

Annual Procurement Report 2024/25



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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 year's Annual Procurement Report records our delivery against our Procurement Strategy for the period 1 April 2024 to 31 March 2025.



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, underpin and enable our work. To further support this, a Public Procurement Strategy for Scotland has been published by the Scottish Government.

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 2024/25, 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 a collaborative framework agreement prior to undertaking any standalone procurement process. SE has used framework agreements developed by the Scottish Procurement and Commercial Directorate, Crown Commercial Services and others where appropriate. Where no appropriate framework agreements are available for regulated procurement (over £50k), the Procurement team has worked 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 2024/25 there were 47 regulated procurement projects with a value of £26,828,354.11. As several of our procurements were multi-lot tenders, the 47 procurements resulted in 55 contracts and framework agreements being awarded to 46 unique suppliers. Of those contracts, 6 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 2](#).

	22/23	23/24	24/25
Regulated Contracts Awarded	80	54	55
Value of Regulated Contracts Awarded	£86m	£22m	£27m
Spend £	£32.2m	£33.4m	£24.5m
Savings £	£0.5m	£0.54m	£0.84m
Savings %	1.4%	1.6%	3.4%
% Spend in Scotland	83%	74%	78%

Analysis of the procurement projects undertaken:

Procedure	22/23	23/24	24/25
Open	30	28	30
Restricted	0	0	0
Variations	0	0	0
Framework Call off	14	14	12
Negotiated Procedure without Prior Publication	0	0	0
Single tender	9	6	5
VEAT	1	0	0
Total procurements	54	48	47

Of the 30 tenders using the open procedure, 19 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 12 individual commissions made from the following collaborative frameworks:

- 8 were commissions from Scottish Government frameworks:
 - 2 were commissions from the SG Software value added re-seller framework
 - 3 were commissions from the Media Planning and Buying framework
 - 1 was a commission from the Interim Professional Staff Services framework
 - 1 was a commission from the Interim IT Staff Services framework
 - 1 was a commission from the Publishing, print and design (PPDAS) framework
- 1 was a commission from Scotland Excel's Demolition & Deconstruction Works Framework (Ref: 1119)
- 3 were commissions from Crown Commercial Service frameworks:
 - 2 from Estate Management Services (RM6168)
 - 1 from G:Cloud 13

Collaborative framework agreements save time, ensure broader compliance with procurement regulations and in most instances terms and conditions will have been pre-agreed. Frameworks can additionally deliver better value for money as demand has been aggregated resulting in lower costs.

There were 5 single tenders:

- 3 were for international exhibition stand space where there was only one supplier who could provide the service
- 1 was as a result of a procurement process for Commercialisation of Advanced Therapies/Vaccines where no compliant tenders were received
- 1 related to a Civtech procured contract which required an additional R&D phase, therefore there was only one supplier that could conduct the work

A summary of the contracts awarded in 2024/25 are in [Annex 2](#). 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 outlined how we intended 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 have continued to work with internal and external stakeholders and the supply chain, collaborate across the public sector, undertaken a continuous improvement review and further developed the SE Procurement team to ensure our knowledge remains up to date and our approach represents best practice.



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 2024/25, SE has undertaken collaborative procurement with public sector partners including the South of Scotland Enterprise, Highlands and Islands Enterprise, Dundee City Council and the Business Support Partnership. In the period covered by this report we have undertaken 6 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 2024/25, we have supported and contributed to the Procurement Collaboration Group, one of the Central Government Sector Best Practice Cluster Groups aimed at sharing relevant knowledge across the sector. Where appropriate, we have worked with Scottish Government User Intelligence Groups for specific collaborative tendering activities.

To ensure that we continue to keep up to date and incorporate current good practice, two members of the Procurement team attended the Annual Scottish Procurement Conference, Procurex, in October 2024.

Scottish Enterprise participated in the Scottish Meet the Buyer event in Glasgow in May 2024 and Meet the Buyer North in September 2024, 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 2024/25, the SE Procurement team has undertaken a variety of procurement training including CIPS Ethical Procurement and Supply, Procurement Regulation training and Contract Management 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 guidance for project managers to ensure they are aware of good practice within the Procurement Journey. 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 with other teams within SE 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 2024/25, 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.



