

# The 8 steps to tendering for a public sports service

The importance of **public services** lies in the need to satisfy certain requirements for the proper functioning of collectives and citizens, which is why, in many cases, the Administration needs to request support and collaboration from third parties to cover some of its needs (to acquire a good, service or work). It is at this point that **public tenders** appear, the mechanism by which this procedure is developed.

This instrument is regulated by the legislation of each country and/or territory and may have different particularities. However, in the context of globalisation with a trend toward process homogenisation, the steps to follow are quite similar.

Guaranteeing accessibility to physical activity and sport for all citizens is a competence that belongs to the public administration. Therefore, on many occasions, it is necessary to resort to this instrument of public-private collaboration for the management and execution of sports services.

## Which sports services can be subject to public tendering?



Purchase, acquisition and/or rental



Planning, organisation, execution, and monitoring



Advice, research, and planning



### Purchase, acquisition and/or rental

- Sports material and equipment
- Fitness and wellness machines
- Cleaning maintenance equipment
- Office equipment
- Necessary furniture in sports equipment and offices



### Planning, organisation, execution, and monitoring

- Physical activity and sports services in aquatic and terrestrial environments
- Surveillance, rescue, and lifeguarding services
- Concierge and/or surveillance service
- Maintenance service
- Cleaning service
- Reception and customer service
- Communication and marketing service
- Management, coordination, and administration service
- Summer camps service
- Sports events organisation and technical support

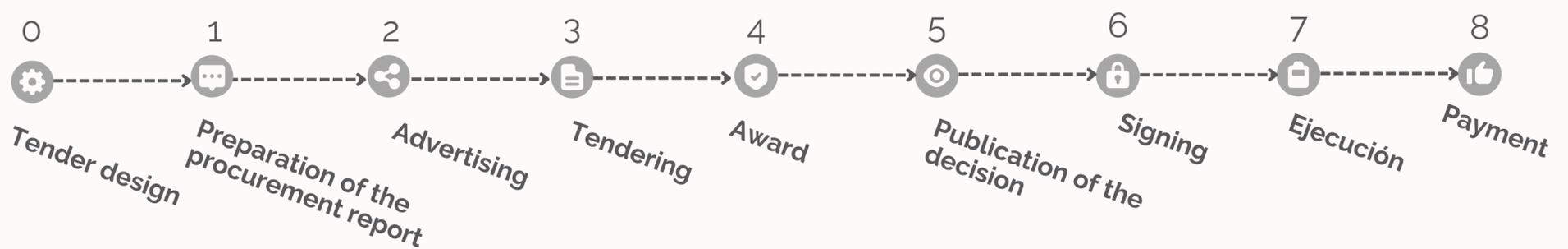


### Advice, research, and planning

- Technical sport studies
- Economic and financial studies
- Technical facility studies
- Architectural and engineering studies
- Strategic planning studies
- Design and strategic plans
- Drafting of technical specifications

## How does it work and which ones are the 8 steps in a tender?

The process of designing and preparing the procurement report should be based on previous thinking to identify the needs and objectives of the future tender. This ensures that the execution responds to the reality of the service.



### Tender design

This is not a phase itself, but it determines the object to be procured. Reflecting on the type of contract, the characteristics and the real needs of the administration is key to starting the process well.

### Preparation of the procurement report

This begins with the decision to contract a good, service or work that covers your needs, the requirements are determined and the administrative clauses and technical specifications that will govern the tender are drawn up.

### Advertising

The Administration announces the call for tender using an announcement and publicises the specifications in its Contracting Party Profile on the Generalitat's Public Procurement Services Platform.

### Tendering

Interested companies that meet the requirements present their bids, as well as the necessary accreditation documentation to be able to access the tender (capacity and solvency).

### Award

The contracting body assesses and rates the bids and decides on the award in favour of the bid that offers the best proposal under the award criteria established in the specifications.

### Publication of the decision

The contracting entity publishes the award of the contract to one (or several) bidder(s) through the Generalitat's Public Procurement Services platform.

### Signing

The contract is signed with the company awarded the contract following what is specified in its offer, as well as in the administrative clauses and technical specifications.

### Execution

The phase in which the company awarded the contract must develop the services, works or deliver the goods that are the object of the contract.

### Payment

The Administration makes the payment once the contract has been executed and under the conditions set out in the contract.

The previous 8 steps should be fulfilled in public-private partnerships through **tendering for a good, service or public work.**