

# 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](mailto:procurement@leicester.gov.uk)

## Registering interest in an opportunity

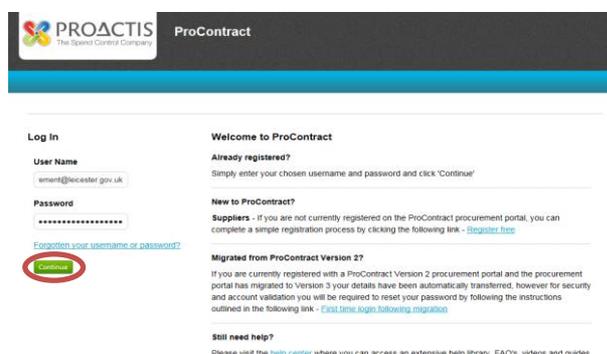
- 1) When you have found an opportunity that you are interested in, you will need to click the ‘Login and register interest in this opportunity’ button.

[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 details	Expression of interest window
<p><b>Opportunity Id</b> DN265308</p> <p><b>Title</b> PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products</p> <p><b>Categories</b> 34000000-7 - Transport equipment and auxiliary products to transportation</p> <p><b>Description</b> 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.</p> <p>This contract is for intermittent works to supply ...and arrange the signing of any diversions past the sites. The works will be valued by 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</p> <p><a href="#">More...</a></p> <p><b>Region(s) of supply</b> EAST MIDLANDS (ENGLAND)</p> <p><b>Estimated value</b> N/A</p> <p><b>Keywords</b> traffic calming, speed humps, speed cushions, rubber traffic products</p>	<p>From 06/06/2017 14:00 to 06/07/2017 12:00</p> <p><b>Login and register interest in this opportunity</b></p> <p><b>New to ProContract?</b> If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - <a href="#">Register free</a></p>
	Contact details
	<p><b>Buyer</b> Leicester City Council</p> <p><b>Contact</b> [REDACTED]</p> <p><b>Email</b> [REDACTED]</p> <p><b>Telephone</b> [REDACTED]</p> <p><b>Address</b> City Hall Leicester Leicestershire LE1 1FZ United Kingdom</p>

- 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.



**PROACTIS** The Open Contract Company | ProContract

**Log In**

**User Name**  
[REDACTED]

**Password**  
[REDACTED]

[Forgotten your username or password?](#)

**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 here](#)

**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 outlined in the following link - [Full time login following migration](#)

**Still need help?**  
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

## Due North Technical Support Team:

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

In emergency or time-sensitive situations the Supplier Support Service Desk may also be contacted on +44 (0)330 005 0352.

- 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 opportunity for Finance :-

PAN

You will receive an email notification shortly confirming your registration of interest.

#### 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 centre](#).
- To view this RFQ event now, click [here](#).

#### I don't have time to look at the RFQ now, what should I do?

- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address. The invitation contains a [direct link to this RFQ](#).
- Please note however that the closing date for this RFQ is 25 July 2017 12:00. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-

	Miss	Procurement Portal	Organisation
	T: +44 116	EastMidsTenders	Leicester City Council
	F:	Ref'd	Activity
	M:	DM	PAN
	E: <a href="mailto:">@leicester.gov.uk</a>		

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 centre](#).
- To view this RFQ event now, click [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.

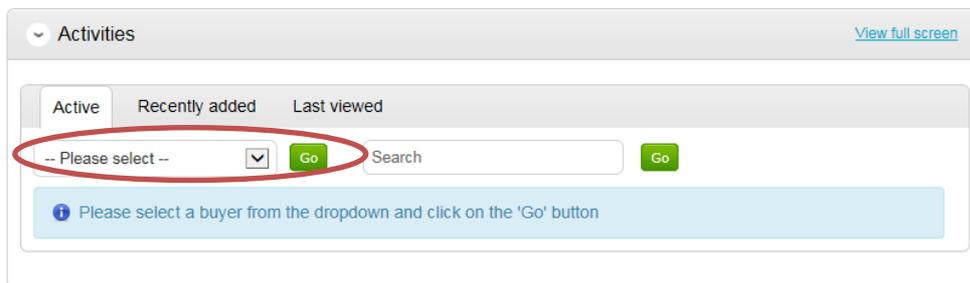
### Due North Technical Support Team:

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- 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:

