
DRAFT STATUTORY INSTRUMENTS

2024 No.

The Procurement Regulations 2024

Part 2

Transparency of procurements under the Procurement Act 2023

Assessment summaries

31.—(1) **This regulation** sets out what information must be included in an assessment summary provided to a supplier under section 50(3) of the PA 2023.

(2) In the case of the most advantageous tender, the information is—

- (a) the name of the supplier,
- (b) a contact postal address and email address for the supplier,
- (c) the unique identifier for the supplier,
- (d) in respect of the award criteria for the public contract—
 - (i) the award criteria, including the assessment methodology, set out in full, or a summary of the award criteria including—
 - (aa) the title of each criterion,
 - (bb) the relative importance of each criterion, and
 - (cc) how each criterion was to have been assessed by reference to scores and what scores were to have been available for each criterion, and
 - (ii) if the award criteria, including the assessment methodology, are not set out in full in the assessment summary, an indication of where the full version can be accessed, and
- (e) how the tender was assessed against the award criteria by reference to scores including—
 - (i) the score determined for each award criterion and—
 - (aa) an explanation for that score by reference to relevant information in the tender, and
 - (bb) where an award criterion includes sub-criteria for assessment, an explanation of how the tender was assessed by reference to each sub-criterion, and
 - (ii) the total score and any sub-total scores.

(3) In the case of any other assessed tender, the information is—

- (a) the information referred to in **paragraph (2)(a) to (d)** in respect of the tender,
- (b) the information as referred to in **paragraph (2)(e)** in respect of the tender, but only to the extent that the tender was assessed against the award criteria,
- (c) any further explanation of why the public contract is not being awarded to the supplier including, where the tender was disqualified under the assessment methodology under section 23(3) of the PA 2023, the reasons for that disqualification

- (d) the information referred to in [paragraph \(2\)\(e\)](#) in respect of the most advantageous tender.
- (4) All assessment summaries in respect of a public contract which are provided by a contracting authority to suppliers in accordance with section 50(3) of the PA 2023 must be provided to each supplier at the same time.
- (5) Nothing in [this regulation](#) prevents a contracting authority from providing other information that relates to the same procurement in an assessment summary.