



South Lanarkshire College

Annual Procurement Report

2024-2025

Reporting Period 1st August 2024 – 31st July 2025

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South Lanarkshire College - Annual Procurement Report (APR)

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated¹ spend of £5 million or more to develop a Procurement Strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a Procurement Strategy were also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the Procurement Strategy. South Lanarkshire College's annual regulated spend falls below £5 million and is not legally required to publish a Procurement Strategy or Annual Procurement Report however in the interest of transparency, the College has chosen to do so.

This report covers the period of 1st August 2024 to 31st July 2025 and addresses performance and achievements in delivering South Lanarkshire's organisational Procurement Strategy 1 August 2021 – 31 July 2025². The Procurement Strategy was developed in consultation and discussion with the Vice Principal of Finance, Resources and Sustainability, and internal & external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the College, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the College's broader aims and objectives, in line with [Scotland's National Outcomes](#). This process of review and reporting will inform any adjustments to the Procurement Strategy deemed necessary to secure future performance improvements and to respond to the economic, political, and financial influences on which the College may need to adjust.

South Lanarkshire College has completed the following procurements during the reporting period:

- Regulated procurements [goods and services worth more than £50,000(excluding VAT); works worth more than £2 million (excluding VAT³) amounted to **£598,242** (excluding VAT). There were **4** such procurements completed⁴.
- Below regulated procurements [goods and services worth lower than £50,000 (excluding VAT), works worth lower than £2 million (excluding VAT)] amounted to **£570,219** (excluding VAT). There were **20** such procurements completed.

More detailed information on the regulated and below regulated procurements, sorted into procurement categories, is provided in Sections 2 and 3 and in Annex B of this report.

South Lanarkshire has **286** active suppliers with whom the College did business in the reporting period and the total procurement expenditure excluding VAT was **£3,122,455**. This comprises of **£2,280,276 (73.03%)** of regulated expenditure and **£842,179 (26.97%)** of below regulated expenditure.

The College seeks to optimise use of national, sectoral, local, or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and

¹'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract)

² [SLC Procurement Strategy Update 2023 Finalr.pdf](#)

³ Current public contracts thresholds

⁴ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly.

88.26 % of the total procurement expenditure is through a compliant procurement process. This is made up of approximately **34.24 %** of the College's contracted spend which is through local contracts and quotations managed by departments and approximately **54.03%** is through Collaborative Framework Agreements. The overall percentage of Collaborative Framework Spend has yet to be qualified by APUC Ltd.

Please note that these highlighted figures are still to be verified by APUC

This report comprises seven sections, the first six cover mandatory reporting with the seventh discretionary.

- Section 1: Compliance to the Strategic Objectives
- Section 2: Summary of Regulated Procurements Completed
- Section 3: Review of Regulated Procurement Compliance
- Section 4: Community Benefit Summary
- Section 5: Supported Business
- Section 6: Future Regulated Procurements
- Section 7: Other Content for Consideration

MANDATORY

Report Approved

By:

Signed:

Position:

Section 1: Compliance to the Strategic Objectives

South Lanarkshire College aims to conduct its procurements in an open and inclusive manner with the procurement strategy objectives. Aligning to the Procurement Strategy 1 August 2021 – 31 July 2025, each objective was mapped to the four ‘power of procurement’ outcomes below, enabled by procurement capability, supplier development, engagement and collaboration.

The College supports the vision of the Public Procurement Strategy for Scotland 2023 to 2028 and delivery of its objectives, namely to conduct its procurement activity in a way which is:

- Good for Businesses and their Employees;
- Good for Places and Communities;
- Good for Society;
- Open and Connected.

This vision was derived by the Public Procurement Group (PPG) in Scotland in consultation with the Public Sector. The PPG provides strategic direction, support and monitors progress on the procurement reform agenda.

The procurement strategy objectives have been aligned with the College’s and the Scottish Funding Council’s key strategic outcomes as detailed in our Outcome Agreement 2023-2024 and South Lanarkshire College’s Strategic Framework 2020 – 2025. Annex E shows the Strategic Priorities, Strategic Objectives, and the College’s commentary on compliance to the objectives.

Section 2: Summary of Regulated Procurements Completed

The detailed summary of regulated procurements completed is set out in Annex B. That information, coupled with the publication of the College Contracts Register <https://www.apuc-scot.ac.uk/#!/institution?inst=35> and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College’s procurement activity over the reporting period.

Annex B shows the regulated procurements completed by the College. These are separated into contract categories and distinguish collaborative contracts from college only ones. For each completed procurement the information provided shows:

- ☐ the expected date of notice
- ☐ the date of award
- ☐ the start dates
- ☐ the end dates
- ☐ the category subject matter
- ☐ the name of the supplier
- ☐ estimated value of the contract – total over contract period

In the interest of transparency, we have included below regulated procurements. These are procurements which are low value, below £50k, where Procurement has still influenced the process.

Section 3: Review of Regulated Procurement Compliance

Where appropriate, South Lanarkshire College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality, and sustainability).

In making its regulated procurements every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

In the period covered by this report the College has conducted all its regulated procurements in compliance with the principles of the World Trade Organisation (WTO) Agreement on Government Procurement (GPA) Principles of non-discrimination, transparency, and procedural fairness.

