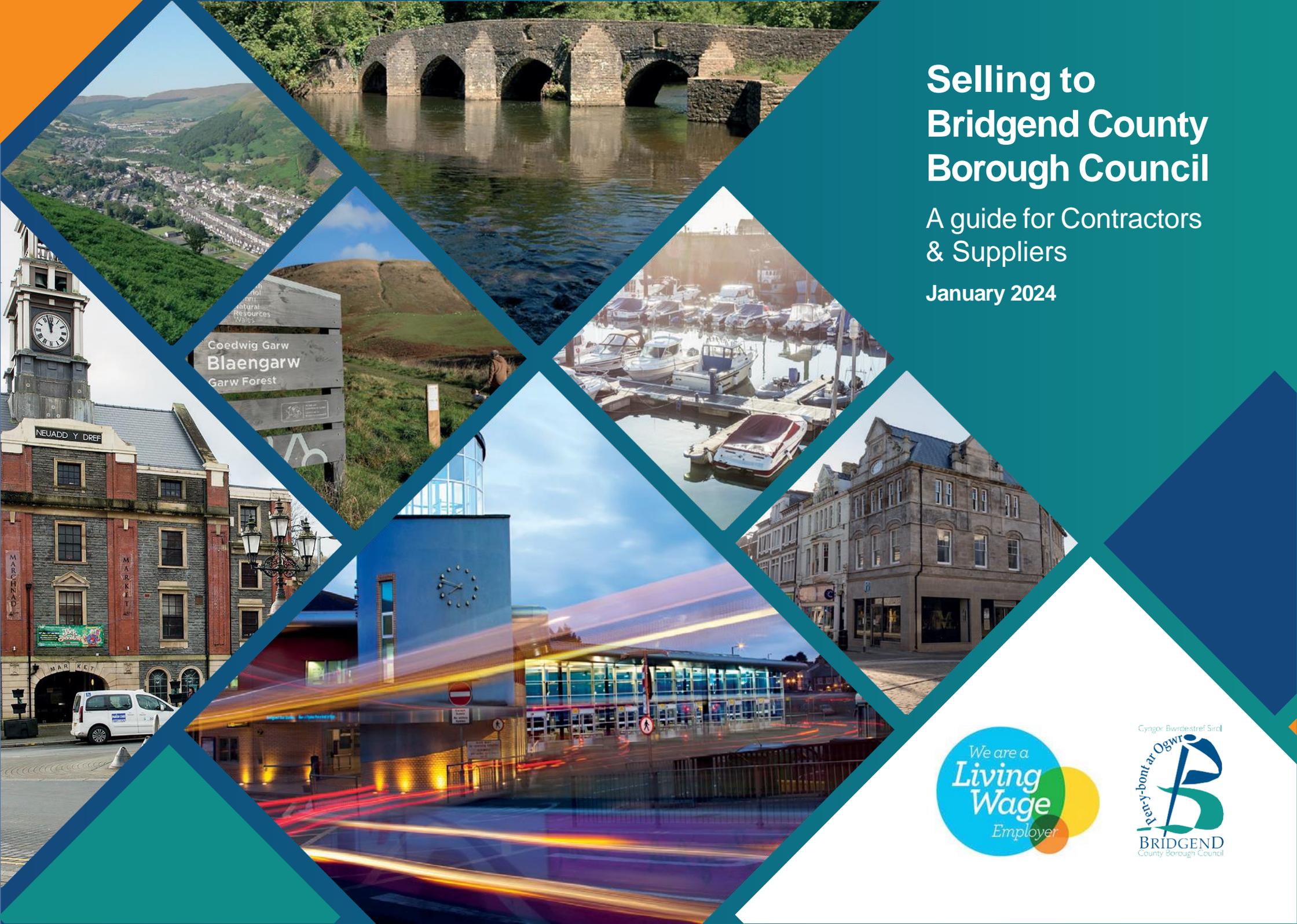


Selling to Bridgend County Borough Council

A guide for Contractors
& Suppliers

January 2024



Coedwig Garw
Blaengarw
Garw Forest



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How is Procurement organised?

Bridgend County Borough Council spends over £180 million per year buying a range of goods, services and works from external organisations.

