

## **Information and Guidance for Potential Suppliers**

### **Procurement**

Abertay follows a procurement process when purchasing goods and services.

We do this as we want to provide better services to our customers whilst obtaining the best possible value for money when buying from external contractors and suppliers.

We work with contractors and suppliers to ensure that our procurement activity reflects our sustainable corporate objectives and in particular that our larger procurement exercises also deliver benefits to the communities in which we work.

We encourage organisations of all sizes, including small and medium-sized enterprises, to compete for business from us as we recognise that they are key local employers making significant contributions to their communities and local economies.

### **Procurement opportunities**

We advertise all of our opportunities over £10,000 on the Scottish Government's [Public Contracts Scotland](#) website and we encourage prospective contractors and suppliers to sign up for free to receive notifications about any contract opportunities.

If you see a contract advertised that your company is interested in tendering for, you should follow the instructions given in the Contract Notice or advert.

### **Minimum Requirements**

Our minimum information requirements from all contractors and suppliers include the following -

- Financial Accounts
- Insurance details and policy documents
- Information on any criminal convictions or court actions (including those of Directors)
- Data protection policy (for GDPR compliance)
- Health & Safety Certificates and Policy
- Copies of any mandatory licences or accreditations for the work category selected (e.g. Gas Safety Certificates)

### **Contact us**

If you have any procurement questions outwith a formal Contract Notice please call 01382 903545