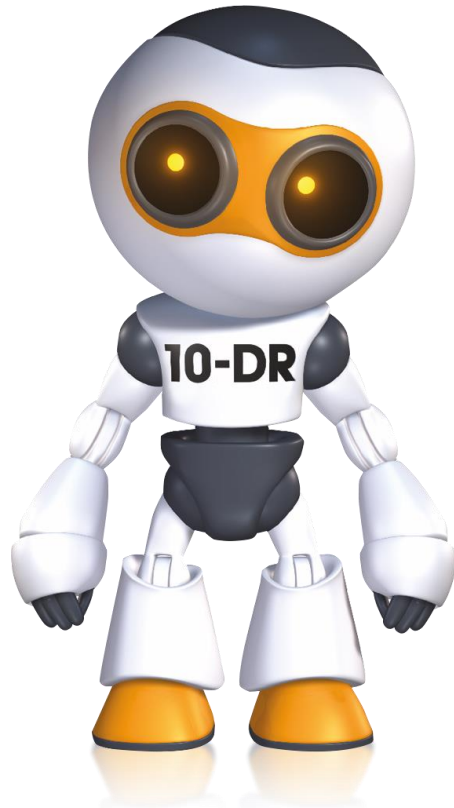


Supplier Development Programme

Helping You **Bid Better**



**Dumfries and Galloway: Meet the Buyer
Top Tips for Tendering**



Welcome to the Supplier Development Programme

SDP is a business initiative supported by Scottish Local Authorities and Scottish Government

The aim of the Programme is to ensure that Scottish SME's & Third Sector organisations have access to free procurement advice and training, to ensure they can FIND, WIN and KEEP government contracts



Our Partners and Members

14,000 Businesses

Scottish Councils

East Ayrshire
Aberdeen City
Highland Fife Scottish Borders
Moray East Lothian Argyll & Bute
East Renfrewshire Edinburgh Perth & Kinross
Forestry Commission Falkirk South Ayrshire
North Lanarkshire Comhairle Nan Eilean Siar
Third Sector Unit East Dunbartonshire
Clackmannanshire Inverclyde North Ayrshire
West Lothian Dundee
Orkney Midlothian West Dunbartonshire
South Lanarkshire Dumfries & Galloway
Angus Glasgow Renfrewshire
Shetland Aberdeenshire
Stirling

Government Bodies

- Forestry and Land Scotland
- Highlands & Islands Enterprise
- Historic Environment Scotland
- Registers of Scotland
- CalMac
- Scottish Parliament
- Scottish Enterprise
- National Records Office
- Highlands & Islands Airports Ltd
- Scottish Fire and Rescue Service
- Scottish Procurement Alliance

Corporate member

Jacobs

Trade Association Member

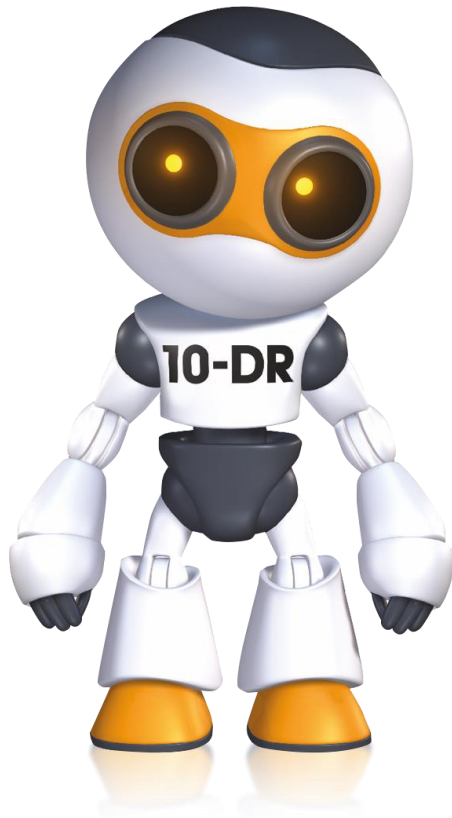
SELECT - Electrical contracting industry in Scotland



Supplier Development Programme

By assisting local businesses to become tender ready for working in the public sector and subsequent supply chain , we improve all-round *efficiency, sustainability* and *market potential*.

SDP ensure businesses gain the skill set to tender successfully for contracts and improve their prospects when competing for government contracts, in the UK and beyond.

