Renfrewshire Council

Supplier Guide

for

public contracts
scotland - tenders

Table of Contents

Contact Information

Bravo Solutions 0800 368 4850

System Operability

The system is compatible with the following browsers

Internet Explorer

 Safari

 Firefox

The system can be accessed by Windows and Macintosh operating systems.

Please note this system is NOT the Public Contract Scotland web site that is used for advertising prior information notices and award notices for contracts. Registering on this site does not give (at present) you automatic access to the Public Contract Scotland – Tender website; this may be available in the future.

Disclaimer

This document is provided to assist you with the basic operation of the system. You should contact Bravo Solutions if you are unsure about any feature of the system. Bravo solutions are the technical experts for this system and should be contacted first. We do not accept any liability in the event that this document is found to be either incorrect or inaccurate in the information it provides.

****

Please note that the system used for tendering is Public Contracts Scotland – Tenders. The system used for Tender notifications to the marketplace is Public Contracts Scotland. Please note that these two systems are not the same and you will have to register to access and submit tender responses.

****

Registration

In order to access the system you need to ensure that you have registered. Please note that even though you may already have registered for the Public Contract Scotland website to receive notifications of tenders you need to register again on the Public Contract Scotland – Tender website to access the tender.

The current link for the Public Tender website is https://www.publictendersscotland.publiccontractsscotland.gov.uk/

The first screen you will see is shown below. To register please click the text Not Registered – Register here

You will then be shown the following screen. You must agree to the Service User Agreement in order to proceed with registration.
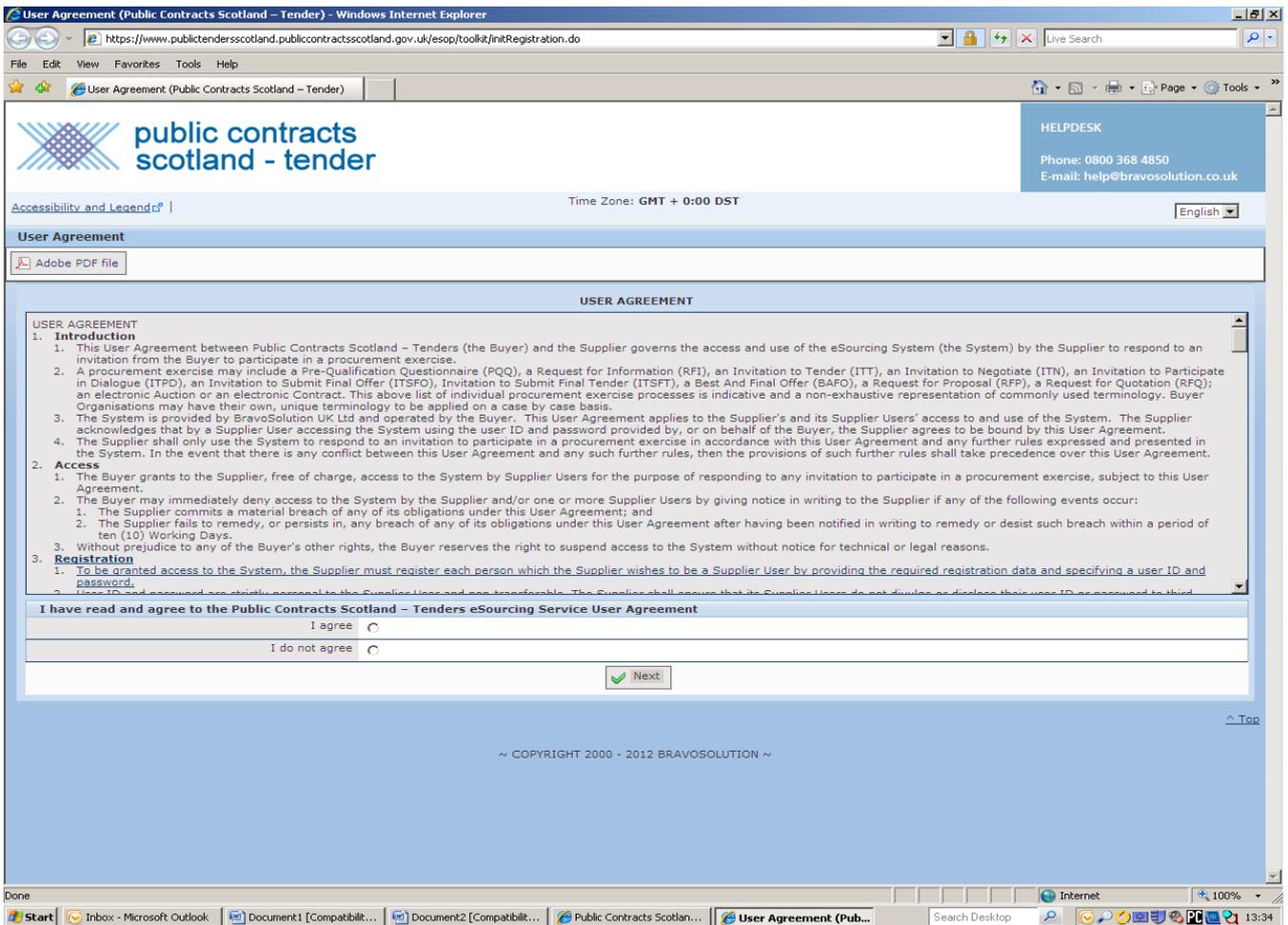
To proceed with registration select **I agree** and click the button named **next**.

The final screen to complete registration will then be displayed.
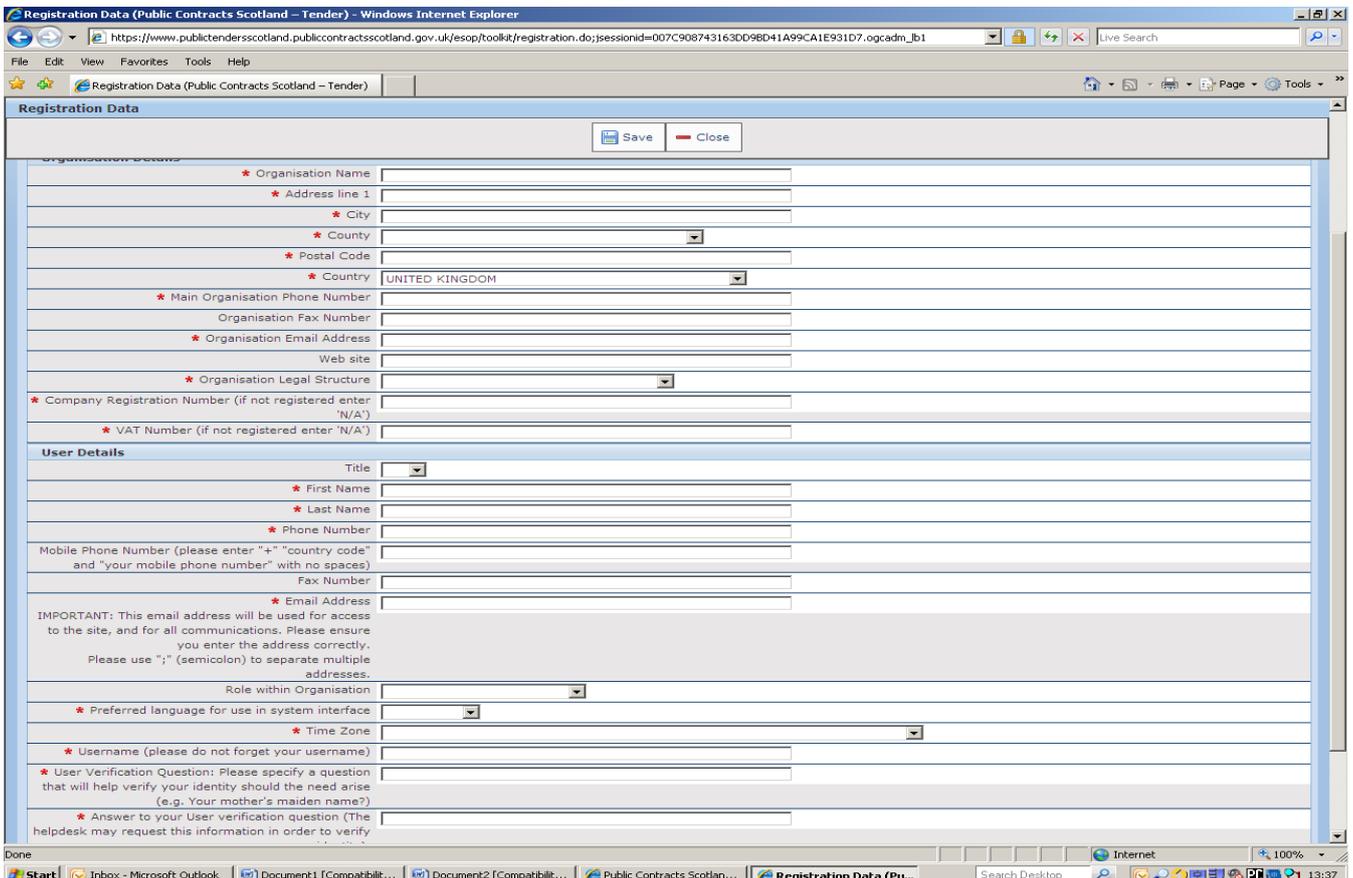
You must complete all questions marked with a red asterisk *

