

[PCS-Tender](#)

[PCS-Tender](#) (or PCS-T) is the national tendering website funded by the Scottish Government. The system is a secure and efficient way for buyers and suppliers to manage tender exercises online.

PCS-T includes standard templates that allows you to save and reuse your tender responses. Please note, you must always ensure that the saved answers are relevant and consistent with the new procurement exercise.

All regulated procurement exercises in Scotland must be advertised on [Public Contracts Scotland \(PCS\)](#).

Regulated procurement are

contracts valued at £50,000 or above (excluding VAT) for goods and services and £2 million (excluding VAT) for works that exclude utilities and concession contracts.

Quickfire Guide

Quickfire Guide

PCS-T

If the Buyer is using PCS-Tender to manage the tender, the Contract Notice on PCS will tell you if you need to submit your response on PCS or PCS-Tender.

PCS-Tender:

- stores SPD responses which can then be reused multiple times in your [SPD](#) or ESPD (if using). Please note, when bidding responses should always be rechecked to ensure the information provided is relevant to the specific tender
- provides the facility to edit responses as many times as necessary prior to the tender submission deadline
- provides access to tender document responses from any location at any time
- provides a standardised message service between buyers and suppliers
- can be accessed via a single sign on through the [Public Contracts Scotland \(PCS\) website](#)

Using PCS-Tender

Information on how to respond to a tender via PCS-T can be found in the PCS-T [Further Assistance for Suppliers](#) area of PCS-T.

PCS-T User Guides

PCS-Tender user guides are available in the [Further Assistance for Suppliers](#) area on PCS-T and contains the following :

- Supplier Registration Guide
- Find and Express Interest in an ITT (Invitation to Tender) or PQQ (Pre-Qualification Questionnaire)
- Supplier Response Guide
- Managing Additional Users
- File Sharing
- Contract and Supplier Management Guide
- Pairing Your PCS & PCS-Tender Accounts

How to Access Tender Documents on PCS-T

Within PCS-Tender you can search for a PQQ or an ITT:

- a PQQ is a Pre-Qualification Questionnaire and this will contain a Single Procurement Document (SPD)
- an ITT is an Invitation to Tender and this can contain a Single Procurement Document and other relevant tender documents

To find a PQQ or ITT to respond to you can either:

follow the link contained within the invitation to ITT email and log in to PCS Tender. This will take you directly to the My Response area.

OR

log into PCS-Tender and click My PQQs or MY ITTs. Click My ITTs to see ITTs which you have been invited to or ITTs Open to All Suppliers

View more details in the [Find and Express Interest in an ITT or PQQ guide](#).

How to Reset your Username and Password on PCS-T

To reset your PCS-T username or password:

go to PCS-Tender and

under the Sign In button click Forgot your password or username?