

ACCESSING A GREAT PLACES INVITATION TO TENDER ON PROCONTRACT

This step-by-step guide explains how to access a Great Places ITT and submit a tender.

You can also watch a demo on YouTube: <https://youtu.be/r488pAg2nBw>

To begin with, go to <https://procontract.due-north.com>

If you already have an account, please log in.

If you do not, you can register for free - [Register free](#)

1. From your Home page as soon as you log in, click on 'Find Opportunities':

Supplier Post-Login Home

procontract.due-north.com/SupplierPostLoginHome/Index

Home Find opportunities My activities My contracts Help

Home All opportunities Search Go

Home page

Activities [View full screen](#)

Active Recently added Last viewed

-- Please select -- Go Search Go

Please select a buyer from the dropdown and click on the 'Go' button

Opportunities [Find opportunities](#)

To search and view all of the latest opportunities available on the Proactis portal, please click on the 'Find opportunities' link above

Company details summary [Edit](#)

GPHG
729 Princess Road, Manchester, Greater Manchester, M20 2LT

Description

Keywords
procurement

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

Standard Selection Questionnaire (SQ) [Edit](#) (78% complete)

Workgroups

2. Go to 'Organisations' and find 'Great Places Housing Group'.

The screenshot shows a web browser window with the URL `procontract.due-north.com/Opportunities/Index?v=2`. The page title is 'Opportunities'. The navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The left sidebar has a 'Narrow your results' section with filters for 'Portals' (All), 'Organisations' (circled in red), and 'Categories' (0 selected). The main content area shows a table of 96 opportunities.

Title	Buyer	Expression Start	Expression End	Estimated value
HE0149 Arborist Services, Wiltshire council Dec 2020 (HE0149 Arborist Services, Wiltshire council Dec 2020)	Wiltshire Council	28/08/2020	25/09/2020	N/A
(2018) Invitation to apply for Gateshead Council Mobile Concessions Approved List (Invitation to apply for Gateshead Council Mobile Concessions Approved List)	Gateshead Council	24/05/2018	21/05/2023	N/A
(BITMO) Responsive and Planned Repairs and Maintenance Works, Minor Refurbishment Works and Adaptations Contract	Leeds City Council	11/09/2020	14/10/2020	N/A
(NU/1195) Newcastle University Urban Observatory Sensors DPS	Newcastle University	20/07/2016	18/08/2023	N/A
(NU/1239) Newcastle University Healthcare Technologies Dynamic Purchasing System	Newcastle University	21/12/2016	22/12/2022	N/A
(NU/1328) Newcastle University Test Rig, Reactor and Environmental Chamber Dynamic Purchasing System (DPS)	Newcastle University	21/06/2018	31/07/2021	N/A
(NU/1496) Business Case Development (NU/1496 Business Case Development)	Newcastle University	02/05/2019	31/05/2024	N/A
(NU/1538) Newcastle University DPS for the supply of Huawei equipment, support services and maintenance services ((NU/1538) Newcastle University DPS for the supply of Huawei equipment, support services and maintenance services)	Newcastle University	22/11/2019	05/01/2024	N/A
(NU/1546) - Establishing Nominations Agreements with Private Providers of Purpose Built Student Accommodation	Newcastle University	22/11/2019	12/01/2024	N/A
(NU/1589) Newcastle University Marketing Dynamic Purchasing System (DPS)	Newcastle University	07/07/2020	05/08/2025	N/A

3. Find the ITT you require (in this example, 'Valuation and Market Analysis Service'), and click on it.

The screenshot shows a web browser window with the URL procontract.due-north.com/Opportunities/Index?v=2. The page title is 'Opportunities - Search results'. The navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. On the right side of the navigation bar, there are icons for a mail inbox with 4 notifications, a user profile, and a share icon.

