

Providers Guide to Tendering

Tips for Responding to a Tender

All tender opportunities will be advertised on the Council's 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 (a contract notice published on an e-tendering portal);
- By general enquiry;

Tender documents are free of charge and are made available from the Borough Council's e-tendering portal provider (My Tenders). The Borough Council recommends that your business registers to the portal, which is free of charge, using the following link mytenders.co.uk. Once opened, familiarise yourself with all parts to the documents before proceeding further. If you believe any parts of the documents are missing e.g. 'Conditions of Contract', inform the sender immediately, this can be done through the e-tendering portal by raising a clarification question. 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, which will need to be returned electronically through the e-tendering portal.**

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: If completing in hand writing, any changes you make to the original text of the bid should be crossed through and signed.
- 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, which may not be required at the time of submitting your bid (but will be requested if you are successful in being either shortlisted to a second stage tender, or if you are awarded a contract e.g. evidence of environmental policy, health and safety policies etc. however any additional documentation, should be clearly referenced and cross-referred (available on request).

- Evaluating Officer's 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 as part of your proposal.
- 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 future attachments...", 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 Officer named at the front of the tender, within the time period allotted in the 'Indicative Timetable' and send them via the e-tendering portal. **Note: All clarifications will be automatically shared with all Tenderer's, however your anonymity is protected (other tenderers do not know who has raised a clarification question(s)).**
- 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 (**electronic signatures will be accepted**).
- **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 cross referenced available supporting information...**it is advisable to have it checked again by someone else** before returning it.

It is very important to ensure that your bid is returned by the given date through the e-tendering portal. It is strongly recommended that you familiarise yourself with how to return (upload) e-documents to the portal. You will not be able to submit a bid after the designated date and time of submissions (the closing date), as the e-tendering portal automatically closes at the allotted date and time.

Requests for the submission of a **late tender will not be accepted**.

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 specific contract, via e-tendering portal (this information will be provided as part of the Tender Documentation) or the officers listed below, who may be able to assist you.

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