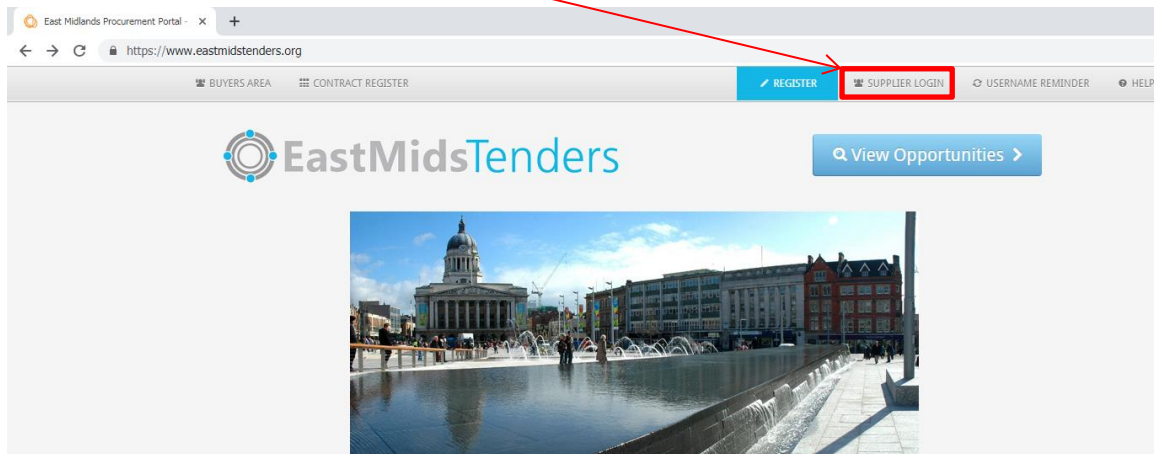


Finding the tender documents and expressing an interest in a case

1. Go to the website <https://www.eastmidstenders.org> and log in via the Suppliers Log In section shown below.



2. Enter your user name and password and log in.

Log In

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

User Name

Password

enter your password

[Forgotten your username or password?](#)

[Continue](#)

3. Click on the Find Opportunities link

Home page

Activities [View full screen](#)

Active Recently added Last viewed

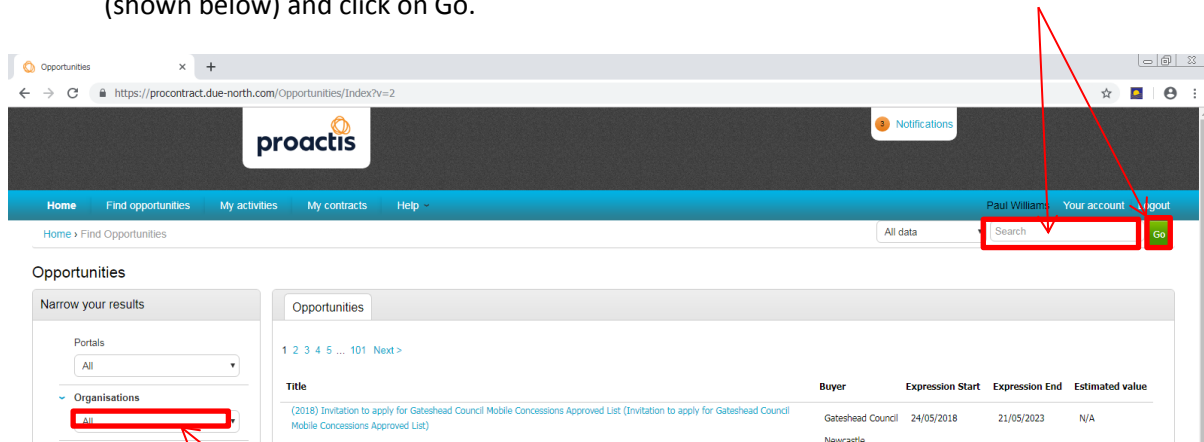
-- Please select -- [Go](#) Search [Go](#)

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

Opportunities [Find opportunities](#)

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

- If you know the case reference number, enter this in the search box in the top right corner (shown below) and click on Go.



