

# First Steps to Bidding for Contracts

**Welcome**

Ruth Cooper, Economic Development Manager



Renfrewshire  
Council

# First Steps to Bidding for Contracts

Council spend and tendering process

Bridget Lambert, Strategic Procurement Manager



Renfrewshire  
Council

# Procurement in Renfrewshire Council

Adults and  
Children'

City Deal and  
Infrastructure

Construction

Environment  
&  
Infrastructure

Finance &  
Corporate

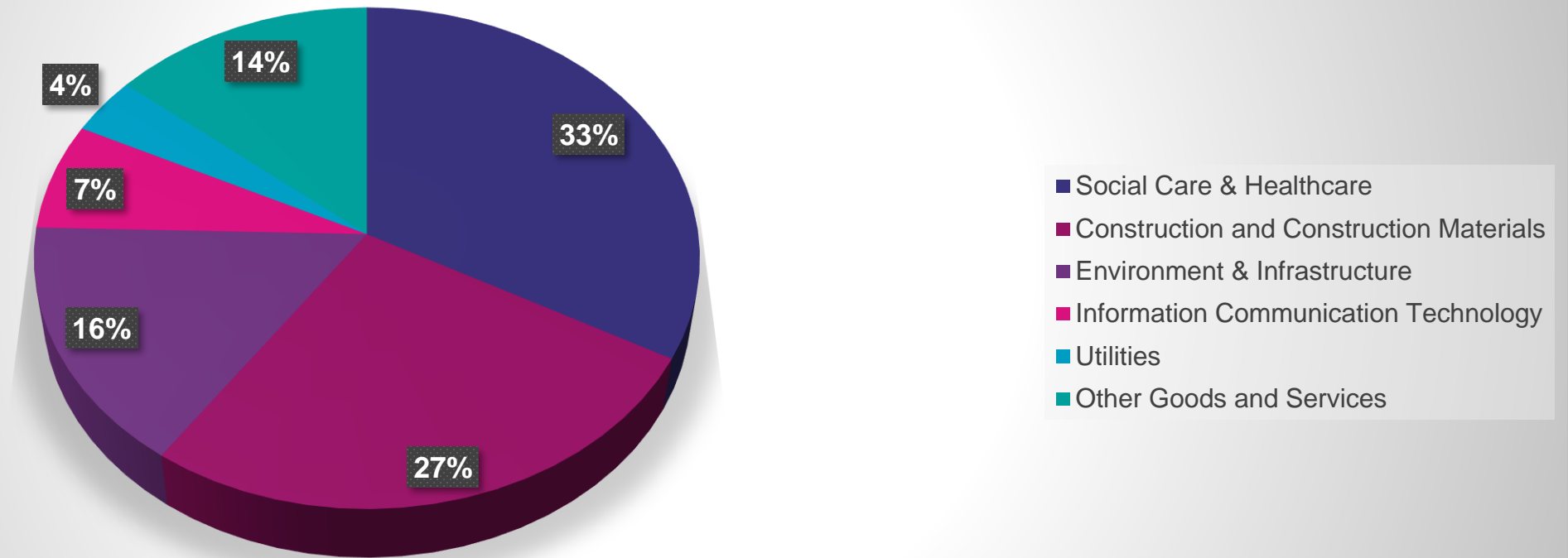
# Headline Stats

- Award up to 200 new contracts every year
- Value range £25,000 to £millions
- Annual Contract Spend £180 - £200 million
- Approx. £34 million annual spend with businesses based in Renfrewshire

# Spotlight on Spend

<https://www.renfrewshire.gov.uk/article/3568/Spotlight-on-Spend>

## Spend Breakdown FY 2021-2022



# [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Home - Public Contracts Scotland
- Address Bar:** publiccontractsscotland.gov.uk
- Bookmarks:** CAMIS Logon, CMIS, ICT SelfService Portal, Outlook Web Access, PAYE.net v10, New Tab, Intranet - Renfrews...
- Logo:** public contracts scotland (with a stylized grid icon)
- Contact Us:** Website Technical Support, 0800 222 9003, Opening hours: 08:30 - 17:00
- Navigation Menu:** Home, Search Notices, Search Buyers, Suppliers Area, Buyers Area, Information & Support, Register, Log-in
- Main Banner:** Giving free access to public contract opportunities across Scotland. Free registration as a supplier or buyer
- Suppliers Section:** Suppliers: (with a sheep image)
- Buyers Section:** Buyers: (with a sheep image)
- Taskbar:** Windows search bar, taskbar icons for Edge, File Explorer, Excel, Word, Outlook, Teams, PowerPoint, and Chrome. System tray shows time 11:45, date 13/04/2023, and 20 notifications.

# Accessing Information

The screenshot shows a web browser window with the address bar displaying [publiccontractsscotland.gov.uk](https://publiccontractsscotland.gov.uk). The browser's taskbar at the bottom shows various application icons and the system tray with the date 13/04/2023 and time 11:46. The main content area of the browser displays a section titled "Links to other useful sites" with a grid of six links:

Image/Logo	Text Description
	Guidance for suppliers on the Scottish public sector procurement process.
	Guidance for the Scottish public sector, which is updated on a continual basis, and facilitates best practice and consistency.
	The Supplier Development Programme provides free courses on how to tender and bid better.
	Scottish Government National eTendering System.
	Voluntary code of progressive business practices.
	Open Contracting Transparency Information.



# Notice Download

Notice Download - Public Contra x +

publiccontractsscotland.gov.uk/NoticeDownload/Download.aspx

CAMIS Logon CMIS ICT SelfService Portal Outlook Web Access PAYE.net v10 New Tab Intranet - Renfrews...

Home Search Notices Search Buyers Suppliers Area Buyers Area Information & Support Register Log-in

## Notice Download

From this page, you can download notice information in XML, JSON, XLSX or CSV format.

If you'd prefer to use our API, [click here](#).

View our Publication Policy [here](#) and find out more information on how to access our published data [here](#).

Download type:

- Download a list of notices by month and type
- Download a notice family by OCID

Month / Year

April, 2023

Month and year when the notice was published. A full calendar month of notices will be returned.

Output type

- Open Contract Data Standard (OCDS)

Notice Type

- OJEU - F1 - Prior Information Notice
- OJEU - F2 - Contract Notice
- OJEU - F3 - Contract Award Notice
- OJEU - F4 - Prior Information Notice (Utilities)
- OJEU - F5 - Contract Notice (Utilities)
- OJEU - F6 - Contract Award Notice (Utilities)
- OJEU - F7 - Qualification Systems (Utilities)
- OJEU - F12 - Public design contest
- OJEU - F13 - Results of Design Contest

Type here to search

11:51  
13/04/2023



# Notice Snapshot

- CalMac Ferries Limited - Supply and Delivery of Marine Lubricating Oils and Greases and Oil Analysis
- University of Strathclyde - 5G Technical Support & Programme Delivery Services for The Scotland 5G Centre
- North Ayrshire Council - Webcasting & Hybrid Meetings Solution (Council Chambers)
- Glasgow Caledonian University - Provision of Air Conditioning/Comfort Cooling Plant Maintenance and Repair (GCU)
- North Lanarkshire Council - Maintenance and Servicing Contract for Automatic Air Monitoring Equipment
- Ayrshire College - Supply and Delivery of Catering and Hospitality Students Clothing, Footwear and Kits
- Fyne Homes Ltd - Supply of Ground Maintenance Services 2023-2028
- Scottish Prison Service - Framework Agreement for the Provision of a Quantity Surveying and Project Management Service

# Accessing Information (back to home page of PCS)

The screenshot shows a web browser window with the address bar displaying 'publiccontractsscotland.gov.uk'. The page content includes a section titled 'Links to other useful sites' with six cards:

- Supplier Journey**: Guidance for suppliers on the Scottish public sector procurement process. <https://www.supplierjourney.scot>
- Procurement Journey**: Guidance for the Scottish public sector, which is updated on a continual basis, and facilitates best practice and consistency.
- Supplier Development Programme**: The Supplier Development Programme provides free courses on how to tender and bid better.
- PCS-Tender**: Scottish Government National eTendering System.
- SCOTTISH Business Pledge**: Voluntary code of progressive business practices.
- Open Contracting Transparency Information**:

The Windows taskbar at the bottom shows the date and time as 11:46 on 13/04/2023.

