



# NHS Ayrshire & Arran Quick Quote process

## What is Quick Quote?

Quick Quote is an online quotation facility which allows contracting authorities to obtain competitive quotes electronically for low value requirements. Details of the Quick Quote are created on the Public Contracts Scotland (PCS) portal and distributed to a select list of suppliers. Quick Quotes are only distributed to the selected suppliers and are not made public on the portal.

NHS Ayrshire & Arran invite suppliers to Quick Quote for competitive quotes for low value or low risk procurements between £10,000 and £50,000. All new requirements over £50,000 are published on Public Contracts Scotland (PCS) in order to obtain bids electronically.



Public Contracts Scotland (PCS) is free for all suppliers to use. Simply go to <https://www.publiccontractsscotland.gov.uk/> to register.

Suppliers must register on Public Contracts Scotland (PCS). Only suppliers that are registered are invited to quote.

Some procurement requirements below £10K are procured directly by the service departments. If you send a short description of what your company can supply to [Procurement@AAPCT.scot.nhs.uk](mailto:Procurement@AAPCT.scot.nhs.uk) we will bring it to the attention of our relevant colleagues.

NHS Ayrshire & Arran's (NHSAA) contract register is available on our public website: <https://www.nhsaaa.net/services-a-z/procurement/>

## **What is the NHSScotland Community Benefits Gateway?**

The NHSScotland Community Benefits Gateway is a free and easy to use online service that connects NHSScotland suppliers with third sector community organisations within Scotland who are looking for assistance with community initiatives (needs).

A community benefit requirement will be included in NHS Ayrshire & Arran contracts where the duration and nature of the contract is proportionate and appropriate. All suppliers are encouraged to register on the NHSScotland Community Benefit Gateway: <https://www.nhsaaa.net/services-a-z/community-benefits-gateway/>

## **Where can I get further information about NHS Ayrshire & Arran procurement?**

For more information on our procurement process, visit the NHS Ayrshire & Arran website: <https://www.nhsaaa.net/services-a-z/procurement/> or email [Procurement@AAPCT.scot.nhs.uk](mailto:Procurement@AAPCT.scot.nhs.uk).

All orders to suppliers are raised electronically and NHS Ayrshire & Arran can accept electronic invoices.

## Quick Quote process

### Step 1

Requirement is identified and NHS Ayrshire & Arran prepare specification and documentation.

### Step 2

Quick Quote advertised on Public Contracts Scotland. Suppliers who have registered & completed their supplier profile are invited to bid.

### Step 3

All bids evaluated and scored by NHS Ayrshire & Arran contract evaluation team led by the relevant service department.


### Step 4

Quick Quote is awarded to the successful bidder, following the evaluation process and award/regret letters sent to bidders.

## NHS Ayrshire & Arran's Procurement Department

The NHS Ayrshire & Arran Procurement Department consists of four teams:

- **Senior Management Team**
- **Purchasing, Systems and Customer Services Team:** This team supports tactical and transactional purchasing activities; provides a procurement helpdesk function; and maintains and manages the electronic procurement systems that underpin the purchase to pay process.
- **Contract Implementation and Compliance Team:** This team supports our clinical, estates, facilities and corporate departments



to implement contracts tendered by National Procurement Scotland. The team is also responsible for local contracting and tendering activities and implementation of cost reduction opportunities, where possible.

- **Stores and Logistics team:** This team provides our acute hospital wards top up (replenishment) services; operates our central store; and supports board wide logistics activities.

## Key contacts

- Zoe Fance, Head of Procurement
- Gary Kean, Purchasing and Systems Manager
- Shona Boag, Stores and Logistics Manager
- Lesley Marshall, Contracts Implementation and Compliance Manager
- Lorna McGleish, Secretary to Head of Procurement

Contact our procurement teams: [Procurement@aapct.scot.nhs.uk](mailto:Procurement@aapct.scot.nhs.uk)

## Procurement specialist services

Buying responsibility for some NHS Ayrshire & Arran specialist services are delegated to expert departments, including IT, Pharmacy and building maintenance and minor works procurement.

- eHealth Procurement Team (Hardware, software and IT projects):  
[aa.eHealthProcurement@aapct.scot.nhs.uk](mailto:aa.eHealthProcurement@aapct.scot.nhs.uk)
- Operational Estates (Building maintenance and minor works contracts): [Procurement@aapct.scot.nhs.uk](mailto:Procurement@aapct.scot.nhs.uk)
- Capital Planning (All new building projects):  
[Procurement@aapct.scot.nhs.uk](mailto:Procurement@aapct.scot.nhs.uk)
- Pharmacy (Medicines and homecare contracts):  
[aa.PharmacyProcurement@aapct.scot.nhs.uk](mailto:aa.PharmacyProcurement@aapct.scot.nhs.uk)