The main content area is titled 'Opportunities' and contains a table with the following data:

Title	Buyer	Expression Start	Expression End	Estimated value
Building Materials DPS	Great Places Housing Group	03/10/2019	02/10/2023	N/A
Building Materials DPS	Great Places Housing Group	07/10/2019	07/10/2024	N/A
Dynamic Purchasing System for Modular Home Construction	Great Places Housing Group	15/11/2019	15/11/2029	N/A
Great Places Housing Group DPS	Great Places Housing Group	10/01/2018	30/01/2027	N/A
Great Places Housing Group DPS	Great Places Housing Group	21/12/2018	31/12/2028	N/A
Great Places Housing Group DPS	Great Places Housing Group	08/01/2019	31/12/2029	N/A
Great Places Housing Group DPS	Great Places Housing Group	15/02/2019	31/12/2029	N/A
Great Places Housing Group DPS mkII	Great Places Housing Group	18/12/2018	31/12/2028	N/A
Great Places Housing Group DPS mkII	Great Places Housing Group	09/01/2019	31/12/2029	N/A
Valuation and Market Analysis Service	Great Places Housing Group	18/09/2020	16/10/2020	N/A

The 'Valuation and Market Analysis Service' entry is circled in red. On the left side of the page, there is a 'Narrow your results' sidebar with filters for Portals, Organisations (Great Places Housing Group), Categories (0 selected), Regions (0 selected), and Keywords.

4. Click on 'Register Interest in this Opportunity':

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** procontract.due-north.com/Supplier/Advert/View?advertId=a4bedbe9-1ef8-ea11-8105-005056b64545&fromProjectDashboard=False&fromRfxSummary=Fals...
- Navigation Bar:** Home, Find opportunities, My activities, My contracts, Help. User profile icon with 6 notifications.
- Breadcrumb:** Home > Find opportunities > Valuation and Market Analysis Service
- Page Title:** Valuation and Market Analysis Service
- Main contract details:**
 - Opportunity Id: DN499461
 - Title: Valuation and Market Analysis Service
 - Categories: 70000000-1 - Real estate services
 - Description: Valuation and Market Analysis Service
 - Region(s) of supply: UNITED KINGDOM
 - Estimated value: N/A
 - Keywords: Valuation, Land, Housing, Report, Development, RICS
- Key dates:**
 - Estimated contract dates
 - Start date: 13/11/2020
 - End date: 02/11/2023
- Expression of interest registered:**
 - Date: 18/09/2020 15:48:47
 - Workgroup: Procurement
- Expression of interest window:**
 - From: 18/09/2020 12:00 to 16/10/2020 12:00
 - Register interest in this opportunity** (button circled in red)
- Contact details:**
 - Buyer: Great Places Housing Group
 - Contact: Robert Ireland
 - Email: robert.ireland@greatplaces.org.uk
 - Telephone: 0161 447 5176
 - Address: No. 1 Christie Fields, Manchester, Greater Manchester, M21 7QP, United Kingdom

You will be given the option to go straight to the ITT when you register your interest.

If you are logging in after this time, go to your Activities on the Home page, select 'Great Places Housing Group' as the buyer and click 'Go':

The screenshot shows a web browser window with the URL `procontract.due-north.com/SupplierPostLoginHome/`. The page has a dark blue navigation bar with icons for Home, Find opportunities, My activities, My contracts, and Help. Below the navigation bar, there is a search bar with a dropdown menu set to "All opportunities" and a "Go" button. The main content area is titled "Home page" and contains several panels:

- Activities**: This panel has tabs for "Active", "Recently added", and "Last viewed". Below the tabs is a search bar with a dropdown menu showing "-- Please select --" (circled in red), a "Search" input field, and a "Go" button. A blue information box below the search bar says: "Please select a buyer from the dropdown and click on the 'Go' button".
- Company details summary**: This panel shows details for "GPHG" at "729 Princess Road, Manchester, Greater Manchester, M20 2LT". It includes sections for "Description" and "Keywords" (procurement).
- Vendor profile**: This panel contains text about questionnaires and a list of items, including "Standard Selection Questionnaire (SQ)" which is 78% complete.
- Opportunities**: This panel has a "Find opportunities" link and text: "To search and view all of the latest opportunities available on the Proactis portal, please click on the 'Find opportunities' link above".
- Workgroups**: This panel is partially visible at the bottom.

You will get a list of the ITTs you have registered interest in for this buyer. Find the ITT you want to work on (you may need to click on 'Next' to see the rest of the list) - in this case, 'Valuation and Market Analysis Services' – click on the link:

Supplier Post-Login Home x +

procontract.due-north.com/SupplierPostLoginHome/

Apps Suggested Sites Imported From IE

Home Find opportunities My activities My contracts Help

Home All opportunities Search Go

Home page

Activities [View full screen](#)

