 

****

Where to find more information

For more information on the Commercial & Procurement Shared Services; how we procure, spend our money and future opportunities visit the web links below:

**Aberdeen City Council**

<https://www.aberdeencity.gov.uk/services/council-and-democracy/financial-information-and-procurement>

**Aberdeenshire Council**

<https://www.aberdeenshire.gov.uk/business/procurement/>

**The Highland Council**

<https://www.highland.gov.uk/info/259/tenders_and_contracts/417/procurement>

Other Useful Links:

|  |  |
| --- | --- |
| **Organisation** | **Website** |
| **Scotland Excel** | [www.scotland-excel.org.uk](http://www.scotland-excel.org.uk) |
| **Scottish Government** | www.gov.scot/Topics/Government/Procurement/directory |
| **Crown Commercial Services** | www.gov.uk/government/organisations/crown-commercial-service |
| **Eastern Shires Purchasing Organisation** | www.espo.org |
| **Yorkshire Purchasing Organisation** | www.ypo.co.uk |
| **LHC** | www.lhc.gov.uk |
| **SCAPE** | www.scapegroup.co.uk |

\*If you are interested in getting involved with national frameworks register on Public Contracts Scotland (PCS) and Public Contracts Scotland-Tender (PCS-T) for Scotland Excel, Scottish Government and APUC opportunities. For the rest please contact the organisations directly to find out what web portals they use locally for procuring.

Where did the partner councils spend their money in 2018-19?

In financial year 2018-19 (1st April 2018 to 31st March 2019) the 3 councils combined spend was in excess of £1 billion. The top areas of spend in Financial Year 2018-19 were:

|  |  |  |
| --- | --- | --- |
| **Business Sector** | **Total Spend £** | **% of Spend** |
| **Construction** | £410,569,381.53 | 41.30% |
| **Social Care & Services** | £162,919,597.03 | 16.39% |
| **Utilities & Energy** | £64,351,638.49 | 6.47% |
| **Facilities Management** | £55,345,771.92 | 5.57% |
| **ICT** | £53,462,633.81 | 5.38% |
| **Waste & Environmental Services** | £46,237,124.61 | 4.65% |
| **Travel & Accommodation** | £43,764,023.64 | 4.40% |
| **Vehicles** | £28,026,157.33 | 2.82% |
| **Financial Services** | £23,126,503.18 | 2.33% |
| **Human Resources** | £16,692,115.66 | 1.68% |

**Definitions from Scottish Procurement Hub**

**\*Figures based on Scottish Procurement Hub: Core trade =** **Suppliers with whom over £1000 has been spent in a 12 month period, that have also been classed as a trading organisation and where the hub have been able to identify a business sector for the organisation. Figures correct at time of publication.**

**How to find opportunities and do business with the Commercial & Procurement Shared Services**

**Commercial & Procurement Shared Services**

**Commercial & Procurement Shared Services**

Woodhill House, Westburn Road, Aberdeen, AB16 5GB

Phone: 01467 530600

Email: CPSSProcurement@aberdeencity.gov.uk

Welcome

Welcome from the Commercial & Procurement Shared Services (C&PSS). This document contains details on how we advertise our opportunities, what electronic tendering systems we use and how you can register to use them. Along with an overview of how C&PSS spent their money in financial year 2018-2019.

Introduction

The Commercial & Procurement Shared Services (C&PSS) is formed of three council’s procurement departments: Aberdeen City Council, Aberdeenshire Council and The Highland Council. Aberdeen City Council, Aberdeenshire Council and The Highland Council procure goods, works and services annually amounting to in excess of GBP £1 Billion – by procuring separately, collaboratively or with other public sector bodies / local authorities. Depending on the strategic importance of the tender it will either be undertaken by the Service, or by the Commercial & Procurement Shared Services. Procurements are advertised and awarded via an e-tendering web portal called Public Contracts Scotland. A monthly contract’s register is produced by each partner council showing all live contracts and is published on the relevant council’s website; links to these can be found in the Other Useful Links section.

How to get involved with C&PSS

To get involved you will need to register with the two main websites Commercial & Procurement Shared Services use for advertising opportunities: Public Contracts Scotland (PCS) and Public Contracts Scotland Tender (PCS-T).

|  |
| --- |
| **Public Contracts Scotland** |
| PCS is a great way to receive notifications of contract opportunities with Commercial & Procurement Shared Services, and it is not just us that use it – it is also used by the wider public sector in Scotland |
| [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk) |
| **Public Contracts Scotland Tender** |
| PCS-T is the Scottish national e-Tendering system which is used for tender opportunities above quotation level (>£50,000), if PCS-T is being used the contract notice created in PCS will clearly state PCS-T and provide a link to the opportunity. |
| [www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk) |

Although PCS is the main website for advertising opportunities registration on both will be required to compete in tender opportunities.

Why Register with PCS & PCS-T

* It’s completely free to register on both PCS and PCS-T
* Complete the Supplier Finder Profile, make your profile visible and buying organisations on PCS will have visibility of your company - enhancing your changes of Quick Quote opportunities
* Interested in Sub-contracting opportunities – it’s a good tool to see what is happening in your area and identify potential sub-contracting opportunities
* You will be able to use the search facility ‘browse notices’ to see all published notices giving you the ability to contact the buyer if you find an opportunity you are interested in
* Complete the alerts profile and the system will automatically notify you of relevant opportunities
* If you don’t register you can’t participate

Important Registration Tips

* Once registered be sure to verify your registration and complete the Supplier Finder Profile.
* Complete the alerts profile by selecting product categories relevant to your business and regions you cover and the system will automatically send alerts of relevant opportunities
* If you only register and don’t set up the alerts profile you will NOT get automatic notifications of tender opportunities.