



Signing the Small Business Concordat - East Hampshire District Council & Business Representative

Selling to the East Hampshire District Council



Public Sector Procurement Event organised by Businesslink - Basingtoke Country Hotel

A guide for Suppliers



Forest Centre Integration Project – Whitehill & Bordon

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1. Background

East Hampshire District Council is a large organisation supplying a wide range of services to a community of 110,000 people. This means the Council has a considerable demand for the supply of goods and services. Its requirements range from contracts for capital projects like roads and swimming pools through to refuse collection and down to screws and nails. Service requirements range from temporary secretaries to management consultancy.

Purchases over £50,000 are purchased after a competitive tendering process. For purchases below this amount, procedures are more informal. The Council has a legal duty to obtain value for money so as long as you can show your goods or services represent value for money you stand a good chance of success.

This Guide is designed to help you understand how your local council makes its purchasing decisions and introduces you to a potential new market. The Guide provides information and advice for businesses and organisations wishing to bid for contracts with the Council. It provides an explanation of Council's contract and tendering procedures and also creates awareness of business opportunities.

The Council has a duty to protect public interest and to ensure public money is spent properly. Legal requirements mean that we cannot favour businesses simply because they are located in the District or employ local people. We have to ensure we are providing equal opportunity and achieving the best quality at the best price.

The Council's vision for Procurement states:

‘To obtain best value through strategic and collaborative procurement, which contributes to achieving the Council's priorities and meets the needs of the community’.

2. What the Council Buys

The council buys goods and services from a range of suppliers. Contracts vary from small one-off purchases to large works or service contracts. We are keen to develop participation by small firms and the voluntary and community sectors, and to work with suppliers to deliver community benefits in a way that is consistent with best value and in compliance with procurement law.

Set out below are some of the purchases that the Council makes:

Goods:

- Computer hardware
- Computer software
- Office supplies and Stationery
- Mobile phones
- Photocopiers
- Lease cars
- Office equipment
- Vehicles
- Clothing

Services:

- Consultancy
- External printing
- Agency staff
- Advertising
- Insurance
- Utilities
- Property maintenance
- Grounds maintenance and street care
- Infrastructure e.g. fencing, portable toilets & lighting for events & music festivals.

Please note: This is not a complete list. For more information on what the District Council buys please send an email to business@easthants.gov.uk or contact the following:

EHDC Procurement Contacts

Category	Contact	Telephone	Email
Advertising	Jon Sanders	01730 234091	jon.sanders@easthants.gov.uk
	Jo Barden-Hernandez	01730 234068	jo.barden-hernandez@easthants.gov.uk
Agency staff	Diana Holman-Willis	01730 234007	diana.holman-willis@easthants.gov.uk
Catering	Jon Sanders	01730 234091	jon.sanders@easthants.gov.uk
<u>Facilities management</u> Cleaning & Supplies Clothing Energy Furniture Repairs & maintenance	Jon Sanders	01730 234091	jon.sanders@easthants.gov.uk
Technology Telecoms/ Mobile Phones	Howard Puddy	01730 234051	howard.puddy@easthants.gov.uk
Office Equipment	Howard Puddy	01730 234051	howard.puddy@easthants.gov.uk
	Amanda Fincham	01730 234341	amanda.fincham@easthants.gov.uk
Postage/Frinking Printing/ Stationery Venue management	Amanda Fincham	01730 234341	amanda.fincham@easthants.gov.uk
Motor vehicle management & maintenance Motor vehicle/ van hire	Brian Turner	01730 234283	brian.turner@easthants.gov.uk
Playsites	Brian Turner	01730 234283	brian.turner@easthants.gov.uk
Grounds maintenance Tree surgery	Brian Turner	01730 234283	brian.turner@easthants.gov.uk
Events Management	Chris Paterson	01730 234018	Chris.paterson@easthants.gov.uk
	Bob Coleman	01730 234107	bob.coleman@easthants.gov.uk

3. How to find out about contracts & tender opportunities

Contracts are advertised on Council's website www.easthants.gov.uk/business, in local papers and trade journals as appropriate and on the South East Business Portal.

