

## Government Tendering - The Way In - Part 1 : Guidance 18

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The spending levels of Government purchasing departments varies from a few million pounds per year to many billions. Departments also differ considerably in size and organisation.

The following information, provided by Government, aims to provide a brief overview of a number of Departments and details of where to obtain further help.

#### Advisory, Conciliation and Arbitration Service (ACAS)

ACAS, the Advisory, Conciliation and Arbitration Service, is an independent statutory body whose prime duty is to promote the improvement of industrial relations. It uses the general range of goods and services associated with an office-based environment.

#### The way in

Contact for suppliers' letters and enquiries:

Jane Bickerdike,  
Estates and Purchasing Manager,  
ACAS, Brandon House,  
180 Borough High Street,  
London SE1 1LW.

#### Biotechnology and Biological Sciences Research Council (BBSRC)

BBSRC is 1 of 7 Research Councils responsible for funding a specific area of science carried out by research institutes and universities. Their purpose is to promote and support high quality basic, strategic and applied research and related post-graduate training relating to the understanding and exploitation of biological systems.

BBSRC supports a number of semi-autonomous institutes who generally let their own contracts although some activities are co-ordinated by central functions within the BBSRC.

#### The way in:

Firms interested in supplying the BBSRC should contact:

Mr David Bullard,  
Procurement Section,  
BBSRC,  
Polaris House,  
Swindon SN2 1UH.

#### British Library [top]

The British Library provides, on a national scale, comprehensive reference, lending, bibliographic, patent and other services based on its vast collection of books, periodicals, manuscripts, maps, music scores, sound recordings, stamps, patents, pictures, papyri, letters, diaries and other materials.

The collections are held in Boston Spa, Nr Wetherby, West Yorkshire and in London - mainly in the new building at St Pancras.

Purchasing areas for the British Library are monographs and serials as well as stationery, office equipment, office furniture, computer hardware, software and consumables, building and services maintenance, cleaning, catering, consultancy and printing.

The way in:

The Library has a centralised Contracts and Purchasing Unit which provides a service for all British Library locations both in London and Boston Spa. Interested suppliers should contact:

Contracts and Purchasing Unit The British Library,  
Boston Spa,  
Wetherby LS23 7BQ.  
Tel: 01937 546000.  
E-mail: [cpu-contracts@bl.uk](mailto:cpu-contracts@bl.uk)  
Website: [www.bl.uk](http://www.bl.uk)

Cabinet Office

The Cabinet Office buys goods, equipment and services needed to run a modern office-based organisation. Purchasing is devolved within the central department to management unit level with each area responsible for purchasing as required to meet its own business objectives. Some of the key areas include:

Cabinet Office

information technology - including personal computer and server hardware, software and peripherals; infrastructure cabling and associated network equipment; consultancy services;

office stationery and non-IT equipment - including fax machines, photocopiers and dictation machines;

property management services, building works, maintenance and furnishings - including painting and decorating, minor building and demolition, joinery and electrical services, office and window cleaning, desks, chairs and non security cupboards;

training and consultancy - IT, diversity issues, financial audit and general management consultancy.

Executive Agencies

Government Car and Despatch Agency (GCDA)

The Government Car and Despatch Agency buys a variety of contracting services and administrative items, both for its own use and on behalf of clients. Services purchased

include building repair and maintenance, canteen, security and cleaning services. Goods purchased include vehicles, vehicle maintenance equipment, office furniture and fittings, IT and telecom equipment.

The way in:

Contracts are normally let through competition. Contracts with a value above the relevant EC threshold are advertised in the Official Journal of the European Community. Other requirements may be advertised in Government Opportunities and other publications.

Interested suppliers should send a catalogue giving information about their products or services, including a price list, to the relevant contact (see contact list) who will be able to provide further details of tendering procedures.