Active Recently added Last viewed

Great Places Housing Group Go Search Go

1	2	Next >			
			Great Places Housing Group DPS	Great Places Housing Group DPS	22/05/2021
			Gardening Services	Gardening Services	18/05/2018
			Great Places Housing Group DPS mkII	Great Places Housing Group DPS mkII	04/01/2019
			Building Materials DPS	Building Materials DPS	31/08/2029
★			Dynamic Purchasing System for Modular Home Construction	Dynamic Purchasing System for Modular Home Construction	31/10/2029
			Training Project - do not mark as completed	Training Project - do not mark as completed	09/01/2020
★			Valuation and Market Analysis Service	Valuation and Market Analysis Service	16/10/2020
1	2	Next >			

Company details summary [Edit](#)

GPHG
729 Princess Road, Manchester, Greater Manchester, M20 2LT

Description

Keywords
procurement

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

● Standard Selection Questionnaire (SQ) [Edit](#) (78% complete)

Workgroups

5. Select 'Open' for the ITT.

Activity : Valuation and Market Analysis Service

Events

Valuation and Market Analysis Service	Expression of interest accepted	View details Open
Valuation and Market Analysis Service	Not started (Respond by: 16/10/2020)	Hide details Open

Activity type: ITT
Reference: 475950
Respond by: 16 October 2020 at 12:00
Response status: Not started

Archive this activity [< Back to home page](#)

Messages (0)
You have received 0 message(s) of which 0 are unread
[View all](#) | [View unread](#)

Audit history
[View audit history](#)

Click on 'Start my Response'. You can save your progress at any time.

Please note the deadline for the submission of your tender.

6. If you have already started a response, click on 'View Draft Response':

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/RfxResponse/Index?rfxId=38873dba-1ff8-11ea11-8105-005056b64545>. The browser's address bar and navigation icons are visible. Below the browser, the application's navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. The main content area is divided into several sections:

- Table of Question Sets:**

Title	Summary
Valuation and Market Analysis Service - ...	Optional question set of 59 questions of which 54 are mandatory
Valuation and Market Analysis Service - ...	Optional question set of 5 questions of which 2 are mandatory
Declarations	Optional question set of 5 questions of which 5 are mandatory
- Terms & conditions (8):** A list of policies with document icons, including GPHG Modern Slavery Policy, GPHG Safeguarding Policy, GPHG Environmental Strategy, GPHG Health & Safety Strategy, Anti-Fraud Policy, Conflict of Interest Policy, GPHG Data Protection Policy 2018, and GPHG Equality, Diversity & Inclusion Strategy.
- Response Progress Checklist:**

This is your response submission progress checklist:

So far you have.....

 - Indicated intent to respond (21/09/2020 06:46)
 - Started to draft your response to this activity

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

 - Complete the additional information section
 - Complete mandatory question sets
 - Accept terms & conditions fully or in part
 - Submit your response

Options currently available to you are.....

 -
 -

7. Click 'Edit' on each individual section. You can then access the procurement documents and the questions you must answer to complete your tender. If you are required to upload a document as part of your Tender (e.g. Pricing Schedule), click on 'Add' in the Response Documentation section.

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/RfxResponse/RfxResponseSummaryEdit?rfxId=38873dba-1ff8-ea11-8105-005056b64545&responseId=9f5738c3-cdfb-ea11-8105-...>. The page features a dark navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. Below the navigation bar, the main content area is divided into several sections:

- Workgroup:** Procurement
- Workgroup contacts:** Bryan Simmons
- Activity id:** DN499461
- Response id:** R4795199
- Company address:** 729 Princess Road, Manchester, Greater Manchester, United Kingdom, M20 2LT
- Website:** None

A red box highlights the 'Edit' link in the 'Additional information' section. The 'Additional information' section contains the text: "You have not started the 'Additional information' section. Click on the 'Edit' link to begin."

The 'Question sets (3)' section contains a table with the following data:

Title	Summary	Progress	Action
Valuation and Market Analysis Service - ...	Optional question set of 59 questions of which 54 are mandatory		Edit Opt out
Valuation and Market Analysis Service - ...	Optional question set of 5 questions of which 2 are mandatory		Edit Opt out
Declarations	Optional question set of 5 questions of which 5 are mandatory		Edit Opt out

A red box highlights the 'Add' button in the 'Response documentation, files & links (0)' section.

The 'Your response' section shows a progress checklist:

- Indicated intent to respond (21/09/2020 06:46)
- Started to draft your response to this activity

The text below the checklist reads: "Before you can submit your response you need to..."

8. Please ensure you click 'Submit' once you have completed your Tender response.