

LONDON BOROUGH OF SUTTON

INFORMATION ON THE E-TENDERING PROCESS

BACKGROUND INFORMATION

The London Borough of Sutton conducts all e-tendering activity via the London Tenders Portal - <https://procontract.due-north.com/Login> .

All tenders must be submitted via the portal and the Council shall not accept tenders submitted outside of this portal.

Suppliers who are not already registered on the portal can register for free at the below link: <https://procontract.due-north.com/SupplierRegistration/Requirements>

ACCESSING TENDER DOCUMENTATION

The Tender Portal has recently been upgraded to version 3, which has resulted in some changes how to access the tender documentation.

STEP 1 – Register Interest in the Opportunity

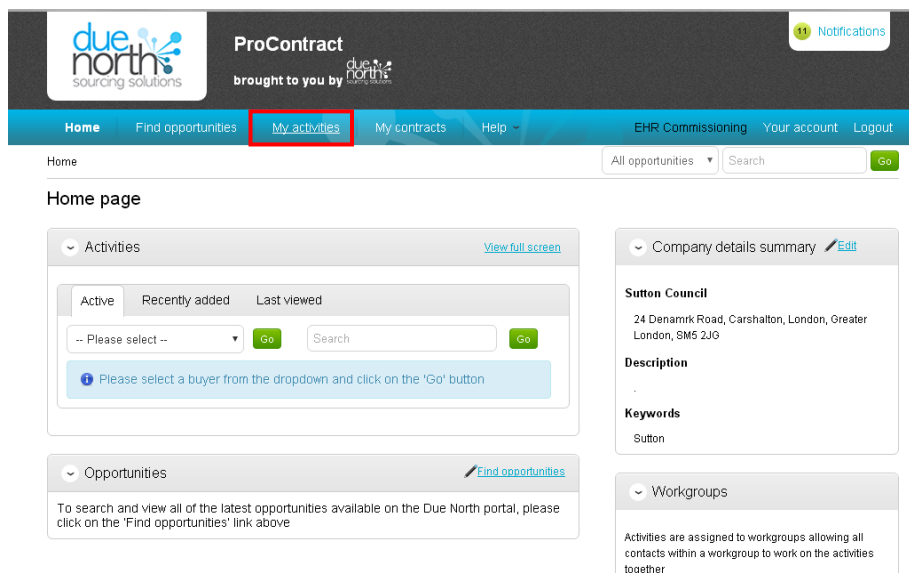
Before you can assess the full tender documents and online evaluation, you must register your interest in the opportunity. To do this click the Register Interest button. You can access this directly from the tender advert, although you will be prompted to login or register first.

Once you have done this you will be sent a confirmation email by the system.

STEP 2 – Accessing the Tender Documentation

After you have registered your interest you will be permission to view the full set of tender documents.

Once you have logged in to the tender portal, select My Activities from the top menu.



From here select London Borough of Sutton from the menu on the left hand side and click update. The opportunity should now appear in the list.

The screenshot shows the 'My activities' page in ProContract. On the left, under 'Narrow your results', the 'Buyer' filter is set to 'London Borough of Sutton'. Below it, 'Event type' is set to 'All' and 'Status' is set to 'All'. An 'Update' button is visible at the bottom of the filter sidebar. The main table shows a list of activities with columns for Buyer, Title, Current event, and Event deadline. The first row shows 'Appointment of Consultants for' as the title and 'Appointment of Consultants for' as the current event, with a deadline of 08/02/2016. A red box highlights the 'Appointment of Consultants for' text in the table.

If you click into the opportunity you will be presented with the below screen.

The screenshot shows the 'Appointment of Consultants for' activity page. The page header includes 'LONDON >> TENDERS PORTAL' and 'ProContract brought to you by due north'. The breadcrumb trail is 'Home > My activities > Appointment of Consultants for'. The main content area shows 'Activity : Appointment of Consultants for' and a table of events. The first event is 'Appointment of Consultants for' with the status 'Expression of interest accepted'. Below this, there is a section for 'Draft (Respond by: 08/02/2016)' with a red box highlighting the 'Appointment of Consultants for' text. The right sidebar contains 'Messaging' (0 unread messages) and 'Audit history' sections.

If you click into the RFQ Step, (it will say 'Respond By....') you will be able to access all attachments, the contract terms and conditions and the online evaluation. The screen will look something like this:

Main details

Title: Appointment of Consultants for Sutton **Respond by:** 08 February 2016 12:00:00

Description:

Attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx

[Agreement for Consultancy Services.pdf](#) 64 KB

[Appendix 1 - Additional Information for Tenderers.pdf](#) 347 KB

[Sutton's Developmental Assets Booklet.pdf](#) 323 KB

Terms & conditions

[SUTTON CORPORATE NARRATIVE](#)

[Terms & Conditions Consultancy](#)

[Terms and Conditions - ITT/RFO](#)

Evaluation criteria/question sets

Title	Questions		
	Mandatory	Online	Internal
<div style="border: 1px solid #ccc; height: 15px; width: 100%;"></div>	25	32	0

2 Days 23 Hours 32 Minutes 56 Seconds

Messaging

You have 0 unread message(s).

[View messages](#)

Response controls

[No longer wish to respond](#)

My responses

Version 1 Draft Edit

In order to access the online evaluation you will need to click on start response (not pictured here) or if you have already done this, into the 'Version 1' or 'Edit' boxes pictured above.