Cabinet Office  
Information Technology and Telecommunications  
Mr R P Mean,  
Cabinet Office,  
ITTSB,  
Admiralty Arch,  
Room LG.7,  
The Mall,  
London SW1A 2WH

Office Stationery and Non-IT equipment  
Contracts and Security Coordinator,  
Cabinet Office,  
IFD,  
Property Management and Support Services,  
Room 178,  
Queen Anne's Chambers,  
28 Broadway,  
London SW1H 9JS

Property Management Services,  
Building Works and Maintenance Furnishings  
Mr D Spencer,  
Head of Property Management,  
Cabinet Office,  
Room 171,  
Queen Anne's Chambers,  
28 Broadway,  
London SW1H 9JS

Other Products and Services  
Mr A Timms,  
Procurement Advisor,  
Cabinet Office,  
Procurement Policy Unit,  
Room 409,

Queen Anne's Chambers,  
28 Broadway, London  
SW1H 9JS

Government Car and Despatch Agency  
Mr V Lammas,  
Government Car,  
Director of Personnel and Despatch Agency,  
46 Ponton Road,  
London SW8 5AX

Civil Service College Directorate (CMPS)  
website address: [www.cmps.gov.uk](http://www.cmps.gov.uk)

Civil Service College has ceased to be an Executive Agency of the Cabinet Office and is now a Directorate within it.

The College provides training and related consultancy services to the public sector and outside organisations. Its main purchasing areas include information technology, facilities management related equipment and services - including audio visual equipment, educational supplies and consumables for residential facilities - library items such as books, periodicals and publications, and printing and publicity services.

CMPS,  
Civil Service College,  
Services Directorate,  
Sunningdale Park,  
Larch Avenue,  
Ascot,  
Berkshire SL5 0QE

Information Technology  
Mr I Hall,  
Head of Information Systems Service  
Facilities Management Related Equipment and Services  
Mr J Watt,  
Head of Facilities

Library Items  
Mr C Mallett,  
Librarian  
Printing and Publicity Services  
Mr J Webb,  
Head of Marketing

Other Products and Services  
Mr M Timmis,  
Director of Finance and Facilities Service

Central Office of Information (COI)

COI is a Government Executive Agency, which provides publicity services to Government Departments and publicly funded organisations. As well as its London headquarters it has 8 regional offices covering the whole of England.

COI's purchasing covers most publicity media, including advertising, direct marketing, market research, publications, films, exhibitions, conferences, promotions, journalism, photography and translations. COI is also active in developing the use of new media.

COI is one of the UK's largest advertisers and a major buyer in most media markets. Around 88% of COI's turnover is spent with outside suppliers and it has more than 5000 suppliers on its books. Of these the majority are small firms or individuals providing a wide range of publicity related services.

The way in:

Each of COI's specialist areas carries out its own purchasing. In the first instance, enquiries should be addressed to:

Mr Tony Clark,  
Purchasing Officer,  
COI,  
Hercules Road,  
London  
SE1 7DU.

Tel: 020 7261 8302.

E-mail: [tony.clark@coi.gsi.gov.uk](mailto:tony.clark@coi.gsi.gov.uk)

and these will be forwarded to the relevant specialist area within COI.

Council for the Central Laboratory of the Research Council (CCLRC)

CCLRC was established by Royal Charter on 1 April 1995 as an independent body in public ownership alongside the Research Councils. The Rutherford Appleton Laboratory at Chilton, its out-station at Chilbolton, Hampshire, and the Daresbury Laboratory near Warrington, Cheshire, are now managed as a single entity known as the Central Laboratory under the direction of the CCLRC.

The CCLRC's main function is the support of Research Council funded scientific, engineering and technology programmes. The facilities are used mainly by the UK academic research community but also by collaborators from overseas and by UK industrialists.

CCLRC spends about £50 million a year on a wide range of goods and services, including: engineering plant and equipment, building works and civil engineering, IT supplies and maintenance, software, scientific and electrical equipment, electronics, lasers, optics, gases, chemicals, office machinery, furniture, stationery, printing and publications, domestic and site services and consultancies.

The way in:

Purchasing Group,  
CCLRC,  
Rutherford Appleton Laboratory,  
Chilton,

Didcot,  
Oxfordshire  
OX11 0QX.  
Tel: 01235 445467.  
Fax: 01235 445794

#### The Court Service

The Court Service is responsible for the staffing and running of all the civil and criminal courts in England and Wales (except the Magistrates Courts - whose purchases are dealt with by local authorities). It purchases items including: stationery, office machinery and related supplies, office furniture, IT equipment and a wide range of services including some consultancy work.

