

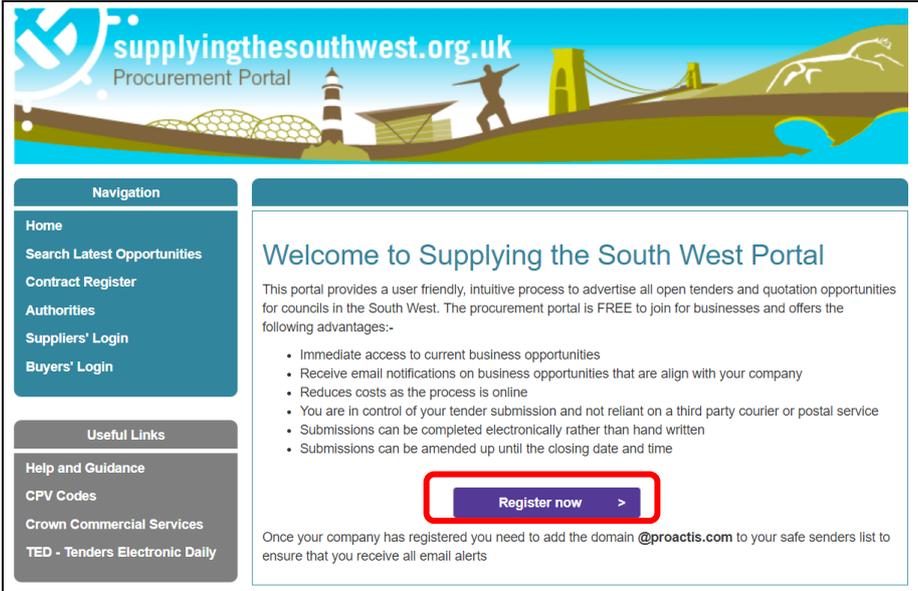


# **ProContract Step by Step**

## **Suppliers Guide to Register on Supplying the South West**

# How to Register on Supplying the South West

## Step 1 – Registering on Supplying the South West



The screenshot shows the homepage of the Supplying the South West Procurement Portal. The header features the logo and URL 'supplyingthesouthwest.org.uk Procurement Portal' above a landscape illustration. A navigation menu on the left includes links for Home, Search Latest Opportunities, Contract Register, Authorities, Suppliers' Login, and Buyers' Login. Below this is a 'Useful Links' section with 'Help and Guidance', 'CPV Codes', 'Crown Commercial Services', and 'TED - Tenders Electronic Daily'. The main content area is titled 'Welcome to Supplying the South West Portal' and describes the portal's purpose and advantages. A 'Register now' button is highlighted with a red box.

**Navigation**

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login
- Buyers' Login

**Useful Links**

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

### Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that are align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

**Register now >**

Once your company has registered you need to add the domain [@proactis.com](mailto:proactis.com) to your safe senders list to ensure that you receive all email alerts

a) Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) & click register now

# How to Register on Supplying the South West

## Step 1 – Registering on Supplying the South West

proactis

Register free with ProContract [Minimum requirements](#)

Begin your ProContract supplier account registration by filling in a few details below.

Organisation name

Email address

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

**Continue registration**

Already registered? [Log in here](#)

**Why should I register with ProContract?**  
Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

**What happens next?**  
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

**Do I receive opportunity alerts?**  
Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

b) Enter your organisation's details and select 'Continue registration'.

Supplier registration

Sign in details

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity areas and communication preferences without your account management dashboard.

Email address [Change](#)

Repeat email address

Your email address will become your username

Password

Repeat password

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWords123

c) Enter your email address which will become your username and create a password. Scroll down.

# How to Register on Supplying the South West

## Step 1 – Registering on Supplying the South West

**TIP:** Always select yes to receiving email notifications, otherwise you may miss out on important contract notifications. Consider using a generic e-mail account that is permanently monitored.

Organisation details

Please provide your organisation details below.

Organisation name [Change](#)

BCPCouncil ✓

Address

Town Hall ✓

St Stephens Road

Town County

BOURNEMOUTH ✓ Dorset ✓

Postal code / zip Country

BH2 6DY ✓ United Kingdom ✓

Website (optional)

e.g. <http://www.example.com>

Registration number (optional) ⓘ

e.g. 03182574 ✓  Not applicable

VAT number (optional)

313080034 ✓  Not applicable

[Continue registration](#) already registered? [Log in here](#)

Primary contact details

Please provide your contact details below.

Title First name Last name

Ms ✓ Strategic ✓ Procurement ✓

Job title Department

Procurement ✓ Procurement ✓

Telephone Mobile (optional) Fax (optional)

01202 795233 ✓

Communication preferences [Privacy Policy](#)

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in.

Your interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time.

These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

Do you want to receive email notifications?

Yes  No, I acknowledge I may miss out on important notifications

- d) Enter your organisation details and primary contact details and select your communication preferences.
- e) Select 'Continue registration' at the bottom of the page.

# How to Register on Supplying the South West

## Step 2 – Supplier Registration Application

Supplier registration - Areas of interest [Take a tour](#)

Opportunity areas of interest

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in. Your opportunity notification will be based upon your chosen categories of interest and selected regions(s) of supply. Buying organisations use various methods of categorising opportunities so to help you select the best categories that represent your business you can enter up to 6 keywords below e.g. taxi services. We will then search across all buyer category sets using these keywords and recommend the best matches for you ([disclaimer](#))

Note: The best match search is purely a starting guide to the categories that may be of value to your organisation based upon the keywords you select. You must make sure that you are happy with the selections so that you do not miss out on opportunities. PROACTIS Holdings PLC and the buying organisation that post opportunities on this portal are not responsible for any incorrect selections made

Enter at least 1 keyword

Already Registered? [Login here](#)

- f) Enter at least 1 keyword that represents your business into the boxes provided and select 'Find recommended'. You will then be taken to the following screen:

# How to Register on Supplying the South West

## Step 2 – Supplier Registration Application

**Your recommended/selected areas of interest categories**

You will be informed of all new opportunities advertised under the listed categories below if your registration is accepted upon clicking 'Continue registration'. It is recommended that you check your categories carefully (see disclaimer above) so that you don't miss out on opportunities. You can refine selection by clicking on the 'Click to refine' links below.

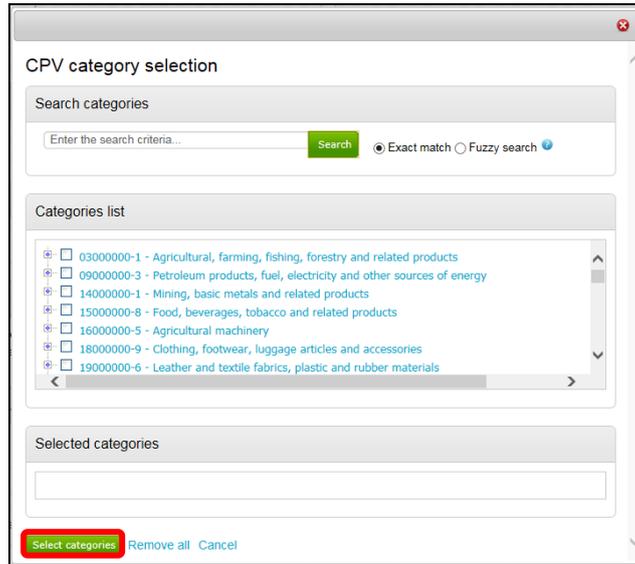
**Please Note:** Make sure that you check for variations in vocabulary when refining your automatic selections. For example, 'Joinery' is not a keyword in the UNSPSC category set but 'Joiner' & 'Carpentry' are.

<b>UNSPSC</b> <a href="#">Click to refine</a> 93121703 - Economic or social council services 93141813 - Work council services	<b>NHS eClass Version 2014</b> <a href="#">Click to refine</a>
<b>CPV</b> <a href="#">Click to refine</a>	<b>ProClass</b> <a href="#">Click to refine</a> 201400 - Council Tax & Business Rates
<b>Spirit Pub Categories</b> <a href="#">Click to refine</a>	<b>Proc HE</b> <a href="#">Click to refine</a>

- g) The system will then suggest areas of interest as above, you can refine these by selecting 'Click to Refine' in each section. Bournemouth, Christchurch and Poole Council issues notifications on CPV categories and so it is very important that you spend time ensuring that you select the correct and applicable CPV categories for your company so that you do not miss out on contract opportunities.

# How to Register on Supplying the South West

## Step 2 – Supplier Registration Application

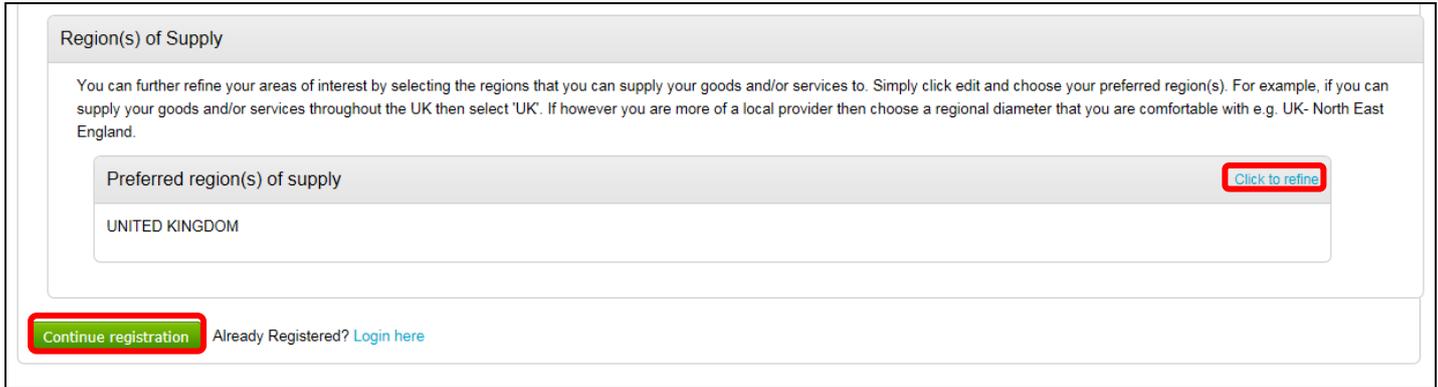


The screenshot shows a web application window titled "CPV category selection". At the top, there is a search bar labeled "Search categories" with a placeholder "Enter the search criteria...". To the right of the search bar is a green "Search" button and two radio buttons: "Exact match" (which is selected) and "Fuzzy search". Below the search bar is a "Categories list" section containing a scrollable list of CPV categories with checkboxes. The categories listed are: 03000000-1 - Agricultural, farming, fishing, forestry and related products; 09000000-3 - Petroleum products, fuel, electricity and other sources of energy; 14000000-1 - Mining, basic metals and related products; 15000000-8 - Food, beverages, tobacco and related products; 16000000-5 - Agricultural machinery; 18000000-9 - Clothing, footwear, luggage articles and accessories; and 19000000-6 - Leather and textile fabrics, plastic and rubber materials. At the bottom of the window, there is a "Selected categories" section with an empty text box, and three buttons: "Select categories" (highlighted in red), "Remove all", and "Cancel".

