



Nottingham Trent  
University

NTU Procurement Department

# Bidding for work – hints and tips to improve your chances

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## Best Practice

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- Read what is being asked carefully.
- Provide **evidence** and set the scene - figures and percentages are effective.
- Detail should be **succinct and RELEVANT to the question**. Big responses can often miss the point.
- Target efforts towards the key questions i.e. **where scores matter**
- **Quality over quantity**
  - You are not awarded additional points for writing a book!
  - Your answer can be concise, so long as you have answered what is being asked.
- **Confirm your compliance ...**
- If you are asked to produce a sample list, **only supply what is listed and label items**
- Provide **details of suppliers used** and their locations
- List **examples** of working with other Universities
- List examples of similar **work experience**
- Suggest **innovative solutions**
- Detail your goods **supply chain and locations**
- Upload your environmental/sustainability **policy** and tell us how you will be achieving the targets within it
- **Demonstrate your ability to comply with all the CSR issues.**
- **Evidence working relationships** in place with supply chains, approval processes, annual audits etc.
- Be clear on **delivery costs**
- Provide details of your ability to fulfil the required delivery timescales (standard daily deliveries or deliveries for replacement items)
- Ex-VAT means Ex-VAT!!
- Document should be in **Excel or Word** (not a PDF)
- Update Procedures ... Where necessary, and in line with the University's requirements, update your procedures as specified in the tender documents, such as compliance with the Modern Slavery Act.
- **Added Value Section ...**
- Familiarise yourself with our SCoRE\* strategy and **demonstrate ways in which you can add value, both relating to the service provision and in terms of other added value.** \*Our values are underpinned by SCoRE - Sustainability, Commercial effectiveness, Research, and Employability.

**Don't ...**

- State “willing to discuss at a later date”
- Deviate from what is being asked
- Provide too much detail
- Lack evidence
- Lack information if you are an incumbent supplier
- Change/modify the pricing document (other than inputting your data)
- Forget to be clear on associated costs such as delivery, labour, warranties etc.
- Convert documents to PDFs

**Checklist for tenderers**

- I have read what is being asked carefully
- I have confirmed compliance to policies
- Sample list – I have only supplied what is listed and have labelled the items
- I have provided evidence/set the scene
- I have sufficiently answered key/crucial questions
- The detail is succinct and RELEVANT to the question
- I have not deviated from what is being asked
- I have not been ambiguous with my answers i.e. “willing to discuss at a later date”
- As an incumbent supplier I am not relying on the fact I have supplied goods or services to NTU before
- I have given examples of work with other Universities
- I have been able to suggest innovative solutions
- I have read NTU’s Procurement Strategy ‘SCoRE’ and have specified how I can add value
- I have uploaded my company’s environmental policy and stated how we are achieving the targets set
- I have included any add-on costs – delivery, labour, warranty etc.
- The costs submitted are excluding VAT
- I have not changed/modified the format/fields of the tender documents
- The document is in Excel or Word format (NOT PDF)

## SME Perspective

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### 2.1 Learnings and thoughts on how easy it is to take part in a formal tender process

Formal tenders can initially seem overwhelming to an individual or business that has not completed one before or has not completed many. However, once you've done a few they do become more familiar and get easier because, in general, they do tend to follow a similar format. It is imperative that businesses read the questions carefully and try to answer the questions directly and to the point to convey their ability to achieve the standard or specification required by the client (NTU). I advise that key stakeholders within each business are involved in the preparation and gathering of information for each tender response. We have found that brainstorming sessions are very helpful when it comes to promoting the benefits and advantages of your business in its ability to fulfil the tender requirements

### 2.2 Are NTU any less easy to deal with than other clients?

NTU has platforms that allow any tender queries to be answered. We have found that the content and requirements within the last NTU tender were to a very high standard and, although challenging, can help your own business to develop new systems and procedures that may not necessarily have been in place before. This further improves standards of the supply chain.

### 2.3 What attracts you/what are the benefits of working with the public sector?

What attracts you/what are the benefits of working with the public sector? The public sector holds many businesses with excellent reputations. The public sector is very fair in its approach, is well legislated and organised. It is great to be associated with serving the local community within the correct channels and to be aligned to a reputable institution such as NTU. This contract has enabled us to gain more business within this sector with other major Universities in the East Midlands, NHS contracts, Nottingham City and County Council contracts all of which follow similar tender processes.

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