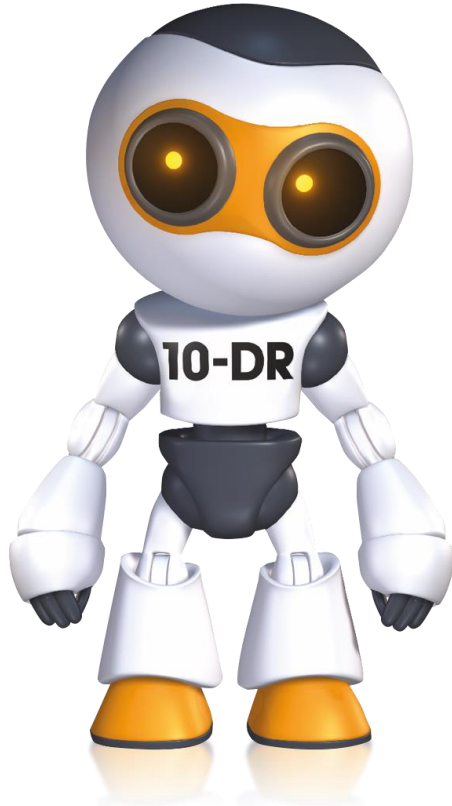


Service Offerings

Online Resources www.sdpscotland.co.uk

- Online learning materials
- Procurement jargon buster
- Contacts for your region
- Supplier Register
- News feed and Newsletter
- Links with Public Contracts Scotland and other
- Business support groups

New website launched 7thOctober !



Service Offerings

Training Programmes

- Regional face to face workshops offered over 3 levels
- Industry specific workshops
- Policy Workshops
- Interactive Webinars

Meet the Buyer

- Information days
- Partner and Business Support events
- Access to local buyers and economic development staff

Early Intervention/ Aligned training

- Tender training in advance of notice
- Supplier engagement and Information days

Completely new to tendering?

Start here!

Introductory Module

Introduction to working with the Public Sector

This workshop is recommended for anyone new to tendering. It provides a comprehensive overview of the public sector marketplace in Scotland and introduces the concept of tendering and procurement.

Level 1

For businesses who are new to tendering, or refreshing their skills.

1.1. Introduction to tendering

This workshop provides an overview of the tender process from start to finish, including finding and responding to contracts.

1.2. Using Public Contracts Scotland (PCS) and other portals

Learn about Public Contracts Scotland (PCS), Quick Quotes, Supplier Profile, PCS T and other e-tendering systems at this workshop.



Level 2

For businesses with some tendering experience who are looking to improve.

2.1. Tender procedures and the ESPD

The first half of this workshop looks in detail at the various types of tender. The second half provides hints and tips on how to complete the ESPD (formerly PQQ) and how to pass the invitation to tender (ITT) stages of a tender.

2.2. Finding and understanding framework agreements

Frameworks can be a lucrative source of business, but it's essential to understand the agreement. This workshop explains the types of framework available, where to find them and what you can expect from them.



2.3. Improving your bid score

The key to winning a contract is getting the highest possible score in your bid. This workshop will provide an insight into buyers' needs and expectations to ensure you're winning points.

2.4. Understanding community benefits and sustainability

Sustainable procurement is a vital element of public sector tendering. As well as environmental issues it also includes social issues (equality and diversity, fair and ethical trading), and economic issues such as opportunities for SMEs and the third sector.

This workshop is particularly recommended for third sector organisations.



Level 3

For experienced bidders to win more work.

3.1. Seeking feedback and improving your bid

This workshop for experienced bidders explains your rights, show you how to get additional information about contracts and how you can learn from successful and unsuccessful bids.

3.2. The supplier's role in contract relationship management

Winning a tender is just the beginning. This workshop explains how to succeed on your contract, what to do if things go wrong, and how to win again when you re-tendered.

3.3. Expanding your procurement marketplace

This workshop will show experienced bidders how to grow your business by exploring public sector markets, including OJEU and international contracts.

Policy workshop

Our policy workshops are designed to give a high level overview of the requirements for submitting a compliant bid for public contracts:

- Health and safety
- Quality management
- Equality and diversity
- ISO certification



Finding opportunities : Public Contracts Scotland

The screenshot shows 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 the 'public contracts scotland' logo and contact information: 'Get in touch: 0800 222 9003' and 'Opening hours: 08:30 - 17:00'. A 'Free Registration' button is also present. The main navigation menu includes 'HOME', 'BROWSE NOTICES', 'SEARCH FOR BUYERS', 'SUPPLIERS', 'BUYERS', 'INFO CENTRE', 'NEWS & EVENTS', 'CASE STUDIES', and 'HELP & SUPPORT'. The main content area features a heading 'This portal gives free access to contract opportunities in Scotland' and a sub-heading '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 main sections: 'Find Contracts' for suppliers and 'Advertise Opportunities' for buyers. At the bottom, there are three columns: 'Supplier Development' with the 'Supplier Development Programme' logo, 'Case Studies and Videos' with a video thumbnail, and 'Projects' with a list of project-specific opportunities.