# Live Contracts Register

Spotlight on Spend - Renfrewshi x | Search for Buyers - Public Contra x | Contracts Search - Public Contra x +

publiccontractsscotland.gov.uk/Contracts/Contracts\_Search.aspx?AuthID=AA00400

CAMIS Logon | CMIS | ICT SelfService Portal | Outlook Web Access | PAYE.net v10 | New Tab | Intranet - Renfrews...

187 records found. Jump to page  of 4

Download as Excel | Download as CSV

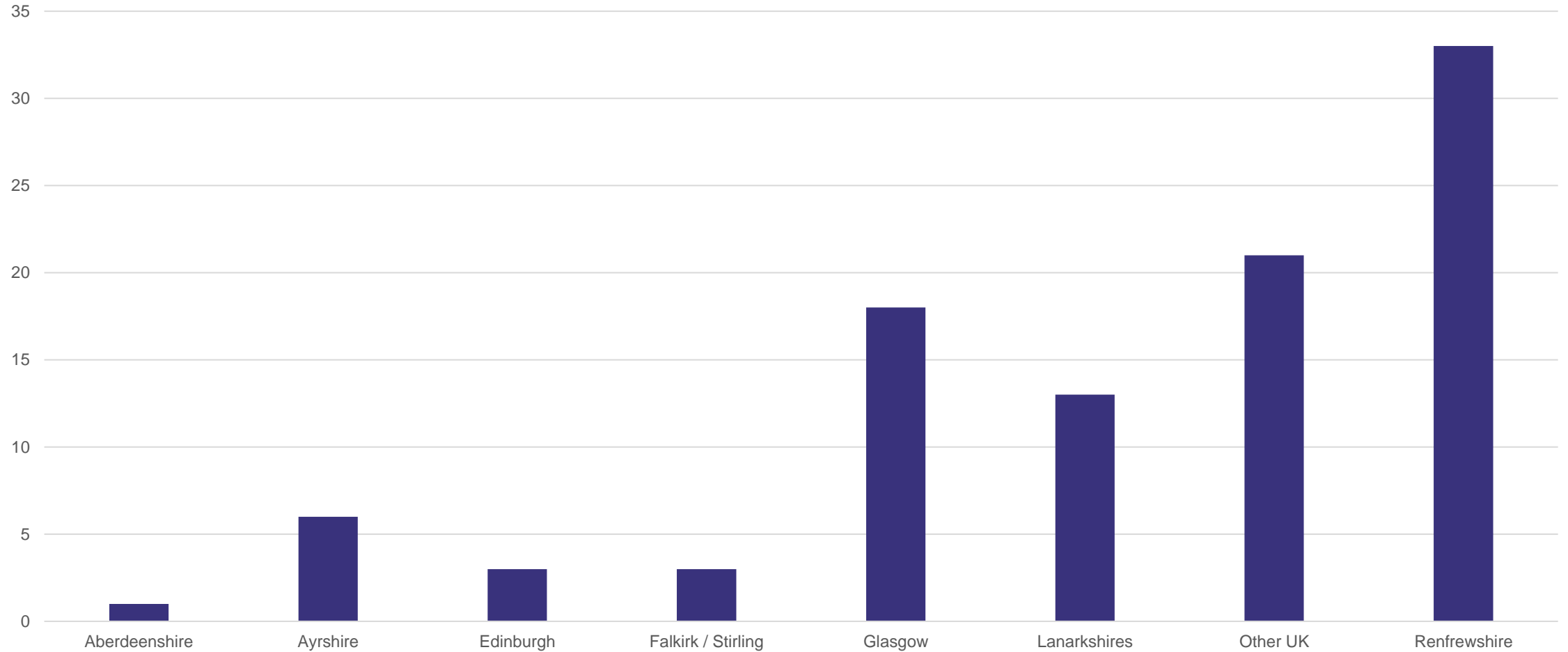
Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
APR475725	<u>Advice Services</u>	01/07/2023	01/07/2025	-	12	No	No
N/A	<u>Call Off No. 10 South West Area - Lot 1 Carriageway Resurfacing</u>	03/04/2023	23/04/2023	-	0	No	Yes
APR475661	<u>Treasury Management Consultancy</u>	01/04/2023	31/03/2025	-	0	No	No
APR475966	<u>Provision of a Social Care Case Management System</u>	01/04/2023	01/04/2026	-	12	No	Yes
RC-CPU-22-141	<u>Provision of a Floating Support Service</u>	01/04/2023	31/03/2025	-	12	No	No
RC-CPU-22-142	<u>Provision of a Housing Support Service</u>	01/04/2023	31/03/2025	-	12	No	No
FEB470936	<u>Installation Of Land Drainage to 1 Loanhead Cottages, Houston</u>	20/03/2023	20/05/2023	-	0	No	No
N/A	<u>Vacant Property Protection, Clearance, Cleaning and Maintenance</u>	08/03/2023	07/03/2024	-	0	No	Yes
N/A	<u>Contract 1-Carriageway Reconstruction</u>	06/03/2023	30/04/2023	-	0	No	Yes
JAN469534	<u>Oakshaw Trinity Church Tower – Urgent Repairs</u>	27/02/2023	27/04/2023	-	0	No	No
N/A	<u>Drainage Improvement Works - Contract 2 and Contract 3</u>	27/02/2023	22/05/2023	-	0	No	No
MAR475196	<u>Paisley Town Hall Refurbishment - Furniture</u>	27/02/2023	27/07/2023	-	1	Yes	Yes
FEB471446	<u>Supply, Delivery and Storage of HP Laptops for Teachers</u>	13/02/2023	13/08/2023	-	0	Yes	No
APR475670	<u>Supply, Delivery and Storage of HP Laptops for Pupils</u>	13/02/2023	13/08/2023	-	0	No	No
APR475671	<u>Supply, Delivery and Warehousing of HP Desktops</u>	13/02/2023	13/08/2023	-	0	No	No

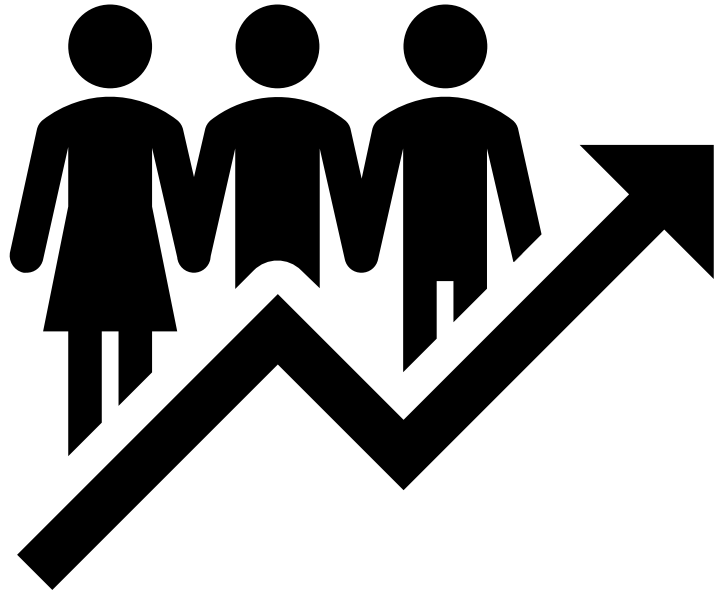
Type here to search | 12:11 13/04/2023

# Quick Quote

- Low value / Low risk and one-off requirements
- Benefits of using the Quick Quote functionality in PCS include:
  - we can search through a register of suppliers to select those we want to bid
  - questions and answers can be provided through this system
  - PCS will provide an audit trail for the process
- Last year we published 18 Quick Quotes
- 98 invitations were sent
- Average of 5.4 per Quick Quote
- 33 invitations were sent to Renfrewshire based businesses

# Invited Suppliers by Region





# Community Wealth Building

Progressive procurement of goods and services

Develop dense local supply chains of businesses likely to support local employment and retain wealth locally. These include SMEs, employee owned businesses, social enterprises, co-operatives and community businesses.

