



Responding as a supplier

Purpose:

This document will guide you through responding as a supplier to a tender opportunity. It is not intended for use by suppliers.

Cornwall Council is introducing an electronic Tendering and Contract Management System; tender documents and supplier responses are to be submitted electronically. The new system will host its own advertising portal which will sit on the Supplying the South West website.

Suppliers have been encouraged to register free at: www.supplyingthesouthwest.org.uk to receive notifications of new Cornwall Council contract opportunities. Suppliers already registered on Supplying the Southwest do not need to do anything further. Any suppliers previously registered on Tenders in Cornwall will not automatically be migrated onto the new system.



Navigation	
Home	<h2>Welcome to Supplying the South West Portal</h2> <p>This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-</p> <ul style="list-style-type: none">• Immediate access to current business opportunities• Receive email notifications on business opportunities that are align with your company• Reduces costs as the process is online• You are in control of your tender submission and not reliant on a third party courier or postal service• Submissions can be completed electronically rather than hand written• Submissions can be amended up until the closing date and time <p style="text-align: right;">Register now ></p> <p>Once your company has registered you need to add the domain @due-north.com to your safe senders list to ensure that you receive all email alerts</p>
Search Latest Opportunities	
Contract Register	
Authorities	
Suppliers' Login	
Buyers' Login	
Useful Links	
Help and Guidance	
CPV Codes	
Crown Commercial Services	
TED - Tenders Electronic Daily	

Once registered, the supplier must log into the Due North system using their own supplier user id, password and memorable information.



Finding Opportunities and Registering Interest

A supplier registering at the procurement portal specifies which regions of the UK (and Europe) their company can supply and which Common Procurement Vocabulary (CPV) advertising codes are important for their company. Once specified, these regions and CPV codes ensure the supplier is notified about new projects they might want to respond to. The supplier can also find opportunities in the Opportunities panel on their Home page and register interest.

To search for opportunities and register interest:

Step	Action
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1. Log into Due North as a supplier. You will need to put your User name and password into the relevant boxes and click the **Continue** button.

Log In

User Name

Password

[Forgotten your username or password?](#)

[Continue](#)

You will be taken to your Home page.

Home page

Activities [View full screen](#)

Active | Recently added | Last viewed

-- Please select -- Search

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_sw_61 company

supplier_sw_61 Line 1, Line 2, Town, Northumberland, NE23 1LZ

Description

supplier_sw_61 company

Keywords

Vendor profile

[Edit vendor profile \(0% complete\)](#)

The following aspects of your vendor profile are incomplete or responses given have expired and need to be reviewed:

Vendor profile sample

Workgroups

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

[supplier_sw_61 workaroup \(1\)](#)

[Add new workgroup](#)

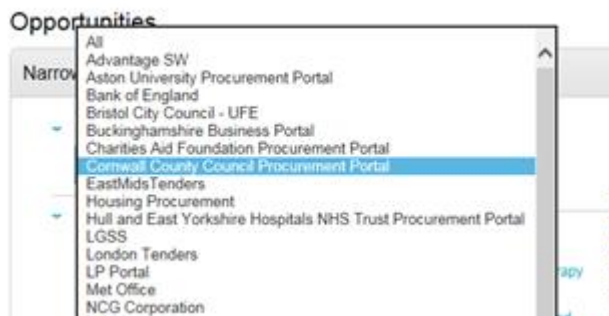


Step Action

2. Click **Find opportunities**.



3. Use the **Narrow your results** panel at the left. Click the **Organisation** list box and select **Cornwall Council** from the list.



4. Scroll to the bottom of the panel to click **Update**.



5. You will be presented with a list of opportunities that match your search criteria.

Opportunities - Search results

Narrow your results		Opportunities				
Portals		Title	Buyer	Expression Start	Expression End	Esti
Cornwall County Council		A Test for training 10/3/16	Cornwall Council	10/03/2016	10/03/2016	£30

Click a link to a project in the Opportunities list to see the project description, key dates, contact details and attached documents.

