

Last reviewed 08/08/2014 rkc – website updated

[http://www.north-herts.gov.uk/index/business/procurement/applying\\_for\\_advertised\\_contracts.htm](http://www.north-herts.gov.uk/index/business/procurement/applying_for_advertised_contracts.htm)

## Applying for Advertised Contracts

The contract notice or advertisement will invite suppliers to apply for a procurement opportunity and will state what is required from potential suppliers. We use an E-Tendering system for our Tenders and the notice will include instructions on how to register and download the documents you will need.

You will need to be registered on the Supply Hertfordshire site in order to be able to respond.

<http://www.supplyhertfordshire.uk/>

Registration is free. Please also remember to add the email address to your list of safe senders to ensure that your firewalls / spam filters do not block the emails. This is listed on the Supply Hertfordshire site and also below.

AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU

Sometimes we will use a Pre – Qualification process to allow us to shortlist Suppliers to go forward into the Procurement. This will decide on the nature and complexity of the procurement.

Pre-qualification is to assess the potential supplier's suitability to fulfil the Council's requirements. It also saves time and effort being unnecessarily spent on completing tenders by a bidder. It is important that potential suppliers provide all requested information in full and respond by the due date.

## E – Procurement

The Council is using an E-Procurement Portal. Suppliers are able to register and log in to the system and download the PQQ or Tender Documents. They can then upload the completed documents in the same way. If a procurement is to use the E-Tendering system, then full instructions on how to access the system will be given in the Contract Notice.

# Insurance Requirements

All suppliers of goods and services to the Council must hold public / products and employers liability insurance cover. These must be for a limit of indemnity of at least £5 million and dependent on the nature of any contract a higher limit may be required. Where the Council is seeking professional advice and guidance, professional indemnity insurance will be required - this limit will vary dependent on the work to be undertaken.

Whilst undertaking any work for the Council the supplier must pass any claims for injury or property damage to their insurers within 14 days.