

Supplier Development Programme

Helping You **Bid Better**



Meet the Buyer North 2019
“Top Tips for Tendering”



Welcome to the presentation
Supplier Development
Programme

Presented by

Gill Joy

Intend Business Development

TOP TIPS FOR TENDERING

- Researching the market – Bid No Bid
- ESPD prequalification
- Tender content and presentation tips
- Community benefits
- Tender desk – tender library



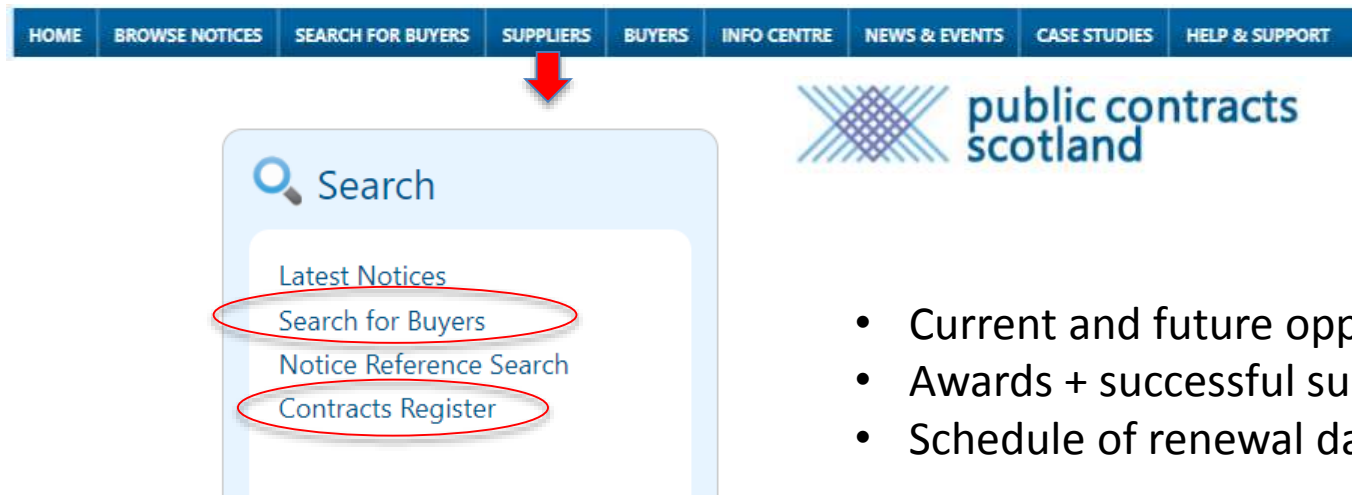
Researching the market

Supplier Development Programme

- SDP is a partnership of [Local Authorities](#), [Scottish Government](#) and other public bodies working together to provide support to Scottish SMEs and Third Sector to help them understand public sector procurement and how to become tender ready
- Support is delivered through access to on-line information and [training and events](#) which are all listed on the [Events Calendar](#). Once your business is registered you can access all of the support for free.
- Events also include live webinars with Council procurement teams where you will learn more about their ways of working and upcoming tender opportunities “Talking tenders”
- Meet the Buyer events www.sdpscotland.co.uk

Researching the Scottish Market


- Use Public Contracts Scotland (PCS) to broaden your list of target buying authorities – “Supplier” tab





- Current and future opportunities
- Awards + successful suppliers
- Schedule of renewal dates

Researching the Market

Search for Buyers

**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](#)

Buyer Search

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.

Search and Filter

Buying Organisation

Sector
Scottish NDPBs ▼


Postcode

Search

Buyer Search Results

Select the buyer name or logo to view the full buyers profile.

26 records found. Jump to page **1** of 3 **Go**

Architecture & Design Scotland 9 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD	No logo provided for this buyer
Children's Hearings Scotland Area 2/1/1, Ladywell House, Ladywell Road, Edinburgh, EH12 7TB	No logo provided for this buyer
Creative Scotland Waverley Gate, 2-4 Waterloo Place, Edinburgh, EH1 3EG	

Researching the Market



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.

FIND:
Contract Notices
Contract Awards
Quick Quote
Awards
Prior Info Notices

Filter Results

Keywords:

Buyer Name:

Reference No:

OCID:

Notice Type:

Location:

Category:

Published From:

Published To:

☒ Include Archived Contracts?

☐ Show Sub Contracts Only?

