Scottish Enterprise

ANNUAL PROCUREMENT REPORT 2025/26



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Introduction

Devolved legislation sets out how Scottish public bodies, including Scottish Enterprise, buy their goods, works and services using effective and efficient public procurement.

This requires Scottish Enterprise to publish a Procurement Strategy explaining how we intend to carry out our regulated procurement work (applicable to all procurement of £50k and over). The law also requires us to publish an Annual Procurement Report detailing how our procurement activities and performance have complied with that Strategy.

This Annual Procurement Report records our delivery against our Procurement Strategy for the **period 1 April 2025 to 31 March 2026**.

Our strategic priorities

The Scottish Government's National Strategy for Economic Transformation sets out a vision for strengthening the Scottish economy and ensuring that the benefits of success are shared by all.

The Scottish Government's National Performance Framework provides a common purpose, and values, for all of Scotland. Through this, we aim to:

- create a more successful country
- give opportunities to all people living in Scotland
- increase the wellbeing of people living in Scotland
- create sustainable and inclusive growth
- reduce inequalities and give equal importance to economic, environmental and social progress

Within Procurement we have outcomes outlined by the Sustainable Procurement Duty, which requires us to buy in a way which is **good for businesses and employees, good for society, good for places and communities and is open and connected.**

These outcomes, which are supported by Scottish Government policies and guidance, and the Public Procurement Strategy for Scotland underpin and enable our work.

Scottish Enterprise works with businesses to innovate and scale to transform Scotland's economy. Putting net zero at the heart of everything we do, our focus is on the areas where we make the biggest difference - innovation, investment and international.

Our Net Zero Framework for Action outlines our approach to help tackle climate change and address biodiversity loss. It focuses on economic opportunities that deliver benefits to the environment and society.

Our approach to procurement

Our Procurement Strategy 2023-28 details our approach to undertaking regulated procurement work.

During the period 2025/26, all regulated contracts were awarded in a way that meets the policies and standards set out in that strategy, and throughout this report we explain how this has been achieved.

SE's Procurement follows the 'Scottish Model of Procurement', using the Scottish Government's Procurement Journey as the basis for our operations. Our procurement approach is to consider using collaborative framework agreements prior to undertaking any standalone procurement processes. We use framework agreements developed by the Scottish Procurement and Commercial Directorate, Crown Commercial Services and other organisations as appropriate. Where no appropriate framework agreements are available for regulated procurement (over £50k), the Procurement team works with internal customers to develop and procure individual contracts.

We have used the open procedure for most of our regulated procurement activity. This increases opportunities for suppliers, (small and medium enterprises (SMEs) in particular) and reduces paperwork and timescales. We have continued to award our contracts on the basis of the 'Most Economically Advantageous Tender' (MEAT), considering a balance between price and quality in all procurement decisions.

Summary of regulated procurements completed

Our contracts continue to deliver a range of economic, social, and environmental benefits which support the Scottish economy.

In 2025/26 there were 48 regulated procurement projects with a value of £17,036,935.17.

As one of the procurements was a multi-lot tender, the 48 procurements resulted in 51 contracts and framework agreements being awarded to 47 unique suppliers. Of those contracts, 12 were collaborative contracts let in cooperation with other organisations. All contracts were let in line with current regulations. A full summary of regulated procurement data can be found in Annex B.

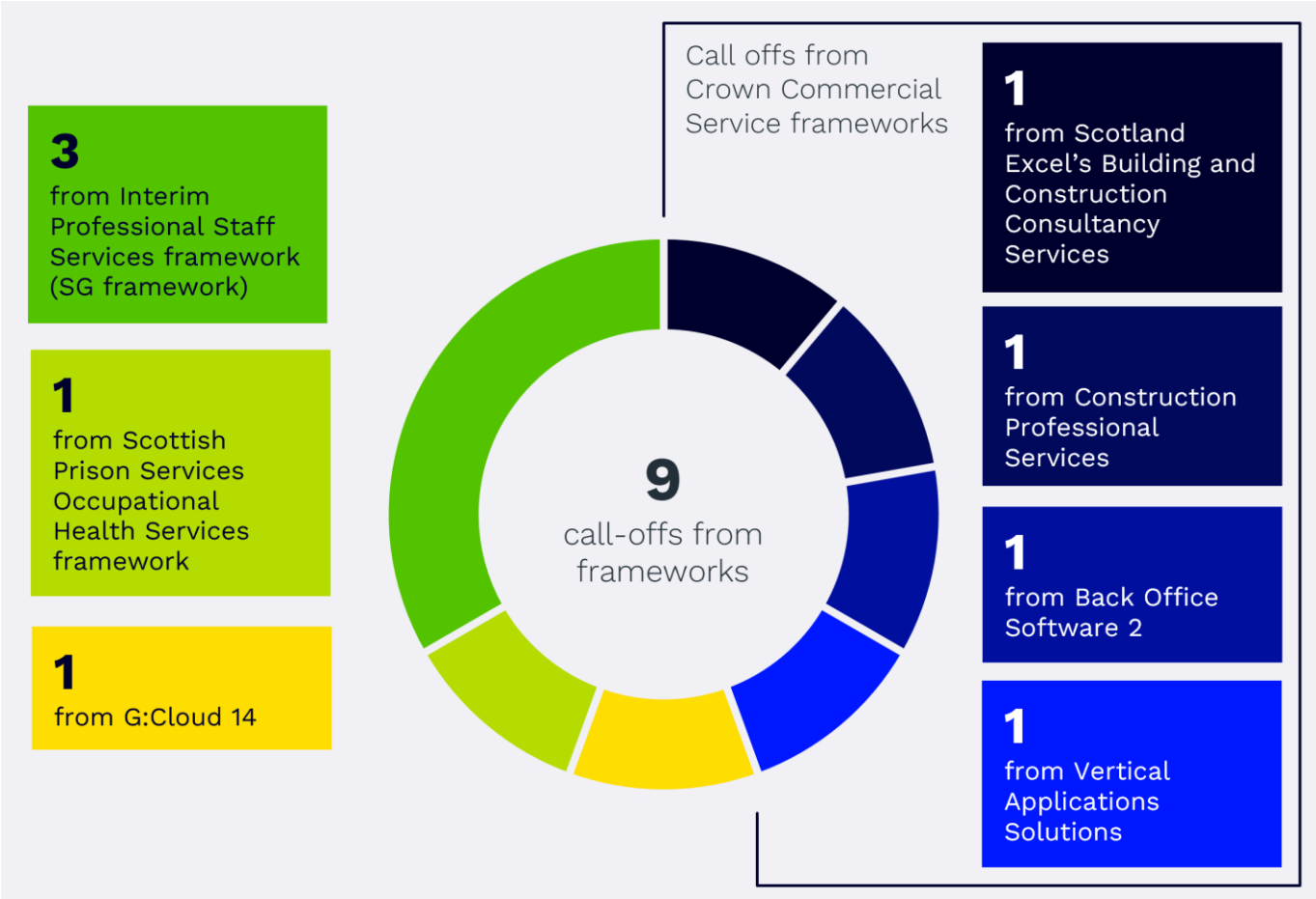
	23/24	24/25	25/26
Regulated Contracts Awarded	54	55	51
Value of Regulated Contracts Awarded	£22m	£27m	£17m
Spend	£33.4m	£24.5m	£24.1m
Savings	£0.54m	£0.84m	£0.88m
Savings	1.6%	3.4%	3.6%
% Spend in Scotland	74%	78%	83%

