

## 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-s>



Crown  
Commercial  
Service

Register Here

Name : UKSBS13

Password : ●●●●●●●●

login

## 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 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 Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP). This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology 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 Users' access to 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. If there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence.

##### 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.
  - 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 by the Buyer 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 reasons.

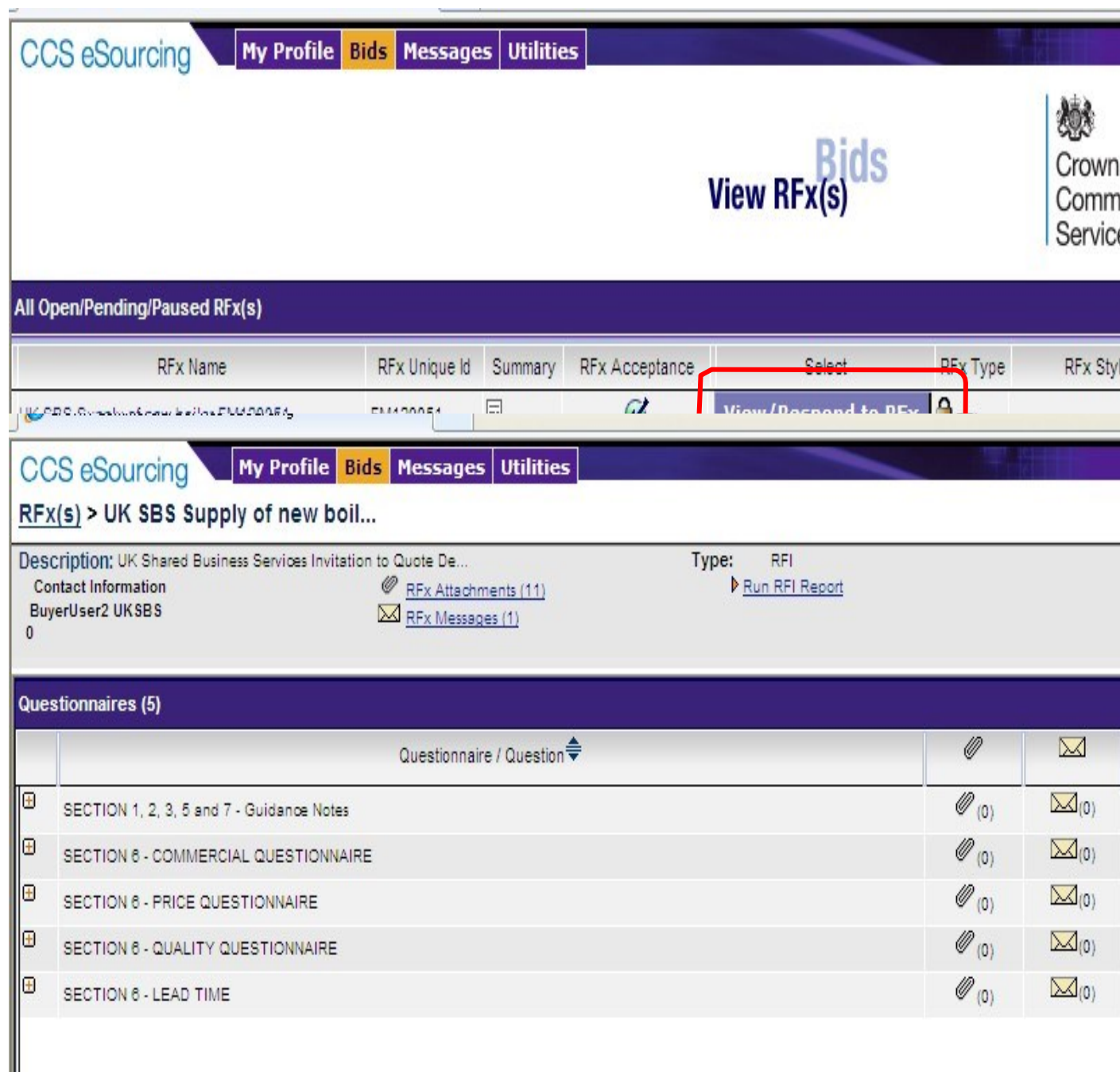
##### 3. Registration

- 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 following information:
  - 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 share their User ID and password with any other person. 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 other person, the Supplier must immediately inform 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, so that the Buyer can deactivate the user ID and password if there has been no access for a period of sixty (60) days.