• Search for opportunities

• Search for Buyers
- find contact details
-View their contracts and statistics

•View subcontract and project specific opportunities

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.

Filter Results

Keywords:

Location:

Buyer Name:

Category:

Reference No:

Published From:

OCID:

Published To:

Notice Type:

Include Archived Contracts?
 Show Sub Contracts Only?

Notices


40 records found. Jump to page of 1


Date	Notice Details
01/10/2019 ✕	NHSDG Portable Appliance Testing Contract October 2019 - September 2022 Reference No: OCT367553 OCID: ocids-r6ebe6-0000589050 Published By: Dumfries and Galloway Health Board Deadline Date: Notice Type: 03 Contract Award Notice (below OJEU threshold) or call off from a framework (any value)
30/09/2019 ✕	C111n Morrinton Road Crossing Reference No: SEP367490 OCID: ocids-r6ebe6-0000599368 Published By: Dumfries and Galloway Council Deadline Date: Notice Type: 03 Contract Award Notice (below OJEU threshold) or call off from a framework (any value)
25/09/2019 ✕	Spoutwells Drainage Works Reference No: SEP367173 OCID: ocids-r6ebe6-0000598502 Published By: Dumfries and Galloway Council

PUBLIC


Finding Buyers : Public Contracts Scotland

[About Us](#) | [Site Map](#) | [Accessibility](#) | [Contact Us](#) | [Register](#) | [Log in](#)





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.

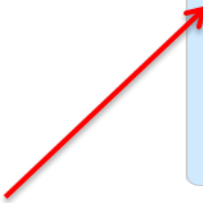
Search and Filter

Buying Organisation

Sector

Postcode

Search



Search by A-Z

Search by A-Z by selecting a letter below:

A B C D E F G H I J K L
M N O P Q R S T U V W
X Y Z

Buyer Search Results

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


9 records found. Jump to page of 1 **Go**

<p><u>Destination Dumfries and Galloway</u> Hillhead House, The Crichton, Dumfries, DG1 4UQ</p>	No logo provided for this buyer
<p><u>Dumfries & Galloway Housing Partnership Ltd.</u> Grierson House, The Crichton, Bankend Road, Dumfries, DG1 4ZS</p>	No logo provided for this buyer
<p><u>Dumfries and Galloway College</u> Bankend Road, Dumfries, DG1 4FD</p>	No logo provided for this buyer
<p><u>Dumfries and Galloway Council</u> Procurement Team, Carruthers House, Dumfries, DG1 2HP</p>	
<p><u>Dumfries and Galloway Fire and Rescue Service (Historic)</u> 120 - 124 Brooms Road, Dumfries, DG1 2DZ</p>	No logo provided for this buyer
<p><u>Dumfries and Galloway Health Board</u> Mountainhall Treatment Centre, Bankend Road, Dumfries, DG1 4AP</p>	No logo provided for this buyer
<p><u>Dumfries and Galloway LEADER Programme</u> Kirkbank House, English Street, Dumfries, DG1 2HS</p>	No logo provided for this buyer

Access to Buying Organisations Statistics

[About Us](#) | [Site Map](#) | [Accessibility](#) | [Contact Us](#) | [Register](#) | [Log in](#)



 **Get in touch: 0800 222 9003**
Opening hours: 08:30 - 17:00

 **Free Registration**
Register here as a supplier or buyer


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View Buyer Details

Details of the selected authority are shown below.

Organisation Details	Contact Details	Description	Purchase Plans	Other Info	Current Contract Notices	Future Contract Notices
Past Contract Notices	Contract Award Notices	Contracts Register	Qualification	Statistics	Documents	

Name: Dumfries and Galloway Council - AA00219
Address: Procurement Team
Carruthers House
Dumfries
DG1 2HP
GB
Phone: +44 3033333000
Fax:
Nuts Code: UKM92 - Dumfries & Galloway
General Email: Procurement.Tenders@dumgal.gov.uk
Website URL: http://www.dumgal.gov.uk



 [Download iPhone app](#) |  [Follow us @ScotProcurement](#) |  [View us on YouTube](#) |  [View us on Flickr](#)





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Access to Buying Organisations Statistics

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Get in touch: 0800 222 9003
Opening hours: 08:30 - 17:00



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[INFO CENTRE](#)
[NEWS & EVENTS](#)
[CASE STUDIES](#)
[HELP & SUPPORT](#)

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Details of the selected authority are shown below.

