



Working together

ProContract Step by Step Supplying the South West Suppliers Guide

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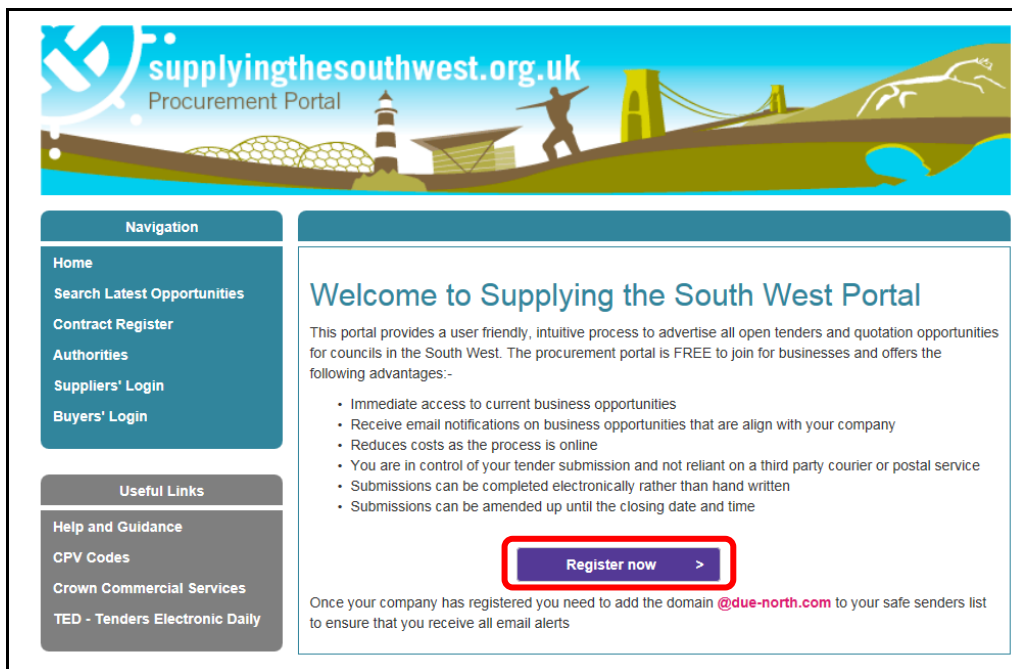
Working together

ProContract Step by Step

Suppliers Guide to Register on Supplying the South West

How to Register on Supplying the South West

Step 1 – Registering on Supplying the South West



The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue banner with a stylized logo on the left and a landscape illustration on the right. The main content area is divided into a left sidebar and a right main section. The sidebar contains two sections: 'Navigation' with links to Home, Search Latest Opportunities, Contract Register, Authorities, Suppliers' Login, and Buyers' Login; and 'Useful Links' with links to Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The main section has a blue header with the text 'Welcome to Supplying the South West Portal'. Below this, a paragraph explains the portal's purpose and lists its advantages. A prominent red-bordered button labeled 'Register now' with a right arrow is centered below the list. At the bottom of the main section, a note states that users must add '@due-north.com' to their safe senders list to receive email alerts.

Navigation

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login
- Buyers' Login

Useful Links

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that are align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

Register now >

Once your company has registered you need to add the domain **@due-north.com** to your safe senders list to ensure that you receive all email alerts

a) Go to www.supplyingthesouthwest.org.uk

How to Register on Supplying the South West

Step 1 – Registering on Supplying the South West

PROACTIS
The Spend Control Company

ProContract

Register free with ProContract

Begin your ProContract supplier account registration by filling in a few details below.

Organisation name

Strategic Procurement ✓

Email address

procurement@bournemouth.gov.uk ✓

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.

[Minimum requirements](#)

b) Enter your organisation's details and select 'Continue registration'.

How to Register on Supplying the South West

Step 1 – Registering on Supplying the South West

PROACTIS
The Spend Control Company

ProContract

Supplier registration

Sign in details

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity areas and communication preferences without your account management dashboard.

Email address [Change](#)
procurement@bournemouth.gov.uk ✓

Repeat email address
procurement@bournemouth.gov.uk ✓

Password ⓘ
..... ✓

Repeat password
..... ✓

Your email address will become your username

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord\$123

Organisation details
Please provide your organisation details below.

Primary contact details
Please provide your contact details below.

- c) Enter your email address which will become your username and create a password.
- d) Scroll down to the next section to add your organisations contact details.

How to Register on Supplying the South West

Step 1 – Registering on Supplying the South West

TIP: Always select yes to receiving email notifications, otherwise you may miss out on important contract notifications. Consider using a generic e-mail account that is permanently monitored.

Organisation details

Please provide your organisation details below.

[Change](#)

Organisation name Strategic Procurement ✓

Address Town Hall ✓
St Stephen's Road

Town Bournemouth ✓ County Dorset ✓

Postal code / zip BH2 6DY ✓ Country United Kingdom ✓

Website (optional)
e.g. http://www.example.com

Registration number (optional)
e.g. 03182974 ☐ Not applicable

VAT number (optional)
e.g. GB999 9999 73 ☐ Not applicable

Primary contact details

Please provide your contact details below.

Title First name Last name

Job title Department

Telephone Mobile (optional) Fax (optional)

Communication preferences [Privacy Policy](#)

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in.

Your interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time.

These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

Do you want to receive email notifications?

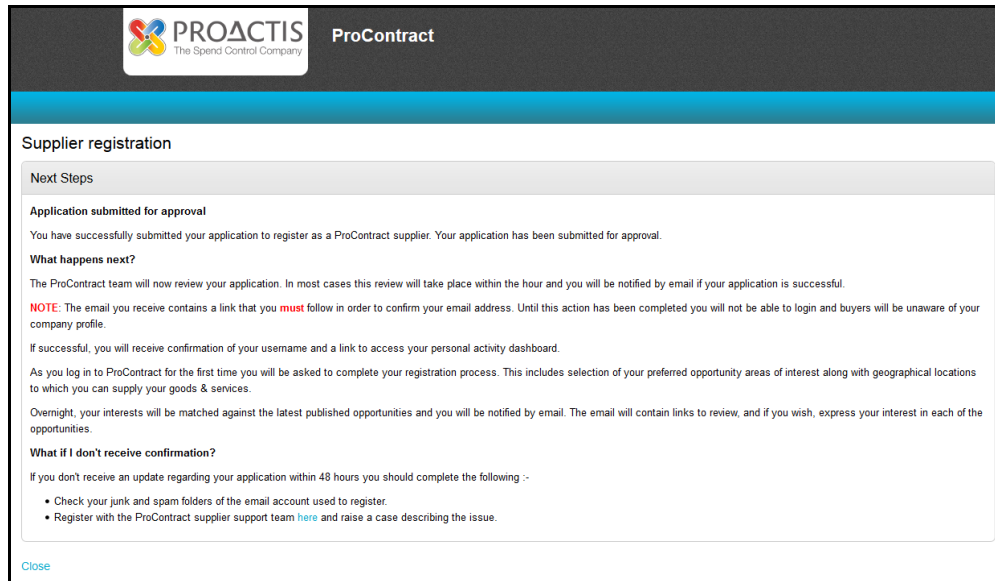
☒ Yes ☐ No, I acknowledge I may miss out on important notifications

[Continue registration](#) [Already registered? Log in here](#)

- e) Enter your organisation details and primary contact details and select your communication preferences.
- f) Select 'continue registration' at the bottom of the page.

How to Register on Supplying the South West

Step 2 – Supplier Registration Application



- g) Next you will see this supplier registration page where you will be prompted to verify your email address.
- h) Please ensure that you follow the instructions as outlined on the screen to verify your email address. Ensure you mark as safe any emails received from the domain '@due-north.com' so emails from the system do not go into spam or junk files.

When you require your registration to be approved quickly, please chase Due North to approve your application on 0330 005 0352. Please note that this number should only be used when it is urgent.

How to Register on Supplying the South West

Step 3 – First Time Login

First time log in

Because you have never logged into the system before, you need to check some information
This step involves the creation of your account and checks that all your details are correct

Company details

Company registration number ☐ N/A

VAT Registration number ☐ N/A

Company description

Keywords

Keywords (Up to six)

Keywords	Delete
<input type="text" value="Council"/>	<input type="checkbox"/>
<input type="text" value="Bournemouth"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

- i) After you have verified your email address, go to <http://www.supplyingthesouthwest.org.uk/> and login, you will be shown the above screen.
- j) Add your Company registration number, VAT registration number and Company description.
- k) Add up to six keywords for your Company.

How to Register on Supplying the South West

Step 3 – First Time Login

Workgroup

Please check that your workgroup information is correct and make changes where necessary

Workgroup name

Procurement

UNSPSC categories

There are no categories selected in this category set, click "Edit" to add some

NHS eClass Version 2014 categories

There are no categories selected in this category set, click "Edit" to add some

CPV categories

There are no categories selected in this category set, click "Edit" to add some

ProClass categories

There are no categories selected in this category set, click "Edit" to add some

Regions

CPV categories and UNSPSC categories are classification systems for goods, services and works. Companies should add categories of goods, services or works that they supply using these classification systems.

When buying organisations are issuing contract opportunity adverts, they will select categories that relate to the goods, services and works that they are buying. Suppliers who have selected those classifications will receive an email notification as soon as the advert is published to ensure they do not miss opportunities.

- l) You will need to set your classifications for goods, services or works in both the CPV categories and UNSPSC categories. Bournemouth Council issues notifications on CPV categories and so it is very important that you spend time ensuring that you select the correct and applicable CPV categories for your company so that you do not miss out on contract opportunities.
- m) To select the classification of goods, services or works that your company supplies click 'Edit' next to CPV categories. Please also select your region by selecting 'Edit'.