In 2021-2022 19% of our total contracted spend was with businesses based in Renfrewshire



# Examples of lower value contracts





# 5 key principles of public procurement

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Transparency

Equal Treatment

Non-discrimination

Proportionality

Mutual recognition



# Contact Details

- Adults & Children's Services – including Education
  - Category Manager: Alexandra Donaldson (Alexandra.Donaldson@renfrewshire.gov.uk)
- Chief Executives and Finance & Resources (Corporate Services)
  - Category Manager: Suzanne Gibb (Suzanne.gibb@renfrewshire.gov.uk)
- City Deal and Infrastructure
  - Category Manager: Rebecca Park (Rebecca.park@renfrewshire.gov.uk)
- Construction
  - Category Manager: Laura Gillan (laura.Gillan@renfrewshire.gov.uk)
- Environment & Infrastructure
  - Category Manager: Graeme Beattie (graeme.beattie@renfrewshire.gov.uk)



**Renfrewshire Council**

## **Supplier Development Programme**

Helping You **Bid Better**

**1<sup>st</sup> Steps to Bidding  
for Contracts**



Aberdeen City Council



Aberdeenshire Council



Angus Council



Argyll and Bute Council



Clackmannanshire Council



North Ayrshire Council



North Lanarkshire Council



Orkney Islands Council



Perth & Kinross Council



Renfrewshire Council



Comhairle nan Eilean Siar



Dumfries and Galloway Council



Dundee City Council



East Ayrshire Council



East Dunbartonshire Council



Scottish Borders Council



Shetland Islands Council



South Ayrshire Council



South Lanarkshire Council



Stirling Council



East Lothian Council



East Renfrewshire Council



Edinburgh City Council



Falkirk Council



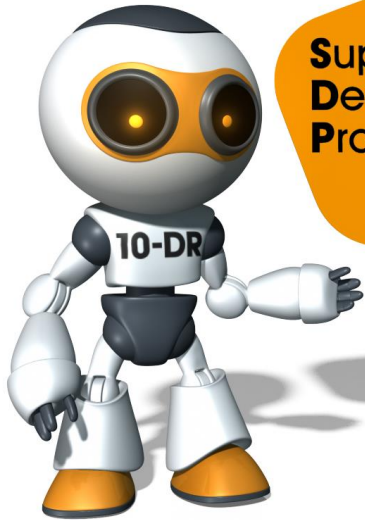
Fife Council



West Dunbartonshire Council



West Lothian Council



Supplier Development Programme



Glasgow City Council



Highland Council



Inverclyde Council



Midlothian Council



Moray Council

## Local Authority Members





Wheatley Group  
Housing Association  
Member



hub East Central  
Scotland



Forestry and Land  
Scotland



Highlands and  
Islands Enterprise



Historic Environment  
Scotland



National Records of  
Scotland



PfH Scotland



Jacobs



Levenseat Ltd



RJ McLeod



Robertson Facilities  
Management Ltd

Corporate Members



Registers of Scotland



Scottish Enterprise



Scottish Environment  
Protection Agency  
(SEPA)



Scottish Fire and  
Rescue Service



Scottish Government  
- Third Sector Unit



Scottish Parliament



Scottish Procurement  
Alliance



Social Security  
Scotland



South of Scotland  
Enterprise



Strathclyde  
Partnership for  
Transport

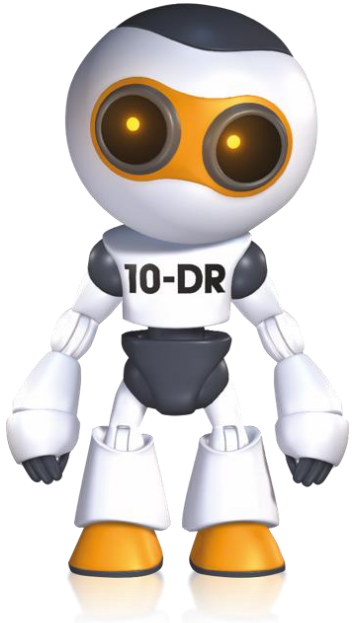


Zero Waste Scotland

Affiliate Members

# What does SDP deliver for Suppliers?

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- An independent, free resource for tender support.
- Full range of tender training courses – from the basics to advanced topics.
- Online services, contacts at Councils, jargon buster, videos and guides.
- Access to Buyers through Meet the Buyer events and procurement workshops
- Talking Tenders webinars.

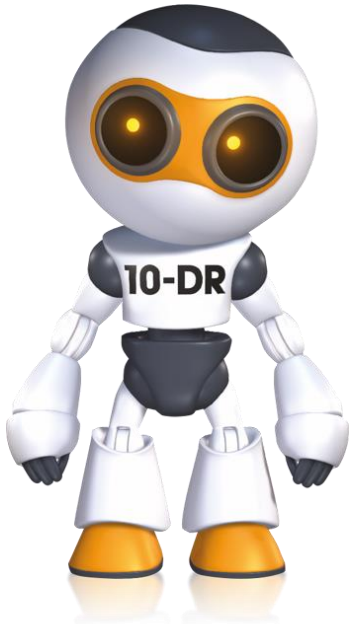
**#HelpingYouBidBetter**

**#10DR**

**#SupplierOpp**

# What does SDP deliver for Suppliers?

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- eLearning modules – providing 24/7 “on demand” access.
- SDP Helpdesk for general questions.
- Monthly newsletters and proactive social media to alert you to new projects.
- Social media posts and alerts – follow the below hashtags!

**#HelpingYouBidBetter**

**#10DR**

**#SupplierOpp**



# What does SDP deliver for Suppliers?

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- **Focused training, aligned to particular contract opportunities.**

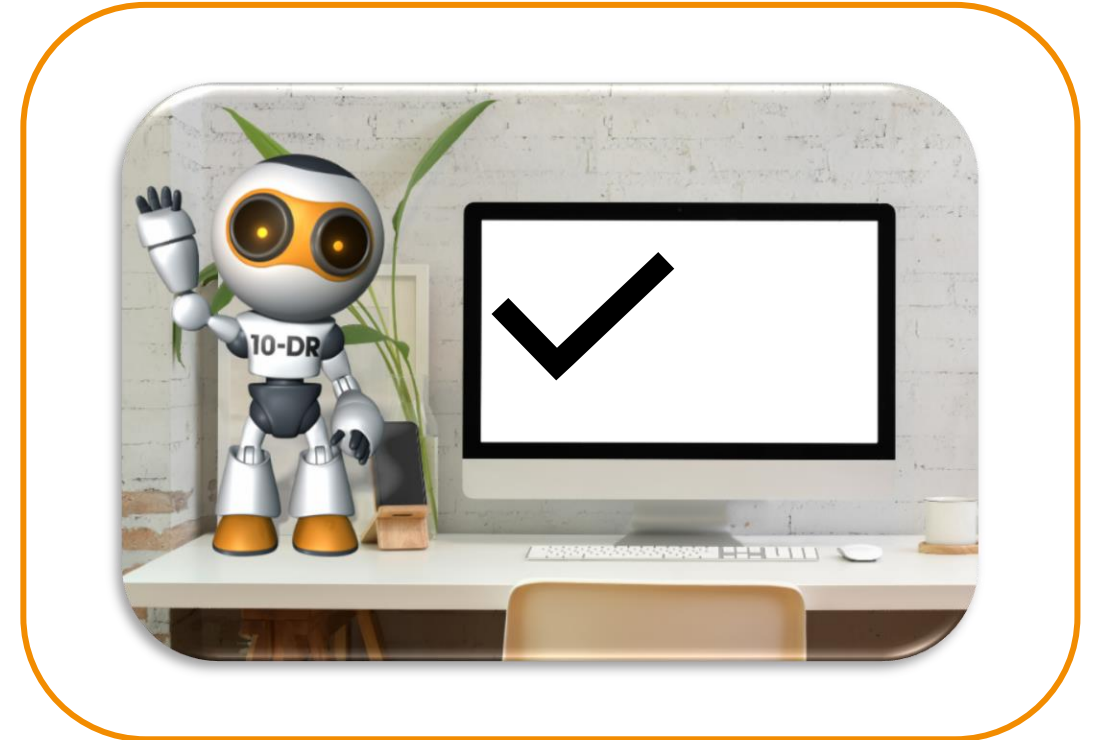
*Firstly, we show you how to register/ login to PCS and search for the contract notice. Our expert trainer will follow the buyer instruction verbatim, to record an interest and show you how to search for the actual tender and the documents.*

