

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.

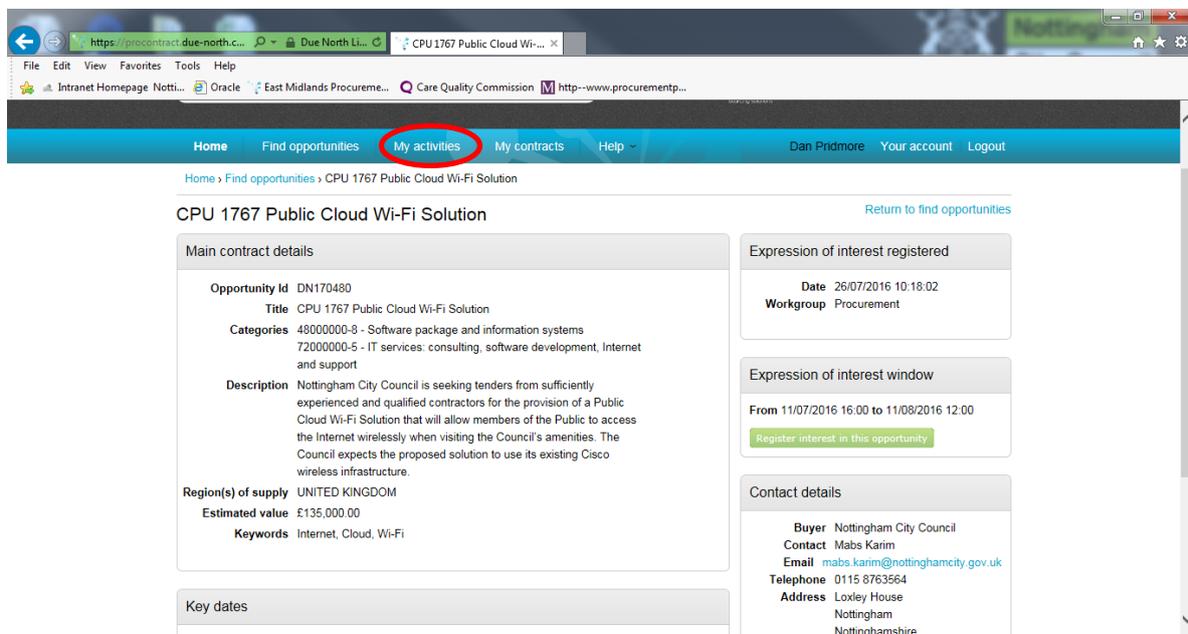
For technical support please contact

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 displaying the Procurement Portal. The navigation menu at the top includes 'Home', 'Find opportunities', 'My activities' (highlighted with a red circle), 'My contracts', and 'Help'. The main content area displays details for the 'CPU 1767 Public Cloud Wi-Fi Solution' opportunity. The 'My activities' tab is selected, showing the 'Expression of interest registered' and 'Expression of interest window' sections.

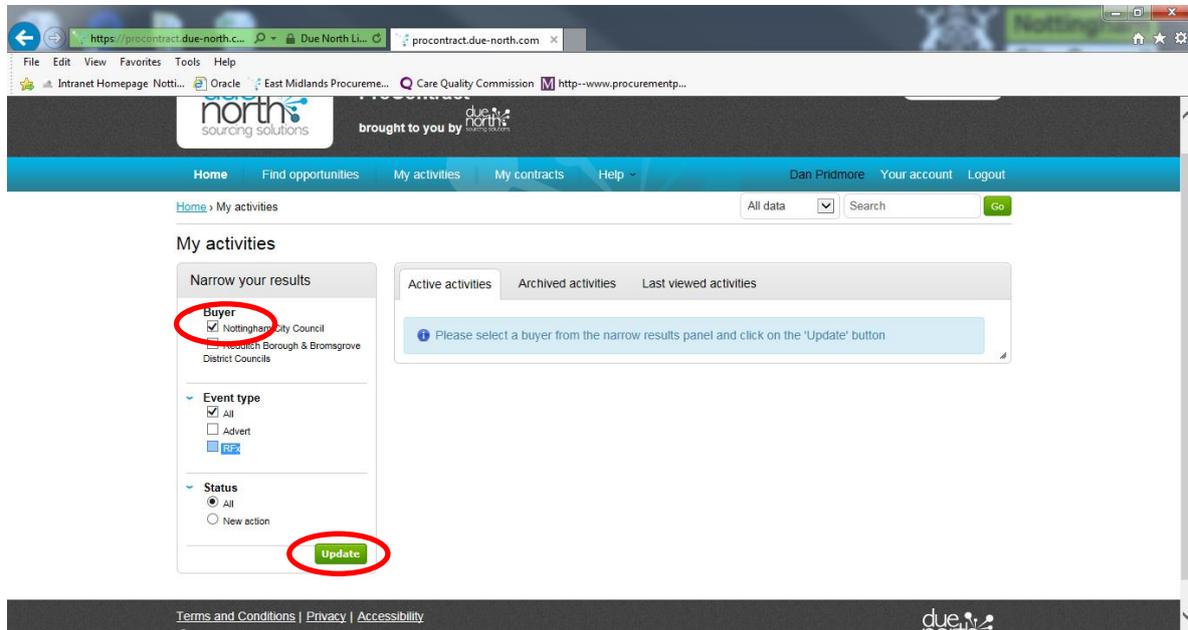
Main contract details	
Opportunity Id	DN170480
Title	CPU 1767 Public Cloud Wi-Fi Solution
Categories	48000000-8 - Software package and information systems 72000000-5 - IT services: consulting, software development, Internet and support
Description	Nottingham City Council is seeking tenders from sufficiently 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
- RFP