How to Register on Supplying the South West

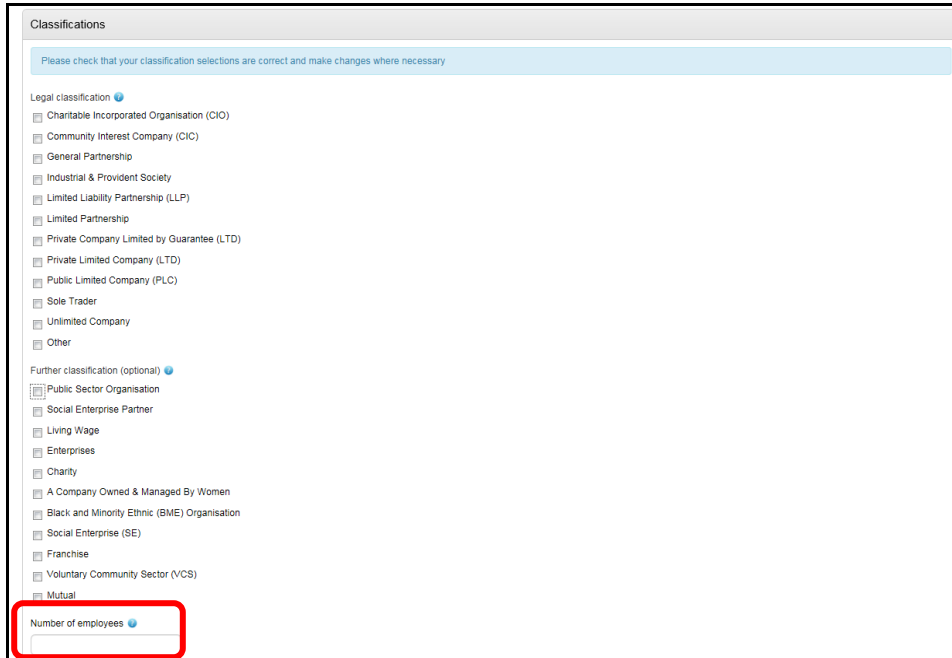
Step 4 - CPV Category Selection

The screenshot shows a web application window titled "CPV category selection". It features a search bar with the placeholder text "Enter the search criteria..." and a green "Search" button. To the right of the search bar are radio buttons for "Exact match" (selected) and "Fuzzy search". Below the search bar is a "Categories list" containing several items with checkboxes: "03000000-1 - Agricultural, farming, fishing, forestry and related products", "09000000-3 - Petroleum products, fuel, electricity and other sources of energy", "14000000-1 - Mining, basic metals and related products", "15000000-8 - Food, beverages, tobacco and related products", "16000000-5 - Agricultural machinery", "18000000-9 - Clothing, footwear, luggage articles and accessories" (which is checked), "19000000-6 - Leather and textile fabrics, plastic and rubber materials", and "22000000-0 - Printed matter and related products". Below the list is a "Selected categories" section showing "18000000-9 - Clothing, footwear, luggage articles and accessories". At the bottom, there is a green "Select categories" button, a "move all" link, and a "Cancel" link. The interface is part of a larger system, as indicated by the "MIS Procurement" logo in the bottom left corner.

- n) You will see this screen when you have selected 'Edit' next to CPV categories.
- o) You will see this screen when you have selected 'Edit' next to CPV categories.
- p) Choose whether to search 'Exact Match' or 'Fuzzy'. Exact match will only return searches that meet exactly what you have added within the search box. Fuzzy searches will try a combination and return more options.
- q) Select the categories that are applicable to your company and then press 'select categories'

How to Register on Supplying the South West

Step 5 - Classification Selection



The screenshot shows a web form titled 'Classifications'. At the top, a light blue banner contains the text: 'Please check that your classification selections are correct and make changes where necessary'. Below this, the form is divided into two main sections: 'Legal classification' and 'Further classification (optional)'. Each section has a list of checkboxes next to various business types. In the 'Legal classification' section, options include Charitable Incorporated Organisation (CIO), Community Interest Company (CIC), General Partnership, Industrial & Provident Society, Limited Liability Partnership (LLP), Limited Partnership, Private Company Limited by Guarantee (LTD), Private Limited Company (LTD), Public Limited Company (PLC), Sole Trader, Unlimited Company, and Other. The 'Further classification (optional)' section includes Public Sector Organisation, Social Enterprise Partner, Living Wage, Enterprises, Charity, A Company Owned & Managed By Women, Black and Minority Ethnic (BME) Organisation, Social Enterprise (SE), Franchise, Voluntary Community Sector (VCS), and Mutual. At the bottom of the form, there is a field labeled 'Number of employees' with a small blue icon to its right. This field is highlighted with a red rectangular box.

Classifications

Please check that your classification selections are correct and make changes where necessary

Legal classification

- ☐ Charitable Incorporated Organisation (CIO)
- ☐ Community Interest Company (CIC)
- ☐ General Partnership
- ☐ Industrial & Provident Society
- ☐ Limited Liability Partnership (LLP)
- ☐ Limited Partnership
- ☐ Private Company Limited by Guarantee (LTD)
- ☐ Private Limited Company (LTD)
- ☐ Public Limited Company (PLC)
- ☐ Sole Trader
- ☐ Unlimited Company
- ☐ Other

Further classification (optional)

- ☐ Public Sector Organisation
- ☐ Social Enterprise Partner
- ☐ Living Wage
- ☐ Enterprises
- ☐ Charity
- ☐ A Company Owned & Managed By Women
- ☐ Black and Minority Ethnic (BME) Organisation
- ☐ Social Enterprise (SE)
- ☐ Franchise
- ☐ Voluntary Community Sector (VCS)
- ☐ Mutual

Number of employees

- r) Make sure your classification selections are correct and enter your best estimate as to the number of employees in your organisation.

How to Register on Supplying the South West

Step 6 – Review Terms & Conditions

Communication preferences

Receive system email notifications

☒ Yes ☐ No

Terms & Conditions

Please confirm your acceptance of the terms & conditions outlined below in order to use this service.

Supplier User Agreement

Supplier User means an individual representing the Supplier that has registered and been provided with access to the System.

"System" means the Electronic System provided for Suppliers to participate in procurement activities.

"Working Days" means 09:00-17:00 Monday to Friday in the United Kingdom and excluding Bank Holidays.

"Written Notification of Contract Award" means the Buyer Organisation's standard "Contract Award Process" identified for each procurement activity that shall be expressly initiated by the Buyer Organisation and may entail a preliminary e-mail advising the Supplier of the formal contract award process.

Privacy policy

Please make sure that you read the [PROACTIS privacy policy](#) before continuing

By clicking "Update account and login", you agree to the terms and conditions & privacy policy

[Update account and login](#) [Cancel and log out](#)

- s) Make sure you have selected 'Yes' to receiving system email notifications.
- t) Review the Terms & Conditions and read the PROACTIS privacy policy and then select 'Update account and login'.



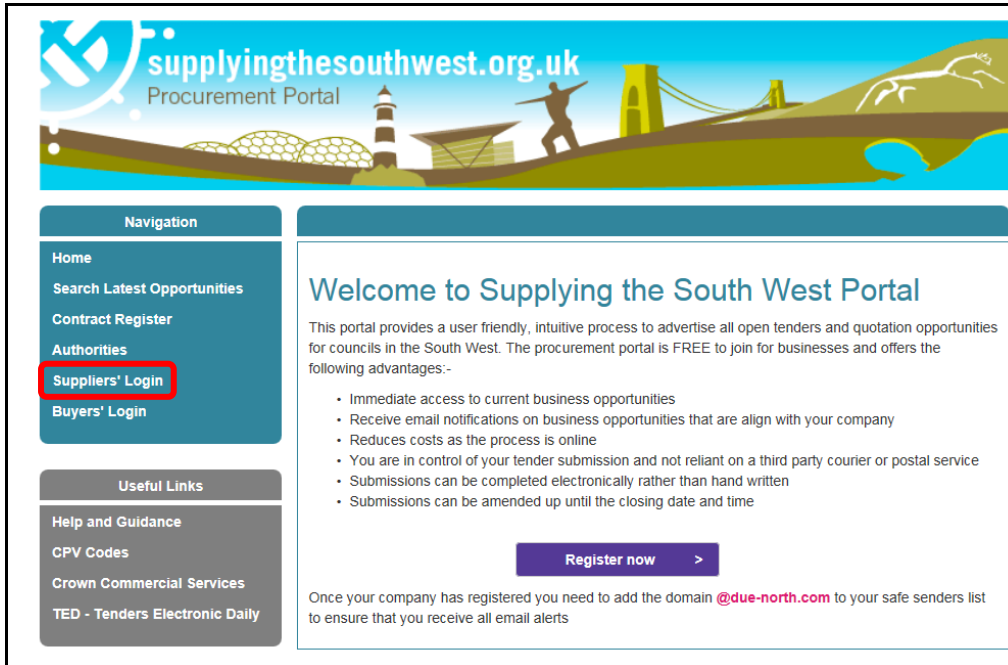
Working together

ProContract Step by Step

How to Search for Contract Opportunities through Supplying the South West

How to Search for Contract Opportunities

Step 1 – Login to ProContract



The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue banner with a stylized landscape illustration including a lighthouse, a suspension bridge, and a person running. Below the banner, the page is divided into two main sections. On the left is a dark blue sidebar with a 'Navigation' menu containing links to 'Home', 'Search Latest Opportunities', 'Contract Register', 'Authorities', 'Suppliers' Login' (which is highlighted with a red rectangle), and 'Buyers' Login'. Below this is a 'Useful Links' section with links to 'Help and Guidance', 'CPV Codes', 'Crown Commercial Services', and 'TED - Tenders Electronic Daily'. The main content area on the right has a light blue header with the text 'Welcome to Supplying the South West Portal'. Below this, a paragraph explains the portal's purpose and lists five advantages: immediate access to current business opportunities, email notifications, reduced costs, control over tender submissions, and the ability to amend submissions until the closing date. A purple 'Register now' button with a right-pointing arrow is positioned below the list. At the bottom of the main content area, a note states that after registration, users must add the domain '@due-north.com' to their safe senders list to receive email alerts.

Navigation

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login**
- Buyers' Login

Useful Links

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

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- Submissions can be amended up until the closing date and time

Register now >

Once your company has registered you need to add the domain **@due-north.com** to your safe senders list to ensure that you receive all email alerts

a) Go to www.supplyingthesouthwest.org.uk

b) Click on 'Suppliers' Login'

How to Search for Contract Opportunities

Step 1 – Login to ProContract

- c) If your company is not yet registered, please refer to the guide 'How to Register on Supplying the South West'.
- d) If your company is already registered, fill in your log in details and select '*Continue*'.

How to Search for Contract Opportunities

Step 2 – Find Opportunities

The screenshot displays the ProContract web application interface. At the top, the navigation bar includes links for Home, Find opportunities (highlighted with a red box), My activities, My contracts, and Help. The main content area is titled 'Home page' and contains several sections: 'Activities' with a search bar and a 'Go' button, 'Opportunities' with a link to 'Find opportunities', 'Company details summary' with a 'Description' section, and 'Workgroups' with a link to 'Add new workgroup'.

- e) Once you have logged in, you will be taken to the Home Page.
- f) To search for new opportunities, select 'Find opportunities'.

How to Search for Contract Opportunities

Step 2 – Find Opportunities

Opportunities - Search results National opportunities

Narrow your results Opportunities

1 2 3 4 5 ... 8 Next >

Supplying the South West

Royal College of Physicians Portal
Royal Mencap Society
Sanctuary
Savills Tendering Portal
South East Business Portal
Southend-on-Sea Borough Council
Stoke-on-Trent and the Staffordshire Moorlands / High Peak Councils Alliance
Supply Great Yarmouth
Supplying 2 NHS
Supplying the South West
The Chest
The Donkey Sanctuary Portal
Transport for London
University of West London Procurement
Wokingham Borough Council Portal
Wolverhampton City Council
Worcestershire District Group
YORtender
Yorwaste
YPO

Buyer Expression Start Expression End Estimated value

Abbot Path - Stover	Cornwall Council	11/05/2016	11/05/2020	£1,000,000.00
	Devon County Council	21/05/2014	30/09/2019	N/A
	Cornwall Council	19/05/2016	31/05/2020	£1,000,000.00
	Wiltshire Council	19/02/2018	01/02/2023	N/A
	Herefordshire Council	16/05/2017	16/05/2019	N/A
	Wiltshire Council	02/04/2018	31/03/2028	N/A
	Mid Devon District Council	23/09/2016	30/09/2019	N/A
	Herefordshire Council	12/05/2017	12/05/2019	N/A
	Dorset County Council	21/10/2015	04/10/2020	£450,000.00
	Dorset County Council	21/07/2015	21/11/2019	£1,000,000.00

1 2 3 4 5 ... 8 Next >

Include closed
Yes No

Expression date
Start date End date
dd/mm/yy dd/mm/yy

Published date
Start date End date
dd/mm/yy dd/mm/yy

Reset Update

- g) To search for opportunities from Bournemouth Borough Council, select '*Supplying the South West*' from the Portals drop down box the select '*Update*'.

