

Procurement

How we navigate Public Contracts
Scotland and Public Tenders Scotland

by Robertson Acom Ltd

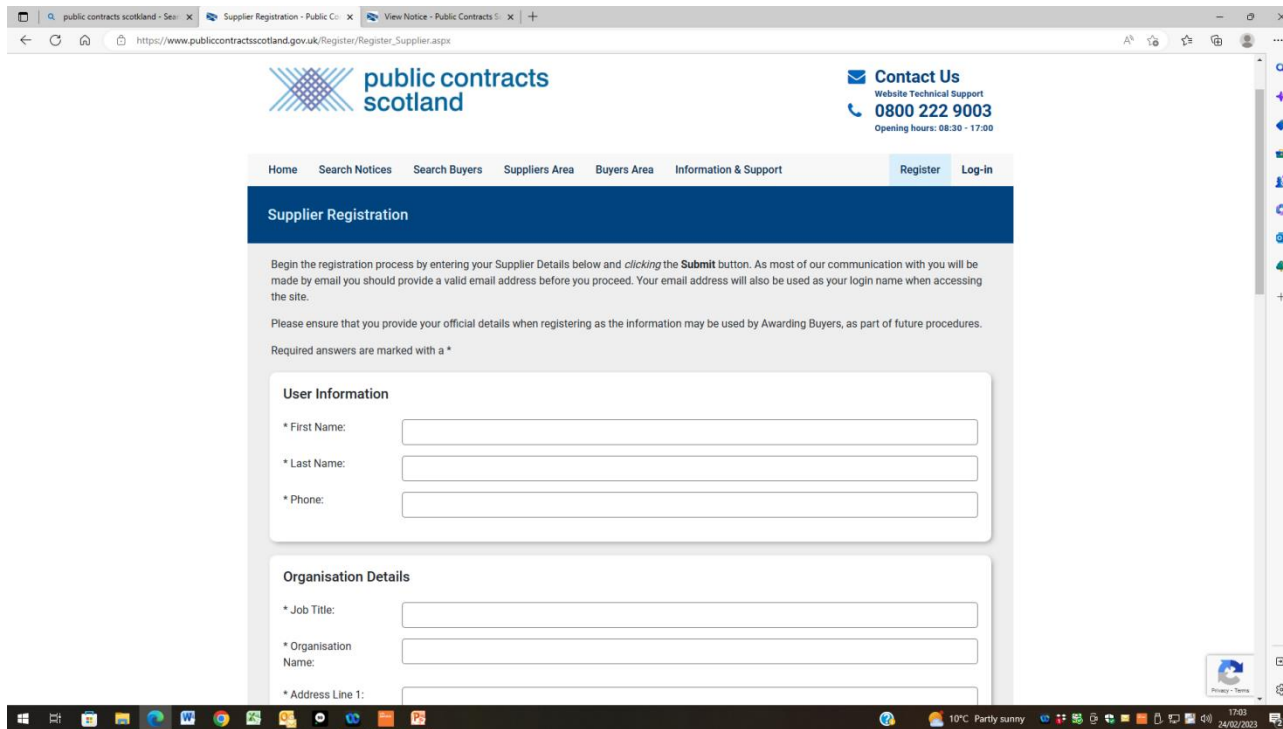
Registering

Go onto the public contracts website at www.publiccontractscotland.gov.uk and click on the 'register' button

The screenshot shows a web browser window displaying the registration page of the public contractscotland.gov.uk website. The browser's address bar shows the URL https://www.publiccontractscotland.gov.uk/Register/Register_Start.aspx. A cookie consent banner is visible at the top, with 'Accept' and 'Cookie Settings' buttons. The website header includes the 'public contracts scotland' logo and a 'Contact Us' section with the phone number 0800 222 9003 and opening hours of 08:30 - 17:00. The navigation menu contains links for Home, Search Notices, Search Buyers, Suppliers Area, Buyers Area, Information & Support, Register, and Log-in. The 'Register' page content includes a welcome message, a 'Find contracts' section for suppliers, and an 'Advertise opportunities' section for buyers. The 'Find contracts' section states that registration is free and offers a 'Register as a Supplier' button. The 'Advertise opportunities' section states that registration is free and offers a 'Register as a Buyer' button. The Windows taskbar at the bottom shows the system tray with the date 24/02/2023 and time 17:00.

Registration Details

Insert the details requested to register your company/organisation



The screenshot displays the 'Supplier Registration' page on the public contracts scotland website. The page includes a navigation menu with 'Register' and 'Log-In' options. The main content area contains instructions for the registration process and a form with two sections: 'User Information' and 'Organisation Details'. The 'User Information' section includes fields for First Name, Last Name, and Phone. The 'Organisation Details' section includes fields for Job Title, Organisation Name, and Address Line 1. The form fields are marked with an asterisk to indicate they are required.

public contracts scotland

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 Log-In

Supplier Registration

Begin the registration process by entering your Supplier Details below and *clicking* the **Submit** button. As most of our communication with you will be made by email you should provide a valid email address before you proceed. Your email address will also be used as your login name when accessing the site.

