

Supplier Response Processes

Section	Process
Section 1	Expressing an interest in an opportunity
Section 2	Viewing the quote or tender
Section 3	Raise a query regarding the specifications
Section 4	Submitting your response
Section 5	Editing your response
Section 6	Notifications of the decision

Section 1 - Expressions of interest

- Rushcliffe procurement opportunities will regularly be advertised allowing all suppliers to take part. Some opportunities when advertised will automatically email your companies' contacts based on the procurement categories that you are registered with, therefore it is vital to have your email settings switched on or you could miss out.
- When you have an opportunity to provide a quotation or tender, you will receive an email notification similar to the below. Click on the link within the email and log in.

Opportunities

Based on the setup of your workgroup(s): Procurement, we have calculated that the following opportunities may be of interest to you.

To view the full details, simply click the advert title. You will then have the option to "express an interest" in the opportunity, letting the buyer know that you would like to be included in the selection process.

NB: You can only express an interest in an opportunity within the expression of interest window date.

Advert title Provision of Office Cleaning Services	Expression of interest window 12/05/2017 16:12 - 05/06/2017 17:00	Buyer Newark & Sherwood District Council
--	---	--

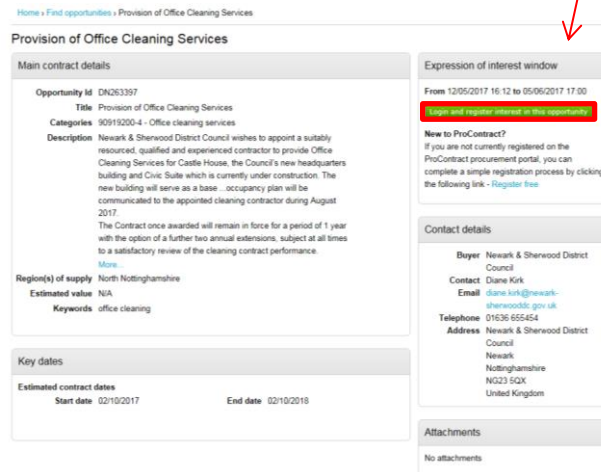
To view this information please login using the username linked to this activity: Rushcliffe

If you do not remember your password for this account, please visit the following link where you can request a password reset: <https://procontract.due-north.com/Login/ForgottenCredentials>

If you no longer wish to receive notifications from the ProContract Procurement Portal please click on the following link to opt out of all further communications - [unsubscribe](#)

You will be able to opt back in at anytime by logging in to the following link and reviewing your communication preferences - [login](#)

- You will now be able to view the opportunity, and if you are interested, you can click on the green Login and register interest in this opportunity button. This will start your involvement in the procurement process.



Home > Find opportunities > Provision of Office Cleaning Services

Provision of Office Cleaning Services

Main contract details

Opportunity ID DN263397

Title Provision of Office Cleaning Services

Categories 90919200-4 - Office cleaning services

Description Newark & Sherwood District Council wishes to appoint a suitably resourced, qualified and experienced contractor to provide Office Cleaning Services for Castle House, the Council's new headquarters building and Civic Suite which is currently under construction. The new building will serve as a base - occupancy plan will be communicated to the appointed cleaning contractor during August 2017. The Contract once awarded will remain in force for a period of 1 year with the option of a further two annual extensions, subject at all times to a satisfactory review of the cleaning contract performance.

