GUIDANCE FOR SUBMITTING TENDER

Have you completed/supplied?

Form of Tender ☐

Collusive Tendering Certificate ☐

Equality Act Declaration ☐

Pricing Information ☐
to include where applicable:
- Schedule of Rates
- Schedule of Dwellings
- Collection and/or Summary Sheet
- Preliminary Costs
- Dayworks

Standard Selection Questionnaire and response to quality questions ☐

Method Statement ☐

All documents should be uploaded to the Kent Business Portal by the due/date time.

Do's and Don'ts

Do's

- **Do** register on the Kent Business Portal Site, https://www.kentbusinessportal.org.uk/ and express and interest in the opportunity you are interested in. You will then receive any amendments to the tender the council issues, and responses to any clarification received.
- **Do** provide requested information on time and in the required format.
- **Do** provide clear and concise contact details; telephone numbers, e-mails and fax details.
- **Do** thoroughly check your prices and data before final submission of pricing schedules or quotations.
- **Do** review your policies on a regular basis to ensure that they comply with current legislation.
- **Do** comply with the Instructions to Tender and any other regulations that apply to procurement. Failure to do so will lead to disqualification.
- **Do** make sure that you have not exceeded the number of pages/words you are asked to submit – and make sure that the responses to the questions are clearly numbered.
- **Do** make sure that when uploading your bids electronically to the Kent Business Portal you read the following guidance;
  - *Keep file names simple and without punctuation or short capitalised words that could be interpreted as SQL https://www.w3schools.com/sql/sql_in.asp Avoid works like IN, WHERE or FULL or punctuation such as > or) in the filename*
  - *Do not use multiple tabs (should complete in one browser session)*
  - *Be patient whilst larger files are uploaded even if the system seems a little unresponsive (as clicking upload again can cause issues)*
  - *There is a list of accepted file types mas size 1GB txt, rft, mpp, vsd, dwg, rar, msg, ics, html,gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt,*

docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

o For suppliers there is a dedicated supplier support team, if urgent they can call 0330 005 0352 or e-mail ProContractSuppliers@proactis.com **or** suppliersupport@proactis.com

Don'ts

- **Don't** send 'glossy' brochures or information that has not been requested, this makes any responses difficult to properly assess. Only send what has been requested and only send supplementary information if we have offered the opportunity to do so.

- **Don't** send company accounts, reports, H&S Policies, etc. unless we specifically ask for them. If your bid is successful we may ask for confirmation of these details.

- **Don't** seek to influence the tender process by requesting meetings unless invited or contacting the Council to support your tender. If your tender requires clarification you will be contacted.

- **Don't** seek changes to the tender documentation after tenders have been submitted.

- **Don't** leave submitting your tender to the last minute, just in case there are any technical difficulties with IT

- **Don't** ignore the last date/time for clarification – no correspondence will be entered into after this date has passed.   Other tenderers may have already submitted their bid