



MORAY PROCUREMENT INITIATIVE TENDER PROCESS

If Moray Council have a requirement to purchase goods, services or works and the value of the purchase may exceed £30,000 within a 3 year period then the Council will go out to tender for this purchase. The Council will use one of two procurement routes:

Open Procedure – a contract notice is placed on www.publiccontractsscotland.gov.uk to alert suppliers to the tender opportunity and the tender template is attached to the site to enable all interested parties to download the documents. Moray Council will not send out paper copies of tender forms unless specifically requested to do so. We would urge all potential suppliers to register to this free site. At least one signed paper copy of the tender must be returned to the Council as per the tender return instructions detailed in the tender before the tender return deadline.

Restricted Procedure – a contract notice is placed on Public Contracts Scotland to alert suppliers to this opportunity and all interested suppliers are asked to complete a pre-qualifying questionnaire (PQQ). The purpose of using this procedure is to reduce the number of suppliers asked to tender to a manageable amount and to carry out an initial evaluation of suppliers based on their economic standing and technical ability to deliver the purchase. This is your opportunity to sell yourself to the Council and you should give a lot of thought to the information you provide. Following this initial evaluation a minimum of 5 suppliers will be invited to tender.

Moray Council have produced standardized tender templates and PQQ's in an effort to simplify the process for the supplier. The same information about the supplier is required in both the tender and the PQQ templates and if the supplier was to complete this electronically the documents can be saved and the same information used in a later document.

What do we want to know about you and why do we want to know it?

Organisation Details - This section of the document allows the Council to gather some basic contact details about each supplier and to establish the legal entity with which any resultant contract would be agreed. All sections should be completed.

Financial Information - These questions are intended to gain a basic indication that the supplier is not in financial trouble. For many low value or short-term

contracts the financial health of the supplier may not be critical to the buyer, but nevertheless a financially troubled supplier could still represent a risk to satisfactory contract completion, and a risk-based approach to assessing this part of the PQQ response is suggested. The turnover should be checked to ensure that it doesn't appear inconsistent with the value and importance of the proposed contract.

Insurances - Employer's liability is a legal requirement (except for sole traders); this should be at least £1million. Public liability insurance is also essential for any well-run business. Of course, the level of cover considered appropriate will be commensurate with the contract's value and significance and should therefore vary from procurement to procurement.

Business Activities - On most occasions a buyer will want to establish that a supplier has experience and expertise in the field that is the subject of the proposed contract and that the work required would not be a new departure for them, or if the supplier would intend to sub-contract. This is the suppliers opportunity to sell themselves and all suppliers are encouraged to do this here. Each tender is assessed on current content and suppliers should not assume that just because they have provided services to the Council before that the tender assessment panel will know this. Buyers should check the information provided in this section against the necessary levels of experience/expertise. The section also provides for the supplier to furnish information concerning the number of staff they employ so that this can be assessed against the levels of resource the buyer feels would be necessary to ensure satisfactory performance of the required contract.

References - The basic rationale behind this section is to enable the buyer to assess the level of relevant expertise and experience possessed by a supplier. The organisation should provide references that are relevant to the buyer's requirement and that the values of these are consistent with the likely size and value of the requirement. A newly set-up supplier might be unable to provide three references, but at least one or two should be available.

Quality Assurance - If the supplier has neither accreditation nor a quality system, this may give rise to doubts about its ability to provide goods or services of a consistent quality. As a minimum, one would expect to see a supplier provide information that it has considered the implementation of appropriate controls to achieve and ensure consistent performance and intends to adopt such processes where appropriate.

Health & Safety - Suppliers that employ five or more staff are legally required to have a written Health and Safety policy. If the supplier does not have a Health and Safety system, there may be doubts about its commitment and ability to meet H&S requirements. However, the importance of this section, and therefore the weighting factor applied to scores, will of course vary widely according to the type of procurement being undertaken.

Equal Opportunities – This is to demonstrate that equal opportunities are provided to all staff and discrimination is combated within their organisation,

all suppliers are asked to state whether they maintain a written equal opportunities policy. If the supplier does not have a written equal opportunities policy, there may be doubts about its commitment and ability to fairly and equally manage its workforce.

Environmental Management - Government policy is that environmental issues should be carefully considered in procurement, once again the importance of this section will vary widely according to the type of procurement being undertaken. If a supplier lacks an environmental policy it may be difficult to establish whether it can provide the solution whilst minimising effects on the environment, or whether it can meet the requirements of environmental protection legislation.

Professional & Business Standing - If the supplier has answered “**Yes**” to any of these questions, there must be doubts about the propriety of the organisation unless the supplier has provided an answer that clearly indicates the problem has been resolved and that steps have been taken to prevent its recurrence.

Requirement Specific Questions - Any questions posed in this section will relate solely to the requirement itself and should be answered in detail.

Copies of the PQQ and Tender templates can be downloaded from the Moray Council Procurement web page.

If you require further information please contact the Procurement Team on 01343 563137 or procurement@moray.gov.uk