



Department
of Health

BMS E-tendering Manual

Procurement

DH ID box
Title: BMS E-tendering Manual - Procurement
Author: Finance and Group Operations/ Commercial/ FGO-C-PROC / 19860
Document Purpose: Guidance
Publication date: January 2017
Target audience: Suppliers who need to use the Department of Health's e-tendering system BMS.
Contact details: Email: Supplier.helpdesk@dh.gsi.gov.uk Tel: 0113 2545777

Contents

CONTENTS.....	3
1. ACCESSING BMS	4
2. LOGGING IN TO BMS FOR THE FIRST TIME	5
3. FINDING AN ITT	7
4. DOWNLOADING THE ITT DOCUMENTS AND TERMS AND CONDITIONS (T'S & C'S)	9
5. SENDING AND REPLYING TO MESSAGES USING ONLINE DISCUSSIONS	10
EXPRESSING INTEREST OR CONFIRMING AN INTENTION TO PARTICIPATE	12
CLARIFICATION QUESTIONS	12
6. SUBMITTING A QUOTE	13
7. AMENDING PERSONAL INFORMATION	17
8. WORKING WITH QUOTES IN DRAFT STATUS	18
9. NOTIFICATIONS	19
10. ACKNOWLEDGING PARTICIPATION IN AN ITT YOU WERE INVITED TO	20
11. TAKING PART IN AN EOI	22
12. ERROR MESSAGES	25
BMS - TERMS OF USE	28

IMPORTANT INFORMATION

- As a security measure, BMS will timeout if untouched for 15 minutes.
 - Do not use the back and forward buttons on your internet browser while using BMS. Navigate using only the buttons on your BMS screens.
 - Always log out of each session using the 'Log Out' button.
-

1. ACCESSING BMS

IMPORTANT INFORMATION

- As a security measure, BMS will timeout if untouched for 15 minutes.
- Do not use the back and forward buttons on your internet browser while using BMS. Navigate using only the buttons on your BMS screens.
- Always log out of each session using the 'Log Out' button.

- 1.1 If you do not already have a login for BMS, or you require an additional login for BMS, then please click the following link:

<http://www.info.doh.gov.uk/bms/bmsreg.nsf/Information?openform>



Register for BMS

Complete this form in order to obtain a BMS e-tendering username and password. Other useful links are listed on the [BMS home page](#).

By filling in this form, you are not entering onto a preferred supplier list, you are simply registering for the DH e-Tendering portal. If you are filling in this form in order to accept payments from Department of Health, please get in touch with your DH contact as we do not accept payables details direct from suppliers without a Departmental sponsor, nor can you submit those details through this contact form. Failure to fill in all the relevant details accurately will result in a delay to your user registration.

Once you complete the form, please click the Submit button at the end. * denotes a mandatory field.

Supplier name * N.B. Please quote your employers or business name.	
Contact name *	
Job title:	
E-mail address *	
Telephone number *	
Supplier category *	
If you are an SME (Small to Medium Enterprise), please check this box: N.B. The SME definition is available from europa.eu	☐ Yes
Address line 1 *	
Address line 2:	
City *	
County:	
Post-code *	
DUNS number * (e.g. 123456789): N.B. Locate your DUNS number from dnh.com	
Company registration number (e.g. 12345678): N.B. Locate your company number from companieshouse.gov.uk	
Charity registration number (e.g. 1234567):	
VAT registration number (e.g. GB123456789): N.B. For VAT assistance, please visit HMRC.gov.uk	
If you are not registered for VAT, please provide your Unique Tax Reference (UTR) number (e.g. 1234567891) N.B. For UTR assistance, please visit HMRC.gov.uk	

Submit

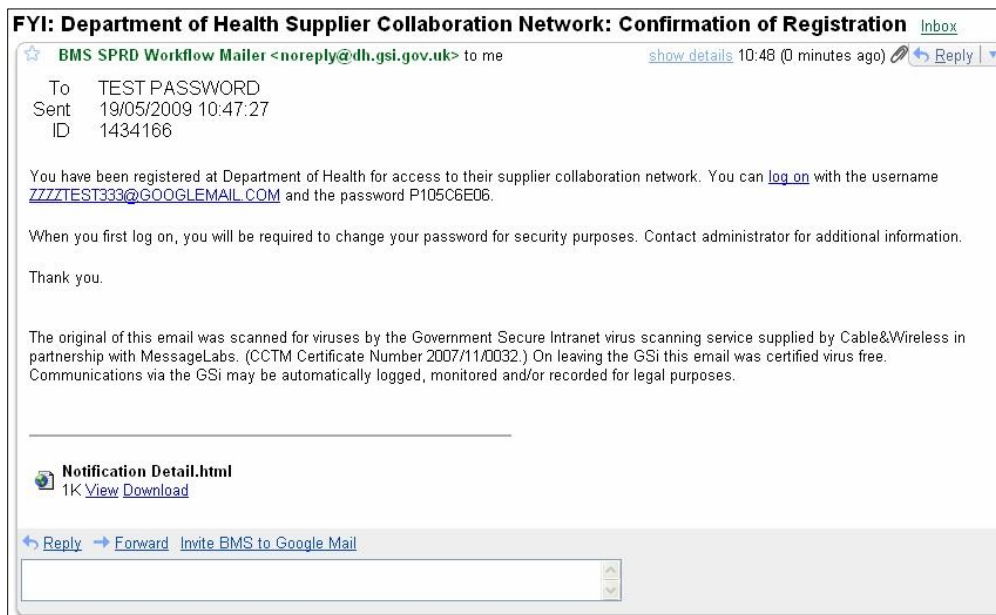
 **University staff, such as professors should not register as sole traders. They should register against their parent organisation, as Department of Health will pay their parent organisation. Department of Health cannot make payments (in relation to commercial arrangements) to personal bank accounts.**

 **By registering your company's contact details on the portal, you are not entering on to a preferred supplier list; you are simply registering to be able to interact with the Department electronically.**

- 1.2 Fill out the relevant fields on the form and click '**submit**'.
- 1.3 Please note that since administrative checks must be undertaken, login details are not issued automatically. Once administrative checks are complete, you will be sent an automated email from 'BMS SPRD Workflow Mailer' containing your login details.
- 1.4 If you already have a BMS login, then you will be able to access BMS via:
https://www.showa.dh.gov.uk/OA_HTML/AppsLocalLogin.jsp

2. LOGGING IN TO BMS FOR THE FIRST TIME

- 2.1 After following the steps highlighted on pages 4 and 5, and upon completion of administrative checks by the Supplier Helpdesk; you will receive an email containing your login details. Click the '**log on**' link to be redirected to the portal, or login using the following link: https://www.showa.dh.gov.uk/OA_HTML/AppsLocalLogin.jsp





The Department of Health will never ask you to confirm your password. Please contact the Supplier Helpdesk if you receive any suspicious emails or phone calls.

2.2 Enter your '**Username**' and '**Password**' and click '**Login**'.

2.3 When you first login, you will be asked to change your password. Choose a new password and click '**Apply**'.



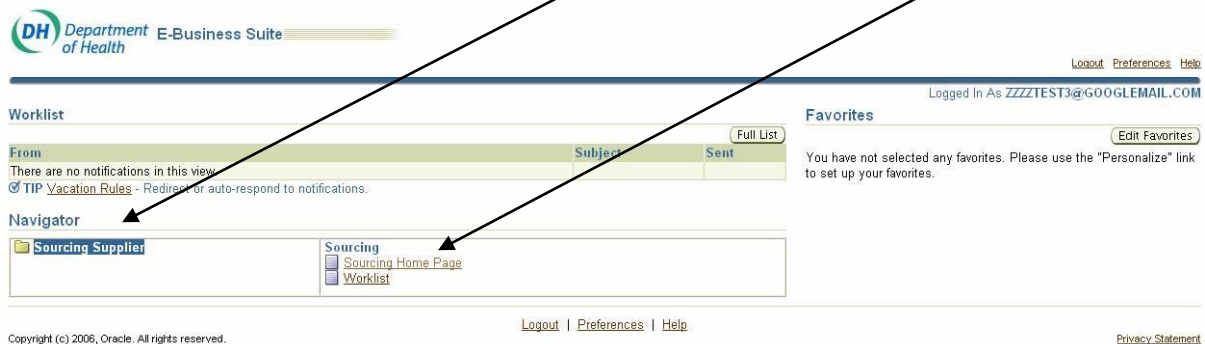
Passwords must contain at least one letter and at least one number, must be at least 8 characters long and must not contain repeating characters.

