

STAR

P R O C U R E M E N T

OVERVIEW OF THE CHEST



Agenda



1. Introduction to STAR and the Chest
2. Registering as a New Supplier
3. Accessing and Applying for Opportunities
4. Submitting a Tender
5. Posting Questions regarding Opportunity/Tender
6. Support, Links and Guides
7. Questions

Introduction

- STAR Procurement is the shared procurement service for Rochdale, Stockport, Tameside and Trafford Councils. We have also recently on-boarded NHS Trafford CCG and NHS Tameside & Glossop CCG
- Our purpose is to provide a high quality procurement and consultancy service that delivers real and tangible transformation and improvements for our Partners
- We procure supplies, services and works contracts on behalf of our Partners. The Chest facilitates the procurement process





- E-Tendering portal for the North West region
- The system enables audibility and transparency during the procurement process
- STAR uses the Chest on behalf of its Partners and many other NW local authorities use the portal
- Registration is quick and free
- Once registered, you can tender for opportunities

Registering as a New Supplier

The Chest North West Portal

Navigation

- Current Opportunities
- Contracts Register
- Buyers' Area
- Suppliers' Area
- Supplier Help
- Username/Password Reminder
- Register FREE

Home

Welcome to The Chest, the North West's Local Authority Procurement Portal.

The Chest has been created with funding from the North West Centre of Excellence to bring together buyers and suppliers making it easier for businesses to find out about new sources of potential revenue and to grow and develop to the benefit of the local economy.


Local Authorities in the north west currently spend between £6bn and £6.5bn each year on goods and services so they could provide long-term stability for local businesses.

Follow the **Current Opportunities** link on your left to browse north west opportunities, as well as opportunities for other areas across the UK.

Suppliers can register online via the Suppliers' Area to receive email updates on opportunities that match their capabilities.

Suppliers can reduce tendering costs by registering their interest in opportunities online.

Already registered with ProContract? - then there is no need to re-register to access North West opportunities.


GOV.UK

[Tendering for public sector contracts](#)

Registering as a New Supplier

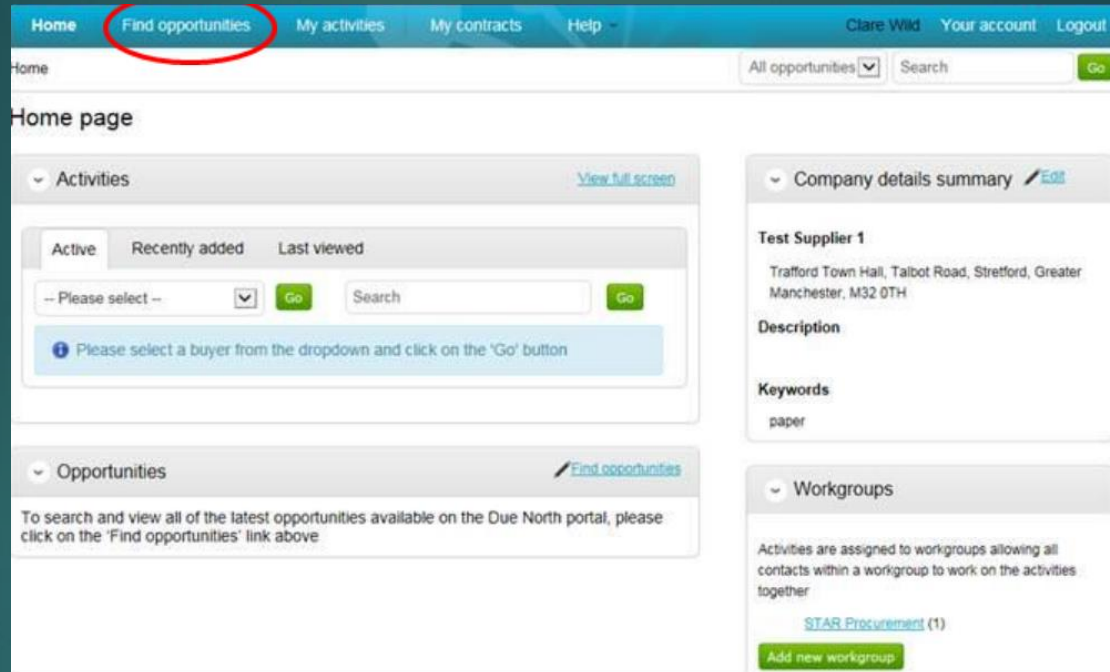
- Once you have completed your Organisation details, you will be then asked to select ProClass categories which are appropriate to your capabilities.
- When we published tenders, we select the relevant category.
- You will receive automatically generated email alerts from the Chest for tendering opportunities which match your category selection.
- Region Selection is also important (UKD3 – Greater Manchester).