Please make note of the username you enter, you will need to use it to login to the system upon successful registration. It is also very important that you enter your email address correctly.

When you have completed the registration form click the button named save.

The system will send you an email upon successful registration with a link to the Public Contract Scotland site and a temporary password to allow you to login to the system. Upon successful login you will be required to change the temporary password to one of your choice.

MAIN SCREEN

** Please note the following screens were captured from the e-tender system.

If you have already opened the tender or the Pre Qualifying Questionnaire (PQQ) please select the purple rectangle titled Already Participating. The two options open to you are MY PQQs and MY ITTs clicking one of these options will take you to the opened tender/PQQ.

If you have not opened the tender/PQQ before you need to select either PQQ (the rectangle in blue) or ITT (the rectangle in red). The buyer will have made it clear to you in Public Contract Scotland notice the type of request for information they are seeking either a tender or PQQ.

Clicking the ITTs open to ALL suppliers will show you the tender advertised by the buyer. You will also be shown all tender opportunities from other buyers that use the Public Tender Scotland system.

The following screen shows the ITTs open to all suppliers (please note it is not real time ITT's shown in this image).
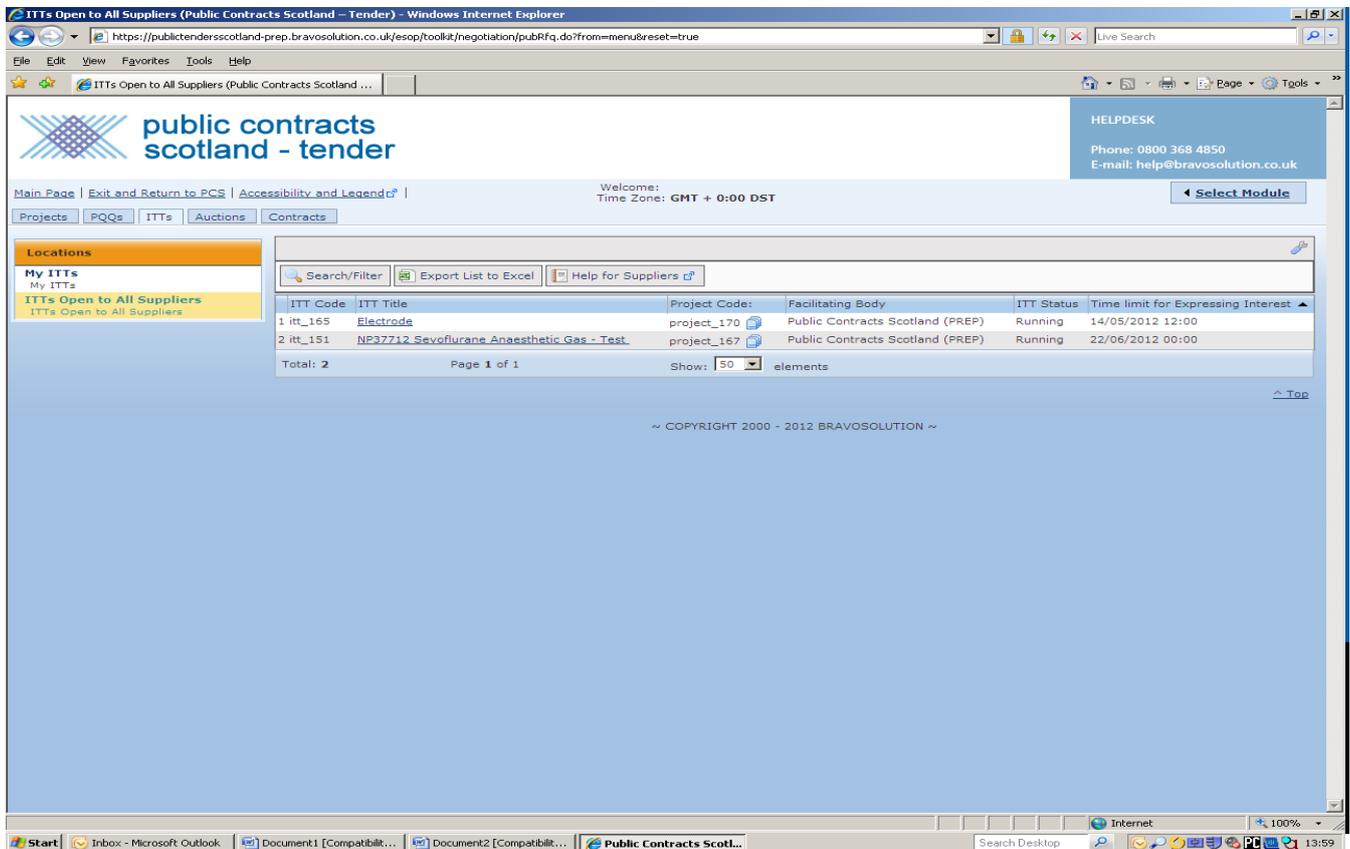
Using the Electrode ITT as an example, click the ITT name. You will then be shown the screen below.
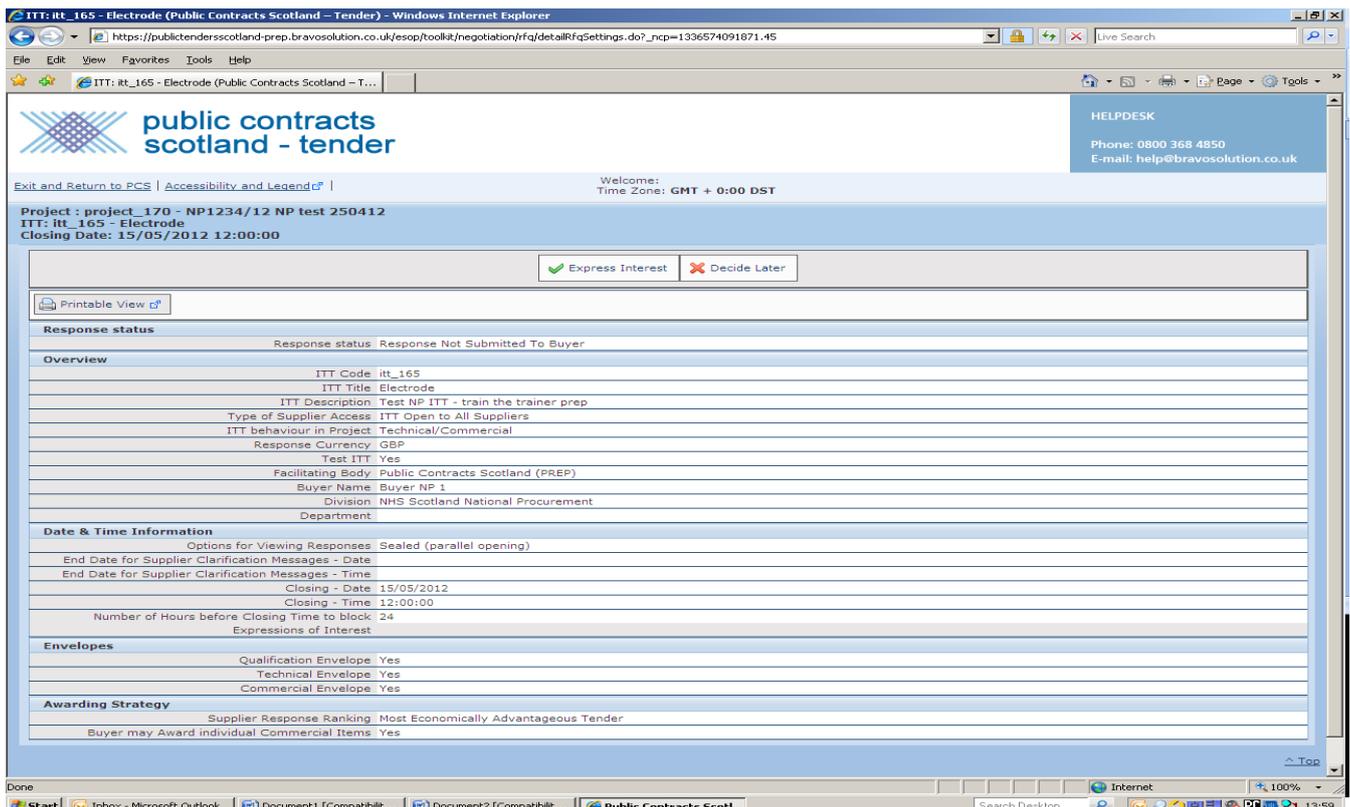
If you wish to open the ITT click the button Express Interest otherwise click Decide Later.

