



How to Tender for our Work



Parc Cenedlaethol
Arfordir Penfro
Pembrokeshire Coast
National Park



COLEG Sir Benfro
Pembrokeshire COLLEGE



PEMBROKESHIRE HOUSING
TAI SIR BENFRO

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Introduction

The public sector in Pembrokeshire purchases services, supplies and works from many companies which range in value from a few, 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 NHS Trust
- 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 what legislation affects tendering requirements and looks at the procedures necessary to apply to tender for work.

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 CONTRACTS

Where and how public sector bodies in Pembrokeshire advertise their contracts 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 tender opportunities over £25,000.

Hywel Dda NHS Trust

The Trust currently uses the site to advertise all tender opportunities over the EU procurement thresholds (further information below).

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 (further information below).

Pembrokeshire Housing Association

The Association uses the site to advertise all tender opportunities over the EU procurement threshold (further information below).





EUROPEAN PUBLIC SECTOR PROCUREMENT DIRECTIVE

The Public Sector must follow European Law on Public Sector Purchasing. Most contracts for services and supplies estimated to be above £139,893 (£90,319 for Hywel Dda NHS) must be advertised in the Official Journal for the European Union (OJEU). Contracts for building or highway works above £3,497,813 million must also be advertised as detailed above.

For contracts not exceeding the EU thresholds, prospective suppliers who wish to be considered for the supply of goods or services should be aware of the following two approaches:

Pembrokeshire County Council

1. Contracts Not Requiring Advertisement

The Council does not generally advertise contract opportunities valued at below £25,000. If the requirement is valued at £5,000 or above then a minimum of 3 quotations are normally secured. For low value items, particularly those below £1,000, the Councils' preferred method of payment is by Purchase Card.

2. Contracts Requiring Advertisement

All requirements exceeding £25,000 in value will normally be advertised on www.sell2wales.co.uk. For Contracts above £50,000 these would also be advertised in the local press (usually the Western Telegraph). 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 Alito e-tendering portal. Parties wishing to participate in any particular tender should log on to <http://appswales.alito.co.uk> and register their interest via the Bulletin Board. Current tender opportunities can also be viewed via the Bulletin Board. All tender advertisements will reference this and provide instructions.

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.

Further contact details can be found in Appendix 2.

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 (WFEPCC).

The WFEPCC 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 a restricted or open tendering procedure. A **Restricted Tender** means that once you have expressed an interest in tendering you will be required to go through an assessment process to verify your suitability, experience and expertise.

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.

On some occasions we may use an **Open Tender** procedure which means that any interested company can tender for the contract. You may still be asked to express your interest for the contract, but you will automatically be invited to submit a tender. The information detailed above will then be considered together with your tender bid at the same time.

To be included on an approved list of suppliers, you will also be required to go through an assessment process. To become an approved supplier of Pembrokeshire County Council you should register on the following website:

<http://appswales.alito.co.uk>. Here you will be able to submit (and keep updated) your own information online; provide details on what work categories you are interested in and the value of work for which you wish to be considered.

THE TENDERING PROCESS

When you have been accepted to tender for a project, the tender documentation will be sent to you from the relevant public sector body. The tender documents usually contain the following information:-

- ◆ letter of invitation and instructions to tenderers
- ◆ pricing document and/or form of tender
- ◆ specification
- ◆ drawings (if applicable)
- ◆ contract conditions or conditions of purchase
- ◆ method statement requirements (if applicable)
- ◆ pre-addressed tender return envelope
- ◆ 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 contact the person named 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 and in the near future it is our aim that tenders will be sent out and must be returned electronically. If you cannot do business in this way then you should give it serious consideration.

CONTRACT AWARD

How a contract is awarded depends on the evaluation criteria used. This may be on price only for a standard routine purchase, but the usual criteria is “MEAT” (Most Economically Advantageous Tender). This allows the public sector body to take other factors, such as quality, into account when making award decisions.

If they are satisfied that you can meet the requirements and you are the successful tenderer, you will be awarded the contract. You will usually, although not always, be sent an official order. If you are not awarded the contract you will be notified in writing that you have been unsuccessful.

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 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 or Visa 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

To join the Purchasing Card Programme your business will need to be able to accept MasterCard and/or Visa Card 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 in the future as many future contracts will require this facility to be provided by tenderers as a fundamental part of the contract.

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

Pembrokeshire County Council

Nigel Morgan Principal Procurement Officer 01437 775905
e-mail nigel.morgan@pembrokeshire.gov.uk

Judith Arnold Procurement Officer 01437 775906
e-mail judith.arnold@pembrokeshire.gov.uk

Hywel Dda NHS Trust

Nicola Holder Senior Buyer 01437 773755
e-mail nicola.holder@pdt-tr.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

Andrew Smart Senior Finance Assistant (Exchequer) 01437 774705
e-mail andrew.smart@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	
Judith Arnold 01437 77 5906 judith.arnold@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.

