



The Scottish
Parliament

Small and Medium Sized Enterprises (SMEs)

**The Scottish Parliamentary Corporate Body (SPCB)
Statement of Principle:**

The SPCB is committed to actively remove barriers to participation by SMEs in SPCB procurement.

This statement outlines what actions the SPCB takes to remove barriers for SMEs and also sets out the standards the SPCB expects from its suppliers.

This statement in support of SMEs also applies to Voluntary & Community Sector (VCS), Social Enterprises, ethnic minority businesses and local suppliers.

SPCB COMMITMENT

1. Accessibility of information

As a minimum, we will use our website to publish:

- Information on how to do business with the SPCB
- Our Procurement Manuals
- Our current contracts list
- Our contract opportunities (where appropriate)
- Our relevant procurement initiatives
- Our application form for inclusion on our supplier database
- Our supplier events
- Our policy on Responsible Purchasing

We will hold regular Meet the Buyer events to:

- Develop and maintain effective communication with SMEs
- Increase competition for contracts
- Make contact with potential suppliers
- Enable SMEs to learn in an interactive way about our procurement processes

We will maintain links with organisations aimed at assisting SMEs by:

- Exchanging information
- Sharing best practice

2. Access to SPCB contract opportunities

Where appropriate, we aim to:

- Advertise our contract opportunities using a range of publications that are accessible to SMEs
 - Take into consideration SMEs at the outset of a project when setting the procurement strategy
 - Publish on our website the names of the suppliers involved in a tender exercise to aid subcontracting opportunities
 - Make systematic use of our supplier database
-

3. Tender process

We commit to:

- Apply our policies and processes in a fair, equitable and transparent manner
- Ensure that all tenderers have equal access to relevant information
- Keep the tendering process and documentation as simple and jargon free as possible, e.g. conditions of contract in plain English
- Consider SMEs' capacity to produce the required tender documentation when allocating timescales
- Assess applicants against published pre-qualification and tender evaluation criteria and, whenever possible, give an indication of the weightings
- Set evaluation criteria that are proportionate to the requirement and risk of the individual contract
- Set the criteria for evaluation of the financial standing of organisations at a level that is appropriate to the requirement and that will not unreasonably exclude SMEs

4. De-briefs

We commit to:

- Offer meaningful feedback to unsuccessful suppliers as a way of helping them improve their competitive performance in future tenders
- Receive feedback from suppliers on the procurement process and documentation, taking on board relevant comments to facilitate continuous improvements to our procedures

5. Contract management

We will:

- Treat our suppliers openly, fairly and equitably
- Pay suppliers within 30 days of receipt of an undisputed invoice
- Give honest and constructive feedback to our suppliers on their performance
- Give notice to suppliers of any performance problems and a reasonable opportunity to put matters right
- Work closely with our suppliers to develop and support continuous improvement

SUPPLIERS' COMMITMENT

Effective relations between the SPCB and its suppliers is a key element in the successful delivery of goods, services and minor works. It is important that suppliers understand their responsibilities and the standards expected of them.

We expect suppliers to:

- Be pro-active and familiarise themselves with the documentation made available to them
- Only bid for contracts when their delivery of the requirement is realistic for their organisation
- Seek feedback when unsuccessful in a tender exercise to improve their competitive performance in future tenders
- Act responsibly in terms of their ethical, environmental and social performance
- Actively pursue continuous improvement
- Work with potential subcontractors to promote an integrated and visible supply chain
- Make effective use of skills and resources
- Foster professionalism and train staff to enable the effective delivery of the contract
- Work with the SPCB and others, as appropriate, to deliver value for money throughout the life of the contract

Further information on Scottish Parliament procurement can be found on the Scottish Parliament website
<http://www.scottish.parliament.uk/corporate/procurement>

Any enquiries or feedback should be sent to
procurement@scottish.parliament.uk

While this leaflet sets out our aims, nothing in it is intended to or shall constitute a condition of bid or tender, or a condition of contract, and nothing in it shall take precedence over our obligations under procurement law.

This document is produced from 75% recycled fibre, is elemental chlorine free, NAPM certified and 100% recyclable.