

## **CORPORATE PROCUREMENT UNIT**

### **SELLING TO WEALDEN GUIDE FOR SUPPLIERS**

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#### **1. Background**

Have you ever thought about selling your product to Wealden District Council? We are one of the biggest businesses in East Sussex. A business that spends around £15m every year on procuring works, goods and services from external organisations. A business that actively wants to buy from local firms, co-ordinated through its Corporate Procurement Unit.

##### What is Procurement?

Procurement covers the process by which works, goods and services are acquired from suppliers and managed throughout their life. Consequently, procurement is core to achieving the Council's objectives of :

- Protecting and enhance a sustainable environment
- Promote a healthier and safer community
- Develop a more prosperous and sustainable local economy

##### Why Provide information on how to sell to Wealden?

Wealden District Council seeks to obtain the best possible value for money at a price that is reasonable both for us and our suppliers. This information has been created in order to improve the Council's scope for obtaining best value for money from its tendering process by supplementing the usual procedures. It provides interested contractors and suppliers with useful information in regard to the Council's procurement procedures details of any tendering opportunities and an opportunity to register on the Council's Supplier Database.

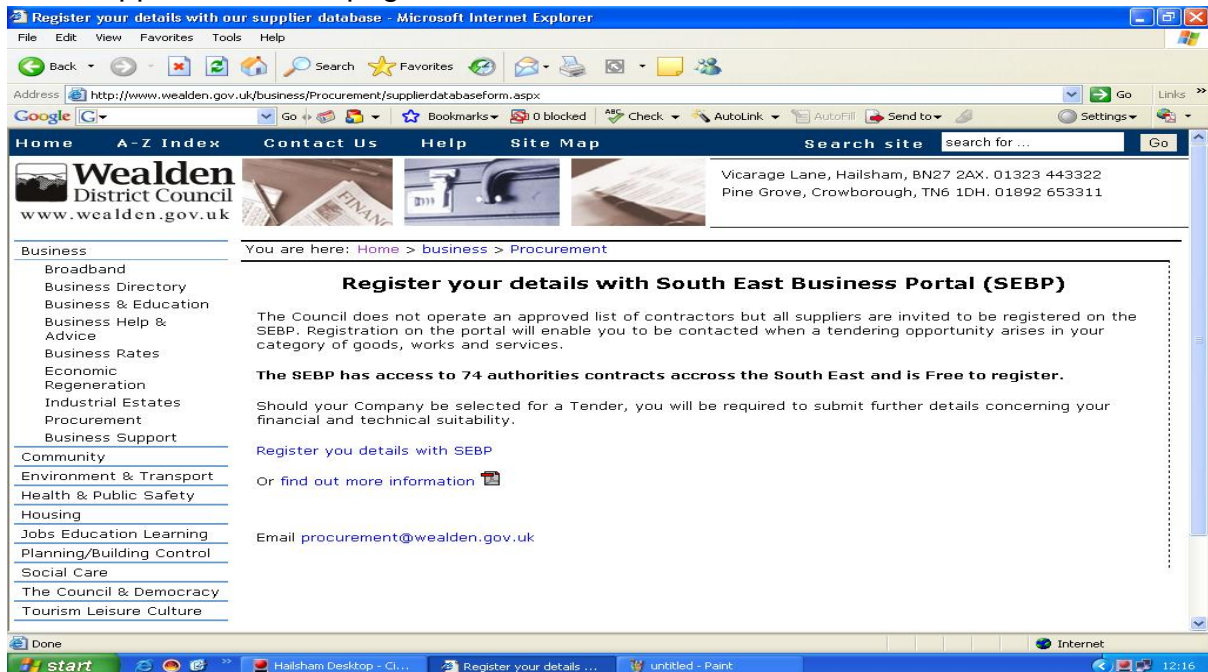
#### **2. An Introduction to the Council's Procurement Procedures**

All procedures relating to the purchasing of goods and services are established in the Council's Contract Procedure Rules.

