

# JOINING AS A FRAMEWORK SUPPLIER

**Better buying for homes  
and local communities**



**SCOTTISH PROCUREMENT ALLIANCE (SPA).**  
**A COLLABORATIVE APPROACH** for procurement in Scotland, was created both by and for organisations that purchase products and services for the construction, refurbishment and maintenance of social housing and public buildings throughout Scotland.



SPA work closely with our partners, ensuring their needs, standards and aspirations are fully met. SPA is **FREE TO JOIN**, we currently have over 90 partners across the Scottish public sector. SPA is backed by **LHC** one of the leading and most respected procurement organisations in the UK.



SPA provides a **QUICK AND EASY** route to market, whilst ensuring our clients are complying with the Procurement Regulations in Scotland.



We recognise that procurement is an ever changing landscape, therefore to ensure ongoing compliance to the regulations, **SPA CONTINUALLY MONITOR AND UPDATE** our processes to reflect any changes.



By working closely with our partners, SPA **PROMOTES BEST PRACTICE** in procurement, helping to **ACHIEVE SOCIAL VALUE AND POSITIVE OUTCOMES FOR COMMUNITIES** across Scotland.

## THE CHARACTERISTICS WE LOOK FOR

There is not a simple description of an SPA framework supplier. Framework suppliers are not only selected based on their suitability to the framework, but must show exceptional levels of customer service and value the opportunity to work with our public sector partners.

There are some familiar characteristics shared among our framework suppliers:



## GUIDING YOU THROUGH THE PROCESS

We'll guide you through the framework process, explaining the terminology and clarifying what you need to do at each stage. Our team of technical experts will be available to answer any of your queries.

As a supplier of building products and services, you can access a wide range of public projects that can substantially grow your business by becoming an SPA framework supplier. You can achieve this by completing the tender process for specific frameworks or Dynamic Purchasing System (DPS) depending on the region.



“ Our growth is a testament to the trust our partners place in SPA to provide access to the best suppliers available to deliver their projects. ”

**CLIVE FEENEY**  
Director

### How we identify framework opportunities

- > Every partner contributes to the frameworks SPA creates. They can ensure the requirements and specifications meet the needs of local communities and Scottish quality, price and value standards.
- > Our experts review market data to identify relevant trends and opportunities.
- > We assess technical developments and innovations that introduce new product and service opportunities.
- > We research how our partners can meet the requirements of the Building Regulations and British and European Standards.

### How we attract the right supplier

- > Our technical experts regularly conduct roadshows and attend trade events to attract the right suppliers for our partners.
- > We target existing partner supply chains to encourage framework participation.
- > To meet requirements of Public Contracts (Scotland) Regulations 2015, framework opportunities are always advertised at Public Contracts Scotland (PCS) via Tenders Electronic Daily (TED) and Contracts Finder.
- > SPA frameworks are based on regional lots, enabling companies of all types to apply, from small local suppliers to large multi-nationals. This has been fundamental in appointing SMEs as tier one contractors across numerous frameworks.

## HOW IT WORKS

A framework is an agreement with suppliers to establish the general terms which governs the individual call off contracts that may be awarded during the life of the framework agreement. Legislation governs the way frameworks are awarded and operated. Suppliers compete through open competition to be appointed to a framework. Organisations that are publicly or partially publicly funded are eligible to utilise our frameworks.

### STAGE 1: PRE TENDER ENGAGEMENT

Our technical experts regularly conduct workshops and events with both suppliers and partners to ensure we attract the right suppliers, and that the specifications will meet our partners' local community needs.

### STAGE 2: PUBLIC TENDER

To ensure compliance with EU & Scottish legislation, framework opportunities are advertised in Public Contracts Scotland. Each framework is typically split into lots (by region and/or value band) to attract a wide range of suppliers, so that partners throughout Scotland have a choice of local suppliers or national operators to deliver their projects.

Tender documentation comprises an Invitation (which specifies the works, goods or service being procured) and Offer documents (technical quality questionnaires and pricing templates) which need to be completed and returned. Suppliers also complete a European Standard Procurement Document which addresses: company standing, financial standing, employment practices, health and safety practices, environmental awareness, and social responsibility.

