

# SELLING TO THE DEPARTMENT FOR TRANSPORT



**T**he Department for Transport (DfT) Headquarters Organisation is responsible for developing and implementing government transport policy. It spends annually around £190 million on the direct procurement of goods and services. Additionally, taking into account seven executive agencies who concentrate on major strategic transport projects and the delivery of services to the public, DfT as a whole spends around £2.6 billion on the direct procurement of goods and services.

Good procurement practice is recognised as key to supporting delivery of the Department's strategic aims and objectives. DfT buys services, goods and works by competition whenever possible, in line with UK government policy and the relevant legal requirements. Its aim is to achieve value for money. This means considering the optimum combination of quality and whole-life cost to meet the needs of the user.

### SUPPLIER PORTAL

The Central Department has developed a supplier portal in partnership with BiP Solutions. This makes real-time information about DfT purchasing arrangements and contracts available to suppliers.

*The site includes:*

- purchasing organisation
- the tendering process
- standard terms and conditions
- EU advertised contracts
- details of current, future and past EU advertised opportunities
- other purchasing information
- useful contact points
- links to DfT agency websites

To view the information available visit the DfT supplier portal at <http://dft.g2b.info/>

### DfT CONDITIONS OF CONTRACT

DfT has standard conditions of contract for most of the services or goods it purchases. These conditions are based on models produced by HM Treasury for use in government contracts, adapted as necessary for use by DfT. They are amended from time to time to reflect changes in legislation and experience in use.

DfT's standard contract conditions are designed to meet the Department's dual responsibility as an accountable public contracting authority and an equitable and responsible employer. They are widely

accepted by the contractors DfT employs and their adoption as a standard means that tenderers for DfT's work have the assurance that their competitors are subject to identical terms of engagement. This is an essential part of the integrity of the tendering process and consequently the conditions are only negotiable in exceptional circumstances.

### **PURCHASE ORDER CONDITIONS OF CONTRACT**

For purchase order conditions of contract, please visit [http://www.dft.gov.uk/stellent/groups/dft\\_about/documents/page/dft\\_about\\_610936.hcsp](http://www.dft.gov.uk/stellent/groups/dft_about/documents/page/dft_about_610936.hcsp)

These standard conditions of contract are used by the Department when placing a purchase order for goods or services not available through any pre-existing contract, typically where the value is below £25,000.

For supply of goods conditions of contract, please visit [http://www.dft.gov.uk/stellent/groups/dft\\_about/documents/page/dft\\_about\\_503212.hcsp](http://www.dft.gov.uk/stellent/groups/dft_about/documents/page/dft_about_503212.hcsp)

The Department's general conditions of contract are used when contracting for the provision of a wide range of higher-value goods. These general conditions are augmented as appropriate by DfT to cater for any particular requirements or features of individual contracts.

For provision of services conditions of contract, please visit [http://www.dft.gov.uk/stellent/groups/dft\\_about/documents/page/dft\\_about\\_610937.hcsp](http://www.dft.gov.uk/stellent/groups/dft_about/documents/page/dft_about_610937.hcsp)

The Department's general conditions of contract are used when contracting for the provision of a wide range of higher-value services (including research, professional services and consultancy). These

general conditions are augmented as appropriate by DfT to cater for any particular requirements or features of individual contracts.

### **INSTRUCTIONS FOR TENDERERS**

The Department provides precise Instructions for Tenderers, covering such issues as Access to Government Information, Submission of Tenders, Group Bids, Alternative Tenders and Transfer of Undertakings (Protection of Employment) Regulations 1981 (TUPE).

To ensure fairness all tenderers are required to submit their tenders in accordance with these instructions and any further requirements contained in the invitation letter. Failure to comply could invalidate the tender.

For more information on Instructions for Tenderers, please visit [http://www.dft.gov.uk/stellent/groups/dft\\_about/documents/page/dft\\_about\\_503213.hcsp](http://www.dft.gov.uk/stellent/groups/dft_about/documents/page/dft_about_503213.hcsp)

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### **DISCLAIMER**

This Guidance has been produced by BiP Solutions Ltd to provide assistance to those engaged in public procurement. The Guidance has been published in good faith by BiP and BiP shall not incur any liability for any action or omission arising out of any reliance being placed on the Guidance by any organisation or other person. Any organisation or other person in receipt of this Guidance should take their own legal, financial and other relevant professional advice when considering what action (if any) to take in respect of any initiative, proposal, or other involvement with public procurement, or before placing any reliance on anything contained therein.





