



High Peak Borough Council

working for our community

SUPPLYING THE COUNCIL



1. INTRODUCTION

This guide has been produced to assist suppliers and contractors who wish to supply the Council with goods, services or works. It helps in the following ways:

- It outlines the rules that the Council must follow.
- It alerts companies to the opportunities to supply the Council.
- It explains how to bid for Council work.

The Council has a dedicated procurement section that encourages competition and welcomes quotations from both new and established suppliers and we are always keen to explore new and innovative solutions to improve costs and efficiencies.

1.1 The importance of effective procurement

Effective procurement supports the Council's aims and objectives helping the Council to deliver high quality services, which meet the current and future needs of local people and are based on value and efficiency for money.

1.2 Where is High Peak Borough Council?

High Peak lies in the northwest of Derbyshire between Manchester and Sheffield. Most of the Borough's 208 square miles lie within England's Peak District National Park. Most of our 90,000 residents live in and around the main towns of Glossop in the North and Buxton in the South.

1.3 How much does the council spend?

The Council spends around £10m per annum on goods and services. The Council also has a Capital Budget, which varies each year according to the resources available. Requirements over £10,000 are advertised on www.sourcederbyshire.co.uk.

1.4 Achieving Best Value

The Council aims to provide the highest level of quality in all of the services it provides. All expenditure by the Council has to be shown to be obtaining best value in order to achieve its aim of providing responsive efficient and effective services to the public. The way in which the Council achieves this is by applying a rigorous procedure in the selection and management of its suppliers to ensure that the Council's requirements are met competitively and that quality is maintained throughout the life of the contract.

1.5 Purchasing Policy

The Purchasing Policy of the Council is to provide a formal framework to be used by all Council Services engaged in procurement on behalf of the Council. Its purpose is to ensure that all goods and services purchased are of optimum quality and obtained at the most competitive price to meet the needs for which they are required. The policy ensures that the Council is seen to trade efficiently and fairly based on the principles of equal treatment, transparency and competitive procurement.

1.6 Corporate Social Responsibility

The Council expects our supplier base to be reliable and provide a dependable service, promoting open communication within a commercial relationship.

Suppliers should be proactive in suggesting innovative solutions to reduce cost or wastage, whilst maintaining or improving overall quality of the product / service. In addition, conduct of any business is expected, to be, performed ethically, honestly and professionally, whilst conforming to any regulations, such as health and safety, equality and environmental considerations.

1.7 Housing

High Peak Community Housing manages the Council's housing stock and are responsible for their procurement requirements. You can contact High Peak Community Housing on 0845 129 48 55.

2. RULES GOVERNING PURCHASES

There are a number of rules that govern the way in which the Council purchases its supply requirements, summarised below:

2.1 Council Financial Regulations and Contract Procedure Rules

These are the internal rules, which govern the way the Council's function in all of its activities and with particular reference to the control of all financial expenditure:

- a) Under £2,000 Contract Procedure Rules do not apply, but a minimum of three written quotations are obtained where practical in order to achieve best value.
- b) £2,000 - £25,000 a minimum of three written quotations are sourced.
- c) Over £25,000 at least four written tenders sought.

All requests for quotations (RFQ's) or tenders over the value of £10,000 are advertised on the Source Derbyshire web site at: www.sourcederbyshire.co.uk and will be subject to an electronic tendering process. This is a straight forward and modern e-procurement tool, which reduces the amount of paper documents, required and improves efficiency in the procurement process.

In addition any requirements subject to the European Union thresholds will be advertised in the Official Journal of the European Union (OJEU) available at www.ted.eu-op.eu.int . These values are currently over £139,893 for goods and services contracts and over £3,497,313 for works contracts.

3. GUIDANCE ON THE PROCESS

Below is some general guidance, which should be read in conjunction with the rest of this document.

- Read the advertisement carefully and submit a request as required by the dates shown - this is normally done electronically.
- All instructions contained within the documentation must be followed and any queries must be raised with the person in the contact details section. If a particular business cannot meet the specific requirements or wishes to offer alternatives, these must be clearly detailed.

