



Annual Procurement Report

For the Period

1 April 2024 – 31 March 2025

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Executive Summary

Between the 1 of April 2024 and 31 March 2025, eight regulated procurements were completed. All were carried out in accordance with Eildon's procurement strategy and in accordance with the Procurement Reform (Scotland) Act.

Eildon currently expects to conclude 16 regulated procurements over the next two financial years; however, this is subject to change.

Introduction

This report has been prepared as the Annual Procurement Report for the period 1 April 2024 – 31 March 2025 to meet the requirements of the Procurement Reform (Scotland) Act 2014 which requires any public organisation which has an estimated annual regulated spend of £5m or more to prepare an annual report on their regulated procurements completed during that period.

Procurement Strategy

Eildon Housing Association published a Procurement Strategy in April 2024 for the period noted above. The purpose of the strategy is:

- To enable procurement to contribute to the Eildon's overall vision and to provide efficiencies to help Eildon deliver its key priorities and front-line services.
- To procure goods and services in a lawful and ethical manner that complies with public sector procurement requirements, and which encourages participation and sustainable economic growth.
- To ensure that procurement initiatives deliver best value for the Association, balancing cost and quality of service.
- To provide a framework for the Eildon to develop a plan to achieve continuous improvement in its procurement activity.

Summary of Procurement Activity 1 April 2024 – 31 March 2025

We are committed to making public procurement open and accessible to businesses and especially small and medium sized enterprises (SMEs). Whenever possible, when a framework is not used, all tender opportunities greater than £25,000 are advertised on the Public Contracts Scotland (PCS) portal and on the UK Find a Tender Portal where required. We also publish our contract register on our website.

The PCS portal has a 'Quick Quote' facility which is a proportionate process to request and receive quotes for lower value goods and services and for goods and services which are competitively advertised using collaborative framework suppliers.

A total of 14 procurement exercises were carried out in the period, six below the regulated thresholds and eight above them.

Summary of Regulated Procurement Completed

A regulated procurement is any procurement for public supplies or services with value of over £50,000 and for public works with a value of over £2m. For the purposes of this section, a regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.

During the reporting period: eight regulated procurements were completed.

Further details of the Regulated Procurements awarded by the Association between 1 April 2024 and 31 March 2025 can be found at Annex 1 of this report.

Review of Regulated Procurement Compliance

Eildon is committed to ensuring all regulated procurements comply with both the Association's Procurement Strategy and all relevant legislation. All awarded contracts are included in our contract register which is published on our website. A summary of some key areas is noted below.

Community Benefits Requirements	Our Community Benefits Policy introduced last year, helps to maximise community benefits from our procurement activities.
Value for Money	Wherever possible contracts are tendered via the PCS portal or appropriate framework agreement. And collaboration on contracts is used where appropriate.
Payment of Contractors	92.03% of invoices were paid within 30 days during the reporting period.
Developing Staff in Procurement	External and internal training has been provided to staff with procurement responsibilities.

Community Benefit Summary

Eildon is committed to maximising Community Benefits from its procurement activities. The following community initiatives have been achieved this year: -

As part of our new build development at Edgar Road, Westruther, the principal contractor is employing an apprentice and will be making a £5k donation to the local community council. They will also be providing them with a lawn mower.

The principal contractor at Caledonian Court in Peebles, handed out 400 easter eggs to local primary schools. It is expected that further community benefits will emanate from this development, but suitable projects have still to be identified.

The external decoration tender resulted in community benefits being offered in a number of different areas, including a food donation to the community food hub run by Eildon and the offer of food bank volunteer hours. Two work placement opportunities have also been offered. The supplier, in conjunction with EHA, will establish links with schools/colleges to provide career talks and employability advice and visit schools and colleges to participate in career events/awareness days, workshops, presentations and/or offer individual mentoring.

They will also use their 'Think Local' approach, when choosing suppliers to ensure that the supply chain is made up of local businesses between a 20-mile radius. They will also support an environmental themed community event, e.g. 'clean up' days.

The successful bidder from the facilities management services tender has committed to provide services to the value of or donate £250 for each year of the contract to a local sports club or charity. They will also provide two workplace visits for school children each year of the 3-year tender term.

All community benefits offered, will be monitored by our Community Partnership Manager.

Supported Business Summary

Supported businesses are a sub-section of the third sector. The aim of a supported business is the social and professional integration of disadvantaged or disabled persons where at least 30% of the employees are disadvantaged or disabled. Eildon are working in conjunction with other local RSLs, Scottish Borders Council, NHS Borders and Borders College through the Scottish Borders Construction Forum to identify future procurement opportunities for supported businesses.

Progress against Scotland's Public Procurement Priorities

We have completed the necessary work to comply with the governments Fair Work First priorities. We are active in broader, national forums through organisations like SFHA and are an Executive committee member of the Scottish Procurement Alliance (SPA), with our CEO also representing Scotland on the SPA's national procurement group – LHC PG.