- h) You will see this screen when you have selected 'Click to refine' next to CPV categories.
- i) Choose whether to search 'Exact Match' or 'Fuzzy'. Exact match will only return searches that meet exactly what you have added within the search box. Fuzzy searches will try a combination and return more options. Select relevant categories.

# How to Register on Supplying the South West

## Step 2 – Supplier Registration Application



Region(s) of Supply

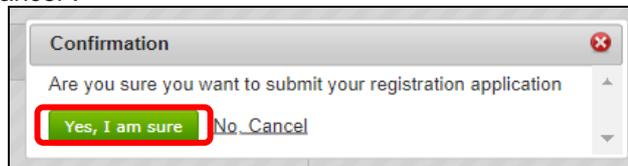
You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services throughout the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK- North East England.

Preferred region(s) of supply Click to refine

UNITED KINGDOM

Continue registration [Already Registered? Login here](#)

- j) Enter your Preferred region(s) of supply by selecting 'Click to refine' and then select 'Continue registration'. Once the pop up box appears, click "Yes, I am sure" to proceed. If you wish to amend your registration, select "No, Cancel".



Confirmation

Are you sure you want to submit your registration application

Yes, I am sure [No, Cancel](#)

# How to Register on Supplying the South West

## Step 2 – Supplier Registration Application

Supplier registration

Next Steps

**Application submitted for approval**

You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval.

**What happens next?**

The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful.

**NOTE:** The email you receive contains a link that you **must** follow in order to confirm your email address. Until this action has been completed you will not be able to login and buyers will be unaware of your company profile. If successful, you will receive confirmation of your username and a link to access your personal activity dashboard.

As you log in to ProContract for the first time you will be asked to complete your registration process.

Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

**What if I don't receive confirmation?**

If you don't receive an update regarding your application within 48 hours you should complete the following -

- Check your junk and spam folders of the email account used to register.
- Register with the ProContract supplier support team [here](#) and raise a case describing the issue.

- k) You will then be sent an email advising that your application is under consideration. You will be advised of the outcome of your application within a few hours. Your email will also contain an application number. N.B. Ensure you mark as safe any emails received from the domain '@proactis.com' so emails from the system do not go into spam or junk files.

**When you require your registration to be approved quickly, please chase Due North to approve your application on 0330 005 0352. Alternatively, please email [ServiceDesk@proactisservicedesk.com](mailto:ServiceDesk@proactisservicedesk.com) Please note that these options should only be used when your request is urgent.**

# How to Register on Supplying the South West

## Step 3 – First Time Login

First time log in

Because you have never logged into the system before, you need to check some information  
This step improves the security of your account and checks that all your details are correct.

Company details

Company registration number   N/A

VAT Registration number   N/A

Company description

Keywords

Keywords (Up to six)

Keyword	Select
Council	<input type="checkbox"/>
Bournemouth	<input type="checkbox"/>
	<input type="checkbox"/>

- l) Once your application has been successful, go to <http://www.supplyingthesouthwest.org.uk/> and login, you will be shown the above screen.
- m) Add your Company registration number, VAT registration number and Company description and up to six keywords for your company using 'Add new row'.

# How to Register on Supplying the South West

## Step 3 – First Time Login

The screenshot shows a 'Workgroup' registration form with the following sections:

- Workgroup name:** Procurement
- UNSPSC categories:** 93121703 - Economic or social council services, 93141813 - Work council services. An 'Edit' button is highlighted with a red box.
- NHS eClass Version 2014 categories:** There are no categories selected in this category set, click 'Edit' to add some.
- CPV categories:** There are no categories selected in this category set, click 'Edit' to add some. An 'Edit' button is highlighted with a red box.
- ProClass categories:** 201400 - Council Tax & Business Rates. An 'Edit' button is visible.
- Proc HE categories:** There are no categories selected in this category set, click 'Edit' to add some. An 'Edit' button is visible.
- Regions:** UNITED KINGDOM. An 'Edit' button is highlighted with a red box.

CPV categories and UNSPSC categories are classification systems for goods, services and works. Companies should add categories of goods, services or works that they supply using these classification systems.

When buying organisations are issuing contract opportunity adverts, they will select categories that relate to the goods, services and works that they are buying.

Suppliers who have selected those classifications will receive an email notification as soon as the advert is published to ensure they do not miss opportunities.

- n) You will need to set your classifications for goods, services or works in both the CPV categories and UNSPSC categories. Bournemouth, Christchurch and Poole Council issues notifications on CPV categories and so it is very important that you spend time ensuring that you select the correct and applicable CPV categories for your company so that you do not miss out on contract opportunities.
- o) To select the classification of goods, services or works that your company supplies click 'Edit' next to CPV categories. Please also select your region by selecting 'Edit'. This should have been completed in Section 2 but can be reviewed and updated here.

## How to Register on Supplying the South West

### Step 4 - CPV Category Selection

The screenshot shows a web application window titled 'CPV category selection'. It features a search bar with the placeholder text 'Enter the search criteria...' and a green 'Search' button. To the right of the search bar are radio buttons for 'Exact match' (selected) and 'Fuzzy search'. Below the search bar is a 'Categories list' section containing a scrollable list of CPV categories with checkboxes. The category '18000000-9 - Clothing, footwear, luggage articles and accessories' is checked. At the bottom of the window, there is a red 'Select categories' button, a 'remove all' link, and a 'Cancel' button. The window title bar shows 'Mits Procurement' and 'Procurement'.

- p) You will see this screen when you have selected 'Edit' next to CPV categories.
- q) Choose whether to search 'Exact Match' or 'Fuzzy'. Exact match will only return searches that meet exactly what you have added within the search box. Fuzzy searches will try a combination and return more options.
- r) Select the categories that are applicable to your company and then press 'select categories'.

# How to Register on Supplying the South West

## Step 5 - Classification Selection

Classifications

Please check that your classification selections are correct and make changes where necessary

Legal classification 

- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC)
- General Partnership
- Industrial & Provident Society
- Limited Liability Partnership (LLP)
- Limited Partnership
- Private Company Limited by Guarantee (LTD)
- Private Limited Company (LTD)
- Public Limited Company (PLC)
- Sole Trader
- Unlimited Company
- Other

Further classification (optional) 

- Public Sector Organisation
- Social Enterprise Partner
- Living Wage
- Enterprises
- Charity
- A Company Owned & Managed By Women
- Black and Minority Ethnic (BME) Organisation
- Social Enterprise (SE)
- Franchise
- Voluntary Community Sector (VCS)
- Mutual

VCS registration number

Please provide your registered VCS number where applicable

N/A

**Number of employees** 

- s) Make sure your classification selections are correct and enter your best estimate as to the number of employees in your organisation.

# How to Register on Supplying the South West

## Step 6 – Review Terms & Conditions

Communication preferences

Receive system email notifications

Yes  No

Terms & Conditions

Please confirm your acceptance of the terms & conditions outlined below in order to use this service.

**Supplier User Agreement**

Supplier User means an individual representing the Supplier that has registered and been granted with access to the System.

"System" means the Electronic System provided for Suppliers to participate in procurement activities.

"Working Days" means 09:00-17:00 Monday to Friday in the United Kingdom and excluding Bank Holidays.

"Written Notification of Contract Award" means the Buyer Organisation's standard "Contract Award Process" identified for each procurement activity that shall be expressly initiated by the Buyer Organisation and may entail a preliminary e-mail advising the Supplier of the formal contract award process.

Privacy policy

Please make sure that you read the [PROACTIS privacy policy](#) before continuing

By clicking "Update account and login", you agree to the terms and conditions & privacy policy

- t) Make sure you have selected 'Yes' to receiving system email notifications.
- u) Review the Terms & Conditions and read the PROACTIS privacy policy and then select 'Update account and login'.



# **ProContract Step by Step**

## **How to Search for Contract Opportunities through Supplying the South West**

# How to Search for Contract Opportunities

## Step 1 – Login to ProContract

supplyingthesouthwest.org.uk  
Procurement Portal

Navigation

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login**
- Buyers' Login

Useful Links

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

### Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that are align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

[Register now >](#)

Once your company has registered you need to add the domain [@due-north.com](mailto:@due-north.com) to your safe senders list to ensure that you receive all email alerts

- Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)
- Click on 'Suppliers' Login' and then 'Log in here'.