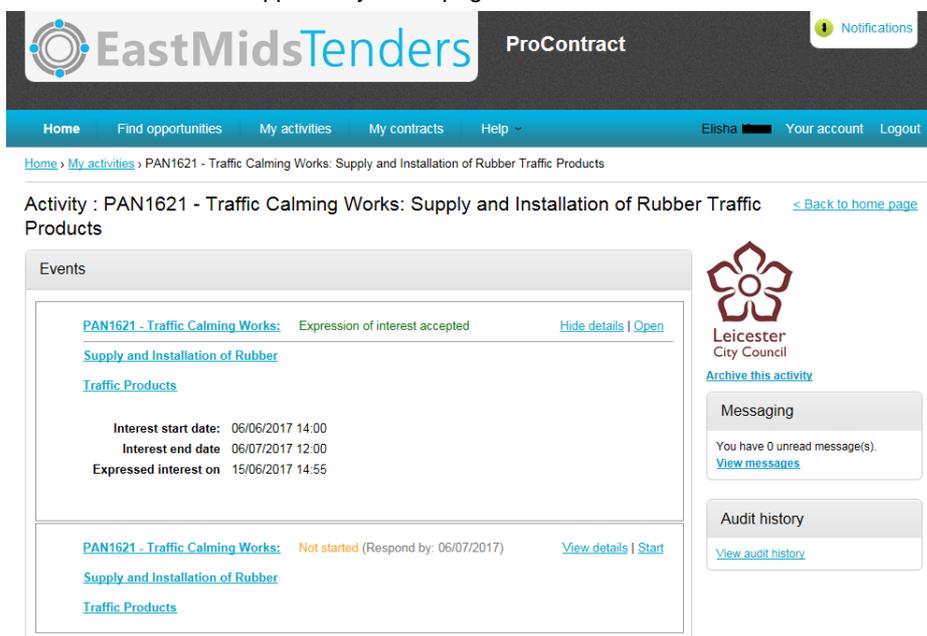
### Home page



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:

Active	Recently added	Last viewed	
Leicester City Council	<input type="button" value="Go"/>	<input type="text" value="Search"/> <input type="button" value="Go"/>	
Buyer	Title	Current event	Event deadline
★ Leicester City Council	<a href="#">PAN1553 - Training and Assessment for Gas Qualification CMDDa1</a>	PAN1553 - Training and Assessment for Gas Qualification CMDDa1	25/07/2017
Leicester City Council	<a href="#">PAN1610 - Supply of Stump Grinder</a>	PAN1610 - Supply of Stump Grinder	28/07/2017
★ Leicester City Council	<a href="#">PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products</a>	PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products	06/07/2017

- 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:

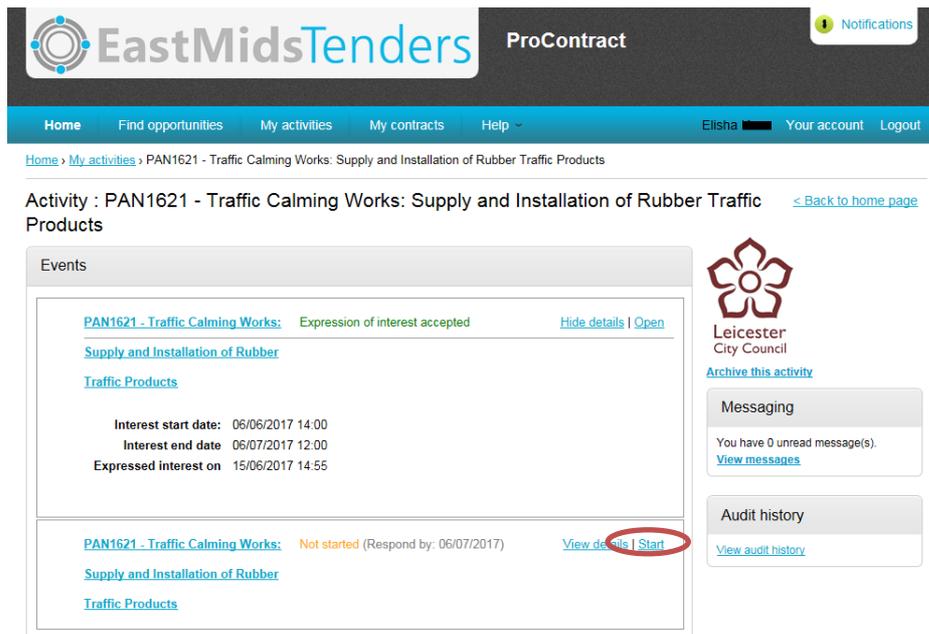


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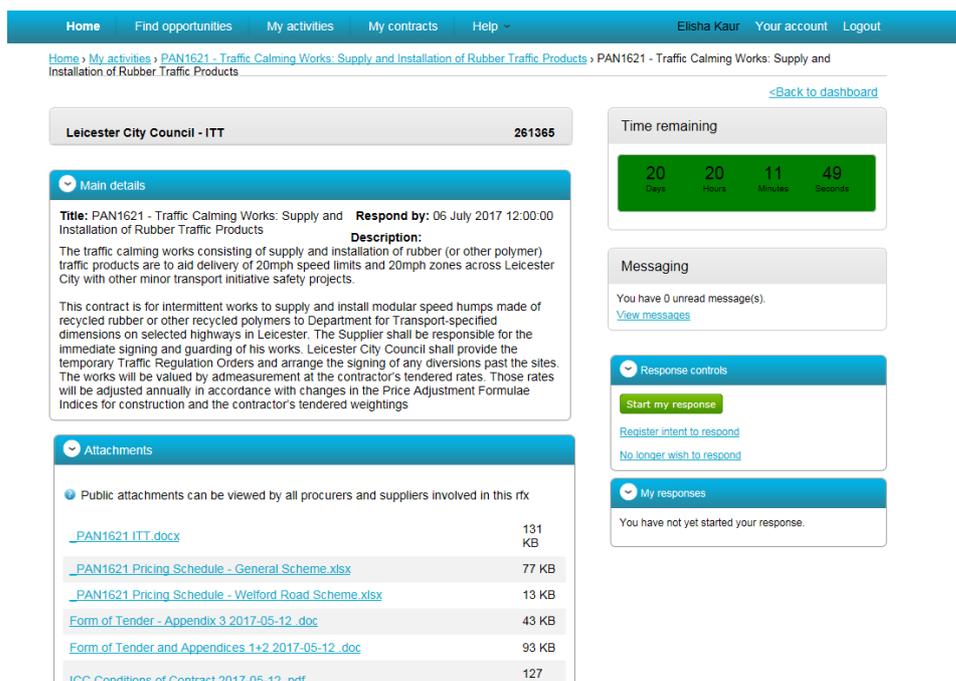
In emergency or time-sensitive situations the Supplier Support Service Desk may also be contacted on +44 (0)330 005 0352.

4) Please click the 'Start' button:



The screenshot shows the ProContract interface for activity PAN1621. The 'Start' button is circled in red. The interface includes a navigation bar with 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The main content area shows the activity details and a list of events. The 'Start' button is located next to the 'View details' link for the event 'PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products'.

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



The screenshot shows the Project Event Page for PAN1621. The page includes a navigation bar, a breadcrumb trail, and a 'Time remaining' section showing 20 days, 20 hours, 11 minutes, and 49 seconds. The main content area is divided into 'Main details' and 'Attachments'. The 'Main details' section contains the title, description, and response controls. The 'Attachments' section lists various documents such as 'PAN1621 ITT.docx', 'PAN1621 Pricing Schedule - General Scheme.xlsx', and 'Form of Tender - Appendix 3 2017-05-12.doc'.

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



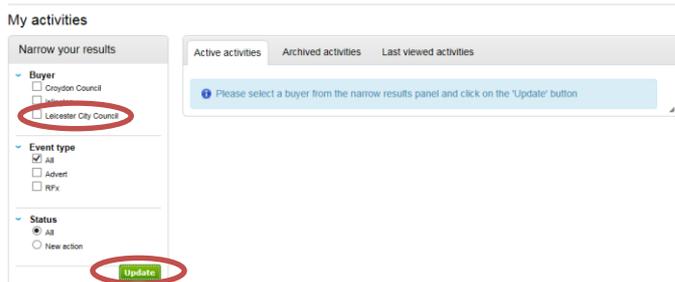
The screenshot shows the navigation bar with 'My activities' highlighted by a red circle. The navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'.

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- 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.

