

Know-How To Tender Successfully

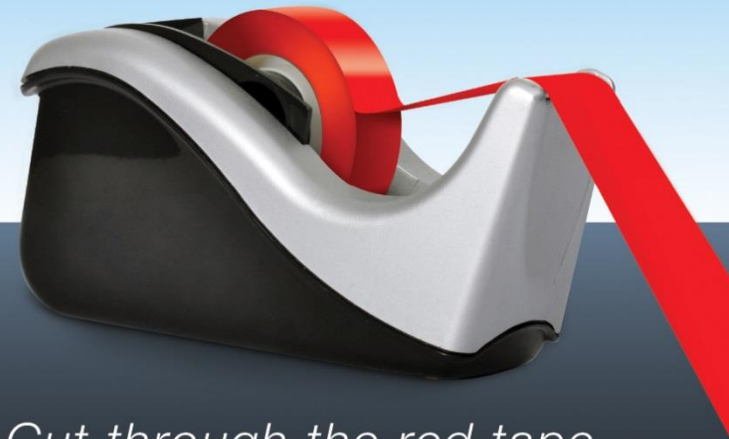
Paul Browne

Central Procurement Directorate

Intelligence • Funding • Contacts



intertradeireland.com



Cut through the red tape

CENTRAL PROCUREMENT DIRECTORATE

<http://www.finance-ni.gov.uk>

Who are we?

- CPD is a Central Purchasing Body and provides its services to all Government Departments
- Leads on the development of NI Public Procurement Policy
- Establishes cross government collaborative agreements
- Has 3 divisions classed as Centres of Procurement Expertise (CoPEs)

Public procurement for central government – Centres of Procurement Expertise

- CPD Construction
- CPD Construction Health Projects
- CPD Supplies and Services
- Translink
- Transport NI
- Housing Executive
- Education Authority
- NI Water
- PaLS (health supplies and services)

A typical year in NI: 2014/2015

- 5270 contracts awarded
- Total value of public sector procurement was £1.8bn
- On average £4.9m awarded in public procurement per day

Procurement Expenditure categories – top spenders

1. Construction / Maintenance Services
2. Medical / Surgical Equipment and Supplies
3. Energy
4. Facilities Management
5. Repair / Maintenance Services
6. Office Machines and Supplies

Examples of Collaborative Contracts:

- Courier service
- Photography
- Graphic design
- Employee counselling
- Office cleaning
- Catering services
- Supply of natural gas
- Electricity supply
- Vehicle breakdown recovery service
- Office stationery
- Laptops
- Furniture and flooring
- HR services
- Travel management
- Interpretation service
- Civil engineering works
- Recycling collection
- Taxi services

- New e-procurement service for the NI public sector
- **Launched in April 2015** for central government
- All central government public sector tender opportunities over £30k are now advertised on eTendersNI
- Universities, councils, housing associations, further & higher education colleges

Supplier perspective: what benefits does eTenders NI offer?

- Free of charge to all suppliers
- Register and complete your profile
- Automatic notifications about relevant tenders
- Secure way to submit tenders
- Advertising for sub-contractors

Registering for eTendersNI

- Supplier data has not been transferred from eSourcing NI
- To ensure there are no multiple registrations by the same organisation, the system requires a D-U-N-S number
- Once the D-U-N-S number is confirmed, organisation contact details will be completed automatically
- www.dnb.co.uk/forms/new_duns

Under £30k ?

- Tender opportunities under £30k are not publically advertised
- Some buyers use eTendersNI to select the relevant procurement category and the system will generate a random order list
- A minimum of two tenders – goods and services are awarded on the lowest acceptable price

Key parts of a tender document

- Pre-Qualification Questionnaire
- Proof of ability to service the contract
(technical/professional ability and past performance)
- Proof of financial standing/professional conduct
- Health and safety experience

Key parts of a tender document

- Instructions to tender
- Details of how the tender will be evaluated
- Form of tender
- Conditions of Contract
- Specification/Requirement
- Pricing Schedule
- Fair Employment Declaration
- VAT Registration

What happens if I am unsuccessful?



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Debriefed – Feedback is within the information to award letter

- How many were in the competition
- Your overall ranking
- Where your bid scored in each of the criteria
- How your costs ranked overall

Came into force 26 February 2015

- Increase the efficiency of public spending;
 - Facilitating, in particular, the participation of SMEs in public procurement; and
 - Enable procurers to make better use of public procurement in support of common societal goals
-
- Good news but what does this mean for you?

