

E-Procurement

How to respond to a tender

[**procurementops@southend.gov.uk**](mailto:procurementops@southend.gov.uk)

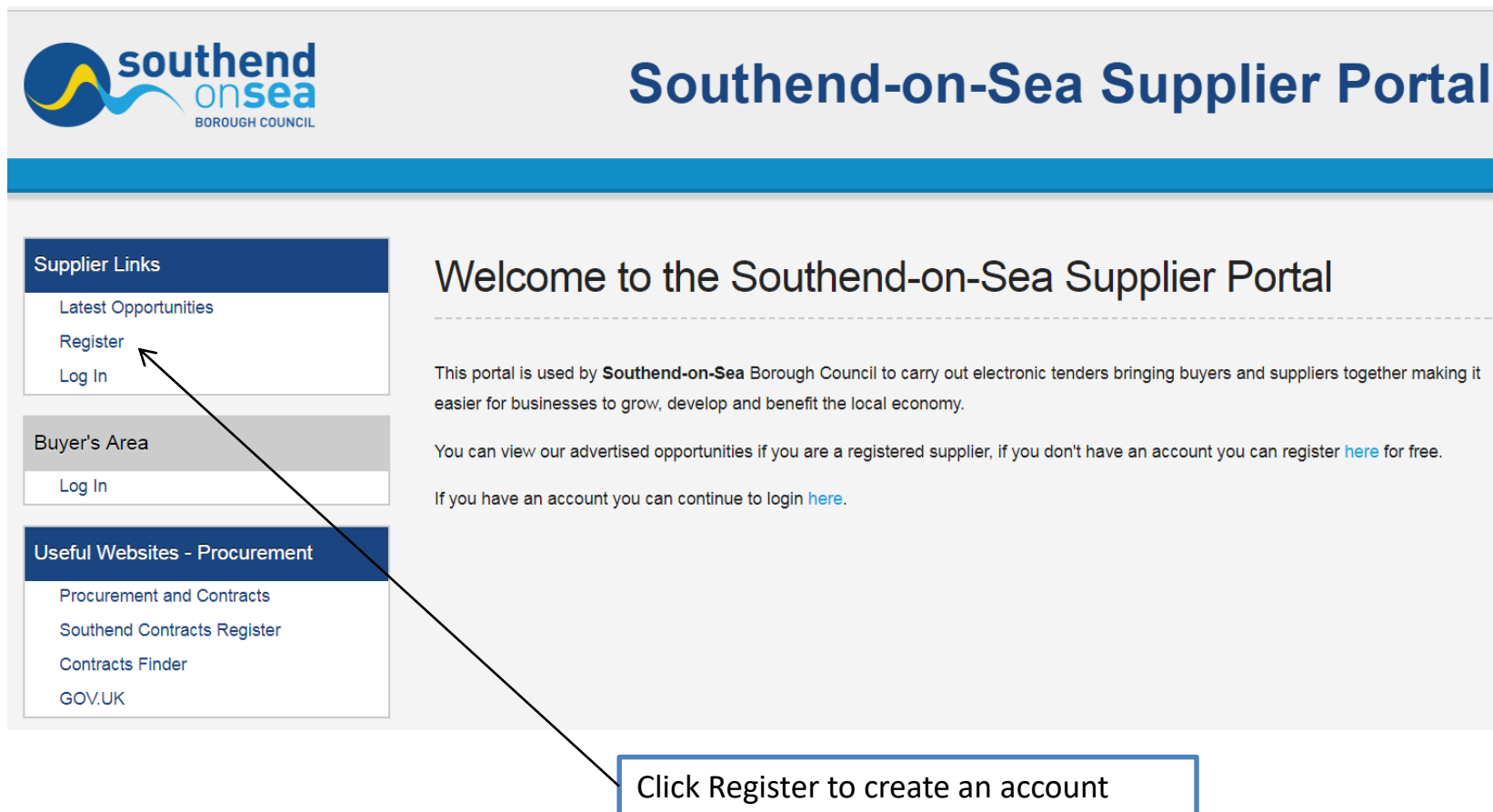
01702 215083

This guide is intended to support you through responding to a tender opportunity with Southend-on-Sea Borough Council

It covers the following areas:

- How to Register
- Logging on
- Managing your Account
- How to search for opportunities
- How to respond to a tender
- Submitting your response
- Raising Questions
- How to get back to a started response
- How to amend a submitted response
- Where to go for help

<https://procurement.southend.gov.uk>



The screenshot shows the Southend-on-Sea Supplier Portal. On the left, there is a sidebar with three main sections: 'Supplier Links', 'Buyer's Area', and 'Useful Websites - Procurement'. The 'Supplier Links' section contains links for 'Latest Opportunities', 'Register', and 'Log In'. The 'Buyer's Area' section contains a 'Log In' link. The 'Useful Websites - Procurement' section contains links for 'Procurement and Contracts', 'Southend Contracts Register', 'Contracts Finder', and 'GOV.UK'. An arrow points from a text box at the bottom right to the 'Register' link in the 'Supplier Links' section.

