

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 SBS 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 for further information.

Please do NOT reply to this email as it is a system generated email with an un-monitored mailbox. Please log into <https://ukgps-sandbox.emptoris.com>



Register Here

Name: * UKSBS13
Password: * ●●●●●●●●
Forgot your Login Name or Password?

Useful Links

- [Register for CCS eSourcing](#)
- [Procurement Guidance](#)
- [Help & Support](#)

Related External Links

- [Crown Commercial Service Portal](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily \(TED\)](#)
- [SIMAP](#)
- [Cabinet Office](#)

Crown Commercial Service eSourcing Suite

Supplier System Usage Agreement

Version 2.1

General Terms

1. Introduction

- 1.1. 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 participate in a procurement exercise.
- 1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have 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 Users' access to and use of the System. The Supplier accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound 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 that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

- 2.1. 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.
- 2.2. 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:
 - 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and
 - 2.2.2. 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 30 Days.
- 2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.

3. Registration

- 3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing the required registration data and a valid email address.
- 3.2. User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users do not divulge or disclose their user ID and password to any third party. If 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.
- 3.3. The Supplier shall designate an individual Supplier User to manage access to the System by other Supplier Users.
- 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 the 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. COMMITTING 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.

The screenshot shows the CCS eSourcing interface. At the top, there is a navigation bar with 'My Profile', 'Bids', 'Messages', and 'Utilities'. The main header area includes 'View RFX(s)' and the Crown Commercial Service logo. Below this, a table lists 'All Open/Pending/Paused RFX(s)'. The table has columns for RFX Name, RFX Unique Id, Summary, RFX Acceptance, Select, RFX Type, RFX Style, and Status. One row is visible for 'UK SBS Supply of new boiler FM120051' with a 'View/Respond to RFX' button highlighted in a red box. Below the table, there is a section for 'RFx(s) > UK SBS Supply of new boiler...'. This section includes a description, contact information, and links for 'RFx Attachments (11)' and 'RFx Messages (1)'. A 'Type: RFI' label and a 'Run RFI Report' link are also present. The bottom section is titled 'Questionnaires (5)' and contains a table with columns for 'Questionnaire / Question', 'Respond', and 'Place Response'. The table lists five questionnaires: 'SECTION 1, 2, 3, 5 and 7 - Guidance Notes', 'SECTION 6 - COMMERCIAL QUESTIONNAIRE', 'SECTION 6 - PRICE QUESTIONNAIRE', 'SECTION 6 - QUALITY QUESTIONNAIRE', and 'SECTION 6 - LEAD TIME'. Each row has a plus icon in the first column, a pencil icon and a mail icon in the second column, and a 'Place Response' button in the third column.

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.

CCS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > UK SBS Supply of new boil...

Description: UK Shared Business Services Invitation to Quote De...
 Contact Information
 BuyerUser2 UKSBS
 0

Type: RFI

Run RFI Report

Submit all Draft Responses

RFx Attachments (11)
 RFx Messages (1)

Questionnaires (5)

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Place Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Place Response

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. Note typically the latest set of clarifications will be uploaded and the previous version deleted from the system.

To view attachments:

CCS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > UK SBS Supply of new boil...

Description: UK Shared Business Services Invitation to Quote De...
 Contact Information
 BuyerUser2 UKSBS
 0

Type: RFI

Run RFI Report

Submit all Draft Responses

RFx Attachments (11)
 RFx Messages (1)

Questionnaires (5)

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Place Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Place Response

Click here to view attachments

Bidders will see a screen like this:

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/en/list_attachment_frame.jsp?OWNER_TYPE=4&OWNER_ID=41880&attachmentsType=_supplier_A

CCS eSourcing

Attachments (11)				
Level	Folder	Content	Attachment Name	Description
Event	Instruction	Bidder Training.pdf	Bidder Training	
Event	Instruction	Clarifications of sourcing documents cap...	Clarifications to Bidders	
Event	Instruction	ITQ Invitation to Quote.doc	ITQ	ITQ sour
Event	Instruction	http://www.uksbs.co.uk/services/procure/...	UK SBS Training videos	
Question	RFI	AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid	
Question	RFI	AW1.3 Certificate of Bona Fide Bid.doc	AW1.3 Certificate of Bona Fide Bid	
Question	RFI	AW3.1 ITQ Validation check.pdf	AW3.1 Validation check	
Question	RFI	AW5.2 Price schedule captivate video.xls	AW5.2 Price schedule	Price s
Question	RFI	AW5.5 ISupplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet	

Click on content training videos RFX

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/virus_scan_results_popup.jsp?cur_id=406250&OWNER_TYPE=4&

CCS eSourcing

Attachments

Virus Scan Results

File	Status
AW5.2 Price schedule captivate video.xls	Passed

Download Cancel

5. REVIEWING RFX MESSAGES

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

The screenshot shows the CCS eSourcing interface. At the top, there are navigation tabs: My Profile, Bids, Messages, and Utilities. Below this, the breadcrumb path is RFX(s) > UK SBS Supply of new boil... The main content area displays the RFX details: Description: UK Shared Business Services Invitation to Quote De..., Type: RFI, and Contact Information: BuyerUser2 UKSBS. There are links for RFX Attachments (11) and RFX Messages (1), with the latter highlighted by a red box. A red button labeled 'Submit all Draft Responses' is visible in the top right. Below the RFX details is a section for Questionnaires (5), which contains a table with columns for Questionnaire / Question, a pencil icon, an envelope icon, and a Respond button. The table lists five questionnaires: SECTION 1, 2, 3, 5 and 7 - Guidance Notes; SECTION 6 - COMMERCIAL QUESTIONNAIRE; SECTION 6 - PRICE QUESTIONNAIRE; SECTION 6 - QUALITY QUESTIONNAIRE; and SECTION 6 - LEAD TIME. Each row has a pencil icon with '(0)' next to it, an envelope icon with '(0)' next to it, and a red 'Place Response' button.

It is **STRONGLY** 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.

This screenshot is similar to the one above, but it highlights the 'Place Response' button for the first questionnaire, 'SECTION 1, 2, 3, 5 and 7 - Guidance Notes', with a red box. The button is labeled 'Place Response' and has a dropdown menu that is open, showing options: 'Place', 'Create Response', 'Place Response', 'Place Response', and 'Place Response'. The browser window title is 'Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC' and the address bar shows 'https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y'. The interface elements are the same as in the previous screenshot.

