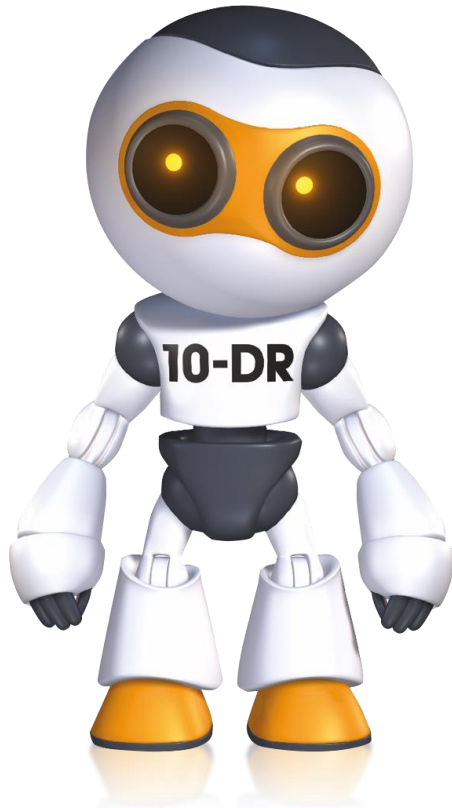


Supplier Development Programme

Helping You **Bid Better**



SDP and Moray Council



Welcome to the Supplier Development Programme

SDP is a business initiative supported by Scottish Local Authorities and Scottish Government

The aim of the Programme is to ensure that Scottish SME's & Third Sector organisations have access to free procurement advice and training, to ensure they can FIND, WIN and KEEP government contracts



Our Partners and Members

14,000 Businesses

Scottish Councils

East Ayrshire
Aberdeen City
Highland Fife Scottish Borders
Moray East Lothian Argyll & Bute
East Renfrewshire Edinburgh Perth & Kinross
Forestry Commission Falkirk South Ayrshire
North Lanarkshire Comhairle Nan Eilean Siar
Third Sector Unit East Dunbartonshire
Clackmannanshire Inverclyde North Ayrshire
West Lothian Dundee
Orkney Midlothian West Dunbartonshire
South Lanarkshire Dumfries & Galloway
Angus Glasgow Renfrewshire
Shetland Aberdeenshire
Stirling

Government Bodies

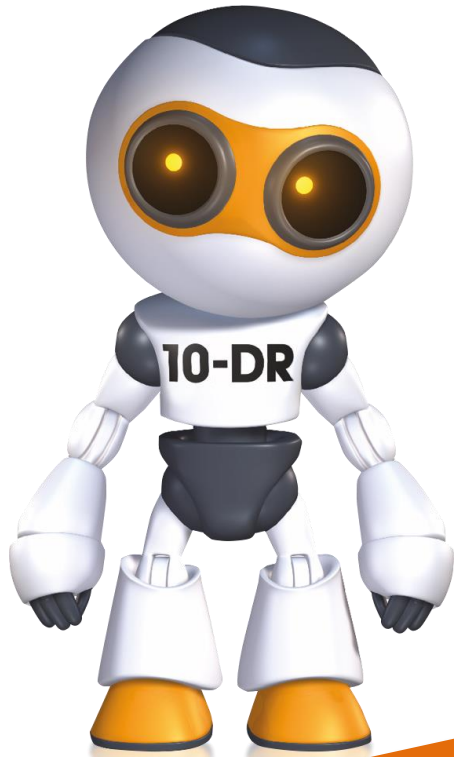
- Forestry Commission
- Highlands & Islands Enterprise
- Historic Environment Scotland
- Registers of Scotland
- CalMac
- Scottish Parliament
- Scottish Enterprise
- National Records Office
- Highlands & Islands Airports Ltd
- Scottish Fire and Rescue Service
- Scottish procurement Alliance

Corporate member

Jacobs

Trade Association Member

SELECT - Electrical contracting industry in Scotland

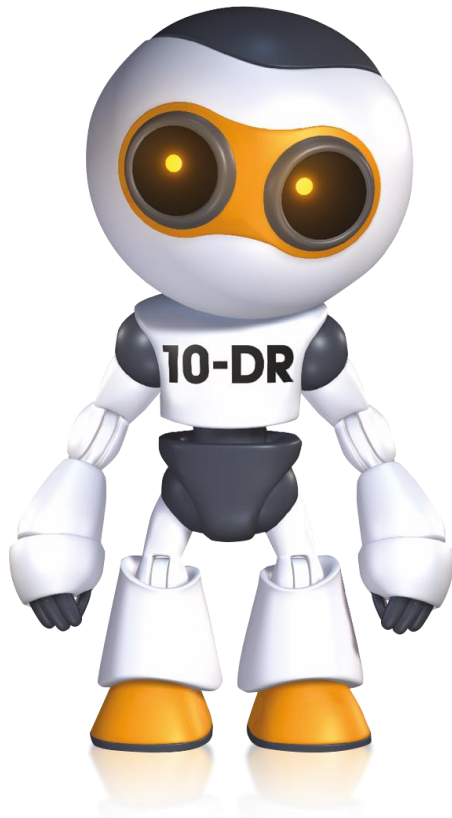


£11 billion Scottish
Government
£240 billion UK
annual spend

Supplier Development Programme

By assisting local businesses to become tender ready for working in the public sector and subsequent supply chain , we improve all-round *efficiency, sustainability* and *market potential*.

