HINTS AND TIPS

This is not an exhaustive list of hints and tips but we have tried to provide a list that will help you as you
endeavour to seek and secure business in the Public Sector.

DON’T be put off by the paperwork – we have to gather information to make informed decisions and to
make sure that you get a fair assessment

DO respond to the questions in the Questionnaire and provide supporting information and evidence
where you need or wish to

DO follow the instructions issued with Tenders – they are there to help you and to ensure that you have
every opportunity to submit a compliant Tender

DO access the resources that we have provided information upon or links to and seek out other
resources and links too – the Public Sector uses the web as a communication tool extensively and you
will miss opportunities if you do not access these sites (and most sites are free to access

DO subscribe or gain access to trade and other magazines and publications. Many of these publish
opportunities extracted from the OJEU that you may not otherwise pick up on

DO follow up on these opportunities by accessing resources through the web – avoid contacting the
Contracting Authority as they will frequently only be able to refer you to the resource where the Tender
documentation is published

DON’T be afraid to ask questions – despite the comment above we are here to help and we will do our
best to direct you and answer any questions that you may have

DO be patient – learn from any Tenders that you do not win and decide whether seeking to do more
business with the Public Sector is the right strategic fit for your Company. If it is be aware that this may
well be a marathon not a sprint. The Public Sector is at least as complex as the Private Sector and in
many cases more complex.

DO appreciate that the Public Sector has to maintain a high level of accountability and credibility – that
means audit trails and that means information to enable us to justify our decisions

DO invest in becoming “E-savvy” – in order to improve efficiency and enable us to cope with the ever
increasing burden of accountability the Public Sector is moving more and more towards electronic
methods of communication. We have shown that by the references to the web throughout this
information pack and the adoption of InTend to undertake our tendering processes. We have not
mentioned the next step which will be to implement an e-marketplace. You need to consider the extent to
which you need to be e-savvy in order to compete and secure those contracts – and once you have
secured the contract to deliver on your commitments

And finally if you win that contract DO deliver on the promises that you make – you will have worked hard
to secure that business. Make sure that you give yourself every opportunity to keep it when the contract
comes round again or another requirement arises.