

## **BIDDER TRAINING**

## UK SHARED BUSINESS SERVICES EMPTORIS TRAINING MODULE

### 1. SCOPE OF TRAINING

The scope of this training module will include

- Logging on the system
- Committing to respond to a requirement
- Reviewing RFx attachments
- Reviewing RFx messages
- Answering questionnaires
- Receiving clarifications
- Submitting your bid
- Downloading your response

## 2. LOGGING ONTO THE SYSTEM

It is assumed that the Bidder has a Login to Emptoris. If you do not have a login please use 'Bidder logging in – first time' for guidance on how to obtain a login and change your password.

Bidders who are invited into a sourcing exercise will receive an email similar to this:

You have been invited to participate in the following event: UK S	S ITQ Halley Research Station garage rewire.	
Please follow the instructions below to access the event. 1. Logon to Government Procurement Service eSourcing i. Enter your user name in the Name field. ii. Enter your password in the Password field. iii. Click the Login button. 2. From the main menu select Bids > View RFx(s). 3. Locate the RFx Name in the list of RFx(s). 4. Click on the RFx Name link to view the RFx.	Here are your login instructions and contact at UK SBS	
Please do not hesitate to contact James Aldred Tel 01793 867593 :	or further information.	
Please do NOT reply to this email as it is a system generated email	with an un-monitored mailbox. Please low into <u>https://ukgps-sandbox.emptoris.com</u> to respond to this message.	

Bidders will now need to login to the system.

Crown Commercial Service	
Name : UKSBS13 Password : ••••••	Useful Links Register for CCS eSourcing Procurement Guidance Help & Support
Forgot your Login Name or Password? Please Log n	Related External Links
	Crown Commercial Service Portal Contracts Finder Tenders Electronic Daily (TED)
	SIMAP Cabinet Office

Bidders will now need to review the system usage terms for the e-sourcing suite.

Access to the system will only occur if you agree to the system usage terms:

Crown Commercial Service eSourcing Suite
Supplier System Usage Agreement
Version 2.1
General Terms
1. Introduction
<ol> <li>This User Agreement between the Crown Commercial Service (the Buyer) and the Supplier governs the access and use of the eSourcing Suite (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.</li> <li>A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an invitation to Tender (ITT), an invitation to Negotiate (TN), an invitation to Participate in Dialogue (TPD), an Invitation to Submit Final Offer (TSFO), Invitation to Submit Final Offer (TSFO), a Request for Final Offer (TSFO), a Request for Proposal (RFP), a Request for Proposal (RFP), a Request for Proposal (RFP), a Request for Constant Contract.</li> </ol>
This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis. 1.3. The System is provided by IBM and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier's and its Supplier's access to a double of the System. The Supplier acknowledges that by a Supplier's user access to be obund by this User Agreement.
1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such turther rules shall take precedence over this User Agreement.
2. Access
<ol> <li>The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.</li> <li>The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur.</li> <li>The Supplier relations to remedy, or persists in, any breach of any of its obligations under this User Agreement, and</li> <li>The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working</li> </ol>
<ul> <li>2.2.2. The opping rais to remedy, or persists in, any oreact or any or its obligations direct into the fully order in the fully order in the fully order in the fully order in the fully order into the fully</li></ul>
3. Registration
<ol> <li>To be granted access to the System, the Supplier must register each person which the Supplier vishes to be a Supplier User by providing the required registration data and specifying a user ID and password.</li> <li>User ID and password are stridy personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users do not divulge or disclose their user ID or password to third parties. In the event that the Supplier or a Supplier User becomes aware that a user ID and / or password to third parties. In the event that supplier or disclose their user ID or password to third parties. In the event that Supplier user is Supplier User is do not divulge or disclose their user ID or password to third parties. In the event that a supplier user is the Supplier or a Supplier User becomes aware that a user ID and / or password may have been divulged, disclosed or discovered by any third party, they shall immediately notify the Buyer.</li> <li>The Supplier shall designate an individual Supplier User to manage access to the System by other Supplier Users.</li> </ol>
3.4. The Supplier must immediately inform the Buyer in the event that a Supplier User leaves its employment or no longer requires access to the System. The Buyer retains the right to deactivate a Supplier User user ID and password if there has been no access for a period of sixty (60) days.
4. Supplier's Obligations
ESOURCING USE AGREEMENT

## 3. COMMITING TO RESPOND TO A REQUIREMENT

Bidders will have access to all the sourcing activities they have been invited to and can click on 'view/respond to RFx' to confirm their interest.

