

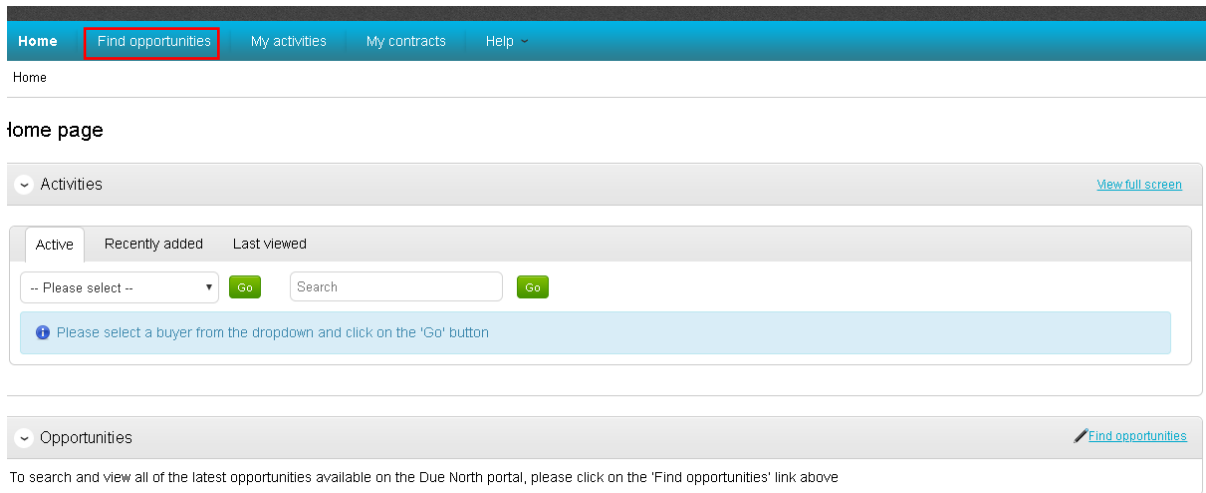
Supplier Guide for Opportunity Searches, Registering an Interest and Completing a Tender response

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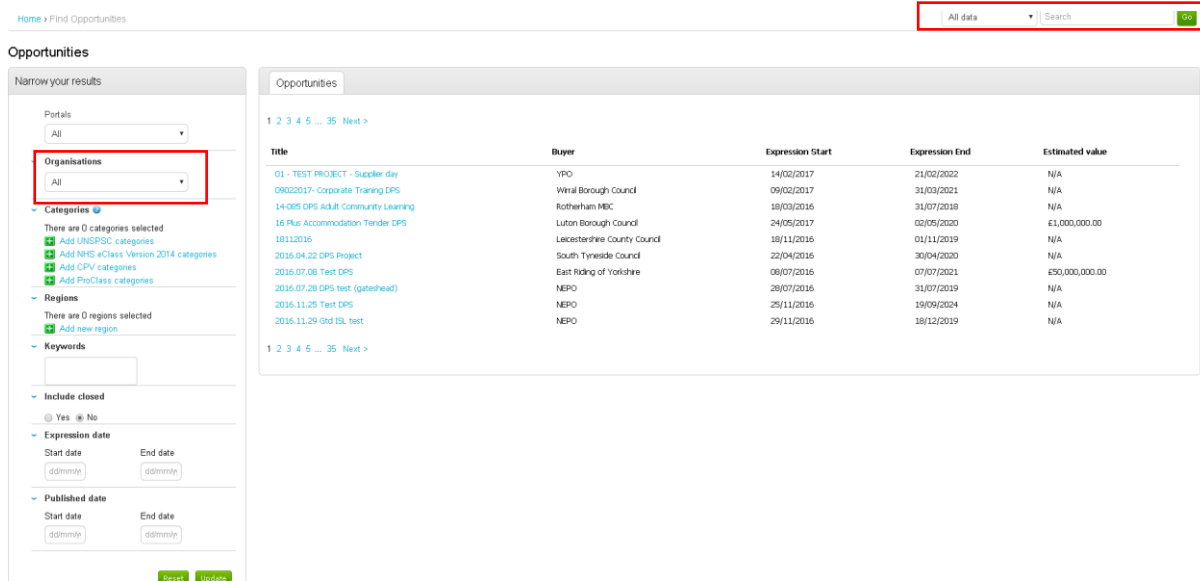
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1 Finding Opportunities

Log into your account on www.eastmidstenders.org to find new tender opportunities. Head to 'find opportunities' in the top tool bar on the screen.