Key changes for suppliers

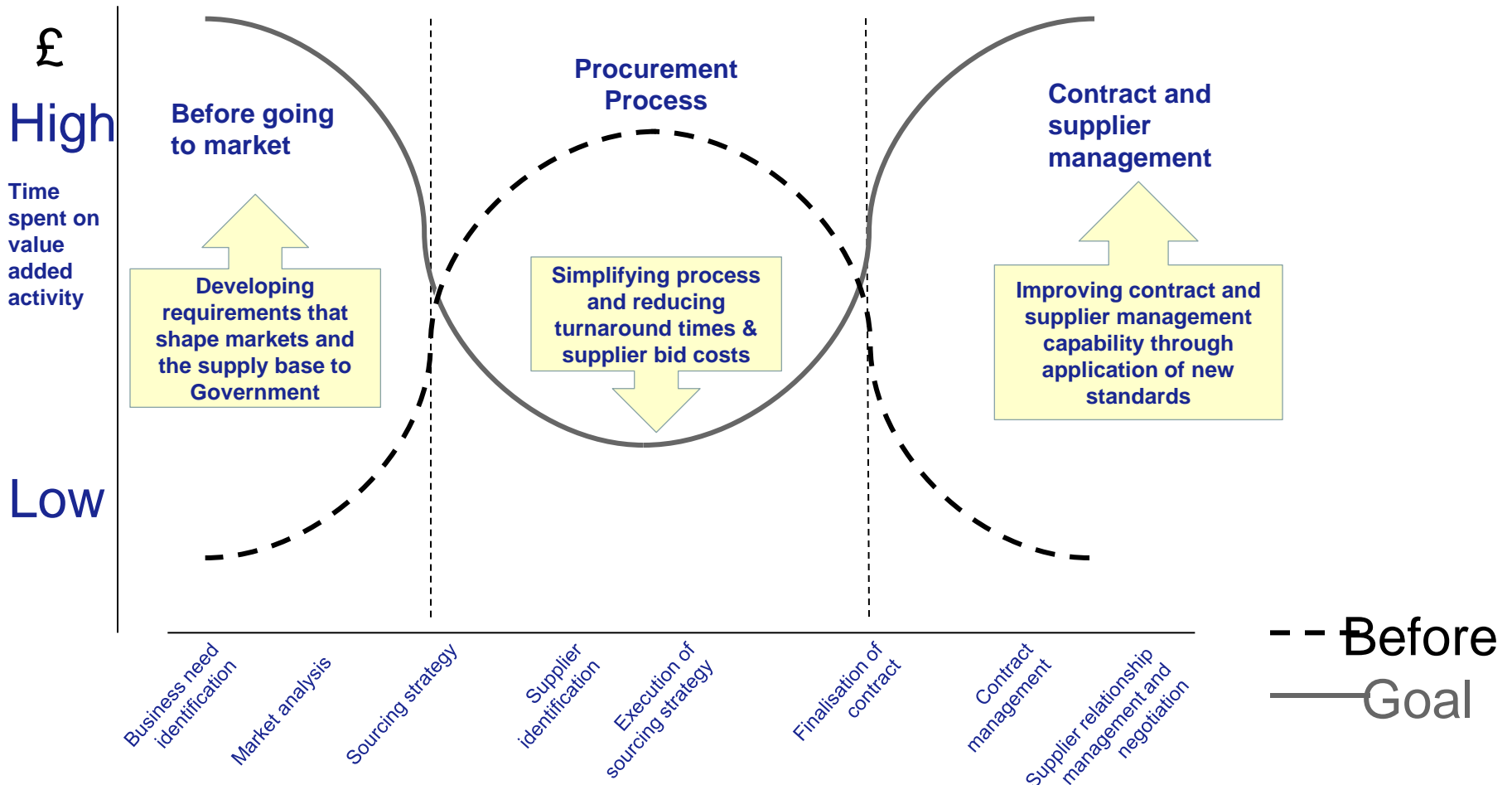
- Large contracts divided into lots
- Allowing earlier engagement with the market
- Simplifying the process by reducing timescales, self-declaration
- New “Innovation Partnership” procedure

Procurement reform



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Source: UK Cabinet Office

Benefits of market engagement

- Helps to define requirement
- Better understanding of market capability and risks
- More responsive market – suppliers can raise questions at an early stage
- Encourages the market to develop innovative solutions

Commercial Skills

- Develop training in areas to help get the best deal
- Increase capability in market engagement, project management and contract management
- Procurement starts with commissioners – pilot in June

Online guidance

The CPD website has a number of resources for suppliers:

Quick Reference Guides

FAQs

Case Studies

Procurement Pipeline

Procurement Guidance Notes

www.finance-ni.gov.uk

QUESTIONS?