



Guidance for Suppliers

This guidance is issued by the Higher Education Purchasing Consortium Wales (HEPCW) for prospective suppliers to the Higher Education Sector in Wales.

3 questions commonly asked by suppliers are:

- *How can I be added to an existing framework agreement?*
- *How do I become a registered HEPCW supplier?*
- *How do I register on the HEPCW website?*
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The position is relatively straightforward and a further explanation is provided below:

How can I be added to an existing framework agreement?

It is not possible for suppliers to be added to existing framework agreements - all suppliers currently providing goods and services through a framework agreement have been selected as a result of a formal competitive process. The only way to become a framework supplier is through successful participation in a competitive procurement exercise. Framework agreements are let in accordance with European Union Procurement Procedures and will be advertised formally. Suppliers are advised to monitor the European Journal in which all framework agreement notices are advertised.

In terms of the future work, it is recommended that suppliers register with procurement portals which are widely used within the sector and the Welsh public sector. Registering will ensure that suppliers receive notification when opportunities are advertised for those categories of expenditure for which they have registered. In this way suppliers are able to have sight of appropriate opportunities and decide whether or not they wish to bid.

For the HE Sector, In-Tend is widely used. A link to this can be found here - <http://www.tendernotificationservice.co.uk/intend.aspx> - this will give you access to tenders issued by the HE Purchasing Consortia and individual institutions.

For opportunities advertised by Welsh public sector organisations, please visit www.sell2wales.co.uk Registration on the site is free of charge.

The National Procurement Service (NPS) was launched in November 2013 which will manage the procurement of common and repetitive spend categories for public sector bodies in Wales (subject to certain caveats). Further information regarding the NPS and the pipeline of work can be found at <http://npswales.gov.uk/pipeline/?lang=en>

It is also suggested that suppliers continue to visit the various HE Consortia websites (links to these can be found from the HEPCW website) which will provide details of upcoming tender opportunities.

How do I become a registered HEPCW supplier?

HEPCW does not operate a “preferred” or “approved” supplier list, nor is it possible for suppliers to become HEPCW registered. All suppliers engaged on HEPCW led or supported agreements will have been selected following a competitive procurement exercise.

How do I register on the HEPCW website?

Suppliers are unable to register on the HEPCW website. Appropriate information which is publicly available is published on the HEPCW website, and is accessible to suppliers.