

Register an interest and respond to an opportunity. This is for all Tenders including the Civil Engineering and Highways DPS and the Property Responsive Repairs & Maintenance DPS.

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This screen shows all opportunities, you narrow it down by selecting "Portals" (Supplying the South West in this example) and "Organisations" (Corserv Limited). This will bring up all the current opportunities and the dates your bids need to be in by. Select your chosen opportunity from this list.

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Opportunity Id Title Categories Description	DN355035 Reactive Permanent Vehicle Restraint System Repairs 3428100-9 - Crash barriers Corserv Ltd on behalf of Cormac Solutions Ltd is inviting tenders for reactive repairs, planned defect repairs and improvement of permanent vehicle restraint systems across Cornwall's highway network. The intention is to set up a framework agreement and appoint a preferred contractor and one back up contractor to Lot 1 - Reactive Repairs (completion within 7 days) and between 3 and 5 contractors to Lot 2 - Planned Defect Repairs and Improvement Schemes (no actual time constraint). CORMAC Solutions is contractors within 7 calendar days of the subcontract order being placed. Potential Tenderes will need to be able to demonstrate their ability to meet this mandatory requirement if applying for Lot 1. The evaluation criteria for Lot 1 will be 70% Price and 30% Cuality. For Lot 21 will be 100% on the Quality bid All call-off orders for Lot 2 projects will be by means of a formal mini competition process between the appointed contractors. Less	From 12/09/2018 11:30 to 15/10/2018 15:00 Register interest in this opportunity Contact details Buyer Comwall Council Contact Gemma Parker Imail garafer@cormachd.co.uk Teleghone 01872 324560 Address 101 Higher Trenant Road Wadebridge Cornwall and Isles of Scilly PLZ of TW United Kingdom Attachments No attachments	
Estimated value Keywords	N/A Reactive repair, Crash Barrier, vehicle restraint system		~

Once your chosen opportunity is selected, click on register interest.



Supplier Work Instruction

Slide 5

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	I don't have time to	look at the ITT now, what she	ould I do?			
	 Don't worry your activit christine.freeman@cor 	y is stored safely against your account a servitd.co.uk. The invitation contains a c	and an invitation has been sent to yo direct link to this ITT.	our registered email address		
	Please note however	hat the closing date for this ITT is 15 Oct	tober 2018 15:00. Make sure you le	ave enough time to complete your	response.	
	For reference, the primary c	ontact for this opportunity is listed below	ri-			
		Ms Gemma Parker	Procurement Portal	Organisation		
		T: 01872 324560	Supplying The South West	Cornwall Council		
		F:	Ref Id	Activity		
		M: E: gparkor@cormacitd.co.uk	DINJSSUJS	Reactive Permanent Venicle		
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Supplier Work Instruction

Slide 7

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2.1.6 C	Company registration number (if ap	pplicable)	N/A	Answer question	
2.1.7 C	harity registration number (if appli	licable)	N/A	Answer question	
2.1.8 H	lead office DUNS number (if applied	icable)	N/A	Answer question	

You must click on "Answer Question" against every question. Red dots are mandatory, the others without a dot should be answered only if applicable. Once answered the dots turn green.

Slide 12

Compart - Select	g Out 🔕 procontract.due-north.com 🗴
lealth and Safety Supply Chain Questionnaire Question 1 of 2	
Question	Weight
fitle: Corserv Supply Chain Assessment Questionnaire	0.00 %
Description: Please complete and upload the attached Supply Chain Assessment Questionnaire and supporting documents.	Section help
Answer r	NOTE 1: The Section must be completed in full and will be evaluated as a whole and given a pass or fail rating based on an evaluation of the risk to CORSERV of entering into a contract with the Applicant/Tenderer.
Add attachment Save and close Save and rext	Question help
	This question is mandatory An assessment of the Questionnaire will be carried out by Corserv's Health and Safety team and awarded a pass or fail.
	Question attachments
	VRS Repairs Supply Chain Assessment 945 Questionnaire 4gc KB

In the Health & Safety section you need to download the H&S questionnaire by clicking here: Once completed, re-attach by clicking here. Save & Close.



Slide 13

https://procontract.due-north.com/Supplier/Evaluatio	nResponse/View 🔎 🕶	🔒 Due North Limited [GB] C	View evaluation questions	
Edit ⊻iew Favorites Iools <u>H</u> elp Di Convert - ∰Select				
proactis				Notifications
Home Find opportunities My activities	My contracts	Help ~		Christine Freeman Your account Lo
/iew evaluation questions				
Questions				Progress (100%)
Title	Weight: %	Section status	Status Flag	
○ 1 Open Procedure Essential Information		Complete section	Section weight: 0.00%	
1.1 Supplier Guidance Document 🖉	N/A	Answer question	•	Key
1.2 Submission Compliance Instructions	N/A	Answer question	•	The answer provided is valid and complete.
2 Supplier Selection Criteria A		Complete section	Section weight: 0.00%	The answer has been automatically populated from a previou answer but it must be reviewed before submission.
⊙ 2.1 Potential Supplier Information		Complete section	Section weight: 0.00%	 Mandatory elements of this question have not been provided
2.1.1 Full name of the potential supplier submitting the information	N/A	Answer question	•	The question has been flagged for review.
2.1.2 Registered office address (if applicable)	N/A	Answer question		
2.1.3 Registered website address (if applicable)	N/A	Answer question		
2.1.4 Trading status	N/A	Answer question	-	Public attachments

Once all the questions have been answered and your progress bar is at 100%, scroll down to the very bottom of the document.