SDP ensure businesses gain the skill set to tender successfully for contracts and improve their prospects when competing for government contracts, in the UK and beyond.

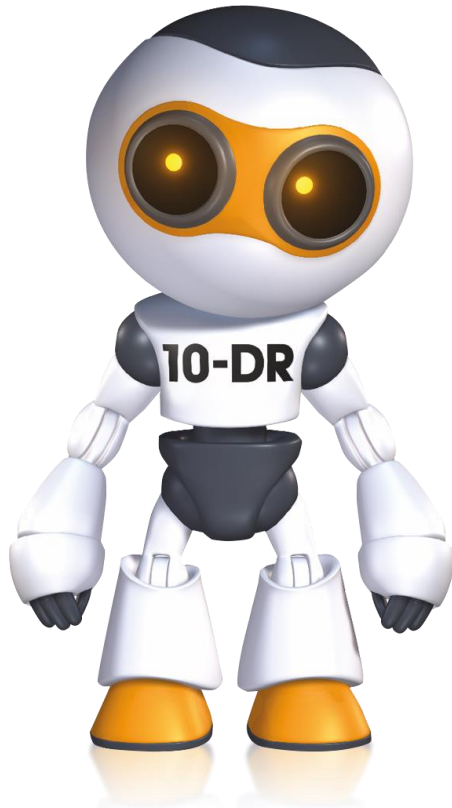


Service Offerings

Online Resources www.sdpscotland.co.uk

- Online learning materials
- Procurement jargon buster
- Contacts for your region
- Supplier Register
- News feed and Newsletter
- Links with Public Contracts Scotland and other Business support groups

Coming soon new website!



Service Offerings

Training Programmes

- Regional face to face workshops offered over 3 levels
- Industry specific workshops
- Policy Workshops
- Interactive Webinars

Meet the Buyer

- Information days
- Partner and Business Support events
- Access to local buyers and economic development staff

Early Intervention/ Aligned training

- Tender training in advance of notice
- Supplier engagement and Information days

Completely new to tendering?

Start here!

Introductory Module

Introduction to working with the Public Sector

This workshop is recommended for anyone new to tendering. It provides a comprehensive overview of the public sector marketplace in Scotland and introduces the concept of tendering and procurement.

Level 1

For businesses who are new to tendering, or refreshing their skills.

1.1. Introduction to tendering

This workshop provides an overview of the tender process from start to finish, including finding and responding to contracts.



1.2. Using Public Contracts Scotland (PCS) and other portals

Learn about Public Contracts Scotland (PCS), Quick Quotes, Supplier Profile, PCS-T and other e-tendering systems at this workshop.



Level 2

For businesses with some tendering experience who are looking to improve.

2.1. Tender procedures and the ESPD

The first half of this workshop looks in detail at the various types of tender. The second half provides hints and tips on how to complete the ESPD (formerly PQQ) and how to pass the invitation to tender (ITT) stages of a tender.

2.2. Finding and understanding framework agreements

Frameworks can be a lucrative source of business, but it's essential to understand the agreement. This workshop explains the types of framework available, where to find them and what you can expect from them.

2.3. Improving your bid score

The key to winning a contract is getting the highest possible score in your bid. This workshop will provide an insight into buyers' needs and expectations to ensure you're winning points.

2.4. Understanding community benefits and sustainability

Sustainable procurement is a vital element of public sector tendering. As well as environmental issues it also includes social issues (equality and diversity, fair and ethical trading), and economic issues such as opportunities for SMEs and the third sector.

This workshop is particularly recommended for third sector organisations.



Level 3

For experienced bidders to win more work.

3.1. Seeking feedback and improving your bid

This workshop for experienced bidders explains your rights, show you how to get additional information about contracts and how you can learn from successful and unsuccessful bids.

3.2. The supplier's role in contract relationship management

Winning a tender is just the beginning. This workshop explains how to succeed on your contract, what to do if things go wrong, and how to win again when you re-tendered.

3.3. Expanding your procurement marketplace

This workshop will show experienced bidders how to grow your business by exploring public sector markets, including OJEU and international contracts.