- Alternatively you can trace the project by selecting Welland Procurement from the Organisations drop down menu, or if it doesn't display any search results, select the name of the Council from the dropdown menu shown above.
- The system should then immediately bring up each current procurement case that you are able to bid on as shown below.

Opportunities				
Title	Buyer	Expression Start	Expression End	Estimated value
Rutland County Council Tender for Home to School Transport Routes	Welland Procurement	29/04/2019	28/05/2019	N/A

- Click on the title of the project.
- In the next screen, click on Register Interest in this opportunity.

[Return to find opportunities](#)

Rutland County Council Tender for Home to School Transport Routes

Main contract details

Opportunity Id DN403343

Title Rutland County Council Tender for Home to School Transport Routes

Categories 60000000-8 - Transport services (excl. Waste transport)

Description This procurement is designed to find suitable contractors to provide Home to School or College transport for students based in Rutland on a number of routes as defined in the Schedules (Document Two D). The routes are assigned to a number of Lots in the tender as follows:

Lot 1: Education bus se...ces
Lot 3: Pence per mile

Bidders may bid for as many or as few routes as they wish and need not bid for all routes within a Lot.

The details of new contract start dates are shown against each route on offer in the Schedule of Routes (Part Two D). The earliest start date is 29th August 2019.

[More...](#)

Region(s) of supply Leicestershire CC and Rutland

Estimated value N/A

Keywords home to school transport, passenger transport, taxis, buses

Expression of interest window

From 29/04/2019 10:21 **to** 28/05/2019 12:00

[Register interest in this opportunity](#)

Contact details

Buyer Welland Procurement
Contact Clare Ellis
Email celis@melton.gov.uk
Telephone 07876574944
Address Welland Procurement Unit
Melton Mowbray
Leicestershire
LE13 1GH
United Kingdom

Attachments

No attachments

9. The resultant screen states you have successfully expressed an interest. Close the screen and return to the Home page by clicking on Home.

EastMidsTenders Notifications

Home Find opportunities My activities My contracts Help Paul Williams Your account Logout

Home > Find opportunities > Rutland County Council Tender for Home to School Transport Routes [Return to find opportunities](#)

Rutland County Council Tender for Home to School Transport Routes

Main contract details

Opportunity Id DN403343
Title Rutland County Council Tender for Home to School Transport Routes
Categories 60000000-8 - Transport services (excl. Waste transport)
Description This procurement is designed to find suitable contractors to provide Home to School or College transport for students based in Rutland on a number of routes as defined in the Schedules (Document Two D). The routes are assigned to a number of Lots in the tender as follows:

Lot 1: Education bus se...ces
Lot 3: Pence per mile

Bidders may bid for as many or as few routes as they wish and need not bid for all routes within a Lot.

The details of new contract start dates are shown against each route on offer in the Schedule of Routes (Part Two D). The earliest start date is 29th August 2019.
[More...](#)

Expression of interest registered

Date 30/04/2019 14:26:32
Workgroup Procurement

Expression of interest window

From 29/04/2019 10:21 to 28/05/2019 12:00
[Register interest in this opportunity](#)

Contact details

Buyer Welland Procurement
Contact Clare Ellis
Email celis@melton.gov.uk
Telephone 07876574944
Address Welland Procurement Unit
Melton Mowbray
Leicestershire

10. From the Home page you can now access the opportunity as many times as you want. Select Welland Procurement from the Active drop down menu shown below.

