

## Registering for and submitting tenders

To successfully put in a tender submission, the process will be broken down into 4 parts:

**Part 1** – Registering as a supplier on the procurement site hosting the tender.

**Part 2** – Providing university wide responses to the bid document, for example our approach to:

**Part 3** – Writing the tender specific bid response.

**Part 4** - Completion of a pricing schedule

### Part 1

Registration on the procurement hosting site often has significant tasks, including but not limited to:

- **Company Contact details** – Creating an account to login usually an email and password needs to be created. (Please make sure you register by your department)
- **Company Information** – this has been populated on the spreadsheet compiled (General Information questions about the University)
- **Declarations** – relating to corporate governance, modern slavery, anti-bribery and corruption, supply chain management, economic and financial standing, cyber security, insurances, accreditations and GDPR.
- **Agree to Terms and Conditions** – this could be a framework agreement for the procurement partner or the actual terms and conditions of the contract – this will need checking and potentially cross-checking with Legal where appropriate.
- **Examples of past contracts** – these are available on some tender portals but not all.

### Part 2

Many tenders will ask for company-wide approaches to relevant themes. These include:

- Company vision, purpose, and values
- Approach to equality Diversity and Inclusion
- Approach to sustainability and work towards net-zero.
- Use of digital technologies
- Technical and Professional expertise and examples of past contracts – this is sometimes asked for at registration stage, and sometimes as part of the bid.

### Part 3

This is where we will need to work most closely with the departmental subject matter experts that will be delivering the work should the tender be successfully won. Depending on the nature of the bid, the bidder response will usually include:

- Full details of the proposed solution. If this is a CPD related tender, this will include things like the learning objectives, the structure and format of the proposed solutions, required resources how impact will be measured and value add activities.

- Credibility – who will be delivering the proposed solution and an overview of their credentials.
- Case studies – examples of past contracts of the same scale and type.

#### **Part 4**

The pricing schedule is usually scored independently of the proposed solutions and will often use a formula to come up with a score. For examples

$A / B \times C = \text{Score}$

A = Lowest price bid received

B = Out priced

C = Weighting on price.

For example, if pricing counts for 30% of the score, the lowest bid received is £800, we bid at £1000, we will score as follow:

$800 / 1000 \times 30 = 24\%$