We are spending Public Money so our procurement has to be efficient, effective and transparent.

The spend is spread across five key service areas as set out within the chart below.

Procurement spend by directorate 2020/21

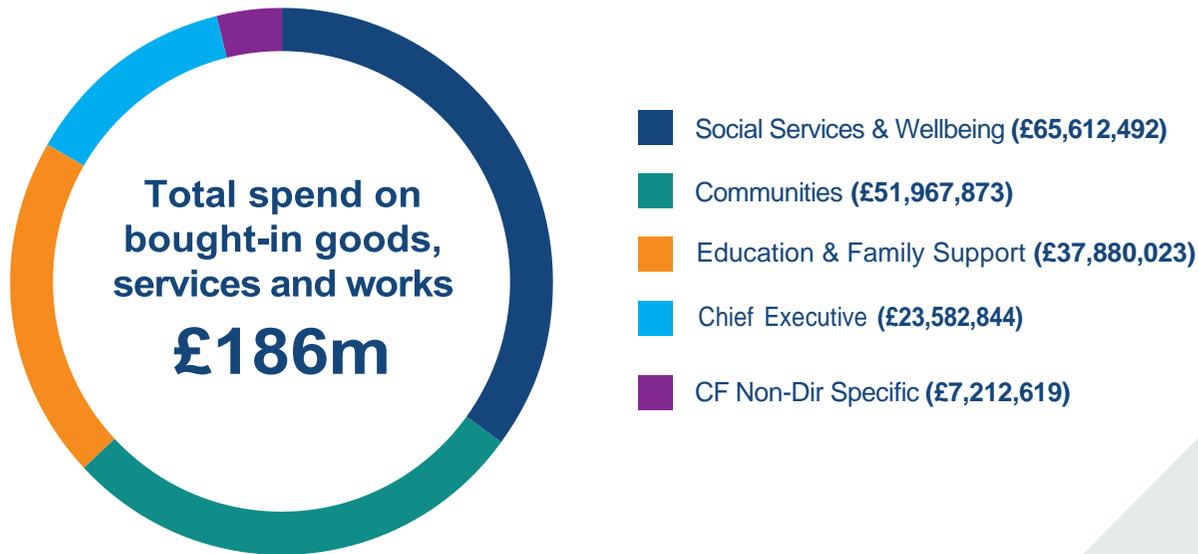


Fig 1: Council Spend 2020/21 by Directorate



Where can I find out about contract opportunities?

Our contract opportunities are advertised on one of two systems:

- Sell2Wales is the National Procurement website for Wales, this includes all widely advertised contract opportunities valued both below and above the Public Contracts Regulations (PCR) thresholds. Sell2Wales has a direct link to the Find a Tender Service (FTS) where contracts above PCR thresholds must be published.
- Etenderwales is a portal used by local authorities within Wales. For suppliers/contractors registered, invites for quotes are available.

The Council encourages suppliers to register on Sell2Wales and Etenderwales. Both are free of charge and allow suppliers to receive automated tender notifications by email, view opportunities via the Opportunities homepage, update and maintain their profile, receive instructions on how to access tender documents and view details of awarded contracts.

To access Sell2Wales & Etenderwales, click on the icons below:

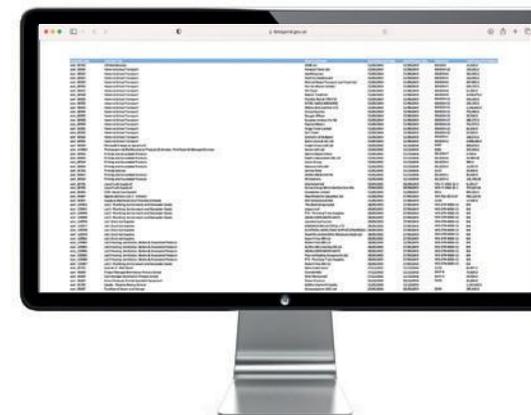


The web link for instructions on how to register on Etenderwales can be found at the end of this guide.

Assistance and support is available from a number of organisations; for further information please see the **'Further Support'** section.

