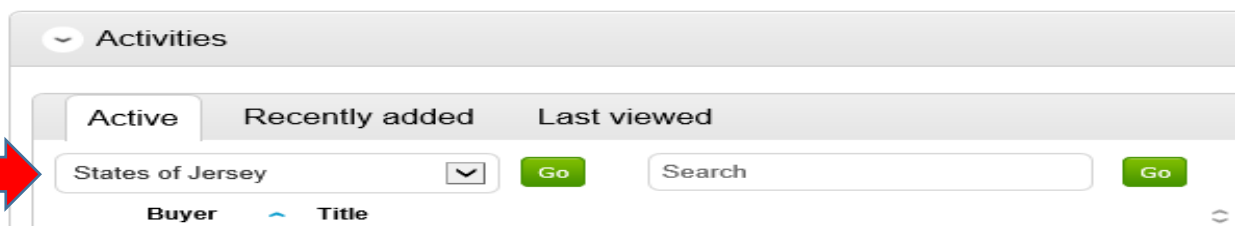


Guidance on Viewing Published Documents.

<https://procontract.due-north.com/Login>

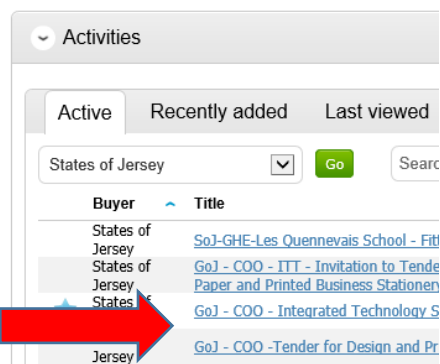
- Log into the tender portal system and it will take you to your homepage.
- From the **Activities** section under the **Active** tab select the drop down menu and select 'States of Jersey'.

Home page




- Select the required tender from the list.

Home page



- Each stage of the procurement process will be seen as its own section.
- To view the relevant stage and this is the first time of viewing the tender select '**Start**' located on the right hand side, if you are returning to the tender it will show '**Open**'.

Events	
SoJ.GHE-Les Quennevais School - Fittings, Furniture & Equipment - Opted out (Respond by: 26/07/2019) Hide details Open	
Activity type: ITT Reference: 397557 Respond by: 26 July 2019 at 12:00 Response status: Version 1 - Submitted on time 19/07/2019 at 11:07 Opted out - 19/07/2019 at 11:14	
SoJ.GHE-Les Quennevais School - Fittings, Furniture & Equipment V2 - Expression of interest accepted View details Open	


You are able to submit a response by clicking 'Start My Response'

Activity summary
[-Back to dashboard](#)

Activity information [Take a tour](#)

Buyer: States of Jersey
 Title: GoJ - COO - ITT - Invitation to Tender for the provision of Desktop Stationery, Paper and Printed Business Stationery to the Government of Jersey. ID: 417003

Description: The aim of this tender is to appoint a contractor(s) for the supply of desktop stationery, paper and business stationery products that will be available to all Government of Jersey (GoJ) Departments. The contract falls into three lots: Lot 1: Desktop Stationery and associated Office Supplies Lot 2: Printed Business Stationery which includes GoJ letter headed paper, compliment slips and business cards. Lot 3: Paper. Suppliers can bid for one, two or all lots. The tender will establish a core list of products to be bought by GoJ Departments, this will include a range of environmentally friendly options. If interested please log on and register your interest, guidance is available under the attachments.



Amendment information [Amendment history](#)

Version: 2 Last amended: 09/10/2019 08:37

Amended sections: Attachments

Description: Following a question in regards to purchase we have now attached 2017 data for purchases made.

Activity documentation, files & links (10) [Hide](#)

Title	Type	Size
0. 2017 Purchases of Stationery.xls	xls	1 MB
0. How to Access Documents and Submit a Response.pdf	pdf	608 KB
1. Invitation to Tender (ITT) for the Provision of Desktop Stationery, Paper and Printed Business.pdf	pdf	903 KB
Appendix 1. Pricing Schedule Declaration.docx	docx	72 KB
Appendix 2. Declaration Statements.docx	docx	75 KB
Appendix 3. Invitation to Tender (ITT) Questionnaire.docx	docx	87 KB
Appendix 4. Pricing Schedule.xls	xlsx	86 KB
Appendix 5. Terms & Conditions.pdf	pdf	1 MB
Appendix 6. Key Performance Indicators & Performance Monitoring.pdf	pdf	178 KB
Appendix 7. Logo & Letterhead Example Templates.zip	zip	442 KB

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

[Terms Included in the Tender or RFQ Documentation](#)

Deadline & time remaining

A response to this activity can be submitted no later than
1st November 2019 at 12:00 PM

Time remaining

1
Week

2
Days

20
Hours

Messages & clarifications (4)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 4 message(s) of which 4 are unread

[View all](#) | [View unread](#)

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
- Upload at least one attachment
- 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](#)