Slide 14				
A REAL PROPERTY AND INCOME.		the State of source of source of	Stranger Street Street	
Contract.due-north.com/Supplier/EvaluationRes	oonse/View 🔎 🕶	🔒 Due North Limited [GB] 🖒 ዕ	View evaluation questions ×	A ★ 40
<u>File Edit View Favorites Tools H</u> elp				
x 📆 Convert 👻 🔂 Select				
14 Schedule 2 - Safeguarding		Complete section	Section weight: 0.00%	^
14.1 We agree to comply with the attached document and complete checks in respect of all workers deployed to work under this agreement. We will provide CORSERV with the information required. <i>⊗</i>	N/A	Answer question	•	
Solution >> ○ 15 Not applicable to this tender		Complete section	Section weight: 0.00%	
 16 Not applicable to this tender 		Complete section	Section weight: 0.00%	
 17 Not applicable to this tender 		Complete section	Section weight: 0.00%	
 Norm of Tender and Declarations 		Complete section	Section weight: 0.00%	
18.1 Signing the Form of Tender and Declarations \mathscr{A}	N/A	Answer question	•	
Back				v
Click back.				



Slide 15

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Eile	Edit View Favorites Tools Help				
×	Question sets (1) 💿				current status of your response to this activity
	Title Supply of Double Glazed Wind Response documentation, files & No attachments Terms & conditions (1) Title Non Standard T's & C's CORSERV	Summary Mandatory question set of 106 questions of which 68 are mandatory	Progress	Action Edit	This is your response sumission progress checklist: So far you have Michicate have Michicate of draft your response to this activity Michicate of the additional information section Completed the Completed the Additional information section Completed the Completed the Complet
					Mow audit history

Back at this screen it's prompting you to upload at least 1 attachment, so click here.





This is where you need to add all your certificates, insurances, qualification documents or any other documents not already attached during the question sets.

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Edit View Favorites Iools Help	Response/RFxResponse 🔎 👻 🔒	🖒 🚫 pr	ocontract.due-nortl	h.com ×	h ★ 3
Question sets (1) 💿					current status of your response to this activity
Title Summ Supply of Double Glazed Wind Mand which	hary atory question set of 106 questi <mark>68</mark> are mandatory	ons of	Progress	Action Edit	This is your response submission progress checklist: So far you have
Response documentation, files & links	(1) 😳			+ Add	Indicated intent to respond (16/05/2019 15:23)
Corserv letter template 2018	Type docx	Size 1 MB	ø		response to this activity Completed the additional information section
Terms & conditions (1) 🐱	Accept term	s & condition	as X Decline term	ns & conditions	Completed mandatory question sets Uploaded at least one attachment
Non Standard T's & C's CORSERV					Before you can submit your response you need to Accept terms &
					Submit your response
					Options currently available to you are Submit response Opt out
					Audit history

The screen is now prompting you to accept the terms and conditions, click here.





You are now being prompted to submit your response.

Slide 19

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If you need to, following submission, you can change your response. You must make sure that your final submission is received before the activity deadline - 13th June 2019 at 4:30 PM	esponse
Yes, I am sure No. I will submit my response later	ilable to
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Click Yes if you're sure.

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Activity documentation, files & links (1) 🥪 Type Size	Hide buyer You have received 0 message(s) of which 0 are unread View all View unread
PVCu Double Glazed Unit Framework Age v2.pdf	eement pdf 572 KB	Your response (Version 1 –
Question sets (1) 😨		Hide Response history
Title Summer Supply of Double Glazed Wind Manc	n ary atory question set of 106 questions of which <mark>68</mark> are mandatory	The checklist below shows the current status of your response to this activity
Terms & conditions (1) 🧿	Hide This is your response submission progress checklist: You have successfully	
	κν	(Version 1 – 16/05/2019 16:12)
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		Audit history
		View audit history

You will now come back to this screen where you have the option to change your response. If you want to then click here. If you don't want to you can log out.

Author: Christine Freeman



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Title	Туре	Size			
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erms & conditions (1) 💿			Decline terms & cor	This is your respo submission progr checklist:	nse ess
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				Submit your (Version 2)	response
				Options currently av you are	vailable to
				Submit amended res	ponse

If you do make any amendments you can then submit your amended response.

Note: Do not click the back arrow at this point as you must click the submit amended response even if you have decided not to amend anything.



You will now receive an e-mail confirming your submission and that it was received on time.

END.