

Using The Chest & Tendering to STAR Councils


In this session, we will cover:

- 1. Registering on The Chest & Accessing Opportunities**
- 2. STAR Procurement Website Resources**
- 3. Top Tips for Tendering**
- 4. Requests for Quotation & Invitations to Tender**

Registering on The Chest

Meet The Buyer 2017

Supplier Workshop – The Chest & Tendering



The Chest

North West Portal

Navigation

- Home
- Current Opportunities
- Contracts Register
- Buyers' Area
- Suppliers' Area
- Supplier Help
- Supplier Support
- 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.



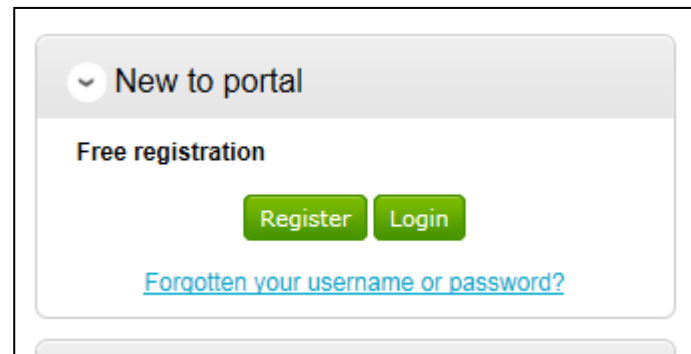
Tendering for public sector contracts

Registering on the Chest is quick, easy and free

On the home page of The Chest you will see the option to 'Register FREE'



This will take you to the ‘Supplier Homepage’, in the ‘New to Portal’ area select ‘Register’



The screenshot shows a web interface for a new user. At the top, there is a dropdown menu with a downward arrow and the text 'New to portal'. Below this, the text 'Free registration' is displayed. Underneath, there are two green buttons: 'Register' and 'Login'. At the bottom of the registration area, there is a blue hyperlink that reads 'Forgotten your username or password?'.

Here you will need to complete your Contact Information, Company Information, Agree/Disagree the Terms and Conditions of the website, and finally, confirm all input data is correct

Searching current
opportunities on The Chest

When searching for current opportunities, you can search using the options below;

- Organisation
- Categories
- Key words

If you are aware of an opportunity that has been advertised, there is also a free type search box to enable you to search the opportunity title

To access an opportunity, click on the blue link as indicated below.

Opportunities				
Title	Buyer	Expression Start	Expression End	Estimated value
Best Interest Assessments for Deprivation of Liberty Safeguarding	Trafford Council	13/07/2016	08/08/2016	N/A

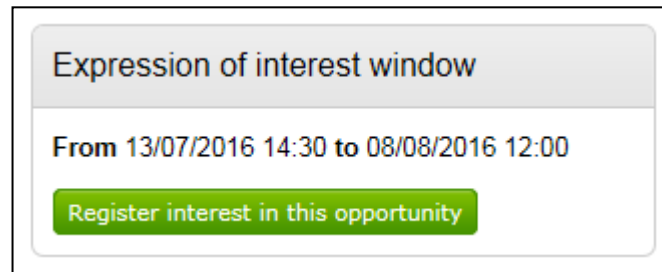
Once on the next screen, you will see a brief description under 'Main contract details' of the opportunity.

Registering an interest in an
opportunity

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If you are interested in finding out more information on an opportunity, you will be able to select “Register interest in this opportunity”

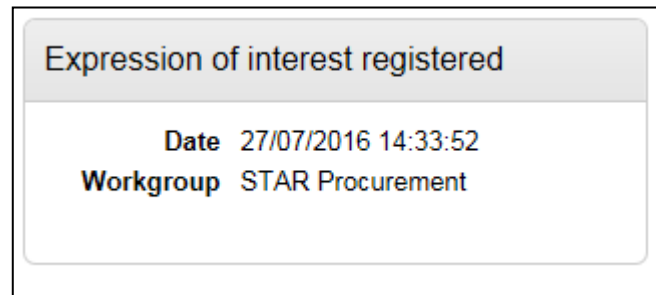


Expression of interest window

From 13/07/2016 14:30 to 08/08/2016 12:00

Register interest in this opportunity

Once you have registered your interest, the above window will update to show ‘Expression of interest registered’ as shown below.



