

Stockton-on-Tees Borough Council



Stockton-on-Tees
BOROUGH COUNCIL

Environment and Housing

Big plans for our places and open spaces

Raising The Game: Adapting in changing times

APSE Facilities, Catering and Cleaning Seminar

25th January 2019

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Hints And Tips In Bidding For Contracts

- Finding opportunities... its time to bid
 - But first, take a step back and ask “should we really go for this?”
- Before you proceed, ask yourself the following questions;

Does your business meet or exceed the technical skills and experience required?

Does the work fit in with the strategy, focus and forward planning of your business?

Can your business afford the time and resources you need to bid even if you don't win?

Will this contract help your business grow?

Tendering processes

Making the most of the tender documentation

Your PQQ (Pre Qualification Questionnaire) checklist.. Your CV!

1. Give yourself plenty of time.
2. Make sure everything you submit is up to date.
3. Pay attention and be thorough.
4. Follow the instructions to the letter.
5. Use what you already know about the contract.
6. Show off!
7. Make it look good – presentation is crucial.
8. Be clear and concise.
9. Include an executive summary.
10. Proof read.

Invitation To Tender (ITT)

- Writing a tendering response is a skill. It takes time, practice and perseverance. But if done well, it could be your key to winning your next big contract.
- Remember, every tender is different and your tender response should be different too.
- There is not tried and tested template. Questions, scoring and weighting will be different for every tender.
- Ask questions about anything if in doubt, always ask for clarification.
- Never assume, it could end up costing you the business.

Invitation To Tender (ITT)

- Do your homework... Research... The more you know about the client and requirements the better your final response will be.
- Study the tender document... Read, read and read again. It tells you everything you need to know about how the client wants to receive your bid.
- Get ready to write... it will take more time than you think.

Top Ten Tips (not necessarily in this order😊)

1. Plan ahead...Plan a time table and stick to it!
2. Promote the value and advantages of your service.
3. Emphasise the impact.
4. Prove your point... You are the best at what you do right?
5. Keep it personal... No generic answers or unwanted jargon.
6. Assemble a winning team.
7. Consider the price... value for money and not price alone wins contracts.
8. Take it offline...which brings us too...
9. Make sure it is perfect.
10. Get it in on time.

Submitting your tender response can seem like the end of the road for your procurement journey, it is what you have been working for weeks, and now its time to relax... well not exactly.

So what happens after you bid?!

1. Visits and clarifications
2. Site visits
3. Interviews
4. Presentations
5. Clarifications meetings

What happens next?

There are two possible outcomes;

1. You weren't successful *this time*...

If you are unsuccessful, make sure you ask for a debrief, you are entitled to feed back and it will help you to understand where you went wrong. Use this information to your advantage for future bids and learn from your mistakes.

2. You were successful...

CONGRATULATIONS...But remember, no one scores full marks and there are always lessons to learn.

GOOD LUCK!!!

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