

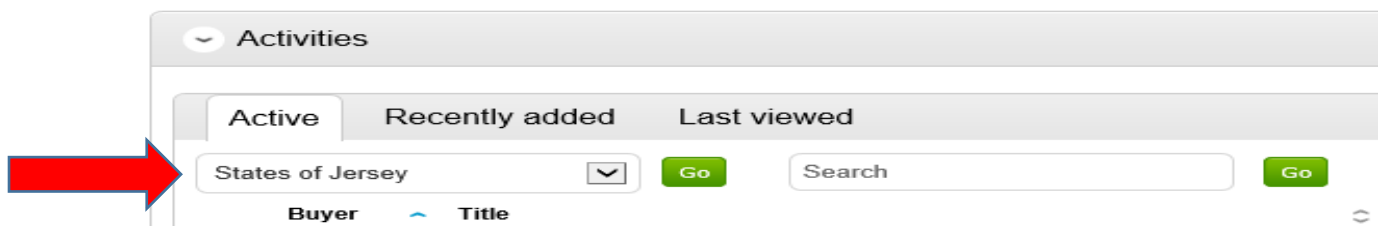


## Guidance on Viewing Published Documents.

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

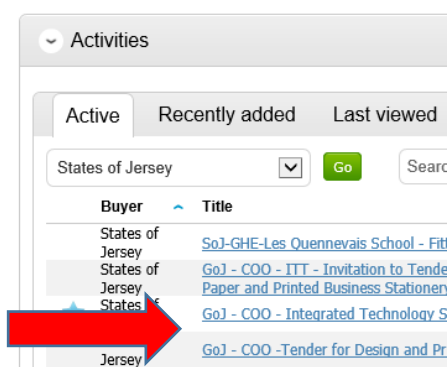
- Log into the tender portal system and it will take you to your homepage.
- From the **Activities** section under the **Active** tab select the drop down menu and select 'States of Jersey'.

### Home page



- Select the required tender from the list.

### Home page



- Each stage of the procurement process will be seen as its own section.
- To view the relevant stage and this is the first time of viewing the tender select '**Start**' located on the right hand side, if you are returning to the tender it will show '**Open**'.

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


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

### Activity summary

Buyer: States of Jersey

Title: GCL - 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.



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.

Activity documentation, files & links (10)

Title	Type	Size
<a href="#">0. 2017 Purchases of Stationery.xls</a>	xls	1 MB
<a href="#">0. How to Access Documents and Submit a Response.pdf</a>	pdf	608 KB
<a href="#">1. Invitation to Tender (ITT) for the Provision of Desktop Stationery, Paper and Printed Business.pdf</a>	pdf	903 KB
<a href="#">Appendix 1: Pricing Schedule Declaration.docx</a>	docx	72 KB
<a href="#">Appendix 2: Declaration Statements.docx</a>	docx	75 KB
<a href="#">Appendix 3: Invitation to Tender (ITT) Questionnaire.docx</a>	docx	87 KB
<a href="#">Appendix 4: Pricing Schedule.xls</a>	xlsx	86 KB
<a href="#">Appendix 5: Terms &amp; Conditions.pdf</a>	pdf	1 MB
<a href="#">Appendix 6: Key Performance Indicators &amp; Performance Monitoring.pdf</a>	pdf	178 KB
<a href="#">Appendix 7: Logo &amp; Letterhead Example Templates.zip</a>	zip	442 KB

Terms & conditions (1)

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

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

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](#)

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 section
- ☐ Upload at least one attachment
- ☐ Accept terms & conditions fully or in part
- ☐ Submit your response

Options currently available to you are...  
[Start my response](#) [Opt out](#) [Indicate your intent to respond](#)

## 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

Response information

Supplier: States of Jersey  
Workgroup: Jersey Old  
Workgroup contacts: Christopher Francois, Chris Francis  
Activity id: DN437356  
Response id: R4400893

Company reg number: N/A  
Company address: Corporate Procurement  
PO Box 353  
St Helier (Jersey)  
Jersey (States of)  
JEK BUL  
Website: None

Additional information

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

Response documentation, files & links (1)

Title	Type	Size
<a href="#">How to Access Documents and Submit a Response</a>	pdf	808 KB

Terms & conditions (1)

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Deadline & time remaining

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**1st November 2019 at 12:00 PM**

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2 Days

20 Hours

Your response

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

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

## Activity summary

Activity information

Buyer: States of Jersey  
Title: GOJ - GOO - 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 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.

Amendment information

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.

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<a href="#">Appendix 6: Key Performance Indicators &amp; Performance Monitoring.pdf</a>	pdf	178 KB
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Terms & conditions (1)

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

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

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](#)

Your response (Version 1 - Submitted)

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](#) [Del out](#)

Audit history

[View audit history](#)

## 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**

**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.



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<a href="#">Appendix 4_Pricing Schedule.xlsx</a>	xlsx	69 KB
<a href="#">Appendix 5_Terms &amp; Conditions.pdf</a>	pdf	1 MB
<a href="#">Appendix 6_Key Performance Indicators &amp; Performance Monitoring.pdf</a>	pdf	178 KB
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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


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:

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.