

# UNIT 24: RECEIVING BIDS

*October 2003*

---

<b>Duty</b>	Receive bids including the safeguarding, opening, reading, recording, and abstracting of each bid.
-------------	--

---

<b>Conditions</b>	Given acquisition planning, a solicitation, and bids.
-------------------	---

---

<b>Overall Standard</b>	Receive, safeguard, open, read, record, and abstract bids in a manner that assures fair treatment of all bidders.
-------------------------	---

---

# UNIT 24: RECEIVING BIDS

October 2003

## Policies

<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
7.306(a)(1)		Opening the Government sealed cost-comparison form.
14.204		Records of invitations for bids and records of bids.
14.302		Bid submission.
14.303		Modification or withdrawal of bids.
14.401		Receipt and safeguarding of bids.
14.402		Opening bids.
14.403		Recording of bids.
14.404-4		Restrictions on disclosure of descriptive literature.
24.2		Freedom of Information Act.
52.214-5		Submission of bids.

## Other KSAs

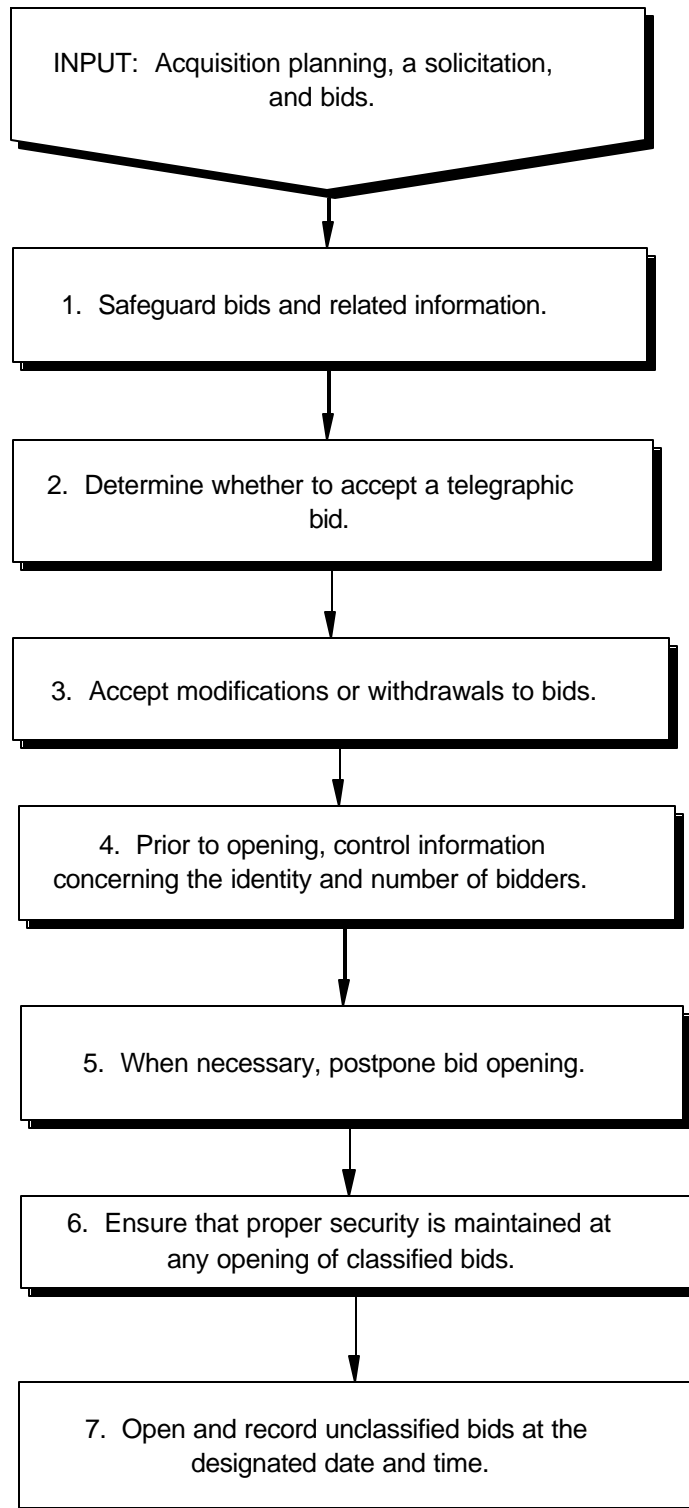
1. Knowledge of contract law on matters related to agreement, including such issues as revocation of bids by bidders.
2. Ability to communicate orally with bidders.
3. Ability to tolerate the stress associated with the bid opening process.
4. Ability to demonstrate the interpersonal skills and teamwork needed to effectively complete a bid opening.
5. Ability to demonstrate the attention to detail necessary to identify all elements of each bid.
6. Ability to make appropriate business decisions related to the bid opening.
7. Ability to use reasoning skills to plan and execute an effective bid opening.
8. Ability to demonstrate the flexibility to deal with unforeseen situations that may occur during a bid opening.
9. Ability to maintain the honesty and integrity of the acquisition process.