- In completing a supplier evaluation questionnaire, make sure that you provide all the information requested and answer all questions accurately.
- Return the documents as specified by the closing date and time specified. We request compressed files i.e. a single zipped file for e-tenders and submissions.
- Respond promptly to any requests for further information.
- RFQ's / Tenders which are received late will not be considered
- Once opened, all data will be evaluated.
- Evaluation involves the technical and financial appraisal of each individual business. Any businesses failing the technical and financial criteria will not be considered for acceptance. (This evaluation may be undertaken at the pre tender stage through the supplier evaluation questionnaire).
- The business providing the most economically advantageous tender will be the benchmark for evaluating tenders etc, i.e. the respondent offering the best quality, service and offer for the best price. The offer providing such qualities will be the tender that is recommended for acceptance.

4. OPPORTUNITIES TO SUPPLY THE COUNCIL

The Council's procurement requirements are generally based on service areas, which include:

- Environment and Housing
- Leisure
- Corporate Services
- Regeneration
- Financial Services
- Legal and democratic services
- Policy
- Customer Services
- Administration
- ICT
- Personnel and Payroll
- Assets and Facilities (e.g. maintenance of public buildings)

....and some of these areas require goods and services such as:

Services:

Advertising	Agency Staff	Building Cleaning
Confidential Waste	Consultancy	Insurance
Electrical Maintenance	External printing	Microfilm Processing
Security	Telecommunication	Transport

Goods:

Books	Bar stock	Catering supplies
Cleaning materials	Computer Equipment	Computer materials
Electric lights / bulbs	Hygiene dispensers	Office furniture / equipment
Pool chemicals	Protective clothing	Stationery
Telephones	Vehicles	Vending machines

Utilities:

Electricity

Gas

Water

Works:

Maintenance and Refurbishment Works to public buildings

Miscellaneous Construction Contracts

5. HOW TO FIND OUT ABOUT OPPORTUNITIES

All our requirements for goods and services over £10,000 are advertised on the Source Derbyshire website (www.sourcederbyshire.co.uk). This also contains opportunities from other Authorities throughout the Derbyshire area.

For requirements over the EU thresholds, advertisements will also be in the Official Journal of the European union (OJEU).

6. APPROVED LIST

We are looking at introducing an approved supplier database. This will be advertised on our own website when a system has been developed and implemented.

7. TENDER DOCUMENTATION

If you are to tender or respond to an RFQ, you will usually be sent documentation electronically via our e-tendering system, providing you have registered and applied via the **secure** e-tendering website accessed via <http://in-tendhost.co.uk/derbyshirepartnership/>

This link is also provided from the advertisement on Source Derbyshire.

The documentation could consist of the following:

- Instructions – this document details important dates and times, method of return and other relevant details. Please follow the instructions carefully.
- Supplier Evaluation Questionnaire – this document covers general financial, technical and company information.
- Specification – this details the Council's requirements and must be complied with including the need to submit additional documents if necessary.
- Contract conditions – this gives details of the terms and conditions under which the Council wishes to do business.
- Price Schedule/Details of Offer – a form to complete allowing analysis of costs.
- Additional Information Label – If certain documents cannot be electronically sent, for example an A1 sized plan then this return label should be used.

8. AWARD EVALUATION**8.1 Evaluation**

Evaluation will focus on examining how the tender proposals will deliver the service (quality) and the cost of the service (price). This is basically an

assessment of the total acquisition cost, which examines combinations of sustainability, quality, ability and not just the lowest price. The Council will award contracts to the most economically advantageous tender i.e. the tender that offers the best value to the Council. All respondents that comply with submission requirements will be notified of the outcome whether successful or not.

8.2 Presentations

At any time during the tender evaluation process you may be invited to give a presentation or attend meetings as part of your submission.

8.3 Samples and Documentation

You may be asked to supply samples or other documentation for any item for which a tender has been submitted. The samples should be supplied free of charge to the stated delivery address, by the due time and date. Failure to supply samples or documents by the date requested could result in your tender not being accepted.

