



Tendering Guide

*For Suppliers/Service Providers new to electronic tendering
and tendering*



Introduction

Tendering within the Public Sector can now be completed electronically, therefore suppliers must be registered and be familiar with the electronic tendering process. The aim of this pack is to help any suppliers/service providers who are unfamiliar with tendering and E-Tendering.

Objectives:

- Introduction to Public Contract Scotland (How to register)
- Introduction to Public Contract Scotland – Tender (How to register)
- The Supplier Journey in Procurement
- Additional Help and Support Contacts

Public Contract Scotland



Public Contract Scotland was launched in August 2008. It is the national advertising website for Scottish public sector organisations to post contracts and make subsequent awards.

Contracting authorities across Scotland use Public Contract Scotland. This includes Scottish Local Authorities, NHS Scotland, the Scottish Government, and Scottish Government Family, Higher/Further education institutes and Emergency services.

Public Contracts Scotland provides a connection for businesses to access contract opportunities from public sector purchasers.

Suppliers/Service Providers, who wish to tender for public sector work, should ensure they are registered on Public Contract Scotland. Below is the link to the website and to a guide to help you register for free on the website.

Link to the Website

<http://www.publiccontractscotland.gov.uk/>

Click [HERE](#) to access the Public Contract Scotland Registration Guidebook.



Public Contract Scotland – Tender

Public Contract Scotland – Tender (PCS-T) is the national E- Tendering system provided free of charge by the Scottish Government . The system is a secure and efficient means for buyers and suppliers to manage tender exercises online.

The system allows suppliers/service providers to store answers to standard tender questions and automatically pre-populate in the tender responses whenever the buyers have used these questions. This is beneficial for the supplier/service providers and is a direct response to concerns regarding duplication of effort and inconsistency in tender documentation by contracting authorities.

Suppliers/Service providers must ensure they are registered on PCS-T to complete and submit tenders electronically as paper tenders are no longer accepted.

Link to Website to register:

www.publictendersscotland.publiccontractsscotland.gov.uk

Click [HERE](#) to access the Guidebook for PCS-T

If you are working through a tender and need some help you can contact the dedicated help desk by phone: [0800 368 4850](tel:08003684850) or by email: help@bravosolution.co.uk

The Supplier Journey



Click [HERE](#) to access The Scottish Government's guide to suppliers on the Tender process. The journey aims to:

- I. explain the process of awarding a public sector contract in straightforward terms;
- II. set out what buyers expect you to do at each stage in that process;
- III. give practical information on how you can find out about business opportunities, how to bid for business, and what to expect when delivering the contract; and
- IV. tell you what support is available to help you win business, and what you can do if you are unsuccessful.

The Supplier Development Programme

Supplier Development Programme

The Supplier Development Programme (SDP) is a local authority partnership programme established to offer **FREE** information, support and training events to help unravel the tendering process.

Link to the Website: <http://www.sdpscotland.co.uk/>

Click [HERE](#) to access SDP Resources Page to help with Tenders

Click [HERE](#) to access the SDP Events Calendar (Events are held throughout the year including workshops, seminars and exhibitions to help your business become more competitive when submitting your tender. All SDP events are free of charge to registered businesses).



Further Help for Suppliers

Click [HERE](#) to access further support for suppliers/service providers, provided by the Scottish Government.

Click [HERE](#) to access the menu of support for suppliers (Power point toolkit with hyperlinks)

Click [HERE](#) to access links to other useful sites