# How to Search for Contract Opportunities

## Step 1 – Login to ProContract

**proactis**

**Log In**

**User Name**

**Password**

[Forgotten your username or password?](#)

**Continue**

**Welcome to ProContract**  
**Already registered?**  
Simply enter your chosen username and password and click 'Continue'

**New to ProContract?**  
**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

**Migrated from ProContract Version 2?**  
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

**Still need help?**  
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

- c) If your company is not yet registered, please refer to the guide 'How to Register on Supplying the South West'.
- d) If your company is already registered, fill in your log in details and select '*Continue*'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

The screenshot shows the Proactis website interface. At the top left is the Proactis logo. Below it is a dark navigation bar with links for Home, Find opportunities (highlighted with a red box), My activities, My contracts, and Help. To the right of the navigation bar are icons for email, user profile, and a refresh button. Below the navigation bar is a search bar with the text 'All opportunities' and a 'Go' button. The main content area is titled 'Home page' and contains three main sections: 'Activities', 'Company details summary', and 'Vendor profile'. The 'Activities' section has tabs for 'Active', 'Recently added', and 'Last viewed'. Below these tabs is a search form with a dropdown menu, a 'Go' button, and a search input field. A blue message box below the search form says 'Please select a buyer from the dropdown and click on the 'Go' button'. The 'Company details summary' section shows information for 'BCP Council Test Supplier' and includes a 'Description' and 'Keywords' section. The 'Vendor profile' section lists questionnaires with progress indicators.

- e) Once you have logged in, you will be taken to the Home Page.
- f) To search for new opportunities, select 'Find opportunities'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

Opportunities - Search results National opportunities

Narrow your results Opportunities

1 2 3 4 5 ... 8 Next >

Supplying the South West

- Royal College of Physicians Portal
- Royal Mencap Society
- Sanctuary
- Savills Tendering Portal
- South East Business Portal
- Southend-on-Sea Borough Council
- Stoke-on-Trent and the Staffordshire Moorlands / High Peak Councils Alliance
- Supply Great Yarmouth
- Supplying 2 NHS
- Supplying the South West**
- The Chest
- The Donkey Sanctuary Portal
- Transport for London
- University of West London Procurement
- Wokingham Borough Council Portal
- Wolverhampton City Council
- Worcestershire District Group
- YORtender
- Yorwaste
- YPO

Buyer	Expression Start	Expression End	Estimated value
Abbot Path - Stover	11/05/2016	11/05/2020	£1,000,000.00
Devon County Council	21/05/2014	30/09/2019	N/A
Devon County Council	19/05/2016	31/05/2020	£1,000,000.00
Wiltshire Council	19/02/2018	01/02/2023	N/A
Herefordshire Council	16/05/2017	16/05/2019	N/A
Wiltshire Council	02/04/2018	31/03/2028	N/A
Mid Devon District Council	23/09/2016	30/09/2019	N/A
Herefordshire Council	12/05/2017	12/05/2019	N/A
Dorset County Council	21/10/2015	04/10/2020	£450,000.00
Dorset County Council	21/07/2015	21/11/2019	£1,000,000.00

1 2 3 4 5 ... 8 Next >

Include closed  
 Yes  No

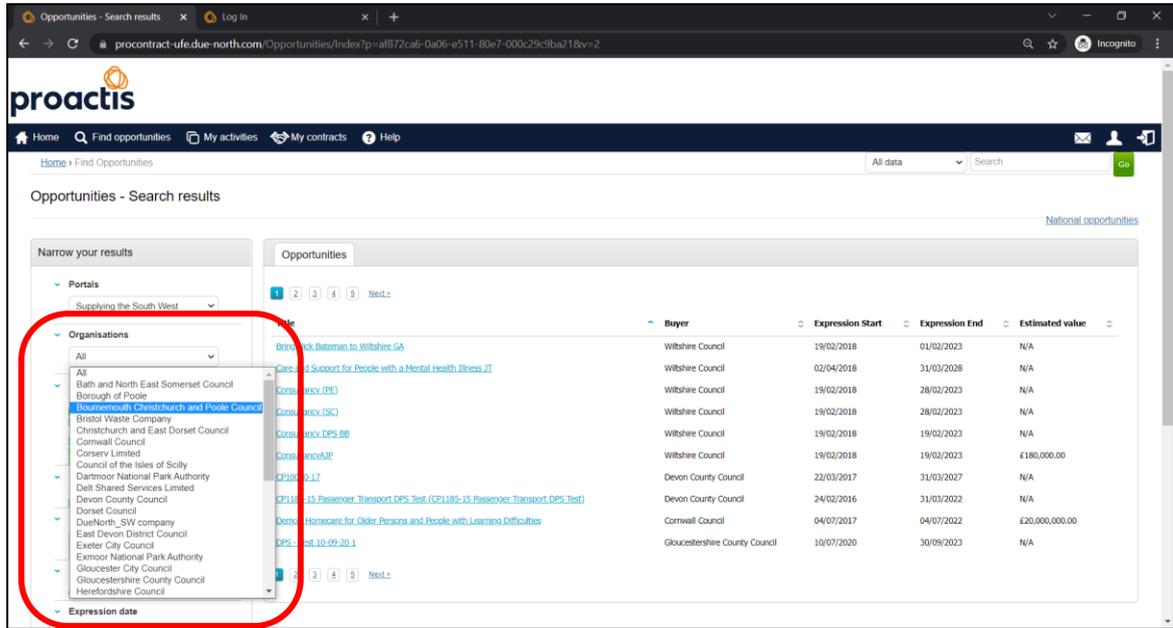
Expression date  
Start date:  End date:

Published date  
Start date:  End date:

- g) To search for opportunities from Bournemouth, Christchurch and Poole Council, select 'Supplying the South West' from the Portals drop down box the select 'Update'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities



- h) The screen will refresh, and you will then be able to select '*Bournemouth, Christchurch and Poole Council*' from the Organisations drop down box.
- i) Select Bournemouth, Christchurch and Poole Council and then select '*Update*'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

The screenshot shows the Proactis website interface. The top navigation bar includes links for Home, SRM, Sourcing, Contracts, Configuration, Reporting, and Help. A search bar is located in the top right corner. The main content area displays 'Opportunities - Search results' for 'Bournemouth Christchurch and Poole Council'. A table lists 10 opportunities, each with a title, buyer, expression start and end dates, and an estimated value. The table is filtered to show only opportunities from Bournemouth, Christchurch, and Poole Council.

Title	Buyer	Expression Start	Expression End	Estimated value
<a href="#">Bater Gardens Electrical Renewal - Electrical Heaters and Communal Lighting</a>	Bournemouth Christchurch and Poole Council	25/10/2021	10/01/2022	£100,000.00
<a href="#">Bournemouth Street Food Opportunity 2021</a>	Bournemouth Christchurch and Poole Council	27/01/2021	31/12/2021	N/A
<a href="#">Bournemouth, Poole and Dorset (Plan-Dorset) Integrated Equip for Living Service 2023</a>	Bournemouth Christchurch and Poole Council	18/10/2021	31/12/2021	N/A
<a href="#">Mobile Ice Cream and Drink Concession at Gendimors Promenade</a>	Bournemouth Christchurch and Poole Council	03/12/2021	10/01/2022	N/A
<a href="#">Outdoor Restaurant and Bar Operations at Bournemouth Beach for Summer 2022</a>	Bournemouth Christchurch and Poole Council	15/12/2021	28/01/2022	N/A
<a href="#">Poole Museum Public Sector Decarbonisation Scheme Works</a>	Bournemouth Christchurch and Poole Council	16/11/2021	31/12/2021	N/A
<a href="#">Structural Cabling Installation and Repair Works for BCP Council</a>	Bournemouth Christchurch and Poole Council	22/11/2021	05/01/2022	N/A
<a href="#">Whitcliffe Street Food Opportunity 2021</a>	Bournemouth Christchurch and Poole Council	27/01/2021	31/12/2021	N/A
<a href="#">Workforce Development Team Training Framework- Lots 1-4, Cohort 1</a>	Bournemouth Christchurch and Poole Council	07/12/2021	17/01/2022	£907,956.00

- j) The opportunities list will then update to show all the contract opportunities that are currently available for Bournemouth, Christchurch and Poole Council.
- k) The list shows 10 opportunities at a time in alphabetical order. Therefore, if you do not see the contract opportunity that you are searching for in the initial list, please make sure you click 'next' to view the next page of opportunities available for Bournemouth, Christchurch and Poole Council or use the search bar.
- l) When you have identified the contract opportunity that you are interested in, click on the name of the contract which is hyperlinked in blue.  
*PLEASE NOTE:* You can also search for opportunities with other local authorities using the drop down box on the left.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

**Structured Cabling Installation and Repair Works for BCP Council**

**Main contract details**

**Opportunity Id** DN570071

**Title** Structured Cabling Installation and Repair Works for BCP Council

**Categories** 32421000-0 - Network cabling  
45310000-3 - Electrical installation work  
45314000-1 - Installation of telecommunications equipment

**Description** BCP Council require a cabling company to carry out installations and repairs to the structured cabling on its current properties and any future properties that might be acquired. Properties vary in size and type, from Bournemouth Town Hall, part of which is a Grade 2 Listed Building that can house 2,500 people, to sites that have only two employees. Support will also be required to cover Poole Town fibre network. [View full description](#)

**Region(s) of supply** Dorset and Somerset

**Estimated value** N/A

**Keywords** Structured Cabling

**Key dates**

**Estimated contract dates**

<b>Start date</b>	01/02/2022	<b>End date</b>	31/01/2025
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**Expression of interest window**

from 22/11/2021 09:00 to 05/01/2022 14:00

[Login and register interest in this opportunity](#)

**How to ProContract?**  
If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register here](#)

**Contact details**

**Buyer** Bournemouth Christchurch and Poole Council  
**Contact** Procurement Team  
**Email** [procurement@bcpcouncil.gov.uk](mailto:procurement@bcpcouncil.gov.uk)  
**Telephone** 01202 128989  
**Address** Bournemouth Christchurch and Poole Council  
Bournemouth  
Dorset  
BH2 6DY  
United Kingdom