Organisation Details	Contact Details	Description	Purchase Plans	Other Info	Current Contract Notices	Future Contract Notices
Past Contract Notices	Contract Award Notices	Contracts Register	Qualification	Statistics	Documents	


Listed below are statistics detailing the buyer's procurement activity in the past six months and in total over the lifespan of the portal.

Quick Quotes	Last 6 Months	Total
Quick Quotes Distributed	78	917
Quick Quote Awards	74	736


Site Notices	Last 6 Months	Total
Site Contract Notices Published	3	88
Site Contract Award Notices	58	126

OJEU Notices	Last 6 Months	Total
OJEU Contract Notices Published	8	99
OJEU Contract Award Notices	9	89


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




[Download iPhone app](#)



[Follow us @ScotProcurement](#)



[View us on YouTube](#)



[View us on Flickr](#)

Access to PCS Contract Register

Supplier Control Panel

Welcome to your Supplier Control Panel **Gillian**. Please *click* a link in one of the appropriate sections to access the area of the site you require.

<h3>Search</h3> <ul style="list-style-type: none">Latest NoticesSearch for BuyersNotice Reference SearchContracts Register	<h3>My Notices</h3> <ul style="list-style-type: none">Interest ListNotice Alerts	<h3>My Responses</h3> <ul style="list-style-type: none">Postbox ResponsesAccess PCS-Tender
<h3>My Profile</h3> <ul style="list-style-type: none">Company ProfileAlert ProfileSupplier Finder ProfileESPD (Scotland)	<h3>My Account</h3> <ul style="list-style-type: none">User DetailsChange PasswordSubscriptionsRegister to publish sub-contract opportunities	<h3>Help</h3> <ul style="list-style-type: none">User guidesFAQsContact UseCertis

Search Contract Register

- HOME
- BROWSE NOTICES
- SEARCH FOR BUYERS
- SUPPLIERS
- BUYERS
- INFO CENTRE
- NEWS & EVENTS
- CASE STUDIES
- HELP & SUPPORT

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

Browse Categories

Category

Advanced Search

ID

Title

Description

Supplier Name

Buyer Name

551 records found. Jump to page of 12



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

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
<input checked="" type="checkbox"/> N/A	Facilities Management Services Contract	01/10/2019	30/09/2020	-	0	No	No
<input checked="" type="checkbox"/> MAY354588	Waste Management Services - Lot 4 Badenoch & Strathspey	01/10/2019	01/01/2021	-	0	No	No
<input checked="" type="checkbox"/> SEP365431	Waste Management Services - Lots 3a and 3b Lochaber	01/10/2019	01/01/2021	-	0	No	No
<input checked="" type="checkbox"/> SEP365432	Waste Management Services - Lots 2b and 2c Inverness	01/10/2019	01/01/2021	-	0	No	No

Access to List of Framework Contracts

The screenshot shows the website interface with a navigation bar at the top containing links for 'About Us', 'Site Map', 'Accessibility', 'Contact Us', 'Register', and 'Log out'. The main content area is titled 'Info Centre' and features a 'Forward Plan - Sept 2019' section. This section includes a table with columns for 'Contract Start Date', 'Contract End Date', 'Contract Value', and 'Contract Type'. Below the table, there is a list of framework contracts with checkboxes for selection. The list includes categories such as 'List of all framework contracts', 'Scottish Government', 'Scotland Excel', 'NHS', and 'Higher Education'. The website footer contains social media links for iPhone app, Twitter (@ScotProcurement), YouTube, and Flickr.

formation Centre

f all framework
cts

sh Government
nd Excel

r Education


Info Centre > Forward Plan

The forward plan provides information on potential collaborative opportunities that may be advertised over the next 12-18 months. These give you, as a supplier, advance notice of collaborative opportunities that may be offered by the public sector in the future - so that you can plan accordingly. You should be aware that when a public sector organisation publishes details of a requirement in the forward plan, it does not necessarily mean that an opportunity will be offered in the future or within the timescales indicated. LIVE FRAMEWORKS (for live frameworks, the end date specified is inclusive of any extension period unless otherwise stated). The names of the Framework contractor(s) have been included for transparency in relation to possible sub-contract opportunities.


