



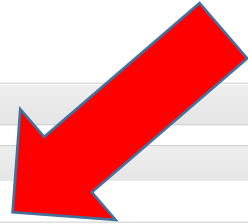
Government *of*
JERSEY

Guidance on Viewing Published Documents.

- Login to the system and then it will take you to your homepage.
- From the **Activities** section click on the title of the Activity you wish to work on.
- Each stage of the procurement process will be seen as its own section.
- To view the relevant stage of the project click **Open** within the relevant stage.

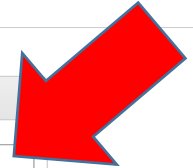
Home page

Activities View full screen			
Active	Recently added	Last viewed	
Buyer	Title	Added	
States of Jersey	SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment	12/07/2019 12:00	
★ City of York Council	Carers Support Service	27/09/2017 12:37	



Events

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



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

[<Back to dashboard](#)


Activity summary

Activity information [Take a tour](#)

Buyer: States of Jersey

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

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



Deadline & time remaining

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

Time remaining

1 Week 2 Days 20 Hours

Amendment information [Amendment history](#)

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

Amended sections: Attachments

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

Messages & clarifications (4)

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

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

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

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

Title	Type	Size
0_2017 Purchases of Stationery.xls	xls	1 MB
0_How to Access Documents and Submit a Response.pdf	pdf	808 KB
1_Invitation to Tender (ITT) for the Provision of Desktop Stationery, Paper and Printed Business.pdf	pdf	903 KB
Appendix 1_Pricing Schedule Declaration.docx	docx	72 KB
Appendix 2_Declaration Statements.docx	docx	75 KB
Appendix 3_Invitation to Tender (ITT) Questionnaire.docx	docx	87 KB
Appendix 4_Pricing Schedule.xlsx	xlsx	89 KB
Appendix 5_Terms & Conditions.pdf	pdf	1 MB
Appendix 6_Key Performance Indicators & Performance Monitoring.pdf	pdf	178 KB
Appendix 7_Logo & Letterhead Example Templates.zip	zip	442 KB

Your response

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

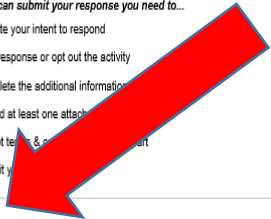
This is your response submission progress checklist:

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

- Indicate your intent to respond
- Start response or opt out of the activity
- Complete the additional information
- Upload at least one attachment
- Accept terms & conditions
- Submit your response

Options currently available to you are....

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



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

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

The Response Summary

This will open up the response summary that will allow you complete each section of the page:

- Additional Information
- Response documentation ,files and links
- Terms and Conditions

Once completed the 'Submit response' button appears.

Your response summary [-Back to summary](#) [Take a tour](#)

Response information

Supplier: States of Jersey	Company reg number: N/A
Workgroup: Jersey Old	Company address: Corporate Procurement FO Box 353 St Helier St. Helier (Jersey) Jersey (States of) JE4 9UL
Workgroup contacts: Christopher Francis, Chris Francis	Website: None
Activity id: DN437356	
Response id: R4400893	

[Edit](#)

Additional information

Supplier reference:	1234
Response information:	1234
Additional comments:	1234

[Add](#)

Response documentation, files & links (1)

Title	Type	Size	
How to Access Documents and Submit a Response	pdf	608 KB	

[Add](#)

Terms & conditions (1)

Title	You have acknowledged your acceptance of the listed terms & conditions
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[Decline terms & conditions](#)

Deadline & time remaining

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Time remaining

1 Week	2 Days	20 Hours
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Your response

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

This is your response submission progress checklist:

So far you have....

- Indicated intent to respond (22/10/2019 15:50)
- Started to draft your response to this activity
- Completed the additional information section
- Uploaded at least one attachment
- Accepted terms & conditions fully or in part

Almost done, all you need to do now is.....

- Submit your response

Options currently available to you are....

[Submit response](#) [Opt out](#)

Audit history

[View audit history](#)

Submitting the Tender Response

When all information is added you can submit the response by clicking **Submit response**. You will be required to reconfirm this by clicking Submit response for a second time.

Editing Tender Response and Re-Submission

An important feature that is available after the tender response has been submitted is the ability as a Supplier to edit this response before the submission time and date has passed.

All the procuring organisation will see, is the version number of the response, but no previous submissions, providing they are all returned on time (further information on this later).


To edit a response from the tender summary screen, click **Change Response**.

Activity summary

[←Back to dashboard](#)

Activity information Take a tour

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1st November 2019 at 12:00 PM

Time remaining

1 Week 2 Days 20 Hours

Amendment information Amendment history

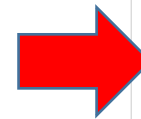
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Activity documentation, files & links (10) Hide

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Appendix 7_Logo & Letterhead Example Templates.zip	zip	442 KB



Your response (Version 1 – Submitted) Response history

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

This is your response submission progress checklist:
You have successfully....
 Submitted your response (Version 1 – 22/10/2019 15:53)

Options currently available to you are....
[Change Response](#) [View submitted response](#) [Out out](#)

Terms & conditions (1) Hide

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

Audit history

[View audit history](#)

When this is clicked it will create a draft Version 2.

Messages

You can send or receive messages via the tender portal by logging on to the site. From the Activities section click on the title of the Activity you wish to work on. To view or send messages click on the 'View All' link.


Activity summary

Activity information [Take a tour](#)

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

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

[Back to dashboard](#)

Deadline & time remaining

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1st November 2019 at 12:00 PM

Time remaining [Time remaining](#)

1 Week 2 Days 20 Hours

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 4 messages

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

Your response (Version 1 - Submitted) [Response history](#)

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This is your response submission progress checklist:

You have successfully....

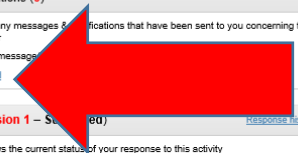
Submitted your response (Version 1 - 22/10/2019 15:53)

Options currently available to you are....

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

Audit history

[View audit history](#)



This will show any messages that have already been sent or received. To send a new message, click on the **Create new message** button.

Messages for ITT Instant Access to Tender Docs - Search results

Narrow your results

Read Status

- Read
- Unread
- Flagged

Received/Sent Within

- All
- Previous 7 days
- Previous 30 days
- Date range

[Reset](#) [Update](#)

Inbox

[Create new message](#)

--Actions-- [Go](#)

There have been no messages sent/received that match your search criteria




Populate the subject along with the main body of text, and once done then click on the **Send** button. Attachments can also be added (details of adding an attachment within the system is included later in this guide).


New message



To: Project team

Subject: Branding

Attachments: 

Will the branding be required on the front only, or back too?

Click  to issue the message to the procuring organisation. The sent message is now shown in the Inbox.

When a reply to that message is sent by the procuring organisation, you will see that the reply is linked to the original message by the numbering. All messages you send to the procuring organisation will be privately sent to them, shown by the  symbol. When the procuring organisation replies they may reply privately to you alone () , or publicly (so all suppliers involved in this stage) can see the response (). **Note:** The system will NEVER show which supplier sent the original message.