

Further Information for Suppliers

We have compiled the following FAQs which include useful links, email addresses and contacts. We hope you will find this document helpful, but if you still have any further questions, please email us at procurement.delivery@edinburgh.gov.uk

The Council contract register www.edinburgh.gov.uk/contractregister indicates what types of services and goods the Council purchases and when contracts may come up for renewal.

Q1. How can I find out how to do business with the Council?

A1. The majority of the Council's requirements are published through Public Contracts Scotland (PCS) and PCS-Tender – are you registered on there? If not, we would advise you to register and then you will get to know of our requirements and those of other public sector bodies such as the NHS, Scotland Excel or other Local Authorities etc. Once registered you can apply to notices, or you may be invited through the Quick Quote facility on the system. You can also set up email alerts to notify you when opportunities are available that you may be interested in.

Q2. What do I do if I'm not familiar with the tendering process?

A2. There is help available through the Supplier Development programme, with training and on-line webinars to help you become tender ready. You can reach them online at <https://www.sdpscotland.co.uk/>

The Council website www.edinburgh.gov.uk/supportingsuppliers has lots of useful guidance for suppliers.

In addition, the Procurement team publish a quarterly Supplier Newsletter which we would advise you to download as it has lots of relevant and useful information. You can view the current and previous newsletters online at <https://www.edinburgh.gov.uk/suppliernewsletters>

If you would like to receive the newsletter directly to your inbox, just email us at Supplierdevelopment@edinburgh.gov.uk and we will add you to the distribution list.

On the first Friday of each month, we run a supplier drop-in surgery so you can speak to our delivery team. If you would like to receive an invite, please email us at procurement.delivery@edinburgh.gov.uk and use "Supplier Drop In" as the subject.

If there is a requirement for a specific project, we usually publish Future Opportunity notices also known as 'Prior Information Notices' or PIN. That is a good way to engage with the council and the council officers who have the knowledge with regards to the service.

Environmental Considerations in Procurement

The Council aims to use procurement spending power to boost a green, inclusive and wellbeing economy. Our purchasing decisions should support markets for circular and net zero economy businesses to thrive, ensure inclusive growth of the local economy and support a just transition to a greener economy. Please see our [Sustainable Procurement Strategy 2025-2030](#) for more details.

As a supplier, who is interested in working with the Council, you would need to consider the impact your organisation has on the environment and society.

We have three main strategies outlining our climate plans:

- The [2030 Climate Strategy](#) sets out a city-wide approach to reducing greenhouse gases in Edinburgh and adapting the city to be resilient to climate change. The plan outlines how to deliver a net zero, climate resilient city by 2030 as well as a healthier, thriving and inclusive place for people to live and work.
- The [Council Emission Reduction Plan \(CERP\)](#) sets out the steps we need to take to reduce our own emissions and overall environmental impact as a Council. It highlights the key areas where we can make changes to the way we work and includes key projects that will support emissions reductions and their estimated carbon savings.
- The [Climate Ready Edinburgh Plan](#) focuses on preparing Edinburgh for the changing climate.

Resources linked in this pack and shared via our [Supplier Newsletter](#) will get you ready to supply information about your organisation's environmental strategies or actions that you are taking, for submitting your bid whenever a relevant contract comes up.

[Contact us](#) for more information.

Useful Contacts:

Business Growth & Inclusion

[Business Gateway Edinburgh](#) offers a variety of support to new and existing businesses in Edinburgh. The support we offer is delivered on behalf of the City of Edinburgh Council.

Through Business Gateway you can access:

[Free advice](#) from our experienced business advisers to help you start a business or find new ways of doing business

[Free local workshops](#) and seminars - ranging from start-up sessions to specific skills events - covering marketing, finance and e-commerce

[Free business information](#). The team offers information on all aspects of starting and growing a business. We are in partnership with other professional organisations - so you can be sure you will receive the best possible support.

[Free Resource Library for Running a Business](#)

[Contact us](#) for more information.

[Edinburgh's Employer Recruitment Incentives \(EERI\) – The City of Edinburgh Council](#) provides the opportunity for employers to access up to £8,000 of funding to contribute towards the costs of recruiting and employing a new employee. This Scottish Government

funding is specifically designed to help people who reside in Edinburgh and may have a perceived employability barrier(s), to secure fair employment. The fund is administered by City of Edinburgh Council and further information including the online application is available on our website. You can also get in touch with the EERI team direct (email: wage.incentives@edinburgh.gov.uk, Tel: 0131 529 3139) who are on hand to answer any queries and support you through the funding process.

Capital City Partnership

Capital City Partnership is the delivery body for Edinburgh's job strategy, working together to tackle inequality and poverty.

Our key tasks are to advise, support and develop the city's Jobs Strategy and to contract, performance manage and improve outcomes from funded employability services.

We are also a key stakeholder and delivery partner in the Edinburgh and South East Scotland City Region Deal, supporting the [Integrated Regional Employability and Skills \(IRES\) programme](#).

[The online community benefits portal](#) matching communities and good causes with suppliers and business in the ESES City Region Deal area.

Edinburgh Chamber of Commerce

The Edinburgh Chamber is an independent membership organisation which supports the business community in Edinburgh to grow and achieve success. With over 850 members, members of the Chamber have access to a variety of practical benefits designed to help you develop and grow your business. We offer a range of [business support tools](#) including networking opportunities, help with marketing, training, policy and advocacy.

The Edinburgh Chamber also manages and delivers a number of projects which include our [Business Support Projects](#), in partnership with Scottish Enterprise, aimed at bolstering the growth and scalability of businesses within the Scottish ecosystem, the [Net Zero Edinburgh project](#) which aims to help Edinburgh's SMEs on their net zero journey and the [Edinburgh B Corp 500 project](#), in partnership with Everyone's Edinburgh, which supports local businesses to achieve B Corp certification. The Chamber also provides local businesses with a variety of [international services](#) to help them grow and enter new markets.

Supplier Development Programme

If you're a Scottish SME or third sector organisation interested in working with the public sector, we can help. We offer expert training, support and information to help you win work and grow your business. And best of all – it's completely free at <https://www.sdpscotland.co.uk/>