[A Test for training 10/3/16](#)

[Return to find opportunities](#)

<p>Main contract details</p> <p>Opportunity Id DN6061524</p> <p>Title A Test for training 10/3/16</p> <p>Categories 03000000-1 - Agricultural, farming, fishing, forestry and related products</p> <p>Description A Test for training 10/3/16</p> <p>Region(s) of supply UNITED KINGDOM</p> <p>Estimated value £300,000.00</p> <p>Keywords test</p>	<p>Expression of interest window</p> <p>From 10/03/2016 13:19 to 10/03/2016 16:00</p> <p>Register interest in this opportunity</p>
<p>Key dates</p> <p>Estimated contract dates</p> <p>Start date 27/05/2016 End date 27/05/2016</p>	<p>Contact details</p> <p>Buyer Cornwall Council</p> <p>Contact A Test</p> <p>Email swinfield@cornwall.gov.uk</p> <p>Telephone 01872 323265</p> <p>Address County Hall Truro Cornwall and Isles of Scilly TR1 3AY United Kingdom</p>
	<p>Attachments</p> <p>No attachments</p>



step by step guide



Step Action

6. Click Register interest in this opportunity.

[Register interest in this opportunity](#)

7. Click **Return to find opportunities** to return to the list of projects.

Note: Registering an interest is necessary to enable the supplier access to the quotation/tender opportunity (e.g. the documents). The supplier will then be required to respond to the tender it is interested in.

Responding to a Tender

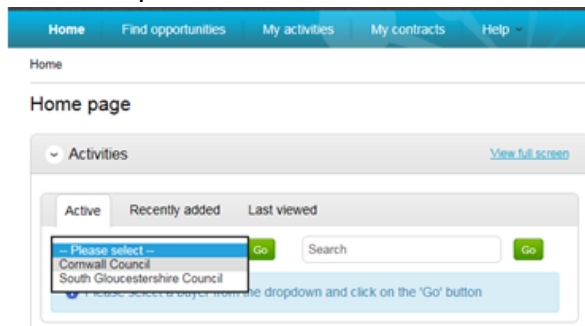
If the ITT is set to automatically invite suppliers who express interest, the supplier can start their response immediately.

Step Action

1. Click the **My activities** menu to search for tenders you can respond to.

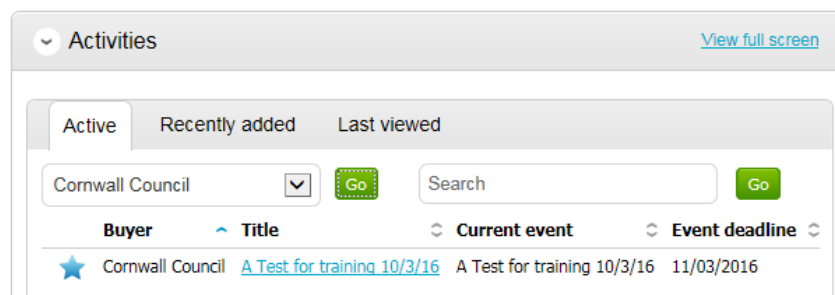


2. Use the **Narrow your results** by selecting– select Cornwall Council from the pull down menu and click the **Go** button.



3. The list of projects is displayed; click a link to open the project.

Home page





Step	Action
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4. Click **Start** at the right of the project.

[A Test for training 10/3/16](#)

Not started (Respond by: 11/03/2016)

[View details](#) | [Start](#)

5. This screen displays the time remaining before the response deadline, a collection of documents (for example, specifications and guidance), terms and conditions and evaluation question sets. There may also be messages.

