

How to do Business

with

Carlisle City Council

September 2014

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## Introduction

The purpose of this guide is to provide advice and information for external suppliers, subcontractors and consultants on Carlisle City Council’s procurement procedures.

Carlisle City Council is committed to providing an efficient and effective service to the public. We spend approximately £17m per year with external suppliers through small purchase orders and larger scale tenders. Goods and services vary from stationery, uniforms and building materials to consultancy work and construction contracts.

Although there is a wide range of business opportunities the Council cannot guarantee work but hopefully this guide will provide assistance if you are interested in offering your service to the Council.

## Corporate Procedures

Our Contract Procedure Rules were made to assist the Council in providing a cost- effective service, ensuring value for money and equal treatment of all prospective suppliers.

The current thresholds and the key requirements for each category are:

|  |  |  |
| --- | --- | --- |
| Category | Value | Requirements |
| A | Under £10,000 | Reference to brochures or catalogues for goods under £1000 may be sufficient. For goods over this - which planned purchases will not recur in the future, reasonable steps will be taken to test the market. |
| B | £10,000 to £35,000 | Quotations are to be obtained in writing from at least 3 persons, firms or companies by the relevant officer via The Chest. |
| C | £35,001 to £189,329 | Invitation to tender – an invitation to tender will be submitted via The Chest and Contracts Finder |
| D | £189,330\* plus | European Procurement – This will be advertised in the Official Journal of the European Union (OJEU) as well as The Chest and Contracts Finder. OJEU stipulates timescales that must be observed, as well as rules that promote non-discriminatory and transparent competition. |

\* Items C & D may fluctuate subject to the EU Procurement Threshold.

## Business Opportunities

The Council does not retain an approved supplier list.

Please refer to The Chest for our business opportunities. Details are below.

## The Chest

[The Chest](http://www.thechest.org.uk) is an online portal that has been created to give suppliers more access to local authority business. Once registered suppliers can view contract opportunities for Carlisle as well as other local authorities in the north - west.

To register please login to the website using the following link and click on Supplier’s Area

These adverts will describe the nature of the contract, contact details and the date to respond to the notice.

For supplies and services contracts where the total value is over £189,330 (The current Threshold value as at 01/01/2020) it is necessary to advertise in the [Official Journal of the European Union (OJEU)](http://simap.eu.int/). This is usually followed by an advertisement on The Chest and Contracts Finder.

## Tenders

Relevant officers will invite tender proposals using one of the two tender processes below.

### Open

The advertisement is open for any supplier to apply for. The Council will email the relevant tender documentation to the applicants containing instructions for completion. Once completed and returned the bids will be short-listed and the suppliers will be invited to give a presentation.

### Restricted

There are 2 stages to this process. The advertisement is once again open for any supplier to apply for and they will first be sent a pre-qualification questionnaire to complete. Once returned the questionnaire will be assessed, and if satisfactory they will be invited to formally apply for the tender.

## The Tender Process

### Tender Opening

Completed tender proposals are returned via The Chest which are then held unopened until the closing date. The tenders are then all opened at the same time.

### Tender Checking

Tenders received are checked by the relevant officer to ensure all information requested in the ITT has been submitted. If there are errors or insufficient information has been provided it is then up to the Council whether they provide the supplier with the opportunity to correct the mistake providing this will not give the supplier an unfair advantage.

### Tender Evaluation

The Project Manager and the Procurement Team evaluate tenders using a marking system usually set out in the written specification sent to the tenderer. Occasionally specialist advice will be sought from Finance, Legal and HR.

### Tender Award

The successful tenderer will be notified via The Chest on or around the date specified in the tender document.

## Policies

### Health & Safety

Depending on the nature of the service being provided you may be required to submit a Health & Safety policy which refers to Health & Safety at Work Act 1974.

### Equal Opportunities

Carlisle City Council promotes a working environment where everyone has equal opportunities regardless of age, colour, sex, disability, race, religion, family circumstances, or any other status as identified in the European Convention of Human Rights. All organisations or individuals working on behalf of Carlisle City Council should adhere to our Equal Opportunities policy and have a policy of their own.

### Environmental Policy

It is our aim to be cleaner, greener and safer! Carlisle City Council takes responsibility for managing the environmental impacts of our activities and aim to continually improve our ‘in-house’ environmental performance. Any prospective suppliers or contractors should have the same commitment to looking after the environment.

### Quality Control

We expect our suppliers to have in place recognised quality procedures to be sure that a quality service and quality goods are delivered.

## Contacts

If you’d like any other information then please feel free to contact the Corporate Procurement Team.

## Telephone

Corporate Procurement Team - 01228 817595

**Email** – [dawn.reid@carlisle.gov.uk](mailto:dawn.reid@carlisle.gov.uk)

## Write

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