By selecting to express Interest, the ITT will now be available for you to access using the purple rectangle called Already Participating. Note. You can get back to the dashboard page by clicking the menu option called Main Page.

MY ITTs option

The following screen displays all your opened tenders after selecting the My ITTs option. Please note the ITTs shown in the screen are training and demo tenders.

The screen shows you the status of tenders (ITTs) that you have opened. You are shown the Tender name, the Buyer (facilitating body), the current status of the tender, if you have submitted a tender to the buyer and the closing time/date of the tender.

You can access your tender after the closing date but Renfrewshire Council will **NOT** accept a tender submitted past the closing date.

Please note that you can select to view ITTs open to all Suppliers from this screen but please be aware that it is only ITTs that you can view, no PQQs will be shown here.

MY PQQs

This screen only show PQQs tenders are NOT shown
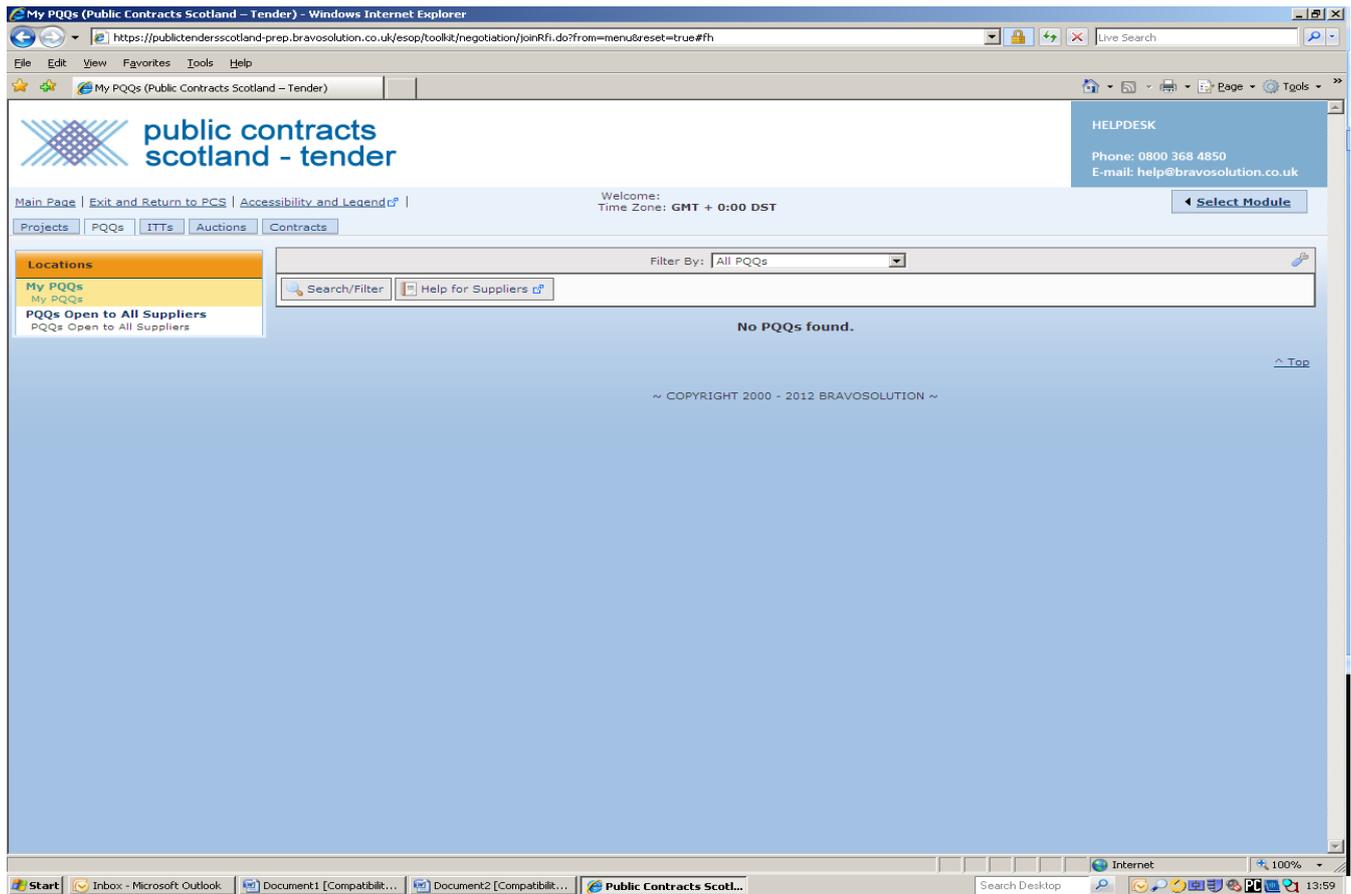
This screen operates in the same fashion as the MY ITTs screen. In this particular case no PQQs had been opened.