If you want information on our current contracts and frameworks, the Council has a Contracts and Framework Register. These include details of current suppliers, the contract manager and expiry dates.

“We advise suppliers to register on Sell2Wales & Etenderwales for procurement opportunities”



Please click on the image to view the Contract Register

What rules, regulations & procurement procedures does the Council follow?

The way in which the Council purchases goods, services and works is governed by law.

The **Public Contracts Regulations (PCR) 2015** encourage open and transparent competition through competitive tendering. All public sector procurement must abide by the principles of equal treatment, non-discrimination, mutual recognition, proportionality and transparency. It includes specific requirements for the way contracts over the below thresholds are conducted.

Goods	Services	Works
£214,904	£214,904	£5,372,609

Fig 2: PCR Thresholds (values effective from 1st Jan 2024 to 31st December 2024)

The Council's Contract Procedure Rules provide the framework for ensuring that public money is spent with demonstrable probity and accountability regardless of value in accordance with the PCR.

Before sourcing external suppliers the Council will identify whether the need can be met through an existing contract or framework agreement (see **'Why Do We Use Framework Agreements?'**).

If the need cannot be met through an existing contract or framework agreement, a Quotation or Tender process will be carried out depending on the value of the contract, as set out in the table in Figure 3 on the next page.



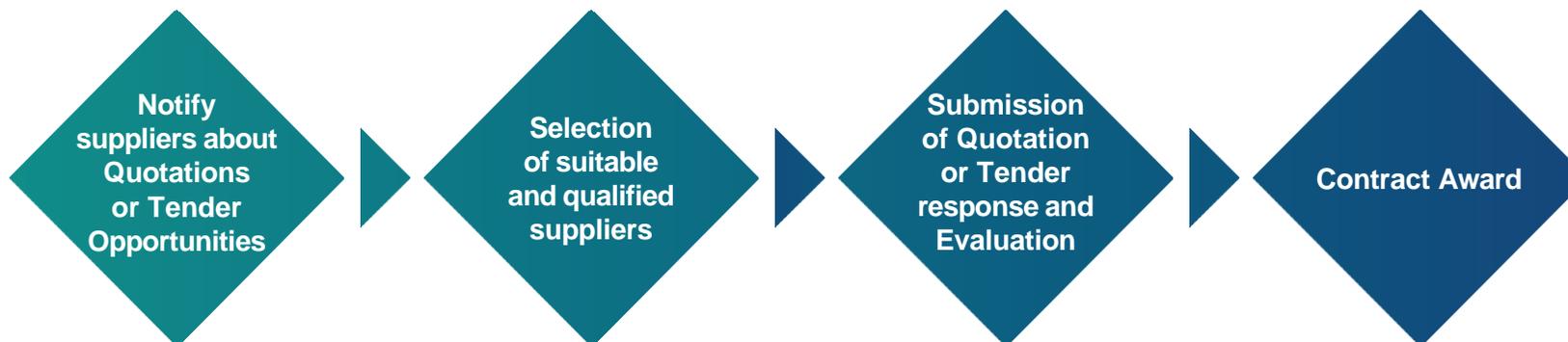
Area of Procurement	Total Value	Competition	Advertising
Goods & Services	Up to £10,000	No competitive quotes required, but must demonstrate value for money unless any Grant conditions dictate otherwise	None required
	£10,001 - £25,000	A minimum of 3 competitive quotes required and conducted via the etenderwales portal unless Grant conditions dictate otherwise	None required
	£25,001 - £100,000	A minimum of 3 competitive quotes required and conducted via the etenderwales portal, unless Grant conditions dictate otherwise	Openly advertised on Sell2Wales where practical and providing it represents value for money
	£100,001 – Threshold	Open competition required via the etenderwales portal, unless Grant conditions dictate otherwise	Openly advertised on Sell2Wales
	Above Threshold	Full EU procedure is required via the etenderwales portal	Advertise in the Find A Tender Service via Sell2Wales
Works	Up to £10,000	No competitive quotes required, but must demonstrate value for money using contractors with Safety Schemes in Procurement (SSIP) accreditation and registered and verified on Constructionline, unless any Grant conditions dictate otherwise	None required
	£10,001 – £25,000	A minimum of 3 competitive quotes required using contractors with Safety Schemes in Procurement (SSIP) accreditation and registered and verified on Constructionline and via the etenderwales portal, unless any Grant conditions dictate otherwise	None required
	£25,001 - £250,000	A minimum of 5 competitive quotes required using contractors with Safety Schemes in Procurement (SSIP) accreditation and registered and verified on Constructionline and via the etenderwales portal, unless any Grant conditions dictate otherwise	None required
	£250,001 - Threshold	Open competition required via the etenderwales portal, unless Grant conditions dictate otherwise	Openly advertised on Sell2Wales
	Above Threshold	Full EU procedure is required via the etenderwales portal	Advertise in the Official Journal of the EU (OJEU) via Sell2Wales

