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Department of Health

The Department headquarters is in London with the National Health Service Executive (NHSE) located in Leeds.

The Department purchases a variety of goods and services, mostly by competitive tender.

The way in

The Procurement Policy and Advisory Unit promotes purchasing as a functional specialism, advising and assisting colleagues through effective procurement exercises.

Anyone wishing to supply the Department should write in the first instance to: Department of Health, Procurement Policy and Advisory Unit, Room 152C, 80 London Road, London SE1 6LH. Tel: 020 7972 2000 (switchboard) or visit the Website: www.doh.gov.uk/purchasing

Health and Safety Executive

The aim of the Health and Safety Executive (HSE) is to ensure that risks to people's health and safety from work activities are properly controlled. HSE enforces the Health and Safety at Work Act 1974 and related legislation in mines, offshore installations, nuclear establishments, farms, railways and other industrial establishments.

HSE purchases a wide range of goods and services including furniture, office consumables and office machinery; information technology equipment, scientific equipment and services.

The way in

Enquiries about providing goods or services to HSE should be addressed to:

Mr Peter Benger, Health and Safety Executive, Purchasing and Supply, Room 506, St Hugh's House, Trinity Road, Bootle, Merseyside L20 3QY. Tel: 0151 951 4081. Fax: 0151 951 4291.

Home Office

The Home Office and its Agencies spend over £500 million per annum on a wide range of goods, services and works. It has a number of specialist procurement units who purchase items including office machinery and equipment, IT systems, scientific and laboratory equipment, construction, maintenance and consultancy services. There are also more than 150 establishments throughout England and Wales with powers to meet some of their needs locally, such as prisons and police training centres.

The way in

The Home Office has produced a booklet for potential new suppliers called "A Suppliers Guide". Copies of this or any further information about supplying the Home Office can be obtained from:

Mr Hassan Hassan, Room 963, Home Office Procurement Unit, 50 Queen Anne's Gate, London SW1H 9AT. Tel: 020 7273 3321. Fax: 020 7273 2404.

Inland Revenue

There are several opportunities for businesses to tender for contracts for goods and services with the Inland Revenue. However, whilst some small contracts may be at a local level, the vast majority of significant value are now on centrally negotiated framework agreements.

These include printing, information technology equipment, stationery and office consumables, office furniture and equipment, consultancy, hotel and conference accommodation and vehicle hire. The Department also tenders for a wide range of facilities management-related services such as cleaning, catering, security and estate management on a regional basis.

Private Finance Initiative (PFI) contracts are also being let for major projects. Inland Revenue contracts are awarded after competitive tender procedures and the Department does not maintain a list of potential/approved suppliers from which it exclusively invites tenders. Purchasing budgets are held by local offices, although the budget for cars is held centrally.

The way in

Goods and Services, excluding Facilities Management and PFI
Inland Revenue, Corporate Procurement Unit (CPU), Block 1, Government Buildings,
Kingston By Pass Road, Surbiton, Surrey KT6 5QR. Enquiries to CPU Help Desk.
Tel: 020 8268 4321.

Facilities Management and PFI

Inland Revenue, Business Services - PPSU, Ferrers House, PO Box 38, Castle
Meadow Road, Nottingham NG2 1BB. Enquiries to Robin Davey. Tel: 0115 974
0407.

IT Products

Inland Revenue, Business Service - Commercial Management,
1st Floor, Spur B, South West Wing, Bush House, Strand, London WC2B 4RD.
Enquiries to Paul Peck. Tel: 020 7438 7233.

Telecoms (Voice) and Telephony Product Services

Inland Revenue, Business Services, 1st Floor, Spur C, South West Wing, Bush,
House, Strand, London WC2B 4RD. Enquiries to George Tsigarides. Tel: 020 7438
7828.

Transport and Travel

Inland Revenue, Departmental Transport and Travel Unit (DTTU), Berkley House,
PO Box 20, Castle Meadow Road, Nottingham
NG2 1BA. Enquiries to Lew Stockwell. Tel: 0115 974 0711.

