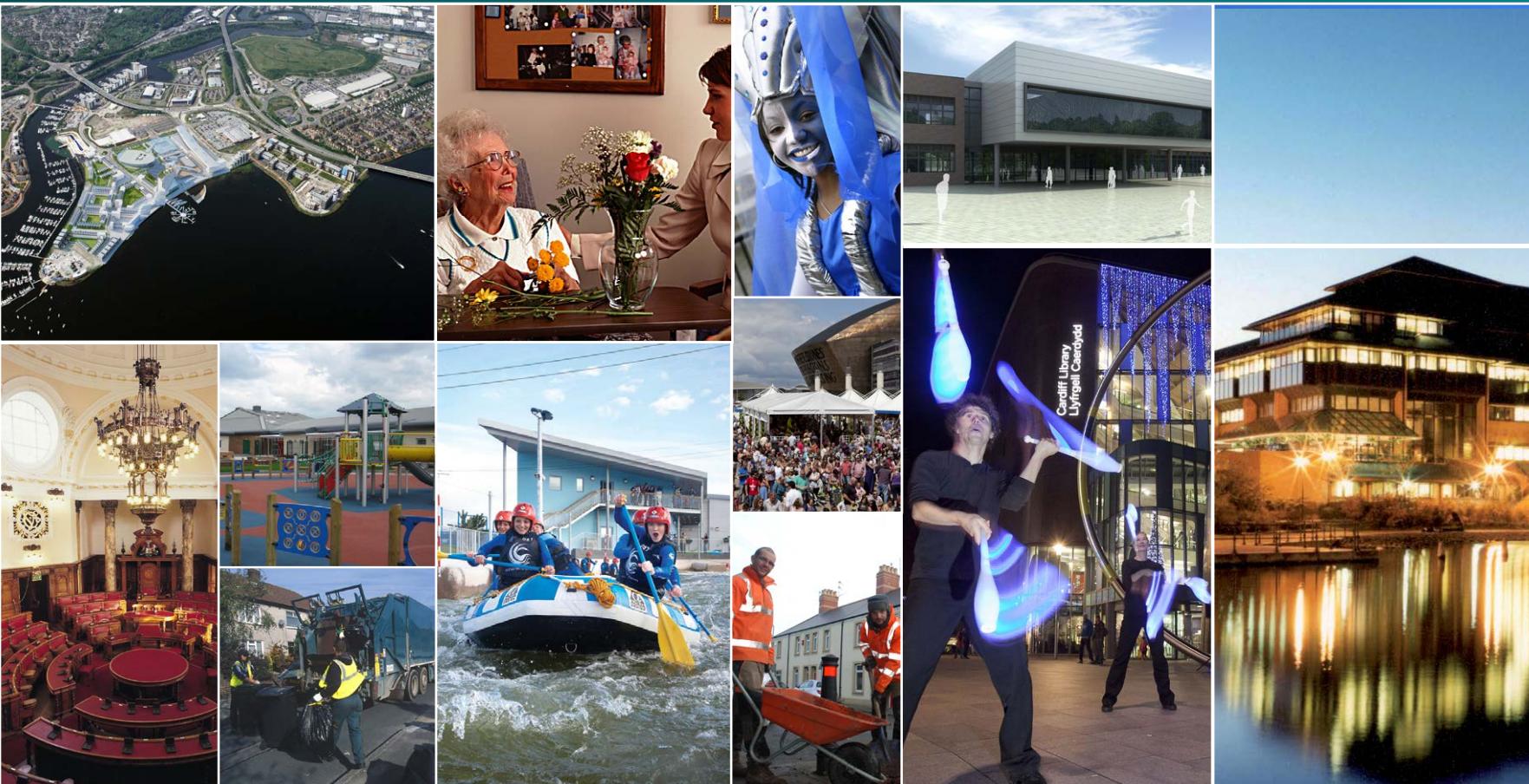


# to Cardiff Council

A guide for suppliers & contractors

August 2021



This guide aims to help potential suppliers and contractors understand how Cardiff Council currently buys goods, services and works and help them to increase their chances of finding out about opportunities and bidding for work.

The guide has been developed in collaboration with Caerphilly, Torfaen and Rhondda Cynon Taf Councils and similar guides are scheduled to be published by these Councils.