They will then face a screen with questions:

CCS eSourcing

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.

Bidder Guidance - The Bidder shall answer yes or no.

Yes - Pass
No - Fail

Scoring Criteria - Mandatory Pass/Fail

Please Select Question Level (0)

*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 detailing the specification.

Scoring Criteria - For Information Only

	Response
Make of boiler	
Model of boiler	

*AW7.3 Please confirm you can improve on the delivery date of 13/12/13

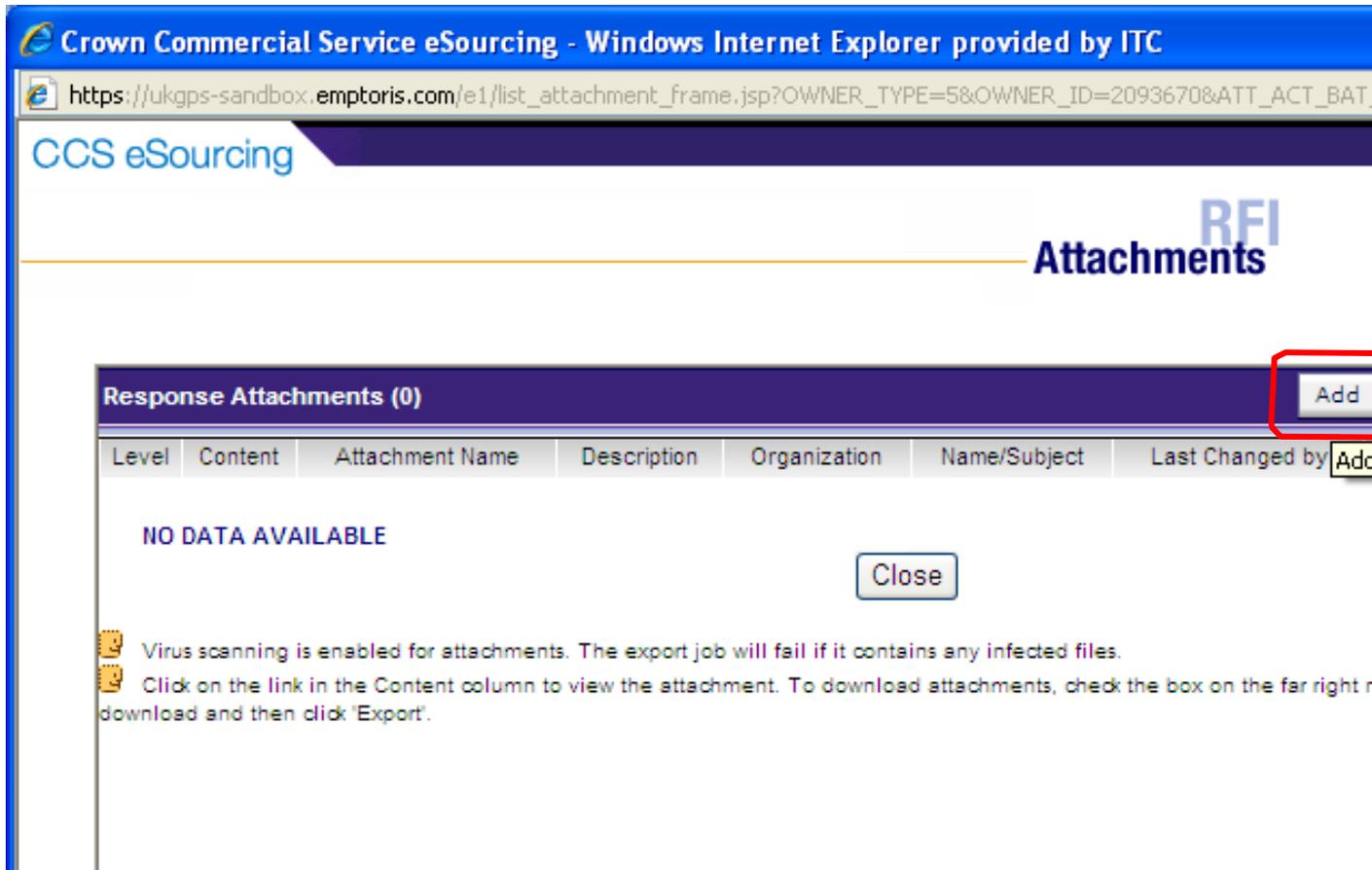
Typically the questions will detail:

- 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.

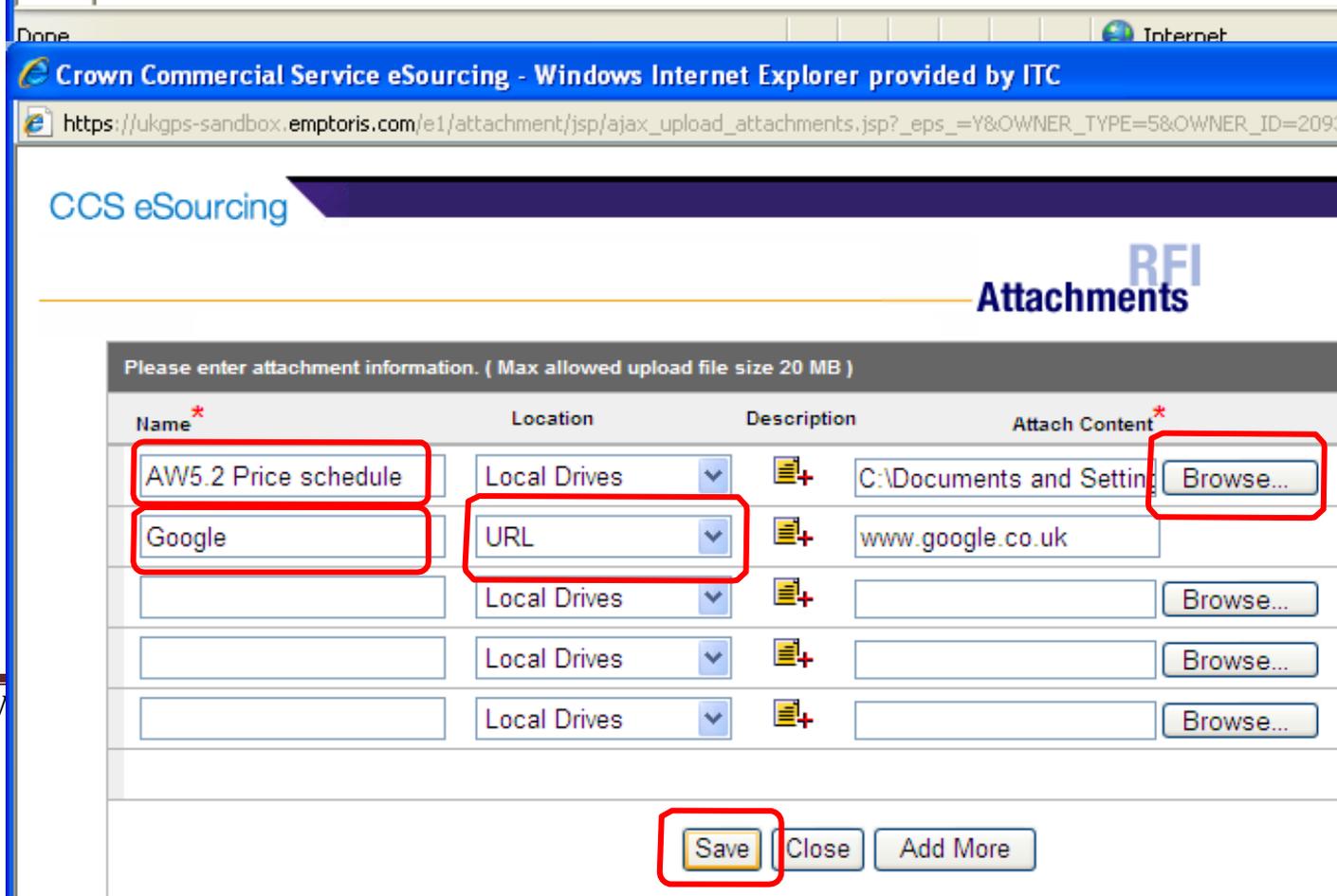
ALL REQUIRED (*) QUESTIONS WILL NEED TO HAVE SOME TEXT ENTERED IN ORDER TO SAVE YOUR ANSWERS.

