

Minute of Scotland Excel Sub-Committee on 31 March 2017

I want to draw to the attention of the Joint Committee for the purposes of a fully accurate record the following administrative errors which came to light in the course of implementing the Executive Sub-Committee's decisions of 31 March 2017. I would advise that the nature and significance of these errors and the fact that they did not affect the recommendations in any way was carefully considered and thereafter the contract award process was taken through to completion.

Agenda Item 2 – Supply and Delivery of Education and Office Furniture

References in the Appendices to –

- 1 Findel Education Supplies Limited should have been to Findel Educational Supplies Limited
- 2 YPO Procurement Holdings Limited should have been to YPO **Joint Committee of Local Authorities**

Agenda Item 5 – Supply and Delivery of Personal Protective Equipment

References in the Appendices to –

- 1 Lion Safety Ltd should have been to Lion Safety. (It should be noted that the bidder has a company, but its company was not used to bid for the work.)
- 2 Mona Laird Ltd (T/a McKinley Workwear Supplies) located in Inverness should have been to **Morna** Laird Ltd (T/a **McKinlay** Workwear Supplies) located in Hamilton.

The scoring of the tenders listed in Appendix 3 has been corrected as follows –

MWUK Ltd trading as Alexandra - score has been corrected for an arithmetical error and changed from 77.45 to 82.45, moving it up from position 13 to position 9 in the table; and

Rexel UK Ltd trading as Rexel MRO – score has been corrected for an arithmetical error and changed from 74.31 to 71.31, moving it down from position 19 to position 20 in table.

The bidders listed from positions 9 through 20 have moved position to accommodate the above changes but no change whatsoever was made in the overall result and the recommended suppliers agreed by the Executive Sub-Committee at the meeting.

I would ask the Joint Committee in approving the decisions on 31 March 2017 to formally note these errors in the reports to the Executive Sub-Committee as part of its decision to approve the Minute.