- Purchases up to £3,000, (£5,000 for works and consultants) managers choose suppliers and negotiate prices, seeking to use contract arrangements where they exist;
- For purchases between £3,000 and £25,000 (£50,000 for works and consultants) quotations are invited from at least three suitable companies;

- For purchases in excess of £25,000 (£50,000 for works and consultancy) a select list of tenders is compiled following the publication of an advertisement on the South East Business Portal, and relevant trade journals.

Supplier database page from website:



- Contracts where the value exceeds the threshold laid down by the EU of £139,893 for goods and services and £3.497 million for works must be advertised in the Official Journal of the European Union (OJEU)

### 3. Selection Criteria

When you respond to a tender notice you will be asked to complete a supplier appraisal questionnaire that will cover the following areas:

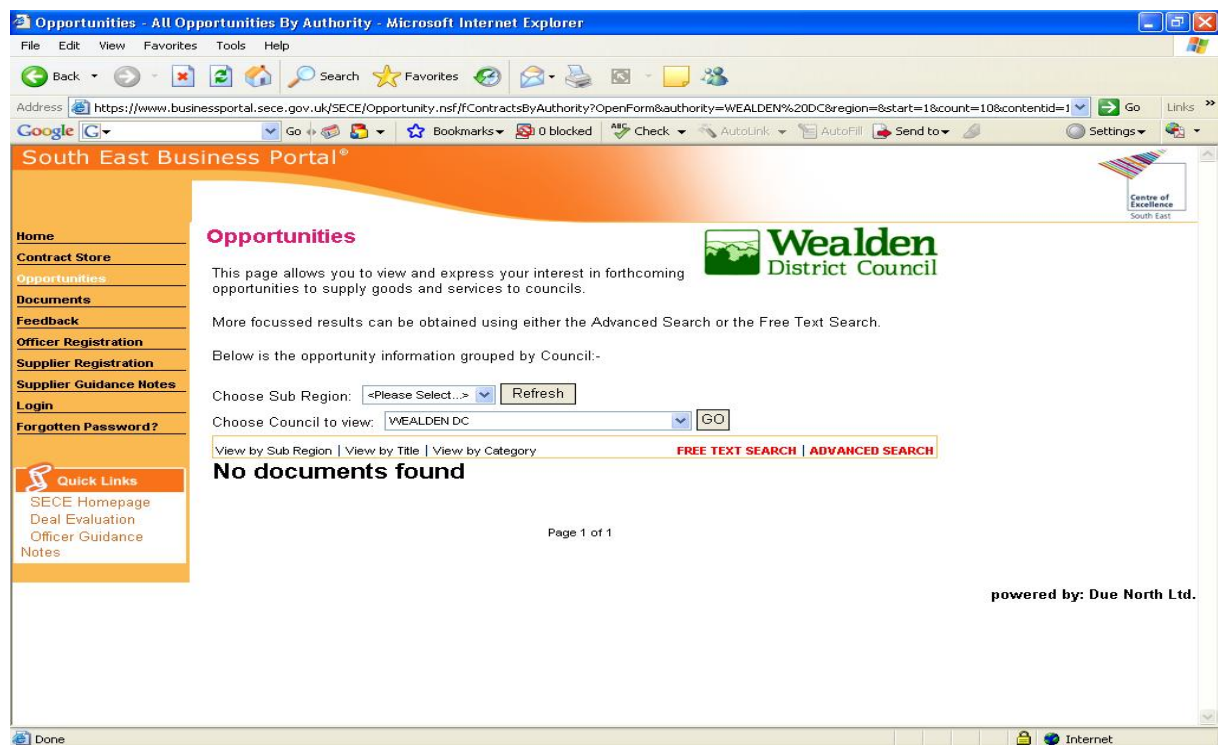
- **Financial Information** - In this section you are asked for certain financial information relating to your company for each of the last two years. The information is used to assess the financial position of your company in relation to the size of the contract.
- **Experience and Technical Ability** - We ask about your relevant experience and technical ability to carry out the categories of work or type of service that you wish to provide. You will be asked to provide a minimum of three references. Your responses and supporting evidence will be used to assess whether you have the required level of skills and abilities to tender in relation to other interested firms.
- **Equal opportunities** - Wealden District Council strongly supports equal opportunity, equal access and positive outcomes for all sections of the community. The Council strives to ensure that the standards we expect internally are supported by firms and organisations who carry out work for the council. In this section, you are asked to respond to questions about how you include racial equality issues in your employment practices.
- **Sustainability** - Wealden is committed to the sustainable development of the area, a fundamental objective of which is the protection and enhancement of the environment. We expect organisations that we deal with to have similar

levels of commitment.

