

## **Helpful Hints**

### **Do...**

- Pay particular attention to the instructions within the tender document/pre-qualification questionnaire;
- If you are uncertain about anything, submit a question;
- Ensure that your tender submission meets the specification of requirements and that all the questions and/or criteria are answered and responded to in detail;
- Include copies of all current certificates or policies that are requested and ensure that they are included in an appendix and cross referenced accordingly;
- Ensure that any information requested to undertake a financial assessment of your company is included in the tender submission;
- Provide clear, concise, relevant and informative answers;
- Ensure that your tender submission is uploaded on to the portal before the closing time and date. Be aware that technical support from the portal provider is only available in normal office hours.

### **Don't...**

- Assume that members of the evaluation panel understand what you mean – unless it's clear. Submissions are evaluated on the basis of your submitted answers and therefore you will make the best impression if you have provided careful and relevant answers to each point as it arises;
- Assume that if you currently supply or, have previously supplied the Authority, that there is no need to supply the information requested. You must include information on everything relevant to the requirements stating as much detail as possible. The evaluation panel cannot assume anything. All assessments of bids are based on what's included in the bid only;
- Miss the closing date and time for receipt of bids. Tender responses received after the closing date and time will not be considered. Don't leave submitting until the last minute – technical difficulties may prevent submission on time;
- Send company accounts or reports unless specifically requested to do so. If required, the Authority will specify in the tender documentation the type of financial information to include;
- Send promotional material such as leaflets, glossy brochures or samples unless requested.

## **Frequently used terms**

### **Call off contract**

An enabling agreement with one or more suppliers for a defined range of works, goods or services covering terms and conditions (including price) which users 'call off' to meet their requirements.

### **Contract**

An agreement between the purchaser and the supplier that is enforceable by law.

### **Contract Notice**

An advert informing businesses that an Invitation to Tender (ITT) is being published with details on how to obtain the necessary documents.

### **Contract Standing Orders**

These are governance arrangements that set out the framework within which the Authority carries out its procurement activity.

### **CPV Codes**

Common Procurement Vocabulary Codes is a coding structure used in the classification of public sector contracts – to find tender opportunities that relate to the products or service you provide – quickly and easily.

### **EPortal / Electronic Portal**

Allows the buying organisation to carry procurement exercises electronically.

### **Expression of Interest**

This is a response by a potential supplier to a general public notice (or advert) requesting tender documentation for further consideration.

Find a Tender service

This is a website where public sector contracts valued over a certain monetary threshold (currently (£189,329 for goods or services and £4,733,251 for Works contracts) are published.

### **Framework Agreement**

This is an agreement with suppliers under which specific purchases (call-offs) can be made throughout the term of the agreement. A framework agreement can be concluded with a single supplier or with several suppliers, for the same Goods, Works or Services.

## **MEAT (Most Economically Advantageous Tender)**

The criteria by which the most economically advantageous tender will be determined is based on a combination of price/cost and quality.

## **Method Statement**

This is a suppliers' response as to how they would meet the key requirements of the Specification. It is not considered sufficient for a bidder to state simply that the proposal "complies" with any or all of the requirements. A clear explanation of how compliance will be achieved is expected.

## **PIN – (Prior Information Notice)**

These alert suppliers that a buyer is intending to put some work out to tender within the next 12 months.

## **Procurement**

The term 'procurement' has a far broader meaning than simply buying goods. Procurement is the acquisition of appropriate goods, services or works that are procured at the best possible cost, quality, quantity, time and location.

The procurement process spans the whole life cycle of a product or service from identification of the requirement through to the end of the life of that product or service or the end of the useful life of an asset

## **SQ Suitability Questionnaire / Standard Selection Questionnaire**

SQs (formerly known as pre-qualification questionnaires or PPQs) are often used for large contracts. It's a questionnaire assessing the suitability of the organisation's commercial, technical and financial capabilities. The SQ provides a method of shortlisting interested parties meeting the required minimum qualification criteria.

## **SMEs – (Small to Medium Sized Enterprises)**

SMEs are considered to be a diverse group of businesses ranging from sole traders to substantial, established firms – employing fewer than 250 employees.

## **Specification**

This is a written statement that defines the Authority's requirements. The specification will vary according to the work, product or service concerned. For a simple product the specification may be a brief description, while in the case of a complex requirement it will be a comprehensive document.

## **Sustainable Procurement**

Sustainable procurement is not simply about purchasing environmentally friendly products. The Authority's Sustainable Procurement Policy supports and underpins the organisation's corporate environmental strategy and policies.

Suppliers are encouraged to adopt practices that minimise their environmental impact and deliver community benefits in relation to their own operations and throughout their supply chain. Sustainability enhancements and targets both internally and with the supply chain will be sought to support continuous improvement.

### **Tender**

This is the offer by a potential supplier in response to an invitation to tender. It sets out general information demonstrating the capability and eligibility of the supplier – including their financial standing and detailed information about how they propose to fulfil the specifications of the contract in question.

### **Tendering**

This is the process of inviting parties to submit an offer by public advertisement, followed by evaluation of offers and selecting a successful bidder.

### **TUPE**

The Transfer of Undertakings (Protection of Employment) Regulations. The purpose of TUPE is to preserve continuity of employment and to safeguard employment rights of all employees whose employment transfers to a new employer as a result of a relevant transfer.