

Guide to Registering an Interest and Submitting a Response

Go to: www.channelislandtenders.com

From the left-hand side menu select 'Register Company' and follow the process.

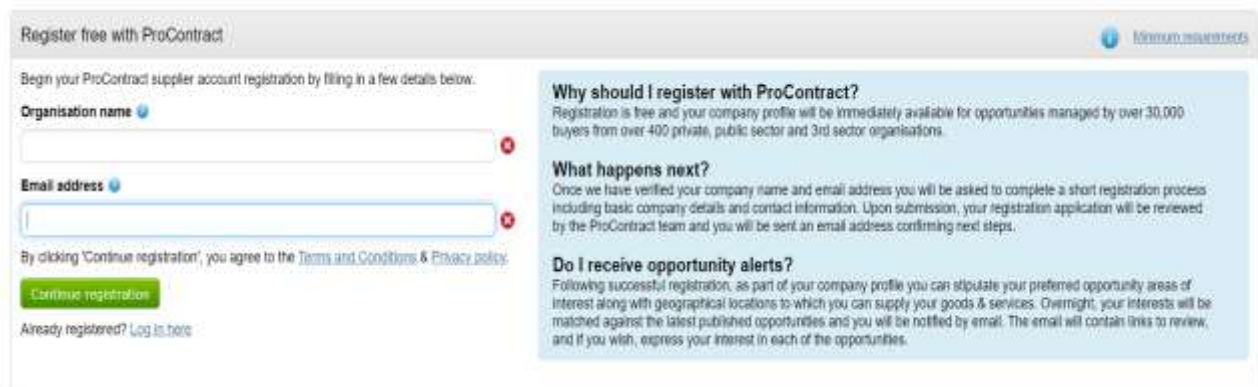
Guide to Registering a Company on the Government of Jersey Tender Portal

All tenders for the Government of Jersey are published via the tender portal allowing Companies to bid for goods and services.

The Government of Jersey Tender Portal is available at www.channelislandtenders.com and is supported by Proactis.

To access the tender portal please register your company by following the link to the registration page [Supplier registration \(due-north.com\)](http://Supplier%20registration%20(due-north.com))

Below is a screen shot of the registration home page.



Register free with ProContract

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.

Users can access the tender portal on the most recent desktop and mobile versions of the following browsers:

- Microsoft Internet Explorer/Edge
- Mozilla Firefox
- Google Chrome

During the registration process if you experience any problems or cannot progress with your registration please contact Proactis support: ProContractSuppliers@Proactis.com or by Phone 0330 005 0352

As soon as you have registered your Company and have obtained a profile you may view current opportunities published by the Government of Jersey at [Opportunities \(due-north.com\)](http://Opportunities%20(due-north.com))

Current Opportunities:



From the opportunities section select the required tender



On the right-hand side select the green button to log in. Once logged in then select the green button again to express an interest.



Go back to the Home page and then view your active tenders.

Select the active tender required.

Active Recently added Last viewed			
States of Jersey		Go	Search Go
Buyer	Title	Current event	Event deadline
States of Jersey	GoJ - JHA - T-Prison Fuel Farm Stand-by Generator	GoJ - JHA - T-Prison Fuel Farm Stand-by Generator	08/09/2021
States of Jersey	GoJ - Provision of the Winter Flu Vaccination Programme	GoJ - Provision of the Winter Flu Vaccination Programme	10/09/2021

You are now on the events page where you can select the 'open' button of the second event to access the tender documentation.

Events

GoJ - Provision of the Winter Flu Vaccination Programme
Expression of interest accepted
Hide details | Open

Interest start date: 03/09/2021 15:30
Interest end date: 10/09/2021 17:00
Expressed interest on: 09/09/2021 15:09

GoJ - Provision of the Winter Flu Vaccination Programme
Draft (Response by: 10/09/2021)
View details | Open

In the tender dashboard, halfway down the screen, you will find the attachments. Ensure you download and save the attachments for your review and completion.

Activity documentation, files & links (4)		
Title	Type	Size
1. Request for Quotes_REQ.pdf	pdf	293 KB
2. Supplier Submission.xlsx	xlsx	17 KB
3. Declaration statements.docx	docx	67 KB
4. Following an Expression of Interest - How to Access and Submit.pdf	pdf	1012 KB

On the right-hand side of the screen, you will see the green submit button where you can, once ready, submit a response following the process.

If start the process and then come back out before completing the button will change title are you progress is still saved.

Your response (Version 1 - Draft)

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 (08/09/2021 13:15)

☒ Started to draft your response to this activity

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

☐ Complete the additional information section

☐ Accept terms & conditions fully or in part

☐ Submit your response

Options currently available to you are...

View draft response Get out

There are 3 actions to take when submitting:

The screenshot displays a submission interface with three main sections:

- Additional information**: Includes an 'Edit' link and a message: "You have not started the 'Additional information' section. Click on the 'Edit' link to begin."
- Response documentation, files & links (0)**: Includes an 'Add' link and the text "No attachments".
- Terms & conditions (1)**: Includes links for "Accept terms & conditions" (with a green checkmark icon) and "Decline terms & conditions" (with a red X icon). Below this is a table with one entry:

Title
Standard terms and conditions for Services

1. Additional Information: Click 'Edit' to add a sentence, this is not a requirement for the tender but to complete the submission process the system requires a sentence.
2. Response Documentation: Click 'Add' to upload your tender response.
3. Accept the terms.

Once all the above has been completed you will be able to see the 'submit' button to complete the process.

Up to the closing date and time you are able to re-submit new versions of your response if required.

Following the deadline, no new responses will be accepted.