[<Back to dashboard](#)

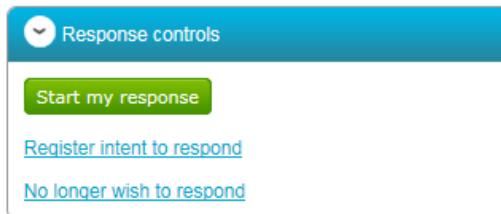
Cornwall Council - ITT		5200072											
<p>Main details</p> <p>Title: Test Open Project DJ Respond by: 08 March 2016 16:30:00 Description: March 2016 Test open</p>													
<p>Attachments</p> <p>Public attachments can be viewed by all procurers and suppliers involved in this rfx</p> <table border="1"> <tr> <td>Guidance for tender specific questions.docx</td> <td>12 KB</td> </tr> <tr> <td>ITT attachment.docx</td> <td>12 KB</td> </tr> <tr> <td>Specification document.docx</td> <td>12 KB</td> </tr> </table>			Guidance for tender specific questions.docx	12 KB	ITT attachment.docx	12 KB	Specification document.docx	12 KB					
Guidance for tender specific questions.docx	12 KB												
ITT attachment.docx	12 KB												
Specification document.docx	12 KB												
<p>Terms & conditions</p> <p>Std Ts and Cs</p>													
<p>Evaluation criteria/question sets</p> <table border="1"> <thead> <tr> <th rowspan="2">Title</th> <th colspan="3">Questions</th> </tr> <tr> <th>Mandatory</th> <th>Online</th> <th>Internal</th> </tr> </thead> <tbody> <tr> <td>Invitation to Tender (Open Procedure)</td> <td>21</td> <td>30</td> <td>0</td> </tr> </tbody> </table>			Title	Questions			Mandatory	Online	Internal	Invitation to Tender (Open Procedure)	21	30	0
Title	Questions												
	Mandatory	Online	Internal										
Invitation to Tender (Open Procedure)	21	30	0										
<p>Time remaining</p> <p>0 Days 1 Hour 36 Minutes 44 Seconds</p>													
<p>Messaging</p> <p>You have 0 unread message(s). View messages</p>													
<p>Response controls</p> <p>Start my response Register intent to respond No longer wish to respond</p>													
<p>My responses</p> <p>You have not yet started your response.</p>													



step by step guide

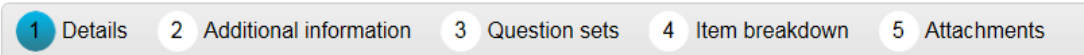
Step Action

6. Click **Start my response** (the button is in the **Response controls** pane at the right of the window).



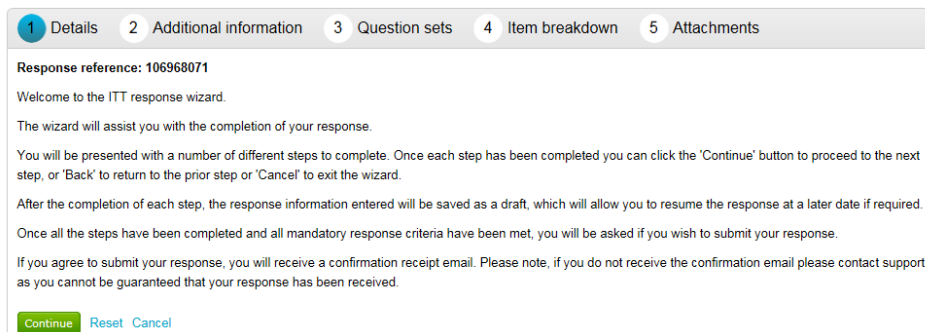
You will be taken through the response using a response wizard which consists of 5 steps.

Create ITT response



7. Click **Continue** after reading the details in **Step 1** of the **Create ITT response wizard**.

Create ITT response





Step	Action
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- In **Step 2, Additional information**, enter your supplier reference and any extra information and comments you might want to include. Click the **Continue** button.

