

Pembrokeshire County Council
Cyngor Sir Penfro



How to Tender for our Work



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Hywel Dda
Health Board



Parc Cenedlaethol
Arfordir Penfro
Pembrokeshire Coast
National Park



COLEG Sir Benfro
Pembrokeshire COLLEGE

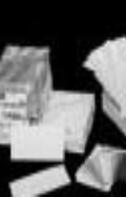


PEMBROKESHIRE HOUSING
TAI SIR BENFRO

September 2011

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Introduction

The Public Sector organisations in Pembrokeshire purchase a variety of services, supplies and works from many companies ranging in value from a few pounds, to many hundreds of thousands of pounds. This provides companies of all sizes with a wide range of commercial opportunities. With this in mind, can your company afford to miss out on these contract opportunities?

A lack of information about opportunities and a lack of understanding of contracting procedures may well be stopping companies such as yourselves from applying for contracts.

This “How to Tender” Guide has been produced in partnership by the following public sector bodies:

- Pembrokeshire County Council
- Hywel Dda Health Board
- Pembrokeshire Coast National Park
- Pembrokeshire College
- Pembrokeshire Housing Association

It aims to help all potential contractors, consultants and suppliers to tender for contracts on behalf of these bodies. It explains how legislation affects tendering requirements and how the value of the procurement dictates which process and route is followed.

This guide is part of our commitment to “Opening Doors – The charter for SME Friendly Procurement” to which all the above mentioned organisations have committed themselves in principle.

There is, of course, a great deal of competition for these contracts and this guide cannot assure individual companies of success. However, it should provide sufficient information to allow you to tender for work.

HOW TO FIND OUT ABOUT OUR PROCUREMENT OPPORTUNITIES

Where and how public sector bodies in Pembrokeshire advertise their procurement opportunities is dependent upon the type, value and legal requirements for awarding such contracts.

THE NATIONAL PROCUREMENT WEBSITE – www.sell2wales.co.uk

Sell2Wales is a Welsh Assembly Government initiative that aims to help small and medium companies to work successfully with public sector clients. The website lists all the public sector tenders published in Wales and is free for you to register.

We would very much encourage all suppliers and potential suppliers to register on the site as all the partners listed earlier use it. Details are as follows:

- **Pembrokeshire County Council**
The Council uses the site to advertise all procurement opportunities over £25,000.
- **Hywel Dda NHS Trust**
The Trust currently uses the site to advertise all tender opportunities over the EU procurement thresholds .
- **Pembrokeshire Coast National Park**
The National Park uses the site to advertise some tender opportunities over £25,000.
- **Pembrokeshire College**
The College currently uses the site to advertise all tender opportunities over the EU procurement thresholds.
- **Pembrokeshire Housing Association**
The Association uses the site to advertise all tender opportunities over the EU procurement threshold.





EUROPEAN PUBLIC SECTOR PROCUREMENT DIRECTIVE

Public Sector procurement is subject to the European Procurement Directives which dictate the processes to be followed when procuring Goods, Services and Works over a certain value threshold, currently £156,442 for Services and Supplies (or £101,323 for Hywel Dda NHS) and £3,927,260 for Works contracts. These opportunities must be advertised in the Official Journal for the European Union (OJEU).

For opportunities not exceeding the EU thresholds, prospective suppliers should be aware that each organisation will have its own internal rules and regulations dictating the processes which need to be followed depending upon the estimated value of the procurement. These are detailed for each of the collaborative partners as follows:

Pembrokeshire County Council

1. Contracts Not Requiring Advertisement

The Council does not generally advertise contract opportunities valued at below £25,000. Procurement valued between £5,000 and £24,999 is normally published on www.sell2wales.co.uk as invitation only.

For low value items, particularly those below £1,000, the Councils' preferred method of payment is by Purchase Card.