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.

	22/23	23/24	24/25
Number of contracts awarded in 2024/25 with proposed Community Benefits	54	31	32

Through following up on existing contracts in place prior to 2024/25 with community benefit clauses for this reporting period, 41 unique suppliers reported they have delivered 169 community benefit activities as detailed below:

Community Benefit Activity Undertaken	Number
Apprenticeships	4
Charitable donations	34
Engagement with schools, colleges, and/or universities	22
Mentoring	13
Placements	9
General professional advice, mentoring and support provided to the community	35
Sponsorship	15
Subcontracting to SMEs	11
Volunteering	18
Work experience	8
Total	169

Small and Medium Enterprises (SMEs)

In 2024/25 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 of the completed procurement processes, Scottish Enterprise issued a Prior Information Notice (PIN). These PINs were issued to alert potential suppliers in the marketplace of the upcoming procurement opportunity, to provide the interested bidders with sufficient time to prepare for the forthcoming tender and to plan resource accordingly.

To further stimulate interest in our opportunities and help interested bidders gain a better understanding of our requirements, site visits were held for the Glasgow Office Cleaning Services and Glasgow Office Collaboration Space. These site visits enabled local suppliers to view our office which gave them greater insight of our requirements and helped them to develop a more robust bid. And a pre-tender engagement session was held via MS Teams for our Office Services Contract where interested parties heard further details of the contract to be procured, an outline of the procurement process to be followed and were able to directly raise questions.

During the period of this report, 74% of our suppliers 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 First into all tenders where the use of labour is key to the delivery of the contract. SE is a real Living Wage Employer. Wherever relevant and proportionate, companies bidding to win Scottish Enterprise contracts will 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.

	22/23	23/24	24/25
% of contracted suppliers committed to paying the real Living Wage	78%	84%	91%
% of contracted suppliers committed to no inappropriate use of zero hours contracts	75%	83%	85%

In addition to the reported community benefit activities above, 18 unique suppliers also reported they had carried out the following sustainability activities:

Sustainability activity	Number
Biodiversity - enhancement	4
Carbon - Reduction in emissions	10
Carbon offsetting	2
Sustainable volunteering	9
Waste & Efficient Resource Consumption	3
Total	28



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 2024/25 there were 2 contracts awarded to a Supported Business, one for office furniture and one for healthcare products. We will explore other opportunities for spending with supported businesses and third sector suppliers in future years. In 2024/25 we will be reviewing our catering policy and will aim to contract with local suppliers on an ad-hoc basis to provide catering and will include supported businesses where possible.

	22/23	23/24	24/25
No. of contracts awarded to a Supported Business	0	1	2
Total Value of contracts awarded to Supported Businesses	£0k	£10,292	£25,442

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 2024/25, 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 quarterly 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 2024/25 we paid 97% 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 2025, Scottish Enterprise paid 86% of suppliers' invoices within this standard. The average number of days taken to pay valid invoices during the year was 7.9 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 2025/26 and 2026/27. 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 six-monthly basis, and this will be published on scottish-enterprise.com. At present, in the next two years we forecast 42 procurements will be undertaken. A full list of known regulated procurements is in [Annex 3](#).

The owner of this Annual Procurement Report 2024/25 on behalf of the Scottish Enterprise is **Phil Martin**, our **Head of Facilities Management and Procurement**. Email - philip.martin@scotent.co.uk.

Annexes

- 1. Annual Procurement Report**
- 2. Regulated procurements completed 2024/25**
- 3. Forward plan of regulated procurement 2025/26 and 2026/27**
- 4. Glossary**



Annex 1. Annual Procurement Report

1. Organisation and report details		
a) Contracting Authority Name		Scottish Enterprise
b) Period of the annual procurement report		1 April 2024 to 31 March 2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)		Yes
2. Summary of Regulated Procurements Completed		
a) Total number of regulated contracts awarded within the report period		47
b) Total value of regulated contracts awarded within the report period		£26,828,354.11
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period		46
i) how many of these unique suppliers are SMEs		23
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		32
		Cont.

