



Supplier Work Instruction

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.

Slide 1

Log in

Slide 2

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



Supplier Work Instruction

Slide 3

Opportunities - Search results

Narrow your results

- Portals
 - Supplying The South West
- Organisations
 - Corserv Limited
- Categories
 - There are 0 categories selected
 - Add UNSPSC categories
 - Add NHS eClass Version 2014 categories
 - Add CPV categories
 - Add ProClass categories
 - Add Proc HF

Title	Buyer	Expression Start	Expression End	Estimated value
1 Merrifield Close Truro Refurbishment	Corserv Limited	29/10/2020	13/11/2020	N/A
12 Alan Road Padstow Refurbishment Works	Corserv Limited	02/11/2020	20/11/2020	N/A
Cornwall Airport Newquay - Concrete and Jointing Repairs	Corserv Limited	28/10/2020	13/11/2020	N/A
Cornwall Airport Newquay - Runway and Taxiway Repairs	Corserv Limited	28/10/2020	13/11/2020	N/A
Cornwall Airport Newquay - Runway Shoulder Strengthening Works	Corserv Limited	28/10/2020	13/11/2020	N/A
DPS Subcontractors - Property Responsive Repair and Maintenance	Corserv Limited	17/05/2018	31/07/2023	N/A
Mount Camel Camelford Communal Areas Refurbishment	Corserv Limited	30/10/2020	20/11/2020	N/A
Ridgegrove Footbridge Launceston Design and Install	Corserv Limited	21/10/2020	17/11/2020	N/A
Roof Repairs to Wenfork Barn, Rezare, Lezant Cornwall	Corserv Limited	17/09/2020	06/11/2020	N/A
Saint Teal, Mable Bay, St. Peter	Corserv Limited	17/09/2020	06/11/2020	N/A

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

Reactive Permanent Vehicle Restraint System Repairs

Main contract details

Opportunity Id: DN355035

Title: Reactive Permanent Vehicle Restraint System Repairs

Categories: 34928100-9 - Crash barriers

Description: 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 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.

Region(s) of supply: SOUTH WEST (ENGLAND)

Estimated value: N/A

Keywords: Reactive repair, Crash Barrier, vehicle restraint system

Expression of interest window

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

Email: gparker@cornac Ltd.co.uk

Telephone: 01872 324560

Address: 101 Higher Trenant Road, Wadebridge, Cornwall and Isles of Scilly, PL27 6TW, United Kingdom