Clicking the PQQs open to all suppliers will display a list of PQQs that you may select to bid on.
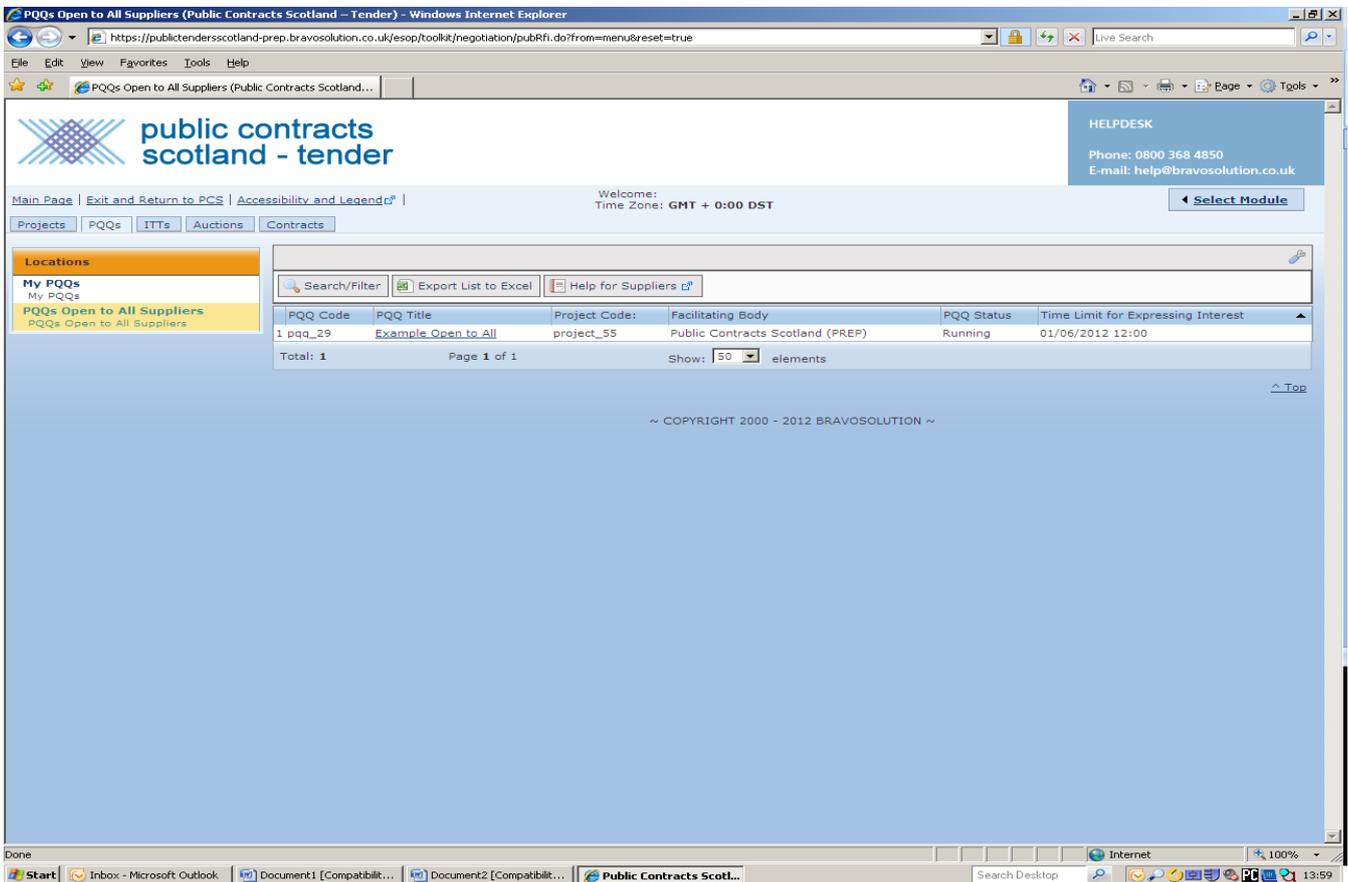
After selecting the option Express an Interest you will be shown the following screen.
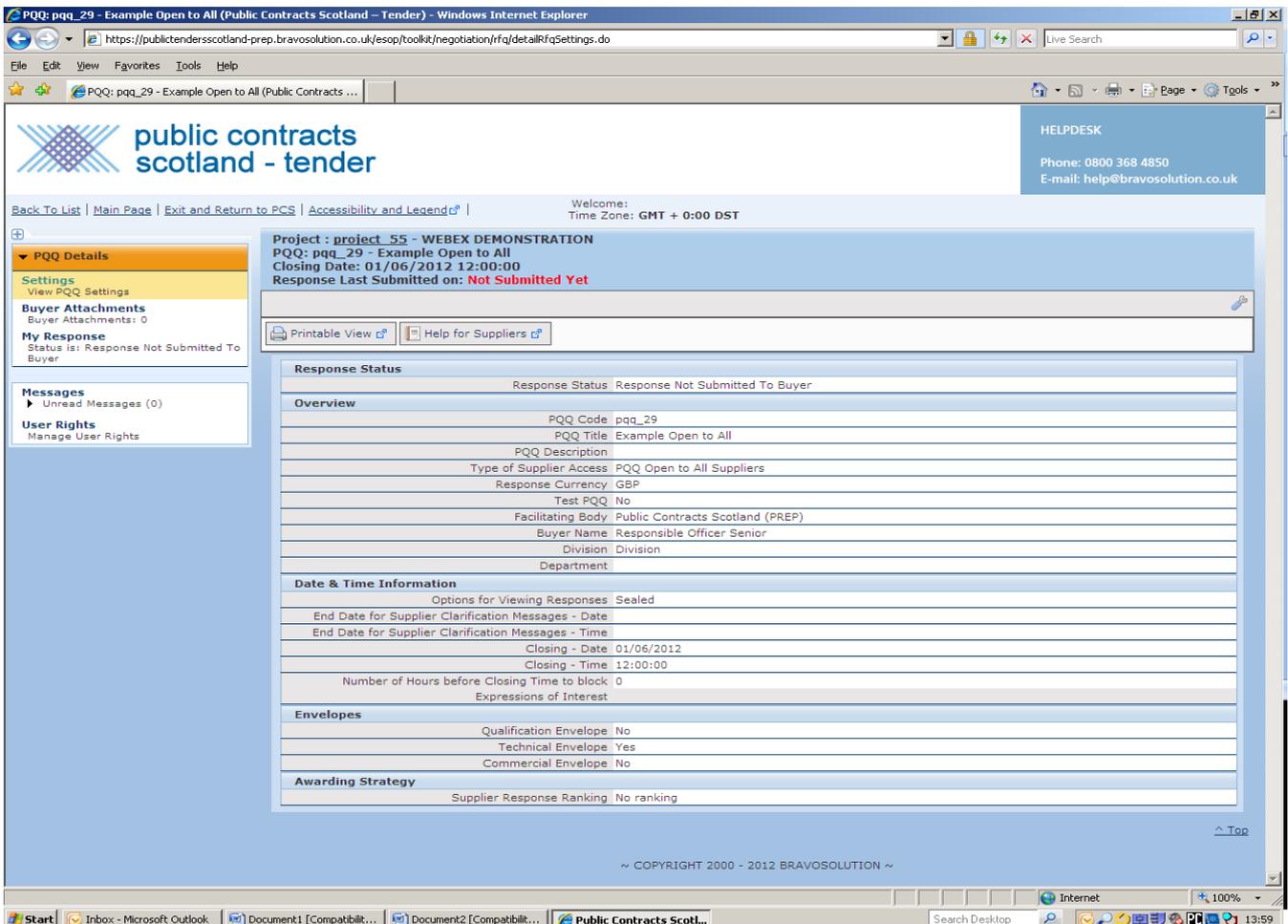
This screen shows you information such as the Buyer name Closing date and how the tender will be evaluated.

You will also have been sent an email telling you that your expression of interest has been successful.

Please note the menu option PQQ Details. A PQQ and an ITT will both have this type of menu (an ITT will be headed ITT details).

As both an ITT and a PQQ use the **same methods** for completing and submitting to the buyer the remaining parts of this user guide will use ITTs as examples.

