

EastMids Tenders Portal User Guide

Please note this guide is designed to walk suppliers through registering interest in an opportunity and accessing documents only. You must be registered with the portal in order to register interest in an opportunity and access documents. If you are not registered with the portal then please request the "Due North Quick Guide - Register your Business with the portal" guide. If you have any queries or comments about this guide then please email feedback to procurement@leicester.gov.uk

Registering interest in an opportunity

1) When you have found an opportunity that you are interested in, you will need to click the 'Login and register interest in this opportunity' button.

Home > Find opportunities > PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products

PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products

Main contract det	ails	Expression of interest window
Opportunity Id Title	DN265308 PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products	From 06/06/2017 14:00 to 06/07/2017 12:00
Categories	34000000-7 - Transport equipment and auxiliary products to transportation	New to ProContract? If you are not currently registered on the
Description	The traffic calming works consisting of supply and installation of rubber (or other polymer) traffic products are to aid delivery of 20mph speed limits and 20mph zones across Leicester City with other minor transport initiative safety projects.	ProContract procurement portal, you can complete a simple registration process by clicking the following link - Register free
	This contract is for intermittent works to supplyand arrange the signing of any diversions past the sites. The works will be valued by	Contact details
	admeasurement at the contractor's tendered rates. Those rates will be adjusted annually in accordance with changes in the Price Adjustment Formulae Indices for construction and the contractor's tendered weightings More	Buyer Leicester City Council Contact Email Telephone Address City Hall
Region(s) of supply	EAST MIDLANDS (ENGLAND)	Leicester
Estimated value	N/A	Leicestershire
Keywords	traffic calming, speed humps, speed cushions, rubber traffic products	LE1 1FZ United Kingdom

2) Once you have clicked the 'Login and register interest in this opportunity' button, you will be taken to the Due North login page where you will need to enter your username and password. When you have entered your username and password, please click on the 'Continue' button.



Due North Technical Support Team:

Suppliers should email <u>ProContractSuppliers@proactis.com</u> for all ProContract support issues (or alternatively go to <u>http://proactis.kayako.com/default</u>).

- Leicester City Council
- 3) When you click the 'Continue' button, you will be taken back to the opportunity where you will need to click the 'Register Interest' button.

Expression of interest window

From 20/07/2017 09:00 to 21/08/2017 12:00

Register interest in this opportunity

4) Once you have clicked the 'Register interest in this opportunity' button, a box similar to this should pop up on your screen:

Expression of interest successful		(
Expression of interest successful		
You have successfully registered interest in the following opportu	unity for Finance :-	
PAN		
You will receive an email notification shortly confirming your regis	stration of interest.	
What happens next?		
 You have been invited to participate in the RFQ event for the PAN To view this RFQ event now, click here. 	nis opportunity. has been added as a nev	v activity in your <u>activities centre</u> .
I don't have time to look at the RFQ now, what	t should I do?	
Don't worry your activity is stored safely against your accou The invitation contains a direct link to Please note however that the closing date for the RFQ is 24	nt and an invitation has been sent to yo this REO 5 July 2017 12:00. Make sure you leav	our registered email address e enough time to complete your response.
For reference, the primary contact for this opportunity is listed be	elow :-	
Miss T: +44 116 F: M:	Procurement Portal EastMidsTenders Ref.d Dt	Organisation Leicester City Council Activity PAN

Close

(

Here you will get an overview of the opportunity, which will include what opportunity you have just registered interest for, the submission deadline date and who the primary contact is. You will also get a direct link which will take you to the event, where you will be able to access the documents and submit your tender submission.

Please note this means that you have only registered an interest and NOT SUBMITTED A TENDER SUBMISSION.

Accessing Documents

In order to access documents, you will need to register interest first. Please note that once you have registered interest, there are **3 different** ways you can access documents.

The first way you can access the documents is by simply clicking on the 'here' button as shown below:

What happens next?

- You have been invited to participate in the RFQ event for this opportunity.
 PAN
 has been added as a new activity in your activities centrel
- To view this RFQ event now, dick here.

Please note that you can only do this step as soon as you have registered interest. If you have registered interest and clicked off of the opportunity, you will need to follow either step 2 or 3 to access documents.

The second way to access documents for an opportunity is by doing the following:

1) Log in to the Due North portal.

Due North Technical Support Team:

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2) Once you have logged in, your home page will have a box called 'Activities'. Under the 'Activities' box, you will see a drop down menu:

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	

Please click on the drop down menu and select 'Leicester City Council' and click the 'Go' button. This will then bring up all the opportunities hosted by the Leicester City Council which you have registered interest for, as shown below:

Act	ive Recent	ly added	Last viewed				
Leice	ester City Counci	i 🔽	Go		Go		
	Buyer 🔷	Title		$\hat{}$	Current event	¢	Event deadline 🔅
*	Leicester City Council	PAN1553 - Tr Gas Qualificat	aining and Assessment tion CMDDa1	for	PAN1553 - Training and Assessment for Gas Qualification CMDDa1	5	25/07/2017
	Leicester City Council	<u>PAN1610 - Su</u>	upply of Stump Grinder		PAN1610 - Supply of Stump Grinder		28/07/2017
*	Leicester City Council	PAN1621 - Tr and Installation	raffic Calming Works: Su on of Rubber Traffic Pro	<u>ipply</u> ducts	PAN1621 - Traffic Calming Works: Supply a Installation of Rubber Traffic Products	nd	06/07/2017