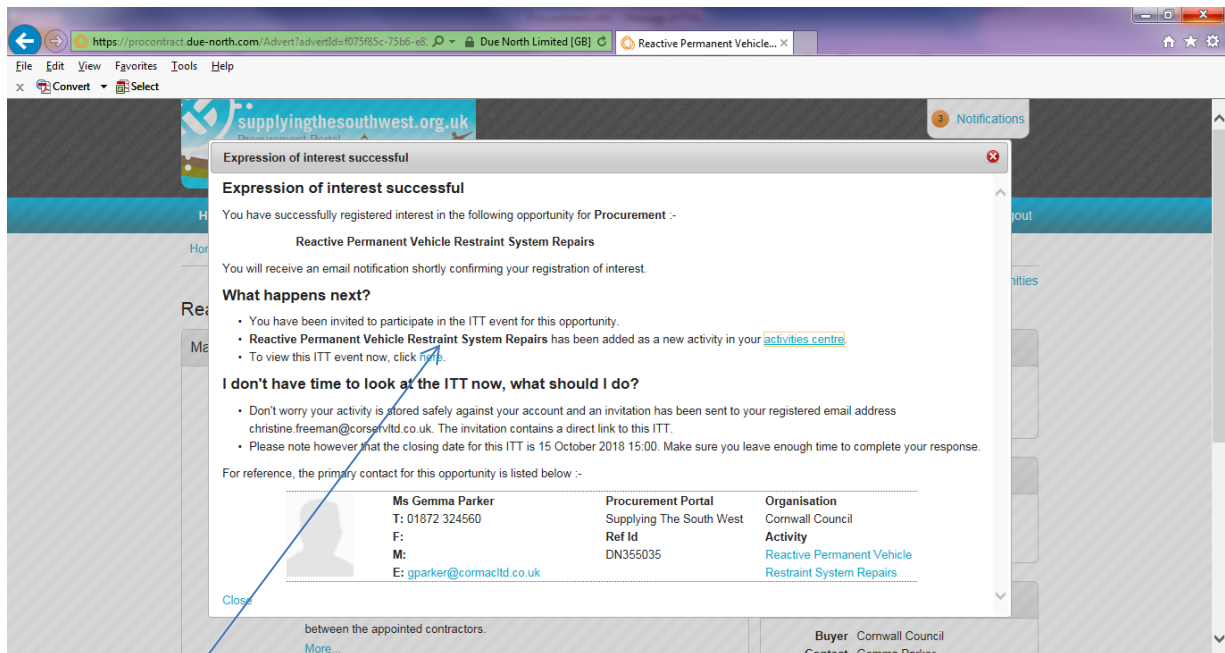
Attachments

No attachments

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

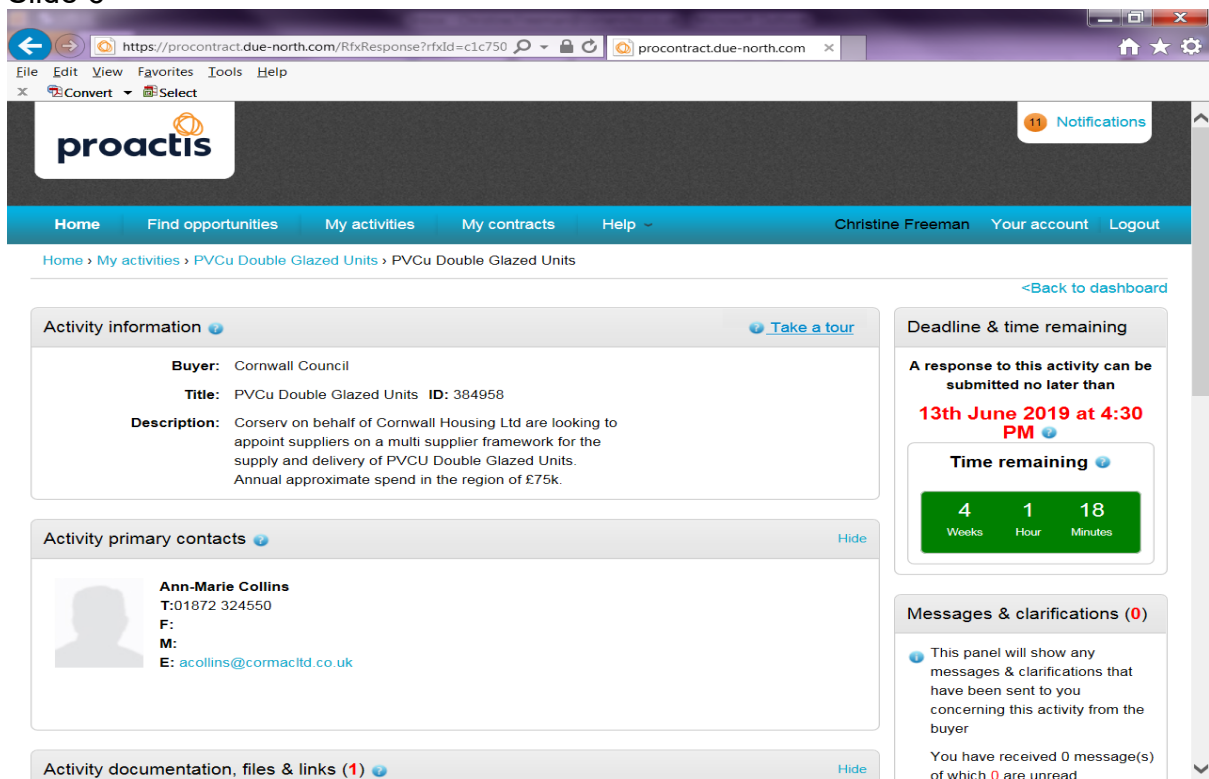
Supplier Work Instruction

Slide 5



This is the message you get when clicking the register interest button. Click [here](#) to continue.