Successful delivery against the Procurement Strategy Objectives is part of a customer valued, Operational Procurement Review (OPR), that seeks incremental improvements to procurement processes and outcomes over time. The most recent assessment was carried out in August 2024 and the College received a score of 73% exceeding the target of 67% for 2024. This shows that the college has significantly improved its level of procurement performance in the time since the last Operational Procurement Review (OPR) across a number of areas including procurement representation, strategy, spend analysis and sustainability.

Section 4: Community Benefit Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires that for every procurement over £4m, South Lanarkshire College must consider how it can improve the economic, social, or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, where relevant and proportionate and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.

The general College policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, ‘could a community benefit clause be usefully included?’

Where applicable to the subject matter of the procurement, the requirement is then built into the procurement specification and/or technical questions and into the eventual conditions of contract performance.

As a small institution, South Lanarkshire College has not tendered for any procurements over £4m in the reporting period (in line with legislation) however has included Community Benefits Clauses in other tenders which fall below the £4m threshold.

These are provided in Annex C – List of Regulated Procurements with Community Benefits Fulfilled.

Section 5: Supported Business

Regulated procurements (between £50k and GPA threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Route 3 mandates the use of the Single Procurement Document (SPD (Scotland)) and it is used as good practice for Route 2. The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are Supported Businesses.

The College reviews each regulated procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with Scottish Procurement Legislation and ensuring value for money for the institution.

The College did not reserve any contracts for supported businesses in this period however did procure goods through Hey Girls, a social enterprise, at a value of **£1656**.

Section 6 – Future Regulated Procurements

South Lanarkshire College is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years, it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Annex D should be viewed with this caveat in mind.

The information provided in Annex D covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

In the interest of transparency, we have included below regulated procurements. These are procurements which are low value, below £50k, where Procurement has still influenced the process.

Section 7 –Other Content for Consideration

Sustainability - Catering Services -

Aramark were appointed as the catering provider in August 2024 and continue to work alongside the college on developing and aligning their sustainability goals, which has been the introduction of the new recyclable cup (eCup) , a more robust procedure on takeaway containers with the aim to reduce single use containers and have now eradicated single use sachets in favour of self-serv bottles reducing the cost to the customer alongside the single use waste.

Aramark’s contracted started in August 24 and they were selling sauce portions .

In February 25 Aramark after consultation with the CCAT decided to switch to reusable squeezey bottles and takeaway the cost for the customer.

Below shows the cost to the customer during that period and what the savings is since the change.

Sauce	Amount Sold From August 24 to Feb 25	Cost To Customer	Average Cost Per Month	Saving to the customer March 25 To October 25
Ketchup Portion	8608	£860.80	£122.97	£983.77
Vinegar Sachet	2166	£216.60	£30.94	£247.54
Tartare Sauce Sachet	171	£17.10	£2.44	£19.54
Brown Sauce Portion	1677	£167.70	£23.96	£191.66
Mayonaisse Portion	3307	£330.70	£47.24	£377.94
Total	15929	£1,592.90	£227.56	£1,820.46

Other initiatives

- Coffee discount scheme that you get 20p off when using your own cup in Starbucks or the refectory machines –
 - from August 24 to present this has been used 2908 times generating a saving of £581.60 for customers.
- Reusable cups sold at cost price in Starbuck's and the refectory - 161 cups sold
- 60 reusable cups given away by Aramark to promote sustainable cup usage.

Waste awareness – Catering Services.

Aramark are working closely with Biffa the current waste contract incumbent to identify waste streams and use of correct waste separation in all the catering areas as well as compostable single use packaging.

There is also a waste initiative launched at the college by Aramark as follows;

- Wipe out waste – Menus created using waste by products for example , used coffee grounds to make a rich chocolate cake.

LED Lights

There is an annual saving of **172,900Kwh** from the LED Lighting System.

FNT2030

The Supply Chain Manager has collated data for From Now To 2030 (FNT2030) under the distinct categories below, which is the sustainability strategic aims targeted at 2030, linked to the Scottish Universities and College Sectors Supply Chain Climate & Ecological Emergency Strategy 2022 to 2030 (May 2022) signed by all College Principals.

FNT2030 has been broken into distinct categories that are required to be reported on to the Scottish Government as follows:

- Energy
- Food
- Furniture
- IS
- Labs and
- Travel

However, there are other sustainability targets throughout all the Universities and Colleges aimed at 2045 which are currently being reported back to the Scottish Government so the collated information will be combined to prevent a duplication of effort.