Please ensure that you provide your official details when registering as the information may be used by Awarding Buyers, as part of future procedures.

Required answers are marked with a *

User Information

* First Name:

* Last Name:

* Phone:

Organisation Details

* Job Title:

* Organisation Name:

* Address Line 1:

Subscription List

The subscription list gives you access to various areas of the procurement site. Robertson Acom have subscribed to the general site and to notice alerts. This is free.

The screenshot shows a web browser window displaying the 'Subscription List' page on the public contracts scotland website. The page includes a navigation menu, a 'Site Subscriptions' table, and a 'Newsletter Subscription' form.

public contracts scotland

Contact Us
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Home Search Notices Search Buyers Suppliers Area Buyers Area Information & Support Log out

Subscription List

Site Subscriptions
Your subscriptions are listed below, please [Click](#) on a **description** to get a detailed view of the subscription.

Description	ExpiryDate	Action
General Site Access	16/06/2027	Renew
Notice Alerts Service	23/06/2023	Renew

Newsletter Subscription
 Please tick if you would like to receive an e-mail newsletter

Save Cancel

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

Home
Search Notices
Search Buyers
Suppliers Area
Buyers Area

News & Events
About Us
Information & Support
Accessibility
Contact Us

AbilityNet Accredited ✓

gov.scot

12:10 17/03/2023

Company Profile

Fill in with information about your company including the geographical area within which you want to work.

The screenshot shows a web browser window with the URL https://www.publiccontractscotland.gov.uk/membership/Member_CompProfile.aspx. The page title is "Company Profile" and it contains a form for updating company information. The form is divided into several sections:

- Organisation**: Fields for Org Name (ROBERTSON ACOM LIMITED), Address (52-54 KILNSIDE ROAD), Town/City (PAISLEY), Postal Code (PA11RN), Region (Renfrewshire), Country (United Kingdom (GB)), and Company Type (Unknown).
- MUTS Code**: A dropdown menu for location, currently set to UKM - SCOTLAND.
- Company Statistics**: A note stating the information is for statistical purposes. Fields for Employee Range (Small (10-49 employees)) and Turnover Range (Less than £1.57M).
- Third Sector**: A checkbox to indicate if the company is a third sector organisation, currently unchecked.

At the bottom of the form are "Save" and "Cancel" buttons. The browser's taskbar at the bottom shows the system tray with the date 12/11/2023 and time 12:11.

Alert Profile

This area is important as it determines which contracts will be flagged up on the support@publiccontractsscotland.gov.uk notice alerts service which should arrive daily in your emails. Look through the products and choose any which relate to your business – choose more rather than less. Also fill in the geographical locations that cover the area within which you want to work.

The screenshot shows the 'Alert Profile' page on the public contracts scotland website. The page includes a navigation menu with links for Home, Search Notices, Search Buyers, Suppliers Area, Buyers Area, Information & Support, and Log out. The main content area is titled 'Alert Profile' and contains sections for 'Supplier Control Panel > Alert Profile', 'Product Categories', and 'Geographical Locations'. A dark blue footer contains contact information for 'Contact Us' (0800 222 9003), a 'gov.scot' logo, and 'OGL' branding.

The screenshot shows the 'Add Category to Profile' page on the public contracts scotland website. The page is titled 'Add Category to Profile - Public' and contains a list of 'Selected Categories' for a supplier profile. The categories are listed with checkboxes and include:

- 30210000 Data-processing machines (hardware)
- 31000000 Electrical machinery, apparatus, equipment and consumables; lighting
- 34030470 Signage
- 35120000 Surveillance and security systems and devices
- 42961000 Command and control system
- 42962000 Special-purpose electrical goods
- 44111000 Building materials
- 44111311 Electrical insulators
- 44111330 Electrical insulating fittings
- 45000000 Construction work
- 45210000 Building construction work
- 45220000 Engineering works and construction works
- 45310000 Electrical installation work
- 50520000 Repair and maintenance services of electrical machinery, apparatus and associated equipment
- 50700000 Repair and maintenance services of building installations
- 50710000 Repair and maintenance services of electrical building installations
- 51110000 Installation services of electrical equipment
- 71314000 Energy and related services
- 71321000 Engineering design services for mechanical and electrical installations for buildings
- 71322100 Electrical power systems design services
- 71340000 Mechanical and electrical engineering services
- 72200000 Software programming and consultancy services
- 79500000 Office-support services
- 79700000 Investigation and security services
- 92220000 Closed circuit television services

Supplier Finder Profile Details

This section allows you to put in general information about your company including a description of what your company does. There is also an area at the bottom where you insert keywords relating to your company. Think carefully about this as these words will be used to identify suitable contracts.

