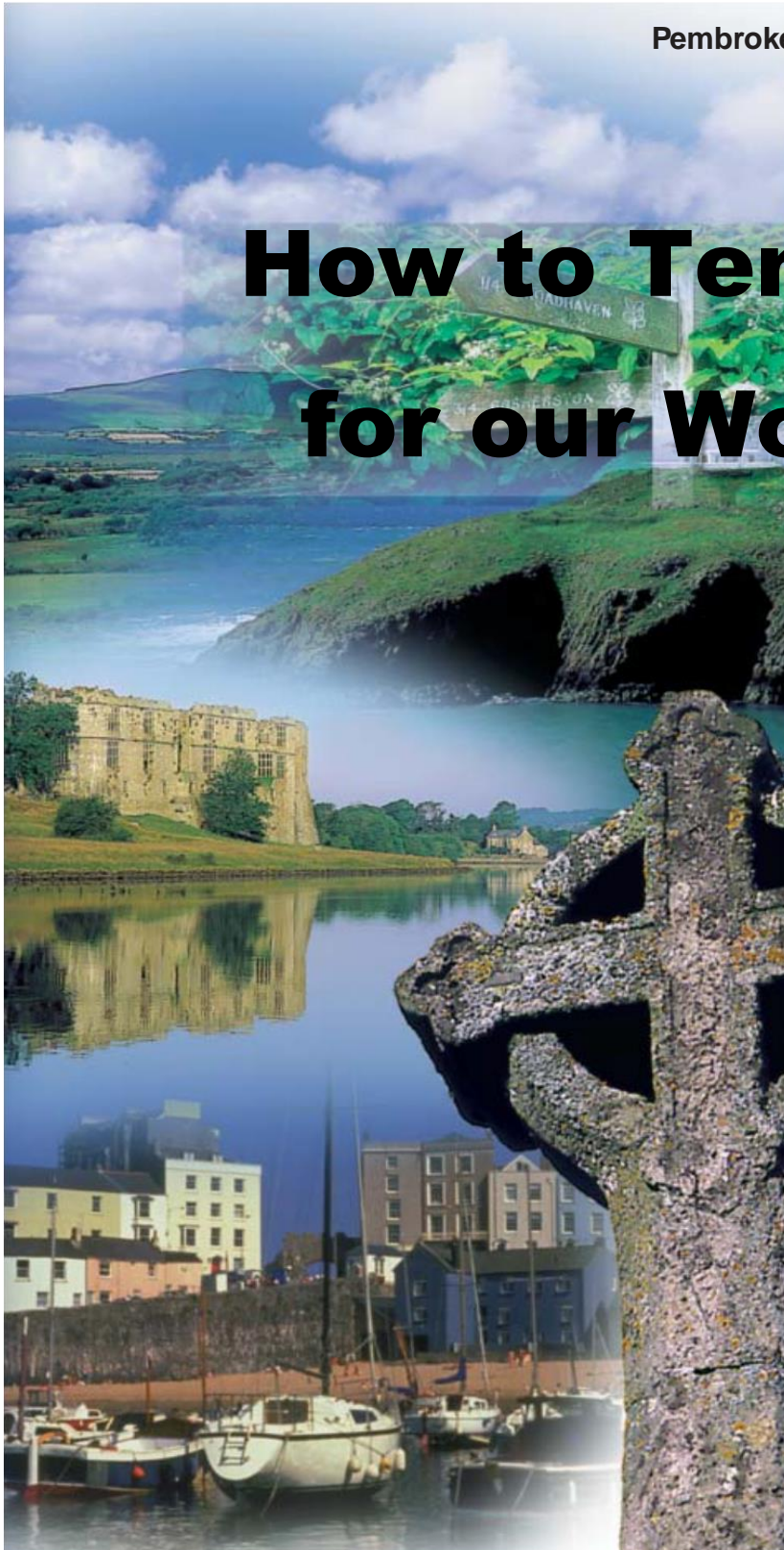


Pembrokeshire County Council
Cyngor Sir Penfro

How to Tender for our Work



September 2018

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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 Service (NPS) has been established as a cross public sector collaboration to procure common and repetitive spend for Wales with many of our requirements now being sourced directly through their frameworks.