Annex A - Annual Procurement Summary

NOTE: reference to contract is also to be construed as meaning a Framework Agreement

1. Organisation and report details	
a) Contracting Authority Name	South Lanarkshire College
b) Period of the annual procurement report	1 st August 2024- 31 st July 2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	No
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	4
b) Total value of regulated contracts awarded within the report period	£598,242
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	4
i) how many of these unique suppliers are SMEs	4
ii) how many of these unique suppliers are Third sector bodies	0
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	4
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	2
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	4

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	0

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	3
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.	3
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	3

6. Payment performance

a) Number of valid invoices received during the reporting period.	3495
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	74.30
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	3
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:	£0.00

i) spend within the reporting year on regulated contracts	£0.00
ii) spend within the reporting year on non-regulated contracts	£0.00
8. Spend and Savings Summary	
a) Total procurement spend for the period covered by the annual procurement report.	£3,122,455
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£1,063,675
c) Total procurement spend with third sector bodies during the period covered by the report.	0
d) Percentage of total procurement spend through collaborative contracts.	54.03
e) Total delivered cash savings for the period covered by the annual procurement report	*£140,071*
f) Total non-cash savings value for the period covered by the annual procurement report	*£196,378*
9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	10
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£1,547,608

*Please note that these *figures* are being verified by APUC*

Annex B List of Regulated Procurements Completed in the Reporting Period 1/8/24– 31/7/25

Compliant

Regulated

Agreement Title	Supplier Name	Date of Award	Owner	Contract Start Date	End Date	Extension Period (Months)	Indicative Value over Contract Period	SME Status	Supported Business
Learning Management System (LMS)	Education Software Solutions Limited	15/09/2024	B	23/10/2024	22/10/2029	24	£147,487	Medium	No
Access Control	VWS Limited	24/04/2025	C	12/05/2025	11/05/2028	24	£191,190	Medium	No
Symmetry Upgrade to Cloud	Symmetry Ltd	18/06/2025	B	01/07/2025	30/06/2028	24	£147,692	Small	No
Natural Gas	Total Energies Gas and Power Ltd	01/03/2025	B	01/04/2025	31/03/2027	36	£111,873	Large	No
						Total (ex-vat)	£598,242		

Below regulated.

The following below regulated contracts were placed where Procurement influenced the expenditure:

Agreement Title	Supplier Name	Date of Award	Owner	Contract Start Date	End Date	Extension Period (Months)	Indicative Value over Contract Period	SME Status	Supported Business
Fresh Fish & Seafood	Campbells Prime Meat	31/03/2025	B	31/03/2025	30/03/2027	0	£45,000	Large	No
Trade Materials - Tools	Highland Industrial Supplies Ltd	10/12/2024	B	16/10/2024	15/12/2026	24	£48,000	Large	No
Fresh Fruit & Vegetables	McLays Ltd	10/01/2025	B	10/02/2025	09/02/2027	0	£45,000	Medium	No
Dairy Products	Graham's the Family Farm	03/04/2025	B	07/04/2025	06/04/2028	0	£45,000	Medium	No
Trade Materials – Plumbing Supplies	Richmonds Plumbing & Heating Merchants	29/11/2024	B	02/12/2024	01/12/2028	24	£43,661	Medium	No
Pest Control	Environmental Services Pest Control Limited	22/10/2024	C	28/10/2024	27/10/2026	24	£38,448	Micro	No
Theatrical Make-up Kits	E A Ellison & Co Ltd	16/06/2025	B	01/08/2025	31/07/2026	0	£36,000	Medium	No
HPE Switches and Storage	Insight Direct (UK) Limited	09/09/2024	B	09/09/2024	08/09/2027	0	£33,350	Large	No
Barber's Room Refurbishment	Salon Alternatives T/A Hair & Beauty World	20/05/2025	B	02/05/2025	02/06/2025	0	£31,471	Small	No

IPAD Accessories	Academia	18/09/2024	B	23/09/2024	22/09/2025	0	£30,000	Medium	No
AI Software Licences	Academia	18/09/2024	B	23/09/2024	22/09/2025	0	£30,000	Medium	No
Water Coolers	Culligan (UK) Limited	12/11/2024	B	25/11/2024	24/11/2027	0	£30,000	Large	No
HE Support & Essential Managed Services (SITS)	Tribal Education Limited	03/12/2024	C	01/01/2025	31/12/2025	0	£28,725	Large	No
Personal Protective Equipment (PPE)	Arco Limited	22/11/2024	B	24/11/2024	24/11/2025	0	£19,273	Large	No
Legal Services	Anderson Strathern	09/12/2024	B	13/01/2025	12/01/2026	0	£16,000	Medium	No
Kitchen Deep Clean	Plover Services Ltd	08/05/2025	C	09/05/2025	08/05/2027	12	£14,400	Small	No
Franking Machine (Leasing Agreement)	Fannan & Scott Limited T/A Northern Services	05/12/2024	B	12/12/2024	11/12/2029	0	£12,600	Micro	No
Educational Psychologists	UPEEL Ltd	13/01/2025	C	13/01/2025	12/01/2027	0	£10,500	Micro	No
Lift Maintenance	Kone PLC	09/01/2025	C	09/01/2025	01/02/2025	0	£8,041	Large	No
Plagiarism Software	Turnitin UK Limited	03/12/2024	B	13/12/2024	12/12/2025	0	£4,750	Large	No
						Total (ex-Vat)	£570,219		

Non-Compliant Spend

The following contract for 24/25 was non-compliant:

Category Subject	Supplier Name	Owner	Value over Contract Period (4 Years - excl VAT)	Compliance Issue	Proposed Solution
One off Consultancy	SHEPHERD AND WEDDERBURN LLP	C	£603,889	Historical Spend	One off Purchase
Construction - Gas Manuals & Accreditation	BPEC SERVICES LTD	B	£101,231	Historical Spend	On forward Plan - investigate Framework

Historical Spend >£50k

All other procurements carried out this financial year were carried out compliantly however analysis of 24/25 spend is indicating several areas where the historical value is over a period of 4 years above regulated threshold (>£50k). These areas have been prioritised alongside other contracts requiring renewals and incorporated into a long-term forward plan.