*We will demo how to use the Q&A functions and explain how to upload your evidence and attachments.*

*We will also show you how to use the validate and submit buttons, while giving you top tips on what good looks like with regards to inputting key information within the word limit.*

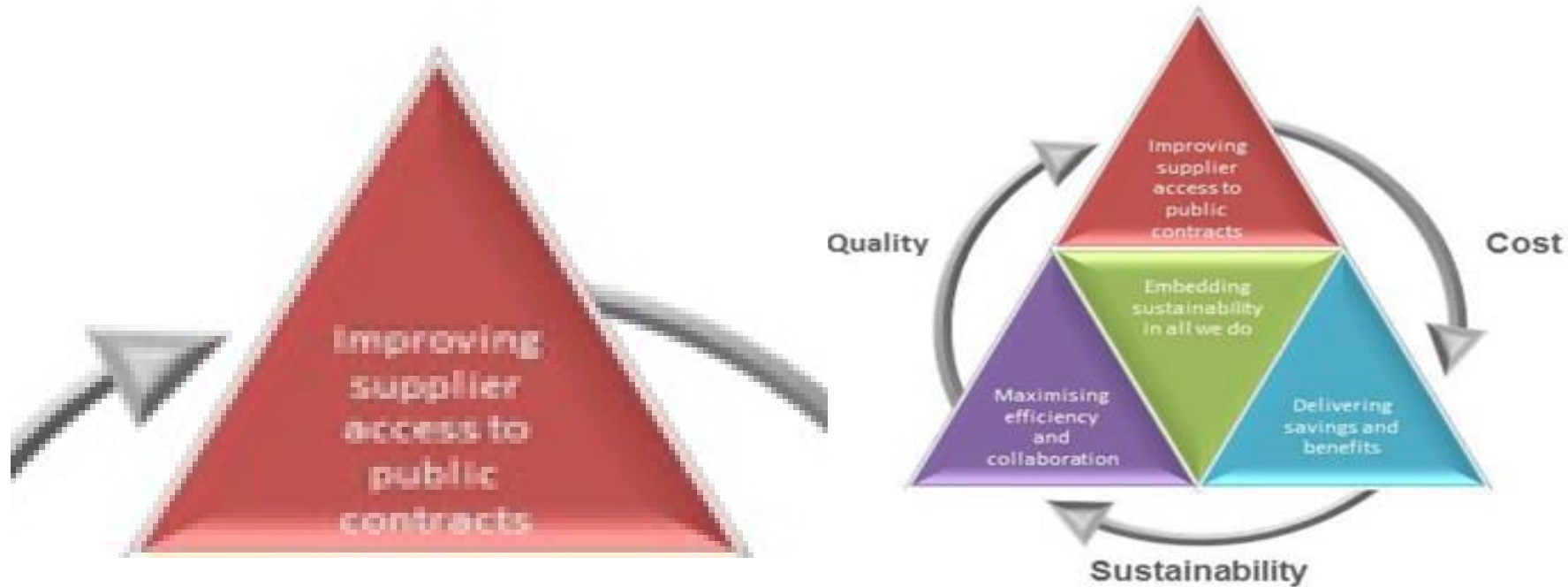
# Top Tips for Tendering

- Research the market
- Pre-planning / prepare
- Sustainability themes
- Build a Tender Library
- Bid no bid decision making info
- Network – use the Meet the Buyer opportunities.



# Public Contracts Scotland (PCS)

## Scottish Procurement



Scottish Model of Procurement



Helping You **Bid Better**

# Make the most of PCS

**public contracts scotland**

Home Search Notices Search Buyers Suppliers Area Buyers Area Information & Support

**Giving free access to public contract opportunities across Scotland.**  
Free registration as a supplier or buyer

**Suppliers:**  
Search for opportunities to supply goods, works and services

Search Notices

Links to other useful sites

- Supplier Journey** Guidance for suppliers on the Scottish public sector procurement process.
- Supplier Development Programme** Helping You Bid Better. The Supplier Development Programme provides free courses on how to tender and bid better.
- SCOTTISH Business Pledge** Voluntary code of progressive business practices.

Contact Us  
Website Technical Support  
0800 222 9003  
Opening hours: 08:30 - 17:00

Home Search Notices Search Buyers Suppliers Area Buyers Area Information & Support Register

**public contracts scotland**

Home Search Notices Search Buyers Suppliers Area Buyers Area Information & Support Register Log-in

**Register**  
Thank you for wanting to register with this site. You should only proceed with this process if you have not registered with this site previously.

**Find contracts**  
Suppliers of goods, works and services  
Supplier registration is free, allowing you to search for high and low value contracts. You also have the facility to download attached documents, send in responses, view the notices that you have expressed an interest in etc.  
Register for free to receive regular e-mail alerts of public sector opportunities.

Register as a Supplier

AbilityNet Accredited  
gov.scot  
OGL

# Make the most of PCS



Contact Us  
Website Technical Support  
0800 222 9003  
Opening hours: 08:30 - 17:00

Home Search Notices Search Buyers **Suppliers Area** Buyers Area Information & Support Log out

### Suppliers Area

Welcome to your Supplier Control Panel. Please click a link in one of the appropriate sections to access the area of the site you require.

- Search**
  - Latest Notices
  - Search for Buyers
  - Notice Reference Search
  - Contracts Register
- My Profile**
  - Company Profile
  - Alert Profile
  - Supplier Finder Profile
  - SPD (Scotland)
- My Responses**
  - Postbox Responses
  - Access PCS-Tender
- My Notices**
  - Interest List
  - Notice Alerts
- My Account**
  - User Details
  - Change Password
  - Subscriptions
  - Register to publish sub-contract opportunities
- Help**
  - System User Guides and Videos
  - FAQs
  - Contact Us
  - eCertis

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

# Make the most of PCS

Start searching for notices by filtering the criteria to match your requirements. You can reset your results at any time. For an explanation of the icons used in the Data column please visit the [Icons Explained page](#)

## Filter Results:

Keywords

Buyer Name

OCID

Reference No.

Notice Type

Location

Category

Sub-categories

Published from

Published to

Include archived contracts?

Show sub-contracts only?

