

# Objectives

**To increase your understanding of  
public sector tendering processes and  
procedures**

**To help you win contracts**



# What is a Tender?

- Is similar to a job application.
- Is a **process** to apply for a contract with another organisation within a set timescale.
- Is competitive
- It can be 'open' or 'invited'
- The rules and how to apply are the same for everyone.

# The Rules

- EU Procurement Directive 2014
- UK Public Contracts Regulations 2015
- Organisation specific internal rules
- Local Government Transparency Code 2015
- Small Business, Enterprise & Employment Act 2015
- Equality Act 2010
- Public Services (Social Value) Act 2012
- Bribery Act 2010
- Localism Act 2011
- Modern Slavery Act 2015



# Thresholds

- Procurement processes often refer to ‘above and below OJEU’
- Current OJEU thresholds are:
  - Supplies and Services £165k
  - Works £4.1m
  - ‘Light Touch’ Supplies and Services £500k
- Full Public Contracts Regulations apply

# Below OJEU Threshold

Organisations internal rules apply:

- Other internal thresholds
- Timescales
- Choice of open or invited
- Contract length

But: Must encourage SMEs, be fair, non-discriminatory and transparent

No Pre-qualification since 2015

# Procedures & Types of EU Contract

- Many routes available including the 'open', 'restricted' & 'competitive dialogue procedure';
- Most common route - the open procedure.
- The advert & instructions to tender will detail the route & type of contract, including:
  - One to one, single supplier contract
  - Closed Framework
  - Dynamic Purchasing System (Open & electronic framework)

# Timescales – Public Contracts Regulations

|  | Selection Stage | Tender Stage | If Electronic Accepted | Tendering Following PIN | Urgent Tender |
|--|-----------------|--------------|------------------------|-------------------------|---------------|
| Open Procedure                         | N/A             | 35 Days      | <b>30 Days</b>         | 15 Days                 | 15 Days       |
| Restricted Procedure                   | 30 Days         | 30 Days      | <b>25 Days</b>         | 10 Days                 | 15 / 10 Days  |
| Competitive Procedure with Negotiation | 30 Days         | 30 Days      | <b>25 Days</b>         | 10 Days                 | 15 / 10 Days  |
| Competitive Dialogue                   | 30 Days         | N/A          | <b>N/A</b>             | N/A                     | N/A           |
| Innovation Partnership                 | 30 Days         | N/A          | <b>N/A</b>             | N/A                     | N/A           |

# E-Procurement System

- Public Sector uses various e-procurement tools.
- E-Procurement Systems are used to electronically manage procurement processes.
- Suppliers register to:
  - Set up a profile of supplies and services offered
  - Set up alerts for tenders
  - Access past, current and future contract information
  - Submit tenders electronically





# Making the Most of E-Procurement Portals

- Don't Miss out – sign up early
- Don't lose your password!
- Set up alerts
- Make sure the right person is signed up
- Familiarise yourself with e-procurement tools



# Finding Opportunities

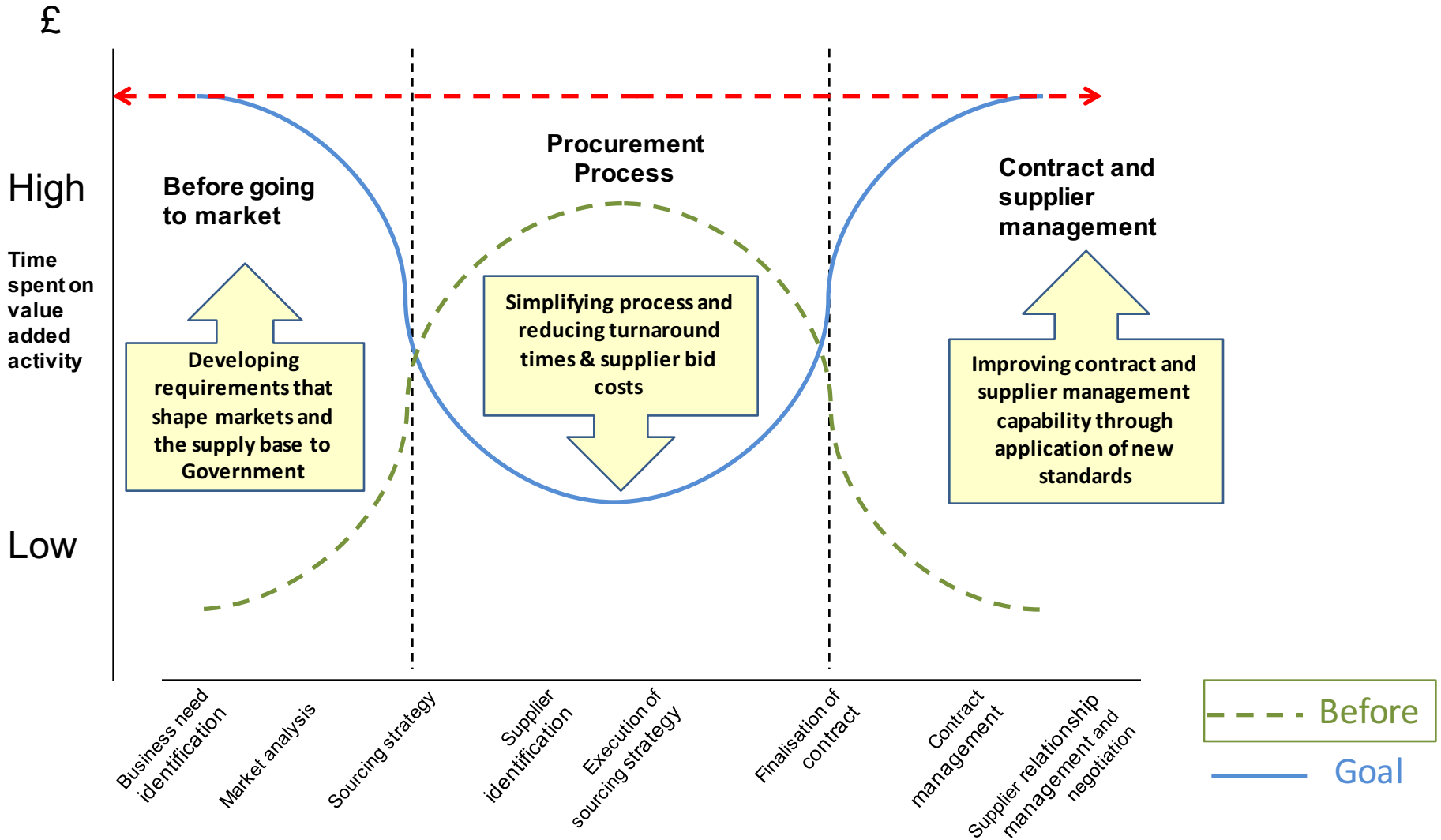
- Many and various
- Refer to 'Stand Information' – most links are identified