*This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.*



## Contents

	Page
How is procurement organised?	3
Where can I find out about contract opportunities?	4
What rules, regulations & procurement procedures does the Council follow?	5
How are suppliers selected and appointed? - Notify suppliers - Selection of suitable and qualified suppliers - Submission of quotation or tender response and evaluation - Contract award	7
Community benefits / Living wage	10
Why do we use framework agreements?	11
Consortia & collaborative bids	11
Can tendering organisations receive debriefing? (Feedback)	12
How does the Council pay their suppliers?	12
Contract monitoring and management	12
Tendering dos and don'ts	13
Further support	14
We would like to hear from you	14
Useful websites	15
Useful contacts	16

## How is Procurement organised?

Cardiff Council spends over £482 million per year on the procurement of a diverse range of goods, services and works from external organisations in the private and third sector.

This spend must be managed efficiently and effectively and it is the responsibility of the Commissioning and Procurement team to manage all of the Council's procurement activities.

In 2012, the Council implemented a Category Management approach to commissioning and procurement. This is simply a way of managing buying activity by grouping together related products and services across the entire Council. There are seven key categories as set out within the chart below.



Total spend on bought-in  
goods, services and works

**£482m**

*“Cardiff Council aims to increase the number of lower value opportunities advertised on Proactis”*

Fig 1: Council Spend 2020/21 by Key Category

## Where can I find out about contract opportunities?

Cardiff Council publishes contract opportunities via one of two systems:

- **Sell2Wales** is the National Procurement website for Wales, this includes all widely advertised contract opportunities valued both below and above the Public Contracts Regulations (PCR) thresholds. Sell2Wales has a direct link to the Find a Tender Service (FTS) where contracts above PCR thresholds must be published.
- **Proactis** is the Council's new e-tendering portal, also used by other local authorities within Wales. Contract opportunities are advertised via this portal to registered suppliers/contractors.

The Council encourages suppliers to register on Proactis and Sell2Wales. Both are free of charge and allow suppliers to receive automated tender notifications by email, view opportunities via the Opportunities homepage, update and maintain their profile, receive instructions on how to access tender documents and view details of awarded contracts.

*To access Sell2Wales & Proactis, click on the icons below*



**N.B.** It is important to only register against the categories which are relevant to the goods/services/works you supply. This will ensure that you only receive notifications about contract opportunities relevant to your field of work.

*The web link for instructions on how to register on Proactis can be found at the end of this guide.*

Assistance and support is available from a number of organisations; for further information please see the '**Further Support**' section.

In addition to the above, Cardiff Council has a Contract & Framework Calendar which provides information on its current contracts and frameworks. This includes details of current suppliers, the contract manager and expiry dates.

**"We strongly advise suppliers to register on both Proactis & Sell2Wales for free to access opportunities"**

*Please click on the image to view the calendar.*

Commissioning & Procurement - Contract & Framework Calendar							BUYING RESPONSIBLY
Contract Title	Reference	Contract Categories	WPC Lead	Expiration	Extension	Contract Manager	Vendors
Key Workers	WFC/CCC/655 S10	Professional & Business Services > Employment Agencies	Cardiff	01/02/2015	Option to extend for 12 months	Natalie.Couper@cardiff.gov.uk	Commercial
Soft Beverages	WPC/PW001 7	Catering Supplies > Beer, wines & spirits and alcoholic drinks	Torrsen	30/06/2014	Option to extend for 12 months	jont.procurement@newport.gov.uk	Celtic Wines Five Wines Direct Global
Structural, Building Services, Engineering & Surveying Consultancy Services 2010-2013	11880CC	Consultancy Services > Architectural Consultants		30/11/2013	Option to extend for 12 months	AJJones@cardiff.gov.uk	Architects Ltd Akins Ltd
Asbestos Removal (HSE)	CCSRH00099	Engineering & Environmental Services > Asbestos Removal/Disposal Contractors		31/08/2013	Option to extend for 12 months	Bev.Davies@cardiff.gov.uk	HSE Asbestos Recovery Ltd
Asbestos Removal (Licensed version HSE)	CCSRH00099	Engineering & Environmental Services > Asbestos Removal/Disposal Contractors		31/08/2013	Option to extend for 12 months	Bev.Davies@cardiff.gov.uk	MCS Consulting Ltd
Asbestos Survey/Inspection	CCSRH00099	Engineering & Environmental Services > Asbestos Removal/Disposal Contractors		31/08/2013	Option to extend for 12 months	Bev.Davies@cardiff.gov.uk	Life Environment & Services Ltd

## What rules, regulations & procurement procedures does the Council follow?

The way in which the Council purchases goods, services and works is governed by UK law, including the Public Contracts Regulations (2015) (PCR) and by the Council's own internal [Contract Standing Orders and Procurement Rules \(CSOPR\)](#).