Search Notices 🔍

Reset ✕

## Notices:

Showing page 1 of 166 (total 1657 items)

Page 1

Date

Notice Details


31/03/2023	<p><b>Provision of Technical Audits – Gas Maintenance &amp; Installation</b></p> <p>Reference No: <b>MAR475123</b>            OCID: <b>ocds-r6ebe6-0000727457</b>            Published By: <b>East Renfrewshire Council</b>            Deadline Date: <b>28-Apr-23</b>            Notice Type: <b>02 Contract Notice (below GPA/OJEU threshold or call offs of any value)</b></p>
30/03/2023	<p><b>Energy Efficient Scotland ABS Funding Managing Agent</b></p> <p>Reference No: <b>MAR474982</b>            OCID: <b>ocds-r6ebe6-0000727454</b>            Published By: <b>Renfrewshire Council</b>            Deadline Date: <b>17-Apr-23</b>            Notice Type: <b>02 Contract Notice</b></p>
28/03/2023	<p><b>Upgrade Works to Ventilation At OLM Primary School &amp; St. Ninians High School</b></p> <p>Reference No: <b>MAR474860</b>            OCID: <b>ocds-r6ebe6-0000727210</b>            Published By: <b>East Renfrewshire Council</b>            Deadline Date: <b>25-Apr-23</b>            Notice Type: <b>02 Contract Notice (below GPA/OJEU threshold or call offs of any value)</b></p>
24/03/2023	<p><b>Artificial Pitches Upgrades 2022/23 3G football pitch – Park Mains High School, Erskine</b></p> <p>Reference No: <b>MAR474524</b>            OCID: <b>ocds-r6ebe6-0000726228</b>            Published By: <b>Renfrewshire Council</b>            Deadline Date: <b>20-Apr-23</b>            Notice Type: <b>02 Contract Notice (below GPA/OJEU threshold or call offs of any value)</b></p>
23/03/2023	<p><b>Render Improvement Works at Speirfield Court &amp; Camphill Court, Paisley</b></p> <p>Reference No: <b>MAR474487</b>            OCID: <b>ocds-r6ebe6-0000726808</b></p>

# Make the most of PCS

## Search For Buyers

Enter all or part of the buyer name and select the **Search** button to find any buyer matching that name. You can also filter the results by sector.

### Filter Results:


Buying organisation  
 

Sector

Postcode





**Search Buyers**  **Reset** 

### Search by A-Z

- A B C D E F G H  
 I J K L M N O P  
 Q R  T U V W X  
 Y Z

### Buyer Search Results:

Showing page 1 of 1 (total 6 items)

Buyer name / address	Logo
<b>East Renfrewshire Council</b> Eastwood HQ, Eastwood Park,, Giffnock, G46 6UG	
<b>East Renfrewshire Culture and Leisure Ltd</b> St John's Campus, 18 Commercial Road , Barrhead, G78 1AJ	No logo provided for this buyer
<b>Renfrewshire Council</b> Renfrewshire House, Cotton Street, Paisley, PA1 1JB	 
<b>Renfrewshire Council (Utilities)</b> Corporate Procurement Unit, Renfrewshire House, Cotton Street, Paisley, PA1 1WB	No logo provided for this buyer
<b>Renfrewshire Leisure</b> Renfrewshire House, 3rd Floor, Cotton Street, Paisley, PA1 1LL	
<b>Renfrewshire Valuation Joint Board</b> The Robertson Centre, 16 Glasgow Road, Paisley, PA1 3QF	No logo provided for this buyer



# Make the most of PCS

Start searching for notices by filtering the criteria to match your requirements. You can reset your results at any time. For an explanation of the icons used in the Data column please visit the [Icons Explained page](#)

**Filter Results:**

Keywords

Buyer Name

OCID

Reference No.  Notice Type

Location

Category

Sub-categories

Published from   Published to

Include archived contracts?  
 Show sub-contracts only?

[Search Notices](#) [Reset](#)

**Notices:**  
 Showing page 1 of 166 (total 1657 items)

Date Notice Details

31/03/23



- Home
- Search Notices
- Search Buyers
- Suppliers Area
- Buyers Area
- Information & Support
- Register
- Log-in

## View Buyer Details

Details of the selected authority are shown below.

Organisation Details	Contact Details	Description	Purchase Plans	Other Info
Contract Award Notices	Contracts Register	Qualification	Statistics	Documents
AMIDS South Construction works Market Engagement for procurement of St James Playing Field Modular Pavilion Project Ferguslie Sport Centre Environment and Infrastructure Asset Management System Landscaping Materials Maintenance and Repair of Roller Shutters Refurbishment of Primary School Kitchens Traffic Counts and Journey Time Data Collection National Care Home Contract Minute of Variation 22/23 (1) Bus Shelter Advertising, Cleaning and Maintenance (Advertising and Non Advertising Shelters)				
28/03/23	31/03/23	24/03/2023	23/03/2023	23/03/2023
11 items in 2 pages	Published	21-Mar-23	13-Mar-23	09-Mar-23
		20-Feb-23	01-Feb-23	26-Jan-23
		26-Jan-23	02-Dec-22	08-Nov-22
		18-Oct-22		

Contact Us  
 Website Technical Support  
 0800 222 9003  
 Opening hours: 08:30 - 17:00

# Make the most of PCS



 **Contact Us**  
Website Technical Support  
 **0800 222 9003**  
Opening hours: 08:30 - 17:00

- Home
- Search Notices
- Search Buyers
- Suppliers Area
- Buyers Area
- Information & Support
- Log out

## Alert Profile

Supplier Control Panel > Alert Profile

To ensure that we can identify the goods or services provided by your company you must construct a profile of the goods and services provided for you.

Additionally you can add Geographic locations to your profile to further identify your company.

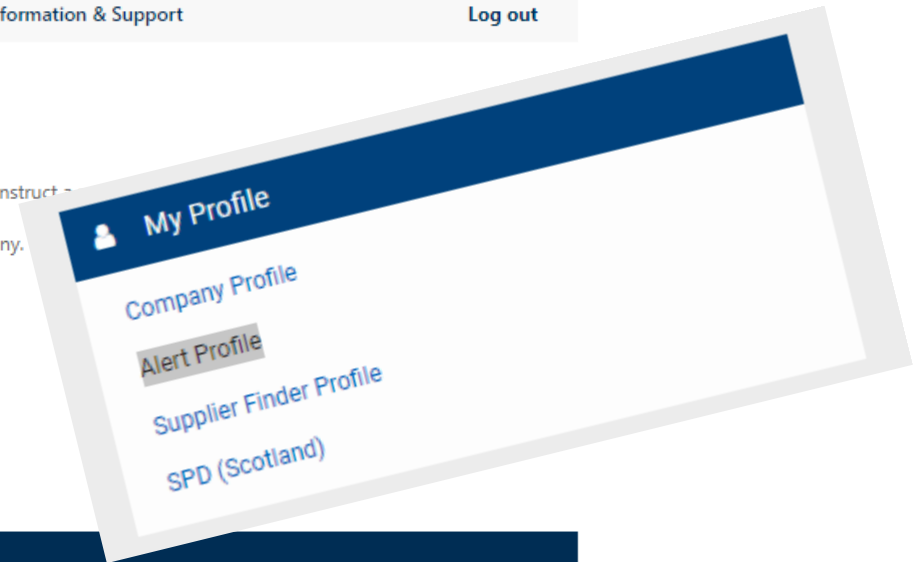
View a video guide about setting up your Alert Profile here.



### Product Categories

You have selected 19 categories. Edit your product categories

### Geographical Locations

You have selected 8 locations. Edit your geographic locations



 **Contact Us**  
Website Technical Support  
 **0800 222 9003**  
Opening hours: 08:30 - 17:00



Home  
Search Notices  
Search Buyers  
Suppliers Area  
Buyers Area  
Register

News & Events  
About Us  
Information & Support  
Accessibility  
Contact Us  
Log out



# Make the most of PCS

## Supplier Finder Profile Details

### What Is Supplier Finder?

Supplier Finder is a supplier sourcing directory allowing you to advertise your company on the website. It allows you to provide detailed information regarding the products or services you provide. Some of the benefits you get from updating your profile include:  
Buyers can now easily find your company via the Supplier Finder search tool.  
You can provide keywords which specifically highlight the products or services provided by your company. These keywords are searchable.  
The service improves your chances of receiving a direct invitation to quote from Buyers using "Quick Quote".

### How Does Supplier Finder Work?


Please complete the form below to update your profile. You can edit and save your profile at any time, however it will not be visible until you set the status to **Publish** and save. You can hide your profile at any time by changing the status back to **Unpublish**.  
*Please regularly Save your work. If you don't click Save within 20 minutes the website will log you out for security purposes and text you entered may be lost.*

Save & View Save Cancel

\* Required information.