How to Search for Contract Opportunities

Step 2 – Find Opportunities

Home > Find Opportunities All data

Opportunities - Search results

Narrow your results

Portals

Supplying The South West

Organisations

Bournemouth Borough Council

Bath and North East Somerset Council

Borough of Poole

Bournemouth Borough Council

Christchurch and East Dorset Council

Cornwall Council

Devon County Council

Dorset County Council

East Devon District Council

Exeter City Council

Gloucester City Council

Gloucestershire County Council

Herefordshire Council

Mendips District Council

Mid Devon District Council

North Devon District Council

North Somerset Council

Plymouth City Council

Sedgemoor District Council

Somerset County Council

South Gloucestershire Council

South Hams District Council

Stroud District Council

SW RIEP

Swindon Borough Council

Taunton Deane Borough Council

Teignbridge District Council

Torbay Council

Torridge District Council

West Devon Borough Council

Opportunities

1 2 3 4 5 ... 9 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
BaNES - Service Provider for the delivery of Integrated Community Services to NHS Bath and North East Somerset CCG and Bath & North East Somerset	Bath and North East Somerset Council	01/03/2016	28/03/2016	£70,000,000.00
Days Materials Sampling and Testing	Somerset County Council	29/02/2016	14/03/2016	N/A
Health Market Engagement Event - 6th April 2016	Gloucestershire County Council	11/03/2016	04/04/2016	N/A
Imbridge Court Roundabout Improvements (A40 Elmbridge Court)	Gloucestershire County Council	01/03/2016	15/04/2016	N/A
Improvements ITT	Dorset County Council	12/02/2016	17/03/2016	£6,500,000.00
Provision for the provision of a Support Solutions for Vulnerable Young	Wiltshire Council	21/01/2016	01/04/2016	N/A
Ultra Care Housing Project	North Somerset Council	03/03/2016	18/03/2016	N/A
Inspection of Hackney Carriage and Private Hire Vehicles	Somerset County Council	04/03/2016	18/04/2016	N/A
to run Northgate Primary School	Gloucestershire County Council	02/03/2016	18/03/2016	N/A
Canal Ponds, Parkland Slip Stabilisation	Bath and North East Somerset Council	03/03/2016	08/04/2016	£370,000.00
Quay North - Infrastructure Design				

4 5 ... 9 Next >

Published date

Start date End date

- h) The screen will refresh and you will then be able to select '*Bournemouth Borough Council*' from the Organisations drop down box
- i) Select Bournemouth Borough Council and then select '*Update*'.

How to Search for Contract Opportunities

Step 2 – Find Opportunities

The screenshot shows the ProContract website interface. At the top, there's a header with the ProACTIS logo (The Spend Control Company) and the ProContract logo. A navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. On the right, there are links for Strategic Procurement, Your account, and Logout, along with a Notifications icon. Below the navigation bar, there's a search bar with a dropdown menu set to 'All data' and a search input field containing the text 'Bournemouth Marathon'. The search results are displayed under the heading 'Opportunities - Search results'. On the left, there's a sidebar with filters for Portals, Organisations, Categories, Regions, and Keywords. The main content area shows a table of search results. The first result is highlighted with a red box and is 'Bournemouth Marathon' by Bournemouth Borough Council, with an Expression Start date of 16/07/2018 and an Expression End date of 15/08/2018. The estimated value is N/A.

Title	Buyer	Expression Start	Expression End	Estimated value
Bournemouth Marathon	Bournemouth Borough Council	16/07/2018	15/08/2018	N/A

- j) The opportunities list will then update to show all the contract opportunities that are currently available for Bournemouth Borough Council.
- k) The list shows 10 opportunities at a time in alphabetical order. Therefore, if you do not see the contract opportunity that you are searching for in the initial list, please make sure you click 'next' to view the next page of opportunities available for Bournemouth Borough Council or alternatively use the search box.

- I) When you have identified the contract opportunity that you are interested in, click on the name of the contract which is hyperlinked in blue.

PLEASE NOTE: You can also search for opportunities with other local authorities using the search bar on the left.

How to Search for Contract Opportunities

Step 2 – Find Opportunities

supplyingthesouthwest.org.uk
Procurement Portal

ProContract

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > Find opportunities > Bournemouth Marathon

[Return to find opportunities](#)

Bournemouth Marathon

Main contract details:

Opportunity Id DN6150644
Title Bournemouth Marathon
Categories 52000000-1 - Recreational, cultural and sporting services
Description Important information - PLEASE READ

The deadline for submitting your response to this contract opportunity is 15 August 2018 at 14:00.

Suppliers interested in this opportunity should click on the 'Register interest in this opportunity' button in the top right of the screen. If you are not at...h provides a step-by-step screen shot of how to access the tender documents.

Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seaford and surrounding Highways and Parks.
[More](#)

Region(s) of supply Bournemouth and Poole
Estimated value N/A
Keywords Marathon, Event, Running, Sport

Expression of interest registered

Date 16/07/2018 09:21:04
Workgroup Procurement

Expression of interest window

From 16/07/2018 09:01 to 15/08/2018 14:00
[Express interest in this opportunity](#)

Contact details

Buyer Bournemouth Borough Council
Contact Katy Shorrocks
Email katy.shorrocks@bournemouth.gov.uk
Telephone 01202 451109
Address c/o Town Hall
Bournemouth
Dorset
BH2 6DY
United Kingdom

Key dates

Attachments

- m) You will then be able to view the advert for the contract opportunity, the 'Description' provides you with an overview of the opportunity.

- n) The deadline for submitting your response to the tender opportunity is shown in the top right of the screen.
Please note that this is not just a deadline for expressing an interest, but is the deadline for when your response must be completed and submitted through the system.
- o) TO ACCESS THE FULL TENDER DOCUMENTS THAT ARE TO BE COMPLETED, please select '*Register interest in this opportunity*' and follow the guide 'How to Access Tender Documents through Supplying the South West'.

Please note, every response to a tender must be submitted through the portal. The Council will not accept any tender submissions that are received by e-mail or hard copy in the post.



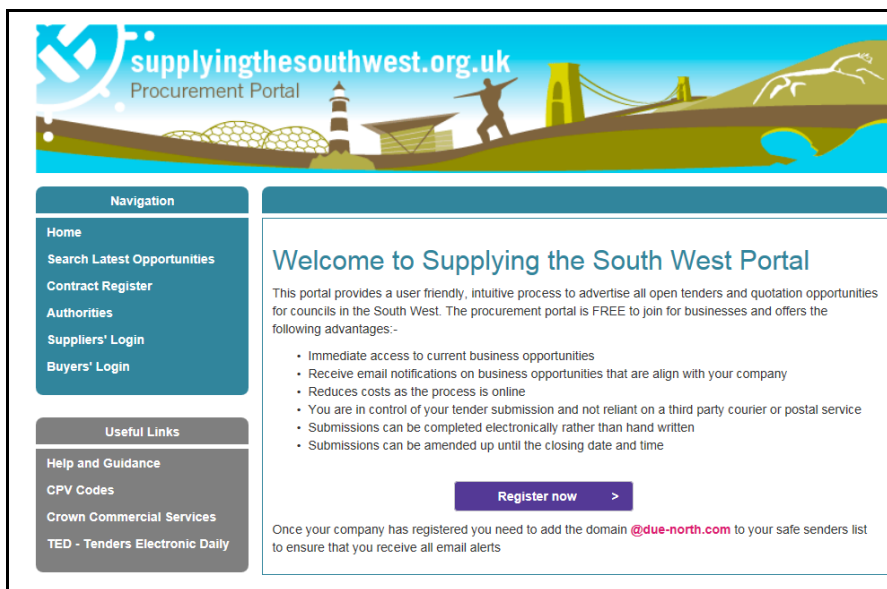
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ProContract Step by Step

How to Access Tender Documents Through Supplying the South West

Accessing the Tender Document for a Contract Opportunity

Step 1 – Login to Supplying the South West



- a) To access the tender documents for an opportunity, you must login to www.supplyingthesouthwest.org.uk and follow the below instructions.
- b) If you wish to submit a response, you must access the tender documents to be completed by following the below instructions:

Accessing the Tender Document for a Contract Opportunity

Step 2 – Find Opportunities

The screenshot displays the 'supplyingthesouthwest.org.uk Procurement Portal' interface. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area is titled 'Bournemouth Marathon' and is divided into two columns. The left column, 'Main contract details', lists the Opportunity Id (DN6150644), Title (Bournemouth Marathon), Categories (92000000-1 - Recreational, cultural and sporting services), and Description (Important information - PLEASE READ). It also includes a deadline of 15 August 2018 at 14:00 and a 'Register interest in this opportunity' button highlighted with a red box. The right column, 'Expression of interest window', shows the period from 16/07/2018 09:01 to 15/08/2018 14:00. Below this, the 'Contact details' section lists the Buyer (Bournemouth Borough Council), Contact (Katy Shorrocks), Email (katy.shorrocks@bournemouth.gov.uk), Telephone (01202 451109), and Address (c/o Town Hall, Bournemouth, Dorset, BH2 6DY, United Kingdom). The 'Attachments' section at the bottom lists 'Appendix 1 - Specification for Marathon V1.00.pdf' (121 KB) and 'Supplier Information - Bournemouth' (415 KB).

supplyingthesouthwest.org.uk
Procurement Portal

ProContract

Notifications

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > Find opportunities > Bournemouth Marathon

[Return to find opportunities](#)

Bournemouth Marathon

Main contract details

Opportunity Id DN6150644
Title Bournemouth Marathon
Categories 92000000-1 - Recreational, cultural and sporting services
Description Important information - PLEASE READ

The deadline for submitting your response to this contract opportunity is 15 August 2018 at 14:00.

