



Renfrewshire Council

Supplier Guide

for



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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

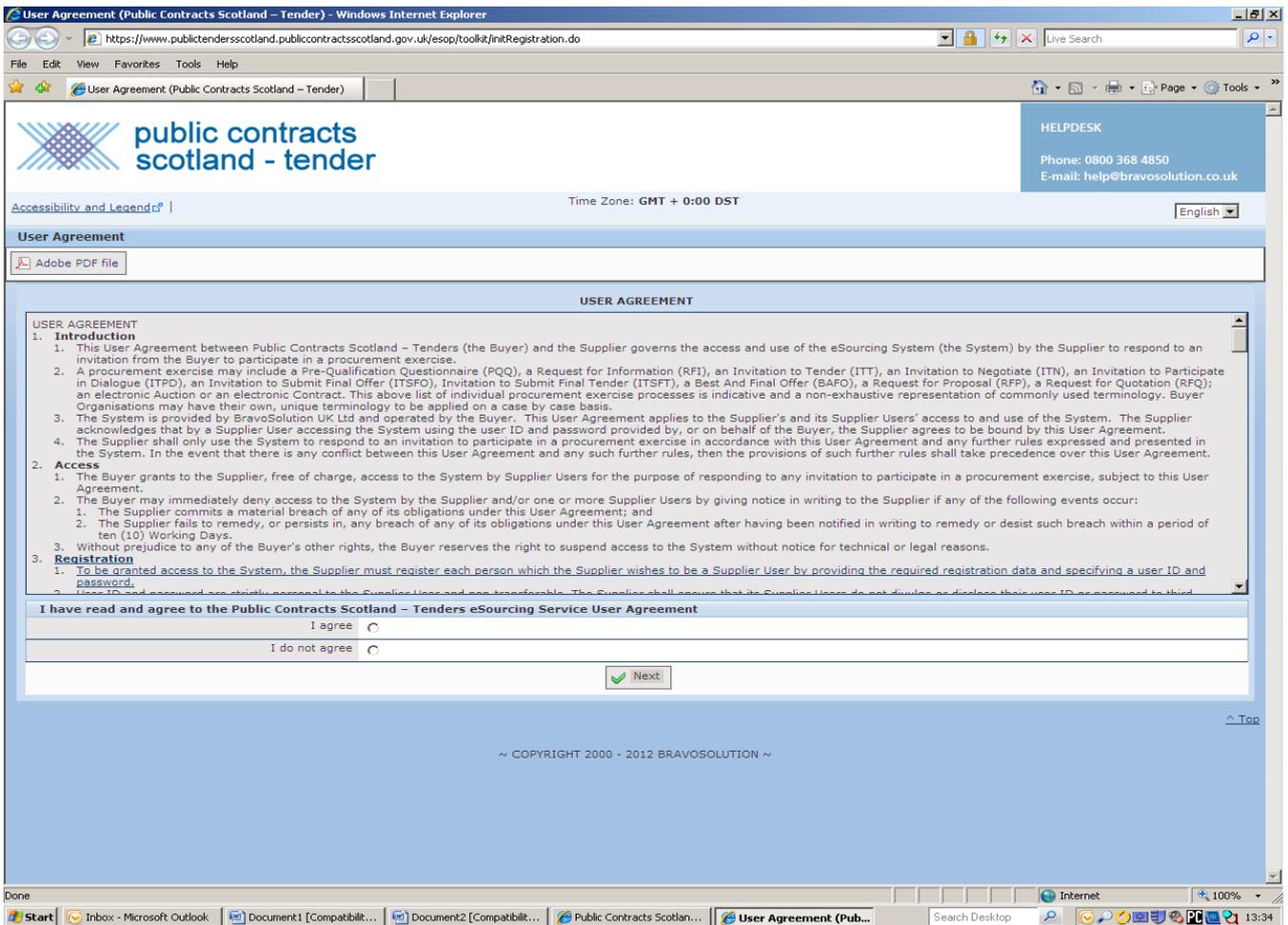
<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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

The screenshot shows the 'Public Contracts Scotland - Tenders' website in a Windows Internet Explorer browser. The page features the following elements:

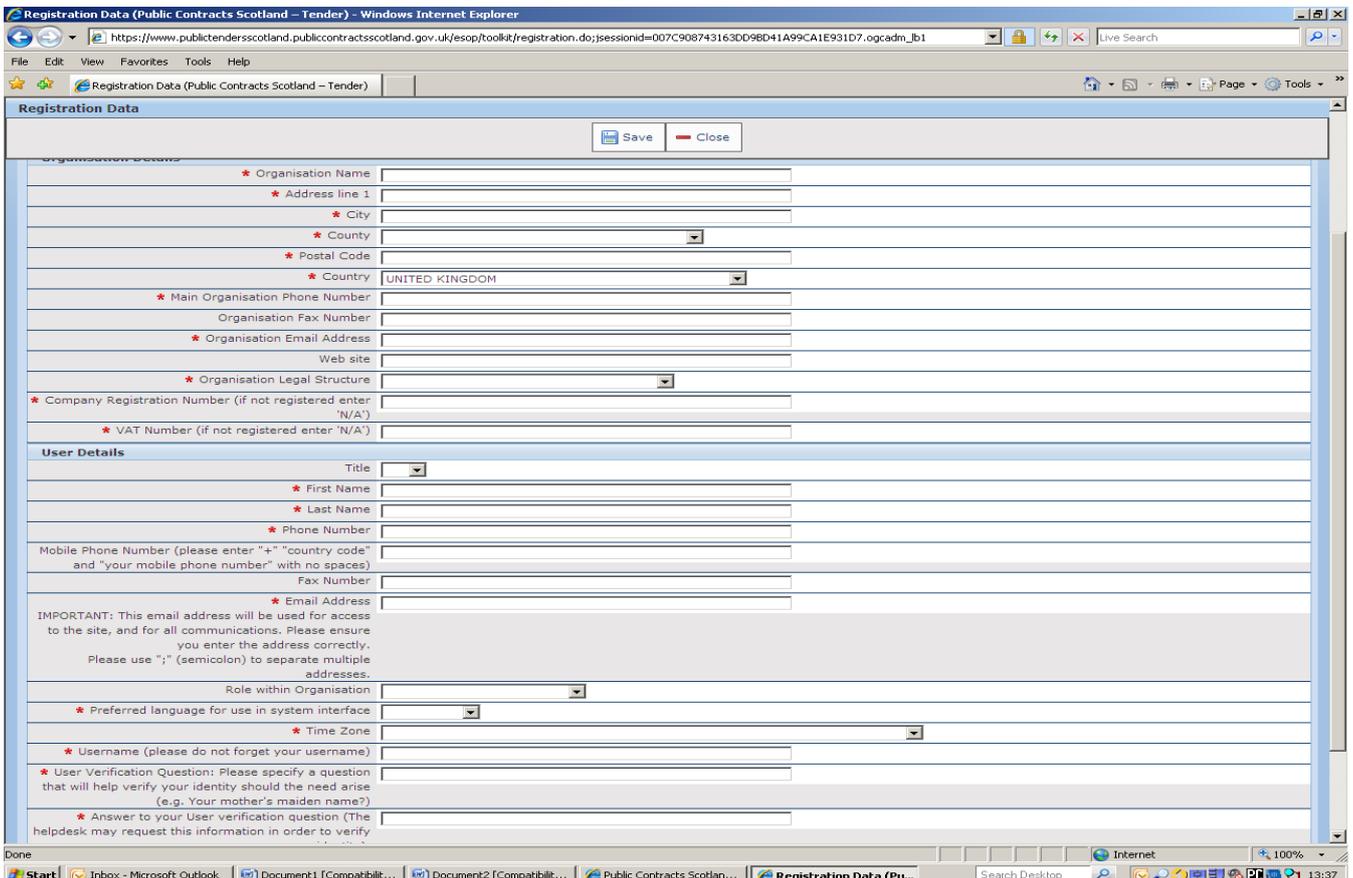
- Header:** Logo for 'public contracts scotland - tender' and a 'HELPDESK' section with contact information: Phone: 0800 368 4850, E-mail: help@bravosolution.co.uk.
- Main Content:**
 - Connecting public and private sector business.** A paragraph explaining the tender module's purpose to improve the tendering and evaluation stages.
 - Key Features:**
 - Simplifying the contracting process
 - Introducing standardised processes and templates;
 - Removing duplication of effort by storing key information in a dedicated user workspace;
 - Enabling more efficient communication between buyers and bidders;
 - Embedding a contract and supplier management module to better manage contracts once they are awarded.
 - LOG IN** section with fields for 'username' and 'password', a 'Sign in' button, and links for 'Forgot your password?' and 'Not Registered - Register here'.
 - Procurement Journey** diagram showing a path through 'ZONE A' (Develop strategy, Develop documents), 'ZONE B' (Supplier selection, Issue ITT, Open & evaluate tender), and 'ZONE C' (Contract & supplier management, Contract implementation, Contract award, Post tender clarification).
 - Supplier Journey** banner at the bottom of the diagram.
- Footer:** 'Connect With PCS' section with social media links for The Scottish Government, Twitter, Flickr, YouTube, and a link to download the PCS iPhone App. Below this is a 'System Requirements' section with a warning about unauthorized use.

