# RBGE Procurement Policy and Procedures

## 1. Overview

Within RBGE our procurement procedures vary according to the nature, cost and complexity of the products or services being purchased.

Contracts valued above £50,000 are generally advertised on the [Public Contracts Scotland website](http://www.publiccontractsscotland.gov.uk/), except where there’s a justifiable need to pursue a different procedure. Our procedures are in line with Scottish Procurement’s guidance and based on its Procurement Journey routes.

For all purchases between £10,000 and £50,000, written invitations to quote should be issued to at least three suppliers again generally advertised on the [Public Contracts Scotland website](http://www.publiccontractsscotland.gov.uk/) using the Quick Quote facility except where there is a justifiable need to pursue a different procedure

Suppliers and contractors can access details of all Scottish public sector contracts for free through the Public Contracts Scotland portal. You can also register for free email alerts about new tender opportunities.

View our [Procurement Policy and Procedures Manual](file:///S:\procurement%20docs\RBGE%20Procurement%20Policy%20and%20Procedures%20Manual.pdf)

## 2. Selection of retail products

The Royal Botanic Garden Edinburgh gift shops are well known among our visitors for the wide range of quality goods they sell. Suppliers are welcome to approach us with details of appropriate products that we might consider for resale in our retail outlets.

Products must be:

* commercial
* relevant to the gardens and to Scotland and its history
* high quality
* competitively priced
* able to complement other products within our range

You may submit product samples at your own risk. We will return or you can collect any samples we’re not interested in selling. The Royal Botanic Garden Edinburgh cannot accept responsibility for any damage or loss to goods that may occur in transit.

## Contact

Retail Manager

Botanics Trading Company  
Royal Botanic Garden Edinburgh

Arboretum Place

Edinburgh  
EH3 5NZ

Telephone: 0131 248 2958  
Email: s.elliott@rbge.ac.uk

## 3. Payment of suppliers

The timing of payments is set out in our general conditions governing the terms of business. Payment should be made within 30 days of receipt of goods/services or the presentation of a valid invoice or other valid demand for payment, whichever is the later.

In practice, however, we make payments sooner, in line with the Scottish Government target for paying invoices within 10 working days of receipt. Many suppliers will thus receive payment before the date their contractually agreed terms would suggest.

We consider a payment to have been made when a BACS payment is committed or a cheque is posted. Disputed invoices are processed for payment from the date the dispute was resolved.

## 4. Standard conditions of contract

We use standard conditions of contract for all straightforward purchases and contracts. They may be viewed at [www.rbge.org.uk/potandc](http://www.rbge.org.uk/potandc).

Bespoke conditions are used for more complex and high value contracts.

## 5. Sustainable procurement

We see the need for sustainable procurement in all of our purchasing activities and manage this in accordance with the Sustainable Procurement Action Plan.

Following the 10 Steps to Sustainable Procurement laid out in the action plan is helping us work towards effective sustainable procurement.

Sustainable procurement is:

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 to the organisation, but also to society, the economy and the environment.

[RBGE Sustainable Procurement Action Plan](file:///S:\procurement%20docs\RBGE%20Sustainable%20Procurement%20Action%20Plan.docx)

## 6. Procurement Strategy

In accordance with the Procurement Reform (Scotland) Act 2014 RBGE have published a procurement strategy which has been endorsed by an organisational owner at board level. This strategy sets out how it intends to ensure that its procurement activity delivers value for money and contributes to the achievement of the authority’s broader aims and objectives, in line with [Scotland’s National Outcomes](http://www.gov.scot/About/Performance/scotPerforms/outcomes). In accordance with the Act RBGE will produce a report on the strategy in May 2018.

[RBGE Procurement Strategy](file:///S:\procurement%20docs\RBGE%20Procurement%20Strategy.docx)

## 7. Contract Register

Information about regulated contracts awarded by RBGE since 18 April 2016 can be obtained from our contract register on Public Contracts Scotland

<http://www.publiccontractsscotland.gov.uk/Contracts/Contracts_Search.aspx?AuthID=AA11182>