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

- In **Step 3**, click **Edit response** link to respond to the ITT questions. If you have already answered questions in a previous tender exercise the answers your answers may already be populated.

Create ITT response

[Details](#)
[Additional information](#)
[3 Question sets](#)
[4 Item breakdown](#)
[5 Attachments](#)

Title	Action	Progress
Invitation to Tender (Open Procedure)	Edit response	██████████

[Continue](#) [Reset](#) [Cancel](#) [Back](#)



step by step guide



Step Action

10. Look at the key to see which questions are fully answered, which need to be reviewed and which need to be answered.

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.

11. Click **Answer question** link to respond to each question.

1.1 Full name of the Supplier completing the ITT	0.00%	Answer question	●
1.2 Registered company address	0.00%	Answer question	●
1.3 Registered company number	0.00%	Answer question	

12. When you have entered your response to a question click the **Save and close** button.

Module 1 - Tenderer Details | Question 1 of 6

Question

Full name of the Supplier completing the ITT

Answer Flag question for review

Mr. A Test

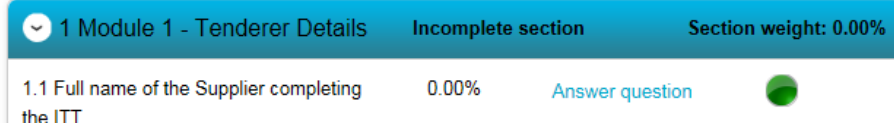
You have 47 words remaining

[Save and close](#)
[Save and previous](#)
[Save and next](#)

13. You will be taken back to the full list of questions. You will notice the question you have just answered will be marked green indicating you have entered a valid and complete answer.



Step Action

14. 

There is a variety of question types. You may need to attach documents, click Yes or No, select from a list or enter text.

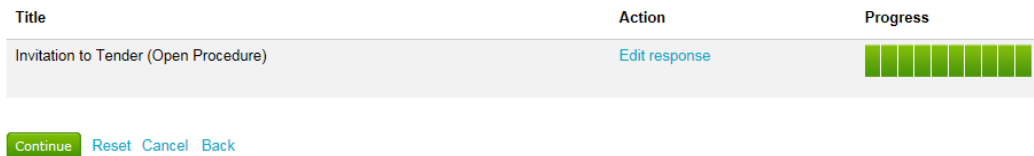
15. Complete all the question so that each question is marked green and the progress bar in the top right of the window is fully green.




16. Scroll down to the bottom of the page and click **Back** to return to the wizard after completing the questions.



17. Click **Continue**.

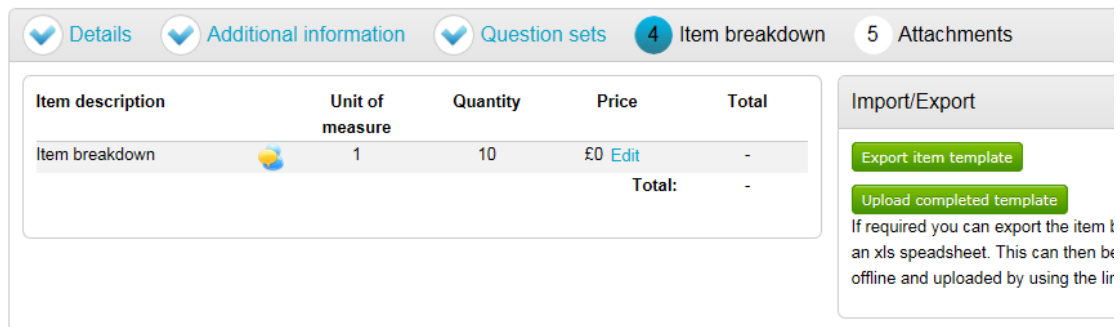


Title	Action	Progress
Invitation to Tender (Open Procedure)	Edit response	

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

18. In **Step 4**. If there is an attached item breakdown click **the Export item template button** this will open the template the buyer has uploaded in Excel. Complete the item breakdown, save it outside of the system, then click the Upload completed template button.

