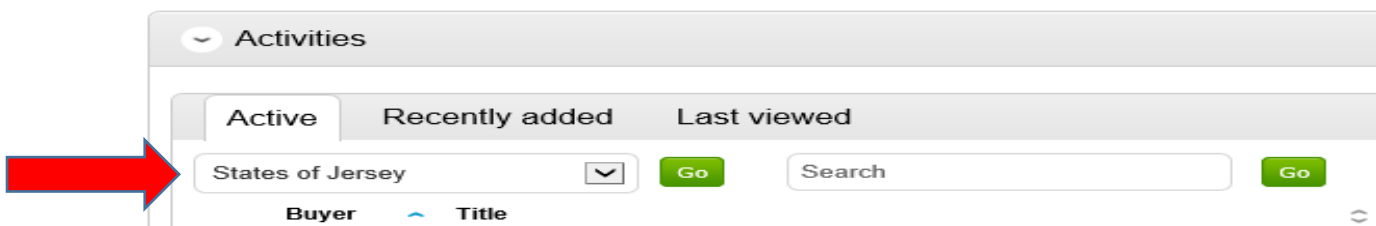


Guidance on Viewing Published Documents.

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

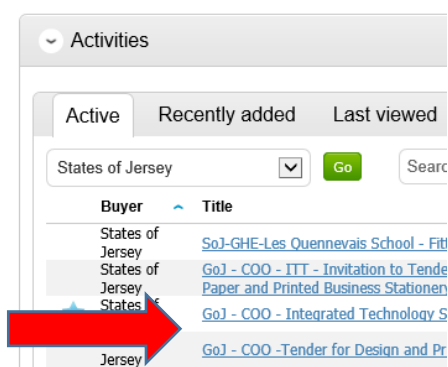
- Log into the tender portal system and it will take you to your homepage.
- From the **Activities** section under the **Active** tab select the drop down menu and select 'States of Jersey'.

Home page



- Select the required tender from the list.

Home page



- Each stage of the procurement process will be seen as its own section.
- To view the relevant stage and this is the first time of viewing the tender select '**Start**' located on the right hand side, if you are returning to the tender it will show '**Open**'.

Events	
SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment - Opted out (Respond by: 26/07/2019)	Hide details Open
Activity type: ITT Reference: 397557 Respond by: 26 July 2019 at 12:00 Response status: Version 1 - Submitted on time 19/07/2019 at 11:07 Opted out - 19/07/2019 at 11:14	
SoJ-GHE-Les Quennevais School - Fittings, Furniture & Equipment V2 - Expression of interest accepted	View details Open

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

[-Back to dashboard](#)

Activity information [Take a tour](#)

Buyer: States of Jersey
 Title: GOJ - COO - ITT - Invitation to Tender for the provision of Desktop Stationery, Paper and Printed Business Stationery to the Government of Jersey. ID: 417003
 Description: The aim of this tender is to appoint a contractor/s for the supply of desktop stationery, paper and business stationery products that will be available to all Government of Jersey (GoJ) Departments. The contract falls into three lots: Lot 1: Desktop Stationery and associated Office Supplies Lot 2: Printed Business Stationery which includes GoJ letter headed paper, compliment slips and business cards. Lot 3: Paper Suppliers can bid for one, two or all lots. The tender will establish a core list of products to be bought by GoJ Departments, this will include a range of environmentally friendly options. If interested please log on and register your interest, guidance is available under the attachments.

Amendment information [Amendment history](#)

Version: 2 Last amended: 09/10/2019 08:37
 Amended sections: Attachments
 Description: Following a question in regards to purchase we have now attached 2017 data for purchases made.

Activity documentation, files & links (10) [Hide](#)

Title	Type	Size
0_2017 Purchases of Stationery.xls	xls	1 MB
0_How to Access Documents and Submit a Response.pdf	pdf	608 KB
1_Invitation to Tender (ITT) for the Provision of Desktop Stationery, Paper and Printed Business.pdf	pdf	903 KB
Appendix 1: Pricing Schedule Declaration.docx	docx	72 KB
Appendix 2: Declaration Statements.docx	docx	75 KB
Appendix 3: Invitation to Tender (ITT) Questionnaire.docx	docx	87 KB
Appendix 4: Pricing Schedule.xlsx	xlsx	69 KB
Appendix 5: Terms & Conditions.pdf	pdf	1 MB
Appendix 6: Key Performance Indicators & Performance Monitoring.pdf	pdf	178 KB
Appendix 7: Logo & Letterhead Example Templates.zip	zip	442 KB

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

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

Deadline & time remaining

A response to this activity can be submitted no later than
1st November 2019 at 12:00 PM

Time remaining

1 Week 2 Days 20 Hours

Messages & clarifications (4)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer
 You have received 4 message(s) of which 4 are unread
[View all](#) | [View unread](#)

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](#)

The Response Summary

This will open up the response summary that will allow you complete each section of the page:

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

Once completed the 'Submit response' button appears.

