

Meet The Buyer Event – Stockport

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Presentation from

GM Business Growth Hub

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Inclusive Growth

10 steps to becoming "Tender Ready"

**Isabelle Farquhar – Business Growth Advisor –
(Construction)**

GM Business Growth Hub

1. Understand the Tendering Process

Create profiles on tender platforms such as:

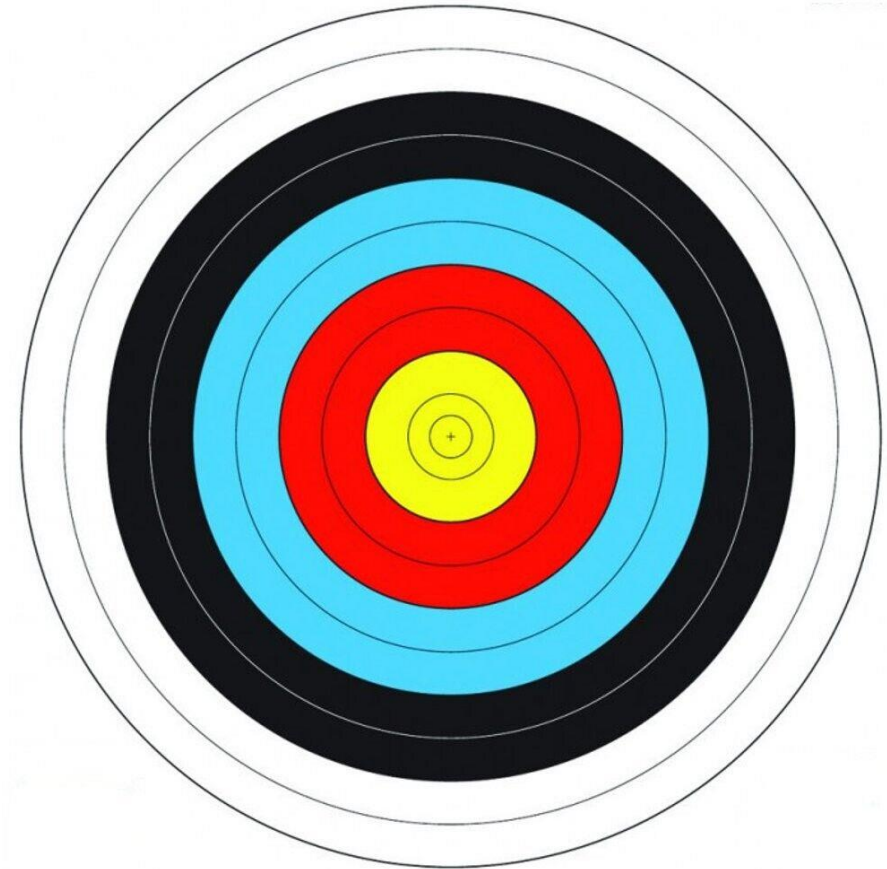
- Contracts Finder
- CompeteFor
- Constructionline
- TED (Tenders Electronic Daily),
- Sell2Wales
- Local council procurement portals. Set up notifications for opportunities in your sector.

Understand the Jargon:

- RFQ [Request For Quote]
- Direct Award
- Mini competition
- Frameworks
- Open OJEU
- PQQ [Pre-Qualification Questionnaire]
- ITT [Invitation To Tender]

2. Identify Target Contracts

- Research and focus on the types of projects or clients you are best suited for.
- Understand your niche (e.g., commercial, residential, public infrastructure) and what qualifications or certifications are typically required for these projects.



3. Ensure Compliance and Certification

Have all necessary accreditations in place:

- Constructionline, CHAS, or SafeContractor certifications
- Compliance with ISO standards (e.g., ISO 9001 for quality management, ISO 14001 for environmental management)
- Health & safety compliance
- CITB qualifications for staff
- Financial Standing (appropriate insurances, such as public liability, employers' liability, professional indemnity).



4. Develop a Capability Statement



Create a document that highlights your company's capabilities:

- Expertise,
- Past performance,
- Resources,
- Tools: CRM, Project Management, Accounting, etc.
- Answers to FAQ in bids

5. Show Financial Position

Ensure your financials are robust enough to demonstrate the ability to take on and complete contracts.

- Audited financial statements,
- Credit reports,
- Cash flow and credit lines details.

Most tenders will evaluate your financial stability.



6. Organise Policies and Procedures



Key policies are documented and up-to-date, including:

- Health and Safety Policy
- Environmental Policy
- Quality Assurance Policy
- Equality and Diversity Policy
- Data Protection and GDPR compliance.
- ...

7. Build & Nurture Relationships

- Build relationships with potential clients,
- Maintain a good relationship with your supply chain and subcontractors. (T&C)
- Winning small contracts or working as a subcontractor is often a good way to build a track record, demonstrate capability, and strengthen your reputation.

This includes the Public sector body you are targeting



9. Prepare a Tender Manual

- Insurance certificates,
- Company structure,
- CVs of key personnel,
- Case studies of past projects, and testimonials
- Policy documents.
- Financial documents
- Delivery plan [your Capability statement]
- TOMs



10. Get Expert Help if Needed

- Develop a Bid writing team in house
- Attend training
- Consider hiring a bid writer or a tender consultant, especially for large or complex bids.
- Learn from past bids
- **Have a go!**

7 Tips to Submitting a Good Social Value Bid

**Nadir Sultan – Social Value Specialist
GM Business Growth Hub**

1. Read all of the ITT instructions on how to submit your Social Value bid

- You will likely be required to submit your Social Value bid response via The Social Value Portal.**
- This will require you to setup an account and complete the SV bid submission on a platform outside the Chest.**
- Ensure you give yourself ample time to register and submit your bid through the Social Value Portal, prior to the tender deadline.**

2. Understand the Needs of your Locality

Do your own research and look at the needs/priorities outlined by the Council for the area you will work in:

- IMD Data**
- ONS Data**
- Local Authority Plan**
- Local Needs Analysis**

3. Don't over-commit

- **Account for each of the quantitative targets you set for yourself against every KPI.**
- **Make realistic offers that are deliverable and effective.**
- **Ensure you have a delivery plan in place (with timescales) to meet each of the commitments you make.**

4. Offer solutions above and beyond the specification of the contract

- **Social Value is about the added value you provide on the contract.**
- **Some components of the contract may have inherent social impact. Your Social Value offer should be above and beyond this inherent social impact.**
- **If part of your social value offer is not above and beyond the contract specification, these parts will be discounted through evaluation of the offer.**

5. Use the correct units

- **Each KPI / TOMs Measure has its own Unit.**
- **Make sure you follow this unit of measurement, as this reflects the Proxy Value which sits behind the measure.**
- **No. FTE vs No. Employees
No. Attendees vs No. Hours
Miles Saved vs Miles Driven**

6. Provide good descriptions and relevant evidence

- **Evaluators will be assessing your Delivery Capability for each Social Value commitment you make.**
- **Clear descriptions of how you will deliver your offer and evidence/case studies will enable you to score well on these areas.**
- **Ensure you have a delivery plan in place (with timescales) to meet each of the commitments you make.**

7. Make your offer for the full duration of the contract (Excl. Extension years)

- Set your social value commitments out for the entire contract duration but remember to provide a breakdown per year.**
- If the contract is a 3 (+ 2) year contract then ensure your social value offer reflects 3 years.**
- If you are offering to deliver 28 hours of volunteering per year for a three year contract. Please enter '84' on the portal and add the breakdown in the comments box on the right (i.e. 28 hours of volunteering per year = 84 hours for the length of the contract).**

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Thank you