



Government *of*
JERSEY

Guidance on Viewing Published Documents.

- Login to the system and then it will take you to your homepage.
- From the **Activities** section click on the title of the Activity you wish to work on.
- Each stage of the procurement process will be seen as its own section.
- To view the relevant stage of the project click **Open** within the relevant stage.

Home page

Activities [View full screen](#)

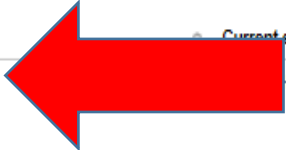
Active Recently added Last viewed

States of Jersey Search

Buyer	Title	Current event	Event deadline
States of Jersey	SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment	Les Quennevais School - Fittings, Furniture & Equipment	26/07/2019

Opportunities [Find opportunities](#)

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



Activity : SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment

Events

SoJ-GHE-Les Quennevais School - **Registered intent** (Respond by: [Hide details](#) | [Open](#))

[Fittings, Furniture & Equipment](#) 26/07/2019

Activity type: ITT
Reference: 397567
Respond by: 28 July 2019 at 12:00
Response status: Registered intent - 12/07/2019 at 12:08

SoJ-GHE-Les Quennevais School - **Expression of interest accepted** ([View details](#) | [Open](#))

[Fittings, Furniture & Equipment V2](#)




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

Activity information [Take a tour](#)

Buyer: States of Jersey

Title: SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment ID: 397557

Description: The GoJ are seeking tenders for the supply of Fittings, Furniture and Equipment for the new Les Quennevais School in Jersey Documents are ready for downloading.



Deadline & time remaining

A response to this activity can be submitted no later than

26th July 2019 at 12:00 PM

Time remaining

1	1	13
Week	Hour	Seconds

Activity documentation, files & links (2) [Hide](#)

Title	Type	Size
View Respond to EOJ RFQ PPO ITT.pdf	pdf	215 KB
SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment.zip	zip	31 MB

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](#)

Terms & conditions (1) [Hide](#)

Terms Included in the Tender or RFQ Documentation

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

So far you have.....


- Indicated intent to respond (12/07/2019 12:08)

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

- Start response or opt out the activity
- Complete the additional information section
- Upload at least one attachment
- Accept terms & conditions fully or in part
- Submit your response

Options currently available to you are

[Start my response](#) [Opt out](#)



The Response Summary

This will open up the response summary that will allow you complete you response by completing each stage of the page:

- Additional Information
- Response documentation ,files and links
- Terms and Conditions

Your response summary [←Back to summary](#) [Take a tour](#)

Response information

Supplier: States of Jersey	Company reg number: N/A
Workgroup: Jersey Old	Company address: Corporate Procurement PO Box 353 St Helier St Helier (Jersey) Jersey (States of) JE4 8UL Website: None
Workgroup contacts: Christopher Francis, Chris Francis	
Activity id: DN397557	
Response id: R4252448	

Deadline & time remaining

A response to this activity can be submitted no later than
26th July 2019 at 12:00 PM

Time remaining

1:57
Seconds

Additional information

Supplier reference: test

Response information: test aaaaaaaaaaaaaaaaaaaaaa

Additional comments: testaaaaaaaaaaaaaaaaaaaaaaaaaaaa

[Edit](#)

Response documentation, files & links (1)

Title	Type	Size
Documents Available to Download	pdf	205 KB

[Add](#)

Terms & conditions (1)

[Decline terms & conditions](#)

[Terms Included in the Tender or RFQ Documentation](#) You have acknowledged your acceptance of the listed terms & conditions

Your response

[Response history](#)

The checklist below shows your progress on this activity

Progress checklist:

- Indicated intent to respond (19/07/2019 11:05)
- Started to draft your response
- Completed

Options currently available to you:

- Submit your response
- [Opt Out](#)

Audit history

[View audit history](#)

Submitting the Tender Response

When all information is added you can submit the response by clicking **Submit response**. You will be required to reconfirm this by clicking Submit response for a second time.

Editing Tender Response and Re-Submission

An important feature that is available after the tender response has been submitted is the ability as a Supplier to edit this response before the submission time and date has passed.