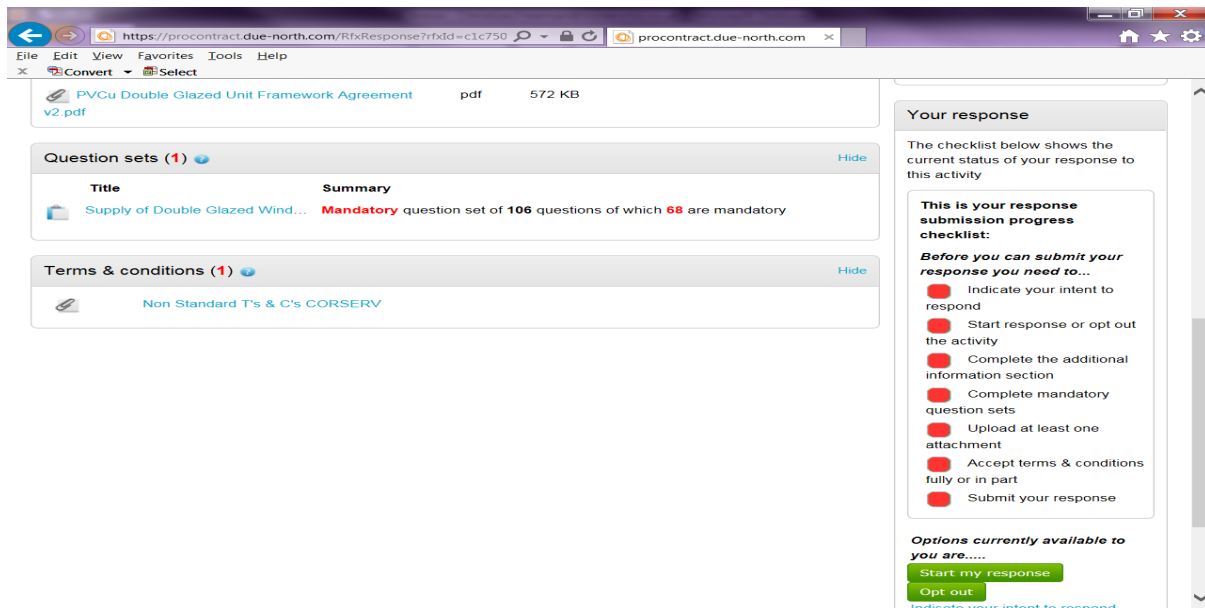
Slide 6



At this screen, scroll down.

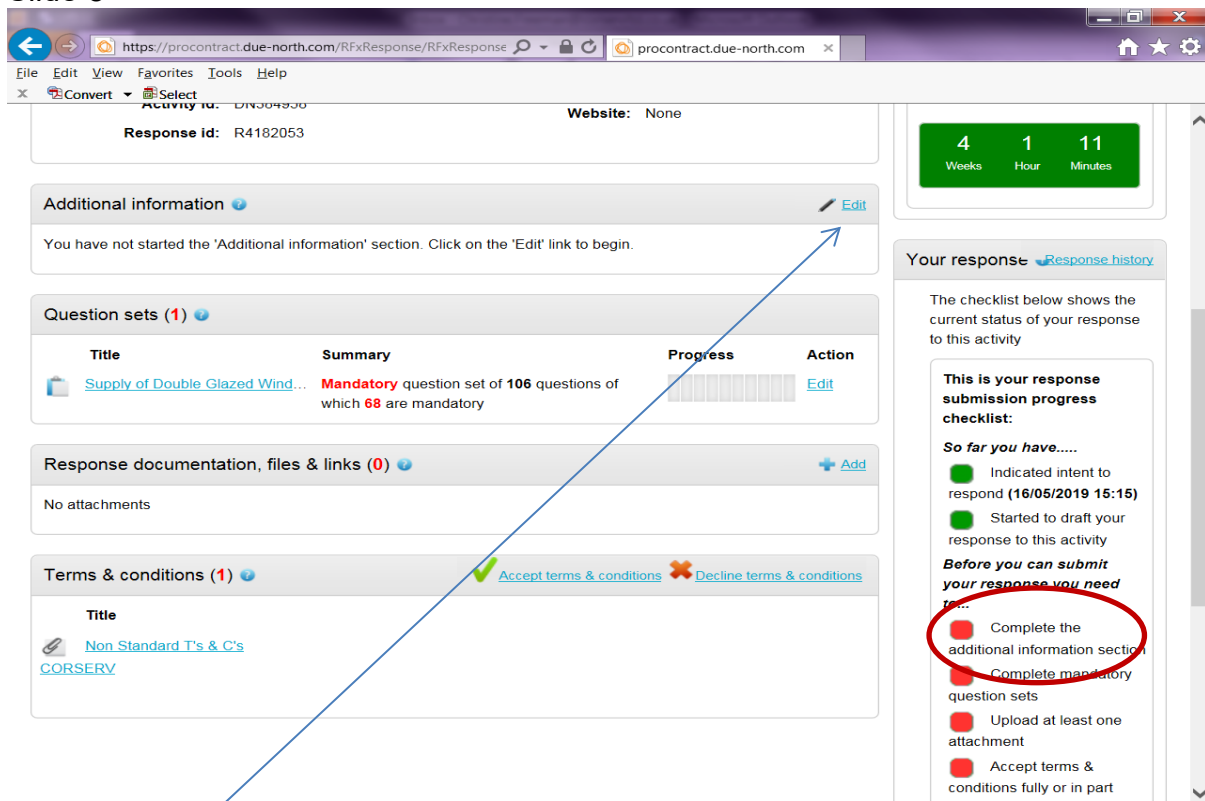
Supplier Work Instruction

Slide 7



Click "Start my Response"

