

Employer Instructions

Letter to Successful Candidate - All Contract Values

Where evidence subsequently provided after Short-Listing does not match Declarations/Certificates provided.

Introduction Following the completion of a selection process or prequalification procedure should a contracting authority discover that the evidence provided by a successful candidate on a tender list is not compatible with the statements in declarations and certificates provided by that candidate at application stage the contracting authority is to issue, prior to tenders being sought, a letter disqualifying the candidate from any further role in the competition.

Informing candidate The letter informing a successful candidate that he is disqualified from any further role in the competition should be issued prior to the other bona fide successful tenderers being invited to tender.

Model letter The Model Letter that should be used should be MF1.2i and should issue as soon as possible after the contracting authority becomes aware of the discrepancy(s), and in any event before the tender competition commences.

Short-list As a result of Department of Finance Circular 10/10 contracting authorities should consider increasing the number of candidates they short-list so as to safeguard against a number of them not being able to meet the commitments they have made in the declarations and certificates they submitted when checked and resulting those candidates being subsequently disqualified with the issue of MF1.2i. A contracting authority should not re-visit the short-listing/prequalification exercise so as to fill the vacancy created with a replacement. The competition should proceed with those remaining on the tender list or if there is insufficient to ensure competition the selection/prequalification process should be recommenced from the start.

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