



INVESTOR IN PEOPLE

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If calling please ask for

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Our Ref: **JS/PR**

Please quote the above reference when replying

Date: **14th January 2010**

Dear Sir/Madam

### LOCAL AUTHORITY PROCUREMENT OPPORTUNITIES

The public sector spends approximately £8billion each year tendering for goods and services, however many small and medium sized businesses find it difficult to enter the public procurement market.

Dundee City Council Economic Development and Procurement Teams are committed to increasing access to supplier development for the local business community. With this in mind, Dundee City Council has become a member of the pan-Scotland Local Authority Supplier Development Partnership (SDP). It is a business growth initiative which will facilitate a range of specialist business support activities targeted at businesses who wish to consider procurement as a means of growth or diversification and those who wish to improve or expand their current performance. Guidance and training in all aspects of winning tenders and procurement will be delivered with appropriate events and workshops offered to businesses.

Our engagement with the SDP will allow you access to information, news and business events across Scotland that will leave you more informed in the processes undertaken by the organisations you are targeting, including speaking to the actual people that purchase goods and services on a day to day basis.

With forthcoming projects such as the Commonwealth Games 2014, there has never been a better time to discover how your organisation can grow and prosper in this developing arena.

The SDP and Dundee City Council are hosting a local event at the Apex Hotel on 2nd February 2010, from 9.30am - 12.30pm, entitled "A Guide to Procurement – A Scottish Perspective" which will outline any legal requirements including the opportunity to hear directly from our own Procurement Officers.

To book your place on this event please email [margaret.swinburne@drs.glasgow.gov.uk](mailto:margaret.swinburne@drs.glasgow.gov.uk) or call 0141 287 7235.

For further information on this event and all other events and support, simply register your business details on [www.sdpscotland.co.uk](http://www.sdpscotland.co.uk).

Yours faithfully

**John Scott**  
**Enterprise Co-ordination Officer**

If you have trouble understanding English please contact the address below

اگر آپ کو انگریزی سمجھنے میں مشکل پیش آتی ہے تو برائے مہربانی نیچے درج پتے پر رابطہ کریں:

ਸੇਕਰ ਤੁਹਾਨੂੰ ਇੰਗਲਿਸ਼ ਸਮਝਣ ਵਿੱਚ ਕਠਿਨਾਈ ਹੁੰਦੀ ਹੈ ਤਾਂ ਡਿਯਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਹੋਠਾ ਸਿਤੇ ਖਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Jeżeli masz trudności w zrozumieniu języka angielskiego, skontaktuj się na poniżej podany adres:

如果你對英語理解有困難，請聯絡以下地址:

Dundee Translation & Interpretation Service, Central Library, The Wellgate, Dundee. DD1 1DB. Tel: 01382 431563 / 431542. Fax: 01382 431542

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