Expression of interest registered

Date 27/07/2016 14:33:52

Workgroup STAR Procurement

An email will then be sent to the email address which was provided at Supplier Registration stage, confirming that your interest for the Advert has been successful. There will also be a link in the email which will take you straight in to the opportunity for you to view.

Once the link has opened, you will have the option to view the tender documentation and 'Start' your tender response.

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STAR has created a step by step guide for suppliers using The Chest. It covers the registration process, how to find and access opportunities and how to submit a tender

It can be downloaded from the STAR Website at:

<http://www.star-procurement.gov.uk/Suppliers/Docs/Guide-to-Supplier-Registration.pdf>

The Chest

**Supplier Guide to
Registration, Accessing
Opportunities and
Applying to Tender**

STAR Procurement Website

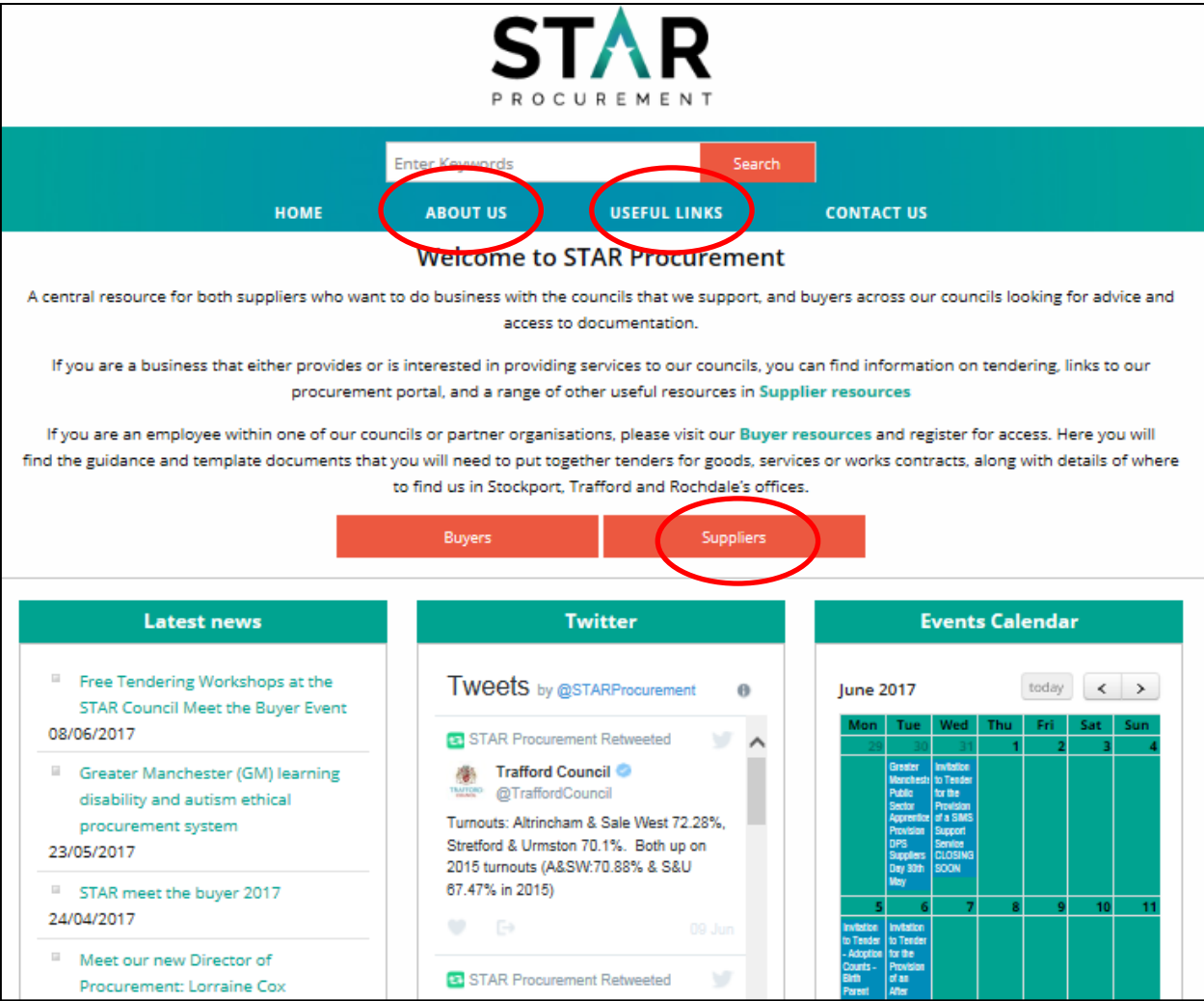
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www.star-procurement.gov.uk

