

# ANNUAL PROCUREMENT REPORT

## APRIL 2024 TO MARCH 2025

## SECTION 1 – SUMMARY OF REGULATED PROCUREMENTS COMPLETED

Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: **“a summary of the regulated procurements that have been completed during the year covered by the report”**

For ETZ Ltd, a summary of the regulated procurements is detailed below.

Award Date	Supplier	Contract	Estimated Value	Start Date	End Date
01/04/2024	Tidy Green Clean	Cleaning Services	£93,463	01/04/24	31/03/27
23/08/2024	Ogilvie Construction Ltd	EnergyWorks - Construction	£5,445,991	01/09/24	31/07/25
23/08/2024	Hutcheon Services Ltd	EnergyWorks - Mechanical & Electrical Services	£1,749,866	01/09/24	31/07/25
20/08/2024	Burns Construction Ltd	Energy Transition Skills Hub – Refurbishment	£3,615,667	15/09/24	31/07/25
02/09/2024	Hutcheon Services Ltd	Energy Transition Skills Hub – Mechanical & Electrical Services	£2,517,194	15/09/24	31/07/25
11/06/2024	Savills UK Ltd	Whole Life Carbon Assessments	£43,700	11/06/24	Circa 2 years
11/06/2024	SLR Consulting Ltd	Landscape & Urban design architectural services	£67,146	01/07/24	Circa 1 year
18/06/2024	KPMG	Business Planning & Other Professional Services	£64,880	01/07/24	31/3/25

Award Date	Supplier	Contract	Estimated Value	Start Date	End Date
07/11/2024	Opergy Scotland	Strategy Shift Workshop delivery partner	£40,050	07/11/24	Up to 3 years
12/03/2025	WB Alloy Welding Products Ltd	Energy Transition Skills Hub – Welding Facilities	£304,500	01/04/25	31/07/25
12/03/2025	WB Alloy Welding Products Ltd	Energy Transition Skills Hub – Welding Equipment	£80,305	01/04/25	31/07/25
31/03/2025	Hydrock Consultants Ltd	Green Hydrogen Test & Demonstration Facilities FEED study	£179,936	01/04/25	30/09/25

## SECTION 2 – REVIEW OF REGULATED PROCUREMENT COMPLIANCE

[Section 17 of the Procurement Reform \(Scotland\) Act 2014](#) makes it mandatory for regulated procurements to be carried out in accordance with the organisation’s procurement strategy. Section 18 (2) states that an annual procurement report must include **“a review of whether those procurements complied with the authority’s procurement strategy”** and **“the extent to which any regulated procurements did not comply, and a statement detailing how the organisation will ensure that future regulated procurements do comply”**.

ETZ Ltd confirms all procurement was undertaken in compliance with ETZ Ltd’s procurement strategy.

As well as advertising contracts direct on the Public Contracts Scotland website, ETZ Ltd has utilised the SCAPE framework as a route to market for consultant’s appointments. SCAPE provides tendered rates for a variety of consultants that have been market tested and also gives flexibility in the appointment process. This gives a faster route to market and has been beneficial when ETZ Ltd has been faced with planning or funding deadlines.

This has been particularly beneficial to ETZ Ltd when appointing design teams where a multi discipline team requires to be procured and contracts in place. The ongoing contract management and payment process is also streamlined when using the SCAPE framework.

Each regulated procurement, and the majority of non-regulated procurements, require all bidders to complete a number of questions related to ETZ Ltd’s sustainable procurement criteria. This forms a key part of the quality assessment and typically comprises between 5% and 10% of the overall scoring criteria.

### Social

- Does the supplier treat their people fairly and with respect within a culture of equality and equity?
- Does the supplier have a Diversity and Inclusion Policy?
- Does the supplier ensure that slavery and human trafficking is not taking place in any of their supply chains and in any part of their business?

### Environmental

- Does the supplier conserve resources, including the use of energy, water and materials wherever possible?
- Does the supplier minimise waste, both within their operations and through reduction of packaging?
- Does the supplier reduce the impact of deliveries and maximise local sourcing?

### Economic

- Does the supplier support job creation and facilitate opportunities for local small-and-medium sized enterprises(SMEs)?

### Fair Work First

- Does the supplier have appropriate channels for effective voice, such as trade union recognition?
- Does the supplier invest in workforce development?
- Does the supplier ensure that there is no inappropriate use of zero hours contracts?
- Does the supplier take action to tackle the gender pay gap and create a more diverse and inclusive workplace (Diversity and Inclusion)?
- Does the supplier pay the real Living Wage?

## SECTION 3 – COMMUNITY BENEFIT SUMMARY

Section 18(2) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for an annual procurement report to include **“a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report”**.

There was only one procurement completed within the year which had a community benefit requirement, and this was for the construction of ETZ EnergyWorks (tendered as Construction of Energy Incubator & Scale Up Hub). The details of the successful contractor (Ogilvie Construction) benefits are detailed below.

Ogilvie's £2,000 went towards match funding our fund to support the delivery of AFCCT's School of Football at Lochside Academy.

The School of Football is first and foremost a project aimed at developing the social and academic skills of young people during their first and second year of secondary school. The programme is open to boys and girls and works on the basis that many skills developed while working in a football environment are transferable to schoolwork and social situations. Communication skills, following instructions, being creative and problem solving are skills either naturally acquired or developed when learning to play football, but can also be applied in classroom situations, in the playground, at home or in the street. For many young children, football is an activity that captures their imagination and brings joy and happiness to their life. This is why through the School of Football project uses the sport to engage participants in school life as a whole.

Lochside Academy runs boys and girls S1 and S2 groups of School of Football. The programme is aimed to create an environment that the young people can develop key life skills, learning through football and support the transition from primary to secondary school. The programme has seen an increase in attendance and a reduction in referrals and exclusions from the participants of the programme. The additional activity promotes improved physical and mental wellbeing and supports improved focus and concentration in mainstream subjects. The young people are encouraged to take responsibility and ownership as a programme participant. The School of Football charter gives them a sense of accountability.

The programme has 4 Outcomes:

1. "Young people build their capacity and confidence"
2. "Young people develop their personal and/or physical skills"
3. "Young people's behaviours and aspirations change positively "
4. "Young people's wellbeing improves"

## SECTION 4 – SUPPORTED BUSINESSES SUMMARY

Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires organisations to include "a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report".

There was no ETZ Ltd procurement in the year which related to Supported Businesses

## SECTION 5 – FUTURE REGULATED PROCUREMENT SUMMARY

This section includes information that is required as a minimum by the [Procurement Reform \(Scotland\) Act 2014](#).

Section 18(2) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include **"a summary of the regulated procurements the authority expects to commence in the next two financial years."**

In the next two financial years, ETZ Ltd, whilst continuing to use SCAPE frameworks, is likely to have procurement for the following key projects:

Subject	Type	Expected publication date	Expected award date	Expected start date	Estimated value
Mechanical & Electrical Services	New	Jun 2025	July 202	Aug 2025	£80,717
Burn Restoration	New	Aug 2025	Oct 2025	Nov 2025	£750,000
Landscape Improvements	New	Sept 2025	Nov 2025	Jan 2026	£500,000
Doonies enabling works	New	Sept 2025	Dec 2025	Jan 2026	Circa £5M
St Fitticks enabling works	New	April 2026	September 2026	January 2027	Circa £5M