

Procurement Guide for Suppliers

This document contains guidance notes for suppliers on the following topics:

1. Procurement Portal Technical Support
2. Accessing Tender Documents
3. Understanding Tender Documents

East Midlands Tenders Procurement Portal Technical Support

The East Midlands Tenders Procurement Portal is managed by a third party, as a result the Procurement Team are often unable to help with technical issues that you might be facing.

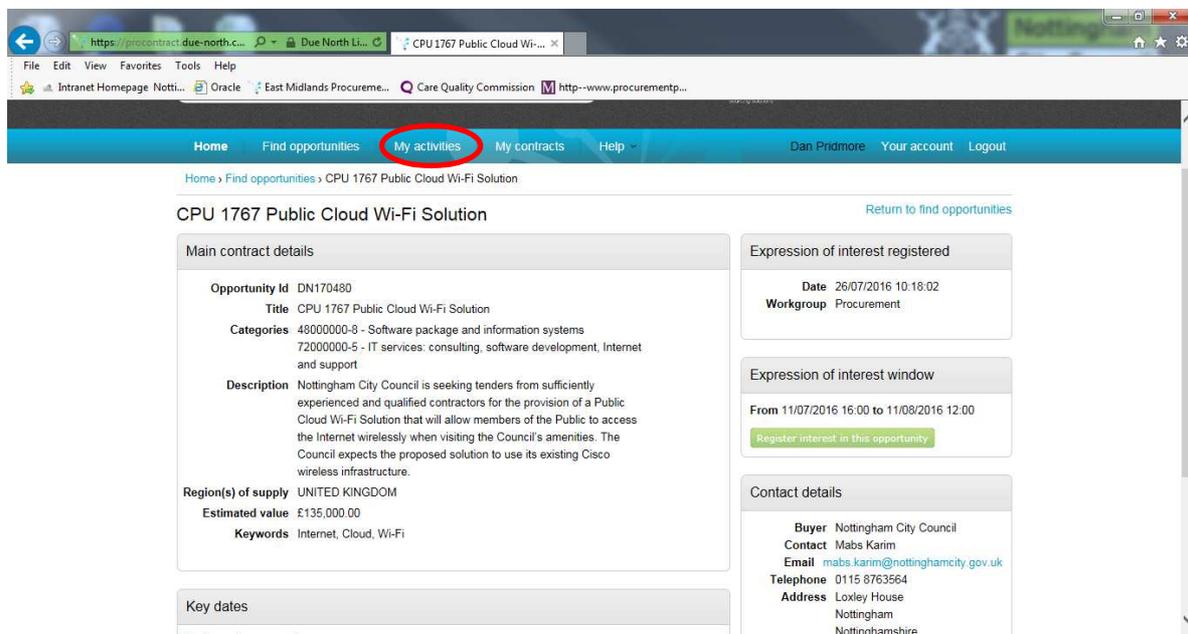
For technical support please contact

procontractsuppliers@proactis.com

Or alternatively, you can call 01670 597 136

How to Access Tender Documents after Registering an Interest

1. Once you have registered an interest in the opportunity select the *My activities* tab.



The screenshot shows a web browser window with the URL <https://procontract.due-north.com>. The navigation menu includes 'Home', 'Find opportunities', 'My activities' (highlighted with a red circle), 'My contracts', and 'Help'. The main content area displays the details for 'CPU 1767 Public Cloud Wi-Fi Solution'.