Annex 1. Continued

4. Community Benefit Requirements Summary (Continued)

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)	Data not held
e) Number of Apprenticeships Filled by Priority Groups	Data not held
f) Number of Work Placements for Priority Groups	Data not held
g) Number of Qualifications Achieved Through Training by Priority Groups	Data not held
h) Total Value of contracts sub-contracted to SMEs	Data not held
i) Total Value of contracts sub-contracted to Social Enterprises	Data not held
j) Total Value of contracts sub-contracted to Supported Businesses	Data not held
k) Other community benefit(s) fulfilled	169

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	46
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.	43
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	30

Cont.

Annex 1. Continued

6. Payment performance		
a) Number of valid invoices received during the reporting period.		6,827
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)		97%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.		7
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.		Not aware of any concerns raised.
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:		£25,442.22
i) spend within the reporting year on regulated contracts		0
ii) spend within the reporting year on non-regulated contracts		£25,442.22
		Cont.

Annex 1. Continued

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£24,450,021.01
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£13,967,776.67
c) Total procurement spend with third sector bodies during the period covered by the report.	£614,789.49
d) Percentage of total procurement spend through collaborative contracts.	7.8%
e) Total delivered cash savings for the period covered by the annual procurement report	£840,867.84
f) Total non-cash savings value for the period covered by the annual procurement report	£81,000

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	41
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£34,440,263

Annex 2. Regulated procurements completed 2024/25

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
19/04/2024	Moody's Analytics	Company Research Databases (Lot 1 - UK Company Analysis Database)	£61,950	11/04/2024	10/04/2025	P24-0098
19/04/2024	Moody's Analytics	Company Research Databases (Lot 2 - International Company Analysis Database)	£273,000	11/04/2024	10/04/2025	P24-0098
23/04/2024	MPMH Construction Ltd	Building NINE, Edinburgh BioQuarter - Fire Door Remedial Works	£120,430	12/02/2024	17/05/2024	P24-0060
02/05/2024	Ernst & Young LLP	External Tax Services	£1,000,000	04/04/2024	03/04/2028	P24-0068
30/05/2024	Colliers International Property Advisers UK LLP	SE Investment Property Portfolio - Asset Management Contract	£1,950,390	01/07/2024	30/06/2028	P24-0061
30/05/2024	Enterprise North East Trust Ltd t/a Elevator	International eCommerce Challenge	£320,000	03/06/2024	02/06/2026	P24-0020
30/05/2024	Sustainable Alpha Ltd	Inbound Global Venture Capital Investor Programme 2024	£111,550	03/05/2024	30/06/2024	P24-0141
Cont.						

Annex 2. Continued

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
07/06/2024	Vigilant Protect UK Ltd t/a Vigilant Security	Facilities Management - Office Services Contract	£1,812,502	01/06/2024	31/05/2026	P24-0081
11/06/2024	Speakeasy Productions Ltd	Wind Energy Hamburg 2024 - Stand Design & Build	£140,000	11/06/2024	11/10/2024	P24-0132
12/06/2024	The Media Shop	Provision Of Domestic Media, Planning, Buying And Associated Services	£150,000	01/04/2024	30/06/2024	P24-0136
25/06/2024	Business Funding Research Ltd t/a Beauhurst	Searchable Database of UK Companies	£157,225	08/07/2024	07/07/2026	P25-0015
03/07/2024	Computacenter	Technology Market Intelligence Database	£57,000	04/11/2023	03/11/2025	P24-0067
11/07/2024	United Cleaning Solutions Ltd	Atrium Court, Glasgow - Cleaning Services	£299,969	22/07/2024	31/07/2026	P25-0005
19/07/2024	Isio Group Ltd	SE Pension Scheme Trustee Services: Investment Consulting Service	£1,200,000	01/10/2024	30/09/2027	P24-0106
						Cont.