View RFx(s)       Image: Crown Commercial Service         All Oper/Pending/Paused RFx(s)       Open/Pending/Paused V         RFx Name       RFx Unique Id Summary       RFx Acceptance       DEx Type       RFx Style       Status       Time Remaining       Open / Pending/Paused V	CCS eSourcing My Profile	e <mark>Bids</mark> Message	es Utilitio	25	-	Ŧ				, <b>e</b> 🛛	ñ 2 🔏	
					Bids View RFx(s)		Crown Commercia	I				
RFx Name RFx Unique Id Summary RFx Acceptance Scient RFx Type RFx Style Status Time Remaining Open Time BST Close Time	All Open/Pending/Paused RFx(s)									🙀 Open/Pending	j/Paused ⊻ 🔮	
	RFx Name	RFx Unique Id	Summary	RFx Acceptance	Soloot	ПЕх Туре	RFx Style	Status	Time Remaining	Open Time BST	Close Time E	BST
UK SBS Sucoly of new boiler FM120051 FM120051 FM120051 🗐 🧭 View/Respond to RFx 💁 🖓 Open 2 hrs 57 min 20/06/2014 13:57 23/06/2014 1	UK SBS Supply of new boiler FM120051	FM120051		ø	View/Respond to RFx	۲.		Open	<u>2 hrs 57 min</u>	20/06/2014 13:57	23/06/2014 14:0	0

Bidders can elect to 'Accept' or 'Decline' to Bid from here:

	CS eSourcing My Profile Bids Messages Utilities		Ŧ			P 🛛 🏠 🛛 🧎 Remaining Time: 2hr 56m 20s
Co	cription: UK Shared Business Services Invitation to Quote De mtact Information erUser2 UKSBS RFx Messages (1)	Type: RFI ▶ <u>Run RFI Report</u>				C Open Time: 2008/2014 13:67 BST Close Time: 23:08/2014 14:00 BST Status: Open
Que	stionnaires (5) Questionnaire / Question		Ø		Respond	Accept Decline 2
€	SECTION 1, 2, 3, 5 and 7 - Guidance Notes		Ø (0)	(0)	Place Response	
€	SECTION 6 - COMMERCIAL QUESTIONNAIRE		Ø (0)	(0)	Place Response	
Ð	SECTION 6 - PRICE QUESTIONNAIRE		Ø (0)	<b>(</b> 0)	Place Response	
Ð	SECTION 6 - QUALITY QUESTIONNAIRE		Ø (0)	(0)	Place Response	
	SECTION 8 - LEAD TIME		Ø (0)	(0)	Place Response	

## 4. REVIEWING RFx ATTACHMENTS

Bidders will now face a page similar to this. Locations of key areas to consider are attached.

The + icons indicate the questionnaire can be expanded to reveal the questions below.

Place response is clicked on to place a response against a questionnaire.

RFx attachments and RFx message are available to view.

SeSourcing My Profile Bids Messages Utilities				Remaining Time: 2hr 55m 1s
Cription: UK Shared Business Ser Ses Invitation to Quote Ue. Type: RFI ntaot Information erÜser2 UKSBS IN <u>Frx Altachments (1)</u> ☐ <u>Frx Altachments (1)</u> ☐ <u>Frx Altachments (1)</u>			Submit all Draft Responses >	Open Time: 20108/2014 13:67 BST Close Time: 23:08/2014 14:00 BST Status: Open
stionnaires (5) Questionnaire / Question 🜩	Ø		Respond	Respond Offline 3
	10	51		
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Place Response	
	Ø (0)	(0)	Place Response Place Response	
SECTION 1, 2, 3, 5 and 7 - Guidance Notes				
SECTION 1, 2, 3, 5 and 7 - Guidance Notes SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	<b>(</b> 0)	Place Response	

It is **<u>STRONGLY</u>** recommended that prior to commencing with completion of the questionnaire responses Bidders review all of the RFx attachment so they have a clear understanding of the requirement, evaluation model, price schedule, contract terms, and any associated attachments to questions.

Generally attachments to questions will have a naming convention at the start of the attachment name (e.g. AW5.2 Price Schedule) to help Bidders associate the attachment with the relevant clarification.

Bidders should also be aware that clarification answers to the bid documents will be posted to RFx attachments on a regular basis. Please regularly check for updates. Notetypically the latest set of clarifications will be uploaded and the previous version deleted from the system.

	ck here to vie achments	€W	t Responses	Remaining Time: 2hr 55m 1s Open Time: 2008/2014 13:67 BST Close Time: 23/08/2014 14:00 BST Status: Open
uestionnaires (5)				Respond Offline
Questionnaire / Question 🗬	Ø		Respond	View History
B SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Place Response	
B SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Place Response	
B SECTION 8 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Place Response	
B SECTION 8 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response	
	Ø (0)	(0)		