THE NATIONAL PROCUREMENT WEBSITE –

All tender opportunities offered by the NPS are published on www.sell2wales.gov.wales
There is no charge to register on this website.

In addition, you can find a list of all NPS imminent Procurement pipeline opportunities on their website <http://nps.gov.wales>

Opportunities outside of the NPS frameworks are sourced as detailed below:-

- **Pembrokeshire County Council**
The Council uses www.sell2wales.gov.wales to advertise all procurement opportunities over £25,000.
- **Hywel Dda University Local Health Board**
The Health Board currently uses the site to advertise all tender opportunities over £25,000.
- **Pembrokeshire Coast National Park**
The National Park uses the site to advertise all tender opportunities over £25,000.
- **Pembrokeshire College**
The College uses the site to advertise all tender opportunities over £20,000 and also smaller value opportunities through the Quick Quote facility on the website.
- **Ateb Group**
Ateb uses the site to advertise all tender opportunities over £25,000

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 £181,302 for Services and Supplies (or £118,133 for Hywel Dda University Local Health Board) and £4,551,414 for Works contracts. Light touch regime contracts have a threshold of £615,278. All of these opportunities must be advertised in the 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://www.tendersdirect.co.uk/Sector/OjeuTenders>

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 the etender portal <https://etenderwales.bravosolution.co.uk> as invitation only.

For low value items, particularly those below £1,000, the Council's 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.gov.wales. The Authority advertises opportunities with an estimated value of £50k and above in the Western Telegraph, unless the Council deems 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 its tender exercises electronically using the Welsh Government's approved e-tender Wales portal. In order to be in a position to respond to electronic tender opportunities with Pembrokeshire County Council, please ensure that your organisation is registered on www.sell2wales.gov.wales. All of our tender opportunities will include the link to the etender portal <https://etenderwales.bravosolution.co.uk>. You may also find it beneficial to also register directly on this site.

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

Pembrokeshire County Council operates a procurement shared service with Carmarthenshire County Council and has a dedicated point of contact who can answer any queries and assist you in tendering. If you have any questions regarding this Guide or the tendering and contract information on our website please contact Kim Baker at KBaker@carmarthenshire.gov.uk or 01267 246241. The Authority has one of the highest procurement local spend percentages in Wales.

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

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

Hywel Dda University Local Health Board

1. Contracts Not Requiring Advertisement

The Health Board does not generally advertise any contract opportunities valued below £25,000. However, to ensure fair and adequate competition is sought, a minimum of three companies are invited to quote tender for contracts between £5,000 and £24,999.

2. Contracts Requiring Advertisement

All contracts exceeding the EU Threshold are advertised on www.sell2wales.gov.wales and advertised in the OJEU.

Further details on the Health Boards Procurement Regulations can be requested from the Procurement Department (see Appendix 1 for contact details).

The Procurement Service delivered by the Health Board is provided by NHS Wales Shared Services Partnership. This organisation provides 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 Health Boards in Wales, they are able to negotiate contracts that seek to maximise the buying power to the benefit of all involved.

The Sourcing Teams of NWSSP provide a range of contracts from fruit and vegetables to electricity and medical gases, which meet the needs of the Health Boards 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 advertised on www.sell2wales.gov.wales

Pembrokeshire College

1. Contracts Not Requiring Advertisement

For requirements valued at £1,000 or above a minimum of 3 quotations are normally sought. The college uses the www.sell2wales.gov.wales electronic postbox facility for many requests and tender exercises. All tenders are advertised on www.sell2wales.gov.wales 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.gov.wales and advertised in the OJEU.

The College undertakes its tender exercises electronically using the Welsh Government's approved e-tender Wales portal. In order to be in a position to respond to electronic tender opportunities with Pembrokeshire College, please ensure that your organisation is registered on www.sell2wales.gov.wales . All of our tender opportunities will include the link to the etender portal <https://etenderwales.bravosolution.co.uk>. You may also find it beneficial to also register directly on this site.

The College is involved and committed to collaborative Procurement within the Further Education sector through The Crescent Purchasing Consortium (CPC).

The CPC tenders for goods and services that are core to the majority of colleges.