2. Contracts Requiring Advertisement

Procurement valued between £25,000 and £49,999 is published openly on www.sell2wales.co.uk. The Authority advertises opportunities with an estimated value of £50k and above in the Western Telegraph, unless we deem it likely that there will be no local suppliers able to provide the goods, services or works being procured. However, all suppliers would have sight of these opportunities through the Sell2Wales website. If the value is above the relevant European Procurement Directive threshold then it will also be advertised in the OJEU.

The Council undertakes the majority of its tender exercises electronically using the Welsh Government's approved etender Wales portal. In order to be in a position to respond to electronic tender opportunities with Pembrokeshire County Council, if your organisation is not already registered you will need to register your organisation at <https://etenderwales.bravosolution.co.uk> by clicking the "[Suppliers register here](#)" link on the website and entering your business and user details. All tender advertisements will reference this and provide instructions.

Please click here for a [Summary of our Value Bandings](#) and where those opportunities are advertised.

Pembrokeshire County Council has a dedicated point of contact who can answer any queries and assist you in tendering. If you have any unanswered questions once you have read the Tender Guide, the information on the Sell to Us pages of the website and Related Articles, please contact Nia Evans at nia.evans@pembrokeshire.gov.uk.

Pembrokeshire based suppliers are indeed already taking advantage of this support and have seen their business develop accordingly. Click here for [Spend Statistics](#).

The following links may also assist you in tendering for Council work:

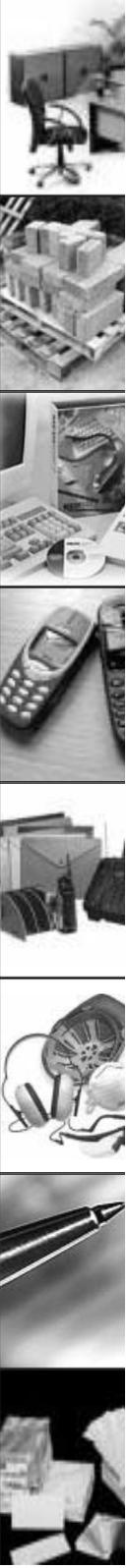
- [Do's and Don'ts of Tendering](#)
- [Frequently Asked Questions ... and Answers](#)
- [Procurement Terminology](#)

Hywel Dda NHS Trust

1. Contracts Not Requiring Advertisement

The Trust does not generally advertise any contract opportunities valued below the EU threshold. However, to ensure fair and adequate competition is sought, a minimum of three companies are invited to quote/tender.

Prospective suppliers of goods and services should contact the Supplies department so they can be included on their approved supplier list.





2. Contracts Requiring Advertisement

All contracts exceeding the EU Threshold are advertised on www.sell2wales.co.uk.

Further details on the Trust Procurement Regulations can be requested from the Supplies Department (see appendix 1 for contact details).

Also the Trust uses Welsh Health Supplies to provide a contract negotiation and materials management service for products and services which lend themselves to NHS collaboration. By co-ordinating the requirements of all NHS Trusts in Wales, they are able to negotiate contracts that seek to maximise the buyer power to the benefit of all involved.

The Contracting Section of Welsh Health Supplies provides a range of contracts from fruit and vegetables to electricity and medical gases, which meet the needs of the Trusts in Wales.

Pembrokeshire Coast National Park

1. Contracts Not Requiring Advertisement

The National Park does not generally advertise contract opportunities valued at below £25,000. If the requirement is valued at £10,000 or above then a minimum of 3 quotations are normally secured.

2. Contracts Requiring Advertisement

All contracts exceeding £25,000 in value will normally be advertised on www.sell2wales.co.uk.

Pembrokeshire College

1. Contracts Not Requiring Advertisement

The College does not generally advertise contract opportunities valued at below £10,000. If the requirement is valued at £1,000 or above then a minimum of 3 quotations are normally secured. For low value items, particularly those below £1,000, the College's preferred method of payment is by Purchase Card.

2. Contracts Requiring Advertisement

All contracts exceeding the EU procurement threshold will normally be advertised on www.sell2wales.co.uk and advertised in the OJEU.