Analysis of the procurement projects undertaken:

Procedure	23/24	24/25	25/26
Open	28	30	32
Restricted	0	0	0
Variations	0	0	1
Framework Call off	14	12	9
Negotiated Procedure without Prior Publication	6	5	6
VEAT	0	0	0
Total procurements	**48**	**47**	**48**

SUMMARY OF REGULATED PROCUREMENTS COMPLETED

Of the 32 tenders using the open procedure, 18 tenders exceeded the threshold for advertising on the Find a Tender Service website and complied with the additional regulations applicable to contracts of this value.



There were 6 negotiated procedures without prior publication awarded:

- 5 were for international exhibition stand space where there was only one supplier who could provide the service
- 1 was as a result of previous procurement process where no responses were received

A summary of the contracts awarded in 2025/26 are in Annex B. Details of our contract awards are available on the Public Contracts Scotland website.

To ensure transparency and to assist prospective suppliers, existing suppliers and other stakeholders, the Procurement section on the Scottish Enterprise website contains more information on our approach to procurement such as our Procurement Strategy, our Procurement Forward Plan and our suite of standard terms and conditions.

Review of regulated procurement compliance

Our Procurement Strategy 2023-28 outlines how we intend to carry out regulated procurement projects.

During this period, all regulated contracts were awarded in a way that complied with the policies and procedures set out in that document.

We continue to work with internal and external stakeholders and the supply chain, collaborate across the public sector, undertake continuous improvement and further develop the SE Procurement team.



Our collaboration

Working collaboratively with external stakeholders and partners can bring opportunities such as improved project outcomes and financial savings, as well as reducing duplication of effort. In 2025/26, we have undertaken collaborative procurement with public sector partners including Highlands and Islands Enterprise, Skills Development Scotland, South of Scotland Enterprise, Land and Forestry Scotland and Forth Green Freeport.

In the period covered by this Annual report we have undertaken 12 collaborative procurement projects.

To further develop and improve Scottish public sector procurement, we have continued our work with Scottish Government and other public sector partners. In 2025/26, we have supported and contributed to the Cross-Central Government Procurement Collaboration Group, and act as Chair of a Cluster Group aimed at sharing Best Practice across the sector.

To ensure that we continue to keep up to date and incorporate current good practice, 3 members of the Procurement team attended the Annual Scottish Procurement Conference, Procurex, in October 2025.

Scottish Enterprise participated in the Scottish Meet the Buyer event in Edinburgh in May 2025 and Meet the Buyer North in September 2025, events designed to help prospective and existing suppliers understand and access public sector procurement and SE’s procurement opportunities.

Innovation in procurement

The Procurement team has worked collaboratively with other relevant public sector organisations to develop innovative solutions and are a member of the Scottish Government's Procurement Innovation Leadership Group.

This group aims to improve and further develop the Scottish public sector's approach to the procurement of innovation by assessing the potential for innovative solutions to challenges across the Scottish public sector.

Scottish Enterprise has continued to encourage innovation by using output-based specifications, disaggregating requirements, and accepting variant bids where appropriate.

We understand that SME's can often offer innovation as well as value for money, therefore we have worked to reduce barriers to enable SMEs to access our procurement opportunities.

Our procurement team

We have ensured that the procurement team have the skills, knowledge, qualifications and experience to undertake their work professionally.

We have continued to invest in their skills and capabilities through the Scottish Government Procurement Competency Framework and individual annual development plans. The plans include flexible and ongoing learning which is important in maintaining a responsive and up to date team. In 2025/26, the SE Procurement team has undertaken a variety of procurement training including CIPS Ethical Procurement and Supply, Fraud Prevention, Managing Contracts training as well as Cyber Security, Data Protection and Climate Literacy training.

There has been, and will continue to be, a focus on developing the procurement team professionally to ensure they have both the skills and knowledge to maximise the benefits of procurement to SE:

- **The Head of Procurement** holds an MBA specialising in Supply Chain Economics.
- **Seven members of the Procurement team** are members of the Chartered Institute of Procurement and Supply (MCIPS).
- **One member of the procurement team** is working towards completing the CIPS professional diploma.