Annex 2. Continued

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
24/07/2024	Venesky Brown	Technical Delivery Project Manager - Interim IT Staff Framework	£65,639	22/07/2024	28/02/2025	P25-0029
21/08/2024	Trade Fair Support Ltd T/As Tradefairs UK	Gulfood 2025 - Stand Space	£64,833	26/08/2024	24/02/2025	P25-0046
02/09/2024	Avison Young (UK) Ltd	Manufacturing Property Challenge Programme - Property Due Diligence Support	£48,750	02/09/2024	31/01/2025	P25-0019
04/09/2024	Reigart Contracts Ltd	Washington Street, Glasgow - Demolition and Site Clearance	£72,748	16/09/2024	16/12/2024	P24-0145
20/09/2024	Cell Therapy Catapult Ltd	Commercialisation of Advanced Therapies/Vaccines	£99,483	23/09/2024	22/09/2026	P25-0026
24/09/2024	DeepMiner Ltd	Master Customer Record R&D Phase 2024/25 (Pre-commercialisation)	£161,400	18/09/2024	18/06/2025	P25-0038
27/09/2024	Carat (Trading division of Dentsu)	Provision Of Domestic Media, Planning, Buying And Associated Services - Domestic	£1,000,000	03/10/2024	30/06/2026	P25-0021
Cont.						

Annex 2. Continued

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
02/10/2024	Carat (Trading division of Dentsu)	Provision Of Domestic Media, Planning, Buying And Associated Services - International	£1,000,000	07/10/2024	30/06/2026	P25-0022
10/10/2024	Dunelm Geotechnical & Environmental Ltd	MSIP (Michelin Scotland Innovation Parc), Dundee - Ground Investigation Works	£59,798	16/09/2024	08/11/2024	P24-0102
23/10/2024	Pricewaterhouse -Coopers LLP	Growth Investment Support Services Framework - Lot 1	£437,500	07/10/2024	06/10/2027	P24-0099
23/10/2024	Chiene and Tait LLP	Growth Investment Support Services Framework - Lot 2	£200,000	12/06/2024	11/06/2027	P24-0099
23/10/2024	Grant Thornton UK LLP	Growth Investment Support Services Framework - Lot 2	£200,000	12/06/2024	11/06/2027	P24-0099
23/10/2024	Henderson Loggie LLP	Growth Investment Support Services Framework - Lot 2	£200,000	12/06/2024	11/06/2027	P24-0099
01/11/2024	Arteco Management Inc. (doing business as "USA Launching Pad")	US Market Booster Programme - Consultancy Services	£99,000	04/11/2024	30/04/2025	P25-0047
01/11/2024	Pricewaterhouse -Coopers LLP	First Minister - Global Offshore Wind Investment Forum	£70,000	30/10/2024	31/03/2025	P25-0017
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Annex 2. Continued

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
12/11/2024	Axis Interiors Solutions Ltd	Atrium Court, Glasgow - Collaboration space and associated works	£102,158	07/11/2024	06/12/2024	P25-0030
19/11/2024	Energy Industries Council	ADIPEC 2024 - Stand Space	£101,482	01/03/2024	14/11/2024	P24-0129
19/11/2024	LinkedIn Ireland	SE Online Learning Platform	£312,000	08/11/2024	07/11/2027	P25-0036
26/11/2024	ASA Recruitment Ltd	Marketing Role - Interim Professional Staff Framework	£86,505	01/01/2025	31/12/2025	P25-0054
26/11/2024	Venesky-Brown Ltd	Marketing Role - Interim Professional Staff Framework	£110,400	01/01/2025	31/12/2025	P25-0054
26/11/2024	Avison Young (UK) Ltd	Strategic Acquisition Programme Advisor	£416,667	12/09/2024	31/03/2027	P25-0027
26/11/2024	Enterprise North East Trust Ltd t/a Elevator	International e-Trade Framework	£600,000	25/11/2024	24/11/2026	P25-0034
26/11/2024	Werqwise Inc	US Market Booster Programme - Mentoring Services	£83,559	18/11/2024	31/03/2026	P25-0042
04/12/2024	Graham + Sibbald Property Management LLP	Loch Lomond Shores Managing Agent	£93,000	02/12/2024	01/12/2027	P25-0023