Key Supplier Areas:

- Home Page
- About Us
- Useful Links
- Suppliers



The screenshot shows the STAR Procurement website homepage. At the top, the STAR Procurement logo is centered. Below it is a search bar with the placeholder text "Enter Keywords" and a "Search" button. A teal navigation bar contains the following links: HOME, ABOUT US, USEFUL LINKS, and CONTACT US. The "ABOUT US" and "USEFUL LINKS" links are circled in red. Below the navigation bar, the text "Welcome to STAR Procurement" is displayed. The main content area contains three paragraphs of text. The first paragraph describes the site as a central resource for suppliers and buyers. The second paragraph explains that businesses can find information on tendering, links to the procurement portal, and other useful resources in the "Supplier resources" section. The third paragraph states that employees of supported councils or partner organizations can visit the "Buyer resources" section to register for access and find guidance and template documents. At the bottom of the main content area, there are two buttons: "Buyers" and "Suppliers". The "Suppliers" button is circled in red. Below the main content area, there are three columns: "Latest news", "Twitter", and "Events Calendar".

Latest news

- Free Tendering Workshops at the STAR Council Meet the Buyer Event
08/06/2017
- Greater Manchester (GM) learning disability and autism ethical procurement system
23/05/2017
- STAR meet the buyer 2017
24/04/2017
- Meet our new Director of Procurement: Lorraine Cox

Twitter

Tweets by @STARProcurement

STAR Procurement Retweeted

Trafford Council @TraffordCouncil

Turnouts: Altrincham & Sale West 72.28%, Stretford & Urmston 70.1%. Both up on 2015 turnouts (A&SW:70.88% & S&U 87.47% in 2015)

STAR Procurement Retweeted

Events Calendar

June 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
Greater Manchester Public Sector Apprenticeship Provision	Invitation to Tender for the Provision of a SMS Support Service	Invitation to Tender for the Provision of a SMS Support Service				
5	6	7	8	9	10	11
Invitation to Tender - Adoption Courts - Elm Park	Invitation to Tender for the Provision of an After					

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Home page for:

- Latest News
- Twitter Alerts
- Events Calendar

Latest news

- Greater Manchester (GM) learning disability and autism ethical procurement system
23/05/2017
- STAR meet the buyer 2017
24/04/2017
- Meet our new Director of Procurement: Lorraine Cox
13/01/2017
- 2016 in review
22/12/2016
- iNetwork Award Winners
18/11/2016

Twitter

Tweets by @STARProcurement

STAR @STARProcurement

Things are coming together for our Meet the Buyer event on 20/8/17 #STARMTB #Stockport #Trafford #Rochdale #Business meetthebuyer.org.uk