To further ensure that we have the skills to deliver the specific specialist needs of our internal customers, two members of the team hold a BSc in Quantity Surveying, two have Business degrees and one has a Law degree.

Our scheme of ‘delegated purchasing authority,’ ensures that all staff who procure have undergone annual procurement training. Delegated authority is only given to those who can demonstrate they have the appropriate level of skills, competencies and knowledge of our procurement policies and procedures.

During the year, the Procurement team commenced a review of processes to ensure these maximise efficiency, are easier to navigate and deliver improved outcomes. Technology solutions, including the process automation and the use of AI will form part of this review.

Procurement and Commercial Improvement Programme (PCIP)

The Scottish Government undertakes Procurement and Commercial Improvement Programme (PCIP) assessments across public sector organisations to ensure continuous improvement through review and benchmarking, and to embed best practice across the public sector procurement community.

SE's latest review took place in July 2024. The review confirmed that we continue to have one of the highest rated procurement functions in our sector.



Contract and supplier management

We have continued to strengthen our contract management governance for Project Managers to ensure they are aware of good practice within the Procurement Journey.

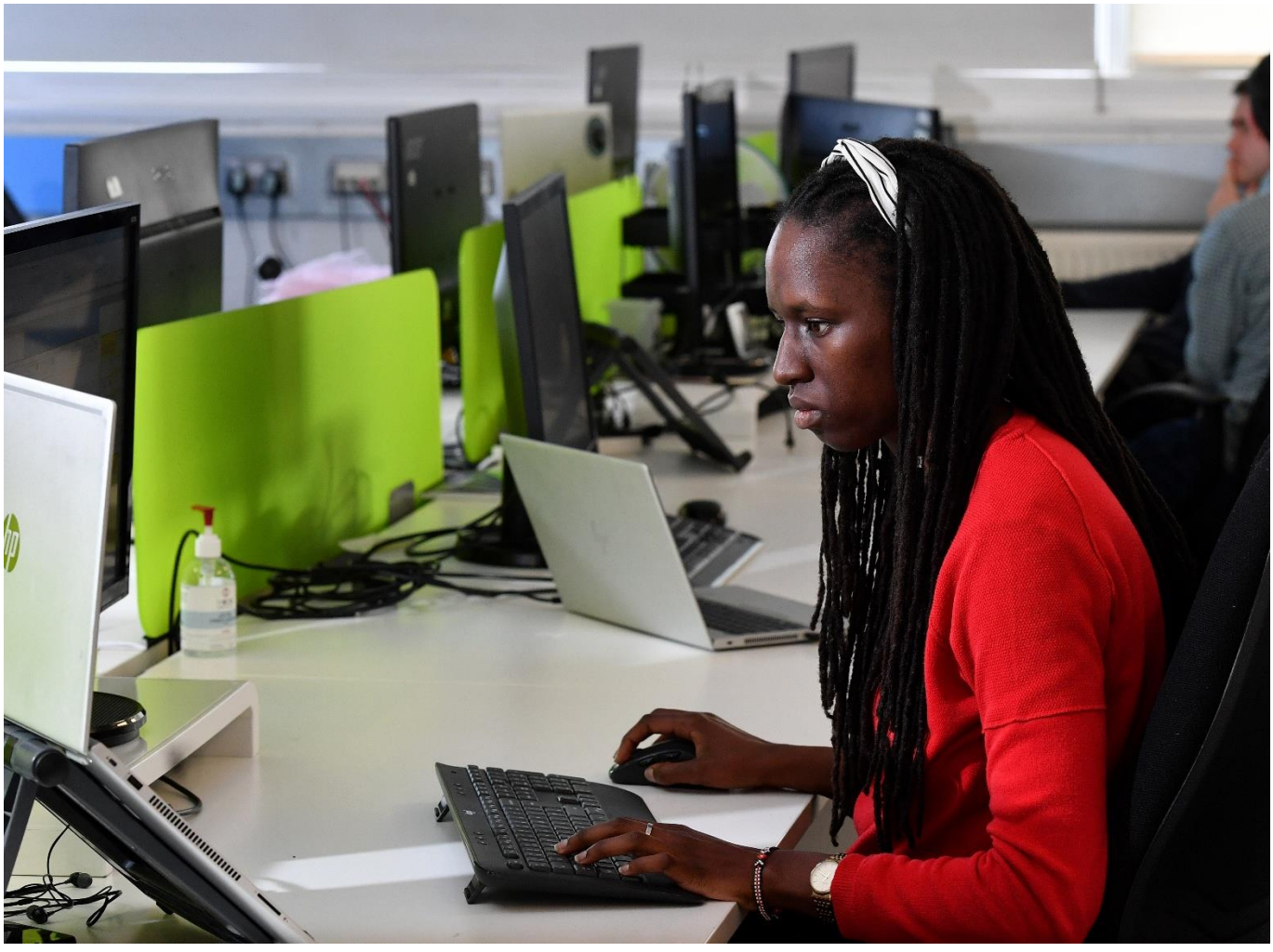
During the year we have launched mandatory training for all those managing commercial contracts within the organisation, with a ‘license to practice’ being issue to those who have successfully completed this learning.

We prepare handover information at the end of each regulated procurement process which details the key elements of the contract under management, including any KPI’s. Project Managers monitor their projects including the associated contracts to ensure compliance and that outputs are delivered. As part of this, we report on specific policy objectives such as the delivery of Community Benefits. We continue to work to further develop and strengthen contract and supplier management.

Our continuous improvement

All Scottish Procurement Policy Notes (SPPNs) from Scottish Government and any relevant guidance from the various Scottish Government working groups are incorporated into our policies, processes, and procedures.

In 2025/26, the Procurement team continued to incorporate feedback from customers to improve internal guidance and reduce administration.