[More...](#)

Region(s) of supply North Nottinghamshire

Estimated value N/A

Keywords office cleaning

Expression of interest window

From 12/05/2017 16:12 to 05/06/2017 17:00

Login and register interest in this opportunity

New 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 free](#)

Contact details

Buyer Newark & Sherwood District Council

Contact Diane Kirk

Email diane.kirk@newark-sherwood.notts.gov.uk

Telephone 01636 655454

Address Newark & Sherwood District Council
Newark
Nottinghamshire
NG23 5GX
United Kingdom

Key dates

Estimated contract dates

Start date 02/10/2017 **End date** 02/10/2018

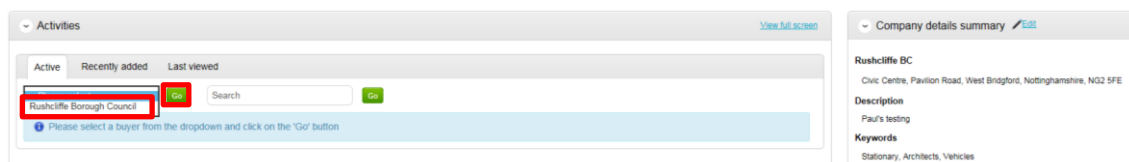
Attachments

No attachments

Section 2 - Viewing the quote or tender details

- Once you have expressed an interest in the project, return to the home page and select the name of the Council you are purchasing from. This will list any new opportunities that you have not yet viewed, indicated with a blue star. Click on Go.

Home page



Activities [View full screen](#)

Active Recently added Last viewed

Rushcliffe Borough Council [Go](#) Search

Please select a buyer from the dropdown and click on the 'Go' button

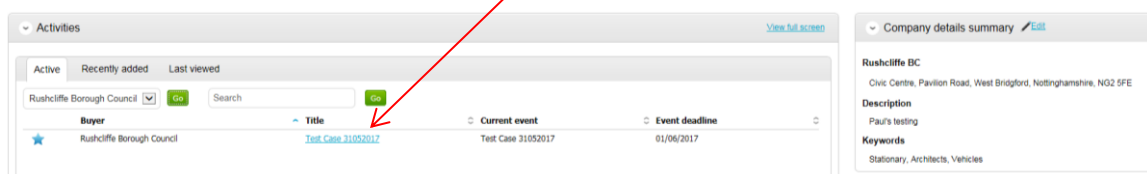
Company details summary [Edit](#)

Rushcliffe BC
Civic Centre, Pavilion Road, West Bridgford, Nottinghamshire, NG2 5FE

Description
Paul's testing

Keywords
Stationary, Architects, Vehicles

- Click on the project title shown below.



Activities [View full screen](#)

Active Recently added Last viewed

Rushcliffe Borough Council [Go](#) Search

Buyer	Title	Current event	Event deadline
★ Rushcliffe Borough Council	Test Case 31052017	Test Case 31052017	01/06/2017

Company details summary [Edit](#)

Rushcliffe BC
Civic Centre, Pavilion Road, West Bridgford, Nottinghamshire, NG2 5FE

Description
Paul's testing

Keywords
Stationary, Architects, Vehicles

- You should be presented with a list of steps that are part of the procurement process. As you have already expressed an interest in the project, the status shows as “Expression of Interest accepted” which means you do not need to do anything there. You can proceed to your response options by clicking on Start in the next step

Activity : Test Case 31052017 [< Back to home page](#)

Events

[Test Case 31052017](#) **Expression of interest accepted** [Hide details](#) | [Open](#)

Interest start date: 31/05/2017 15:46
Interest end date: 01/06/2017 15:46
Expressed interest on: 31/05/2017 15:51

[Test Case 31052017](#) **Not started** (Respond by: 01/06/2017) [View details](#) **Start**

[Archive this activity](#)

Messaging

You have 0 unread message(s).
[View messages](#)

Audit history

[View audit history](#)

- You will now be able to see an overview of the project in more detail.
 - A description and response date show under Main details.
 - The time remaining to provide your response shows top right
 - Tender and quote documents show under attachments.
 - On occasions an item breakdown will be available allowing you to provide your quote in an easy format.

Rushcliffe Borough Council - RFQ

5261505

Main details

Title: Test Case 31052017 **Respond by:** 01 June 2017 16:00:00

Description:
Test Case 31052017

Attachments

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

[test.doc](#) 21 KB

Item breakdown [Export](#)

Item description	Unit of measure	Quantity	Comments
1 x desk	£	40	

Time remaining

1 Day 0 Hours 4 Minutes 22 Seconds

Messaging

You have 0 unread message(s).
[View messages](#)

Response controls

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

My responses

You have not yet started your response.

