



How to do Business with South Wales Police: A Guide for Suppliers

Contents:

Page 2: Business Requirements: What do I need to do be considered as a supplier to South Wales Police?

Page 3: Tendering

- Tendering Thresholds
- Tendering Procedures

Page 5: Procurement Process

- Identification of Requirements
- Advertising Our Requirements
- Electronic Procurement
- Tendering tips for suppliers

Page 8: Existing South Wales Police Contracts

Page 9: Contact the Procurement Team

What do I need to do to be considered as a supplier to South Wales Police?

Before we consider you as a supplier, you'll need to have certain policies and procedures in place...

Internet Access

Most elements of the South Wales Police procurement process require internet access as a method of communication and tendering.

Equality and diversity

South Wales Police has a duty to promote equality of opportunity and to eliminate unlawful discrimination and harassment and to ensure that public money is not spent on discriminatory practices or the perpetuation of any unjustifiable or unlawful inequality within our public procurement processes.

Compliance with Equality Act 2010 and any related Codes of Practice

Contractors may be requested to provide a written statement of their Diversity and Equal Opportunities Policies and details of how they are implemented.

The Environment & Sustainability

South Wales Police is committed to minimising damaging effects on the environment through recycling, using renewable sources, minimising fuel and energy consumption and ensuring proper disposal of waste material. We actively seek to do business with companies that have a demonstrable commitment to environmental protection. Where it is relevant to the contract, an environmental policy and supporting evidence will be required.

Health and safety

Comply with the Health and Safety at Work Act 1974. Copies of company policies may be required.

Insurance

The level of insurance held by a supplier will be dependant on the type of goods/service being offered and the associated risks involved. Each contract is considered independently and adequate insurance requirements are applied accordingly. Contractors will be asked to enclose copies of the necessary insurance documents to prove that the contractors have the necessary cover, including public liability, employers' liability, and where appropriate, professional indemnity.

Financial assessment

Undergo financial assessment – for contracts over the EU threshold, contractors are usually required to supply their last three years of audited accounts.

Vetting Requirements

Relevant contractors' personnel will be vetted to the appropriate level as required by the organisation

Please note that these are the minimum requirements. For certain contracts, further policies and conditions may be needed.

Tendering

Tendering and letting contracts can often appear confusing and bureaucratic to suppliers and can be seen as a barrier to small and medium enterprises (SMEs)

However, we have made efforts to reduce the amount of information requested from suppliers so that the information we request is relevant and proportionate to the particular contract in question. Our aim is to be as transparent as possible in our process.

It should be remembered we are spending public money and we are audited through strict guidelines and processes. The aim of South Wales Police is to achieve best value in all purchases we make.

National, regional and local framework agreements provide suppliers of goods and services with access to a much wider market than they have previously enjoyed. Through participation in consortia contracts, framework agreements and electronic tendering, suppliers are able to expand into much larger markets.

Whenever we invite companies to tender, we:

- Specify our needs in terms of outputs whenever appropriate, to encourage innovation;
- Invite tenders from a sufficient number of suppliers to ensure there is genuine competition;
- Ensure tendering procedures and documentation are as clear and concise as possible, and only ask for the information necessary to evaluate bids;
- Inform all tenderers of the evaluation criteria and weightings on which the decision to award the contract will be based;
- Provide all tenderers with the same information and opportunity.

Tendering thresholds

Companies applying for South Wales Police business must follow the appropriate tendering procedure. The higher the projected value of the goods, works and services, the more rigorous the tender procedure.

If the business opportunity is very straightforward and the value is below the threshold for inviting tenders, then a quotation will be requested. If the business opportunity is valued above the EU threshold then usually we ask suppliers to complete a PQQ (Pre Qualification Questionnaire). This enables the Organisation to ensure that companies are legally, financially and technically sound. Only those who pass the pre-qualification stage will be invited to submit a tender.

For purchases in excess of the EU consolidated procurement directives thresholds, tenders will be invited in accordance with the EU procurement directives Open, Restricted, Negotiated or Competitive dialogue procedures. These requirements will be advertised as required in the Official Journal of the European Union (OJEU).

All public expenditure has to be fully documented, from the initial decision and authorisation to purchase, to the final award. Our Procurement Policy aims to be fair, reasonable and totally transparent, giving an equal opportunity to all bidders. This is achieved by using pre-agreed evaluation criteria. Normally this will be the 'Most Economically Advantageous Tender' (MEAT). The procurement process has to be undertaken in a manner that can be scrutinised and shown to have been carried out with propriety.

Tendering Procedures

Contracts shall be awarded by competitive tender using either the open procedure or restricted procedure, except where use of the negotiated procedure or the competitive dialogue procedure is appropriate. The choice of tendering procedures is set out below:

Open procedure

This may be used where there is no easily identifiable and stable marketplace. Tenders are issued to all those expressing interest.

Restricted procedure

This may be used where there is an established marketplace and many competing companies. A pre-qualification questionnaire is normally issued to all those expressing an interest to participate. An invitation to tender is issued to only those successful after pre-qualification. A minimum of three persons (five in the case of a procurement subject to the EU procurement regulations) expressing interest must be invited to tender.

Negotiated procedure

This may be used in cases where the open or restricted procedures are not considered appropriate. The procedure is most likely to be used in cases where the requirement is difficult to fully specify, the requirement does not permit prior overall pricing, or where best value is likely to be achieved. A pre-qualification questionnaire is normally issued to all those expressing an interest to participate. An invitation to negotiate is only issued to those successful after pre-qualification.