Sustainable procurement

In line with the Climate Change Duties, we have encouraged our project managers to act in a way that is sustainable by asking relevant questions at the outset of a procurement project.

To support this, for each regulated procurement project, we continue to complete the Scottish Government's (SG) Sustainability Test.

We have continued to consider the whole life cost and environmental impact of construction projects as appropriate including:

- **Specifying high Building Research Establishment Environmental Assessment Method (BREEAM) ratings** for sustainable design and construction where appropriate.
- **Encouraging recycling and the reuse of materials**.
- **Maximising the use of materials from sustainable sources** in accordance with the government buying standards.
- **Considering Energy Performance Certificate (EPC) ratings** during the procurement of construction contracts where relevant.

Further, SE is required to assess relevant works contracts for Building Information Modelling (BIM). BIM uses digital technology to improve the sharing and analysis of data during the construction and operational phase of projects. Additionally, for any regulated works, construction or building related contracts, SE will consider the application of Whole Life Cost analysis.

We have also worked to reduce consumption of paper, energy, water, and generation of waste where possible, and to reuse or reallocate materials to avoid over-consumption. We have also considered Fair Trade or equivalent products wherever relevant and have worked to reduce the use of single-use plastics. SE's Environmental Management System, which considers procurement as a key element, has been certified to ISO14001 standard since 2017.

Our procurement strategy encompasses our approach to sustainability.

Small and Medium Enterprises (SMEs)

In 2025/26 we continued to encourage SMEs to bid for contracts by reducing barriers to allow SMEs to access our procurement opportunities, splitting larger contracts where appropriate, ensuring that financial thresholds and other short-listing criteria do not unreasonably discriminate against participation by SMEs, and ensuring equality through our processes.

For two procurement processes carried out during the year, Scottish Enterprise issued Prior Information Notice (PIN). These PINs were issued to notify potential suppliers in the marketplace about the upcoming procurement opportunity to allow the interested bidders sufficient time to prepare and plan accordingly for the forthcoming opportunity. Information sessions were also held to provide further detail to interested parties on the proposed procurement and service requirements. These sessions were advertised and managed on SE's behalf by the Supplier Development Programme with the respective procurement lead and evaluation panel members providing a presentation and answering questions raised.

To further stimulate interest in our tender opportunities and help interested bidders gain a better understanding of our requirements, site visits were held for the Planned and Preventative Maintenance (PPM) and Reactive Services Maintenance for our Glasgow and Edinburgh offices. These site visits enabled interested suppliers to view our offices which gave them greater insight of our requirements and helped them to develop a more robust bid.

During the period of this report, 73% of our suppliers appointed were SMEs.

This is in line with our sustainable procurement duty and our Community Wealth Building work.

Fair Work First

We have incorporated evaluation of Fair Work into all tenders where the use of labour is key to the delivery of the contract. SE is a real Living Wage Employer.

In 2024/25 SE mandated the real Living Wage be paid in all our contracts wherever relevant and proportionate. Companies bidding to win Scottish Enterprise contracts have to pay the real Living Wage in performance of the contract. Where suppliers have staff working on SE premises, we ensure that these employees are being paid the real Living Wage as a minimum. Also, we monitor the use of zero hours contracts to ensure that these are not used by our suppliers in an inappropriate manner in the delivery of any services to Scottish Enterprise. We include questions on the real Living Wage and the use of zero hours contracts within our tenders for the purposes of monitoring and reporting.

The figures below demonstrate that we are making real progress in ensuring Fair Work First is embraced by our supply chain.

	23/24	24/25	25/26
% of contracted UK suppliers committed to no inappropriate use of zero hours contracts	83%	85%	88%[1]

[1] This figure would be 100%; however, it is affected by three Non-Competitive Actions and two framework call-offs, for which monitoring forms are not issued.

Community benefits

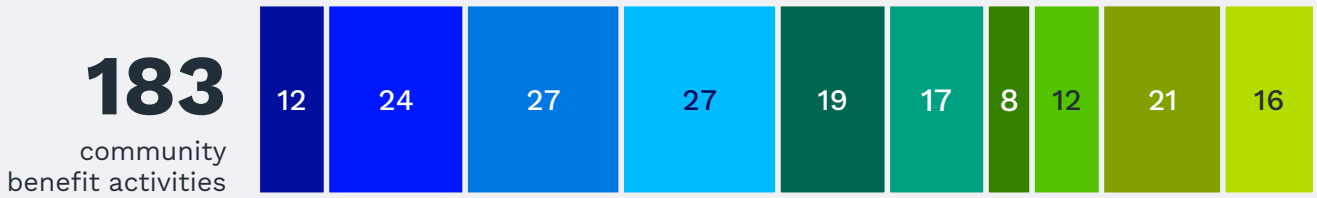
Community Benefits are an important element of the sustainable procurement duty.

They can be used to build economic, social, and environmental benefits into the delivery of public sector contracts in Scotland. Within our standard invitation to tender for regulated procurement projects we state that we expect suppliers to provide a community benefits proposal within tender responses.

During the period of this annual report, **29 unique successful suppliers** proposed community benefit activities as a result of being awarded a regulated contract with SE.

	23/24	24/25	25/26
Number of contracts awarded in 2025/26 with proposed Community Benefits	31	32	34

Through following up on existing contracts in place prior to 2025/26 with community benefit clauses for this reporting period, 37 unique suppliers reported they have delivered **183 community benefit activities** as detailed below:



- Apprenticeships
- Charitable donations
- Engagement with schools, colleges, and/or universities
- General professional advice, mentoring and support provided to the community
- Mentoring
- Placements
- Sponsorship
- Subcontracting to SMEs
- Volunteering
- Work experience

In addition to the reported community benefit activities above, 14 unique suppliers also reported they had carried out **35 sustainability activities** classified under the following headings:



- Biodiversity - enhancement
- Carbon - Reduction in emissions
- Carbon offsetting
- Sustainable volunteering
- Waste & Efficient Resource Consumption

Supported businesses and third sector

Scottish Enterprise is committed to working with Supported Businesses and third sector organisations where possible.