On the opportunities page there is an option to filter the results, for example search opportunities just within Nottinghamshire County Council or if you are looking for a specific tender and knows the title, you can search a key word in the top right-hand corner.



Once you have found an opportunity you're interested in, you will need to click on the blue tender title which will direct you to the initial tender dashboard.



2 Registering an Interest

This initial tender dashboard shows summary information. To view tender documents and access the online questionnaires, the first step is to register an interest in a tender.

Test Site DPS

Main contract details

Opportunity Id DNG140700
Title Test Site DPS
Categories 35000000-4 - Security, fire-fighting, police and defence equipment
Description Test DPS
Region(s) of supply UNITED KINGDOM
Estimated value N/A
Keywords Taxi

Expression of interest window

From 12/09/2017 11:50 to 27/04/2018 12:00

[Register interest in this opportunity](#)

Contact details

Buyer Nottinghamshire County Council
Contact Lucy Bartle
Email lucy.bartle@nottscc.gov.uk
Address County Hall
Nottingham
Nottinghamshire
NG2 7QP
United Kingdom

Key dates

Estimated contract dates
Start date 14/01/2018 **End date** 03/12/2022

Current Dynamic Purchasing System (DPS) round information
End date 27/04/2018 11:00:00

Attachments

No attachments

Once you have registered / expressed an interest in a tender, the tender will appear in the 'My Activities' tab which can be found in the top tool bar.

Home Find opportunities My activities My contracts Help JJ Clulow Your account Logout

Home > My activities

All data Search Go

My activities

Narrow your results

- Buyer**
 - Nottinghamshire County Council
- Event type**
 - All
 - Advert
 - RFx
- Status**

Active activities Archived activities Last viewed activities

<input type="checkbox"/>	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	Nottinghamshire County Council	Alternative (education) Provision Nottinghamshire TEST	Alternative (education) Provision Nottinghamshire TEST	24/09/2020
<input checked="" type="checkbox"/>	Nottinghamshire County Council	Test Site DPS	Test Site DPS	27/04/2018
<input type="checkbox"/>	Nottinghamshire County Council	East Midlands Regional Provider List for High Needs Supported Accommodation	East Midlands Regional Provider List for High Needs Supported Accommodation	31/03/2027

N.B. In the 'my activities' tab, ensure the correct buyer is ticked in the left-hand side filter to allow tenders to show, without any buyers ticked the page will be blank.

The saved tender will always appear in the 'My Activities' tab and this where you should go to access it. From the 'My Activities' tab the tender link will take you to the tender event list.

2.1 Tender Event list

Events

[Referral for JS XXXXX](#) **Not started** (Respond by: 23/05/2018) [Hide details](#) | [Start](#)

Activity type: Further competition
Reference: 5265204
Respond by: 23 May 2018 at 12:00
Response status: Not started

Click here to Start or Open to edit / view

If the opportunity is a DPS (Dynamic Purchasing System) the tender will show several events including the current open round and any rounds that you may have previously submitted.

Current events [Show all DPS events](#)

Test Site DPS - Acceptance round 4 Submitted (Respond by: 03/12/2022)	View details Open
Test Site DPS - Acceptance round 3 Submitted (Respond by: 03/07/2018)	View details Open
Test Site DPS - Acceptance round 2 Submitted (Respond by: 14/05/2018)	View details Open
Test Site DPS - Acceptance round 1 Submitted (Respond by: 27/04/2018)	View details Open
Test Site DPS Expression of interest accepted	View details Open

2.2 Tender Dashboard

Clicking **start** will take you to the main tender dashboard for the opportunity. From this dashboard you can view and read any relevant documents such as the specification and the terms and conditions.

Home > My activities > Test Site DPS > Test Site DPS - Acceptance Round 4 [Back to dashboard](#)

Activity information [Take a tour](#)

Buyer: Nottinghamshire County Council
Title: Test Site DPS **ID:** 5266002 **Acceptance Round:** 4
Description: DPS Test

Countdown to submission deadline

Deadline & time remaining

A response to this activity can be submitted no later than
3rd December 2022 at 12:00 AM

Time remaining

3 Years 8 Months 3 Days

You have received 0 message(s) of which 0 are unread
[View all](#) | [View unread](#)

Activity primary contacts [Hide](#)

Lucy Bartle
T:
F:

Send and receive messages to and from the project team

Activity documentation, files & links (1) [Hide](#)

Title **Type**

[Specification.docx](#) doc

Any attached documents will be listed here

Question sets (2) [Hide](#)

Title	Summary
Part 5 - Technical / Method Statement Questions	Mandatory question set of 3 questions of which 3 are mandatory
Standard Selection Questionnaire (SQ)	Mandatory question set of 4 que

On-line questionnaires to be completed

Terms & conditions (1) [Hide](#)

[TERMS AND CONDITIONS 2015](#)

Check list of actions. When all are green you can submit your tender

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

Before you can submit your response you need to...