Fig 3: Procurement Processes

The EU tell us **minimum timescales** that must be followed. The actual timescales will also vary according to the size and complexity of the procurement.

How are suppliers selected and appointed?

The steps for selecting and appointing suppliers are:



When the contract is advertised, prospective bidders will be directed to Etenderwales. Simply registering on Etenderwales is not regarded as an expression of interest. If a supplier sees an opportunity they are interested in, they will need to select that opportunity. Tender documents for advertised contracts will not be sent to suppliers by email; suppliers must access the documents from Etenderwales. Although you are able to access the documents without registering an interest in the opportunity.

Notify suppliers about Quotations or Tender Opportunities

The Council can notify suppliers about Quotes or Tender opportunities in one of two ways, either:

- Consult the Etenderwales Portal and select appropriate suppliers to invite to quote or tender in accordance with the minimum number required (as shown in the table on page 6),

or;

- Place an advert on Sell2Wales which any supplier can view. The advert will provide instructions to suppliers on how to obtain the tender documents and submit a response. Contracts advertised on Sell2Wales which are above the PCR thresholds will automatically be published via Find a Tender service.

Welcome

Suppliers
Using this site enables you to submit online tendering opportunities in a secure environment. If you have previously registered with eTenderWales, you can log in by entering your username and password in the fields provided.
(Please note this is not your Sell2Wales login).
If you have not yet registered and would like to do so, please [click here](#) and answer the questions as appropriate.
[Click here for help registering](#) or contact the [helpdesk](#).

Please note, failure to register on [sell2wales](#) may result in the award of your successful bid(s) being delayed.

Buyers
If you represent a Welsh Public Sector buying organisation and would be interested in finding out more about eTenderWales please visit [here](#).
If your organisation is not using eTenderWales and you would like access to this, please contact your Divisional Manager who can assist.
If you would like to review your system compliance for using the portal please [click here](#).

Tender Opportunities

[View current opportunities](#) »
[View current pan-government advertised opportunities](#) »

User Login

Username:

Password:

[Forgot Password / Username](#)

Welsh Public Sector Organisation's Procurement Process Portal

eTendering Helpdesk

Please contact our eTendering Helpdesk
Info: Mon - Fri, 9am to 5pm
Phone: 0300 050 8000
Request Support

[Click here for help registering](#)

Selection of suitable and qualified suppliers

To assess the supplier's suitability, the Council will either:

- Issue an SPD or SQuID questionnaire
- Use selection questions as part of the tender process (for an open procedure)
(For Works, registered & verified suppliers are selected from Constructionline)

To ensure the Council does this in a way which is consistent and proportionate, we use a set of questions in the form of a Single Procurement Document (SPD).

The Council will use the SPD together with questions from the Supplier Qualification Information Database (SQuID). This provides a standard set of questions and guidance in respect of their application and use for the following areas:

