

The General Lighthouse Authorities for Scotland and the Isle of Man; England, Wales and the Channel Islands; Ireland; and their adjacent seas and islands



A guide to potential Suppliers

This guide provides potential suppliers information on the GLAs' procurement activity, how to compete for GLA business and other information that may assist you.

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Introduction

This guide has been jointly produced by the Heads of Procurement for CIL, NLB and TH and is aimed at providing you with information on competing for GLA business and an awareness of what is involved.

Background to the GLAs

The General Lighthouse Authorities for the United Kingdom and Ireland (GLAs) are the organisations responsible for the superintendence and management of Aids to Marine Navigation around the coastline of the UK and Republic of Ireland including the Channel Islands, the Isle of Man and their adjacent seas and islands. The organisations are the Commissioners of Irish Lights (CIL), Commissioners of Northern Lighthouses, operating as the Northern Lighthouse Board (NLB) and Corporation of Trinity House (TH).

The GLAs' primary responsibilities are set out in Parts VIII and IX of the UK Merchant Shipping Act 1995 and in the case of CIL's statutory undertaking in respect of the Republic of Ireland, Part XI of the Merchant Shipping Act 1894 and the Merchant Shipping (Salvage and Wrecks) Act 1993. These responsibilities include, but are not limited to:

- Provision of aids to navigation for general navigation
- Superintendence and management of all aids to navigation within their respective areas
- Marking, removal and/or dispersal of wrecks considered to be a danger to navigation outside harbour areas.

The GLAs effectively assume responsibility for the discharge of their respective Governments' obligations in terms of AtoN provision under the Safety of Life at Sea (SOLAS) Convention 1974.

In the furtherance of their duties the GLAs have various bases of operation and assets, owned, leased and contracted, around the coastlines of the Great Britain and Ireland including depots, lighthouses, beacons, ships, boats and helicopters.

The principal maritime assets are multi function tenders (MFTs) with helicopter-operating capabilities, the tasks of which are to supply stores, fuel, water, materials, equipment and personnel to service, maintain, construct and repair various types of floating and fixed Marine Aids-to-Navigation.

The joint mission of the GLAs is:

"To deliver a reliable, efficient and cost effective Aids-to-Navigation service for the benefit and safety of all mariners."

For further information on these organisations, please visit the following websites:

www.cil.ie

www.nlb.org.uk

www.trinityhouse.co.uk

GLAs and the Public Sector

Running costs are met from a "*General Lighthouse Fund*", financed by the collection of Light Dues paid by commercial ships calling at British and Irish ports, and by fishing vessels 10 metres and over in length. The fund, administered by the **Department for Transport**, is entirely self-financing, and receives no grant from the Exchequer. The powers and duties of the *General Lighthouse Authorities* are laid down in the Merchant Shipping Act of 1995. They are met from a "*General Lighthouse Fund*", financed by the collection of Light Dues paid by commercial ships calling at British and Irish ports, and by fishing vessels 10 metres and over in length. The fund, administered by TH is entirely self-financing, and receives no grant from the Exchequer. The powers and duties of the *General Lighthouse Authorities* are laid down in the Merchant Shipping Act of 1995.

The GLAs are classified as public sector bodies because of the above and therefore all EU, UK and ROI Public Sector Procurement Legislation is applicable. The key principles of the EU Procurement Directives (coming from the EC Treaty principles applicable to purchasing) will be applied. These being:

- Equal Treatment – irrespective of whether you are known to us or not
- Transparency – clarity from the beginning of the process
- Proportionality – setting needs in relation to the requirements
- Mutual Recognition – equality for all Member States qualifications, standards etc
- Confidentiality – protecting the interests of all involved
- Non-Discrimination – ensuring fairness for all Tenderers

What do the GLAs buy?

The GLAs purchase a wide variety of goods, services and works to support their activities for example:

- Beacons
- Batteries
- Travel and accommodation
- DGPS and eLoran
- Marine Gas Oil
- Actuarial Services
- PPE and Work wear
- Dry Docking and Repair
- Buoy Structures
- Civil, Electrical and Mechanical Works
- Fleet Vehicles
- Telemetry
- Marine chain and shackles
- Consultancy Services
- Fabrication Services
- Utilities
- Solar Panels
- ICT hardware, software and consumables
- AIS Hardware and Software
- Ships
- Helicopter Services
- Insurance
- Marine Engineering
- Office Equipment

Some of our requirements will be purchased from collaborative public sector contracts provided by central bodies, OGC Buying Solutions (UK) and Central Procurement Directorate (ROI) for example. Where we have similar requirements and joint projects, we will collaborate to provide an arrangement for all three GLAs, or with other public sector bodies and on other occasions the procurement maybe for one GLA. Each GLA manages its own procurement activity. Full GLA contact details can be found in Section 8 of this guide and also on each GLAs website.

How to find GLA opportunities

All contracts above the EU Procurement Directive (2004/18/EC) thresholds will be advertised in the Official Journal of the European Union (OJEU) as a minimum. The GLAs also advertise their below threshold tender opportunities.