National Insurance Contributions Office, Procurement Services, Dunstan House,
Benton Park Road, Longbenton, Newcastle upon Tyne NE98 1ZZ. Kevin Raeburn:
Tel: 0191 225 7555. David Blackburn:
Tel: 0191 225 7062 (Contract and Procurement Managers).
David Armstrong: Tel: 0191 225 3932. (Contract and Procurement Officer)

Department for International Development

The Department for International Development finances substantial purchases of goods and associated services for the benefit of developing countries, in all fields except military equipment, luxury goods or tobacco-related products. Procurement is normally undertaken by the Department's registered agents.

The Department for International Development registered general procurement agents are:

Crown Agents, St Nicholas House, St Nicholas Road Sutton
SM1 1EL. Tel: 020 8643 3311. Fax: 020 8643 8232.
Website: www.crownagents.com

Charles Kendall and Partners, 7 Albert Court, Prince Consort Road, London SW7
2BJ. Tel: 020 7591 4931. Fax: 020 7584 1393.
Email: jpovey@charleskendall.com Website: www.charleskendall.com

International Procurement Agency (IPA), PO Box 190, 1400 AD Bussum,
Netherlands. Tel: 0031 35 6915077. Fax: 0031 35 6936016. Email: info@ipa-bv.nl

SWK Limited, Scott House, Basing View, Basingstoke RG21 4JG. Tel: 01256
461161. Fax: 01256 460582.

MKT (Systems) Ltd, International House, 174 Three Bridges Road, Crawley, West
Sussex RH10 1LE. Tel: 01293 514263. Fax: 01293 560968.

The way in

Direct contact with the registered procurement agents.

Further information can be obtained from:

Anne Macfie - Policy and Procurement Unit, Department for International
Development, Abercrombie House, Eaglesham Road, East Kilbride, Glasgow G75
8EA. Tel: 01355 844000. Fax: 01355 843499.

Intervention Board

The Intervention Board is a Government Department, and since April 1990, a Next Steps Agency. It was set up in 1972 to administer the European Community Common Agricultural Policy (CAP). The Board implements EC legislation, which regulates the market for many agricultural products and foodstuffs, and provides support to UK Agriculture. Work currently involves expenditure of around £200 million a year on a wide range of goods and services including processing and storage facilities for agricultural products and foodstuffs and general requirements such as information technology, cleaning, printing, office machinery, stationery and furniture.

The way in

Goods and Services

Intervention Board, PO Box 69, Reading RG1 3YD. Tel: 0118 968 7117. Email:
pss.ib.kh@gtnet.gov.uk

HM Land Registry

HM Land Registry is a self-financing Executive Agency whose function is to record details of all land transactions in England and Wales. The Agency has an administrative headquarters at Lincoln's Inn Fields in London and twenty four Regional District Land Registry offices in England and Wales. The Land Charges Department and the Agency Data Centre are located in Plymouth. All locations have devolved responsibility for the procurement of a wide range of goods and services.

The Purchasing and Supply Unit, based in the Registry's London headquarters, arranges central contracts and agreements for the supply of goods and services which are required nationally, e.g. postal and carrier services, vehicles, office machinery and consumables, furniture, fixtures and fittings and certain types of consultancy, together with local contracts for cleaning, security and child care. Contracts are placed by competitive tendering and many will be suitable for small businesses. The Purchasing and Supply Unit also provides policy advice and administrative support for contracts of high value or unusual complexity. IT procurement is carried out by the Registry's Computer Services Division based in Plymouth.

The way in

General Procurement

Purchasing and Supply Unit, Room 023, HM Land Registry, Lincoln's Inn Field, London WC2A 3PH. Tel: 020 7917 888.

Information Technology

IT Procurement Manager, HM Land Registry Computer Services Division, Drakes Hill Court, Burrington Way, Plymouth PL5 3LP. Tel: 01752 635600.

Metropolitan Police Service

The Metropolitan Police Service spends in the order of £397 million on goods, services, land and buildings per annum and there is scope for firms of all sizes to enter into the tendering process.

