

Supplier Development Programme

Tender Training Programme

Get ready to bid for **public sector contracts**

Contact us:

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YouTube



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Welcome

The public sector spends £14.5bn in Scotland. Can you afford to miss out?

If you want to work with the public sector, SDP can help. Across Scotland we offer **FREE** training events regionally, webinars and online resources to help you win work and grow your business.

Our support covers all aspects of tendering, from finding opportunities and submitting your first bid to improving your score and expanding your market. Our experienced trainers will guide you through the process. We also hold 'Meet the Buyer' networking days so you can meet the people behind the contracts.

What are the benefits of registering with SDP?

- Early access and free attendance to our Meet the Buyer events, including local 'Meet the Real Buyer' events.
- Free access to any SDP tender training events in any area of Scotland.
- Early notification of potential contract opportunities, upcoming training, and events via our monthly newsletter.
- Full access to information, resources, toolkits, and templates on SDP websites to help you become 'tender ready' for any opportunity.
- Free marketing of your company on SDP's Supplier Register, which can be viewed by other Scottish-based SMEs and Buyers.

No matter what your level of experience, we can support and upskill you.

Visit our website at www.sdpscotland.co.uk to find out more.

The SDP Team

SDP Core Training - Level 1

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

1.1 Working with the Public Sector – All You Need to Know

How well do you know the public sector? This training provides a comprehensive overview of the public sector marketplace in Scotland and beyond.

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

Public Contracts Scotland is the national public sector tender portal for Scotland. This training will help you to ensure that you're not only comfortable using the PCS website but also know how to generate business from it.

1.3 Getting Your Business Tender Ready – The Checklist

Knowing what your business needs to have in place before you start tendering is the foundation to success. This training will provide you with an easy-to-use checklist and description of all the policies, processes, and evidence you need to have ready before you bid on an opportunity.

1.4 Planning Your Bid – Time and Resources

The biggest learning curve in tendering is understanding the time, energy and resources that go into creating a winning bid. This training will walk you through the steps of how to plan and manage your bid, making it as stress free as possible.

SDP Core Training - 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)

This training will take an in-depth look at the Single Procurement Document (SPD), which was formerly known as the ESPD and PQQ.

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

Bidding is all about getting the right words on the page and getting a compliant bid submitted on time. This training will look at how to construct excellent responses to buyer's questions'.

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

New Frameworks are an integral part of public procurement and can be a lucrative source of business, but it's essential to understand the Agreement. This training explains the types of frameworks available and what you can expect from them.

2.4 Improving Your Bid Score – Increase Your Tender Win Rate

Getting the highest possible score in your bid is essential to winning a contract, but it can be difficult to know exactly what the buyer is looking for. This training provides an insight into the buyers' needs and expectations to ensure you win points.

2.5 Responding to Tender Policy Requirements – Power of Procurement

As well as environmental issues this webinar covers social issues such as Net Zero, Community Wealth Building plus legal policy requirements like health and safety. Learn how to navigate the changing landscape and provide the most up to date policies in your bids.

SDP Core Training - 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 on Contract Management – Critical Success Factors

Learn how to successfully deliver on your contract, what to do if things go wrong, and how to win again when it is retendered.

3.2 Expanding Your Business Globally – Tendering in New Markets

Learn how to grow your business by exploring new public sector markets, including bidding for OJEU and international contracts.



SDP Core Training - eLearning

We have developed some of our core course materials into e-learning modules. The eLearning modules will enable you to work through the content at your own pace. You will be able to read about each topic, watch tutorial videos from our expert trainers and test your knowledge with quick quizzes on the topics.

eLearning modules available are:

Quick Quotes Made Easy

- 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

- 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

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



What do Scottish SMEs say about SDP?

"It was excellent."

"I enjoyed hearing the trainers experience from both sides of the fence."

"It was a good reminder of potentially things I had missed before."

"I like how accessible the courses are."

"I found it useful to understand the process, abbreviations and acronyms that are used."

"Excellent, detailed content from someone with clear experience and expertise."

"The question and answer session was very useful."

"Very informative slides and a talented speaker."

Feedback from Successful Bidders

"Participating in the tender training from SDP was essential in supporting both the company's set up and tender application process. It also allowed us to reach a wider market than we were previously able to reach."
Dundee Science Centre

"The service and training available from SDP helped us to achieve our goal. By using the knowledge and experience gained from SDP, we are more strategic on tenders we bid on, resulting in an increase in the number of tenders we win."

Provista

Read more online about successful bidders: www.sdpscotland.co.uk/media-case-studies/

SDP Facts and Statistics

SDP

works in partnership

with all 32 Scottish local authorities, Scottish Government, major public sector buyers and primary contractors with supply chains.



You can join the conversation with SDP on social media with the hashtags, such as: **#HelpingYouBidBetter**, **#PowerOfSDP**, **#SupplierOpp**, **#10DR**.

90%

It was reported in the 2022/2023 annual report, that **90%** of respondents to the core training surveys, said that they were more likely to bid for future public contracts as a direct result of the training they received.

Quotes and contracts can range from hundreds to millions of pounds. Make sure you join the **21,500+**

businesses already registered with SDP, to get tender ready for Scottish public sector opportunities that are worth £14.5 bn annually.

£14.5
bn



NHS Greater Glasgow and Clyde and the Supplier Development Programme have been announced as the winner of the Developing Supplier Diversity Award at the GO Excellence in Public Procurement Awards Scotland 2023.

Supplier
Development
Programme

Helping You Bid Better



MEET THE BUYER

Did you know you can meet face-to-face with buyers and decision makers at Meet the Buyer and Meet the Buyer North events each year?