

## **Guidance for Tenderers**

Submitting a tender or quotation to the Council can at times appear to be a daunting and challenging process, but we have listed below some suggestions which may help you improve your chances of being successful with your next application:

### **1. Read the documents carefully**

All the information you need to ensure that your tender submission is completed correctly will be contained within the tender documents. E-tendering opportunities can be viewed at:

e-Sourcing NI

<https://e-sourcingni.bravosolution.co.uk>. Procurement staff will then contact the relevant officers and provide you with the necessary assistance. Should you have technical questions relating to the portal, please contact the BravoSolution Supplier Helpdesk on 0800 368 4850 (Monday to Friday 9am to 6pm).

eTenders NI

<https://etendersni.gov.uk/epps/home.do>. Procurement staff will then contact the relevant officers and provide you with the necessary assistance. Should you have technical questions relating to the portal, please contact the European Dynamics' Helpdesk on 0800 240 4545.

### **2. Don't miss the deadline**

Please ensure that you submit your tender on time. It is the Council's policy to reject late applications, so even if your submission is one minute late, it will mean that your application will not be considered by the Council. Please aim to submit your tender as soon as possible before the deadline.

### **3. Attach all relevant documents**

Where the tender requests that you submit additional documents e.g. insurance certificates or if you are asked to complete and upload documentation, please ensure you provide this information with your tender. Tenderers must pass all Selection Stage Questions, otherwise a tender will fail and the tender will not be considered any further in the evaluation process.

### **4. Demonstrate your ability to match the brief**

Make it clear in your application (in the appropriate sections) that your organisation can provide the Council with what is being asked for. Please do not assume that we know about your business and the good/services it provides as we can only assess an application on its own merit.

### **5. Value for Money**

In today's economic climate more than ever, it is important that the Council ensures it is getting value for money from its purchases. Please ensure your application demonstrates value for money as cost effectiveness is an important part of our decision-making process.

## **6. Evaluation Criteria**

The weighting placed on evaluation criteria will provide you with some guidance as to the importance of the relevant factors being assessed in your application. The evaluation criteria will provide you with some indication as to how to approach your tender submission. Please note if a tender is being assessed using 2 or more stages, each stage must achieve a full pass rate in order to progress. If a minimum percentage pass rate is required you will be informed of this in the tender documents.

## **7. Feedback**

The Procurement Department is keen to provide feedback on applications and tender evaluation rankings. Please contact us to receive information that could improve your submissions in the future.