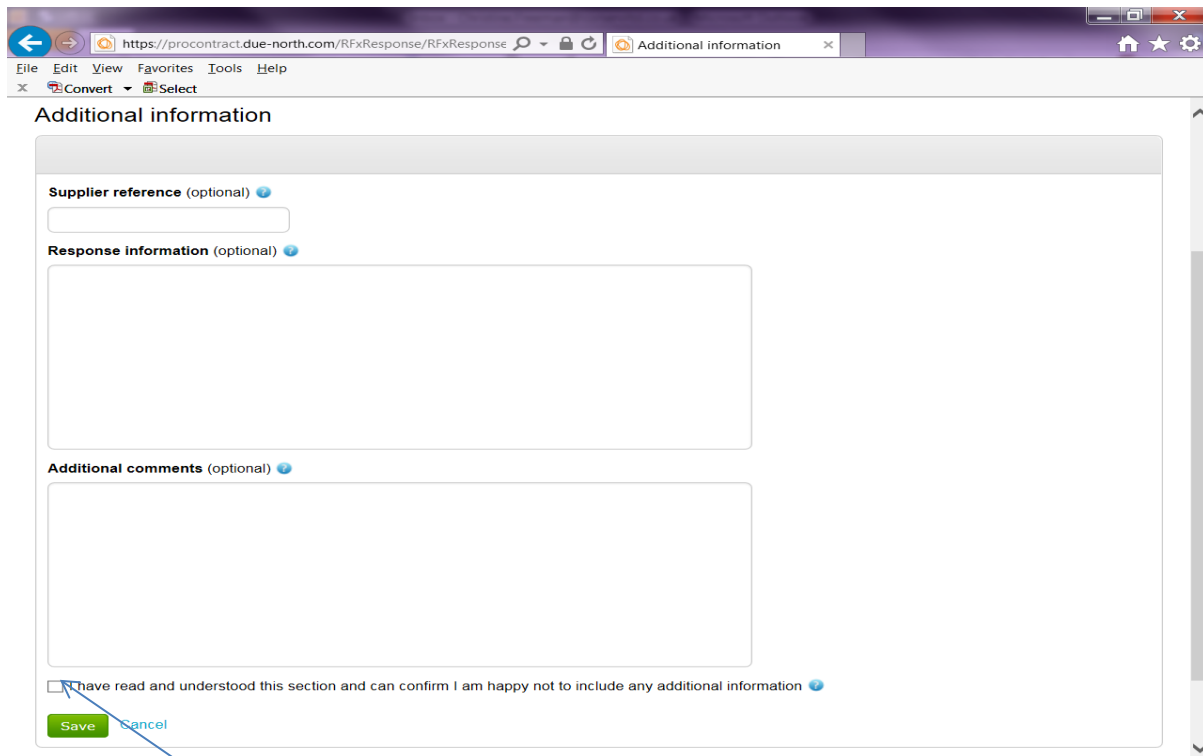
Slide 8



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.

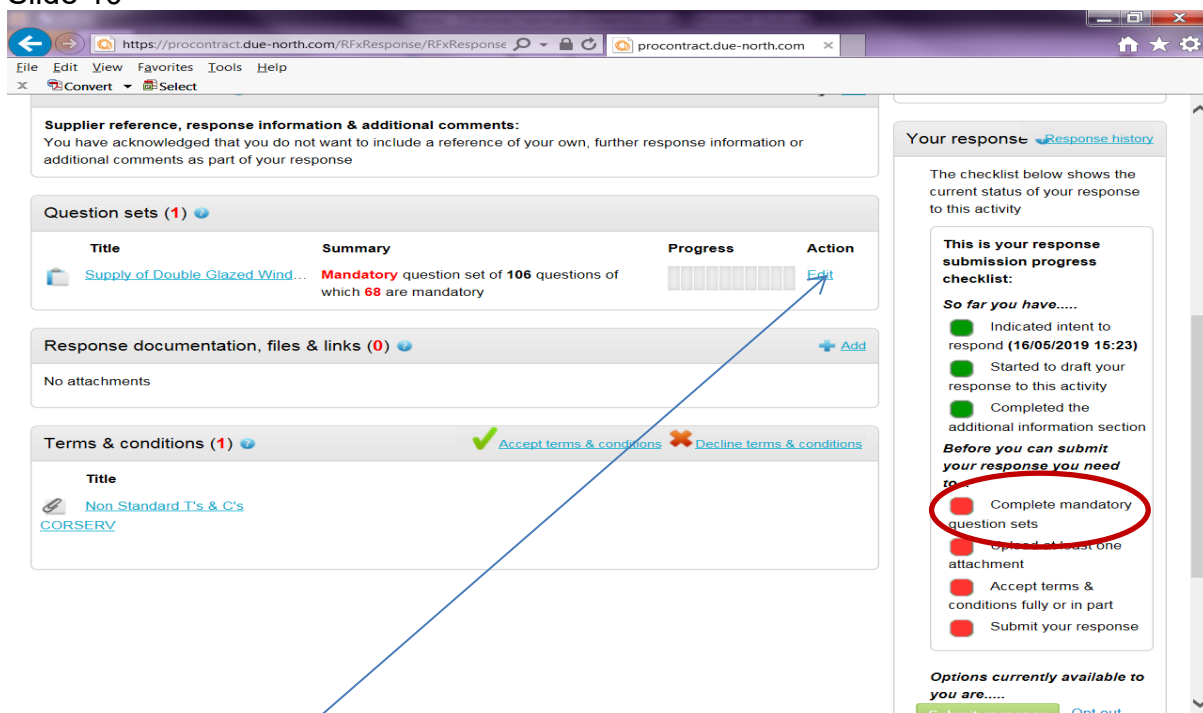
Supplier Work Instruction

Slide 9



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.