Southend-on-Sea Supplier Portal

Welcome to the Southend-on-Sea Supplier Portal

This portal is used by **Southend-on-Sea** Borough Council to carry out electronic tenders bringing buyers and suppliers together making it easier for businesses to grow, develop and benefit the local economy.

You can view our advertised opportunities if you are a registered supplier, if you don't have an account you can register [here](#) for free.

If you have an account you can continue to login [here](#).

Supplier Links

- Latest Opportunities
- Register
- Log In

Buyer's Area

- Log In

Useful Websites - Procurement

- Procurement and Contracts
- Southend Contracts Register
- Contracts Finder
- GOV.UK

Click Register to create an account

Register free with ProContract

Begin your ProContract supplier account registration by filling in a few details below.

Organisation name 

Email address 

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

[Continue registration](#)

Already registered? [Log in here](#)

Why should I register with ProContract?

Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

What happens next?

Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

Do I receive opportunity alerts?

Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

From: "ProContract Notifications" <procontract-notifications@due-north.com>
Date: 19 March 2019 at 12:52:03 GMT
To:
Subject: PROACTIS ProContract Supplier Registration – Email Verification Required

Dear

To complete your application to join the PROACTIS ProContract supplier portal you must confirm your email address by clicking [here](#).

Until this action has been completed you will not be able to login and buyers will be unaware of your company profile.

Note: You are receiving this email as your email address was used to sign up to the PROACTIS ProContract supplier portal. If you did

<http://www.proactis.com/support>

From: "ProContract Notifications" <procontract-notifications@due-north.com>
Date: 19 March 2019 at 12:52:03 GMT
To:
Subject: User account created - Login details for ProContract

Dear

Your user account has been created for ProContract.

Please find below a reminder of your username which you will need to access ProContract:

Username:

You can access ProContract now by clicking on the following link:
<https://procontract.due-north.com/>

Please Note: If you are a supplier you must login to your account and select your preferred areas o part of the ProContract family.

If you are a supplier that requires support:

Log a ticket on the [Supplier Support Portal](#)

Alternatively please email ProContractSuppliers@proactis.com for ProContract Supplier Support

If you are a PROACTIS customer that requires support:

Login to the [PROACTIS Support Portal](#)

If you don't have a login, please email helpdesk@proactis.com

The system will send you an email, to confirm you email address and then you will get a login email



Southend-on-Sea Supplier Portal

Supplier Links

[Latest Opportunities](#)

[Register](#)

[Log In](#)

Buyer's Area

[Log In](#)

Useful Websites - Procurement

[Procurement and Contracts](#)

[Southend Contracts Register](#)

[Contracts Finder](#)

[GOV.UK](#)

Welcome to the Southend-on-Sea Supplier Portal

This portal is used by **Southend-on-Sea** Borough Council to carry out electronic tenders bringing buyers and suppliers together making it easier for businesses to grow, develop and benefit the local economy.

You can view our advertised opportunities if you are a registered supplier, if you don't have an account you can register [here](#) for free.

If you have an account you can continue to login [here](#).

Click Login in the Supplier Links to Access the System

Search for Tender Opportunities

See recent activities i.e. started tender responses

Help Pages and Tutorials



Home page

Activities [View full screen](#)

Active Recently added Last viewed

-- Please select -- [Go](#) Search [Go](#)

Please select a buyer from the dropdown and click on the 'Go' button

Opportunities [Find opportunities](#)

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

Company details summary [Edit](#)

Supplier Test

Civic Centre, Southend on Sea, Essex, ss2 6YL

Description

test supplier

Keywords

test

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

Standard Selection Questionnaire (SQ) [Edit](#) (0% complete)

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Corporate Procurement](#) (2) [Request merge](#)

[test](#) (2) [Request merge](#)

[Add new workgroup](#)

Change Company Details:

- Categories you are interested in
- Adding additional users to your account

Company profile

[< Back to home page](#)

Company information

Company name:

Supplier Test

Address:

Civic Centre
Southend on Sea
Essex
ss2 6YL
United Kingdom

URL:

Company registration number:

N/A

VAT registration no:

N/A

Description

Company description:

test supplier

Company keywords:

test

Number of employees:

5

Classifications:

Charity, Community Interest Company (CIC), Limited Partnership, Mutual, Public Limited Company (PLC), Public Sector Organisation, Sole Trader

Workgroups

Corporate Procurement

Active

View details | Edit

test

Active

View details | Edit

Contacts

Sort by surname

Mr Ian McLernon

P2P & Reporting Manager

Mac test Smith

test

[Deactivate my company profile](#)
[Change my company name](#)

Audit history

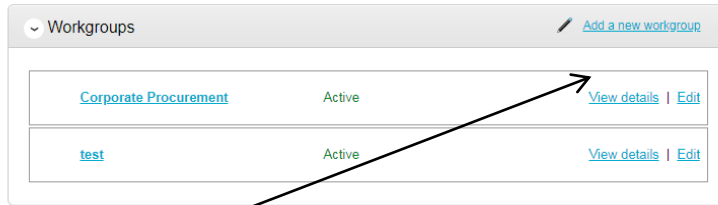
[View audit history](#)