ProClass Categories

100000 - Building Construction Materials
110000 - Catering
120000 - Cemetery & Crematorium
130000 - Cleaning & Janitorial
140000 - Clothing
150000 - Consultancy
160000 - Domestic Goods
170000 - Education
180000 - Environmental Services
190000 - Facilities & Management Services
200000 - Financial Services
210000 - Furniture & Soft Furnishings
220000 - Health & Safety
230000 - Highway Equipment & Materials
240000 - Horticultural
250000 - Housing Management
260000 - Human Resources
270000 - Information Communication
Technology
280000 - Legal Services
290000 - Arts & Leisure Services

300000 - Mail Services
310000 - Healthcare
321000 - Social Community Care Supplies
& Services - Adult
321100 - Social Community Care Supplies
& Services - Children
330000 - Sports & Playground Equipment
& Maintenance
340000 - Stationery
350000 - Street & Traffic Management
360000 - Public Transport
370000 - Utilities
380000 - Vehicle Management
390000 - Works - Construction, Repair &
Maintenance
410000 - Social Community Care Supplies
& Services

Accessing and Applying for Opportunities



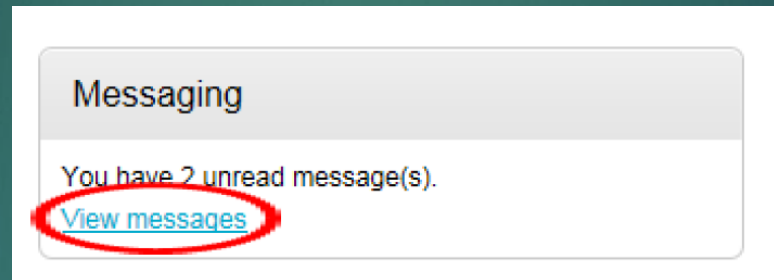
- Current Opportunities can be viewed both on the home page or on a logged in account.
- Make sure you have your account set up to the correct ProClass category
- Once an opportunity is found, make sure you register your interest in order to access further the details of the tender



Submitting a Tender

- Plan
- Complete
- Check
- Submit

Posting Questions regarding Opportunity/Tender



Inbox

[Create new message](#) --Actions-- Go

<input type="checkbox"/>	Ref No	Subject	From	Date	Public
<input type="checkbox"/>	4.1.1	RE: Out-of-Area Assessments Clarification	Project team	27/07/2016 09:34	✓
<input type="checkbox"/>	4.1.1.1.1	RE: Out-of-Area Assessments Clarification	Project team	27/07/2016 14:30	✓

A screenshot of an email inbox. At the top left, there is a green button "Create new message" circled in red. To the right is a dropdown menu "Actions" and a "Go" button. Below is a table with columns: Ref No, Subject, From, Date, and Public. The table contains two rows of email entries, both with green checkmarks in the Public column.

Support, Links and Guides

- <https://pages.services/connect.star-procurement.gov.uk/the-chest>
- <https://www.star-procurement.gov.uk/Suppliers/suppliers-faqs.aspx>
- <https://www.star-procurement.gov.uk/Suppliers/useful-links.aspx>
- <https://www.star-procurement.gov.uk/Suppliers/Supplier-Information-Form.aspx>
- <https://supplierhelp.due-north.com/>
- <https://www.gov.uk/contracts-finder>
- <https://www.linkedin.com/company/star-procurement/>
- Follow us on Twitter - (@STARProcurement)

QUESTIONS