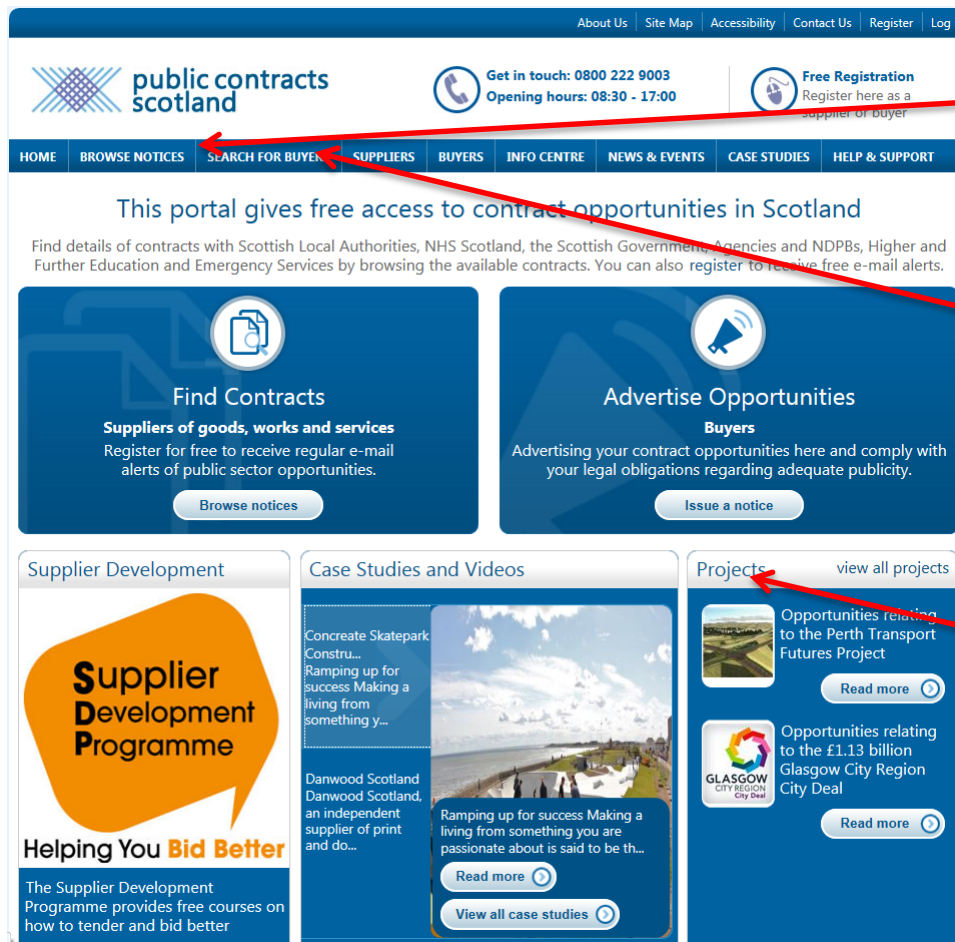
Policy workshop

Our policy workshops are designed to give a high level overview of the requirements for submitting a compliant bid for public contracts:

- Health and safety
- Quality management
- Equality and diversity
- ISO certification



Finding opportunities : Public Contracts Scotland



The screenshot shows the Public Contracts Scotland website interface. At the top, there is a navigation bar with links for 'About Us', 'Site Map', 'Accessibility', 'Contact Us', 'Register', and 'Log in'. Below this is the 'public contracts scotland' logo and contact information: 'Get in touch: 0800 222 9003' and 'Opening hours: 08:30 - 17:00'. A 'Free Registration' button is also present. The main navigation menu includes 'HOME', 'BROWSE NOTICES', 'SEARCH FOR BUYERS', 'SUPPLIERS', 'BUYERS', 'INFO CENTRE', 'NEWS & EVENTS', 'CASE STUDIES', and 'HELP & SUPPORT'. The main content area features a heading 'This portal gives free access to contract opportunities in Scotland' and a sub-heading 'Find details of contracts with Scottish Local Authorities, NHS Scotland, the Scottish Government, Agencies and NDPBs, Higher and Further Education and Emergency Services by browsing the available contracts. You can also register to receive free e-mail alerts.' Below this are two large blue boxes: 'Find Contracts' for suppliers and 'Advertise Opportunities' for buyers. At the bottom, there are three columns: 'Supplier Development' with a 'Supplier Development Programme' logo, 'Case Studies and Videos' with a 'Concrete Skatepark' case study, and 'Projects' with 'Opportunities relating to the Perth Transport Futures Project' and 'Opportunities relating to the £1.13 billion Glasgow City Region City Deal'.

• Search for opportunities

• Search for Buyers
- find contact details
-View their contracts and statistics

•View subcontract and project specific opportunities

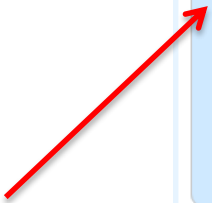
Search For Notices

You are here: Home > Notice Search

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 Date column please visit the Icons Explained page.

Filter Results

Keywords:	<input type="text"/>	Location:	- All Locations
Buyer Name:	moray	Category:	- All Categories
Reference No:	<input type="text"/>	Published From:	<input type="text"/>
OCID:	<input type="text"/>	Published To:	<input type="text"/>
Notice Type:	- All Notices	<input type="checkbox"/>	Include Archived Contracts?
		<input type="checkbox"/>	Show Sub Contracts Only?



Notices

58 records found. Jump to page 1 of 2

Date	Notice Details
27/09/2019 ✕	18/0270 Provision of Snow Clearing on Rural Roads Reference No: SEP367379 OCID: ocids-r6ebe6-0000599262 Published By: Moray Council Deadline Date: Notice Type: 01 Prior Information Notices (below OJEU threshold or call offs of any value)
24/09/2019 ✕	Insurance Services for Grampian Valuation Joint Board Reference No: SEP366991 OCID: ocids-r6ebe6-0000594106 Published By: Moray Council Deadline Date: Notice Type: 03 Contract Award Notice (below OJEU threshold) or call off from a framework (any value)
24/09/2019 ✕	Supplier Development Programme Launch 2019 Reference No: SEP366978 OCID: ocids-r6ebe6-0000598731 Published By: Moray Council



Finding Buyers : Public Contracts Scotland

The screenshot shows the 'Buyer Search' interface on the Public Contracts Scotland website. At the top, there is a navigation bar with links for 'About Us', 'Site Map', 'Accessibility', 'Contact Us', 'Register', and 'Log in'. Below this is the 'public contracts scotland' logo and contact information: 'Get in touch: 0800 222 9003' and 'Opening hours: 08:30 - 17:00'. A 'Free Registration' button is also present, encouraging users to register as a supplier or buyer.

