

Tendering and Oldham Council

This fact sheet can be made available in other languages or formats where appropriate by contacting 0161 770 6666. For further information please see our detailed fact sheet **Information For All**.

Oldham Council buys goods, works and services from a wide range of suppliers and service providers. The Council awards contracts to those organisations that can meet our requirements and standards. Contracts can range from small, one off purchases up to multi-million pound service contracts lasting several years. Please note however that the Council has well-established procedures for offering work or buying products and does not usually respond to unsolicited enquiries or applications.

Types of tendering

There are several types of tendering: Open tendering is a one-stage bidding process, where all interested service providers respond to an advertisement, which invites them to submit a tender. The advertisement will state where interested parties may obtain tender documents and the last date when tenders will be accepted.

Restricted tendering is a two-stage bidding process in which potential contractors expressing an interest in bidding are evaluated first. Then a shortlist is drawn up from the evaluation exercise for the sole purpose of inviting bids. The public notice will give details on what information must be submitted by the supplier or how to receive the necessary documentation to be able to express an interest in being short listed.

Negotiated tendering is when the Council, under certain very limited circumstances, negotiates with one or more organisations of its choice.

The tendering process chosen is at the Council's discretion. The Restricted process is likely to be applied when a large number of applicants is anticipated, allowing that number to be reduced to a manageable list of tenderers.

Advertising of contracts

All our contracts that need to be advertised will appear in at least one local newspaper and/or a relevant trade or professional journal. Where the value of contracts exceed the EU thresholds there will be a publication in the Supplement of the Official Union Journal of the European Union (OJEU). The Council publishes in OJEU a Prior Indicative Notice (PIN). This gives advance warning of contracts to be advertised in OJEU throughout the year, which are known to the Council at the time of publishing. By including a tender in the Prior Indicative Notice, the subsequent tendering timetable can be reduced. When a contract is not advertised in OJEU, the Council's own minimum tender return time will be given.

Selecting a Supplier

Supplier selection is based on overall value for money. Whilst price is important, we will always consider quality, reliability, safety, good design, timely delivery, maintenance and after sales support before arriving at a decision which is the most economically advantageous to the Council. The number of individuals/companies invited to tender will vary with the nature of the order and the availability of suitably qualified suppliers. In many cases it will not be practical to include all those suppliers who express an interest, and where there is a wide field of potential suppliers we may undertake a pre qualification process. Potential suppliers must demonstrate their financial, commercial and technical capability to fully meet the contractual requirements under tender. We will also take account of a company's past performance with reference to contracts of a similar nature, both with the Council and other organisations. We will also be looking for a clear demonstration of commitment to equal opportunities in employment, to the environment and to safe systems of working. For high value service contracts, we evaluate suppliers on a set of pre-determined factors. These criteria will be set out in both our advertisements and our tender documents. We may ask for references from previous customers, bankers and business information companies and, in some cases, arrange inspection visits to the company and its work sites. For more information about procurement please see our detailed fact sheet Procurement and Oldham Council.

For further information please contact:

Telephone: 0161 770 4887

Email: ce.procurement@oldham.gov.uk

Write to:

Oldham Council

Civic Centre

West Street

Oldham OL1 1UH

We value your comments and suggestions

We want to provide good quality service for people in Oldham and as we are a public service you have a say in what we do. We want you to be completely satisfied with our services but to ensure this we need to know what you think. What do we do best? Where could we improve things? Do you have any ideas or suggestions? Only by listening to you can we give you the service you deserve. We value your comments and suggestions. If you wish to make a comment about our services you can e-mail us on customer.feedback@oldham.gov.uk or you can phone us on 0161 770 4191 or you can write to us:

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