### To view attachments:

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					A1
Attachm	ents (11)				
Level	Folder	Content	Attachment Name	Descript	pn Organi
Event	Instruction	Bidder Training.pdf	Bidder Training		Crown Comme
Event	Instruction	Clarifications of sourcing documents cap	Clarifications to Bidders		Crown Comme
Event	Instruction	ITQ Invitation to Quote.doc	ITQ		
Event	Instruction	http://www.uksbs.co.uk/services/procure/	UK SBS Training videos		k on content link to downloa
Question	RFI	AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid	/ traii	ning videos and notes and
Question	RFI	AW1.3 Certificate of Bona Fide Bid.do	AW1.3 Certificate of Bona Fide Bid	/	chments to RFx
Question	RFI	AW3.1 ITQ Validation check.pdf	AW3.1 Validation check		
Question	RFI	AW5.2 Price schedule captivate video.	AW5.2 Price schedule	Price	
Question	RFI	AW5.5 ISupplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet		
Question	RFI	AW5.5 Science Warehouse fact sheet.pd	AW5.5 Science Warehouse Fact Sheet		Crown Comme
Question	RFI	Area where new boiler will be installed	AW6.2 Plan	Image to suppor	Ider response. Crown Comme
1000 C	-	enabled for attachments. The export job w		box on the far right n	Next to each file you'd like to d

Bidders will see a screen like this:

They can access the specific attachment by clicking on one of the 'Content' hyperlinks.

Crown Commercial Service eSourcing - Wind	ows Internet Explorer provided by ITC 🔳 🗖 🔀
https://ukgps-sandbox.emptoris.com/e1/virus_scan_res	ults_popup,jsp?cur_id=406250&OWNER_TYPE=4& 🏻 🔒 🛛 🔀
CCS eSourcing	2 🗸 🗠
	Attachments
File	AW5.2 Price schedule captivate video.xls
Status	Passed

### 5. REVIEWING RFx MESSAGES

Bidders can access RFx messages by clicking on the area below:

Scription: UK Shared Business Services Invitation to Quote De			Submit all Draft Responses >	Remaining Time: 2hr 47m 10s     Open Time: 2006/2014 13:67 BST     Close Time: 23/06/2014 14:00 BST     Status: Open
estionnaires (5)				Respond Offline
Questionnaire / Question 🚔	Ø		Respond	View History
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Place Response	
SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Place Response	
SECTION 8 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Place Response	
	@ (0)	(0)	Place Response	
SECTION 8 - QUALITY QUESTIONNAIRE	· (0)			

All received messages are in the 'Received messages' folder.

All messages sent are in the 'Sent messages' folder.

All standard system related messages are in the 'Broadcast messages' folder.

It is **<u>STRONGLY</u>** recommended that Bidders review RFx messages before commencing with responding to the questionnaires.

Later in the training we will advise how to contact the UK SBS Category Manager for your procurement if you need to raise any clarifications or have any questions.

## 6. ANSWERING QUESTIONNAIRES

In order to answer a questionnaire Bidders need to click on the 'place response' button.

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≿ Favorites 🛛 🚖 🙋 Emp sand UKSB5Buyer2 🙋 Emp live UKSB5BuyerU	ser 1 🔜 Dun & Bradstreet UK 🙋 UK SBS Webmail				
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CCS eSourcing My Profile Bids Messages Utiliti	es				🔎 💌 🎢 🖻 🔏
RFx(s) > UK SBS Supply of new boil					Remaining Time: 2hr 46m 18
Operation: UK Shared Business Services Invitation to Quete De	Type: DEI				Open Time: 20/06/2014 13:57 BST
Contact Information   REx Attachments (11) BuyerUser2 UK SB S  REx Messages (1) 0	Type: RFI P <u>Run RFI Report</u>			Submit all Draft Responses	s >> Close Time: 23/08/2014 14:00 BST Status: Open
	▶ <u>Run RFI Report</u>	Ø		Submit all Draft Responses	Close Time: 23/06/2014 14:00 BST
Contact Information BuyerUser2 UKSBS Questionnaires (5)	▶ <u>Run RFI Report</u>	@ @(0)			s >> Close Time: 2308/2014 14:00 BST Status: Open Respond Offline
Contact Information PR: Attachments (11) BayerUser2 UKSBS 0 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	▶ <u>Run RFI Report</u>			Respond	s >> Close Time: 2308/2014 14:00 BST Status: Open Respond Offline
Contact Information  Contact I	▶ <u>Run RFI Report</u>	Ø (0)	(0)	Respond Place Response	s >> Close Time: 2308/2014 14:00 BST Status: Open Respond Offline
Contact Information Contact Informatio Contact Information Contact Information Contact	▶ <u>Run RFI Report</u>	(0)	(0)	Place Response Place Create Response	s >> Close Time: 2308/2014 14:00 BST Status: Open Respond Offline

They will then face a screen with questions:

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC	
https://ukgps-sandbox.emptoris.com/e1/detail_response.jsp?_eps_=Y&jspAction=6&_it_id=1713850&_bid_r_param=true	<b></b>
CCS eSourcing	24
Create Response	
Context	
RFI Name: UK SBS Supply of new boiler FM120051 Questionnaire Name: SECTION 6 - LEAD TIME Questionnaire Description:	
Create Response(s)	
*AW7.1 Please confirm you can meet a delivery date of 13/12/13.	
Yes - Pass No - Fail Scoring Criteria - Mandatory Pass/Fail	
	Question Level 🖉 (0)
Please Select 👻	
*AW7.2 Please provide details of the make and model of the proposed boiler.	
Bidder Guidance - Please complete the table and add an attachment as an URL link det specification. Scoring Criteria - For Information Only	ailing the
ocorrig or or one only	Question Level (0)
Response	
Make of boiler Model of boiler	
*NW7 2 Diasas confirm you can improve on the delivery date of 12/12/12	
😜 Internet	

Typically the questions will detail:

- The question number these are NOT sequential so do not think there are questions missing.
- The question detail
- Bidder guidance This usually advises if attachments are permissible, word count details, guidance to help with the bid response and any specific information about the evaluation model proposed. Where a question is pass or fail typically Bidders will see the criteria for a pass or a fail.
- Scoring criteria This indicates if the question is pass / fail, scoring (and the maximum score available) or for information only.