- If you believe your organisation will potentially want to provide a quotation or tender response but are not submitting it straight away, click on the “Register intent to respond” link on the right side of the screen, shown below.

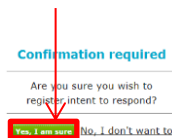
Response controls

[Start my response](#)

Register intent to respond

[No longer wish to respond](#)

- Once the link has been clicked, confirm your intention below.

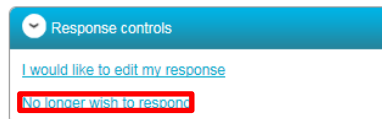


Confirmation required

Are you sure you wish to register intent to respond?

[Yes, I am sure](#) [No, I don't want to](#)

- If at any point you have decided not to submit a response, click on the No longer wish to respond button.

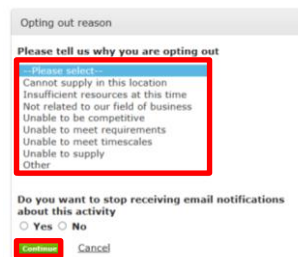


Response controls

[I would like to edit my response](#)

[No longer wish to respond](#)

- Please give a reason why in the list box provided and select continue.



Opting out reason

Please tell us why you are opting out

- [I am no longer interested](#)
- Cannot supply in this location
- Insufficient resources at this time
- Not related to our field of business
- Unable to be competitive
- Unable to meet requirements
- Unable to meet timescales
- Unable to supply
- Other

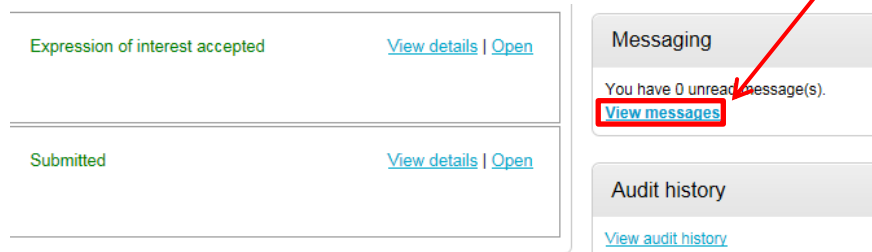
Do you want to stop receiving email notifications about this activity?

☐ Yes ☒ No

[Continue](#) [Cancel](#)

Section 3 - Raise a query regarding the specifications

- If you have any enquiries with regards to this project, please contact our project team via the portal using the View messages link located within each project as shown below. This link can be found at various locations throughout the portal.



Expression of interest accepted [View details](#) | [Open](#)

Submitted [View details](#) | [Open](#)

Messaging

You have 0 unread message(s).

[View messages](#)

Audit history

[View audit history](#)

- Create a new message by clicking on the green Create new message button



Inbox

[Create new message](#)


There is no data available.

--Actions-- [Go](#)

New message


To: Project team

Subject:

Attachments: 

Send message Cancel

- Place the information required in the Subject box, followed by your question in the large space below.
- If you wish to add an attachment, click on the + button.
- Click on Add files