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

Where an attachment is permissible click on the question level  icon 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  icon will show the number of attachments uploaded against the specific question.



The screenshot shows a browser window titled "Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC". The address bar shows the URL: https://ukgps-sandbox.emptoris.com/e1/list_attachment_frame.jsp?OWNER_TYPE=5&OWNER_ID=2093670&ATT_ACT_BAT. The page header includes "CCS eSourcing" and "RFI Attachments". The main content area is titled "Response Attachments (0)" and contains a table with the following columns: Level, Content, Attachment Name, Description, Organization, Name/Subject, and Last Changed by. The table is currently empty, displaying "NO DATA AVAILABLE". A "Close" button is located below the table. A red box highlights the "Add" button in the top right corner of the pop-up window. Below the table, there are two informational messages: "Virus scanning is enabled for attachments. The export job will fail if it contains any infected files." and "Click on the link in the Content column to view the attachment. To download attachments, check the box on the far right of the row, click 'Download' and then click 'Export'."

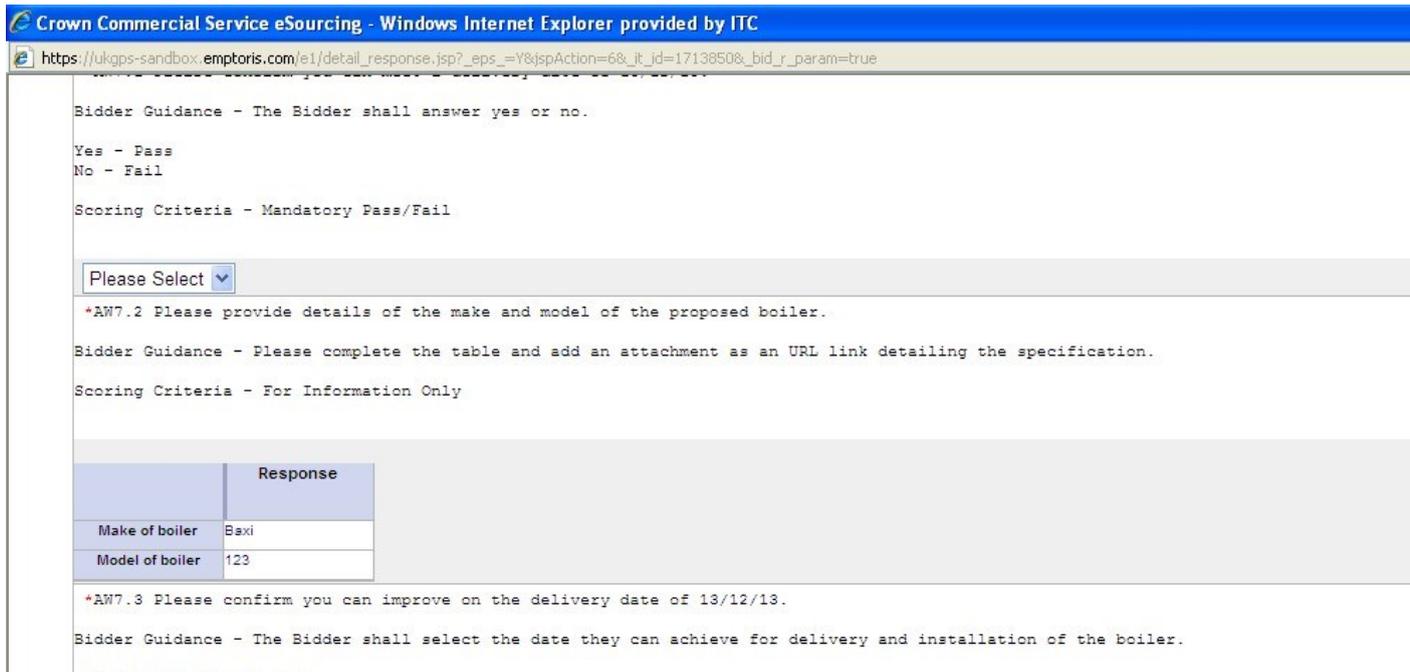


The screenshot shows a browser window titled "Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC". The address bar shows the URL: https://ukgps-sandbox.emptoris.com/e1/attachment/jsp/ajax_upload_attachments.jsp?_eps_=Y&OWNER_TYPE=5&OWNER_ID=2093670. The page header includes "CCS eSourcing" and "RFI Attachments". The main content area is titled "Please enter attachment information. (Max allowed upload file size 20 MB)". Below this title is a table with the following columns: Name*, Location, Description, and Attach Content*. The table contains five rows. The first row has "AW5.2 Price schedule" in the Name column, "Local Drives" in the Location column, a file icon in the Description column, and "C:\Documents and Settings" in the Attach Content* column. The second row has "Google" in the Name column, "URL" in the Location column, a file icon in the Description column, and "www.google.co.uk" in the Attach Content* column. The third, fourth, and fifth rows have empty Name and Description fields, "Local Drives" in the Location column, and empty Attach Content* fields. A red box highlights the "Browse..." button in the Attach Content* column of the first row. Another red box highlights the "Save" button at the bottom of the form. A third red box highlights the "Close" button at the bottom of the form. A fourth red box highlights the "Add More" button at the bottom of the form. A vertical "V" is visible on the left side of the page.