The College is involved and committed to collaborative procurement within the further education sector through The Welsh Further Education Purchasing Consortium (WFEPc).

The WFEPc tender for goods and services that are core to the majority of colleges. These contracts are normally advertised on www.sell2wales.co.uk and advertised in the OJEU.

Details of member Colleges can be found on <http://wfepc.procureweb.ac.uk>

Pembrokeshire Housing Association

1. Contracts Not Requiring Advertisement

The Association does not generally advertise contract opportunities valued at less than £20,000. If the contract is valued at above £1,500, up to three written quotations are normally required. For low value items below £1,500, best price is obtained.

2. Contracts Requiring Advertisement

All contracts exceeding £20,000 in value will normally be advertised on www.sell2wales.co.uk unless procured within the terms of an existing framework or if of a specialist nature. If the value is above the relevant European Procurement Directive threshold then it will also be advertised in the OJEU.





HOW TO TENDER OR TO BECOME AN APPROVED FIRM

Tenders that are advertised usually follow either an Open or Restricted procedure.

An **Open Tender** procedure means that any company which has expressed an interest in a tender will automatically be able to access the Invitation to Tender Documents and submit a tender. You may also be required to submit a Questionnaire and other documentation as listed below. This information will then be considered together with your tender bid. To be included on an approved list of suppliers, you will also be required to go through an assessment process.

A **Restricted Tender** procedure means that any company which has expressed an interest in a tender will have access to a Pre-Qualification Questionnaire (PQQ). This questionnaire is used to assess your suitability in being invited to tender by evaluating criteria such as your economic and financial standing and also your technical and professional capability to deliver the goods, services or works. The completed PQQ will be evaluated by the tender evaluation team; the shortlisted participants will then be invited to tender and will be able to access the Invitation to Tender documentation. This procedure is used when we expect a high level of interest in a specific requirement.

We are committed to using standard documentation which has been produced for use by the Public sector in Wales by Value Wales (Procurement) and will use their Pre-Qualification Questionnaire as part of the tender assessment process.

The assessment process looks at the following areas:

Company	Basic information about your firm
Technical	Your track record (could also include referee details)
Financial	You will be asked if you are able to provide audited accounts for two years (or for the period of your incorporation/trading if less)

Equality

You will be asked about your adherence to equality legislation, including the Race Relations Act 1976 (as amended by the race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995.

Health & Safety Your H&S arrangements

Insurance

You must carry Employers' (if applicable) and Public Liability Insurance. Depending on the nature of the contract you may have to have Product Liability and/or Professional Indemnity Insurance.

Environment

You may be asked questions regarding your firm's commitment to environmental matters.

THE TENDER DOCUMENTATION

The tender documents usually contain the following information:-

- letter of invitation
- instructions to tenderers
- pricing document
- form of tender
- specification
- drawings (if applicable)
- contract terms and conditions
- method statement (if applicable)
- pre-addressed tender return envelope or address labels
- any relevant supporting information

Although tender documents are quite detailed they are not intended to discourage you from tendering for business. If you have any queries regarding the documents do not be afraid to ask for help or guidance using the contact details provided in the tender documents.

You will be asked to complete and return your tender documents by a given time and date in the tender return





envelope. Do not mark the tender envelope with a company postmark or any other information that identifies who it is from. The tender documents are all opened at the same time after the tender return date. If you fail to return your tender documents by the specified deadline your tender will be excluded from the evaluation process.

More and more public sector business is being conducted electronically with documents being made available on-line and sometimes being returned electronically. If you cannot do business in this way then you should give it serious consideration. If you require assistance please contact the relevant procuring body.

TENDER EVALUATION

Tenders will normally be evaluated by at least one Procurement representative and at least one relevant departmental officer to ensure a fair and transparent process. Contracts are normally awarded on the basis of the Most Economically Advantageous Offer (MEAT) which is assessed on a combination of quality and price, both of which are weighted to match the particular requirement e.g. 60% quality; 40% price. This is specified within the Invitation to Tender/Quotation documents along with the quality criteria, which are weighted in order of importance.