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[More...](#)

Region(s) of supply Bournemouth and Poole
Estimated value N/A
Keywords Marathon, Event, Running, Sport

Expression of interest window

From 16/07/2018 09:01 to 15/08/2018 14:00

[Register interest in this opportunity](#)

Contact details

Buyer Bournemouth Borough Council
Contact Katy Shorrocks
Email katy.shorrocks@bournemouth.gov.uk
Telephone 01202 451109
Address c/o Town Hall
Bournemouth
Dorset
BH2 6DY
United Kingdom

Attachments

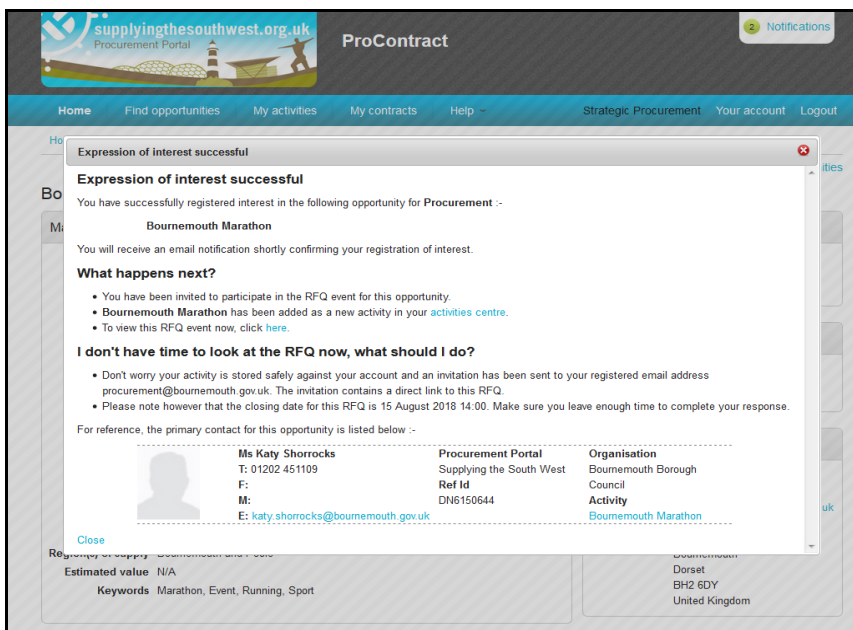
Appendix 1 - Specification for Marathon V1.00.pdf	121 KB
Supplier Information - Bournemouth	415 KB

- c) From the advert of the contract opportunity you want to express an interest in, select '*Register interest in this opportunity*'

- d) Please note, if you are not logged in, the button will say '*Login and register interest in this opportunity*'. You will need to login to be able to access the tender documents. If you do not yet have login details, you will need to register your company with the site. Please see the guide 'How to Register on Supplying the South West'.
- e) If you are unsure of your login details, please contact Due North on ProContractSuppliers@proactis.com

Accessing the Tender Document for a Contract Opportunity

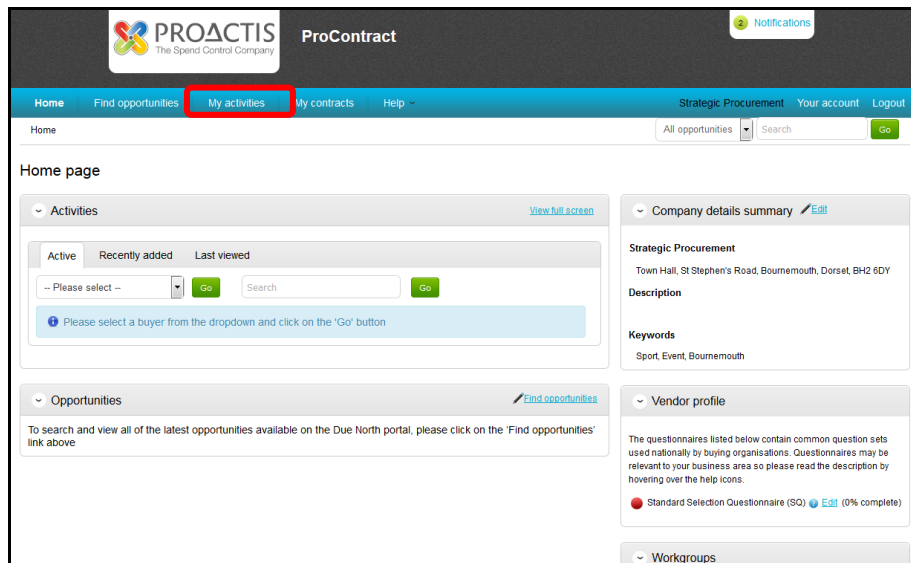
Step 3 – Expression of Interest



- Once you have selected '*Register interest in this opportunity*' you should see this pop up informing you that your expression of interest has been successful.
- At this point, you can log off the system and return to it later.

Accessing the Tender Document for a Contract Opportunity

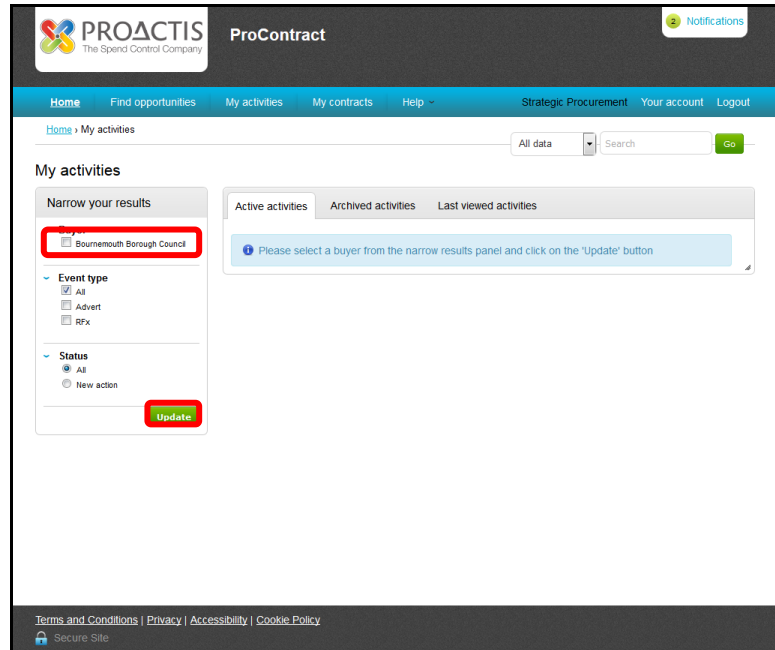
Step 4 – Downloading Tender Documents



- h) **Now that you have expressed an interest, the tender documents are automatically available for you to view and download. Please note, you will not be sent the tender documents by e-mail or notification. You must use the system to view and download them as they are automatically available.**
- i) To download the tender documents that need to be completed, click on 'My Activities'

Accessing the Tender Document for a Contract Opportunity

Step 4 – Downloading Tender Documents



- j) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'

- k) To view Bournemouth Borough Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth Borough Council'
- l) Then click '*Update*'

Accessing the Tender Document for a Contract Opportunity

Step 4 – Downloading Tender Documents

The screenshot shows the ProContract web application. The header includes the PROACTIS logo and the text 'The Spend Control Company'. The main navigation bar has links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. A 'Notifications' badge is visible in the top right. The 'My activities' page is active, showing a search bar and a table of activities. The table has columns: Buyer, Title, Current event, and Event deadline. The 'Bournemouth Marathon' entry is highlighted with a red box. The 'Buyer' column shows 'Bournemouth Borough Council'. The 'Title' column shows 'Bournemouth Marathon'. The 'Current event' column shows 'Bournemouth Marathon'. The 'Event deadline' column shows '15/08/2018'. A red box highlights the 'Bournemouth Marathon' title link.

Buyer	Title	Current event	Event deadline
Bournemouth Borough Council	Bournemouth Marathon	Bournemouth Marathon	15/08/2018

- m) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth Borough Council
- n) To view the tender documents that you need to review and complete, select the blue hyperlink of the relevant contract opportunity.

Accessing the Tender Document for a Contract Opportunity

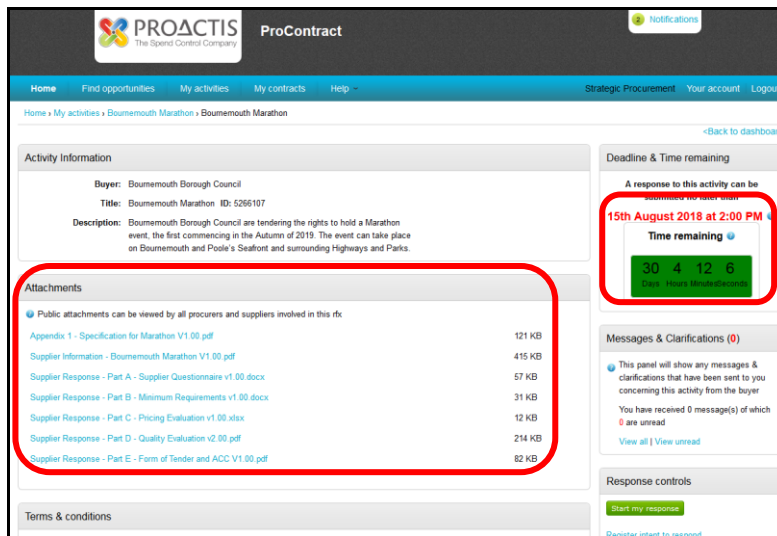
Step 4 – Downloading Tender Documents

The screenshot displays the ProContract portal interface. At the top, there is a header with the logo for 'supplyingthesouthwest.org.uk Procurement Portal' and the 'ProContract' title. A 'Notifications' button is visible in the top right corner. Below the header is a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area shows the breadcrumb 'Home > My activities > Bournemouth Marathon' and a '< Back to home page' link. The title 'Activity : Bournemouth Marathon' is displayed. Under the 'Events' section, a table lists the activity. The first entry, 'Bournemouth Marathon', is highlighted with a red box. It is marked as 'Not started' with a response deadline of '15/08/2018'. To the right of this entry are links for 'Hide details' and 'Start'. Below the entry, details are provided: Activity type: RFQ, Reference: 5266107, Respond by: 15 August 2018 at 14:00, and Response status: Not started. A second entry, 'Bournemouth Marathon', is shown below with the status 'Expression of interest accepted' and links for 'View details' and 'Open'. On the right side of the page, there are sections for 'Archive this activity', 'Messages (0)' (indicating 0 unread messages), and 'Audit history' (with a link to 'View audit history').

- o) To view the tender documents, click on the hyperlink of the contract name for the event that is showing as Not Started and has a 'Respond by' date next to it.

Accessing the Tender Document for a Contract Opportunity

Step 4 – Downloading Tender Documents



- p) From this page you are able to view the tender documents. Please ensure that you download all of the tender documents and review the requirements. Use the scroll bar on the right to ensure you view all of the tender documents.
- q) The tender documents should be downloaded and completed on your own computer.
- r) The documents should be completed and re-uploaded through the system before the deadline shown on the system. There is a tender submission deadline countdown in the top right hand corner of the screen.
- s) Please follow the guide 'How to Submit A Response' when you are ready to submit.

Please do not leave submitting your response until the last minute as you will be unable to submit your response after the deadline date and time shown on the system for that contract opportunity.