Attachments 

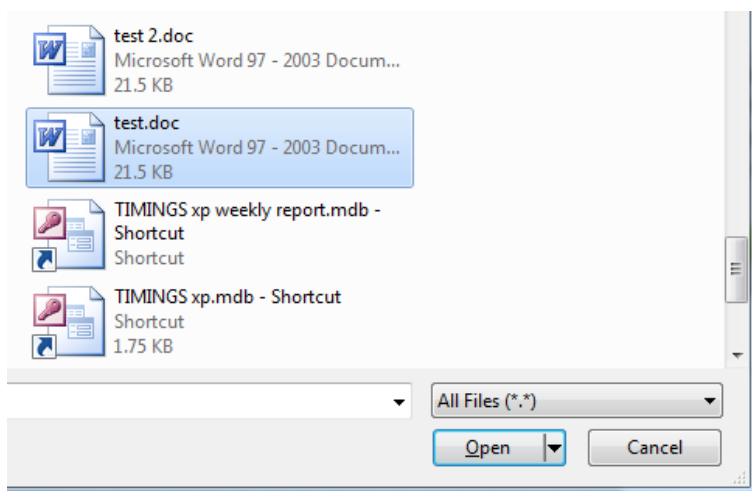
[Show weblinks](#)

File upload rules:

- Maximum file size: 50MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

Add files... Start upload Cancel upload

- Find the documents you wish to upload on your computer, select them, and click on open to upload or double click.



- Your document is now added to the upload frame. You can add more if you wish and upload them together or do this one at a time. Click on Start upload when ready.

Attachments ✕

[Show weblinks](#)


File upload rules:
Maximum file size: 50MB
Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

Add files... **Start upload** **Cancel upload**

File name	Comment	Size	Progress
test.doc		22.02 KB	

- Click on Send Message when complete.
- You will receive a reply electronically. When a reply is sent you will receive an email containing a hyperlink which you should click on and log in to you profile to view.

New message notification - Test Case 31052017 from Project team Inbox ✕

ProContract UFE <customeresting@due-north.com>
to me 

Dear Mr Procurement Officer,
The following message has been sent to you by Project team.
Buyer: Rushcliffe Borough Council
Project: Test Case 31052017
Subject: RE: test
Link: <https://procontract-ufe.due-north.com/Message/View/247d9653-a646-e711-80df-005056b67e9c?projectId=013df5d4-0f46-e711-80df-005056b67e9c>

Notification origin:
Project ID: DN6138315
Project title: Test Case 31052017
Organisation: Rushcliffe Borough Council
Portal: EastMidsTenders

To view this information please login using the username linked to this activity: procurementofficertest@gmail.com

If you do not remember your password for this account, please visit the following link where you can request a password reset: <https://procontract-ufe.due-north.com/Login/ForgottenCredentials>

If you no longer wish to receive notifications from the ProContract Procurement Portal please click on the following link to opt out of all further communications - [unsubscribe](#)

You will be able to opt back in at anytime by logging in to the following link and reviewing your communication preferences - [login](#)

- Once you have logged in you will immediately see the returned message.

Message

Thread Id: 1.1.1
From: Project team
Subject: RE: test
Date: 01/06/2017 09:43

Thank you for your question, the answer is.....

Reply **Send**

- To view all messages sent and received, click on the Back option, then check the “Read” select box then on the Update button to view all messages.

Messages for Test Case 31052017 - Search results [Return to previous page](#)

Narrow your results


Read Status
☒ Read
☐ Unread
☐ Flagged

Start date End date
Reset **Update**

Inbox

[Create new message](#)

<input type="checkbox"/>	Ref No	Subject	From	Date	Public
<input type="checkbox"/>	1.1	test	Procurement Test RBC - RBC	01/06/2017 09:42	Public
<input type="checkbox"/>	1.1.1	RE: test	Project team	01/06/2017 09:43	

Actions  **Go**

Section 4 - Submitting your response

- **Important** - Rushcliffe will on occasion require questions answering as part of the tender/quotation process and these will sometimes be found within the attachments. You will need to upload your tender response with answers to questions later in the process. You should download the documents by clicking on them. Save them somewhere to allow you to answer the questions and provide your quote when you receive the prompt on screen.

Do you want to open or save test.doc from procontract-ufe.due-north.com? Open Save Cancel x

Rushcliffe Borough Council - RFQ **5261505**

Main details

Title: Test Case 31052017 **Respond by:** 01 June 2017 16:00:00

Description:
Test Case 31052017

Attachments

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

[test.doc](#) 21 KB

Item breakdown [Export](#)

Item description	Unit of measure	Quantity	Comments
1 x desk	£	40	

Time remaining

1 Day 0 Hours 4 Minutes 22 Seconds

Messaging

You have 0 unread message(s). [View messages](#)

Response controls

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

My responses

You have not yet started your response.