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.

The screenshot shows the main screen of the Public Contracts Scotland - Tender system. The browser window title is "Public Contracts Scotland - Windows Internet Explorer". The address bar shows the URL: https://publictendersscotland-prep.bravosolution.co.uk/esop/ogc-host/private/publictendersscotland/second_s.jsp. The page content includes:

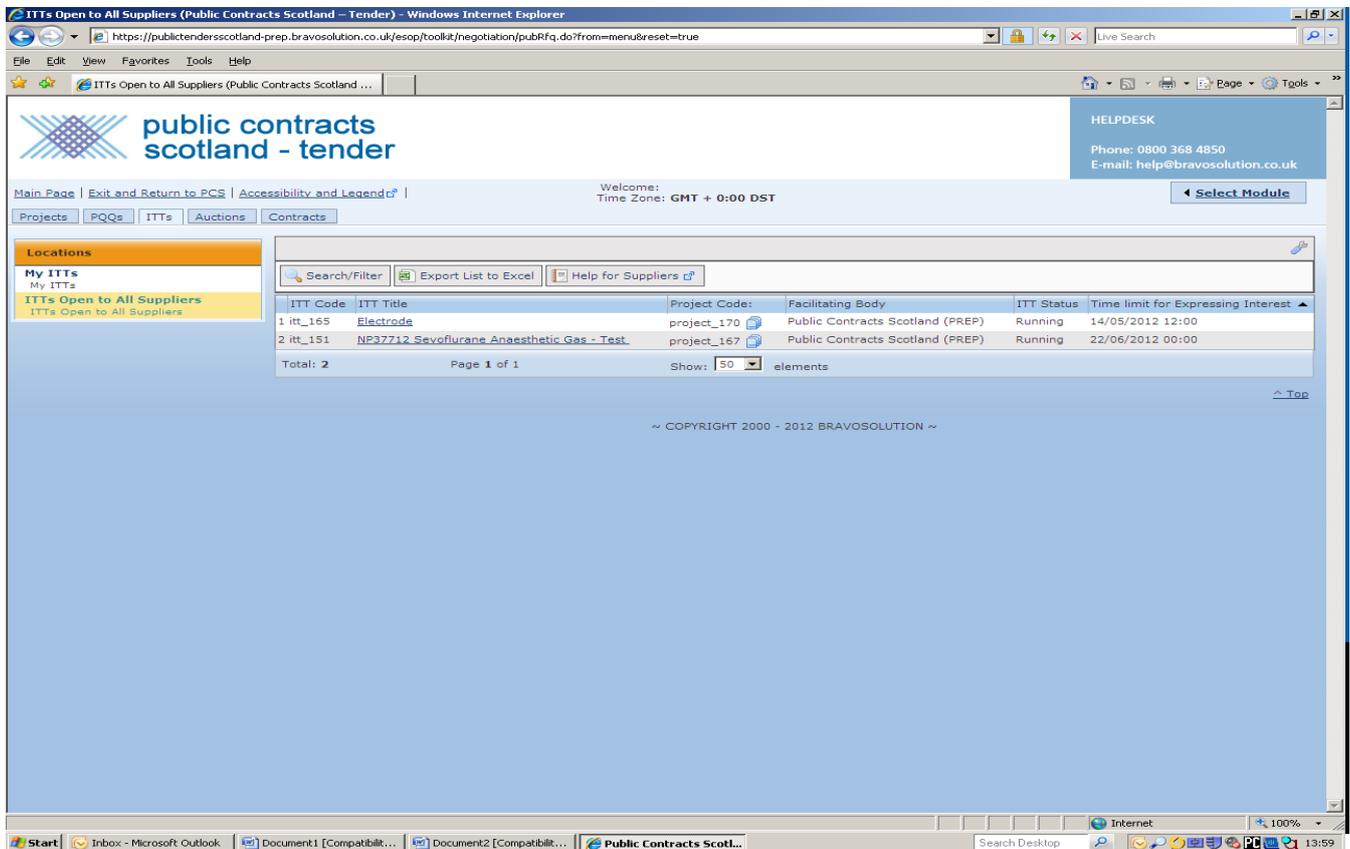
- Header:** "public contracts scotland - tender" logo and "HELPDESK" with contact info: "Phone: 0800 368 4850" and "E-mail: help@bravosolution.co.uk". A "Log Out" link is also present.
- Welcome Message:** "Welcome to Public Contracts Scotland - Tender" followed by "Please select one of the options below to proceed".
- Four Main Options:**
 - PQQ (Blue):** "If you are a supplier interested in responding to a PQQ open to all suppliers please click here: >>PQQs Open to All Suppliers"
 - ITT (Red):** "If you are a supplier interested in responding to an ITT open to all suppliers please click here: >>ITTs Open to All Suppliers"
 - Already Participating? (Purple):** "If you have been invited to participate in a PQQ or ITT, or have already registered please proceed directly to your PQQs or ITTs >>My PQQs >>My ITTs"
 - Other Options (Green):** "To manage your account and for all other actions within Public Contracts Scotland - Tender, please proceed to the Dashboard >>Dashboard"
- Footer:** "A service provided by BravoSolution - © BravoSolution - System Requirements" and a "WARNING" message regarding authorized users and security.

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.