➤ **Official Journal of the European Commission**

If it is of a value above the EU threshold for the relevant type of contract, it will be advertised in the Official Journal of the European Commission. The journal is only available via the internet (www.ted.publications.eu.int). The advertisement will summarise the service we require, the relevant timescales and deadlines, and will ask for expressions of interest. We do not keep approved lists of suppliers

➤ **The South East Business Portal**

East Hampshire District Council is a registered user of the South East Business Portal. The Portal is designed to allow the sharing of information about existing contracts and forthcoming tendering opportunities across 74 councils and 9 Fire & Rescue Services of the South East region. Suppliers registered on the Business Portal can be notified of opportunities automatically as they arise. For more information, please visit: www.businessportal.southeastiep.gov.uk

➤ **East Hampshire Online Business Directory**

The available tendering opportunities are advertised on the East Hampshire Online Business Directory. The online directory is a valuable tool for businesses seeking new customers and supply opportunities. Individuals/ groups can use the directory to search for goods and services within their areas. To access the Directory, please visit www.easthants.gov.uk/business

➤ **Supply 2.gov.uk – supplier route to government**

This is the only official Government lower-value contract opportunity portal, created by the Government to provide small businesses with access to lower-value public sector contracts. Registration is Free. To access the website visit: www.supply2.gov.uk

4. Tendering Process

We have to follow particular rules when we buy goods and services to ensure fair competition, probity and value for money. These cover how we advertise and tender.

European rules

If a contract exceeds the relevant European Union thresholds (Works £3,497,313; Supplies or Services £139,893) we normally have to advertise in the Official Journal of the European Commission, inviting expressions of interest to tender. There are European Directives that set the timescales we have to follow. These rules aim to ensure open and non-discriminatory competition.

Council Rules of Procedure

These regulate how we conduct our business and anyone employed by the Council (staff, consultants etc) must conform to them. They set out the procedures for advertising, evaluating and letting contracts of different values.

Tendering Procedure

The estimated value of a contract will determine the procedure we follow, including how many bids we need to invite, how we advertise and what checks we make. For lower value contracts we do not need to seek tenders and can award a contract on the basis of the most economically advantageous. For high value contracts, the Council must be satisfied with the competence of the selected contractor, and will carry out a technical appraisal as well as an evaluation of their financial standing.

5. Current contract procedure rules

Contract Value	Tenders/Quotations
Under £5000	Obtain at least one written quote.
£5000 - £50,000	Obtain at least three written quotations
In excess of £50,000 but less than the EU threshold	Tenders shall be invited from at least three contractors and a formal tender procedure applies
Above the EU threshold	Where the estimated value of a contract is equal to, or more than, the EU thresholds, the contract must be advertised in the Official Journal of the European Community and the Public Contract Regulations 2006 must be applied.

6. Awarding and Managing contracts

Evaluation of tenders

Once received, all tenders will be kept securely until the closing date. They will be opened together, in the presence of at least two officers and the Council's Portfolio Holder. They can not be opened by the officers involved in the project. Details of the contractor and the value of the tender will be recorded in a register.

To preserve the integrity of the competitive process, evaluation of tenders is carried out objectively and in a consistent way. We usually select suppliers on the basis of the most economically advantageous. Price is important, but there are occasions when other criteria will be considered such as quality, reliability, delivery times, technical assistance, after sales service etc.

Awarding contracts

The Council will inform all tenderers of the outcome of their tender as soon as is practical after they have been evaluated.

Contract Management and Monitoring

The Council will monitor progress of the contract, or the standard of services provided on our behalf, to ensure that the requirements of the contract are being met. For contracts this will involve regular communication with a contract administrator and submission of activity records. For service contracts an officer will be designated to monitor performance of the contractor. Payment will be made in accordance with the agreed terms and conditions.

7. Policy considerations

Health and Safety

Contracts will only be awarded to contractors who can satisfy the Council's requirements in terms of health and safety competence, and that can demonstrate compliance with health and safety legislation. More information can be obtained from the Health and Safety Executive.

Equal opportunities & diversity

The Council is committed to promoting equality of opportunity irrespective of sex, age, race or disability. We will ensure that our contracts are delivered in a way that is non-discriminatory. We expect all of our suppliers to have equal opportunity policies in place, and to comply with all current legislation and the codes of practice issued by equality commissions. You can obtain more information from the Equal Opportunities Commission or from the Disability Rights Commission.

Sustainability

Our suppliers are encouraged to demonstrate an awareness and contribution to sustainable development through their provision of goods and services.

8. Contact:

 <p>EAST HAMPSHIRE EHDC Partners www.easthants.gov.uk</p>	<p>East Hampshire District Council Penns Place Petersfield GU31 4EX Tel: 01730 234165 Email: business@easthants.gov.uk Website: www.easthants.gov.uk/business</p>
 <p>Business LINK</p>	<p>Business Link South East Tel: 0845 600 9006 Email: info@businesslinksoutheast.co.uk Website: www.businesslink.gov.uk/southeast</p>
 <p>OGC</p>	<p>Office of Government Commerce Tel: Service Desk 0845 000 4999 Email: servicedesk@ogc.gsi.gov.uk Website: http://www.ogc.gov.uk/procurement.asp</p>
 <p>HSE</p>	<p>Health and Safety Executive Caerphilly Business Park Caerphilly, CF83 3GG Tel: 08701 545500 Fax 02920 859260 Email: hseinformationservices@narbit.com Website: www.hse.gov.uk</p>