When you have completed a questionnaire and added all the relevant attachments you **MUST** 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.



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

Bidder Guidance - The Bidder shall answer yes or no.
Yes - Pass
No - Fail

Scoring Criteria - Mandatory Pass/Fail

Please Select

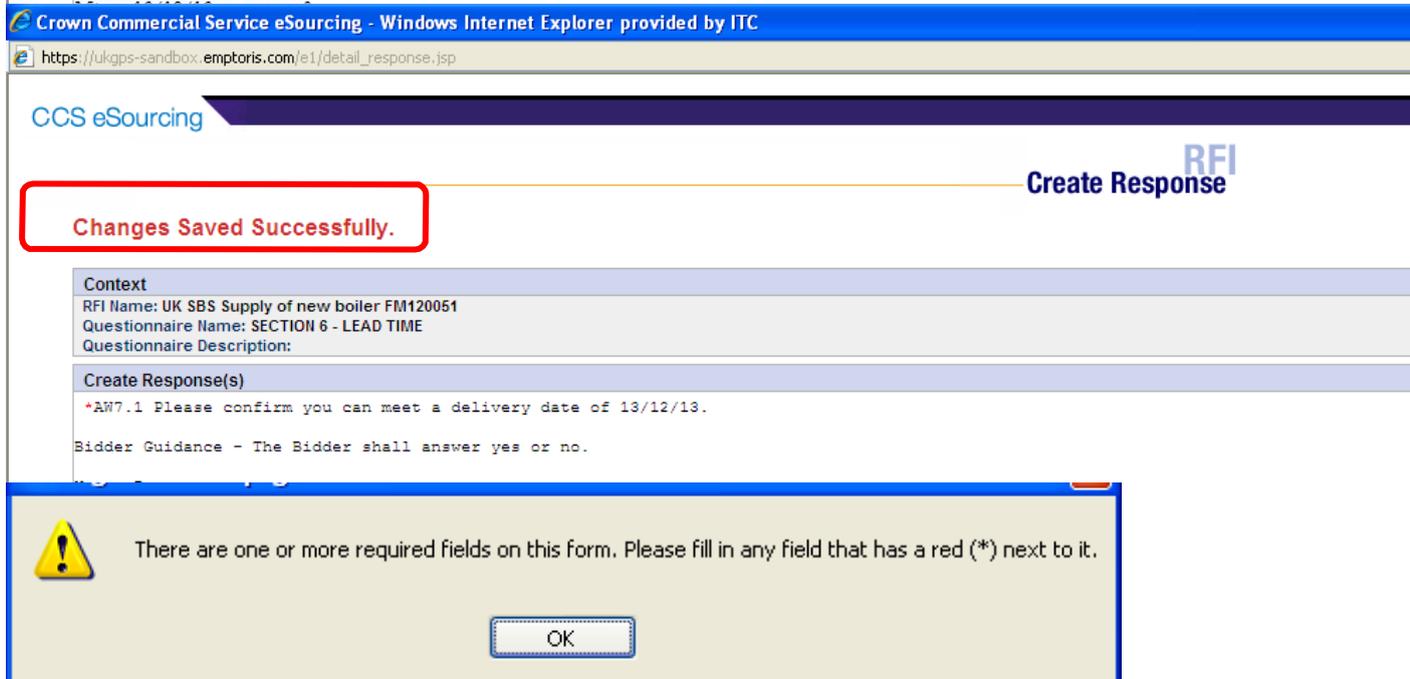
*AW7.2 Please provide details of the make and model of the proposed boiler.

Bidder Guidance - Please complete the table and add an attachment as an URL link detailing the specification.
Scoring Criteria - For Information Only

	Response
Make of boiler	Baxi
Model of boiler	123

*AW7.3 Please confirm you can improve on the delivery date of 13/12/13.

Bidder Guidance - The Bidder shall select the date they can achieve for delivery and installation of the boiler.



Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/detail_response.jsp

CCS eSourcing

Create Response **RFI**

Changes Saved Successfully.

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.
Bidder Guidance - The Bidder shall answer yes or no.

 There are one or more required fields on this form. Please fill in any field that has a red (*) next to it.

OK

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.

CCS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > UK SBS Supply of new boil...

Description: UK Shared Business Services Invitation to Quote De... Type: RFI

Contact Information | RfX Attachments (13) | Run RFI Report

BuyerUser2 UKSBS | RfX Messages (1)

0

Submit all Draft Responses

Questionnaires (5)

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Revise Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Revise Response

Clarification at questionnaire level.

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y

File Edit View Favorites Tools Help

★ Favorites | Emp sand UKSBSBuyer2 | Emp live UKSBSBuyerUser1 | Dun & Bradstreet UK | UK SBS Webmail

Crown Commercial Service eSourcing

CCS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > UK SBS Supply of new boil...