Creating a Response

ITTs issued by Renfrewshire Council will comprise of sections called envelopes (usually Renfrewshire Council will issue 3 envelope tenders).

The three envelopes will be called

Qualification – this envelope may hold questions relating to topics (but are not limited to) such as business probity, insurances and supplier details.

Technical – this envelope may hold questions that include ability to service

Commercial – this envelope may hold questions that include your schedule of offer.

It is very important for you to understand that you must complete all envelopes.

Some questions will be highlighted with a red asterisk; these questions require a mandatory response. If you do not answer a mandatory question you will not be able to submit a tender.

The screen above shows a tender that has been opened from the MY ITTs screen.

The left hand menu titled ITT details comprises the following

Settings –

View ITT settings – This option will display the general information about the tender including such details as the closing date/time.

Buyer Attachments – Any documents attached to the tender by the buyer can be accessed here.

My Response – This option displays the tenders envelopes to you (and is the default screen you will see when opening the tender)

Messages – You can send and receive messages from/to the buyer using this option. Please note that if the buyer sends you a message you will also receive an email notifying you that a message has been sent.

To fully open the ITT you must click the Create Response button. You can decline the ITT by clicking the Decline to respond button.

<u>My Response</u>

To enter your response to the tender you can either click the envelope response from the section headed My Response Summary (for example clicking qualification response will open the qualification envelope questions) or using the slide bar move down the screen to the appropriate envelope response and click edit response.

The screen below shows an ITT which has just been opened. The qualification envelope has been selected. Please note the button named Save and Exit Response this button will save your answers and return you to the main ITT screen, it does NOT exit you from the system.

****

PLEASE NOTE THAT IN RELATION TO FRAMEWORK AGREEMENTS YOU WILL BE PRESENTED WITH MULTIPLE LOTTED ITT's, YOU MUST ENSURE THAT YOU COMPLETE ANY MANDITORY ITT's ALONG WITH ANY LOTTED ITT THAT YOU ARE BIDDING FOR. FAILURE TO SUBMIT A MANDITORY ITT WILL RESULT IN YOUR SUBMISSION BEING NULLIFIED AND REMOVED FROM THE PROCESS.

****
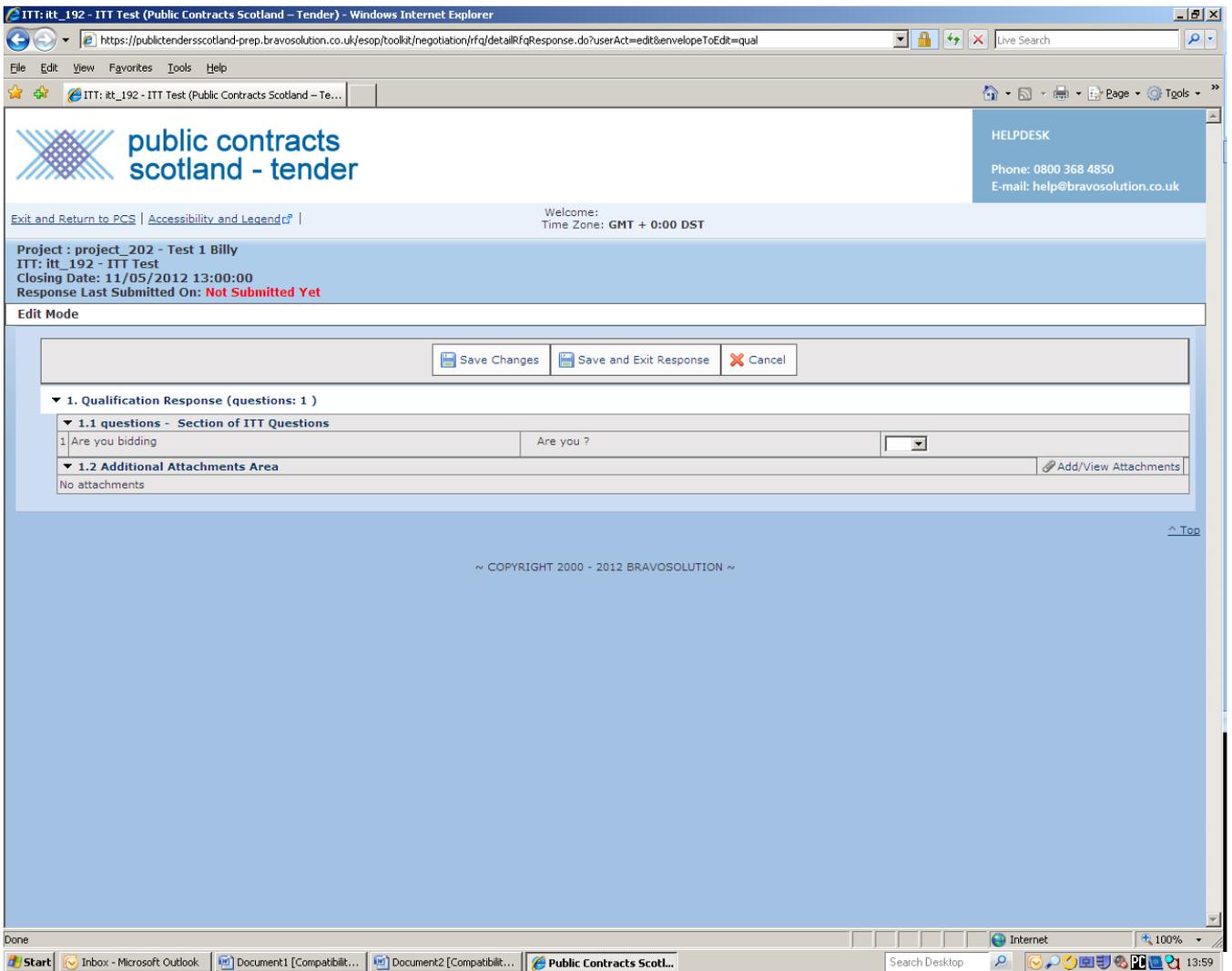
The screen below shows the two questions from the qualification envelope, as information has already been entered a button called Keep changes has been displayed (if there had been no pre-filled information the buttons will be called Save and save and exit).
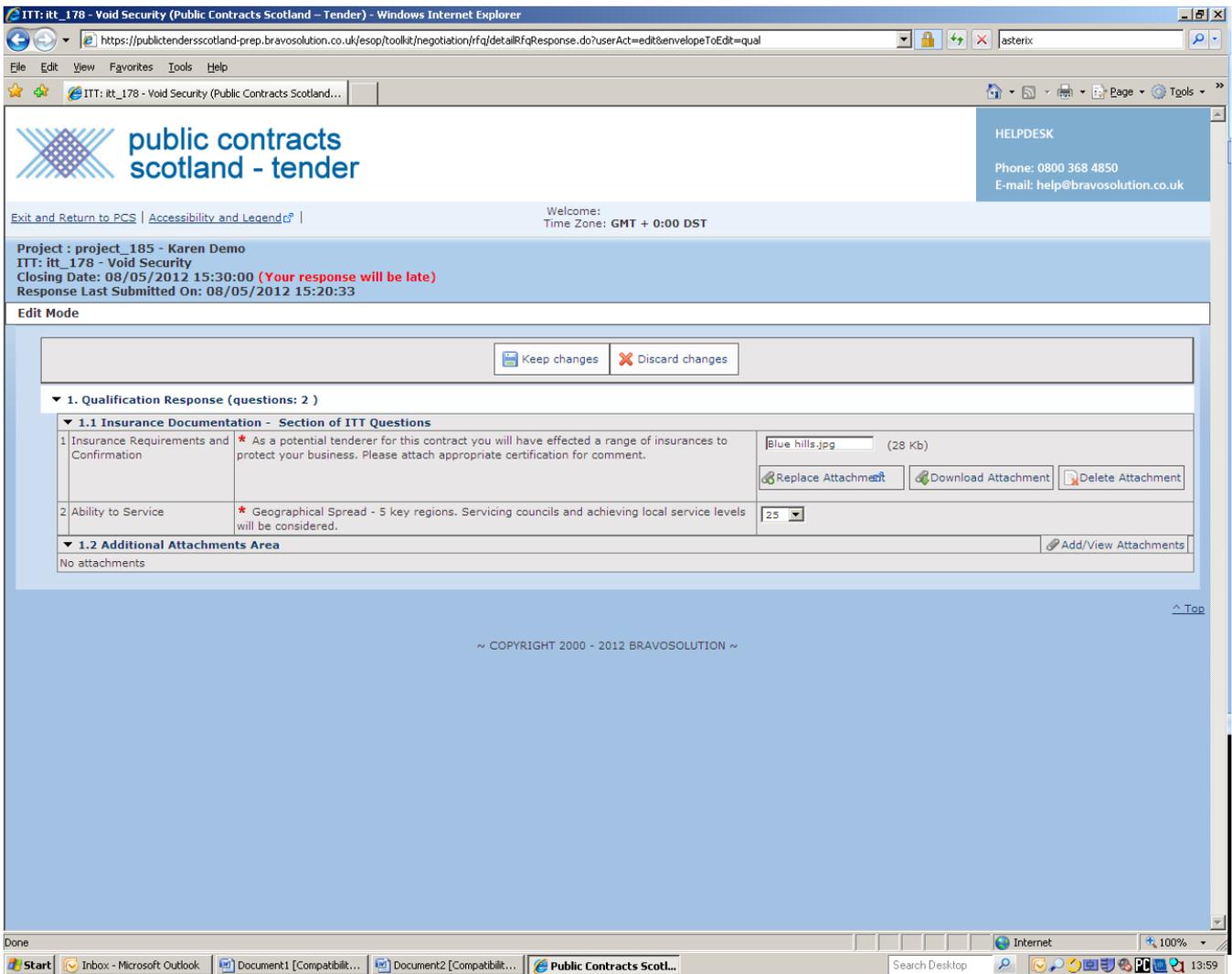
If you make a mistake you can select the discard changes button to return to the original response.

