

## URGENT INFORMATION & GUIDANCE

Please remember to complete and submit your tender response **BEFORE THE TENDER CLOSING DATE**.

When your response is showing as “100% complete” you then need to **SUBMIT** your response.

When you have successfully submitted your bid, your response will state “submitted” and you will receive an email notification confirming this.

“Expressing an interest” or “Intend to respond” is not sufficient. Ensure you have completed all questions within the system and downloaded and completed (where required) all relevant attachments.

Please ensure you leave yourself plenty of time to answer all questions and check you have submitted your response correctly.

**DO NOT LEAVE IT UNTIL THE LAST MINUTE TO SUBMIT YOUR RESPONSE**

**LATE SUBMISSIONS ARE NOT ACCEPTED**

## **SUBMISSION INFORMATION – STEP BY STEP**

1. Make sure all questions are answered and your submission is 100% complete – as shown below

The screenshot displays the Proactis tender submission interface. At the top, the Proactis logo is on the left, and a 'Notifications' bell icon is on the right. Below the header, a navigation bar contains 'Contracts', 'Help', 'Commercial Team', 'Your account', and 'Logout'. The main content area is divided into two columns. The left column shows a table of submission sections with columns for 'Weight: %', 'Section status', 'Status', and 'Flag'. The right column shows a 'Progress (100%)' indicator with a full green bar, a 'Key' section with four items (valid answer, auto-populated answer, mandatory elements missing, and flagged for review), and a 'Public attachments' section with a file named 'Standard Selection Questionnaire (Supplier Guidance).pdf' (88 KB). A red circle highlights the 'Progress (100%)' indicator.

Weight: %	Section status	Status	Flag
	Complete section		
	Complete section		
	Answer question		
	Answer question		
	Complete section		
	Answer question		
	Complete section		
	Answer question		
	Complete section		

**Progress (100%)**

**Key**

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- The question has been flagged for review.

**Public attachments**

Attachment Name	Size
Standard Selection Questionnaire (Supplier Guidance).pdf	88 KB

2. Once step 1 is complete - Scroll to the bottom of the page and click 'Back'

Please upload your response to Quality Control	33.33%	<a href="#">Answer question</a>	
Please upload your response to Social Value here.	33.34%	<a href="#">Answer question</a>	

  

<b>Commercial</b>	<b>Complete section</b>	<b>Section weight: 70.00%</b>	
Pricing Information	N/A	<a href="#">Answer question</a>	
Price	100.00%	<a href="#">Answer question</a>	

**Back**

3. PLEASE NOTE: Some projects will require a minimum of 1 attachment on this page in order for you to progress. See below:

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [Commercial Team](#) [Your account](#) [Logout](#)

[Home](#) > [My activities](#) > [BNR Flat Remodels](#) > BNR Flat Remodels

**My response** 4114197 **Draft**

**Additional information** [Edit](#)  
**Supplier reference:**

**Evaluation criteria/question sets**

Title	Action	Progress
Standard Selection Questionnaire (SQ)	<a href="#">Edit response</a>	<div></div>

**Attachments**  
No attachments  
**Add attachment**

[<Back to summary](#)  
**Deadline & Time remaining**  
A response to this activity can be submitted no later than  
**11th March 2019 at 9:00 AM**  
**Time remaining**  
10 Days 17 Hours 37 Minutes 12 Seconds

**Response controls**  
[Submit response](#)  
[Open response wizard](#)  
**Submission checklist**  
☒ Evaluation criteria/question sets  
☐ Attachments

**Audit history**  
[View audit history](#)

4. Both the 'Evaluation criteria/question sets' and 'Attachments' must be showing green before you can finally submit your response – see below:

Home Find opportunities My activities My contracts Help Commercial Team Your account Logout

Home > My activities > BNR Flat Remodels > BNR Flat Remodels

**My response** 4114197 **Draft**

**Additional information** [Edit](#)

**Supplier reference:**

**Evaluation criteria/question sets**

Title	Action	Progress
Standard Selection Questionnaire (SQ)	<a href="#">Edit response</a>	<div><div></div></div>

**Attachments**

	<a href="#">Price.docx</a>	82 KB
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[Add attachment](#)

**Response controls**

[Submit response](#)

[Open response wizard](#)

**Submission checklist**

- ☒ Evaluation criteria/question sets
- ☒ Attachments

**Audit history**

[View audit history](#)

[<Back to summary](#)

Deadline & Time remaining

A response to this activity can be submitted no later than

**11th March 2019 at 9:00 AM**

**Time remaining**

10	17	36	14
Days	Hours	Minutes	Seconds

Note: You will receive an email to confirm your submission

Note: You will be able to edit your response after you submit if required.