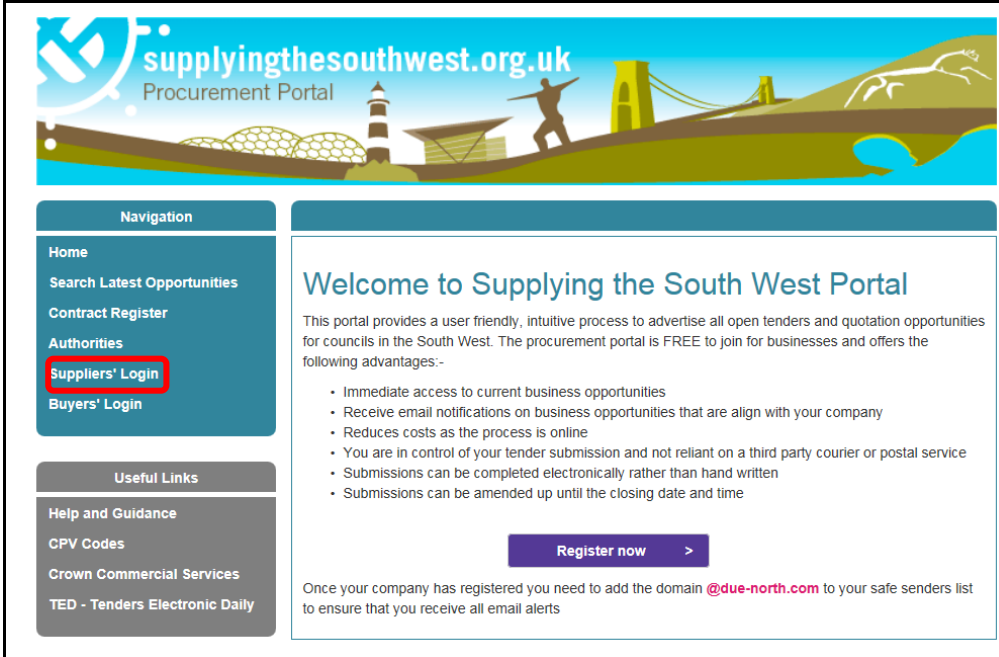
Working together

ProContract Step by Step

How to Ask a Question on a Procurement through Supplying the South West

How to Ask a Question on a Procurement

Step 1 – Login to ProContract



supplyingthesouthwest.org.uk
Procurement Portal

Navigation

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login**
- Buyers' Login

Useful Links

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

Register now >

Once your company has registered you need to add the domain **@due-north.com** to your safe senders list to ensure that you receive all email alerts

a) Go to www.supplyingthesouthwest.org.uk

b) Click on 'Suppliers Login'

How to Ask a Question on a Procurement

Step 1 – Login to ProContract

- c) If your company is not yet registered on Supplying the South West, fill in your organisations details and click '*Continue registration*'. Follow the on screen instructions. Once you have been issued log in details, return to this page to login.
- d) If your company is already registered, click '*Log in here*'

How to Ask a Question on a Procurement

Step 1 – Login to ProContract

PROACTIS
The Spend Control Company

ProContract

Log In

User Name
it@bournemouth.gov.uk

Password

[Forgotten your username or password?](#)

Continue

Welcome to ProContract

Already registered?
Simply enter your chosen username and password and click 'Continue'

New to ProContract?

Suppliers - 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](#)

Migrated from ProContract Version 2?
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

Still need help?
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Cookie Policy](#)

Secure Site

- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North at ProContractSuppliers@proactis.com

How to Ask a Question on a Procurement

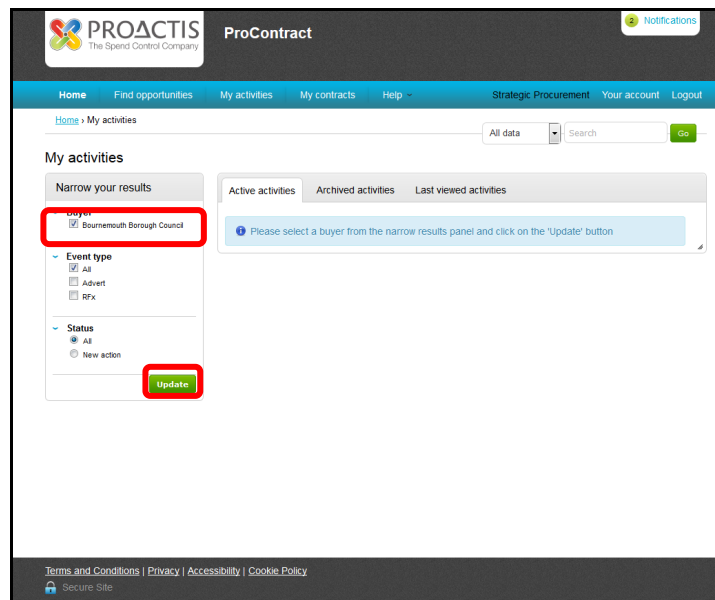
Step 2 - How to Ask a Question

The screenshot shows the ProContract website interface. At the top, there is a header with the PROACTIS logo (The Spend Control Company) and the ProContract logo. A 'Notifications' button is in the top right. Below the header is a navigation bar with tabs: Home, Find opportunities, My activities (highlighted with a red box), My contracts, and Help. On the right of the navigation bar are links for Strategic Procurement, Your account, and Logout. Below the navigation bar is a search bar with a dropdown menu set to 'All opportunities', a search input field, and a 'Go' button. The main content area is titled 'Home page' and contains several sections: 'Activities' (with sub-tabs: Active, Recently added, Last viewed), 'Company details summary' (with an 'Edit' link), 'Strategic Procurement' (showing address: Town Hall, St Stephen's Road, Bournemouth, Dorset, BH2 6DY), 'Description' (showing keywords: Sport, Event, Bournemouth), 'Vendor profile' (showing a questionnaire: Standard Selection Questionnaire (SQ) with an 'Edit' link and 0% complete status), and 'Workgroups'.

- g) Once you are logged in, you will need to navigate to the contract opportunity that you want to ask a question for.
- h) To do this, select 'My Activities'

How to Ask a Question on a Procurement

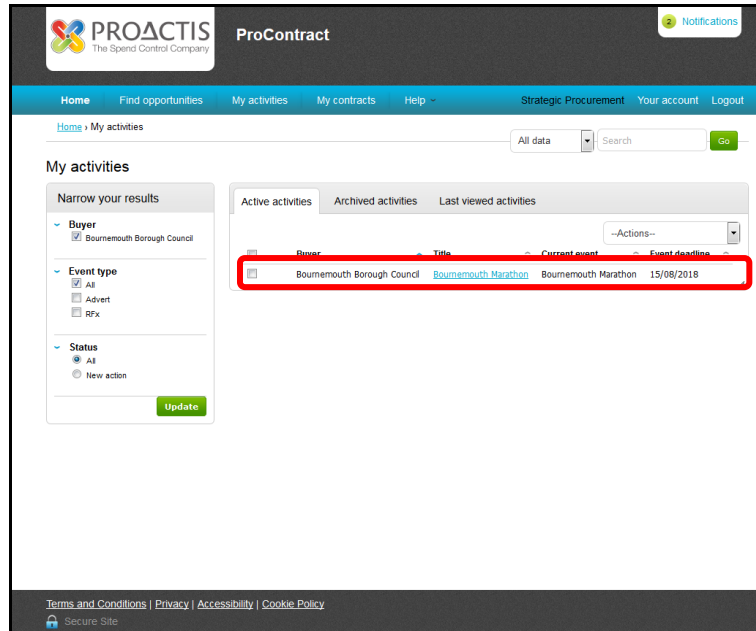
Step 2 - How to Ask a Question



- i) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'
- j) To view Bournemouth Borough Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth Borough Council' then click 'Update'.

How to Ask a Question on a Procurement

Step 2 - How to Ask a Question



- k) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth Borough Council
- l) Select the blue hyperlink of the relevant contract opportunity that you wish to ask a question for

How to Ask a Question on a Procurement

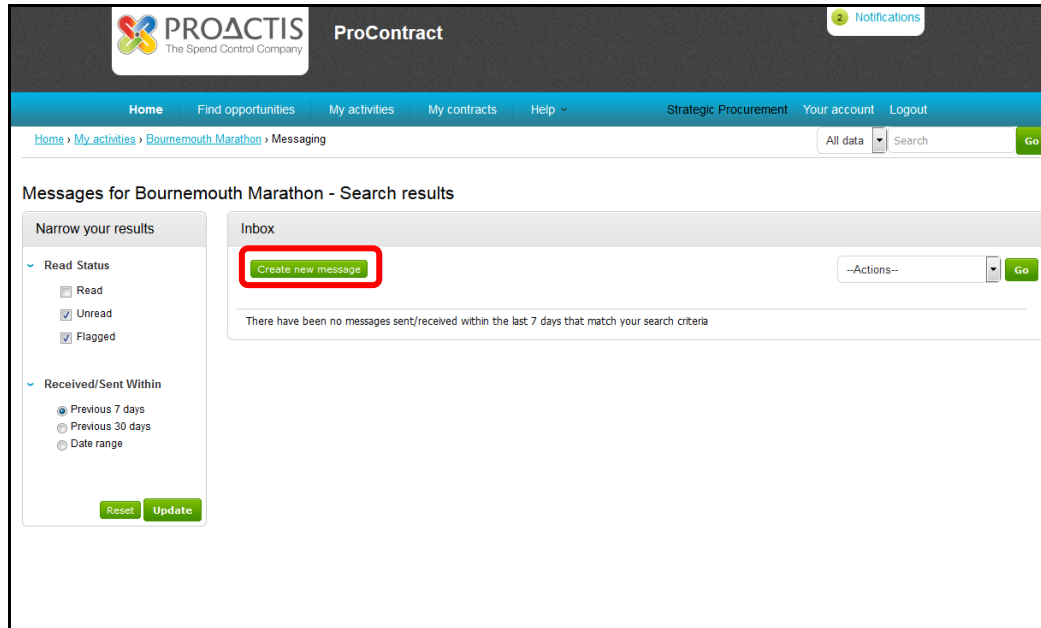
Step 2 - How to Ask a Question

The screenshot displays the ProContract website interface. At the top, the header features the logo for 'supplyingthesouthwest.org.uk Procurement Portal' and the 'ProContract' branding. A navigation bar below the header includes links for 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Strategic Procurement', 'Your account', and 'Logout'. The main content area is titled 'Activity : Bournemouth Marathon' and includes a '< Back to home page' link. Below this, there is a section for 'Events' with a table listing two activities. The first activity, 'Bournemouth Marathon', is marked as 'Not started (Respond by: 15/08/2018)' and includes details such as 'Activity type: RFQ', 'Reference: 5266107', 'Respond by: 15 August 2018 at 14:00', and 'Response status: Not started'. The second activity, also 'Bournemouth Marathon', is marked as 'Expression of interest accepted'. To the right of the events table, there is a 'Messages (0)' box, which is highlighted with a red rectangle. This box contains the text 'You have received 0 message(s) of which 0 are unread' and links for 'View all' and 'View unread'. Below the messages box is an 'Audit history' section with a 'View audit history' link. The footer of the page includes a 'Secure Site' link, 'Terms and Conditions', 'Privacy', 'Accessibility', and 'Cookie Policy' links, along with the 'Powered by PROACTIS' logo.

m) In the 'Messages' box, click on 'View all'.

How to Ask a Question on a Procurement

Step 2 - How to Ask a Question



n) Select 'Create New Message'

How to Ask a Question on a Procurement

Step 2 - How to Ask a Question

The screenshot shows the 'New message' form in the ProContract system. The form is titled 'New message' and includes the following fields and elements:

- To:** Project team
- Subject:** Clarification Question
- Attachments:** (indicated by a green plus icon)
- Main Text Field:** Contains the message: 'Dear Project Team, Please could you confirm what is meant by specification point 2.1. Kind Regards Company A'.
- Buttons:** 'Send message' (green) and 'Cancel' (blue).

Red annotations highlight the 'Subject' field, the 'Attachments' section, the main text field, and the 'Send message' button.

- o) Add a Subject within the Subject Field and add your Question within the Main Text Field.
- p) If required, you can add an attachment using the 'Attachments' section below the Subject Field.