- When you are ready to start your response, click on the green Start my response button. You will be given an advisory screen to state that you are about to start using the wizard built into the system. The process does not have to be completed in one go as a draft will be saved of your progress made.

Create RFQ response

1 Details 2 Additional information 3 Item breakdown 4 Attachments

Response reference: 108205937

Welcome to the RFQ response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

[Continue](#) [Reset](#) [Cancel](#)

- The first part of your response allows you to create a reference number for yourself if you wish, plus add details in support of your tender and details of you as a supplier. These parts are optional. Click on Continue when complete.

Create ITT response

Details 2 Additional information 3 Attachments 4 Terms & conditions

Supplier reference (optional) ⓘ
123456

Response information (optional) ⓘ
Please be advised that.....

Additional comments (optional) ⓘ
Additionally we would advise....

Continue Reset Cancel Back

- If you are prompted to, you will need to complete and item breakdown where you can provide a quick quote. To enter your quote click on the Edit button in the middle of the screen.

Create RFQ response

Details Additional information 3 Item breakdown 4 Attachments

Item description	Unit of measure	Quantity	Price	Total
1 x desk	£	40	£0 edit	-
Total:				-

Continue Reset Cancel Back

Import/Export

Export item template

Upload completed template

If required you can export the item breakdown to an xls spreadsheet. This can then be completed offline and uploaded by using the links provided.

- Enter your price details in the unit price section along with any comments you wish to make. Click Next to proceed to another item if more than one exists or click on Save.

A price for this item is required

Add item price

Item description

1 x desk

Item details

Unit of measure: £

Quantity: 40

Unit price

0.00

Supplier comments (optional)

Comments

Please quote based on xxxxxxx measurements are xxxx X xxxx X xxxx

Save Next Previous

- You can edit your quote if you need to by clicking on Edit again until you are happy.

Create RFQ response

Details Additional information **3 Item breakdown** 4 Attachments

Item description	Unit of measure	Quantity	Price	Total
1 x desk	£	40	£100.00 Edit	£4,000.00
			Total:	£4,000.00

Import/Export

[Export item template](#)

[Upload completed template](#)

If required you can export the item breakdown to an xls spreadsheet. This can then be completed offline and uploaded by using the links provided.

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

- Click on continue to move on to the next stage.
- At the attachment stage you can upload any document that you believe will assist the process including signed documentation. If the tender/quotation document asks for responses within them, you will need to upload them here. Click on the Add attachment button.

Create RFQ response

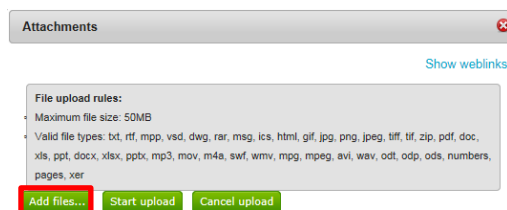
Details Additional information Item breakdown **4 Attachments**

No attachments

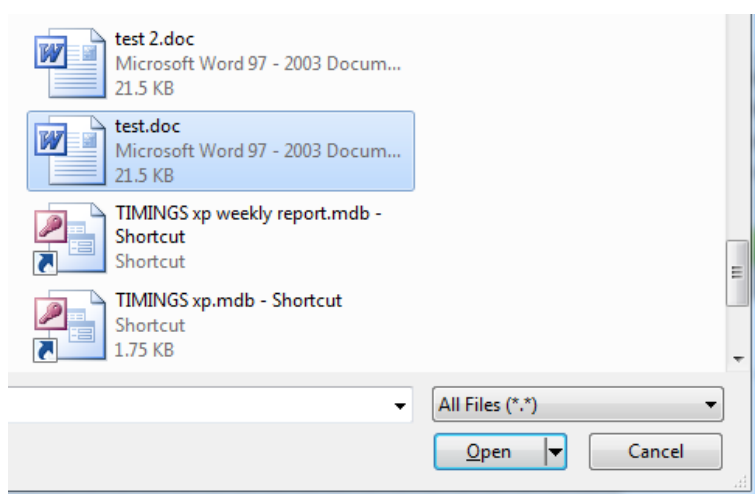
[Add attachment](#)