- *Health and Safety* - All organisations are required to submit a Health and Safety Policy signed by a senior manager, which refers to Health and Safety Legislation.

Your response enables us to assess your organisation's suitability for delivering a particular service, product or works. This short-listing process saves both our time and yours in effort being unnecessarily spent on completing tender documents by companies who do not meet the selection criteria.

Sample of Tendering Opportunities page from website:



#### 4. Tendering for Contracts

If you are successful in your application for a tender you will be forwarded a set of tender documents. These documents will consist of all or some of the following:

- *Instructions for Tendering* - Guidance for completing the tender documentation most importantly the date the tender needs to be completed and returned by.
- *Form of Tender/Tender Statements* - Seeking your agreement to the terms and conditions of tender
- *Specification* - This sets out what needs to be achieved including policies, procedures or guidelines to be followed. It sets out the performance standards and the outcomes expected.
- *Schedule of Rates/Pricing Documents* - This is the document where all prices are entered.
- *Contract Conditions* - This defines the relationship between Wealden and the service / goods provider.
- *Quality Requirements/Method Statement Questions* - In this section you will be

expected to demonstrate how you intend to provide the goods or service including supporting evidence demonstrating relevant experience. Your submission will then be used to evaluate the quality of your bid.

- *Interviews/Presentations* - At any time during the tender process (e.g. short-listing, tender evaluation) you may be invited to give a presentation or attend an interview as part of your submission.
- *Tender Evaluation* - Returned tenders are evaluated against a predetermined criteria usually by a panel of officers. Evaluation will focus on examining how the tender proposals will deliver the service (quality) and the cost of the service (price) over its whole life. This would give consideration to operating costs, repairs and maintenance charges, anticipated lifespan and ultimate disposal fees for any product or service.
- *Contract Monitoring* - Wealden District Council monitors its performance as part of its duty under Best Value and this includes monitoring the provision of goods or services on our behalf. You will be expected to provide the services in accordance with the requirements set out in the contract documentation and your proposals to carry out the contract.
- *E-procurement* - E-procurement is playing an increasingly important part in the tendering process. For example, the Council produces its OJEU notices on-line as well as using e-mail to transmit supplier appraisal questionnaires and tender documents. The Council is also looking to develop on-line ordering and automating the payment of invoices. Depending on the nature of the contract, you may well be asked about the extent that you are able to deal with us by these methods.

## **5. If you want more information...**

If you are interested in pursuing any business opportunity please contact the officer responsible as requested in the specified advertisement or Gerry Palmer the Council's Corporate Procurement Manager. Gerry Palmer is based within the Corporate Services Directorate. He has a co-ordinating role in the overall control of purchasing arrangements and also acts as a focal point for suppliers and contractors who wish to supply goods or services to the Council. He can be contacted by telephone on 01323 443350 or by e-mail at: [procurement@wealden.gov.uk](mailto:procurement@wealden.gov.uk).

You can contact members of the unit on the following numbers:

Corporate Procurement Manager - Gerry Palmer	01323 443350
Corporate Procurement Officer - Maisie Nightingale	01323 443352
Corporate Procurement Assistants -	
Cathy Nelson (Monday, Tuesday and Wednesday)	01323 443347
Lucy Smith (Monday to Friday)	01323 443351
Fax number	01323 443348

Please visit 'Procurement' on our website [www.wealden.gov.uk](http://www.wealden.gov.uk) for further details and information.

Larger print version is available, please ask at reception.