**Attachments**

<a href="#">READ-ONLY Appendix 1 - Specification for Structured Cabling Works for BCP Council v1.00.pdf</a>	282 KB
<a href="#">READ-ONLY Invitation to Tender - Structured Cabling Works for BCP Council v1.00.pdf</a>	686 KB
<a href="#">Supplying the South West Complete Suppliers Guide v7.00.pdf</a>	4 MB

- m) You will then be able to view the advert for the contract opportunity, the 'Description' provides you with an overview of the opportunity.
- n) The deadline for submitting your response to the tender opportunity is shown in the top right of the screen. **Please note that this is not just a deadline for expressing an interest but is the deadline for when your response must be completed and submitted through the system.**
- o) TO ACCESS THE FULL TENDER DOCUMENTS THAT ARE TO BE COMPLETED, please select '*Register interest in this opportunity*' and follow the guide 'How to Access Tender Documents through Supplying the South West'.  
**Please note, every response to a tender must be submitted through the portal. The Council will not accept any tender submissions that are received by e-mail or hard copy in the post.**

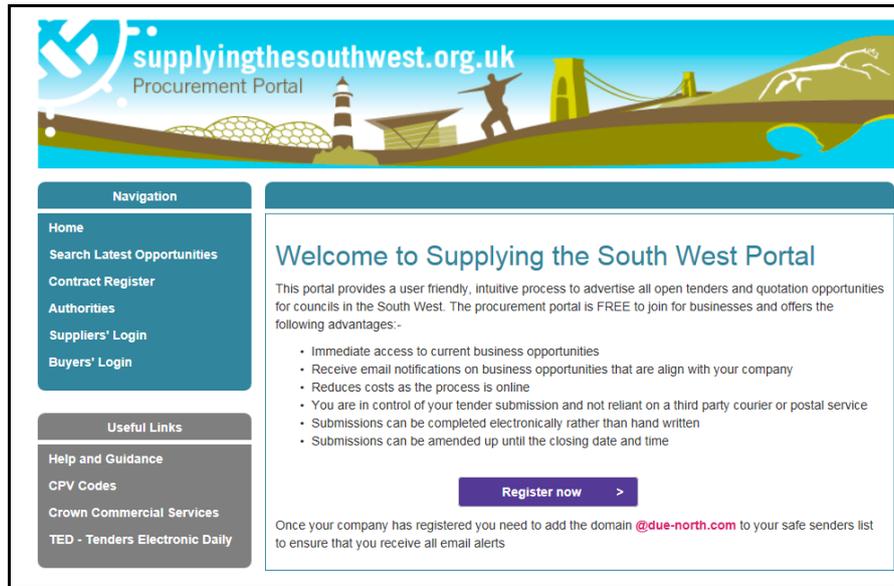


# ProContract Step by Step

## How to Access Tender Documents Through Supplying the South West

# Accessing the Tender Documents for a Contract Opportunity

## Step 1 – Login to Supplying the South West



The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue and green landscape illustration with a lighthouse, a person walking, and a suspension bridge. Below the header, there is a 'Navigation' menu on the left with links for Home, Search Latest Opportunities, Contract Register, Authorities, Suppliers' Login, and Buyers' Login. A 'Useful Links' section below it includes Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The main content area is titled 'Welcome to Supplying the South West Portal' and contains a welcome message, a list of advantages, and a 'Register now >' button. The advantages listed are: immediate access to current business opportunities, email notifications for relevant opportunities, reduced costs due to an online process, control over tender submission, electronic submissions, and the ability to amend submissions until the closing date and time. A note at the bottom states that registered users must add the domain '@due-north.com' to their safe senders list to receive email alerts.

- a) To access the tender documents for an opportunity, you must login to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) and follow the below instructions.
- b) If you wish to submit a response, you must access the tender documents to be completed by following the below instructions:

# Accessing the Tender Document for a Contract Opportunity

## Step 2 – Find Opportunities

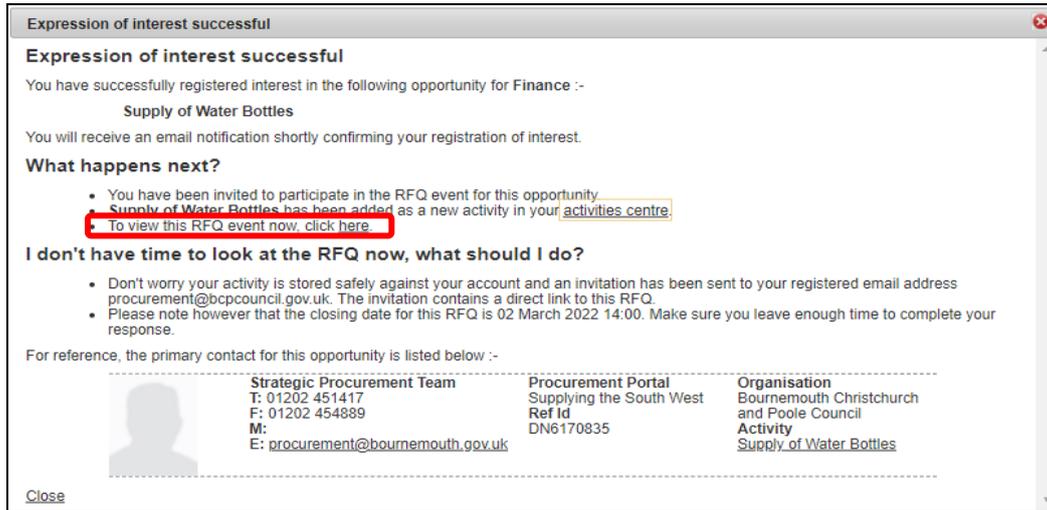
The screenshot displays the Proactis website interface. At the top, there is a navigation bar with the Proactis logo and menu items: Home, Find opportunities, My activities, My contracts, and Help. A search bar is also present. Below the navigation bar, the breadcrumb trail reads 'Home > Find opportunities > Supply of Water Bottles'. The main content area is titled 'Supply of Water Bottles' and is divided into several sections:

- Main contract details:** Includes Opportunity ID (DNS170835), Title (Supply of Water Bottles), Categories (15981000-8 - Mineral water), and a detailed Description. The description states that the supply is for BCP Council catering outlets and requires weekly delivery. It also provides instructions for suppliers to register interest and access tender documents.
- Expression of interest window:** Shows the window from 01/03/2022 12:00 to 02/03/2022 14:00. A red button labeled 'Register interest in this opportunity' is highlighted.
- Contact details:** Lists the Buyer (Bournemouth Christchurch and Poole Council), Contact (Procurement Team), Email (procurement@bournemouth.gov.uk), Telephone (01202 451417), Fax (01202 454889), and Address (Bournemouth Borough Council, Bournemouth, Dorset, BH2 6DZ, United Kingdom).
- Attachments:** States 'No attachments'.
- Region(s) of supply:** Dorset and Somerset.
- Estimated value:** £20,000.00.
- Keywords:** water, bottles.
- Key dates:** Estimated contract dates: Start date 25/04/2022, End date 31/03/2025.

- From the advert of the contract opportunity you want to express an interest in, select '*Register interest in this opportunity*'.
- Please note, if you are not logged in, the button will say '*Login and register interest in this opportunity*'. You will need to login to be able to access the tender documents. If you do not yet have login details, you will need to register your company with the site. Please see the guide 'How to Register on Supplying the South West'.
- If you are unsure of your login details, please contact Due North on [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com).

# Accessing the Tender Document for a Contract Opportunity

## Step 3 – Expression of Interest



- Once you have selected 'Register interest in this opportunity' you should see this pop up informing you that your expression of interest has been successful.
- Now that you have expressed an interest, the tender documents are automatically available for you to view and download. Please note, you will not be sent the tender documents by e-mail or notification. You must use the system to view and download them as they are automatically available.**
- From the screenshot above click the [here](#) button as highlighted in red above. This will direct you to the documents that you will need to complete.

# Accessing the Tender Document for a Contract Opportunity

## Step 4 – Downloading Tender Documents

The screenshot displays the 'proactis' web application interface. The top navigation bar includes 'Home', 'Find opportunities', 'My activities' (highlighted with a red box), 'My contracts', and 'Help'. The main content area is titled 'My activities' and features a sidebar for filtering results and a main table of activities.

**Narrow your results**

- Buyer**
  - Bournemouth, Christchurch and Poole Council
  - Bristol City Council
  - L08S
- Event type**
  - Ad
  - Advert
  - RFx
- Status**
  - All
  - New action

**Update**

**Active activities** | Archived activities | Last viewed activities

Buyer	Title	Current event	Event deadline
<input type="checkbox"/> Bournemouth, Christchurch and Poole Council	SQ Test Procurement	SQ Test Procurement	08/10/2020
<input type="checkbox"/> Bournemouth, Christchurch and Poole Council	SQ Test NO TERMS	SQ Test NO TERMS	02/10/2020
<input checked="" type="checkbox"/> Bournemouth, Christchurch and Poole Council	Supply of Water Bottles	Supply of Water Bottles	02/03/2022

- i) Alternatively, you can access the tender documents from the 'My Activities' area, where you will be able to view all contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'.
- j) To view Bournemouth, Christchurch and Poole Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth, Christchurch and Poole Council'.
- k) Then click 'Update'.

# Accessing the Tender Document for a Contract Opportunity

## Step 4 – Downloading Tender Documents

The screenshot shows the Proactis user interface. At the top, there is a navigation bar with 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. Below this, the 'My activities' section is active, displaying a list of opportunities. On the left, there are filters for 'Buyer', 'Event type', and 'Status'. The main table has columns for 'Buyer', 'Title', 'Current event', and 'Event deadline'. The 'Supply of Water Bottles' entry is highlighted with a red box.