# ALL REQUIRED (\*) QUESTIONS WILL NEED TO HAVE SOME TEXT ENTERED IN ORDER TO SAVE YOUR ANSWERS.

Click on the various drop down boxes and complete the various text boxes to reply.

Page | 7

Where an attachment is permissible click on the question level clicon and you will see a pop up screen like this. Click on 'add' to add an attachment and then go to the bottom of the page and 'save'. After saving the question level clicon will show the number of attachments uploaded against the specific question.



Bidders can add an attachment by clicking on browse and finding their file on their local PC or shared drive. They can change the name presented to UK SBS. It is **<u>STRONGLY</u>** recommended the Name commences with the question reference (e.g. AW5.2) to ensure we can effectively cross refer answers.

Crown Commercial Service eSo	urcing - Windows Inte	rnet Explorer	provided by ITC		
https://ukgps-sandbox.emptoris.com/	e1/attachment/jsp/ajax_uplo	ad_attachments	.jsp?_eps_=Y&OWNER_TYPE=5	&OWNER_ID=2093670	
CCS eSourcing				24	
			Attachmen	ts	
Please enter attachment inform	ation. ( Max allowed upload	file size 20 MB )			
Name*	Location	Description	Attach Content	*	
AW5.2 Price schedule	Local Drives	✓ <sup>■</sup> +	C:\Documents and Settin	Browse	
Google		✓ ■+	www.google.co.uk		
	Local Drives	∽ ₫+		Browse	
	Local Drives	✓ ■+		Browse	
	Local Drives	✓ <sup>■</sup> +		Browse	
		Save Close	Add More		

When you have completed a questionnaire and added all the relevant attachments you <u>MUST</u> click on the 'save' button.

After saving the question level icon will show the number of attachments uploaded against each specific question. Bidders must check their attachments have been correctly uploaded and embedded in the questionnaire response.

You will then see a message which says 'changes saved successfully' at the top of the page.

n Commercial Service eSourcing - Windows Internet Explorer provided by ITC	
://ukgps-sandbox. <b>emptoris.com</b> /e1/detail_response.jsp?_eps_=Y8(spAction=68_jt_jd=17138508_bid_r_param=true	
Bidder Guidance - The Bidder shall answer yes or no.	
/es - Pass /o - Fall	
Scoring Criteria - Mandatory Pass/Fail	
	Question Level (0)
Please Select V	
$^{+\lambda W7}$ .2 Flease provide details of the make and model of the proposed boiler.	
sidder Guidance - Flease complete the table and add an attachment as an URL link detailing the specification.	
Scoring Criteria - For Information Only	10
	Question Level 🖉 (0)
Response	
Make of boiler Baxi	
Model of boiler 123	
*NW7.3 Please confirm you can improve on the delivery date of 13/12/13.	
Scoring Criteria - Maximum Marks 5%	Question Level (0)
29/11/13 - 05/12/13 🗸	Question Level 🥙 (0)
[Save][Close]	
Required Field	
n Commercial Service eSourcing - Windows Internet Explorer provided by ITC	
://ukgps-sandbox. <b>emptoris.com</b> /e1/detail_response.jsp	
6 eSourcing	2
seconding	-
Grante Report	
Create Response	
Changes Saved Successfully.	
Context	
RFI Ilame: UK SBS Supply of new boiler FM120051 Questionnaire Ilame: SECTIOII 6 - LEAD TIME	
RFI Name: UK SBS Supply of new boiler FM120051	

If Bidders do not fill in the entire form you will receive a message which says:

\*AW7.1 Please confirm you can meet a delivery date of 13/12/13. Bidder Guidance - The Bidder shall answer yes or no.

Message	e from webpage 🛛 🔀
⚠	There are one or more required fields on this form. Please fill in any field that has a red (*) next to it.
	ОК

Bidders should find the missing field and provide an answer otherwise all the answers will not be saved.

When complete save and close the questionnaire.

On the questionnaires page you will see the 'Respond' field has now gone green, but answers can still be modified until you submit the draft responses.

)escri Conta	) > UK SBS Supply of new boil ption; UK Shared Business Services Invitation to Quote De ot Information			Submit all Draft Responses >	Copen Time: 20/08/2014 Close Time: 23/08/2014 Close Time: 23/08/2014 Status: Open	13:57 BST
uestic	onnaires (5)				Respond	Offline 🔡
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s	ECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Revise Response	View History	DB (1)
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s	ECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	<b>DB</b> (1)
s	ECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response		
s	ECTION 8 - LEAD TIME	Ø (0)	<mark>(0)</mark>	Revise Response	View History	DB (1)

Once all questionnaires are completed you can submit them.

