

National Procurement Service

*Delivering
Value for Money
in Public Procurement*

Top Tendering Tips for Public Sector contracts



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Find out what opportunities are out there

Register on e-Tenders

www.etenders.gov.ie

and the following specialist internet website such as:

<https://e-sourcingni.bravosolution.co.uk>

www.ogc.gov.uk

<http://ted.europa.eu>

Search for lower value contracts and publish your "supplier profile".



Don't be shy about asking public-sector organisations about the contracts available



Feel free to market your goods and services as you would with the private sector



Only tender for work you can do

Read the tender document carefully

Make sure you understand it. Seek clarification if necessary.

Understand the specification, identify the mandatory (key) requirements

Check that you can meet the mandatory requirements which may be highlighted by words like - Shall, will, must. Can you address them? If you can't, consider, it is worthwhile tendering.



Consider what buyers want

- evidence that the tenderer can meet the need by demonstrating capability, capacity, relevant experience.
- The tender will meet the tender specification, i.e. will deliver what's being asked for and provide the requested information in the format specified.
- The tender will agree to the contract Terms and Conditions.



Tender submission

Follow the requested format and Instructions to Tenderers, Attach all requested documentation and / or samples. Remember criteria weightings indicate the relative importance of each area. Ensure sufficient information to allow each criterion to be evaluated. Complete the pricing schedule very carefully.



Do not submit general "brochure" type proposal

Be specific to the competition. Be clear and concise and relevant in response to all requirements. Arrange for someone to review the proposal before you submit it.



Ensure your tender is received on time and at the correct address!



Understand the evaluation process

There are three steps in the public procurement process regardless of the procedure used Compliance, Selection, Award.

Contract award is either based on Lowest Price or MEAT (Most Economically Advantageous Tender), which will consider price and other factors such as whole life cost and proposed methodology and approach



Prepare for success – Manage your key information

Don't wait until you see a suitable tender advertised before you go looking for the required documentation. Maintain a Tender content library to include: Company organisation chart, Financial Accounts/Statements, Insurances, Accreditation Documents, References, Key Staff Biographies



Post tender review

This should be conducted by the Tender Manager and consider the following- **Inadequate planning**: was sufficient effort/time put into planning the tender and was this reflected in the quality? - **Inadequate administration**: was there incorrect or missing information? - **Price**: was the pricing schedule completed at the correct level? - **Information**: were all essential / relevant elements included? Was an incomplete / non-compliant tender submitted because the requirements were not fully understood?



Debriefing

– If debriefings are offered, attend and prepare your questions in advance. Remain calm. If debriefing is not offered, request one.

