

User Guide for Completing a Tender response

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1 Getting started & creating an account on the tender Portal.

In order for you to submit a tender you will first need to create an account with the tendering portal. We use a system from Proactis.

To register for a **free account**, you will need to provide some basic details about you and the type of tenders you are interested in. It does not matter if you are not a company. If you are a private individual or a sole trader just put in your normal contact information.

If you have not already registered you can follow this [link](#). You can also reach this link from lots of different places on the portal and also via our tenders homepage www.eastmidstenders.org

For assistance in registering for an account or managing it please see the help tab or click [Registering](#) on the ProContract Portal. This includes further instructions and videos.

You may have followed a link that has brought you straight to the project you are interested in. Otherwise you can search through the lists of opportunities on the portal www.eastmidstender.org. Once you have found an opportunity you're interested in, you will need to click on the blue **tender title** which will show further details.

Title	Buyer	Expression Start	Expression End
Alternative (education) Provision Nottinghamshire TEST	Nottinghamshire County Council	08/09/2016	24/09/2019
Test Site DPS	Nottinghamshire County Council	12/09/2017	27/04/2018
Training Tender 1	Nottinghamshire County Council	28/11/2017	28/11/2018

2 Registering an Interest

To proceed further you will need to log into your account to view tender documents and ultimately submit your tender, the first step is to register an interest in a tender. If you are already logged in, you simply press the green **Register Interest** button.

Test Site DPS

Main contract details

Opportunity Id DN6140700
Title Test Site DPS
Categories 35000000-4 - Security, fire-fighting, police and defence equipment
Description Test DPS
Region(s) of supply UNITED KINGDOM
Estimated value N/A
Keywords Taxi

Expression of interest window

From 12/09/2017 11:50 **to** 27/04/2018 12:00

[Register interest in this opportunity](#)

Contact details

Buyer Nottinghamshire County Council
Contact Lucy Bartle
Email lucy.bartle@nottscc.gov.uk
Address County Hall
Nottingham
Nottinghamshire
NG2 7QP
United Kingdom

Key dates

Estimated contract dates
Start date 14/01/2018 **End date** 03/12/2022

Current Dynamic Purchasing System (DPS) round information
End date 27/04/2018 11:00:00

Attachments

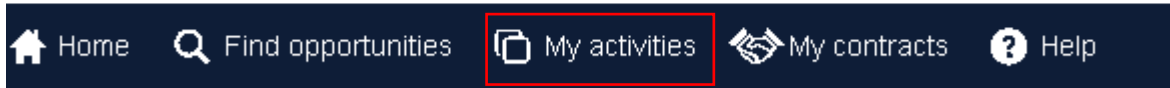
No attachments

Registering interest automatically adds the project into your “Activities” area. It also confirms by email your registration and there will be a a Pop window showing a link to the tender. You can access the tender from any of these links.

Note: Please check your junk folder or spam filter if you don't get a notification straight away!

2.1 My Activities list

Once you have registered / expressed an interest in a tender, the tender will appear in the 'My Activities' tab which can be found in the top tool bar.



Home

N.B. In the 'My activities' tab, ensure the correct buyer is ticked in the left-hand side filter to allow tenders to show, without any buyers ticked the page will be blank.



My activities

Narrow your results

- Buyer**
 - Nottinghamshire County Council
- Event type**
 - All
 - Advert
 - RFX
- Status**
 - All
 - New action

[Update](#)

Active activities					Archived activities	Last viewed activities
Buyer	Title	Current event	Event deadline			
<input type="checkbox"/> Nottinghamshire County Council	East Midlands Regional Provider List for High Needs Supported Accommodation	East Midlands Regional Provider List for High Needs Supported Accommodation	31/03/2027			
<input type="checkbox"/> Nottinghamshire County Council	Test Site DPS	Test Site DPS	03/12/2022			
<input type="checkbox"/> Nottinghamshire County Council	Disposal of Land	Disposal of Land	30/09/2021			
<input type="checkbox"/> Nottinghamshire County Council	Placement for AS	Placement for AS	09/04/2021			
<input type="checkbox"/> Nottinghamshire County Council	Referral for child ab	Referral for child ab	25/01/2021			
<input type="checkbox"/> Nottinghamshire County Council	Alternative (education) Provision Nottinghamshire TEST	Alternative (education) Provision Nottinghamshire TEST	24/09/2020			
<input type="checkbox"/> Nottinghamshire County Council	Short Term Pet Care					

The saved tender will always appear in the 'My activities' tab and this where you should go to access it. From the 'My Activities' tab the tender link will take you to the tender event list.

2.2 Tender Event list

Activity : Disposal of Land

Events

[Disposal of Land](#) Not started (Respond by: 30/09/2021) [Hide details | Open](#)

Activity type:	ITT
Reference:	5278637
Respond by:	30 September 2021 at 01:00
Response status:	Not started

[Click Open to see tender](#)

[Archive th](#)

[Messag](#)

You have [View all |](#)

[Audit hi](#)

[View aud](#)

Clicking **Open** will take you to the main tender Summary page for the opportunity. From this Summary page you can view and read any relevant documents and the terms and conditions

2.3 Tender Summary page

This screen shows a READ ONLY view of the tender. You can download and read associated documents without committing to starting your response.

