



HOW TO DO BUSINESS WITH COPELAND BOROUGH COUNCIL

Copeland Borough Council spends approximately £13 million per annum on goods, works and services.

This guide sets out how businesses can get involved and bid for opportunities – so make sure you don't miss out.

HOW TO FIND OUT ABOUT OPPORTUNITIES

1. The Chest

The Chest is an e-tendering portal for local authorities in the North West. Opportunities are advertised on the portal, and the full tender process can be carried out online, including the actual submission of the tender itself.

It is completely free for businesses to register, and you can access opportunities from over 50 local authorities in the north west.

Copeland Borough Council is committed to increasing its usage of The Chest as the key means of advertising its opportunities, as are the other local district councils and Cumbria County Council.

You can access The Chest via: www.thechest.nwce.gov.uk

2. Newspapers / Journals

Some opportunities may occasionally be advertised in local newspapers and trade journals. Potential suppliers are advised to regularly check these publications.

3. Copeland B.C. Database

A database of current and planned contract opportunities is available on the Council website. It contains brief summaries of opportunities as well the relevant officers to contact for further information.

4. Official Journal of the European Union

Contracts over the EU threshold are advertised in OJEU. They are published in electronic format and may be accessed via an electronic on-line service called 'myTenders'.

It is free for businesses to register and the website address is: <http://www.mytenders.com/>

EXPRESSING AN INTEREST

5. Ad Hoc Tender Lists

When expressions of interest are sought by the Council for opportunities worth more than £50k, interested parties will be requested to provide information to enable the Council to appraise their financial and technical ability to perform the contract.

Ad Hoc lists will be prepared, generally limited to between 4 and 6 tenders, and all applicants will be advised whether or not they have been selected.

HOW TO TENDER FOR COUNCIL CONTRACTS

6. Tender Documents

When a supplier applies for a tender, a set of tender documents will be issued and will consist of:

- . The instructions to Tenderers including date and means of submission
- . The Form of tender and appendices
- . The Conditions of Contract or Agreement/Brief
- . Tender information package (where appropriate)

7. E-tendering

The Council does invite tenders electronically through use of The Chest, as well as through the use of secure electronic mailboxes.

8. Tender Evaluation

Returned tenders will be evaluated against pre-determined criteria.

Evaluation will focus on examining how the tender proposals deliver the service (quality) and the cost of the service (price). The Council will award the contract on the basis of "Best Value".

The definition of Best Value is “the purchase of all goods and services on the most advantageous terms and conditions having regards to value for money and including: price; quality; quantity; reliability; fitness for purpose; timeliness and reliability of the delivery; economy over time; reliable after sales service; environmental considerations; and total cost to the authority.”

CONTRACT AWARD

9. Contract Award

If you are successful in your tender submission you will be notified in writing and may be requested to sign a “form of agreement” to signify acceptance of the contract award.

10. Debriefing

If you are unsuccessful you will also be notified in writing.

11. Contract Performance

All accepted suppliers are monitored throughout the contract period against the pre-defined performance criteria stated in the tender documents. Contracts have to be performed in accordance with the requirements set out in the contract documentation.

The Council is continuously striving to improve its performance and it expects its suppliers to do the same.

APPROVED SUPPLIERS

Please note that Copeland Borough Council does not hold a list of approved suppliers.

To make sure you are fully aware of all Council opportunities, please see the ‘How to find out about opportunities’ section above.