

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 is the Home Page and after your first time log in, this is the page you will come to normally and this is your starting point to find opportunities



Slide 3

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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.

Slide 4

Select		Retarn to find opportunities
Reactive Perr	rmanent Vehicle Restraint System Repairs	
Main contract de	details	Expression of interest window
Categories Description	 Reactive Permanent Vehicle Restraint System Repairs 34928100-9 - 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 contractually obliged to carry-out reactive permanent vehicle restraint system repairs within 7 calendar days of the subcontract order being placed. Potential Tenderers 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% Quality. For Lot 2 it will be by oneas of a formal mini competition process between the appointed contractors. Less SOUTH WEST (ENGLAND) 	From 12/09/2018 11:30 to 15/10/2018 15:00 Register interest in this opportunity Contact details Buyer Cornwall Council Contact Gemma Parker Gradi gparker@cornacitd.co.uk Telephone 01872 324560 Address 101 Higher Trenant Road Wadebridge Cornwall and Isles of Scilly PL27 6TW United Kingdom Atlachments No attachments

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



Supplier Work Instruction

Slide 5

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			Ms Gemma Parker	Procurement Portal	Organisation		
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This is the message you get when clicking the register interest button. Click here to continue.

Slide 6



At this screen, scroll down.



Supplier Work Instruction

Slide 7

PVCu Double Glazed Unit Framework Agreement pdf 572 KB	
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On the next screen, scroll down until you get to this section. The red dots on the side indicate the steps you need to complete before submitting your response. Click here to complete the additional information section.



Slide 9

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You don't have to add additional information if you don't want to. If you don't want to you must tick this box and then click save.

Slide 10

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Supplier reference, response inform	ot want to include a reference of your own, further	response information or	Your response Response history
Question sets (1) 🥥			current status of your response to this activity
Title	Summary Mandatory question set of 106 questions of which 68 are mandatory	Progress Action	This is your response submission progress checklist: <i>So far you have</i>
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Terms & conditions (1) •	Accept terms & condit	ons Decline terms & conditions	additional information section Before you can submit your response you need
<u>Non Standard T's & C's</u> <u>CORSERV</u>			Complete mandatory question sets option of childran one attachment
			Accept terms & conditions fully or in part Submit your response
			Options currently available to you are Submit response Opt out

The next thing it's prompting you to do is to complete the Mandatory question sets so click Edit here.

Author: Christine Freeman



Slide 11

https://procontract.due-north.com/Supplier/Evaluation	Response 🔎 👻 🔒 I	dentified by Go Daddy Root 🖒 (Log Out	🛇 View evaluation questions 🛛 🕯
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me Find opportunities My activities	My contracts	Help ~		Christine Freeman Your account Logo
v evaluation questions				
ostions				Progress (0%)
3	Weight: %	Section status	Status Flag	
1 Open Procedure Essential Information		Incomplete section	Section weight: 0.00%	
1 Supplier Guidance Document 🖉	N/A	Answer question	•	Кеу
2 Submission Compliance Instructions	N/A	Answer question	•	The answer provided is valid and complete.
2 Supplier Selection Criteria A		Incomplete section	Section weight: 0.00%	The answer has been automatically populated from a previous answer but it must be reviewed before submission.
 2.1 Potential Supplier Information 		Incomplete 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 nformation	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
2.1.5 Date of registration in country of origin	N/A	Answer question	•	
2.1.6 Company registration number (if applicable)	N/A	Answer question		CORSERV Open Procedure Supplier Guidance_v0.2.1S 540
2.1.7 Charity registration number (if applicable)	N/A	Answer question		Q.pdf KB
2.1.8 Head office DUNS number (if applicable)	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

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ealth and Safety Supply Chain Questionnaire Question 1 of 2	
Question	Weight
itle: orserv Supply Chain Assessment Questionnaire	0.00 %
escription: lease complete and upload the attached Supply Chain Assessment Questionnaire and supporting documents.	Section help
nswer Flar o attachments	p question for review A ques
Add attachment	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 doc 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

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I 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 previous answer but it must be reviewed before submission.
		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 宛 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

®Convert マ ळिSelect Question sets (1) ⊚				current status of your response to this activity
Title Supply of Double Glazed Wind Response documentation, files 8 No attachments	Summary Mandatory question set of 106 questions of which 68 are mandatory	Progress	Action Edit	This is your response submission progress checklist: So far you have Indicated intent to respond (16/05/2019 15:23) Started to draft your response to this activity Completed the
Ferms & conditions (1) • Title Non Standard T's & C's CORSERV	Accept terms & conditie	ns 🗱 Decline terms.		Additional information section Completed mandatory question sets Bergre you can submit your response you need ro Upload at least one attachment Accept terms & conditions fully or in part Submit your response Options currently available to you are Submit response Opt ont 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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Non Standard T's & C's CORSERV					Before you can submit your response you need to Accept terms &
					Submit your response
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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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					Indicated intent to respond (16/05/2019 16:09)		
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Non S ORSERV	Submit response					😮 ms & n part	
	Are you sure you are realing you need to, following submission is received before the	on, you can change your re	esponse. You m		r final	∧ ou need response	
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Click Yes if you're sure.

Slide 20

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Non Standard T's & C's CORSE	κν	Submitted your response (Version 1 – 16/05/2019 16:12)
		Detions currently available to you are Change Response View submitted response Opt out
		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



Slide 21

Title	Туре	Size		current Version 2 status of your
Corserv letter template 2018	docx	1 MB	8	response to this activity
Ferms & conditions (1) 🧿			Decline terms & conditions	This is your response submission progress checklist:
Title Non_Standard T's & C's ORSERV				So far you have Indicated intent to respond (16/05/2019 16:12)
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				additional information section Completed mandatory question sets
				Uploaded at least one attachment
				Accepted terms & conditions fully or in part
				Almost done, all you need to do now is
				Submit your response (Version 2)
				Options currently available to you are Submit amended response Opt out

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.