

UK-MED

A Supplier's Guide to UK-Med Procurement

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Our perspective on Procurement

Why does UK-Med have to do Procurement in a formal way?

- To comply with regulations required by our donors.
- To demonstrate value for money.
- To comply with audit requirements.

Do all types of Suppliers have to abide by the same rules?

Yes. From Sole Traders to large Suppliers, everyone is treated the same.

What are the aims of UK-Med's procurement procedures?

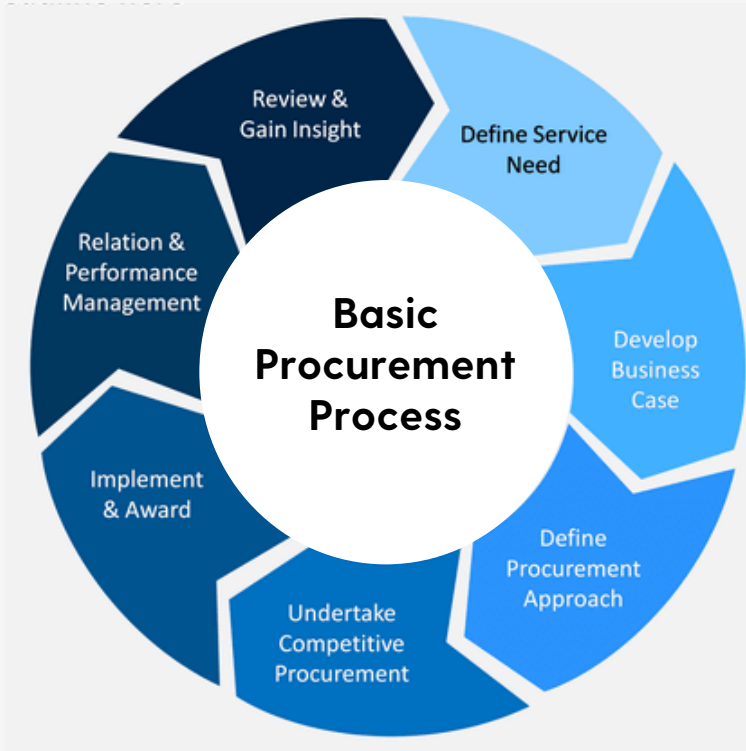
- Openness and transparency, whilst protecting commercial confidentiality.
- Adherence and compliance with donor funding requirements.
- Ensuring value for money.
- Treating all Suppliers equally and fairly.
- A clear procurement process which we can easily demonstrate to donors and auditors.



UK-Med's Procurement Process



UK-MED Tender Process



The process to be followed is determined by value, risk, complexity and donor requirements. Here we focus on the most in depth process – a tender.

1. UK-Med establish and advertise the requirement

- UK-Med Website
- Linked In (if appropriate)
- Tender portals (if appropriate)

2. Submit your bid!

It's time for you, the Supplier, to put together your bid in line with the specifications. The deadline by which you need to submit will be communicated in the tender documents. Make sure you submit everything requested!

3. Submissions are analysed and evaluated by an expert team within UK-Med

Once the submission deadline is hit, UK-Med's Procurement Team will facilitate an evaluation session.

A panel will score each element, using the methodology stated in the tender documents provided to Suppliers. Make sure you consider the scoring methodology when preparing your bid submission.

Submissions can be anonymised, but it's important to state that evaluations take place in a completely impartial manner. We will never evaluate on the basis of historical knowledge, only on your submission.

4. Successful and non-successful Suppliers/ Sole Traders are informed

Successful Suppliers / Sole Traders are awarded a contract / framework agreement.

We can offer feedback to unsuccessful Suppliers / Sole Traders.

You can view available tender opportunities on our website.



What do I, the Supplier or Sole Trader,
have to do?

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Helpful Advice

Key things worth considering highlighting in a bid include:

Innovation

What sets you apart?

Added Value

Try to detail specific areas where you can generate value for money

Social Value

Detail the wider social, economic and environmental benefits you can offer

Pricing

Make sure your prices accurately reflect your provision – ensure they are realistic

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Helpful Advice

Read and act upon the requirements carefully

Common errors which result in disqualification include:

- Not submitting the correct documentation.
- Submitting documents in formats different to those requested.

Language

Use correct punctuation and grammar.

Try reading your bid aloud before submitting to test its readability.

Know the limits

Do heed the word, document and page limits!

Avoid overly-long document names as this can present some formatting problems.

Ensure you have the correct insurance

Make sure you're being compliant and have all the right legal backup you need.

Ensure your submission best showcases your talents

Take care that your submission directly relates to the provision that you are bidding for.

Showcase your applicable skills and try to avoid making your submission needlessly complicated. Keep it simple!

Familiarise Yourself with Due Diligence

Our donors expect us and the companies / individuals we work with to operate ethically.

Resources:

[Modern Day Slavery Act 2015](#)

[Environmental Act 2021](#)



Supplier / Sole Trader Checklist

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Checklist

- Have I read all the documents provided?
- Am I clear on the submission deadlines?
- Have I submitted everything that UK-Med have asked for?
 - Am I submitting in readable documents that I have checked?
 - Have I acknowledged and stuck to word limits?
- Do my submission answers and does any supporting content provided best showcase my skills in direct relation to the requirement?

Building a world
Prepared to help