Cardiff Council has a legal requirement to comply with PCR, which govern the way in which public sector procurement is conducted for contracts over the thresholds set out below.

Goods	Services	Works
£189,330	£189,330	£4,733,252
€214,000	€214,000	€5,350,000

Fig 2: PCR Thresholds (values effective from 1st January 2020 for two years)

The purpose of the PCR is to encourage open and transparent competition which is delivered through competitive tendering throughout the UK. All public sector procurement, including below PCR thresholds, must still abide by the Principles of equal treatment, non-discrimination, mutual recognition, proportionality and transparency.

The Council's Contract Standing Orders & Procurement Rules provide the framework for ensuring that public money is spent with demonstrable probity and accountability regardless of value in accordance with the PCR.

Before sourcing external suppliers the Council will identify whether the need can be met through an existing contract or framework agreement (see [Why Do We Use Framework Agreements?](#)). If the need cannot be met through an existing contract or framework agreement, a Request for Quotation (RFQ) or Tender process will be carried out depending on the value of the contract, as set out in the table in Figure 3 on the next page:

Quotation or Tender	Value	Process	Advertisement
<b>Quotations</b>  Carried out by buyers within service areas who will usually send a request for quotation by email to supplier(s).	Less than £10k  £10k to less than £25k (Goods and Services) & up to £75k (Works)	Receive at least 1 quote  Receive at least 3 quotes	Discretion of the buyer as to whether the opportunity requires advertising.
<b>Tenders</b>  The majority of tenders valued above £25k (Goods and Services) & above £75k (Works) follow a Restricted or Open Procedure.  <b>Restricted = 2 stages</b> Pre-Qualification Questionnaire (PQQ) & Invitation to Tender (ITT).	£25k to £189k (Goods and Services) £75k to £4.733m (Works)	A minimum of 4 tenders must be invited	Must be advertised on Proactis or Sell2Wales unless the Council's Procurement Manager agrees otherwise.
<b>Open = 1 stage</b>  Tender document made up of selection questions (equivalent to PQQ) and award questions (equivalent to ITT).	Over PCR Thresholds	PCR apply and opportunity to be advertised	Adverts must be published via the Find a Tender Service (FTS) for which Sell2Wales has a direct link to Cardiff Council.

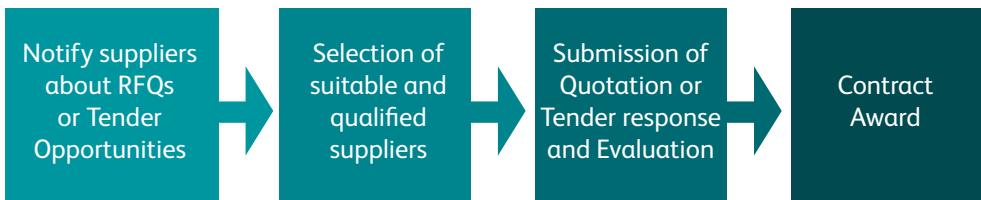
Fig 3: Procurement Processes

Procurement processes must follow **minimum timescales** as set out in the EU Procurement Directives; these vary according to the procurement process chosen and whether a Prior Information Notice (PIN) was issued. The actual timescales will also vary according to the scale and complexity of the procurement.

*“The Council needs to buy in a way that is legal, manages risk and delivers value for money”*

## How are suppliers selected and appointed?

Although the exact process followed for selecting and appointing suppliers will depend on the value of the goods, services or works being procured it will essentially contain the following steps which are explained in more detail below.



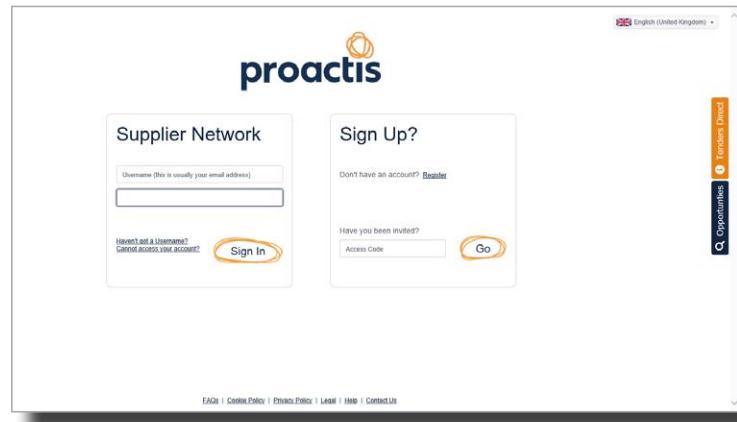
### Notify suppliers about Request for Quotation (RFQ) or Tender Opportunities

The Council can notify suppliers about an RFQ or Tender opportunity in one of three ways.