Buyer	Title	Current event	Event deadline
Bournemouth Christchurch and Poole Council	SQ Test Procurement	SQ Test Procurement	08/10/2020
Bournemouth Christchurch and Poole Council	SQ Test NO TENDERS	SQ Test NO TENDERS	02/10/2020
Bournemouth Christchurch and Poole Council	Supply of Water Bottles	Supply of Water Bottles	02/03/2022

- l) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth, Christchurch and Poole Council.
- m) To view the tender documents that you need to review and complete, select the blue hyperlink of the relevant contract opportunity as shown above.

# Accessing the Tender Document for a Contract Opportunity

## Step 4 – Downloading Tender Documents

The screenshot displays the Proactis procurement portal interface. At the top, the Proactis logo is on the left, and the 'supplyingthesouthwest.org.uk Procurement Portal' logo is on the right. Below the logos is a navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. The main content area shows the breadcrumb 'Home > My activities > Supply of Water Bottles' and the title 'Activity : Supply of Water Bottles'. A 'Back to home page' link is in the top right of the main area. The 'Events' section contains two entries for 'Supply of Water Bottles'. The first entry is 'Expression of interest accepted' with a 'View details | Open' link. The second entry is 'Not started (Respond by: 02/03/2022)' with a 'View details | Open' link, where the 'Open' button is highlighted with a red square. On the right side, there are sections for 'Archive this activity', 'Messages (0)', and 'Audit history', each with a 'View all | View unread' link.

- n) To view the tender documents, click on the hyperlink of the contract name for the event that is showing as Not Started and has a 'Respond by' date next to it. Click on open.

# Accessing the Tender Document for a Contract Opportunity

## Step 4 – Downloading Tender Documents

The screenshot displays the Proactis user interface for a tender opportunity. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The breadcrumb trail shows 'Home > My activities > Supply of Water Bottles > Supply of Water Bottles'. The main content area is titled 'Activity summary' and includes a 'Take a tour' link.

**Activity information**

Buyer: Boumemouth Christchurch and Poole Council  
Title: Supply of Water Bottles ID: 5279792  
Description: The supply of water bottles for BCP Council catering outlets

**Activity documentation, files & links (6)**

Title	Type	Size
<a href="#">Appendix 1 - Specification v2.00.pdf</a>	pdf	195 KB
<a href="#">Invitation to Tender - Supply of Water Bottles v5.00.docx</a>	docx	149 KB
<a href="#">Tender Response - Part A - Questionnaire (SQ) v5.00.docx</a>	docx	111 KB
<a href="#">Tender Response - Part B - Form of Tender and ACC v2.00.docx</a>	docx	65 KB
<a href="#">Tender Response - Part C - Pricing Evaluation v2.00.xlsx</a>	xlsx	12 KB
<a href="#">Tender Response - Part D - Quality Evaluation v3.00.docx</a>	docx	62 KB

**Terms & conditions (1)**

- [Standard Goods and Services Terms and Conditions](#)

**Deadline & time remaining**

A response to this activity can be submitted no later than **2nd March 2022 at 2:00 PM**

**Time remaining**

1 Day 1 Hour 9 Minutes

**Messages & clarifications (0)**

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer. You have received 0 message(s) of which 0 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
- 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](#)

- o) From this page you are able to view a description of the requirement, the tender documents, the tender deadline date and time remaining, amended versions of the tender documents, your primary contact and the checklist for your response. Please ensure that you download all of the tender documents and review the requirements. Use the scroll bar on the right to ensure you view all of the tender documents.

- p) The tender documents should be downloaded and completed on your own computer.
- q) The documents should be completed and re-uploaded through the system before the deadline shown on the system. There is a tender submission deadline countdown in the top right hand corner of the screen.
- r) Please follow the guide 'How to Submit A Response' when you are ready to submit your Bid.

**Please do not leave submitting your response until the last minute as you will be unable to submit your response after the deadline date and time shown on the system for that contract opportunity.**



# **ProContract Step by Step**

## **How to Ask a Question on a Procurement through Supplying the South West**

# How to Ask a Question on a Procurement

## Step 1 – Login to ProContract

supplyingthesouthwest.org.uk  
Procurement Portal

Navigation

Home

Search Latest Opportunities

Contract Register

Authorities

**Suppliers' Login**

Buyers' Login

Useful Links

Help and Guidance

CPV Codes

Crown Commercial Services

TED - Tenders Electronic Daily

### Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that are align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

[Register now >](#)

Once your company has registered you need to add the domain [@due-north.com](mailto:@due-north.com) to your safe senders list to ensure that you receive all email alerts

a) Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

b) Click on 'Suppliers' Login'

# How to Ask a Question on a Procurement

## Step 1 – Login to ProContract

**proactis**

**Log In**

User Name

Password

[Forgotten your username or password?](#)

[Continue](#)

**Welcome to ProContract**  
**Already registered?**  
Simply enter your chosen username and password and click 'Continue'

**New to ProContract?**  
**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

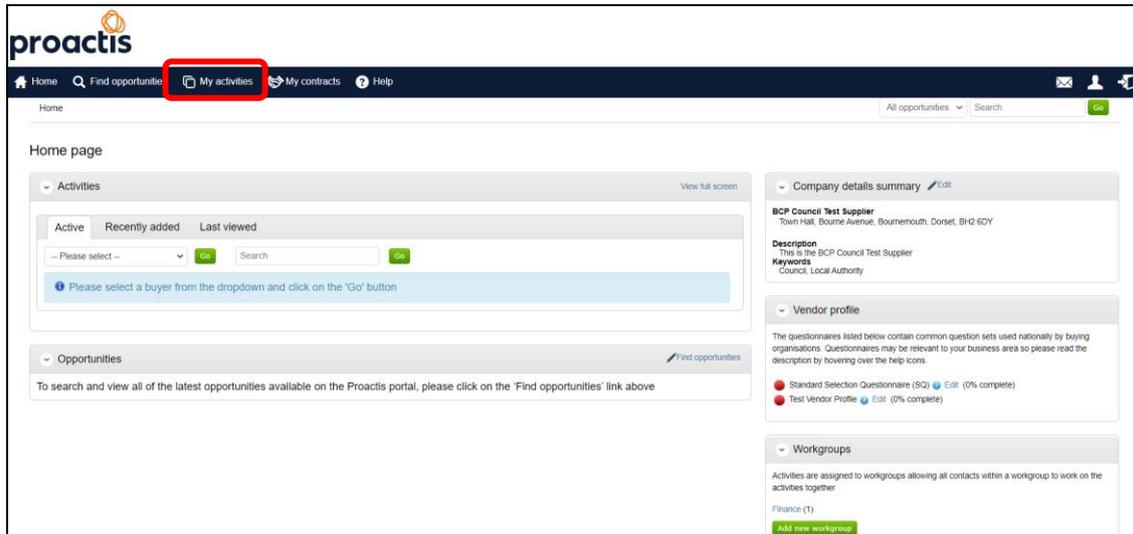
**Migrated from ProContract Version 2?**  
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

**Still need help?**  
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

- c) If your company is not yet registered on Supplying the South West, fill in your organisations details and click '*Continue registration*'. Follow the on screen instructions. Once you have been issued log in details, return to this page to login.
- d) If your company is already registered, click '*Log in here*'
- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North at [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com).

# How to Ask a Question on a Procurement

## Step 2 - How to Ask a Question



- g) Once you are logged in, you will need to navigate to the contract opportunity that you want to ask a question for.
- h) To do this, select 'My Activities'.

# How to Ask a Question on a Procurement

## Step 2 - How to Ask a Question

proactis

Home Find opportunities My activities My contracts Help

Home > My activities

All data Search Go

My activities

Narrow your results

Buyer

- Bournemouth Christchurch and Poole Council
- Bristol City Council
- LGSS

Event type

- All
- Advert
- RFx

Status

- All
- New action

Update

Active activities Archived activities Last viewed activities

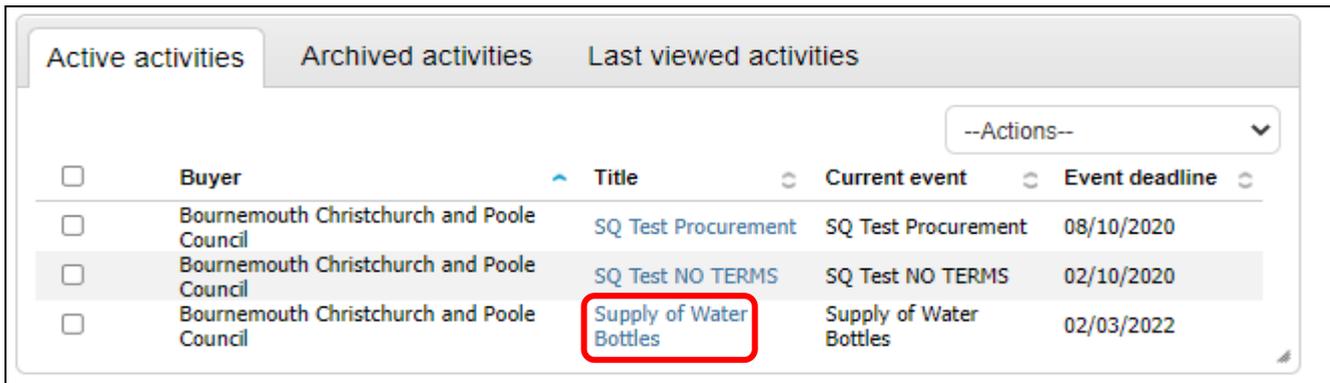
Please select a buyer from the narrow results panel and click on the 'Update' button

- When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'.
- To view Bournemouth, Christchurch and Poole Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth, Christchurch and Poole Council' then click 'Update'.

