

## Advice for Bidders on Tender Submissions

We appreciate that there is a lot of work in preparing bids for goods/services/works and in an effort to help potential bidders we have noted a few key points as general guidance based upon the experience of the Procurement Team. We hope you find it helpful.

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	Key points to consider	Advice
1	Answer the question asked (NOT the one you would have liked to be asked)	<p>Consider what has been asked and ensure that your response is given in the field <b><u>relevant to that question.</u></b></p> <p>Unless specifically asked to attach documents don't expect evaluators to search through your other responses and comments to find the answer they are looking for. Even if this means duplicating some aspects of information across more than one question <b>PLEASE</b> answer it fully so we can give you the maximum amount of scores available. We want you to do well but we need you to tell us what you can do in the appropriate section!</p>
2	Don't assume that prior knowledge of your business will influence evaluation	<p>Particularly relevant to incumbent suppliers or those who have dealt with us previously. We evaluate on the basis of the evaluation criteria we sent out in each individual tender. Don't assume we will score you on something you do really well if you haven't mentioned it in your answer – we won't (because we cannot – it would not be fair to other bidders)</p>
3	Please make a note of the key milestones of the tender i.e. date for supply of references, Selection Questionnaire (SQ)/Invitation to Tender(ITT) closing dates etc.	<p>Don't delay reading the advert, SQ requirements and ITT requirements.</p> <p>Consider the milestones and ensure you leave enough time to raise any clarification questions and get responses. (and that your own key staff are advised of the key dates and their own input if applicable)</p>

4	References – select them wisely and get them all in on time.	<p>Where applicable we request references are sent directly to us. It is clearly stated that responsibility for getting these to us by the date stated is the BIDDERS responsibility. Don't lose potential marks by not following up on your references right at the outset.</p> <p>Also – we recommend checking with your referees they are available and willing to give you a good reference. It's amazing how poor some references are and while we will only score on the criteria set out it does raise the question of how in touch an organisation is with their customer if they are unaware of their dissatisfaction.</p>
5	Scoring	We advise you in both SQ and ITT of the scoring mechanism and scoring per question. Consider these carefully and ensure you respond in a way to enable us to give you high level of points.
6	Don't leave your submission until the last minute	Give yourself time to give your best quality response– it makes a difference.
7	If you have clarification questions get them in quickly and be clear on which part of the SQ or ITT you are referring i.e. quote the question number	We will share questions and answers relevant to all parties with <u>all</u> bidders to ensure fairness and transparency but we will not identify who raised the clarification.
8	If you choose to withdraw at any point it WILL NOT impact any future opportunities on other tenders.	All tenders are evaluated on the evaluation criteria declared. If you find the tender doesn't fit your current business model or just that you don't want to continue it is not an issue and you are welcome to express interest on future opportunities. It is useful to us to have some idea on why you are choosing to not proceed but it is absolutely your right whether you wish to share this.
9	If you don't win with your bid it WILL NOT impact any future opportunities on other tenders.	We give you details of how you scored to support you on future bids either with ourselves or other tenders. The aim is to help you improve and get feedback on how you compared with the other market interest.
10	Ensure that when you register to “express an interest” in a tender that you register your company correctly	The contract needs to be awarded to the named bidder not their parent company or sister company or a joint venture UNLESS they are the specifically named bidder. Just ensure you register interest under the appropriate business name.
11	If you are sharing the response out over a team of people get someone to read the whole thing through and make sure it makes sense and doesn't contradict itself	How you manage your response is entirely your call but some organisations will split sections out to different parts of the business. Our advice is get someone to sense check it so that you know it is fully completed and clear so you can gain the best scores that you can

12	<p>If you are an incumbent and you don't win the award we know this can be a disappointment but leave on good terms and bid for future opportunities that arise.</p>	<p>We appreciate that for incumbent suppliers losing a contract is bitterly disappointing but we treat all bidders equally and you will be scored on <b><u>your submission alone</u></b>.</p> <p>Bear in mind that this should be the case for ANY tender and if you were bidding on a tender for someone you had not done business with you would find it very unfair if they got treated with any kind of bias! Hard as it is don't take it personally because it most definitely is <b><u>not</u></b> how you have been scored.</p> <p>We take fairness and transparency seriously so please respect our intentions to ensure equal treatment. (and use your feedback to come back with an improved bid on future opportunities – you will be very welcome)</p>
13	<p>We utilise Delta e-tender system to conduct our procurement team tenders. A link will be on the OJEU advert and you should register via this and then all correspondence will be conducted via this route.</p>	<p>Support on technical queries is available by the provider and they have full visibility of the system and when documents are downloaded/uploaded etc. This is free of charge to bidders.</p>
14	<p>If you don't already you may want to look at registering for OJEU adverts relevant to your cpv codes (common procurement vocabulary) These are basically category codes that are input in the OJEU adverts. A link is below where there is more information.  <a href="http://simap.ted.europa.eu/web/simap/cpv">http://simap.ted.europa.eu/web/simap/cpv</a></p>	