

What is Public Sector Tendering?

- Competitive bidding process for government and public contracts
- Regulated by strict procurement rules
- Open to businesses of all sizes

Key Regulatory Frameworks

1. Public Contracts Regulations 2015
2. Procurement Act 2023
3. UK Government Commercial Playbook

Essential Preparation Steps

1. **Business Readiness**
 - Financial stability
 - Relevant certifications
 - Robust track record
 - Compliance documentation
2. **Registration Requirements**
 - Create accounts on:
 - Contracts Finder
 - Government procurement platforms
 - Specific authority procurement systems
3. **Qualification Criteria**
 - Economic and financial standing
 - Technical and professional ability
 - Past performance evidence
 - Compliance with selection criteria

Finding Tender Opportunities

Key Platforms

- Contracts Finder (www.contractsfinder.service.gov.uk)
- OJEU/TED (for larger contracts, international opportunities)
- Individual authority procurement portals
- Supply2Gov

Tender Response Strategy

Crafting a Winning Bid

1. **Understand the Requirements**
 - Read tender documentation thoroughly
 - Note evaluation criteria
 - Identify scoring mechanisms
2. **Response Structure**
 - Clear, concise language
 - Direct alignment with tender specifications
 - Evidence-based claims
 - Quantifiable outcomes
3. **Key Response Components**
 - Executive summary
 - Technical capability
 - Commercial/pricing strategy
 - Social value propositions

- Risk management approach

Pricing Strategies

Competitive Pricing Considerations

- Understand total value, not just lowest cost
- Factor in:
 - Direct costs
 - Overhead allocation
 - Added value propositions
 - Long-term contract potential

Compliance and Documentation

Critical Documentation

1. Modern Slavery Statement
2. Financial accounts
3. Professional indemnity insurance
4. Health and safety policies
5. Environmental credentials
6. Equality and diversity policies

Evaluation and Selection Process

Typical Evaluation Stages

1. **Selection Questionnaire (SQ)**
 - Initial screening
 - Basic capability assessment
2. **Invitation to Tender (ITT)**
 - Detailed technical and commercial evaluation
 - Weighted scoring mechanism
3. **Final Selection**
 - Most economically advantageous tender (MEAT/ MAT)
 - Considers price and quality

Common Pitfalls to Avoid

- Missing submission deadlines
- Incomplete documentation
- Generic, non-specific responses
- Ignoring evaluation criteria
- Poor financial projections

Post-Submission

After Tender Submission

- Request feedback
- Continuously improve bid quality
- Build relationships with procurement teams

Additional Resources

- Crown Commercial Service
- CIPS (Chartered Institute of Procurement & Supply)
- Local Enterprise Partnerships

Top Tips for Success

- Start preparing early
- Be specific and evidence-based
- Demonstrate unique value proposition
- Stay updated on procurement regulations
- Network within public sector communities