Status

- All
- New action

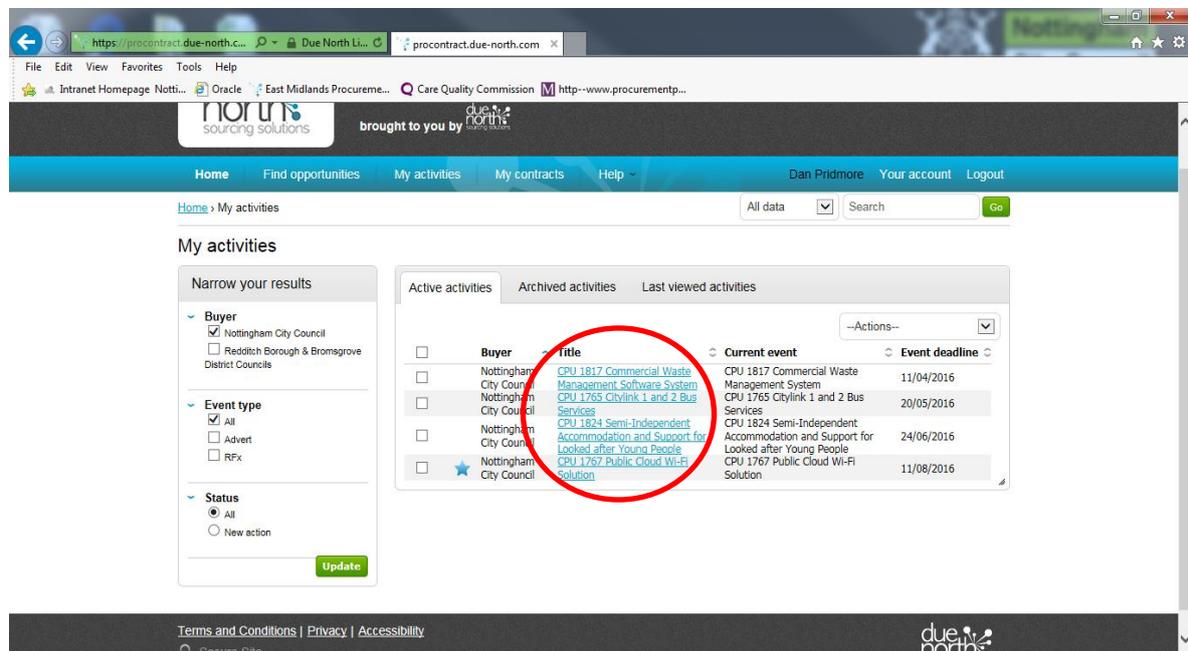
Update

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

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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
- RFP

Status

- All
- New action

Update

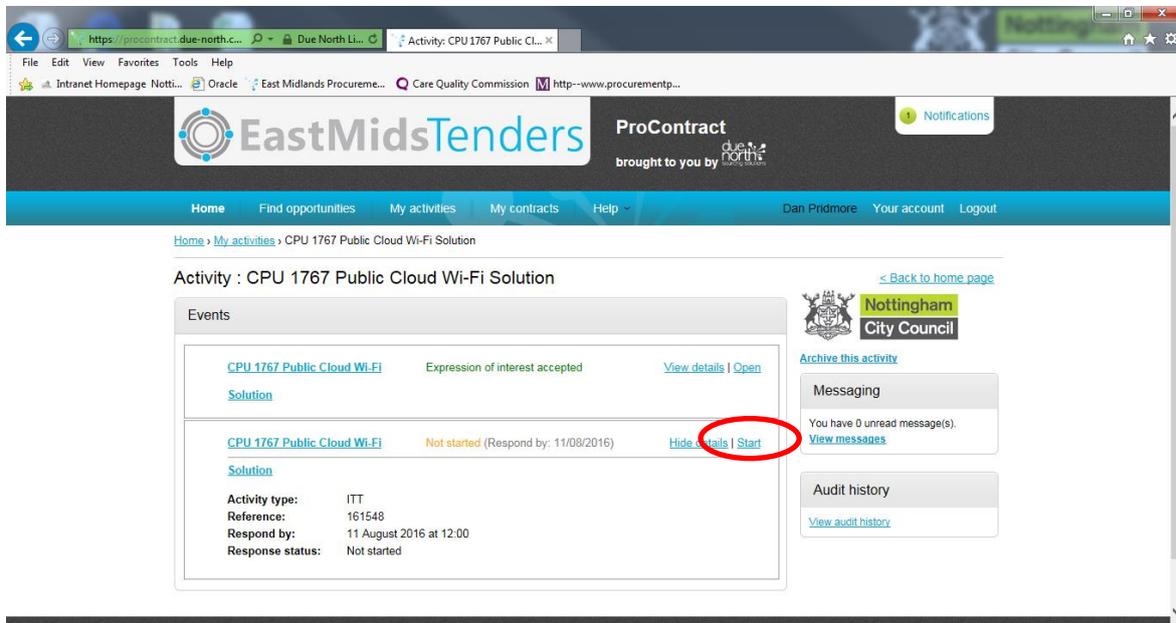
Active activities Archived activities Last viewed activities

Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	Nottingham City Council CPU 1817 Commercial Waste Management Software System	CPU 1817 Commercial Waste Management System	11/04/2016
<input type="checkbox"/>	Nottingham City Council CPU 1765 Citylink 1 and 2 Bus Services	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	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	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

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

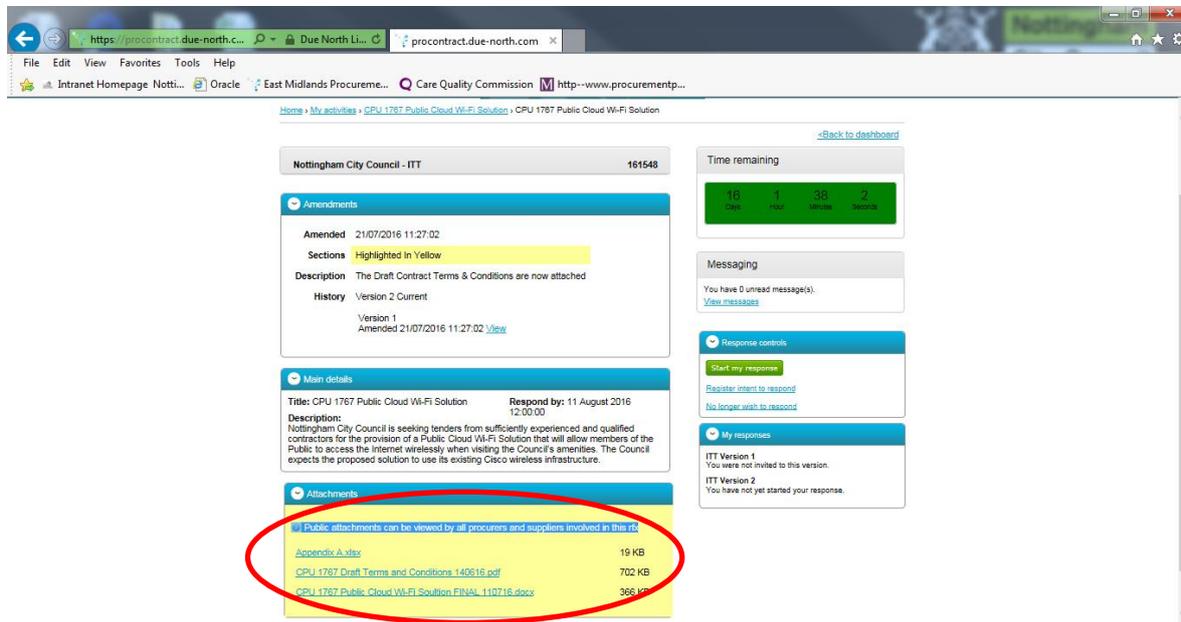
Activity type: ITT
Reference: 161548
Respond by: 11 August 2016 at 12:00
Response status: Not started

Nottingham City Council

Messaging
You have 0 unread message(s).
[View messages](#)

Audit history
[View audit history](#)

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



Nottingham City Council - ITT 161548

Time remaining
16 days 11 hours 38 minutes 2 seconds

Messaging
You have 0 unread message(s).
[View messages](#)

Response controls
[Start my response](#)
[Register intent to respond](#)
[No longer wish to respond](#)

My responses
ITT Version 1
You were not invited to this version.
ITT Version 2
You have not yet started your response.

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

Appendix A.xlsx	19 KB
CPU 1767 Draft Terms and Conditions 140616.pdf	702 KB
CPU 1767 Public Cloud Wi-Fi Solution FIN-VL 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/ppn-0323-standard-selection-questionnaire-sq>

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.