FOOD AND SCHOOLS CONTACT

CONTACT/TEL NO	FUNCTION
Sian Kerrison 01437 77 5643 sian.kerrison@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.
Roxanne Kehoe 01437 775908 roxanne.kehoe@pembrokeshire.gov.uk	

HYWEL DDA NHS CONTACTS

CONTACTS WITHIN THE SUPPLIES & MATERIALS MANAGEMENT DEPARTMENT

Supplies Department
Hywel Dda NHS Trust
Withybush General Hospital
Fishguard Road
Haverfordwest
Pembrokeshire SA61 2PZ

Hafan Derwen
St Davids Hospital
Carmarthen
Carmarthenshire
SA31 3HB

CONTACT NAME TELEPHONE NUMBER & E-MAIL ADDRESS	AREAS OF RESPONSIBILITY
Samantha Pennington 01437 773763 Procurement Manager samantha.pennington@pdt-tr.wales.nhs.uk	Overall responsibility for the procurement of goods/ services <ul style="list-style-type: none"> ● Maintenance contracts ● IT equipment ● Equipping of capital schemes/refurbishment ● Medical & Surgical equipment ● Subscriptions to publications ● Photocopiers ● Various other contracts for services/products
Bridget Howlett 01437 773762 Assistant Procurement Manager bridget.howlett@pdt-tr.wales.nhs.uk	
Christine James 01437 773752 Senior Buyer christine.james@pdt-tr.wales.nhs.uk	





CONTACT NAME TELEPHONE NUMBER & E-MAIL ADDRESS	AREAS OF RESPONSIBILITY
<p>Nicola Holder Senior Buyer 01437 773755 nicola.holder@pdt-tr.wales.nhs.</p>	<ul style="list-style-type: none">● furniture● electrical items● equipping of capital schemes/refurbishments● telecommunications equipment● patient related equipment● catering & cleaning equipment
<p>Julie Fulton Senior Buyer 01437 773764 julie.fulton@pdt-tr.wales.nhs.uk</p>	<ul style="list-style-type: none">● Estates purchasing card project● Estates & EME equipment & consumables● Catering consumables (not food related)
<p>Kate Hughes Senior Buyer 01437 773765 kate.hughes@pdt-tr.wales.nhs.uk</p>	<ul style="list-style-type: none">● Uniforms● Laboratory consumables● Printing● Radiology consumables● Dental consumables● Audiology consumables● Podiatry consumables● Rehabilitation consumables
<p>David Morgan 01267 237481 ext 4788 david.morgan@pdt-tr.wales.nhs.uk</p>	<ul style="list-style-type: none">● Books● Stationery● print cartridges● customised stamps● name badges
<p>Tony Potter Buyer 01267 237481 ext 4788 tony.potter@pdt-tr.wales.nhs.uk</p>	<ul style="list-style-type: none">● non stock medical consumables <p>Procurement of all goods/services for Hafan Derwen</p>

PEMBROKESHIRE COLLEGE CONTACTS

ADDRESS	CONTACT/TEL NO	FUNCTION
Finance Department Haverfordwest Pembrokeshire SA61 1SZ	Elizabeth Callard 01437 753264 e.callard@pembrokeshire.ac.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.

PEMBROKESHIRE HOUSING ASSOCIATION CONTACTS GENERAL CONTACTS (All areas not covered below)

ADDRESS	CONTACT/TEL NO	FUNCTION
Finance & IT Meyler House St. Thomas Green Haverfordwest Pembrokeshire SA61 1QP	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

ADDRESS	CONTACT/TEL NO	FUNCTION
Technical Services Meyler House St. Thomas Green Haverfordwest Pembrokeshire SA61 1QP	Wes Cole 01437 774760 wes.cole@pembs-ha.co.uk	For advice/guidance and/or further information about construction contracts and tender procedures



PEMBROKESHIRE COAST NATIONAL PARK CONTACT

ADDRESS	CONTACT/TEL NO
Finance Dept Llanion Park Pembroke Dock SA72 6DY	Richard Griffiths 01646 624815 richardg@pembrokeshirecoast.org.uk



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

Business Eye

Business Eye is a free impartial business information service for Wales funded by the Welsh Assembly Government. Call 08457 96 97 98 or visit the website.

www.busesseye.org.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. They can assist you in preparing to tender for either public or private sector contracts. Working under the brand of Contract Shop, this service also allows access to the Contract Shop website and was set up to encourage inter-trading between local businesses in Wales. The service provides a virtual window for businesses to promote their





goods and services and to be aware of opportunities to trade locally. The service is free.



The Local Supplier Champion is based in Pembrokeshire Business Initiative (PBI).

www.pbi.org.uk _____

www.contractshop.co.uk



Green Dragon

The Green Dragon Environmental Standard offers an environmental management system which is appropriate for organizations of any size and in any sector.



Arena Network can provide practical support on environmental management and training issues.

www.arenanetwork.org





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www.business-support-wales.gov.uk