**SUPPLIER GUIDE**

**DOING BUSINESS WITH THE NATIONAL LOTTERY COMMUNITY FUND**

ProcurementTeam

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Website: <https://www.tnlcommunityfund.org.uk>

Link to Supplier Zone: <https://www.tnlcommunityfund.org.uk/about/customer-service/supplier-zone>

**Background Information**

**Introduction**

## We are the biggest community funder in the UK. Every year, we fund 12,000 projects using money raised by National Lottery players.

Ten Facts about The National Lottery Community Fund:

1. The National Lottery Community Fund distributes 40 per cent of the money raised by the National Lottery for good causes
2. Our funding supports people who want to make life better for their communities
3. We received over 90,000 enquiries and applications during the past year
4. Most of our funding goes to projects applying through open, responsive programmes – such as Awards for All and Reaching Communities
5. 95.6 per cent of awards made in 2014/15 went to the voluntary and community sector
6. We also work with partners to run more focused, long-term investments tackling major issues (e.g., meeting the challenges of an ageing population)
7. 91.3 per cent of last years’ awards were small, with a value of less than £10,000
8. In addition to new awards, we also managed existing awards worth £1.2 billion
9. Our core operating costs in 2014/15 were 4.9 per cent
10. Since June 2004, we have awarded over £9 billion to projects supporting health, education, environment and charitable purposes.

**Vision and Principles**

Helping communities and people most in need

## Our Vision: People in the Lead

We believe people should be in the lead in improving their lives and communities. Our approach will focus on the skills, assets and energy that people can draw upon and the potential in their ideas.   
  
We feel that strong, vibrant communities can be built and renewed by the people living in them – making them ready for anything in the face of future opportunities and challenges.

**Our principles:**

We will be guided in the choices we make by a set of principles:

**Confidence, not control**

We trust in people’s ability to make great things happen, believing that our funding should enable rather than control.

#### Simple processes, good judgements

We use simple, proportionate processes which enable us to make good judgements.

#### The strengths people bring

We start with what people can contribute, and the potential in their idea.

#### A catalyst for others

We listen to, learn from, act on and facilitate the things that matter to people, communities and our partners.

#### Shared direction, diverse approaches

We value the diversity of communities we work with across the UK, are consistent in the quality and opportunities we offer, and support people to tackle inequalities.

#### Using resources well

We make informed choices about the resources given to us by National Lottery players: with knowledge, with people and with money, and in an environmentally sustainable way.

**Strategic Framework 2015-21**

Our new strategic framework sets out what people can expect from us as a funder over the next six years. Our vision is that people should be in the lead in improving their lives and communities.

More information is available by [**clicking here**](https://bigblog.org.uk/2015/03/24/people-in-the-lead).

**About The National Lottery Community Fund’s Procurement Team**

Procurement plays a key role in the delivery of The Fund’s business objectives. Whilst Procurement sets procurement policy, in line with best practice for the organisation, we are also responsible for delivering best value procurement solutions for all goods and services required by the business.

The Procurement team manages the procurement process for all business requirements with a value exceeding £10,000. Our services range from specification development to award of contract, and providing post contract support and review for all requirements. We also manage the procurement process for any requirements that are of a complex or high risk nature.

For requirements with a value below £10,000, the Fund operates procurement self service, which means that Fund employees are able to undertake procurement activities, provided they follow the guidance and policy of the organisation. This initiative allows Procurement to focus on high risk and/or high value purchases on behalf of the Fund.

**Meet the Team**

|  |  |
| --- | --- |
| **Jennifer Mills**  Head of Procurement | **Jazz Bansal**  Procurement Manager |
| **Hildur Pétursdóttir**  Procurement Manager | **Joe Walsh**  Procurement Analyst |

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**Service Outline**

The Fund is committed to ensuring that our procurement processes and policy support public money spent in a way that is fair, honest and accountable and that all decisions are transparent.

All procurement activity under £3,000 can be undertaken without Procurement’s intervention provided that all of the Fund’s procurement policies and financial regulations are adhered to.