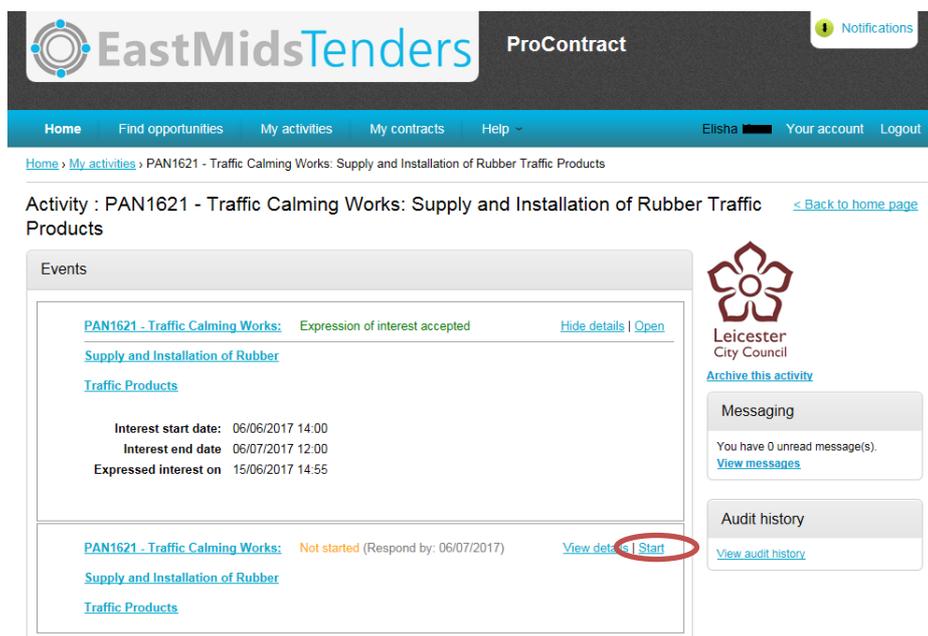


- When you click the 'Update' button, Due North will bring up a list of the opportunities you have expressed an interest for. The opportunity that you have registered an interest for will have a blue star next to it. The blue star means you have registered an interest for an opportunity but **NOT YET** started your response.



Buyer	Title	Current event	Event deadline
<input checked="" type="checkbox"/> Leicester City Council	<a href="#">PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products</a>	PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products	06/07/2017

- To start your response and download the documents, simply click on the opportunity.
- 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.



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

Events

[PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products](#) Expression of interest accepted [Hide details](#) | [Open](#)

Interest start date: 06/06/2017 14:00  
Interest end date: 06/07/2017 12:00  
Expressed interest on: 15/06/2017 14:55

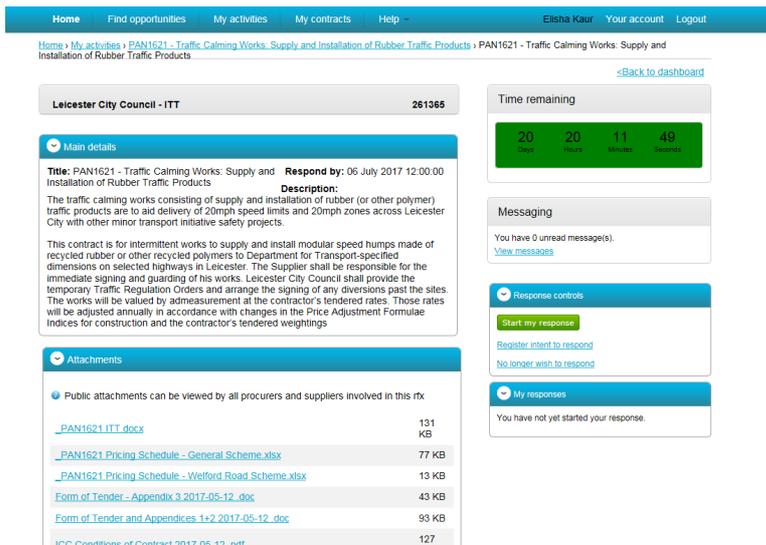
[PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products](#) Not started (Respond by: 06/07/2017) [View details](#) | [Start](#)

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

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Leicester City Council - ITT 261365