### 7. RAISING CLARIFICATIONS

Clarifications can be raised easily in two ways, irrespective of the approach taken it is **<u>crucial</u>** that Bidders cross reference their clarification to the relevant question number.

Clarification at questionnaire level.

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x(s) > UK SBS Supply of new boil					Remaining Time: 2h	
Scription: UK Shared Business Services Invitation to					Open Time: 20/06/2014 Close Time: 23/06/2014	
	hments (13) Run RFI Report		Submit :	all Draft Responses >:	> Status: Open	
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yerUser2 UKSBS  Stonnaires (5)  SECTION 1, 2, 3, 5 and 7 - Guidance Notes  SECTION 6 - COMMERCIAL QUESTIONNAIRE  SECTION 6 - PRICE QUESTIONNAIRE  SECTION 6 - QUALITY QUESTIONNAIRE	Questionnaire / Question 🗣	@ (0) @ (0) @ (0) @ (0)	Image: Second sec	Respond se Response se Response se Response ce Response	Respond View History View History View History	00 (1) 00 (1) 00 (1)
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You will always see a screen like this with messages in (questionnaire messages), your messages (sent messages) and system messages (broadcast message).

Crown Commercial	Service eSourci	ng - Windows Interne	t Explorer provided by	/ ПТС				
🖉 https://ukgps-sandbox.e	emptoris.com/en/fra	mes_message_popup.jsp?C	WNER_TYPE=3&OWNER_ID	0=17137008msgViewContext=28I9	POPUP_PARAM=1			
CCS eSourcing							2	4
Questionnai	re Messages(0)	Sent Messages	Broadcast Messages	View by Questionna		ast 10 day(s) 💌 🎉	Create	<u></u>
Stat	us	From		Date BST	Su	bject	0	
NO DATA AVAIL	ABLE		(	Close				

To raise a clarification click on 'Create'

You will now be able to upload your message and any attachments.

#### Always send to 'All hosts'.

Remember to cross reference to the question number and to 'send' the document.

<i>(</i> Сго	wn Commerci	ial Service eSourcing - Windows Internet Explorer provided by ITC
🥭 http	ps://ukgps-sandb	ox. <b>emptoris.com</b> /e1/detail_message_create.jsp?_eps_=Y&jspAction=6&msgViewOrgContext=2&msgViewC 🏻 🔒 🛛 🔯
CCS	S eSourcing	
		Create Message
	Context	Questionnaire SECTION 6 - PRICE QUESTIONNAIRE
	То	All Hosts Crown Commercial Service - Bev Manna Crown Commercial Service - BuyerUser2 UKSBS Crown Commercial Service - James Aldred
	Subject	Aw1.1 Add question no from the guestionnaire
	Message	Please can you clarify the date you intend to award contracts?
	Attachment	► Attachments(0)

Bidders can view the question in the sent messages.

They can also filter against all questions, last 30 days, 10 days or last day

Crown Commercial Service eSourcing - Window	Internet Explorer provided by ITC			
https://ukgps-sandbox.emptoris.com/en/frames_message_	opup.jsp?OWNER_TYPE=3&OWNER_ID=17137008m:	sgViewContext=2&ISPOPUP_PARAM	4=1	
CCS eSourcing				24
		Questionnaire		
Questionnaire Messages Sent Messa	ges(1) Broadcast Messages		last 10 day(s) ⊻	
From	То	Date BST⊽	Subject	0
UKSBS14 - Stokes, Katie	Item - Host	23/08/2014 11:34	AW1.1	Ø (0)
	Close			

Alternatively Bidders can raise clarifications through RFx messages:

6	🖉 Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC					🛛
	E https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=V			🛛 🔒 🗟 🗲 🗙 🚺 Li	ve Search	P -
	Elle Edit View Favorites Iools Help					
	🚖 Favorites 🛛 👍 🔊 Emp sand UKSBSBuyer2 💰 Emp live UKSBSBuyerUser1 🔜 Dun & Bradstreet UK 💰 UK SBS Webr	nail				
	Crown Commercial Service eSourcing			â • 🖬 •	📑 🖶 🔹 Page 🔹 Safety 🔹	· T <u>o</u> ols • 🛛 • »
	CCS eSourcing My Profile Bids Messages Utilities	-			🔎 🗷 🏠	8 🔏 🗖 🖬
	<u>RFx(s)</u> > UK SBS Supply of new boil				Remaining Time: 2h	
RFx me	Description: UK She Tees Services Invitations Outob De. Type: RFI SSAGES			Submit all Draft Responses >:	Close Time: 23/06/2014	
					_	
	Questionnaires (5)					Offline 😹 🔒
	Questionnaire / Question 🗢	Ø		Respond	View History	
	E SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Revise Response	View History	DE (1)
	B SECTION 8 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	<b>DE</b> (1)
	B SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	DB (1)
	B SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response		
	B SECTION 8 - LEAD TIME	Ø (0)	(0)	Revise Response	View History	DB (1)
					M.,	