- **Supplier Acceptability:** discretionary grounds for excluding a bidder on the basis of offences such as conspiracy, corruption, fraud, bribery, bankruptcy and insolvency.
- **Economic / Financial Standing:** in some cases, potential suppliers may need to be registered with Dun & Bradstreet (D&B) and/or provide the last 2 years profit and loss figures. This will depend on the type of services being tendered.
- **Insurances:** potential suppliers may be asked to provide evidence of minimum levels of Employer's & Public Liability & Professional Indemnity.
- **Technical Competencies and Qualifications:** provide evidence of contract specific competencies or qualifications e.g. Gas Safe.
- **Capacity and Capability:** detail about previous experience & contracts delivered.
- **Management:** information on quality-assurance techniques & performance review.
- **Equal Opportunities:** confirm suppliers' commitment to equal opportunities.
- **Sustainability:** confirm suppliers' commitment to economic, social and environmental sustainability.
- **Health & Safety:** the extent of the assessment will be appropriate to the nature of the contract, depending on the goods, services or works provided. Where the Council identifies that Health & Safety must be assessed, contractors must be accredited by a Safety Schemes in Procurement (SSIP) member (or equivalent) before any contract is awarded.

If the supplier meets the requirements above, they will progress to the tender/award stage of the procurement process.

Submission of Quotation or Tender response and Evaluation

Dependent on the value of the contract, selected suppliers will either be invited to Quote or provided with an Invitation to Tender (ITT) via Etenderwales.

Suppliers may receive all or some of the following:

- Instructions for submitting the quote
- Specification of Requirements (on which suppliers must base their quote)
- Method Statements (questions asking how the requirements will be delivered)
- Evaluation criteria & scoring methodology (if there is an element of quality that must also be assessed)
- Terms & Conditions
- Form of Tender
- Declaration Documents

Tendering is a much more comprehensive process. Suppliers who express an interest in the opportunity will receive a tender pack which consists of a range of documents mentioned above. These documents can be accessed from Etenderwales.

At the tender/award stage, the Council will evaluate the supplier's proposal of how they intend to deliver the specified requirements and at what cost. This differs to the **selection stage** which qualifies the supplier based on capability and capacity derived from **past experience**.

Tender responses will either be assessed on a pass/fail basis or scored. Everything a tenderer needs to know about how they will be evaluated will be clearly stated in the tender document pack.

In accordance with the Welsh Language Standards (*Bridgend County Borough Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011*) tenders may be submitted in the English or Welsh language. A tender for a contract submitted in Welsh will not be treated less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the

timescale for informing tenderers of decisions). The Council will communicate with tenderers in the language of their choice, whether that is English, Welsh or bilingual. The Council's **Welsh Language Standards Guide** provides further guidance.

Tender evaluation will be based on one of the following:

1. **Price and Quality** – used for the majority (if not all) services and works. Known as the Most Economically Advantageous Tender (MEAT) with weightings assigned, for example, 40% price and 60% quality.
2. **Price only** (lowest cost)

In order to assess the quality criteria, suppliers will be asked to submit an electronic tender response via Etenderwales. Where appropriate they may also be invited to an interview and/or presentation.

Contract Award

Quote – typically the supplier who submitted the lowest acceptable price will be awarded the contract. However, if there is a quality element as part of the evaluation, then the supplier who submitted the lowest quote may not necessarily be the one who wins the contract.

Tenders – for those evaluated on the Most Economically Advantageous Tender (MEAT), the contract will be awarded to the tenderer whose overall score is the highest. For those based on price only, the supplier who submitted the lowest price will be awarded the contract.



“The Council is committed to implementing further improvements in e-procurement”

Social Value

The Council has adopted a Socially Responsible Procurement Policy, which has six key priorities:

- Supporting Local
- Fair Working/ Ethical Employment
- Community Benefit
- Green and Sustainable
- Compliance/ Transparent Governance
- Value for Money and Innovation



This will help the Council maximises the social, economic, environmental and cultural wellbeing that it delivers through its procurement activity. We want to work with organisations who share its values around promoting social value and fair work practices.

Tenderers on all Council contracts will be expected to contribute to the Social Value and Net Zero agendas that the Council have committed to. For more information on our Net Zero agenda, visit: <https://www.bridgend.gov.uk/my-council/performance-plans-and-reports/net-zero-carbonstrategy/>

The Social Value that the Council wants its contractors to deliver include:

- Working with local schools, contributing to community regeneration schemes and supply chain / environmental initiatives
- Opportunities to recruit and train long term economically inactive persons as part of the workforce delivering contracts
- Delivering the 12 commitments of the **Code of Practice: Ethical Employment in Supply Chains** including:
 - The payment of the 'Real' Living Wage and promotion throughout its supply chain
 - Maximising supply chain opportunities for SME's including social enterprises, to bid for supply chain opportunities

The Living Wage

The 'Real' Living Wage is paid by employers on a voluntary basis. It is an hourly rate which is set independently and updated yearly. It is calculated according to the basic cost of living in the UK and currently stands at £10.90. The 'Real' Living Wage should not be confused with the National Living Wage (the Minimum Wage) which is legal requirement for employers.