Future Regulated Procurement Summary

Eildon expects to conclude 16 regulated procurements over the next two financial years, however these are subject to change. Details of these contract requirements are shown in the table below: -

Contract Title / Subject Matter	New, Extended or Re-let	Expected Contract Notice Publication Date or Framework Call off	Expected Award Date	Estimated Value of Contract
Principal Contractor at High Buckholm, Galashiels	New	Q4 - 25/26	Q4 - 25/26	£5,000,000
Home Improvement Team - Plumbing Supplies	Re-let	Q3 - 25/26	Q4 - 25/26	£750,000
Electricity Supply	Re-let	Q4 - 25/26	Q4 - 25/26	£600,000
Teviot Court Lift Works	New	Q1 - 25/26	Q2 - 25/26	£500,000
Home Improvement Team - Electrical Supplies	Re-let	Q2 - 25/26	Q2 - 25/26	£425,000
Provision of Work Vans	New	Q2 - 25/26	Q3 - 25/26	£350,000
External Decoration Works	New	Q3 - 25/26	Q4 - 25/26	£300,000
External Decoration Works	New	Q3 - 26/27	Q4 - 26/27	£300,000
HR & Payroll Software System	New	Q3 - 24/25	Q1 - 25/26	£245,000
Home Improvement Team - Floor Coverings	Re-let	Q2 - 25/26	Q2 - 25/26	£200,000
Architect - Borders College	New	Q4 - 25/26	Q4 - 25/26	£200,000
Out of Hours Call Handling Service	Re-let	Q2 - 25/26	Q3 - 25/26	£150,000
Warden Call Maintenance Service	Re-let	Q2 - 25/26	Q3 - 25/26	£150,000
Legionella Management Service	Re-let	Q2 - 25/26	Q3 - 25/26	£125,000
Gas Supplies	Re-let	Q4 - 25/26	Q4 - 25/26	£100,000
Customer Satisfaction Survey Provider	Re-let	Q2 - 25/26	Q3 - 25/26	£75,000

Procurement spend with contracted suppliers (%)

This measure indicates the level of Eildon's spend made within an existing contract. For 2024/25 Eildon achieved a contract spend of 86.07%.

Collaboration

Aside from our statutory/ regulatory obligations Eildon takes the view that sustainable procurement should benefit our residents and the communities we serve. We have close links with Scottish Borders Council, South of Scotland Enterprise and are active in local supply-chain forums.

Our supplier base is a mixture of local SME's and larger contractors, the later supporting our large development programme, although many local businesses benefit from these works.

We also host sustainability forums with Scottish Borders College, the Council and other local RSL's to scope opportunities to stimulate a local circular – and green- economy. We were also the first RSL in Scotland to work with SHIFT to independently assess a range of our activities, including sustainability through specification, procurement and through our supply chains. Recently, we have been working closely with our contractors and supply-chain partners to encourage pragmatic, equitable solutions to mitigate the effects of the global energy crises and other inflationary pressures.

We are supported internally by our Business Assurance Analyst who has joint responsibility for our internal audit function and for ensuring that all procurement activities are conducted in complete alignment with the regulations and our policies. Our Board receives reports on procurement activities and strategies, with regular scrutiny applied to our policies and procurement plans.

Procurement Complaints Received

No formal challenges or complaints were received by the Association during the reporting period.

Annual Procurement Report Ownership & Contact Details

- Neil Wilson-Prior, Director of Property Assets

Email – procurement@eildon.org.uk

Annex 1 - Regulated Procurement Completed Between 01 April 2024 and 31 March 2025

Regulated Procurement Completed Between 01 April 2024 and 31 March 2025

Contract Title	Suppliers Name	Estimated Value (£)	Award Date	Contract Start Date	Contract End Date (excl extensions)
Tweedbridge Court Peebles - Main Contractor	JR Group	£ 5,000,000	08/01/2025	03/03/2025	31/05/2026
Westruther - Main Contractor	Crudens	£ 3,000,000	20/11/2024	25/11/2024	02/11/2026
External Decoration 2025	Bell Group / Finlaysons	£ 300,000	14/02/2025	01/04/2025	31/10/2025
Facilities Management and Commercial Boiler Maintenance	Richard Irvin	£ 250,000	10/02/2025	01/04/2025	31/03/2028
WAN & Wifi Services	Watersons	£ 200,000	03/05/2024	01/11/2024	31/10/2027
Microsoft O365 Licences	Crayon	£ 150,000	22/01/2025	01/02/2025	31/01/2028
Rent Arrears Analytics	Voicescape	£ 135,000	18/10/2024	03/02/2025	02/02/2028
Telephony Support Services	Exchange Communications	£ 60,000	19/08/2024	20/08/2024	19/08/2025