The way in:

Apply to:  
Mr Colin Orchard,  
The Court Service,  
Procurement Unit,  
2nd Floor,  
Southside,  
105 Victoria Street,  
London SW1E 6QT.  
Tel: 020 7215 2185.  
Fax: 020 7210 2183.

#### Crown Prosecution Service (CPS)

The Crown Prosecution Service (CPS) is responsible for the independent review and conduct of criminal proceedings instituted by police forces in England and Wales. It purchases supplies and services for the following requirements, IT services, building facilities services, telecommunications equipment and services, office furniture, stationery, print and office machinery.

The way in:

Apply to:  
Crown Prosecution Service,  
Departmental Procurement Unit,  
50 Ludgate Hill,  
London EC4M 7EX.

#### Department for Culture Media and Sport

The Department for Culture, Media and Sport is responsible for Government policy on the arts, sport, the National Lottery, libraries, museums and galleries, broadcasting, film, press freedom and regulations, heritage and tourism. Although the Department is small it also has responsibility for 1 Executive agency and a large number of sponsored bodies. Guidance on the work of the Department and its sponsored bodies is available on: [www.culture.gov.uk](http://www.culture.gov.uk) or from the contact address below.

The Department has already outsourced the majority of its central support services including its information technology requirements. Purchases of goods and other

services are therefore limited to the relatively small needs of the core Department. To date contracts have ranged from consultancies (management, PR, reviews, recruitment), to works services for historic buildings and monuments for which the Department for Culture, Media and Sport has responsibility.

The way in:

Contracts and purchasing is organised centrally within the core Department. Anyone wishing to supply the Department should write in the first instance to:

Procurement Team,  
Department for Culture,  
Media and Sport,  
Personnel and Central Services Division,  
2-4 Cockspur Street,  
London SW1Y 5DH.

HM Customs and Excise

HM Customs and Excise has offices based throughout the United Kingdom. It is divided into 12 regional areas, which are known as Collections. There are also headquarters offices in London, Liverpool, Manchester and Southend.

Procurement and Contract Management Organisation, Commercial Unit.

The Customs and Excise Commercial Unit is a central body responsible for procurement and contract management policy, providing support and advice and undertaking major procurement projects.

Central Purchasers

In addition to projects undertaken by the Commercial Unit some larger value or more technically complex purchases, for example mainframe computers, vessels and major construction projects, are handled by specialised headquarters locations in conjunction with the Commercial Unit.

Local Purchasers

Local Managers in each of the 12 Collections have the authority to purchase the vast majority of their own goods and services. Whilst they use contracts which have been arranged centrally for many of their purchases, they sometimes buy more general items from local or regional suppliers.

Goods and Services

HM Customs and Excise purchases a whole range of general office supplies and services including office machines, stationery, printing and furniture. In addition to these, Customs and Excise also purchase more specialised goods and services which include uniforms, instruments and sampling equipment, marine fittings, and repair and maintenance services for both vessels and vehicles.

The way in:

If you are interested in being a potential supplier to HM Customs and Excise, or wish to obtain more information about tendering for contracts, then please write to the following address and request a copy of the booklet 'Selling to HM Customs and Excise'- a guide for all potential suppliers:

HM Customs and Excise,  
Commercial Unit,  
Ralli Quays,  
Stanley Street,  
Salford M60 9LA.  
Tel: 0161 827 0267.  
Fax: 0161 827 0270.

#### Welsh Historic Monuments (CADW)

CADW is an Executive Agency whose role is to protect, conserve and promote an appreciation of the built heritage of Wales. CADW's areas of purchasing activity include specialist conservation of ancient and historic buildings, general construction work (main and sub-contract), small plant, maintenance services, consultancy services for general conservation work, art quality, print, exhibition design, cleaning services, grounds maintenance and landscaping.