Bridgend County Borough Council has paid the 'Real' Living Wage to its all employees since April 2020 and has been accredited as a Living Wage Employer since March 2022. This means that all directly employed and agency staff are paid a minimum of the 'Real' Living Wage, with the exception of apprentices and under 18s.

The Council is liaising with its suppliers/contractors to promote the adoption of the 'Real' Living Wage across Bridgend's business community.

Our aim is to support and encourage as many local businesses as possible to commit to paying their employees the 'Real' Living Wage.

The Council wants Bridgend to be recognised as a Living Wage Town. To support this ambition the Council has a 'Real' Living Wage Accreditation Support Scheme to assist Bridgend based SME's to become accredited.

For further information about the 'Real' Living Wage please click on the image 'We are a Living Wage Employer'



Why do we use framework agreements?

Where goods, services or works are bought on a regularly basis, the Council may establish a framework agreement. These set out the broad terms and conditions on which we will purchase goods, services or works from those suppliers in the future. Framework agreements can have a single supplier or multiple suppliers and last up to 4 years.

Before going out for a quotation or tender, the Council will first establish whether there is an existing framework in place which can meet the requirements. The following types of frameworks are available:

Bridgend Council Local Frameworks

- Regional Frameworks
- National Frameworks Welsh Government Commercial Delivery (WGCD)
- Other National Frameworks e.g. Crown Commercial Service (CCS), Eastern Shires Purchasing Consortium (ESPO)

To prepare in advance for upcoming opportunities, we advise suppliers to find out when frameworks are due to expire. For Bridgend Council frameworks, suppliers can view the Contract Framework Register and for all other national frameworks, suppliers can access their websites by following the links at the end of this guide.

Dynamic Purchasing System (DPS)

A DPS is similar to a Framework, but permits new suppliers to join at any time during the DPS, provided they meet the DPS criteria.

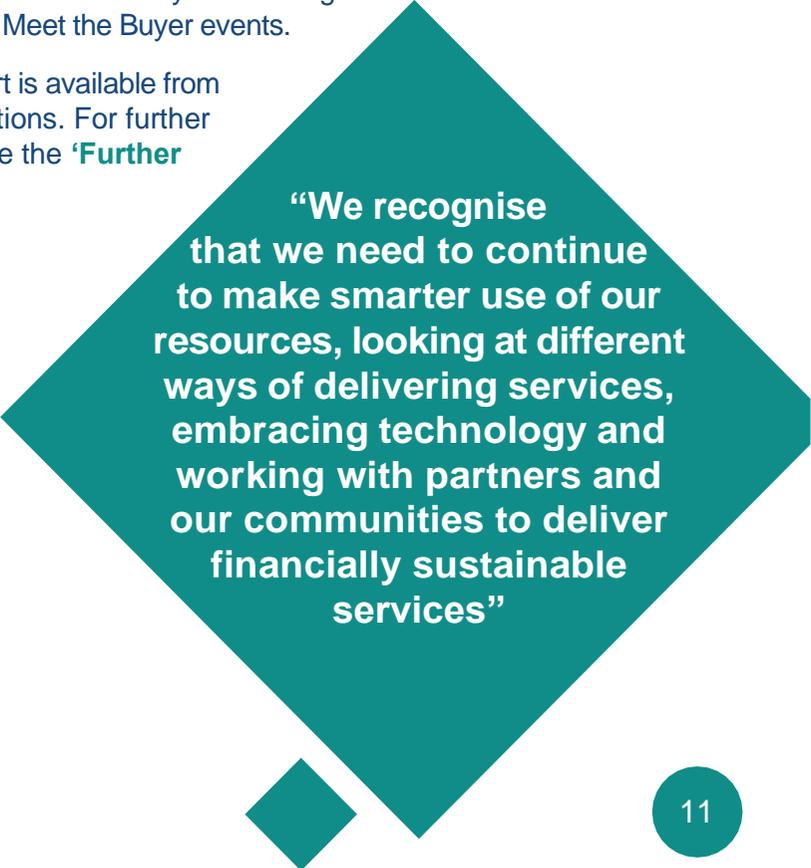
There are different obligations on both buyers and suppliers when setting up and procuring through a DPS. The buying organisation will assess the needs of each procurement before deciding on whether to use a DPS.