3. FINDING AN ITT

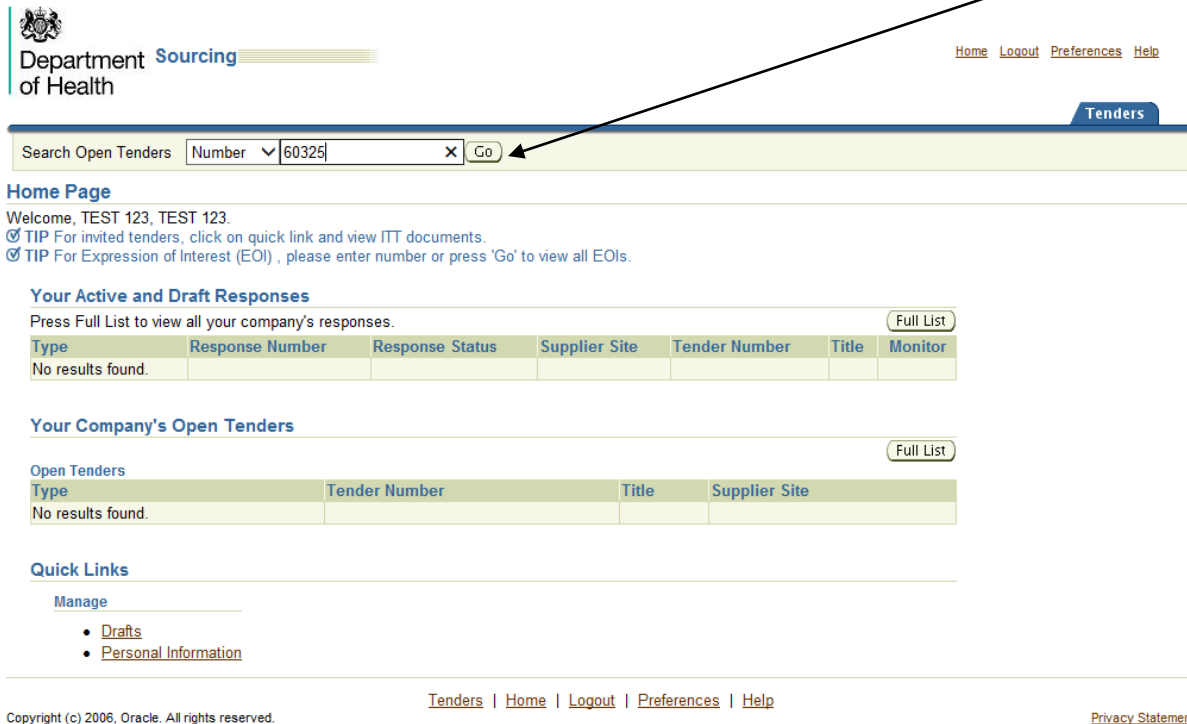
TOP TIPS

- If you are invited to an ITT, you can find the ITT by simply clicking the link in the email.
- If you have seen an open ITT advertised on TED or Contracts Finder, you do not need to be invited in order to participate.
- If you know the ITT number, follow the below steps to search by number.
- If you do not know the ITT number, try leaving the search field blank and clicking 'Go'. This will show all available ITTs.
- If you are having trouble finding the ITT you are interested in, then please contact Supplier Helpdesk.

- 3.1 Once you are logged in to BMS, click on '**Sourcing Supplier**' and then '**Sourcing Home Page**'.



- 3.2 Use the search facility at the top of the page to search for the ITT. It is easiest to search using the ITT number. Type the ITT number in the search facility and then click 'Go'.



Department of Health Sourcing

Home Logout Preferences Help

Tenders

Search Open Tenders Number 60325 X Go

Home Page

Welcome, TEST 123, TEST 123.

✓ TIP For invited tenders, click on quick link and view ITT documents.

✓ TIP For Expression of Interest (EOI) , please enter number or press 'Go' to view all EOIs.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Type	Response Number	Response Status	Supplier Site	Tender Number	Title	Monitor
No results found.						

Your Company's Open Tenders

Open Tenders Full List

Type	Tender Number	Title	Supplier Site
No results found.			

Quick Links

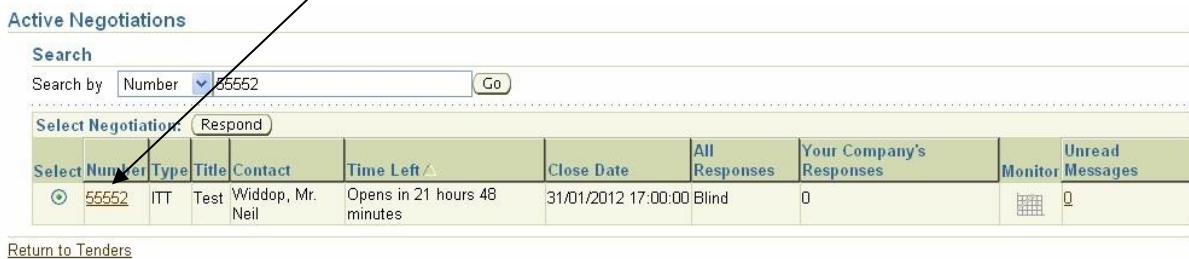
Manage

- Drafts
- Personal Information

Tenders | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

- 3.3 Click on the ITT number to access the ITT and associated documentation.



Active Negotiations

Search

Search by Number 55552 Go

Select Negotiation: Respond

Select	Number	Type	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
☒	55552	ITT	Test	Widdop, Mr. Neil	Opens in 21 hours 48 minutes	31/01/2012 17:00:00	Blind	0		

Return to Tenders

- 3.4 If you are interested in the ITT, then you should send a message to the Buyer as soon as possible via BMS using online messaging function. Pages 10 and 11, covers how to send an online message.

4. DOWNLOADING THE ITT DOCUMENTS AND TERMS AND CONDITIONS (T'S & C'S)

- 4.1 Once you have located the relevant ITT (see pages 7 and 8) you can find the associated documentation via the header page. Under the heading **'Original Documents'** click on the file name and open or save, as required.

RFQ: 55552

Title **Test**
Status **Preview**

Actions: [Create Quote](#) [Go](#)

Open Date 25/01/2012 15:00:00
Close Date 31/01/2012 17:00:00

Header [Contract Terms](#)

Buyer **Widdop, Mr. Neil**
Style **Blind**
Description

Outcome **Standard Purchase Order**

Attributes
Details [Attribute Group](#)
No results found.

Original Documents
Note to Suppliers: **This ITT is in relation to Contracts Finder advert:**

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
ITQ.txt	File	ITQ	To Supplier	NWIDDOP	24/01/2012	One-Time	Update	Delete

Add Messages/Documents
[New Message/Document](#)

Subject	Message	Document	Status	Sender	Sender Organization	Date
No results found.						

Header [Contract Terms](#)

- 4.2 Click on the **'Contracts Terms'** tab to download a copy of the Terms and Conditions applicable to the tender, select **'Preview Contract Terms'** to open or save, as required.

RFQ: 55552

Title **Test**
Status **Preview**

Actions: [Create Quote](#) [Go](#)

Open Date 25/01/2012 15:00:00
Close Date 31/01/2012 17:00:00

Header [Contract Terms](#)

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

[Preview Contract Terms](#)

Deliverables
✔ **TIP** If applicable, view the Contract Terms by clicking on the Preview Contract Terms button. If this ITT is a Framework Mini-Competition please refer to the 'Original Documents' section in the 'Header' tab for the pre-agreed Framework terms.

Header [Contract Terms](#)

[Return to Active Negotiations](#)

Actions: [Create Quote](#) [Go](#)

5. SENDING AND REPLYING TO MESSAGES USING ONLINE DISCUSSIONS

- 5.1 In order to ensure the primary contact receives messages in relation to a particular ITT, you should express interest by sending an online message (also known as online discussion) via BMS using your primary login.
- 5.2 Online messaging (also known as online discussion) should also be used for any clarification questions.
- 5.3 Navigate to '**Sourcing Home Page**' and select the tender you wish to open. Select '**Online Discussions**' from the Actions drop-down and press '**Go**'.

The screenshot shows the 'DH Department of Health Sourcing' interface. The breadcrumb trail is 'Tenders > ITT: 52564'. The tender title is 'ZZZZ TEST ZZZZ' with status 'Active'. The 'Actions' dropdown menu is open, showing options: 'Online Discussions', 'Create Quote', 'Print ITT', and 'Export to Spreadsheet'. The 'Online Discussions' option is highlighted. A red arrow points from the text in step 5.3 to this menu item. Other details include 'Buyer: Widdop, Mr. Neil', 'Style: Blind', and 'Outcome Event: Standard Purchase Order, DH Single Tender'.