The way in:

Contact the procurement section at the following address:

Procurement Section,  
CADW: Welsh Historic Monuments,  
Crown Building,  
Cathays Park,  
Cardiff CF1 3NQ.  
Tel: 029 2082 6595.  
Fax: 029 2082 6375.  
E-mail: [adrian.hobson@wales.gsi.gov.uk](mailto:adrian.hobson@wales.gsi.gov.uk)

Interested suppliers should arrange to provide full details of their company's capabilities and complete a supplier appraisal questionnaire.

#### Ministry of Defence (MoD)

Every Year the MoD spends around £9 billion on a vast range of goods and services. But although we are big we are not out of reach. We buy from multinationals, but we also buy from smaller companies as well.

Although MoD deals with many companies directly, much of that business is carried out by sub-contractors at various tiers. So if you are in business you may wish to consider the defence market as a customer.

As part of the Smart Acquisition initiative, the MoD is reducing the number of direct suppliers in the general stores area through aggregation and rationalisation of requirements. There will be the same volume of business available to companies previously involved in the supply of items in this commodity range, but they will need to establish new relationships with Industrial Prime Vendors (IPVs) rather than with the MoD directly.

The way in:

The Defence Suppliers Service is able to provide information about becoming a supplier to the MoD, either through direct headquarters contracts, local purchase orders or sub-contracts from major defence prime contractors. Our information brochure "Selling to the Ministry of Defence", provides information and guidance

regarding supplying the MoD and is available from the address below or from our website:

Defence Suppliers Service,

Ministry of Defence,

Maple 2a # 22,

Abbey Wood,

Bristol BS34 8JH.

Tel: 0117 913 2843 /2844 /2832.

Fax: 0117 913 2934.

E-mail: DCP-DSS@dpa.mod.uk. DCP-DSS1@dpa.mod.uk DCP-23b@dpa.mod.uk.

Website: [www.dgcom.mod.uk/dgcom/dss](http://www.dgcom.mod.uk/dgcom/dss)

#### Department for Education and Skills (DfES)

The Department for Education and Skills operates from four major sites at Sheffield, Darlington, Runcorn and London. Commodity-based teams do most of the purchasing, which consists of the usual spread of office equipment and services. The DfES has no special requirements. Businesses who wish to introduce themselves to the DfES should either:

i Send details of their business to:

DfES, Central Procurement Policy Team, Room W1134, Moorfoot, Sheffield S1 4PQ

ii Or phone CPPT on 0114 259 3166.

The CPPT will then either pass your details, or transfer your call, to the correct buying team.

iii Or access the 'Selling to DfES' website at: [www.dfes.gov.uk/procurement/default4.htm](http://www.dfes.gov.uk/procurement/default4.htm) for specific details on who to contact in DfES.

#### Employment Service (ES)

The Employment Service (ES) aims to promote a competitive, efficient and flexible labour market by helping unemployed people into work, especially those who are disadvantaged, and by paying benefits and allowances to those who are entitled to them. Purchasing areas include all estates-related goods and services including security, catering, stationery, print procurement, building maintenance, computer consumables and office furniture generally via national and regional means. This excludes IT services and human resource services, which are provided to ES under partnership contracts.

ES also contracts with a range of organisations to establish the needs of unemployed clients and the labour market, tailoring provision to meet these needs. Given the requirement for a local flavour for much of this provision, it is often the case that these organisations subcontract delivery of such provision.

The way in:

Goods and services will normally be acquired from suitable suppliers after competitive procedures. National Contracts are arranged by Head Office teams and ordered regionally as the budgets are held within individual regions.

Regional Teams and teams in Scotland and Wales, are also responsible for letting and managing a number of other contracts solely within their region.

General Goods/Services  
Head of Estates and National Contracts Division,  
Nelson House,  
17-21 Furnival Gate,  
Sheffield S1 4QR.

Client Services  
Head of Jobseeker Mainstream Services,  
Level 1,  
Mayfield Court,  
56 West Street,  
Sheffield S1 4EP.  
Website: [www.employmentservice.gov.uk](http://www.employmentservice.gov.uk)

Engineering and Physical Sciences Research Council (EPSRC) [top]  
The EPSRC is a non departmental public body, which exists to support UK science. There are a number of opportunities for small business, in particular computer hardware, software and consumables, consultancy services, office furniture and stationery.