Ateb Group

1. Contracts Not Requiring Advertisement

Ateb Group does not advertise contract opportunities valued at less than £25,000. If the contract is valued at above £5,000 up to two written quotations are normally required. For low value items below £5,000 a minimum of one quotation is required, but must be able to demonstrate value for money.

2. Contracts Requiring Advertisement

All contracts exceeding £25,000 in value will be advertised on www.sell2wales.gov.wales 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. The Group undertakes all tender exercises over the value of £25,000 electronically using the Welsh Government's approved etender Wales portal.

Ateb Group undertakes its tender exercises electronically using the Welsh Government's approved e-tender Wales portal. In order to be in a position to respond to electronic tender opportunities with Ateb, please ensure that your organisation is registered on www.sell2wales.gov.wales . All of our tender opportunities will include the link to the etender portal <https://etenderwales.bravosolution.co.uk>. You may also find it beneficial to also register directly on this site

For further information click here for the website <https://www.atebgroup.co.uk/>

HOW TO TENDER OR TO BECOME AN APPROVED SUPPLIER

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. 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 either have access to a Pre- Qualification Questionnaire (PQQ) or participate in the Qualification stage of the e-tender process. These Qualification questions are used to assess your suitability 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. Following initial evaluation, shortlisted participants will be invited to tender, so gaining full access to the tender documentation. This procedure is normally used when a high level of interest is anticipated in a specific requirement.

Where possible, we use a standard bank of questions as recommended by the Welsh Government's Procurement Policy unit (Value Wales)

The assessment process normally covers the following areas:

Supplier Accessibility	Basic information about your firm and your track record (could also include referee details)
Economic and Financial Standing	You will be asked to provide general financial information, your DUNS number or audited accounts and relevant insurance details. You must have Public Liability Insurance and Employers' Liability Insurance if applicable. Depending upon the nature of the contract you may have to have Product Liability and/or Professional Indemnity.
Capacity and Capability	You will be asked to detail your main business activities and examples of relevant experience. You may be asked whether you meet standards such as the Welsh Language measure.
Management	You will be asked to detail any Quality Management System you operate, Environmental Standards you meet and how you review your performance.
Equal Opportunities	You will be asked about your adherence to equality legislation, including the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995
Health and Safety	Your H&S arrangements, including your Health and Safety Policy if you have more than five employees.
Sustainability	You may be asked questions regarding your firm's commitment to environmental matters.

TENDER DOCUMENTATION

The tender documents usually contain the following information:-

- instructions to tenderers pricing document
- form of tender specification
- drawings (if applicable) contract terms and conditions
- method statement (if applicable)
- any relevant supporting information
- the basis on which your bid will be evaluated

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 electronically by a given time and date. 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. Please allow sufficient time to complete your bid. **DO NOT LEAVE YOUR BID SUBMISSION TO THE LAST MINUTE.**

More and more public sector tenders and quotations (including Pembrokeshire County Council) are being conducted electronically with documents being made available on-line and 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 or your local Business Wales contact. The Welsh Government's Business Wales team offers free assistance to aid suppliers in tendering for Welsh public sector contracts. <https://businesswales.gov.wales/sell2wales-selling-public-sector-0>, or Helpline on 03000603000

TENDER EVALUATION

Tenders are normally evaluated by at least one Procurement and one relevant Service officer to ensure a fair and transparent process. Contracts are normally awarded on the basis of the Most Economically Advantageous Tender (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. Any minimum pass thresholds are also normally clearly stated.

CONTRACT AWARD

Both 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 your bid is unsuccessful the notification will include the award criteria, your score and the score of the winning tenderer together with the advantages and disadvantages of your bid compared to the winning tenderers.

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 undisputed invoices within 30 days, or 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 charge card that is 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 University Local Health Board

Pembrokeshire College

Pembrokeshire Coast National Park

Ateb Group

To join the Purchasing Card Programme your business will need to be able to accept Purchase 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 as some contracts, especially those generating a high number of transactions require this facility.