- Indicate your intent to respond
- Start response or opt out the activity
- Complete the additional information section
- Complete mandatory question sets
- Accept terms & conditions fully or in part
- Submit your response

Options currently available to you are....

[Start my response](#) [Opt out](#)
Indicate your intent to respond

You can start or Opt out if the tender is not for you.

3 Completing a Tender response

3.1 Additional information

Additional information ⓘ [Edit](#)

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

Click here to complete.

Additional information

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

I have read and understood this section and can confirm I am happy not to include any additional information ⓘ

[Save](#) [Cancel](#)

This section is optional and is mostly used by larger suppliers managing multiple bids. Click here to opt out

Once you click save, the system will prompt you to confirm and then display

Additional information ⓘ [Edit](#)

Supplier reference, response information & additional comments:

You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

3.2 Question sets

Question sets are the main on-line questionnaires, and include the standard selection questionnaire as well as “method statement” questions

Question sets (2) ⓘ

Title	Summary	Progress	Action
Part 5 - Technical / Method Statement...	Optional question set of 3 questions of which 3 are mandatory	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Edit
Standard Selection Questionnaire (SQ)	Optional question set of 4 questions of which 3 are mandatory	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Edit

Click to see summary of questions.

Click here to start answering

Questions

Title	Status	Status	Flag
Technical / Method Statement questions	Incomplete section		
How will you deliver the specification?	Answer question	●	
How will you approach Tupe?	Answer question	●	
How do you approach training with your staff?	Answer question	●	

[Back](#)

Each question has a traffic light system and the key is identified to the right. All questions must be green to submit

Progress (33%)

the progress bar

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.

When you click on **Answer question**, a new screen will appear which includes a text box to type in /paste your answer. The weighting of the question and the word limit will be shown.

Technical / Method Statement questions | Question 1 of 3

Question

Title:
How will you deliver the specification?

Answer

Type your response in this box.

Flag question for review

You have **494** words remaining

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

Section help

Question help

Maximum of 500 words
This question is mandatory

Attachments

+ Please upload at least one attachment

x [Userguide for Evaluators V3.pdf](#) 47

[Add attachment](#)

This page will also show any attachments which are linked to the question. If the question allows it, attachments can also be uploaded as part of the response.

The system will save your answers as you go, once you press one of the save options. Note that you can still change your answers, as many times as you like until the tender deadline and revisit the tender later. You will need to answer all mandatory questions and submit before the tender deadline.

N.B. If the tender opportunity is a DPS, and you don't submit your response before the round deadline, your answers will be saved and carried forward to the next round.

Once all questions are answered and all the progress bars are showing as 100% a submit response button will appear on the project dashboard. When you are happy with your answers, you can submit your response to the project team.

Title	Summary	Progress	Action
Part 5 - Technical / Method Statement Questions	Optional question set of 3 questions of which 3 are mandatory	<div style="width: 100%; height: 10px; background-color: orange;"></div>	Edit
Standard Selection Questionnaire (SQ)	Optional question set of 4 questions of which 3 are mandatory	<div style="width: 75%; height: 10px; background-color: gray;"></div>	Edit

Progress needs to be 100% for all question sets
Unless you are applying for optional lots.
See below

Title	Summary	Progress	Action
joe test template	Optional question set of 2 questions of which 2 are mandatory	<div style="width: 75%; height: 10px; background-color: gray;"></div>	Edit
Part 5 - Technical / Method Statement Ques...	Optional question set of 1 questions of which 1 are mandatory	<div style="width: 75%; height: 10px; background-color: gray;"></div>	Edit Opt out