Category Subject	Supplier Name	Owner	Value over Contract Period (4 Years - excl VAT)	Compliance Issue	Proposed Solution
Estates Services	CLEANING AND WIPING SUPPLIES	C	£145,077	Historical Spend	On forward plan – Tender Strategy
Facilities Operations	SYSCO GB LIMITED (BRAKES BROTHERS)	B	£64,515	Historical Spend	Move to TUCO Framework Agreement
Catering Supplies & Services	JAMES KIPPEN LIMITED	B	£33,864	Historical Spend	There is a contract in place for this service with another provider
Facilities Operations	BRAEHEAD FOODS LTD	B	£24,005	Historical Spend	There is a contract in place for this service with another provider
Catering Supplies & Services	MILLS MILK SCOTLAND	B	£17,826	Historical Spend	There is a contract in place for this service with another provider

Annex C List of Regulated Procurements with Community Benefit Requirements Fulfilled

The following Community Benefits are being provided via the following Contracts:

Contract Title	Supplier	Community Benefit
Catering Services	Aramark	<p>As part of the community benefit requirement Aramark provided the following:</p> <ul style="list-style-type: none"> • Food Print – showing the waste cycle of all food on site • Collaborating with the college in its sustainable journey • Free Breakfast offer • Free Soup and Sandwich offer • Donations of juice and snacks to Freshers week and refreshers week. • Aramark employed a student to run the Starbucks • Delivered a presentation at the staff development day and worked with one of the business students on their dissertation • Received the annual return of £30k <p><u>Student engagement – Community Benefits – Catering Services</u></p> <p>Over the past year Aramark has supported the Student Association with several events including the following:</p> <ul style="list-style-type: none"> • Freshers – provided Snacks and juice and recipe cards • Re-Freshers – provided snacks and juice and recipe cards • Donations for several other events <p>Aramark also supported two students with their course work along with delivering work experience within their kitchen which was a huge success, which Aramark would like to build on.</p>
Hair and Barber Kits Beauty Products and Kits	College Kits Direct	<p>Training budget rebate</p> <p>CKD will provide the college with a rebate of 5% of the total spend, which can be used to purchase training courses.</p> <p>Student Spend Rebate</p> <p>In addition to the above college spend rebate, CKD have given the college an additional 3% rebate</p>

Free of charge products for prizes

Up £250 per department

Access to supplier Masterclasses**Hair and Beauty contract – Community Benefits**

The following items were donated to the students in 24/25 via the Hair and Beauty Contract

Item	Goods Provided	Date
Skin immitator pack	Awarded via Foundation (Neils materials)	Jun-25
clink street stage blood set	Awarded via Foundation (Neils materials)	Jun-25
Leader cam scissor 05	Awarded via Foundation (H & B world)	Jun-25
Leader cam scissor 06	Awarded via Foundation (H & B world)	Jun-25
Voucher £50	Awarded via Foundation (H & B world)	Jun-25
ETI pink hairdryer	Awarded via Foundation (H & B world)	Jun-25
ultimate smooth miracle oil x 3	Awarded via Foundation (Wella)	Jun-25
eimi texture touch clay x 2	Awarded via Foundation (Wella)	Jun-25
ultimate repair night serum x 3	Awarded via Foundation (Wella)	Jun-25
ultimate repair damage in 90 second x 3	Awarded via Foundation (Wella)	Jun-25
ultimate repair mask x 3	Awarded via Foundation (Wella)	Jun-25
Sebastian post potion 9 x 2	Awarded via Foundation (Wella)	Jun-25
EIMI rugged texture x 2	Awarded via Foundation (Wella)	Jun-25
ultimate repair shampoo x 3	Awarded via Foundation (Wella)	Jun-25
Sebastian mini hairspray x 4	Awarded via Foundation (Wella)	Jun-25
Sebastian dark oil x 2	Awarded via Foundation (Wella)	Jun-25
£100 voucher	Awarded via Foundation (Capital)	Jun-25
Wahl pro glide straightener	Awarded via Foundation (Capital)	Jun-25
serena solingen black scissor	Awarded via Foundation (Capital)	Jun-25
Wah super taper	Awarded via Foundation (Capital)	Jun-25
Wahl pro clip clipper	Awarded via Foundation (Capital)	Jun-25
Babyliss keratin lustre hairdryer	Awarded via Foundation (Capital)	Jun-25

		sienna tanning box	Awarded via Foundation (Capital)	Jun-25
		kaeso manicure collection set	Awarded via Foundation (Capital)	Jun-25
		digital scale	Awarded via Foundation (Capital)	Jun-25
		procare hair pack	Awarded via Foundation (Capital)	Jun-25
		glitterbels acrylic set	Awarded via Foundation (Capital)	Jun-25
		Barber apron	Awarded via Foundation (Capital)	Jun-25
		£75 voucher	Awarded via Foundation (Ellisons)	Jun-25
Waste Management	Biffa Ltd	Training of staff and students on Waste Management Presentation to the students at Freshers week		