Buyers will either:

- Consult the Supplier Directory on Proactis and select appropriate suppliers to invite to quote or tender in accordance with the minimum number required (as shown in the table on page 6), or;
- Issue a contract notification by email to all suppliers registered under the relevant category of goods, services or works on Proactis, or;
- Place an advert on Proactis and/or Sell2Wales which any supplier can view. The advert will provide instructions to suppliers on how to obtain the tender documents and submit a response. Contracts advertised on Sell2Wales which are above the PCR thresholds will automatically be published via Find a Tender service.

When the contract is advertised, whether it's via Proactis or Sell2Wales, prospective bidders will be directed to Proactis to register an interest. Simply registering on Proactis is not regarded as an expression of interest if a supplier sees an opportunity they are interested in they will need to select that opportunity and click 'Register an interest' to express an interest. Tender documents for advertised contracts will not be sent to suppliers by email; suppliers must access the documents from Proactis. Although you are able to access the documents without registering an interest in the opportunity.



## Selection of suitable and qualified suppliers

Where opportunities are advertised the Council must ensure that suppliers are suitable and are qualified to deliver the specified requirements against an agreed contract.

In order to assess the supplier's suitability, the Council will either:

- Issue a Pre-Qualification Questionnaire (for a restricted procedure).
- Use selection questions as part of the tender process (for an open procedure).
- Issue a Self Certification Form.
- Rely on supplier data already held by the Council.

To ensure the Council does this in a way which is consistent and proportionate to the value, risk and complexity of the contract, the Council has adopted the **Single Procurement Document (SPD)**. The Council will use the SPD together with questions from the **Supplier Qualification Information Database (SQuID)**. This provides a standard set of questions and guidance in respect of their application and use for the following areas:

- **Supplier Acceptability:** discretionary grounds for excluding a bidder on the basis of offences such as conspiracy, corruption, fraud, bribery, bankruptcy and insolvency.
- **Economic / Financial Standing:** in some cases, potential suppliers may need to be registered with Dun & Bradstreet (D&B) and/or provide the last 2 years profit and loss figures. This will depend on the type of services being tendered.
- **Insurances:** potential suppliers may be asked to provide evidence of minimum levels of Employer's & Public Liability & Professional Indemnity.
- **Technical Competencies and Qualifications:** provide evidence of contract specific competencies or qualifications e.g. Gas Safe.
- **Capacity and Capability:** detail about previous experience & contracts delivered.

- **Management:** information on quality-assurance techniques & performance review.
- **Equal Opportunities:** confirm suppliers' commitment to equal opportunities.
- **Sustainability:** confirm suppliers' commitment to economic, social and environmental sustainability.
- **Health & Safety:** the extent of the assessment will be appropriate to the nature of the contract, depending on the goods, services or works provided. Where the Council identifies that Health & Safety must be assessed, contractors must be accredited by a Safety Schemes in Procurement (SSIP) member (or equivalent) before any contract is awarded.

If the supplier meets the requirements above, they will progress to the tender/award stage of the procurement process.

*The Single Procurement Document (SPD) is a standard form which replaces pre-qualification questionnaires i.e. the Welsh Government's Supplier Qualification Information Database (SQuID), and should make the process of bidding for a public contract easier. Its purpose is to remove some of the barriers to participation in public procurement, especially for Small and Medium Enterprises (SME's). The use of the SPD was phased in across Wales in 2018.*

*The SPD has been designed for use during the supplier selection stage of procurement and is a self-declaration of bidders' financial status, abilities, and suitability for public procurement procedures. However, please note that the SQuID principles of a risk-based and proportionate approach will continue. A new procurement advice note (PAN) has been developed by the Welsh Government to provide more information on supplier selection and SPD.*

# Submission of Quotation or Tender response and Evaluation

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Dependent on the value of the contract, selected suppliers will either be issued with a Request for Quotation (RFQ) or an Invitation to Tender (ITT).