Do not use 'Online Discussion' for your quote/response. Any submissions via 'Online Discussions' will not be included in the evaluation.

- 5.4 Click the '**New Message/Document**' tab.

The screenshot shows the 'Online Discussions (ITT 52564)' page. The 'New Message/Document' tab is highlighted. A red arrow points from the text in step 5.4 to this tab. The page shows a table for 'Messages/Documents' with columns: 'Subject', 'Message', 'Document', 'Status', 'Sender', and 'Date'. The table is currently empty with the message 'No results found.'.

5.5 Enter your subject and message to the buyer and click the **'Send'** button.

Department of Health Sourcing

Tenders > ITT 52564 > Online Discussions (ITT 52564) >

Create New Message (ITT 52564)

* Indicates required field

Cancel Send Send and Add Attachment

Send To: Widdop, Neil

Subject: Clarifications

Message: Please can you clarify where this role is?

Cancel Send Send and Add Attachment

Tenders | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

✋ If attachments are required, click **'Send and Add Attachment'**.

5.6 You will now see your message in the **'Online Discussions'** hub.

Department of Health Sourcing

Tenders > ITT 52564 >

Online Discussions (ITT 52564)

Cancel Printable Page

Title: ZZZZ TEST ZZZZ
Status: Active
Time Left: 2 days 23 hours

Open Date: 18/05/2009 12:27:48
Close Date: 21/05/2009 12:26:17

Messages/Documents

New Message/Document

Subject /	Message	Document	Status	Sender	Date
Clarifications	Please can you clarify where this role is?		Read	TEST3, EXTERNAL	18/05/2009 13:19:39

Cancel Printable Page

Tenders | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

5.7 You will receive an email notification when your question has been replied to. To view the message, navigate to **'Online Discussions'** and click on the message.

Department of Health Sourcing

Tenders > ITT 52564 >

Online Discussions (ITT 52564)

Cancel Printable Page

Title: ZZZZ TEST ZZZZ
Status: Active
Time Left: 2 days 23 hours

Open Date: 18/05/2009 12:27:48
Close Date: 21/05/2009 12:26:17

Messages/Documents

New Message/Document

Subject /	Message	Document	Status	Sender	Date
Clarifications	The role is in Leads, is this sufficient?		Unread	Widdop, Neil	18/05/2009 13:21:36
Clarifications	Please can you clarify where this role is?		Read	TEST3, EXTERNAL	18/05/2009 13:19:39

Cancel Printable Page

Tenders | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

5.8 To reply, return to **'Online Discussions'** and select the **'New Message/Document'** tab.

Expressing interest or confirming an intention to participate

- 5.9 In order to ensure the primary contact receives messages in relation to a particular ITT, you should express interest or confirm an intention to participate by sending an online message (also known as online discussion) via BMS using your primary login.
- 5.10 Online messaging (also known as online discussion) is explained in full on pages 10 and 11.

Clarification questions

- 5.11 Online messaging (also known as online discussion) should be used for any clarification questions. Online messaging (also known as online discussion) is explained in full on pages 10 and 11.

6. SUBMITTING A QUOTE

TOP TIPS

- Please leave yourself plenty of time to upload your quote. Department of Health does not accept quotes submitted outside of BMS. If you are unable to access the system (i.e. where the system is unavailable, or not responding) please email screenshots as soon as possible to Supplier Helpdesk.
- Many organisations submit their bids several hours or even several days before the deadline.
- If your quote involves a 'complex price', then input £1 as the 'Quote Price' and explain in 'Note to Buyer' that the pricing is contained within the attachment(s). You should then ensure that your pricing is included within the documentation you attach.
- Completed documentation must be saved on your drive so that you can browse for it and attach it to your quote.
- If the 'Create Quote' option is missing, this is likely to be because you started a draft response and have not submitted it.

6.1 When you are ready to submit your quote, please navigate to the relevant ITT. Click the drop down box next to '**Actions**', select '**Create Quote**' and then '**Go**'.

The screenshot shows the 'Department of Health Sourcing' interface. At the top, there's a navigation bar with 'Home', 'Logout', 'Preferences', and 'Help'. Below this, a 'Tenders' tab is selected. The main content area displays details for ITT: 52564. The title is 'ZZZ TEST ZZZ' and the status is 'Active'. The buyer is 'Widdop, Mr. Neil' and the style is 'Blind'. The outcome is 'Standard Purchase' and the event is 'DH Single Tender'. The 'Actions' dropdown menu is open, showing options: 'Acknowledge Participation', 'Acknowledge Participation', 'Create Quote', 'Online Discussions', 'Print ITT', and 'Export to Spreadsheet'. The 'Create Quote' option is highlighted. Below the details, there are sections for 'Attributes' (No results found), 'Original Documents' (Note to Suppliers), and 'Add Messages/Documents' (New Message/Document). The 'Original Documents' section shows a table with columns: File Name, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table contains one row: 'ITT Letter.doc', File, ITT letter, To Supplier, NWDDOP, 18/05/2009, One-Time, with icons for Update, Delete, and Publish to Catalog. The 'Add Messages/Documents' section shows a table with columns: Subject, Message, Document, Status, Sender, and Date. The table contains one row: 'No results found.'.

6.2 You will have to accept the '**Terms and Conditions**' regarding the use of the secure portal in order to submit a quote.

- 6.3 You will now have several options in the form of tabs in the top right hand corner of the screen and boxes for text in the lower half of the screen. **'Quote Price'** is the only mandatory field.

The screenshot shows the 'Create Quote' form for ITT 52564. The form is divided into several sections: Header, Attachments, Contract Terms, Deliverables, and Lines. The Header section contains fields for Title (ZZZZ TEST ZZZZ), Supplier Site (DEFAULT), ITT Currency (GBP), Quote Currency (GBP), Price Precision (Any), Close Date (21/05/2009 12:26:17), Reference Number, and Note to Buyer. The Attachments section has an 'Add Attachments' button. The Contract Terms section has a 'Preview Contract Terms' button. The Deliverables section has a table with columns for Deliverable Name, Due Date, Status, Alert, and Update. The Lines section has a table with columns for Line, Update, Ship-To, Target Price, Quote Price, Unit, Target Quantity, Quote Quantity, and Promise Date. A red arrow points to the 'Quote Price' field in the 'Lines' section.

'Cancel'

To return to Sourcing Home Page.

'View ITT'

To return to the ITT header page.

'Quote by Spreadsheet'

This should only be used in OJEU value procurements where 10 or more quotes are needed. For instructions using this, please contact Supplier Helpdesk.

'Save Draft'

To save a draft of your quote (please note, this is not a submission).

'Continue'

To continue to the submission stage.

'Reference Number'

If you need to include a reference number.

'Note to Buyer'

If you need to issue a brief message to the buyer.

'Add attachments'

If you need to add attachments to your quote.

'Preview Contract Terms'

To download a copy of the Contracts Terms.

'Quote Price'

Enter your quote price here.

'Promise Date'

The day you expect the work to start or the goods to be delivered.

- 6.4 To add an attachment to your quote, select **'Add Attachments'**. Fill in the **'Description'** field and browse for your document. If you need to add more than one, select **'Add Another'**. When you are finished uploading documents, select **'Apply'**.

DH Department of Health Sourcing

Tenders > ITT 53088 > Create Quote: 933002 (ITT 53088) > Add Attachment

Cancel Add Another Apply

Attachment Summary Information
 * Indicates required field
 * Description: ITT document 1
 Category: From Supplier

Define Attachment
 Type: ☒ File ☐ URL ☐ Text
 C:\Documents and Settings\jwiddop\Desktop\p... Browse...
 Name:
 (Optional: provide a name to Text attachment)

Cancel Add Another Apply

- 6.5 You can now see the attachments have been added to your quote. Once all the other relevant fields are filled in, press **'Continue'**.

DH Department of Health Sourcing

Tenders > ITT 52564 > Create Quote: 790005 (ITT 52564)

Cancel View ITT Quote By Spreadsheet Save Draft Continue

Header
 Title: 7777 TEST 7777
 Supplier Site: DEFAULT
 ITT Currency: GBP
 Quote Currency: GBP
 Price Precision: Any
 Close Date: 21/05/2009 12:26:17
 Reference Number: QH1515
 Note to Buyer: Quote 1

Attachments
 Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
ITT Letter.doc	File	ITT document 1	From Supplier	7777TEST3@GOOGLEMAIL.COM	18/05/2009	One-Time		

Contract Terms
 Preview Contract Terms

Deliverables

Deliverable Name	Due Date	Status	Alert	Update
No deliverables found.				

