

# Mini Guide to Working With The Borough of Poole

## How to Compete Successfully for Contracts



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### How to use this Mini Guide

The 'mini guide' aims to help you understand the processes we have to follow when buying (procuring) on behalf of the council.

### What is Procurement?

A catch all term covering all functions of purchasing, inventory control, traffic and transportation, receiving, inspection, management, store keeping, salvage and disposal.

### Processes to Follow

Overleaf you will find the processes we have to comply with, EU Procurement directives, UK regulation and our own Financial Regulations.

### Help and Advice

For help and advice contact the BOP Strategic Procurement Team on 01202 633266 or [procurement@poole.gov.uk](mailto:procurement@poole.gov.uk).



Business Link Public Sector Info  
<http://online.businesslink.gov.uk>

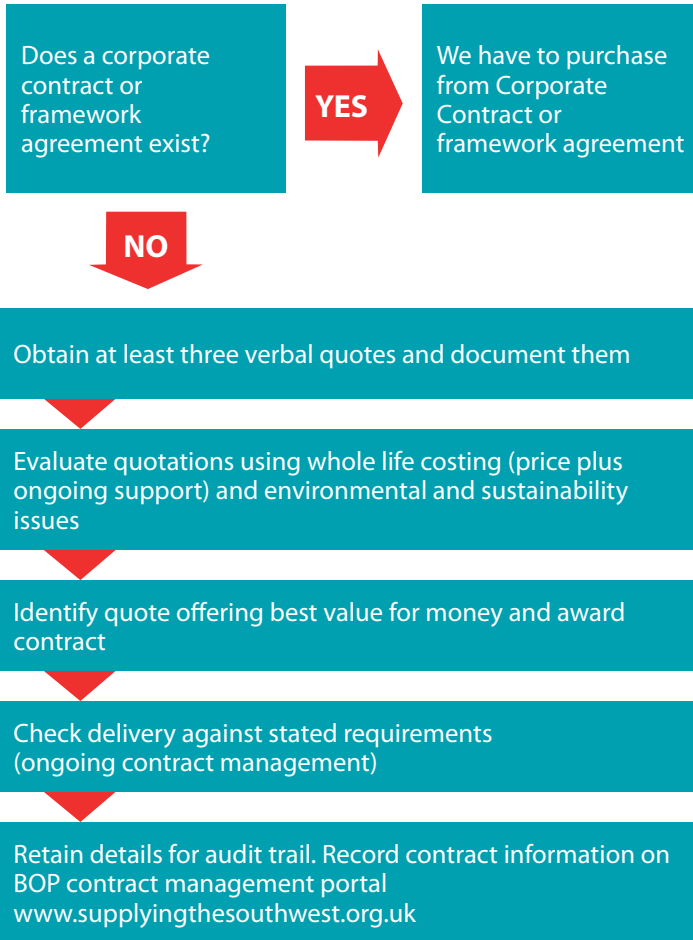
Federation of Small Business  
[www.fsb.org.uk/](http://www.fsb.org.uk/)

## Selling To the Public Sector – 10 pitfalls To Avoid

1. Late Submission – the return date and time are fixed. It's also vital that it goes to the right place.
2. Open Envelope – Make sure your envelope is sealed. If it is opened it could be disqualified.
3. Wrong Information On The Envelope – If the envelope isn't clearly marked as a tender it may also be disqualified. Also make sure it's got the right address on it.
4. Canvassing Individuals In the Tendering Organisation – The tender process has to be fair and above board. If you try to influence staff outside of the process it may disqualify your bid.
5. Alternative Bids – "We can't do what you want but we can do this" Unless we specifically ask for alternatives we cannot accept.
6. Qualified Bids – "We can give you this price, but only if..." Unless we specifically ask for qualified prices we cannot accept them.
7. Wrong Information Supplied – Don't tell us what you want us to know, tell us what we ask for.
8. Gaps In Information – We are not allowed to make it up or guess.
9. Don't Assume We Know You – We have to go on the information you supply us, not on what we know.
10. Be Realistic – be realistic with what you can achieve.

# Rules We Have To Follow....

## Low Value Contracts (Less than £30,000)



## Medium Value Contracts (Less than £150,000)



## High Value Contracts (Over £150,000)