The main navigation bar includes: HOME, BROWSE NOTICES, SEARCH FOR BUYERS, SUPPLIERS, BUYERS, INFO CENTRE, NEWS & EVENTS, CASE STUDIES, and HELP & SUPPORT.

The 'Buyer Search' section contains instructions: '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.'

On the left, there is a 'Search and Filter' box with the following fields:

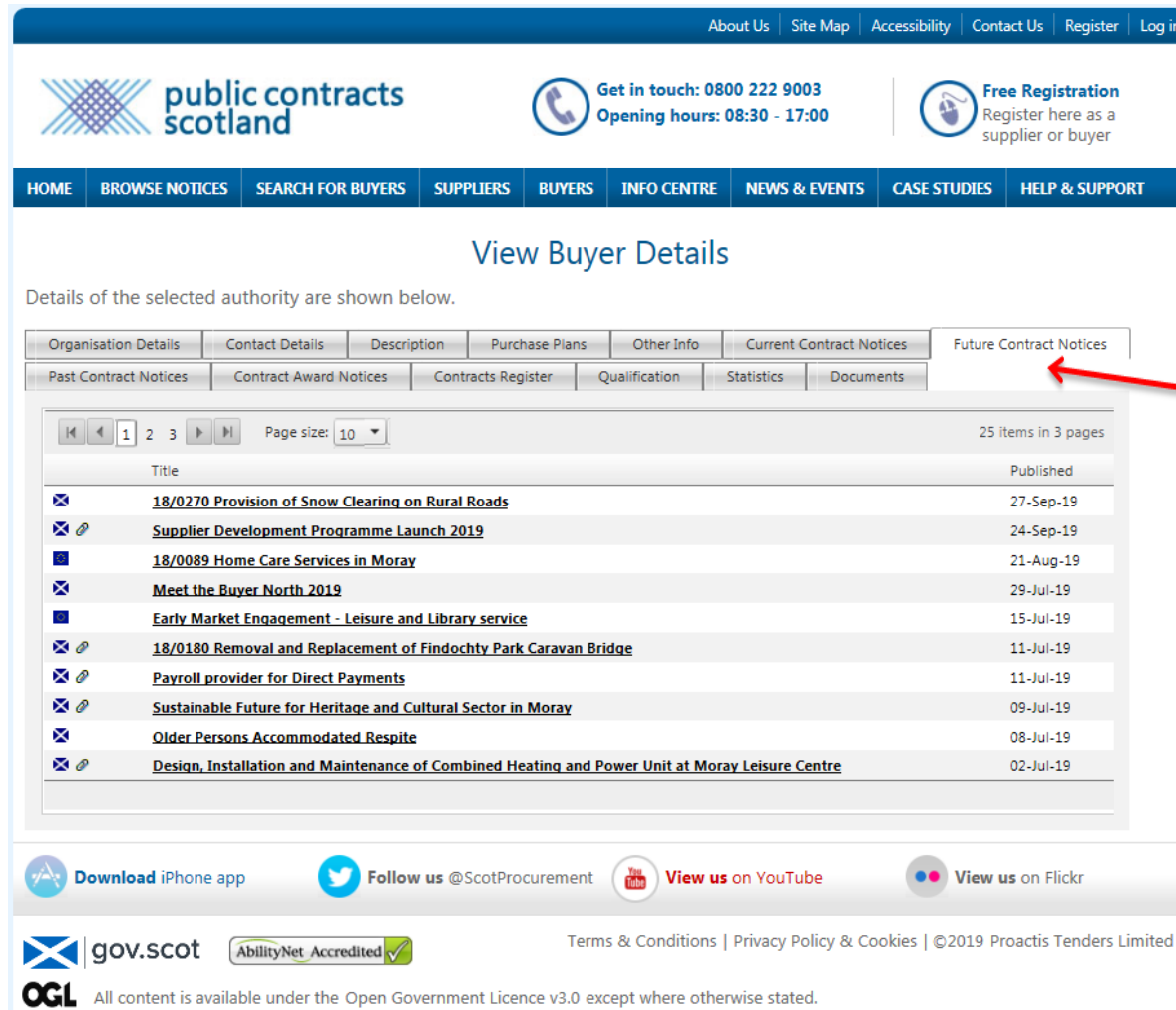
- Buying Organisation:** A text input field containing 'moray'.
- Sector:** A dropdown menu currently set to 'All'.
- Postcode:** An empty text input field.
- A blue 'Search' button.

Below the search filters is a 'Search by A-Z' section with a list of letters: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z.

