

Key Points for Tenderers - Bristol Care Home Framework

- Further information available on our Internet <https://www.bristol.gov.uk/tenders-contracts/procurement-support>
- All of the relevant documents are available to download from the ProContract system. We suggest that you read the documents in the following order:
 1. Instructions to Tenderers
 2. Commissioning Plan
 3. Terms & Conditions - Framework and Call offs
 4. Specification
 5. Declarations
- Base your bid on the Specification & Terms and Conditions, don't provide a generic answer, make your answer specific to the contract, answer the question fully.
- Only include publicity material in your submission if you have specifically been asked to.
- If something is not clear, send a dialogue to the Council through the e-procurement system.
- Don't qualify your bid (place conditions upon your bid). These can not be accepted.
- Use your responses to demonstrate understanding, knowledge, experience and ability to deliver clearly explaining your methodology, innovative solutions & added value
- Observe any word counts that are imposed, otherwise this could mean that this information is not taken into account
- Don't rely on previous knowledge or contracts held by the Council - Evaluators can only evaluate what is in front of them, using the scoring matrix detailed in the tender
- Provide all of the information requested. If you cannot provide some of the information, for whatever reason, ask for advice, this can be done through the e-procurement portal
- Ensure that all the sub-criteria/guidance points are covered within the answer, this is what you will get scored on
- Use previous commissioning feedback & build it in to your submission.
- Ensure that you have plenty of time before the closing date.