---

## Other Policies and References (Annotate As Necessary):

# UNIT 24: RECEIVING BIDS

*October 2003*



# UNIT 24: RECEIVING BIDS

October 2003

## Tasks

## Related Standards

Tasks	Related Standards
1. Safeguard bids and related information.	<p>Safeguard all bids and attached documents unopened in a bid box or safe. Secure electronic bids in a secured restricted-access electronic bid box.</p> <p>Envelopes marked as bids but not identifying the bidder or the solicitation may be opened solely for the purpose of identification, and then only by an official designated for this purpose.</p> <p>If a sealed bid is opened by mistake (e.g., because it is not marked as a bid), the opener must sign and write his/her position title on the envelope and then deliver the envelope to the designated official. The designated official must immediately:</p> <ul style="list-style-type: none"><li>• Write on the envelope:<ul style="list-style-type: none"><li>- An explanation of the opening,</li><li>- The date and time opened, and</li><li>- The invitation for bids number;</li></ul></li><li>• Sign the envelope;</li><li>• Reseal the envelope; and</li><li>• Safeguard the envelope with other bids.</li></ul> <p>When bid samples are submitted, they must be handled with sufficient care to prevent disclosure of sample characteristics before bid opening.</p>

# UNIT 24: RECEIVING BIDS

October 2003

## Tasks

## Related Standards

2. Determine whether to accept a telegraphic bid.

Only accept a telegraphic bid when such bids are authorized by the solicitation.

If telegraphic bids are authorized in the solicitation, a telegraphic bid that is communicated by means of a telephone call to the designated office must be considered if:

- Agency regulations authorize such consideration;
- The telephone call is made by the telegraph office that received the telegraphic bid;
- The telephone call is received by the designated office not later than the time set for the bid opening;
- The telegraph office that received the telegraphic bid sends the designated office the telegram that formed the basis for the telephone call;
- The telegram indicates on its face that it was received in the telegraph office before the telephone call was received by the designated office; and
- The bid in the telegram is identical in all essential respects to the bid received in the telephone call from the telegraph office.

If the conditions above apply and the bid received by telephone is the apparent low bid, award may not be made until the designate officer receives the telegram. However, if the designated office does not receive the telegram within 5 days after the bid opening date, the bid must be rejected.

# UNIT 24: RECEIVING BIDS

October 2003

Tasks	Related Standards
3. Accept modifications or withdrawals to bids.	<p>A bid may be modified by any method authorized by the solicitation, if the designated office receives notice not later than the exact time set for bid opening.</p> <p>Unless proscribed by agency regulations, a telegraphic modification or withdrawal of a bid received in the designated office by telephone from the receiving telegraph office must be considered. However, the telegraph company must confirm the message by sending a copy of the written telegram that formed the basis for the telephone call.</p> <p>If the solicitation authorizes facsimile bids, bids may be modified or withdrawn via facsimile received at any time before the exact time set for receipt of bids. The facsimile must meet all requirements established in the solicitation.</p> <p>The designated official must:</p> <ul style="list-style-type: none"><li>• Seal modifications received by telegram or facsimile in an envelope;</li><li>• Write on the envelope the:<ul style="list-style-type: none"><li>- Date and time of receipt and by whom, and</li><li>- Number of the invitation for bids;</li></ul></li><li>• Sign the envelope.</li></ul> <p>Information contained in the envelope must not be disclosed before the time set for bid opening.</p> <p>A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening of bids, the identity of the persons requesting withdrawal is established and that person signs a receipt for the bid.</p>
4. Prior to opening, control information concerning the identity and number of bidders.	Before bid opening, never disclose information concerning the identity and number of bidders to anyone other than Government employees with a "need to know".

# UNIT 24: RECEIVING BIDS

October 2003

## Tasks

## Related Standards

<p>5. When necessary, postpone bid opening.</p>	<p>A bid opening may be postponed even after the time scheduled for bid opening when:</p> <ul style="list-style-type: none"><li>• The Contracting Officer has reason to believe that the bids of an important segment of bidders have been delayed in the mails, or in the communications system specified for transmission of bids, for causes beyond their control and without their fault or negligence (e.g., flood, fire, accident, weather conditions, strikes, or Government equipment blackout or malfunction when bids are due); or</li><li>• Emergency or unanticipated events interrupt normal governmental processes so that the conduct of bid opening as scheduled is impractical.</li></ul> <p>At the time of a determination to postpone a bid opening, an announcement of the determination must be publicly posted. If practical before issuance of a formal amendment of the invitation, the determination must be otherwise communicated to prospective bidders who are likely to attend the scheduled bid opening.</p> <p>When urgent Government requirements preclude amendment of the solicitation and normal operations are interrupted:</p> <ul style="list-style-type: none"><li>• The time specified for opening of bids will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.</li><li>• The time of actual bid opening must be deemed to be the time set for bid opening for the purpose of determining “late bids”.</li><li>• A note should be made on the abstract of bids or otherwise added to the file explaining the circumstances of the postponement.</li></ul>
---	--

# UNIT 24: RECEIVING BIDS

October 2003

Tasks	Related Standards
6. Ensure that proper security is maintained at any opening of classified bids.	<p>The opening of classified bids must not be accessible to the general public.</p> <p>Openings may be witnessed and the results recorded by those bidder representatives who:</p> <ul style="list-style-type: none"><li>• Have been previously cleared from a security standpoint, and</li><li>• Who represent bidders who were invited to bid.</li></ul> <p>Bids must be made available to those persons authorized to attend the opening of bids. Do not make a public record of bids or bid prices received in response to a classified IFB.</p>
7. Open and record unclassified bids at the designated date and time.	<p>The Bid Opening Officer must open all bids, record them on the proper form, and certify to the accuracy of all recorded information as soon after bid opening as practicable.</p> <p>Where bid items are too numerous to warrant complete recording of all bids, abstract entries for individual bids may be limited to item numbers and bid prices.</p> <p>If the sealed bidding involves a cost comparison under OMB Circular A-76, comply with the rules in FAR 7.306(a)(1).</p> <p>Abstracts of bids for unclassified acquisitions must be available for public inspection. Such abstracts must not contain information regarding failure to meet minimum standards of responsibility, apparent collusion of bidders, or other notations properly exempt from disclosure to the public in accordance with agency regulations implementing FAR 24.2.</p>