Because each question is asterisked you must answer the question before you can submit it. However you can answer the question at any stage before submitting, so you **do not** have to complete mandatory questions before proceeding to the next question.

If the question requires a numerical response you will not be allowed to enter text as an answer so for example you cannot answer N/A to a question asking you to enter a price for goods.

My Response Summary

This section will provide you with information that includes such things as

Whether you have not answered a mandatory question; including the total number of mandatory questions that still require a response.

Your total commercial price currently offered.

Before submitting an offer it is advised that you check this section especially to ensure that you have completed all mandatory questions.

Submitting an offer/tender

Once you are happy with your offer and completed all mandatory questions your offer is ready for submission. Simply click the Submit response button to submit the offer. Please note that

you can edit and re-submit offers up until the closing date /time. Please be aware that each submission will overwrite the last one.

If you do not complete a mandatory question you will NOT be able to submit an offer. A message will be displayed to you informing of this fact.

The system will attempt to assist you by highlighting the missing answers.

As you can see below I failed to answer a mandatory question, the system has highlighted it to me in red.

Messages

This feature operates in a similar fashion to a bulletin board. The Buyer may send you (or all suppliers) messages through this system. In the first instance you will probably receive an email notifying you that a message has been posted.

Any messages you are sent can be accessed by clicking the Messages menu option shown under the ITT details.

A sub menu will be displayed to you. Any messages sent to you can be accessed by clicking the Received messages menu option.

You can also use this system to send the Buyer messages by clicking the Create message menu option.

https://publictendersscotland-prep.bravosolution.co.uk/esop/mdl/message/NewMessage.do?_ncp=1336727881968.61

File   Edit   View   Favorites   Tools   Help

ITT: itt_197 - demo2 (Public Contracts Scotland – Ten...

public contracts
scotland - tender

HELPDESK

Phone: 0800 368 4850
E-mail: help@bravosolution.co.uk

Exit and Return to PCS | Accessibility and Legend |

Welcome:
Time Zone: **GMT + 0:00 DST**

Project : project_183 - Project for demo thursday
ITT: itt_197 - demo2
ITT Status: Closed: To Be Evaluated
Response Last Submitted On: 10/05/2012 14:52:03

[Save As Draft]   [Send message]   [Cancel]

Message

Subject [   ]

Message [   ]

Attachments [0]   Attachments

*	Recipient
1	Public Contracts Scotland (PREP)

Total : **1**

^ Top

Done

Export / Import Response

This option allows you to complete your ITT offline using Microsoft Excel. After completing the ITT you may import the completed offer back into the system.

Please note the imported excel spreadsheet will populate the ITT answers the spreadsheet will NOT be attached.

Export

Click the IMPORT/EXPORT Response.

Then click the Download button as shown below
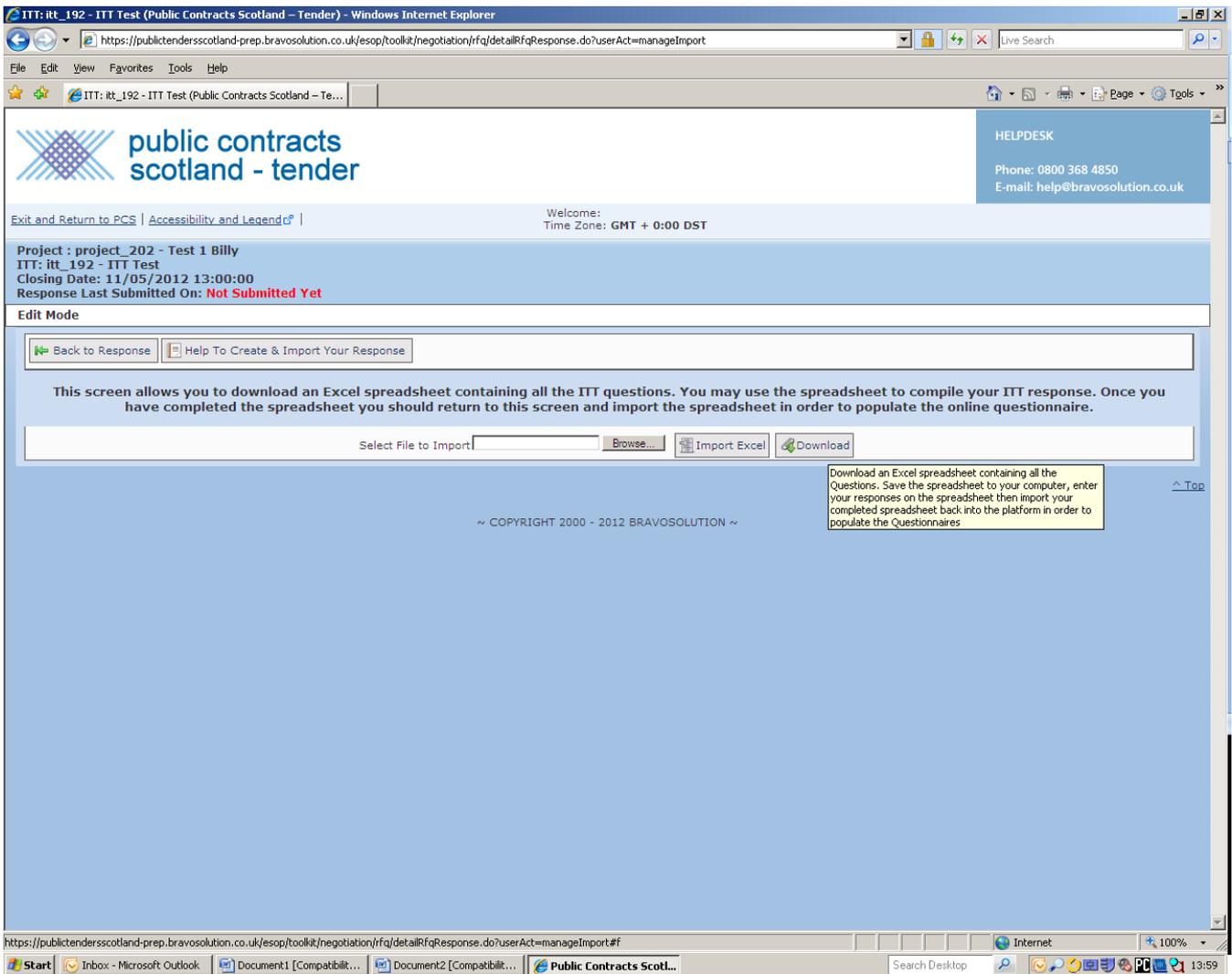
You will then be shown a pop up screen titled File Download. Select the option to Save and then select an appropriate file location.
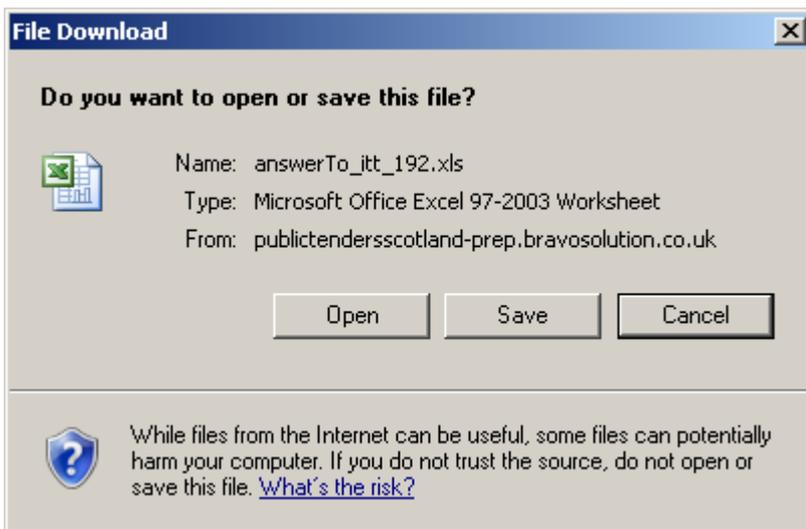
You can also choose to open the saved file.

