

Leicestershire County Council Guide to submitting tenders via the e-tendering portal

The e-tendering portal can be accessed via the following link;

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

Step One - Registration / login

- First time users of the Portal must register on the website
- If already registered you must login to the site

Step 2 - Find the opportunity

- East Mids tenders Homepage – [View opportunities](#)
- Supplier Homepage - [Find opportunities](#)

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ProContract
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Home page

News and announcements

Welcome to the new version of ProContract

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below:

[Migrated user instructions](#)

New to portal

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#) >

[Help](#) >

Current opportunities [Find opportunities](#)

Shown below is a list of the latest current opportunities

Opportunities Recently added

1 2 3 4 5 6 7 8 9 10 [Next >](#)

Buyer	Title	Start date	End date	Estimated value
Bath and North East Somerset Council	test training project 18th feb	18/02/2016 10:29:00	25/02/2016 12:00:00	N/A

Under **Narrow your results: Portals** – select **EastMids Tenders** and **Update**

This screenshot shows the 'Narrow your results' section of a web application. The 'Portals' dropdown menu is open, displaying a list of various procurement portals. The 'EastMidsTenders' option is highlighted with a red box. The 'All' option at the top of the dropdown is also highlighted with a red box. Below the dropdown, there are sections for 'Published date' with 'Start date' and 'End date' input fields.

This screenshot shows the 'Narrow your results' filters and the 'Opportunities' list. In the 'Portals' filter, 'EastMidsTenders' is selected in a dropdown menu. Below this are sections for 'Categories', 'Regions', 'Keywords', 'Include closed' (radio buttons for Yes/No), 'Expression date' (with 'Start date' and 'End date' input fields), and 'Published date' (with 'Start date' and 'End date' input fields). At the bottom of the filters, there are 'Reset' and 'Update' buttons, with the 'Update' button highlighted by a red box. The 'Opportunities' list on the right shows a table of results with a 'Title' column and a list of opportunity titles.

Under **Narrow your results: Organisations**– select Leicestershire County Council and **Update**

Under **Opportunities** select the relevant tender by clicking on the blue hyperlink

Home > Find Opportunities

Opportunities - Search results

Narrow your results

Opportunities

Portals: EastMidsTenders

Organisations: All

Title	Buyer	Expression Start	Expression End
Community Based Personalised Services for Disabled Children	Nottinghamshire County Council	19/11/2014	31/03/2018
Dynamic Purchasing System for Send One Provider Home to School Transport Contracts	Lincolnshire County Council	19/02/2016	19/02/2024
Elective home education	Leicestershire County Council	08/02/2016	08/03/2016
Nottinghamshire Approved Provider List for Non-maintained/Independent Children's Home and Special School Placements	Nottinghamshire County Council	01/10/2013	30/04/2016
Supplier Response	Leicestershire County Council	24/02/2016	24/02/2016
Test	Leicestershire County Council	31/01/2016	29/02/2016

Step 3 - Registering an interest in the opportunity

If not logged in click on **Login and Register interest in this opportunity**

If logged in click on **Register interest in this opportunity**

Home > Find opportunities > Supplier Response

Supplier Response

Main contract details

Opportunity Id DN5999975
Title Supplier Response
Categories 85000000-9 - Health and social work services
Description Text
Region(s) of supply EAST MIDLANDS (ENGLAND)
Estimated value N/A
Keywords Key word

Expression of interest window

From 24/02/2016 10:44 to 24/02/2016 12:30

[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](#)

Key dates

Estimated contract dates
Start date 03/04/2016 End date 03/05/2016

Contact details

Buyer Leicestershire County Council
Contact ~~Arnold Lupungu~~
Email ~~arnold.lupungu@leicestershire.gov.uk~~
Telephone 0116 3055856
Address County Hall
Leicester
Leicestershire
LE3 8RA
United Kingdom

Step 4 - Accessing the application documents

Click on **My activities** located on the blue toolbar

Under **Narrow your results** select Leicestershire County Council and **Update**

The screenshot shows the 'My activities' page. The 'My activities' tab is selected in the blue toolbar. In the 'Narrow your results' panel, the 'Buyer' section has 'Leicestershire County Council' selected with a red box around it. The 'Event type' section has 'All' selected. The 'Status' section has 'All' selected. A green 'Update' button is highlighted with a red box. A message box says: 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

Select the contract opportunity you want to respond to by clicking on the blue hyperlink

The screenshot shows the 'My activities' page with a list of contract opportunities. The 'Narrow your results' panel is on the left, with 'Leicestershire County Council' selected. The main panel shows a table of activities. The 'Title' column is highlighted with a red box. The table has the following data:

	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	★ Leicestershire County Council	160122	160122	22/01/2016
<input type="checkbox"/>	★ Leicestershire County Council	Child 61534 160113	Child 61534 160113	13/01/2016
<input type="checkbox"/>	Leicestershire County Council	EMRFA 3	EMRFA 3	22/02/2016
<input type="checkbox"/>	★ Leicestershire County Council	Pcards	Pcards	11/02/2016
<input type="checkbox"/>	★ Leicestershire County Council	Test 2 EMRCFA	Test 2 EMRCFA	18/02/2016
<input type="checkbox"/>	Leicestershire County Council	Test EMCFRA	Test EMCFRA	18/02/2016

