

How to use Find a Tender, the Central Digital Platform

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Introduction

On 24th February 2025, the rules that shaped how public bodies buy goods and services changed. In this guide you we will give you an overview of the Central Digital Platform including what can be found, how to look at notices, notifications and the use of data.

Why is there a Central Digital Platform?

The Central Digital Platform is an online resource which will make it easier for Suppliers to find and bid for contract opportunities. It is the place where all the regulated public procurement notices are published.

These notices are important for transparency as they set out the details about:

- What goods, services or works the public sector is going to buy
- Opportunities for suppliers to tender for contracts
- Information about the process by which a decision to enter into a public contract is made and
- Information about the awarded contract throughout its life

The notices are issued throughout the process of the procurement, into contract management, and are designed to allow interested parties to look at them free of charge.

There are 17 notices across all the parts of the procurement and contract management cycle. **Not** all the notices are used in every procurement as some relate to special activities.

In this guide, we will look in depth at 3 key notices to watch out for:

- Pipeline Notice (UK1)
- Tender Notice (UK4)
- Contract Award Notice (UK6)

Pipeline Notice (UK1)

The pipeline notice lets suppliers know what procurements are expected. This is a mandatory notice for any contracting authority that spends more than £100 million, under relevant contracts, in any financial year. In-scope contracting authorities must publish this notice for any intended requirement over £2 million.

For more information on the pipeline notice, please read the <u>Procurement Act 2023 Section 93</u> and the <u>Procurement Regulations 2024 Regulation 15</u>. Supplementary guidance is available on GOV.UK.

Tender Notice (UK4)

The tender notice lets suppliers know that there is an opportunity to tender for.

For more information on the tender notice, please read the <u>Procurement Act 2023 Section 21</u> and the <u>Procurement Regulations 2024 Regulation 18-24</u>. Supplementary guidance is available on <u>GOV.UK</u>.

Contract Award Notice (UK6)

Once tenders have been assessed, the contract award notice is published to let suppliers know that the contracting authority intends to enter into a public contract. This includes details of the awarded supplier and the estimated value of the contract.

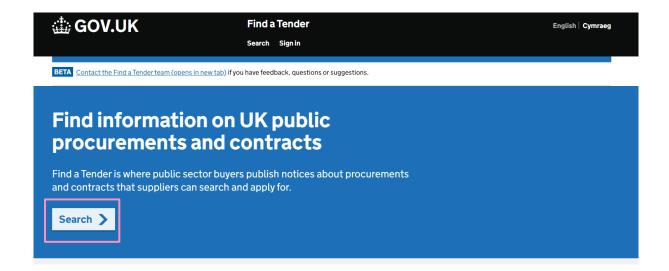
For more information on the contract award notice, please read the <u>Procurement Act 2023 Section 50</u> and the <u>Procurement Regulations 2024 Regulation 27-41</u>. Supplementary guidance is available on <u>GOV.UK</u>.

Searching for opportunities and setting up notifications

There will be lots of notices published over time. To help in locating specific notices, there are search tolls and notifications available.

To demonstrate the functionality, this guide will walkthrough an example of a small Supplier looking for suitable contract in the North West of England.

To begin looking for notices, you should select **'Search'** on the homepage of Find a Tender.

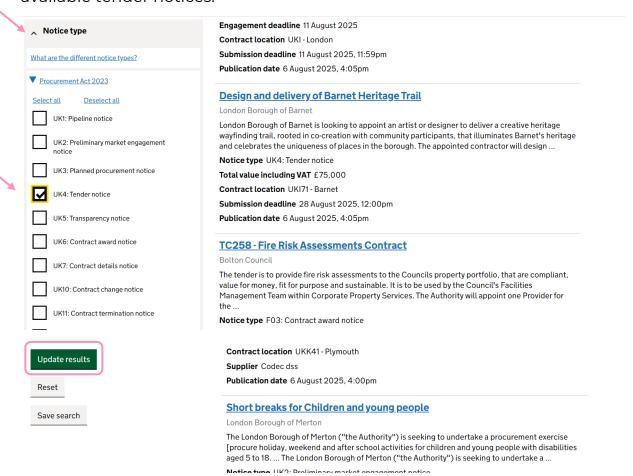


You will then be presented with all of the notices on the platform. As you can see, there are a range of filters to help you narrow down the options.

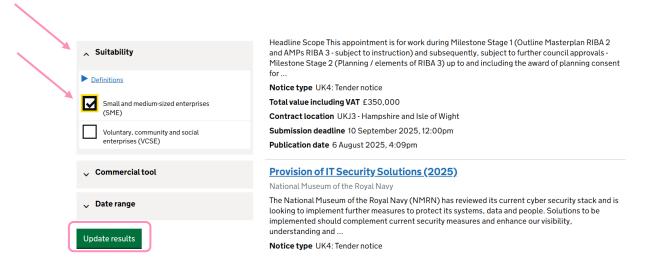
Search results We've found 192.177 notices Sort results Keywords Relevance Search titles, descriptions, identifiers and organisation Prince Philip Maritime Collection Centre - Spur Roof Overlay Help with keyword search Royal Museums Greenwich $Portions\ of\ the\ wider\ RMG\ collection\ when\ not\ on\ display\ are\ managed\ and\ conserved\ at\ the\ Prince$ Philip Maritime Collection Centre (PPMCC) in Kidbrooke. The site comprises conservation studios and various modes of storage which vary between museum-grade 'conservation' conditioned spaces, , Procurement stage Notice type UK4: Tender notice What are the procurement stages? Total value including VAT £360,000 Contract location Location not specified Open opportunities only Submission deadline 10 September 2025, 5:00pm ✓ Pipeline Publication date 6 August 2025, 4:05pm **✓** Planning Community-led Research: Supporting young people directly affected by

You can select which notices you would like to see under the 'Notice type' filter for this demonstration we will select UK4: Tender Notice.

