



Portfolio Guidance Notes

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What is Portfolio?

Portfolio is a catalogue of Framework Agreements containing over 500,000 pre-tendered products and services. Details of the Portfolio range can be found at Annex A.

Who can use Portfolio?

Any UK Public Sector Contracting Authority or agent acting on their behalf may access the Portfolio Framework Agreements.

Procurement processes

Each Framework Agreement in Portfolio is established through a rigorous procurement process that includes:

- A contract notice in the Official Journal for the European Union
- Pre-qualification of suppliers taking into account financial and commercial capabilities
- Invitation to tender
- Evaluation based on the most economically advantageous tender including specification and price
- Award of Framework Agreement(s)
- Ongoing management throughout specified duration of the Framework Agreement(s)

Benefits of using Portfolio

The procurement of building, office, accommodation and catering related products and services can be a time consuming and costly process for purchasers. Portfolio can reduce the time and costs associated with procurement by offering products and services, which have already been competitively tendered. Benefits include:

A simplified procurement route and statutory compliance: There is no need for customers to conduct additional EU-compliant competitions. Suppliers holding Framework Agreements have already demonstrated their ability to be the most economically advantageous.

Process savings: Use of a Framework Agreement decreases the time and costs associated with a full competitive procurement.

Competitive pricing: Value for money prices are ensured at the time of the initial competition, and OGCbuying.solutions monitors and benchmarks ongoing competitiveness over time. Independent benchmarking has proven products and services offered in Portfolio to be more than 5% lower than the external equivalent.

Quality and fitness for purpose: Experience, expertise and commitment to quality are assessed at the time of competition, and customer satisfaction with regard to supplier performance is monitored on an ongoing basis through our auditing activities and customer satisfaction process.

How do I purchase through Portfolio?

Simply place your order direct with the suppliers detailed in Portfolio, quoting the appropriate alphanumeric contract number on your order, which usually begins with the letter 'A' followed by six numbers.

The supplier will then invoice you on completion of delivery.

Government Procurement Card

Many Portfolio suppliers are capable of receiving payment by Government Procurement Card (GPC). GPC is recognised worldwide as an efficient ordering and payment mechanism for low value government procurements.

Our website

For more information on OGCbuying.solutions go to the websites listed below or simply click on the links:

OGCbuying.solutions home page: www.ogcbuyingsolutions.gov.uk

Portfolio: <http://www.ogcbuyingsolutions.gov.uk/products/buildings/buildings.asp>

Environmental information: http://www.ogcbuyingsolutions.gov.uk/about/about_environmental.asp

Customer Service Desk

If you need help or have an enquiry, contact our Customer Services Desk. Our team will be pleased to help.

Call our Customer Services Desk on **0870 268 2222** or email **custcare@ogcbs.gsi.gov.uk**

Annex A

The Portfolio range includes:

Hardware & Buildings

An extensive range of interior and exterior products and services to help build, maintain and secure your property. In many cases the contracts include a complete assessment, design (where appropriate), supply, installation and maintenance service.

- Air Conditioning & Ventilation
- Building Materials & Associated Equipment
- Building Protection & Security
- Electrical Products & Components
- Energy Saving Devices
- Engineering, Gardening & Industrial Tools
- Firefighting Equipment & Prevention
- Heating Equipment
- Luminaires & Associated Lighting Products
- Portable & Modular Buildings
- Removal Services
- Windows & Doors

Office Equipment

From stationery to presentation technology, the Office Equipment category is geared at meeting your requirements for the workplace.

- Flexible Working Hours Equipment
- Photocopiers
- Presentation & Communication Equipment
- Stationery

Catering Equipment

Everything an organisation requires for its kitchen, canteen or restaurant. Our Catering Advisor is available for advice and information for larger catering projects.

- Canteen, Kitchen and Restaurant Furniture
- Cold Storage and Refrigeration
- Commercial Equipment – Discount & Service Arrangements
- Fabricated Tables, Sinks, Cupboards & Trolleys
- Food Distribution Systems
- Food Preparation Equipment
- Kitchen Appliances
- Kitchen Hygiene
- Prime Cooking
- Kitchen Waste Management
- Portable & Temporary Kitchens
- Prime Cooking Equipment
- Racking & Shelving
- Servery Equipment
- Tableware & Light Catering Equipment
- Temperature Control
- Vending Equipment
- Ware-wash Equipment
- Water Boilers

Furniture & Furnishings

These products and services cover most furniture and interior furnishings requirements, from office furniture to beds and mattresses to floorlaying and maintenance services.

- Beds & Bedding
- Conference & Courtroom Furniture
- Floor coverings
- Floorlaying & Maintenance
- Residential Furniture
- Soft Furnishings and Textiles
- Workstations, Seating & Storage

Health & Hygiene

From first aid equipment to water and energy management equipment, the products and services in this category are dedicated to your safety and well-being. Strict quality standards and compliance with stringent hygiene and safety standards are assured.

- Floor Cleaning Equipment
- Healthcare Aids
- Janitorial Supplies & Workwear
- Laboratory Supplies
- Laundry Equipment
- Medical Refrigerators
- Pest Control
- Washroom Services
- Water and Energy Management