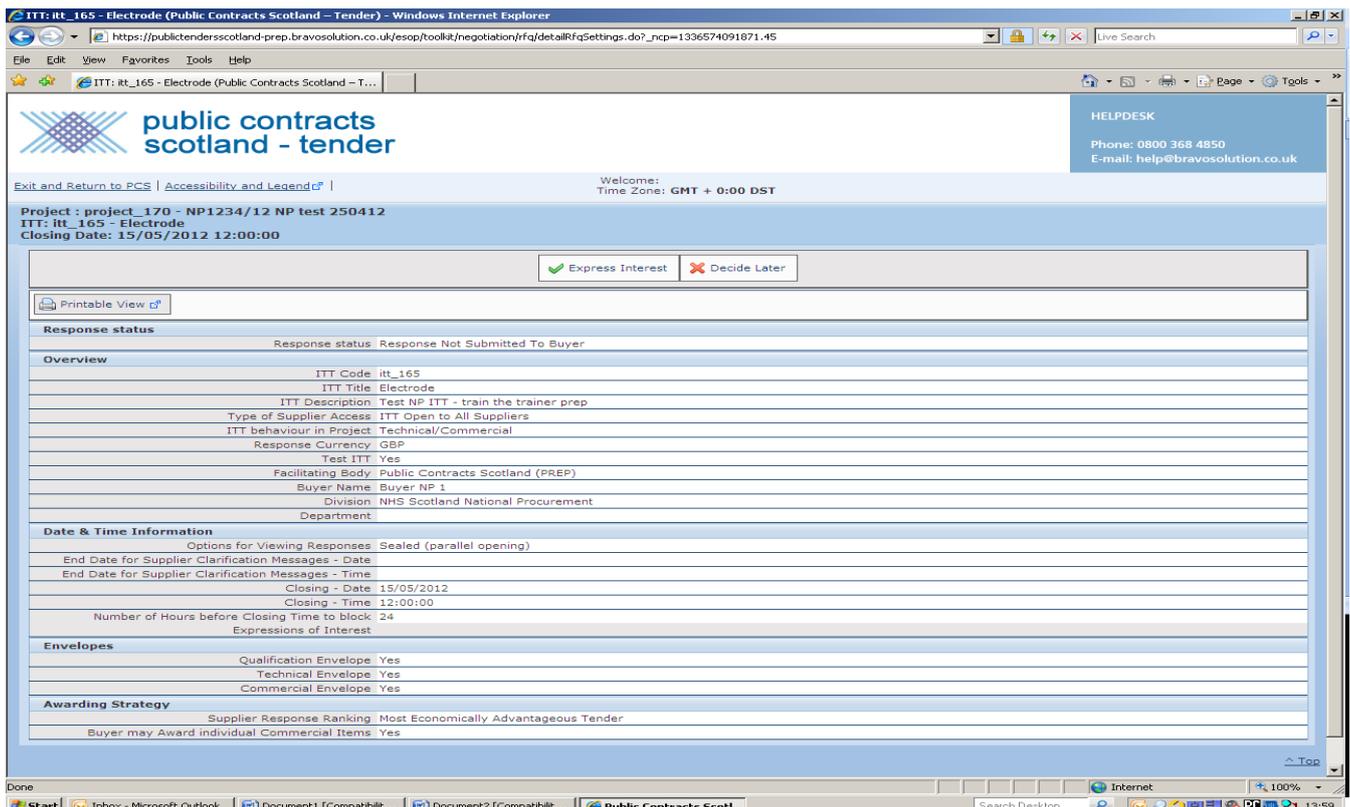
If you have not opened the tender/PQQ before you need to select either PQQ (the rectangle in blue) or ITT (the rectangle in red). The buyer will have made it clear to you in Public Contract Scotland notice the type of request for information they are seeking either a tender or PQQ.

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 screenshot shows a web browser window displaying the 'My ITTs' page for Public Contracts Scotland. The page features a navigation menu with options like 'Main Page', 'Projects', 'PQQs', 'ITTs', 'Auctions', and 'Contracts'. A sidebar on the left lists 'Locations' and 'My ITTs'. The main content area displays a table of tenders with columns for ITT Code, ITT Title, Project Code, Facilitating Body, ITT Status, Response Status, and ITT Closing Date/Time. The table contains 10 rows of data, including titles like 'Terry demo', 'Void Security', 'GM TEST', 'Sarah-Clair - Demo', 'Karen ITT', 'Scott ITT 1', 'pens', 'more supply of pencils', 'supply of office furniture', and 'Richard Demo ITT for a framework'. The status for all tenders is 'Closed: To Be Evaluated'. The page footer indicates 'COPYRIGHT 2000 - 2012 BRAVOSOLUTION'.

ITT Code	ITT Title	Project Code	Facilitating Body	ITT Status	Response Status	ITT Closing Date/Time
1 itt_179	Terry demo	project_189	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response To Be Submitted To Buyer	08/05/2012 15:30
2 itt_178	Void Security	project_185	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	08/05/2012 15:30
3 itt_176	GM TEST	project_186	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response To Be Submitted To Buyer	08/05/2012 15:30
4 itt_162	Sarah-Clair - Demo	project_177	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	08/05/2012 15:30
5 itt_172	Karen ITT	project_182	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Not Submitted To Buyer	08/05/2012 15:00
6 itt_183	Scott ITT 1	project_194	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	08/05/2012 11:41
7 itt_182	pens	project_193	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	08/05/2012 11:40
8 itt_160	more supply of pencils	project_175	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	04/05/2012 12:00
9 itt_161	supply of office furniture	project_176	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Not Submitted To Buyer	02/05/2012 12:00
10 itt_127	Richard Demo ITT for a framework	project_147	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	24/04/2012 13:18

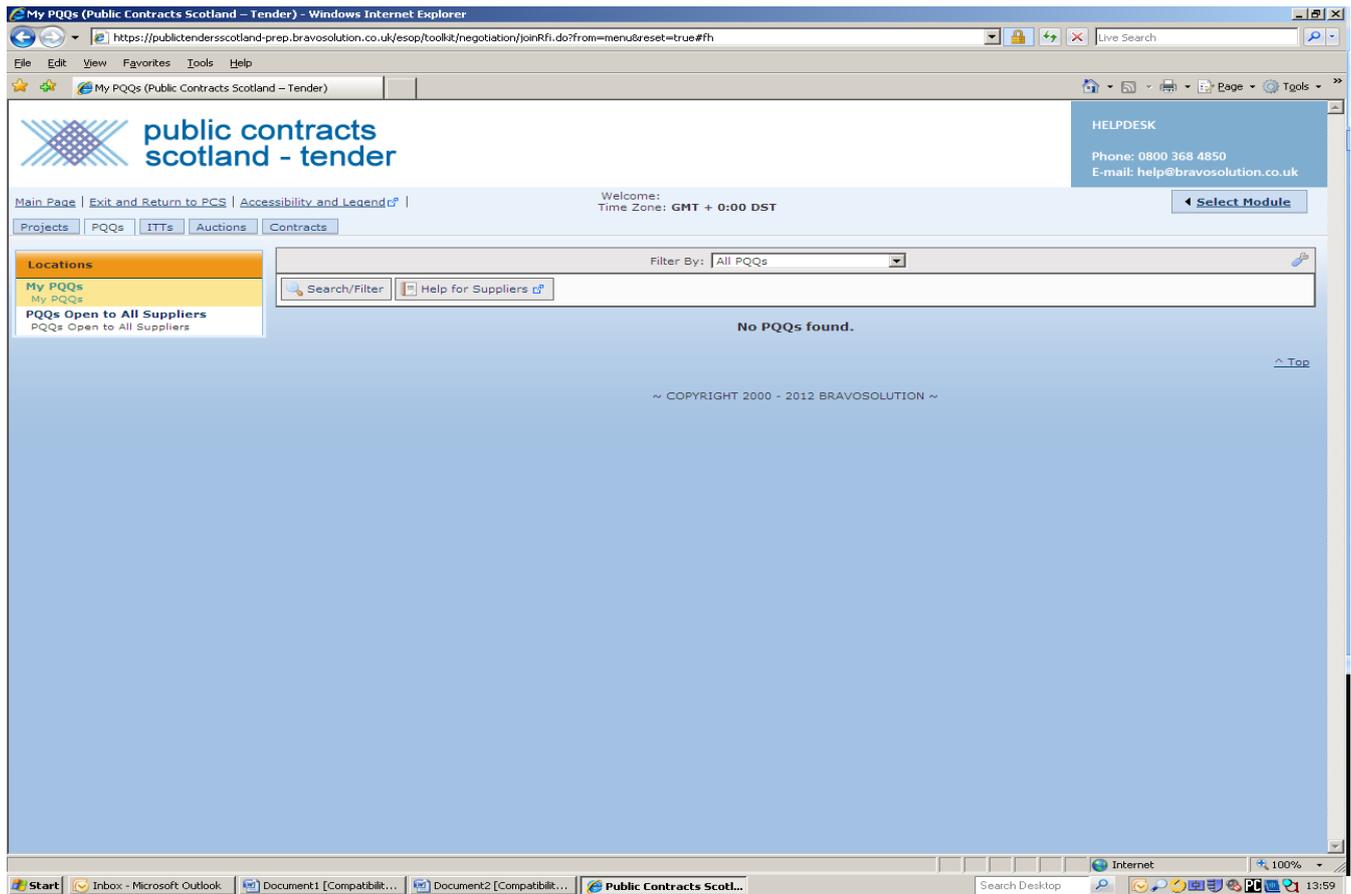
The screen shows you the status of tenders (ITTs) that you have opened. You are shown the Tender name, the Buyer (facilitating body), the current status of the tender, if you have submitted a tender to the buyer and the closing time/date of the tender.

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.