Description: UK Shared Business Services Invitation to Quote De... Type: RFI
 Contact Information | RFX Attachments (13) | Run RFI Report
 BuyerUser2 UKSBS | RFX Messages (1)

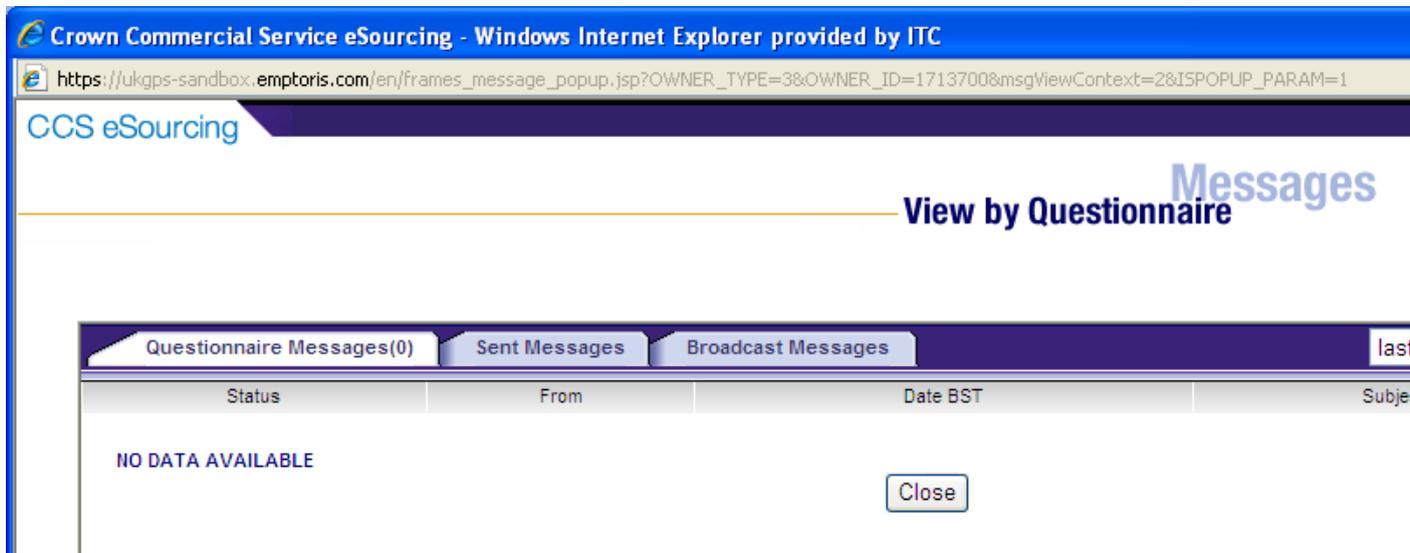
Submit all Draft Responses

Questionnaires (5)

Questionnaire / Question			Respond
SECTION 1, 2, 3, 6 and 7 - Guidance Notes	(0)	(0)	Revise Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Click to view messages Revise Response

Click on relevant envelope

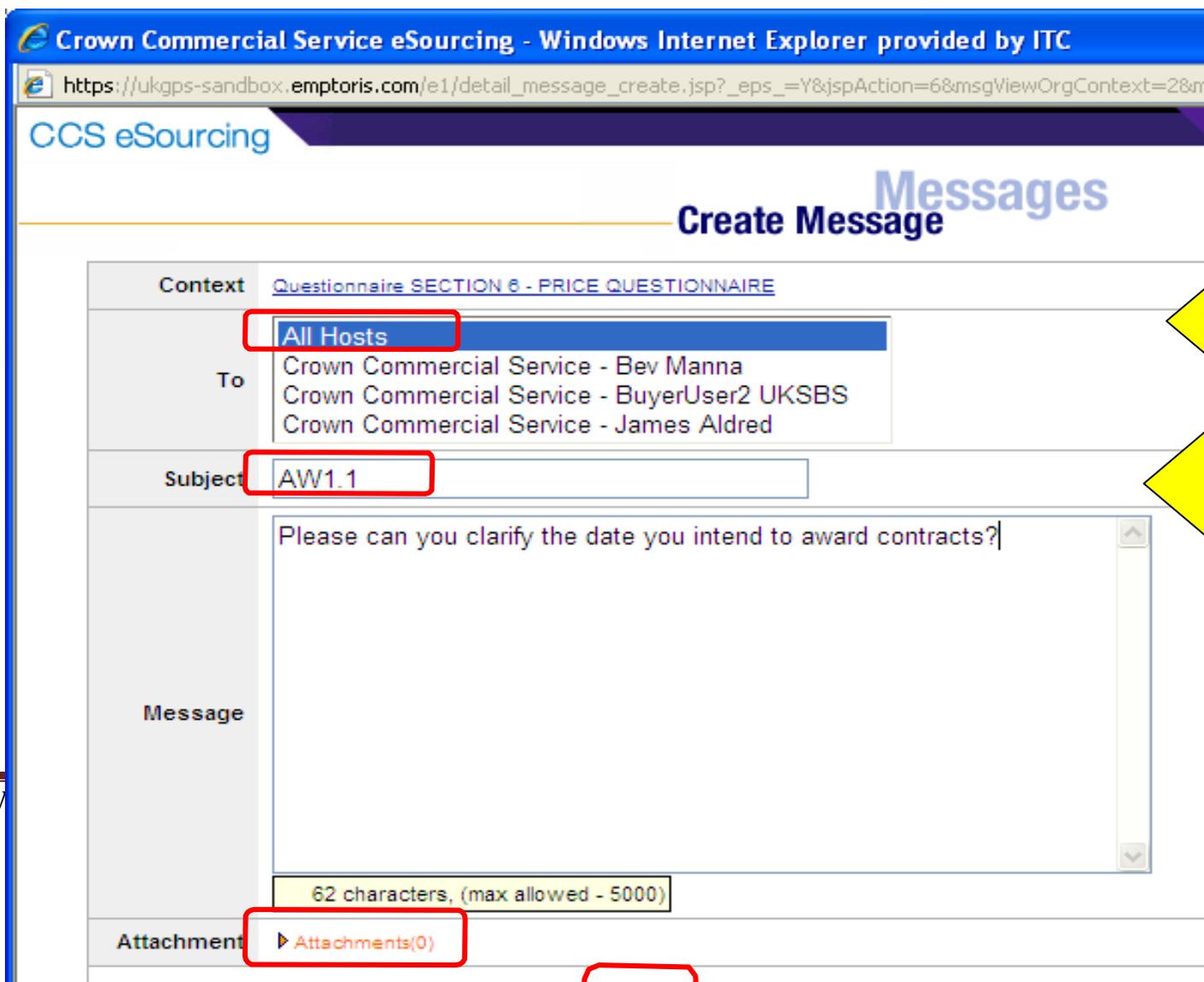
You will always see a screen like this with messages in (questionnaire messages), your messages (sent messages) and system messages (broadcast message).