Lines
 @ Indicates more information requested. Click on the Update icon.

Line	Update	Ship-To	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promise Date
1 Requisition Line		See Ship-to Below		20000	GBP	1	1	29/05/2009 12:25:37

Cancel View ITT Quote By Spreadsheet Save Draft Continue

Tenders | Home | Logout | Preferences | Help

6.6 Review your quote and press 'Submit'.

DH Department of Health Sourcing [Home](#) [Logout](#) [Preferences](#) [Help](#)

Tenders

Tenders > [ITT 52564](#) >

Create Quote 790005: Review and Submit (ITT 52564)

[Cancel](#) [Back](#) [Save Draft](#) [Submit](#)

Header

Title	ZZZZ TEST ZZZZ	Close Date	21/05/2009 12:26:17
Supplier Site	DEFAULT	Quote Valid Until	
ITT Currency	GBP	Reference Number	OH1515
Quote Currency	GBP	Note to Buyer	Quote 1
Price Precision	Any		

Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
ITT Letter.doc	File	ITT document 1	From Supplier	ZZZZTEST3@GOOGLEMAIL.COM	18/05/2009	One-Time			

Contract Terms [Preview Contract Terms](#)

Deliverables

Deliverable Name	Due Date	Status	Alert
No deliverables found.			

Lines

Select	Line	Ship-To	Start Price	Target Price	Quote Price (GBP)	Unit	Target Quantity	Quote Quantity	Your Total Amount	Need-By Date	Promise Date
☒	1	Requisition Line			20000	GBP	1	1	20,000.00	29/05/2009 12:25:34 to 29/05/2009 12:25:37	29/05/2009 12:25:37

Line 1: Requisition Line

Notes and Attachments

Note to Buyer

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

[Cancel](#) [Back](#) [Save Draft](#) [Submit](#)

[Tenders](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

6.7 Once your quote is submitted, you will see confirmation on the screen.

DH Department of Health Sourcing [Home](#) [Logout](#) [Preferences](#)

Tenders

Confirmation

Quote 790005 for ITT 52564 (ZZZZ TEST ZZZZ) has been submitted.

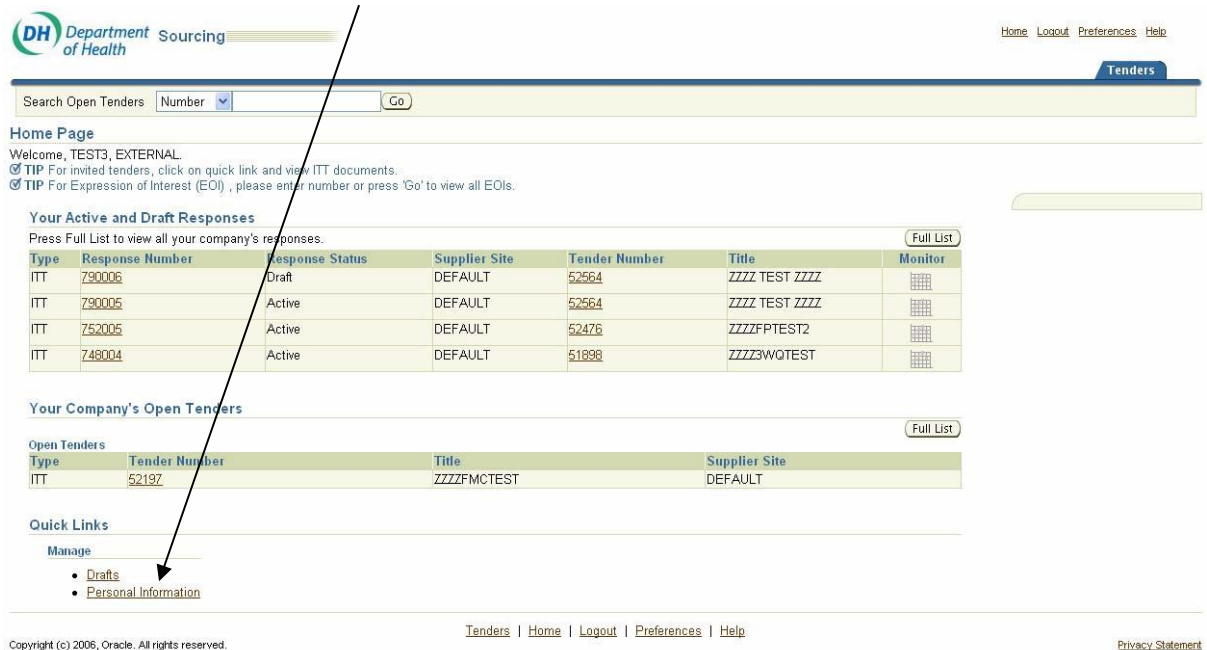
[Return to Sourcing Home Page](#)

[Tenders](#) | [Home](#) | [Logout](#) | [Preferences](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

7. AMENDING PERSONAL INFORMATION

7.1 To change your contact details navigate to your **'Sourcing Home Page'** and click **'Personal Information'**.



The screenshot shows the 'Sourcing Home Page' of the Department of Health. At the top, there's a navigation bar with 'Home', 'Logout', 'Preferences', and 'Help'. Below this is a search bar for 'Open Tenders'. The main content area is divided into sections: 'Your Active and Draft Responses' (a table with 4 rows of tender responses), 'Your Company's Open Tenders' (a table with 1 row), and 'Quick Links' (a list with 'Drafts' and 'Personal Information'). An arrow points from the 'Personal Information' link to the next screenshot.

Type	Response Number	Response Status	Supplier Site	Tender Number	Title	Monitor
ITT	790006	Draft	DEFAULT	52564	ZZZZ TEST ZZZZ	
ITT	790005	Active	DEFAULT	52564	ZZZZ TEST ZZZZ	
ITT	752005	Active	DEFAULT	52476	ZZZZFPTEST2	
ITT	748004	Active	DEFAULT	51898	ZZZZ3WQTEST	

Type	Tender Number	Title	Supplier Site
ITT	52197	ZZZZFMCTEST	DEFAULT

Quick Links

- Drafts
- Personal Information

7.2 Amend your details as required, and click **'Apply'**.



The screenshot shows the 'Edit Personal Information' form. It has a 'Cancel' button, a 'Clear Changes' button, and an 'Apply' button. The form fields are as follows:

- Username: zzztest3@googlemail.com
- Contact Title:
- * First Name: EXTERNAL
- Middle Name:
- * Last Name: TEST3
- Job Title:
- Fax:
- * Phone: 000000000000
- Extension:
- * Email Address: ZZZZTEST3@GOOGLEMAIL.COM

7.3 After completion, you will be guided back to the **'Sourcing Home Page'**.

8. WORKING WITH QUOTES IN DRAFT STATUS

8.1 To edit or submit your draft responses, navigate to '**Sourcing Supplier**', then '**Sourcing Home Page**' and click '**Drafts**'.

The screenshot shows the 'Sourcing Home Page' for a user named TEST3, EXTERNAL. The page includes a search bar for open tenders, a 'Home Page' welcome message, and a section for 'Your Active and Draft Responses'. Below this is a table of responses. A 'Quick Links' section on the left contains a 'Manage' link, which is expanded to show 'Drafts' and 'Personal Information'. An arrow points from the 'Drafts' link to the 'Drafts' section in the 'Your Active and Draft Responses' table.

Type	Response Number	Response Status	Supplier Site	Tender Number	Title	Monitor
ITT	790006	Draft	DEFAULT	52564	ZZZZ TEST ZZZZ	
ITT	790005	Active	DEFAULT	52564	ZZZZ TEST ZZZZ	
ITT	752005	Active	DEFAULT	52476	ZZZZFPTEST2	
ITT	748004	Active	DEFAULT	51898	ZZZZWQTEST	

8.2 Select the relevant draft quote and choose one of the five actions.

The screenshot shows the 'Manage Draft Responses' page for tender ITT: 52564. It includes a search bar and a table of draft responses. The table has columns for 'Response Number', 'Reference Number', 'Supplier Site', 'Tender Number', 'Title', 'Type', 'Locked By', 'Date Locked', 'Response Created By', 'Negotiation Close Date', 'Event Title', and 'Time Left'. Above the table are buttons for 'Respond By Spreadsheet', 'Delete', 'Unlock', 'Review and Submit', and 'Edit'. An arrow points from the 'Review and Submit' button to the 'Review and Submit' button in the table.