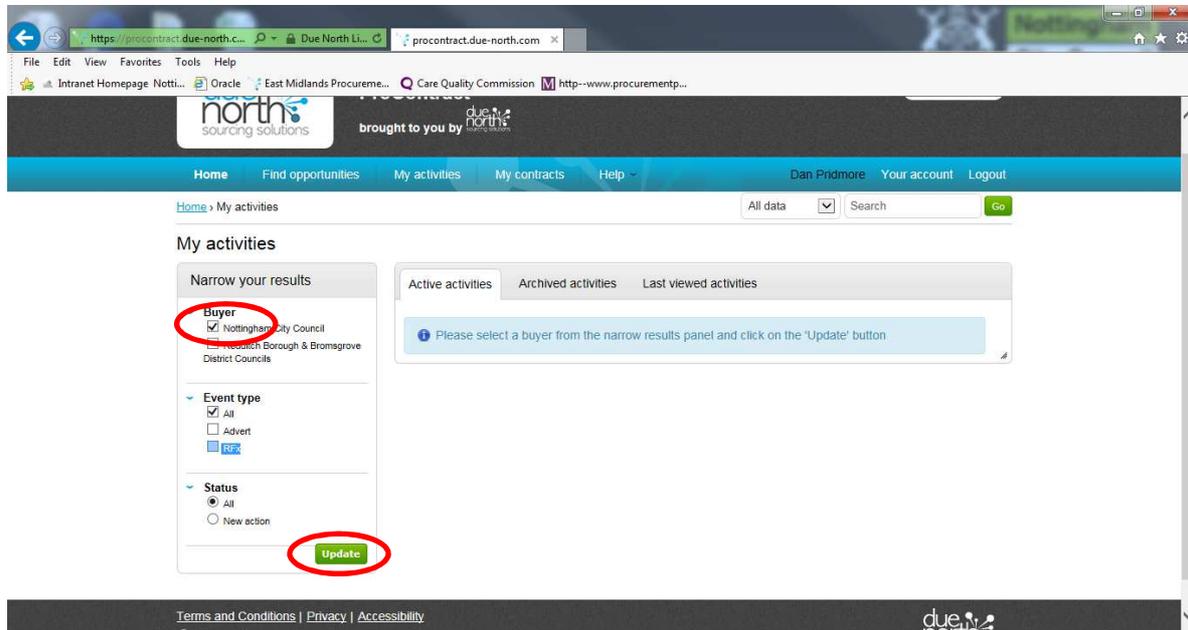
| Main contract details | |
|----------------------------|---|
| Opportunity Id | DN170480 |
| Title | CPU 1767 Public Cloud Wi-Fi Solution |
| Categories | 48000000-8 - Software package and information systems 72000000-5 - IT services: consulting, software development, Internet and support |
| Description | Nottingham City Council is seeking tenders from sufficiently experienced and qualified contractors for the provision of a Public Cloud Wi-Fi Solution that will allow members of the Public to access the Internet wirelessly when visiting the Council's amenities. The Council expects the proposed solution to use its existing Cisco wireless infrastructure. |
| Region(s) of supply | UNITED KINGDOM |
| Estimated value | £135,000.00 |
| Keywords | Internet, Cloud, Wi-Fi |

| Expression of interest registered | |
|-----------------------------------|---------------------|
| Date | 26/07/2016 10:18:02 |
| Workgroup | Procurement |

| Expression of interest window | |
|---|--------------------------------------|
| From | 11/07/2016 16:00 to 11/08/2016 12:00 |
| Register interest in this opportunity | |

| Contact details | |
|------------------|--|
| Buyer | Nottingham City Council |
| Contact | Mabs Karim |
| Email | mabs.karim@nottinghamcity.gov.uk |
| Telephone | 0115 8763564 |
| Address | Loxley House Nottingham Nottinghamshire |

- You will then need to search for the opportunity again by using *Narrow your results* and selecting *Nottingham City Council* then *Update*. N.B. This section holds only the opportunities you have registered an interest in.



https://procontract.due-north.com

procontract.due-north.com

Home Find opportunities My activities My contracts Help Dan Pridmore Your account Logout