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

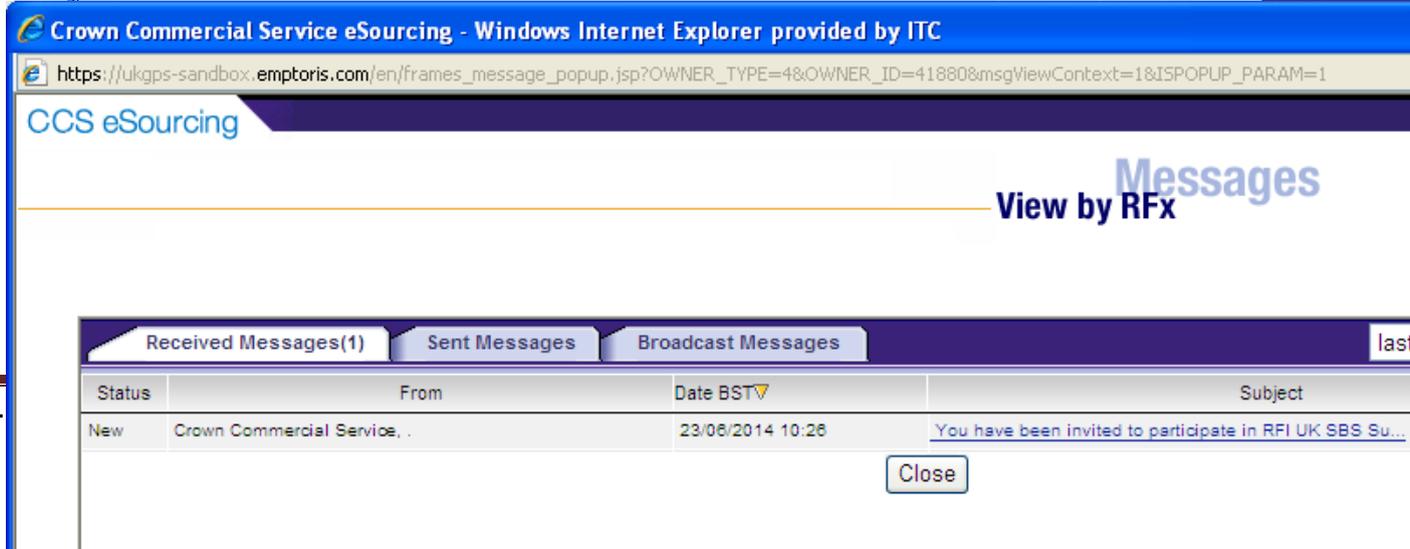
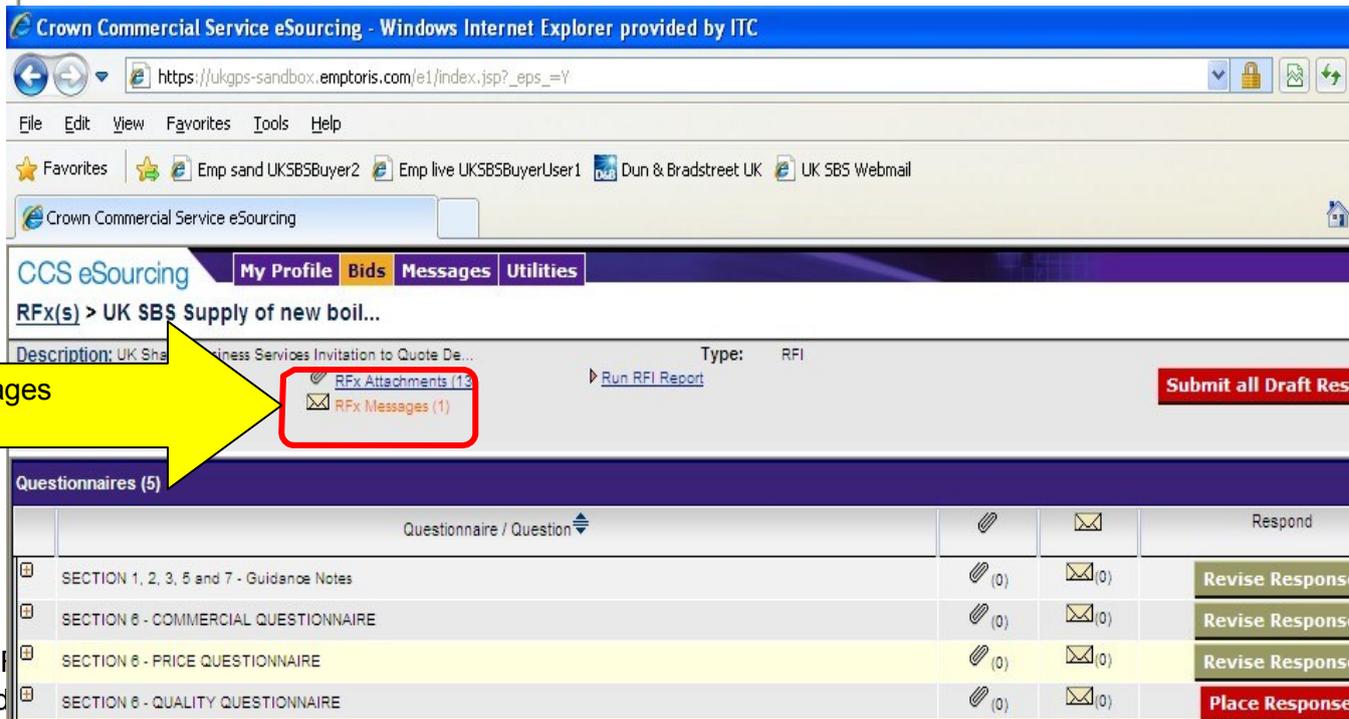
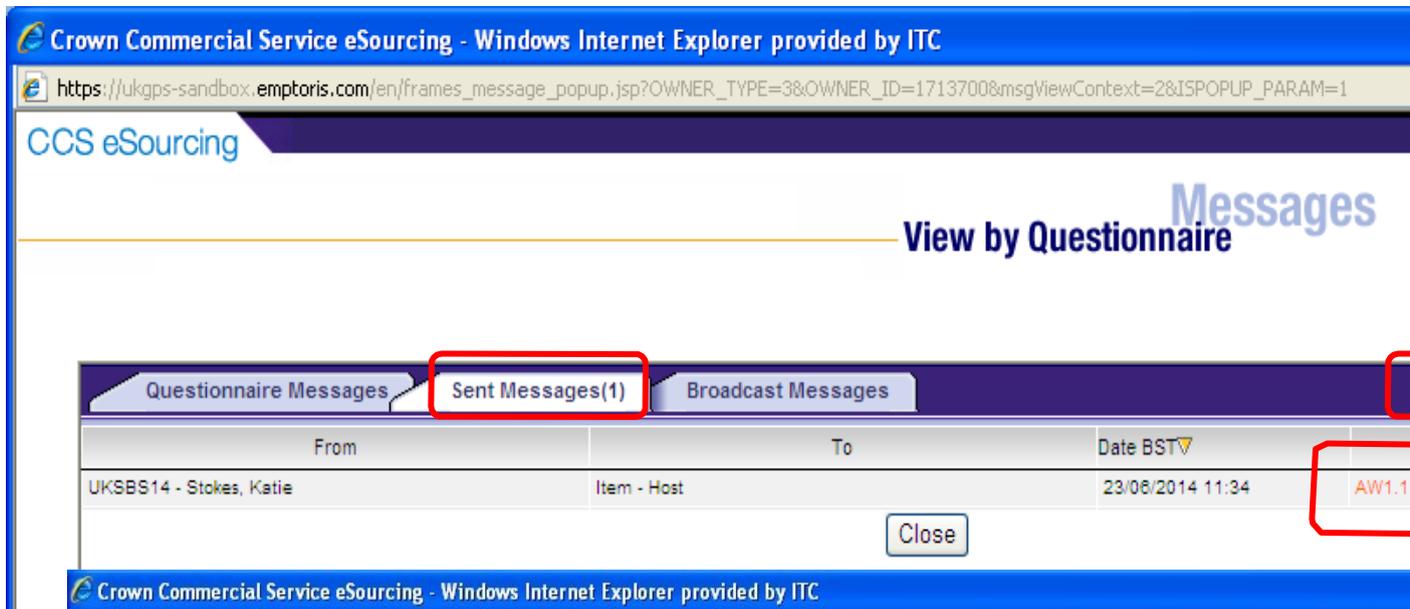
Always send to 'All hosts'.