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Annex 2. Continued

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
09/12/2024	SkillSet Ltd	On-Line Compliance Training Content	£45,300	28/11/2024	27/11/2027	P25-0032
17/12/2024	GlobalData UK Ltd	Global Content Partnership & Lead Generation/Lead Nurture	£998,350	10/12/2024	09/12/2026	P25-0043
07/01/2025	JNM Exhibition Services Ltd	Seafood Expo Global (SEG) 2025 - Stand Design & Build	£260,000	06/01/2025	22/05/2025	P25-0050
08/01/2025	Computacenter (UK) Ltd	Employee Expenses System	£122,389	01/02/2025	31/01/2027	P25-0031
22/01/2025	Diversified Communications	Seafood Expo Global (SEG) 2025 - Stand Space	£253,441	26/07/2024	16/05/2025	P25-0035
22/01/2025	Gerald Eve LLP	Professional Property Services – Scottish Enterprise: Belgium	£50,000	22/01/2025	31/12/2026	P25-0057
06/02/2025	Addleshaw Goddard LLP	Outsourced Legal Services framework	£2,775,000	21/12/2024	20/12/2028	P25-0001
06/02/2025	Brodies LLP	Outsourced Legal Services framework	£2,775,000	21/12/2024	20/12/2028	P25-0001
06/02/2025	Burness Paull LLP	Outsourced Legal Services framework	£2,775,000	21/12/2024	20/12/2028	P25-0001
06/02/2025	CMS LLP	Outsourced Legal Services framework	£2,775,000	21/12/2024	20/12/2028	P25-0001
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Annex 2. Continued

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
11/02/2025	GlobalData UK Ltd	Global Renewables & Energy Transition Research Database	£72,597	21/02/2025	05/04/2026	P25-0066
18/02/2025	Avison Young (UK) Ltd	Professional Property Services – Scottish Enterprise: UK, Germany, and USA	£153,000	01/03/2025	28/02/2027	P25-0039
18/02/2025	Institute of Export and International Trade	Advanced Certificate in International Trade Programme Delivery	£140,000	01/03/2025	28/02/2029	P25-0044
11/03/2025	Reid Mitchell Ltd	Scottish Manufacturing Property Challenge Programme - Project Monitoring	£69,175	01/04/2025	30/06/2027	P25-0072
13/03/2025	Ove Arup & Partners Ltd	Grangemouth Industrial Cluster Strategy	£65,225	12/03/2025	31/07/2025	P25-0065
18/03/2025	APS Group Ltd	Publishing, Print and Design (PPDAS) framework	£100,000	27/02/2025	22/12/2025	P25-0009
18/03/2025	RELX (UK) Ltd t/a LexisNexis	Legal Research Database	£59,940.08	18/03/2025	17/03/2027	P25-0070

Annex 3. Forward plan of regulated procurement 2025/26 and 2026/27

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	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Start Date	Value
Hydrogen Project Diligence	New	TBC	Aug-25	Sep-25	Oct-25	£175,000
International Pitching	New	TBC	Aug-25	Oct-25	Nov-25	£150,000
Listed Shares Broker Service Framework	Re-tender	No	Aug-25	Nov-25	Dec-25	£410,000
Market Booster Programme - Consultancy	New	TBC	Aug-25	Oct-25	Nov-25	TBC
Market Booster Programme - Property	New	TBC	Aug-25	Oct-25	Nov-25	TBC
Pensions - Group Life Assurance	Re-tender	No	Aug-25	Jan-26	Mar-26	£885,000
Pensions - Trustee Indemnity Insurance	Re-tender	No	Aug-25	Jan-26	Mar-26	£140,000
SE External Audit Services - Lot 1 Subsidiary Companies, Lot 2 - Scottish Enterprise Pension & Life Assurance Scheme	Re-tender	No	Aug-25	Sep-25	Nov-25	£350,000
Building NINE, Edinburgh BioQuarter - Lighting Works	New	No	Sep-25	Nov-25	Jan-26	£235,000
Cont.						