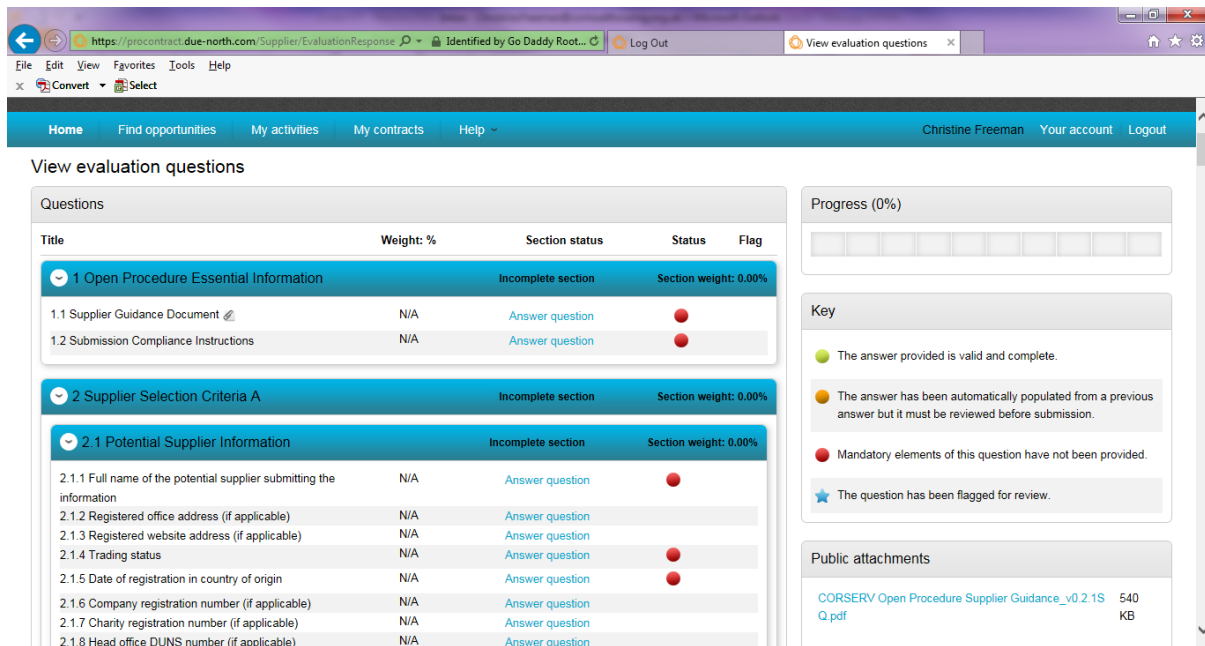
Slide 10



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

Supplier Work Instruction

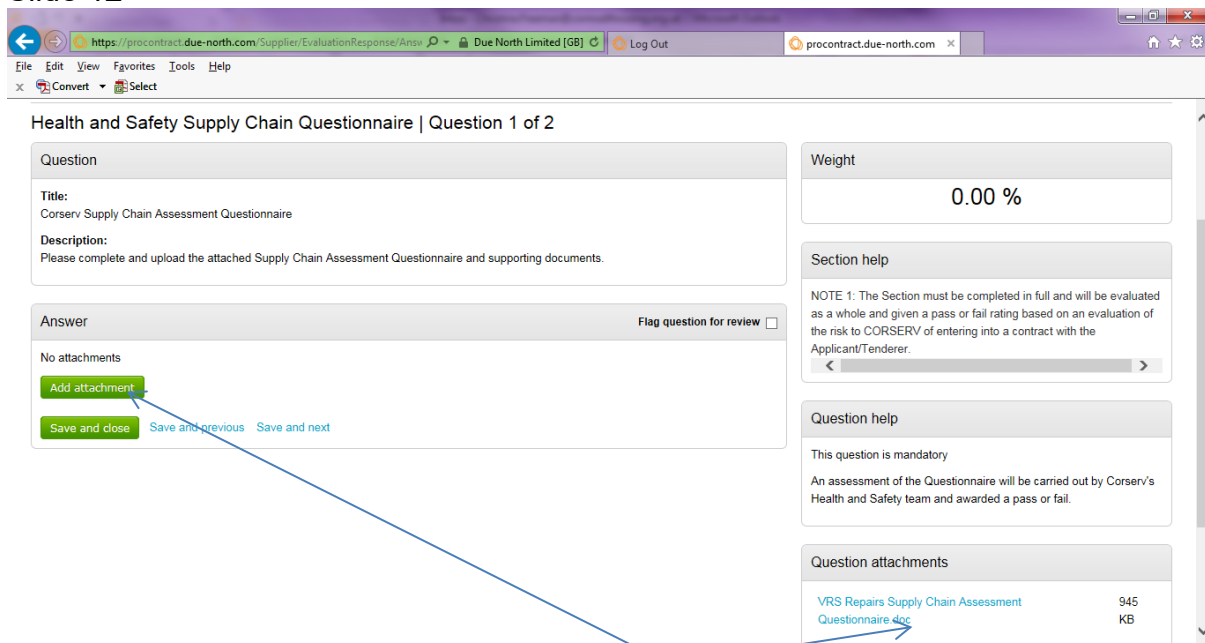
Slide 11



Title	Weight: %	Section status	Status	Flag
1 Open Procedure Essential Information				
1.1 Supplier Guidance Document	N/A	Answer question	Red dot	
1.2 Submission Compliance Instructions	N/A	Answer question	Red dot	
2 Supplier Selection Criteria A				
2.1 Potential Supplier Information				
2.1.1 Full name of the potential supplier submitting the information	N/A	Answer question	Red dot	
2.1.2 Registered office address (if applicable)	N/A	Answer question	Red dot	
2.1.3 Registered website address (if applicable)	N/A	Answer question	Red dot	
2.1.4 Trading status	N/A	Answer question	Red dot	
2.1.5 Date of registration in country of origin	N/A	Answer question	Red dot	
2.1.6 Company registration number (if applicable)	N/A	Answer question	Red dot	
2.1.7 Charity registration number (if applicable)	N/A	Answer question	Red dot	
2.1.8 Head office DUNS number (if applicable)	N/A	Answer question	Red dot	

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



Health and Safety Supply Chain Questionnaire | Question 1 of 2

Question

Title:
CORSERV Supply Chain Assessment Questionnaire

Description:
Please complete and upload the attached Supply Chain Assessment Questionnaire and supporting documents.

Answer

No attachments

[Add attachment](#)

[Save and close](#) [Save and previous](#) [Save and next](#)

Weight

0.00 %

Section help

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.