All procurement activity over £10,000 (for the length of the contract or the entire requirement) must be undertaken in conjunction with and administered by the Procurement department.

|  |  |  |
| --- | --- | --- |
| **Estimated Contract Value** | **Procurement Requirement** | **Procurement Activity Undertaken By** |
| **Up to £3,000 exc. VAT** | Obtain One (1) fixed price quote | End User |
| **£3,001 to £10,000 exc. VAT** | Obtain a minimum of three (3) Quotes/Proposals | End user |
| **£10,001 to £181,302 exc. VAT** | * Competitive tender process; OR * Use Crown Commercial Services or similar Framework Agreement and advertise on Contracts Finder and the Fund’s website. | Procurement |
| **Over £181,302 exc. VAT** | * Competitive tender process subject to Public Procurement regulations. Advertisement in the Official Journal of the European Union (OJEU), Contracts Finder and Fund’s website. * Use Crown Commercial Services Framework Agreement | Procurement |

Contracts that fall within the EU public procurement legislation thresholds (Public Contracts Regulations 2015) will be advertised within the Official Journal of the European Union and Contracts Finder. In order to comply with EU public procurement legislation adverts will set out the process for applying and the information required for each tender provision.

**EU Directives/Thresholds**

**Public Contracts Regulations 2015**

Effective the 26th February 2015, Public Contracts Regulations 2015 set out the legal framework for public procurement. They apply when public authorities or those arms-length bodies seek to acquire goods, services, civil engineering or building works. They set out procedures which must be followed prior to awarding a contract when its value exceeds set thresholds, unless it qualifies for a specific exemption.

The purpose of the EU Procurement rules is to open up the public procurement market and to ensure the free movement of goods and services within the EU. In most cases they require competition and seek to reinforce the value for money focus of the government’s procurement policy. This requires that all public procurement must be based on value for money which should be achieved through competition, unless there are compelling reasons to the contrary.

The figures below are fixed for a period of two calendar years and are revised on 1 January in every even year. The most common thresholds applicable to the Fund are listed below.

**Summary of Threshold Levels from 1st January 2018 to 31st December 2019.**

|  |  |
| --- | --- |
| Supplies and Services (Sub-Central Contracting Authority) | £181,302 |
| Works Contracts | £4,551,413 |

**Tendering Opportunities**

Opportunities are advertised and available through the Fund’s electronic tendering portal (<https://tnlcommunityfund.bravosolution.co.uk/web/login.html>). You may visit the following link for more information from our Supplier Zone: <https://www.tnlcommunityfund.org.uk/about/customer-service/supplier-zone>.

The Fund has implemented an environmentally friendly and efficient electronic method of facilitating the tender process. Suppliers are asked to register their company details with our electronic tendering system in the first instance. This will provide access to tender opportunities and relevant documents associated with published tenders.

NOTE: In order to be able to submit expressions of interest and gain access to documents, companies must register firstly. **The Fund will not respond to requests for documents by any other means**.

**Expressing an Interest**

1. Register your company details on the electronic tendering portal at <https://tnlcommunityfund.bravosolution.co.uk/web/login.html> (this is only required once) and click the register button.

2. Follow the instructions as provided to complete your registration to include the Basic and Extended Profiles.

**Advertising Requirements**

If the requirement is below the EU thresholds but above £10,000, the Fund is required to advertise any/all tender provisions on Contracts Finder (<https://www.contractsfinder.service.gov.uk/>).

All requirements above the OJEU thresholds need to be advertised in the Official Journal of the European Union and Contracts Finder. Procurement will facilitate the appropriate contract notice(s) through our electronic tendering portal.

**Invitation to Tender**

Each tenderer participating in a competitive tender provision will be provided with an electronic package of information that require review and/or completion. It is imperative that upon expression of interest and access to the tender on the e-Tendering portal, you review information for accuracy and raise any discrepancies immediately. In addition, it is imperative to follow the instructions as provided to ensure you are compliant in your bid submission.

**Evaluation Criteria**

Procurement work with colleagues within the business and those who may sit on a given evaluation panel to agree the evaluation criteria for a competitive tender process. Evaluation criteria will be published prior to generating supplier interest on a tender provision. Criteria and their methodology are used to assess technical merit, risk, and other key areas.

**Payment Terms/Invoicing**

The Fund’s Finance team is responsible for the payment of all supplier invoices submitted. All invoices must note the purchase order number on the face of the invoice. If your key contact within the Fund has not provided you with a purchase order number, please ask for one. In order for your invoice to be processed swiftly, it is best that your invoice is submitted Finance Payables at [finance.payables@tnlcommunityfund.org.uk](mailto:finance.payables@tnlcommunityfund.org.uk).

Once your key contact at the Fund agrees that the good and services included within the invoice have been delivered by way of goods receiving, then payment will follow shortly thereafter.

**Contract Management**

A contract manager will be identified at the onset of writing the strategy for the procurement. The contract manager will be responsible for ensuring the contract is performing in accordance with the requirements, liaising with the awarded supplier, and holding regular meetings to ensure lines of communication are open.