Home Find opportunities My activities My contracts Help

Home

Home page

Activities [View full screen](#)

Active Recently added Last viewed

-- Please select -- [Go](#) Search [Go](#)

-- Please select --
Nottinghamshire County Council
Rushcliffe Borough Council
Welland Procurement

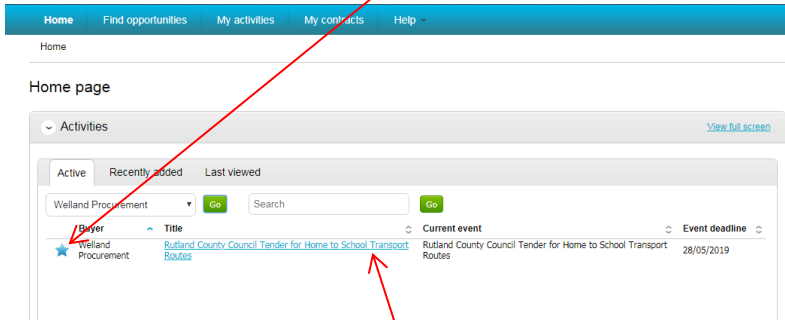
the dropdown and click on the 'Go' button

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

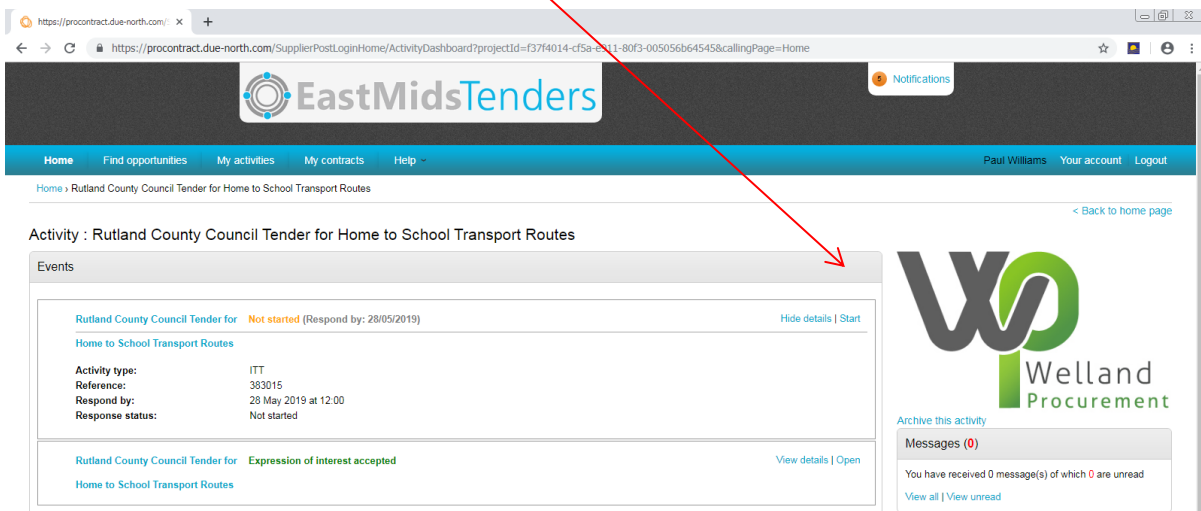
11. Now click on the green Go button shown above.

12. You should now see the new opportunity. It will be highlighted with a blue star to indicate that this is a new case if you have not yet accessed the documents.