**Request for Quote** - is a much simpler process compared to a tender. Quotes will typically be requested by Proactis and suppliers may receive all or some of the following:

- Instructions for submitting the quote.
- Specification of Requirements (on which suppliers must base their quote).
- Method Statements (questions asking how the requirements will be delivered).
- Evaluation criteria & scoring methodology (if there is an element of quality that must also be assessed).

Suppliers will usually be required to return the quote electronically through the Proactis Portal

**Tender** – is a much more comprehensive process. Suppliers who express an interest in the opportunity will receive a tender pack which consists of a range of tender documents. These documents can be accessed from Proactis. The tender pack typically consists of the following:

- Instructions to Tenderers / Bidders.
- Specification of Requirements.
- Method Statements (questions asking how the requirements will be delivered).
- Evaluation criteria & scoring methodology.
- Pricing schedule.
- Contract Terms and Conditions (Ts&Cs).
- Form of Tender.

At the tender/award stage, the Council will evaluate the supplier's proposal of how they intend to deliver the specified requirements and at what cost. This differs to the **selection stage** which qualifies the supplier based on capability and capacity derived from **past experience**.

Tender responses will either be assessed on a pass/fail basis or scored. Everything a tenderer needs to know about how they will be evaluated will be clearly stated in the tender document pack.

In accordance with the Welsh Language Standards (*Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011*) tenders may be submitted in the English or Welsh language. A tender for a contract submitted in Welsh will not be treated less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions). The Council will communicate with tenderers in the language of their choice, whether that's English, Welsh or bilingual. The Council's [Welsh Language Standards Guide](#) provides further guidance.

Tender evaluation will be based on one of the following:

1. **Price and Quality**, used for the majority (if not all) services and works. Known as the Most Economically Advantageous Tender (MEAT) with weightings assigned, for example, 40 % price and 60 % quality.
2. **Price only** (lowest cost) – usually used for goods only.

In order to assess the quality criteria, suppliers will be asked to submit an electronic tender response via Proactis. Where appropriate they may also be invited to an interview and/or presentation.

## Contract Award

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**Request for Quote** – typically the supplier who submitted the lowest price will be awarded the contract. However, if there is a quality element as part of the evaluation, then the supplier who submitted the lowest quote may not necessarily be the one who wins the contract.

**Tenders** – for those evaluated on the Most Economically Advantageous Tender (MEAT), the contract will be awarded to the tenderer whose overall score is the highest. For those based on price only, the supplier who submitted the lowest price will be awarded the contract.

**N.B.** Registration on Proactis is a Council requirement before any opportunities can be accessed or contracts can be awarded. This is a straightforward and quick process.

***"The Council is committed to implementing further improvements in e-procurement"***

## Community Benefits

The Council's Socially Responsible Procurement Policy brings together a number of different legislative requirements, policy initiatives and aspirations into a single coherent framework underpinned by six key priorities:



The primary aim of this Policy is to ensure that the Council maximises the social, economic, environmental and cultural wellbeing that it delivers through its procurement activity. The Council wants to work with organisations who share its values around promoting social value and fair work practices.

Tenderers on all Council contracts above £1 million will be asked what community benefits they will deliver. The successful tenderers 'offer' will form part of their contract with the Council. The delivery of community benefits will also be encouraged on all other Council contracts.

The community benefits that the Council wants its contractors to deliver include:

- Working with local schools, contributing to community regeneration schemes and supply chain / environmental initiatives.
- Opportunities to recruit and train long term economically inactive persons as part of the workforce delivering contracts.
- Delivering the 12 commitments of the [Code of Practice: Ethical Employment in Supply Chains](#) including:
  - the payment of the 'Real' Living Wage and promotion throughout its supply chain
  - Maximising supply chain opportunities for SME's including social enterprises, to bid for supply chain opportunities.



## The Living Wage

The 'Real' Living Wage is paid by employers on a voluntary basis. It is an hourly rate which is set independently and updated yearly. It is calculated according to the basic cost of living in the UK and currently stands at £9.50. The 'Real' Living Wage should not be confused with the National Living Wage (the Minimum Wage) which is legal requirement for employers.

Cardiff Council has paid the 'Real' Living Wage to its all employees since September 2012 and has been accredited as a Living Wage Employer since November 2015. This means that all directly employed and agency staff are paid a minimum of the 'Real' Living Wage, with the exception of apprentices and under 18s.

