

Tool: Template to solicit supplier information

Purpose

- To give procuring and audit authorities access to information held by contractors for the purpose of audits in exceptional circumstances.

Public Procurement
Principle: **Access, Efficiency**

Procurement Stage:
Pre-tendering

Audience: **Procuring Entity**

Description

A template to solicit supplier information is a complementary tool to conduct a market study. It serves to structure information, ideas and opinions solicited from suppliers to be used in market studies. This information can be used by procurement practitioners as input to define procurement requirements, select the appropriate tender method, analyse and evaluate proposals/submissions from bidders/suppliers and better determine the outcome of the best solution in terms of outcomes, price and risk.

The template may be particularly helpful to encourage participation from suppliers that have previously not participated in public tenders, including those that do not have a readily available catalogue of their goods and services. It may also help solicit information on goods and services currently under development.

Box: Generic template to solicit supplier information

- Company details (name, address, telephone number, fax number, email address)
- Area or expertise
- Information on good, service, idea or opinion
- How and to what extent this good, service, idea or opinion could contribute to achieving the unmet need and operational requirements of the public organisation?
- Details of operation, financial benefits and contributions
- Details of innovation, environmental and social benefits and contributions
- Is this solution currently commercially available, in whole or in part? If not how far away is this from the market? What would be needed to successfully commercialise this idea? (Development of supply chain, product development, pre-commercial trials etc.)
- Other supporting material or additional information

Signed:

Company:

Date:

Thank you for completing this survey. The results will be used to improve the service of procuring authority.

Please return by post to: Or e-mail:

Further Resources

Office of Government Commerce (United Kingdom), [Finding and Procuring Innovative Solutions](#).