We have, and will continue, to provide opportunities for Supported Businesses and third sector organisations to participate in public procurement. Procurement legislation defines Supported Businesses as businesses for which the core purpose is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of those businesses are disabled or disadvantaged people. In 2025/26 one contract was awarded to a Supported Business for meeting room furniture in our Edinburgh hub.

We will explore other opportunities for spending with supported businesses and third sector suppliers in future years.

	23/24	24/25	25/26
No. of contracts awarded to a Supported Business	1	2	1
Total Value of contracts awarded to Supported Businesses	**£10,292**	**£25,442**	**£16,771.36**

Equality

The Fairer Scotland Duty, Part 1 of the Equality Act 2010, came into force in Scotland in April 2018. This requires public authorities, in the exercise of their functions, to have due regard to how they can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, require us to consider equality throughout our tender processes such as undertaking an Equality Impact Assessment.

In 2025/26, project managers have carried out Equality Impact Assessments (EQIA) on all relevant regulated procurement which has helped to ensure that equality is better reflected in our contracts.

This work has included encouraging bids from companies owned by under-represented groups and ensuring that our services serve the needs of under-represented groups in the community more effectively.

Where relevant, suppliers are required to provide details of any equality policies and systems that they have in place that will be utilised when delivering the contract. Mandated elements of equalities legislation is included in our standard terms and conditions. Discrimination in relation to the treatment of workers in the main contract and sub-contracts is also addressed in our tender documentation and standard terms and conditions.

Management of risk including fraud

The Procurement team has continued to maintain high standards of compliance with policy, procedures, and process. Our procurement activity is audited by SE internal Audit with the results of these audits being consistently positive. In addition, we have continued to undertake our own audits of procurement activity within SE for contracts below the regulated procurement threshold. Where issues are identified, the Procurement team follow up with the relevant project manager to ensure that appropriate additional training is given and improvements are implemented.

We have a Risk Management Policy and Procedure, with guidance for risk management available at project level via SE's Project Lifecycle guidance. In relation to procurement, a risk assessment has been undertaken for each regulated procurement project with risk management allocated to relevant individuals. We have a divisional risk register and, where required, risks identified have been escalated to the SE corporate risk register in line with SE's Risk Management arrangements.

We have continued to identify, manage, and control risk by developing policy and procedures that also consider operational efficiency and effectiveness along with compliance. We consider risk proportionately in our activities, for example, ensuring that financial thresholds and other short-listing criteria do not unreasonably discriminate against participation by SME's.

To support our approach to risk management, we have a named procurement anti-fraud champion and a procurement anti-fraud senior responsible owner. All SE staff are bound by SE's code of conduct policy. Additionally, and in line with the Bribery Act 2010, we include an anti-corruption and anti-bribery clause in our standard terms and conditions. SE has a Counter Fraud Policy which outlines how fraud may occur and be identified, who is responsible for reporting fraudulent activity and who to report it to. Appropriate preventive mechanisms, including separation of duties, are in place to counter the risk of fraud.

SE has a comprehensive whistle-blowing policy which encourages employees to raise concerns about possible improprieties in the conduct of our business – whether in matters of financial reporting or other malpractices – at the earliest opportunity and in an appropriate way. In line with good practice there is an internal contact and an external helpline which provides anonymity if necessary.

Paying our suppliers

We are committed to paying our suppliers promptly and include a clause in our standard terms and conditions stating that we will pay undisputed invoices within 30 days of receipt. Additionally, to ensure that this flows through the supply chain, we have included a clause in our standard terms and conditions stating that any work sub-contracted under the contract must be subject to a clause requiring the payment of the sub-contractor within 30 days of receipt of a valid invoice. In 2025/26 we paid 98% of invoices within 30 days.

Our best practice commitment goes further than the above, with our aim to pay valid invoices within 10 working days for all suppliers.

In the year ended 31 March 2026, Scottish Enterprise paid 87% of suppliers' invoices within this standard.

The average number of days taken to pay valid invoices during the year was 7.4 days. We will continue our commitment to pay undisputed invoices within 10 days.

Health and safety

We recognise the importance of ensuring that we comply with the Health and Safety at Work Act etc. 1974 and have a comprehensive Health and Safety Policy and associated guidance/procedures which relate to staff and contractors. Health and Safety policies and associated information are requested where relevant from contractors and suppliers as part of the procurement process.



Further Health and Safety policies are covered in our standard terms and conditions to ensure that contractors and suppliers comply with all relevant Regulations and best practice.

Procuring food

There are very few circumstances where SE buys food directly.



Where we do so, our contracts achieve a range of benefits such as encouraging healthy eating and nutrition, promoting fresh, seasonal, fairly traded, and local produce, and meet buying standards.

These standards take account of factors including, production, traceability, authenticity, origin, ethical trading, animal welfare, environmental standards, health and safety legislation and waste.

Future regulated procurement

In accordance with the Procurement Reform (Scotland) Act 2014, we have published our planned regulated procurement work for 2026/27 and 2027/28.

The forward plan has been compiled through co-ordination between the Procurement team and the other teams within SE. Consistent with previous years, we will update our forward plan on a regular basis, and this will be published on scottish-enterprise.com.

At present, in the next two years we forecast 31 procurements will be undertaken. A full list of known regulated procurements is in Annex C.