The Council is liaising with its suppliers/contractors to promote the adoption of the 'Real' Living Wage across Cardiff's business community. Our aim is to support and encourage as many local businesses as possible to commit to paying their employees the 'Real' Living Wage.



The Council wants Cardiff to be recognised as a Living Wage City. To support this ambition the Council has a 'Real' Living Wage Accreditation Support Scheme to assist Cardiff based SME's to become accredited.

For further information about the 'Real' Living Wage please click on the image 'We are a Living Wage Employer'

**"The Council aims to maximise the social, economic & environmental wellbeing of people in Wales derived from the inclusion of community benefits in its procurement activity"**

## Why do we use framework agreements?

Where appropriate, the Council will establish a framework agreement for categories of common spend, where goods, services or works are bought on a recurring basis.

Framework agreements set out the broad terms and conditions on which the buying organisation will purchase goods, services or works from those suppliers in the future. Framework agreements can have a single supplier or multiple suppliers and last up to 4 years.

Before going out for a quotation or tender, the Council will first establish whether there is an existing framework in place which can meet the requirements. This will also include a consideration of frameworks let by collaborative purchasing organisations such as the National Procurement Service (NPS) and other national collaborative groups such as the Crown Commercial Services (CCS). The following types of frameworks are available:

- **Cardiff Council Local Frameworks**, e.g. Domiciliary Care Services.
- **Regional Frameworks**, e.g. South East Wales Schools Capital (SEWSCAP).
- **National Frameworks (Wales)**: National Procurement Services, e.g. stationery.
- **Other National Frameworks**, e.g. Crown Commercial Service (CCS), Eastern Shires Purchasing Consortium (ESPO), North East Purchasing Organisation (NEPO).

In order to prepare in advance for upcoming opportunities, we advise suppliers to find out when frameworks are due to expire. For Cardiff Council frameworks, suppliers can view the Contract Framework Calendar and for all other national frameworks, suppliers can access their websites by following the links at the end of this guide.

## Dynamic Purchasing System (DPS)

A DPS is similar to a Framework, but permits new suppliers to join at any time during the DPS, provided they meet the DPS criteria. There are different obligations on both buyers and suppliers when setting up and procuring through a DPS. The buying organisation will assess the needs of each procurement before deciding on whether to use a DPS.

## Consortia and Collaborative bids

Cardiff Council encourages suppliers and contractors to submit consortia or collaborative bids for Council work, particularly for larger value or complex contracts. Consortia bids may help to increase the chance of winning work and in particular benefit SMEs and the Third Sector who may not have the skills or capacity to submit bids for larger contracts alone. The Council acknowledges the challenge consortia or collaborative bidding creates at the early stage of a tender process. Therefore, in order to allow time to prepare consortia or collaborative submissions the Council will aim to provide sufficient information to suppliers prior to the tender process commencing.

As well as working collaboratively or through consortia we encourage SMEs and the Third Sector to seek subcontracting opportunities and build relationships with main contractors. Main contractors can help make supply chain opportunities visible by advertising on Sell2Wales or through Meet the Buyer events.

Assistance and support is available from a number of organisations. For further information please see the '**Further Support**' section.



## Can tendering organisations receive debriefing (feedback)?

Cardiff Council aims to offer feedback to successful and unsuccessful tenderers to help them improve for future opportunities. Where appropriate, debriefing is likely to be given in writing as part of the letter which informs the tenderer that they were unsuccessful (known as a regret letter). Further information can be provided via telephone or face to face as long as the debriefing request is submitted **in writing** (via Proactis).

## How does the Council pay their suppliers?

Payment terms should be set out in the contract documents. Payment is normally within 30 working days of the Accounts Payable Team receiving a correct invoice.

To ensure prompt payment of invoices the Council now operates a '**No Purchase Order, No Pay**' policy (**No PO, No Pay**). Suppliers who do not submit an invoice with a valid Purchase Order number are likely to experience a delay in receiving payment. Therefore, we encourage suppliers to insist on receiving a valid purchase order from the person within the Council who raised the order.

## Contract Monitoring and Management

Suppliers and contractors will be expected to meet their obligations to provide the goods, services or works in accordance with the requirements set out in the contract documentation and demonstrate value for money. The Council will strive to ensure that there is a good open and constructive working relationship with its suppliers and contractors, which will also help to identify and resolve any problems at the earliest possible juncture.

