



## INTRODUCTION

This information leaflet is designed to help all potential suppliers/contractors to understand what they should do in order to tender or quote for the Council's business.

The Council is anxious to establish and maintain economical, efficient and effective purchasing arrangements in respect of all goods and services required within the Authority.

The Council's goal is to secure 'best value for money' and we are always happy to discuss our contracts and purchasing arrangements with all potential suppliers in order to achieve this. The Council has a keen interest in supporting the local economy and local suppliers are particularly encouraged to register with the authority to gain the opportunity to bid for business.

In all dealings with suppliers and potential suppliers, the authority's officers will do their utmost to preserve the highest standards of honesty, integrity, impartially and objectivity and will treat all suppliers in a professional and 'even handed' way.

If you require additional information relating to any Council purchasing matter please contact the Procurement Team, Email [procurement@blackpool.gov.uk](mailto:procurement@blackpool.gov.uk)

*M Kirkman.*

Mike Kirkman.  
Head of Procurement

# HOW TO TENDER OR QUOTE FOR SUPPLYING GOODS, EQUIPMENT, MATERIALS OR SERVICES (INCLUDING CONSTRUCTION WORKS) TO BLACKPOOL BOROUGH COUNCIL

## 1. How to Find Out About Council Contracts

1.1 Generally speaking, the Authority's expenditure will be broadly split into three distinctive categories:

- a) Goods, equipment, materials and services for Council departments
- b) Building / Construction / Civil Engineering Works Contracts etc. (including schools).
- c) *Goods, equipment, materials and services for Schools*

**Irrespective of the Council Department requiring the above, THE CORPORATE PROCUREMENT UNIT provides you with a single point of contact for all procurement matters.**

NB\* Contractors or suppliers who wish to sell goods or services to Schools should contact the individual school directly (School Bursar or Head Teacher). Schools have control of their own budgets and make their own procurement decisions on most matters.

## 2. TO OBTAIN INFORMATION ON THE COUNCIL'S CONTRACTS

e-mail [procurement@blackpool.gov.uk](mailto:procurement@blackpool.gov.uk) or simply register your details on 'THECHEST'

Along with most public authorities in the region, we have implemented a 'Supplier Portal (thechest)', which has been developed for the 46 Council's in the North West by the Regional Efficiency and Improvement Partnership (REIP).

The Portal enables all suppliers to register their capability on to a single regional web-site where they are asked to register 'once only'. Registration on the Portal allows Local Authority buyers to match their requirements against registered suppliers.

The system also enables quotations / tenders to be actioned electronically within the same system and for suppliers to receive alerts when any Council is in the market, although it will be some time before this electronic tendering facility is fully utilised across the region.

We strongly recommend that all potential suppliers register details on the Portal since it is from the companies registered in the system that the Council will choose whom it invites to tender.

The Portal is now our system of choice for recording expressions of interest and any separate lists kept by the Council will no longer be updated and will cease to be used. Details of the site can be found at [www.thechest.nwce.gov.uk](http://www.thechest.nwce.gov.uk) <<http://www.thechest.nwce.gov.uk>>.

You should note that registering and using the portal is free of charge

TO BE CONSIDERED FOR COUNCIL BUSINESS YOU MUST REGISTER YOUR COMPANY AND OFFER YOUR SERVICES THROUGH 'THECHEST'.

#### 2.1.2 MAKING FIRST CONTACT WITH THE CORPORATE PROCUREMENT UNIT.

If you are merely registering your interest in trading with the council, then 'thechest' is our preferred method to ensure you maximise your chance to do business.

However, if you need to discuss any procurement matter you should make contact with the Corporate Procurement Unit, you can do this **at any time** and the Unit has an 'open door' policy.

#### **Please put your requests in writing to:**

Blackpool Council  
Procurement Team  
1 Clifton Street  
BLACKPOOL  
FY1 1JD

Or Email 'procurement@blackpool.gov.uk'

Your e-mail should be brief and to the point (price information is not required at this stage) and should give basic information as to the main areas of goods/services you specialise in.

If we require additional information we will contact you or send you a questionnaire to establish further details of your company, recent trading history, together with information about your products or services, references, etc. If we require you to attend for interview the buyer responsible for your product range or area of work, will make contact with you.

## 2.2 CONSTRUCTION / BUILDING WORKS CONTRACTS

2.2.1 All Council requirements for works/civil engineering/minor works contracts are arranged through the offices of the 'Built Environment – Capital Works' department from whom tenders/quotations will be invited from time to time.

2.2.2 If you wish to be considered as a potential works contractor, you should contact the Corporate Procurement Team who will advise you.

2.2.3 In most cases, construction contractors are chosen from a partnering framework contract established on a 4-year basis. Occasionally, the council also operates a 'select list' of approved/accredited contractors for certain categories of specialist work. Details of how you may become registered with them and considered for Council Works tenders / contracts, **will be provided on request.**

## 3 ADVERTISING

3.1 The Authority is not obliged to advertise every tender. 'THECHEST' is the main method used to publicise our requirements and invite tenders etc.

3.2 On those occasions where the Authority chooses to advertise its purchasing (goods and services) and construction works tenders (contracts) in a public journal or news-paper, the advertisement may appear in a number of publications including the local press.

Our advertisements tell you what we require from potential suppliers and invite suitable companies to register an interest or ask for further information.

You will sometimes see similar advertisements in Trade Journals or the O.J.E.U. (EU Journal) particularly when the tender is for a specialist scheme or is of high value.

### **Advertisements for Goods and Services.**

3.2 The Corporate Procurement Unit offers an open invitation to all suppliers of work, goods and services to register an interest and be included on the Council's supplier database (TheChest). It is from this database that suppliers are selected and invited to tender for particular materials or services. Only rarely are individual tender advertisements placed outside of 'the chest'.

3.3 **Information on the councils Web Site – [www.blackpool.gov.uk](http://www.blackpool.gov.uk)**

**The Web Site already provides information on how to trade with the council but we have plans to improve this for prospective contractors e.g.**

**By August 2009, the site will contain a procurement 'notice board' which will provide information on our likely requirements to enable you to plan well in advance.**

## **4. WHAT HAPPENS AFTER YOU HAVE REGISTERED AN INTEREST?**

4.1 Having registered on 'thechest' or written to the Authority providing brief details of your company and products/services, nothing more will happen until we are in the market for the goods or services you provide. At that time, you may receive a questionnaire if we require additional information or if we are unclear of the product groups you are involved in.

4.2 We are happy with your sales representative to come and talk to us if you think this will help us to understand your company and its products, but this is done on an appointment basis only and only usually when the Authority has a specific need for the types of products/services offered by your organisation.

## **4. FURTHER INFORMATION**

4.1 Our Corporate Procurement Unit carries out the co-ordination of purchasing contracts. For further information and advise about our purchasing contracts or tender procedures you should first e-mail [procurement@blackpool.gov.uk](mailto:procurement@blackpool.gov.uk) (our preferred method which ensures a speedy reply) or contact:  
Mike Kirkman, Head of Procurement  
Telephone: (01253) 478509 OR E-mail [mike.kirkman@blackpool.gov.uk](mailto:mike.kirkman@blackpool.gov.uk) , or indeed, contact any member of staff in the Corporate Procurement Unit (01253) 478989 or 478977.