- q) Click 'Send Message'
- r) This message has now been sent directly to the Project Team

How to Ask a Question on a Procurement

Step 3 – Viewing and responding to messages

The screenshot displays the ProContract web application interface. At the top, the ProContract logo and navigation menu are visible. The main content area shows the 'Messaging' section for 'Bournemouth Marathon'. On the left, there is a sidebar for filtering messages by 'Read Status' (Read, Unread, Flagged) and 'Received/Sent Within' (Previous 7 days, Previous 30 days, Date range). The main area displays an 'Inbox' table with columns: Ref No, Subject, From, Date, and Public. A red box highlights the message with Ref No 1.1.1, Subject 'RE: Clarification Question', From 'Project team', and Date '16/07/2018 12:47'.

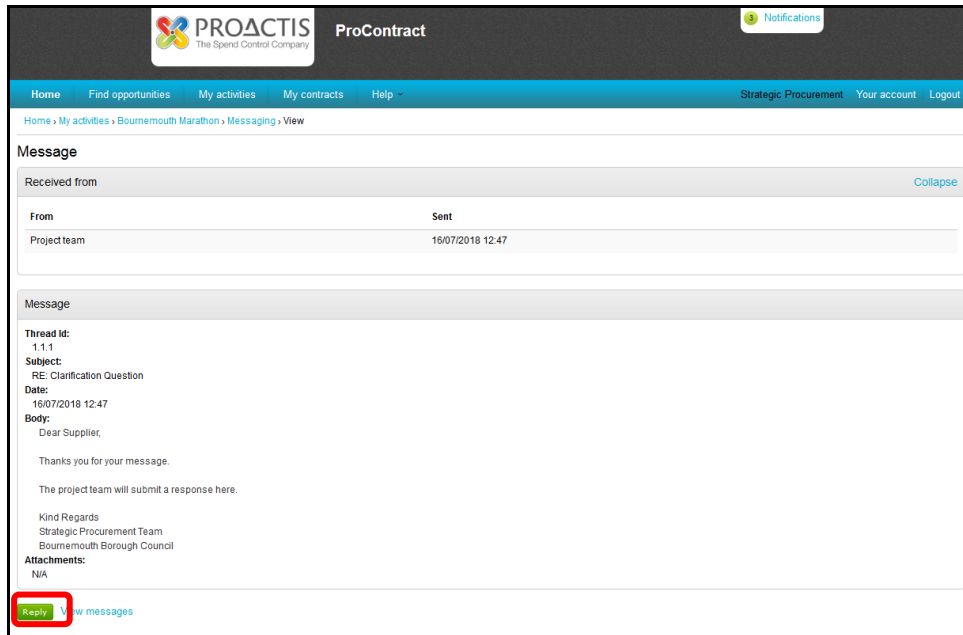
Ref No	Subject	From	Date	Public
1.1	Clarification Question	Strategic Procurement - Procurement	16/07/2018 12:45	
1.1.1	RE: Clarification Question	Project team	16/07/2018 12:47	

- s) If you receive any notifications regarding a message being issued, you will be able to review these within the Messaging area.

- t) When you receive a notification, you can follow the hyperlink in the e-mail and it will take you directly to the message that has been published.
- u) Click on the hyperlink to read messages that have been issued through ProContract.

How to Ask a Question on a Procurement

Step 3 – Viewing and responding to messages



v) You can use the 'Reply' button to respond to any messages you receive where appropriate.



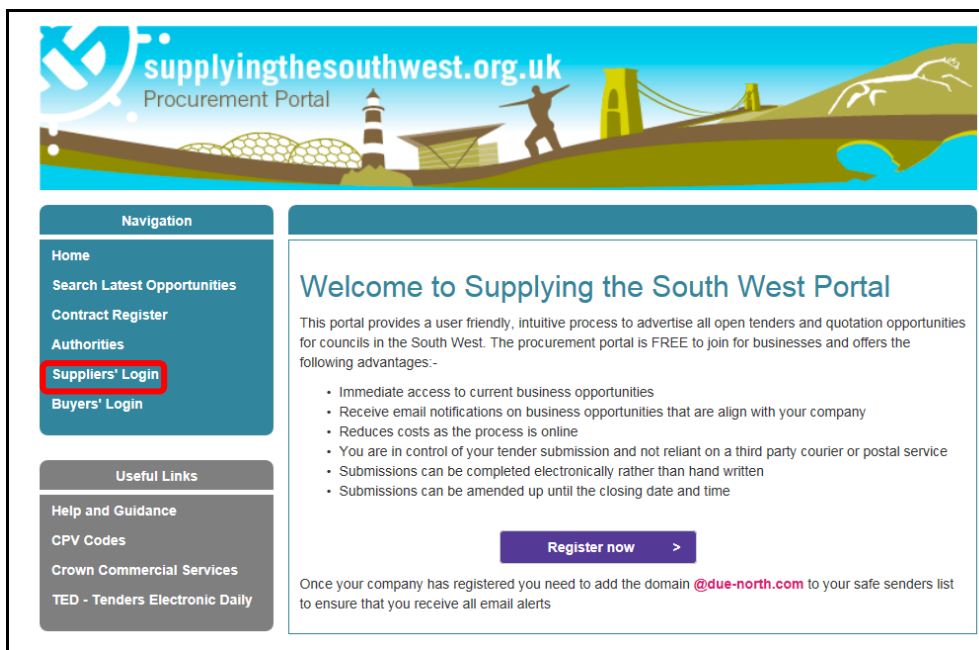
Working together

ProContract Step by Step

How to Submit your Response through Supplying the South West

How to Submit your Response through Supplying the South West

Step 1 – Login to ProContract



- a) Go to www.supplyingthesouthwest.org.uk
- b) Click on 'Suppliers Login'

How to Submit your Response through Supplying the South West

Step 1 – Login to ProContract

- c) If your company is not yet registered on Supplying the South West, fill in your organisations details and click '*Continue registration*'. Follow the on screen instructions. Once you have been issued log in details, return to this page to login.
- d) If your company is already registered, click '*Log in here*'.

How to Submit your Response through Supplying the South West

Step 1 – Login to ProContract

PROACTIS
The Spend Control Company

ProContract

Log In

User Name

Password

[Forgotten your username or password?](#)

Continue

Welcome to ProContract

Already registered?
Simply enter your chosen username and password and click 'Continue'

New to ProContract?
Suppliers - 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](#)

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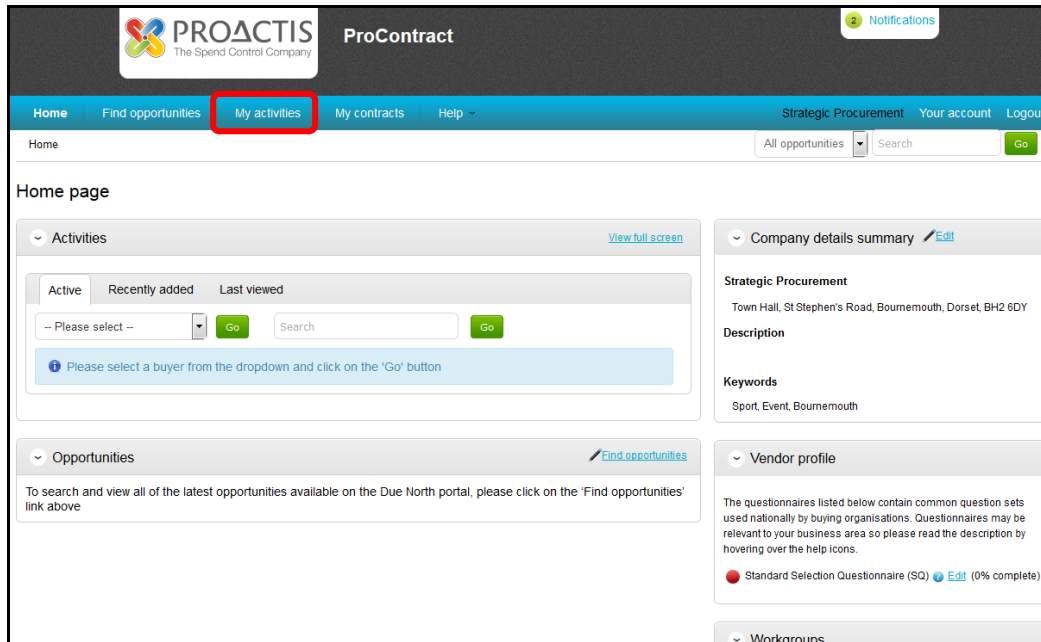
[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Cookie Policy](#)

Secure Site

- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North at ProContractSuppliers@proactis.com

How to Submit your Response through Supplying the South West

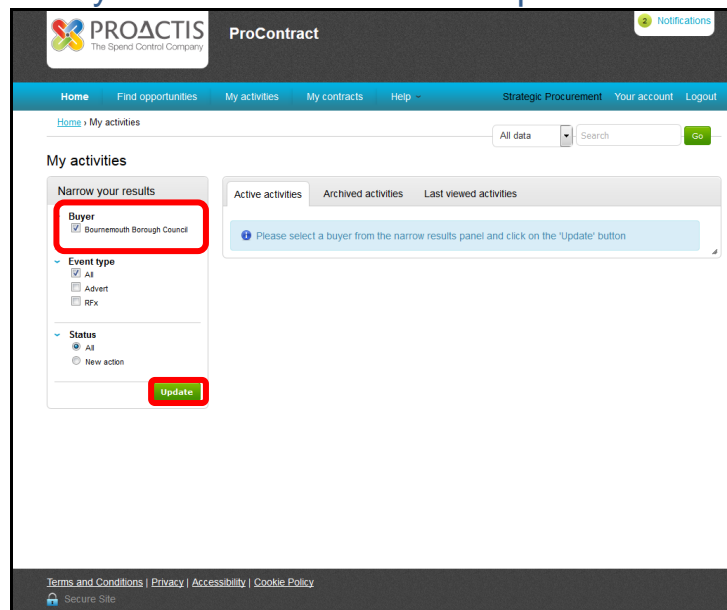
Step 2 - Find the Contract you want to Submit a Response for



- g) Once you are logged in, you will need to navigate to the contract opportunity that you are submitting a response for. To do this, select 'My Activities'.

How to Submit your Response through Supplying the South West

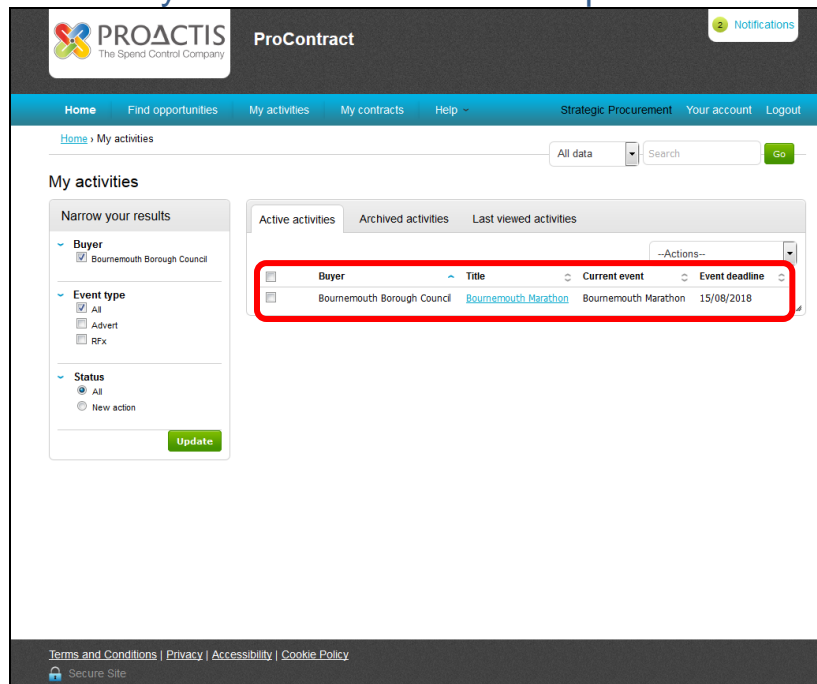
Step 2 - Find the Contract you want to Submit a Response for



- h) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'
- i) To view Bournemouth Borough Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth Borough Council' then click '*Update*'.