Able to Change Company Details and also deactivate account

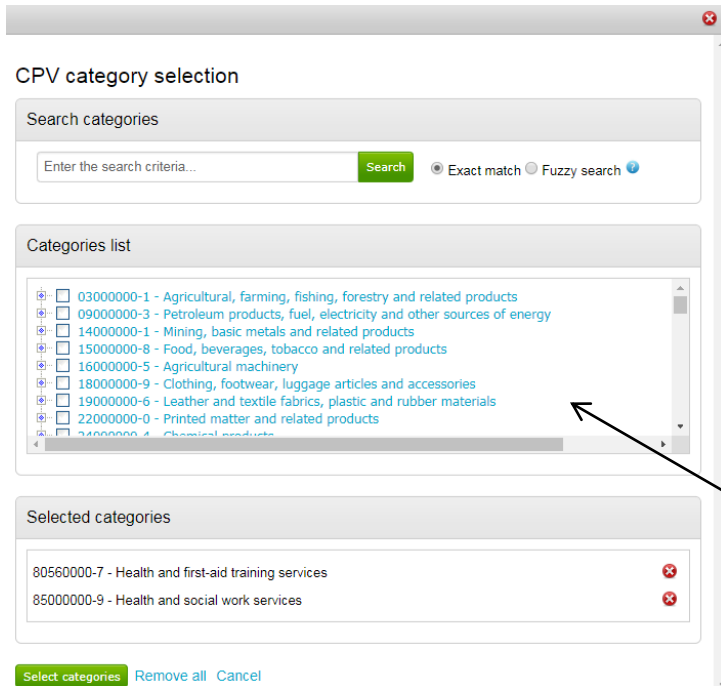
Create Workgroups
This is where you link to CPV Category codes you are interested in
i.e. 43231503 - Procurement software

Add additional users to your account

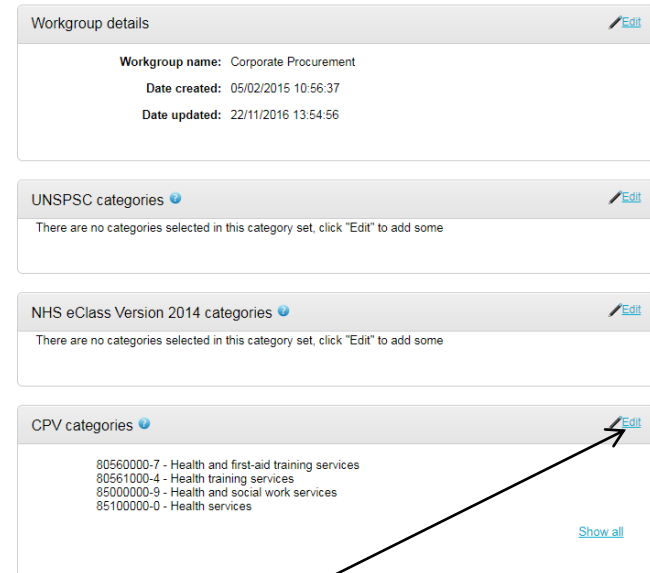
Workgroups are a way of managing areas that you are interested in being notified of opportunities. This allows for you to split these notifications to relevant sections of your company as you see fit



Step 1:
Decide how many workgroups you want
Click Add to Create or Edit to amend



Workgroup: Corporate Procurement



Step 2:
Click edit on the CPV Categories

Step 3:
Search and Select the Categories you are interested in

Search box and key words



29 Notifications

[Ian Smith](#) [Your account](#) [Logout](#)

All opportunities Search 

Search opportunities from any page

[View full screen](#)

-- Please select --   

-- Please select --

ⓘ Please select a buyer from the dropdown and click on the 'Go' button

 [Find opportunities](#)

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

Edit

Civic Centre, Southend on Sea, Essex, ss2 6yl

SBC test supplier

test supplier

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

 Standard Selection Questionnaire (SQ)  [Edit](#) (83% complete)

● Standard Selection Questionnaire (SQ) ? [Edit](#) (83% complete)

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[SBC](#) (1)

[Add new workgroup](#)

SBC (1)

Add new workgroup

PROACTIS

The Spend Control Company

ProContract

29 Notifications

Home

Find opportunities

My activities

My contracts

Help

Home > Find Opportunities

All data

Search

Go

Opportunities - Search results

National opportunities

Narrow your results

Portals

Southend-on-Sea Borough Council

Organisations

All

Categories

There are 0 categories selected

Add UNSPSC categories

Add NHS eClass Version 2014 categories

Add CPV categories

Add ProClass categories

Regions

There are 0 regions selected

Add new region

Keywords

Include closed

Yes No

Expression date

Start date

End date

dd/mm/yy

dd/mm/yy

Published date

Start date

End date

dd/mm/yy

dd/mm/yy

Reset

Update

Opportunities

Title	Buyer	Expression Start	Expression End	Estimated value
DPS Test	Southend-on-Sea Borough Council	06/07/2017	25/07/2018	N/A
Test Contract	Southend-on-Sea Borough Council	01/12/2017	07/12/2017	N/A

By clicking on find opportunities you are able to search all live opportunities from everyone who uses the portal, or you can narrow your search down to Southend-on-Sea Borough Council.

