



Glasgow City Health and Social Care Partnership Provider Event

**Tuesday, 24 April 2018
1:30pm-4:30pm**

**Banqueting Hall, City Chambers, George Square, Glasgow,
G2 1DU**

Additional Tender Information:

1. Public Contracts Scotland- Tender

- Glasgow City Council is using Public Contracts Scotland – Tender (PCSt) to run the Tender
- All Providers wishing to bid will be required to submit their response via the PCSt electronic tendering portal
- There is online and telephone support available for Providers on the PCST system
- Providers should ensure they are registered on the PCSt system as soon as possible. All Providers registered on PCSt will receive an alert from PCSt to let them know the Tender is live and the information required to complete the tender is available via the portal.

<http://www.publictenderscotland.publiccontractscotland.gov.uk>

- All messages and questions about the tender will be dealt with via PCSt.

2. Tender Advice:

- Please ensure that you read and fully understand the content of the tender documentation
- If you are unclear about any aspect seek clarification via the PCST portal
- Take time to read the evaluation questions thoroughly and understand what is being asked. Make full use of the work limit but do not exceed it.
- Ensure that you allow sufficient time to submit your tender via PCSt including extra time to allow for any technical issues. Late tenders cannot be accepted

3. Things to Avoid:

- Do not approach any Council/GCHSCP staff to discuss your tender or ask for advice on completing your tender. All questions need to be submitted via PCSt only.
- Do not make assumptions when completing your tender, make sure you answer each question as fully as you can, as your tender will only be evaluated on the information you put in your submission.
- Do not underplay your organisation's experience and skill. Use these to demonstrate your organisation's strengths and ability to deliver the contract requirements.
- Do not expect favourable treatment. All tenders are treated equally.