



'10 Top Tips' - Selling to your Local Authority

1. Visit the Basingstoke & Deane Borough Council procurement pages on the website by going to www.basingstoke.gov.uk select 'Business' and then 'Tenders and Contracts' or simply search for 'Procurement' using the facility provided, to view useful documents and advice.
 2. For details of contract opportunities advertised by Basingstoke & Deane Borough Council and the other council's in the South East, visit the South East Business Portal visit <https://sebp.due-north.com> and register for free.
 3. All councils must follow the Public Contracts Regulations 2015 on [Public Sector Procurement](#). The Public Sector Procurement regulations require us to follow detailed procedures for all procurements above certain financial thresholds. The current thresholds for total contract value (i.e. over the whole period the contract is in place) are:
 - Supplies and Services - £213,477 (inc VAT)
 - Works - £5,336,937 (inc VAT)
 - Light Touch Services - £663,540 (inc VAT)
- These opportunities will be advertised on the Governments [Find a Tender Webpage](#).
4. Don't be put off by the tender documentation – you can always ask for clarification if something isn't clear. Provide all of the information requested but don't include general sales info as this is unlikely to address specific requirements of any tender. If you cannot provide some of the information requested, for whatever reason, ask for advice.
 5. Read the evaluation award criteria carefully. This will show you where the most marks are available and how your submission will be scored.
 6. Be sure to provide tender information by the requested dates. Local Authorities are guided by Contract Standing Orders and these are very specific about how information can and cannot be received.
 7. Presentation is really important! If your tender is presented in an easy to read format with a clear contents page and numbered pages, it will be much easier for evaluators to find what they are looking for. Where relevant, cross reference the answers in your tender response to any questions in the tender invitation document.

8. If you are unsuccessful in winning a contract, then ask for feedback and don't be discouraged from bidding in the future. Being unsuccessful in one contract does not mean you will be unsuccessful in future. You should use the feedback to help with any future bids.
9. Basingstoke & Deane Borough Council publishes a Contract Register on the website. Potential sub-contractors and/or suppliers are invited to contact our main contractors to explore opportunities to work with them as a second tier supplier.
10. A formal tender process for works below £75,000 will not be carried out but Officers should obtain 3 quotations. A common question from suppliers is "How do I get a chance to quote for smaller jobs?" The Council employs about 600 people and trying to find out who might want to do business with you can be a daunting task. If you need assistance the procurement team can advise you who to contact and how best to contact them.

For any further information please

contact: procurement@basingstoke.gov.uk