

WINNING PUBLIC SECTOR CONTRACTS

27th November 2014

The Parkview Hotel, Newtownmountkennedy

Fiona Flynn, Procurement Officer, Wicklow County Council

Outline

- **What are thresholds?**
- **Where are tenders advertised?**
- **How are tenders received evaluated?**
- **What supports are available for small businesses?**

Thresholds

- **Less than €25,000:**
 - **Quotations requested**
 - **Subject to local guidelines**

- **€25,000 + to the EU Thresholds (€50,000 for Works)**
 - **Advertise on eTenders**

EU Thresholds

Advertise in OJEU

Public Body	Works	Supplies Services
Central Government	€5,186,000	€134,000
Non-Central Government	€5,186,000	€207,000
Utilities	€5,186,000	€414,000

What is a Framework?

- **An arrangement with suppliers**
- **Supply goods, services and works**
- **Agreed conditions**
- **Specified period of time – max. 4 years**
- **Single supplier framework**
- **Multiple supplier framework**

Tendering Procedures

- ❑ **Open**
 - ❑ **Single stage procedure**

- ❑ **Restricted**
 - ❑ **Two stage process**
 - ❑ **Those who meet minimum requirements invited to tender.**
 - ❑ **Minimum Number Invited to Tender (5)**

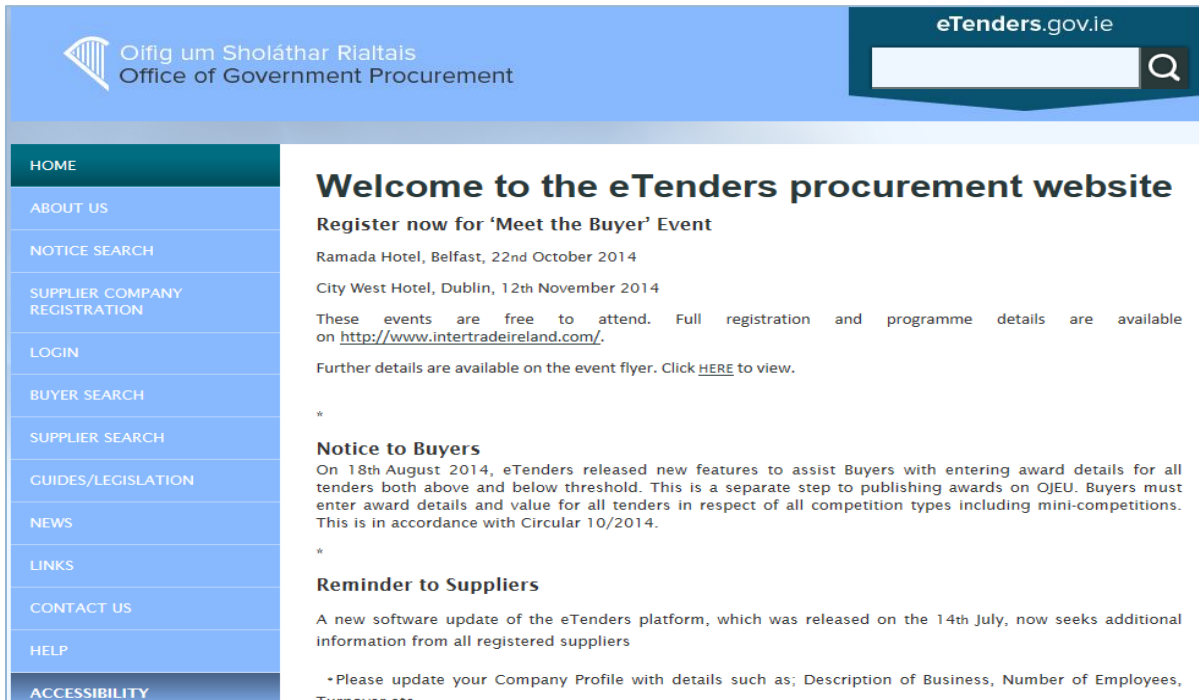
- ❑ **Competitive Dialogue – Very Rare**
 - ❑ **Very complex requirements/specialist**
 - ❑ **Provides more flexibility in the process**

- ❑ **Negotiated – Very Rare**
 - ❑ **RFT issued and responses form basis of negotiation**

WHERE ARE TENDERS ADVERTISED?

Where are tenders advertised?