Forward Plan - Sept 2019

Forward Plan - Sept 2019

ABOUT US | Site map | Accessibility | Contact Us | Register | Log Out

 **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

Supplier Control Panel

Welcome to your Supplier Control Panel **Fran**. Please *click* a link in one of the appropriate sections to access the area of the site you require.

Search

- Latest Notices
- Search for Buyers
- Notice Reference Search
- Advanced Search
- Contracts Register

My Notices

- Interest List
- Notice Alerts

My Responses

- Postbox Responses
- Access PCS-Tender

My Profile

- Company Profile
- Alert Profile
- Supplier Finder Profile
- ESPD (Scotland)

My Account

- User Details
- Change Password
- Subscriptions
- Register to publish sub-contract opportunities

Help

- User guides
- FAQs
- Contact Us
- eCertis

Download iPhone app | Follow us @ScotProcurement | View us on YouTube | View us on Flickr

gov.scot | AbilityNet Accredited | Terms & Conditions | Privacy Policy & Cookies | ©2018 Millstream Associates

Supplier Finder Profile Details

What Is Supplier Finder?

Supplier Finder is a supplier sourcing directory allowing you to advertise your company on the website.

It allows you to provide detailed information regarding the products or services you provide.

Some of the benefits you get from updating your profile include:

Buyers can now easily find your company via the Supplier Finder search tool.

You can provide keywords which specifically highlight the products or services provided by your company. These keywords are searchable.

The service improves your chances of receiving a direct invitation to quote from Buyers using "Quick Quote".

How Does Supplier Finder Work?

Please complete the form below to update your profile. You can edit and save your profile at any time, however it will not be visible until you set the status to **Public** and save.

You can hide your profile at any time by changing the status back to **Private**.

*Please regularly **Save** your work. If you don't click **Save** within 20 minutes the website will log you out for security purposes and text you entered may be lost.*

Save & View

Save

Cancel

* Required information:

Supplier Finder Profile Details

* Profile Status: Private Public

* Company:

* Email Address:

Website:

* Phone:

* Address:

* Town/City:

* Postcode:

* Regions: Available regions

- none selected -

Add »

« Remove

Selected regions

- Aberdeen City
- Aberdeenshire
- Angus
- Argyll and Bute
- Scottish Borders
- Clackmannanshire
- West Dunbartonshire
- Dumfries and Galloway
- Dundee City
- East Ayrshire
- East Dunbartonshire
- East Lothian
- East Renfrewshire
- Edinburgh, City of
- Falkirk
- Fife
- Glasgow City
- Highland
- Inverclyde
- Midlothian
- Moray
- North Ayrshire
- North Lanarkshire
- Orkney Islands
- Perth and Kinross
- Renfrewshire
- Shetland Islands
- South Ayrshire
- South Lanarkshire
- Stirling
- West Lothian
- Eilean Siar

* Company Description:

SDP is a partnership of Local Authorities, Scottish Government and other public bodies working together to provide free business support in all aspects of tendering. We deliver this support through training and events which are all listed on our Events Calendar.

By assisting home grown SME's to become tender ready for public procurement we improve all-round efficiency, sustainability, market potential and improve their prospects when competing throughout the UK where the annual public spend is over £240 billion.

You have 3480 characters left



Enter keywords that describe the products or services you provide. You can enter multiple keywords in each box. Buyers will be able to perform a keyword search.

Keywords: Keyword 1

event

Keyword 2

procurement

Keyword 3

bid

Keyword 4

training

Keyword 5

tender

Keyword 6

classroom

Company Logo:



Add / Change Logo

I am an SME:

An SME (Small and Medium sized Enterprise) is an organisation with less than 250 employees.

Save & View

Save

Cancel

Email received from PCS alerting to a Quick Quote

From: <support@publiccontractsscotland.gov.uk>
Subject: Public Contracts Scotland - Provision of a Quick Quote - Tendering to Win Business |
To: <frances.goldie@southlanarkshire.gov.uk>

You have been selected by the purchasing authority to provide a quote.

Notice ID: NOV300070
Title: Tendering to Win Business
Authority: Scottish Enterprise

Please visit the link below to indicate if you wish to ACCEPT or DECLINE this invitation:

http://www.publiccontractsscotland.gov.uk/supplier/quickquote/quickquote_SupplierView.aspx?ID=NOV300070&QQ=465435



The notice has been added to your Quick Quote list page from where you can download the supporting documents and create and submit your response:

http://www.publiccontractsscotland.gov.uk/membership/member_history.aspx


Your response should be submitted through the electronic postbox. Instructions on how to use the quick quote and the Postbox can be found at: http://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx

If you have any queries regarding the requirements of the quote please contact the awarding authority as per the quick quote details. If you have any queries regarding the use of the website please contact the support team.