Consortia and Collaborative bids

Bridgend Council encourages suppliers and contractors to submit consortia or collaborative bids for Council work, particularly for larger value or complex contracts. Consortia bids may help to increase the chance of winning work and in particular benefit SMEs and the Third Sector who may not have the skills or capacity to submit bids for larger contracts alone. The Council acknowledges the challenge consortia or collaborative bidding creates at the early stage of a tender process. Therefore, in order to allow time to prepare consortia or collaborative submissions the Council will aim to provide sufficient information to suppliers prior to the tender process commencing.

As well as working collaboratively or through consortia we encourage SMEs and the Third Sector to seek subcontracting opportunities and build relationships with main contractors. Main contractors can help make supply chain opportunities visible by advertising on Sell2Wales or through Meet the Buyer events.

Assistance and support is available from a number of organisations. For further information please see the **'Further Support'** section.



“We recognise that we need to continue to make smarter use of our resources, looking at different ways of delivering services, embracing technology and working with partners and our communities to deliver financially sustainable services”

Can tendering organisations receive debriefing (feedback)?

Bridgend Council aims to offer feedback to successful and unsuccessful tenderers to help them improve for future opportunities. Where appropriate, debriefing is likely to be given in writing as part of the letter which informs the tenderer that they were unsuccessful. Further information can be provided via Microsoft Teams, telephone or face to face as long as the debriefing request is submitted in writing (via Etenderwales).

How does the Council pay their suppliers?

Payment terms are set out in the contract documents. Payment is normally within 30 working days of the Council receiving a valid invoice. The Council's method of payment is via BACS transfer, and suppliers will be required to submit bank account details to the Council.

To ensure prompt payment of invoices suppliers should ensure that they submit an invoice with a valid purchase order number. Failure to do so could lead to a delay in receiving payment. Therefore suppliers should insist on receiving a valid purchase order from the person within the Council who raised the order.

Contract Monitoring and Management

Suppliers and contractors will be expected to meet their obligations to provide the goods, services or works in accordance with the requirements set out in the contract documentation and demonstrate value for money. The Council will strive to ensure that there is a good open and constructive working relationship with its suppliers and contractors, which will also help to identify and resolve any problems at the earliest possible juncture.



Tendering Do's & Don't's

DO



Check the deadline time and date for return of tenders. Ensure you put enough time aside to complete the documentation.



Make sure you answer the questions as set giving details of the specified requirements and provide evidence as indicated in the guidance.



Ask for clarification **prior to the closing date** if you are unsure on any part of the specification or have general queries in relation to tender documents, including contract terms and conditions. Clarification queries must be submitted via Etenderwales.

DO NOT



Do not return your tender after the date or time as **late tenders will not be considered unless in exceptional circumstances.**



Do not 'make up' the questions so you can include what you want in your response, we can only evaluate information that we have asked for.



Do not be put off by the documents, seek support, e.g. from tender advisors, attending meet the buyer events.



Do not submit prices which are so low that if awarded the contract, you cannot supply the goods/services at that price to the quality specified.

The Council has the right not to accept any tender which we think will be unviable.