□ www.etenders.gov.ie



The screenshot shows the homepage of the eTenders.gov.ie website. The header features the logo of the Office of Government Procurement (Oifig um Sholáthar Rialtais) and the text 'eTenders.gov.ie' next to a search bar. A navigation menu on the left includes links for HOME, ABOUT US, NOTICE SEARCH, SUPPLIER COMPANY REGISTRATION, LOGIN, BUYER SEARCH, SUPPLIER SEARCH, GUIDES/LEGISLATION, NEWS, LINKS, CONTACT US, HELP, and ACCESSIBILITY. The main content area is titled 'Welcome to the eTenders procurement website' and contains several sections: 'Register now for 'Meet the Buyer' Event' with dates for Ramada Hotel, Belfast (22nd October 2014) and City West Hotel, Dublin (12th November 2014); 'Notice to Buyers' regarding new features for award details; and 'Reminder to Suppliers' about a software update. A footer note asks suppliers to update their profiles with details like business description and employee numbers.

Oifig um Sholáthar Rialtais
Office of Government Procurement

eTenders.gov.ie

HOME

ABOUT US

NOTICE SEARCH

SUPPLIER COMPANY REGISTRATION

LOGIN

BUYER SEARCH

SUPPLIER SEARCH

GUIDES/LEGISLATION

NEWS

LINKS

CONTACT US

HELP

ACCESSIBILITY

Welcome to the eTenders procurement website

Register now for 'Meet the Buyer' Event

Ramada Hotel, Belfast, 22nd October 2014

City West Hotel, Dublin, 12th November 2014

These events are free to attend. Full registration and programme details are available on <http://www.intertradeireland.com/>.

Further details are available on the event flyer. Click [HERE](#) to view.

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Notice to Buyers

On 18th August 2014, eTenders released new features to assist Buyers with entering award details for all tenders both above and below threshold. This is a separate step to publishing awards on OJEU. Buyers must enter award details and value for all tenders in respect of all competition types including mini-competitions. This is in accordance with Circular 10/2014.

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Reminder to Suppliers

A new software update of the eTenders platform, which was released on the 14th July, now seeks additional information from all registered suppliers

-Please update your Company Profile with details such as; Description of Business, Number of Employees, Turnover, etc.

Where are tenders advertised?

□ **www.laquotes.ie**



The screenshot displays the homepage of LAQuotes.ie. At the top left is the logo, which consists of three overlapping diamond shapes in orange, blue, and green, followed by the text "LAQuotes.ie" in a bold blue font and "Local Authority Quotations" in a smaller grey font below it. A horizontal navigation bar with a teal background contains the following links: "Home", "Forms", "Terms & Conditions", "About Us", "FAQ", and "Contact Us".

On the left side, there is a login section with the following elements:

- Username**: A text input field.
- Password**: A text input field.
- Login**: An orange button.
- [Forgotten your Login Details?](#)
- [Change Password](#)

To the right of the login form is a large image of two yellow wheel loaders parked on a paved surface under a clear blue sky.

Below the login form, there is a teal header for "Publications/Guides" and a white box containing the following text:

Welcome to LAQuotes.ie
LAQuotes is requesting Suppliers/Contractors to express their interest in a number of categories, Plant Hire and Haulage, Road Making Materials, Ready-mix and Concrete Additives and General Construction & Trade Services. If a Supplier/Contractor is interested in tendering for any of these categories they will need to adhere to the relevant timeframes.

At the bottom of the page, a table header is visible with the following columns:

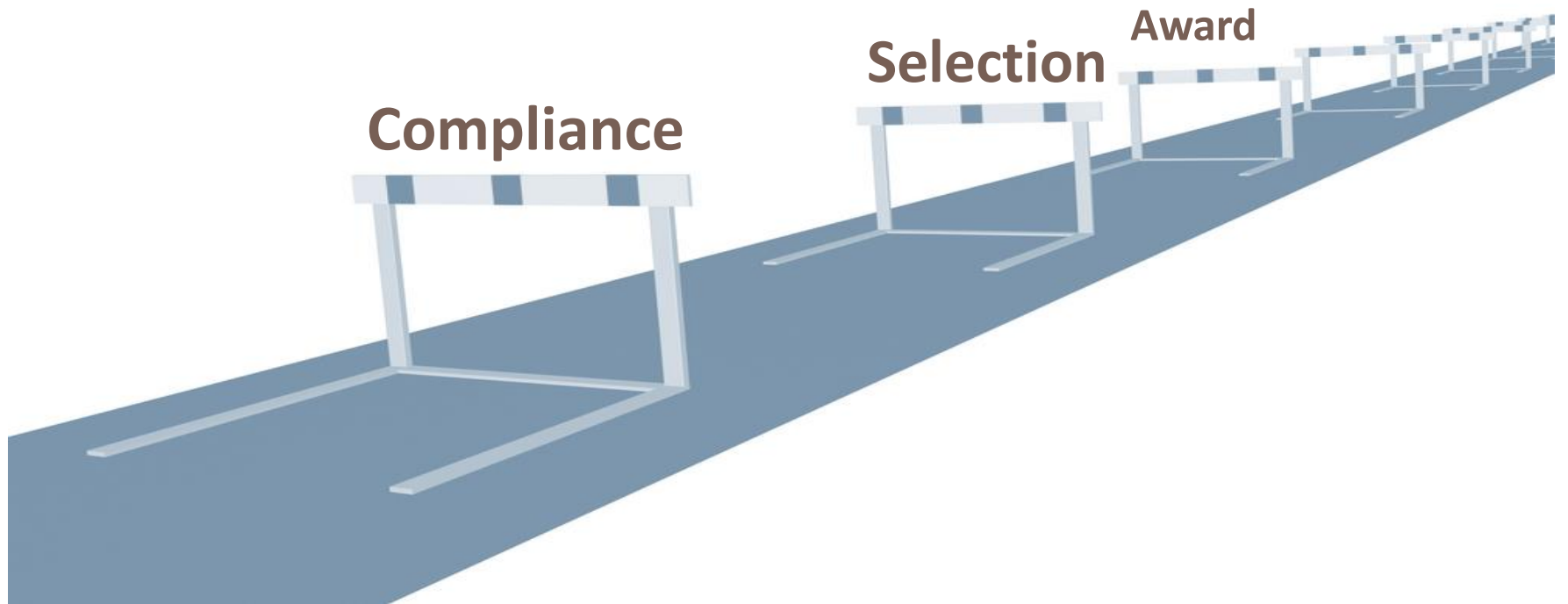
	Duration	Date Advertised	Closing Date
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THE PROCESS – SHOULD YOU TENDER?

Tips for Responding to Tenders

- 1. Read the request for tender carefully**
- 2. Decide if the tender is suitable for your company**
- 3. Answer all the questions**
- 4. Pay attention to the weightings attached to the selection & award criteria**
- 5. Include all the required documentation**
- 6. Submit your application by the closing date**

Evaluation Process



Evaluation Process - Compliance

- **Abnormally low tender**

- **Clarifications**

- **Debriefing**

- **Formula for price**

$$= \frac{\text{(Number of marks awarded for price X lowest tendered price)}}{\text{Actual tender price being evaluated}}$$

- **Lowest tendered price will receive full marks**

- **Evaluation report**

Evaluation Process - Selection

- **The selection criteria permitted are:**
 - **Economic and financial standing**
 - **Professional and technical knowledge or ability**
 - **Quality assurance standards**
 - **Environmental management standards**
 - **Objective non-discriminatory short-listing criteria**

- **Only tenderers qualified in accordance with selection criteria will proceed to be evaluated under award criteria**

Evaluation Process - Award

- **Lowest Price or MEAT**

- **MEAT - Most Economically Advantageous Tender**
 - **Price**
 - **Quality**
 - **Technical merit**
 - **Environmental characteristic**
 - **Service & technical assistance**
 - **Delivery terms**

- **Weighting criteria for MEAT must be clear**

What's a Standstill Period

- **The standstill notice must give sufficient information to enable an unsuccessful bidder to decide whether there are grounds for seeking a review**

- **Standstill Period**
 - 14 calendar days – standstill notice sent by fax or email
 - 16 calendar days – standstill notice sent by other means
 - Standstill period commences day following publication of a valid standstill notice to unsuccessful Tenderers

- **During the Standstill Period**
 - Contracts Cannot be Concluded
 - The Contracting Authority Cannot Negotiate Contract Terms
 - The Contracting Authority Cannot Allow Work to Commence

Unsuccessful – Feedback is Available

- **Available on request**
 - **Reasons for elimination**
 - **The name of the successful tenderer**

- **Not entitled to details of others tenders (including prices)**

- **Notices of Contract Awards**

WHAT SUPPORTS ARE AVAILABLE TO SMALL BUSINESS?



Wicklow County Council

- Introduction of Purchasing Cards (Low Value Purchasing Cards) across a restricted number of categories
- Below Threshold Contracts – local rules
- Procurement section on Councils website www.wicklow.ie
 - ▣ Procurement Contacts
 - ▣ Supplier Listing
 - ▣ Upcoming Opportunities
- Supplier Information Booklet
- Supplier Charter

Support

- **Additional support and training available:**
 - **Local Enterprise Office**
 - **Enterprise Ireland**
 - **Intertrade Ireland**

BEST OF LUCK!