## Tendering Dos & Don'ts

DO	DO NOT
<p>Check the deadline time and date for return of tenders. Ensure you put enough time aside to complete the documentation.</p> <p>Make sure you answer the questions as set giving details of the specified requirements and provide evidence as indicated in the guidance.</p> <p>Ask for clarification if you are unsure on any part of the specification or have general queries in relation to tender documents, including contract terms and conditions. Clarification queries must be submitted via Proactis.</p>	<p>Do not return your tender after the date or time as <b>late tenders will not be considered unless in exceptional circumstances.</b></p> <p>Don't 'make up' the questions so you can include what you want in your response, we can only evaluate information that we have asked for.</p> <p>Don't be put off by the documents, seek support, e.g. from tender advisors, attending meet the buyer events.</p> <p>Don't submit prices which are so low that if awarded the contract you can not supply the goods/services at that price to the quality specified.</p> <p><b>The Council has the right not to accept any tender which we think will be unviable.</b></p>

## Further Support

**Business Wales Tendering Service** supports businesses in their efforts to tender for private sector contracts, or to help them navigate through the tendering process for public sector contracts. Business Wales Specialist Advisors can:

- focus on being more proactive in advance of live tenders to partners and clients, in order to focus on assisting growth SMEs become ‘tender ready’
- work closely with Buyers, both private and public sector, and assess an appropriate package of support
- hold contractor briefing events, where relevant on a 1-2-1 basis for selected tenders.
- provide access to Masterclasses for larger, growing SMEs. This will be a more detailed workshop helping these clients plan strategies for tendering, improve the quality of their responses, fine tune the way that they are responding to tenders to improve chances of success. The Advisors will engage the support of the other Business Wales specialist advisors (Resource and Efficiency and Equality and Diversity) to provide part of a package of support to ensure the SME is ‘tender ready.’
- provide access to briefings around the necessary relevant policies and accreditations
- also contribute to local supply chain development for larger Tier 1 companies.

Business Wales Specialist advisors will undertake a diagnostic during a face to face meeting with the growth SME, culminating in recommendations of action to improve tendering processes and chances of success, ultimately driving growth through winning tenders.

**Meet the Buyer Events** are run by the Council to provide suppliers with information on contract opportunities and the tender process. They can also provide an opportunity for suppliers to meet with main contractors to find out about potential supply chain/sub-contracting opportunities.

**Cardiff Council’s Economic Development Team** can provide business support and advice to help SMEs secure financial support.

**The Wales Co-operative Centre** has a specialist team that can help organisations develop consortia. The team can provide support on how to structure your consortium, and can provide advice on governance and legal issues that might affect you.

**Cardiff Third Sector Council (C3SC)** exists to support and develop Cardiff’s third sector. Working with the Welsh Government and WCVA, they are committed to increasing the knowledge and skills of the sector to ensure that groups and organisations in Cardiff can make themselves sustainable and meet the needs of their communities. Their third sector officers can give you support in looking for funding for your organisation.

*Contact details for the above organisations can be found at the end of this guide.*

## We would like to hear from you

This guide aims to help provide organisations who want to work with Cardiff Council with a clearer understanding of how to bid for work and what may be asked of them as a supplier or contractor.

We would like to receive your feedback on how we could improve this guide, what information you feel is missing and whether there is anything you would like to see included.

We would also like to receive your feedback with regards to your experience of doing business with the Council, the service provided by the Commissioning and Procurement team and any issues or problems you have encountered.

Please send your comments to [procurement@cardiff.gov.uk](mailto:procurement@cardiff.gov.uk)