How to Submit your Response through Supplying the South West

Step 2 - Find the Contract you want to Submit a Response for



- j) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth Borough Council.
- k) Select the blue hyperlink of the relevant contract opportunity that you wish to submit a response for.

How to Submit your Response through Supplying the South West

Step 2 - Find the Contract you want to Submit a Response for

The screenshot displays the 'supplyingthesouthwest.org.uk' Procurement Portal. The main navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. The user is logged in as 'ProContract'. The breadcrumb trail shows 'Home > My activities > Bournemouth Marathon'. The page title is 'Activity : Bournemouth Marathon'. A red rectangle highlights the 'Bournemouth Marathon' event details, which include: Activity type: RFQ, Reference: 5266107, Respond by: 15 August 2018 at 14:00, and Response status: Not started. To the right of the event details are links for 'Hide details' and 'Start'. Below the highlighted event, there is another event listed: 'Bournemouth Marathon' with status 'Expression of interest accepted' and links for 'View details' and 'Open'. On the right side of the page, there are sections for 'Archive this activity', 'Messages (0)' (indicating 0 unread messages), and 'Audit history' (with a link to 'View audit history'). The footer contains links for 'Secure Site', 'Terms and Conditions', 'Privacy', 'Accessibility', and 'Cookie Policy', along with the 'Powered by PROACTIS' logo.

- i) The system will show a few 'events'. You will need to select the event that shows as 'Not Started' or 'In Progress'. Click on the hyperlink of the contract name that you want to submit a response for.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response

The screenshot shows the ProContract web application interface. The header includes the PROACTIS logo, the text 'ProContract', and a 'Notifications' badge. The navigation bar contains links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area is titled 'Home > My activities > Bournemouth Marathon > Bournemouth Marathon' and includes a '<Back to dashboard' link. The 'Activity Information' section displays details for a Bournemouth Marathon event, including the buyer, title, and description. The 'Attachments' section lists various documents such as 'Appendix 1 - Specification for Marathon V1.00.pdf' and 'Supplier Response - Part A - Supplier Questionnaire v1.00.docx'. The 'Terms & conditions' section shows a link to 'Standard Goods and Services Terms and Conditions'. On the right side, the 'Deadline & Time remaining' section indicates a deadline of '15th August 2018 at 2:00 PM' and a 'Time remaining' counter showing '29 Days 23 Hours 36 Minutes 29 Seconds'. The 'Messages & Clarifications' section shows a message from the buyer. The 'Response controls' section contains a red-bordered button labeled 'Start my response', along with links for 'Register intent to respond' and 'No longer wish to respond'.

m) To begin submitting your response, click 'Start my Response'.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response

The screenshot displays the ProContract web interface for creating an RFQ response. The header includes the PROACTIS logo and navigation links. The main content area is titled 'Create RFQ response' and features a progress bar with four steps: 1. Details, 2. Additional information, 3. Attachments, and 4. Terms & conditions. The 'Details' step is currently active. Below the progress bar, the page provides instructions for the wizard, including a response reference number (108209699) and a 'Continue' button highlighted with a red box. The footer contains security and privacy links.

PROACTIS
The Spend Control Company

ProContract

Notifications

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response

Create RFQ response

1 Details 2 Additional information 3 Attachments 4 Terms & conditions

Response reference: 108209699

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

Secure Site Terms and Conditions | Privacy | Accessibility | Cookie Policy

n) You will then be taken to the Response Wizard, read the guidance and click '*Continue*'.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response

The screenshot shows the 'Create RFQ response' interface in the ProContract system. The top navigation bar includes the ProACTIS logo and a 'ProContract' header. Below this is a menu with options like 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Strategic Procurement', 'Your account', and 'Logout'. The breadcrumb trail indicates the user is in 'Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response'. The main form area has a title 'Create RFQ response' and four tabs: 'Details', 'Additional information' (which is active and highlighted with a blue circle), 'Attachments', and 'Terms & conditions'. Under the 'Additional information' tab, there are three optional fields: 'Supplier reference (optional)', 'Response information (optional)', and 'Additional comments (optional)'. The 'Supplier reference' and 'Response information' fields are highlighted with red rectangles. At the bottom of the form, there are four buttons: 'Continue' (highlighted with a red rectangle), 'Reset', 'Cancel', and 'Back'.

- o) Add a Supplier Reference for your Response. This is optional but it may be that your company has a reference number for tenders that you submit responses for.
- p) Add any details you may want to within Response Information. Again, this is optional. Click '*Continue*'.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response

PROACTIS The Spend Control Company ProContract

3 Notifications

Home Find opportunities My activities My contracts Help ~ Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response

Create RFQ response

Details Additional information 3 Attachments 4 Terms & conditions

No attachments

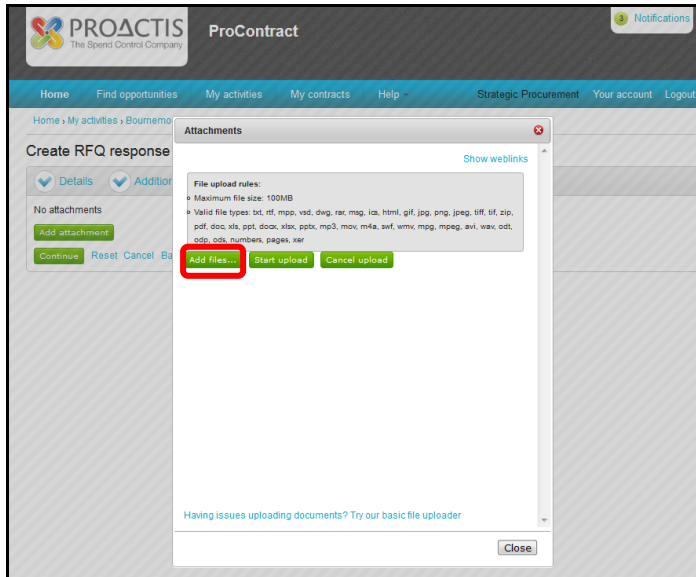
Add attachment

Continue Reset Cancel Back

- q) You will now need to upload and attach your completed tender documents to the system that form your submission.
- r) To do this, select 'Add Attachment'.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response



TIP:

Ensure that you upload all the documents that you are requested to complete and submit as part of your tender response.

- s) You can either drag files into the white section of the box or you can select 'Add files' and add them from your local hard drives.
- t) Once you have selected all the documents that you want to submit as part of your response, select the 'Start upload' button to add the files to the system. You will then need to select the files from the area on your own computers hard drive where the documents are saved.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response

PROACTIS The Spend Control Company ProContract

Notifications

Home Find opportunities My activities My contracts Help ~ Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response

Create RFQ response

Details Additional information 3 Attachments 4 Terms & conditions

Appendix 1 - Specification for Marathon V1.00.pdf 121 KB

Add attachment

Continue Reset Cancel Back

- u) You will then be returned to the response screen where it will show all of the attachments that you have just uploaded. Ensure that all the attachments that you want and are required to submit as part of your response are shown in this list.
- v) When you are certain that all of the documents that you wish to submit are shown in the above list, please press the 'Continue' button

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response

PROACTIS The Spend Control Company ProContract

3 Notifications

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response

Create RFQ response

Details Additional information Attachments 4 Terms & conditions

Please follow the link to read the terms and conditions

[Standard Goods and Services Terms and Conditions](#)

☐ Accept

☐ Decline

Finish Reset Cancel Back

- w) Review the Terms and Conditions that will form the contract. If you are happy to accept the terms, choose the radio button next to 'Accept'.
- x) If you are not happy to accept the terms, choose the radio button next to 'Decline'. If you choose 'Decline' you will be required to provide detail of why you decline the Terms and Conditions. Click '*Finish*'.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response

The screenshot shows the 'My response' page in the ProContract system. The page header includes the ProContract logo and navigation links. The breadcrumb trail is 'Home > My activities > Bournemouth Marathon > Bournemouth Marathon'. The response ID is 108209699 and its status is 'Draft'. The 'Additional information' section shows the 'Supplier reference' as 'Company A Tender Submission'. The 'Terms & conditions' section shows 'Accepted' and a 'Decline' button, which is highlighted with a red rectangle. Below this is a link to 'Standard Goods and Services Terms and Conditions'. The 'Attachments' section shows a PDF file named 'Appendix 1 - Specification for Marathon V1.00.pdf' with a size of 121 KB and an 'Add attachment' button. On the right side, there is a 'Deadline & Time remaining' section with a deadline of '15th August 2018 at 2:00 PM' and a 'Time remaining' counter showing 29 days, 23 hours, 21 minutes, and 36 seconds. Below this is a 'Response controls' section with 'Submit response' and 'Open response online' buttons, and a 'Submission checklist' showing 'Terms & conditions' and 'Attachments' as completed. At the bottom right is an 'Audit history' section with a 'View audit history' link.

- y) You will then be taken to this Summary screen. In some cases you may need to accept the terms and conditions again. To do this, press either accept or decline if required.

How to Submit your Response through Supplying the South West

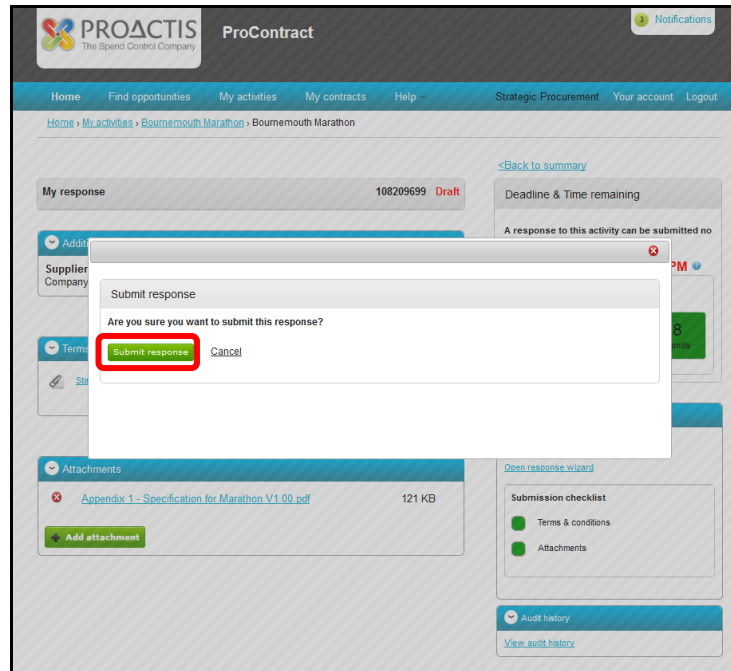
Step 3 – Submit your Response

The screenshot displays the ProContract web application interface. At the top, the header includes the ProACTIS logo and navigation links like Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area is titled 'My response' for the 'Bournemouth Marathon' tender. It shows a draft response with ID 100209699. Key sections include: 'Additional information' with a supplier reference; 'Terms & conditions' marked as 'Accepted'; and 'Attachments' with a PDF file. A red box highlights the 'Response controls' section, which contains a 'Submit response' button, a link to 'Open response wizard', and a 'Submission checklist' showing 'Terms & conditions' and 'Attachments' as completed. To the right, a 'Deadline & Time remaining' section indicates the submission deadline is 15th August 2018 at 2:00 PM, with a time remaining of 29 days, 23 hours, 21 minutes, and 36 seconds.