Your response summary

[Back to summary](#)

[Take a tour](#)

Response information

Supplier: States of Jersey
Workgroup: Jersey Old
Workgroup contacts: Christopher Francois, Chris Francois
Activity id: EM437356
Response id: R4400893

Company reg number: N/A
Company address: Corporate Procurement
PO Box 353
St Helier
Jersey (States of)
JE4 8UL
Website: None

Additional information

Supplier reference: 1234
Response information: 1234
Additional comments: 1234

Response documentation, files & links (1)

Title	Type	Size
How to Access Documents and Submit a Response	pdf	608 KB

Terms & conditions (1)

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

Deadline & time remaining

A response to this activity can be submitted no later than
1st November 2019 at 12:00 PM

Time remaining

1	2	20
Hours	Days	Hours

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 (22/10/2019 15:53)
- Started to draft your response to this activity
- Completed the additional information section
- Uploaded at least one attachment
- Accepted terms & conditions fully or in part

Almost done, all you need to do now is...

- Submit your response

Options currently available to you are...

[Submit response](#) [Get 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**. When this is clicked it will create a draft Version 2.

Activity summary

[Back to dashboard](#)

Activity information

Buyer: States of Jersey

Title: GOJ - COO - ITT - Invitation to Tender for the provision of Desktop Stationery, Paper and Printed Business Stationery to the Government of Jersey. ID: 417003

Description: The aim of this tender is to appoint a contractor for the supply of desktop stationery, paper and business stationery products that will be available to all Government of Jersey (GoJ) Departments. The contract falls into three lots: Lot 1: Desktop Stationery and associated Office Supplies; Lot 2: Printed Business Stationery which includes GoJ letter headed paper, commitment slips and business cards; Lot 3: Paper Suppliers can bid for one, two or all lots. The tender will establish a core list of products to be bought by GoJ Departments, this will include a range of environmentally friendly options. If interested please log on and register your interest, guidance is available under the attachments.

Amendment information

Version: 2
Last amended: 09/10/2019 09:37

Amended sections: Attachments

Description: Following a question in regards to purchase we have now attached 2017 data for purchases made.

Activity documentation, files & links (10)

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Appendix 1: Pricing Schedule Declaration.docx	docx	72 KB
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Appendix 4: Pricing Schedule.xlsx	xlsx	90 KB
Appendix 5: Terms & Conditions.pdf	pdf	1 MB
Appendix 6: Key Performance Indicators & Performance Monitoring.pdf	pdf	178 KB
Appendix 7: Logo & Letterhead Example Templates.xls	xls	442 KB

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
1st November 2019 at 12:00 PM

Time remaining

1	2	20
Hours	Days	Hours

Messages & clarifications (4)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer.

You have received 4 message(s) of which 4 are unread

[View all](#) [View unread](#)

Your response (Version 1 - Submitted)

This is your response submission progress checklist:

You have successfully...

- Submitted your response (Version 1 - 22/10/2019 15:53)

Options currently available to you are...

[Change Response](#) [View submitted response](#) [Get 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.

Messages

All clarification questions, enquiries or communication must be sent via the tender portal messaging function.

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 All' link.


Activity summary

Activity information Take a tour

Buyer: States of Jersey

Title: GOJ - COO - ITT - Invitation to Tender for the provision of Desktop Stationery, Paper and Printed Business Stationery to the Government of Jersey. ID: 417003

Description: The aim of this tender is to appoint a contractor/s for the supply of desktop stationery, paper and business stationery products that will be available to all Government of Jersey (GoJ) Departments. The contract falls into three lots: Lot 1: Desktop Stationery and associated Office Supplies Lot 2: Printed Business Stationery which includes GoJ letter headed paper, compliment slips and business cards. Lot 3: Paper Suppliers can bid for one, two or all lots. The tender will establish a core list of products to be bought by GoJ Departments, this will include a range of environmentally friendly options. If interested please log on and register your interest, guidance is available under the attachments.



Amendment information Amendment history

Version: 2 **Last amended:** 08/10/2019 08:37

Amended sections: Attachments

Description: Following a question in regards to purchase we have now attached 2017 data for purchases made.

Activity documentation, files & links (10) Hide

Title	Type	Size
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Terms & conditions (1) Hide

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

This will show any messages that have already been sent or received. To send a new message, click on the **Create new message** button.

Messages for ITT Instant Access to Tender Docs - Search results

Narrow your results

Read Status

Read

Unread

Flagged

Received/Sent Within

All

Previous 7 days

Previous 30 days


Date range

Reset Update

Inbox

Create new message

There have been no messages sent/received that match your search criteria



Populate the subject along with the main body of text, and once done then click on the **Send** button. Attachments can also be added (details of adding an attachment within the system is included later in this guide).


New message


To: Project team


Subject:

Attachments: 

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

Click  to issue the message to the procuring organisation. The sent message is now shown in the Inbox.

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.