**Supplier Finder Profile Details**

\* Profile Status:  Unpublish  Publish

\* Company:  

\* Email Address:

Website:

\* Phone:

\* Address:

\* Town/City:

\* Postcode:


\* Regions: Available regions Selected regions

<input type="text" value="none selected"/> <input type="button" value="Add &gt;"/> <input type="button" value="Remove &lt;"/>	<input type="text" value="Aberdeen City"/> <input type="text" value="Aberdeenshire"/> <input type="text" value="Angus"/> <input type="text" value="Argyll and Bute"/> <input type="text" value="Scottish Borders"/> <input type="text" value="Clackmannanshire"/> <input type="text" value="West Dunbartonshire"/> <input type="text" value="Dumfries and Galloway"/> <input type="text" value="Dundee City"/> <input type="text" value="East Ayrshire"/> <input type="text" value="East Dunbartonshire"/> <input type="text" value="East Lothian"/> <input type="text" value="East Renfrewshire"/> <input type="text" value="Edinburgh, City of"/> <input type="text" value="Falkirk"/> <input type="text" value="Fife"/> <input type="text" value="Glasgow City"/> <input type="text" value="Highland"/> <input type="text" value="Inverclyde"/> <input type="text" value="Midlothian"/> <input type="text" value="Moray"/> <input type="text" value="North Ayrshire"/> <input type="text" value="North Lanarkshire"/> <input type="text" value="Orkney Islands"/> <input type="text" value="Perth and Kinross"/> <input type="text" value="Renfrewshire"/> <input type="text" value="Shetland Islands"/> <input type="text" value="South Ayrshire"/> <input type="text" value="South Lanarkshire"/> <input type="text" value="Stirling"/> <input type="text" value="West Lothian"/> <input type="text" value="Eilean Siar"/>
---	--

\* Company Description:   
By assisting home grown SME's to become tender ready for public procurement, we improve all-round efficiency, sustainability and market potential, while improving prospects when competing for contracts throughout the UK - which has a public sector spend of over £248 billion annually.

You have 3392 characters left

+ **\* Required information.**


**Supplier Finder Profile Details** 

\* Profile Status:  Unpublish  Publish

\* Company:

\* Email Address:

Website:

**My Profile** 

Company Profile

Alert Profile

Supplier Finder Profile

SPD (Scotland)



Helping You **Bid Better**

# Make the most of PCS



Home Search Notices Search Buyers Suppliers Area Buyers Area Information & Support

Contact Us  
Website Technical Support  
0800 222 9003  
Opening hours: 08:30 - 17:00

Giving free access to public contract opportunities across Scotland.

[Free registration as a supplier or buyer](#)



### Suppliers:

Search for opportunities to supply goods, works and services.

[Search Notices](#)



### Buyers:

Advertise your contract opportunities and awards here and com.

[Issue a Notice](#)

**Contact Us**  
Website Technical Support  
**0800 222 9003**  
Opening hours: 08:30 - 17:00

[Register](#) [Log-in](#)

### Links to other useful sites



Guidance for suppliers on the Scottish public sector procurement process.



The Supplier Development Programme provides free courses on how to tender and bid better.



Voluntary code of progressive business practices.



Guidance for the Scottish public sector, which is updated on a continual basis, and facilitates best practice and consistency.



Scottish Government National eTendering System.



Open Contracting Transparency Information.

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Home  
[Search Notices](#)  
[Search Buyers](#)  
[Suppliers Area](#)  
[Buyers Area](#)  
[Register](#)

[News & Events](#)  
[About Us](#)  
[Information & Support](#)  
[Accessibility](#)  
[Contact Us](#)  
[Log out](#)

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gov.scot



# Make the most of PCS



Exit

The screenshot displays the PCS-Tender website interface. The background features a large, metallic sculpture of a horse's head against a clear blue sky. The interface is divided into three main sections:

- Projects:** A list of navigation options including Dashboard, PQQs, ITTs, Contracts, and File Sharing.
- Need assistance?:** A section for user support, including the text "Please contact the Help Desk", the phone number "0800 069 8630", and links for "Contact us" and "Supplier Help Files".
- User Profile:** A section for user management, including links for "Manage my Profile", "Modify Password", and "Manage Users".



# Make the most of PCS

The image displays a collage of screenshots from the public contracts Scotland website. The background shows the 'Suppliers Area' with a search bar and navigation tabs. Overlaid on this are two smaller screenshots: one of the 'SPD Question Update' section and another of the 'My Responses' section. A red star is placed over the 'Access PCS-Tender' link in both the 'My Responses' screenshot and the background page. A plus sign is positioned between the two screenshots.

# Make the most of PCS-tender



+



**Projects**

- Dashboard
- PQs
- ITTs
- Contracts
- File Sharing

**Need assistance?**

Please contact the Help Desk

0800 069 8630

**Contact us**

Supplier Help Files

**User Profile**

- Manage my Profile**
- Modify Password
- Manage Users



# Make the most of PCS-tender

PCS-Tender 16:27 WET - Western Europe Time

Organisati PCS-Tender banner

Registration Data **Profile Data** Status Summary Responses History Of Changes

ALL PERSONAL INFORMATION SUPPLIED WILL BE TREATED AS CONFIDENTIAL AND WILL BE SUBJECT TO THE DATA PROTECTION ACT 1998

TITLE	DESCRIPTION	YOUR RESPONSE	LAST MODIFIED	PHASE	TITLE
2A.1	Name:	Frances Goldie	15/08/2019 14:10		
2A.2	VAT number, if applicable:	N/A	15/08/2019 14:10	boarding	Company Details
2A.3	National identification number, if applicable. (If you are a UK-based company this will be your Companies House number):	N/A	15/08/2019 14:10	ional	Information about the bidder
2A.4	D.U.N.S, if applicable:	N/A	03/10/2018 14:03	nal	Information about representatives of the bidder
2A.5.1	Postal Address Line 1:		03/10/2018 14:03		Grounds relating to criminal convictions
2A.5.2	Postal Address Line 2:		03/10/2018 14:03		Grounds relating to the payment of taxes or social security contributions
2A.5.3	Postal Address Town/City:		03/10/2018 14:03		Blacklisting
2A.5.4	Postal Address Region:		03/10/2018 14:03		Insolvency, conflicts of interests or professional misconduct
2A.5.5	Postal Address Postcode:			Additional	Suitability
				Additional	Economic and Financial Standing

# Get “Tender Ready”

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- Make sure you're ready to clearly explain what you do, how you do it & why your company is a good fit for the opportunity. **Bang your drum!**
- If you can't provide all the information then just explain why not, rather than leaving blanks.
- Follow the buyer's instructions to the letter.
- Don't fall into the trap of thinking that the person reading your bid knows anything about your company.
- Back up what you have said with evidence – statistics, **quotes from clients**, awards and accreditations to add credibility to your bid.

# Organise & prepare your tender content

## Financial

- VAT Number
- Company Registration Number
- Bank Account Numbers
- Credit Rating
- Insurance Certificates

## Technical

- Process Flow Charts
- Work and Project Plans
- Method Statement
- Innovation Examples
- Project Implementation Plan

## Quality

- KPIs
- Customer Complaints Process
- Customer Care Process
- Customer Feedback Examples
- Customer Communication

## PR

- References and Endorsements
- Awards and Achievements
- Case Studies
- Unique Selling Proposition
- Elevator Pitch

## People

- Staff Information, Skills and CVs
- Organisation Diagram
- Recruitment Process
- Training Process
- Subcontractor Information

## Policies

- ISO Certifications
- Health and Safety Policy
- Fair Work First Policy
- Environmental/Sustainability Policy
- Equality and Diversity Policy

## Planning

- Bid/No Bid decision matrix
- Market Intelligence
- Record of Tenders (won and lost)
- Feedback/Debriefs from Buyers
- Renewal Dates

## ICT

- IT/ICT Systems
- Data Security Systems
- Cyber Security Procurement Support Tool
- Financial Systems (eInvoicing)
- Business Continuity Plans

# Make the most of PCS



Contact Us  
Website Technical Support  
0800 222 9003  
Opening hours: 08:30 - 17:00

Home Search Notices Search Buyers **Suppliers Area** Buyers Area Information & Support Log out

## Suppliers Area

Welcome to your Supplier Control Panel. Please *click* a link in one of the appropriate sections to access the area of the site you require.