Appendix 1

CONTACTS

Pembrokeshire County Council

Procurement Service
County Hall Haverfordwest
Pembrokeshire SA61 1TP

HIGHWAYS & TRANSPORT

CONTACT DETAILS	FUNCTION
Nigel Morgan 01437 77 5905 nigel.morgan@pembrokeshire.gov.uk Jennie Maughan 01267 246298 JAMaughan@carmarthenshire.gov.uk	For general advice and guidance on completing tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions. Assistance relating to any specific query in any of the above categories

CONSTRUCTION & WASTE

CONTACT DETAILS	FUNCTION
Gemma Clutterbuck 01267 246235 GLCutterbuck@carmarthenshire.gov.uk Sian Kerrison 01437 775906 Sian.kerrison@pembrokeshire.gov.uk Mathew Hughes 01267 246261 MaHughes@carmarthenshire.gov.uk	For general advice and guidance on completing tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions. Assistance relating to any specific query in any of the above categories

SOCIAL CARE

CONTACT DETAILS	FUNCTION
Sian Griffiths 01267 246238 SGriffiths@carmarthenshire.gov.uk Roxanne Kehoe 01437 775578 Roxanne.kehoe@pembrokeshire.gov.uk	For general advice and guidance on completing tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions. Assistance relating to any specific query in any of the above categories

CORPORATE & ICT

CONTACT DETAILS	FUNCTION
Julian Lewis 01267 246242 JulianLewis@carmarthenshire.gov.uk Chris Davies 01437 775906 ChDDavies@carmarthenshire.gov.uk Donna Barker 01437 771814 Donna.barker@pembrokeshire.gov.uk	For general advice and guidance on completing tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions. Assistance relating to any specific query in any of the above categories

BUILDING MAINTENANCE & FACILITIES MANAGEMENT

CONTACT DETAILS	FUNCTION
Diane Hughes 01437 775640 Diane.hughes@pembrokeshire.gov.uk Mathew Griffiths 01437 775908 Mathew.griffiths@pembrokeshire.gov.uk Mathew Hughes 01267 246261 MaHughes@carmarthenshire.gov.uk	For general advice and guidance on completing tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions. Assistance relating to any specific query in any of the above categories

COMMUNITY BENEFITS

CONTACT DETAILS	FUNCTION
Stephen Barnett 01437 775598 stephen.barnett@pembrokeshire.gov.uk	To provide advice and assistance to contractors and potential contractors on the compilation and delivery of their community benefit method statements

HYWEL DDA UNIVERSITY LOCAL HEALTH BOARD

CONTACTS WITHIN THE PROCUREMENT DEPARTMENT

Withybush General Hospital
Fishguard Road
Haverfordwest
Pembrokeshire, SA61 2PZ

Glangwili General Hospital
Carmarthen
Carmarthenshire
SA31 2AF

Katharine Fletcher Procurement Team Katharine.fletcher@wales.nhs.uk Tel no 01267227636	For advice and guidance or queries and problems when completing your questionnaire to tender documentation for information about contracts or tender procedures or for help in understanding contract conditions.
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ATEB

GENERAL CONTACTS

Finance & ICT, Meyler House,
St. Thomas Green, Haverfordwest,
Pembrokeshire, SA61 1QP

Judith Arnold ateb Group Ltd Procurement Manager 01437 774764 Judith.arnold@atebgroup.co.uk	For advice and guidance or queries and problems when completing your questionnaire to tender documentation for information about contracts or tender procedures or for help in understanding contract conditions.
Scott Nash West Wales Care & Repair Ltd Technical Officer	For advice and guidance with regard to Disabled Adaptation work in relation to West Wales Care and Repair Ltd

PEMBROKESHIRE COLLEGE CONTACTS

Finance Department
Haverfordwest
Pembrokeshire SA61 1SZ

Donna Barker Procurement and Tendering Manager 01437 753264 procurement@pembrokeshire.ac.uk	For advice and guidance or queries and problems when completing your questionnaire or tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions
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PEMBROKESHIRE COAST NATIONAL PARK CONTACT

Finance Department
Llanion Park, Pembroke Dock
Pembrokeshire SA72 6DY

Richard Griffiths 01646 624815 richardg@pembrokeshirecoast.org.uk	For advice and guidance or queries and problems when completing your questionnaire or tender documentation, for information about contracts or tender procedures or for help in understanding contract conditions
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