9. REASONS FOR NON ACCEPTANCE OR DISQUALIFICATION

There are sometimes obvious mistakes and errors that can lead to a tender being disqualified or not accepted. Most of these can be avoided if you observe the following:

- Follow the instructions
- Submit before the closing date / time. If you should miss the deadline, your tender will not be considered.
- Incomplete information
- Uncompetitive - failure to submit the most cost effective, best value offer
- Not quoting a price for the specified product (and the alternative submitted is not an equivalent)
- Unsatisfactory references (performance) or financial history

10. CONTRACT AWARD

If your submission is successful you will be notified and receive a purchase order. If the value is over £25,000 then a formal contract will also need to be signed by both parties.

10.1 Performance bonds / parent company guarantees

The Council may require a deed of guarantee / bond when the contract is entered into. Where this is required this will be specified in the tender documentation.

A deed of guarantee can take the form of a performance guarantee, under which a third party the guarantor, often the parent company undertakes to fulfil the terms of the contract and/or a financial guarantee which ensures that the authority receives financial compensation if the contract is not fulfilled.

A bank can also provide a deed of guarantee or insurance company. This can be financial guarantees (bonds) where the guarantor agrees to indemnify the

authority against losses, liabilities and expenses incurred if the supplier defaults on its contractual obligations.

11. CONTRACT PERFORMANCE

High Peak Borough Council has to monitor its performance as part of its duty under Best Value, and suppliers and contractors to the Council are monitored to assess their compliance with pre-defined performance criteria. Contracts have to be performed in accordance with the requirements set out in the contract documentation. Contract conditions will be strictly applied. The Council is continuously striving to improve its own performance and it expects its contractors to do the same. The Council will adopt a variety of contract monitoring arrangements appropriate to the value and nature of each contract.

You should be aware that Contract Conditions are to be strictly adhered to especially with regard to quality, health and safety and general performance. The supplier must ensure that quality and performance stated in the tender documents are maintained (or improved) throughout the contract period.

The Officer of the Council responsible for the administration of the contract will be notified by users of any instances when the suppliers' performance does not meet the required levels and these will be recorded for future contract reviews (unless the incident is serious enough to require immediate action). Examples of these are - failure to deliver in accordance with the specification of the tender documents and the end user; poor administration of the contract - e.g. inability to invoice at the contract rates; inability to supply monitoring information when requested etc.

It is anticipated that most issues will be reviewed and resolved through mutual discussion.

12. PROMPT PAYMENT

The Council recognises the importance of cash flow to all businesses, The Council's policy for the payment of invoices is to pay all invoices promptly in accordance with the government guidelines. Where there is no contractual provision, the aim is to pay suppliers within 30 days of receipt of the invoice (unless there is a query which will not allow the invoice to be paid).

The Council will not accept liability for the payment of any invoice for goods and/or services not supplied against an order, which has not been properly authorised. Any request for goods or services MUST be accompanied by a purchase order number, which should be clearly shown, on the invoice. Non-compliance will result in the invoice being rejected and returned to the supplier.

The Council has introduced strict monitoring of payment targets. Suppliers can help by ensuring that all necessary details are included on invoices, correctly addressed and any change of name and address on their part are notified promptly to the Council.

13. LOCAL AND SMALLER SUPPLIERS

The Council is committed to supporting and encouraging smaller and locally based organisations to compete for business and to improve their ability to meet the Council's requirements whilst complying with the requirements of EU Regulations, Contract Procedure Rules and best practice guidance. It is recognised that suppliers play an important part in government's core business. In order to assist these organisations the Council's aims are to:

- Publicise opportunities on Source Derbyshire.
- Give guidance as to the processes and making sure they are kept up to date.
- Endeavour to keep tender documents as clear and simple as possible.
- Set realistic timetables.
- Encourage suppliers to adopt e-commerce systems that streamline processes, reduce administration time and enable the council to make payment to suppliers more speedily.

14. CONCLUSION

High Peak Borough Council hope that this short guide is found to be useful. However, if you should require any further assistance or have any specific queries then please contact:

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