### Search

- Latest Notices
- Search for Buyers
- Notice Reference Search
- Contracts Register

### My Profile

- Company Profile
- Alert Profile
- Supplier Finder Profile
- SPD (Scotland)

### My Responses

- Postbox Responses
- Access PCS-Tender

### My Notices

- Interest List
- Notice Alerts

### My Account

- User Details
- Change Password
- Subscriptions
- Register to publish sub-contract opportunities

### Help

- System User Guides and Videos
- FAQs
- Contact Us
- eCertis

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

# Make the most of PCS

The image shows a screenshot of the Supplier SPD Control Panel interface. The interface is divided into several sections:

- Header:** Includes the 'public contracts scotland' logo, a contact number '0800 222 9003', and opening hours '08:30 - 17:00'. Navigation links include 'SPD Control Panel', 'Profile', 'Responses', and 'Log out'.
- Left Sidebar:** Contains navigation options: 'Home', 'Search Notices', 'Search Buyers', and 'Suppl'. Below this are sections for 'Suppliers Area', 'Search', 'My Profile', and 'My Responses'. A red arrow points from the 'Suppliers Area' section to the 'SPD (Scotland)' link in the 'My Profile' section.
- Main Content Area:** Titled 'Supplier SPD Control Panel', it includes a welcome message: 'Welcome to your Single Procurement Document (SPD) control panel. From here you can create responses to SPD request from buyers, manage your company profile and the details of your representatives.' Below this are three main functional cards:
  - SPD Profile:** Lists 'Company Profile', 'Supplier Representatives', and 'SPD Question Updates'.
  - SPD Responses:** Lists 'View SPD Responses', 'Upload SPD Responses', and 'Response Profiles'.
  - SPD Documents:** Lists 'View Documents', 'Upload New Documents', and 'Manage Access (0)'. A red arrow points to the 'Upload New Documents' link.
- Footer:** Includes 'Contact Us' and 'eCertis' links.

# Make the most of PCS

The image shows a composite of two screenshots from the public contracts scotland website. The left screenshot displays the 'Suppliers Area' navigation menu with a red arrow pointing to the 'Suppliers Area' link and another red arrow pointing to the 'SPD (Scotland)' link. The right screenshot shows the 'Upload SPD Document' form with a red arrow pointing to the calendar icon next to the 'Document expiry date' field.

**public contracts scotland**

Get in touch: 0800 222 9003  
Opening hours: 08:30 - 17:00

SPD Control Panel Profile Responses Log out

## Upload SPD Document

Upload documents that you require to use against SPD responses. For each document you upload, select which SPD Criteria it's relevant to. You can also set an expiry date for each document if required.

Required fields are marked with a \*

**Suppliers Area**  
Welcome to your Supplier Control Panel. Please click a link in one of the

Home Search Notices Search Buyers **Suppliers Area** Buyers

**Search**

- Latest Notices
- Search for Buyers
- Notice Reference Search
- Contracts Register

**My Profile**

- Company Profile
- Alert Profile
- Supplier Finder Profile
- SPD (Scotland)

**My Responses**

- Postbox Responses
- Access PCS-Tender

**Details**

- \* Title: Document Title
- Description: Document Description
- The issuing authority or body (if applicable): Issuing Authority

**Additional Settings**

- \* Country: United Kingdom
- Criteria: Please Select...
- Document expiry date (if applicable): [Calendar icon]
- Get Reminder?  Yes  No
- Do you want to be able to provide a public link to this document that you can use outside of PCS?

# Bid Plan

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## Write content for the buyer's SPECIFIC requirements

- Read ALL the documents (Notice, Specifications, T&Cs, Evaluation, Instructions in Invitation to Tender - ITT doc)
- Get your clarification questions in as soon as possible through PCS
- Watch out for buyer terminology and use it in your response
- Check the buyer's website for initiatives and priorities – especially for Fair Work First, Net Zero, Community Benefits, etc. & weave these into all your answers

**Generic answers will lose you points!**



# Sustainability Policies in Tenders

- **FAIR WORK FIRST - CRITERIA**
- **CIRCULAR ECONOMY**
- **NET ZERO – RESPONSE TO CLIMATE EMERGENCY**
- **COMMUNITY BENEFITS**
  
- **Sustainability elements may be scored up to 15% of tender**
  - What can YOU offer for THIS contract? Can it be measured? Method Statement for Delivery?
  - Proportionate to the size/type of your organisation
  - Make use of support organisations for sustainability

**Generic answers will lose you points!**

# Scottish Enterprise new tools

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**Net Zero Accelerator Tool**  
- Supporting your Net Zero journey



Helping You Bid Better

# SDP eLearning Portal

**LEVEL 1**

- Never tendered
- Interested in tendering opportunities
- Information gathering

**LEVEL 2**

- Little or no tendering experience
- Looking to develop skills

**LEVEL 3**

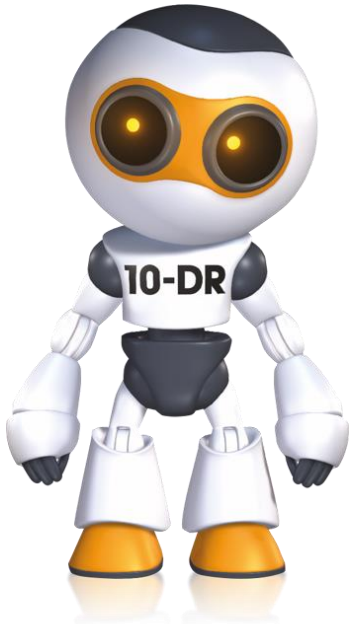
- Successfully tendering
- Looking to explore other markets
- Interested in collaborative bids



# Courses – Level 1

## Level 1

For companies and social enterprises that have had little or no experience of tendering and would like to become 'tender ready'. This level is designed to help companies decide if tendering is for them and if so how to go about it.



1.1 Working with the Public Sector - All you need to know

1.2 Using Public Contracts Scotland (PCS) - How to Find and Bid for Opportunities

1.3 Getting Your Business Tender Ready - The Checklist

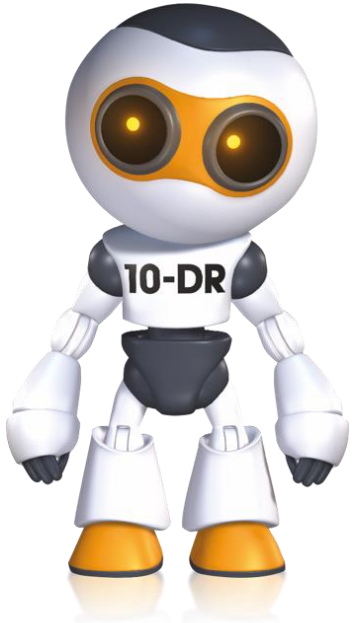
1.4 Planning Your Bid - Time and Resources

1.5 Pricing Your Tender - A Sustainable Approach

# Courses – Level 2

## Level 2

For companies and social enterprises that have some experience of tendering with varying success but would like to become more proficient.