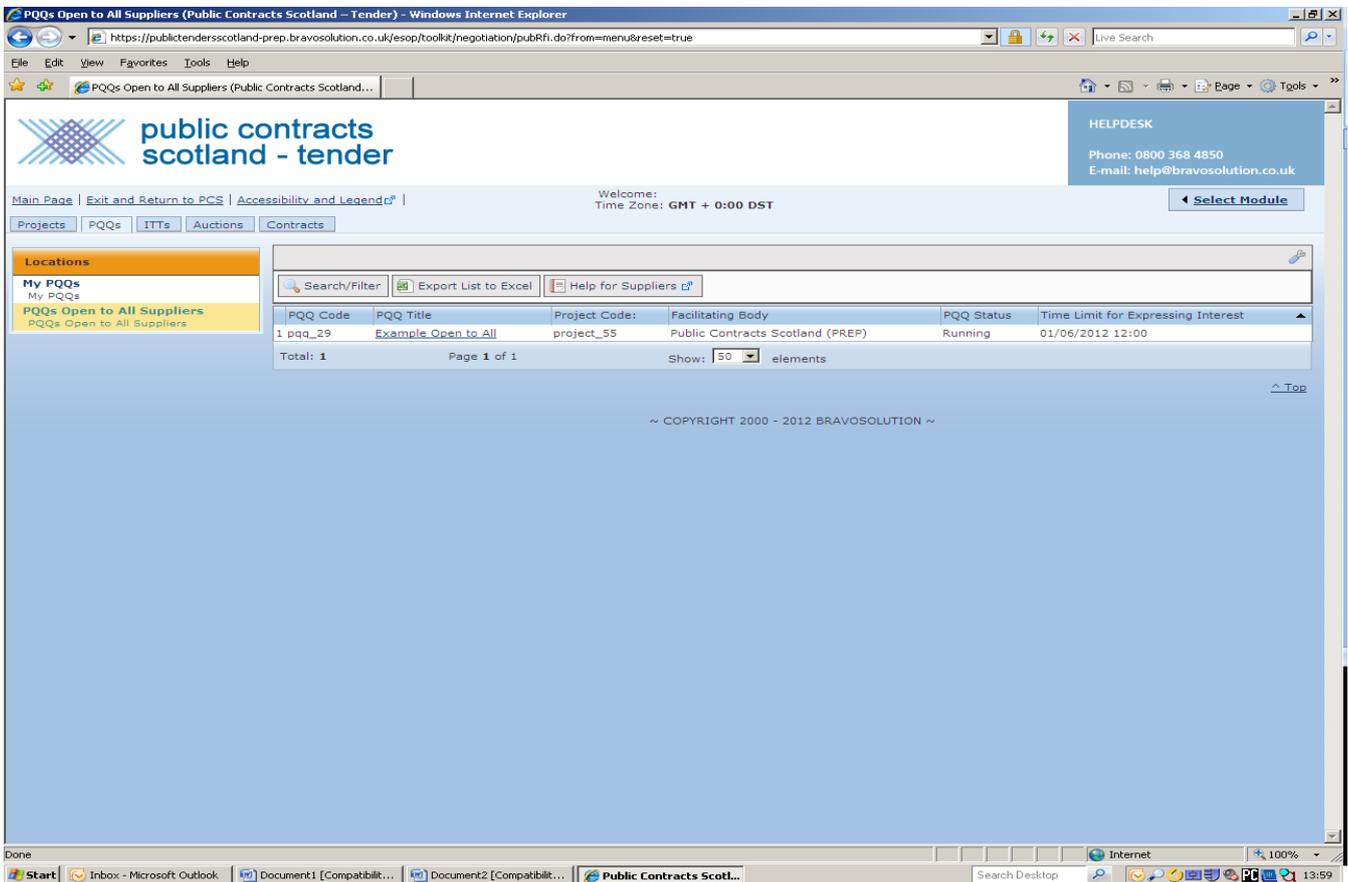
MY PQQs

This screen only show PQQs tenders are NOT shown

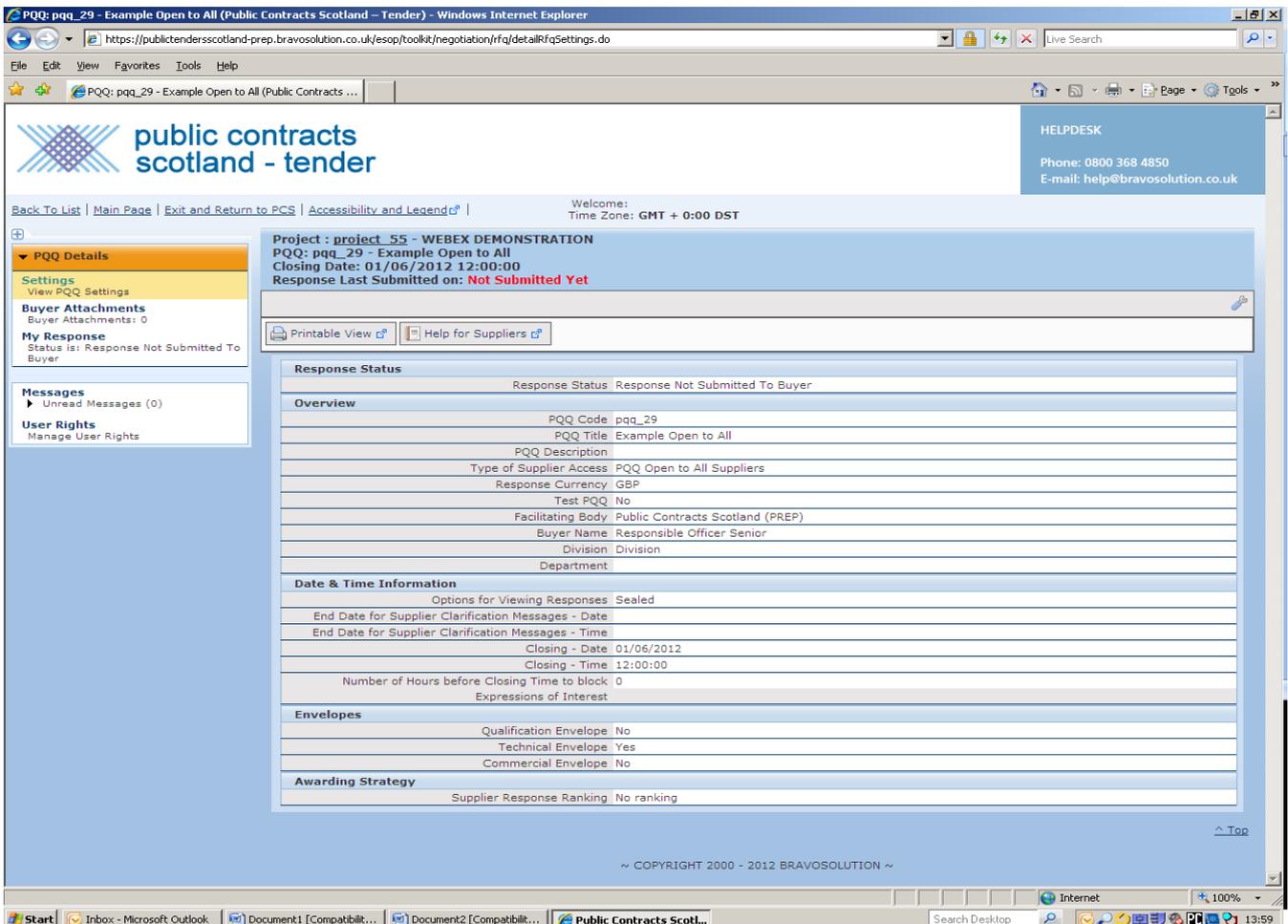


This screen operates in the same fashion as the MY ITTs screen. In this particular case no PQQs had been opened.

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 screenshot displays the 'public contracts scotland - tender' web application. The main content area shows the following details:

- Project:** project_202 - Test 1 Billy
- ITT:** itt_192 - ITT Test
- Closing Date:** 11/05/2012 13:00:00
- Response Last Submitted On:** Not Submitted Yet

Buttons for 'Printable View' and 'Help for Suppliers' are visible. Below these are 'Create Response' and 'Decline To Respond' buttons.

