



**ISLINGTON**

# **Selling to the Council Guide**

# Introduction

Islington Council is committed to having an efficient and transparent procurement process at all times. We have produced this guide help assist potential suppliers who wish to work for the Council. If you have a disability or you are having trouble with the e-tendering system, please contact the Strategic Procurement Team who will be happy to assist you ([procurement@islington.gov.uk](mailto:procurement@islington.gov.uk)).

# Islington

Islington spends approximately £320,000,000 on contracts each year. The Strategic Procurement Team is responsible for advising council staff on how to spend money on behalf of its residents. For the Council's Procurement Rules, please see: [http://www.islington.gov.uk/Business/opportunities/selling\\_council/](http://www.islington.gov.uk/Business/opportunities/selling_council/).

## One Islington

We are committed to One Islington and the three main priorities of:

- **Listening to Islington** – listening to what local people want, proactively improving services based on what we hear and feeding back to people to find out if we have got it right
- **Stronger communities** – improving the quality of life of all residents and reducing the gap in life chances between the most and the least deprived
- **A greener, cleaner and safer borough** – improving the quality of Islington's environment by making it a safe and enjoyable place to be for all communities.

# How we buy goods, works and services

When working within Islington, clients, procurement staff, suppliers and their sub contractors throughout the supply chain shall commit themselves to the Procurement Code of Conduct. To view this document, please see: [http://www.islington.gov.uk/Business/opportunities/selling\\_council/](http://www.islington.gov.uk/Business/opportunities/selling_council/).

Our complete rules for buying in goods, services and works are contained in our Procurement Rules. The Council's thresholds are as follows:

- Up to £19,999 + VAT: we must get at least one written quotation
- £20,000 to £79,999 + VAT: we must get at least three written quotations
- £80,000 or more + VAT: we must get at least four competitive written tenders

The European Union public procurement regulations apply to all contracts that we award. All contracts over £139,893 (goods and services) and £3,497,393 (works) must be advertised in the Official Journal of the European Union (OJEU). They will also need to follow set time limits during the procurement process.

Where possible we will advertise our contracts in the following publications:

- OJEU (If over the European Threshold): <http://www.tendersdirect.co.uk/?gclid=CNKArLSv-JgCFQ0zQgodWnTJnA>
- The Islington Council Website: [www.islington.gov.uk](http://www.islington.gov.uk)
- Supply 2 Gov: <http://www.supply2.gov.uk/>

All Council contracts over £80,000 will be advertised on [www.islington.gov.uk](http://www.islington.gov.uk) as a minimum. Depending on the type/value of contract, it may be advertised in a specialist trade magazines and OJEU.

We currently run the vast majority of our contracts through the London Tender Portal. This portal is an e-tendering system, which allows us to procure electronically. We encourage you to sign up on this system (free of charge). Once your registration is complete, you are able to edit your profile and enter key words that relate to the goods, works or services you provide. When a contract is advertised, you will receive email alerts based on your key words.

# Applying for Contracts

## What to expect when applying for a contract with the Council:

- Sign up to the e-tendering system
- Express interest in a contract
- Receive confirmation of expression of interest
- Receive a Pre Qualification Questionnaire (PQQ) (excluding open tenders)
- Submit PQQ to e-tendering system
- Await Notification
- References
- Financials
- Other policy documents
- Receive tender documents
- Submit tender to e-tendering system
- Presentation/Interview
- Await Notification
- Feedback
- 10 day standstill period (where applicable)

- Sign terms and conditions
- Implement contract
- Contract monitoring meetings

## **Sign up to the e-tendering system**

Benefits of e-Tendering:

- Make buyers aware of your presence
- Receive Pre-Qualification Questionnaires, Requests for Quotes and Invitations to Tender electronically
- Submit your quotations and tenders electronically almost instantly
- All you need is an internet connection and an email account
- Reduce your paper and associated printing costs
- Benefit from proven added security and knowledge that your submission has been delivered

To sign up free of charge, click:

[http://www.islington.gov.uk/Business/opportunities/selling\\_council/](http://www.islington.gov.uk/Business/opportunities/selling_council/).

Once you have signed up on the e-tendering system, you will receive a confirmation email with a username and password. When you log onto the system for the first time, you will need to change your password and provide a security question. Full user guides can be found on the e-tendering site.

## **Express interest in a contract**

After you have signed up on the e-tendering system and logged on the system for the first time, you can express interest in a contract /s.

## **Receive confirmation of expression of interest**

You will receive a confirmation email that your expression of interest has been successful.

## **Receive a Pre Qualification Questionnaire (PQQ) (excluding open tenders)**

Tenders are usually either open or restricted. A restricted tender means that we will short-list from those who apply with a PQQ, and then invite the shortlist to tender. An open tender means everyone who applies will be invited to tender.

After successful expression of interest, you will receive a PQQ via the e-tendering system. This needs to be completed before the specified deadline date and time.

A PQQ is divided into 5 rounds:

Round 1 is compiled of yes/no questions. If any answers are 'No' in round 1, you do not need to complete the rest of the questionnaire as your company will fail to pass the minimum requirements for this tender.

Round 2 is compiled of contract specific questions. All answers will be marked on the following 1-5 scale:

- 1) Does not meet minimum requirement
- 2) Partially meets minimum requirement
- 3) Meets minimum requirement
- 4) Exceeds minimum requirement
- 5) Offers significant added value

Round 3, 4 and 5 are compiled of finance, business, references and policy questions.

You are encouraged to keep responses relevant and backed with explanations and examples. Try to avoid being too technical.

