

Providers Guide to Tendering

Tips for Responding to a Tender

All tender opportunities will be advertised on the Councils website under Current Tender Opportunities

There are at least three ways to receive tender documents, these include:-

- By direct invitation
- By responding to an advertisement
- By general enquiry.

Tender documents are free of charge and can be requested by anyone wishing to receive them. The documents are usually sent out via email but they can also be posted in hard copy format if you do not have email facility.

Once received, check to ensure that you have all parts to the documents before proceeding further. If any parts are missing e.g. 'Conditions of Contract', inform the sender immediately. Read through the entire documentation thoroughly taking careful note of the 'Instructions & Conditions to Tenderer's'. **Note the last date and time for the return of your tender submission.**

Before starting to compile your tender submission take note of the following points: -

- Ensure that there are no errors (or at least no major ones!) or omissions.
- The submission should be entirely legible (preferably typed). Note: Any changes you make to the original text of the bid should be crossed through and signed **DO NOT USE CORRECTION FLUID** as this may invalidate your submission.
- A well-structured bid will create a good impression in the evaluation process. Bids that are clumsily put together without enough thought will invariably be seen as a negative reflection of your company.
- The overall presentation of the bid should be clear and unambiguous, with due regard to the *exact* requirements of the contract, the specifications, the evaluation criteria and its weightings.
- Supporting documentation e.g. evidence of environmental policy and any additional documentation, should be clearly referenced and cross-referred (where necessary). This will save the evaluating officer(s) precious time searching for the information.
- Evaluating Officers are keen to identify areas of added value and innovation within a company's bid. Therefore, if you wish to offer an added value element, or perceived innovation, please ensure that this is clearly identified in the documentation.

- The Tender document will state whether a variant bid is invited or not. If so and you wish to table a variant bid, this will only be considered if submitted along with the Primary Tender.
- Ensure that **all** parts in **all** sections, as appropriate, are completed in a comprehensive (but concise) manner and avoid stating "please refer to the attached...", unless specifically requested. **Place all information in the spaces provided** unless there is insufficient room, in which case you should attach a separate sheet(s), clearly referenced.
- If you require any clarification(s) to any part of the tender, this should be done once you have gone through the whole documentation. Collate all of the points and put them, **in writing**, to the Procurement Officer named at the front of the tender, within the time period allotted in the 'Indicative Timetable'. **Note: All clarifications (unless considered 'commercially sensitive') will be shared with all Tenderer's at the pre-tender stage.**
- All prices quoted should be exclusive of VAT and in line with the tender specification e.g. fixed price(s) for first 12 months of the contract.
- Where asked to do so, sign and date the submission, ensuring that the correct level of authorisation has been afforded it. Failure to do this may invalidate the bid.
- **Do not** bid for a contract if you are not sure you can deliver either to the specification *or* to your proposed offer.

Once you are satisfied that all appropriate parts of the tender documentation have been completed as comprehensively (but concise) as possible, is presented in a clear, easy-to-read/follow format, without errors or ambiguity and has all the supporting information enclosed...**it is advisable to have it checked again by someone else** before returning it. **Note: Currently, completed tenders can not be returned electronically but should be sent in hard copy (if requested to supply more than one copy, ensure that one copy is marked 'Master' and all others are marked 'copy'), using the template address label supplied, affixed to a plain envelope or package containing your submission.**

It is very important to ensure that your bid is returned by the given date. It is strongly recommended that wherever possible, you hand deliver your completed tender documentation and obtain a receipt as the Borough Council cannot be held responsible for the failure of post/courier services to deliver by the stated time/date.

Late tenders **will** be rejected.

The above guidance should assist you in successfully completing the Tender Documentation.

However, if you have any queries or require further clarification, please contact the Project Officer responsible for the contract, this information will be provided as part of the Tender Documentation.

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Last Updated: 03 November 2008