- z) The submission checklist should show everything in green that you need to do. If there is something in red then you will need to action it. If you are ready to submit your response, press 'Submit response'.
- aa) If you are not yet ready to submit your response, select 'Back to Summary' at the top. The attachments and responses that you have loaded to the system will be saved but not submitted. PLEASE NOTE THAT THIS MEANS YOUR RESPONSE IS NOT COMPLETE. You must return to the system to continue your response and submit. Please follow the step 'Continuing with a Submission that you had Previously Started but not Submitted' below.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response



bb) You will be asked to confirm that you want to submit your response, click '*Submit response*'.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response

The screenshot displays the ProContract web application interface. At the top, the ProACTIS logo and 'ProContract' text are visible. The navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. The main content area shows details for a tender titled 'Bournemouth Marathon'. The 'Activity Information' section includes the buyer (Bournemouth Borough Council), title (Bournemouth Marathon ID: 5266107), and a description of the event. The 'Attachments' section lists various documents such as 'Appendix 1 - Specification for Marathon V1.00.pdf' and 'Supplier Response - Part A - Supplier Questionnaire v1.00.docx'. The 'Terms & conditions' section shows the 'Standard Goods and Services Terms and Conditions'. On the right side, the 'Deadline & Time remaining' section indicates a deadline of 15th August 2018 at 2:00 PM, with a timer showing 29 days, 23 hours, 1 minute, and 40 seconds remaining. A green 'Submitted' button is highlighted with a red box. Below this, the 'Messages & Clarifications' section shows 0 messages. At the bottom right, the 'Response controls' section includes a link to 'Add my response' and a note that the user no longer wishes to respond.

PROACTIS
The Spend Control Company

ProContract

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon

Activity Information

Buyer: Bournemouth Borough Council
Title: Bournemouth Marathon ID: 5266107
Description: Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seaford and surrounding Highways and Parks.

Attachments

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

Attachment	Size
Appendix 1 - Specification for Marathon V1.00.pdf	121 KB
Supplier Information - Bournemouth Marathon V1.00.pdf	415 KB
Supplier Response - Part A - Supplier Questionnaire v1.00.docx	57 KB
Supplier Response - Part B - Minimum Requirements v1.00.docx	31 KB
Supplier Response - Part C - Pricing Evaluation v1.00.xlsx	12 KB
Supplier Response - Part D - Quality Evaluation v2.00.pdf	214 KB
Supplier Response - Part E - Form of Tender and ACC V1.00.pdf	82 KB

Terms & conditions

Standard Goods and Services Terms and Conditions

Deadline & Time remaining

A response to this activity can be submitted no later than
15th August 2018 at 2:00 PM

Time remaining
29 23 1 40
Days Hours Minute Seconds

Submitted

Messages & Clarifications (0)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread
View all | View unread

Response controls

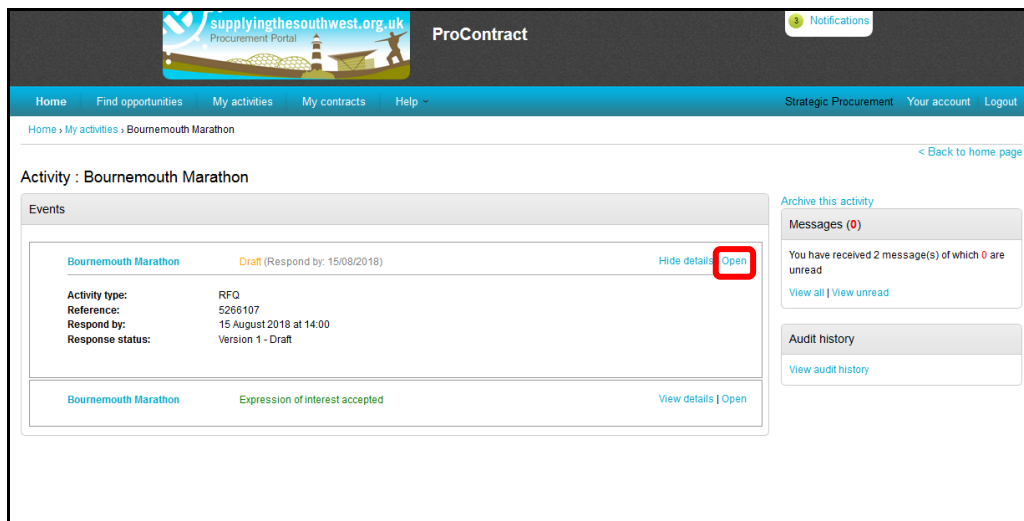
Would like to add my response
No longer wish to respond

cc) Your response will then show as 'Submitted'. You will receive an email from ProContract confirming that your submission has been successful. If you have not received confirmation by e-mail, please contact Due North on 0330 005 0352 to confirm you have submitted your response.

- dd) If you wish to amend your response after submitting, you can make amendments by selecting 'I would like to edit my response'. This will create a second version of your submission. Ensure that you allow plenty of time before the submission deadline if you choose to edit your submission. You must ensure that your edited response is submitted before the deadline.
- ee) If you do not want to edit your submitted response, select 'Back to Summary'.

How to Submit your Response through Supplying the South West

Step 4 – Continuing with a submission not previously submitted



- ff) You will only need to follow this step where you started to submit your response but did not finalise your submission. Log back into ProContract and find the contact that you wish to submit a response for.
- gg) From the activity screen of the contract that you wish to continue submitting your response for, you will see that it states in 'Draft'. To complete your submission, select 'Open'.

How to Submit your Response through Supplying the South West

Step 4 – Continuing with a submission not previously submitted

PROACTIS
The Spend Control Company

ProContract

Notifications

Home Find opportunities My activities My contracts Help

Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon

[<Back to dashboard](#)

Activity Information

Buyer: Bournemouth Borough Council
Title: Bournemouth Marathon ID: 5266107
Description: Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seaford and surrounding Highways and Parks.

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Terms & conditions

[Standard Goods and Services Terms and Conditions](#)

Deadline & Time remaining

A response to this activity can be submitted no later than
15th August 2018 at 2:00 PM

Time remaining

29 Days 23 Hours 6 Minutes 56 Seconds

Messages & Clarifications (0)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer
You have received 0 message(s) of which 0 are unread
[View all](#) | [View unread](#)

Response controls

[No longer wish to respond](#)

My responses

Version 1	Draft	Edit
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hh) On the next screen you will see in the bottom right your response history. To continue with the submission of your response, select '*Edit*' next to the latest version

How to Submit your Response through Supplying the South West

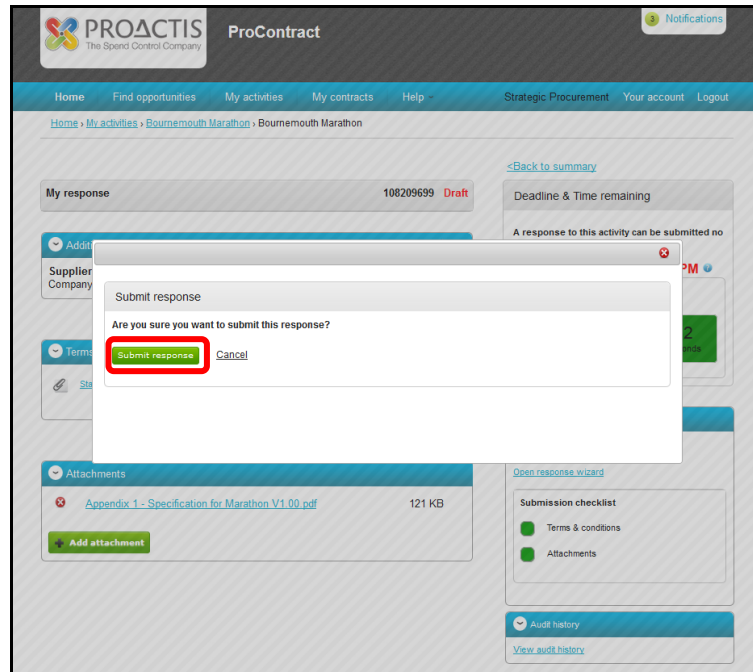
Step 4 – Continuing with a submission not previously submitted

The screenshot shows the ProContract web interface. The header includes the ProContract logo and navigation links. The main content area is titled 'My response' and shows a draft response with ID 108209699. It includes sections for 'Additional information' (Supplier reference: Company A Tender Submission), 'Terms & conditions' (Accepted), and 'Attachments' (Appendix 1 - Specification for Marathon V1.00.pdf, 121 KB). A red box highlights the 'Submit response' button. The right sidebar shows the deadline (15th August 2018 at 2:00 PM) and a submission checklist with 'Terms & conditions' and 'Attachments' marked as complete.

- ii) You will then be taken to the response screen. From here you can edit your response as required.
- jj) The submission checklist should show everything in green that you need to do. If there is something in red then you will need to action it.
- kk) If you are ready to submit your response, press 'Submit Response'.

How to Submit your Response through Supplying the South West

Step 4 – Continuing with a submission not previously submitted



II) You will be asked to confirm that you want to submit your response, click '*Submit response*'.

How to Submit your Response through Supplying the South West

Step 4 – Continuing with a submission not previously submitted

PROACTIS The Spend Control Company **ProContract** Notifications

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon

[<Back to dashboard](#)

Activity Information

Buyer: Bournemouth Borough Council
Title: Bournemouth Marathon ID: 5266107
Description: Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seafront and surrounding Highways and Parks.

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Terms & conditions

[Standard Goods and Services Terms and Conditions](#)

Deadline & Time remaining

A response to this activity can be submitted no later than
15th August 2018 at 2:00 PM

Time remaining

29 23 1 40
Days Hours Minute Seconds

Submitted

Messages & Clarifications (0)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread

[View all](#) | [View unread](#)

Response controls

[I would like to edit my response](#)

[No longer wish to respond](#)

mm) Your response will then show as 'Submitted'.

- nn) You will also receive an e-mail from ProContract confirming that your submission has been submitted. If you have not received a confirmation notification by e-mail of your submission, please contact Due North on 0330 005 0352 to confirm you have submitted your response.
- oo) If you wish to amend your response after submitting, you can make amendments by selecting 'I would like to edit my response'. This will create a second version of your submission. Ensure that you allow plenty of time before the submission deadline if you choose to edit your submission. You must ensure that your edited response is submitted before the deadline.
- pp) If you do not want to edit your submitted response, select 'Back to Dashboard'.