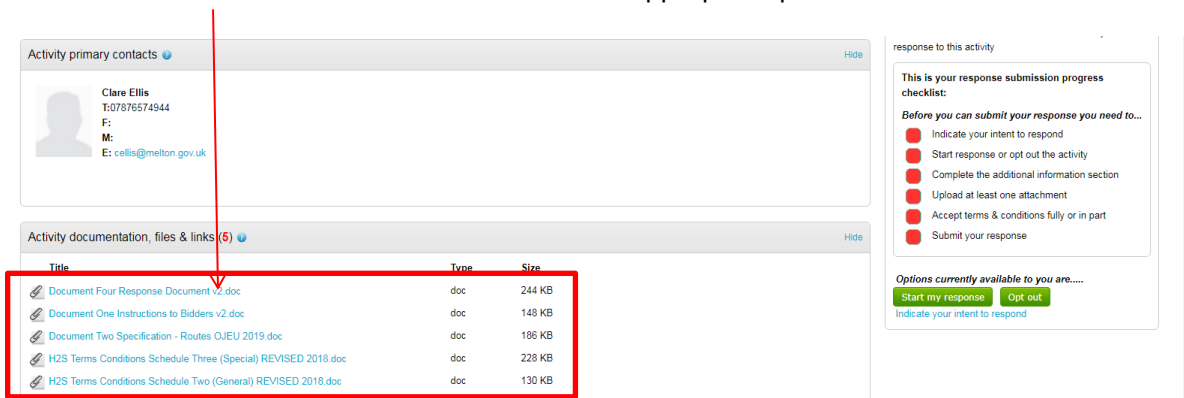


13. Click on the title of the case shown above.

14. In the following screen, click on the Start button to view the tender documents. This may display as "Open" or "Edit" if you have access this page before. Note that you are not committed to completing your tender yet, you can return to this page at any point by repeating steps 9-12



15. Scroll down the page to the Activity documentation section and click on the title of each document to view them and save them in an appropriate place.



Submitting your response

1. When you are in a position to submit your response, you need to log in as normal via the website <https://www.eastmidstenders.org>
2. Select the Supplier log in section located in the top right of your screen and enter your username and password
3. From the Home page you can now access the opportunity as many times as you want. Select Welland Procurement from the Active drop down menu shown below.

The screenshot shows the 'Home' page of the website. At the top is a navigation bar with links: Home, Find opportunities, My activities, My contracts, and Help. Below this is the 'Home page' section. The 'Activities' section is expanded, showing tabs for 'Active', 'Recently added', and 'Last viewed'. The 'Active' tab is selected, and a dropdown menu is open, showing options: '-- Please select --', 'Nottinghamshire County Council', 'Rushcliffe Borough Council', and 'Welland Procurement'. A red arrow points to the 'Welland Procurement' option. Another red arrow points to the 'Go' button next to the search bar. A text box says 'the dropdown and click on the 'Go' button'.

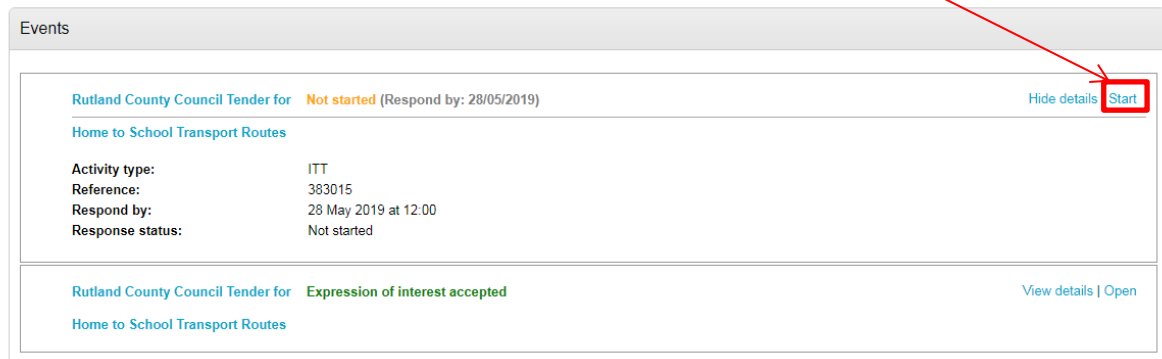
4. Now click on the green Go button shown above.
5. Select the project by clicking on its title.