HVAC Maintenance	Dalkia Operations Ltd	New Start - Apprentice		
		An apprentice HVAC Engineer for every year of this contract spending a percentage of their time on the SLC Contract with opportunity for SLC to nominate candidates. Apprenticeships offered in other areas with opportunity for potential candidates to be nominated from the College. Yet to be actioned		
		Graduate Scheme		
		Opportunity for College to identify graduate candidates and modern apprenticeships in Quantity Surveying aligned to College courses. Yet to be actioned		
		Paid Work Experience Placement (16 + years of age)		
		3 x 2-week work placement for young persons from South Lanarkshire over the course of the contract. Opportunity for College to nominate candidates. Yet to be actioned		
		Careers Events "Members of our Engineering Services"		
		Career Events at the College to discuss opportunities and benefits available to young people within the Built Environment sector. Yet to be actioned		

		Participation in Young People Mentoring Schemes Opportunity and time to participate in MCR Pathways mentoring schemes. Yet to be actioned
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Annex D List of Regulated Procurements planned to commence in next two F/Ys 25/26 & 26/27

Regulated

Agreement Title	New, Extension or re-let	Category	Expected Date of Contract Notice	Expected Date of Award	Expected Start Date	Expected End Date (inc extensions)	Estimated Value over Contract Term (inc extensions)
Onsite Assessment Services	Re-let	B	28/01/2026	20/07/2026	03/08/2026	02/08/2030	£568,000
Insurance Services	Re-let	B	28/05/2026	20/07/2026	01/08/2026	31/07/2030	£243,100
Timber	Re-let	B	27/10/2025	21/11/2025	02/12/2025	01/12/2029	£160,000
Janitorial & Domestic Supplies	Re-let	C	15/01/2026	13/04/2026	27/04/2025	26/04/2029	£145,077
Group Life Assurance	Re-let	C	13/01/2026	03/03/2026	13/03/2026	12/03/2030	£120,828
Grounds Maintenance	Re-let	C	20/10/2025	15/12/2025	23/02/2026	22/02/2030	£84,824
Recruitment of Permanent Staff	New	B	01/06/2026	01/09/2026	01/10/2026	30/09/2030	£80,000
Personnel Protective Equipment (PPE)	Re-let	B	26/01/2026	09/03/2026	23/03/2026	22/03/2028	£57,819
Skillzminer	New	C	17/09/2025	19/11/2025	04/12/2025	03/12/2027	£37,960
Nursery Services	Re-Let	C	22/04/2027	14/06/2027	20/07/2027	19/07/2031	£50,000
						Total	£1,547,608

Below Regulated

Agreement Title	New, Extension or Re-let	Category	Expected Date of Contract Notice	Expected Date of Award	Expected Start Date	Expected End Date (inc extensions)	Estimated Value over Contract Term (inc extensions)
Hair Kits and Barbers Kits	Re-let	B	01/03/2026	01/06/2026	01/08/2026	31/07/2029	£30,000
Beauty & Barbers Products	Re=let	B	01/05/2026	01/06/2026	01/08/2026	31/07/2029	£30,000
Media Make-up and Kits	Re-let	B	01/05/2026	01/06/2026	01/08/2026	31/07/2029	£10,000
AI Software Licences	New	B	Direct Award	17/08/2026	23/09/2025	22/09/2027	£30,000
Construction Machines Maintenance Services	Re-let	C	28/09/2026	26/10/2026	15/11/2026	14/11/2029	£13,590
Graduate Gown Hire	Re-Let	B	01/10/2026	16/11/2026	11/12/2026	06/12/2029	£10,000
Withsecure Antivirus	Re-let	C	02/11/2026	23/11/2026	07/12/2026	06/12/2029	£24,000
Legal Services	Re-let	B	29/10/2025	17/11/2025	13/01/2026	12/01/2029	£45,000
VMware	Re-let	B	02/11/2026	21/12/2026	19/01/2027	18/01/2030	£24,000
Website Support and Maintenance	Re-let	C	18/01/2027	19/04/2027	26/04/2027	25/04/2030	£20,000
SLC Taxi Services	Relet	C	25/02/2027	19/04/2027	27/04/2027	26/04/2031	£23.267
Azure Offsite Back up Services	Re-let	B	Direct Award	27/03/2026	04/04/2026	03/04/2029	£10,660
Door Planned Preventative Maintenance	Re-let	C	13/04/2026	11/05/2026	22/05/2026	21/05/2029	£10,065
IPAD Accessories	Re-let	B	Direct Award	15/09/2026	23/09/2026	22/09/2028	£10,000

Office Supplies	Re-let	B	12/04/2027	14/06/2027	01/07/2027	30/06/2031	£30,000
Lift Maintenance	Re-let	B	09/11/2025	08/12/2025	01/02/2026	31/01/2029	£8,000
Water Coolers	Re-Let	B	06/09/2027	01/11/2027	25/11/2027	24/11/2030	£30,000
Multi-functional Devices	Re-let	B	08/11/2027	20/12/2027	03/04/2028	02/04/2031	£30,000
						Total	£365,338

*The dates and values on this annex are indicative and subject to change. By the time of publishing, some contracts may have been advertised.