All the procuring organisation will see, is the version number of the response, but no previous submissions, providing they are all returned on time (further information on this later).


To edit a response from the tender summary screen, click **Change Response**.

Activity information [Take a tour](#)

Buyer: States of Jersey

Title: SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment ID: 397557

Description: The GoJ are seeking tenders for the supply of Fittings, Furniture and Equipment for the new Les Quennevais School in Jersey Documents are ready for downloading.



Deadline & time remaining

A response to this activity can be submitted no later than

26th July 2019 at 12:00 PM

Time remaining

1	51	29
Week	Minutes	Seconds

Activity documentation, files & links (2) [Hide](#)

Title	Type	Size
0.View Respond to EOJ RFQ PPQ ITT.pdf	pdf	215 KB
SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment.zip	zip	31 MB

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](#)

Terms & conditions (1) [Hide](#)

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

Your response (Version 1 – Submitted) [Response history](#)

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

You have successfully.....

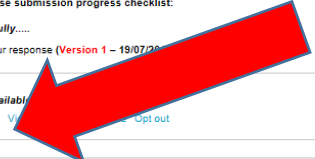
- Submitted your response (Version 1 – 19/07/2019)

Options currently available:

[Change Response](#) | [Withdraw](#) | [Opt out](#)

Audit history

[View audit history](#)



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

Messages

You can send or receive messages via the tender portal by logging on to the site. From the Activities section click on the title of the Activity you wish to work on. To view or send messages click on the 'View Messaging' link.

The screenshot displays a tender portal interface with several sections:

- Activity information:** Buyer: States of Jersey; Title: SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment ID: 397557; Description: The GoJ are seeking tenders for the supply of Fittings, Furniture and Equipment for the new Les Quennevais School in Jersey Documents are ready for downloading. Includes the Government of Jersey logo.
- Activity documentation, files & links (2):** A table listing documents:

Title	Type	Size
View Respond to EOI RFQ PPQ ITT.pdf	pdf	215 KB
SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment.zip	zip	31 MB
- Terms & conditions (1):** Terms Included in the Tender or RFQ Documentation
- Deadline & time remaining:** A response to this activity can be submitted no later than **26th July 2019 at 12:00 PM**. Time remaining: 1 Week, 1 Hour, 13 Seconds.
- Messages & clarifications (0):** This panel will show any messages & clarifications concerning this activity from the buyer. You have received 0 message(s) of which 0 are unread. Includes a red arrow pointing to the panel.
- Your response:** The checklist below shows the current status of your response to this activity. This is your response submission progress checklist:
 - So far you have....**
 - Indicated intent to respond (12/07/2019 12:08)
 - Before you can submit your response you need to...**
 - Start response or opt out the activity
 - Complete the additional information section
 - Upload at least one attachment
 - Accept terms & conditions fully or in part
 - Submit your responseOptions currently available to you are....

New message

To: Project team

Subject:

Attachments: [+](#)

Will the branding be required on the front only, or back too?



Click [Send message](#) to issue the message to the procuring organisation. The sent message is now shown in the Inbox.

Inbox




--Actions-- [Go](#)

Ref No	Subject	From	Date	
<input type="checkbox"/> 1.1	Additional Info	Project team	12/03/2015 15:40	
<input type="checkbox"/> 2.1	Branding	Cox & Clifton - Support	12/03/2015 15:44	

[Create new message](#)

When a reply to that message is sent by the procuring organisation, you will see that the reply is linked to the original message by the numbering. All messages you send to the procuring organisation will be privately sent to them, shown by the  symbol. When the procuring organisation replies they may reply privately to you alone () ,

or publicly (so all suppliers involved in this stage) can see the response (). **Note:** The system will NEVER show which supplier sent the original message.

Inbox				
--Actions-- Go				
Ref No	Subject	From	Date	
<input type="checkbox"/> 1.1	Additional Info	Project team	12/03/2015 15:40	
<input type="checkbox"/> 2.1	Branding	Cox & Clifton - Support	12/03/2015 15:44	
<input type="checkbox"/> 2.1.1	RE: Branding	Project team	12/03/2015 15:55	

Create new message