## Screenshots on how to tender

• Log into Proactis Supplier Network from Google



• Enter your username and password

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Username (usually your email address)         transportcontracts@staffordshire.gov.uk         Password         ••••••••••••••••••••••••••••••••••••	Sign Up? Don't have an account? Register	Tenders Direct				
Haven't got a Username? Cannot access your account?	Have you been invited? Access Code	🔾 Opportunities 🧃	<b>.</b> 2 0	<u>•</u> 8 <u> </u>	•	× 6
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1. Search via Notifications or Opportunities – by clicking the Grey or the Red button.



- Where this screenshot says Test Type in Staffordshire County Council
- Search the list that becomes available for IA1349 DPS and then Click Show me >

Reference Customer Name Title Type Closing Date Time Remaining	
	Show M
SREQ1002453         Staffordshire County Council         DPS TEST         Private         17/11/2018 12:00         11 days 4 hours	Ð
https://supplierlive.proactisp2p.com/Opportunities/Search	

• On this page first search under <u>requested documents</u> – just under the GENERAL tab.

	https://supplierlive.proactisp2p.com/Opportunities/Response/Rfx?r=k1gqtql1p	2gz0hqjzv 🔎 マ 🚔 🖒 🚫 Your Response SRES105645 ×	
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	✓ Request Documents (2)		Paste 😽 B I Clipboard 🕫
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R	Please use this text area to provide additional info	rmation	
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Q			
	▲ Request Overview		
Ĩ. ∑	Request   SREQ1002453		Page 1 of 1 0 words
<i>L</i>	Customer Name Staffordshire County Council	Allow multiple responses?	<b>ت ج </b>
	Title DPS TEST	Allow response re-submit before deadline? Yes	
	Description DPS TEST	Delivery Date 11 January 2019	
	Closing Date 17 November 2018 @ 12:00:00	Delivery Address Staffordshire Place 2 Tipping Street	
	Purchasing Contact	Stafford Stafford	, view of the second se
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• Here you will have a list of documents important to the tender process for you to open and read.

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<u>R</u>	∧ Request Documents (2)				
≟⊘	Please ensure you read all documents before responding to opportu	unity request.			
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				^	Page 1 of 1
				>	
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https://supplier	five.proactisp2p.com/Opportunities/Response/Rfx?r=k1gqtql1p2gz0hqjzwzikjf4w3#RequestPanelBar-1				<b>~</b>
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- Then go into the QUESTIONS tab.
- Complete the questions section by section
- For mandatory information you will not be able to proceed unless the question is answered.
- Some questions require your input others require to make a selection.
- Any supporting documents must be scanned into your documents and attached.

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	Olick or touch the headings to expand each section. You must fill in all questions with a * next to them.			
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Q. Q.	➤ 2 : Part 1: Potential Supplier Information (9 questions)			
Q	➤ 3 : Part 2: Exclusion Grounds - Grounds for Mandatory Exclusion (8 questions)			
e.	✓ 4 : Part 2 Grounds for Discretionary Exclusion (5 questions)			Page 2 of 2
Ľ,	➤ 5 : Part 3: Selection Questions (12 questions)			
	✓ 6 : Declaration (0 questions)			<b>4</b> <i>9</i>
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You can click the save draft at the top of the page if you wish to complete in sections.

• These next few pages are examples of prompts you may see and what the pages will look like to you.

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		e answer th eclaration.		questions in ful	I. Note tha	at every organisa	ation that is bein	ng relied on to me	et the selection i	must comp	lete and submit t	he Part 1 and Pa	art 2
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₩ X	self-de can be any ot summ	se answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and P leclaration. Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see separate attachment le found from the general tab), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisa- ther person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the nary below and listed on the webpage. Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonst any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.	t which ation or		Paste 💉	B I
<u>A</u>	3.01	Participation in a criminal organisation (1)				
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	3.02	Corruption * (1)				
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$\frown$	3.03	Fraud * (1)				
$\square$	2.04					
	3.04	Terrorist offences or offences linked to terrorist activities (1) Please select v				
Q	3.05	Money laundering or terrorist financing (1)				
		Please select v				
∎ <del>`</del> ∑	3.06	Child labour and other forms of trafficking in human beings (1)			Page 2 of 2	2 0 word
$\sim$		Please select v				
<i>\$</i>	3.07	If you have answered Yes to 2.01 to 2.06, please provide further details:				<u></u>
$\otimes$		<ul> <li>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</li> <li>Identity of who has been convicted</li> <li>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</li> </ul>				
		If you have answered No to 2.01 to 2.06, please answer not applicable. ★ (1)				
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3.08	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? (1) Please select
<b>^</b> 4	: Part 2 Grounds for Discretionary Exclusion (5 questions)
gener	lation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on the webpage (see separate attachment which can be found fron ral tab), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the followin ions have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.
4.01	Breach of environmental obligations? (1)
	Please select v
4.02	Breach of social obligations? \star (1)
	Y
4.03	Breach of labour law obligations? (1)
	Please select
4.04	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of State? (1)
	Please select
4.05	Guilty of grave professional misconduct? (1)
	Please select v
$\vee$ 5	: Part 3: Selection Questions (12 questions)
<b>∨</b> 6	: Declaration (0 questions)



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	• Click or touch the headings to expand each section. You must fill in all questions with a * next to them.		
$\bigcirc$	➤ 1 : DPS TEST (0 questions)		
	▲ 2 : Part 1: Potential Supplier Information (9 questions)		
Q	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.		
	2.01 Full name of the potential supplier submitting the information. $\star$ (1)		Page 3 of 3 0 wor
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	2.02 Registered office address (if applicable). \star (1)		
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• If you wish to contact us at all you must contact us through this system by clicking messages and sending us a message.

Once you are happy with your submission click Submit and you will be emailed with a reference number.

You will receive a response to the tender analysis by this system and by email.