Doing Business with the Council

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ENFIELD Council

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Introduction

Enfield Council is committed to delivering its Council Plan. Through this document we aim to offer guidance to organisations looking to work with us to support our aims. This guide is designed to make it easier for business to work with us.

We are committed to improving access to business opportunities for businesses.

Procurement Legislation

Contracts are tendered according to financial and contractual procedures enshrined in our Constitution. These processes are derived from the Procurement Act 2023 and Public Contract Regulations 2015, which exist to ensure fairness and transparency in Public Sector contracting.

More information on Public Procurement can be found here: The Official Transforming Public Procurement Knowledge Drops - GOV.UK

Where to Find Opportunities

To do business with the Council the commissioning department must carry out a procurement exercise. This process is set out in the Councils Contract Procedure Rules (CPRs). Some provision where the Service User choses the supplier can be directly awarded under the PA23 User Choice rules.

The Council does not have 'preferred supplier lists' – just suppliers that have a contract through a procurement exercise.

Central Digital Platform (CDP)
What is the Central Digital Platform (CDP)? The CDP is where suppliers can find out about tender opportunities – it is an enhanced "Find a Tender" system. Public sector organisations across the UK are required to freely advertise all procurement needs, over a specific value, online. The specific value differs depending on which type of organisation is procuring, and what they are procuring.

From 1st April 2026 all suppliers must register on the CDP to obtain a Public Procurement Organisation Number (PPON). Once complete, the system will generate your unique supplier ID/PPON, in this format: ***PPON ABCD-1111-EFGH***
When tendering you will need to provide your Public Procurement Organisation Number (PPON).

Note if you registered prior to 24th February 2025 you may need to re-register and/or validate your details again. The Central Digital Platform holds your organisational details, so you don't have to keep providing it on a tender as before.

Enfield Council Procurement Portal
Enfield Council uses the Atamis Procurement Portal for contracts over £30,000. Suppliers can register here to receive notifications of opportunities. Tenders and any communications during procurement must be via the Atamis portal.

Registration does not take long and includes:

- User first name
- User last name
- Company Name
- Company Address
- Country
- Post Code
- Company Registration number
- Contact telephone number
- VAT & Dunns number

A Supplier Account can have **multiple contacts** associated with it, meaning individual users with individual logins to the related Supplier Account.

The Atamis site has guidance on their Supplier Portal Help Page for suppliers. Suppliers should go here for information for support on registration, password resets etc. Helpdesk information is available on the Supplier Portal Login Page.

- Welcome
- Phone: +44 29 2280 9277
- Helpdesk: Raise a Support Ticket

Where to start?

Register for free on our Procurement Portal and receive alerts at: Welcome
Register on the Find a Tender Service site to receive alerts of opportunities nationally, and if your organisation wants to bid for public contracts over the procurement threshold. There is guidance on the government website.

Dos and Don'ts When Tendering

When you have identified tender opportunities there are a few dos and don'ts you should consider:

Do make sure your details are up to date on the Central Digital Platform:
The CDP is an enhanced version of Find a Tender Service. Suppliers will be able to find opportunities but will also be able to input and share their commonly used information to help save you time when bidding. Please make sure this information is maintained.

Make sure that your details are up to date on the Councils Procurement Portal, and you have your PPON number.

Do read the tender pack carefully:
Ensure you have read and understood the tender pack that has been released. This will contain all the information regarding the services being tendered for, terms and conditions and clear instructions on how you should submit your bids.

Do seek clarification:
Where you have questions related to the tender or associated process, do submit a clarification request. Online tender portals have a message function that allows you to communicate with the buyer. Be aware the answers to your clarifications will be made available to all bidders unless they are considered commercially sensitive. If you consider your question commercially sensitive, you should make this known at the time of asking by being clear in your message.

Do make sure you read the questions and the marking criteria:
Buyers will normally ask a series of questions as part of the tender to ensure they are achieving best value in both quality and price.

