

Asking Questions and Clarifications

When a bidder has a question to ask in relation to the tender, it is important that this is done in the correct way.

Great Places, as the Contracting Authority, is required to follow rules in line with the Public Contract Regulations, that ensures fairness and transparency.

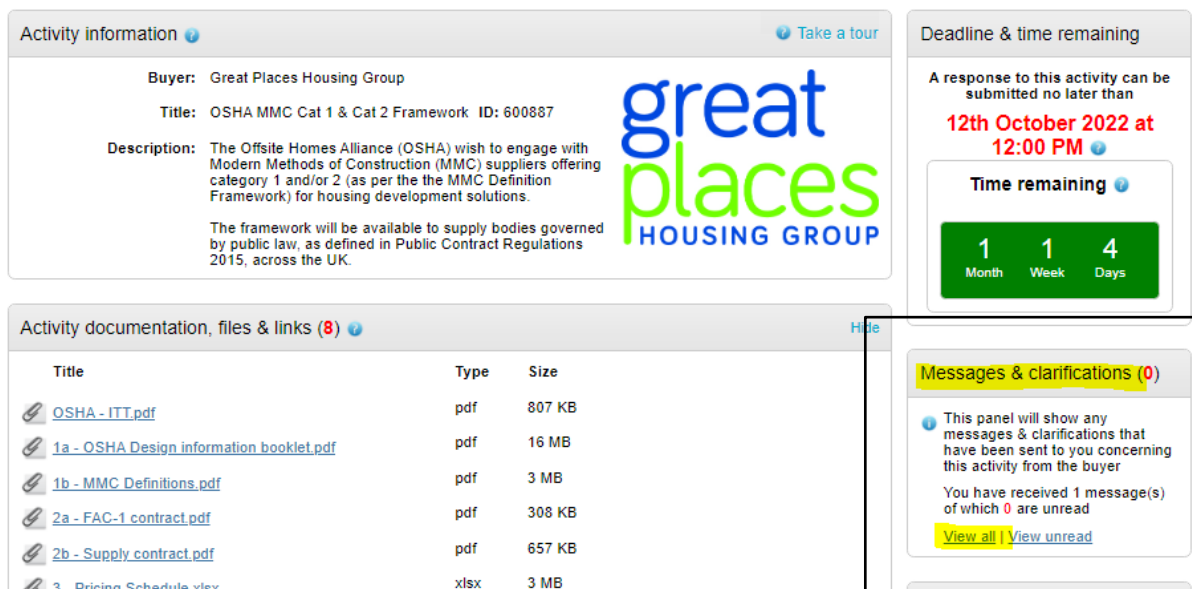
This means that all questions or queries regarding clarification and the like should be raised using the ProContract “Messages” system.

Correspondence attempted in any format outside the use of the ProContract system will not be considered or responded to.

Any communication or attempt to communicate with any of the Central Purchasing Body's staff, officers, consultants or board members in relation to this procurement may result in disqualification from the procurement process.

The messaging function can be accessed as follows:

1. Click ‘view all’ or ‘view unread’ on the right hand side of the screen, in the ‘Messages and Clarifications’ box.

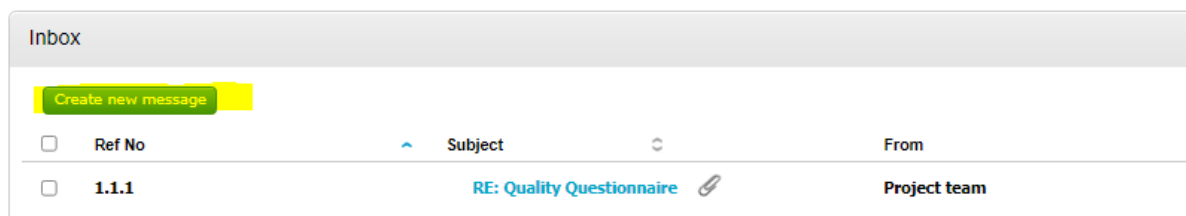


The screenshot displays the ProContract messaging interface. It includes an 'Activity information' section with details about the buyer (Great Places Housing Group), title (OSHA MMC Cat 1 & Cat 2 Framework), and description. A 'Deadline & time remaining' section shows a response deadline of 12th October 2022 at 12:00 PM, with a time remaining counter showing 1 month, 1 week, and 4 days. Below this is an 'Activity documentation, files & links' section with a table of documents.

Title	Type	Size
OSHA - IIT.pdf	pdf	807 KB
1a - OSHA Design information booklet.pdf	pdf	16 MB
1b - MMC Definitions.pdf	pdf	3 MB
2a - FAC-1 contract.pdf	pdf	308 KB
2b - Supply contract.pdf	pdf	657 KB
3 - Pricing Schedule.xlsx	xlsx	3 MB

On the right side, a 'Messages & clarifications (0)' box is highlighted, containing instructions and links to 'View all' and 'View unread'.

2. Click the green ‘Create New Message’ button.



The screenshot shows the ProContract inbox interface. A green 'Create new message' button is highlighted at the top. Below it is a table of messages with columns for 'Ref No', 'Subject', and 'From'.

Ref No	Subject	From
<input type="checkbox"/> 1.1.1	RE: Quality Questionnaire	Project team

3. Enter a relevant subject title and message for clarification. Please note that all clarification requests and responses will be anonymised and circulated to all bidders in line with the Tender Instructions detailed in the ITT.

New message

Private recipients

To: Project team

Message

Subject: [Redacted]

Body:

[Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Insert Image, Insert Video, Text Color, Background Color, Decrease Indent, Increase Indent, Text Color, and Help]

[Redacted]

Attachments: +

[Send message](#) [Cancel](#)

4. You can also read the other clarification responses by clicking on the Subject link.

Create new message	
Ref No	Subject
1.1.1	RE: Quality Questionnaire

Message

Thread Id:

1.1.1

Subject:

RE: Quality Questionnaire

Date:

24/08/2022 13:08

Body:

Sent: 24/08/2022 12:24

Subject: Quality Questionnaire

Apologies but I can't find the Quality Questionnaire in the tender documents. Please can you help?

Best wishes, [Removed]

Response: Please see attached guidance on how to access and complete the question sets. Item 7.

Attachments:

[Supplier Guide to Access a Great Places ITT.pdf](#)