Create ITT response



Item description	Unit of measure	Quantity	Price	Total
Item breakdown	1	10	£0 Edit	-
			Total:	-

Import/Export

[Export item template](#)

[Upload completed template](#)

If required you can export the item breakdown to an xls spreadsheet. This can then be saved offline and uploaded by using the 'Upload completed template' button.

19. Click the **Confirm upload** button.



step by step guide

Step Action

Item breakdown upload

Item description	Unit
Item breakdown	1

[Confirm upload](#) [Return to summary](#)

20. Click **Save and continue**

[Save and continue](#)

Add attachments (see below for details).

21. In **Step 5** click the Terms & conditions link to view them, then **Accept** (or decline) the terms and conditions.

[Terms & conditions](#) [Accept](#) | [Decline](#)

[Std Ts and Cs](#)

22. Check the progress on questions is complete, that the terms and conditions have been accepted and click **Submit Response**.

[Response controls](#)

[Submit response](#)

[Open response wizard](#)

Submission checklist

- Terms & conditions
- Evaluation criteria/question sets
- Attachments

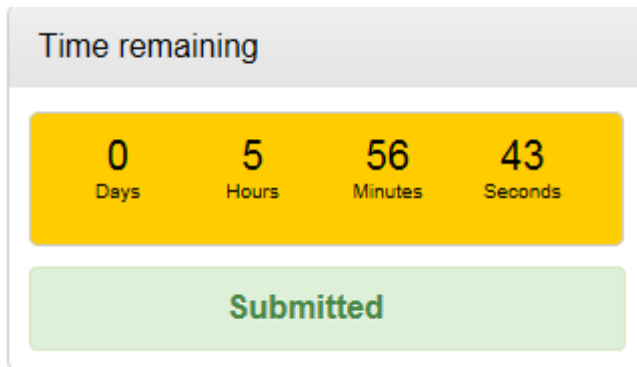
You will be asked to whether you are sure to want to submit your response. Click the **Submit response** button.

[Submit response](#)

Are you sure you want to submit this response?

[Submit response](#) [Cancel](#)

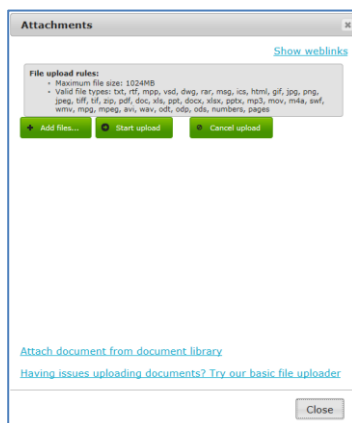
You will notice that your response has a status of submitted.



Adding attachments

Step	Action
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1. Click **Add** at the top right of the **Attachments** pane.



2. Click **+Add Files** and browse to where your files are located. Double click on your file and then click the **Start upload** button.
3. A progress bar shows while the documents are uploading.

Note Valid file types and size limits are detailed at the top of the **Attachments** dialogue box.

The publication checklist displays green square to show attachments have been added.

Note: A supplier is able to edit their response after submitting as long as the close date hasn't passed. Click the I would like to **edit my response** link which will open the ITT again. Once the amendments have been made click the **Submit response** button again. You will notice that you have two versions of the response now.



step by step guide

Step	Action
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 Response controls

[I would like to edit my response](#)

[No longer wish to respond](#)

 My responses
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Version 1	Submitted	11/03/2016 09:55:39
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Version 2	Submitted	11/03/2016 09:59:18
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Note: Extensive supplier guidance including video tutorials are available on the South West Portal. There is also a DueNorth Helpdesk facility that suppliers are encouraged to use available 8.30 to 17.30 Monday to Friday (excl public holidays).