



2023
2024

UNDERSTANDING PUBLIC SECTOR CONTRACTS

WHAT IS A PUBLIC CONTRACT?



Government organisations and other public bodies use general procurement to purchase suppliers' goods, services and works.

The process begins with the identification of a need by the public authority. This need could be for a wide range of items such as construction work, IT services, or office supplies.

Once the need has been identified, the public authority will find a supplier to fulfil that need.

This is done by publishing a contract notice, a public sector version of a wanted advertisement. This notice informs potential suppliers of the opportunity to provide the goods, services, or works required by the public authority.

WHAT'S A CONTRACT NOTICE?

A contract notice is how a public body formally announces an opportunity.

It is your first chance to understand what the buyer wants and if you are qualified to put yourself in the running to be awarded the contract.



WHAT'S IN A NOTICE?



The contract notice will usually contain the following information:

- The name and contact details of the buying organisation
- Who will be entitled to use the contract (particularly if the contract is being placed on behalf of a group of public bodies)
- The type of contract on offer (supplies, works or services)
- The main commodity being procured
- Any other items required which are not covered by the central object category
- The tendering procedure which will be followed
- The criteria that suppliers will have to meet
- Whether there's an alternative way of meeting the requirements of the contract notice
- The total quantity or scope of the contract (One item or many? A one-time service or an ongoing package?)
- The economic, financial and technical capacity that will be expected of a successful bidder

CONTRACT AWARD NOTICE

An award notice gives information about a public contract which has been awarded to a supplier. It should include the following information:

- The date the contract was awarded
- The award criteria
- The number of offers received
- The name and address of the successful tenderer(s)
- The value of the contract

Award notices can be beneficial for a supplier. By understanding who is winning contracts, you can track your potential competitors and build a clear picture of the overall marketplace.

Perhaps more importantly, an award notice could alert you to further opportunities at a later date on the broader supply chain.

For example, if an award notice is published to build a new school and your firm can supply teaching equipment; you can use the award notice to contact the winning supplier to find out if future subcontracting opportunities will be available to provide the equipment your firm specialises in.





Head over to the Supply2Gov website
for more information on how you can
find, bid for and win public sector
contracts

www.supply2govtenders.co.uk