## Useful Websites

ORGANISATION	
Cardiff Council - Procurement	<a href="http://www.cardiff.gov.uk/procurement">www.cardiff.gov.uk/procurement</a>
Cardiff Council - Modern Slavery	<a href="http://www.cardiff.gov.uk/modernslavery">www.cardiff.gov.uk/modernslavery</a>
Contract Standing Orders and Procurement Rules (found under 'Related Items' on the procurement web page)	<a href="http://cardiff.moderngov.co.uk/documents/s22894/Contract%20Standing%20Orders%20and%20Procurement%20Rules.pdf">http://cardiff.moderngov.co.uk/documents/s22894/Contract%20Standing%20Orders%20and%20Procurement%20Rules.pdf</a>
Contract & Framework Calendar	<a href="https://www.cardiff.gov.uk/ENG/Business/Tenders-commissioning-and-procurement/Current-opportunities/Documents/Contracts%20Register%20October%202020.pdf">https://www.cardiff.gov.uk/ENG/Business/Tenders-commissioning-and-procurement/Current-opportunities/Documents/Contracts%20Register%20October%202020.pdf</a>
Proactis	<a href="http://www.proactisplaza.com/supplierportal">www.proactisplaza.com/supplierportal</a>
Proactis: Online registration instructions	<a href="https://www.cardiff.gov.uk/ENG/Business/Tenders-commissioning-and-procurement/Policies-procedures-and-guidance/Pages/Policies-procedures-and-guidance.aspx">https://www.cardiff.gov.uk/ENG/Business/Tenders-commissioning-and-procurement/Policies-procedures-and-guidance/Pages/Policies-procedures-and-guidance.aspx</a>
Sell2Wales	<a href="http://www.sell2wales.gov.wales">www.sell2wales.gov.wales</a>
Constructionline	<a href="http://www.constructionline.co.uk">www.constructionline.co.uk</a>
SSIP (Health & Safety)	<a href="http://wwwSSIP.org.uk">wwwSSIP.org.uk</a>
Tenders Electronic Daily (TED)	<a href="http://www.findatenderservice.co.uk">www.findatenderservice.co.uk</a>
United Kingdom Public Sector Information Website	<a href="http://www.gov.uk">www.gov.uk</a>
Working Links	<a href="http://www.workinglinks.co.uk">www.workinglinks.co.uk</a>
Public Contracts Regulations PDF	<a href="http://www.legislation.gov.uk/ksi/2015/102/pdfs/ksi_20150102_en.pdf">http://www.legislation.gov.uk/ksi/2015/102/pdfs/ksi_20150102_en.pdf</a>
Crown Commercial Service	<a href="https://www.gov.uk/government/organisations/crown-commercial-service">https://www.gov.uk/government/organisations/crown-commercial-service</a>
Eastern Shires Purchasing Organisation (ESPO)	<a href="http://www.espo.org">www.espo.org</a>
North East Procurement Organisation (NEPO)	<a href="http://www.qtegov.com">www.qtegov.com</a>
National Procurement Service (NPS)	<a href="http://nps.gov.wales">http://nps.gov.wales</a>

## Useful Contacts

ORGANISATION	CONTACT	TELEPHONE	E-MAIL	WEBLINK
Cardiff Council Commissioning & Procurement	Procurement One Stop Shop	029 2087 3732	procurement@cardiff.gov.uk	<a href="http://www.cardiff.gov.uk/procurement">www.cardiff.gov.uk/procurement</a>
Cardiff Council Economic Development Team		029 2078 8498	businessadvice@cardiff.gov.uk	
Business Wales		030 0060 3000		<a href="https://businesswales.gov.wales">https://businesswales.gov.wales</a>
Mabis		02920 467417	tendro@mabis.cymru	
Tendient		01633 927123	hello@tendient.co.uk	
Cardiff Third Sector Council	Customer Services	029 2048 5722	enquiries@c3sc.org.uk	<a href="http://www.c3sc.org.uk">www.c3sc.org.uk</a>
Wales Council for Voluntary Action	Customer Services	0800 2888 329	help@wcva.org.uk	<a href="http://www.wcva.org.uk">www.wcva.org.uk</a>
Wales Co-operative Centre		0300 111 5050	info@walescooperative.org	<a href="http://www.walescooperative.org">www.walescooperative.org</a>
Business In Focus	Customer Services	0870 950 90 90	enquiries@businessinfocus.co.uk	<a href="http://www.businessinfocus.co.uk/en/home.aspx">www.businessinfocus.co.uk/en/home.aspx</a>
Federation of Small Businesses	Customer Services	0292 0747 406	wales.policy@fsb.org.uk	<a href="http://www.fsb.org.uk">www.fsb.org.uk</a>
Federation of Master Builders	Wales Office Head Office Join the FMB	01656 750955 020 7242 7583 08000 965 765	richardjenkins@fmb.org.uk	<a href="http://www.fmb.org.uk/about-fmb/fmb-regions/devolved-countries/welsh/">www.fmb.org.uk/about-fmb/fmb-regions/devolved-countries/welsh/</a>
South Wales Chamber of Commerce	Cardiff Swansea Newport	0292 0481 532 01792 793686 01633 222664	info@southwaleschamber.co.uk	<a href="http://www.southwaleschamber.co.uk">www.southwaleschamber.co.uk</a>