Further Support

Business Wales Tendering Service supports businesses in their efforts to tender for private sector contracts, or to help them navigate through the tendering process for public sector contracts. Business Wales Specialist Advisors can:

- focus on being more proactive in advance of live tenders to partners and clients, in order to focus on assisting growth SMEs become ‘tender ready’
- work closely with Buyers, both private and public sector, and assess an appropriate package of support
- hold contractor briefing events, where relevant on a 1-2-1 basis for selected tenders.
- provide access to Masterclasses for larger, growing SMEs. This will be a more detailed workshop helping these clients plan strategies for tendering, improve the quality of their responses, fine tune the way that they are responding to tenders to improve chances of success. The Advisors will engage the support of the other Business Wales specialist advisors (Resource and Efficiency and Equality and Diversity) to provide part of a package of support to ensure the SME is ‘tender ready.’
- provide access to briefings around the necessary relevant policies and accreditations
- also contribute to local supply chain development for larger Tier 1 companies.

Business Wales Specialist advisors will undertake a diagnostic during a face-to-face meeting with the growth SME, culminating in recommendations of action to improve tendering processes and chances of success, ultimately driving growth through winning tenders.

Meet the Buyer Events are run by the Council to provide suppliers with information on contract opportunities and the tender process. They can also provide an opportunity for suppliers to meet with main contractors to find out about potential supply chain/sub-contracting opportunities.

Bridgend Council’s Economic Development Team can provide business support and advice to help SMEs secure financial support.

The Wales Co-operative Centre has a specialist team that can help organisations develop consortia. The team can provide support on how to structure your consortium and can provide advice on governance and legal issues that might affect you.

Contact details for the above organisations can be found at the end of this guide.

We would like to hear from you

This guide aims to provide organisations who want to work with Bridgend Council with a clearer understanding of how to bid for work & what may be asked of them as a supplier or contractor.

We would like to receive your feedback on how we could improve this guide, what information you feel is missing & whether there is anything you would like to see included.

We would also like to receive your feedback with regards to your experience of doing business with the Council, the service provided by the Procurement team and any issues or problems you have encountered.

Please send your comments to: srm@bridgend.gov.uk

Useful Websites

Organisation	Website
Bridgend Council - Procurement	https://www.bridgend.gov.uk/business/tender-and-procurement
Bridgend Council Modern Slavery Statement	https://www.bridgend.gov.uk/media/imlf3ydj/modern-slavery-statement.pdf
Contract Procedure Rules	https://www.bridgend.gov.uk/media/yudbxol3/contract-procedure-rules.pdf
Contract Register	https://www.bridgend.gov.uk/media/5388/copy-of-contract-list-eng.pdf
Sell2Wales	www.sell2wales.gov.wales
Etenderwales	https://etenderwales.bravosolution.co.uk/web/login.shtml
Constructionline	www.constructionline.co.uk
Tenders Electronic Daily (TED)	www.findatenderservice.co.uk
United Kingdom Public Sector Information Website	www.gov.uk
Working Links	www.workinglinks.co.uk
Public Contracts Regulations PDF	http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf
Crown Commercial Service	https://www.gov.uk/government/organisations/crown-commercial-service
Eastern Shires Purchasing Organisation (ESPO)	www.espo.org
Welsh Government Commercial Delivery (Formerly NPS)	https://www.gov.wales/procurement-pipeline-for-welsh-public-sector

Useful Contacts

Organisation	Contact	Telephone	E-mail	Website
BCBC Procurement Team		01656 643643	procurementteam@bridgend.gov.uk	https://www.bridgend.gov.uk/business/tender-and-procurement
Bridgend Business Forum		01656 815320	business@bridgend.gov.uk	www.bridgendbusinessforum.co.uk
BAVO (Bridgend Association of Voluntary Organisations)		01656 810400	bavo@bavo.org.uk	www.bavo.org.uk
Business Wales		030 0060 3000		https://businesswales.gov.wales
Wales Co-operative Centre		0300 111 5050	info@walescooperative.org	www.walescooperative.org
Business In Focus	Customer Services	0870 950 90 90	enquiries@businessinfocus.co.uk	www.businessinfocus.co.uk/en/home.aspx
Federation of Small Businesses	Customer Services	0292 0747 406	wales.policy@fsb.org.uk	www.fsb.org.uk
Federation of Master Builders	Wales Office Head Office Join the FMB	01656 750955 020 7242 7583 08000 965 765	richardjenkins@fmb.org.uk	www.fmb.org.uk/about-fmb/fmbregions/devolved-countries/welsh/