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Annex A: Annual Procurement Report template

1.	**Organisation and report details**	
a)	Contracting Authority Name	Scottish Enterprise
b)	Period of the annual procurement report	1 April 2025 to 31 March 2026
c)	Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report?	Yes
2.	**Summary of Regulated Procurements Completed**	
a)	Total number of regulated contracts awarded within the report period	51
b)	Total value of regulated contracts awarded within the report period	£17,036,935.17
c)	Total number of unique suppliers awarded a place on a regulated contract awarded during the period	47
i.	how many of these unique suppliers are SMEs	32
ii.	how many of these unique suppliers are Third sector bodies	3
3.	**Review of Regulated Procurements Compliance**	
a)	Number of regulated contracts awarded within the period that complied with your Procurement Strategy	47
b)	Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0

4.	**Community Benefit Requirements Summary**	
	Use of Community Benefit Requirements in Procurement:	
a)	Total Number of regulated contracts awarded with a value of £4 million or greater	0
b)	Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements	0
c)	Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	34
	Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d)	Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	0
e)	Number of Apprenticeships Filled by Priority Groups	0
f)	Number of Work Placements for Priority Groups	0
g)	Number of Qualifications Achieved Through Training by Priority Groups	0
h)	Total Value of contracts sub-contracted to SMEs	0
i)	Total Value of contracts sub-contracted to Social Enterprises	0
j)	Total Value of contracts sub-contracted to Supported Businesses	0
k)	Other community benefit(s) fulfilled	183 activities

5.	**Fair Work and the real Living Wage**	
a)	Number of regulated contracts awarded during the period that included a Fair Work First criterion	43
b)	Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period	42
c)	Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	23

6.	**Payment performance**	
a)	Number of regulated contracts awarded during the period that included a Fair Work First criterion	6,533
b)	Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	98%
c)	Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	10
d)	Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

7.	**Supported Businesses Summary**	
a)	Total number of regulated contracts awarded to supported businesses during the period	0
b)	Total spend with supported businesses during the period covered by the report, including:	£16,771.36
i.	spend within the reporting year on regulated contracts	0
ii.	spend within the reporting year on non-regulated contracts	£16,771.36

8.	**Spend and Savings Summary**	
a)	Total procurement spend for the period covered by the annual procurement report	£24,131,327.69
b)	Total procurement spend with SMEs during the period covered by the annual procurement report	£10,008,148.60
c)	Total procurement spend with third sector bodies during the period covered by the report	£449,431.42
d)	Percentage of total procurement spend through collaborative contracts	8.9%
e)	Total delivered cash savings for the period covered by the annual procurement report	£877,223.70
f)	Total non-cash savings value for the period covered by the annual procurement report	£66,000

9.	**Future regulated procurements**	
a)	Total number of regulated procurements expected to commence in the next two financial years	31
b)	Total estimated value of regulated procurements expected to commence in the next two financial years	£26,470,520

Annex B: Regulated procurements completed 2025/26

Contract Notice Publication Date	Appointed Supplier	Contract Title	Estimated Contract Value incl optional extension	Contract Start Date	Contract End Date excl optional extension	Procurement Reference Number
16/04/2025	Candlewick Co. Limited	Osaka Expo - PR Agency	£79,928	08/04/2025	13/10/2025	P25-0077
13/05/2025	Arcadis Consulting (UK) Limited	Broomielaw/TIC Zone, Glasgow - RIBA Stages 0-1	£78,476	06/05/2025	31/10/2025	P25-0060
20/05/2025	ESRI (UK) Limited	Graphic Information System Licences	£48,070	16/03/2025	15/05/2026	P25-0085
06/06/2025	Bellrock Technology	AI Programme	£114,105	27/05/2025	31/03/2026	P25-0089
10/06/2025	Energy Industries Council	ADIPEC 2025: Stand Space	£107,355	20/03/2025	14/11/2025	P25-0091
12/06/2025	Genoa Black Ventures LLP	International Selling Programme Framework	£200,000	10/06/2025	09/06/2027	P25-0080
17/06/2025	Hootsuite	Social Media Dashboard	£151,019	16/06/2025	08/06/2026	P25-0083
24/06/2025	Gartner UK Limited	Executive Digital Advisory Partner	£336,000	01/07/2025	20/06/2027	P26-0009
22/07/2025	Userlytics LLC	Online research Portal	£161,500	22/07/2025	21/07/2025	P26-0002
25/07/2025	Carbon Limiting Technologies; Entrepreneur Business School; High Growth Start-up Services	High Growth Business Support Services Framework	£1,200,000	21/07/2025	20/07/2027	P25-0049

Contract Notice Publication Date	Appointed Supplier	Contract Title	Estimated Contract Value incl optional extension	Contract Start Date	Contract End Date excl optional extension	Procurement Reference Number
28/07/2025	Chartered Institute of Export and International Trade	International Technical Support Framework	£300,000	21/07/2025	20/07/2027	P26-0007
05/08/2025	Urban Foresight	International Research Project	£63,697	04/06/2025	13/06/2026	P25-0086
17/09/2025	Marsh Limited	Scottish Enterprise Insurances Brokerage and Related Services	£0.00[2]	22/09/2025	30/09/2028	P25-0059
24/09/2025	Perfect Clean Edinburgh Limited	Cleaning Services: Edinburgh Office	£89,351	01/11/2025	31/10/2027	P26-0001
02/10/2025	Technology Scotland Limited	Scottish Cluster Scheme: Critical Technologies	£59,000	01/10/2025	31/03/2026	P26-0031
02/10/2025	Space Scotland Group	Scottish Cluster Scheme: Space	£79,094	01/10/2025	31/03/2026	P26-0032
02/10/2025	FinTech Scotland	Scottish Cluster Scheme: Fintech	£79,439	01/10/2025	31/03/2026	P26-0033
02/10/2025	Built Environment – Smarter Transformation	Scottish Cluster Scheme: Built Environment Transition	£77,600	01/10/2025	31/03/2026	P26-0034
02/10/2025	BVG Associates	Scottish Cluster Scheme: Offshore Wind	£57,144	01/10/2025	31/03/2026	P26-0035

