

NDA Procurement Principles

November 2009

Nuclear Decommissioning Authority

NDA Procurement Principles

Introduction

The Nuclear Decommissioning Authority (NDA) is a non-departmental public body (NDPB) launched in April 2005 to take strategic responsibility for the decommissioning and clean-up of all 19 of the UK's public sector civil nuclear sites. We were set up by the Government under the Energy Act 2004 and are responsible to the Department of Energy and Climate Change (DECC).

Further information may be obtained from our website located at www.nda.gov.uk

Our Internal Procurement teams are based at the NDA's Headquarters in West Cumbria and also at Harwell in Oxfordshire (formerly Nirex) and are responsible for the procurement of all goods and services for all its operations throughout the United Kingdom.

The NDA has an annual internal procurement spend of approximately £35 million* which is predominantly for the supply of professional services (*based on previous procurement spends within 2006/07 and 2007/08). It is envisaged this figure will increase annually.

The schedule sets out the NDA's planned procurements for the next couple of years.

However, NDA shall review the schedule from time to time and we therefore reserve the right to amend the schedule accordingly.

NDA Internal Procurement does not procure goods and services for its Site Licence Companies (SLCs). Tendering opportunities and further information can be obtained at: www.sellafieldsites.com , www.magnoxnorthsites.com , www.magnoxsouthsites.com , www.llwrsite.com , www.research-sites.com & www.dounreay.com

Tendering Methods

All procurements within the public sector are subject to European Commission (EC) Treaty principles of non-discrimination, equal treatment and transparency. The EU Public Procurement Directive 2004/18/EC, requires contracting authorities to tender procurements in a prescribed format.

Contracting opportunities for the supply of goods or services must be tendered through the Official Journal of the European Union (OJEU) if the estimated cumulative value of the contract is over 206,000 Euro or 139,893 GBP.

OJEU advertisements are published daily in Tenders Electronically Daily (TED). This is the online version of the Supplement to the OJEU containing calls for competition, contract awards and prior information notices (PINs).

TED can be accessed at <http://ted.europa.eu>.

To locate NDA notices please follow the following steps:

- select your preferred language – for English select 'EN'

Nuclear Decommissioning Authority

- click 'Extended Search'
- in the 'Authority Name' field, type 'Nuclear Decommissioning Authority'
- press 'Go'
- all current NDA notices will appear

EU Directive Tendering Procedures

- **Open** – all organisations that respond to a contract notice shall be given the opportunity to tender, subject to minimum standards specified by the authority.
- **Restricted** – allows only organisations selected by the authority to submit tenders following an assessment of responses to a contract notice.

A minimum of five organisations will be selected for tendering purposes. If less than five qualifying organisations respond to the contract notice, the authority may seek bids from a lower number of organisations. The authority will specify the criteria to be applied in order to limit the number of organisations invited to tender.

- **Negotiated** – the authority shall select organisations of its choice and negotiate terms with one or more organisation.

This procedure may only be used in exceptional circumstances and must be justified before usage.

- **Competitive Dialogue** – complex contracts where requirements are defined in output terms. Subject to certain qualifying requirements, this procedure enables dialogue with potential tenderers up to the final bidding stage.

All organisations responding to an OJEU contract notice will be requested as part of the "Restricted" process to provide an Expression of Interest (EOI) submission. You will be required to submit information about your organisation's relevant experience in undertaking similar work, your qualifications to undertake this work, copies of insurance certificates, copies of your annual accounts and the provision of at least two references from similar undertakings.

EOIs must be received by the stipulated due date and be sent by e-mail to procurement.eoi@nda.gov.uk (Note: server restrictions of 8Mb apply)

Where the contract value is below the OJEU threshold then NDA shall either offer selected organisations the opportunity to tender or shall publish details requesting tenderers to express an interest.

Opportunities to tender for both OJEU and non-OJEU requirements shall be published at www.nda.gov.uk/contracts/opportunities/index.cfm

OGC Buying Solutions

OGC Buying Solutions is an Executive Agency of the Office of Government Commerce (OGC) in the Treasury.

NDA as a public body can dispense with open competition and make use of the EU Compliant OGC framework agreements. *(A contractual relationship with a number of approved suppliers to deliver goods and/or services at agreed rates and Terms & Conditions)*

Further information on OGC and tendering opportunities can be obtained at www.ogc.gov.uk and www.ogcbuyingsolutions.gov.uk

Please Note: The information contained within the schedule is intended as a guide only and does not account for unforeseen requirements. Dates and other details shown may be subject to change, and it does not commit the Nuclear Decommissioning Authority to carry out any procurement listed.