Click on the project title to view opportunity.

Click to register your interest and start your response.

[Return to find opportunities](#)

Test Contract

Main contract details

Opportunity Id

DN6142749

Title

Test Contract

Categories

85000000-9 - Health and social work services

Description

Test Contract

Region(s) of supply

Southend-on-Sea

Estimated value

N/A

Keywords

Test

Key dates

Estimated contract dates

Start date

31/01/2018

End date

31/12/2018

Expression of interest window

From

01/12/2017 09:35 to 07/12/2017 11:00

Register interest in this opportunity

Contact details

Buyer

Southend-on-Sea Borough Council

Contact

Kasey Burke

Email

kaseyburke@southend.gov.uk

Telephone

01702 212281

Address

Civic Centre
Southend-on-Sea
Essex
SS2 6YL
United Kingdom

Attachments

[Appendix 1.docx](#)

21 KB

[Appendix 2.docx](#)

38 KB

[ITT Document.docx](#)

151 KB

Documents may not always be available at this point. If they aren't you will have to register your interest to view them.

[Return to find opportunities](#)

Test Contract

Main contract details

Expression of interest registered

Expression of interest successful

Expression of interest successful

You have successfully registered interest in the following opportunity for SBC :-

Test Contract

You will receive an email notification shortly confirming your registration of interest.

What happens next?

- You have been invited to participate in the ITT event for this opportunity.
- Test Contract** has been added as a new activity in your [activities centre](#).
- To view this ITT event now, click [here](#).

I don't have time to look at the ITT now, what should I do?

- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address suspended@due-north.com. The invitation contains a direct link to this ITT.
- Please note however that the closing date for this ITT is 07 December 2017 11:00. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-

	Ms Kasey Burke T: 01702 212281 F: M: E: kaseyburke@southend.gov.uk	Procurement Portal Southend-on-Sea Borough Council Ref Id DN6142749	Organisation Southend-on-Sea Borough Council Activity Test Contract
--	---	--	--

[Close](#)

Click here to view the ITT and start your response

Attachments

[Appendix 1.docx](#)

21 KB

Shows how long you have to respond to the tender

Supporting Documents, ITT, Specifications etc.

Evaluation Questions

Any Relevant Terms & Conditions

Tasks you need to complete prior to submitting your tender response

Click Indicate you intent to respond

Activity information ⓘ

Buyer: Southend-on-Sea Borough Council

Title: test ID: 5268233

Description: test



Activity primary contacts ⓘ



Ian McLernon
T:01702 215083
F:
M:
E: ianmclernon@southend.gov.uk

Activity documentation, files & links (1) ⓘ

Title	Turne	Size
 Guidance to responding to a tender.pdf		79 KB

Question sets (1) ⓘ

Title	Summary
 Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory

Terms & conditions (1) ⓘ

 [Consultancy Service](#)

Deadline & time remaining

A response to this activity can be submitted no later than
27th March 2019 at 1:30 PM ⓘ

Time remaining ⓘ

4

Days

20

Hours

54

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

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

This is your response submission progress checklist:

Before you can submit your response you need to...

☐

Indicate your intent to respond

☐

Start response or opt out the activity

☐

Complete the additional information section

☐

Complete mandatory question sets

☐

Upload at least one attachment

☐

Accept terms & conditions fully or in part

☐

Submit your response

Options currently available to you are.....

[Start my response](#) [Opt out](#)

[Indicate your intent to respond](#)

Activity information ⓘ

Take a tour

Buyer: Southend-on-Sea Borough Council

Title: test ID: 5268233

Description: test



Activity primary contacts ⓘ

Hide



Ian McLernon

T:01702 215083

F:

M:

E: ianmcclernon@southend.gov.uk

Activity documentation, files & links (1) ⓘ

Hide

Title	Type	Size
 Test pdf.pdf	pdf	79 KB

Question sets (1) ⓘ

Hide

Title	Summary
 Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory

Terms & conditions (1) ⓘ

Hide

 [Consultancy Service](#)

Deadline & time remaining

A response to this activity can be submitted no later than

27th March 2019 at 1:30 PM ⓘ

Time remaining ⓘ

4

Days

20

Hours

53

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

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 (22/03/2019 16:35)

Before you can submit your response you need to...

Start response or opt out the activity

Complete the additional information section

Complete mandatory question sets

Upload at least one attachment

Accept terms & conditions fully or in part

Submit your response

Options currently available to you are.....

Start my response

Opt out

Click Start My Response

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) ian McLernon [Your account](#) [Logout](#)

[Home](#) > [My activities](#) > [test](#) > test

Your response summary

[<Back to summary](#)

[Take a tour](#)

Response information

Supplier: Supplier Test

Workgroup: Corporate Procurement

Workgroup contacts: Ian McLernon, test test

Activity id: DN5268233

Response id: R108211187

Company reg number: N/A

Company address: Civic Centre
Southend on Sea
Essex
United Kingdom
ss2 6YL

Website: None

Deadline & time remaining

A response to this activity can be submitted no later than

27th March 2019 at 1:30 PM

Time remaining

4

Days

20

Hours

52

Minutes

Your response

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 (22/03/2019 16:36)

Started to draft your response to this activity

Before you can submit your response you need to...

