

Regulation 84(1) Report – Contents Checklist

Regulation	Data	Required?	Included?
84(1)(a)	Name and address of contracting authority	Yes	<input type="checkbox"/>
84(1)(a)	Subject-matter and value of the contract	Yes	<input type="checkbox"/>
84(1)(b)	Names of candidates/tenderers passing any selection (PQQ) stage and the reasons for their selection	If relevant	<input type="checkbox"/>
84(1)(b)	Names of candidates deselected following any selection (PQQ) stage and the reasons for their deselection	If relevant	<input type="checkbox"/>
84(1)(b)	Names of bidders selected (following a “reduction of numbers” under Regulation 66), to continue to take part in a competitive with negotiation or competitive dialogue process, and the reasons for their selection	If relevant	<input type="checkbox"/>
84(1)(b)	Names of bidders deselected (following a “reduction of numbers” under Regulation 66) from a competitive with negotiation or competitive dialogue process, and the reasons for their deselection	If relevant	<input type="checkbox"/>
84(1)(c)	Reasons for rejection of any tender found to be abnormally low	If relevant	<input type="checkbox"/>
84(1)(d)	Name(s) of successful bidder(s)	Yes	<input type="checkbox"/>
84(1)(d)	Reasons why successful bid(s) was/were selected	Yes	<input type="checkbox"/>
84(1)(d)	Share of the contract/framework agreement that the successful bidder intends to sub-contract	If relevant	<input type="checkbox"/>
84(1)(d)	Names of the main sub-contractors	If relevant	<input type="checkbox"/>
84(1)(e)	Justification for use of competition with negotiation process or competitive dialogue process (see Regulation 26)	If relevant	<input type="checkbox"/>
84(1)(f)	Justification for use of negotiated procedure without a notice (see Regulation 32)	If relevant	<input type="checkbox"/>
84(1)(g)	Reasons why the contracting authority decided not to award the contract/framework agreement	If relevant	<input type="checkbox"/>
84(1)(h)	Reasons why non-electronic means was used for submission of tenders	If relevant	<input type="checkbox"/>
84(1)(i)	Details of conflicts of interest detected and measures taken to nullify these	If relevant	<input type="checkbox"/>
76(4)(b)(iii)	In a Light Touch regime process, where the contracting authority has chosen to depart from the process as originally stated in the procurement documents (in accordance with the conditions permitting this at Regulation 76(4)), this decision and the reasons behind it must be documented in compliance with Regulations 84(7) and (8)	If relevant	<input type="checkbox"/>

Regulation	Data	Required?	Included?
58(9)	If not recorded elsewhere in the procurement documentation, an indication of the main reasons why the contracting authority considers there to be a justified case for requiring bidders to evidence turnover that is greater than the standard permitted maximum of twice the estimated contract value (for example, due to special risks attached to the nature of the works, services or supplies)	If relevant	<input type="checkbox"/>
46(2)	If not recorded elsewhere in the procurement documentation, the main reasons for decision of the contracting authority not to subdivide the requirement into lots	If relevant	<input type="checkbox"/>



Jenny Beresford-Jones
Professional Support Lawyer
for Mills & Reeve LLP
+44(0)161 235 5422
Jenny.Beresford-Jones@mills-reeve.com

www.procurementportal.com

T +44(0)844 561 0011

www.mills-reeve.com

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