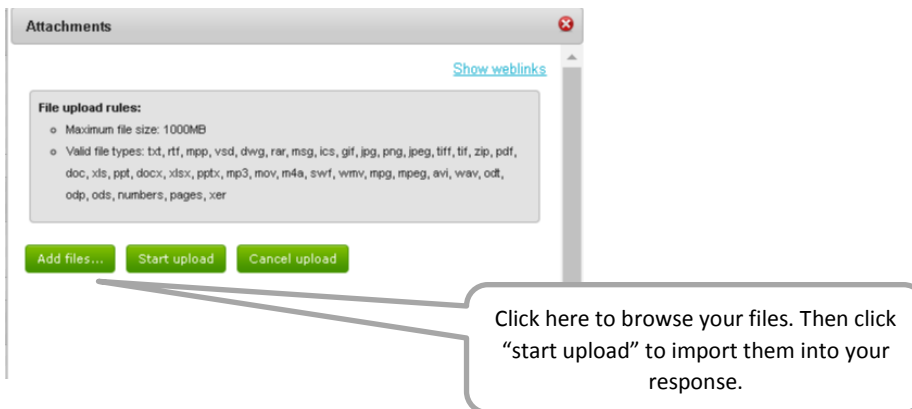
3.3 Terms & conditions



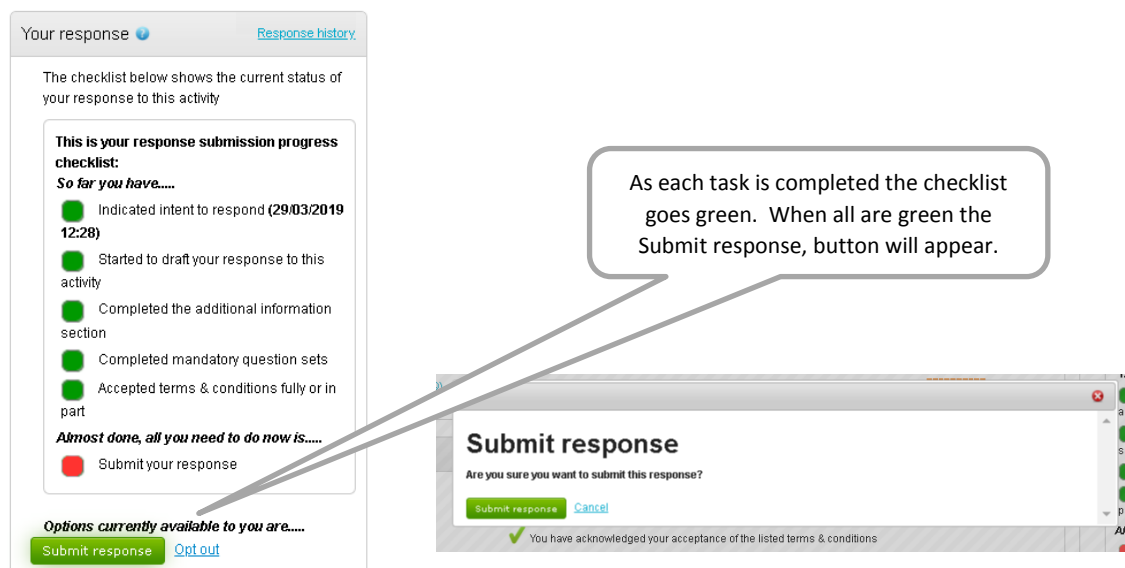
Bidders must accept the terms and conditions. Note that failure to accept them will make a bid non-compliant and possibly prevent submission.

3.4 Response documentation, files & links

If attachments are required for the application, such as a pricing schedule, you can attach them on the main tender dashboard. This box will only be visible if attachments are mandatory, otherwise attachments may be optional or mandatory within the question sets.



3.5 Response Check list and Submit button



Your response (**Version 1 – Submitted**)

[Response history](#)

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

You have successfully....

- Submitted your response (**Version 1** – 29/03/2019 12:30)

Options currently available to you are

Change Response [View submitted response](#)
[Opt out](#)

The system will now show you the date and time you submitted along with the version, if you edit and resubmit.

You can change your mind and edit your response or withdraw completely right up to the deadline.

All suppliers will be notified about the outcome of their tender application via a notification email from the system.

Note: If the tender is for a DPS and a supplier is successfully accepted, you are not required to apply again on any subsequent rounds, unless any material details change.

3.6 Responding to Lot Questionnaires

When a tender is published with separate questionnaire sets for different Lots, these will appear in your Tender Summary page as shown below.

Unless the question set shows '**Opt out**' then it must be completed. Where it states Opt out then you can choose to answer or not.

Note: when lots are used then at least one lot questionnaire must be completed.

Question sets (2)

Title	Summary	Progress	Action
joe test template	Optional question set of 2 questions of which 2 are mandatory	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Edit
Part 5 - Technical / Method Statement Ques...	Optional question set of 1 questions of which 1 are mandatory	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Edit Opt out

If you wish to **Opt out** of a non-mandatory set of questions, then you are required to click on Opt out.

You can always opt back in and continue your response if you change your mind before the deadline.

Title	Action	Progress
Lot 2 Questionnaire	View question set	<div style="width: 100%; height: 10px; background-color: #ccc;"></div> Opt in