Home > My activities All data Search Go

My activities

Narrow your results

Buyer

- Nottingham City Council
- Redditch Borough & Bromsgrove District Councils

Event type

- All
- Advert
- RFX

Status

- All
- New action

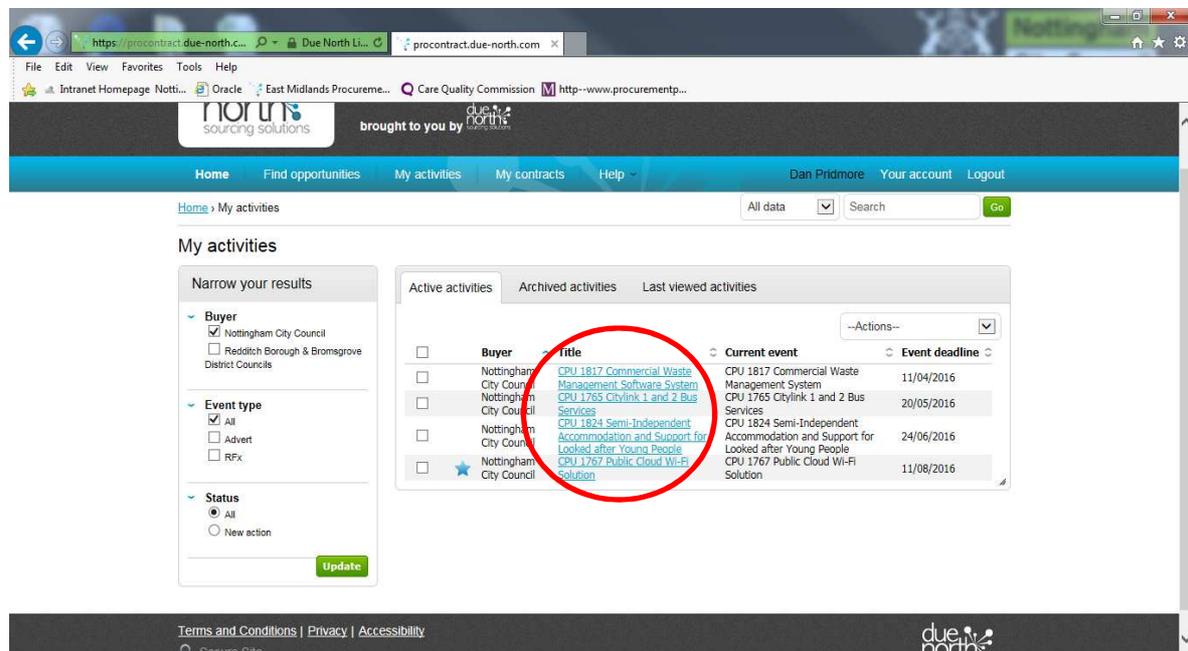
Update

Active activities Archived activities Last viewed activities

Please select a buyer from the narrow results panel and click on the 'Update' button

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- You will then need to select the relevant project.



https://procontract.due-north.com

procontract.due-north.com

Home Find opportunities My activities My contracts Help Dan Pridmore Your account Logout

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My activities

Narrow your results

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Event type

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Status

- All
- New action

Update

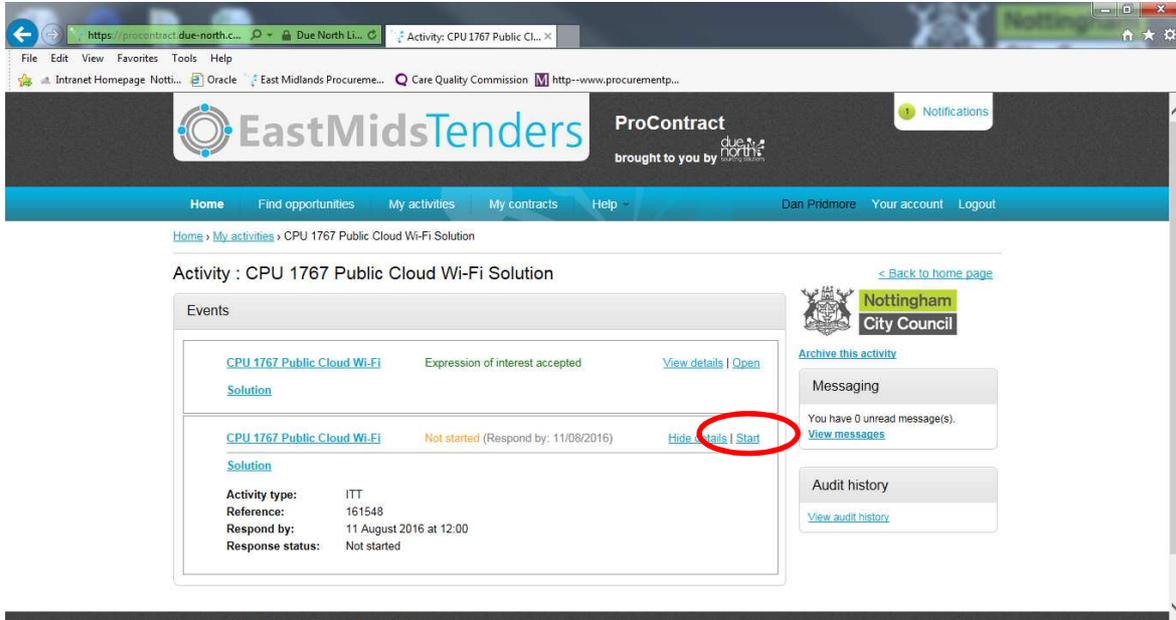
Active activities Archived activities Last viewed activities

