

South Ayrshire Council – Procurement Information

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South Ayrshire Council – Procurement Information

Summary

South Ayrshire Council (SAC) currently publish their contract register online and is available at the following link along with additional information about our procurement team:

www.south-ayrshire.gov.uk/procurement

Note that all orders to suppliers are raised electronically and SAC can accept electronic invoices.

SAC Procurement Routes

SAC operates a number of procurement routes, dependent on contract value, see more detail below;

£9999 or less

Requirements below £10,000 are procured directly by the service departments. If you send a short description of what your company can supply to procurement@south-ayrshire.gov.uk we will bring it to the attention of relevant colleagues.

£10,000 to £49,999

SAC invite suppliers to 'Quick Quote' (QQ) for this range of contract value, with the SAC QQ team using PCS as one source of company information when preparing lists of companies to invite to quote. Therefore, you are recommended to register on PCS and keep your information up to date (see section below for PCS link).

The QQ process is shown below:

1. Requirement identified and SAC prepare specification and documentation
2. SAC's QQ team and relevant service department select suppliers who should be invited to submit a quote.
3. QQ are sent to selected suppliers through PCS and email alert sent to the supplier's email addressed used in PCS to make them aware of new QQ.
4. Suppliers must log into PCS to access the QQ documents and submit a response.
5. Typically a bid is required to be submitted within 7 days. The QQ deadline will clearly be published in the QQ documents.
6. After the deadline date, all submitted bids are evaluated by SAC's QQ team and relevant service department in accordance with the evaluation criteria stated in the QQ documents.
7. QQ awarded to the winner bidder and award/regret letters sent. In total, the QQ process takes about 4 weeks from start to finish.

£50,000 to Official Journal of the European Union (OJEU) Threshold Value

All requirements over £50,000 are advertised on Public Contracts Scotland, we recommend that you register your information on this site and keep your profile up to date. Registration is free and it is important you're your organisations registers the email address which is regularly monitored. QQ and Tenders can often have short timescales and it's important you monitor both you emails and the PCS site regularly.

www.publiccontractsscotland.gov.uk

Please note that OJEU thresholds vary depending on which public body is advertising the contract and what they are buying and threshold values are revised every two years. You can learn more about this on the Scottish Government website: www.gov.scot/Topics/Government/Procurement

Contracts over the OJEU Threshold Value

When contracts are above the EU contract threshold values (known as "EU-regulated procurements") the relevant Regulations apply. EU-regulated procurements are also advertised in PCS, although a copy of the advertisement is also advertised in the OJEU –which can be accessed here: <http://ted.europa.eu>

Further useful information

South Ayrshire Council -

email: procurement@south-ayrshire.gov.uk

phone: 0300 123 0900

Scotland Excel -

phone: 0300 300 1200

website: <http://www.scotland-excel.org.uk/>

Scottish Supplier Journey -

The following link provides helpful guidance on the supplier journey on how to bid for public sector goods, services and health and social care contracts:

<https://www.supplierjourney.scot/>

Supplier Development Programme -

SDP offers free, expert support, training and information to businesses all over Scotland to win more public contracts, please visit www.sdpscotland.co.uk