The screenshot shows the 'Supplier Finder Profile Details' page. At the top, there are navigation links: Home, Search Notices, Search Buyers, Suppliers Area, Buyers Area, Information & Support, and Log out. The main heading is 'Supplier Finder Profile Details'. Below this, there are two informational boxes: 'What is Supplier Finder?' and 'How Does Supplier Finder Work?'. The 'Required information' section is highlighted, showing a form with the following fields:

- * Profile Status: Unpublish Publish
- * Company:
- * Email Address:
- Website:
- * Phone:
- * Address:
- * Town/City:
- * Postcode:

The screenshot shows the 'Supplier Finder Profile Details' page, focusing on the 'Company Description' and 'Keywords' sections. The 'Company Description' section contains a text area with the following text:

* Company Description:

Below the text area, there is a character count: 'You have 3297 characters left'. The 'Keywords' section contains a text area with the following text:

Enter keywords that describe the products or services you provide. You can enter multiple keywords in each box. Buyers will be able to perform a keyword search.

Keywords:

Keyword 1: <input type="text" value="Door Entry Systems"/>	Keyword 2: <input type="text" value="CCTV"/>
Keyword 3: <input type="text" value="Access Control Systems"/>	Keyword 4: <input type="text" value="Aerial/Scalable Installation/Repairs"/>
Keyword 5: <input type="text" value="Door Monitoring Systems"/>	Keyword 6: <input type="text" value="Automatic door systems"/>

At the bottom, there is a 'Company Logo' section with a logo for 'roburton acorn' and an 'Add / Change Logo' button. Below that, there is a section for 'I am an SME:' with a checked box and the text 'An SME (Small and Medium sized Enterprise) is an organisation with less than 250 employees.'

Finding a contract

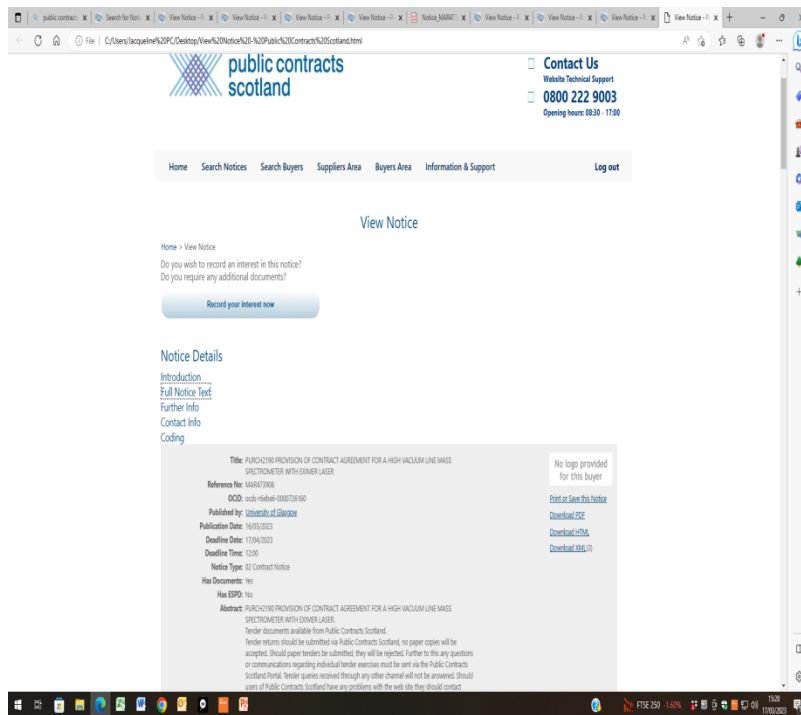
Once you have located a contract that ties in with your business check the notice details. Pay particular attention to any requirements e.g. in this contract for the provision of a high vacuum line mass spectrometer with eximer laser they are looking for a minimum of product liability insurance of not less than £5m, employers liability of £5m and public liability of £5m. They are also looking for your financial turnover for the last 2 years.

This screenshot shows a search results page on gov.scot. The search criteria are: Reference No: 18047315, OCL: 1804-18046-080729483, Published On: 04/04/2018, and Notice Type: 02 Contract Notice. The results list several notices, with the second one highlighted: Reference No: 18047315, OCL: 1804-18046-080729483, Published On: 04/04/2018, and Notice Type: 02 Contract Notice. The title of this notice is 'PROVISION OF CONTRACT AGREEMENT FOR A HIGH VACUUM LINE MASS SPECTROMETER WITH EXIMER LASER'. The page also includes a 'Contact Us' section at the bottom with the phone number 0800 222 0000 and the gov.scot logo.

