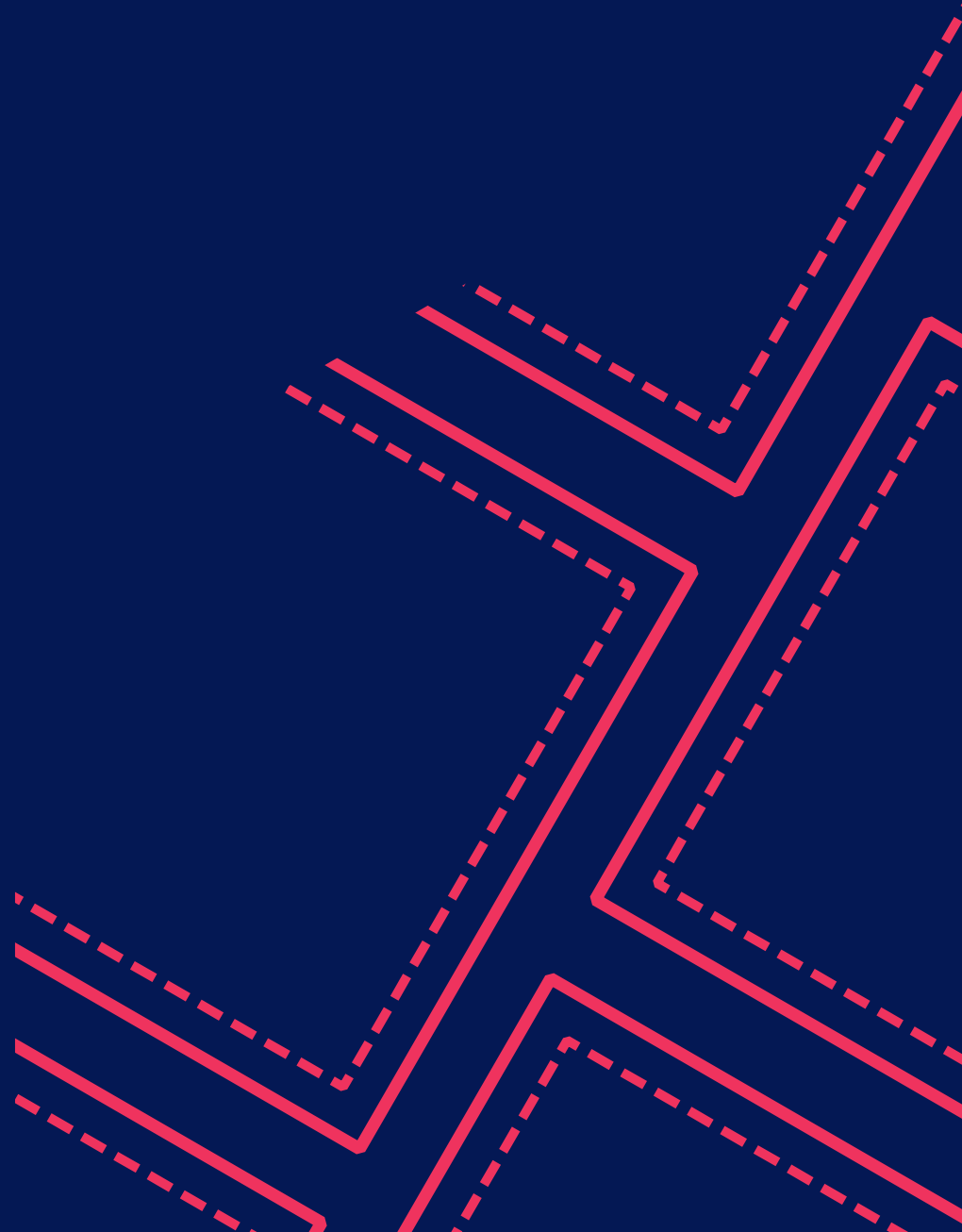


# Supplier Guide to Procurement

Registers of Scotland

Date: 22 April 2019



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# Introduction to Procurement

As a public body, we are obliged to follow regulations governing the procurement of goods and services. World Trade Organisation (WTO) Rules set out detailed procedures for the award of contracts whose value equals or exceeds specific thresholds. As a public body, we are legally obliged to comply.

The most significant legislative requirement is the need to undertake Competitive Tendering.