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



Bidders can view the question in the sent messages.

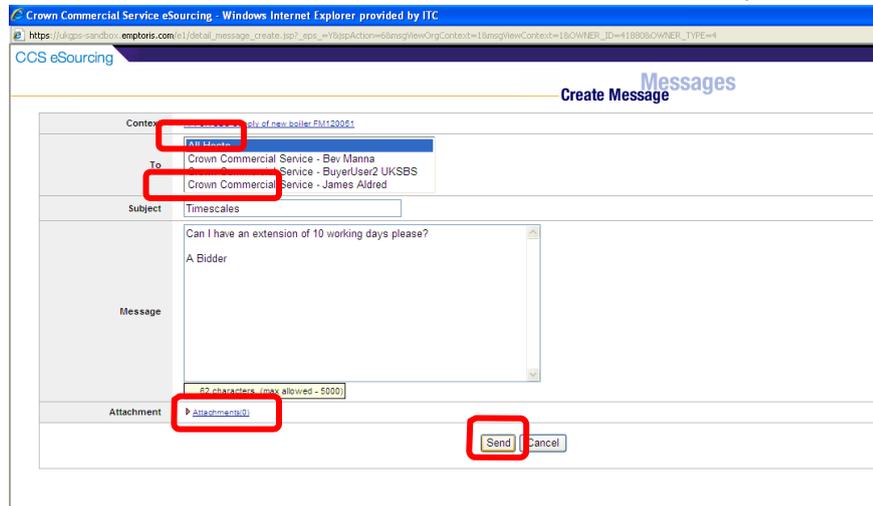
They can also filter against all questions, last 30 days, 10 days or last day



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

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

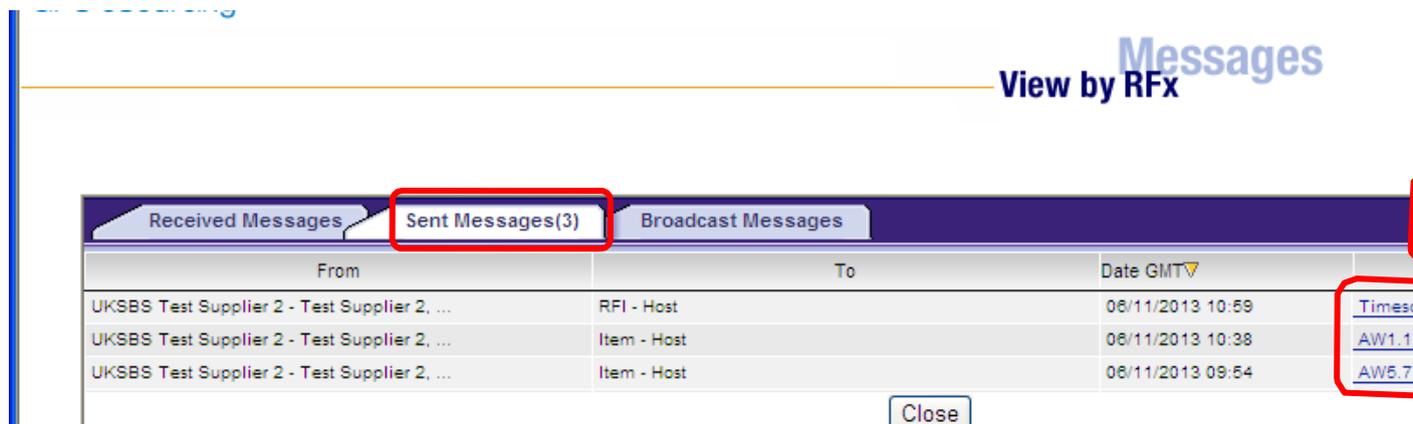
Remember Bidders can add attachments and must always 'send' the clarification.



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.



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

There may be associated messages also in RFX messages to review.

Note it is the Bidders responsibility to check for clarifications.

CCS eSourcing **My Profile** **Bids** Messages Utilities

RFx(s) > UK SBS Supply of new boiler...

Description: UK Shared Business Services Invitation to Quote De... Type: RFI
 Contact Information RFX Attachments (13) Run RFI Report Submit all Draft Responses
 BuyerUser2 UKSBS RFX Messages (1)

Questionnaires (5)

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Revise Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Revise Response

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/en/list_attachment_frame.jsp?OWNER_TYPE=4&OWNER_ID=41880&attachmentsType...