## How to Ask a Question on a Procurement

### Step 2 - How to Ask a Question

- k) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth, Christchurch and Poole Council.
- l) Select the blue hyperlink of the relevant contract opportunity that you wish to ask a question for



The screenshot shows a web interface with three tabs: 'Active activities', 'Archived activities', and 'Last viewed activities'. The 'Active activities' tab is selected. Below the tabs is a table with columns: 'Buyer', 'Title', 'Current event', and 'Event deadline'. There is also an 'Actions' dropdown menu. The table contains three rows of data. The third row, 'Supply of Water Bottles', is highlighted with a red box.

<input type="checkbox"/>	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	Bournemouth Christchurch and Poole Council	<a href="#">SQ Test Procurement</a>	SQ Test Procurement	08/10/2020
<input type="checkbox"/>	Bournemouth Christchurch and Poole Council	<a href="#">SQ Test NO TERMS</a>	SQ Test NO TERMS	02/10/2020
<input type="checkbox"/>	Bournemouth Christchurch and Poole Council	<a href="#">Supply of Water Bottles</a>	Supply of Water Bottles	02/03/2022

# How to Ask a Question on a Procurement

## Step 2 - How to Ask a Question

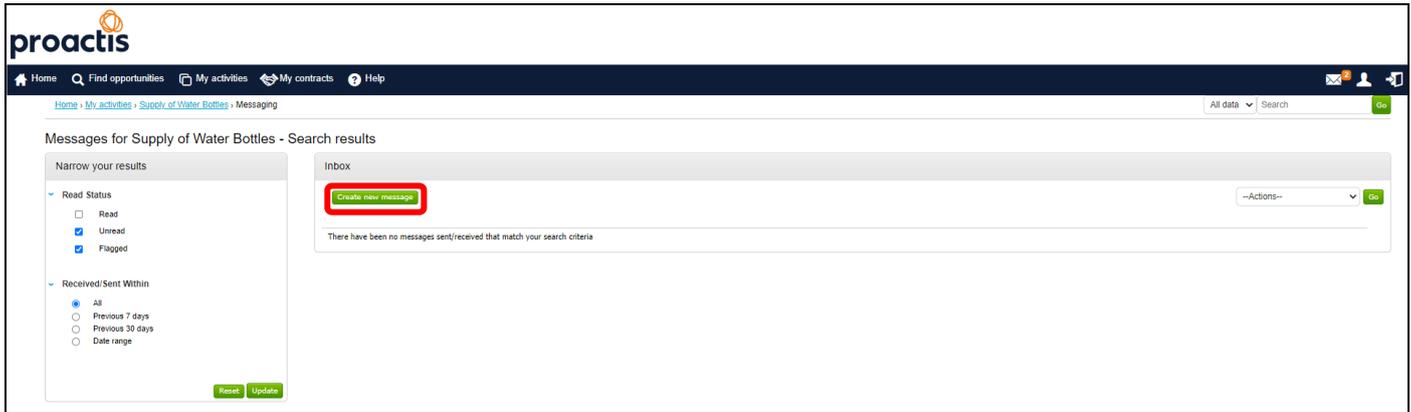
The screenshot shows a procurement activity page for 'Supply of Water Bottles'. The page is divided into several sections:

- Activity:** Supply of Water Bottles
- Events:** A list of events for this activity. The first event is 'Supply of Water Bottles' with the status 'Expression of interest accepted'. It includes details: Interest start date: 01/03/2022 12:00, Interest end date: 02/03/2022 14:00, and Expressed interest on: 01/03/2022 12:35. The second event is 'Supply of Water Bottles' with the status 'Not started (Respond by: 02/03/2022)'. Each event has a 'View details | Close' link.
- Messages (0):** A section indicating that the user has received 0 messages, with 0 unread. A red box highlights the 'View all | View unread' links.
- Audit history:** A section with a 'View audit history' link.
- Navigation:** A link to 'Back to home page' is located in the top right corner.

m) On the next screen in the 'Messages' box, click on 'View all'.

# How to Ask a Question on a Procurement

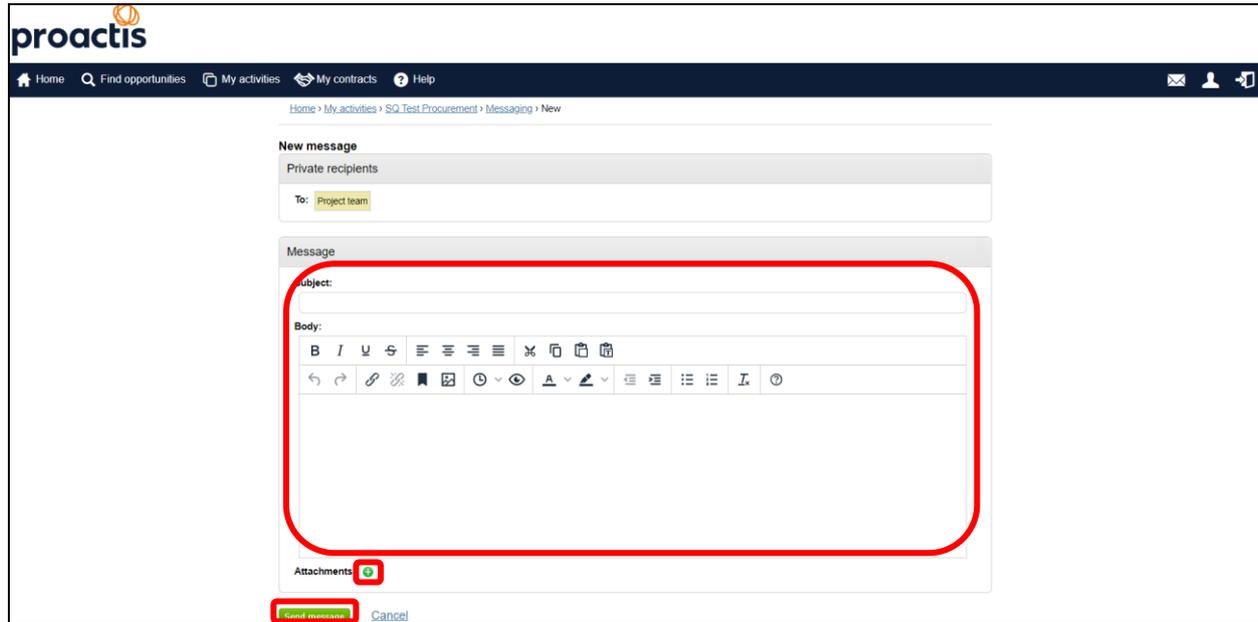
## Step 2 - How to Ask a Question



n) Select 'Create New Message'

# How to Ask a Question on a Procurement

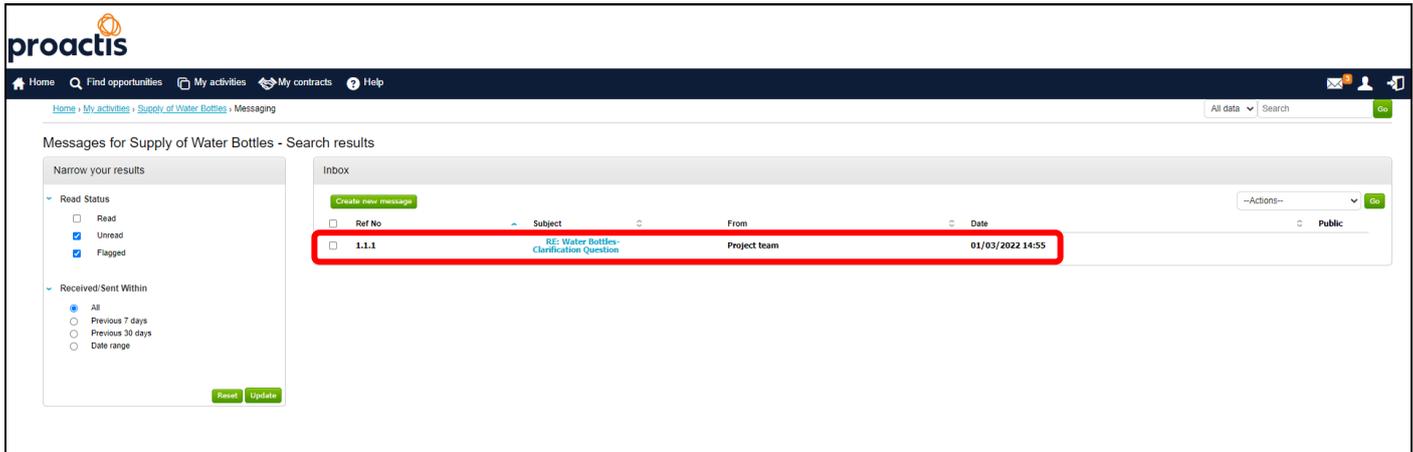
## Step 2 - How to Ask a Question



- o) Create message and if required, you can add an attachment using the 'Attachments' section.
- p) Click 'Send Message'. This message has now been sent directly to the Project Team.

# How to Ask a Question on a Procurement

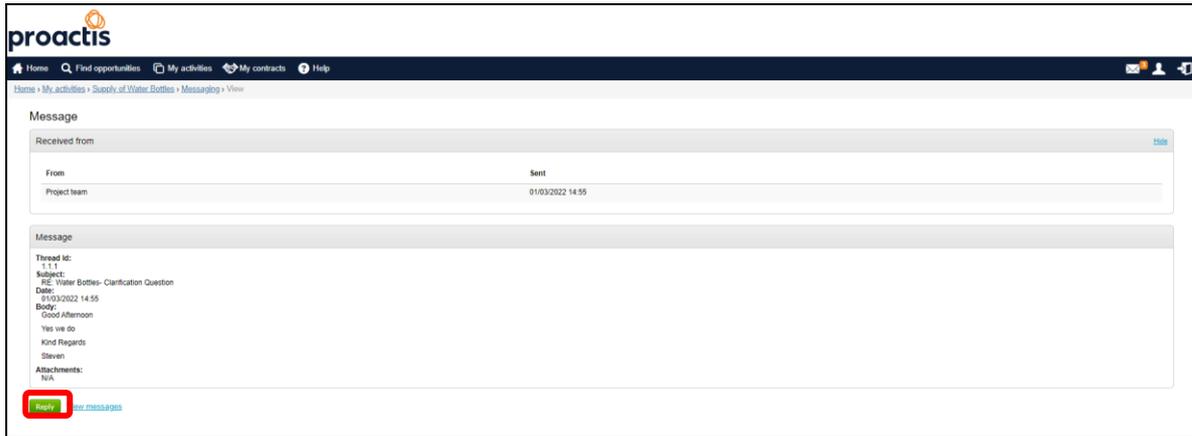
## Step 3 – Viewing and responding to messages



- q) If you receive any notifications regarding a message being issued, you will be able to review these within the Messaging area.
- r) When you receive a notification, you can follow the hyperlink in the e-mail and it will take you directly to the message that has been published.
- s) Click on the hyperlink to read messages that have been issued through ProContract.

