

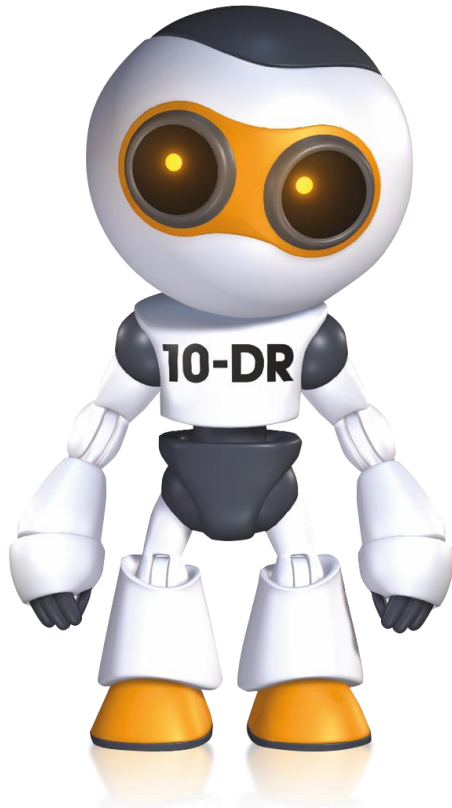
# Supplier Development Programme

Helping You **Bid Better**



## ***Public Contracts Scotland (PCS)***

Key points to consider before tendering



# Welcome to the Supplier Development Programme

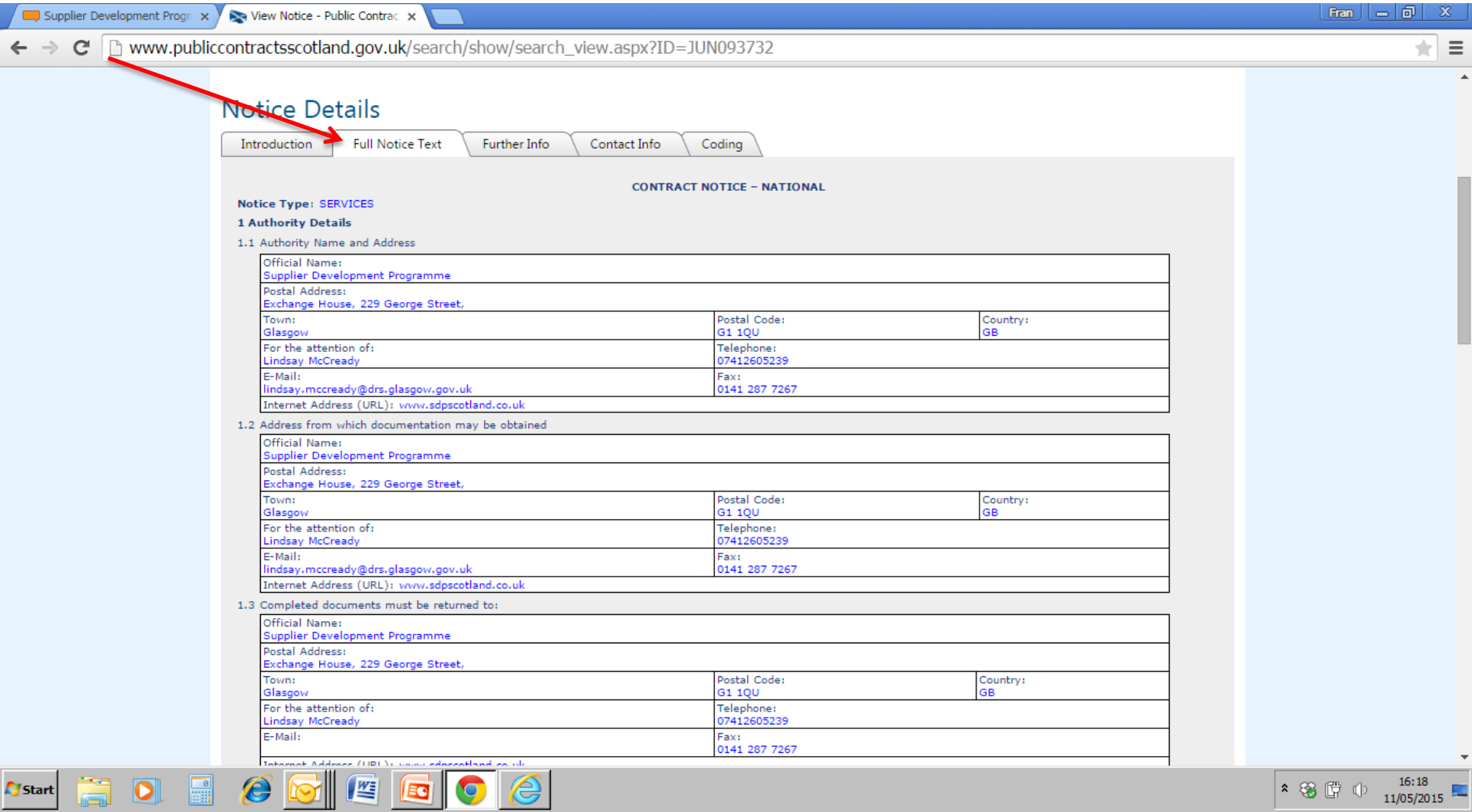
## What is Public Contracts Scotland

PCS is a **FREE** portal for both Buyers and Suppliers.  
Launched in 2008 as the national website for Scottish public sector organisations to advertise:

- Large contracts over the European Directive threshold
- Small contracts, know as sub-threshold notices
- Award notices

Suppliers can also be invited by buying organisations to submit quotations electronically via PCS' secure tender PostBox.  
It is important to populate the 'Supplier Finder Profile' to be consider for Quick Quotes.