Do read the question carefully and ensure you answer it fully:
Look at the published evaluation criteria alongside the questions, this will clearly explain how your response will be scored. Take note of page / word limits, requested formats and any other instructions. Don't send advertising information.

Don't assume anything:
When responding to questions, never assume a buyer knows something about your business. A buyer can only mark what has been provided by you at the point of tender response, they may know that you operate a specific system, but they cannot award you the marks unless you have made it clear in your tender response. The buyer can also only mark based on the information provided within an individual question response and cannot cross reference across questions. Therefore, always provide the full information in your question response, even if it means some repetition. Likewise, if the tender is unclear in anyway, do not assume you know the meaning, always use the clarification tool to clear up any ambiguity.

Don’t break the rules:
The documents provided as part of the tender will provide a clear expectation of how you should bid and the timelines you should meet. Going over the page limit may result in a large part of important information being discounted from your bid when evaluated. Late submissions will not be accepted, and your bid may not be scored at all. Tenders take a lot of time and effort to prepare; ensure you follow the rules of the tender to make sure that work counts.

Do remember every tender is different:
Each organisation will have its own way of producing tender packs and evaluating responses. Make sure you follow the dos and don’ts for every tender. Ensuring your responses are bespoke to the tender and satisfy its requirements fully will ensure you have the best chance of having the winning bid.

AI
If you use AI to write your tender response you will be asked to declare this. Please make sure you have read the AI generated response and that it answers all the questions. Ensure they are not generic responses.

Evaluation of tenders and clarification

The Council will evaluate your tender response in accordance with pre-agreed criteria. These criteria will be the same as originally advertised and stated within the tender documentation. It may be necessary for the Council to seek clarification of your answers and a this will be done via the Councils procurement portal (Atamis). Notification of successful and unsuccessful bids will be carried out via the Procurement Portal (Atamis).

Contract award

Procurement Act 2023 sets out that notifications are published. Depending on whether the contract is above threshold, where a standstill period applies, or below threshold, where only the notification is published. These are done via the Councils Procurement Portal (Atamis). Your PPON number will be required for these.

Contract implementation and management

Enfield Council actively manages contracts to ensure they continue to deliver the best value throughout the life of the agreement. This is also an opportunity for the Council to work collaboratively with its suppliers to drive value, pursue innovative approaches or manage upcoming market risks.

Activities you can expect to undertake with your Enfield Council contract manager can include the following:

- Regular Contract performance reviews
- Completing and maintaining a joint risk register
- Business continuity and exit planning
- Evidence of ongoing contract compliance i.e., up to date insurance certificates, DBS.
- Commercial strategy, costs, efficiencies and contract modifications

Where your contract is a Public Contract of £5m or over or classified as Platinum or Gold you will be required to upload your performance data on a regular basis into the Councils Procurement System for performance monitoring.

Benefitting the wider community

Social Value

Social Value became part of public procurement through the Public Services (Social Value) Act 2012 which came into force in January 2013. It requires all public sector organisations (and their suppliers) to look beyond the financial cost of a contract and take into consideration how the services they commission and procure might improve the economic, social, and environmental well-being of an area*.

In practice it means considering how your business delivers the service, goods or work that also positively impacts on local jobs, businesses, communities, and the environment. It could, for example, include reducing car miles driven, employing an apprentice or care leaver, offering work experience placements etc.

If you wish to be successful at bidding for public sector contracts, increasingly you will need to score well on questions about your 'social value' during the tender stage and then be able to deliver your commitments along the life of the contract.

Carbon and Climate Action

Carbon reduction and climate action are a priority topic for public sector organisations. The majority of ECC's Scope 3 emissions (all the emissions the organisation is indirectly responsible for) come from the supply chains, so it's not unreasonable that as a potential supplier you're asked to demonstrate what your organisation is doing to reduce your carbon footprint and contribute to positive climate action. The Central Government introduced Carbon Reduction Plans (CRPs) into their tender processes in 2021 and you may find several other public sector organisations are now asking for these in their tenders. The good news is that you only need one for your organisation – not one for every tender.

Useful Links

More information is available on our Doing Business With The Council web pages.