Select	Response Number	Reference Number	Supplier Site	Tender Number	Title	Type	Locked By	Date Locked	Response Created By	Negotiation Close Date	Event Title	Time Left
☒	790006		DEFAULT	52564	ZZZZ TEST ZZZZ	RFQ TEST3, EXTERNAL		18/05/2009 13:39:08	TEST3, EXTERNAL	21/05/2009 12:26:17	DH Single Tender	2 days 22 hours



Bids must be submitted via BMS before the deadline in order to be considered by the Buyer. Any bid left in 'draft' status will not be considered by the Buyer.



To submit your quote, select the 'Review and Submit' option in the above screenshot, then refer to pages 13 to 16 to ensure that all relevant steps have been completed before submitting your bid.

9. NOTIFICATIONS

9.1 To view your notifications, select '**Sourcing Supplier**' and click '**Worklist**'. The worklist's default view lists notifications that require action.

9.2 To view past and present notifications select '**All Notifications**' from the drop down box and press '**Go**'.



9.3 This will bring up all notifications.



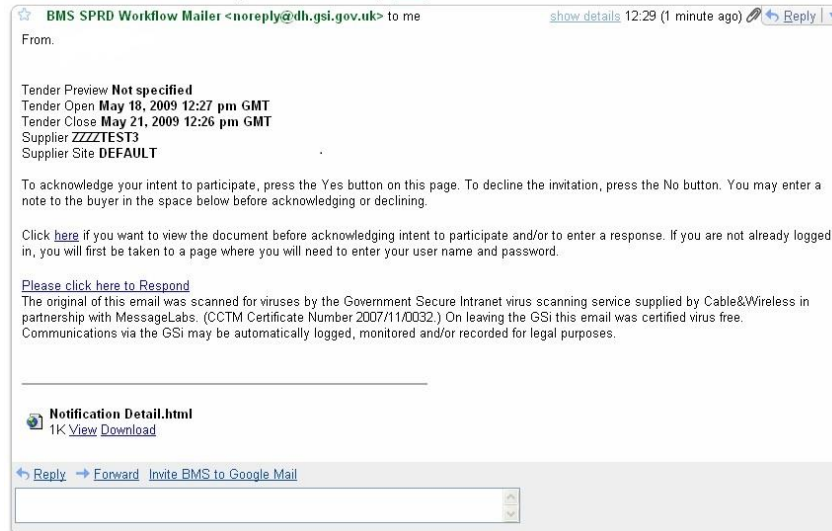
TOP TIPS

- All suppliers should include noreply@dh.gsi.gov.uk in their spam filters (if they use a filtering tool) in order to receive notifications.
- Items in your 'Worklist' require action and should be checked regularly.
- In order to ensure the primary contact receive notifications in relation to a particular ITT, you should express interest by sending an online message (also known as online discussion) via BMS using your primary login. See pages 10 to 12 regarding online messages.
- Suppliers should not rely solely on message notifications. It is the sole responsibility of the supplier to log in regularly to BMS to check ITTs/PQQs for any recent messages and updates.

10. ACKNOWLEDGING PARTICIPATION IN AN ITT YOU WERE INVITED TO

10.1 If you are invited to an ITT, you will receive an email notification asking you if you wish to participate.

You are invited: ITT 52564 (ZZZZ TEST ZZZZ) [Inbox](#)



If you see an open opportunity on Contracts Finder or TED, then you don't need to be invited in order to participate. See page 7 and 8 for information on how to find an ITT.



Suppliers should not forward the notifications they receive from BMS, as the links will be unavailable to view for non-BMS users.

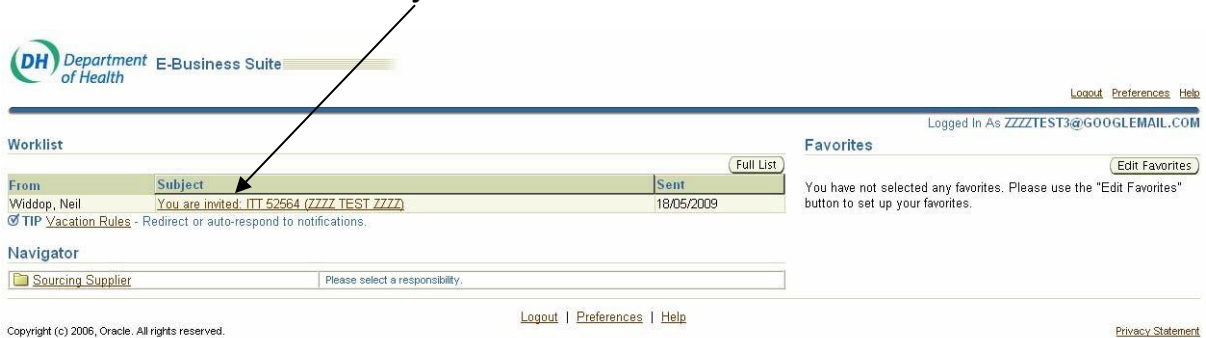
10.2 To access the tender, use the link provided in the email or log in direct - https://www.showa.dh.gov.uk/OA_HTML/AppsLocalLogin.jsp - via the portal. You will need your '**Username**' and '**Password**'. Your '**Username**' is always your email address.

ORACLE E-Business Suite

A screenshot of the Oracle E-Business Suite login page. The page has a 'Login' link at the top left. Below it, there are two input fields: 'Username' with the value 'ZZZ@TEST.COM' and 'Password' with a masked password '*****'. There is a 'Login' button below the password field. At the bottom, there is a link for 'Forgot your password?' with a 'TIP' icon. The footer of the page states 'Copyright (c) 2006, Oracle. All rights reserved.'

If you have forgotten your password, click the 'Forgot your password' link.

- 10.3 An overview of your tender opportunities is located at the top of the screen under **'Worklist'**. Click the **'Subject'** title to view the notification.



The screenshot shows the DH Department of Health E-Business Suite interface. At the top, there's a header with the DH logo and 'Department of Health E-Business Suite'. Below this, there's a navigation bar with 'Logout', 'Preferences', and 'Help'. The main content area is divided into two sections: 'Worklist' and 'Favorites'. The 'Worklist' section contains a table with columns 'From', 'Subject', and 'Sent'. The 'Subject' column header is highlighted with a green background and an arrow pointing to it. The table has one row with the subject 'You are invited: ITT 52564 (ZZZZ TEST ZZZZ)' and the date '18/05/2009'. Below the table, there's a 'Navigator' section with a dropdown menu showing 'Sourcing, Supplier' and a text box 'Please select a responsibility.'. The 'Favorites' section on the right says 'You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.' At the bottom, there's a footer with 'Copyright (c) 2006, Oracle. All rights reserved.' and links for 'Logout', 'Preferences', 'Help', and 'Privacy Statement'.

- ☒ **Items in your 'Worklist' require action and should be checked regularly.**

- 10.4 Click either the **'Yes'/'No'** tab to inform the Buyer of your company's proposed action in this tender. If required, you can use this opportunity to issue a brief note to the buyer.



The screenshot shows the DH Department of Health E-Business Suite 'You are invited' page. At the top, there's a header with the DH logo and 'Department of Health E-Business Suite'. Below this, there's a navigation bar with 'Home', 'Logout', 'Preferences', and 'Help'. The main content area is titled 'You are invited: ITT 52564 (ZZZZ TEST ZZZZ)'. It contains a table with columns 'From', 'To', 'Sent', 'Due', 'ID', 'Company', 'Title', and 'Number'. The table has one row with the subject 'You are invited: ITT 52564 (ZZZZ TEST ZZZZ)' and the date '18/05/2009'. Below the table, there's a 'Tender Preview' section with details like 'Tender Open May 18, 2009 12:27 pm GMT', 'Tender Close May 21, 2009 12:26 pm GMT', 'Supplier ZZZZTEST3', and 'Supplier Site DEFAULT'. There's also a 'Response' section with a text box 'Note to Buyer'. At the bottom, there's a footer with 'Copyright (c) 2006, Oracle. All rights reserved.' and links for 'Home', 'Logout', 'Preferences', 'Help', and 'Privacy Statement'.

