

Tips for Selling to Scottish Borders Council

Some of these tips will help you sell to Scottish Borders Council. They apply to most public sector tender processes:

First steps:

- **Don't be put off** by the tender documentation. If it doesn't make sense or you're not quite sure what is required - always ask for help. Each tender document will provide a named contact – alternatively you can e-mail procurement@scotborders.gov.uk.
- **Read the documentation thoroughly** and understand the requirements. If you have any questions or concerns about the Tender and its process contact the Procurement contact or e-mail procurement@scotborders.gov.uk.
- **Once you have submitted an expression of interest**, documents will be made available for download through Public Contracts Scotland (**PCS**) or (**PCS-t**). It is very important that you follow the instructions given. If you don't, it may lead to your submission not being evaluated by SBC

Completing the Tender:

- **Do answer in full** - do not assume anything is obvious, or 'goes without saying'. If you tend to write just three or four sentence answers, it will definitely be worth going into more detail so you have a higher chance of being awarded the contract.
- Even if you have already done some work for the council, even if you are the present supplier, **we can only evaluate what is written down in your answer**. This has led to disappointment more than once but ensures a fair and transparent process for any suppliers who have not worked with us in the past. This also creates a more competitive tendering process.
- **Be clear on your pricing model** - state any assumptions you made when pricing (e.g. availability of resources, timing etc.).

Returning your Tender Submission:

- **Check that you have provided us with all of the information requested.** If for some reason you are struggling to provide all the information, ask us for advice as if questions are not completed it could significantly decrease your chances of being awarded the contract as questions are scored in the evaluation stage.
- **Complete and return the documents by the date and time given.** Make sure to allow plenty of time to upload your documents onto the PCS or PCS-t system before the tender closes, otherwise your submission will not be accepted.
- **Don't include publicity or promotional material** in your submission unless you are asked to do so, they will not be evaluated.
- **Do ask for feedback** if you are unsuccessful, it will help you with future tender opportunities with SBC.
- Do **give us feedback** about our tender process as this will help us improve and make the process simpler for our suppliers.

Public Contracts Scotland

Public Contracts Scotland (known as PCS) is the Scottish Government on line tendering facility which allows the Council to obtain competitive quotes electronically for requirements.

Registration to Public Contracts Scotland is free of charge.

There is a Supplier Guide on the Public Contracts Scotland website which may be useful:

[PCS Supplier Registration Guide](#)

Supplier Development Programme

Scottish Borders Council are a partner agency within the Supplier Development Programme (SDP), the SDP aims to assist SME's (Small to Medium sized enterprises) improve their performance in winning contracts in the Public Sector. It covers:

- advantages and disadvantages of dealing with public bodies
- how different types of contracts are defined, advertised and processed
- approved supplier lists and framework agreements
- finding public sector opportunities
- key stages in the tendering process
- resources, hints & tips

The Supplier Development Programme has a great set of tips for suppliers bidding for Public Contracts on their website: [Supplier Development Programme](#)