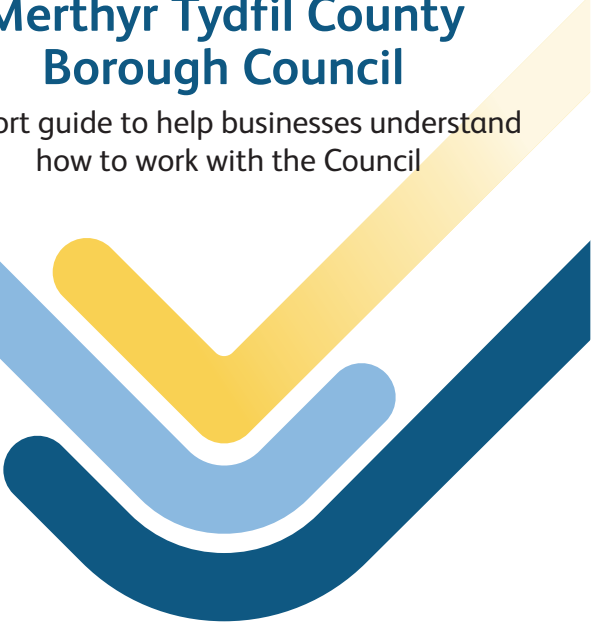




Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

Working with Merthyr Tydfil County Borough Council

A short guide to help businesses understand
how to work with the Council



The Council spends around £100million on goods, services and works each year. This spend is essential to deliver local public services.

Approximately 28% of this is spent locally, the Council would like to increase this to maximise local economic benefits.

How we contract and spend is governed by Legislation, Over certain thresholds this legislation must be followed. Beneath thresholds we have our own Procurement Rules.



Merthyr Tydfil
... a place to be proud of

Supplier Selection

This section gives a brief overview of the tendering process

Accessing Opportunities

See our forward plan

<https://www.merthyr.gov.uk/business/tenders-and-procurement/contracts-lists/>

Tenders are either advertised on Sell2wales or suppliers are invited to tender or quote (depending on complexity and value)

Tenders are published on eTenderWales

Selection

Selection Questions are used to assess a suppliers suitability (financial capacity, capability, previous experience, Health & Safety etc)

Tender Evaluation

Quality and Price is evaluated depending on complexity and value

(See Do's and Don't's)

Contract Award

All Tenderers are informed of the tender outcome

Information is provided to help unsuccessful tenderers improve their future tender responses

Award of Contract is published on Sell2wales

Contracts are drafted and signed by both parties

Contracts are managed in accordance with specification



The Council encourages suppliers to register on Sell2Wales and eTenderWales. Both are free of charge and allow suppliers to receive automated tender notifications by email, view opportunities, update and maintain profiles, receive instructions on how to access tenders and view details of awarded Contracts.



Registering the correct business categories is important to ensure you receive appropriate email opportunities. It is important to keep your profiles up to date, this includes your business name matching the name that is on your invoices.



Tendering Tips

Do

- Read the documents carefully to check you are capable of delivering the contract before completing the tender.
- Check the deadline time and date for submission of tenders.
- Ask for an explanation if you are not sure of anything within the tender documents. You should send any questions via the messaging system in eTenderWales or Sell2Wales.
- Answer all the questions clearly and give all the information asked for.
- Cost the tender as accurately as possible.
- Ask for feedback.

Don't

- Leave completing your submission to the last minute, allow plenty of time. Late submissions will not be accepted.
- Include unnecessary literature and brochures that are not asked for.
- Assume we already know you as tenders are evaluated based on what is submitted only.
- Be put off by the tender documents ask for support from Business Wales or MTEC.
- Submit unsustainable prices that are undeliverable.
- Forget to send all documents that are asked for in the tender documents.

Insurance

All Businesses working with the Council will need adequate insurances. Our tenders will specify what types and levels of insurances are required.

Carbon Management



The Council is committed to becoming carbon net zero by 2030. Over two thirds of our carbon footprint is contained within scope 3 (supply chain) emissions.

The Council will be focussing on reducing the carbon footprint within our supply chains. There will be an expectation that our suppliers will have published carbon management plans and demonstrate how targets are to be achieved. We will work with our suppliers to record their carbon footprint year on year with the ultimate goal of net zero in the supply chain.

The Council's regeneration team can provide support and are keen to work with SME's on a Decarbonisation Pledge and Net Zero initiatives. Please see the Contacts and Important Links section for the decarbonisation email address

Procurement Standards



Our selection procedures seek to ensure minimum standards of ethical behaviour from our suppliers. We will ask you to confirm your good standing on subject matter such as

- Modern Slavery
- Workforce Matters
- Sourcing of Steel
- Bribery
- Welsh Language
- Cyber requirements



Wellbeing Outcomes

The council is committed to expand on its foundation of community benefits which are usually delivered through larger construction contracts.

Themes Outcomes and Measures (TOM's) are linked to our Wellbeing Objectives. The TOM's enable us to measure the social value of a contract in addition to the cost of providing goods, services or works.

There will be an expectation on our suppliers to deliver wellbeing outcomes through our Contracts over specific values. These include, job creation, job retention, reducing carbon footprint, training opportunities, contributions to social funds etc



Contacts and Important Links

General enquiries

Procurement@merthyr.gov.uk

businessdecarbonisation@merthyr.gov.uk

Links

<https://etenderwales.bravosolution.co.uk>

<https://www.sell2wales.gov.wales>

<https://www.merthyr.gov.uk/business/tenders-and-procurement/>

<http://mtec3.co.uk/>

<https://businesswales.gov.wales/>

