

How to do Business with Gwent Police: A Guide for Suppliers

Gwent Police spends approximately £30 million on goods and services each year, providing organisations of all sizes with a wide range of commercial opportunities.

This guide seeks to provide information about the force's contracting procedures and explains how to apply for contracts that are advertised, as well as what is expected of suppliers providing goods or services to the force.

We encourage competition and welcome bids from new and established suppliers. Business is awarded on the basis of obtaining value for money for the taxpayer. We are unable to discriminate in favour of local suppliers, but they will be given every encouragement to compete for contracts.

What do I need to do to be considered as a supplier to Gwent Police?

Before we consider you as a supplier, you'll need to have certain policies and procedures in place...

Equality and diversity

Gwent Police has a duty to promote equality of opportunity and to eliminate unlawful discrimination and harassment and to ensure that public money is not spent on discriminatory practices or the perpetuation of any unjustifiable or unlawful inequality within our public procurement processes.

Compliance with Equality Act 2010 and any related Codes of Practice

Contractors may be requested to provide a written statement of their Diversity and Equal Opportunities Policies and details of how they are implemented.

The Environment & Sustainability

Gwent Police is committed to minimising damaging effects on the environment through recycling, using renewable sources, minimising fuel and energy consumption and ensuring proper disposal of waste material. We actively seek to do business with companies that have a demonstrable commitment to environmental protection. Where it is relevant to the contract, an environmental policy and supporting evidence will be required.

Health and safety

Comply with the Health and Safety at Work Act 1974. Copies of company policies may be required.

Insurance

The level of insurance held by a supplier will be dependent on the type of goods/service being offered and the associated risks involved. Each contract is considered independently and adequate insurance requirements are applied accordingly. Contractors will be asked to enclose copies of the necessary insurance documents to prove that the contractors have the necessary cover, including public liability, employers' liability, and where appropriate, professional indemnity.

Financial assessment

Undergo financial assessment – for contracts over the public procurement threshold (formerly known as OJEU), contractors are usually required to supply their last three years of audited accounts.

Vetting Requirements

Relevant contractors' personnel will be vetted to the appropriate level as required by the Force.

Please note that these are the minimum requirements. For certain contracts, further policies and conditions may be needed.

Tendering

Tendering and letting contracts can often appear confusing and bureaucratic to suppliers and can be seen as a barrier to small and medium enterprises (SMEs)

However, we have made efforts to reduce the amount of information requested from suppliers so that the information we request is relevant and proportionate to the particular contract in question. Our aim is to be as transparent as possible in our process.

It should be remembered we are spending public money and we are audited through strict guidelines and processes. The aim of Gwent Police is to achieve best value in all purchases we make.

National, regional and local framework agreements provide suppliers of goods and services with access to a much wider market than they have previously enjoyed. Through participation in consortia contracts, framework agreements and electronic tendering, suppliers are able to expand into much larger markets.

Whenever we invite companies to tender, we:

- Specify our needs in terms of outputs whenever appropriate, to encourage innovation;
- Invite tenders from a sufficient number of suppliers to ensure there is genuine competition;
- Ensure tendering procedures and documentation are as clear and concise as possible, and only ask for the information necessary to evaluate bids;
- Inform all tenderers of the evaluation criteria and weightings on which the decision to award the contract will be based;

- Provide all tenderers with the same information and opportunity.

Tendering thresholds

Companies applying for Gwent Police business must follow the appropriate tendering procedure. The higher the projected value of the goods, works and services, the more rigorous the tender procedure.

If the business opportunity is very straightforward and the value is below the threshold for inviting tenders, then a quotation will be requested. If the business opportunity is valued above the relevant Public Procurement Threshold then usually we invite tenders.

For purchases in excess of the Public Procurement threshold, tenders will be invited in accordance with Public Contract Regulations. These requirements will be advertised as required in Find a Tender Service, Contracts Finder and Sell2Wales. In most cases a tender process will involve requesting interested suppliers to complete qualification questions. This enables the Force to ensure that potential suppliers are legally, financially and technically sound. Only those who pass the qualification stage will go on to have their full tender evaluated.

All public expenditure has to be fully documented, from the initial decision and authorisation to purchase, to the final award. Our procurement policy aims to be fair, reasonable and totally transparent, giving an equal opportunity to all bidders. This is achieved by using pre-agreed evaluation criteria. Normally this will be the 'Most Economically Advantageous Tender' (MEAT). The procurement process has to be undertaken in a manner that can be scrutinised and shown to have been carried out with propriety.

Procurement Process

Identification of Requirements

Procurement activity begins with early involvement with the end user/department to ascertain requirements. When the need has been clearly defined an advertisement may be placed in one or more of the following, depending on the nature and value of the purchase.

Advertising our Requirements

Gwent Police does not maintain an approved supplier list but employs several

methods to publicise business opportunities. The methods employed will depend on the nature and value of the opportunity.