The 'View Response Index Only' section is expanded to show three categories:

- 1. Qualification Response (questions: 1)**
 - 1.1 questions - Section of ITT Questions**

1	Are you bidding	Are you ?
---	-----------------	-----------
 - 1.2 Additional Attachments Area**

No attachments
- 2. Technical Response (questions: 1)**
 - 2.1 First section - Section of ITT Questions**

1	test question	n/a
---	---------------	-----
 - 2.2 Additional Attachments Area**

No attachments
- 3. Commercial Response (questions: 1)**
 - 3.1 test**

Item Reference	Description	Unit of Measurement	Quantity	Unit Price	Comments	Price
1	Price 1	Enter a Price	Each	100		0
 - 3.2 Additional Attachments Area**

No attachments

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.

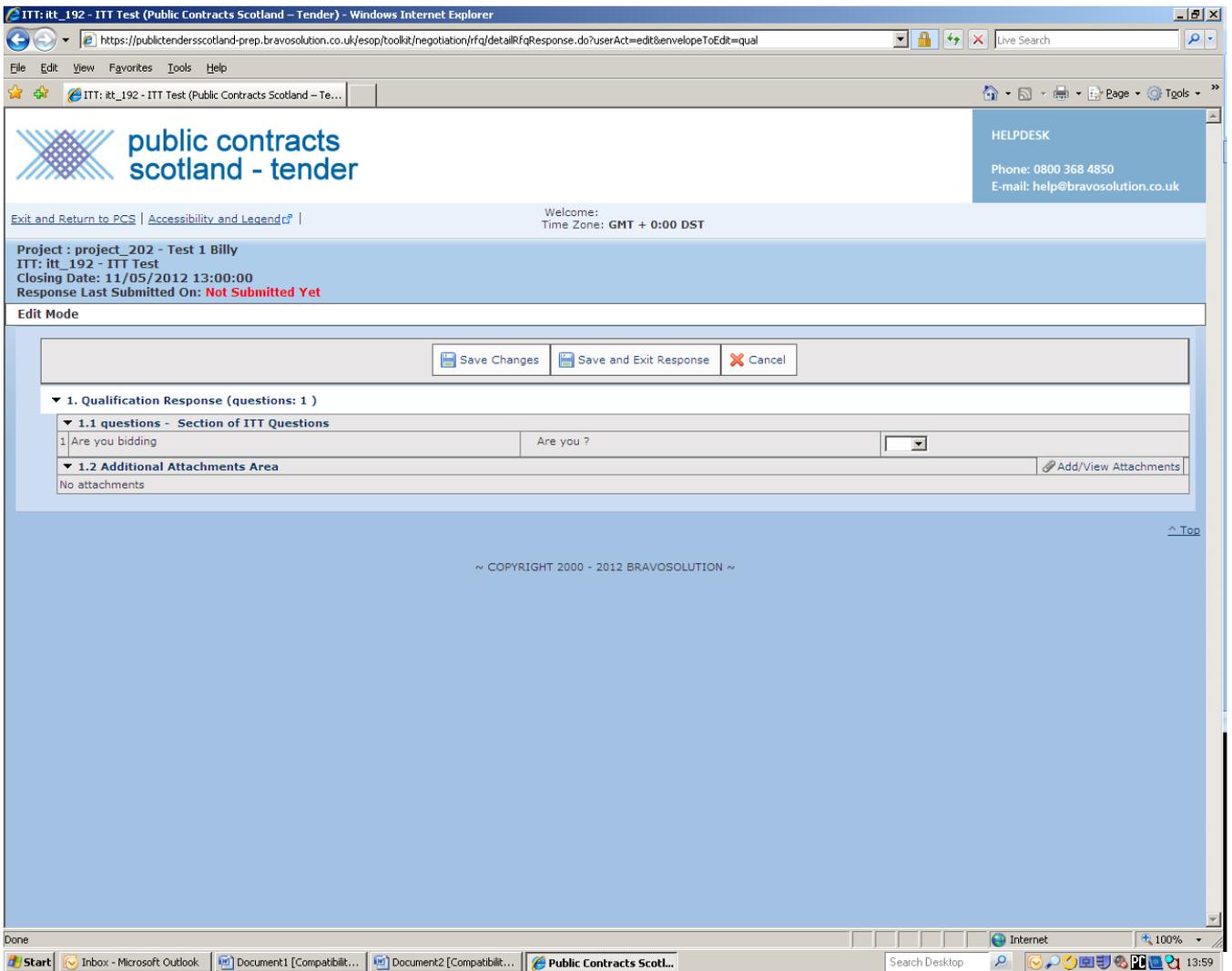
To fully open the ITT you must click the Create Response button. You can decline the ITT by clicking the Decline to respond button.

My Response

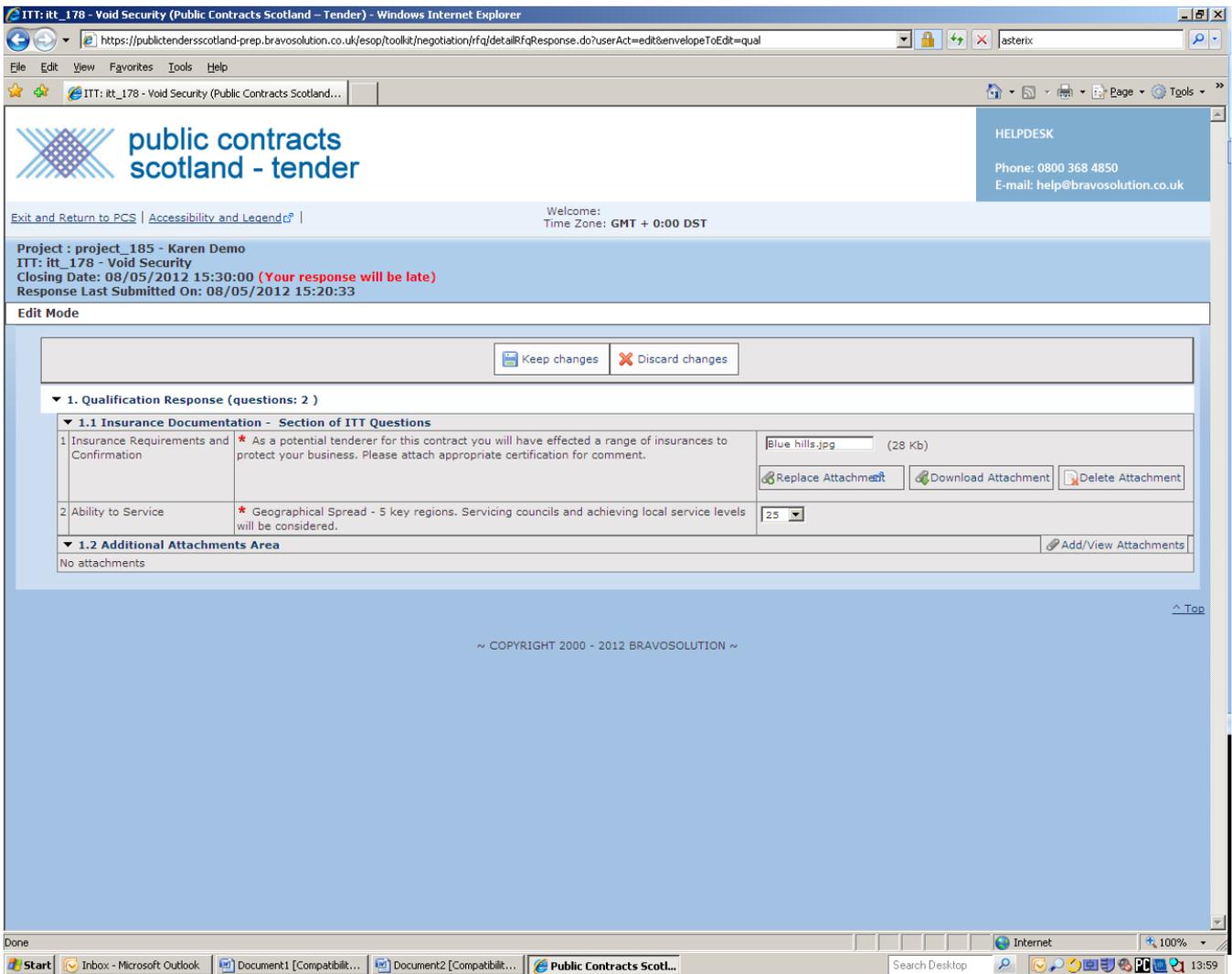
To enter your response to the tender you can either click the envelope response from the section headed My Response Summary (for example clicking qualification response will open the qualification envelope questions) or using the slide bar move down the screen to the appropriate envelope response and 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 MANDATORY ITT's ALONG WITH ANY LOTTED ITT THAT YOU ARE BIDDING FOR. FAILURE TO SUBMIT A MANDATORY 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.

