

2023

Procurement Guidance for Suppliers

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Introduction

This guidance has been designed to make doing business with Moray Council as straight forward and accessible as it can be. It is the aim of Moray Council to deliver a high quality professional procurement service that achieves value for money across all services and contributes to the achievement of our corporate priorities. Our Centralised Procurement Service works with the Council service areas to develop contracts which achieve Best Value for Moray; a balance of price, quality and service. The term “supplier” is used throughout this guidance and refers to goods suppliers, service providers and works contractors.

Vision Statement for Moray Council Procurement

To embed commercial excellence throughout the organisation, ensuring that our services always deliver Best Value for Moray through the consistent application of this strategy, embedding community benefit in our procurement processes to deliver the corporate priorities of Our People, Our Place and Our Future, supporting an economy based on well-being and inclusion.

Moray Council Procurement Strategy 2023/2026

How Does the Council Procure?

How Moray Council will carry out a particular procurement will rely on the parameters of the requirement. The procedure to be followed for each area of spend will depend on the level of expenditure as shown in the table below. This is to ensure best value is always achieved in a fair and transparent way appropriate to the current legislation. The use of corporate contracts is mandatory and the Central Buying Team will always use a corporate contract in the first instance.

Additionally, the option to engage with a Framework Agreement will be explored where possible as well, for example via Scotland Excel.

Condition of Procurement

Requirement

Less than £5,000	Buyer to obtain a written quotation to achieve best price for goods or services
Between £5,000 - £50,000	3 quotations to be gathered and compared via the Quick Quote service in Public Contract Scotland (PCS). Buyer to find suppliers registered with PCS who can fulfil requirement including 1 supplier local to Moray.
Aggregate value over £50,000	Buyer to engagement with Procurement to carry out Competitive Tender Process. Advertisement will be published on PCS.
Over £213,477 (inc VAT -Supplies, Services and Subsidised Services)	Buyer to engage with Procurement to publish a Find a Tender (FTS) Advert as per The Public Contract Scotland Act 2015.
Over £5,336,937 (inc VAT Works)	
Framework Agreement	Moray Council utilise Framework Agreements including those awarded by Scotland Excel , Scottish Procurement and Property Directorate , Crown Commercial Services and Scottish Procurement Alliance .

How Can My Business Be Informed of Contract Opportunities?

Moray Council advertises all of our tender opportunities electronically via [PCS](#). Registering your business on this advertising portal is simple and free. All Public Sector organisations can advertise their contract opportunities through this portal i.e. All Scottish Local Authorities, Scottish Natural Heritage, NHS, Universities and Colleges, Fire, Police etc.

At registration you will be prompted to select the location and relevant commodity categories in order to receive a free email alert every time a contract opportunity relative to your line of business is put onto the system. You will then be able to view an outline description or specification to enable you to submit an interest to tender for the contract.

We would also encourage suppliers to opt into the Supplier Finder facility within PCS. This is the supplier sourcing directory for the Scottish Public Sector, which builds on information already held, allowing suppliers to provide buyers with detailed information. Buyers within Moray Council may use the tool to source suppliers for low value/low risk quotations (under £5,000) and may enhance the chances of a quick quote being sent to you. Please note that your profile must be set as 'public' to be visible to buyers, and it is important to make best use of the 'key words' fields within this section as this is how buyers search for suppliers.

To be notified of tender opportunities from £50,000 for supplies or services or from £500,000 for works that are advertised openly on the PCS portal, then you should complete the 'Alert Profile'. This will ensure you receive automatic e-mail alerts for opportunities in the categories you have

selected. We also recommend that you select all relevant categories for best results. It is for this function to work effectively that it is extremely important that you keep your PCS profile updated to ensure that the alert notifications go to the correct contact within your organisation.

What Are Our Current and Forthcoming Procurements?

Moray Council's forthcoming Procurements are available on the Moray Council website at:-
[Procurement Activity Forward Plan](#)

Preparing a Quote / Tender Response

Do's:

- Review your policies on a regular basis to ensure that they comply with current legislation
- Attend any site meetings, even if you already know the Council
- Consider what the Council wants - a generic answer does not necessarily meet the Council's needs
- Answer the question - it is not enough to refer to a 'policy' or previous response
- Provide information in the required format
- Check the mandatory questions - not providing a reply or detailing "N/A" could disqualify your tender response
- Provide clear contact details, telephone numbers and e-mail addresses
- Reference your documents correctly, give documents names that make it clear what they are and where supporting documentation is to be found
- Check the word count and keep within the maximum number of words or characters that are allowed
- Check you have included all relevant enclosures and they are in date, they may not be accepted later
- Check you have signed each page as required - if it says Managing Director, then that is what is required
- Draft your responses offline - proof read, spell check and then copy and paste into the online response form
- Be careful to load attachments into the correct sections
- Leave plenty of time for uploading by setting a cut-off point that is at least a day ahead of the deadline - we are legally bound to disqualify late quote/tender responses.

Don'ts:

- Copy and paste from a previous document or from the previous quote/tender response
- Send brochures and marketing information that have not been requested
- Seek to influence the process by requesting meetings or contacting the Council to discuss your quote/tender
- Seek changes to the documentation after the submission date and time has passed
- Be complacent.

Decision and Award

When the quotes/tender responses are received, the Council's evaluation team will evaluate these against the award criteria and make the decision to award the contract. Depending on the procurement route taken, the award procedure will be slightly different.

Feedback

Whatever the result of your quote/tender response, you are entitled to a debrief. This will explain areas in which you did well and not so well, and should hopefully provide you with the right information to help improve future quote/tender responses.

How Can I Find Out More about The Council's Procurement Process and Requirements?

We encourage you to visit our [Procurement web page](#). It has lots of useful information including the Procurement Strategy, Annual Procurement Report and live Contract Register.

Moray Council are also pleased to engage with the Supplier Development Programme Meet the Buyer Events which occur once a year and are a brilliant opportunity to come and speak to us. We attend both the Scottish National Meet the Buyer Event and Meet the Buyer North. Details and dates for these events can be found on the [SDP Website](#).

Helpful Links

Moray Council Procurement

Website: http://www.moray.gov.uk/moray_standard/page_52186.html

Email: procurement@moray.gov.uk

Phone: 01343 563137

Supplier Journey

The Supplier Journey provides guidance on how to bid for public sector contracts. Further information can be accessed at:



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

Business Gateway Moray

Business Gateway provides Moray businesses with a wide range of practical guidance and support. They offer one-to-one support, specialist advice, business skills workshops and networking events.

Website: <https://www.bgateway.com/local-offices/moray/local-support>

Phone: 01343 508 057

Supplier Development Programme

The Supplier Development Programme (SDP) is a partnership of Local Authorities, Scottish Government and other public bodies that works together to bring FREE support in all aspects of tendering to Scottish-based small and medium enterprises (SMEs). SDP helps SMEs win work and grow their business by offering expert training and support. You can engage with SDP by registering and logging in, where you can learn more about booking training and events, and access additional resources.

Website: <https://www.sdpscotland.co.uk/>

Email: info@sdpscotland.co.uk

Phone: 01698 453734

Scotland Excel

Scotland Excel is a national organisation that negotiates contracts for a wide range of supplies, services and works on behalf of Scottish local authorities.

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

Scottish Government

The Scottish Government provides a wide range of information on public procurement. This includes information about e-tendering and the 'Single Point of Enquiry', set up to provide suppliers to public sector or publicly funded bodies with an impartial point of contact where they can ask for advice or raise concerns about public procurement practices in Scotland.

Website: <https://www.gov.scot/policies/public-sector-procurement/>