[Finish](#) [Reset](#) [Cancel](#) [Back](#)

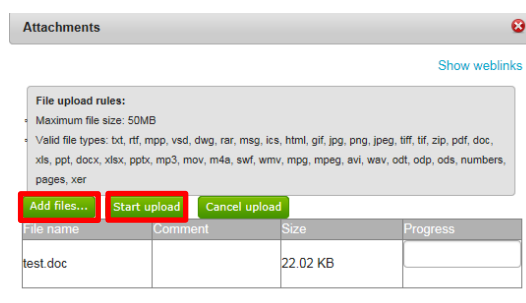
- Click on Add files



- Find the documents you wish to upload on your computer, select them, and click on open to upload or double click.

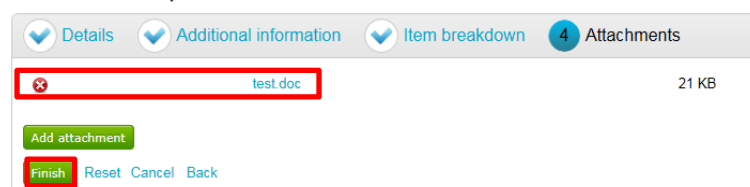


- Your document is now added to the upload frame. You can add more if you wish and upload them together or do this one at a time. Click on Start upload when ready.



- Once uploaded you will see a summary of the successfully loaded documents. If you do not wish one of your selected documents, click on the red cross to delete it from the portal.

Create RFQ response



- Click on Finish when you have all of your documents uploaded.
- If any terms and conditions have been created separately, you can read these by clicking on the hyperlink. You must accept or decline them.



Create ITT response

Details Additional information Attachments **Terms & conditions**

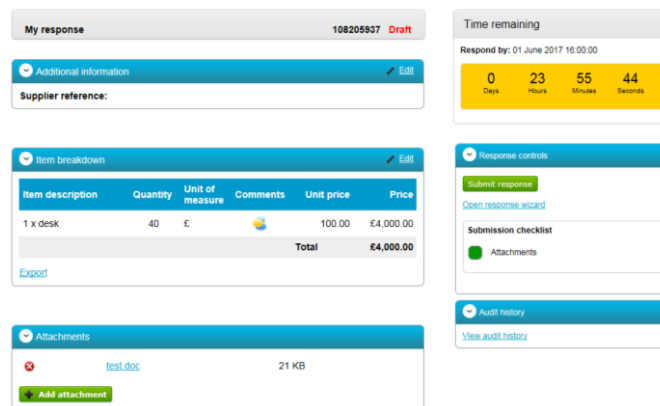
Please follow the link to read the terms and conditions

[Accept Terms for tender](#)

☐ Accept
☐ Decline

Finish Reset Cancel Back

- A summary of your submission shows below allowing you to make any last minute changes



My response 108205937 Draft

Additional information Edit

Supplier reference:

Item breakdown Edit

Item description	Quantity	Unit of measure	Comments	Unit price	Price
1 x desk	40	£		100.00	£4,000.00
Total					£4,000.00