11. TAKING PART IN AN EOI

11.1 This section is about taking part in an EOI. An EOI is used in a procurement with 2 or more stages (for example an OJEU 'restricted' or 'negotiated' procurement) for the initial Selection Stage, which normally involves the completion and submission of a Selection Questionnaire (SQ). In most cases, providers will be responding to an opportunity they have seen advertised. Potential bidders who wish to submit a response should confirm interest as early as possible in the process by sending an online message via BMS to the Buyer. (The below section does not apply to ITTs – to express interest in an ITT, please see pages 10 to 12.)

11.2 To find a specific EOI, navigate to '**Sourcing Home Page**'. Leave the search field blank if you do not know the EOI number, or you can type the number in if you know it. Then click '**Go**'.

DH Department of Health Sourcing Home Logout Preferences Help

Search Open Tenders Number Go

Home Page
Welcome, TEST3, EXTERNAL.
TIP For invited tenders, click on quick link and view ITT documents.
TIP For Expression of Interest (EOI), please enter number or press 'Go' to view all EOIs.

Your Active and Draft Responses
Press Full List to view all your company's responses. Full List

Type	Response Number	Response Status	Supplier Site	Tender Number	Title	Monitor
ITT	730006	Draft	DEFAULT	52564	ZZZZ TEST ZZZZ	
ITT	730005	Active	DEFAULT	52564	ZZZZ TEST ZZZZ	
ITT	752005	Active	DEFAULT	52476	ZZZZFPTEST2	
ITT	748004	Active	DEFAULT	51838	ZZZZWQTEST	

Your Company's Open Tenders Full List

Type	Tender Number	Title	Supplier Site
ITT	52197	ZZZZFMCTEST	DEFAULT

Quick Links
Manage
• Drafts
• Personal Information

Copyright (c) 2006, Oracle. All rights reserved. Tenders | Home | Logout | Preferences | Help Privacy Statement

11.3 Select the relevant EOI by clicking on the EOI number. EOIs will show as '**EOI**' in the '**Type**' column.

DH Department of Health Sourcing Home Logout Preferences Help

Tenders > **Active Tenders**

Search
Search by Number Go

Select Tender: Respond

Select	Number	Type	Title	Contact	Time Left /	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
☐	52564	ITT	ZZZZ TEST ZZZZ	Widdop, Mr. Neil	2 days 22 hours	21/05/2009 12:26:17 Blind	2	0		0
☐	52197	ITT	ZZZZFMCTEST	Widdop, Mr. Neil	10 days 1 hour	28/05/2009 15:18:05 Sealed	0	0		1
☐	52393	EOI	South East Regional Alcohol Management (RAM) Fund Manager and Consultancy Team	Webb, Mr. Rick	16 days	03/06/2009 14:00:00	1	0		0

Return to Tenders

Copyright (c) 2006, Oracle. All rights reserved. Tenders | Home | Logout | Preferences | Help Privacy Statement

- 11.4 The documents can be downloaded from '**Original Documents**' and then completed offline. When you have completed the documents select '**Create Response**' from the '**Actions**' drop-down and select '**Go**'.



DH Department of Health Sourcing

Home Logout Preferences Help

Tenders

Tenders > Active Tenders > EOI: 52393

Actions Create Response Go

Title South East Regional Alcohol Management (RAM) Fund Manager and Consultancy Team
Status Active

Open Date 24/04/2009 14:39:33
Close Date 03/06/2009 14:00:00

Header Contract Terms

Buyer Webb, Mr. Rick
Style Open
Description The Dept Health South East (DH South East) Regional Alcohol Management (RAM) initiative will be outsourced to an experienced outcome-based fund manager and consultancy team, to stimulate new and different ways of reducing alcohol related hospital admissions. A secondary gain is that the DH South East will increase the amount of investment targeted at reducing alcohol related hospital admissions by amplifying the effect of the existing resources through world class outcome-based commissioning and innovation training for commissioners and provider agencies. The investment plan is seeking the supply in four key areas: 1) Influence commissioner and provider behaviour to reduce alcohol related alcohol admissions; 2) Stimulate and develop new and different ways to reduce alcohol related admissions, through an innovation fund; 3) Manage the RAM functions through advice, support, training, information sharing and outcome reporting and through the facilitation of a regional alcohol network and disruption network; 4) Develop an organic plan to generate incremental change that will impact over generations.

Event OJEU - Restricted

Attributes

Details Attribute Group

No results found.

Original Documents

Note to Suppliers

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
EOI Questionnaire.doc	File	EOI 52393 Questionnaire	To Supplier	RWEBB	24/04/2009	One-Time			
Outline Scope for South East Alcohol Plan.doc	File	Outline Scope of Work EOI 52393	To Supplier	RWEBB	24/04/2009	One-Time			

Add Messages/Documents

New Message/Document

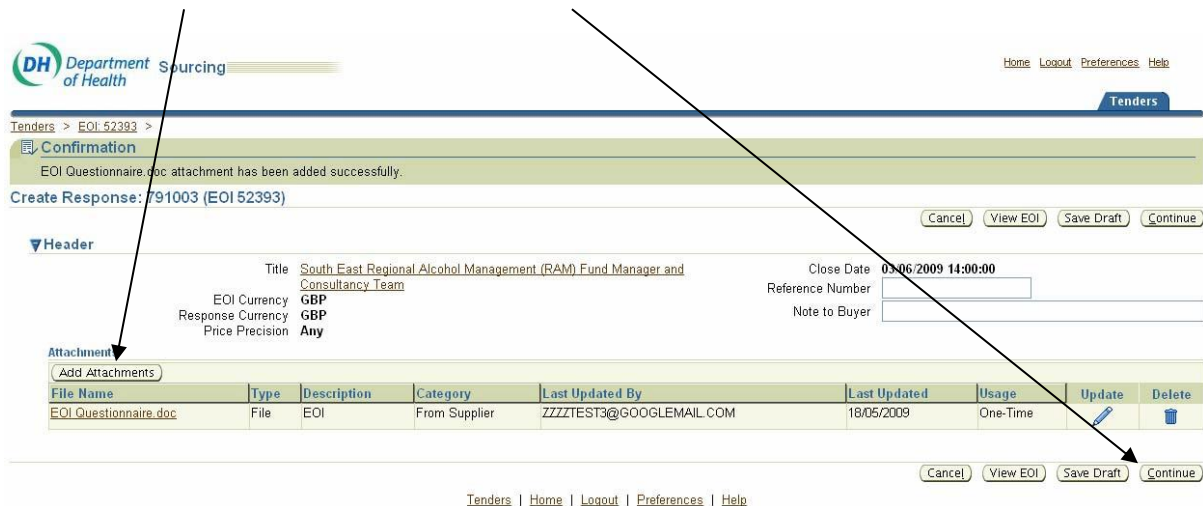
Subject	Message	Document	Status	Sender	Date
No results found.					

Header Contract Terms

Return to Active Tenders

Actions Create Response Go

- 11.5 You will have to accept the '**Terms and Conditions**' regarding use of the secure portal in order to submit a response. After you have accepted the Terms and Conditions, you will be guided to the '**Create Response**' screen. Add the relevant documents using the '**Add Attachments**' button and select '**Continue**'.



DH Department of Health Sourcing

Home Logout Preferences Help

Tenders

Tenders > EOI: 52393 > Confirmation

EOI Questionnaire.doc attachment has been added successfully.

Create Response: 791003 (EOI 52393)

Cancel View EOI Save Draft Continue

Header

Title South East Regional Alcohol Management (RAM) Fund Manager and Consultancy Team

EOI Currency GBP
Response Currency GBP
Price Precision Any

Close Date 03/06/2009 14:00:00
Reference Number
Note to Buyer

Attachment

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
EOI Questionnaire.doc	File	EOI	From Supplier	ZZZTEST3@GOOGLEMAIL.COM	18/05/2009	One-Time		

Cancel View EOI Save Draft Continue

Tenders | Home | Logout | Preferences | Help

11.6 Once you have reviewed your response, press '**Submit**'.

DH Department of Health Sourcing Home Logout Preferences Help

Tenders

Tenders > EOI: 52393 >

Warning
Buyer has requested for you to submit a single, best response. Multiple responses for this EOI are not allowed.

Create Response 791003: Review and Submit (EOI 52393)

Cancel Back Save Draft Submit

Header

Title	South East Regional Alcohol Management (RAM) Fund Manager and Consultancy Team	Close Date	03/06/2009 14:00:00
EOI Currency	GBP	Response Valid Until	
Response Currency	GBP	Reference Number	
Price Precision	Any	Note to Buyer	

Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
EOI Questionnaire.doc	File	EOI	From Supplier	ZZZTEST3@GOOGLEMAIL.COM	18/05/2009	One-Time			

Cancel Back Save Draft Submit

Copyright (c) 2006, Oracle. All rights reserved. Tenders | Home | Logout | Preferences | Help Privacy Statement

11.7 Confirmation of your response will appear on screen after submission.

12. ERROR MESSAGES

- 12.1 Occasionally users may get error messages on screen whilst trying to perform a particular action in BMS. This section will cover how you can avoid error messages and what to do if you receive an error message.

