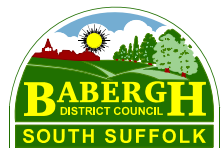


Guidance For Selling To The Council



Guidance For Selling To The Council

Babergh District Council buys a wide range of goods and services from a large number of suppliers and contractors using a range of procurement methods. Construction related works are normally procured through our Standing List of Contractors.

Anyone wishing to supply the Council can contact our Procurement Manager via email where your details will then be kept on file should we have any requirements.

Contact Details:

Tracey Farthing – Procurement Manager
email: tracey.farthing@babergh.gov.uk

How does the Council procure its goods, works and services?

The Council's Contract Procedure Rules are designed to ensure that Babergh District Council achieves value for money for the goods, works and services that it procures.

Guidance For Selling To The Council

Spend Limits and Procedures

<u>SPEND/TENDER LIMITS</u>	<u>PROCEDURES</u>
<p>Contracts worth less than £1000</p> <p>Contracts worth more than £1000 but less than £7000</p>	<p><u>Low Value Procedure</u></p> <p>Quotations may be sought from one supplier only</p> <p>Quotations may be sought from one supplier only but quotations must be in writing</p>
<p>Contracts worth between £7000 and £50,000</p>	<p><u>Quotation Procedure</u></p> <p>Minimum of 3 suppliers must be invited to submit a formal quotation</p> <p>Or minimum of 6 Contractors from the Council's standing list of contractors for works (see below for information regarding the Council's Standing List of Contractors)</p>
<p>Contracts over £50,000 (but below the EU thresholds – see below)</p>	<p><u>Formal Tender Procedure</u></p> <p>Tenders will be invited in accordance with the following 3 methods</p> <p>Open Tendering – Where an advertisement is place and all respondents are invited to Tender</p> <p>Select List Tendering – Where an advert is placed and only selected respondents are invited to tender</p> <p>Standing List Tendering – Where Tenderers are selected from a list of pre-approved contractors that is maintained by the Council</p>
<p>Over £156,442 (Supplies and Services)</p> <p>Over £3,927,260 (Works)</p>	<p>EU Public Procurement Regulations apply</p>

Guidance For Selling To The Council

Advertising Contracts

All contracts that need to be advertised will always be advertised on our website and on www.supply2gov.uk – It may be worth suppliers registering with this website as this will alert you when contracts become available, not just for Babergh but other public bodies in the UK.

We may also, if we think it appropriate, advertise in a local newspaper and in relevant trade journals.

Where the value of a contract exceeds the EU Thresholds these will be advertised in the Supplement to Official Journal of the European Union (OJEU) www.ted.europa.eu

The Council also uses the Suffolk Chamber of Commerce business trading platform to source and engage with local suppliers and would encourage all local suppliers to register on this site even if you are not a member of the Chamber. www.suffolkb2b.co.uk

Standing List of Contractors

The Council currently holds a Standing List of Contractors for works that are carried out both on our buildings and on our housing stock of approximately 3500 properties. The current list will stand until March 2012 after that time this will be advertised both on our website and www.supply2gov.uk.

All contractors wishing to appear on this list will be asked to fill in a Business Questionnaire.

Guidance For Selling To The Council

Tips and Hints - Tender Submission

Whichever procedure the Councils follows you must make sure that you read and follow any Pre-qualification questionnaires, tender/quotation documents very carefully.

Pre-qualification Questionnaires – The Council normally requires all suppliers and contractors to complete a PQQ. This requires suppliers/contractors to give information about their:-

- Company finances
- Financial and economical standing
- Technical capability
- Health & Safety
- Equalities
- Referees
- Sustainability
- Relevant experience

You must make sure that all questions are answered as this could lead to your application being rejected.

Equal Opportunities

We are an equal opportunities employer and are committed to promoting equal opportunity for all people irrespective of sex, age race or disability. We expect our suppliers/contractors to abide by the law in relation to equal opportunities and are working to best practice. As part of the PQQ/ Tender process you will be required to provide evidence that policies are in place and that you are committed to them.

Guidance For Selling To The Council

Environmental Issues

We are committed to using the resources entrusted to us to ensure best value and the least possible cost to the environment. Contractors/suppliers are expected to provide evidence of their environmental practices.

Health & Safety

We are committed to ensuring the health, safety and welfare of our employees and others affected by our suppliers and contractors. Contracts to supply goods or services will be awarded to contractors or suppliers who can satisfy the Council requirements in the terms outlined in the specification. Contractors and suppliers will be expected to demonstrate compliance with health and safety legislation.

Evaluation of PQQ's/Tender Documentation

All PQQ's/Tenders will be evaluated objectively and without bias towards particular suppliers or contractors. Evaluation of the tender documents will be undertaken by the Procurement Manager and a technical officer, and will be overseen by a Head of Service; this is to ensure that a fair and objective decision is made. Most of our contracts will not be evaluated on price alone. The Council will award the contract to the supplier that offers value for money. Criteria will be set out in tender documents depending on the type of contract.

Guidance For Selling To The Council

Feedback on your submission

Unsuccessful tenders may request feedback. Such requests should be made to the Procurement Manager who will endeavour to provide information that will assist the tenderer to improve their next tender submission

Purchasing Consortia

The Council procures some of its goods through purchasing consortiums such as CBC (Central Buying Consortium), OGC Buying Solutions (Office of Government Commerce) and ESPO (Eastern Shires Purchasing Consortium)

We do not have to carry out our normal procurement procedures as these framework agreements are all ready pre-tendered by the purchasing consortium. Anyone wishing to supply any of the goods listed below will need to have a framework agreement with any of the purchasing consortiums:

Photocopiers

Stationery

Computer consumables

Cleaning materials

Telecommunications including mobile telephones

Protective clothing

www.suffolk.gov.uk/BusinessAndConsumer/ProcurementAndTendering/

www.buyingsolutions.gov.uk

www.espo.org.uk

■ Guidance For Selling To The Council ■