CONTRACT AWARD

The successful and unsuccessful tenderers will be notified in writing of the award decision. If the value of the procurement dictates, the EU Procurement Directives will apply. The initial award notification will then be subject to a minimum standstill period of 10 calendar days if communicated electronically and a minimum of 15 calendar days if communicated by post. If your bid is unsuccessful the notification will include the award criteria, your score and the score of the winning tenderer, the advantages and disadvantages of your bid compared to the winning tenderer.

SEEKING FEEDBACK

If you are unsuccessful and would like feedback you should contact the officer detailed in the tender documentation. They will be able to explain why your tender was unsuccessful and possibly provide some advice on how you might improve your chance of success in the future.

PAYMENT

All the partners have prompt payment targets and are committed to paying all correct invoices within **30 days**, or day 10 days where appropriate of receipt or earlier if specified in the contract. An alternative form of payment is by Purchase Card.

THE WELSH PURCHASE CARD

The Welsh Purchase Card is a MasterCard badged charge card that is increasingly being used by many public sector bodies in Wales as their preferred payment method for many low value goods/services.

The following public sector bodies in Pembrokeshire have a Purchase Card programme:

Pembrokeshire County Council

Hywel Dda NHS Trust

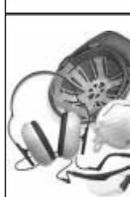
Pembrokeshire College

Pembrokeshire Coast National Park

Pembrokeshire Housing Association

To join the Purchasing Card Programme your business will need to be able to accept MasterCard transactions and be "VAT Capable" at either Line Item Detail or Summary level.

Suppliers unable to accept payment by this method may be disadvantaged in having opportunities to supply goods/services as some contracts, especially those generating a high number of transactions.





Further details about the Purchasing Card programme can be obtained by contacting the following officers:-



Pembrokeshire County Council

Sian Kerrison Procurement Officer 01437 775906
e-mail sian.kerrison@pembrokeshire.gov.uk



Hywel Dda NHS Trust

Nicola Holder Senior Buyer 01437 773755
e-mail nicola.holder@wales.nhs.uk



Pembrokeshire Coast National Park

Richard Griffiths Finance Manager 01646 624815
e-mail richardg@pembrokeshirecoast.org.uk



Pembrokeshire College

Elizabeth Callard Procurement and Services Officer 01437 753264
e-mail e.callard@pembrokeshire.ac.uk



Pembrokeshire Housing Association

Judith Arnold Procurement Manager 01437 775906
e-mail judith.arnold@pembs-ha.co.uk

CONTACTS

Pembrokeshire County Council

Procurement Service
 Department of Finance & Leisure
 Roadside Turret 2A
 County Hall
 Haverfordwest
 Pembrokeshire SA61 1TP

GENERAL CONTACTS (All areas not covered below)

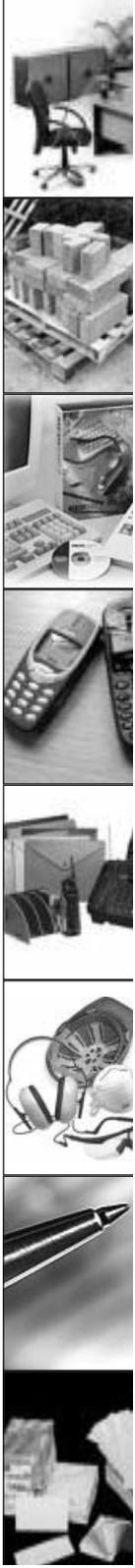
CONTACT/TEL NO	FUNCTION
Nigel Morgan 01437 77 5905 nigel.morgan@pembrokeshire.gov.uk	For advice and guidance on queries/problems when completing your questionnaire or tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions.
Nia Evans 01437 77 5907 nia.evans@pembrokeshire.gov.uk	
Sian Kerrison 01437 77 5906 sian.kerrison@pembrokeshire.gov.uk	