✳ Firstly access and download all the tender documents  
and analyse all the information



Supplier Development Progr x View Notice - Public Contrac x Fran

← → ↻ [www.publiccontractscotland.gov.uk/search/show/search\\_view.aspx?ID=JUN093732](http://www.publiccontractscotland.gov.uk/search/show/search_view.aspx?ID=JUN093732) ★

## Notice Details

Introduction **Full Notice Text** Further Info Contact Info Coding

**CONTRACT NOTICE – NATIONAL**

Notice Type: SERVICES

**1 Authority Details**

1.1 Authority Name and Address

Official Name: Supplier Development Programme		
Postal Address: Exchange House, 229 George Street,		
Town: Glasgow	Postal Code: G1 1QU	Country: GB
For the attention of: Lindsay McCreedy	Telephone: 07412605239	
E-Mail: lindsay.mccreedy@drs.glasgow.gov.uk	Fax: 0141 287 7267	
Internet Address (URL): <a href="http://www.sdpscotland.co.uk">www.sdpscotland.co.uk</a>		

1.2 Address from which documentation may be obtained

Official Name: Supplier Development Programme		
Postal Address: Exchange House, 229 George Street,		
Town: Glasgow	Postal Code: G1 1QU	Country: GB
For the attention of: Lindsay McCreedy	Telephone: 07412605239	
E-Mail: lindsay.mccreedy@drs.glasgow.gov.uk	Fax: 0141 287 7267	
Internet Address (URL): <a href="http://www.sdpscotland.co.uk">www.sdpscotland.co.uk</a>		

1.3 Completed documents must be returned to:

Official Name: Supplier Development Programme		
Postal Address: Exchange House, 229 George Street,		
Town: Glasgow	Postal Code: G1 1QU	Country: GB
For the attention of: Lindsay McCreedy	Telephone: 07412605239	
E-Mail: lindsay.mccreedy@drs.glasgow.gov.uk	Fax: 0141 287 7267	
Internet Address (URL): <a href="http://www.sdpscotland.co.uk">www.sdpscotland.co.uk</a>		

Start | [Taskbar icons] | 16:18 11/05/2015

- ✦ Ask yourself if your company has the technical skill and experience required
- ✦ What added value could your company provide - your company USP
- ✦ Would the work required, fit in with your strategy and positioning of your business
- ✦ Does the time scale fit with your existing business commitments
- ✦ How much will it cost your business in time and resource to prepare your bid

- ✦ Be prepared for the high value process, which can take up to a year to concluded
- ✦ Does the potential profit from winning the contract justify your interest
- ✦ How would the contract affect your ability to take on new business
- ✦ Assess how the contract would affect your current work load and staffing levels
- ✦ How important is the public sector customer to your business

# ✨ Now record your interest...

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Supplier Development Progr..." and "View Notice - Public Contrac...".
- Address Bar:** [www.publiccontractsscotland.gov.uk/search/show/search\\_view.aspx?ID=JUN093732](http://www.publiccontractsscotland.gov.uk/search/show/search_view.aspx?ID=JUN093732)
- Search Bar:** Contains the text "technical".
- Notice Content:**
  - 4.6 Tender Submission Postbox:** "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/PostBox/Postbox\\_Explain.aspx?ID=204439](http://www.publiccontractsscotland.gov.uk/PostBox/Postbox_Explain.aspx?ID=204439)
  - 5 Other Information**
    - 5.1 Additional Information:** Collaborative arrangements: Selected Organisations Glasgow4Business Selected Organisations Aberdeen City Council, Aberdeenshire Council, Angus Council, Argyll and Bute Council, City of Edinburgh Council, Clackmannanshire Council, Comhairle nan Eilean Siar, Dumfries and Galloway Council, Dundee City Council, East Ayrshire Council, East Dunbartonshire Council, East Lothian Council, East Renfrewshire Council, Falkirk Council, Fife Council, Glasgow City Council, Highland Council, Inverclyde Council, Midlothian Council, Moray Council, The North Ayrshire Council, North Lanarkshire Council, Orkney Islands Council, Perth and Kinross Council, Renfrewshire Council, Scottish Borders Council, Scottish Islands Council, Shetland Islands Council, South Ayrshire Council, South Lanarkshire Council, Stirling Council, West Dunbartonshire Council, West Lothian Council (SC Ref:204439)
    - 5.2 Additional Documentation:** The following additional documents relating to this notice are available from the site:
      - Experts on Hand Information Notice V2
      - Experts on Hand Expression of IntentV2
    - 5.3 Publication date of this notice:** 10-06-2011
- Further Instructions:** A red arrow points to the text: "The Buyer has attached further instructions with this notice. Please read these carefully and take the necessary action(s)." Below this text are four tabs: "Record your interest" (highlighted), "Postbox", "Q & A", and "Additional Documents".
- Text below tabs:** "Record your interest in this notice and you will be automatically sent clarifications and deadline date changes etc. Please note that recording your interest does not automatically enter you into the tender process for this notice, you still have to submit your response by the deadline stated. To record an interest in this notice and add it to your interests list please click the **Record your interest now** button at the top of the page."
- Footer:** "Copyright © Public Contracts Scotland". Social media links for "Download iPhone app", "Follow us @PCS\_Info", "View us on YouTube", and "View us on Flickr".
- Page Bottom:** "The Scottish Government" logo and text, "Terms & Conditions | Privacy Policy & Cookies | ©2015 Millstream Associates".
- Taskbar:** Windows taskbar with Start button, application icons, and system tray showing time "16:26" and date "11/05/2015".

