



## Contracts and tendering opportunities with Lancaster City Council

Lancaster City Council uses The Chest supplier portal to source goods, works and services. Registration allows suppliers to see contract opportunities and request participation or information from the council as well as other authorities in the North West region.

There are two ways in which Lancaster City Council approaches the market via the Chest, this is known as open and restricted.

Open means that an advert will be placed on The Chest and any supplier will be able to see the opportunity.

Restricted means this opportunity will only be visible to the specific suppliers and users that have been invited by the council. If you have your notifications active you will receive an email notifying you of the opportunity and inviting you to submit a tender.

### Why register as a supplier?

Registration is free and will allow you to see contract opportunities and request participation or information as well as receiving email updates on opportunities that match your capabilities.

Follow the useful hints overleaf to get the most out of registering as a supplier.

For more information visit [lancaster.gov.uk/business](http://lancaster.gov.uk/business)



## Follow these useful hints to get the most out of your registration

### DO

- Always use a generic e-mail address if possible
- Only identify 'Regions of Interest' of work you really want to consider working from. (It's no good ticking 'all' when you only want to travel in a 30 mile radius)
- Use the key words to describe work that you are interested in, other than those covered in the spend classifications, for example use the word 'retrofit', 'energy efficiency'
- Express your interest in an opportunity before the window closes. This is usually before the tender return date and time, sometimes over a week before. If you have not expressed an interest you will not be able to go back and visit the opportunity (effectively stopping you tendering)
- If you create a number of contacts make sure the administrator of the system maintains the list when employee leave the organisation
- Contact Proactis if your account needs tidying up.

### DON'T

- Be tempted to create lots of workgroups – this makes it really difficult for us to find the right person
- Create a number of users for one person – they tend to get the usernames and passwords mixed up
- Select every category of spend, keep it specific to the work you are interested in
- Switch off the 'receive system email notifications' under the user profile (doing this will mean you don't get notified of opportunities you have been invited to participate in)
- Contact officers directly – use the messaging facility
- Leave it to the last hour before uploading your documents – we cannot see submissions until the system releases them after the closing date and time.

[Register as a supplier on The Chest](#)