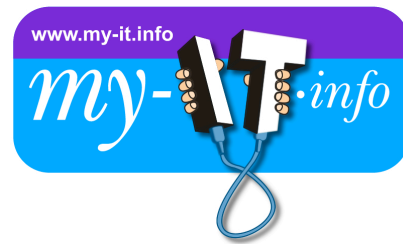


It is easy to imagine that online tendering for public sector contracts is something that applies only to major suppliers and very large contracts.

What's more, selling to government, local authorities, the NHS and other public sector agencies is often seen as a difficult and bureaucratic process – assuming you can find the tendering opportunities in the first place.



These are the sorts of assumptions that could be preventing small businesses from taking their share of some considerable markets.

- Public sector contracts offer real opportunities for businesses of all sizes.
- Increased use of on-line tendering and other IT enhancements means that the process is becoming far more accessible to potential suppliers.

This section of the My-IT website provides practical guidance on [How the Public Sector Buys](#) and on how to use the Web to tender for public sector business.

The My-IT e-Tendering website contains four types of information:

- Knowledge – understand what e-tendering is and learn how it works
- Case Studies – consider some real local examples
- Contracts – where to find details of contracts on the web
- Reading – useful articles for those who want to dig a bit deeper

Your Questions Answered

Whenever the topics of e-commerce in general or e-tendering in particular are raised, there are always a lot of questions. This section tackles the basic issues head on:

- What is e-tendering?
- Is it really happening?
- Is it for me?
- Do I stand a chance?
- What are the benefits for me as a supplier?
- What ICT skills do I need?
- What ICT equipment do I need?
- How does e-tendering work?

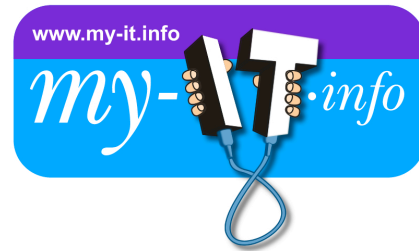
How the Public Sector buys

We recommend starting with the straightforward information provided by The Office of Government Commerce (OGC). My-IT links to 'step by step' OGC guides that are of interest to anyone considering tendering for public contracts. The guides cover

- Frequent Questions
- A Typical Procurement Process
- Increasing Your Chances of Winning
- European Rules
- Frameworks

Case Studies

Local businesses need to be able to see clearly that **e-tendering is for real** ... that there are real commitments, visible announcements of opportunities and clear processes.



So this section of our guide introduces some of the breaking stories of commitments to e-tendering. Case Studies include:

- **Regional NHS** commitment to local small businesses
- **Wakefield** amongst Yorkshire & Humber Councils leading the way
- **Barnsley** electronic-invoicing pilot (coming soon)

Find Contracts

The e-notification part of the tendering process is very well established across the UK public sector – this section introduces the essential websites. For example:

- www.counciltenders.net - 13 local authorities in Yorkshire & Humber use this site to advertise tenders.
- The [NHS Purchase & Supply Agency](#) is a vital source of information on tendering nationwide.
- [Supplying Government](#) also provides a general search facility for [Government Contracts](#) and also lists government departments with their own [tender websites](#).
- The Official Journal of the European Union (OJEU) is the mandatory place for advertising contracts of over £100,000. [Tenders Electronic Daily](#) is the free online version of OJEU.

Useful Reading

We have gathered articles and resources which you will find helpful. They are organised by level of experience as follows:

- Information for all levels of user
- Introductory information
- Information for intermediary users
- Resources for advanced users

The e-Procurement process