# ✦ Respond using the PostBox

The screenshot shows a web browser window with the URL [www.publiccontractsscotland.gov.uk/search/show/search\\_view.aspx?ID=JUN093732](http://www.publiccontractsscotland.gov.uk/search/show/search_view.aspx?ID=JUN093732). The page content includes:

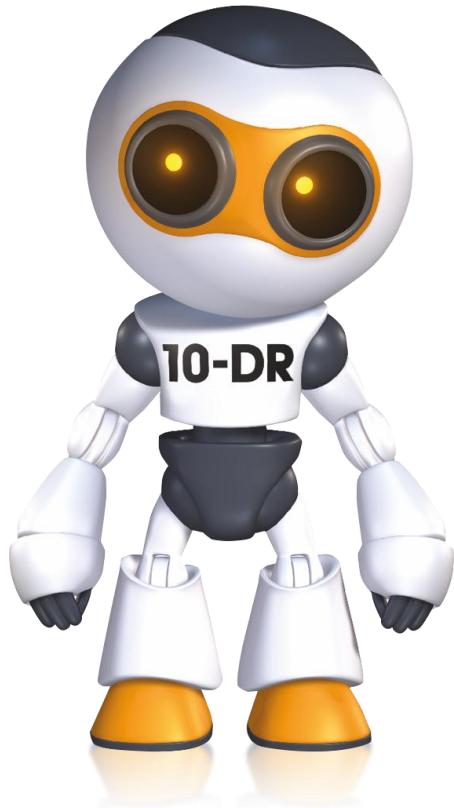
- 4.6 Tender Submission Postbox**  
The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [http://www.publiccontractsscotland.gov.uk/PostBox/Postbox\\_Explains.aspx?ID=204439](http://www.publiccontractsscotland.gov.uk/PostBox/Postbox_Explains.aspx?ID=204439)
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- 5.1 Additional Information**  
Collaborative arrangements:  
Selected Organisations Glasgow4Business Selected Organisations Aberdeen City Council, Aberdeenshire Council, Angus Council, Argyll and Bute Council, City of Edinburgh Council, Clackmannanshire Council, Comhairle nan Eilean Siar, Dumfries and Galloway Council, Dundee City Council, East Ayrshire Council, East Dunbartonshire Council, East Lothian Council, East Renfrewshire Council, Falkirk Council, Fife Council, Glasgow City Council, Highland Council, Inverclyde Council, Midlothian Council, Moray Council, The North Ayrshire Council, North Lanarkshire Council, Orkney Islands Council, Perth and Kinross Council, Renfrewshire Council, Scottish Borders Council, Shetland Islands Council, South Ayrshire Council, South Lanarkshire Council, Stirling Council, West Dunbartonshire Council, West Lothian Council (SC Ref:204439)
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- 5.3 Publication date of this notice**  
10-06-2011

Below the main content, there is a section titled **Further Instructions** with the text: "The Buyer has attached further instructions with this notice. Please read these carefully and take the necessary action(s)." This section contains four tabs: "Record your interest", "Postbox", "Q & A", and "Additional Documents". A red arrow points to the "Postbox" tab. Below the tabs, there is a paragraph of text explaining the process of recording interest.

At the bottom of the page, there is a footer with the following elements:

- Copyright © Public Contracts Scotland
- Download iPhone app
- Follow us @PCS\_Info
- View us on YouTube
- View us on Flickr
- The Scottish Government
- Terms & Conditions | Privacy Policy & Cookies | ©2015 Millstream Associates

The browser's taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, Mail, and Chrome. The system tray in the bottom right corner shows the date and time as 11/05/2015, 16:26.



## Supplier Development Officer

**Supplier  
Development  
Programme**

Helping You **Bid Better**

[www.sdpscotland.co.uk](http://www.sdpscotland.co.uk)

01698 453734