public contracts scotland - tender

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

Welcome:
Time Zone: GMT + 0:00 DST

Project : **project_202 - Test 1 Billy**
ITT: itt_192 - ITT Test
Closing Date: 11/05/2012 13:00:00
Response Last Submitted On: **Not Submitted Yet**

Export / Import Response | Delete response | Printable View | Help for Suppliers

Submit Response

My Response Summary			
1. Qualification Response	Missing optional responses (1) No additional attachments		
2. Technical Response	Missing optional responses (1) No additional attachments		
3. Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	GBP 0

View Response Index Only

1. Qualification Response (questions: 1) [Edit response](#)

1.1 questions - Section of ITT Questions

1	Are you bidding	Are you ?
---	-----------------	-----------

1.2 Additional Attachments Area
No attachments

2. Technical Response (questions: 1) [Edit response](#)

2.1 First section - Section of ITT Questions

1	test question	n/a
---	---------------	-----

2.2 Additional Attachments Area
No attachments

3. Commercial Response (questions: 1) [Edit response](#)

3.1 test

Item Reference	Description	Unit of Measurement	Quantity	Unit Price	Comments	Price
1	Price 1	Enter a Price	Each	100		
Section Sub Total						0

3.2 Additional Attachments Area
No attachments

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.

The screenshot shows a web browser window displaying the 'Public Contracts Scotland - Tender' website. The page title is 'ITT: itt_197 - demo2 (Public Contracts Scotland - Tender)'. The URL is 'https://publictendersscotland-prep.bravosolution.co.uk/esop/toolkit/negotiation/rfq/detailRfqResponse.do?_ncp=1336727622056.33'. The page content includes a navigation menu, a 'HELPDESK' section with contact information, and a main content area for 'Project : project_183 - Project for demo thursday'. The ITT status is 'Closed: To Be Evaluated' and the response was last submitted on 10/05/2012 at 14:52:03. A 'My Response Summary' table shows three sections: Qualification Response, Technical Response, and Commercial Response. The Commercial Response section includes a table with a total price of GBP 542.64. The page also features a 'View Response Details' section with expandable sub-sections for each response type.

Section	Status	Attachments	Total Price (excluding optional sections)
1. Qualification Response	All questions answered	No additional attachments	
2. Technical Response	All questions answered	No additional attachments	
3. Commercial Response	All quoted items completed	No attachments uploaded	GBP 542.64

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

ITT: itt_197 - demo2 (Public Contracts Scotland - Tender) - Windows Internet Explorer

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**

HELPPDESK
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

Message

Subject:

Message:

Attachments [0]

*** Recipient**

1	Public Contracts Scotland (PREP)
---	----------------------------------

Total : 1

[^ Top](#)

~ COPYRIGHT 2000 - 2012 BRAVOSOLUTION ~

Done

Start | Inboxes - Microsoft Outlook | Document1 [Compatibilit... | Document2 [Compatibilit... | Public Contracts Scot... | Search Desktop | Internet | 100% | 13:59

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.

The screenshot shows a web browser window displaying the 'Public Contracts Scotland - Tender' portal. The page title is 'ITT: itt_192 - ITT Test (Public Contracts Scotland - Tender)'. The URL is 'https://publictendersscotland-prep.bravosolution.co.uk/esp/toolkit/negotiation/faq/detailRfqResponse.do?userAct=cancel'. The page features a navigation menu on the left with options like 'ITT Details', 'Settings', 'Buyer Attachments', 'My Response', 'Messages', and 'User Rights'. The main content area displays project details for 'project_202 - Test 1 Billy' and 'ITT: itt_192 - ITT Test', with a closing date of 11/05/2012 13:00:00 and a status of 'Not Submitted Yet'. A 'Submit Response' button is visible. Below this, a 'My Response Summary' table lists sections: Qualification Response, Technical Response, and Commercial Response. The Commercial Response section is expanded, showing a table with columns for Item Reference, Description, Unit of Measurement, Quantity, Unit Price, Comments, and Price. The table contains one row for 'Price 1' with a quantity of 100 and a price of 0. A 'Section Sub Total' row is also present. At the bottom of the page, there is a 'Download' button.

Project : project_202 - Test 1 Billy
ITT: itt_192 - ITT Test
Closing Date: 11/05/2012 13:00:00
Response Last Submitted On: Not Submitted Yet

Export / Import Response Delete response Printable View Help for Suppliers

Submit Response

My Response Summary

Section	Details	Total Price (excluding optional sections)	Unit
1. Qualification Response	Missing optional responses (1) No additional attachments		
2. Technical Response	Missing optional responses (1) No additional attachments		
3. Commercial Response	Mandatory fields missing (1)	GBP 0	