6m

STAR @STARProcurement

#procurement #publicprocurement

2h

STAR @STARProcurement

#IT #ICT #Stockport #Computers #biscuits

2h

STAR @STARProcurement

#DidYouKnow? #WednesdayWedon #GDPR

Events Calendar

June 2017 today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
	Greater Manchester Public Sector Apprenticeship Provision DPS Suppliers Day 30th May	Invitation to Tender for the Provision of a SIMS Support Service CLOSING SOON				
5	6	7	8	9	10	11
Invitation to Tender - Adoption Counts - Birth Parent Support Services CLOSING SOON	Invitation to Tender for the Provision of an After School Club at St Matthew's C E Primary School, Striford CLOSING SOON					
	Heating Systems, Hot and Cold Water					

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About Us for:

- Procurement Strategy
- Category Management
- Structure Chart & Contacts

The screenshot shows the STAR Procurement website. At the top is the STAR Procurement logo. Below it is a search bar with the text 'Enter Keywords' and a 'Search' button. A navigation menu includes 'HOME', 'ABOUT US', 'USEFUL LINKS', and 'CONTACT US'. The main content area is titled 'STAR PROCUREMENT | ABOUT US'. On the left is a sidebar with a red 'ABOUT US' button and links for 'CATEGORY MANAGEMENT', 'AWARDS', and 'CUSTOMER COMMENTS'. The main text area is titled 'About us' and contains the following content:

STAR Procurement is the award winning shared procurement service for Stockport, Trafford & Rochdale Councils. We help our three councils (and the organisations they work with) arrange contracts for any supplies, services or building work that can't be provided in-house. The suppliers who help us deliver these contracts can be from the public, private, voluntary or community sectors.

STAR Procurement provides a high quality procurement service that:

- promotes best procurement practice
- informs investment decisions
- champions social value

STAR Procurement is central to helping its Councils develop new, innovative & cost effective ways of delivering their services and it is involved in all stages of the procurement cycle:

- helping Council teams understand and develop their requirements
- making sure all procurement is compliant with laws & regulations
- helping the STAR Councils get the best value for money from their contracts
- contract monitoring & review
- transparency reporting

STAR Procurement Strategy

STAR Procurement has written a [procurement strategy](#) that outlines its key objectives and how they will be delivered.

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Useful Links for:

- Access to a range of support and information to assist you in doing business with not only STAR Councils, but other public sector bodies

The screenshot shows the STAR Procurement website interface. At the top, the STAR Procurement logo is displayed. Below the logo is a search bar with the placeholder text "Enter Keywords" and a "Search" button. A navigation menu is visible with links for "HOME", "ABOUT US", "USEFUL LINKS", and "CONTACT US". The "USEFUL LINKS" page is active, showing a breadcrumb trail: "STAR PROCUREMENT | SUPPLIERS | USEFUL LINKS". On the left side, there is a vertical menu with links: "FEEDBACK", "SUPPLIER RESOURCES", "SUPPLIER FAQs", "TOP TIPS FOR TENDERING", "SOCIAL VALUE TOP TIPS WHEN TENDERING", "GMCA SOCIAL VALUE POLICY", "MODERN SLAVERY ACT", "USEFUL LINKS" (highlighted in red), and "RELATED DOCUMENTS". The main content area is titled "Useful links" and contains the following text: "Below are links to external organisations that we think will be of interest, and which will help you as a supplier in the market, as well as links to other resources that provide relevant information." Below this text is a list of 15 links:

- [BIP Guide to Winning Government Contracts](#)
- [Business Growth Hub](#)
- [Chambers of Commerce](#)
- [The Chest](#)
- [Contract Procedure Rules](#)
- [Contracts Finder](#)
- [Crown Commercial Services](#)
- [Federation of Small Businesses \(Manchester & North Cheshire\)](#)
- [Greater Manchester Combined Authority Social Value Framework](#)
- [Information Commissioner's Office – Data Protection & Freedom of Information Guidance](#)
- [Local Development Agencies](#)
- [National Procurement Strategy](#)
- [North West Construction Hub](#)
- [Official Journal of the European Union \(OJEU\)](#)
- [STAR Procurement Joint Committee](#)
- [Transparency](#)
- [YPO Framework Tendering & Subcontracting Opportunities](#)