### **Submit PQQ to e-tendering system**

Once you have completed your PQQ, you will need to upload it to the e-tendering system before the deadline.

### **Await Notification**

Shortly after you have submitted your PQQ, you will be notified whether or not your company has been successful in being invited to submit a tender.

### **References**

We will take up references on your company. In the PQQ, we will ask you to provide details of three recent contracts that are relevant to our requirement. If you cannot provide these, please explain why. Please note that it is your responsibilities to contact referees beforehand to make sure that their contact details are correct and that they are available and willing to provide a reference. Failure to receive sufficient references can result in your company failing the pre qualification stage.

### **Financials**

We will do a financial evaluation on your company if you are invited to tender. We may require you to submit 3 years audited accounts. We may also opt to use an externally recognised financial appraisal company.

### **Other policy documents**

You may be asked to submit documents such as health and safety, equalities of sustainability policies.

### **Receive tender documents**

If you have been successful at PQQ stage, you will receive tender documents via the e-tendering system. The documents included will usually be:

- Specification document
- Invitation to tender document (ITT) (Instructions)
- Pricing document
- Draft terms and conditions

Please read the ITT document carefully and consider the **award/evaluation criteria** when responding.

Tenders are assessed against the award/evaluation criteria set out in the advert. This will be broken down into Price and Quality. The Quality aspect will be further broken down into sub-quality. For example:

<b>Criteria</b>	<b>Weighting</b>
<b>Cost</b>	<b>40%</b>
<b>Quality</b>	<b>60%</b>
Teaching and learning methods	30%
Assessment methods	15%
Student and student sponsor evaluation rating	5%
Sustainability	5%
Equality and Diversity	5%

### **Submit tender to e-tendering system**

Please submit your tender response via the e-tendering system before the deadline.

### **Presentation/Interview**

Please note you may be required to complete a presentation and/or attend an interview after you have submitted your tender. You will be given advanced notice if this is required.

### **Await Notification**

Once you have completed your tender, you will receive notification if you have been successful or unsuccessful.

### **Feedback**

You will be told your score in the notification letter, and the winning bidders score if you are unsuccessful in your bid. You can to request further details from the evaluation panel.

### **10 day standstill period (for OJEU contracts)**

There is a mandatory 'standstill' period between the notification of an award decision in a contract tendered via the Official Journal of the European Union (OJEU) and the conclusion of the contract with the successful supplier (s).

### **Sign terms and conditions**

You will need agree and sign terms and conditions, prior to your contract starting. As a standard you will also need to sign up to the Equalities Cohesion Charter. This can be found here: [http://www.islington.gov.uk/Business/opportunities/selling\\_council/](http://www.islington.gov.uk/Business/opportunities/selling_council/).

### **Implement contract**

After terms and conditions have been signed, your contract can start on the agreed date.

### **Contract monitoring meetings**

Please note that the Council will monitor your contract, and you will be required to provide information, adhere to key performance indicators, and attend monitoring meetings.

# **Tips Guides**

Islington aims to provide equality of opportunity and welcomes applicants from Black and minority ethnic communities and disabled groups. In addition, the council actively seeks to utilise Small to Medium Enterprises (SMEs) as part of its policy aimed at sustainability. See the documents below for your information.

We have produced the following Tips Guides for suppliers:

- Tips on Sustainability for Suppliers
- Handout 1: Sustainability Legislation
- Handout 2: Sustainability Symbols
- Tips on Equalities and Diversity for Suppliers
- Dignity for All
- Diversity Charter
- The Procurement Code of Conduct
- Whistleblowing

For these guides, please see our:

[http://www.islington.gov.uk/Business/opportunities/selling\\_council/](http://www.islington.gov.uk/Business/opportunities/selling_council/).

Please:

- Do not send us any publicity material. (In keeping with Islington's commitment to sustainability)
- Include Islington's Contract Number with all correspondence.

- Be aware that TUPE may apply to certain contracts.
- You should use the Q & A part of the e-tendering system when asking questions and answers
- General enquiries should always be sent to [procurement@islington.gov.uk](mailto:procurement@islington.gov.uk)

# Useful Contacts

## Strategic Procurement Team

[procurement@islington.gov.uk](mailto:procurement@islington.gov.uk)

7 Newington Barrow Way  
Finsbury Park  
London  
N7 7EP

For Islington's current contracts, click:

[https://www.londontenders.org/procontract/islington\\_contractstore.nsf/fContractsByAuthority?OpenForm&authority=Islington%20Council&region=&start=1&count=10&contentid=1.002](https://www.londontenders.org/procontract/islington_contractstore.nsf/fContractsByAuthority?OpenForm&authority=Islington%20Council&region=&start=1&count=10&contentid=1.002)

For Islington's e-tendering system, click:

[https://www.londontenders.org/procontract/supplier.nsf/frm\\_home?openForm](https://www.londontenders.org/procontract/supplier.nsf/frm_home?openForm)

For the Supply to Gov website, click: <http://www.supply2.gov.uk/>

For the iCAM website, click: <http://www.icamsupply.co.uk/icamsupply/homePage.do>

For the IVAC website, click: <http://www.ivac.org.uk/>

For the London 2012 Compete For website, click:

<https://www.competefor.com/london2012business/login.jsp>

# Glossary of Terms and Acronyms

**Collaboration:** Two or more people/organisations working together to achieve a common goal.

**OGC:** Office of Government Commerce.

**OJEU:** Official Journal of the European Union.

**Procurement:** Acquisition of goods, works or services in an effective and efficient manner to fulfill the wants and needs of an organisation.

**TUPE:** Transfer of Undertakings Protection of Employment.