

Leicestershire County Council

Guide to submitting tenders via the e-tendering portal

The e-tendering portal can be accessed via the following link;

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

Step One - Registration / login

- First time users of the Portal must register on the website
- If already registered you must login to the site

Step 2 - Find the opportunity

- East Mids tenders Homepage – [View opportunities](#)
- Supplier Homepage - [Find opportunities](#)

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ProContract
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sourcing solutions

Home page

News and announcements

Welcome to the new version of ProContract

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below:

[Migrated user instructions](#)

New to portal

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#) >

[Help](#) >

Current opportunities [Find opportunities](#)

Shown below is a list of the latest current opportunities

Opportunities		Recently added		
Buyer	Title	Start date	End date	Estimated value
Bath and North East Somerset Council	test training project 18th feb	18/02/2016 10:29:00	25/02/2016 12:00:00	N/A

Under **Narrow your results: Portals** – select EastMids Tenders and **Update**

[Home](#) > Find Opportunities

Opportunities

Narrow your results

Portals

All

Advantage SW

Aston University Procurement Portal

Bank of England

Bristol City Council - UFE

Charities Aid Foundation Procurement Portal

EastMidsTenders

Housing Procurement

Hull and East Yorkshire Hospitals NHS Trust Procurement Portal

LGSS

London Tenders

LP Portal

NCG Corporation

NEPO

NewNorth

NHS Dorset Clinical Commissioning Group

NHS Portal

Norse Group Limited

North Cumbria University Hospitals NHS Trust

Northumbria Healthcare NHS Foundation Trust

NPL Procurement Portal

Portal1

Royal College of Physicians Portal

South East Business Portal

Spirit Pub Company

Supply Great Yarmouth

Supplying the South West

The Chest

Worcestershire District Group

1 2 3 4 5 ... 12 Next >

1112-073 - Mental Health Employment Service

2016.02.03 Navigating the Portal

6 Day Nurseries

ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal

Amey Demo DPS test (Advertise opportunity on portal)

Annual Maintenance & Servicing of Communal Boiler Plant including Responsive Repair Call Out Service within the Bolton

AR Test 2

Bridgefield, Stockport Construction

Bus Tender

CC Tender Test

5 ... 12 Next >

Published date

Start date

End date

Narrow your results

Portals

EastMidsTenders

Categories

There are 0 categories selected

Add UNSPSC categories

Add NHS eClass categories

Add CPV categories

Add ProClass categories

Regions

There are 0 regions selected

Add new region

Keywords

Include closed

☐ Yes

☒ No

Expression date

Start date

End date

dd/mm/yyyy

dd/mm/yyyy

Published date

Start date

End date

dd/mm/yyyy

dd/mm/yyyy

Reset

Update

Opportunities

1 2 3 4 5 ... 12 Next >

Title

1112-073 - Mental Health Employment Service

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1 2 3 4 5 ... 12 Next >

Under **Narrow your results: Organisations**– select Leicestershire County Council and **Update**

Under **Opportunities** select the relevant tender by clicking on the blue hyperlink

Home > Find Opportunities

Opportunities - Search results

Narrow your results

Portals: EastMidsTenders

Organisations: All

Categories: There are 0 categories selected. Add UNSPSC categories, Add NHS eClass categories, Add CPV categories, Add ProClass categories.

Regions: There are 0 regions selected. Add new region.

Keywords:

Title	Buyer	Expression Start	Expression End
Community Based Personalised Services for Disabled Children	Nottinghamshire County Council	19/11/2014	31/03/2018
Dynamic Purchasing System for Send One Provider Home to School Transport Contracts	Lincolnshire County Council	19/02/2016	19/02/2024
Elective home education	Leicestershire County Council	08/02/2016	08/03/2016
Nottinghamshire Approved Provider List for Non-maintained/Independent Children's Home and Special School Placements	Nottinghamshire County Council	01/10/2013	30/04/2016
Supplier Response	Leicestershire County Council	24/02/2016	24/02/2016
Test	Leicestershire County Council	31/01/2016	29/02/2016

Step 3 - Registering an interest in the opportunity

If not logged in click on **Login and Register interest in this opportunity**

If logged in click on **Register interest in this opportunity**

Home > Find opportunities > Supplier Response

Supplier Response

Main contract details

Opportunity Id: DN5999975
Title: Supplier Response
Categories: 85000000-9 - Health and social work services
Description: Text
Region(s) of supply: EAST MIDLANDS (ENGLAND)
Estimated value: N/A
Keywords: Key word

Expression of interest window

From 24/02/2016 10:44 to 24/02/2016 12:30

[Login and register interest in this opportunity](#)

New to ProContract?
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](#)

Key dates

Estimated contract dates
Start date: 03/04/2016
End date: 03/05/2016

Contact details

Buyer: Leicestershire County Council
Contact: Arnold Lupunga
Email: arnold.lupunga@leics.gov.uk
Telephone: 0116 3055856
Address: County Hall, Leicester, Leicestershire, LE3 8RA, United Kingdom

Step 4 - Accessing the application documents

Click on **My activities** located on the blue toolbar

Under **Narrow your results** select Leicestershire County Council and **Update**

The screenshot shows the 'My activities' page. The 'My activities' tab is selected in the top navigation bar. On the left, the 'Narrow your results' panel has 'Buyer' set to 'Leicestershire County Council' and 'Event type' set to 'All'. The 'Update' button is highlighted. A message box states: 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

Select the contract opportunity you want to respond to by clicking on the blue hyperlink

The screenshot shows the 'My activities' page with a list of contract opportunities. The 'Title' column is highlighted. The table has columns: Buyer, Title, Current event, and Event deadline. The 'Title' column contains blue hyperlinks.