The screenshot shows the Tender Summary page with several callouts:

- Countdown to submission deadline:** Points to the 'Deadline & time remaining' panel, which shows a response deadline of 30th September 2021 at 1:00 AM and a time remaining of 1 week, 10 hours, and 19 minutes.
- Send and receive messages to and from the project team:** Points to the 'Activity information' panel, which includes details about the buyer (Nottinghamshire County Council) and the title (Disposal of Land).
- Any attached documents will be listed here:** Points to the 'Activity documentation, files & links' panel, which lists a document titled 'tpps_2015.pdf'.
- Check list of actions. When all are green you can submit your tender:** Points to the 'Your response' panel, which contains a submission progress checklist with five items, all of which are currently red (not completed).
- You can Start Response or Opt out if the tender is not for you:** Points to the 'Options currently available to you are...' section at the bottom of the 'Your response' panel, which includes buttons for 'Start my response', 'Opt out', and 'Indicate your intent to respond'.

Once you've read the documents and decided you want to proceed you can then press the green **Start my Response** button. Or if you are not of interested you should press the **Opt out** Button and the project will be removed from your Activities.

3 Completing a Tender response

3.1 Response summary

Once you press **Start my Response** the screen changes and the check list items on the right start to show when they are completed.

The screenshot shows the 'Your response summary' page with the following details:

- Response information:** Supplier: Test Supplier123ncc; Company reg number: 7897878979879; Workgroup: Private; Workgroup contacts: JJ Clulow; Activity id: DN6168103; Response id: R108217184; Company address: nkmkhdln, WESTBRIDGEFORD, Nottinghamshire, United Kingdom, NG2 7QP; Website: None.
- Additional information:** You have not started the 'Additional information' section. Click on the 'Edit' link to begin.
- Response documentation, files & links:** No attachments.
- Terms & conditions:** 1 document listed: 'TERMS AND CONDITIONS 2015'. Status: ✔ Accept terms & conditions; ✘ Decline terms & conditions.
- Deadline & time remaining:** A response to this activity can be submitted no later than 30th September 2021 at 1:00 AM. Time remaining: 1 week, 10 hours, 17 minutes.
- Your response:** The checklist below shows the current status of your response to this activity.
 - So far you have....**
 - ✔ Indicated intent to respond (22/09/2021 14:11)
 - ✔ Started to draft your response to this activity
 - Before you can submit your response you need to....**
 - ✘ 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....**
 - ✔ Opt out

To complete the remaining check list items follow these instructions;

3.2 Attach your completed Form of Tender & any other documentation

You must attach your completed Form of Tender as per the instructions in the tender. It is important that provide all the information requested and, in the format, specified otherwise your tender may be rejected.



This opens the file upload tool. You can drag and drop documents from File explorer or browse your computer. Once all the documents you want are assembled you need to press **Start upload** to finish the upload.



3.3 Terms & conditions

Click on the green tick symbol to accept the terms and conditions. Note that if you do not accept them you will be unable to complete your submission.



3.4 Response Check list and Submit button

Only after all of the Check list tasks have been completed will a green **Submit Response** button appear.

Your response [Response history](#)

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 (22/09/2021 14:43)
- 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 [Opt out](#)

As each task is completed the checklist goes green. When all are green the Submit response, button will appear.

You will be prompted to confirm.

Submit response

Are you sure you are ready to submit your response?

If you need to, following submission, you can change your response. You must make sure that your final submission is received before the activity deadline - **30th September 2021 at 1:00 AM**

Yes, I am sure [No, I will submit my response later](#)

The screen now shows the date and time of your submission.

Home [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#)

[Home](#) > [My activities](#) > [Disposal of Land](#) > Disposal of Land

Your response summary - **Submitted - 22nd September 2021 at 2:46 PM**

Response information

Supplier: Test Supplier123ncc **Company reg number:** 7897878979879

3.5 Editing response

You can change your mind at any point up until the deadline.

A response to this activity can be submitted no later than **30th September 2021 at 1:00 AM**

Time remaining

1 Week 10 Hours 12 Minutes

Messages & clarifications (0)

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

You have received 0 message(s) of which 0 are unread

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

Your response (**Version 1 – Submitted**) [Response history](#)

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

This is your response submission progress checklist:

You have successfully.....

- Submitted your response (**Version 1 – 22/09/2021 14:46**)

Options currently available to you are.....

[Change Response](#) [View submitted response](#) [Opt out](#)

If you want to amend your submission you can click on **Change Response** button.

Note if you press Change response it removes the response from the system and **you must press submit response again to submit a new version.**

What should I do now?

The checklist below shows the current **Version 2** status of your response to this activity

This is your response submission progress checklist:

So far you have.....

- Indicated intent to respond (22/09/2021 14:46)
- 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 (**Version 2**)

Options currently available to you are.....

[Submit amended response](#) [Opt out](#)

You will see a log of the versions of your bid here;

Disposal of Land	
Submitted (Respond by: 30/09/2021)	
Activity type:	ITT
Reference:	5278637
Respond by:	30 September 2021 at 01:00
Response status:	Version 1 - Submitted on time 22/09/2021 at 14:46 Version 2 - Submitted on time 22/09/2021 at 14:49

All submitted bids are secured by the system until after the deadline. Only after it has expired will anyone from the Council be able to open any of your documents.