3) Click on the opportunity you wish to submit a response for. Once you have clicked on the opportunity, you will be taken to the opportunity home page:

	EastMidsTenders Procontra	ct Notifications
Home	Find opportunities My activities My contracts Help ~	Elisha 🖿 Your account Logout
ome > My ac	tivities > PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products	
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E	xpressed interest on 15/06/2017 14:55	View messages Audit history
PA Su Ire	Ntb21 - trattic Laiming Works; Not started (Respond by: U5/U//2017) View del pply and Installation of Rubber	View audit history

Due North Technical Support Team:

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4) Please click the 'Start' button:

EastMidsTenders ProContract	1 Notifications
Home Find opportunities My activities My contracts Help -	Elisha Your account Logout
tome > My activities > PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products	
Activity : PAN1621 - Traffic Calming Works: Supply and Installation of R Products Events	Rubber Traffic < Back to home page
PAN1621 - Traffic Calming Works: Expression of interest accepted Hide details Op Supply and Installation of Rubber Traffic Products	Leicester City Council Archive this activity
Interest start date: 06/06/2017 14:00 Interest end date 06/07/2017 12:00 Expressed interest on 15/06/2017 14:55	Messaging You have 0 unread message(s). <u>View messages</u>
PAN1621 - Traffic Calming Works: Not started (Respond by: 06/07/2017) View defaults ISI	Audit history

When you have clicked the 'Start' button, you will be taken to the Project Event Page:

Home	Find opportunities	My activities My o	ontracts	Help ~		Elisha Kaur Your account Logout
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Public	attachments can be view	ed by all procurers and su	ppliers invo	olved in this rfx		My responses
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Form of	Tender - Appendix 3 201	7-05-12 .doc		43	КB	
Form of	Tender and Appendices	1+2 2017-05-12 .doc		93	KB	

Here you will be able to access all the documents needed to submit your response.

The **third** way to access the documents is by doing the following:

1) Click on the 'My Activities' tab



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2) Once you have clicked the 'My Activities' tab, you will be taken to the following page where you will need to narrow your results down. You can do this by ticking the 'Leicester City Council' box which will appear to the left side of the page, and then clicking the 'Update' button.



			-	-
My activities				
Narrow your results	Active activities	Archived activities	Last viewed activities	
- Buyer				
Croydon Council	Please sele	ct a buyer from the nam	ow results panel and click on the 'Update' button	
Leicester City Council				
 Event type All 				
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 Status 				
All				
New action				
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3) When you click the 'Update' button, Due North will bring up a list of the opportunities you have expressed an interest for. The opportunity that you have registered an interest for will have a blue star next to it. The blue star means you have registered an interest for an opportunity but **NOT YET** started your response.

Active activities	Arch	ived activities	Last viewed	activities			
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- 4) To start your response and download the documents, simply click on the opportunity.
- 5) Once you have clicked on the opportunity, you will be taken to the following page. Here you will need to click on the 'Start' button.

EastMidsTenders ProContract	Notifications
Home Find opportunities My activities My contracts Help ~	Elisha 🖿 Your account Logout
Home > My activities > PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products	
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PAN1621 - Traffic Calming Works: Not started (Respond by: 06/07/2017) View det et al Supply and Installation of Rubber Traffic Products	Start View audit history

6) When you click on the 'Start' button, you will be taken to the following page:

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ome > <u>My a</u> stallation of	ctivities > PAN1621 - Traffic Rubber Traffic Products	c Calming Works: St	upply and Installation	1 of Rubber Traffic Product	s > PAN1621 - Traffic	Calming V	Vorks: Suppl	ly and
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7) To download a document, you can simply click on the attachment, which should allow you to open, save or cancel the attachment.

Public attachments can be viewed by all procurers and suppliers involved in this fix PAN1621 ITT docx 131 KB PAN1621 Pricing Schedule - General Scheme xisx 77 KB PAN1621 Pricing Schedule - Welford Road Scheme xisx 13 KB Form of Tender - Appendix 3 2017-05-12 doc 43 KB Form of Tender and Appendices 1+2 2017-05-12 doc 93 KB CC Conditions of Contract 2017-05-12 pdf 127 KB Installation & General Advisory Note Local Transport Note Mart07 published by D 2 MB PAN1621 LCC Additional Clauses docx 320 KB PAN1621 LCC Additional Clauses docx 320 KB				
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	PANAGE LEIGESTER CITY T-CALMING LOCATION PLAN.pdf	13 MB		

8) Once you have downloaded all the tender documents and are ready to submit, simply click the 'Start my response' button as shown below:

e > My activiti	ber Traffic Products	Calming Works: Sup	ply and Installation	of Rubber Traffic Produ	> PAN1621 - Traffic C	Calming W	orks: Supply	and
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The traffic calming works consisting of supply and installation of rubber (or other polymer) affic products are to aid delivery of 20mph speed limits and 20mph zones across Leicester thy with other minor transport initiative safety projects.					Messaging			
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Form of Tender and Appendices 1+2 2017-05-12. doc 93 KB				93 KB				
ICC Conditions of Contract 2017-05-12 pdf 127								

Note: You will need to upload AND submit your tender response before the deadline.

Due North Technical Support Team:

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