# Expert public procurement consultancy for Buyers and Suppliers at your service



## PASS – HELPING YOU MEET KEY OBJECTIVES

The key objective of public procurement professionals is to ensure that the most suitable supplier is selected to provide goods and services on terms which are likely to offer the best value for money. The PASS service helps you meet this requirement and deliver contracts that offer best value-for-money terms with suppliers who will execute them efficiently.

## PASS CONSULTANCY

BIP's *Procurement Advice and Support Service (PASS)* provides organisations with access to experts in public procurement practices and procedures, thus helping you develop and deliver effective and efficient procurement. Our team offers a range of services to meet your specific needs. Whichever area you wish evaluated and improved, we have the experts to help.

The PASS consultancy's mission is to help you deliver the best in government procurement through:

- Practical solutions to improve procurement performance
- Innovative approaches to knowledge transfer within government
- Joined-up government
- Improved performance indicators
- Strategic direction and performance
- Opportunities offered by e-government
- Capacity to deliver change to meet identified needs
- Continuous improvement of services and challenging poor performance
- Sustainable development within decision-making processes and delivery of services
- EU-compliant processes
- Best practice procurement training

## PASS TRAINING

Our consultants can provide you with bespoke training packages to suit your needs. Consultancy and training is available for the following: environmental purchasing, partnering, evaluation, e-government, supplier debriefing, UK legal processes and precedents, contract management, EU-compliant tendering and much more.

## PASS ONLINE GUIDANCE

The PASS service provides online guidances on all aspects of the public procurement process and legal requirements: [www.bipsolutions.com/html/briefing.php](http://www.bipsolutions.com/html/briefing.php)

## PASS – EFFECTIVE DISPUTE MANAGEMENT

Contractual and procurement-related disputes are time-consuming, expensive and unpleasant. They can destroy client/contractor relationships, can add substantially to the cost of the contract, and can nullify some or all of its benefits or advantages. They can also have an impact on value for money. It is therefore in everyone's interest to work at avoiding disputes in the first place. Inevitably, however, disputes do occur and when they do the importance of a fast, efficient and cost-effective Alternative Dispute Resolution (ADR) procedure cannot be overstated. If a dispute arises, it is important to manage it actively and positively and at the right level in order to encourage early and effective settlement. Unnecessary delays and inefficiency can lead to rapid deterioration in relations and entrenchment of opinions. ADR through PADRE mediation involves the use of a trusted expert third party and is an effective alternative to litigation. PADRE mediation is provided by experts in contracting and public procurement. If you would like more details on how PADRE can help your organisation and become your mediation service of choice, telephone the PASS team on **0845 270 7055** or email [pass@bipsolutions.com](mailto:pass@bipsolutions.com).

## PASS HEALTH CHECK

The PASS service can help your organisation examine its current procurement organisational structures, strategies, processes, practices and related strengths and weaknesses. It delivers a detailed *PASS Mark Health Check Outcome Highlight Report (OHR)* that outlines areas of strength as well as those requiring further attention, and provides an outline *Project Initiation Document (PID)* designed to deliver a more effective and efficient tendering process that will help you achieve optimum performance and better value-for-money procurement.

## PASS IN-HOUSE PRESENTATIONS

PASS consultancy can provide you with in-house presentations directed to buyer or supplier. Each presentation will be bespoke to your requirements, whether they be with regards to improving your tendering practices or your procurement strategy or processes. Contact: [pass@bipsolutions.com](mailto:pass@bipsolutions.com)



The *PASS Mark Health Check* is a process-based evaluation technique that helps identify how your company can develop more effective processes when tendering for public sector contracts.

For further information on the **PASS** service, contact our **PASS Team** on **0845 270 7055**, email [pass@bipsolutions.com](mailto:pass@bipsolutions.com) or visit [www.bipsolutions.com/pass/](http://www.bipsolutions.com/pass/)