

# Selling to the council- **a guide for suppliers**



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## About Fife Council

As the third largest local authority in Scotland, with a third party works, goods and services spend of around £490 million each year, Fife Council is responsible for delivering all local government services in the Kingdom.

The Council delivers a range of services that make a real difference to the people of Fife and help to achieve our vision of a confident, ambitious and caring Fife that is a great place to live, work, visit and invest.

The Council must realise opportunities for Fife by investing in growing its economy, building stronger communities and reducing the inequalities that prevent individuals, families and communities from reaching their full potential.

## Our Vision for Fife – A Fairer Fife

By 2027 we want Fife to be a place where all residents live good lives, make informed choices and have a sense of control so that they can reach their full potential, and where all children are safe, happy and healthy. We also want Fife to be a place where we make best use of our assets and facilities, while sustaining them for future generations. Within this overall vision, we have identified four priority themes to direct our work over the next ten years. These are;



## Procurement within Fife Council

The Procurement function is part of Revenue and Commercial Services and ensures best value in the provision of works, goods and services to the Council through strategic procurement policies and effective management.

Other Council Services may also procure goods, works and services, as allowed for in the Council Standing Orders Scheme of Tender Procedures.

The Procurement team consists of Category Managers, Corporate Procurement Officers and buyers, whose role is to ensure that the Council obtains best value across a wide range of commodities and services.

Category	Category Manager	Contact Details
Social Care	Niki Hutchison	☎ 03451 555555 Ext 445945 @ niki.hutchison@fife.gov.uk
Construction – Materials	Liz McIntyre	☎ 03451 555555 Ext 440409 @ liz.mcintyre@fife.gov.uk
Construction – Projects	Colin Tod	☎ 03451 555555 Ext 476656 @ colin.tod@fife.gov.uk
Fleet, Plant & Hire – Environmental & Waste – Transportation Works	Derek Hamilton	☎ 03451 555555 Ext 445906 @ derek.hamilton@fife.gov.uk
Transportation & Travel	Gary Moyes	☎ 03451 555555 Ext 444429 @ gary.moyes@fife.gov.uk
ICT (Hardware, Telecommunications & Software), Utilities	Lee Parry	☎ 03451 555555 Ext 440010 @ lee.parry@fife.gov.uk
Facilities Management & Corporate	Jacqui Laing	☎ 03451 555555 Ext 445961 @ Jacqui.laing@fife.gov.uk

As a public body, Fife Council must follow strict rules and regulations in the way that we conduct the public procurement process. This is to ensure fairness, openness and transparency in the way we do business with our suppliers to ensure:

**proper use of public money**

**meet our statutory duty to achieve best value**

**compliance with the E.U. Legal Framework and the Procurement Reform (Scotland) Act 2014**

**equal treatment for all suppliers**

**probity through compliance with Council**

**accountability, openness and transparency**

**to facilitate easier engagement across all business sectors**

It is the responsibility of Procurement to ensure that these rules and regulations are followed in all of the Council's contractual dealings.

## **Procurement Reform (Scotland) Act 2014 – Regulated Procurements**

This legislation regulates public procurement under the EU Regulation thresholds. While the EU Regulations continue to apply to contracts above the thresholds set by the EU, the Act applies to public contracts below those thresholds and above the values of £2 million or above for works contracts, and with a value of £50,000 or above for goods, services and supplies. Further information is published by the **Scottish Government**. Visit [www.gov.scot](http://www.gov.scot)

# How we do business- Finding out about Tendering Opportunities

Fife Council has a duty to advertise all contracts that are defined as 'Regulated Procurements', and may impose lower thresholds for advertising. These will be published in our Scheme of Tender Procedures. All tender advertisements will be published on the Public Contracts Scotland (PCS) website. Information about contracts recently awarded by Fife Council through PCS can be found **in the Buyer Profile section of the site.**



The national advertising portal - Public Contracts Scotland (PCS)

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

This portal enables the Council to advertise tender opportunities and request quotes. Adverts that must be published on the Official Journal of the European Union (OJEU) website will also be submitted through the portal to the Publications Office of the European Commission.

Suppliers can view the contract notices and, if registered, can receive free e-alerts notifying them of contract opportunities relevant to their business.

Organisations are required to register on Public Contracts Scotland in order to be able to download and upload information as well as be invited to submit a quote via the quick quote facility.

**Fife Council's Economic Development Team are registered partners with the Supplier Development Programme; helping Fife businesses bid better.**

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

**Fife Council's Supplier Development Programme provides support to Fife businesses in three main ways:**

- **Raising awareness of the opportunities for SME's from the public sector**
- **Increasing business readiness to tender**
- **Assisting SME's in accessing tender opportunities**

The Supplier Development Programme offers free expert training, support and information to help you win work and grow your business. We arrange a number of free workshops covering all aspects of tendering, from finding opportunities and submitting your first bid to expanding your market.