There are a number of ways to find out about GLA opportunities including:-

- TED (Tenders Electronic Daily) is the online version of the 'Supplement to the Official Journal of the European Union', dedicated to European public procurement. It is free to access to business opportunities from the European Union, the European Economic Area and beyond. <http://ted.europa.eu/TED/main/HomePage.do>
- Each GLA website will provide full details usually via a procurement portal. Please click on the following links for access
 - <http://nlb.g2b.info>
 - <http://trinityhouse.g2b.info>
- NLB and TH low value contract notices appear automatically within <http://www.supply2.gov.uk> This site offers a free online search of all UK public sector contract notices.
- Subscribe to a tender tracker website or service. These services should provide information for all public sector tenders but may attract a fee.
- Contact the GLA and ask

What you can expect from the GLAs

You can expect to be:-

- Treated equally and fairly alongside all your competitors with no advantage being given to any Tenderer.
- Given the responses to all points of clarification raised during a tender exercise to ensure everyone has the same information.
- Given the documentation in both hard copy and electronic form (where appropriate)
- Given a clear debrief, upon request (if unsuccessful) to allow you to understand why you were not awarded the contract and possible suggestions that may assist you with future tenders.
- Ensured of confidentiality subject to the provisions of the Data Protection Act, Freedom of Information Act and any other relevant legal requirements.

You can also expect that our processes will be compliant with all current EU, UK and ROI Procurement legislation.

If I'm not happy what can I do?

If you are unhappy and wish to raise an issue with a GLA please contact the person named within the Tender documents or alternatively the undernoted Head of Procurement for each GLA, who will advise you:-

Robert Hudson
Procurement Manager
Commissioners of Irish Lights
Email: r.hudson@cil.ie
Direct Tel: 00353 1 271 5440

Fiona Lynch
Commercial Manager
Northern Lighthouse Board
Email: fional@nlb.org.uk
Direct Tel: 0131 473 3131

Colin Bottomley
Procurement & Inventory Manager
Trinity House
Email: colin.bottomley@thls.org
Direct Tel: 01255 245000

Some practical advice and tips on tendering

Some of this may seem obvious but worth mentioning:

- Read all the documents carefully, noting the return deadline.
- Provide all the information requested including supporting documentation etc. You may be disqualified if you miss something, even if it is a genuine error. This applies to all stages of a tender/enquiry process, including pre-qualification.
- If you believe the tender return deadline is not achievable ask for an extension as soon as possible. An extension may not always be granted, but last minute requests are likely to always be turned down, as a late extension would be unfair to tenderers who have sent in their bids or plan to meet the deadline.
- If we invite you to attend a site visit, tenderers' conference etc as part of the tendering exercise, please ensure a representative of your organisation attends.
- When providing referees, do not list the organisation for which you are tendering as a referee, we want external references.
- Please ensure that your referees are relevant and that their express permission has been given for direct contact by the GLA. It will be assumed that all referees are contactable unless explicitly stated within your tender submission.
- If you cannot provide information that has been requested please tell us why, this could be the difference between your tender being disqualified or evaluated.
- Please don't ask us about how you should bid or any commercial aspects of your bid. We must remain impartial and cannot discuss this with you.
- Do not leave it until a few days before the return deadline to raise any points of clarification. This is too late for us to respond and to provide all tenderers with points of clarification, as some may have submitted their bids.
- Think about the presentation of your documents and the understanding of the GLA reader. Keep it concise but relevant, not too short leaving gaps in information and not too long where your message is lost.
- Avoid jargon or at least explain what you mean in your submission to ensure it is easily understood by the GLAs.
- Follow the tender return instructions and provide the correct number of copies and any electronic versions requested.
- Make sure your tender is delivered prior to the deadline and it is received, courier or hand delivery would provide you with evidence of this.
- Please do not contact us to ask if your tender has been received, we can only tell you this after the deadline when boxes are opened.
- If you are sending an electronic tender Word, Excel and PDF are the preferred format and will avoid any software problems. Other types of file especially Zip files or encrypted files, may cause problems and could hamper the delivery of your tender.

- We have no limit on the size of email received however to ensure that there are no receipt problems please limit email size to no more than 10 Mb (NLB/CIL) and 9Mb (TH); and there is no limit on the number of emails sent. This email box is only opened following the deadline and the tender opening procedures still apply.
- All tenders, quotes and pre-qualification documents received after their deadline will not be considered.
- When sending electronic tenders please be aware that there can be a time delay between servers. The time stamp for receipt will be the time your email hits the GLA server and not the time you sent it.
- When sending paper tenders the time for receipt is when it is received by the GLA and not when it was dispatched by you.
- Please allow sufficient time for delivery of both paper and electronic tenders. The onus is on the applicant to ensure that they meet the deadline.
- Do not hasten any results of the exercise, you will be advised as soon as a decision has been made. This can take time so please be patient.
- Above all, if you are unsure, please ask, our tenders should always provide you with a point of contact.

Contacts

Each Tender exercise will provide a named contact. These are general contact details and organisation switchboard telephone numbers.



Commissioners of Irish Lights

Harbour Road
Dun Laoghaire
Co Dublin
Ireland

Web: www.cil.ie

Tel: 00 353 1 2715566



Northern Lighthouse Board

84 George Street
Edinburgh
EH2 3DA

Web: www.nlb.org.uk

Buyer Profile: <http://nlb.g2b.info>

Tel: 00 44 131 473 3100

Email: procurement@nlb.org.uk



Trinity House

The Quay
Harwich
Essex
CO12 3JW

Web: www.trinityhouse.org

Buyer Profile: <http://trinityhouse.g2b.info>

Tel: 00 44 1255 245000

Further information on Public Sector Procurement

The following are a selection of many websites that will provide more information:

www.supply2.gov.uk

<http://ted.europa.eu>

www.simap.eu.int

www.cips.org

www.ogc.gov.uk

www.buyingsolutions.gov.uk

<http://www.publiccontractsscotland.gov.uk/>

www.constructionline.co.uk

www.iala-aism.org