Competitive dialogue

This may be used in cases where the open or restricted procedures are not considered appropriate, and the organisation wishes to award a particularly complex contract. The organisation may be aware of their broad needs but does not know in advance what is the best technical, legal, or financial solution for satisfying their needs.

Competitive dialogue is a structured process of identifying one or more solutions to meet the Organisation's needs. It always involves a competitive tender, and the most economically advantageous award criteria must be used. A pre-qualification questionnaire is normally issued to all those expressing an interest to participate. An Invitation to competitive dialogue is only issued to those successful after pre-qualification

Procurement Process

Identification of Requirements

Procurement activity begins with early involvement with the end user/department to ascertain requirements. When the need has been clearly defined an advertisement may be placed in one or more of the following, depending on the nature and value of the purchase

Advertising our Requirements

South Wales Police does not maintain an approved supplier list but employs several methods to publicise business opportunities. The methods employed will depend on the nature and value of the opportunity.

- **www.sell2wales.co.uk**
Sell2Wales is an initiative from the Welsh Assembly Government helping SMEs (small & medium sized enterprises) work successfully with public sector clients. Once registered, suppliers may view tender opportunities, promote their company, contact registered public sector organisations and seek advice.
- **www.ted.eur-op.eu.int (Official Journal of the European Union)**
Tenders Electronic Daily (TED) is the online version of OJEU. It gives direct access to notices of tender activity over EU thresholds
- **www.contraxonline.com/cw_uk.shtml**
- Contrax Weekly UK provides up-to-date information on public sector tenders and contracts in the UK.
- Relevant trade journals

Electronic Procurement

E-Procurement is now fully embedded into our methods of working.

The procurement process is conducted online, i.e. supplier registration/ expression of interest, contract download, submission of bid document, evaluation of tenders, contract award. It provides a simple, secure and efficient means for managing tendering activities, reducing the time and effort required for both buyers and suppliers.

By using the e-tenderwales website all exchanges of documentation are done electronically , at no cost to the supplier

The benefits of e-procurement include:

- Better management of the tender process
- Increased transparency
- Reduced potential for disputes
- Reduced costs
- Improved communication

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- Instant receipt of tenders

Where to respond to South Wales Police tendering opportunities

To access our opportunities as they arise, register your company at: www.etenderwales.bravosolution.co.uk

If you require any assistance with registering your company or accessing tenders, use the online help or the BravoSolution help desk, available Monday to Friday 8am -6pm

- email: help@bravosolution.co.uk
- Telephone : 0800 368 48500800 368 4850 0800 368 4850 0800 368 4850

Access the Tender

Expressions of interest are received from suppliers who may then be requested to complete a Pre-Qualification Questionnaire. Suppliers will then be short-listed where appropriate based on financial/technical/environmental/ethical considerations. The Tender document is produced and issued to short-listed potential suppliers. Each procurement exercise is treated individually and not a standard process. Some will, by necessity, be more complex and involved and thus take longer than others

Tendering Tips

- Keep your contact details up to date on sell2wales and etenderwales so that you do not miss out on opportunities.
- Always return your tender submission by the closing date and time specified. When submitting a tender electronically, due consideration should be given to the length of time it may take to upload any attachments through the web portal. Documentation not submitted by the specified due date and time is likely to be excluded from evaluation.
- Always respond to any requests for clarifications or further information by the specified date.
- Make sure you supply all the information requested in the Invitation to Tender documentation.
- Do not change in any way the tender documents you return, except when asked to do so.
- Only submit the information that is required. Supplementary information, that is not requested, will **not** be taken into account when scoring/awarding the contract.
- During the tender process, if you are unsure of any aspect of the tender you should always contact us for assistance via the messaging facility within the e-tender.

Evaluation

- The common misconception is that “value for money” equates to “the cheapest regardless of specification”. The Force looks for quality products and services as well as keen/competitive prices and good contract management after it has been awarded.
- The Force always seeks to award contracts to the organisation that puts forward the most economically advantageous tender that meets the specification.

Contract Award

Contract is awarded to the successful supplier(s).

Debriefing

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The Organisation has an obligation to debrief unsuccessful suppliers and give them reasons why they were unsuccessful.

Implementation

South Wales Police and the supplier work together to ensure successful implementation of the contract.

Contract Management

Ongoing reviews of performance with proactive input is expected from suppliers e.g. ideas for cost savings to the Force by means of continuous improvement

Prompt payment of invoices

South Wales Police recognises the importance of cash flow to all companies, especially small firms, and has a clear policy to pay bills in accordance with the terms of the contract. Where no contract terms are specified, our policy is to pay within 30 calendar days of receipt of a correct invoice.

You can help to make sure invoices are paid promptly by always ensuring you have an official purchase order number prior to delivery of goods/services, checking that all invoice details are accurate and include the purchase order number, and that the invoice is correctly addressed.

Let us know about changes of name, address, e-mail address or bank details as soon as possible. To help us pay quickly we pay suppliers through Bankers Automated Clearing Service (BACS).

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Existing South Wales Police contracts

Bluelight Procurement Database (BLPD) is an online information hub aimed at improving visibility and access to contract and procurement information for buyers within the emergency services in the UK. Suppliers should note that the BLPD is only available to registered users from member authorities, within the emergency services. However, suppliers can view contracts that Police forces and Fire services are currently using by clicking the Freedom of Information logo.



South Wales Police Procurement Contact Details

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