Complete the additional information section

Complete mandatory question sets

Upload at least one attachment

Accept terms & conditions fully or in part

Submit your response

Options currently available to you are.....

Submit response

Opt out

Additional information

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

Edit

Question sets (1)

Title	Summary	Progress	Action
Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory		Edit

Response documentation, files & links (0)

No attachments

Add

Terms & conditions (1)

Accept terms & conditions

Decline terms & conditions

Title

[Consultancy Service](#)

Shows Completed tasks

Click Edit to start completing Evaluation Questions

Submit Response will be 'greyed out' until you have completed all the mandatory sections

Shows tasks still to complete

Click Answer question

Shows Progress for each evaluation questions set

HomeFind opportunitiesMy activitiesMy contractsHelp

Ian McLeishYour accountLogout

View evaluation questions

Questions

Title	Weight: %	Section status	Status	Flag
1 Company Details		Complete section	Section weight: 0.00%	
1.1 Name of the organisation in whose name the tender would be submitted:	N/A	Answer question		
1.2 What is your company registration number?	0.00%	Answer question		
1.3 What is your VAT Registration number?	0.00%	Answer question		
1.4 Lets have a check box	N/A	Answer question		
2 Technical Details		Incomplete section	Section weight: 60.00%	
2.1 Are you able to deliver to Specification	N/A	Answer question		
2.2 Please Submit your response to Spec	70.00%	Answer question		
2.3 Rate your Performance	30.00%	Answer question		
3 Price and Commercials		Incomplete section	Section weight: 20.00%	
3.1 Put your Price Range	40.00%	Answer question		
3.2 Complete the Pricing Matrix	60.00%	Answer question		
4 Specification Response		Incomplete section	Section weight: 20.00%	
4.1 Please confirm how you intend to deliver the project within the agreed timescales and budget	60.00%	Answer question		
4.2 How will your project support the local community and SME's within the area	40.00%	Answer question		

Back

Progress (36%)

Key

The answer provided is valid and complete.

The answer has been automatically populated from a previous answer but it must be reviewed before submission.

Mandatory elements of this question have not been provided.

The question has been flagged for review.

Public attachments

No attachments

Shows Status of Questions

If you don't complete your response in one go, it will be saved as a draft response

Activity information

Buyer: Southend-on-Sea Borough Council

Title: test ID: 5268233

Description: test

Activity primary contacts

Ian McLernon

T:01702 215083

F:

M:

E: ianmclernon@southend.gov.uk

Activity documentation, files & links

Title	Type	Size
Test pdf.pdf	pdf	79 KB

Question sets

Title	Summary
Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory

Terms & conditions

[Consultancy Service](#)

Deadline & time remaining

A response to this activity can be submitted no later than

27th March 2019 at 1:30 PM

Time remaining

12353

DayHoursMinutes

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 – Draft)** [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 (22/03/2019 16:40)

☒

 Started to draft your response to this activity

☒

 Accepted terms & conditions fully or in part

Before you can submit your response you need to...

☐

 Complete the additional information section

☐

 Complete mandatory question sets

☐

 Upload at least one attachment

☐

 Submit your response

Options currently available to you are.....

[View draft response](#)

[Opt out](#)

Click View Draft Response to go back into screens to allow you to continue your response

Section 1 - Potential supplier information | Question 1 of 17

Question

Title:
1.1 (a) Full name of the potential supplier submitting the information

Description:
Full name of the potential supplier submitting the information

Weight
0.00 %

Section help
Details on your Company

Question help
This question is mandatory

Question attachments
No attachments

Flag question for review ☐

Answer
KB Limited

Save and close Save and previous Save and next

Some questions will require you to type your response into the answer box

Will provide any relevant help/guidance in answering the question

To move onto the next question, click save and next

Section 1 - Potential supplier information | Question 4 of 17

Question

Title:
1.1(c) Trading status

Description:
Trading status

Answer

☐ a) public limited company
☐ b) limited company
☐ c) limited liability partnership
☐ d) other partnership
☐ e) sole trader
☐ f) third sector
☐ g) other (please specify your trading status)

Comments (optional)

Save and close Save and previous Save and next

Some questions will have the ability to add additional comments or attachments

Example of a question where you tick your answer

HomeFind opportunitiesMy activitiesMy contractsHelp

Ian McLernonYour accountLogout

Show more information

Price and Commercials | Question 2 of 2

Question

Title:

Complete the Pricing Matrix

Description:

Please complete and upload the attachment

Answer

No attachments

Add attachment

Save and close

Save and previous

Save and next

Flag question for review

Weight

60.00 %

Section help

Put in your prices

Question help

This question is mandatory

Please complete and upload the attachment

Question attachments

Price Matrix.xlsx

9 KB

Some questions you will need to add an attachment

This is an example of a Commercial Question – where we expect you to download the pricing matrix, complete it and then add as an attachment to this question