**For extensions available, as it is unknown whether extensions will be taken up, the dates reflect the end of the initial contract. If extensions are taken up, these dates shall push out.

Annex E Annual Report Commentary on Strategic Statements and Objectives

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STRATEGIC

Highest Quality Education and Support
(College)

Inspirational Learner Journey
(Regional)

Quality Learning, Teaching and Support
Focused and Streamlined Priorities
(Outcome Agreement)

1

Successful Students
(College)

Develop & Nurture
(Regional)

Learning with Impact
Student Participation and Engagement in their educational experience
(Outcome Agreement)

2

Highest Quality Education and Support
(College)

Effective & Efficient
(Regional)

Contribution to Economic Recovery and Social Renewal
Learning with Impact
(Outcome Agreement)

3

Sustainable Behaviours
(College)

Strong & Sustainable
(Regional)

Responding to the Climate Emergency
Equalities and Inclusion
Fair Access and Transitions
(Outcome Agreement)

4

STRATEGIC PROCUREMENT OBJECTIVES

To work with internal academic budget holders professional support service colleagues and suppliers to deliver innovation and best value to the learning research and service support communities through the development of an effective and co-ordinated purchasing effort within the College.

To seek out professional development opportunities and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of the contracts for the benefit of customers and students.

To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.

To promote the delivery of value for money through good procurement practice and optimal use of the procurement collaboration opportunities.

To develop sound and useful procurement management information in order to improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.

To embed sound and ethical social and environmental policies within the College's procurement function, respond to the Climate Emergency and to comply with relevant Scottish and UK Legislation in performance of the Sustainable Procurement Duty.

To promote the delivery of value for money through good procurement practice and optimal use of the procurement collaboration opportunities.

Procurement Strategy Objective	Procurement Strategy Statement	Annual Report Commentary on Strategy Delivery
<p>To work with internal budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the teaching and learning, and service support communities, through the development of an effective and co-ordinated purchasing function</p>	<p>How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievement of its purposes</p> <p>The College’s general policy on consulting and engaging with those affected by its procurements</p>	<p>The College recognises the value that procurement brings and had increased the procurement resource temporarily by 1FTE (Procurement Project Manager) until December 24 to support procuring the historical regulated spend. The Supply Chain Manager is now 1 FTE on a permanent basis.</p> <p>The Supply Chain Manager works with the internal stakeholders on all procurements carried out in 2024/2025 to ensure that the specification meets requirements with evaluation criteria and weightings included which align to the College’s needs.</p> <p>The College follows the Scottish Government’s Procurement Journey as standard procedure with its own internal governance and threshold levels <£50k for Goods and Services and <£2m for Works.</p> <p>The Supply Chain Manager and the Procurement Project Manager have worked with Faculties and Depts to implement contracts in specific areas aligned to the College’s priorities.</p> <p>A Project Strategy has been completed with the input from relevant stakeholders for the following contracts let within the period: These included:</p> <ul style="list-style-type: none"> - Learning Management System (LMS) - Access Control <p>Completion of a Project Strategy allows us to assess any risks associated with the procurement and the relevance of key areas such as UK GDPR, Cyber Security, Health & Safety, Sustainability and Community Benefits.</p>
<p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance conducted through fair and transparent process</p>	<p>How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievement of its purposes</p> <p>How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat economic operators equally and without discrimination</p>	<p>The College submits its annual expenditure to APUC Ltd where the data is coded allowing the Supply Chain Manager to analyse the data. This identifies any areas of regulated spend and high-risk areas. The College has a full set of data over a period of 4 years which provides clarity on areas that require to meet the Procurement Reform Act obligations. Areas of expenditure have been prioritised and are on the Procurement Forward Plan. These procurements shall follow the Scottish Government’s Procurement Journey and shall be advertised through PCS with appropriate evaluation criteria and weightings in line with the process carried out for completed procurements in 2024/2025.</p> <p>The College uses the Pecos System for the placing of Purchase Orders. The current usage status on PECOS is 59 users of which 3 are APUC. PECOS is mainly used for producing purchase orders and for Orders transferred to</p>