| Buyer | Title | Current event | Event deadline |
|-------------------------------------|-------------------------|---|----------------|
| <input type="checkbox"/> | Nottingham City Council | CPU 1817 Commercial Waste Management Software System | 11/04/2016 |
| <input type="checkbox"/> | Nottingham City Council | CPU 1765 Citylink 1 and 2 Bus Services | 20/05/2016 |
| <input type="checkbox"/> | Nottingham City Council | CPU 1824 Semi-Independent Accommodation and Support for Looked after Young People | 24/06/2016 |
| <input checked="" type="checkbox"/> | Nottingham City Council | CPU 1767 Public Cloud Wi-Fi Solution | 11/08/2016 |

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Secure Site

4. You will then see the two stages below. The first is the Expression of Interest stage which has already been completed. The second stage is the Invitation to Tender (ITT) stage which will allow you to access the tender documentation. Select *Start* to view the documents.

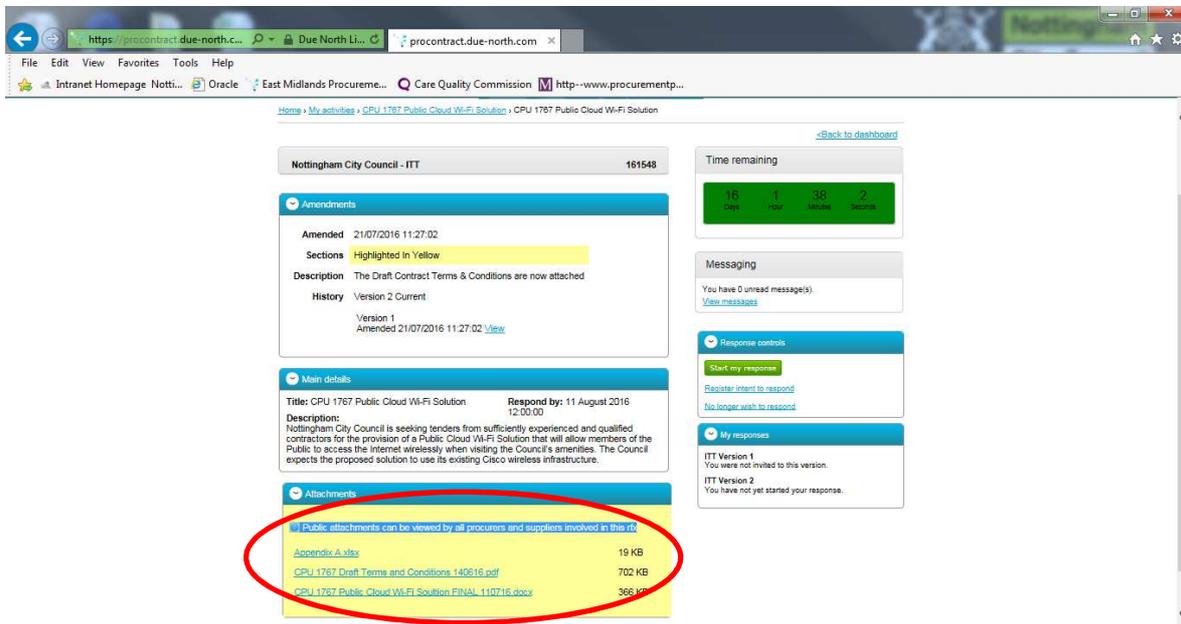


Activity : CPU 1767 Public Cloud Wi-Fi Solution

| Events | Status | Actions |
|--|--------------------------------------|---|
| CPU 1767 Public Cloud Wi-Fi Solution | Expression of interest accepted | View details Open |
| CPU 1767 Public Cloud Wi-Fi Solution | Not started (Respond by: 11/08/2016) | Hide Start |

Activity type: ITT
Reference: 161548
Respond by: 11 August 2016 at 12:00
Response status: Not started

5. The documents will then be available to download as per the below example.



Nottingham City Council - ITT 161548

Time remaining: 16 days, 1 hrs, 36 mins, 2 seconds

Amendments
Amended: 21/07/2016 11:27:02
Sections: Highlighted in Yellow
Description: The Draft Contract Terms & Conditions are now attached
History: Version 2 Current
Version 1 Amended 21/07/2016 11:27:02 [View](#)

Main details
Title: CPU 1767 Public Cloud Wi-Fi Solution
Respond by: 11 August 2016 12:00:00
Description: Nottingham City Council is seeking tenders from sufficiently experienced and qualified contractors for the provision of a Public Cloud Wi-Fi Solution that will allow members of the Public to access the internet wirelessly when visiting the Council's amenities. The Council expects the proposed solution to use its existing Cisco wireless infrastructure.