	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	★ Leicestershire County Council	160122	160122	22/01/2016
<input type="checkbox"/>	★ Leicestershire County Council	Child 61534 160113	Child 61534 160113	13/01/2016
<input type="checkbox"/>	Leicestershire County Council	EMRFCA 3	EMRFCA 3	22/02/2016
<input type="checkbox"/>	★ Leicestershire County Council	Pcards	Pcards	11/02/2016
<input type="checkbox"/>	★ Leicestershire County Council	Test 2 EMRCFA	Test 2 EMRCFA	18/02/2016
<input type="checkbox"/>	Leicestershire County Council	Test EMCFRA	Test EMCFRA	18/02/2016

Under **Events: Supplier Response: Not Started** click on **Start**

The screenshot shows the EastMidsTenders ProContract interface. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'supplier_espo_18 User'. The main content area is titled 'Activity : Supplier Response'. It displays a table of events with the following details:

Supplier Response	Expression of interest accepted	View details Open
Supplier Response	Not started (Respond by: 24/02/2016)	Hide details Start

Activity details:

- Activity type: RFQ
- Reference: 5139797
- Respond by: 24 February 2016 at 12:30
- Response status: Not started

On the right, there is a sidebar with 'Leicestershire County Council' logo, 'Archive this activity', 'Messaging' (0 unread messages), and 'Audit history'.

Download the tender documents by clicking on the blue hyperlink

The screenshot shows the 'EMRCFA 4' tender details page. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Leicestershire County Council - RFQ' with reference number '5139771'. It includes a 'Main details' section with the title 'EMRCFA 4' and a response deadline of '24 February 2016 08:00:00'. The 'Attachments' section lists 'RfQ Response document.doc' (22 KB), which is highlighted with a red box. On the right, there is a 'Time remaining' section showing 0 days, 16 hours, 53 minutes, and 10 seconds. Below that is a 'Messaging' section (0 unread messages) and a 'Response controls' section with a 'Start my response' button.

Step 5 – Submitting a response

Complete your tender response offline.

When ready to upload your completed application click on **“Start my response”**

This screenshot shows the 'Leicestershire County Council - RFQ' page with ID 5139797. It includes a 'Main details' section with the title 'Supplier Response' and a 'Response by' deadline of 24 February 2016 at 12:30:00. The 'Attachments' section lists a document 'RfQ Response document.doc' (22 KB). On the right, a 'Time remaining' timer shows 0 days, 1 hour, 35 minutes, and 49 seconds. Below this is a 'Messaging' section indicating 0 unread messages. The 'Response controls' section features a green 'Start my response' button, which is highlighted with a red rectangle, along with links for 'Register intent to respond' and 'No longer wish to respond'. A 'My responses' section at the bottom states 'You have not yet started your response.' A '<Back to dashboard' link is located at the top right.

This screenshot displays the 'Create RFQ response' wizard for response reference 105864709. It features a progress bar with three steps: '1 Details' (active), '2 Additional information', and '3 Attachments'. The main content area provides instructions: '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.' At the bottom, there are three buttons: 'Continue' (highlighted with a red rectangle), 'Reset', and 'Cancel'.

Enter your own reference and click **Continue**

Create RFQ response

Details Additional information Attachments

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

Continue Reset Cancel Back

Click on **Add Attachment**

Home > My activities > Supplier Response > Supplier Response > Create RFQ response

Create RFQ response

Details Additional information Attachments

No attachments

Add attachment

Finish Reset Cancel Back

Click on **Add Attachment** and attach your completed application

The screenshot shows a web interface for a response submission. On the left, under the 'My response' header (ID: 105864709, Status: Draft), there are two expandable sections: 'Additional information' (showing 'Supplier reference: Contract 1') and 'Attachments' (showing 'No attachments'). The 'Add attachment' button in the Attachments section is highlighted with a red rectangle. On the right, there is a 'Time remaining' section showing a deadline of '24 February 2016 12:30:00' with a countdown timer at 0 Days, 1 Hour, 33 Minutes, and 44 Seconds. Below this is the 'Response controls' section with a 'Submit response' button, a link to 'Open response wizard', and a 'Submission checklist' showing 'Attachments' with a red status indicator. At the bottom right is an 'Audit history' section with a 'View audit history' link.

Once the application document is attached click on **Submit Response**

This screenshot shows the same 'My response' page after an attachment has been added. The 'Attachments' section now displays a file named 'RfQ Response document.doc' (22 KB) with a red 'x' icon. The 'Add attachment' button is still visible below the file. In the 'Response controls' section, the 'Submit response' button is now highlighted with a red rectangle. The 'Submission checklist' shows 'Attachments' with a green status indicator. The 'Time remaining' section and 'Audit history' section remain unchanged from the previous screenshot.

When your application has been submitted the word **Submitted** will appear on the right-hand side on the screen

[<Back to dashboard](#)

Leicestershire County Council - RFQ5139797

▼ Main details

Title: Supplier Response

Description: Text

Respond by: 24 February 2016 12:30:00

▼ Attachments

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

[RfQ Response document.doc](#)

22 KB

Time remaining

013245

DaysHourMinutesSeconds

Submitted

Messaging

You have 0 unread message(s).

[View messages](#)

▼ Response controls

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

[No longer wish to respond](#)

▼ My responses

[Version 1](#)

Submitted

24/02/2016 10:57:12