

Selling to the London Borough of Richmond upon Thames

Thursday 1st October 2009

York House, Twickenham

Welcome

- Introductions
- Agenda

Richmond procurement

- How is procurement organised at Richmond
- Devolved purchasing
- Tenders led by Departments
- Procurement Strategy –Aims
 - “Overall objective of the strategy is to ensure the Council obtains value for money and the quality it requires in the procurement of its goods, works and services”
 - “Provide a framework for the development of the procurement function and improvements in the procurement culture of the organisation so that it is better able to meet the needs of the people of Richmond upon Thames”

Tender requirements

- Contracts over OJEU Threshold
(£139,893 Goods & Services)
(£3,497,313 Works)
- All contracts over £50K should be subject to formal tender
- Contracts below £50K require quotes.

What the Public Sector are looking for?

- Good quality suppliers
- Flexible suppliers – more responsive to our needs
- Compliance
- Support to local business community
- Increased competition
- Value for money

Where to find opportunities

- Website
www.richmond.gov.uk/procurement
- Local paper Relevant trade journal
- OJEU – TED <http://ted.europa.eu/>
- Supply2.gov.uk – Portal for low value contracts
- Competefor.com 2012 contract portal

Pre qualification Questionnaire (PQQ)

- Why? Health check on company
- Checks on financial status, technical ability, insurance cover, references and policies
- Policies in place - H&S, Equalities & Sustainability
- Support documentation
- Be concise
- Short version for lower value contracts

Top Tips for completing tenders

- Read the instructions carefully
- Raise queries as soon as possible
- Ensure you stick to the Councils terms and conditions – Do not qualify your tender
- Complete sections as requested
- Supply all supporting information requested to enable your bid to be properly evaluated

Top Tips for completing tenders

- Proof read your tender submission
- Follow instructions with regards to delivery of tender submissions (plain envelope with label provided)
- Submit your bid on time and to the right place
- You may be required to provide further information. Responses need to be timely.
- If required you may need to do a presentation to the evaluation panel. Stick to the programme

Top Tips for completing tenders

Finally

- If in doubt ask.

Joint Contracts

- Consortia arrangements – OGC, LCSG, Buying Solutions, PRO5
- Framework arrangements – Agency Staff, stationery, office furniture, fuel, energy, mobile phones, photocopiers, cleaning materials

Working with Business

- Councils 9 Point Plan for Credit Crunch
- Prompt payments - improve cash flow
- GO Green Business initiative/
accreditation
- Series of business seminars – Fit for the
Future

Working with Business

- Economic development team upto date information and events
- Link to Business Link
- Business directory/ current listings
- E-mail business@richmond.gov.uk
- Web: www.richmond.gov.uk/business
- Telephone: 08456 122 660

Working with Business

- Advertising lower value contracts
- Selling to Richmond Guide
- Working with other London Boroughs
- Introduce shorter PQQ for low value contracts

Approved list

- Construction related categories
- Managed by Exor Management Services
- Accreditation service: gold, silver & bronze
- Telephone 0871 930 7270
- E-mail: enquiries@exorms.co.uk
- Website: www.exorms.co.uk

Other information

- Pan London contracts register.
- www.londoncontractsregister.co.uk
- Project led by London Centre of Excellence (now Capital Ambition)
- Heathrow Meet the Buyers – 17th - 18th November 2009 (Business to Business)

Future Developments

- E tendering
- Electronic billing
- E Auctions
- E Marketplace
- Regional shared services

Corporate Procurement Unit

Andy Oakley
Corporate Procurement Manager

Telephone: 020 8891 7195

E-mail: a.oakley@richmond.gov.uk

Procurement@richmond.gov.uk

www.richmond.gov.uk/procurement