Export

Attachments

test.doc 21 KB

Add attachment

Response controls

Submit response

Open response wizard

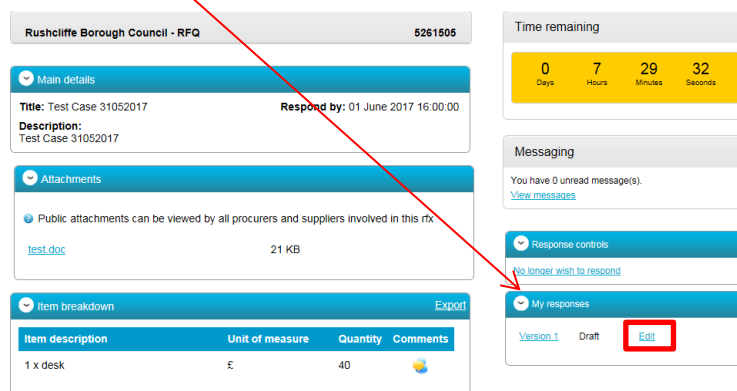
Submission checklist

Attachments

Audit history

View audit history

- Your progress will automatically save as a draft at this stage. If you wish to return to the submission, log back in, select the project from the Activities menu on the Home page, and open the quotation step. To go back to your draft click on the Edit button in the My responses section.



Rushcliffe Borough Council - RFQ 5261505

Main details

Title: Test Case 31052017 Respond by: 01 June 2017 16:00:00

Description: Test Case 31052017

Attachments

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

test.doc 21 KB

Item breakdown Export

Item description	Unit of measure	Quantity	Comments
1 x desk	£	40	

Time remaining

0 Days 7 Hours 29 Minutes 32 Seconds

Messaging

You have 0 unread message(s). [View messages](#)

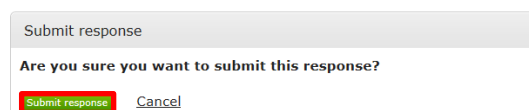
Response controls

No longer wish to respond

My responses

Version 1 Draft **Edit**

- When you are ready to submit your response, click on the green Submit response button and confirm your action.



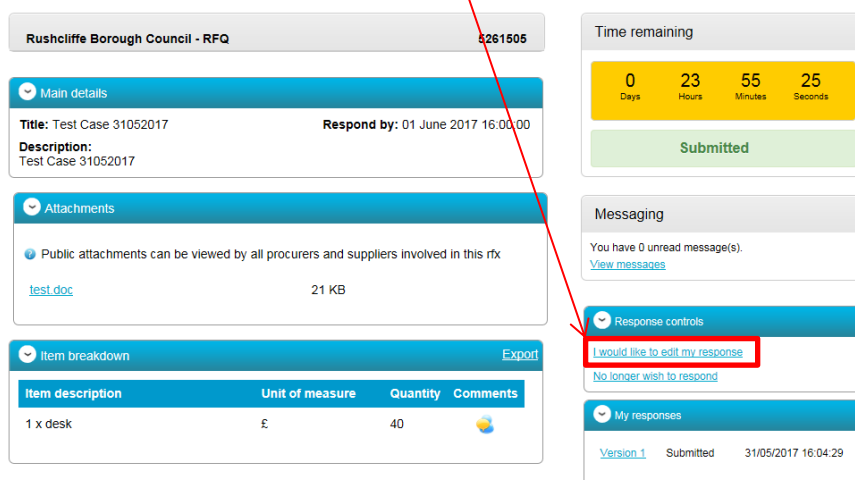
Submit response

Are you sure you want to submit this response?

Submit response Cancel

Section 5 - Editing your response

- Once submitted, you can still edit your response and make changes as long as the window to provide your quote is still open. No tenders or quotes will be accepted once this window closes. Click on the link below to do this.