This screenshot shows the 'Notice Details' page for the highlighted contract notice. The title is 'PROVISION OF CONTRACT AGREEMENT FOR A HIGH VACUUM LINE MASS SPECTROMETER WITH EXIMER LASER'. The notice number is 18047315, published on 04/04/2018, and expires on 15/04/2018. The notice type is '02 Contract Notice'. The 'Further Instructions' section states: 'The Buyer has attached further instructions with this notice. Please read these carefully and take the necessary action.' The page also includes a 'Contact Us' section at the bottom with the phone number 0800 222 0000 and the gov.scot logo.

This screenshot shows the 'Legal, economic, financial and technical information' section of the contract notice. It includes sections for '1.1.2 Description of procurement', '1.2.1.1 Details of the contract, framework agreement or dynamic purchasing system', '1.2.1.2 Details of the contract, framework agreement or dynamic purchasing system', '1.2.1.3 Details of the contract, framework agreement or dynamic purchasing system', '1.2.1.4 Details of the contract, framework agreement or dynamic purchasing system', and '1.2.1.5 Details of the contract, framework agreement or dynamic purchasing system'. The section also includes 'Section III: Legal, economic, financial and technical information' and '1.1.1 Conditions for participation'. The page also includes a 'Contact Us' section at the bottom with the phone number 0800 222 0000 and the gov.scot logo.

Recording Interest and downloading documents



- * When you have identified a contract you would like to tender for you need to record your interest. This will allow you to see all the documentation which needs to be read and completed.
- * Download all the documents listed and put them into a folder on your computer
- * Some documents may need to be downloaded, printed off, filled in, scanned and uploaded in a specific part of the tender.

Weighting of Contracts

In the contract for the laser the weighting of the contract is 75% technical, 5% for delivery, installation and acceptance and only 20% for price. This shows that the buyer has placed a great deal of emphasis on the technical aspect of the contract rather than the price.

In many of the contracts we have applied for the weighting is very much on price. One of the last tenders for which we applied and were successful, the weighting was 60% price, 15% methodology and approach, 5% reporting, 5% working within an occupied building, 10% community benefits – outcome menu and methodology and 5% fair work practices.

- * Price – try and make this as competitive as possible especially if the weighting is 60%, 70% or above for price



- * All the other aspects which need to be completed if done well could make the difference between success and failure if you and another contractor are close on pricing

Tips for completing tenders

1. Make sure your company is capable of fulfilling the requirements of the contract. Check if there is specific criteria required any criteria, eg insurance minimums, health and safety accreditations like membership to CHAS or Constructionline or UKAS. Do this before completing anything else as you may find there is an essential requirement within the tender that necessitates your withdrawal from the tender process.
- * 2. If you have read over everything and know you can fulfil all the relevant criteria, download all documentation and read carefully, especially the 'Invitation to Tender' and 'Scope of Works'. Highlight any aspects you deem important as this will help when filling in the 'Methodology and Approach,' 'Reporting,' 'Community Benefits' and any other areas requested.
3. The submission date for any tender is of crucial importance. Make sure that you display this date clearly for all those involved in the process to see.
- * 4. The pricing aspect (Bill of Quantities-Commercial Response) of many tenders is not time consuming but the other aspects, the Qualification and Technical Response sections can take some time. Always ensure you start the completion of these straight away.
- * 5. When completing the more involved areas such as Methodology and Approach, read the question set by the buyer carefully, making sure you include some of the terminology used within the actual question/statement. Check to see whether the tender requirements require a specific font, size and number of pages. Once finished re-read for accuracy.

Even more tips

- * 5. If there are any parts of the tender you are unsure of there is a message board within the PCS Tender where you can ask a question and the buyer should reply with an answer. This usually closes a week before the tender submission date . Make sure you put this date in your diary
- * 6. Once you are happy that all the documents have been signed, dated and uploaded please check over everything. (At the top of the initial tender page it should tell you whether there are any missing responses or not).
- * 7. When you are sure all documents have been added then get a colleague to double check. Often we don't see our own mistakes and it takes another pair of eyes to see this.
- * 8. Finally press that button to submit, and good luck!
- * 9. You will receive an email from Public Contracts confirming that your submission has been received along with notification on the actual Public Contracts website. (Take a screenshot of this to prove it has been submitted).





Questions?

Starting out on the procurement journey is a daunting task. Robertson Acom are a small family run business who have over time managed to embrace the tendering process while striving to better understand its demands.

In situations where we have been unsuccessful we have always made a point of requesting comprehensive feedback. The advice received is taken on board with a view to improving our performance when completing the next tender.

The opportunities for your business are out there. It is for you to take that initial step onto the ladder and start climbing. It won't always be easy but with hard work and perseverance the sky's the limit.

Any questions?

Jackie and Carolyn of Robertson Acom Ltd thank you for listening