Once completed the Question Template the Progress Bar will show 100%

HomeFind opportunitiesMy activitiesMy contractsHelp

Ian McLernonYour accountLogout

View evaluation questions

Questions

Title	Weight: %	Section status	Status	Flag
1 Company DetailsComplete sectionSection weight: 0.00%				
1.1 Name of the organisation in whose name the tender would be submitted:	N/A	Answer question		
1.2 What is your company registration number?	0.00%	Answer question		
1.3 What is your VAT Registration number?	0.00%	Answer question		
1.4 Lets have a check box	N/A	Answer question		
2 Technical DetailsComplete sectionSection weight: 60.00%				
2.1 Are you able to deliver to Specification	N/A	Answer question		
2.2 Please Submit your response to Spec	70.00%	Answer question		
2.3 Rate your Performance	30.00%	Answer question		
3 Price and CommercialsComplete sectionSection weight: 20.00%				
3.1 Put your Price Range	40.00%	Answer question		
3.2 Complete the Pricing Matrix	60.00%	Answer question		
4 Specification ResponseComplete sectionSection weight: 20.00%				
4.1 Please confirm how you intend to deliver the project within the agreed timescales and budget	60.00%	Answer question		
4.2 How will your project support the local community and SME's within the area	40.00%	Answer question		

Back

Progress (100%)

Key

The answer provided is valid and complete.

The answer has been automatically populated from a previous answer but it must be reviewed before submission.

Mandatory elements of this question have not been provided.

The question has been flagged for review.

Public attachments

No attachments

Once Complete Click Back

HomeFind opportunitiesMy activitiesMy contractsHelp

ian McLemonYour accountLogout

Home > My activities > test > test

Your response summary

Response information

Supplier: Supplier Test

Workgroup: Corporate Procurement

Workgroup contacts: Ian McLemon, test test

Activity id: DN5268233

Response id: R106211187

Company reg number: N/A

Company address: Civic Centre
Southend on Sea
Essex
United Kingdom
ss2 6YL

Website: None

Deadline & time remaining

A response to this activity can be submitted no later than

27th March 2019 at 1:30 PM

Time remaining

42052

DaysHoursMinutes

Your response

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 (22/03/2019 16:36)

Started to draft your response to this activity

Before you can submit your response you need to...

Complete the additional information section

Complete mandatory question sets

Upload at least one attachment

Accept terms & conditions fully or in part

Submit your response

Options currently available to you are.....

Submit responseOpt out

Additional information

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

Question sets (1)

Title	Summary	Progress	Action
Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory		Edit

Response documentation, files & links (0)

No attachments

Terms & conditions (1)

Accept terms & conditions

Decline terms & conditions

Title

Consultancy Service

Any Terms and Conditions Specific to the tender will be attached – these must be accepted, either fully or in part

Additional Information allows you to add any further comments, your own unique reference

Please do not put anything that relates to the Evaluation Questions in this section as it will not be scored or evaluated

HomeFind opportunitiesMy activitiesMy contractsHelp

Ian McLemonYour accountLogout

[Home](#) > [My activities](#) > [test](#) > Additional information

[Return to response](#)

Additional information

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

☐ I have read and understood this section and can confirm I am happy not to include any additional information ⓘ

Save

[Cancel](#)

When you have completed all the mandatory steps the submit response but will be available

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

Ian McLernon

[Your account](#) [Logout](#)

[Home](#) > [My activities](#) > [test](#) > test

Your response summary

[<Back to summary](#)

[Take a tour](#)

Response information

Supplier: Supplier Test

Workgroup: Corporate Procurement

Workgroup contacts: Ian McLernon, test test

Activity id: DN5268233

Response id: R108211187

Company reg number: N/A

Company address: Civic Centre
Southend on Sea
Essex
United Kingdom
ss2 6YL

Website: None

Deadline & time remaining

A response to this activity can be submitted no later than

27th March 2019 at 1:30 PM

Time remaining

1

Day

23

Hours

30

Minutes

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 (25/03/2019 13:55)

☒

 Started to draft your response to this activity

☒

 Completed the additional information section

☒

 Completed mandatory question sets☒☒

Almost done, all you need to do now is.....

☐ Submit your response

Options currently available to you are.....

[Opt out](#)

Audit history

[View audit history](#)

Additional information

[Edit](#)

Supplier reference, response information & additional comments:

You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

Question sets (1)

Title	Summary	Progress	Action
Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory		Edit

Response documentation, files & links (1)

[Add](#)

Title	Type	Size
test	docx	12 KB

Terms & conditions (1)

[Decline terms & conditions](#)

[Consultancy Service](#)

☒ You have acknowledged your acceptance of the listed terms & conditions

Click Submit response

Note: until you click submit response your tender has not be submitted. You will not be able to submit any tender response after the dead-line

Submit response

Are you sure you want to submit this response?