CONSTRUCTION, HOUSING AND ENVIRONMENTAL SERVICES CONTACTS

CONTACT/TEL NO	FUNCTION
Carl Mathias 01437 77 5578 carl.mathias@pembrokeshire.gov.uk	For advice/guidance and/or further information about construction contracts and tender procedures.
Diane Hughes 01437 77 5640 diane.hughes@pembrokeshire.gov.uk	

SOCIAL CARE CONTACT

CONTACT/TEL NO	FUNCTION
Julie Randell 01437 77 5306 julie.randell@pembrokeshire.gov.uk	For advice/guidance and/or further information about social care contracts and tender procedures.
Donna Barker 01437 77 1814 Donna.barker@pembrokeshire.gov.uk	



FOOD AND SCHOOLS CONTACT

CONTACT/TEL NO	FUNCTION
Judith Arnold 01437 77 5643 judith.arnold@pembrokeshire.gov.uk	For advice/guidance and/or further information about how to supply a range of goods & services to our schools and in relation to contracts and tender procedures.

HYWEL DDA NHS CONTACTS

CONTACTS WITHIN THE SUPPLIES & MATERIALS MANAGEMENT DEPARTMENT

Supplies Department

Hywel Dda Health Board

Withybush General Hospital

Fishguard Road

Haverfordwest

Pembrokeshire SA61 2PZ

Hafan Derwen

St Davids Hospital

Carmarthen

Carmarthenshire

SA31 3HB

CONTACT NAME TELEPHONE NUMBER & E-MAIL

Samantha Pennington

01437 773763

Procurement Manager

samantha.pennington@wales.nhs.uk

PEMBROKESHIRE HOUSING ASSOCIATION GENERAL CONTACTS

Finance & IT, Meyler House,

St. Thomas Green, Haverfordwest,

Pembrokeshire, SA61 1QP

CONTACT/TEL NO	FUNCTION (All areas not covered below)
Andrew Smart 01437 774705 andrew.smart@pembs-ha.co.uk	For advice and guidance on queries/problems when completing your questionnaire or tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions.

NEW CONSTRUCTION AND BUILDING SERVICES

CONTACT/TEL NO

Wes Cole 01437 774760
wes.cole@pembs-ha.co.uk

FUNCTION

For advice and guidance on queries/problems when completing your questionnaire or tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions.

GENERAL PROCUREMENT

CONTACT/TEL NO

Judith Arnold, Procurement Manager
01437 774764
judith.arnold@pembs-ha.co.uk

FUNCTION - For advice and guidance in relation to General Procurement not addressed above.

PEMBROKESHIRE COLLEGE CONTACTS

Finance Department
Haverfordwest
Pembrokeshire SA61 1SZ

CONTACT/TEL NO

Elizabeth Callard
01437 753264
e.callard@pembrokeshire.ac.uk

FUNCTION

For advice and guidance on queries/problems when completing your questionnaire or tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions.

PEMBROKESHIRE COAST NATIONAL PARK CONTACT

Finance Department
Llanion Park, Pembrokeshire SA72 6DY

CONTACT/TEL NO

Richard Griffiths 01646 624815
richardg@pembrokeshirecoast.org.uk





APPENDIX 2

USEFUL INFORMATION

Official Journal of the European Union (OJEU)

Tenders Electronic Daily is the online version of the OJEU and contains all contract notices above the EU thresholds and contract notices.

<http://ted.publications.eu.int>

National Procurement Website

This provides details of all Welsh public sector contracts advertised on the site and is free to register.

www.sell2wales.co.uk

Supplier Development

The Welsh Assembly Government's Local Supplier Development Project provides a network of specialist advisers across Wales, with each area having its own Local Supplier Champion. The service is free. The Local Supplier Champion is Helen Evans. You can contact Helen on 01554 77 99 14 or by email at

hevans@mwwc.org.uk.