# Tendering Process

The Supplier Journey on the Scottish Government's website

- explains the process of awarding a public sector contract in straightforward terms
- sets out what buyers expect you to do at each stage in that process
- gives practical information on how you can find out about business opportunities, how to bid for business and what to expect when delivering the contract
- tells you what support is available to help you win business and what you can do if you are unsuccessful

[www.gov.scot/Topics/Government/Procurement/Selling/SupplierJourney](http://www.gov.scot/Topics/Government/Procurement/Selling/SupplierJourney)

## Tender Documents

Tender documents can often look confusing and may seem very lengthy. However, all of the information provided and requested is used as part of the evaluation process, or is needed for statutory purposes. Fife Council Procurement Service use a standard Tender document; however Tenders are tailored according to their value/complexity. This means that simple procurement exercises do not need the same amount of information as complex procurement projects.

**Fife Council Tenders and Quick Quotes should usually be submitted online through the **Public Contracts Scotland portal** as per instructions set out in the Invitation to Tender/Quote document.**

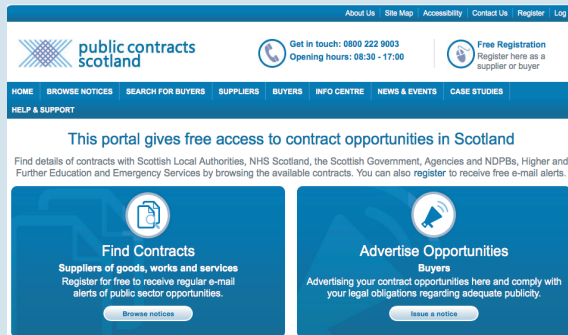


## Scotland Excel

Other opportunities may exist and these are tendered nationally on behalf of Fife Council by organisations such as Scotland Excel.

Scotland Excel is the Centre of Procurement Expertise for the local government sector. Established in 2008, we are a leading non-profit shared service funded by Scotland's 32 local authorities.

Details of Scotland Excels plans in relation to potential and existing tender opportunities can be found at: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)



The screenshot shows the homepage of 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 a header section with the 'public contracts Scotland' logo, a phone icon with the text 'Get in touch: 0800 222 9003 Opening hours: 08:30 - 17:00', and a 'Free Registration' button with the text 'Register here as a supplier or buyer'. A secondary navigation bar includes links for 'HOME', 'BROWSE NOTICES', 'SEARCH FOR BUYERS', 'SUPPLIERS', 'BUYERS', 'INFO CENTRE', 'NEWS & EVENTS', and 'CASE STUDIES', along with a 'HELP & SUPPORT' link. The main content area features a heading 'This portal gives free access to contract opportunities in Scotland' followed by a paragraph: '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 buttons: 'Find Contracts' for suppliers of goods, works and services, and 'Advertise Opportunities' for buyers. Each button has a corresponding icon and a 'Browse notices' or 'Issue a notice' button below it.

## Community Benefits

Community Benefit Clauses (CBCs) are essentially clauses within contracts requiring tenderers to commit to undertaking some form of social benefit as part of the contract. These clauses are aimed at tackling issues in training, employment, economic regeneration and the environment through investment in local communities for longer term sustainability.

Contact **Procurement** for further advice or support  
(tel: 01592 583351 email: [Enquiry.Procurement@fife.gov.uk](mailto:Enquiry.Procurement@fife.gov.uk)).

**DO'S AND  
DON'TS**

<b>DO ENSURE THAT YOU...</b>	<b>DON'T...</b>
provide all of the information requested in the invitation to tender (don't forget to complete the pricing schedule).	assume that because you have previously had a contract with the Council you don't have to fully complete your tender/ provide detailed answers.
answer all questions as fully as possible. We can only evaluate the information provided to us in the tender.	forget you can seek advice from the Supplier Development Programme (SDP), Economic Development or Procurement if you are having difficulty understanding the tender documents or how to use PCS.
check that you have uploaded the completed tender into the postbox.	expect special treatment, all suppliers are treated equally.
ask questions if anything in the invitation to tender document or the process is unclear. This can be done anonymously via the Q&A facility on PCS.	forget to press the "Dispatch" button in PCS when you're ready to submit your tender. If you don't press that button we won't be able to access your tender to evaluate it.
submit your competed tender by the specified deadline.	forget if you are unsuccessful you can ask for debrief information if it isn't provided to you and that the SDP and Economic Development can provide assistance and guidance for completing future tenders.