The 'Buyer Search Results' section displays the following information:

- 5 records found. Jump to page 1 of 1. A 'Go' button is next to the page number.
- Navigation arrows (back, forward, first, last).
- Results list:
 - Business Gateway Moray:** 17 high street, Elgin, IV30 1EQ. Note: 'No logo provided for this buyer'.
 - Moray College:** Moray Street, Elgin, IV30 1JJ. Includes the Moray College logo.
 - Moray Council:** High Street, Elgin, IV30 1BX. Includes the Moray Council logo.
 - Moray First Marine Ltd:** Wester Oldtown, Roseisle, Elgin, IV30 5YD. Note: 'No logo provided for this buyer'.
 - tsiMORAY (Third Sector Interface Moray):** 30/32 High Street, Elgin, IV30 1BU. Includes the tsiMORAY logo.
- At the bottom, it repeats: '5 records found. Jump to page 1 of 1. Go' and navigation arrows.

Access to Buying Organisations Statistics



public contracts scotland

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

Free Registration
Register here as a supplier or buyer

HOME BROWSE NOTICES SEARCH FOR BUYERS SUPPLIERS BUYERS INFO CENTRE NEWS & EVENTS CASE STUDIES HELP & SUPPORT

View Buyer Details

Details of the selected authority are shown below.

Organisation Details Contact Details Description Purchase Plans Other Info Current Contract Notices Future Contract Notices
Past Contract Notices Contract Award Notices Contracts Register Qualification Statistics Documents

Page size: 10 25 items in 3 pages

Title	Published
18/0270 Provision of Snow Clearing on Rural Roads	27-Sep-19
Supplier Development Programme Launch 2019	24-Sep-19
18/0089 Home Care Services in Moray	21-Aug-19
Meet the Buyer North 2019	29-Jul-19
Early Market Engagement - Leisure and Library service	15-Jul-19
18/0180 Removal and Replacement of Findochty Park Caravan Bridge	11-Jul-19
Payroll provider for Direct Payments	11-Jul-19
Sustainable Future for Heritage and Cultural Sector in Moray	09-Jul-19
Older Persons Accommodated Respite	08-Jul-19
Design, Installation and Maintenance of Combined Heating and Power Unit at Moray Leisure Centre	02-Jul-19

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gov.scot AbilityNet Accredited


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Access to PCS Contract Register

About Us | Site Map | Accessibility | Contact Us | Register | Log out

 **public contracts scotland**







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

 **Free Registration**
Register here as a supplier or buyer

HOME | BROWSE NOTICES | SEARCH FOR BUYERS | SUPPLIERS | BUYERS | INFO CENTRE | NEWS & EVENTS | CASE STUDIES | HELP & SUPPORT

Supplier Control Panel

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

<h3> Search</h3> <ul style="list-style-type: none">Latest NoticesSearch for BuyersNotice Reference SearchContracts Register	<h3> My Notices</h3> <ul style="list-style-type: none">Interest ListNotice Alerts	<h3> My Responses</h3> <ul style="list-style-type: none">Postbox ResponsesAccess PCS-Tender
<h3> My Profile</h3> <ul style="list-style-type: none">Company ProfileAlert ProfileSupplier Finder ProfileESPD (Scotland)	<h3> My Account</h3> <ul style="list-style-type: none">User DetailsChange PasswordSubscriptionsRegister to publish sub-contract opportunities	<h3> Help</h3> <ul style="list-style-type: none">User guidesFAQsContact UseCertis

Search Contract Register

- HOME
- BROWSE NOTICES
- SEARCH FOR BUYERS
- SUPPLIERS
- BUYERS
- INFO CENTRE
- NEWS & EVENTS
- CASE STUDIES
- HELP & SUPPORT

Public Contracts Register

You are here: [Home](#) > [Supplier Control Panel](#) > [Public Contracts Register](#)

Listed below are all public contracts. Please *click* on the appropriate contract title to view the contract details.

Search for Contracts

Search for **Term** Contracts only
(Contracts for which the requirements are likely to be recurrent and go out to tender at the end of the current agreement)

Include **Expired** Contracts

Category Search

Browse Categories

Category

Advanced Search

ID

Title

Description

Supplier Name

Buyer Name

551 records found. Jump to page of 12



[Download as Excel](#) | [Download as CSV](#)

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
<input checked="" type="checkbox"/> N/A	Facilities Management Services Contract	01/10/2019	30/09/2020	-	0	No	No
<input checked="" type="checkbox"/> MAY354588	Waste Management Services - Lot 4 Badenoch & Strathspey	01/10/2019	01/01/2021	-	0	No	No
<input checked="" type="checkbox"/> SEP365431	Waste Management Services - Lots 3a and 3b Lochaber	01/10/2019	01/01/2021	-	0	No	No
<input checked="" type="checkbox"/> SEP365432	Waste Management Services - Lots 2b and 2c Inverness	01/10/2019	01/01/2021	-	0	No	No

Access to List of Framework Contracts

public contracts scotland

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

Free Registration
Register here as a supplier or buyer

HOME BROWSE NOTICES SEARCH FOR BUYERS SUPPLIERS BUYERS **INFO CENTRE** NEWS & EVENTS CASE STUDIES HELP & SUPPORT

Info Centre > Forward Plan

Forward Plan

The forward plan provides information on potential collaborative opportunities from public sector buying organisations in Scotland which may be advertised over the next 12-18 months. These give you, as a supplier, advance notice of collaborative opportunities that may be offered by the public sector in the future - so that you can plan accordingly. You should be aware that when a public sector organisation includes details of a requirement in the forward plan, it does not necessarily mean that an opportunity will be offered in the future or within the timescales indicated. LIVE FRAMEWORKS For live frameworks, the end date specified is exclusive of any extension period unless otherwise stated. The names of the Framework contractor(s) have been included for transparency in relation to possible sub-contract opportunities.