The screenshot shows the 'Home' page of the website. At the top is a navigation bar with links: Home, Find opportunities, My activities, My contracts, and Help. Below this is the 'Home page' section. The 'Activities' section is expanded, showing tabs for 'Active', 'Recently added', and 'Last viewed'. The 'Active' tab is selected, and the dropdown menu is now closed, showing 'Welland Procurement' as the selected option. A red arrow points to the 'Go' button next to the search bar. Below the search bar is a table with columns: Buyer, Title, Current event, and Event deadline. The table contains one row with the following data:

Buyer	Title	Current event	Event deadline
Welland Procurement	Rutland County Council Tender for Home to School Transport Routes	Rutland County Council Tender for Home to School Transport Routes	28/05/2019

6. You now need to enter the ITT (Invitation to Tender) step. To do this, click on the Start button below. Please note that if you have already submitted a draft or started the response, this may display as the word Open or Edit instead of Start.

Activity : Rutland County Council Tender for Home to School Transport Routes



Events

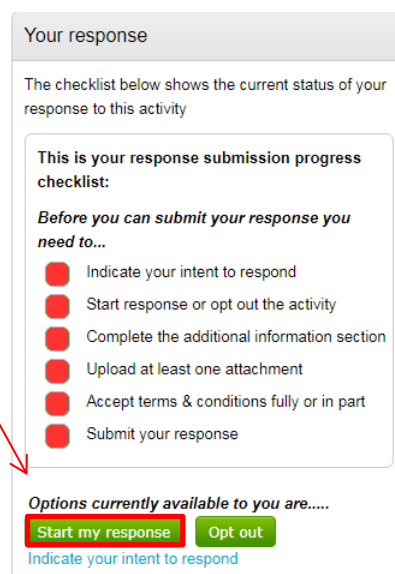
Rutland County Council Tender for Home to School Transport Routes **Not started** (Respond by: 28/05/2019) [Hide details](#) **Start**

Home to School Transport Routes

Activity type: ITT
Reference: 383015
Respond by: 28 May 2019 at 12:00
Response status: Not started

Rutland County Council Tender for Home to School Transport Routes **Expression of interest accepted** [View details | Open](#)

7. Please ensure you read all of the information on this page as it contains vital details, guides, the specification and terms and conditions of your appointment. Once you are happy to proceed, click on the green Start my response button on the right side of the screen, (you will need to scroll down to find this). Note that this may display as View draft response if you have already started the response.



Your response

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

This is your response submission progress checklist:

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

- ☐ Indicate your intent to respond
- ☐ 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**

[Indicate your intent to respond](#)

8. Firstly, note that the time remaining displays in the top right corner.

Deadline & time remaining ⓘ

A response to this activity can be submitted no later than

28th May 2019 at 12:00 PM ⓘ

Time remaining ⓘ

3 Weeks	6 Days	44 Minutes
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9. Click on the Edit button in the Additional information section to add any details about you and your company. This section isn't mandatory but may explain a few things about you.

Additional information ⓘ

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

[Edit](#)

10. Complete the information as you wish, and Save.

Additional information

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

☐ I have read and understood this section and can confirm I am happy not to include any additional information ⓘ

[Save](#) [Cancel](#)

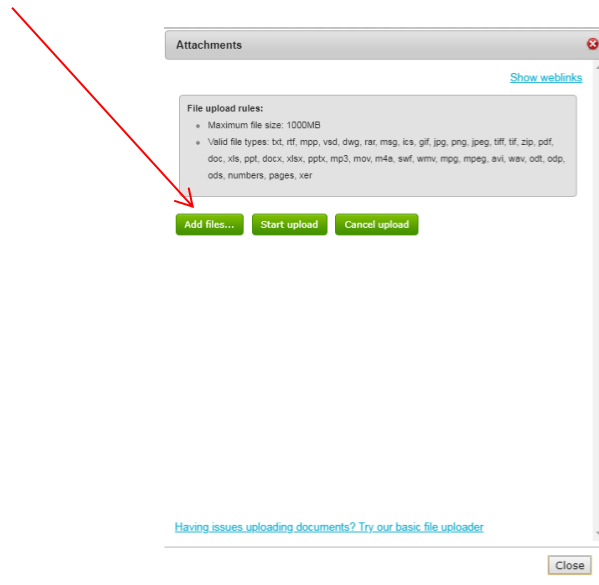
11. Now click on the Add button to upload your tender response document. This is found within the section "Response documentation, files & links"