Attachments
Public attachments can be viewed by all procurers and suppliers involved in this lot.

| Attachment Name | Size |
|--|--------|
| Appendix A.xlsx | 19 KB |
| CPU 1767 Draft Terms and Conditions 140816.pdf | 702 KB |
| CPU 1767 Public Cloud Wi-Fi Solution FINAL 110716.docx | 366 KB |

Understanding Tender Documents

Each procurement process has a unique CPU reference which allows you to easily search for the opportunity on the Procurement Portal. Depending on the procurement, the format and structure of the tender pack available for download on the system may differ. We have provided an overview of the general documents that you may come across when applying for a tender below:

The Invitation to Tender

The Invitation to Tender (ITT) document contains the conditions of tender upon which your organisation will bid for the contracting opportunity. This may include but will not be limited to; preparation of your tender submission, what is required from your response, information about how to submit your tender, how Nottingham City Council will consider tender submissions received, rejection of any tender submissions, tenderers warranties, data protection, confidentiality, freedom of information, intellectual property, subcontracting, consortium bids and Transfer of Undertakings and Protection of Employment (TUPE).

To ensure a fair and transparent process, all clarification questions about the tender must be submitted in writing through the E-procurement system in sufficient time to allow the Authority to supply the information. There may be a deadline for clarification questions set out in the ITT. Please do not call or email the Council with clarification questions as they must be addressed through the Procurement Portal message board.

We evaluate all tenders received fairly and consistently, and the ITT will provide you with relevant details about how the Authority intends to evaluate your bid. We often weight the assessment criteria, dividing it accordingly between quality and price. The scoring system, weighting breakdown and pricing evaluation that will be applied by the evaluation panel will be outlined in the ITT. You may be asked to complete additional tasks as part of the evaluation process or to validate your written responses. This may include but is not limited to; providing a demonstration, providing samples, hosting site visits, completing a presentation etc.

The ITT will also contain a specification of requirements which may include performance indicators that you will be required to achieve once the contract is active. It is essential that you read and understand exactly what the Council is intending to purchase prior to completing your tender submission. In addition to this, we will provide a draft set of contract terms and conditions that both parties will be required to sign upon award of the contract to the successful bidder(s). Sometimes we work in partnership with other Authorities or organisations to tender for works, services and supplies. If this is the case, any partner arrangements will be stipulated in the ITT. Unless we are conducting a negotiated procurement procedure, we are unable to negotiate on the content of the specification and contract. Please ensure that you submit any clarification questions about these documents prior to the clarification question deadline.

Selection Questionnaire

Tenderers may be asked to complete a Selection questionnaire (SQ) as part of their bid. These questions cover your organisation's basic details, and some questions will be used to gauge your organisation's suitability to become a supplier to the Authority. Your response to the SQ may be requested in the format of an online form or as a standalone document. Nottingham City Council generally uses the Standard Selection Questionnaire issued by Crown Commercial Services. This questionnaire has been designed to offer consistency across the

public sector. The SQ is a self-declaration from your organisation therefore; accuracy of the information contained is essential. You can find more information about the standard selection questionnaire on the gov.uk website here:

<https://www.gov.uk/government/publications/procurement-policy-note-816-standard-selection-questionnaire-sq-template>

Tender Response

The tender response is the second section of the tender pack that you will need to complete and return. It may be embedded in the ITT or, it may be one or more standalone documents. To maintain a fair and consistent process, the Authority will require you to complete and return the documents as requested, in the format provided.

You may be asked to sign a collusive tendering certificate alongside a tender declaration and selection questionnaire declaration. If TUPE applies to the contract that you are bidding for, your organisation will also be required to sign and return a confidentiality agreement before the relevant information can be released.

All bids must be submitted before the specified deadline to ensure that all tenderers are provided with an equal amount of time to bid. Please make sure that you proof read your submission before submitting it to avoid any errors.