View Response Index Only

1. Qualification Response (questions: 1)

1.1 questions - Section of ITT Questions

1.1 Are you bidding Are you ?

1.2 Additional Attachments Area
No attachments

2. Technical Response (questions: 1)

2.1 First section - Section of ITT Questions

1 test question n/a

2.2 Additional Attachments Area
No attachments

3. Commercial Response (questions: 1)

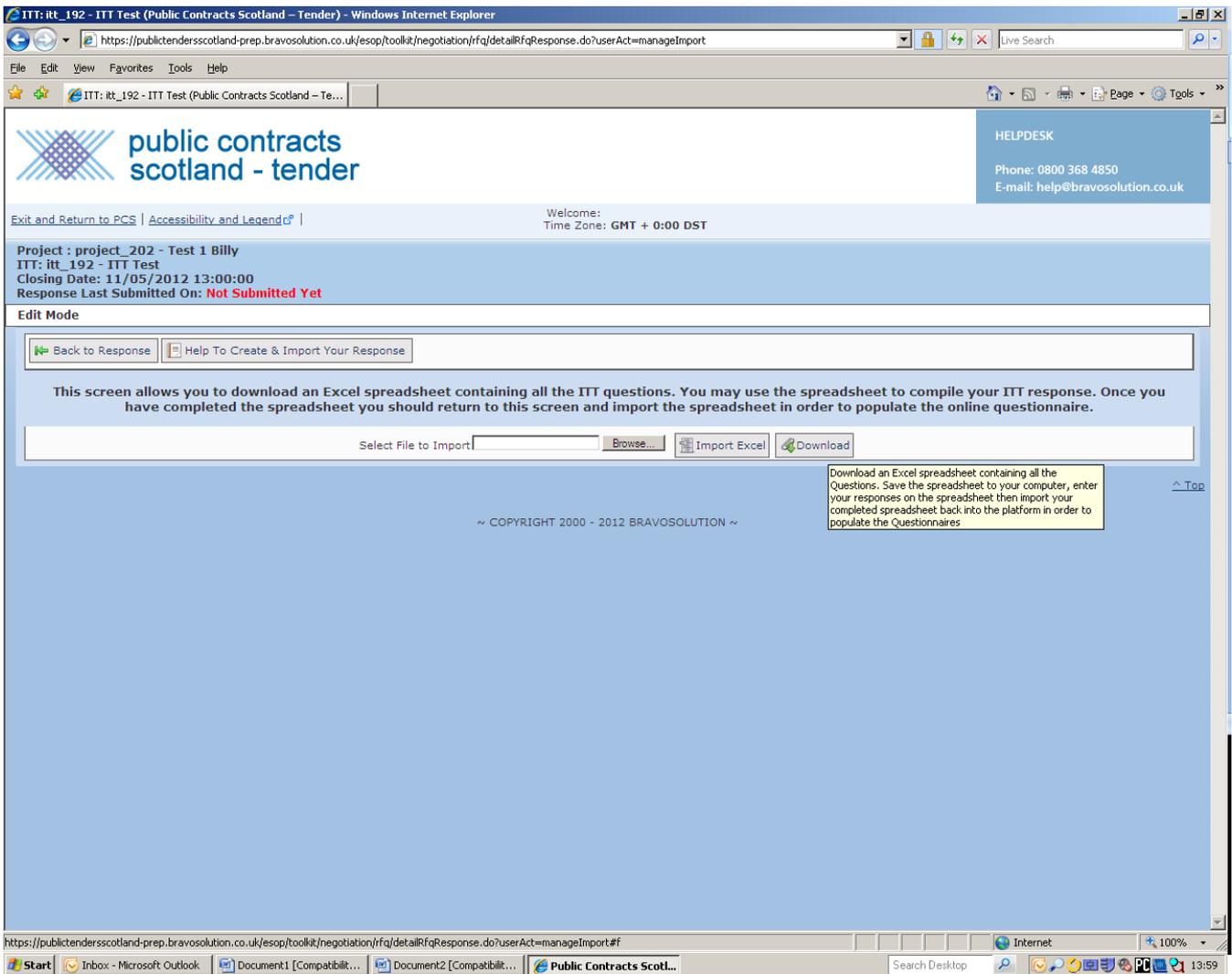
3.1 test

Item Reference	Description	Unit of Measurement	Quantity	Unit Price	Comments	Price
1 Price 1	Enter a Price	Each	100			0

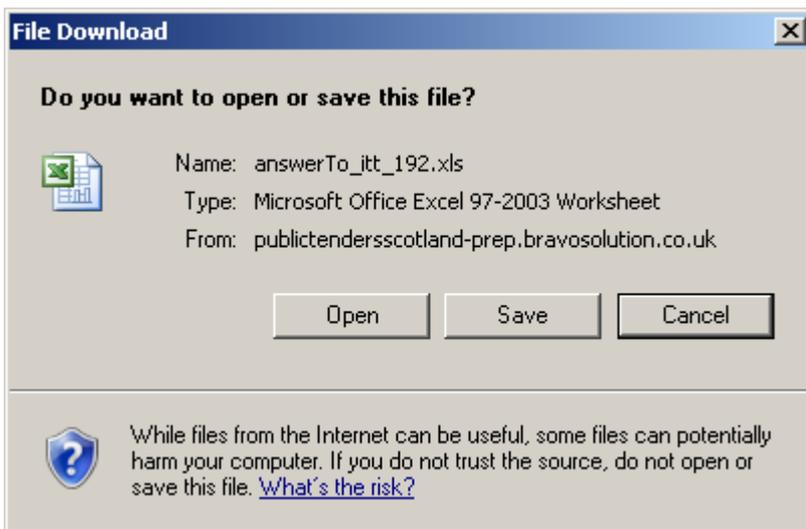
Section Sub Total

3.2 Additional Attachments Area
No attachments

Then click the Download button as shown below

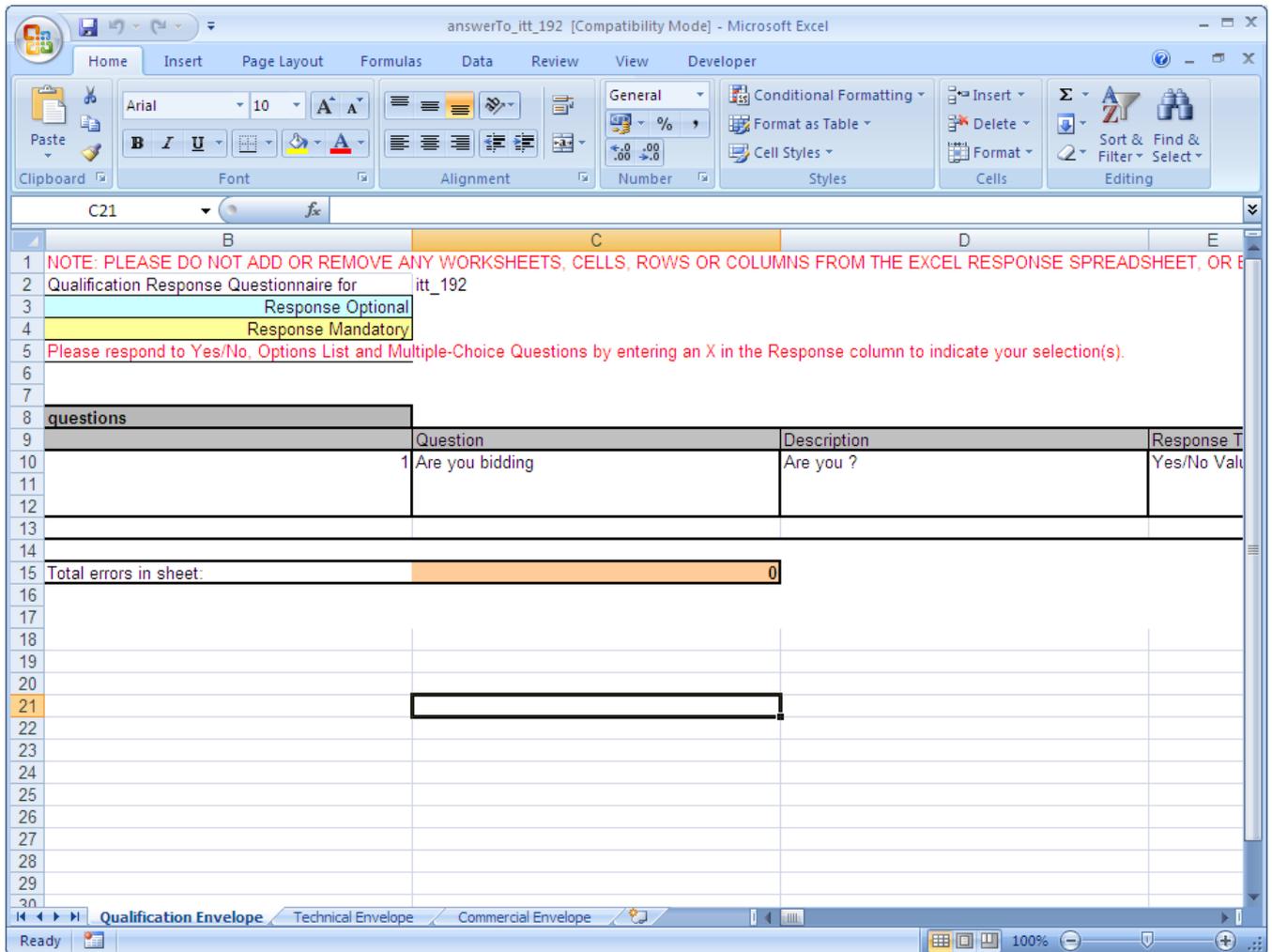


You will then be shown a pop up screen titled File Download. Select the option to Save and then select an appropriate file location.



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.