[2] Fee is £0, paid via commissions received on insurance relets

Contract Notice Publication Date	Appointed Supplier	Contract Title	Estimated Contract Value incl optional extension	Contract Start Date	Contract End Date excl optional extension	Procurement Reference Number
02/10/2025	CPI Innovation Services Limited	Scottish Cluster Scheme: Life Sciences	£70,500	01/10/2025	31/03/2026	P26-0036
02/10/2025	The National Robotarium Heriot Watt Trading Ltd)	Scottish Cluster Scheme: Robotics and Autonomous Systems	£76,000	01/10/2025	31/03/2026	P26-0037
03/10/2025	PA Media Assignments (part of The Press Association Limited)	Photography Framework	£315,000	22/09/2025	21/09/2028	P26-0025
07/10/2025	Aspect Reputation Management Limited	Grangemouth: Investor Relations Framework	£1,000,000	08/09/2025	07/09/2028	P26-0010
04/11/2025	Dealroom.co	Global Investment Database	£66,202	13/11/2025	12/11/2026	P26-0013
21/11/2025	Ascential Events (Europe) Limited	Money 2020 – Stand space, design & build	£90,000	04/04/2025	15/06/2025	P26-0003
21/11/2025	Diversified Communications	Seafood Expo Global 2026: Stand Space	£264,784	31/07/2025	01/05/2026	P26-0022
21/11/2025	CB Insights	Technology Market Intelligence	£55,705	05/11/2025	04/11/2027	P26-0055
09/12/2025	The Data Lab (hosted by University of Edinburgh)	Scottish Cluster Scheme AI	£70,000	26/11/2025	31/03/2026	P26-0045
16/12/2025	Venesky-Brown Recruitment Limited	Digital Resource - Call off 1	£100,320	05/01/2026	31/03/2026	P26-0011 (Call off 1)

Contract Notice Publication Date	Appointed Supplier	Contract Title	Estimated Contract Value incl optional extension	Contract Start Date	Contract End Date excl optional extension	Procurement Reference Number
16/12/2025	Avidity Science Limited	Lab Equipment Maintenance at NINE, Edinburgh BioQuarter	£325,335	01/01/2026	31/12/2028	P26-0017
17/12/2025	Turner & Townsend	Edinburgh BioQuarter, Building NINE: Re-design & Refurbishment (Lead Consultant)	£64,500	12/05/2025	30/09/2025	P25-0002
17/12/2025	Rocket Exhibition & Events Limited	Seafood Expo Global 2026: Stand Design & Build	£235,777	11/12/2025	08/05/2026	P26-0042
06/01/2026	Oberlanders Group LLP	Edinburgh BioQuarter: Master Planning Services	£278,267	05/01/2026	30/06/2027	P25-0041
06/01/2026	Arthian Limited	Grangemouth: Water Treatment Study	£111,500	01/12/2025	31/03/2026	P26-0016
06/01/2026	Venesky-Brown Recruitment Limited	Copywriting Resource	£50,000	16/10/2025	25/05/2026	P26-0020
06/01/2026	Launching Pad Ventures LLC	US MarketBooster Programme	£159,004	14/10/2025	29/05/2026	P26-0030
06/01/2026	Werqwise USA Inc	US MarketBooster Programme: Space and Co-ordinating Services	£152,136	10/11/2025	09/11/2026	P26-0048
07/01/2026	Ember Technology Limited	Clusters Playbook & Directory	£96,600	04/12/2025	31/03/2027	P26-0053

Contract Notice Publication Date	Appointed Supplier	Contract Title	Estimated Contract Value incl optional extension	Contract Start Date	Contract End Date excl optional extension	Procurement Reference Number
23/02/2026	Thomson Cooper	External Audit Services of subsidiary companies	£137,045	16/02/2026	30/11/2029	P26-0044
25/02/2026	Marsh Limited	SE Pension Scheme: Trustees Indemnity Insurance	£160,000	01/01/2026	31/03/2030	P26-0041
27/02/2026	Mott MacDonald	Grangemouth: Utilities Study	£211,600	17/02/2026	31/03/2027	P26-0039
05/03/2026	Venesky-Brown Recruitment Limited	Interim Staff framework procurement	£100,000	17/03/2026	30/06/2027	P26-0077
25/03/2026	Ernst and Young (EY)	IT Audit Services	£495,000	01/04/2026	31/03/2029	P26-0052
18/04/2026	Hamburg Messe	Wind Energy Hamburg 2026: Stand Space	£50,000	30/03/2026	25/09/2026	P26-0085
01/05/2026	Softcat PLC	Modernisation of SE's Finance Estate	£6,617,139	01/11/2025	30/10/2031	P25-0067
01/05/2026	Optima Health	Occupational Health Service	£100,000	01/04/2025	31/03/2029	P25-0075
N/A - Contract Variation	Softcat PLC	Investment Management & Reporting System - Variation B	£1,270,739	03/07/2025	31/10/2025	P23-0002-B
N/A - procurement on behalf of SE Pension Scheme	Lockton	SE Pension Scheme: Group Life Insurance	£1,032,000	01/01/2026	31/03/2031	P26-0061

Annex C: Forward plan of regulated procurement 2026/27 and 2027/28

These are projects that it is anticipated will be progressed within the next 24 months. However, there is no guarantee that they will go ahead and decision on whether to tender for these services will be based on the needs of the business at that time.

