

British Marine Guidance Document on Finding Tender Opportunities and How to Write A Successful Tender Response

Edward Tuite

04 February 2020 Spring Expo

Content

- ▶ Where to Find Tender Opportunities
 - Free Sites
 - Useful paid for sites
- ▶ Tender Process
 - Find The Opportunities and Register Interest
 - Submitting a Successful PQQ
 - Invitation to Tender
 - Submitting a Full Tender Response

Introduction

- A lot of new business must go through the tender system, whether this is government purchases or new business backed by financial grants or simply business's trying to get several quotes and find the best/most suitable company to purchase from.
- The guidance document aims to give guidance on where to find available tenders and how to start the tender process, this document gives general guidance on the tender process. Due to the complexities of individual tenders this document cannot be a comprehensive guide on how to write tenders or submit tenders.

Where To Find Tenders – Free Sites

- Europa Tenders Electronic Daily (TED). TED publishes 520 thousand procurement notices a year, including 210 thousand calls for tenders which are worth approximately €420 billion. TED provides free access to business opportunities from the European Union, the European Economic Area and beyond.
- The UK government website has a section called 'Contacts Finder', Contracts Finder lets you search for information about contracts worth over £10,000 with the government and its agencies.
- Defence Contracts Online (DCO) advertise tender and contract opportunities valued over £10,000 in the Defence Contracts Online (DCO) portal. Access and registration to the MOD's opportunities in the DCO portal is free of charge. This site also offers a huge amount of advice to business's who wish to supply the MOD.

Free sites continued...

- Tender Search - this platform is free for all bidders to search for tenders, bidders who bid only have to pay a fee for lots they are awarded, otherwise there is no charge
- Open Opps is an aggregator, they bring together all of the data into one place and make it searchable like a Google for tenders. This site allows you to search for tenders, all of the data on open tenders is free and they also offer free daily email alerts. However they do not hold the tender themselves and will redirect you to the site where the tender is found and this may well be a paid for site although many of the paid for sites offer a free trial period.
- <https://ted.europa.eu/TED/main/HomePage.do;JSESSIONID=4E1246C0D01EA1EBC06016E26EFBE0C0.backend-b2>
- <https://www.contractsfinder.service.gov.uk/Search>
- <https://www.contracts.mod.uk/supplying-defence/procurement-at-the-mod/>
- <https://tender-search.com/>
- <https://openopps.com/>

Paid For Sites

- There are thousands of companies offering search opportunities for tenders and as stated above many of these are not worth the money. This said there are some companies that offer very specific sector tender searches and if you are looking for these specific areas signing up to one of these sites could save you time and ensure you get all the tender opportunities in these areas:
- Defence – Defence Contracts International (DCI) is a market-leading business intelligence solution, delivered by one of Europe's leading experts in procurement <https://www.dcicontracts.com/>
- Maritime Contracts Journal – Maritime Contracts Journal (MCJ) provides the only weekly business information bulletin dedicated to contracts, tenders and business opportunities in the maritime industry - suitable for Main Contractors and Sub-Contractors alike. <http://www.maritimecontracts.com/thejournal.php>

The Tender Process

- Find the Opportunity and Submit an Interest in Tendering
- Complete The PQQ Successfully
- Invited To Tender – Questions and Clarifications
- Submit Full Tender Response
- Tender Awarded and ‘Cooling off Period’

Find The Opportunities and Register Interest

- Register for daily/weekly Updates with the sites mentioned above
- Register with specific paid for sites mentioned above
- Attend events and networking such as Seawork DESI etc
- Most tenders are done through one of the tender portals, you will need to register with the relevant portal and submit an interest to tender through the portal.

Submit a Successful PQQ

- Before you can tender you need to submit a successful Pre Qualification Questionnaire. This is very important document that will tell the tenderer if you meet the correct qualifications/criteria as a business in order to tender for the job. Failure to meet the criteria will mean you are not invited to participate in the tender.
- The PQQ can seem quite daunting and they are often lengthy documents that need to be turned around in short periods of time. PQQ's will vary slightly from tender to tender but as standard you can expect to be asked on the following areas:
 - Standard Business Details
 - Experience in the area of the tender
 - Financial Information
 - Quality Assurance (ISO 9001 accreditation a must)
 - Environmental
 - Delivery

Additional PQQ Information

- It is important to remember you are being assessed on the PQQ against the buyer's minimum criteria and also the other companies bidding for the tender. Due to this it is very important to answer all the question as completely as possible. It could be worth while getting specialists in to aid with specific areas such as Health and Safety and Environmental.
- ISO 9001 accreditation in general is essential to be successful at getting through the PQQ section of the tender bid process.
- Only the top scoring PQQ responses will be invited to tender.

Invited to Tender – Questions and Clarifications

- If you have submitted a successful PQQ response you will then be ‘invited to tender’ it is at this point you will be sent the full tender specification including all the buyers precise requirements. It is very important to go through these requirements in detail and check this is something you can deliver.
- Ask questions and for clarifications through the portal, the questions you ask and answers given will then be made public
- Be patient and wait for the tender opportunity that is right for your business – it is a waste of time, energy and money tendering for contracts that you are not going to win.

Submit a Full Tender Response

- Check The Scoring system and weighting and tailor you response accordingly
- When compiling your tender response, the most important thing is to do exactly as the Buyer asks, and if you are unsure of anything – ask them.
- Documents should be presented in a way that makes it as simple as possible for the Buyer to evaluate – if you get too sophisticated or try to be different this often will not impress the evaluation team.
- Buyers will usually specify the exact pricing information to be included in the proposal and how it should be presented.
- If the tender specification goes through step by step technical requirements make sure the tender response mirrors this and detail how you will meet each of the technical requirements.
- If you think there is a better way of doing something put this in the additional information, DO NOT make this your main tender bid
- DO NOT overstate or over promise what your product or service can achieve in order to better meet the buyers requirements.

Tender Award and Cooling Off period

- If you are successful you will be notified and then enter into a cooling off period before signing contracts
- If unsuccessful during the cooling off period you can challenge the decision

Questions