# Pre Tender Market Engagement

- Find out key contacts
- Get involved in market analysis & feedback on strategies
- Attend market development days & any system sessions available
- Attend Network Events

# Best Practice Tendering



# Tips for Tendering – Be Prepared!

Plan – make time, allocate resource, get prepared.

- Who is co-ordinating & writing the bid
- Who is the main contact?
- Take forward actions from the market engagement
- Understand your current costs & room for efficiencies.
- Minimum standards – what do you need?
- Know your service offering and how to articulate it.



# Contract Specific Policies

Are your policies relevant & up to date?

- Health & Safety;
- Environmental Policy;
- Safeguarding;
- Information Security;
- Business Continuity;
- Equalities.;
- Social Value.



# Tips for Tendering - Post Advert

- Read Instructions to Tenderers.
- Read through the Specification and T&Cs.
- Examine the Evaluation Criteria.
- Don't provide generic answers, be specific and answer the question fully.
- Only include publicity material if specifically asked.
- Send written clarification questions through the e-procurement system if something is not clear.
- Observe the deadlines for clarifications, don't wait until the last minute.
- Don't qualify your bid (place conditions upon your bid).

# Sell Yourself and Your Strengths

- Demonstrate your understanding, knowledge, experience and ability to deliver
- Acknowledge any challenges, show these are understood and how they will be addressed
- Explain your methodology, innovative solutions & added value
- Describe the quality that will be delivered, specialisms
- Prove your cost effectiveness
- Show your responsiveness & flexibility
- Demonstrate Social Value





# Completing Your Bid

- Observe any word counts that are imposed
- Don't rely on previous knowledge or contracts held by the Council
- Evaluators can only evaluate what is in front of them, using the scoring matrix detailed in the tender
- Provide all of the information requested or explain why you cannot.
- Ensure that all the sub-criteria/guidance points are covered within your answer - this is what you will get scored on
- Dig out the previous feedback & build it in
- Incumbent Suppliers – Don't rest on your laurels!

# Evaluation of Tenders

Public Sector awards contracts based on:

‘MEAT’

(Most Economically Advantageous Tender)

% weighting on Quality & Price



# Quality

Evaluators will look for a number of factors.

This may include:

- Your ability and proposed methods to satisfy the requirements of the contract
- Supporting Evidence
- Your experience & skills
- Potential additional value



**NB/ Only the published evaluation criteria will be used**

# Price / Costing

- Whole life costing
- Use any templates and follow the instructions provided
- Clearly show a breakdown
- Show economies of scale and efficiency savings
- Identify stage payments if required
- Include **all** costs, don't leave anything out

# Before you press Send!



- Collate, proof read your bid (ask a peer)
- Does your bid:
  - Address the requirement?
  - Describe your proposed solution and how your organisation will deliver it?
  - Provide evidence?
- Score yourself against the criteria and evaluation model provided
- Finalise, sign off and submit tender with all attachments
- **Don't leave it until the last minute!**

# Summary - Dos and Don'ts

| Do   | Don't  |
|--|--|
| Take time to read and understand the instructions to tenderers. Pay particular attention to submission deadline and instructions for uploading and/or completing your submission | Provide additional documents, attachments and/or refer to websites/provide links that haven't been requested |
| Make sure you understand the question, evaluation criteria (and any sub-criteria) and weighting  | Exceed word counts   |
| Make sure your answer is relevant to the question and covers all of the criteria   | Copy and paste from previous bids!   |
| Be concise, use bullets where appropriate  | Assume the evaluation panel know your organisation   |
| Complete all sections and fields   | Repeat answers or refer to 'see above'   |
| Emphasise outcomes not outputs   | Generalise – be specific   |
| Ask if you're not sure   | Use jargon and abbreviations   |

# Post Contract Award

**Whether you are successful or  
unsuccessful:**

**Always ask for feedback**

# Thank you!

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