Response documentation, files & links (0) ⓘ

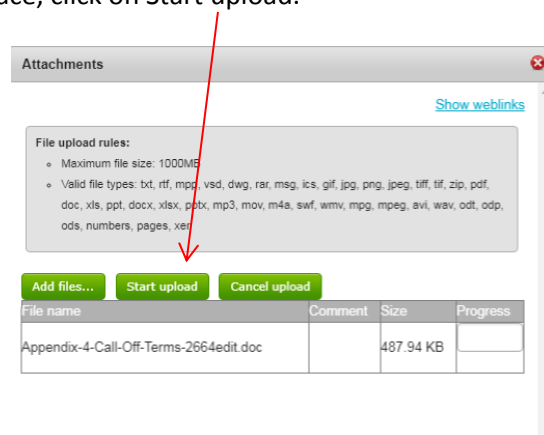
No attachments

[Add](#)

12. Click on Add files.

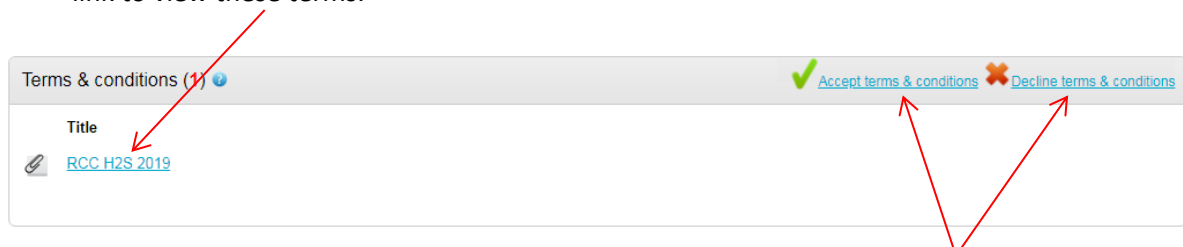


13. Upload your completed tender response document(s) from the saved location on your device. Once in place, click on Start upload.



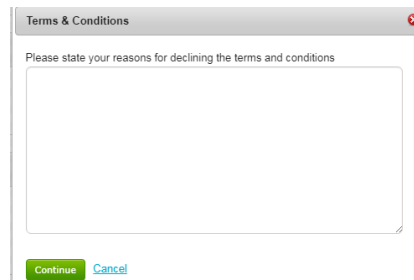
14. Repeat steps 11 to 13 until you have uploaded everything you want to.

15. Now you must accept or reject (in part) the terms of your appointment. Please click on the link to view these terms.

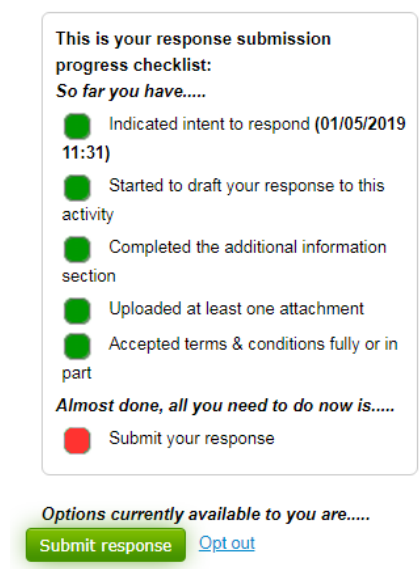


16. Once you have read them, close the Terms document and select Accept terms or Decline terms as shown above.

17. If you are declining a specific clause, you can enter details in the pop up box after selecting the Decline option. Enter the details and click on continue.



18. You should now notice that the Submit Response button is available. Once you are happy to proceed this, select the button.



19. You can go back in to your response and edit it as many times as needed up until the tender deadline, each submission replaces the last. To do this, repeat steps 1-7 under “Submitting your response” and edit the previous draft resubmitting.