Regards
Public Contracts Scotland Website Support
Tel: 0800 222 9003

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>



 **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](#)

Quick Quote Details

[Member Interest List](#) > [Quick Quote Details](#)

Details of the Quick Quote are shown below. Please note this Quick Quote has passed the deadline.

Quick Quote Actions

[Go to Postbox](#)



- [Summary](#)
- [Full Text](#)
- [Documents](#)
- [Q and A](#)
- [Further Info](#)

QUICK QUOTE - SERVICES

Section I: Quick Quote Details

1.1 Official Name and Address of the Contracting Authority/Entity

Scottish Enterprise, Att: Lynsey Shovlin, Dept: Scottish Enterprise
Atrium Court, 50 Waterloo Street,
G2 6HQ,
Glasgow, GB.
Tel: +44 8456078787. Fax: +44 1412481600.
Web General: <http://www.scottish-enterprise.com/>

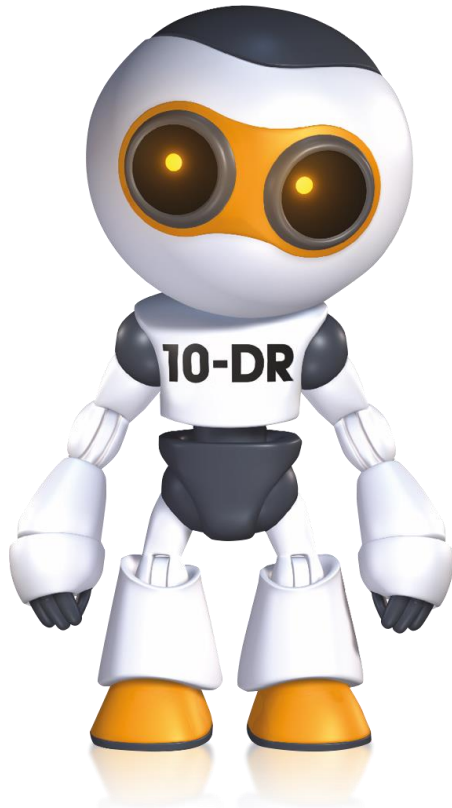
1.2 Description of the goods and services required

Proposals are invited for the course preparation and delivery of two - one day workshops on the topic of tendering to win business in Offshore Wind. The purpose of the workshop is to enable new and existing companies in the Scottish Offshore Wind supply chain to apply best practise principles to improve their tendering processes to win domestic and international business in the Offshore Wind supply chain.
To create an electronic response go to the following link <http://www.publiccontractsscotland.gov.uk/supplier/postbox/ResponseWorkspace.aspx>
The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at http://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.
Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

1.3 Scope of contract

Supplier should note the following requirements for the workshop content:

- Tender Procedures for Offshore Wind
- Preparation work required for tenders
- How to improve bid scores

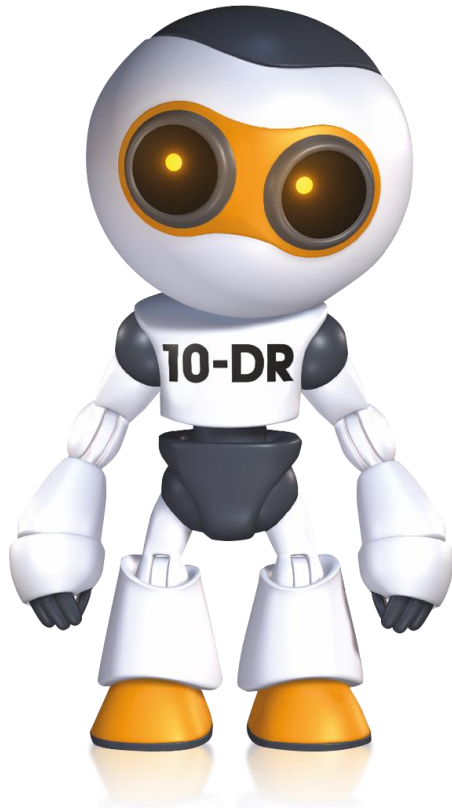


PCS and PCS-t are not the same portal
www.publiccontractsscotland.gov.uk



please register with both then pair your accounts so that one login will give you access to both at the click of a button !

