

What We Buy and What Influences Us

Supplier Engagement Event

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What we do? The role of Procurement

- Put in place contracts for goods, services and works Council wide
- Help to deliver best value outcomes
- Support the Council to achieve its objectives
- Apply key principles of transparency, fairness, non-discrimination and proportionality
- Work with public bodies such as Scottish Government and Scotland Excel on collaborative Frameworks

What influences us?

Internal

- Contract Standing Orders (CSOs)
- Service purchasing requirements
- Best Value
- Council aims and Objectives
- Service Improvements
- Quality Improvements/Lessons Learned

External

- Scottish Government - policy or legislative changes
- Procurement Regulations
- Supply Chain and Market Conditions

Fair Work



1. Appropriate channels for effective workers voice, such as trade union recognition
2. Investment in workforce development
3. No inappropriate use of zero-hour contracts
4. Action to tackle the tender pay gap and create a more diverse and inclusive workplace
5. Offer flexible and family friendly working practices for all workers from day one of employment
6. Oppose the use of fire and rehire practices
7. Payment of at least the real Living Wage

Real Living Wage

- Mandatory requirement that organisations pay at least the Real Living Wage to all staff involved in delivery of the contract
- The Real Living Wage is the only UK wage rate based on the cost of living



Prompt Payment

- Scottish Government requires all suppliers to be paid within a maximum of **30 days** of receiving a valid invoice
- Supplier's must ensure their sub-contractors at all stages of the supply chain are paid within 30 days
- Prompt Payment clause will be included in tendered contracts

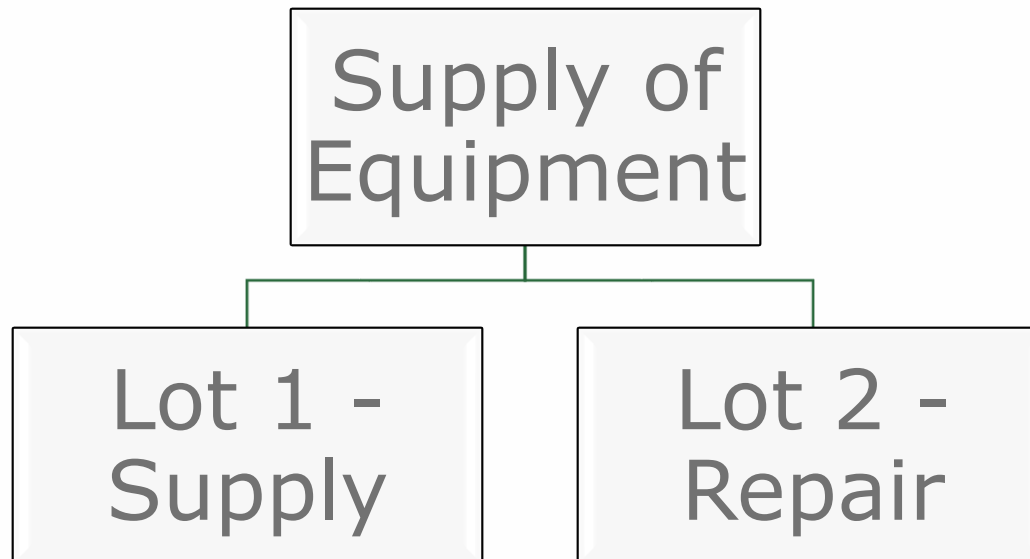
SME Agenda



- Engaging with SMEs to reduce barriers when tendering for public sector contracts
- Sustainable Procurement Duty requires public sector bodies to consider opportunities for SMEs

Lotting Strategies

- Linked to SME agenda
- Contracts may be awarded in separate Lots



Supply Chain Opportunities

- Community Benefits
- Public Contracts Scotland (PCS) Notices
- Scotland Excel



Scottish Government
Riaghaltas na h-Alba
gov.scot



public contracts
scotland

Legal and Governance Framework

Public Contracts (Scotland) Regulations 2015

Procurement Reform Act 2014

Procurement Scotland Regulations 2016

Local Government (Scotland) Act 1973

How we Buy

Tender Type	Tender Value (Goods & Services)	Tender Value (Works)
Quick Quotes – Invitation to a limited number of suppliers	Up to £50K	Up to £2M
Regulated Tenders – advertised for bids on Public Contracts Scotland	£50K to Government Procurement Agreement (GPA) Levels	£2M to Threshold Levels
Government Procurement Agreement (GPA) Level – advertised for bids on Public Contracts Scotland	£179,087 (excluding VAT) and above	£4,477,174 (excluding VAT) and above
Light Touch regime for specific excluded services	Up to £552,950 (excluding VAT)	N/A

Quick Quotes

What is a quick quote and when is it used within the Council?

- A quick quote is used for procurements under the value of £50,000 or Works under £2,000,000
- Minimum of 3 quotes requested
- Shorter timescales
- Published via Public Contracts Scotland (PCS)

Quick Quote – What to Expect

- Invitation to Tender
- Pricing Schedule
- Specification
- Any other relevant documents

- Tender Price Weighting
- Tender Quality Weighting



Cost:Quality
Ratio
will be applied

Example Tender Pack

1. [Invitation \(Word doc.\)](#)
2. [Specification \(Word doc.\)](#)
3. [Pricing Schedule \(Excel doc.\)](#)

Provision of Branded Merchandise

Specification, Quality questions, Invitation to Tender
(Quick Quote), Pricing Schedule

Hints and Tips

- Read the tender documents carefully
- Ask questions if you are unsure – using Public Contracts Scotland questions portal if used
- Proofread your submission for any mistakes and make sure you are linking this back to the specification requirements
- Use the Supplier Development Programme (SDP) for help and advice
- Include case studies and examples where relevant
- Explain where you can add value to the Contract from other sources – what makes your organisation stand out?

Common Mistakes

- Not tailoring response to the Council's specific requirements
- Copying and pasting and leaving inaccurate information in like other Council names
- Not writing enough or exceeding page/word limits set
- Missing documents from submissions
- Including general promotional literature (unless specifically asked for)
- Assuming that the panel knows your organisation, your past achievements or is familiar with technical terms or jargon

What can you expect from us?

Procurement exercise takes anything from three months to years from beginning to end (depending on complexity!).



Thank you

Any Questions?