In RFx messages the process is similar to the questionnaire clarifications. Click on 'create' to send a new message.

own com	mercial Service eSourcing - Windows Int	ternet Explorer provided by	/ ITC	
tps://ukgps	-sandbox. <b>emptoris.com</b> /en/frames_message_popup	o.jsp?OWNER_TYPE=4&OWNER_II	D=41880&msgViewContext=1&ISPOPUP_PARAM=1	
S eSou	rcing			24
			View by RFx	
Re	ceived Messages(1) Sent Messages	Broadcast Messages	last 10 day	(S) V (1) Create 17 🕒
Re	ceived Messages(1) Sent Messages From	Broadcast Messages	last 10 day Subject	(s)
Status				



Bidders can upload their clarifications, remembering to send to 'All hosts' and including the question number (if relevant) in the subject.

cing	
	Create Message
Contex	In the coord of the solie FM120051
L	Crown Commercial Service - Bey Manna
To	Grown Commercial Service - BuyerUser2 UKSBS
	Crown Commercial Bervice - James Aldred
Subject	Timescales
	Can I have an extension of 10 working days please?
	A Bidder
Message	
	62 characters. (max allowed - 5000)
Attachment	▶ <u>Attachments(0)</u>
	[Send][Cancel]

In this example it is a general clarification and not associated to a specific question.

Remember Bidders can add attachments and must always 'send' the clarification.

The clarification can now be viewed in the sent messages folder.

Note the previous clarification raised at questionnaire level is also available to view.

The filtering of messages against 1, 10, 30 days or all is still available in this view.

		View by RFx	)	
Received Messages Sent Messages(3)	Broadcast Messages		last 10 day	r(S) 🗸 🏘 Create
From	То	Date GMT	Subject	
UKSBS Test Supplier 2 - Test Supplier 2,	RFI - Host	06/11/2013 10:59	Timescales	Ø (0)
UKSBS Test Supplier 2 - Test Supplier 2,	Item - Host	06/11/2013 10:38	AW1.1	Ø (0)
UKSBS Test Supplier 2 - Test Supplier 2,	Item - Host	06/11/2013 09:54	AW5.7	Ø (0)

## 8. RECEIVING CLARIFICATIONS

Regularly check the RFX attachments folder for clarifications to the procurement.

There maybe associated messages also in RFx messages to review.

Page | 13

Note it is the Bidders responsibility to check for clarifications.

Co	K(5)       > UK SBS Supply of new boil         Cription: UK Shared Business Set foos Invitation to Quote De       Type: RFI         Intact Information			Submit all Draft Responses >	Remaining Time: 2h     Open Time: 20/08/2014     Close Time: 23/08/2014     Status: Open	13:57 BST
ue	stionnaires (5)	0		Respond	Respond View History	Offline )는
	Questionnaire / Question 🗬			Respond	view matory	
Ð	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	<b>Revise Response</b>	View History	DE (1
D	SECTION 8 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	08 (1
Ð	SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	DE (1
Ð	SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response		
	SECTION 6 - LEAD TIME	@ (0)	(0)	Revise Response	View History	DE (1

Clarifications will generally be given a document name 'Clarifications'. Generally only the latest set of clarifications will be uploaded.

Simply click on the content for the relevant file to download it.

https://ukgps- CCS eSour	rcing	nptoris.com/en/list_attachment_frame.jsp	p?owner_type=4&owner_td=418808	RFI	chment 🔒 🔯						
CCS eSou			Attachm	RFI ents	3						
			Attachm	RFI ents							
Attachments											
Attachme	ents (13)				^						
Level	Folder	Content	Attachment Name	Description	Organiza						
Event	Instructions	Bidder Training.pdf	Bidder Training		Crown Commer						
Event	Instructions	Clarifications of sourcing docxls	Clarifications to sourcing documents 23		Crown Commer						
Event	Instructions	ITQ Invitation to Quote.doc		ITQ sourcing document	Crown Commer						
Event	Instructions	http://www.uksbs.co.uk/services/procure/	UK SBS Training videos		Crown Commer						
Question	RFI	AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid		Crown Commer						
Question	RFI	AW1.3 Certificate of Bona Fide Bid.doc	AW1.3 Certificate of Bona Fide Bid		Crown Commer						
Question	RFI	AW3.1 ITQ Validation check.pdf	AW3.1 Validation check		Crown Commer						
Question	RFI	AW5.2 Price schedule captivate video.xls	AW5.2 Price schedule	Price schedule of requirement.	Crown Commer						
Question	RFI	AW5.5 ISupplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet		Crown Commer						
Question	RFI	AW5.5 Science Warehouse fact sheet.pdf	AW5.5 Science Warehouse Fact Sheet		Crown Commer						
Question	RFI	Area where new boiler will be installed	AW6.2 Plan	Image to support bidder response.	Crown Commer						
Response	RFI	AW5.2 Price schedule.xls	AW5.2 Price schedule		UKSBS14						
Response	RFI	http://www.google.co.uk	Google		UKSBS14						
javascript:void 0				ternet 🛷 🔻	▼ 100% ▼						