www.publictenderscotland.publiccontractsscotland.gov.uk



Hints & Tips

Read and re read the **Questions!**

Use SDP's helpful **Procurement Guide**

To help you consider your **Bid Strategy**

Approach to **Quality** – meeting the Specification

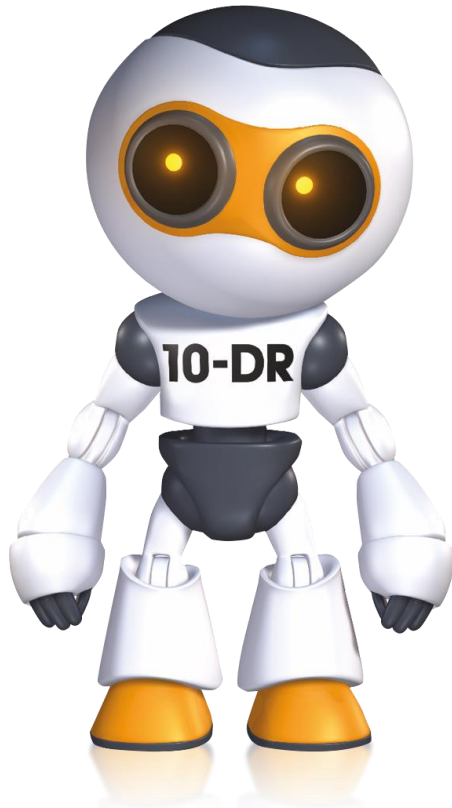
Pricing Strategy

Clarify-do not presume that the documentation is correct

-ask questions if you have any concerns

TIME – Allow plenty of time- don't leave to last minute

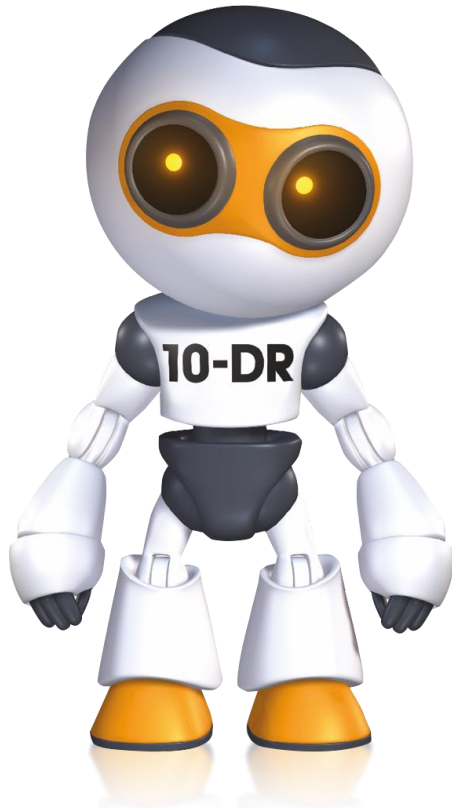
Submit ✓ – complete the process



Get tender ready

- Make sure you clearly explain what you do, how you do it and why your company is a good fit for the opportunity. **Bang your drum!**
- If you can't provide all the information just explain why not, rather than leaving blanks
- Follow the buyers instructions to the letter
- Don't fall into the trap of thinking that the person reading your bid knows anything about your company
- Back up what you have said with evidence – statistics, **quotes from clients**, awards and accreditations to add credibility to your bid.

Prepare a database of the basic information likely to be requested



Financial	Vat No / Co. registration no. , bank acc's, credit rating, insurances.
Technical	Process flow chart, work / project plan, method statement, innovation example, project implementation plan
Quality	KPI's, customer complaints / care process, customer feedback, customer communication
Colleagues	Staff, skills, CV's, organisation diagram, recruitment/training process, subcontractors
Policies	(example) iso's 9001 / 27001, H&S, E&D & environmental or iso14001
Calendar renewal dates	Bid / No bid decision matrix, intelligence, tenders completed (won & lost) renewal dates, debrief info
References Bang your drum	Endorsements/ awards/ achievements, case studies, USP's, elevator pitch
communication	H/O address , IT systems, financial systems (eInvoicing), business continuity, data security.



Get in touch: 0800 222 9003
Opening hours: 08:30 - 17:00

Portal Control Panel

ESP Control Panel

Profile

Responses

Log out

Supplier ESPD Control Panel

Welcome to your European Single Procurement Document (ESPD) control panel. From here you can create responses to ESPD request from buyers, manage your company profile and the details of your representatives.