The way in:  
The Head of Procurement,  
EPSRC,  
Polaris House,  
North Star Avenue,  
Swindon SN2 1ET.

Department for Environment, Food and Rural Affairs (DEFRA)  
Through its network of purchasing staff in the core department and its Executive Agencies, DEFRA spends in the region of £400 million each year on a wide range of goods and services.  
The Procurement and Contracts Division, based in London, sets national agreements for the supply of many products and services. The goods and services purchased by the Department include advertising, facilities management, building management, research and development, consultancy, printing, agricultural machinery, animal foodstuffs, computer hardware and software, office machinery, office cleaning, furniture, protective clothing, laboratory consumables, photographic equipment and consumables, telecommunications and veterinary products.

The way in:  
Suppliers wishing to sell to DEFRA should in the first instance write to request that their company be included on the list to receive the "Selling To DEFRA" booklet which will be published early in 2001, this will provide a wide range of useful contacts and other helpful guidance. Enquiries should be made to:  
Mr Beha Houlousi,  
Procurement and Contracts Division,  
Department for Environment,  
Food and Rural Affairs,

Room 821,  
19-29 Woburn Place,  
London WC1H 0LU.

#### Department for Transport, Local Government and the Regions (DTLR)

The Department for Transport, Local Government and the Regions (DTLR) including its 10 Executive Agencies, purchases a wide range of goods and services. Main purchasing areas include research and consultancy contracts, IT and office machinery, printing, stationery, furniture and property maintenance. Purchasing is normally undertaken by specialist procurement units within DTLR (Central), each of the Government Offices for the Regions and each of the nine Executive Agencies. Contracts and framework arrangements are awarded through competition unless there are exceptional circumstances that justify single tender action.

The way in

Write to:

Colin Lake,  
Procurement Services Division,  
Department for Transport,  
Local Government and the Regions,  
D Floor,  
Ashdown House,  
Sedlescombe Road North,  
St Leonards-on-Sea TN37 7GA.  
Tel: 01424 458484.

Website address: [www.dtlr.gov.uk/about](http://www.dtlr.gov.uk/about)

Colin will direct you to a procurement unit relevant to your enquiry or arrange for details to be sent to you.

#### Export Credits Guarantee Department (ECGD)

ECGD is a small Government Department, with offices located in both London and Cardiff.

The Department purchases a range of goods and services which includes audio-visual equipment, building maintenance, catering services, cleaning services, communications equipment, computer hardware, software and consumables, consultancy services, office furniture and furnishings, printing (including print publicity), publications, stationery, telecommunications equipment and services and uniforms.

Contracts for goods are usually placed as a result of a competitive tendering process.

The way in:

A W Parker,  
Director of Purchasing,  
ECGD,  
PO Box 2200,  
2 Exchange Tower,  
Harbour Exchange Square,  
London E14 9GS.

Tel: 020 7512 7171  
Fax: 020 7512 7649.

General telephone enquiries about ECGD's procurement can be made to either Miss J M Lewis (tel: 020 7512 7137) or Mrs P. Dainton (tel: 020 7512 7228).

Foreign and Commonwealth Office (FCO)  
Purchasing policy is co-ordinated by the Directorate of Purchasing in central London.  
The principal purchasing departments are located in Croydon and Milton Keynes.

The way in:  
General enquiries about procurement issues should be directed to:  
Purchasing Directorate,  
FCO,  
Room 1/116,  
OAB,  
London SW1A 2AF.  
Tel: 020 7008 0931.  
Fax: 020 7008 0926.

Otherwise companies interested in supplying the FCO should contact:  
Estate Procurement,  
FCO Services,  
Apollo House,  
Wellesley Road,  
Croydon,  
Surrey CR9 3RR.  
Tel: 020 8760 8551.  
Fax: 020 8686 6819.  
E-mail: [enquiries@pshsh.mail.fco.gov.uk](mailto:enquiries@pshsh.mail.fco.gov.uk)

Purchasing Services,  
FCO Services,  
Hanslope Park,  
Hanslope, Milton  
Keynes,  
Buckinghamshire MK19 7BH.  
Tel: 01908 515891/5947.  
Fax: 01908 515863.

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