# How to Ask a Question on a Procurement

## Step 3 – Viewing and responding to messages



t) You can use the 'Reply' button to respond to any messages you receive where appropriate.



# ProContract Step by Step

## How to Submit your Response through Supplying the South West

# How to Submit your Response through Supplying the South West

## Step 1 – Login to ProContract

The screenshot shows the homepage of the Supplying the South West Procurement Portal. The header features the logo and the text 'supplyingthesouthwest.org.uk Procurement Portal'. Below the header is a navigation menu with the following items: Home, Search Latest Opportunities, Contract Register, Authorities, **Suppliers' Login** (highlighted with a red box), and Buyers' Login. To the right of the navigation menu is a 'Useful Links' section with items: Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The main content area has a heading 'Welcome to Supplying the South West Portal' and a paragraph: 'This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-'. Below this is a bulleted list of advantages: 'Immediate access to current business opportunities', 'Receive email notifications on business opportunities that are align with your company', 'Reduces costs as the process is online', 'You are in control of your tender submission and not reliant on a third party courier or postal service', 'Submissions can be completed electronically rather than hand written', and 'Submissions can be amended up until the closing date and time'. At the bottom of the main content area is a purple button labeled 'Register now >'. Below the button is a paragraph: 'Once your company has registered you need to add the domain @due-north.com to your safe senders list to ensure that you receive all email alerts'.

a) Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

b) Click on 'Suppliers Login'

# How to Submit your Response through Supplying the South West

## Step 1 – Login to ProContract

**proactis**

**Log In**  
**User Name**  
  
**Password**  
  
[Forgotten your username or password?](#)  
**Continue**

**Welcome to ProContract**  
**Already registered?**  
Simply enter your chosen username and password and click 'Continue'

**New to ProContract?**  
**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

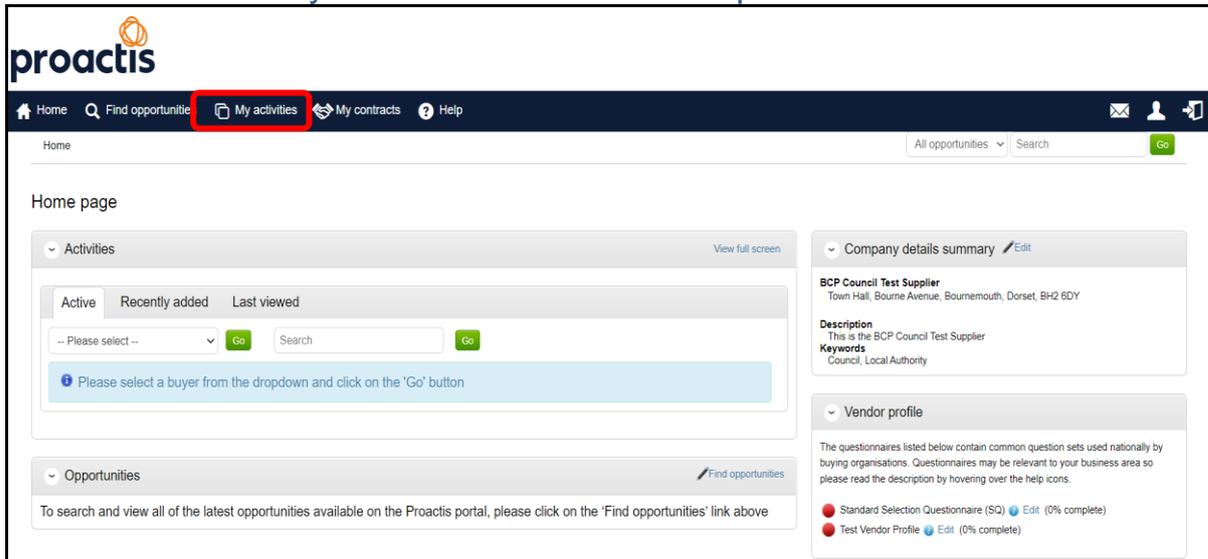
**Migrated from ProContract Version 2?**  
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

**Still need help?**  
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

- c) Type in your login details and select 'Continue'
- d) If you are unsure of your login details, please contact Due North at [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

# How to Submit your Response through Supplying the South West

## Step 2 - Find the Contract you want to Submit a Response for



- e) Once you are logged in, you will need to navigate to the contract opportunity that you are submitting a response for. To do this, select '*My Activities*'.

# How to Submit your Response through Supplying the South West

## Step 2 - Find the Contract you want to Submit a Response for

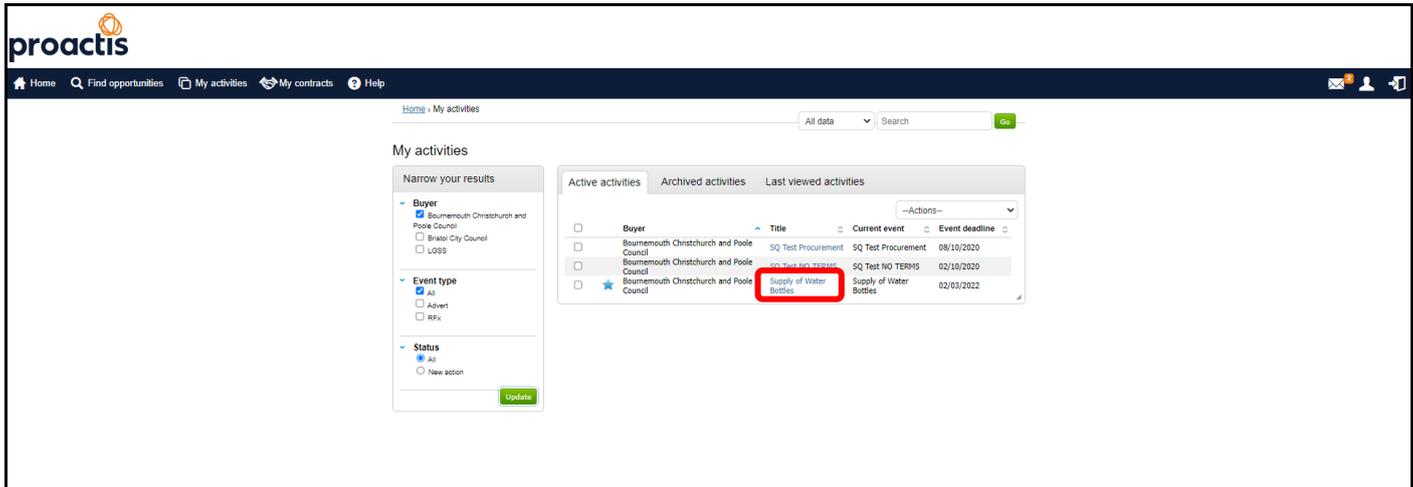
The screenshot shows the Proactis 'My activities' page. The 'Narrow your results' sidebar on the left has a red box around the 'Buyer' section, which is expanded to show 'Bournemouth, Christchurch and Poole Council' selected. The main table shows a list of activities with columns for Buyer, Title, Current event, and Event deadline. The first row is highlighted.

Buyer	Title	Current event	Event deadline
Bournemouth Christchurch and Poole Council	SQ Test Procurement	SQ Test Procurement	08/10/2020
Bournemouth Christchurch and Poole Council	SQ Test NO TERMS	SQ Test NO TERMS	02/10/2020
Bournemouth Christchurch and Poole Council	Supply of Water Bottles	Supply of Water Bottles	02/03/2022

- f) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'
- g) To view Bournemouth, Christchurch and Poole Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth, Christchurch and Poole Council' then click 'Update'.

# How to Submit your Response through Supplying the South West

## Step 2 - Find the Contract you want to Submit a Response for



- h) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth, Christchurch and Poole Council.
- i) Select the blue hyperlink of the relevant contract opportunity that you wish to submit a response for.

# How to Submit your Response through Supplying the South West

## Step 2 - Find the Contract you want to Submit a Response for

The screenshot shows the Proactis web application interface. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The breadcrumb trail is 'Home > My activities > Supply of Water Bottles'. The main content area is titled 'Activity : Supply of Water Bottles'. Under the 'Events' section, there are two entries:

- [Supply of Water Bottles](#) Expression of interest accepted [Hide details](#) | [Open](#)  
Interest start date: 01/03/2022 12:00  
Interest end date: 02/03/2022 14:00  
Expressed interest on: 01/03/2022 12:35
- [Supply of Water Bottles](#) Not started (Respond by: 02/03/2022) [View details](#) | [Open](#)

The second event is highlighted with a red rectangular box. On the right side of the page, there are sections for 'Archive this activity' with a '< Back to home page' link, 'Messages (0)' with 'View all' and 'View unread' links, and 'Audit history' with a 'View audit history' link.

