

# How To Approach Supplier Pre-qualification & Get Invited to Tender

Supplier Tips for Successfully Completing the  
Public Sector Pre-qualification Process

**Stephen Regalado**

**Corporate Procurement Officer: Customer Engagement  
Lambeth Corporate Procurement**

London Borough of Lambeth  
**Corporate Procurement Team**  
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# Welcome!

Stephen Regalado, Lambeth Corporate Procurement Officer:  
Customer Engagement; working in public sector procurement for  
13 years:

- London Borough of Lambeth      Corporate Procurement
- Tate Britain:      Corporate Procurement
- National Trust:      Corporate Purchasing
- US Marine Corps      Inventory Control

Associate Member of the Chartered Institute of Purchasing &  
Supply, currently finishing my Masters Degree in Purchasing &  
Supply.



# Steps in the Procurement Process



# Which Tender Process is Used When?

| Value  | Procurement Process | Comments   |
|--|---------------------|--|
| £0.00 - £500.00  | One Quote           | The quote must represent Value for Money   |
| £500.00 - £25,000  | Three Quotes        | Obtain quotes from approved suppliers. At least one must be from a local supplier, wherever possible       |
| £25,000 and Greater  | Formal Tendering    | Use approved suppliers or may advertise, depending on the market   |
| £100,000 and Greater   | Formal Tendering    | Supplemental external advertisement in addition to approved suppliers, depending on the market             |
| £139,893.00 for Goods & Services; £3,497,313.00 for Works & Construction | OJEU Tendering      | Details of OJEU notices are on <a href="http://ted.publications.eu.int">http://ted.publications.eu.int</a> |



# Pre-qualification & Managing Procurement Risk

- Public sector procurement officers must ensure that the suppliers they contract with are financially stable and technically able to deliver the products and services they need.
- This is a basic principle of risk management in procurement with the public sector.
- Therefore, suppliers who are invited to Tender or those we seek quotes from must be pre-qualified.

# How Do We Pre-qualify Suppliers?

Suppliers and service providers are usually pre-qualified in one of three ways:

1. They have an existing contract in place – either with the public body or through a government pre-Tendered contract, e.g. the OGC.
2. They have been approved by the public body's approved supplier database manager – Exor and Constructionline are two big ones.
3. They successfully meet the criteria in the authority's PQQ process.

# The Pre-qualification Questionnaire, or “PQQ”

- A PQQ is used to ensure that companies are suitably qualified in terms of their financial and economic standing and technical capability.
- Building and works contracts may use approved supplier database firms or existing government contracts in the first instance.
- An advertisement will be placed, calling for Expressions of Interest. PQQ's will be sent out for completion. The best PQQs or the most capable suppliers will be shortlisted and invited to Tender.

# Four Typical Types of PQQ



1. Consultants
2. Goods & Services
3. Construction & Works
4. Low Value PQQ

You can download these Lambeth PQQs here:

<http://www.lambeth.gov.uk/Services/Business/TendersContracts/TheLambethPre-qualificationProcess.htm>

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# The Sections of a PQQ

- Instructions
- General Company Information
- Technical Capability
- Client References
- Financial Information
- Equality & Diversity
- Health & Safety
- Sustainability
- Customer Care

# Submit a Winning PQQ!

- Read and follow all instructions!
- If you have any questions, contact the officer who sent out the PQQ.
- No blank spaces!
- Type your answers to each question directly onto the form. Include charts or graphs on continuation sheets. If including any supporting documents, mark clearly on all enclosures the name of your firm and the letter and number of the question to which they refer.
- Submit one hard copy completed PQQ and attachments and a copy on CD or by e mail.

# Think of the PQQ as a Contract “Job Application”



- Only present commercial information.
- Put forward your best business references.
- Be honest!
- Ask questions!
- Include all documentation that is requested.

# What Are We Looking For?

- Answer all questions honestly, briefly and in full – DO complete the Equality & Diversity, Health & Safety, Sustainability and Customer Care sections. This information is important!
- Membership of recognised regulatory bodies, accreditation and/or guarantee schemes.
- Conflict of Interest.
- Staff size, organisation and qualifications.
- Similar contracts, business references – size, scope & value.
- Financial records – annual turnover.
- Insurance – adequate coverage & copies of certificates.
- No bankruptcies, liquidations or receiverships, convictions, terminated contracts.

# If You Are Not Selected for Shortlist, Don't Be Discouraged!

- All PQQs will be scored. PQQs with the highest scores create the shortlist.
- If you are unsuccessful do not be discouraged - competition for many public sector contracts is usually quite strong. There should be no “banned list”.
- Contact the procurement officer concerned for feedback on which elements of your PQQ were your strengths and which areas can improve.
- If you are not satisfied with the reasons for your not getting selected for a shortlist – speak to the organisation’s legal department or corporate procurement team.

# London Business Support

- South Bank Employer's Group: <http://www.sbeg.co.uk/>
- One London: <http://www.gle.co.uk/onelondon/>
- Business Link for London:  
<http://www.businesslink.gov.uk/bdotg/action/home?site=181&furlname=london&furlparam=london&ref=&domain=www.businesslink.gov.uk>
- London South Central: <http://www.londonsouthcentral.uk.com/>
- South London Business: <http://www.southlondonbusiness.co.uk/>
- The Prince's Trust: <http://www.princes-trust.org.uk/>
- Cross River Partnership: <http://www.crossriverpartnership.org>
- Supply London: [www.supplylondon.com](http://www.supplylondon.com)

# Supply2.gov.uk: The Supplier Route to Government

- Supply2.gov.uk is a government owned and managed web portal that provides a free business link between public sector purchasers and all types of businesses including small firms, start-ups and social enterprises.
- Using Supply2.gov.uk, social enterprises can publicise their organisation and post their details online. By registering as a supplier you immediately have free access to lower-value and high-value public sector contract opportunities in a chosen location.
- It gives public sector buyers more choice and provides access to small businesses that often have innovative products and services and can offer better value for money.
- Register for free at [www.supply2.gov.uk](http://www.supply2.gov.uk).

# What To Do, What Not To Do...

## DO

- Complete all PQQ & Tender documentation in full & submit it on time
- Complete a PQQ for your company and keep on file
- Keep the information up to date and keep applying!
- Join Supply2gov
- Check your local authority's website for contract opportunities

## DO NOT DO

- No blank spaces!
- Be silent about what you do not understand – ask questions!
- Forget to include all requested documentation

# My Contact Details

Stephen Regalado

Corporate Procurement Officer: Customer Engagement

London Borough of Lambeth

Third Floor Olive Morris House

18 Brixton Hill

London SW2 1RL

Phone: 020 7926 2937

Fax: 020 7926 0245

Mail: [sregalado@lambeth.gov.uk](mailto:sregalado@lambeth.gov.uk)