Forward Plan - Sept 2019
Forward Plan - Sept 2019

Download iPhone app | Follow us @ScotProcurement | View us on YouTube | View us on Flickr


Information Centre

- List of all framework contracts
- Scottish Government
- Scotland Excel
- NHS
- Higher Education

ABOUT US | Site map | Accessibility | Contact Us | Register | Log Out

 **public contracts scotland**

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

 **Free Registration**
Register here as a supplier or buyer

HOME | BROWSE NOTICES | SEARCH FOR BUYERS | SUPPLIERS | BUYERS | INFO CENTRE | NEWS & EVENTS | CASE STUDIES | HELP & SUPPORT

Supplier Control Panel

Welcome to your Supplier Control Panel **Fran**. 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
- Advanced Search
- Contracts Register


My Notices

- Interest List
- Notice Alerts

My Responses

- Postbox Responses
- Access PCS-Tender

My Profile





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



My Account

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

Help

- User guides
- FAQs
- Contact Us
- eCertis

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 gov.scot |  AbilityNet Accredited

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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 **Public** and save.

You can hide your profile at any time by changing the status back to **Private**.

*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: Private Public

* Company:

* Email Address:

Website:

* Phone:

* Address:

* Town/City:

* Postcode:

* Regions: Available regions

- none selected -

Add »

« Remove

Selected regions

- Aberdeen City
- Aberdeenshire
- Angus
- Argyll and Bute
- Scottish Borders
- Clackmannanshire
- West Dunbartonshire
- Dumfries and Galloway
- Dundee City
- East Ayrshire
- East Dunbartonshire
- East Lothian
- East Renfrewshire
- Edinburgh, City of
- Falkirk
- Fife
- Glasgow City
- Highland
- Inverclyde
- Midlothian
- Moray
- North Ayrshire
- North Lanarkshire
- Orkney Islands
- Perth and Kinross
- Renfrewshire
- Shetland Islands
- South Ayrshire
- South Lanarkshire
- Stirling
- West Lothian
- Eilean Siar

* Company Description:

SDP is a partnership of Local Authorities, Scottish Government and other public bodies working together to provide free business support in all aspects of tendering. We deliver this support through training and events which are all listed on our Events Calendar.

By assisting home grown SME's to become tender ready for public procurement we improve all-round efficiency, sustainability, market potential and improve their prospects when competing throughout the UK where the annual public spend is over £240 billion.

You have 3480 characters left



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

event

Keyword 2

procurement

Keyword 3

bid

Keyword 4

training

Keyword 5

tender

Keyword 6

classroom

Company Logo:



Add / Change Logo

I am an SME:

An SME (Small and Medium sized Enterprise) is an organisation with less than 250 employees.

Save & View

Save

Cancel

Email received from PCS alerting to a Quick Quote

From: <support@publiccontractsscotland.gov.uk>
Subject: Public Contracts Scotland - Provision of a Quick Quote - Tendering to Win Business |
To: <frances.goldie@southlanarkshire.gov.uk>

You have been selected by the purchasing authority to provide a quote.

Notice ID: NOV300070
Title: Tendering to Win Business
Authority: Scottish Enterprise

Please visit the link below to indicate if you wish to ACCEPT or DECLINE this invitation:

http://www.publiccontractsscotland.gov.uk/supplier/quickquote/quickquote_SupplierView.aspx?ID=NOV300070&QQ=465435



The notice has been added to your Quick Quote list page from where you can download the supporting documents and create and submit your response:

http://www.publiccontractsscotland.gov.uk/membership/member_history.aspx

Your response should be submitted through the electronic postbox. Instructions on how to use the quick quote and the Postbox can be found at: http://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx

If you have any queries regarding the requirements of the quote please contact the awarding authority as per the quick quote details. If you have any queries regarding the use of the website please contact the support team.

Regards
Public Contracts Scotland Website Support
Tel: 0800 222 9003

This email has been scanned by the Symantec Email Security cloud service.
For more information please visit <http://www.symanteccloud.com>



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



Free Registration
Register here as a supplier or buyer

- [HOME](#)
- [BROWSE NOTICES](#)
- [SEARCH FOR BUYERS](#)
- [SUPPLIERS](#)
- [BUYERS](#)
- [INFO CENTRE](#)
- [NEWS & EVENTS](#)
- [CASE STUDIES](#)
- [HELP & SUPPORT](#)

Quick Quote Details

[Member Interest List](#) > Quick Quote Details

Details of the Quick Quote are shown below. Please note this Quick Quote has passed the deadline.

