**Capital Construction**

**How we buy?**

**Finance and Commercial**

**Services**

**Working with Sheffield City Council**

1. Where we advertise our capital construction opportunities
2. How you can work with us
3. Our tender processes
4. Documentation you’ll need to complete
5. Contact us

The Council also provides more general information about procurement [here](https://www.sheffield.gov.uk/content/sheffield/home/business/procurement-tenders.html).

**1. Where we advertise our opportunities**

* [YORtender](http://www.yortender.co.uk) - the region’s e-tendering portal
* [Contracts Finder](http://www.gov.uk/contracts-finder) - the national database

**2. How you can work with us**

Register on the region’s e-tendering portal, [YORtender](http://www.yortender.co.uk). You only have to do it once to access tender opportunities from across the region. Make sure you register against all the [Common Procurement Vocabulary](https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation/common-vocabulary_en) (CPV) codes that match your company’s skills and experience. You’ll then receive automatic email alerts for any opportunities which match your profile.

Please note that we do not hold any approved supplier lists for capital construction works.

**3. Our Tender processes**

**Works up to £500,000**

We will always invite a minimum of three competitive quotations and may use [Constructionline’s](https://www.constructionline.co.uk/) database to carry out live searches of suitable contractors that we can approach.

If you are registered as a Constructionline supplier then please ensure your contractor profile is up to date, including the types and values of work you can deliver. This confirms your eligibility as a potential contactor for works and enhances your visibility as a supplier.

Why not [sign up as a Constructionline supplier](http://www.constructionline.co.uk/join-today/) today?

We may also run tender processes for works below £500,000 when this is the best route for delivering value for money and/or ensuring effective competition.

**Works over £500,000**

For works over £500,000 we will advertise all of our opportunities on the websites listed above (see Section 1 - Where we advertise our opportunities**)**. We may also search Constructionline’s database to identify suitable contractors who we can alert to maximise responses.

**Works over Official Journal of the European Union (**[**OJEU**](https://www.ojeu.eu/)**) value**

If a capital scheme is over £4,551,413 - then as well as the routes set out above for works over £500,000, we will also advertise using an ‘OJEU Notice’. These are widely publicised online.

**Frameworks**

We sometimes use framework contracts, which allow us to procure quickly and cost-effectively. We often use the [YORhub](http://www.YORhub.com) frameworks, which are established for local authorities in the Yorkshire and Humber region.

YORhub run a Supply Chain Engagement Programme (YORscep) so you can be alerted to supply chain opportunities. Why not [create an account](http://www.yorhub.net/member-signup/?reg-type=scep) so you can take advantage of supply chain opportunities across the region?

**4. Documents you will need to complete**

**Works up to £500,000**

You’ll need to complete an Invitation to Tender (ITT). Sometimes, this document may include a short Suitability Assessment, which you will need to pass in order for your tender to be considered.

If we need to openly advertise the works rather than obtain quotations, we usually follow a two stage tender process. The first stage will be a short pre-qualification questionnaire (PQQ), which is a shorter, more concise version of the government’s standard ‘PAS91’ PQQ - so you should be familiar with this document and be able to use many of your responses from previous submissions. We’ll then shortlist applicants to progress to the second tender stage.

**Works over £500,000**

Again, we’ll usually use a two stage process with a PQQ and tender document. This PQQ is still an abbreviated version of the government’s standard PAS91, but it’s slightly longer than the version we use for contracts under £500,000, to take account of the higher value (and usually complexity) of these schemes. We will then shortlist applicants to progress to the tender stage.

**5. Contact us**

If you would like any more information then please [contact us](mailto:CommercialConstruction@sheffield.gov.uk) – we’ll get back to you as soon as we can!