

A quick guide to Procurement

Be a supplier to Renfrewshire Council

We want to make it as simple as possible for you to do business with Renfrewshire Council.

The first step in supplying to Renfrewshire Council, and the wider Scottish public sector, is to register with the Public Contracts Scotland website.

Once you complete the tendering process, we trust you will find us a good partner to do business with.

Our Corporate Procurement Unit works with council services to develop contracts and procedures which achieve Best Value.

Public Contracts Scotland (PCS)

The Public Contracts Scotland Website is where Renfrewshire Council advertise all contracts above £50k, and utilise the quick quote facility for spend between £10k–£50k.

Guidance

This website provides extensive guidance material on the use of the different functions available. As well as this quick start guide you can browse and download guidance material from the guides/legislation menu. Further information can also be found in the News, Help and Links menus.

Registration

Select 'register here' from the home page and opt to register as a supplier. Once you have completed the registration form you will receive a verification link by email which you must click on to activate your details. All suppliers must register before they can access tender documentation, receive alerts and use the online tendering facilities. You may still be able to view and read tender notice details without registering.

Sign in /Supplier Home Page

Select the sign in/out link from the menu and enter your username and password. If you have forgotten your password you can request an email reminder by selecting 'forgotten your password'. After signing in you may be asked to provide information on the number of employees and the turnover of your company - this information is for statistical purposes only and will not be forwarded to any third parties. From there you will be taken directly to the supplier home page where you can access all supplier functions including registration details and registering for alerts.

Product Categories

From the suppliers' home page or suppliers menu you can select from a list of product categories so that purchasers can locate your company when looking for specific products or services. The product categories selected will also be used for the automatic alerts service. We recommend that you browse through all the available categories and select all those that may apply to your organisation.

Alerts

You may have the option to register for the automatic alerts service which allows you to receive email notifications when notices are published which match your product categories. Select 'register for automatic alerts' from the suppliers' home page or go to the suppliers menu and select 'alerts'. You can amend your profile at any time and view a record or alerts sent from the alerts list in the suppliers' pages.

Search for notices

To search for tender notices published by various awarding authorities, select the notice search link from the menu and the most recently published notices will be listed. You can also search more specifically by using the category list on the right or using the advanced search options where you can enter keywords and specify geographical region etc.

Renfrewshire Council Procurement Process

To be carried out by Service/Client Department

Supplies/Works/Services
£0-£1,999.99 (ex VAT)

Supplies/Works/Services
£2,000 - £9,999.99 (ex VAT)

Check council contracts, including Scotland Excel

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Is it a Framework? Contracts need to be awarded in line with Framework terms. Consult CPU.

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Low value tenders can be undertaken at Council Officers discretion. A written quotation is not required, but must adhere to best value principles.

Is the contract legally complex and/or high risk – if so consult CPU.

The Corporate Purchasing Card (PCard) is to be utilised as the preferred payment method for all spend under £2,000.

Obtain three (3) written quotes, allowing 7 working days for supplier to respond. Quote to include supplier details & price. Retain written quotation for 12 months.

Professional Consultancy

See 'Guidance for the use of Consultants' All Values

Renfrewshire Council Procurement Process

To be carried out by CPU

**Supplies/Work/Services
£10,000-£49,999.99 (ex VAT)**

A minimum of four (50% local) suppliers where possible are selected from the relevant category of suppliers registered on www.publiccontractsscotland.gov.uk

Note: Each time a quote is sought for the same requirement, a different group of potential suppliers should be selected whenever possible

A quote document is sent to the selected suppliers via the 'Quick Quote' facility on www.publiccontractsscotland.gov.uk

The returned quotes are evaluated against the criteria in the Quick Quote specification/ criteria

The most economical advantageous quote is selected and accepted via the Quick Quote facility. Award approved by director or authorised representative.

The contract award is published on www.publiccontractsscotland.gov.uk

**Supplies/ Services
£50,000-£164,176 (ex VAT)
Works £50,000- £4,104,394 (ex VAT)**

A contract notice is published on www.publiccontractsscotland.gov.uk

Note: National guidelines are used to determine whether the contract is suitable for e-Auction/ Mini Competition/ Direct Award where required

The tender documentation is made available to all suppliers who have registered on the e-tendering system

The returned tenders are evaluated

The Most Economical Advantageous Tender (MEAT) is selected and Contract Authorisation Report is created.

Note: Council Board approval is required before works contracts of more than £164,176 can be awarded, remainder to the Director

The contract award is published on www.publiccontractsscotland.gov.uk

Note: A contract award is to be published in all Tender types i.e. e-Auction/ Mini Competition/ Direct Award

**Supplies/ Services over £164,176 (ex VAT)
Works over £4,104,394 (ex VAT)**

The contract notice is published on www.publiccontractsscotland.gov.uk and <http://ted.europa.eu>

Note: National guidelines are used to determine whether the contract is suitable for e-Auction/ Mini Competition/ Direct Award where required

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Preparing the Perfect Tender

DO's and DON'Ts

This checklist may help you:

DO

- **Do** comply with the eTender Protocol and any other regulations that apply to procurement. Failure to do so may lead to disqualification.
- **Do** check the eTender bulletin board on a regular basis; this is where ALL questions and answers are listed.
- **Do** draft your responses offline - proof read, spell check and then copy and paste into the live online response form.
- **Do** check the word count, if applicable - keep within the maximum number of words or characters that are allowed.
- **Do** provide requested information on time and in the required format. Remember that the date given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- **Do** answer the question, it is not enough simply to cross refer to a 'policy' or previous response, the evaluation team has limited time to assess tenders and if they can't find the answer, they can't score it.