Question help

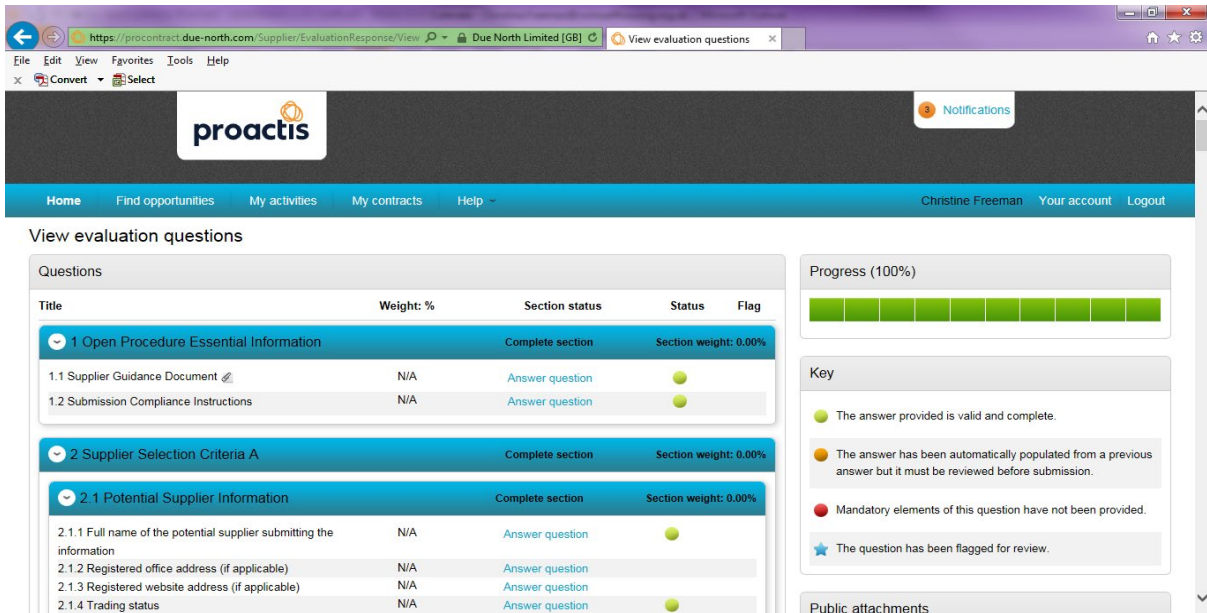
This question is mandatory

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 Questionnaire.doc 945 KB

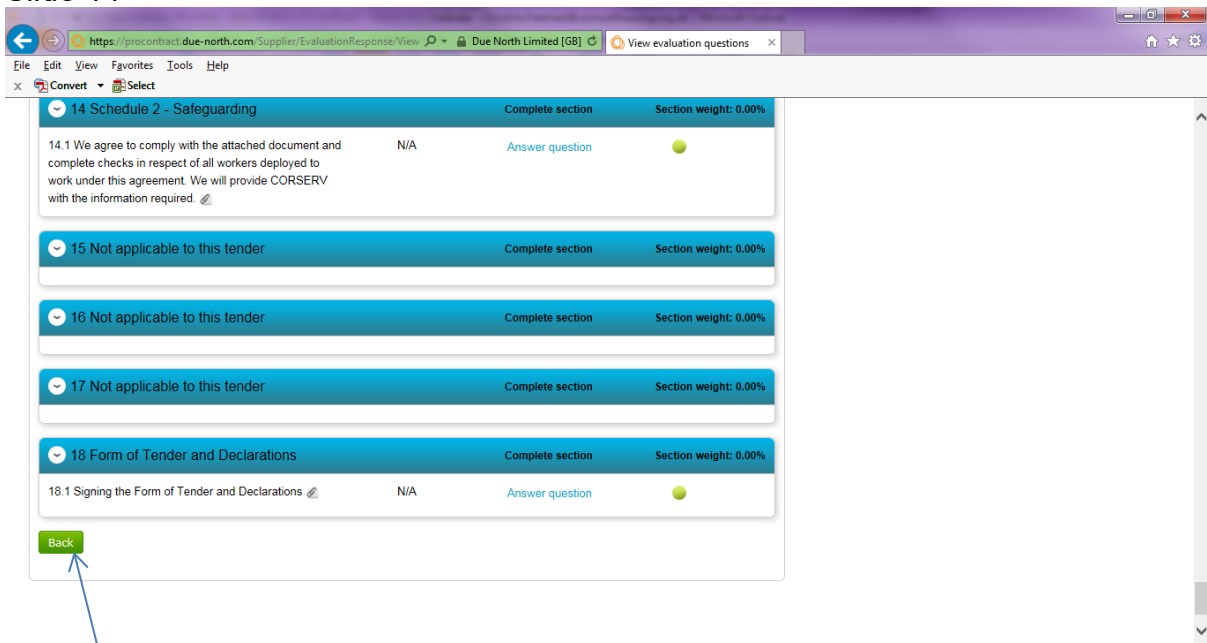
In the Health & Safety section you need to download the H&S questionnaire by clicking here: [VRS Repairs Supply Chain Assessment Questionnaire.doc](#). Once completed, re-attach by clicking here: [Add attachment](#). Save & Close.



The screenshot shows the 'View evaluation questions' page in the Proactis system. The interface includes a navigation bar with 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'Christine Freeman'. The main content area displays a list of questions with columns for Title, Weight, Section status, Status, and Flag. The questions are grouped into sections: '1 Open Procedure Essential Information', '2 Supplier Selection Criteria A', and '2.1 Potential Supplier Information'. The progress bar on the right indicates 100% completion. A 'Key' section on the right explains the status icons: green for valid and complete, orange for auto-populated, red for mandatory elements missing, and blue for flagged for review. A 'Public attachments' section is also visible at the bottom.

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	●	
1.2 Submission Compliance Instructions	N/A	Answer question	●	
2 Supplier Selection Criteria A Complete section Section weight: 0.00%				
2.1 Potential Supplier Information Complete section Section weight: 0.00%				
2.1.1 Full name of the potential supplier submitting the information	N/A	Answer question	●	
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	●	

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

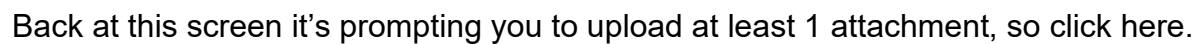


The screenshot shows the bottom of the 'View evaluation questions' page. The questions listed are '14 Schedule 2 - Safeguarding', '15 Not applicable to this tender', '16 Not applicable to this tender', '17 Not applicable to this tender', '18 Form of Tender and Declarations', and '18.1 Signing the Form of Tender and Declarations'. A green 'Back' button is visible at the bottom left of the question list. A blue arrow points from the text 'Click back.' to the 'Back' button.

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 CORSEV with the information required.	N/A	Answer question	●	
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%				
18 Form of Tender and Declarations Complete section Section weight: 0.00%				
18.1 Signing the Form of Tender and Declarations	N/A	Answer question	●	

Click back.