Quick Quote Actions

[Go to Postbox](#)



- [Summary](#)
- [Full Text](#)
- [Documents](#)
- [Q and A](#)
- [Further Info](#)

QUICK QUOTE - SERVICES

Section I: Quick Quote Details

1.1 Official Name and Address of the Contracting Authority/Entity

Scottish Enterprise, Att: Lynsey Shovlin, Dept: Scottish Enterprise
Atrium Court, 50 Waterloo Street,
G2 6HQ,
Glasgow, GB.
Tel: +44 8456078787. Fax: +44 1412481600.
Web General: <http://www.scottish-enterprise.com/>

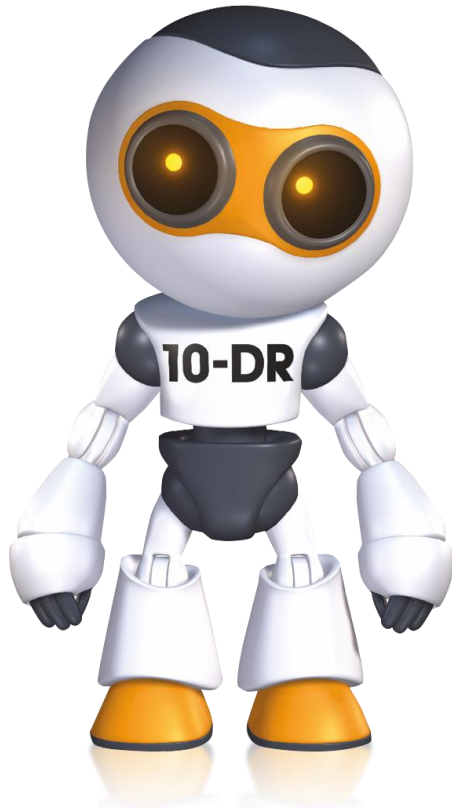
1.2 Description of the goods and services required

Proposals are invited for the course preparation and delivery of two - one day workshops on the topic of tendering to win business in Offshore Wind. The purpose of the workshop is to enable new and existing companies in the Scottish Offshore Wind supply chain to apply best practise principles to improve their tendering processes to win domestic and international business in the Offshore Wind supply chain.
To create an electronic response go to the following link <http://www.publiccontractsscotland.gov.uk/supplier/postbox/ResponseWorkspace.aspx>
The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at http://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.
Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

1.3 Scope of contract

Supplier should note the following requirements for the workshop content:

- Tender Procedures for Offshore Wind
- Preparation work required for tenders
- How to improve bid scores

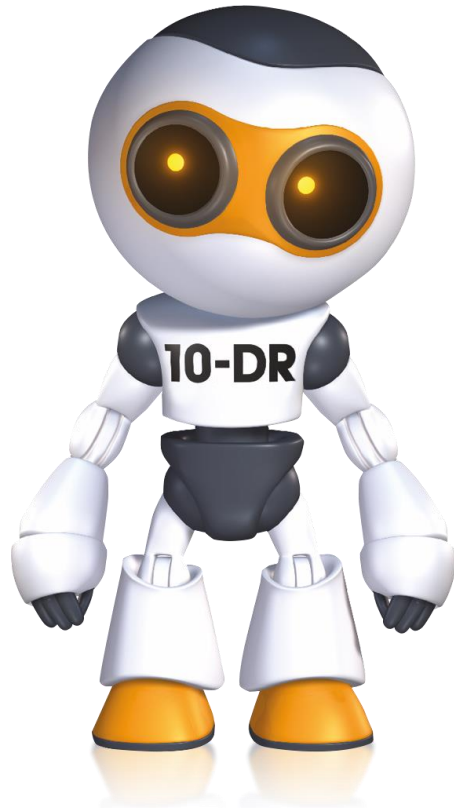


PCS and PCS-t are not the same portal
www.publiccontractsscotland.gov.uk



please register with both then pair your accounts so that one login will give you access to both at the click of a button !

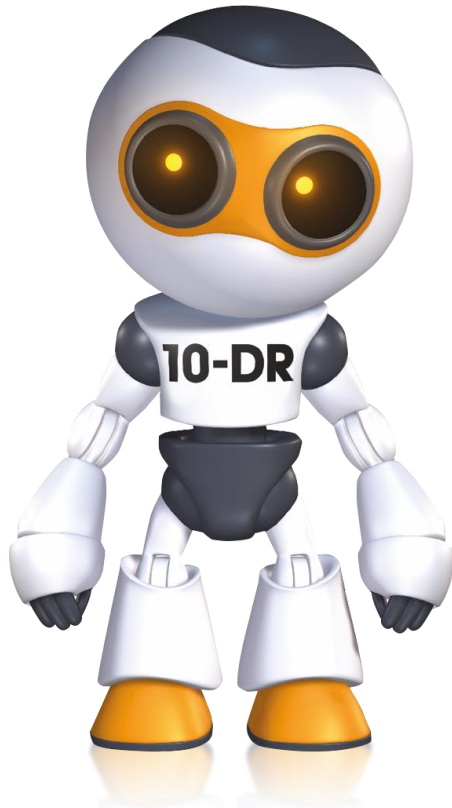
www.publictenderscotland.publiccontractsscotland.gov.uk



Hints & Tips

- Read and re read the **Questions!**
 - Use SDP's helpful **Procurement Guide** to help you consider your **Bid Strategy**
 - New or renewal contract
 - Approach to Quality –meeting the Specification
 - Pricing Strategy
 - Clarify**- do not presume that the documentation is correct - ask questions if you have any concerns
- TIME** – Allow plenty of time- don't leave to last minute
- Submit** – follow through the process

Prepare a database of the basic information likely to be requested



Financial	Vat No / Co. registration no. , bank acc's, credit rating, insurances.
Technical	Process flow chart, work / project plan, method statement, innovation example, project implementation plan
Quality	KPI's, customer complaints / care process, customer feedback, customer communication
Colleagues	Staff, skills, CV's, organisation diagram, recruitment/training process, subcontractors
Policies	(example) iso's 9001 / 27001, H&S, E&D & environmental or iso14001
Calendar renewal dates	Bid / No bid decision matrix, intelligence, tenders completed (won & lost) renewal dates, debrief info
References Bang your drum	Endorsements/ awards/ achievements, case studies, USP's, elevator pitch
communication	H/O address , IT systems, financial systems (eInvoicing), business continuity, data security.