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Suppliers for:

- Tender FAQs
- Glossary of Terms
- Chest Guidance
- Top Tips
- Social Value

The screenshot shows the STAR Procurement website's 'Supplier Resources' page. At the top, there is a search bar with the text 'Enter Keywords' and a red 'Search' button. Below the search bar is a navigation menu with links for 'HOME', 'ABOUT US', 'USEFUL LINKS', and 'CONTACT US'. The main content area is titled 'STAR PROCUREMENT | SUPPLIERS' and features a sidebar with a list of links: 'FEEDBACK', 'SUPPLIER RESOURCES' (highlighted in red), 'SUPPLIER FAQs', 'TOP TIPS FOR TENDERING', 'SOCIAL VALUE TOP TIPS WHEN TENDERING', 'GMCA SOCIAL VALUE POLICY', 'MODERN SLAVERY ACT', 'USEFUL LINKS', and 'RELATED DOCUMENTS'. The main content area is titled 'Supplier Resources' and contains a welcome message, a list of topics to be learned on the page, and a link to a glossary.

STAR
PROCUREMENT

Enter Keywords

HOME ABOUT US USEFUL LINKS CONTACT US

STAR PROCUREMENT | SUPPLIERS

FEEDBACK

SUPPLIER RESOURCES

SUPPLIER FAQs

TOP TIPS FOR TENDERING

SOCIAL VALUE TOP TIPS WHEN TENDERING

GMCA SOCIAL VALUE POLICY

MODERN SLAVERY ACT

USEFUL LINKS

RELATED DOCUMENTS

Supplier Resources

Welcome to the Supplier Resources area of our website. Here you will find information that will support you when tendering for contracts that are advertised by the councils and partner organisations that we support

On this page, you will be able to learn the following:

- Answers to [frequently asked questions](#) about tendering for our opportunities- including details on approved supplier lists
- [How to register for The Chest](#) - our tender portal through which our opportunities are advertised
- [Top tips for considering when submitting a tender](#)
- [Top tips for considering the Social Value](#) element of your tender submissions, including more information about the [Greater Manchester Combined Authorities' Social Value Policy](#)
- [Useful links](#) to other web resources

Make sense of the procurement terms and abbreviations by reading our [glossary](#)

Top tips for tendering

General tips

- Understand the scoring matrix – points make prizes!
- Make your submission look professional ... but do not spend time reformatting tender. documentation into your own house style.
- Ask someone to proof read your tender response before submitting.
- Allow plenty of time to prepare and submit your tender.
- Ask clarification questions.
- Don't leave it until 10 minutes before the closing time and date to submit your tender response.
- Don't be late – late submissions will not be accepted.
- Clearly identify any attachments and number them to correspond with the questions.
- Make sure that you double check that you are submitting all of the required documents as part of your bid.

During the tender

- Compile a list of all the things the tender is requesting.
- Check the response timescales.
- Check the right approvals are in place for you to bid for this work.
- Understand what support and help you might need in order to formulate your tender.
- Ensure you understand the requirements of the Specification and keep this in mind when answering the questions. Read the specification ... then read it again.

Requests for Quotation
&
Invitations to Tender

Requests for Quotation

- Smaller value tenders – usually under £50,000
- Less complicated requirements
- Usually one document containing both the Council's requirements and requesting the supplier's responses
- Usually a mixture of Price, Quality and Social Value
- May ask for acceptance of a Purchase Card payment method
- Includes all the terms and conditions and the Council's specification

Invitations to Tender

- Higher value tenders – usually above £50,000
- More complicated requirements
- Several key documents containing the Council's requirements and requesting the supplier's responses:
 - Instructions for Tendering
 - Supplier Assessment Questionnaire – national requirement
 - Tender Response Document
 - Appendices – specification, conditions of contract, price schedule etc.
- Always a mixture of Price, Quality and Social Value
- May ask for acceptance of a Purchase Card payment method