Contract Title	New / Re-tender	Pin Notice	Expected Contract Notice Date	Expected Award Date	Anticipated Contract Start Date	Current contract / anticipated tender value
Edinburgh BioQuarter - Lead Consultant / Design Team Framework Agreement	New	No	Sep-26	Mar-27	Apr-27	£2,400,000
Office Services Support	Re-tender	No	Sep-26	Apr-27	May-27	£1,800,000
Scottish Enterprise Investment Property Portfolio: Cleaning Services	Re-tender	No	Sep-26	Mar-27	Apr-27	£1,400,000
Scottish Enterprise Investment Property Portfolio: Scottish Enterprise Technology Park: Nasmyth Building Demolition and Site Clearance	New	No	Sep-26	Mar-27	Apr-27	£1,300,000
Online Legal Research Database	Re-tender	No	Oct-26	Feb-27	Mar-27	£60,000
Document Storage and Archiving	Re-tender	No	Nov-26	Mar-27	Apr-27	£325,000
Executive Digital Advisory Partner	Re-tender	No	Nov-26	Apr-27	May-27	£336,000
Business Response Framework	Re-tender	No	Jan-27	Sep-27	Oct-27	£1,750,000
Company Sponsored Voluntary Employee Discount Scheme	Re-tender	No	Jan-27	Jul-27	Aug-27	£64,000
Electronic Project Management system (EPMIS)	New	No	Jan-27	Oct-27	Nov-27	£750,000
Growth Investment Support Services Framework	Re-tender	No	Jan-27	May-27	Jun-27	£1,000,000

Contract Title	New / Re-tender	Pin Notice	Expected Contract Notice Date	Expected Award Date	Anticipated Contract Start Date	Current contract / anticipated tender value
Online Research Platform	Re-tender	No	Jan-27	May-27	Jun-27	£161,500
Provision of a Company Sponsored Cash Benefits Healthcare Plan	Re-tender	No	Jan-27	May-27	Jun-27	£168,000
Social Media Management Tool	Re-tender	No	Jan-27	May-27	Jun-27	£151,020
Cleaning Services - Edinburgh	Re-tender	No	Feb-27	Aug-27	Sep-27	£150,000
eExport & Trade Tech Programme Framework	Re-tender	No	Apr-27	Oct-27	Nov-27	£600,000
Employee Engagement Survey	Re-tender	No	Apr-27	Jul-27	Aug-27	£135,000
Global Data Lead Generation / Nurture Contract	Re-tender	No	Apr-27	Oct-27	Nov-27	£1,000,000
Online compliance training	Re-tender	No	Apr-27	Sep-27	Oct-27	£85,000
Online Learning Platform	Re-tender	No	Apr-27	Sep-27	Oct-27	£312,000
Travel - Domestic and International	Re-tender	No	May-27	Jul-27	Aug-27	£3,250,000
Banking Services	Re-tender	No	Jun-27	Nov-27	Dec-27	£120,000
Scottish Enterprise Investment Property Portfolio: Asset Management Contract	Re-tender	Yes	Jun-27	Apr-28	May-28	£2,000,000
Scottish Enterprise Investment Property Portfolio: Landscaping Services	Re-tender	No	Sep-27	Mar-28	Apr-28	£2,200,000
Tax Advisory Service	Re-tender	No	Sep-27	Mar-28	Apr-28	£1,000,000
Office Cleaning Services - Glasgow	Re-tender	No	Oct-27	Jun-27	Jul-27	£300,000
Scottish Enterprise - Pension Actuarial & Consultancy Advice	Re-tender	No	Nov-27	May-28	Jun-28	£185,000
Photographic Management Services	Re-tender	No	Feb-28	May-28	Jun-28	£203,000

Contract Title	New / Re-tender	Pin Notice	Expected Contract Notice Date	Expected Award Date	Anticipated Contract Start Date	Current contract / anticipated tender value
Scottish Enterprise Investment Property Portfolio: Asset Valuation Service	Re-tender	No	Apr-28	Jul-28	Aug-28	£200,000
Employee Support Services and Benefits	Re-tender	No	Jun-28	Aug-28	Sep-28	£65,000
Scottish Enterprise Investment Property Portfolio: Security Services - Lot 1 (Edinburgh BioQuarter), Lot 2 (Scottish Enterprise Technology Park)	Re-tender	No	Sep-28	Jan-29	Feb-29	£3,000,000

Annex D: Glossary

BREEAM

Building Research Establishment Environmental Assessment Method, first published by the Building Research Establishment (BRE) in 1990, is the world's longest established method of assessing, rating, and certifying the sustainability of buildings.

CIPS

The Chartered Institute of Procurement and Supply (CIPS) is the leading body representing the field of procurement and supply chain management.

Collaboration

When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).

Contract Compliance

Items covered by a contract are procured from the contracted supplier using the contract terms.

Contract Management

The process of monitoring the performance of a supplier to contract.

EPC

An Energy Performance Certificate gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and is valid for 10 years.

Framework Agreement

An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.

Open Procedure

A one-stage procedure whereby all suppliers are invited to tender for the contract or framework agreement. The organisation cannot limit the number of bids it receives.

Procurement Journey

Revised public procurement toolkit with guidance and templates on the procurement process or Construction manual when appropriate. The Procurement Journey will be enhanced on an ongoing basis with feedback from users and any other identified good practice guidance and tools where appropriate to ensure a standardised approach to the supply base.

Procurement strategy

Strategy for procurement within an organisation (can be called policy).

Public Contracts Scotland

The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.

Small Medium Enterprise (SME)

The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding £44m and £38m balance sheet total.

source: UK Government

Supplier

An entity who supplies goods or services; often used synonymously with “vendor”.

Supported Business

Either the organisation's main aim should be the social and professional integration of disabled or disadvantaged persons, or the contract should be performed within a sheltered employment programme.

Value for Money

An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.

VEAT

A VEAT notice (Voluntary Ex-Ante Transparency Notice) is published by a contracting authority when they have awarded a contract to a supplier without first publishing a tender notice.

Whole Life Costing

The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads.

Scottish Enterprise

The owner of this Procurement Annual Report 2025/26 on behalf of the Scottish Enterprise is Phil Martin, our Head of Facilities Management and Procurement.

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