Search

Reset

Researching the Market

Notices

238 records found. Jump to page of 5

Go



18/07/2019

Award of CSH17006 Replacement Windows & Doors Inverness



Reference No: JUL360704

OCID: ocids-r6ebe6-0000591554

Published By: The Highland Council

Deadline Date:

Notice Type: 03 Contract Award Notice (below OJEU threshold) or call off from a framework (any value)

29/04/2017

16/0068 Framework for Supply of Timber Windows and External Doors



Reference No: APR281456

OCID: ocids-r6ebe6-0000493264

Published By: Moray Council

Deadline Date: 29-May-17

Notice Type: 02 Contract Notice

**CHECK ICONS
TO SEE IF PCS or
PCS-TENDER
SYSTEM**

Researching the Market

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

Search for category

Go

Browse Categories

Category

All

Go

Advanced Search

ID

Title

training

Description

Supplier Name





Buyer Name

Search

Researching the Market

 53 records found. Jump to page of 2 [Go](#)

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

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
 JUL361867	<u>Award of PKC10983 British Sign Language (BSL) Plan - Awareness Training for staff</u>	01/10/2019	31/03/2021	-	0	No	No
 AUG362604	<u>Award of EFQM (European Foundation for Quality Management) training</u>	07/08/2019	07/08/2022	-	0	No	No
 JUL361001	<u>C001678b Delivery of Training for the Management of Dental Medical Emergencies</u>	01/07/2019	01/07/2021	-	12	No	No
 JUL360113	<u>Award of 682 0011 Mental Health First Aid Training</u>	01/07/2019	30/11/2019	-	0	No	No
 JUL358877	<u>PROC19/20-032 - Provision of Online ICT Training Platform (Online Web Based Portal)</u>	28/06/2019	27/06/2020	-	0	No	No
 JUL360506	<u>Award of Futures Toolkit Training</u>	24/06/2019	31/01/2020	-	0	No	No
 JUN357489	<u>Award to provide bespoke on the job training for TrypanoGEN+ students</u>	11/06/2019	11/06/2022	-	0	Yes	No

Researching the Market

You are here: [Home](#) > [Public Contracts Register](#) > [View Contract](#)

Details

Successful Suppliers

Collaborating Buyers

Call Offs

Successful Suppliers

Below is a list of all successful suppliers for this contract. Suppliers can also be selected for specific lots and subcontractors which can be added via the Subcontractors tab. .

LOTS

Suppliers

Subcontractors

Health & Safety Incidents

Below are the details of the successful suppliers for this contract.

Lot Number	Name	Town
	HISEZ CIC t/a Impact Hub, Inverness	Inverness

Researching the Market

- PCS - <http://www.publiccontractsscotland.gov.uk/Default.aspx>
- Contracts Finder - <https://www.gov.uk/contracts-finder>
- Sell2 Wales - <http://www.sell2wales.gov.uk/>
- eSourcing NI - <https://e-sourcingni.bravosolution.co.uk/web/login.shtml>
- TED - <http://ted.europa.eu/TED/main/HomePage.do>

Bid – No Bid checklist

Minimum criteria (turnover, qualifications) – “*rely on other entities*”?

Divided into Lots?

Location

Investment needed – cash flow

Resources for the job / for the bid

Track record with the client

Competitors

European Single Procurement Document (ESPD)

What is the ESPD (Scotland) ?

Replaces the Standard Scottish Pre-Qualification
Questionnaire

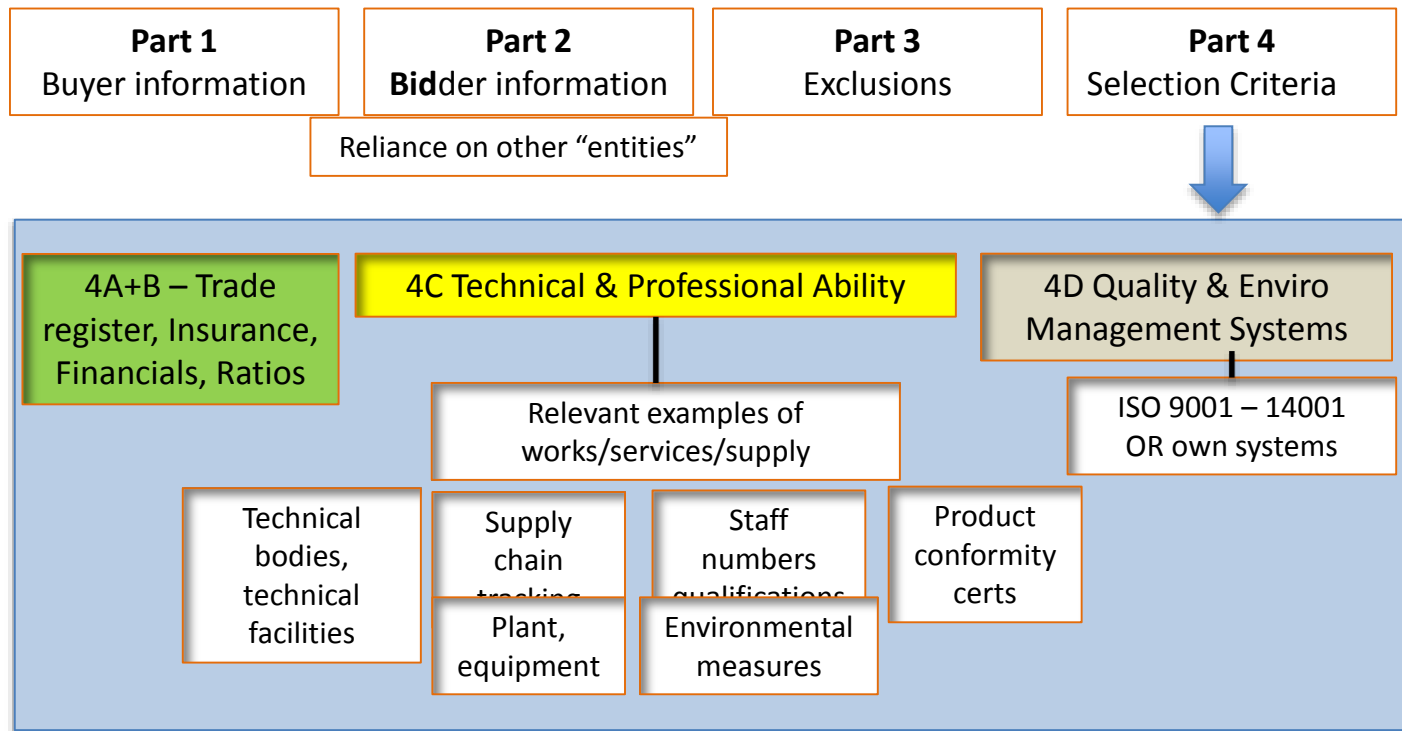
Used at first (selection) stage of tender