	<p>How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner</p>	<p>Bluqube for payment. Training has taken place to enable the VP of Finance, Resources and Sustainability, the Management Accountant and the Deputy Finance Manager to gain access to the Reporting Tool.</p> <p>Savings are recorded where the College has used collaborative framework agreements and where savings have been achieved through local tender activity.</p> <p>A public facing, current contracts register where contracts are logged through the Hunter Database is available on SLC's procurement section of the website providing full transparency of the College's contracts.</p>
<p>To embed sound ethical, social and environment policies within the College's procurement function and to comply with the relevant Scottish, UK, and EU legislation in performance of the sustainable duty</p>	<p>How the College intends to ensure that its regulated procurements will be carried out in compliance with the Sustainable Procurement Duty</p> <p>The College's general policy on the payment of a living wage to persons involved in producing, providing, or constructing the subject matter of regulated procurements</p> <p>The College's general policy on promoting compliance by contractors and sub-contractors with the Health & Safety at Work Act 1974 and any provision under that Act</p> <p>The College's general policy on the procurement of fairly and ethically traded goods and services</p> <p>The College's general policy on how it intends it approach to regulated procurements involving the provision of food to:</p> <ul style="list-style-type: none"> - improve the health, wellbeing, and education of 	<p>SME engagement is imperative to the College, and we continue to offer SME support in the tender process.</p> <p>Consideration of environmental, social, and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage of a regulated procurement. The College always considers use of a framework in the first instance. Using framework agreements means that where appropriate, these areas have already been considered and assessed as part of the award criteria where relevant.</p> <p>Although not a legal requirement, South Lanarkshire College complies with the duties under the Modern Slavery Act publishing an annual Modern Slavery Statement on the website. All Invitation to Tender documents for APUC framework agreements and local tenders have the Sustain Supply Chain Code of Conduct. Tenderers are asked to sign up to the ethos of the code as part of their bid committing to assurance that they do not use forced, involuntary or underage labour, that they provide suitable working conditions and terms, that they treat workers fairly and that they comply with all laws and regulations relating to ethical and environmental compliance.</p> <p>The College's standard Terms and Conditions were used in all local tenders. By the supplier signing to the College's terms and conditions, this minimises contractual risk to the College. They require all contractors to meet all obligations in the compliance with anti-slavery, human trafficking laws, discrimination law, the Equality Act 2010, and health and safety law. These terms also include a clause for a minimum payment term of 30 days of which the College must pay the supplier and a clause for the supplier to meet this term with any sub-contractors engaged as part of the contract.</p> <p>The Supply Chain Manager attends the College Sustainability Group. The group meetings are held quarterly. As of 2026 All community benefits will be</p>

	<p>communities in the College's area</p> <ul style="list-style-type: none"> - promote the highest standards of animal welfare <p>How the College intends to ensure that, as far as is reasonably practicable, the following payments are made no later than 30 days after the invoice is presented:</p> <ul style="list-style-type: none"> - payments due by the College to a Contractor - payments due by a contractor to a sub-contractor - payments due by a sub-contractor to a sub-contractor 	<p>captured and presented to SLT and the relevant Community benefits will then be presented to the Sustainability Group. The College is participating in the Sector's FNT2030 Sustainability plans. This project has developed a set of goals for individual Colleges and the sector as a whole to address the Climate Emergency through its supply chain.</p> <p>The College is a Living Wage employer. Where relevant and proportionate, as part of the regulated procurement process, a fair working practices evaluation question is included to assess suppliers and their level of compliance in this area.</p> <p>The College through APUC Ltd, is an affiliated member of Electronics Watch, an independent monitoring organisation of the electronics industry which monitors ethical issues in the first, second and third tier supply chains.</p> <p>The College has access to the EcoVadis sustainability ratings agency. This tool allows the College to review sustainability audits within our supply chain.</p>
<p>To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>How the College intends to ensure that its regulated procurements will deliver value for money</p>	<p>The Supply Chain Manager continues to develop relationships with internal and external stakeholders.</p> <p>The updated Procurement Thresholds has now been embedded with the college.</p> <p>Further training and exposure to internal procurement processes for internal stakeholders is required within the College.</p> <p>The Supply Chain Manager and the Procurement Project Manager have worked with Faculties and Depts to ensure that appropriate evaluation criteria and weightings and where appropriate, key performance indicators were included in procurements completed this year.</p> <p>We continue to offer support and direction to SMEs as required for specific tenders. The procurement section of the College website provides information for suppliers and provides the link to the Supplier Development Programme which is a partnership of local authorities, the Scottish Government and other public bodies that work together to provide business support in all aspects of tendering. There are training courses for businesses looking to tender for public contracts in Scotland.</p> <p>The Supply Chain Manager attends the Procurement Strategy Group for Colleges hosted by APUC Ltd and is a valuable peer network for advice, guidance, and information exchange.</p>

		<p>Both procurement resources are part of the Central and South Regional Team which incorporates 5 Colleges across the Central Scotland Region where an APUC shared service is delivered. Regional Team Meetings are held and facilitated by our Senior Supply Chain Manager responsible for this team. This enables the team to exchange information and discuss regional collaborative opportunities.</p> <p>South Lanarkshire College and New College Lanarkshire work closely to share best practice, align procurement processes and collaborate where possible.</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities</p>	<p>How the College intends to ensure that its regulated procurements will deliver value for money</p>	<p>The Supply Chain Manager and the Procurement Project Manager have worked with the internal stakeholders on all procurements carried out in 2024/2025 to ensure that the specification meets requirements with evaluation criteria and weightings included which align to the College's needs. The internal stakeholders have been part of an evaluation panel which contributes to a value for money decision for the College.</p> <p>Through expenditure analysis, the Supply Chain Manager identifies where there is non-compliant spend and opportunities for utilising collaborative agreements or placing a local contract. The College seeks to use framework agreements where they deliver value for money.</p> <p>Where a collaborative framework agreement is not available or unsuitable, the College will seek competitive offers via an open tender. Regulated procurements are carried out in conjunction with the Supply Chain Manager and the Procurement Project Manager. Evaluation criteria including price and quality aligned to a scoring methodology are stated on the Contract Notice and Tender Documents. Where relevant, a sustainability test is used to assess the relevance of areas such as environmental impact, fair work, equality, and social impact. Evaluations are initially carried out individually by tender panel members then a conclusion reached by consensus.</p> <p>The College works closely with New College Lanarkshire and has collaborated on a Minor Works Contract this year.</p> <p>The Supply Chain Manager contributes to the Procurement Strategy Group for Colleges which holds an annual Contracting Priorities Workshop where APUC Ltd seek input on future collaborative opportunities across the FE Sector.</p> <p>The College is increasing its collaborative expenditure on an annual basis.</p>