Completing the Spreadsheet
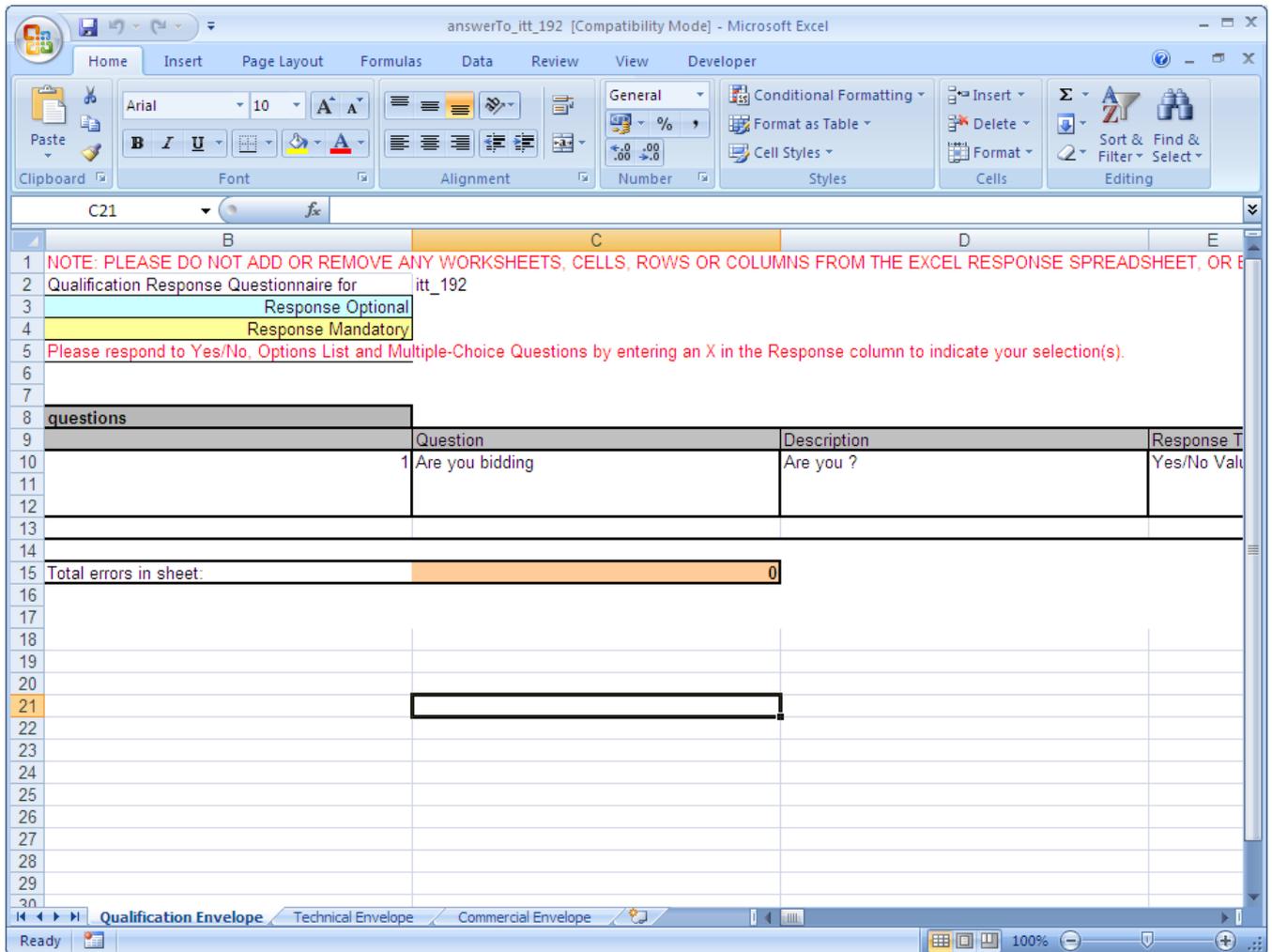
The screen shown above is an ITT that has been opened in Excel.

Each envelope becomes a work sheet.

The spreadsheet includes instructions on how to complete the tender correctly at the top of every worksheet.

Answer the questions and please remember to save your spreadsheet.

Importing the Spreadsheet

Using the Export/Import Response button you can import a completed spreadsheet back into the system. Please note you do not have to fully complete the spreadsheet in order to Import the response only your answers will be imported. Please note that this imported spreadsheet will overwrite ALL the ITT answers held in the system.