“Backwards” looking – your credentials for the job

Buyers can decide which questions to use

Contract Notice should note the selection
criteria/questions to answer

ESPD Format



Tips to improve your bid score



Write content for the buyer's specific requirements

- Read ALL the documents (Notice, Specifications, T&Cs, Evaluation, Instructions in Invitation to Tender - ITT doc)
- Make notes of key elements and brief your bid team/subcontractors
- Watch for client terminology
- Get your questions in as soon as possible

Plan answers to scored questions

- Present evidence and facts NOT opinions – involve all of your team and subs/partners
- Structure your answer to follow the question (answer ALL parts!)
- Assume no knowledge of your organisation
- Reduce to the word/character limits afterwards
- Do a “search” to check that terms in the specifications/question appear in your answer



Presentation

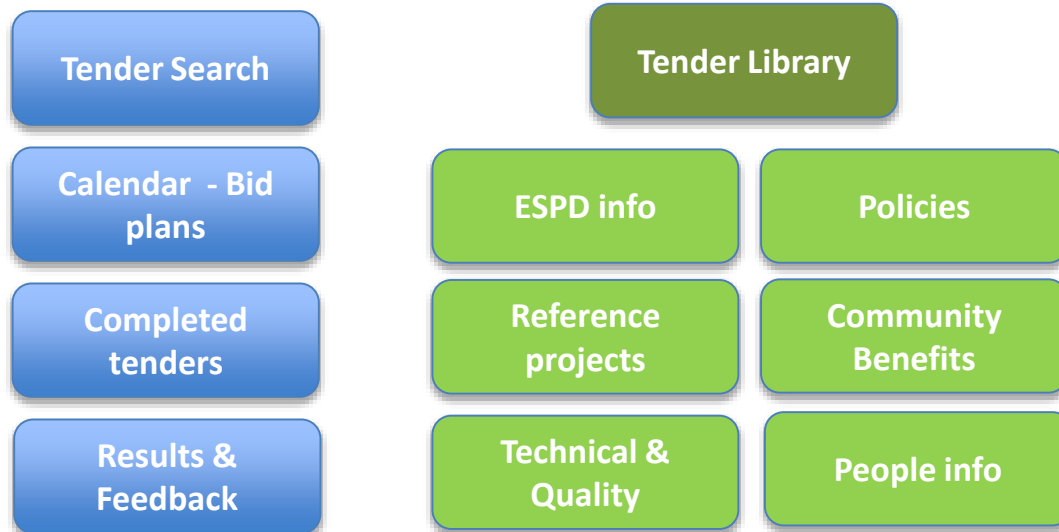
- Develop tables and (meaningful) diagrams to accompany your text
- Use subheadings and numbering for sections
- Compliance table for complex tenders
- Pictures can help if relevant to the response (careful re file size)



Community Benefits

- Employment, training, links with schools & colleges, support for community groups, promoting SMEs/3rd sector in supply chain, innovation
- Scored or not scored?
- Linked to the value of the contract?
- “Shopping list” of options or open?
- May be penalty for non-delivery

Tender Desk – Tender Library





Don't forget the SDP
workshops and
webinars!

www.sdpscotland.co.uk



Any questions?