Annex 3. Continued

Contract Title	New/Re-tender	Pin Notice	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Start Date	Value
Human Rights Due Diligence Framework	New	No	Oct-25	Dec-25	Jan-26	£225,000
Preparing to Export Framework	Re-tender	No	Oct-25	Mar-26	Apr-26	£800,000
US Market - Scottish MedTech and Digital Health Companies	Re-tender	No	Oct-25	Jan-26	Feb-26	£115,000
Workplace Innovation Leadership Development Programme	Re-tender	TBC	Oct-25	Mar-26	Apr-26	£1,200,000
IT Audit Services	Re-tender	No	Dec-25	Mar-26	Apr-26	£540,000
Office Services Support	Re-tender	No	Dec-25	Apr-26	May-26	£1,800,000
Scottish Enterprise Research Databases	Re-tender	Yes	Dec-25	Mar-26	Apr-26	£2,350,000
Digital Marketing Services	Call Off	No	Jan-26	Mar-26	May-26	£1,500,000
Provision of Media Planning, Buying for Domestic Media Buying	Call Off	No	Jan-26	May-26	Jun-26	£1,000,000
Provision of Media Planning, Buying for International Media Buying	Call Off	No	Jan-26	May-26	Jun-26	£1,000,000
B2B Social Media Sales Tool	Re-tender	No	Feb-26	May-26	Jun-26	£272,688
CDS Co-operative Business Support Framework	Re-tender	No	Feb-26	Jun-26	Jun-26	£120,000
						Cont.

Annex 3. Continued

Contract Title	New/Re-tender	Pin Notice	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Start Date	Value
Project Management Framework	Re-tender	No	Feb-26	Jul-26	Aug-26	£160,000
Rural Leadership Programme	Re-tender	No	Feb-26	Mar-26	Apr-26	£630,000
Business Response Framework	Re-tender	No	Apr-26	Oct-26	Oct-26	£1,750,000
Corporate Database	Re-tender	No	May-26	Aug-26	Jan-27	£75,000
eExport & Trade Tech Programme Framework	Re-tender	No	May-26	Nov-26	Nov-26	£600,000
Employee Engagement Survey	Tender	No	Jun-26	Aug-26	Aug-26	£127,575
External Meeting Rooms and Venues	Re-tender	No	Jun-26	Sep-26	Aug-26	£60,000
Global data Lead gen/Nurture Contract	Re-tender	No	Jun-26	Oct-26	Nov-26	£1,000,000
SE Pension Scheme – Administrative, Actuarial and Ancillary Services	Re-tender	No	Jun-26	Dec-26	Mar-27	£3,330,000
Travel - Domestic and International	Re-tender	No	Jun-26	Aug-26	Sep-26	£6,000,000
Flexible Content Design Resource Framework	Call-Off	No	Jul-26	Nov-26	Nov-26	£2,000,000
						Cont.

Annex 3. Continued

Contract Title	New/Re-tender	Pin Notice	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Start Date	Value
Online Legal Research Database	Re-tender	no	Oct-26	Feb-27	Mar-27	£90,000
Growth Investment Support Services - Lot 1	Re-tender	No	Dec-26	May-27	Oct-27	£800,000
Growth Investment Support Services - Lot 2	Re-tender	No	Dec-26	May-27	Jun-27	£200,000
International Strategy Development Framework	Re-tender	No	Jan-27	Jun-27	Jul-27	£300,000
Pensions - Investment Consulting Service for Scottish Enterprise Pension & Life Assurance Scheme	Re-tender	No	Jan-27	May-27	Oct-27	£500,000
SE Investment Property Portfolio - Asset Management Contract	Re-tender	Yes	Nov-27	May-28	Jul-28	£2,000,000
Tax Advisory Service	Re-tender	No	Nov-27	Feb-28	Apr-28	£1,000,000
Edinburgh BioQuarter Diligence Part 2	New	No	TBC	TBC	TBC	£50,000
Marketing/Letting agent appointment for Edinburgh BioQuarter & BioCampus	New	No	TBC	TBC	TBC	£500,000
Total anticipated value:						£34,440,263

Annex 4. Glossary

Term	Description
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.
Call off	A call off is an agreement that allows a buyer to purchase goods or services from a supplier under a Framework Agreement without going through a formal bidding process each time.
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).
Cont.	

Annex 4. Continued

Term	Description
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.

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