Under **Events: Supplier Response: Not Started** click on **Start**

The screenshot shows the 'EastMidsTenders' ProContract interface. The user is logged in as 'supplier_espo_18 User'. The main navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The breadcrumb trail is 'Home > My activities > Supplier Response'. The page title is 'Activity : Supplier Response'. There is a 'Back to home page' link. The main content area shows a table of events. The first event is 'Supplier Response' with status 'Expression of interest accepted' and a 'View details | Open' link. The second event is 'Supplier Response' with status 'Not started (Respond by: 24/02/2016)' and a 'Hide details | Start' link, which is highlighted with a red box. Below the table, the activity details are shown: 'Activity type: RFQ', 'Reference: 5139797', 'Respond by: 24 February 2016 at 12:30', and 'Response status: Not started'. On the right side, there is a 'Leicestershire County Council' logo and a 'Messaging' section with '0 unread message(s)' and a 'View messages' link. There is also an 'Audit history' section with a 'View audit history' link.

Download the tender documents by clicking on the blue hyperlink

The screenshot shows the 'EMRCFA 4' tender details page. The user is logged in as 'supplier_espo_18 User'. The breadcrumb trail is 'Home > My activities > EMRCFA 4 > EMRCFA 4'. There is a 'Back to dashboard' link. The main content area shows the tender title 'Leicestershire County Council - RFQ' with reference number '5139771'. The 'Main details' section shows 'Title: EMRCFA 4', 'Description: Text', and 'Respond by: 24 February 2016 08:00:00'. The 'Attachments' section shows a public attachment 'RfQ Response document.doc' with a size of 22 KB, which is highlighted with a red box. On the right side, there is a 'Time remaining' section showing '0 Days, 16 Hours, 53 Minutes, 10 Seconds'. There is also a 'Messaging' section with '0 unread message(s)' and a 'View messages' link. At the bottom, there is a 'Response controls' section with a 'Start my response' button.

Step 5 – Submitting a response

Complete your tender response offline.

When ready to upload your completed application click on **“Start my response”**

[<Back to dashboard](#)

Leicestershire County Council - RFQ **5139797**

Main details

Title: Supplier Response **Respond by:** 24 February 2016 12:30:00
Description: Text

Attachments

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

[RfQ Response document.doc](#) 22 KB

Time remaining

0 Days 1 Hour 35 Minutes 49 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.

Create RFQ response

1 Details 2 Additional information 3 Attachments

Response reference: 105864709

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](#)

Enter your own reference and click **Continue**

Create RFQ response

Details Additional information **3 Attachments**

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

Continue Reset Cancel Back

Click on **Add Attachment**

Home > My activities > Supplier Response > Supplier Response > Create RFQ response

Create RFQ response

Details Additional information **3 Attachments**

No attachments

Add attachment

Finish Reset Cancel Back

Click on **Add Attachment** and attach your completed application

The screenshot shows a procurement response interface. At the top, it displays 'My response' with ID '105864709' and status 'Draft'. Below this are two expandable sections: 'Additional information' and 'Attachments'. The 'Additional information' section shows 'Supplier reference: Contract 1'. The 'Attachments' section currently shows 'No attachments' and a green 'Add attachment' button, which is highlighted with a red rectangular box. To the right, there is a 'Time remaining' section showing a deadline of '24 February 2016 12:30:00' and a countdown timer: 0 Days, 1 Hour, 33 Minutes, and 44 Seconds. Below the timer is a 'Response controls' section with a 'Submit response' button and a link to 'Open response wizard'. A 'Submission checklist' shows a red circle next to 'Attachments', indicating it is not yet complete. At the bottom right, there is an 'Audit history' section with a link to 'View audit history'.

Once the application document is attached click on **Submit Response**

This screenshot shows the same procurement response interface as above, but with an attachment. The 'Attachments' section now displays a document named 'RfQ Response document.doc' with a size of '22 KB'. Below the document name is a green 'Add attachment' button. The 'Response controls' section now has a green 'Submit response' button, which is highlighted with a red rectangular box. The 'Submission checklist' now shows a green circle next to 'Attachments', indicating it is complete. The 'Time remaining' section shows the same deadline, but the countdown timer has updated to: 0 Days, 1 Hour, 33 Minutes, and 6 Seconds. The 'Audit history' section remains at the bottom right.

When your application has been submitted the word **Submitted** will appear on the right-hand side on the screen

The screenshot displays a procurement system interface. At the top left, a header bar shows "Leicestershire County Council - RFQ" and the ID "5139797". A link "<Back to dashboard" is in the top right. The main content is divided into two columns. The left column has a "Main details" section with "Title: Supplier Response" and "Respond by: 24 February 2016 12:30:00". Below it is an "Attachments" section with a link "RfQ Response document.doc" and "22 KB". The right column has a "Time remaining" section with a yellow timer showing "0 Days, 1 Hour, 32 Minutes, 45 Seconds". Below the timer is a green button labeled "Submitted", which is highlighted with a red rectangular border. Further down is a "Messaging" section with "You have 0 unread message(s)" and a "View messages" link. Below that is a "Response controls" section with links "I would like to edit my response" and "No longer wish to respond". At the bottom is a "My responses" section with a table entry: "Version 1 Submitted 24/02/2016 10:57:12".