Slide 15



Slide 16





Supplier Work Instruction

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

Slide 17

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

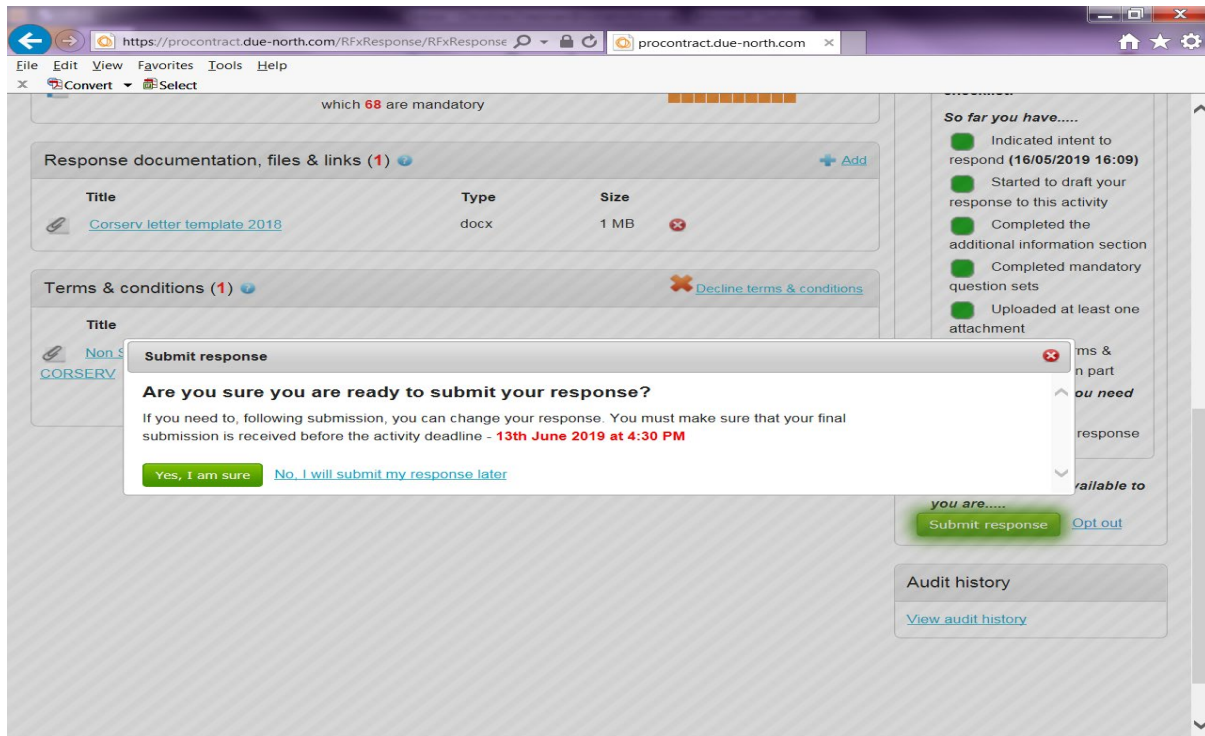
Slide 18



Supplier Work Instruction

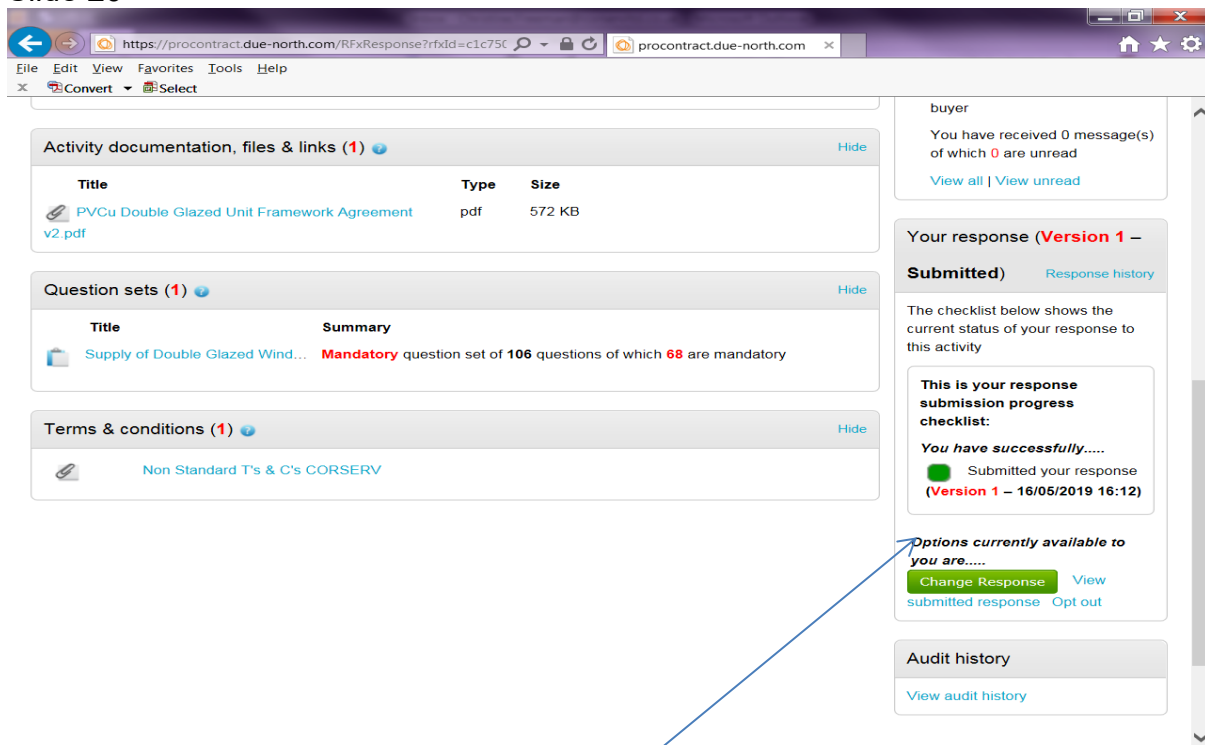
You are now being prompted to submit your response.

Slide 19



Click Yes if you're sure.

Slide 20



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.



Supplier Work Instruction

Slide 21

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.

Slide 22

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

END.