# Frequently Asked Questions for Buyers

**Q:** A Supplier isn’t listed on the Framework Agreement; can I invite them to quote / mini-competition?

**A:** *No; you must only invite the Suppliers who have been appointed to the Framework Agreement for the lot you wish to Call-off against. No additional Suppliers can be invited.*

**Q:** Can I invite Suppliers from multiple Framework Agreements to quote / mini-competition?

A: *No; you must only invite the Suppliers who have been appointed to the Framework Agreement for the lot you wish to Call-off against.*

**Q:** Can you ‘de-select’ a Supplier from the Framework Agreement because you don’t like them or have had issues in the past?

**A:** *No; you must invite all the Suppliers who have been appointed to the Framework Agreement for the lot you wish to Call-off against. Any issues must be raised with the Contract Manager.*

**Q:** Can you ask for references or evidence of a Supplier’s relevant experience?

**A:** *No: This is non-compliant with The Public Contracts Scotland (2012) Regulations. The Suppliers appointed to the Framework Agreement will already have proved their capability to fulfil the requirements of the Framework Agreement. You may, however, seek relevant information to demonstrate key personnel’s capabilities if they are directly involved in delivery of the Framework Agreement.*

**Q:** Can I prequalify the Suppliers?

**A:** *No: Suppliers have already been through a pre-qualification process including the European Single Procurement Document, financial and insurance checks.*

**Q:** When setting up a Call-off Contract from a Framework Agreement does the Contract have to expire on or before the Framework Agreement expires?

**A:** *No: The Call-off Contract has to be awarded before the Framework Agreement expires, but it can be for any length (ideally no more than 5 years) and the expiry date does not have to be concurrent with the expiry date of the Framework Agreement.*

**Q:** Can you combine Suppliers from different lots from the Framework Agreement when inviting participants to a mini-competition?

**A:** *No: You can only invite Suppliers appointed to the specific lot you are calling off against.*

**Q:** Can I select any Supplier I want from the Framework Agreement and purchase from them directly?

**A:** No: *You can only purchase through the ranking process, desktop evaluation process or a mini competition as set up in the Framework Agreement.*

**Q:** Can I use my Institutions Terms and Conditions?

**A:** *No: You can only use the standard Framework Agreement terms and conditions for any contract resulting from this Framework Agreement. Only minor points can be re-negotiated with the consent of the Supplier and the Institutions such as Payment Schedules.*

**Q:** What are the payment terms for this Framework Agreement?

**A:** *30 days from receipt of valid invoice. Institutions and Suppliers are advised to discuss their own particular payment schedule requirements prior to concluding their procurement exercise through this Framework Agreement.*

**Q:** What are the commercial terms for this Framework Agreement?

**A:** *The minimum discounts from list price submitted at tender is the minimum that can be offered on a Call-off.*