ESPD Profile

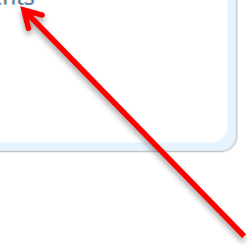
Company Details
Supplier Representatives

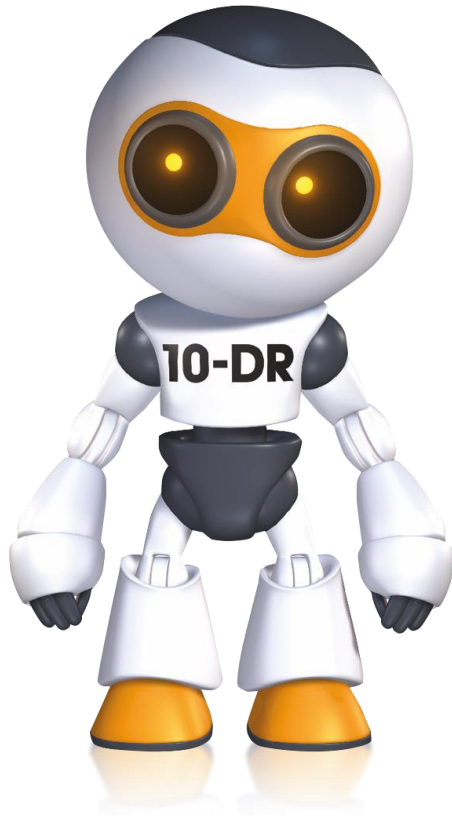
ESPD Responses

View ESPD Responses
Upload ESPD Responses
Response Profiles

ESPD Documents

View Documents
Upload New Documents
Manage Access (0)





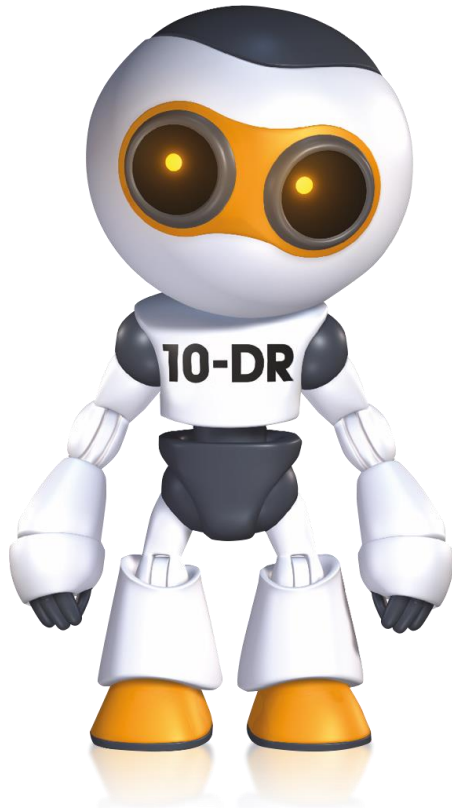
Common Mistakes

Have sufficient capacity
(*small company – big contract*)

- ✓ Demonstrate financial stability
- ✓ Showcase experience of similar work successfully delivered
- ✓ Understand the questions
- ✓ Time Management – work back- Prepare!
- ✓ Return the required certificates
- ✓ Sign and return the necessary documentation

DON'T FORGET TO SUBMIT

Home work- Get Tender Ready



- ✓ Research Buying Organisation, including sub contractor if applicable
- ✓ Check details of past contracts
- ✓ Contact Buyer pre the retender
- ✓ Consider any training requirements – SDP / Qualifications
- ✓ Understand the future requirements and time line (consider future calendar of renewal dates)
- ✓ Tender Library
 - prepare case studies/ references
 - Bid strategy
 - Documentation/ certificates



Supplier Development Programme

Meet the Buyer

13th November 2019

Hampden Park, Glasgow

- Meet over 70 buying organisations
- Tender workshops
- Network with over 1,000 delegates

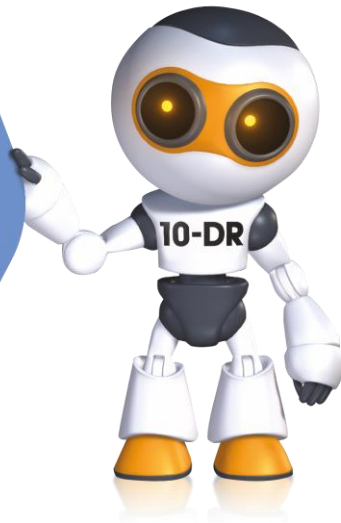
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Supplier Development Programme



Helping You **Bid Better**

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