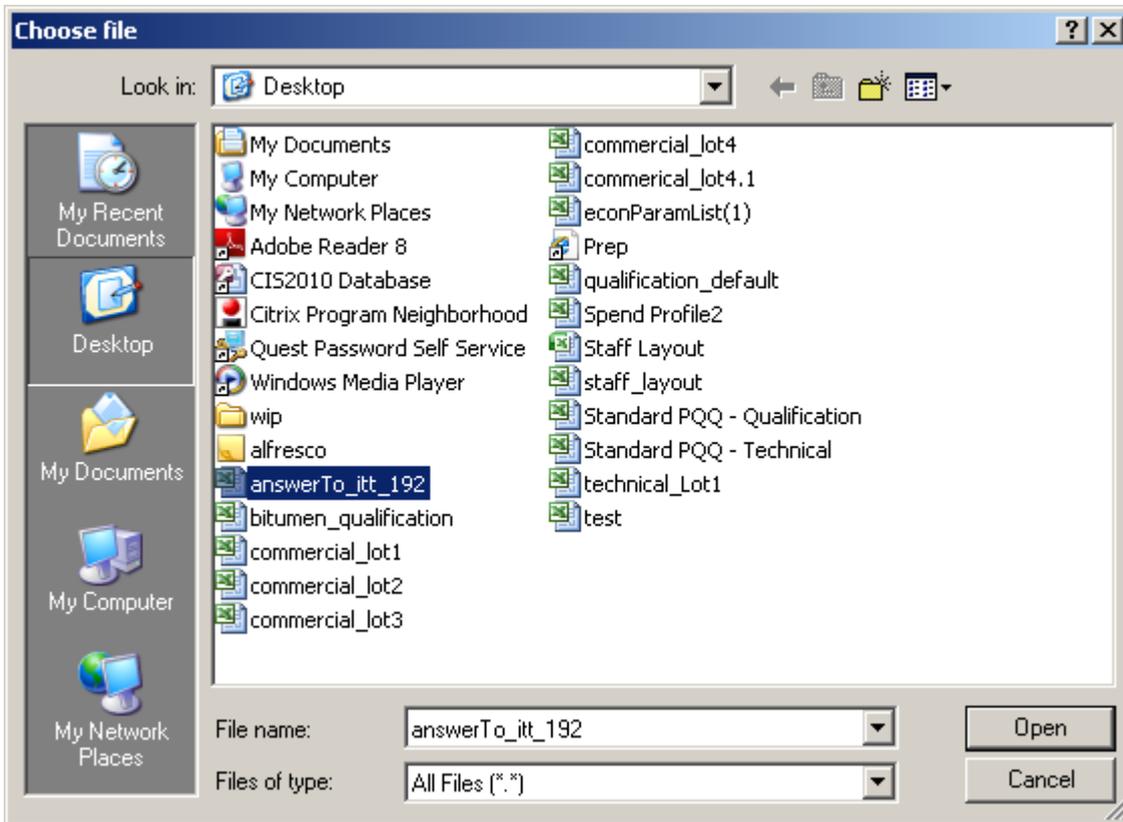
The spreadsheet includes instructions on how to complete the tender correctly at the top of every worksheet.

Answer the questions and please remember to save your spreadsheet.

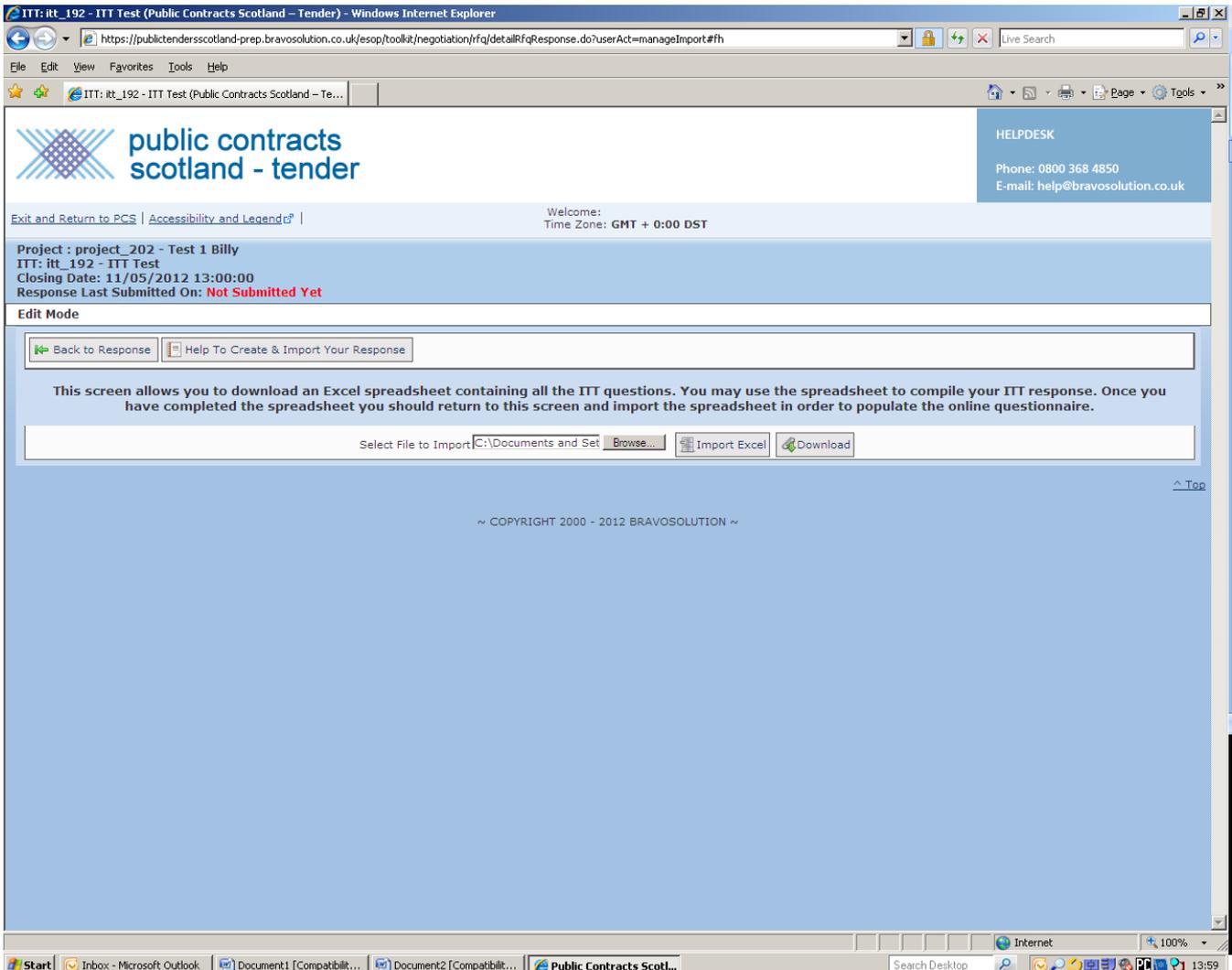
Importing the Spreadsheet

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.

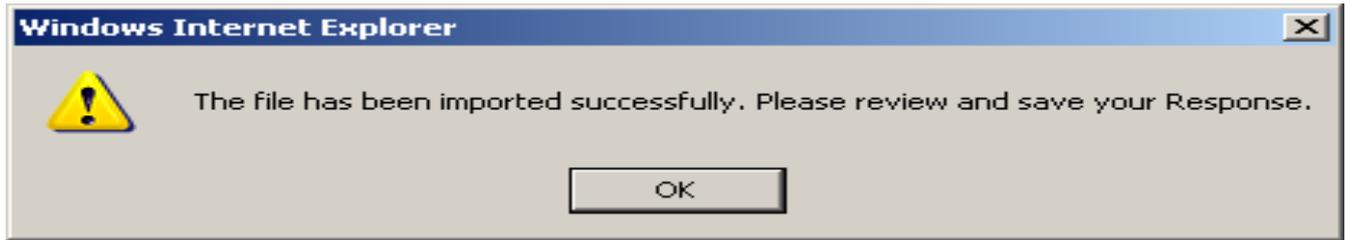
To import a spreadsheet click the browse button and select your spreadsheet. Then click OPEN



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.

ITT: itt_529 - Carriageway Patching (Contract 15) (Public Contracts Scotland - Tender) - Windows Internet Explorer

https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/negotiation/rfq/detailRfqResponse.do#

public contracts scotland - tender

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

Welcome:
Time Zone: GMT + 0:00 DST

Project : project_202 - Test 1 Billy
ITT: itt_192 - ITT Test
Closing Date: 11/05/2012 13:00:00
Response Last Submitted On: Not Submitted Yet

Warning: You have 11 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

Printable View Help for Suppliers

Create Response Decline To Respond

View Response Index Only

1. Qualification Response (questions: 91)

1.1 Background Information - Section of ITT Questions

1	1.1.1	* Name of Organisation
2	1.1.2	* Address for all correspondence
3	1.1.3	* Contact Name
4	1.1.4	* Contact Position
5	1.1.5	* Telephone Number
6	1.1.6	* Fax Number
7	1.1.7	* E-mail address
8	1.1.8	* Website address (if applicable)
9	1.1.9	* Address of Registered Office (If applicable)

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.