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CCS eSourcing	2 🗸 🗠
Virus Sca	Attachments
	Clarifications of sourcing docxls
Status	Passed
Download	Cancel

Bidders should see a document like this now, detailing all the clarifications received. This document is available to all Bidders at all times, irrespective of when they requested access to the procurement:

4	А	В	С	D	E	F	G	Н			
1	Sourc	ing Docume	ent Clarific	ations							
		G REFERENCE: G DOCUMENT TIT	LE:			Purchase of new boiler FM120051					
7											
	No.	Section of sourcing document	Questionnaire	Question No.	Issue raised by Bidder for clarification	Date raised	Issue responded to by UK SBS	Date responde			
	1	General			Can I have an extension of 10 working days	17/06/14	No extensions will be accepted on this project	17/06/14			
0	2	6	Quality	AW6.2	Can a Bidder upload two attachments in response to this question a plan and a drawing?	17/06/14	Only one attachment will be accepted, if you submit more than one attachment only the first attachment will be considered. You can combine the image and the plan into a single attachment if you wish.	17/06/14			
1	3	6	Lead time	AW7.1	If a Bidder cannot meet the pass / fail date for the lead time, but puts forward a aggressive price will they be considered?	17/06/14	No - it is a pass / fail question and the bid will not be considered whatever the price	17/06/14			
2	4	6	Commercial	AW1.1	Please confirm when you intend to award contracts	23/06/14	We intend to award by 1/7/14	23/06/14			
3	5										
1	6										

### 9. SUBMITTING YOUR BID

Once you have answered all required (\*) questions and uploaded all your attachments you can submit your draft response.

# If you fail to submit all draft responses before the closing date your bid cannot be received and considered.

RF: Des Co Bu 0	CS eSourcing My Profile Bids Messages Utilities x(s) > UK SBS Supply of new boil. comption: UK Shared Business Services Information yerUser2 UKSBS Supply of new boil. Comption: UK Shared Business Services Information yerUser2 UKSBS Supply of new boil. Comption: UK Shared Business Services Information Supply Supply Services Information Supply Services Information Services Information Supply Services Information Services Information Service	`	> [	Submit all Draft Responses >>		IT 6m 58s 13:57 BST 14:00 BST
Que	stionnaires (5) Questionnaire / Question <del>⊂</del>			Respond	View History	Offline III E
⊕	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Revise Response	View History	DB (1)
Ð	SECTION 8 - COMMERCIAL QUESTIONNAIRE	Ø (0)	<mark>(0)</mark>	Revise Response	View History	DB (1)
•		Ø (0)	(0)	Revise Response	View History	DB (1)
Ð		Ø (0)	(0)	Revise Response	View History	<b>DB</b> (1)
Ð		Ø (0)	(0)	Revise Response	View History	<b>DB</b> (1)
<b>H</b>		Ø (0)	(0)	Revise Response	View History	(DE) (

🖉 Submit Drafts - Windows Internet Explorer provided 🔳 🗖 🔀
💋 https://ukgps-sandbox.emptoris.com/e1/submitdrafts.jsp?_eps_=Y 🛛 🔒 🔯
Are you sure that you want to submit this Response Package?
😜 Internet  🖓 🔹 🙀

Questionnaire responses can be updated at any time up to the closing date; however each time you update the questionnaire responses **YOU MUST RESUBMIT YOUR RESPONSE.** 

### 10. DOWNLOADING YOUR RESPONSE

You can download your text responses to the questionnaire by simply clicking on 'Respond offline':

Inttps://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y			🛛 🔒 😣 🗙 🚺	ive Search	۶
ile <u>E</u> dit <u>Vi</u> ew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp					
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Grown Commercial Service eSourcing			🔓 • 📾 •	🖃 🌐 🔹 Page 🔹 Safety 🔹	Tools + 🔞 +
CCS eSourcing My Profile Bids Messages Utilities	10			🔎 💌 🀔	2 🔏 🖉
Evice > 100 000 0 complete of a part hall				Remaining Time: 2h	nr 2m 42e
EFX(5)         > UK SBS Supply of new boil           escription: UK Shared Business Services Invitation to Quote De         Type: RFI           Contact Information         @ RFX Attachments 13)         P Run RFI Report           BuyerUser2 VKBS         Same Researce (0)         P Run RFI Report			Submit all Draft Responses >	Open Time: 20/06/2014 Close Time: 23/06/2014	13:57 BST
escription: UK Shared Business Services Invitation to Quote De			Submit all Draft Responses >	Open Time: 20/08/2014     Close Time: 23/08/2014     Status: Open	4 13:57 BST 4 14:00 BST
escription: UK Shared Business Services Invitation to Quote De	Ø		Submit all Draft Responses > Respond	C Open Time: 2008/2014 Close Time: 2308/2014 Status: Open Respond View History	4 13:57 BST 4 14:00 BST
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ascription: UK Shared Business Services Invitation to Quote De	Ø (0)	(0)	Respond Revise Response	Copen Time 2006:2014 Copen Time 2006:2014 Status: Open View History View History	13:67 BST 14:00 BST Offline E tespond Offline (1)
escription: UK Shared Business Services Invitation to Quote De	(0) (0)	(0)	Respond Revise Response Revise Response	> Open Time 2006:2014 Cose Time 2006:2014 Status: Open View History View History View History	13:67 BST 14:00 BST Offline tespond Offline