To import a spreadsheet click the browse button and select your spreadsheet. Then click OPEN
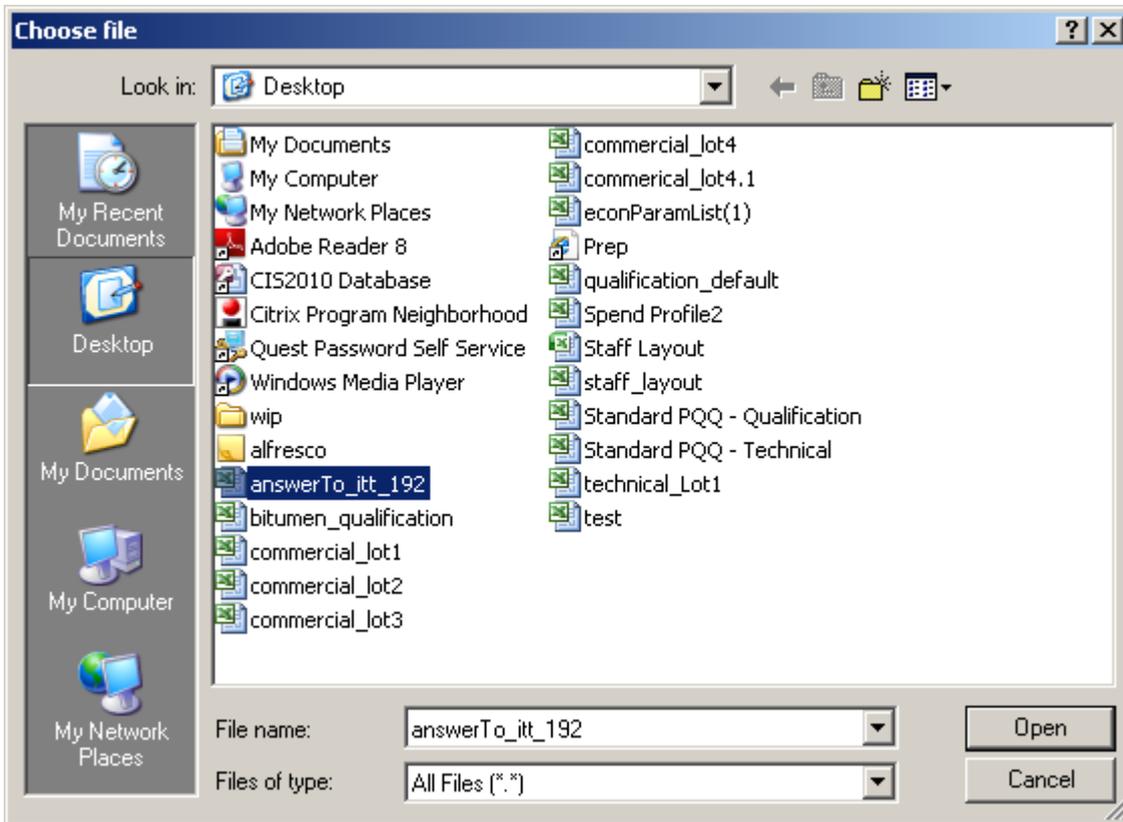
Click the IMPORT EXCEL button to import the spreadsheet into the system.
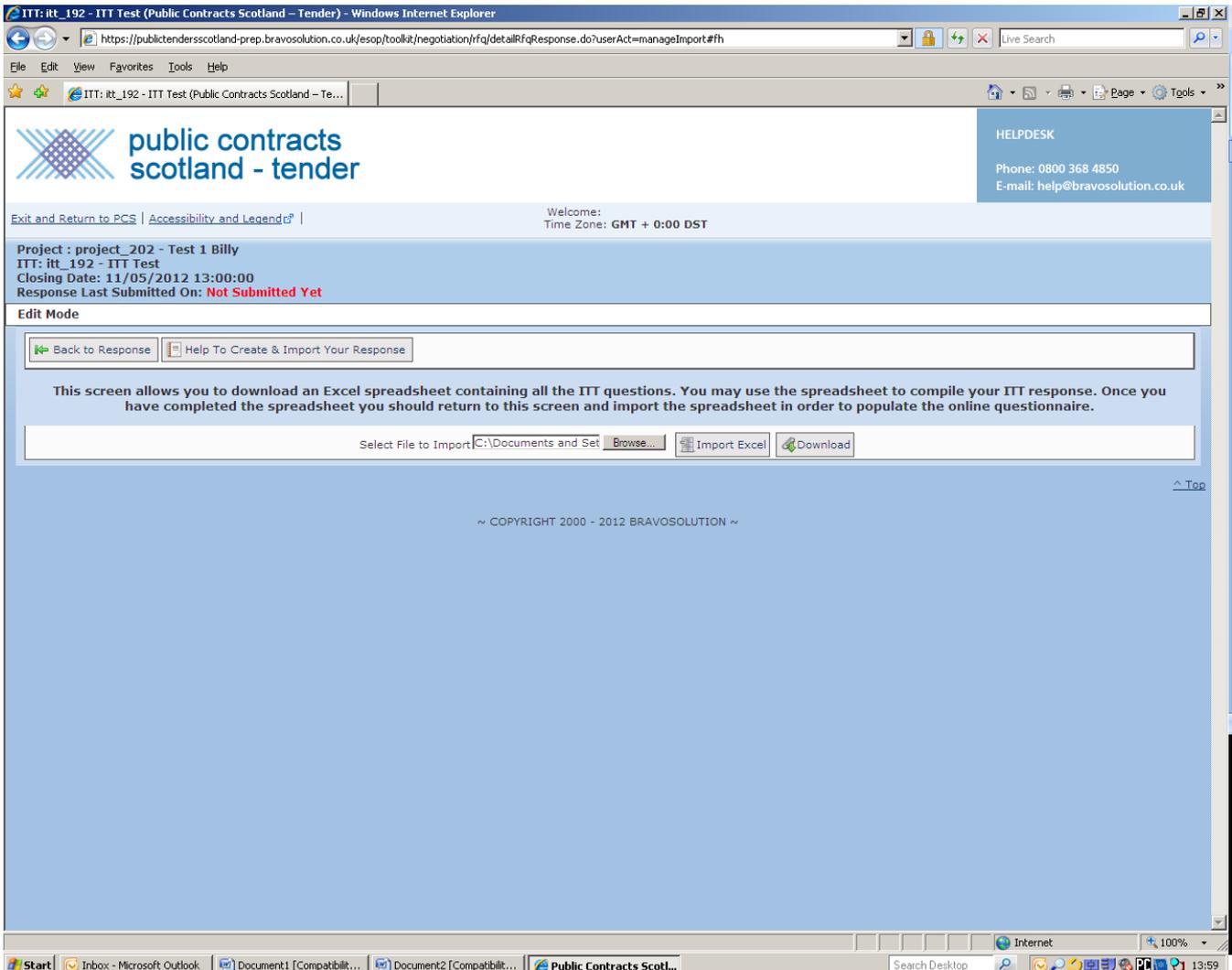
If the spreadsheet is in the correct format you will receive a message that the file has been successfully imported.
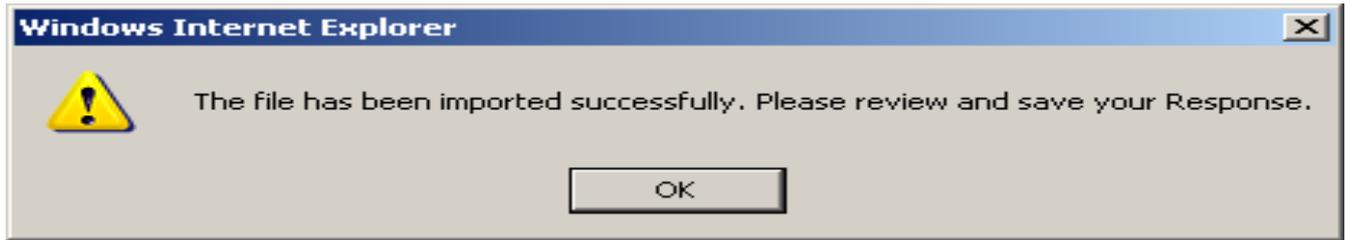
Please NOTE you must save the changes in order to complete the import fully. If a mistake has been made in the spreadsheet imports simply DO NOT save the response. Your original response will not be overwritten.

Submitting a Response

When you have completed your response, you are ready to submit. Using the My Response button you can check your submission and submit your tender/ITT response.

Once you have completed this task your response will be submitted for evaluation and you will be contacted at a later date with the evaluation results.