2.1 Passing the Selection Stage  
- The Single Procurement  
Document (SPD)

2.2 How to Write Outstanding  
Tenders - The Invitation to  
Tender (ITT) Stage

2.3 Understanding and Bidding  
- Frameworks and Dynamic  
Purchasing Systems (DPS)

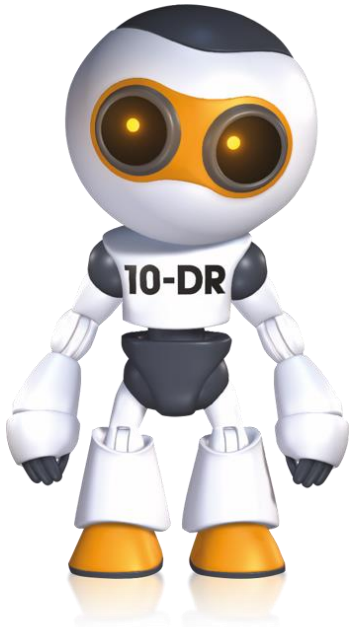
2.4 Improving Your Bid Score -  
Increase Your Tender Win Rate

2.5 Responding to Tender  
Policy Requirements - Power of  
Procurement



# Courses – Level 3

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## Level 3

For companies and social enterprises with plenty of experience and success of tendering. This level explores potential new markets (including overseas) and capacity building.

**3.1 Understanding Your Role in Contract Management - Critical Success Factors**

**3.2 Expanding Your Business Globally – Tendering in New Markets**

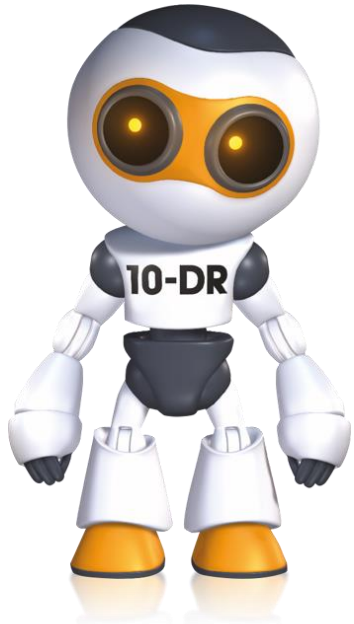


# Dates for Your Diary

Date & Time	Course title
Thursday 4 May 2023 1:30-3:00pm	<a href="#"><u>2.3 Understanding and Bidding - Frameworks and Dynamic Purchasing Systems (DPS)</u></a>
Tuesday 9 May 2023 1:30-3:00pm	<a href="#"><u>2.4 Improving Your Bid Score - Increase Your Tender Win Rate</u></a>
Tuesday 23th May 2023 2pm- 3:30pm	<a href="#"><u>Quick Quotes Made Easy</u></a>
Thursday 25 May 2023 1:30-3:00pm	<a href="#"><u>2.5 Responding to Tender Policy Requirements - Power of Procurement</u></a>
Tuesday 30 May 2023 1:30-3:00pm	<a href="#"><u>3.1 Understanding Your Role in Contract Management – Critical Success Factors</u></a>
Thursday 15 June 2023 1:30-3:00pm	<a href="#"><u>1.1 Working with the Public Sector - All You Need to Know</u></a>

# Dates for Your Diary

All events are free for Scottish SMEs:  
[www.sdpscotland.co.uk/events-training](http://www.sdpscotland.co.uk/events-training)



Date & Time	Course title
Thursday 20 April 2023, 2:00-3:30pm	<a href="#">Talking Tenders with West Dunbartonshire Council</a> Social Care Services - bidder information session
Thursday 11 May 2023, 2:00pm	<a href="#">Talking Tenders with West Dunbartonshire Council</a> Social Care Services - aligned tender training
Wednesday 17 May 2023, 10:00am-4:00pm	<a href="#">Meet the Buyer 2023</a>



**Fran Goldie – SDP Development Officer**

**[www.sdpscotland.co.uk](http://www.sdpscotland.co.uk) • [info@sdpscotland.co.uk](mailto:info@sdpscotland.co.uk)**





We're working together for a thriving Renfrews



# Local Business Support

Gary Kenyon

Senior Economic Development Officer

Renfrewshire Council



# Financial Support – Renfrewshire Business Grants

## Business Resilience Fund

Financial assistance of up to £10,000 or 50% of project costs can help your business with:

- Business Innovation
- ICT
- Exhibitions
- Tourism
- Feasibility Studies
- Property Expansion
- Capital Equipment





# Financial Support – Renfrewshire Business Grants

## Renfrewshire Business Training Support

- Financial support of up to £2,000
- New and additional skills into the business

## Net Zero Grant

- Financial assistance of up to £10,000 to help businesses make changes to their business premises and operations to reduce their carbon footprint.



BUSINESS  
SUPPORT



Business Loans Scotland

Business  
Resilience  
Grant





# Financial Support - Loans

## Restart Loan for Renfrewshire Businesses

- Interest free loan of £1,000 to £5,000
- Repayable up to 3 years

## Business Loans Scotland

- Loans from £25,000 to £100,000
- Loans up to £250,000 may be available in exceptional circumstances
- 6% interest rate will be fixed for the term of the loan



BUSINESS  
SUPPORT



Business Loans Scotland

Business  
Resilience  
Grant



# Workshops / Webinars



## Free business support workshops

April  
2023

TUE 4th	6pm	Effective Use of Social Media
TUE 11th	1.30pm	How to develop a sustainability policy for your business
FRI 14th	9.30am	Marketing Your Business
MON 17th	1.30pm	Banking - why you should have a business account
FRI 28th	9.30am	Trading Online

### RENFREWSHIRE IDEAS TO BUSINESS PROGRAMME

WED 19th	6pm	Ideas to get you started (1)
WED 26th	6pm	How to get started (2)



To find out more, connect with us at:  
[www.bgateway.com/renfrewshire](http://www.bgateway.com/renfrewshire)  
or call **0141 530 2406**



**INVEST**  
in Renfrewshire



# Expert Help for Renfrewshire Businesses



## Local Expert Surgeries

- Finance
- Marketing
- E-business / website development
- Social Media
- Tendering & Procurement



## Local Expert Help

- 1:1 consultancy
- Up to 3 days support
- To tackle a specific business issue

If you are interested in attending any of our surgeries or have a potential project please contact us on 0141 530 2406 or email: [renfrewshire@bgateway.com](mailto:renfrewshire@bgateway.com)

# Digital Boost



Supporting local businesses to improve digital technologies



- Digital Health Check
- Online tutorials
- Digital Guides
- Workshops
- 1:1 Digital Support
- Work with a Digital Boost Adviser for up to 21 hours



<https://www.bgateway.com/resources/digitalboost>



## Research Services



### Research and access to a number of relevant databases

- latest insights on consumer attitudes
- who are the key players in my sector
- who are my competitors
- where can I find suppliers and partners?



Further information on all Business Gateway services:  
[www.bgateway.com](http://www.bgateway.com)

## Contact Details

### Telephone:

0141 530 2406

### Email:

[renfrewshire@bgateway.com](mailto:renfrewshire@bgateway.com)

### Websites

[www.renfrewshire.gov.uk/business-grants-and-loans](http://www.renfrewshire.gov.uk/business-grants-and-loans)

[www.bgateway.com/local-offices/renfrewshire/local-support](http://www.bgateway.com/local-offices/renfrewshire/local-support)

[www.bls.scot](http://www.bls.scot)

[www.findbusinesssupport.gov.scot](http://www.findbusinesssupport.gov.scot)



**INVEST**  
in Renfrewshire





# Coming up next

**Tea, Coffee and networking**

**Opportunity to speak to colleagues 1-2-1 at the pop up stands in the foyer**

**11.00- 12.00**

**Main Hall (2<sup>nd</sup> Floor)**

**Presentation and Q&A with Robertson Acom**

**Presntation and Q&A Morrisons Construction**

**Room 2 (1<sup>st</sup> Floor)**

**Drop-in PCS surgery with the SDP and Procurement**

## Find out more

All of the slides and key contacts from today's presentation will be shared on the following webpage

<https://www.renfrewshire.gov.uk/article/13210/First-Steps-to-Bidding-for-Contracts-with-Renfrewshire-Council-event-on-18-April>

Help to shape future event by telling us what you think at:

<https://forms.office.com/e/WFca9Zesuy>

Did you know you could register for our free business and economy e-newsletter and other e-alerts at:

[www.renfrewshire.gov.uk/e-alerts](http://www.renfrewshire.gov.uk/e-alerts)