertised on the RTPI website (www.rtpi.org.uk) and, when possible, in RTPI News in Planning magazine. If applicable it will also be circulated through the DCLG Planning Research Network.

Invitations to tender will also be sent directly to specified consultants and researchers who have been identified by the RTPI and external funders as having experience in the relevant area of work.

The invitation will set out details of the proposed contract and invite consultants and researchers interested to apply within a specified period. It will specify the deadlines and procedures for processing tenders.

Unless otherwise specified tender submissions are to be made in a sealed envelope, clearly marked with the project title or reference by the time and date specified.

Tender submissions should clearly set out how the applicant will meet the objectives and deliver the outputs set out in the specification for the research project. They should be accompanied by details of the consultants' and researchers' experience of related work and the capacity within which they will work on the project.

The evaluation of proposals is undertaken objectively, consistently and without bias. The main evaluation criterion will be the most economically advantageous tender that is judged to be clearly able to deliver the outputs specified. More detailed criteria will be set out in the tender specification. The RTPI is not bound to take the lowest tender.

A Tender Evaluation Panel, appointed by the RTPI and external funders, will examine each tender received and make recommendations. Once the contract has been awarded, both the successful and unsuccessful tenderers will be notified.

A contract award notice will be placed in Planning and on the RTPI website within 3 months of the contract being awarded.