Rushcliffe Borough Council - RFQ 5261505

Main details
Title: Test Case 31052017 **Respond by:** 01 June 2017 16:00:00
Description:
 Test Case 31052017

Attachments
 Public attachments can be viewed by all procurers and suppliers involved in this rfx
[test.doc](#) 21 KB

Item breakdown [Export](#)

Item description	Unit of measure	Quantity	Comments
1 x desk	£	40	

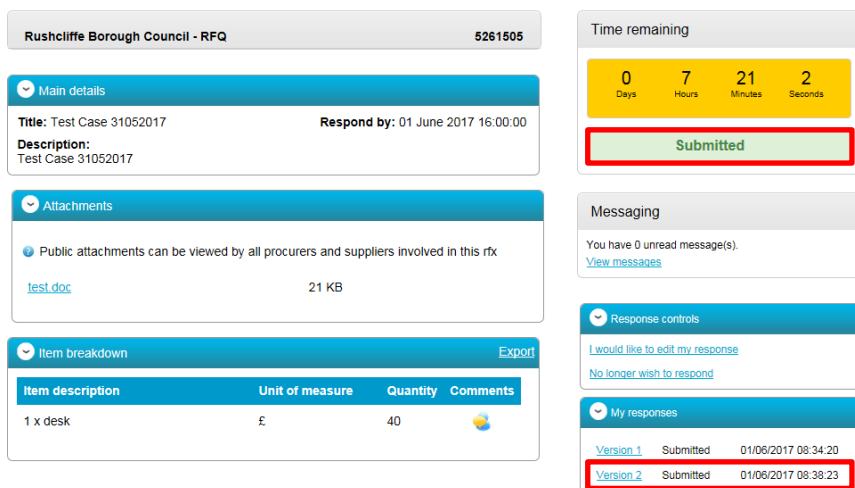
Time remaining
 0 Days 23 Hours 55 Minutes 25 Seconds
[Submitted](#)

Messaging
 You have 0 unread message(s).
[View messages](#)

Response controls
[I would like to edit my response](#)
[No longer wish to respond](#)

My responses
[Version 1](#) Submitted 31/05/2017 16:04:29

- Once changes are made, click on the Submit response button once again. This will overwrite the previous version and the Council will only receive your most recent version.



Rushcliffe Borough Council - RFQ 5261505

Main details
Title: Test Case 31052017 **Respond by:** 01 June 2017 16:00:00
Description:
 Test Case 31052017

Attachments
 Public attachments can be viewed by all procurers and suppliers involved in this rfx
[test.doc](#) 21 KB

Item breakdown [Export](#)

Item description	Unit of measure	Quantity	Comments
1 x desk	£	40	

Time remaining
 0 Days 7 Hours 21 Minutes 2 Seconds
[Submitted](#)

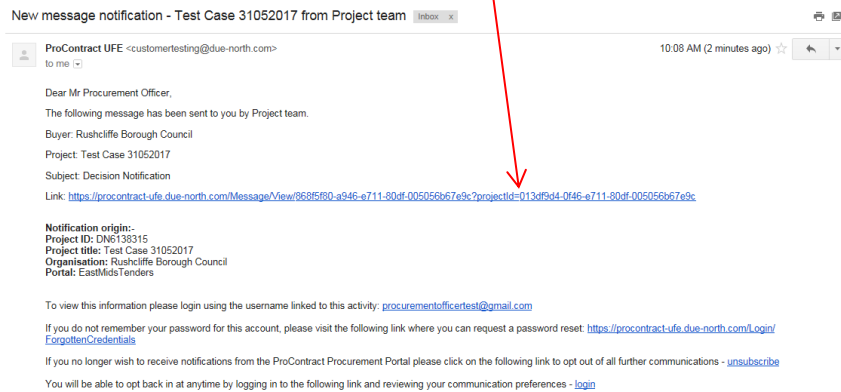
Messaging
 You have 0 unread message(s).
[View messages](#)

Response controls
[I would like to edit my response](#)
[No longer wish to respond](#)

My responses
[Version 1](#) Submitted 01/06/2017 08:34:20
[Version 2](#) Submitted 01/06/2017 08:38:23

Section 6 - Notifications of the decision

- All decision notices will be sent electronically and you will receive an email advising you to log in and view it. Click on the hyperlink in the email.



- Once you have logged in you should immediately see the message. You can download any attachments by clicking on them.