On the left hand side you will see the option 'Notice type' click here to expand the drop-down box, you will then need to select 'Procurement Act 2023' all of the notices will be selected, 'Deselect all' and tick 'UK4: Tender Notice' you will then need to click onto 'Update results' to see all of the available tender notices.



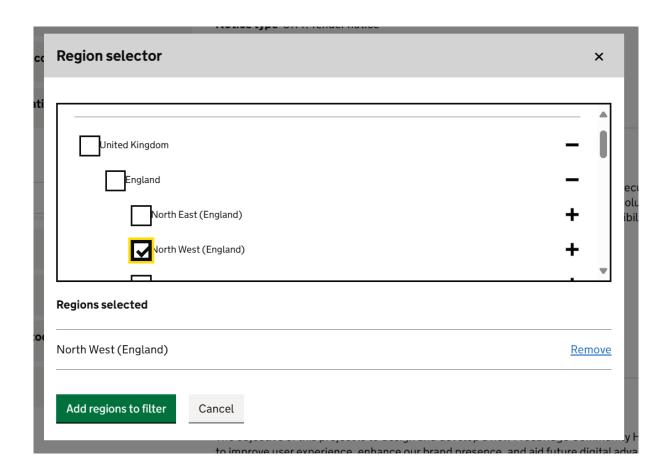
Next, using the 'Suitability' filter, select 'Small and medium-sized enterprises' and click onto 'Update results' to see those opportunities that have been marked as particularly suitable.



You will also have the option to filter opportunities by delivery location. To do this click onto 'Contract location', then 'Select regions'



A pop-up box will then appear. From here you can slect one, or many regions for the contract delivery by clicking on the '+' '-', once sleected click 'Add regions to filter'.

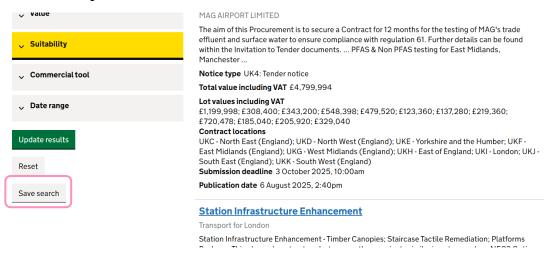


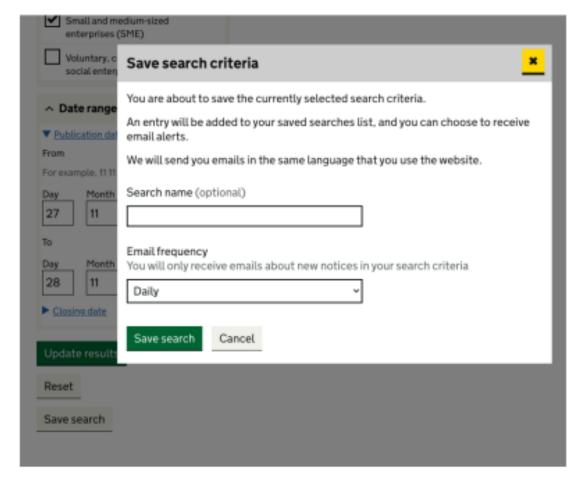
Once you have added all the filters necessary for your search, click **'Update results'** to search for notices that are within your filters.

Search results We've found 568 notices Sort results Keywords Relevance $Search\ titles,\ descriptions,\ identifiers\ and\ organisation$ Security/Guarding Services Help with keyword search Bath College The provision of physical guarding within an Education establishment as follows: 4.1Security Contractor shall: 4.1.1Provide an onsite manager (this can be one contact who is available on either Campus); 4.1.2Ensure that Safer Recruitment processes are followed, in line with the College's Procurement stage Notice type UK4: Tender notice Total value including VAT £240,000 Notice type UKC - North East (England); UKD - North West (England); UKE - Yorkshire and the Humber; UKF-East Midlands (England); UKG - West Midlands (England); UKH - East of England; UKI - London; UKJ -↓ Industry CPV code South East (England); UKK - South West (England) Submission deadline 29 August 2025, 11:00pm Publication date 6 August 2025, 2:42pm Regulation 61 Notice - Monitoring Programme Plan Analysis

To make this easier, you can also set up alerts on the system using 'saved searches'. This means you will get an email to tell you when someone has posted a notice that meets your criteria.

Once you have selected the filters you would like to search for, you can select **'save search'** which will open the below pop up. You will be able to name the search and select how frequently you would like a notification emailed to you.





Useful Links

- Find a Tender https://www.gov.uk/find-tender
- Video Guidance: An overview of the Central digital platform, an enhanced Find a Tender Service https://www.youtube.com/watch?v=TSfxoZoV3yl