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

Portal Control Panel

ESPД Control Panel

Profile

Responses

Log out

Supplier ESPD Control Panel

Welcome to your European Single Procurement Document (ESPD) control panel. From here you can create responses to ESPD request from buyers, manage your company profile and the details of your representatives.

ESPD Profile

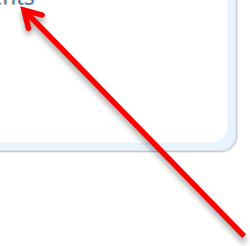
Company Details
Supplier Representatives

ESPD Responses

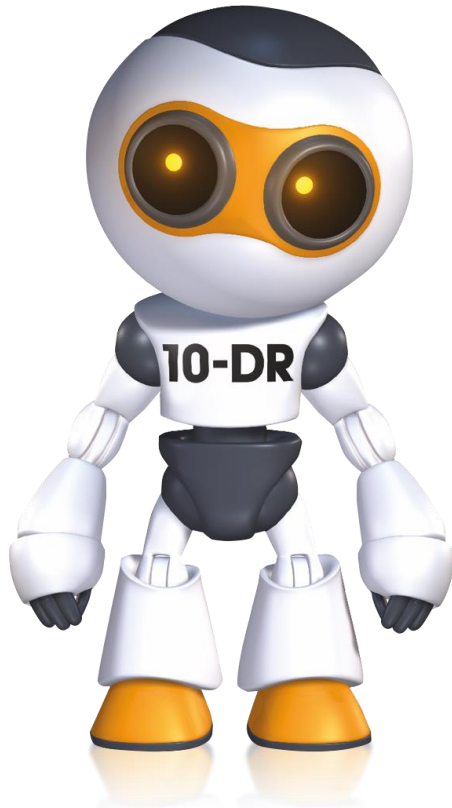
View ESPD Responses
Upload ESPD Responses
Response Profiles

ESPD Documents

View Documents
Upload New Documents
Manage Access (0)



Common Mistakes

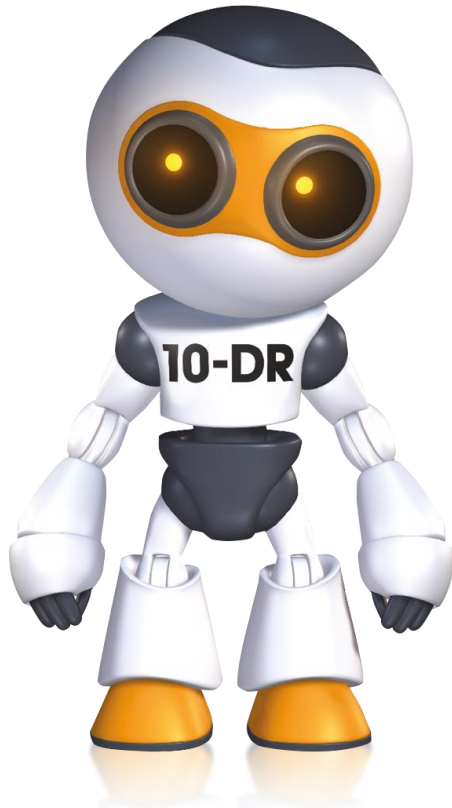


Have sufficient capacity
(*small company – big contract*)

- ✓ Demonstrate financial stability
- ✓ Showcase experience of similar work successfully delivered
- ✓ Understand the questions
- ✓ Time Management – work back- Prepare!
- ✓ Return the required certificates
- ✓ Sign and return the necessary documentation

DON'T FORGET TO SUBMIT

Home work- Get Tender Ready



- ✓ Research Buying Organisation, including sub contractor if applicable
- ✓ Check details of past contracts
- ✓ Contact Buyer pre the retender
- ✓ Consider any training requirements – SDP / Qualifications
- ✓ Understand the future requirements and time line (consider future calendar of renewal dates)
- ✓ Tender Library
 - prepare case studies/ references
 - Bid strategy
 - Documentation/ certificates



Supplier Development Programme

Meet the Buyer

13th November 2019

Hampden Park, Glasgow

- Meet over 70 buying organisations
- Tender workshops
- Network with over 1,000 delegates

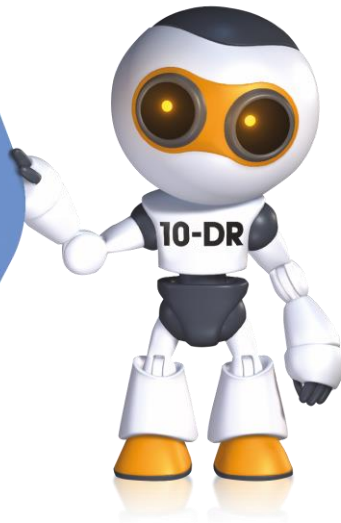
EVENT PARTNERS



www.sdpscotland.co.uk

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Supplier Development Programme



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