Procurement is committed to ensuring that sustainability consideration is also given to each procurement we undertake to ensure that sustainability is embedded in the procurement process.

This page is designed to provide suppliers with information on becoming a supplier to Registers of Scotland.

Every year, we spend about £32M on goods and services and we want to make sure as many suppliers as possible can get a share of this spend.

We want to make it as simple as possible for you to do business with Registers of Scotland (RoS).

## How to Do Business with Us and Current Contract Opportunities

The first step in supplying to us, and the wider Scottish public sector, is to register with the Public Contracts Scotland and Public Contract Scotland Tender websites.

Register your details on Public Contracts Scotland (PCS) we use this website as a main reference point when conducting market research.

Monitor Public Contracts Scotland and Find a Tender Service (FTS) regularly for any relevant tender opportunities.

To register your interest for taking part in any tender opportunity, follow the instruction in the PCS or FTS advertisement.

Public Contracts Scotland is a free and easy way to access details of all public sector contract opportunities in Scotland.

The portal enables suppliers to gain access to a wide range of contract opportunities free of charge.

To make sure your bid is considered, you must:

- Provide all the information asked.
- Answer all questions accurately.
- Provide a response in the requested format.
- Return the documentation by the specified closing date.

Returned tenders will be assessed against the evaluation criteria. Evaluation will focus on how the tenderer proposes to deliver the service or goods in relation to cost, service and quality. The balance between quality and price will be decided by the service or goods to be obtained.

In most cases, contracts will be awarded based on the most economically advantageous offer received.

Further information on Public Contracts Scotland can be found at

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

## Supplier Development Programme

Suppliers can also reference Supplier Development Programme (SPD) website ([www.sdpscotland.co.uk](http://www.sdpscotland.co.uk)), this is a local authority partnership set up to offer small and medium sized enterprises (SMEs) the opportunity to gain experience and diversify through procurement.

The SDP supports businesses to improve their knowledge and competency in competing for the £9b of Scottish public sector spend. The programme offers free advice, support, training and events covering all aspects of tendering.

To access help simply register now on the SDP website via the link:

To see how they can help your business, have a look at the SDP Video. As well as tender writing training, policy workshops etc, the programme also runs meet the Buyer events, putting your business in touch with the people making the buying decisions.

## Procurement Journey

RoS have adopted full use of “The Procurement Journey” developed by Scottish Government.

The Procurement Journey is intended to support all levels of procurement activities and to help manage the expectations of stakeholders, customers, and suppliers alike. It helps best practice and consistency across the public sector.

There are simplified processes, templates, and guidance to support individuals with authority to obtain lower value, lower risk procurements. This provides one source of documentation nationally which can be updated on a continual basis with any changes in legislation, policy, and promotion of best practice.

RoS now use the source documentation in the Procurement Journey for every procurement exercise to ensure the most recent guidance and templates is used. There is also detailed information on Sustainability.

Information on “The Procurement Journey” can be found on the [www.procurementjourney.scot](http://www.procurementjourney.scot)

## Sustainability

RoS is committed to supporting Scottish Government’s purpose of ‘increasing sustainable economic growth.’ We are conscious that our activities affect the environment in which we exist, and we are acting to minimise negative environmental and social impacts associated with the products and services we buy. We acknowledge our responsibilities in delivering this policy and recognise the importance of engaging our suppliers and (internal) customers in its implementation.

## Useful Sources of Information

- [Public Contracts Scotland](#)
- [Scottish Government Procurement](#)
- [Registers of Scotland](#)
- [The Procurement Journey](#)
- [Supplier Development Program](#)

## Procurement Helpdesk

RoS operates a Procurement Helpdesk whose aim is to provide a strong arm of support to internal members of RoS staff and external suppliers who need help or guidance on a wide range of Procurement related issues.

This document will have provided information and some useful links to key information and documents. The Procurement Team is, however, always on hand to answer any questions and help in any way – please do not hesitate to ask.

The helpdesk is staffed at the following times:

**Monday: Thursday: 08.00–16.00**

**Friday: 08.00–16.00**

**Meadowbank House**

**153 London Road**

**Edinburgh**

**EH8 7AU**

Tel: 0800 169 9391

Email: [customer.services@ros.gov.uk](mailto:customer.services@ros.gov.uk)

Telephone: 0131 528 3836