The way in

Firms interested in contracting with the Metropolitan Police Service should either email:

dcps.metpol@gtnet.gov.uk or contact:

General Procurement

Ms Lorna Ewins, Deputy Director of Procurement Services, Metropolitan Police Service, Cobalt Square, 1 South Lambeth Road, London SW8 1SU.

Information Technology

Mr Kim Webb, Deputy Director of Procurement Services, Metropolitan Police Service, Cobalt Square, 1 South Lambeth Road, London SW8 1SU.

National Savings

National Savings comprises a small headquarters and marketing operation in London (about 120 staff). From 1 April 1999, the former operating divisions based in Blackpool, Glasgow and Durham were outsourced to Siemens Business Services and are no longer affiliated to the London Agency.

The Agency buys a variety of goods and services ranging from motor cycle courier services to computer consumables. It also has significant requirements for stationery items, including envelopes and paper.

National Savings places a substantial number of small value orders and there are opportunities for small suppliers to meet these requirements.

The way in

The Sourcing Directorate is responsible for National Savings' purchasing and supply policy.

Suppliers wishing to sell products or services to National Savings should contact:

Mr Chris Wood, Sourcing Directorate, 5th Floor, L Wing, National Savings, Charles House, 375 Kensington High Street, London W14 8SD. Tel: 020 7348 9501. Fax: 020 7348 9687.

Email: purchasing.ns.london@gtnet.gov.uk

National Savings also produces a handout sheet "Suppliers Guide for Selling to National Savings". Copies are available from the above address.

Natural Environment Research Council

The Natural Environment Research Council's institutions cover scientific research in a large variety of scientific disciplines, from research in the Antarctic (British Antarctic Survey) to research of the deep oceans (Southampton Oceanographic Centre).

A large range of goods and services are therefore required, broadly in the following areas:

office machinery, stationery and furniture; scientific equipment and supplies; capital equipment; services including cleaning, plant and machinery maintenance, security catering etc.; computing equipment and recurrent supplies.

The way in

Procurement is undertaken by competitive tendering and enquiries about procurement procedures should be addressed to:

Mr P D Brown, Chief Purchasing Officer, Natural Environment Research Council, Polaris House, North Star Avenue, Swindon SN2 1EU.

Office of Government Commerce

The role of OGC is outlined within the document itself. OGC was set up in April 2000 with the overall aim of improving Government's commercial performance, and incorporates the Central Computer and Telecommunications Agency (CCTA) and Property Advisers to the Civil Estate (PACE). The Buying Agency and the catalogues within CCTA now form OGCBuying.solutions which has a separate entry below.

OGC has recognised from the start the need for government to build on relationships with our existing suppliers, and to encourage more suppliers to compete for contracts. A Supplier Management team has been formed to take this forward. If you have any queries about the work of this team visit the Website: www.ogc.gov.uk, contact the service desk: Tel: 0845 0004999. Email: Service.Desk@ogc.gsi.gov.uk or contact: David Gigg, Director of Supplier Management, OGC, Alexandra House, Lawnswood Park, Leeds LS16 6QY. Tel: 07973 285203.

Email: david.gigg@ogc.gsi.gov.uk

The way in

OGC buys goods, equipment and services needed to run its offices in several locations.

To find out more about OGC's internal requirements contact:

Mary Westrup, OGC, Rosebery Court, St Andrews Business Park, Norwich NR7 0HS. Tel: 01603 704759. Email: mary.westrup@ogc.gsi.gov.uk

OGCBuying.solutions

OGCBuying.solutions is an executive agency of OGC and provides a range of procurement services for the public sector in categories which include IT, telecoms, buildings, office interiors, catering and healthcare, hygiene and safety equipment.

The way in

To find out more contact the Procurement Advice Team:

Royal Liver Building, Pier Head, Liverpool L3 1PE. Tel: 0151 224 2242/3. Website: www.ogcbuyingsolutions.gov.uk

The Office for National Statistics

The Office for National Statistics (ONS) provides a comprehensive range of official statistics and information on economy, society, business, population, the labour market, regions and health.