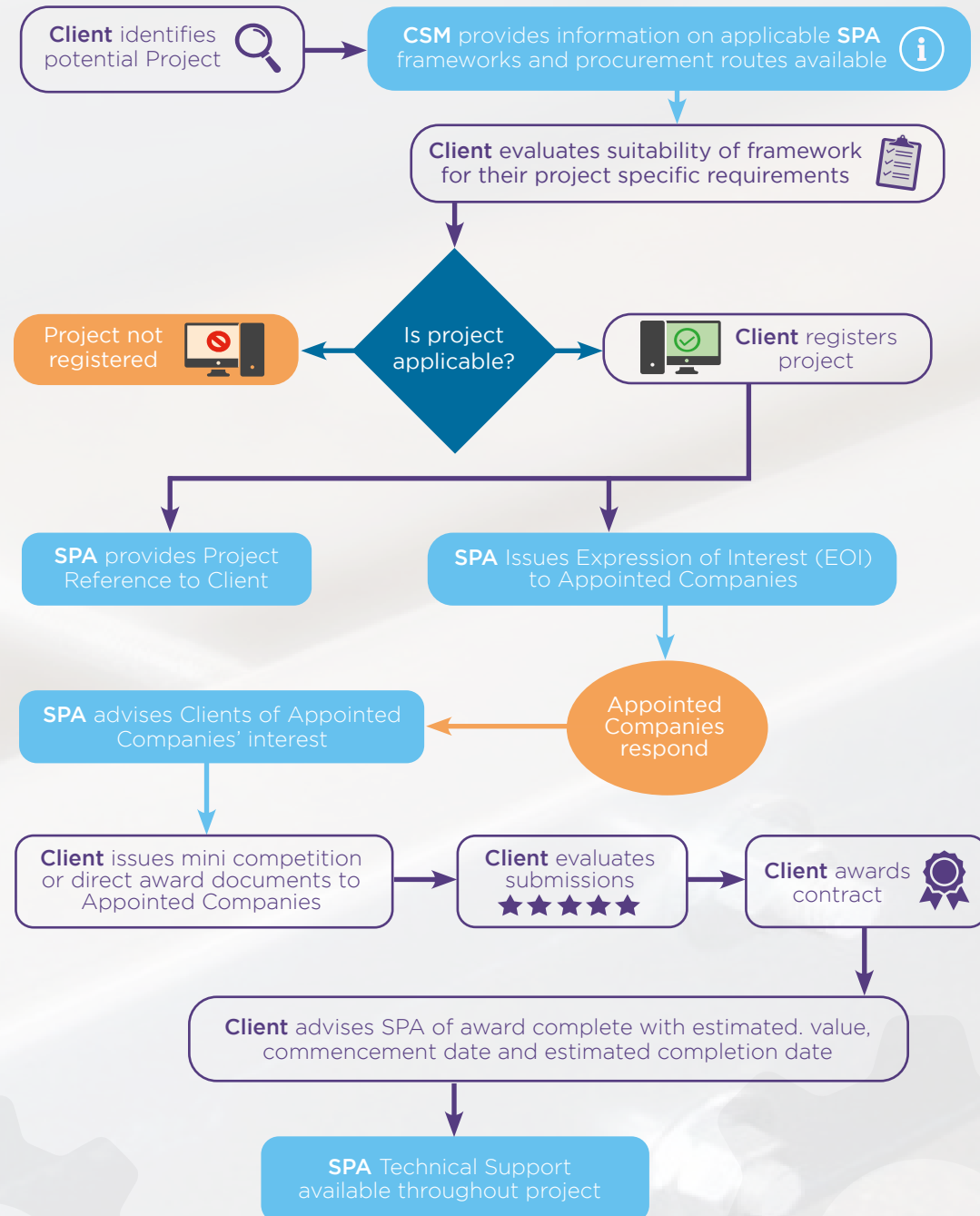
Suppliers enjoy free and open access to the ITT documentation, accessible via our online e-portal, and then have a pre-set set time frame of at least a month to collate information and submit a bid.

### STAGE 3: EVALUATION AND AWARD

We review every submission in detail and apply the MEAT principle (Most Economically Advantageous Tender) which takes account of quality, price as well as other aspects such as social value. Our frameworks are always weighted in favour of quality over price.


To ensure compliance a Contract Award Notice is then published in Public Contracts Scotland. We aim to appoint enough companies in each lot to ensure our partners throughout Scotland have the option to run an effective mini-competition.

## THE PROCESS OF USING OUR FRAMEWORK





**SPA** SCOTTISH  
PROCUREMENT  
ALLIANCE

 01506 894 395

 [www.scottishprocurement.scot](http://www.scottishprocurement.scot)

 [info@scottishprocurement.scot](mailto:info@scottishprocurement.scot)

 @ScottishProcure

 [spa-scottish-procurement-alliance](https://www.linkedin.com/company/spa-scottish-procurement-alliance)

IN ASSOCIATION WITH:

**LHC**

Trusted procurement for  
better buildings and homes