<p>To seek out professional development opportunities and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance, and minimal risk throughout the life of the contracts for the benefit of customers and students.</p>	<p>The College's general duty on the procurement of fairly and ethically traded goods and services.</p> <p>How the College ensures that all its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<p>The Supply Chain Manager attends the annual Procurex Conference, the APUC Procurement Network Conference, sectoral events and has access to training to develop skills to benefit the service provided to South Lanarkshire College. Training is assessed as part of a continual performance review and development process.</p> <p>The College actively supports the sourcing of goods that are fairly, ethically, and sustainably sourced as well as Climate change which is very high on SLC's sustainability agenda. We consider risks as part of the Project Strategy which also includes a sustainability assessment prior to commencing the procurement process.</p> <p>The supplier management and performance measurement route are determined at the Project Strategy stage of the process. Segmentation of the level of spend and supply risk determines which appropriate route of Strategic, Managed or Routine processes will be applied to monitor the performance.</p> <p>Key Performance Indicators for strategic contracts are monitored to ensure the objectives of the service delivery is achieved. Contract Management is also a means of sharing best practice within the marketplace and delivering innovation throughout the term. This is a developing area for the College, and it has formal contract management approaches in place for the following strategic contracts:</p> <ul style="list-style-type: none"> - Learning Management System (LMS) - Access Control
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South Lanarkshire College has a procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey. These have met the objectives and obligations set out immediately above.

Annex F – Glossary of Terms

A, B, C and C1 Contracts (Who buys what?)

Category A Collaborative Contracts available to all public bodies

- Scottish Procurement

Category B Collaborative Contracts available to public bodies within a specific sector

- Scottish Procurement
- APUC Ltd
- Scotland Excel
- NHS National Procurement

Category C Local Contracts for use by individual bodies

Category C1 Local or regional collaborations between public bodies

Below Regulated Procurements are low value procurements with an estimated total value of less than £50k (ex vat) for goods and services and less than £2m (ex vat) for works. These are conducted in line with the College's internal procurement procedures.

Category Subject is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

Centres of Expertise are the procurement support and advisory bodies to the Public Sector. They are: Central Government Procurement, Advanced Procurement for Universities and Colleges (APUC Ltd), NHS National Procurement and Scotland Excel (Local Authority).

Collaborative Procurement is an effective way for more than one College/University, contractor, consultant, or supplier to join together to procure works, goods, or services, share expertise, promote efficiency, and deliver value for money savings in the form of a contract.

Community Benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social, economic and/or environmental benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social, or environmental conditions into the delivery of institutional contracts.

Contracts Registers these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc).

Contract management or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

EcoVadis is a global CSR assessment tool which is based on international standards to conduct individual sustainability performance assessments across all relevant areas of the supply chain. Suppliers assessed by EcoVadis will receive a sustainability scorecard with detailed insights into their strengths along with opportunities for improvement.

GPA - The Agreement on Government Procurement is a plurilateral agreement within the framework of the World Trade Organisation (WTO).

GPA Thresholds are the thresholds of the Agreement of Government Procurement which apply to public authorities from 1 January 2021. The current thresholds applicable are (net of VAT):- for Supply, Services and Design Contracts, £179,087, for Work Contracts, £4,477,174. The GPA thresholds are revised every 2 years. The next threshold change will occur on 1 January 2026.

Hunter - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on local and collaborative contracting activities.

Institution refers to College or University.

Leverage Based Savings - use of economies of scale to secure improved value.

Lotting - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts.

Non-Influenceable Spend – This spend includes goods/services that can only be procured from one source, for example Scottish Qualification Authority.

Non-Pay Influenceable Spend – This is non-payroll spend that the procurement team can influence to Tender for Goods/Services/Works.

Operational Procurement Review (OPR) – Procurement assessment type for institutions with an annual Procurement spend of less than £2m.

Prioritisation - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

Procurement Journey is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

PCS (Public Contracts Scotland) is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

PCS-Tender is the national eTendering system and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

Regulated Procurements are those whose values are greater than £50k for goods and services and greater than £2m for works. They require to be conducted in compliance with the Public Contracts (Scotland) Regulations 2015, the Procurement (Scotland) Regulations 2016 and the Procurement Reform (Scotland) Act 2014.

Real Living Wage is a voluntary hourly rate that is set by the Living Wage Foundation. The hourly rate level is set annually and is based on the cost of living in the UK with the aim to help support a minimum acceptable quality of living.

Segmentation is the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

Small and Medium Sized Enterprises (SMEs) encompass –

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

Supply Chain encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

Supported business means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

Sustain Supply Chain Code of Conduct - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically, and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

Sustainable Procurement - a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy, and the environment.

World Trade Organisation (WTO) is the global international organisation dealing with the rules of trade between nations.