CCS eSourcing

RFI Attachments

Attachments (13)

Level	Folder	Content	Attachment Name	Description
Event	Instructions	Bidder Training.pdf	Bidder Training	
Event	Instructions	Clarifications of sourcing doc...xls	Clarifications to sourcing documents 23...	
Event	Instructions	ITQ Invitation to Quote.doc	ITQ	ITQ sourcing doc
Event	Instructions	http://www.uksbs.co.uk/services/procure/...	UK SBS Training videos	
Question	RFI	AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid	
Question	RFI	AW1.3 Certificate of Bona Fide Bid.doc	AW1.3 Certificate of Bona Fide Bid	
Question	RFI	AW3.1 ITQ Validation check.pdf	AW3.1 Validation check	
Question	RFI	AW5.2 Price schedule captivate video.xls	AW5.2 Price schedule	Price schedule o
Question	RFI	AW5.5 I Supplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet	
Question	RFI	AW5.5 Science Warehouse fact sheet.pdf	AW5.5 Science Warehouse Fact Sheet	
Question	RFI	Area where new boiler will be installed...	AW6.2 Plan	Image to support
Response	RFI	AW5.2 Price schedule.xls	AW5.2 Price schedule	
Response	RFI	http://www.google.co.uk	Google	



Attachments

Virus Scan Results

File	Clarifications of sourcing doc...xls
Status	Passed
<input type="button" value="Download"/> <input type="button" value="Cancel"/>	

Sourcing Document Clarifications							UKSBS <small>Shared Business Services</small>
SOURCING REFERENCE:				Purchase of new boiler			
SOURCING DOCUMENT TITLE:				FM120051			
No.	Section of sourcing document	Questionnaire	Question No.	Issue raised by Bidder for clarification	Date raised	Issue responded to by UK SBS	Date responded
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
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
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
4	6	Commercial	AW1.1	Please confirm when you intend to award contracts	23/06/14	We intend to award by 17/7/14	23/06/14
5							
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.

The screenshot displays the CCS eSourcing web application. At the top, the navigation menu includes 'My Profile', 'Bids', 'Messages', and 'Utilities'. The main content area shows a bid titled 'UK SBS Supply of new boiler' with a description: 'UK Shared Business Services Inv...'. A yellow callout box points to the 'Submit all Draft Responses' button, stating: 'Bidders **MUST** click on 'Submit all Draft Responses''. Below this, a table lists questionnaires with columns for 'Questionnaire / Question', 'Respond', and 'Revise Response'. A yellow callout box points to the 'Revise Response' buttons, stating: 'All required questionnaire responses must be completed and shaded'. A red box highlights the 'Submit all Draft Responses' button. In the foreground, a confirmation dialog box is open, asking 'Are you sure that you want to submit this Response Package?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

Submit all Draft Responses

Questionnaire / Question	Respond	Revise Response
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	Revise Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	Revise Response
SECTION 6 - PRICE	(0)	Revise Response
SECTION 6 - QUAL	(0)	Revise Response

Are you sure that you want to submit this Response Package?

OK Cancel

10. DOWNLOADING YOUR RESPONSE

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

The screenshot shows the 'Crown Commercial Service eSourcing' website in a Windows Internet Explorer browser. The address bar shows the URL: https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y. The page title is 'RFx(s) > UK SBS Supply of new boil...'. The main content area displays 'Questionnaires (5)' with a table of sections:

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes			Revise Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE			Revise Response
SECTION 6 - PRICE QUESTIONNAIRE			Revise Response

The screenshot shows the 'Respond Offline' dialog box. The title bar reads 'Crown Commercial Service eSourcing - Windows Internet Explor...'. The URL bar shows: https://ukgps-sandbox.emptoris.com/e1/detail_bidoffline.jsp?_eps_=Y&jspAction=2&. The dialog content includes:

- What offline response action would you like to perform?
- 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)

At the bottom, there are two buttons: 'OK' and 'Close'. The 'OK' button is highlighted with a red box.

And export in your required format:

Crown Commercial Service eSourcing - Windows Internet Explor...

https://ukgps-sandbox.emptoris.com/e1/detail_export.jsp?_eps_=Y&jspAction=145&l

CCS eSourcing Utilities

Export Data

Exporting Bid Template for RFI

Language *	British English
File Name: *	UKSBS14_20140623105918
File Type:	<input type="radio"/> CSV <input type="radio"/> XLS <input checked="" type="radio"/> XLSX
Zip File	<input type="checkbox"/>

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/frames_job_list.jsp?TYPE_FILTER=0

CCS eSourcing Utilities

Data Manager

Jobs (1) Type Import/Export Status All

User	Job ID	Type	Description	Status	Time Submitted
Stokes, K...	124...	Integrati...	Export - ...	Running	23/08/201...

v

Once complete you can download the report.

The screenshot displays the 'CCS eSourcing' Data Manager interface. At the top, it shows the browser title 'Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC' and the URL 'https://ukgps-sandbox.emptoris.com/e1/frames_job_list.jsp?TYPE_FILTER=0'. The page header includes 'CCS eSourcing' and 'Utilities Data Manager'.

A 'Jobs (1)' table is visible, with columns for User, Job ID, Type, Description, Status, and Time Submitted. The first row shows 'Stokes, K...' with Job ID '124...', Type 'Integrati...', and Description 'Export - ...'. A red box highlights the text 'Done - Click here to download results.' in the Status column.

Below the job list is a 'Header Section' with the following details:

- Organization Unique ID : CCS Procurement
- RFx Name : UK SBS Supply of new boiler FM120051
- RFx Unique ID : FM120051
- RFx Type : RFI
- Round Name :

The main section is titled 'Question Information And Response Section' and shows 'ANSWERED 17 / 17'. It contains a table with columns for 'Questionnaires - Questions', 'Response', and 'Response Comments'. The table is divided into sections:

- SECTION 6 - QUALITY QUESTIONNAIRE**
 - Question 23: *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. Response: Yes. Status: ANSWERED.
 - Question 24: *AW6.2 Provide a method statement for the installation of the boiler. 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. Response: xx. Status: ANSWERED.
- SECTION 6 - LEAD TIME**
 - Question 25: Scoring criteria - Maximum Marks 10%
 - Question 26: *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. Response: Yes. Status: ANSWERED.
 - Question 27: *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 detailing the specification.

At the bottom, a navigation bar includes 'Instructions', 'Question Response', and 'Table Response' tabs. A red box highlights the 'Question Response' tab.

Version: 2.1

Any Bidder using these training materials should do so at their own risk and UK Shared Business Services Ltd does not make any commitment to their accuracy.

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.