A central unit, based at Newport, is responsible for meeting the procurement needs of the department's five main sites at Newport, Titchfield, London, Southport and Runcorn. The unit places a wide variety of contracts covering the whole range of IT and non-IT goods and services including: IT Supplies and maintenance, software, office machinery, office services, stationery and printing, consultancies, statistical surveys etc.

The way in

Mr Gerald Kirby, Procurement Unit, Office for National Statistics, Government Buildings, Cardiff Road, Newport, Gwent NP9 1XG. Tel: 01633 813257. Fax: 01633 813358.

Email: gerald.kirby@ons.gov.uk Website: www.statistics.gov.uk

The Publication "Guide to Selling to ONS" is accessible on the website and from the above address.

Office of Water Services

OFWAT purchases a wide range of goods and services. These range from office cleaning, furniture, stationery, printing and office machinery; to information technology, business travel, courier services and consultancy services.

Many orders are of small value and there are opportunities for small suppliers to meet these requirements.

The way in

Suppliers wishing to sell products or services to OFWAT should contact:

John Thompson, Office of Water Services, Centre City Tower, 7 Hill Street, Birmingham B5 4UA. Tel: 0121 625 1347.

Ordnance Survey

Ordnance Survey, as the National Mapping Agency, is responsible for the official survey and mapping of Great Britain and provides topographical data, maps and services to meet the needs for a wide range of customers.

Ordnance Survey buys a wide variety of goods, materials and services ranging from general office and IT equipment to specialist surveying and map production items.

The way in

Procurement Helpdesk, Procurement and Supplies, Ordnance Survey, Romsey Road, Southampton SO16 4GU. Tel: 023 8079 2018.

Email: ProcurementHelpdesk@ordsvy.gov.uk

Ordnance Survey also produces a booklet called "Ordnance Survey - Suppliers Guide" for interested suppliers. Copies are available from the above address.

UK Passport Agency

The UK Passport Agency is responsible for the issuing of passports and visas and provides other related services for British nationals in the United Kingdom.

As well as purchasing items for an office environment such as stationery, office machinery and related supplies, IT equipment and office furniture, there are also a number of specific items which the Agency requires. These items include security printing, design, corporate clothing and Agency-specific stationery and printing.

The way in

Firms interested in supplying the Passport Agency should contact:

United Kingdom Passport Agency, Procurement Unit, Room 315, Clive House, 70-78 Petty France, London SW1H 9HD.

Public Record Office

The Public Record Office (PRO) is entrusted with the custody of the core of the national archival heritage, that is, those records of central government and the courts from Domesday (1086) to the present day, which have been selected for permanent preservation.

The PRO purchases a wide range of goods and services, from stationery, furniture and office equipment to specialised reprographic and conservation equipment and consumables.

The way in

The PRO operates a delegated purchasing system. Companies interested in supplying the PRO should contact the Purchasing Manager, who will pass letters on to the appropriate section for future reference. The Purchasing Manager can be contacted at: Purchasing Manager, Public Record Office, Kew, Surrey TW9 4DU.

Royal Mint >

As the Royal Mint is basically a single factory it needs a good deal of specialist products.

It is potentially a good customer for small firms. When tendering for contracts it is worth bearing in mind the particularly high standard of work required by the Royal Mint. The Mint's main purchasing areas include precious and base metals, machinery and tools, scientific equipment, chemicals and packaging.

The way in

In writing to:

The Purchasing Manager, The Royal Mint, Llantrisant, Pontyclun,
Mid Glamorgan CF72 8YT or telephone Nigel Thomas on
01443 623031 or Trevor Pritchard on 01443 623043 or Alun Jones-Evans on 01443
623041.

Department for Work and Pensions

DWP business is split into discrete agencies with a small central headquarters.

Procurement in the DWP is carried out by a centralised supply operations unit.

The way in

Most of the supply requirements of the DWP are advertised in the Official Journal of the European Communities, the national press and trade journals. You can also seek further information from the respective agencies, as detailed below.