Submit response

Cancel

When you click submit response you will have a pop up window to confirm you want to submit your response

Home > My activities > test > test

Activity information

Buyer: Southend-on-Sea Borough Council

Title: test ID: 5268233

Description: test



Activity primary contacts



Ian McLernon

T:01702 215083

F:

M:

E: ianmclernon@southend.gov.uk

Activity documentation, files & links (1)

Title	Type	Size
 Test pdf.pdf	pdf	79 KB

Question sets (1)

Title	Summary
 Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory

Terms & conditions (1)

 Consultancy Service

< Back to dashboard

Deadline & time remaining

A response to this activity can be submitted no later than

27th March 2019 at 1:30 PM

Time remaining

1

Day

23

Hours

27

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 – 25/03/2019 14:01)

Options currently available to you are....

Change Response

[View submitted response](#)

[Opt out](#)

Audit history

[View audit history](#)

Check that it says that you have submitted your response and gives you a version and date and time. If you don't see this you have not submitted and therefore your tender will not be evaluated

You may need to raise a clarification question, prior to responding to the tender opportunity. This is achieved via Messages & clarifications

Home Find opportunities My activities My contracts Help Ian McLernon Your account Logout

Home > My activities > test > test <Back to dashboard

Activity information [Take a tour](#)

Buyer: Southend-on-Sea Borough Council
Title: test ID: 5268233
Description: test

Activity primary contacts [Hide](#)

Ian McLernon
T: 01702 215083
F:
M:
E: ianmclernon@southend.gov.uk

Activity documentation, files & links (1) [Hide](#)

Title	Type	Size
Test pdf.pdf	pdf	79 KB

Question sets (1) [Hide](#)

Title	Summary
Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory

Terms & conditions (1) [Hide](#)

[Consultancy Service](#)

Deadline & time remaining

A response to this activity can be submitted no later than
27th March 2019 at 1:30 PM

Time remaining

1 Day 23 Hours 23 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 – 25/03/2019 14:01)

Options currently available to you are.....
[Change Response](#) [View submitted response](#) [Opt Out](#)

Audit history
[View audit history](#)

Click View all to enter the messaging functionality

Click Create new message to begin your message to the project team

HomeFind opportunitiesMy activitiesMy contractsHelp

Ian McLernonYour accountLogout

Home > My activities > test > Invitation to Tender (RFx) - Auto Invite > Messaging > Messaging

All dataSearchGo

Messages for Invitation to Tender (RFx) - Auto Invite - Search results

Narrow your results

Read Status

☐ Read☒ Unread☒ Flagged

Received/Sent Within

☒ All☐ Previous 7 days☐ Previous 30 days☐ Date range

Reset

Update

Inbox

Create new message

--Actions--Go

There have been no messages sent/received that match your search criteria

[<Back to dashboard](#)

Deadline & time remaining

A response to this activity can be submitted no later than

27th March 2019 at 1:30 PM

Time remaining

1

Day

22

Hours

17

Minutes

Messages & clarifications (1)

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

You have received 2 message(s) of which 1 are unread

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

When there is a message sent to you, the system will send an email notification. You must come back into the system and use the messages & clarifications to view. It will show you any that are unread

HomeFind opportunitiesMy activitiesMy contractsHelp

Ian McLemonYour accountLogout

Home > My activities > test > Invitation to Tender (RFx) - Auto Invite > Messaging > Messaging

All dataSearchGo

Messages for Invitation to Tender (RFx) - Auto Invite - Search results

Narrow your results

Read Status

☒ Read☒ Unread☒ Flagged

Received/Sent Within

☒ All☐ Previous 7 days☐ Previous 30 days☐ Date range

ResetUpdate

Inbox

Create new message

--Actions--Go

Ref No	Subject	From	Date	Public
☐ 1.1	please clarify the scope	Supplier Test - Corporate Procurement	25/03/2019 15:06	
☐ 1.1.1	RE: please clarify the scope	Project team	25/03/2019 15:11	☒

Any unread messages are shown in bold

HomeFind opportunitiesMy activitiesMy contractsHelp

Carolyn HutcheonYour accountLogout

Home > My activities

All dataSearchGo

My activities

Narrow your results

Buyer

☒ Southend-on-Sea Borough Council

Event type

☒ All
☐ Advert
☐ RfX

Status

☒ All
☐ New action

Update

Active activitiesArchived activitiesLast viewed activities

☐

Buyer

Title

Current event

Event deadline

☐

★ Southend-on-Sea Borough Council

[Minor Works including Repair & Maintenance to Public Buildings in Southend on Sea \(2019\) TC16](#)

Minor Works including Repair & Maintenance to Public Buildings in Southend on Sea (2019) TC16

24/04/2019

To find the tender again either
i) Select My activities, Active activities, narrow the search by selecting Southend-on-Sea Borough Council – then click the title of the tender you are trying to get back to

Or
ii) Select My activities, Last viewed activities – then click the title of the tender you are trying to get back to

HomeFind opportunitiesMy activitiesMy contractsHelp

Kasey BurkeYour accountLogout

Home > My activities

All dataSearchGo

My activities

Narrow your results

Buyer

☐ Bath and North East Somerset Council
☐ Cheshire East Borough Council
☐ Islington
☐ Southend-on-Sea Borough Council