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

Using the Search function is a simple way to find opportunities for your business to provide goods, works or services to the public sector. Sell2Wales is an initiative from the Welsh Assembly Government helping SMEs (small & medium sized enterprises) work successfully with public sector organisations,

[Home | Find a Tender \(findatenderservice.co.uk\)](https://www.findatenderservice.co.uk)

This service is used for all tendering opportunities exceeding the current public procurement threshold (formerly known as OJEU).

<https://www.gov.uk/contracts-finder>

Contracts Finder lets you search for information about contracts with the government and its agencies.

You can use Contracts Finder to:

- search for contract opportunities in different sectors
- find out what's coming up in the future
- look up details of previous tenders and contracts

Electronic Procurement

E-procurement is fully embedded into our methods of working.

The procurement process is conducted online, i.e. supplier registration/ expression of interest, contract download, submission of bid document, evaluation of tenders, contract award. It provides a simple, secure and efficient means for managing tendering activities, reducing the time and effort required for both buyers and suppliers.

By using the e-tenderwales website all exchanges of documentation are done electronically, at no cost to the supplier.

The benefits of e-procurement include:

- Better management of the tender process
- Increased transparency
- Reduced potential for disputes

- Reduced costs
- Improved communication
- Instant receipt of tenders

Where to respond to Gwent Police tendering opportunities

To access our opportunities as they arise, register your company at: [etenderwales: e-tendering portal for Value Wales \(bravosolution.co.uk\)](https://etenderwales.bravosolution.co.uk)

If you require any assistance with registering your company or accessing tenders, use the online help https://etenderwales.bravosolution.co.uk/web/call_me_back.htm

Access the Tender

There are usually 3 elements to a tender process, Qualification Stage, Technical Stage and Commercial Stage. Suppliers who are interested in tendering should ensure they read all of the documents provided and complete all relevant questions in the 3 stages. Those suppliers who do not meet the minimum criteria stated will not be evaluated further. Each procurement exercise is treated individually and not a standard process. Some will, by necessity, be more complex and involved and thus take longer than others

Tendering Tips

- Keep your contact details up to date on sell2wales and etenderwales so that you do not miss out on opportunities.
- Always return your tender submission by the closing date and time specified. When submitting a tender electronically, due consideration should be given to the length of time it may take to upload any attachments through the web portal. Documentation not submitted by the specified due date and time is likely to be excluded from evaluation.
- Always respond to any requests for clarifications or further information by the specified date.
- Make sure you supply all the information requested in the Invitation to Tender documentation.
- Do not change in any way the tender documents you return, except when asked to do so.
- Only submit the information that is required and note any word limits applicable to

a question response. Supplementary information, that is not requested, will **not** be taken into account when scoring/awarding the contract.

- During the tender process, if you are unsure of any aspect of the tender you should always contact us for assistance via the messaging facility within the e-tender system.

Evaluation

- The common misconception is that “value for money” equates to “the cheapest regardless of specification”. The Force looks for quality products and services as well as keen/competitive prices and good contract management after it has been awarded.
- The Force always seeks to award contracts to the supplier that puts forward the most economically advantageous tender that meets the specification.

Contract Award

Contract is awarded to the successful supplier(s).

Debriefing

Where a procurement is above the public procurement threshold, the Force has an obligation to debrief unsuccessful suppliers and give them reasons why they were unsuccessful.

Implementation

Gwent Police and the supplier work together to ensure successful implementation of the contract.

Contract Management

Following contract award, the client/contract user and Procurement will work with the successful supplier to ensure that the contractor performs in accordance with the specification and the terms and conditions of the contract. Effective monitoring procedures are essential to ensuring value for money and will depend on the nature of the goods or services purchased. We expect proactive input from suppliers such as cost saving suggestions through means of continuous improvement.

We aim to establish a good working relationship with the supplier and their staff as this provides the opportunity to ensure that the contract requirements incorporated into the contract are enforced.

Prompt payment of invoices

Gwent Police recognises the importance of cash flow to all companies, especially small firms, and has a clear policy to pay bills in accordance with the terms of the contract. Where no contract terms are specified, our policy is to pay within 30 calendar days of receipt of a correct invoice.

You can help to make sure invoices are paid promptly by always ensuring you have an official purchase order number prior to delivery of goods/services, checking that all invoice details are accurate and include the purchase order number, and that the invoice is correctly addressed.

Let us know about changes of name, address, e-mail address or bank details as soon as possible. To help us pay quickly we pay suppliers through Bankers Automated Clearing Service (BACS).

Existing Gwent Police contracts

Bluelight Procurement Database (BLPD) is an online information hub aimed at improving visibility and access to contract and procurement information for buyers within the emergency services in the UK. Suppliers should note that the BLPD is only available to registered users from member authorities, within the emergency services. However, suppliers can view contracts that Police forces and Fire services are currently using by clicking the link [Bluelight Police Database](#)

Gwent Police Procurement Contact Details

Email Address: procurement@gwent.police.uk

Postal Address:

Gwent Police HQ
Llantarnam Park Way
Llantarnam
Cwmbran
Torfaen
NP44 3FW