- **Do** check mandatory questions - make sure you have answered all the mandatory questions, even though some may not seem relevant to you. Not providing a reply, even if it is simply "N/A" could disqualify your entire submission!
- **Do** consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- **Do** provide clear and concise contact details; telephone numbers, e-mails and fax details.
- **Do** attend site meetings, even if you know already know the organization.
- **Do** reference your documents correctly, specifically where supporting documentation is provided.
- **Do** name documents intuitively - give documents names that make it clear what they are, or that relate to a particular requirement or section. You don't want to annoy your customer by making location of each appendix akin to solving a cryptic crossword clue!

- **Do** review your policies on a regular basis to ensure that they comply with current legislation.
- **Do** check you have included all relevant enclosures, they will not be accepted later.
- **Do** check to see if your enclosures are in date.
- **Do** check you have signed each page as required and that the signature is correct – if it says Managing Director, then that is what is required.
- **Do** observe the appropriate upload sections - be careful to load attachments into the correct sections.
- **Do** make sure the declaration form is signed by the duly authorized person.
- **Do** leave plenty of time for uploading by setting a cut-off point that is at least a day ahead of the tender deadline. Uploading always takes longer than you think it will. Attach standard documents such as policies and certificates ahead of time so you reduce the number of files to handle at the end. At all costs, avoid last minute uploading because if your competitors have also left it late and you are all on the site at the same time, it might not work fast enough or could even stop working altogether - resulting in you missing the deadline.

DON'T:

- **Don't** cut and paste from a previous documents/tender submissions and forget to change the previous customer's name.
- **Don't** send 'glossy' brochures that have not been requested, they make any responses messy and difficult to properly assess. Only send what has been requested and only send supplementary information if we have offered the opportunity to do so.
- **Don't** seek to influence the tender process by requesting meetings or contacting the local authority to discuss your tender. If your tender requires clarification the local authority will contact you.
- **Don't** seek changes to the tender documentation after tenders have been submitted.
- **Don't** be complacent.

Feedback

Whatever the result of your tender, you are entitled to feedback or a debrief, in fact we encourage you to, as to be told which areas you did well and not so well on should hopefully provide you with the right information to help improve future tender responses.

Useful websites

www.renfwshire.gov.uk

Click 'Business' then 'Tenders and Contracts' for more information on selling to Renfrewshire Council.

www.publiccontractsscotland.gov.uk

The national portal used by public bodies in Scotland to advertise contracts and/or to select potential suppliers from the 'Suppliers Register'. Register as a supplier on this site to receive automated emails about opportunities relevant to your business activity. You can also browse all tender opportunities and details of contracts that have been awarded.

Renfrewshire Council uses this site to publicise tenders for supplies/services over £50k and works contracts of £500k and above (including those over the EU threshold). For lower value contracts, the site is used to find potential suppliers from the supplier's register, who are then asked to provide quotes.

www.contractsfinder.businesslink.gov.uk

Effectively the UK equivalent to publiccontractsscotland. Register here to receive details of contracts from public bodies in other parts of the UK. Renfrewshire Council no longer uses this site to advertise opportunities.

www.sdpscotland.co.uk

Membership of the Supplier Development Programme is free to all businesses located in Renfrewshire and 15 other local authority areas in Scotland. Register as a member to receive information on free local and national procurement events and training.

<http://ted.europa.eu>

The site of 'Tenders European Daily', the online facility of the Official Journal of the European Union (OJEU) where public organisations are legally obliged to publish details of contracts over the EU financial threshold.

www.scotland-excel.org.uk

General information about Scotland Excel, a national organisation that negotiates contracts for a wide of products/services on behalf of Scottish local authorities.

(Note: Scotland Excel use www.publiccontractsscotland to publicise their contracts)

www.scotland.gov.uk/Topics/Government/Procurement

A wide range of information on public procurement provided by the Scottish Government. Includes information about e-tendering and the 'Single Point of Enquiry', set up to provide suppliers to public sector or publicly funded bodies with an impartial point of contact where they can ask for advice or raise concerns about public procurement practices in Scotland.

Contact us

For advice and guidance on any aspects of procurement, to ask general questions or to advise us of new products and services, please contact the CPU in the first instance:

email: cpu@renfrewshire.gov.uk

website:
www.renfwshire.gov.uk/article/3572/Corporate-Procurement-Unit

write to: Corporate Procurement Unit,
2nd Floor, Renfrewshire House,
Council HQ, Cotton St,
Paisley PA1 1JB



www.renfrewshire.gov.uk

If you would like information in another language or format please ask us.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

 0300 300 0300

Email: chiefexec@renfrewshire.gov.uk