How to avoid Error Messages

- Leave yourself plenty of time to complete your submission on BMS. Error messages are more likely to occur when a user is rushing and therefore not taking due care.
- Do not use the back and forward buttons on the browser. You should navigate using only the buttons on the BMS screen.
- Remember BMS will time-out if left untouched for a period of 15 minutes or more.
- Log out of each session using the 'Log Out' button. After logging out, you can then close any tabs related to BMS on your browser.
- Ensure you have only one session open at a time on your computer.

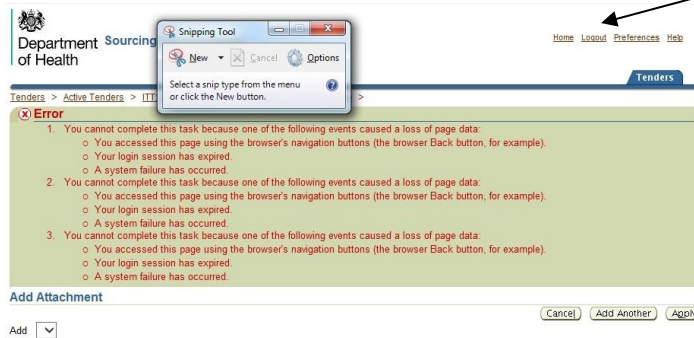
What to do if you receive an error message

- If you receive an error message take a screenshot of the error message, as you may need to send it to Supplier Helpdesk.
- You can sometimes prevent an error message from recurring in BMS by clearing your Java cache. Please see below guidance around this.
- If you need to send error messages to Supplier Helpdesk, please quote the tender number and briefly explain what action you were trying to perform in BMS when the error message occurred. If the matter is urgent, please accompany your email with a call to Supplier Helpdesk.

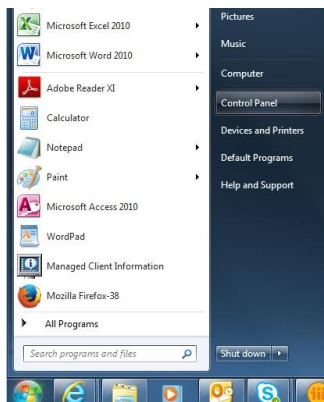
Clearing your Java cache

- 12.2 Sometimes you can prevent an error message from recurring in BMS by clearing your Java cache. (If the matter is urgent, you should take a screenshot of the error message and ring Supplier Helpdesk as soon as possible.) The following steps show how to clear your Java cache.

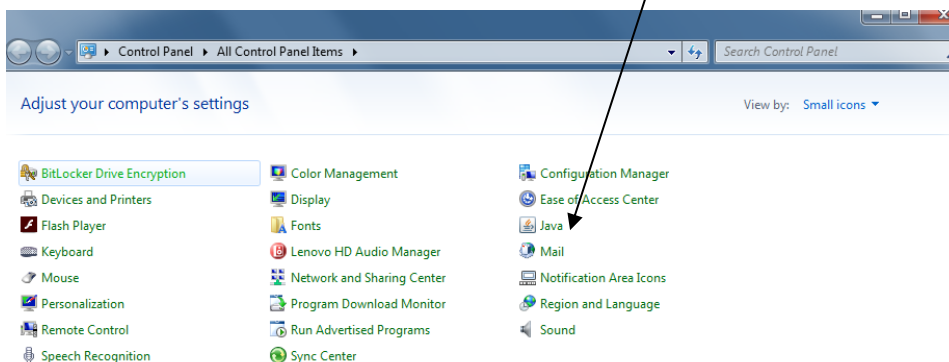
- 12.3 Firstly, take a screenshot of the error message in case the issue is not resolved by clearing your Java cache. Secondly, save any work currently open on your computer, as you will need to restart your computer. Exit BMS using the '**Logout**' button.



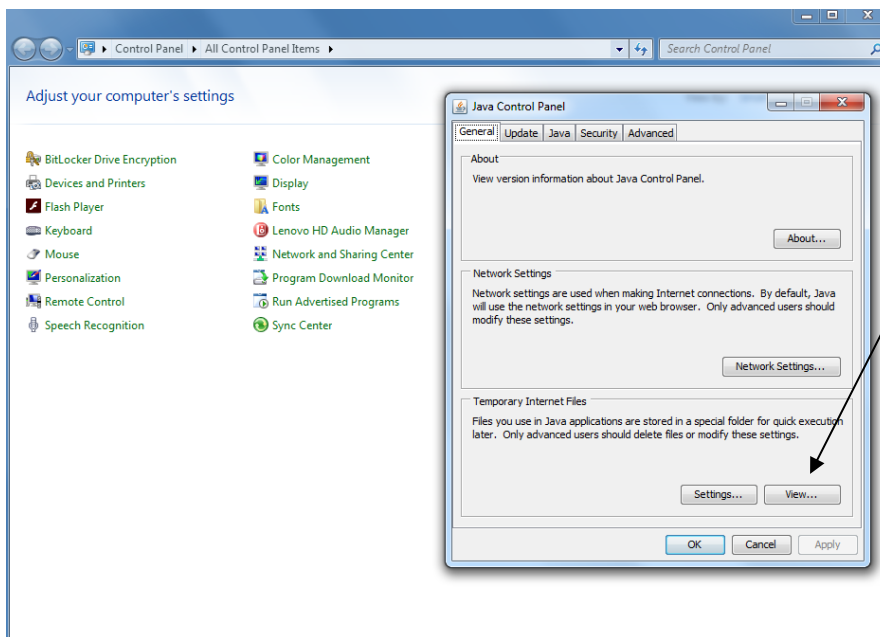
- 12.4 After ensuring all work is saved close all screens on your computer. Navigate to the '**Start**' button, then select '**Control Panel**'.



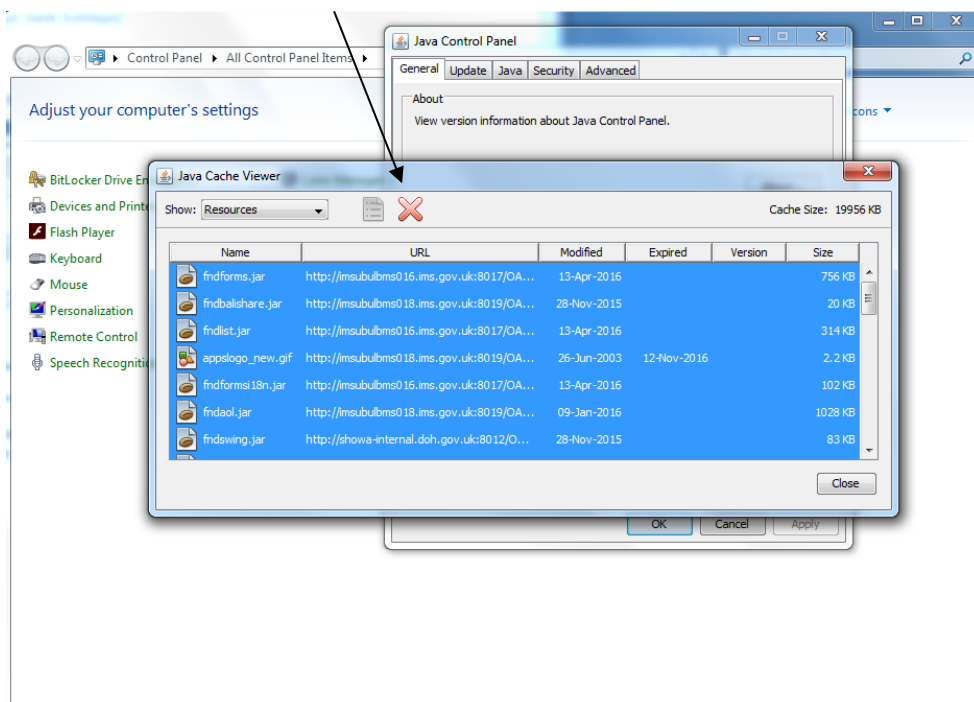
- 12.5 From the '**Control Panel**', click on the '**Java**' icon.