Head of Supply Operations, Department for Work and Pensions, Ground Floor East, 1 Trevelyan Square, Boar Lane, Leeds LS1 6EB.

Richard Berry, Department for Work and Pensions, Supply Policy and Assurance, Quarry House, Quarry Hill, Leeds LS2 7UA.

Email: R.Berry@ms01.dwp.gsi.gov.uk

Department of Trade and Industry

DTI operates a devolved budgeting system which delegates purchasing authority to managers so that they can purchase direct from suppliers. However, in headquarters a number of goods and services are either purchased centrally, or through centrally let

call-off arrangements, or under PFI deals (eg IT services). Executive agencies have their own purchasing arrangements. Contracts are generally placed following competitive tendering.

The DTI Procurement Webpage, within the DTI Website, is at:

www2.dti.gov.uk/about/procurement

This contains information on "Doing Business with the DTI".

The way in

In headquarters, the contacts for the following centrally managed goods and services are given below:

Facilities Management

Assistant Director, Facilities Management, EFM, Bay 834, Department Trade and Industry, 96 Victoria Street London SW1E 5JL. Tel: 020 7215 2209.

IT Goods and Services

Mr Chris Bowen, IMPE, 514, Department of Trade and Industry, 151 Buckingham Palace Road, London SW1W 9SS. Tel: 020 7215 3760.

Publications

Mr Brian Morgan, Publicity and Internal Communications Directorate, 765, Department of Trade and Industry, 1 Victoria Street, London SW1 0ET. Tel: 020 7215 5072.

For other goods and services in headquarters, information will be passed on to potential users and in the first instance firms should contact:

Mr Martin Bennett, Procurement Standards Unit, Department of Trade and Industry, 353, 1 Victoria Street, London SW1H 0ET.
Tel: 020 7215 5742.

Firms interested in supplying Executive Agencies should contact:

Companies House

Mrs Sara Ball, Room G.41, Companies House, Crown Way, Cardiff CF14 3UZ. Tel: 02920 380313. Fax: 02920 380566. Email: don.rushforth@insolvency.gsi.gov.uk Website: www.insolvency.gov.uk

Patent Office

Mr Neil Regan, Patent Office, Room G.B56, Concept House, Cardiff Road, Newport NP10 8QQ. Tel: 01633 814880. Fax: 01633 814711. Website: www.radio.gov.uk
www.dti.gov.uk

Employment Tribunals Service

Mr Roy Dowell, 2nd Floor, Caradog House, 1-6 St Andrews Place, Cardiff CF10 3BE. Tel: 029 2039 4991. Fax: 029 2035 9038.

Small Business Service

Mrs T Shah, The Accountant, Room 4107, 1 Victoria Street, London SW1H 0ET. Tel: 020 7215 5351. Fax: 020 7215 3812.

Insolvency Service

Mr Don Rushforth, Room 313, Insolvency Service, 21 Bloomsbury Street, London WC1B 3QW. Tel: 020 7291 6755. Fax: 020 7291 6764.

Radiocommunications Agency

Mr David Rickard, Radiocommunications Agency, Wyndham House, 189 Marsh Wall, London E14 9SX. Tel: 020 7211 0406.

Fax: 020 7211 0413.

National Weights and Measures

Laboratory, Mr Elwyn Williams, Finance, Procurement Facilities Manager, Stanton Avenue, Teddington, Middlesex TW11 0JZ.

Tel: 020 8943 7275. Fax: 020 8943 7270.

HM Treasury

Treasury has a central purchasing unit that it is responsible for all the goods and services purchased by the Department. Service requirements include cleaning, electricity, travel and consultancies of all types. Goods requirements range from stationery to computer networks.

The way in

Procurement Unit for Treasury, HM Treasury, 4th Floor, Allington Towers, 19 Allington Street, London SW1E 5EB.

Companies interested in working with the Treasury should in the first instance contact Caroline Auger. Tel: 020 7270 1304 and/or Fax 020 7270 1305.

All information in this Guidance is checked and believed to be correct, but cannot be so guaranteed and the publishers shall not be liable for any loss suffered directly or indirectly as a result of its use.