**Main details**

**Title:** PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products  
**Response by:** 06 July 2017 12:00:00

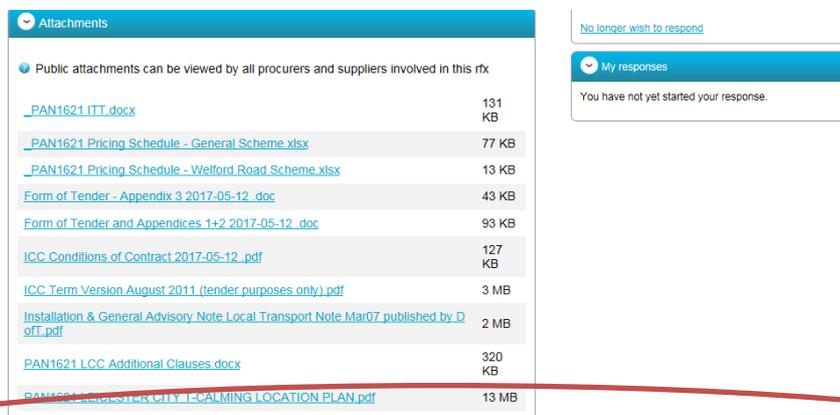
**Description:**  
 The traffic calming works consisting of supply and installation of rubber (or other polymer) traffic products are to aid delivery of 20mph speed limits and 20mph zones across Leicester City with other minor transport initiative safety projects.

This contract is for intermittent works to supply and install modular speed humps made of recycled rubber or other recycled polymers to Department for Transport-specified dimensions on selected highways in Leicester. The Supplier shall be responsible for the immediate signing and guarding of his works. Leicester City Council shall provide the temporary Traffic Regulation Orders and arrange the signing of any diversions past the sites. The works will be valued by 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.

**Attachments**

Public attachments can be viewed by all procurers and suppliers involved in this rfx	
<a href="#">_PAN1621 ITT.docx</a>	131 KB
<a href="#">_PAN1621 Pricing Schedule - General Scheme.xlsx</a>	77 KB
<a href="#">_PAN1621 Pricing Schedule - Welford Road Scheme.xlsx</a>	13 KB
<a href="#">Form of Tender - Appendix 3 2017-05-12 .doc</a>	43 KB
<a href="#">Form of Tender and Appendices 1+2 2017-05-12 .doc</a>	93 KB
<a href="#">ICC Conditions of Contract 2017-05-12 .pdf</a>	127 KB

- 7) To download a document, you can simply click on the attachment, which should allow you to open, save or cancel the attachment.



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<a href="#">ICC Conditions of Contract 2017-05-12 .pdf</a>	127 KB
<a href="#">ICC Term Version August 2011 (tender purposes only).pdf</a>	3 MB
<a href="#">Installation &amp; General Advisory Note Local Transport Note Mar07 published by D ofT.pdf</a>	2 MB
<a href="#">PAN1621 LCC Additional Clauses.docx</a>	320 KB
<a href="#">PAN1621 Leicester City Traffic Calming Location Plan.pdf</a>	13 MB

**Response controls**

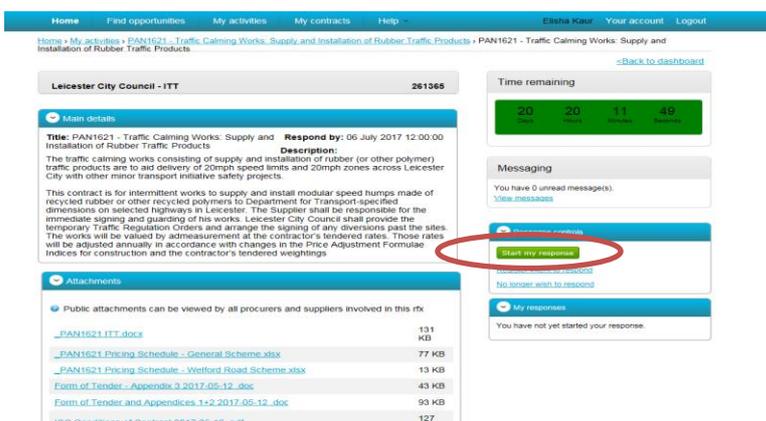
**Start my response**

[Register intent to respond](#)

[No longer wish to respond](#)

Do you want to open or save **\_PAN1621 ITT.docx** from **procontract.due-north.com**? Open Save Cancel ×

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



Leicester City Council - ITT 261365

**Main details**

**Title:** PAN1621 - Traffic Calming Works: Supply and Installation of Rubber Traffic Products  
**Response by:** 06 July 2017 12:00:00

**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.

This contract is for intermittent works to supply and install modular speed humps made of recycled rubber or other recycled polymers to Department for Transport-specified dimensions on selected highways in Leicester. The Supplier shall be responsible for the immediate signing and guarding of his works. Leicester City Council shall provide the temporary Traffic Regulation Orders and arrange the signing of any diversions past the sites. The works will be valued by 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.

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<a href="#">ICC Conditions of Contract 2017-05-12 .pdf</a>	127 KB

**Response controls**

**Start my response**

[Register intent to respond](#)

[No longer wish to respond](#)

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

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