12.6 On the '**General**' tab under the heading '**Temporary Internet Files**' click '**View**'.



12.7 Click '**Control + A**' on your keyboard to select all of the temporary internet files. Then click the '**red cross icon**' to delete the temporary internet files.



12.8 Ensuring all work is saved, close all windows then restart your computer. After restarting your computer, you can login to BMS to check whether clearing your Java cache has cleared the error. If you continue to have problems using BMS then take a screenshot of the issue and contact Supplier Helpdesk so they can investigate further.

BMS - terms of use

13. YOUR ACCOUNT

- 13.1 If you use BMS, you are responsible for maintaining the confidentiality of your account and password and for preventing unauthorised access to your account. You agree to accept responsibility for all activities that occur under your account or password. You should take all necessary steps to ensure that the password is kept confidential and secure.
- 13.2 If you forget your password, use the 'Forgot your Password' link from the Login screen.
- 13.3 Department of Health recommends that you change your password on a regular basis.
- 13.4 Department of Health will never ask you to confirm your password. Contact the Supplier Helpdesk if you receive any suspicious emails or phone calls.
- 13.5 Ensure that the details you store on BMS are correct and complete. You can access and update your personal information by logging in to the system, navigating to 'Sourcing Home Page' and clicking the 'Personal Information' link at the foot of the page.
- 13.6 Department of Health reserves the right to refuse access to the BMS website and terminate accounts at our discretion. If your account is terminated, any data submitted or received on your account will not be available to you or your organisation.
- 13.7 For the purposes of a closed procurement exercise, Department of Health will only communicate with the individuals within your organisation that have been invited through BMS. Only the nominated user/contact can view the tender, i.e. the email address where the notifications are sent. Additional suppliers and/or contacts cannot be added after an invitation to tender has started. If the tender is missing from Your Company's Open Tenders, you are logged in as the incorrect user.
- 13.8 Suppliers should not forward the notifications they receive from BMS. The links will be unavailable to view. If the links are not working (due to internal firewalls or IT security), log in directly via the portal to view any new activity.
- 13.9 All suppliers should include noreply@dh.gsi.gov.uk in their spam filters (if they use a filtering tool) in order to receive notifications. Department of Health does not issue hard copy documentation relating to any aspect of the procurement processes and it is the responsibility of the supplier to ensure that the correct incoming email address for the receipt of all correspondence is stored on BMS.

- 13.10 You are not entering on to a preferred supplier list by registering your company's contact details on the portal. You are simply registering to be able to interact with the Department of Health electronically.
- 13.11 University staff, such as professors, should not register as sole traders. They should register against their parent organisation as Department of Health will pay their parent organisation. Department of Health cannot make payments to personal bank accounts.
- 13.12 You cannot amend your Username. Once you have created a login using the specified email, Department of Health cannot detach your username from your supplier record or delete your username.
- 13.13 To inactivate your account, contact the Supplier Helpdesk.

14. ACCESS TO BMS

- 14.1 Department of Health cannot guarantee that availability of BMS will be uninterrupted and that transactions will be error-free due to the nature of the internet.
 - 14.2 Access to BMS may be occasionally suspended or restricted to allow repairs, maintenance, or the introduction of new facilities or services. Department of Health will attempt to limit the frequency and duration of any such suspension or restriction.
 - 14.3 As a security measure, BMS will timeout if untouched for 15 minutes.
 - 14.4 Department of Health does not accept quotes submitted outside BMS. If you are unable to access the system, (i.e. where the system is unavailable or not responding), email screenshots of any error messages to the Supplier Helpdesk.
 - 14.5 Defects may be encountered intermittently. If you think you have identified a defect contact the Supplier Helpdesk.
 - 14.6 Department of Health recommends uploading your quote at least 2-3 hours before the tender closes to allow for any technical issues or busy periods. Contact the Supplier Helpdesk if you require assistance.
-

1. YOUR CONDUCT

- 1.1 You must not use the BMS website in any way that causes, or is likely to cause, the website or access to it to be interrupted, damaged or impaired. You understand that you, and not the Department of Health, are responsible for all electronic communications and content sent from your computer to us. You must use the website for lawful purposes only.

2. YOUR RESPONSIBILITIES

- 2.1 You are responsible for compliance with this Agreement in your use of the Department of Health's BMS. You may not submit or transmit any material or otherwise engage in any conduct that:

- 2.1.1 breaches any third party's rights including, without limitation, copyright, patent rights, trade mark rights, performers' rights, rights of confidence.
- 2.1.2 is unlawful, offensive, threatening, abusive, harassing, defamatory, deceptive, fraudulent, invasive of another's privacy or tortuous.
- 2.1.3 victimises, harasses, degrades or intimidates an individual or group of individuals based on religion, gender, sexual orientation, race, ethnicity, age or disability.
- 2.1.4 transmits directly, or indirectly unsolicited communications.
- 2.1.5 impersonates any person, business or entity.
- 2.1.6 contains viruses or any other computer code, files or programs that interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment or otherwise permit the unauthorised use of or access to a computer or computer network.
- 2.1.7 encourages conduct that would constitute a criminal offence or that gives rise to civil liability.
- 2.1.8 promotes or sells prohibited items such as, but not limited to, tobacco, alcohol and adult products.
- 2.1.9 violates this Agreement.

3. INTELLECTUAL PROPERTY

- 3.1 The names and images identifying the Department of Health, the NHS and its agencies are proprietary marks. If you wish to copy or use the logos of the above organisations in any way, including for the identification of your expression of interest or tender documents, you must obtain prior approval. You will need to explain how and why you wish to use our logos.

4. THIRD PARTIES

- 4.1 You agree that this Agreement is not intended to confer and does not confer any rights or remedies upon any person other than the parties to this Agreement whether under the Contracts (Rights of Third Parties) Act 1999 or otherwise.

5. EMAIL

- 5.1 Department of Health recommends that, for the purposes of any procurement exercise, you contact the Department using the BMS website. Internet email is not a secure medium.

6. EVENTS BEYOND OUR REASONABLE CONTROL

- 6.1 Department of Health will not be held responsible for any delay or failure to comply with our obligations, under these conditions, if the delay or failure arises from any cause which is beyond our reasonable control. This condition does not affect your statutory rights.

7. WAIVER

- 7.1 If you breach these conditions and we take no action, Department of Health will still be entitled to use our rights and remedies in any other situation where you breach these conditions.

8. SEVERANCE

- 8.1 Should a Court rule any provision of this Agreement is unenforceable or invalid, the remainder shall continue in force.

9. CHANGES TO THIS AGREEMENT

- 9.1 Department of Health reserves the right to update this agreement at any time and post the updated agreement on Department of Health's website. This will take effect immediately or from the date nominated in the posting. Your ongoing use of the BMS e-Tendering Portal after the changes signifies your agreement to the updated document. You are responsible for regularly reviewing the 'BMS - terms of use' document and any additional terms posted on BMS or the Department of Health's website.

10. GOVERNING LAW AND JURISDICTION

- 10.1 These conditions are governed by and construed in accordance with the laws of England. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of England.

11. PRIVACY POLICY

- 11.1 Department of Health control the confidentiality of all information on BMS under the Data Protection Act 1998. If the information you provide relates to individuals, Department of Health will process it in line with the Data Protection Act.
- 11.2 As a government department, Department of Health does not share information with other organisations unless the law allows us to do so.
- 11.3 Department of Health does not sell individual information.
- 11.4 Department of Health will share information only with our authorised Data Processors who must adhere to the Data Protection Act at all times.
- 11.5 Before providing information, Department of Health will let you know why we are asking for specific information and you reserve the right to decline or accept this request.
- 11.6 You are entitled to know whether we hold information about you. If Department of Health holds information pertaining to yourself, you can request to see it by contacting: The Data Protection Officer, Department of Health, Skipton House, 80 London Road, London, SE1 6LH.
- 11.7 Department of Health take appropriate steps to keep your information secure on BMS.
-

12. CROSS PLATFORM USAGE

- 12.1 Apple Macintosh, Firefox and Safari users should note that there are no special restrictions when using BMS.

13. ELECTRONIC ATTACHMENTS

- 13.1 Keep attachments to a maximum of 2MB.
- 13.2 Only attach documents that you have been asked to supply.

14. SUPPLIER HELPDESK

- 14.1 Department of Health's Supplier Helpdesk provides an email and telephone service to assist end users with technical and functional queries about BMS. It is open between 10am and 4pm every working day excluding civil service holidays.
- 14.2 The service level agreement for Department of Health's response to Supplier Helpdesk queries is 72 hours. There may be instances where the query requires technical input from our IT services provider.