Active activitiesArchived activitiesLast viewed activities

12Next >

☐

Buyer

Title

Last viewed

☐

Southend-on-Sea Borough Council

[Approved List for Dementia Training Providers](#)

28/11/2017 09:14

☐

Southend-on-Sea Borough Council

[Pri 1445 Phase 2 - Employer's Agent for Conversion of PROCAT to a Secondary School](#)

07/11/2017 10:03

Activity : Test Contract

Events		
Test Contract	Expression of interest accepted	Hide details Open
Interest start date: 01/12/2017 09:35 Interest end date 07/12/2017 11:00 Expressed interest on 01/12/2017 10:08		
Test Contract	Submitted (Respond by: 07/12/2017)	View details Open

To view or amend your response click open in the submitted box

Home

Find opportunities

My activities

My contracts

Help

Ian McLernonYour accountLogout

Home > My activities > test > test

Activity information

Buyer: Southend-on-Sea Borough Council

Title: test ID: 5268233

Description: test



Take a tour

Activity primary contacts



Ian McLernon

T:01702 215083

F:

M:

E: ianmclernon@southend.gov.uk

Hide

Activity documentation, files & links (1)

Title	Type	Size
 Test pdf.pdf	pdf	79 KB

Hide

Question sets (1)

Title	Summary
 Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory

Hide

Terms & conditions (1)

 [Consultancy Service](#)

Hide

Back to dashboard

Deadline & time remaining

A response to this activity can be submitted no later than

27th March 2019 at 1:30 PM

Time remaining

1

Day

22

Hours

13

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 2 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 – 25/03/2019 14:01)

Options currently available to you are....

[Change Response](#) | [View submitted response](#) | [Get out](#)

Audit history

[View audit history](#)

You have the ability to change your response anytime up to the submission deadline

Click Change Response

You can then change any element of your response

[Home](#) > [My activities](#) > [test](#) > test

Your response summary

[Back to summary](#)

[Take a tour](#)

Response information

Supplier: Supplier Test

Workgroup: Corporate Procurement

Workgroup contacts: Ian McLernon, test test

Activity id: DN5268233

Response id: R108211199

Company reg number: N/A

Company address: Civic Centre
Southend on Sea
Essex
United Kingdom
ss2 6YL

Website: None

Additional information

Supplier reference, response information & additional comments:
You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

Edit

Question sets (1)

Title	Summary	Progress	Action
Test Evaluation	Mandatory question set of 11 questions of which 9 are mandatory		Edit

Response documentation, files & links (1)

Add

Title	Type	Size
test	docx	12 KB

Terms & conditions (1)

[Decline terms & conditions](#)

Title

[Consultancy Service](#)

✔ You have acknowledged your acceptance of the listed terms & conditions

Deadline & time remaining

A response to this activity can be submitted no later than
27th March 2019 at 1:30 PM

Time remaining

1

Day

22

Hours

11

Minutes

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 (25/03/2019 14:01)

☒ Started to draft your response to this activity

☒ Completed the additional information section

☒ Completed mandatory question sets

☒ 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 response

[Get out](#)

Audit history

[View audit history](#)

Click Submit Response when ready to submit your revised tender response

Note: until you click submit response your revised tender has not be submitted. You previous response will only be replaced once you have submitted your revised response

The Help Centre within the System, provides guides and information to help you get the best out of the e-procurement portal

The screenshot shows the ProContract Help Centre interface. At the top is a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help (with a dropdown arrow), Carolyn Hutcheon, Your account, and Logout. Below the navigation bar is a breadcrumb trail: Home > Help centre. The main heading is 'Help centre'. There are three main sections: 1. 'Help library' with a question mark icon and text: 'Your first support point should be the extensive ProContract [Help Library](#) where you can search for against specific subject matter and view common topics.' 2. 'Frequently asked questions, Videos & Guides' with a question mark icon and text: 'In addition to the [Help Library](#), Please use the following links to access a comprehensive archive of tutorials and how to guides:-' followed by links for 'Video tutorials' and 'How to guides'. 3. 'Still need help?' with a question mark icon and text: 'Your first support point should be the extensive ProContract [Help Library](#) where you can search for against specific subject matter and view common topics. Although Due North cannot assist you with specific procurement activities we can see from your recent history that you have been involved with activities for the following organisations. If your query relates to one of these activities please get in touch with the appropriate contact listed below :-' followed by a dotted line and the text: 'If your query relates to a system technical question, please click [here](#) for details on how to log a case.'

Contents Index Search

- Welcome to ProContract v3
- What's new
- Registering
- Getting Started
- Opportunities
- Responding to Tenders
- Managing your Account
- e-Auctions
- Video Tutorials

There is also the ability to raise a helpdesk call – on-line, if you don't have access or you are locked out of your account please contact ProContractSuppliers@proactis.com

For all other support with the system, please contact Procurement Operations Team procurementops@southend.gov.uk or call 01702 215083