- j) The system will show a few 'events'. You will need to select the event that shows as 'Not Started' or 'In Progress'. Click on the hyperlink of the contract name that you want to submit a response for.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

**proactis**

Home Find opportunities My activities My contracts Help

Home > My activities > Supply of Water Bottles > Supply of Water Bottles

### Activity summary

[Take a tour](#)

**Activity information**

**Buyer:** Bournemouth Christchurch and Poole Council  
**Title:** Supply of Water Bottles ID: 5279792  
**Description:** The supply of water bottles for BCP Council catering outlets

**Activity documentation, files & links (6)**

Title	Type	Size
<a href="#">Appendix 1 - Specification v2.00.pdf</a>	pdf	166 KB
<a href="#">Invitation to Tender - Supply of Water Bottles v6.00.docx</a>	docx	149 KB
<a href="#">Tender Response - Part A - Questionnaire (SQ) v5.00.docx</a>	docx	111 KB
<a href="#">Tender Response - Part B - Form of Tender and ACC v2.00.docx</a>	docx	65 KB
<a href="#">Tender Response - Part C - Pricing Evaluation v2.00.xlsx</a>	xlsx	12 KB
<a href="#">Tender Response - Part D - Quality Evaluation v3.00.docx</a>	docx	62 KB

**Terms & conditions (1)**

[Standard Goods and Services Terms and Conditions](#)

**Deadline & time remaining**

A response to this activity can be submitted no later than  
**2nd March 2022 at 2:00 PM**

**Time remaining**

22 Hours 38 Minutes 55 Seconds

**Messages & clarifications (0)**

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer  
You have received 0 message(s) of which 0 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
- Accept terms & conditions fully or in part
- Submit your response

**Unable to submit your response** | **Unable to you are.....**

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

k) To begin submitting your response, click 'Start my Response'.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot shows the Proactis web application interface. The main content area is titled 'Activity summary' and includes sections for 'Activity information', 'Activity documentation, files & links (6)', and 'Terms & conditions (1)'. On the right side, there is a 'Deadline & time remaining' section showing a deadline of 2nd March 2022 at 2:00 PM and a time remaining of 22 hours, 37 minutes, and 19 seconds. Below this is a 'Messages & clarifications (0)' section. The 'Your response (Version 1 – Draft)' section contains a checklist for submission progress, which is highlighted by a red circle. The checklist items are: 'Indicated intent to respond (01/03/2022 15:22)', 'Started to draft your response to this activity', 'Complete the additional information section', 'Accept terms & conditions fully or in part', and 'Submit your response'. At the bottom of the checklist, there are buttons for 'View draft response' and 'Opt out'.

- l) You will then be taken to your Response Summary, where you should follow the checklist in the 'Your response' section.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot displays the 'Your response summary' dashboard in the Proactis system. The dashboard is divided into several sections:

- Response information:** Displays details such as Supplier (BCP Council Test Supplier), Workgroup (Finance), Activity ID (DNS170835), Response ID (R108217896), Company reg number (None), Company address (Town Hall, Bourne Avenue, Bournemouth, Dorset, United Kingdom, BH2 8DY), and Website (https://www.bccouncil.gov.uk).
- Additional information:** A section with an 'Edit' link highlighted by a red box. Below the link, it states: 'You have not started the 'Additional information' section. Click on the 'Edit' link to begin.'
- Response documentation, files & links:** Shows 'No attachments' and an 'Add' button.
- Terms & conditions:** Shows a list of terms and conditions, including 'Standard Goods and Services Terms and Conditions'.
- Deadline & time remaining:** Indicates the response must be submitted no later than 2nd March 2022 at 2:00 PM. A timer shows 22 hours, 32 minutes, and 52 seconds remaining.
- Your response:** A checklist section with a 'Response history' link. The checklist includes items like 'Indicated intent to respond', 'Started to draft your response', and 'Before you can submit your response you need to...' with sub-items: 'Complete the additional information section', 'Accept terms & conditions fully or in part', and 'Submit your response'. The 'Submit your response' item is marked with a red circle, indicating it is the next step.

m) This is your response summary dashboard. You will need to complete the actions listed in red before you can proceed further. Complete the additional information field by clicking on edit.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot shows the Proactis web interface. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The breadcrumb trail is 'Home > My Activities > Supply of Water Bottles > Additional information'. The main content area is titled 'Additional information' and contains three text input fields: 'Supplier reference (optional)', 'Response information (optional)', and 'Additional comments (optional)'. At the bottom of the form, there is a checkbox with the text 'I have read and understood this section and can confirm I am happy not to include any additional information'. This checkbox is checked. Below the checkbox are two buttons: 'Save' and 'Cancel'. The 'Save' button and the checkbox are highlighted with red rectangular boxes.

- n) In these fields, you can provide additional information. If you do not have any additional information to include, please tick the box to confirm you do not have any additional information to include. Once complete, select save.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot displays the Proactis procurement portal interface. The main content area is titled "Your response summary" and contains several sections:

- Response information:** Displays details for the supplier (BCP Council Test Supplier), workgroup (France), and activity (Strategic Procurement). It also shows company registration details for the supplier.
- Additional information:** A section for providing a supplier reference or additional comments.
- Response documentation, files & links:** A section for uploading documents. A red "Add file" button is visible.
- Terms & conditions:** A section for reviewing and accepting terms and conditions. A green checkmark indicates that terms and conditions have been accepted.

On the right side of the page, there is a "Deadline & time remaining" section. It states: "A response to this activity can be submitted no later than 2nd March 2022 at 2:00 PM". Below this, a progress bar shows the time remaining: 21 hours, 57 minutes, and 34 seconds.

Below the progress bar is a "Your response" section. It includes a "Response history" link and a "This is your response submission progress checklist". The checklist items are:

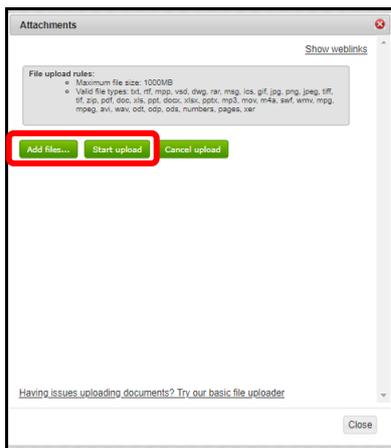
- Indicated intent to respond (9:45:30:22 15:32) - Completed (Green dot)
- Started to draft your response to this activity - Completed (Green dot)
- Completed the additional information section - Completed (Green dot)
- Before you can submit your response you need to... - In progress (Red dot)
- Accept terms & conditions (if you opt in) - In progress (Red dot)
- Submit your response - In progress (Red dot)

At the bottom of the page, there is an "Audit history" section with a "View audit history" link.

- o) You will then return to the response summary page. Next you will need to add your documentation by clicking add. A popup screen will then appear which will give you the ability to upload your completed tender documents. You can drag and drop documents to upload them.

## How to Submit your Response through Supplying the South West

### Step 3 – Submit your Response



- p) Click on add files to upload your completed tender documents. Once done, click **'Start Upload'** to complete the process.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot displays the Proactis procurement portal interface. The main content area is titled "Your response summary" and contains several sections:

- Response information:** Supplier: BCP Council Test Supplier; Workgroup: Finance; Workgroup contacts: Strategic Procurement; Activity id: DN6170835; Response id: R108217896; Company reg number: None; Company address: Town Hall, Bourne Avenue, Bournemouth, Dorset, United Kingdom, BH2 8DY; Website: <http://www.bpcouncil.gov.uk>
- Additional information:** 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.
- Response documentation, files & links:** No attachments.
- Terms & conditions:** A list of terms and conditions is shown, with "Standard Goods and Services Terms and Conditions" highlighted by a red box. To the right, there are two buttons: "Accept terms & conditions" (highlighted with a red box and a green checkmark) and "Decline terms & conditions" (with a red X).

On the right side of the page, there is a "Deadline & time remaining" section showing a deadline of "2nd March 2022 at 2:00 PM" and a "Time remaining" of 21 hours, 45 minutes, and 15 seconds. Below this is a "Your response" section with a progress checklist and a "Questions currently available to you" section.

- q) Ensure you have reviewed the Terms & Conditions associated with the opportunity you are interested. Once completed, click on 'Accept Terms & Conditions'.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot displays the 'Your response summary' page in the Proactis system. The page is divided into several sections:

- Response information:** Supplier: BCF Council Fleet Supplier; Company reg number: None; Workgroup: Finance; Company address: Town Hall, Bourne Avenue, Bournehead, Dorset, United Kingdom, BH2 6DY; Website: <http://www.bocouncil.gov.uk>; Workgroup contacts: Strategic Procurement; Activity id: DN617835; Response id: R10217896.
- Additional information:** Supplier reference, response information & additional comments. A note states: "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."
- Response documentation, files & links:** No attachments.
- Terms & conditions:** Title: Standard Goods and Services Terms and Conditions. A green checkmark indicates: "You have acknowledged your acceptance of the listed terms & conditions."
- Deadline & time remaining:** A response to this activity can be submitted no later than **2nd March 2022 at 2:00 PM**. A progress bar shows 21 hours, 42 minutes, and 9 seconds remaining.
- Your response:** A checklist shows the submission progress: "So far you have..." with items: "Indicated intent to respond (01/03/2022 16:17)", "Started to draft your response to this activity", and "Completed the additional information section". A red box highlights the "Submit response" button, which is labeled "Available to you" and "Submit response".
- Audit history:** View audit history.

- r) Finally, click submit response to complete your application.
- s) You will also receive an e-mail from ProContract confirming that your response has been submitted. If you have not received a confirmation notification by e-mail of your submission, please contact Due North on 0330 005 0352 to confirm you have submitted your response.
- t) If you wish to amend your response after submitting, you can make amendments by selecting 'I would like to edit my response'. This will create a second version of your submission. Ensure that you allow plenty of time before the submission deadline if you choose to edit your submission. You must ensure that your edited response is submitted before the deadline.
- u) If you do not want to edit your submitted response, select 'Back to Dashboard'.