Then click on 'download offline bidding template' and OK

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https://ukgps-sandbox.emptoris.com/e1/detail_bidoffline.jsp?_eps_=Y&jspAction=28#	
CCS eSourcing	<u>e</u> , 🗠
Respond Offline	
What offline response action would you like to perform?	
O Import Bids	
Download offline bidding template	
Export line item information to view when creating offline bids (NOTE: Line item export is for informational purposes only and can not be used for importing bids)	
OK Close	

Note it is not permitted for Bidders to use this functionality to import bids.

And export in your required format:

Crown Commercial	Service eSourcing - Windows Internet Explor 🔳 🗖 🔀
E https://ukgps-sandbox	emptoris.com/e1/detail_export.jsp?_eps_=Y&jspAction=1458
CCS eSourcing	
	Export Data
Exporting Bid Ter	
Language *	British English 💌
File Name: *	UKSBS14_20140623105918
File Type:	O cs∨ O xLs ⊙ xLsx
Zip File	
	Export Close
* Required Field	
Microsoft Excel.	file type usually works best if you plan to complete the template in enabled for attachments. The export job will fail if it contains any

From here you will see the Data Manager, refresh the page after a few seconds and you should be able to click through to your report. Repeat this process if the Data Manager is showing 'pending' or 'running' status.

🖉 Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC										
https://ukgps-sa										
CS eSourc	ing	4					2			
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Once complete you can download the report.

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Bidders should now be able to open a document which provides their text and table based responses as below. Note the report has three tabs.

	A1 🔻 🕐 🏂 Header Section									×
	A	В	С	D	E	F	G	Н		
1	Header Section									
2	Organization Unique ID : CCS Procurement									
3	RFx Name : UK SBS Supply of new boiler FM120051			RFx Type : RFI			Open Date Tin	ne : 2014-06-2	0 13:57:58 BST	
4	RFx Unique ID : FM120051			Round Name :			Close Date Tin	ne : 2014-06-2	3 14:00:00 BST	
5										
6	Question Information And Response Section	ANSWERED 17 / 17								
7	Questionnaires - Questions	Response	Response Comments							
23	SECTION 6 - QUALITY QUESTIONNAIRE								-	
	*AW6.1 - Please confirm your compliance to the requirements									
	of Section 4 Specification									
	Bidder guidance - The Bidder shall answer Yes or No									
	Yes - Pass									
	No - Fail									
24	Scoring criteriaEMandatory Pass / Fail	Yes		ANSWERED						
	*AW6.2 Provide a method statement for the installation of the									
	boiler.									
	Support your method statement with a project plan for the									
	delivery and installation.									
	Bidder guidance - Scoring will be based on 0-100 scoring									
	methodology									
	One attachment for the project plan is required.									
	Maximum character count (images can be provided) – 4096									
	characters per method statement									
	Scoring criteria - Maximum Marks 10%	xx		ANSWERED						
26	SECTION 6 - LEAD TIME									
	*AW7.1 Please confirm you can meet a delivery date of									
	13/12/13.									
	Bidder Guidance - The Bidder shall answer yes or no.									
	Yes - Pass									
	No - Fail									
	Construction Manufacture Development	M		ANSWERED						
21	Scoring Criteria - Mandatory Pass/Fail *AW7.2 Please provide details of the make and model of the	Yes	-	ANSWERED						
	proposed boiler.									
	proposed borrer.									
	Bidder Guidance - Please complete the table and add an									
	attach									
										v
н	Instructions Question Response / Table Response	nse / 🞾 /				ш			•	
Re	ady 🖳					Count: 11	85	% Θ		÷
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The slides contained within this presentation were created using the Emptoris esourcing suite and Internet Explorer 8.

UK Shared Business Services Ltd. makes no guarantees that the functionality available in these screen shots will be fully replicated in the live Emptoris e sourcing suite, nor if using an alternative web browser to IE8.

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In using these training materials the Bidder commits that UK Shared Business Services Ltd shall be in no way liable should the Bidder be unable to complete any or all of their Bid or Response submission.

#### **TEMPLATE VERSION CONTROL**

Version	Date	Author(s)	Comment
1.0	05/12/2013	James Aldred	Final Version
1.1	23/06/2014	James Aldred	Updated with CCS branding.