##### 4. Supplier's Obligations

### 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.



CCS eSourcing

My Profile Bids Messages Utilities

**View RFx(s)**

All Open/Pending/Paused RFx(s)

RFx Name	RFx Unique Id	Summary	RFx Acceptance	Select	RFx Type	RFx Style
UK SBS Supply of new boiler	51100051			<a href="#">View/Respond to RFx</a>		

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: BuyerUser2 UKSBS  
RFx Attachments (11)  
RFx Messages (1)  
Run RFI Report

**Questionnaires (5)**

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

RFx attachments and RFx message are available to view.



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 BuyerUser2 UKSBS  
 0

[RFx Attachments \(11\)](#)  
[RFx Messages \(1\)](#)

[Run RFI Report](#)

**Questionnaires (5)**

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

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 boiler...**

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

[RFx Attachments \(11\)](#)  
[RFx Messages \(1\)](#)

[Run RFI Report](#)

**Questionnaires (5)**

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

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&attachm...

CCS eSourcing

**Attachments (11)**

Level	Folder	Content	Attachment Name	
Event	Instructions	<a href="#">Bidder Training.pdf</a>	<a href="#">Bidder Training</a>	
Event	Instructions	<a href="#">Clarifications of sourcing documents cap...</a>	<a href="#">Clarifications to Bidders</a>	
Event	Instructions	<a href="#">ITQ Invitation to Quote.doc</a>	<a href="#">ITQ</a>	ITQ sour
Event	Instructions	<a href="http://www.uksbs.co.uk/services/procure/..">http://www.uksbs.co.uk/services/procure/..</a>	<a href="#">UK SBS Training videos</a>	
Question	RFI	<a href="#">AW1.1 Form of Bid ITQ.pdf</a>	<a href="#">AW1.1 Form of Bid</a>	
Question	RFI	<a href="#">AW1.2 Certificate of Best Value Bid.doc</a>	<a href="#">AW1.2 Certificate of Best Value Bid</a>	

Crown Commercial Service eSourcing - Windows Internet Explorer

https://ukgps-sandbox.emptoris.com/e1/virus\_scan\_results\_popup.jsp?cu...

CCS eSourcing

**Virus Scan Results**

File	Status
AW5.2 Price sche	Passed

Download Cancel

## 5. REVIEWING RFx MESSAGES

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

The screenshot shows the CCS eSourcing web application. At the top, there is a navigation bar with links: My Profile, Bids, Messages, and Utilities. Below this, the breadcrumb trail reads 'RFx(s) > UK SBS Supply of new boil...'. The main content area displays 'Description: UK Shared Business Services Invitation to Quote De...' and 'Type: RFI'. Under 'Contact Information', it shows 'BuyerUser2 UKSBS' and '0'. A red box highlights the 'RFx Messages (1)' link, which is accompanied by an envelope icon. Other links visible include 'RFx Attachments (11)' and 'Run RFI Report'. Below the main content, there is a section titled 'Questionnaires (5)' containing a table with five rows of questionnaires.

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

## 6. ANSWERING QUESTIONNAIRES

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

This screenshot shows the same CCS eSourcing interface as the previous one, but from a different browser window. The browser's address bar shows the URL 'https://ukgps-sandbox.emptoris.com/e1/index.jsp?\_eps\_=Y'. The page content is identical to the previous screenshot, showing the 'RFx Messages (1)' link highlighted with a red box. The 'Questionnaires (5)' section is also visible, showing the same five questionnaires. The 'place response' button is not explicitly labeled in the image, but it is implied to be the button that would be clicked to answer a questionnaire.

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

They will then face a screen with questions:

The screenshot shows a web browser window titled "Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC". The address bar shows a URL from "https://ukgps-sandbox.emptoris.com". The page header includes "CCS eSourcing" and "RFI 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

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 detailing the specification.

Scoring Criteria - For Information Only

Question Level (0)

	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.

Crown Commercial Service eSourcing - Windows Internet Explorer provided by

https://ukgps-sandbox.emptoris.com/e1/list\_attachment\_frame.jsp?OWNER\_TYPE=5&OWNER\_ID=


CCS eSourcing


Attac

**Response Attachments (0)**

Level	Content	Attachment Name	Description	Organization	Name/Subject
NO DATA AVAILABLE					

Close

 Virus scanning is enabled for attachments. The export job will fail if it contains any infected file

 Click on the link in the Content column to view the attachment. To download attachments, check download and then click 'Export'.






Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/attachment/jsp/ajax\_upload\_attachments.jsp?\_eps\_=Y&OWNER

CCS eSourcing


Attac

Please enter attachment information. ( Max allowed upload file size 20 MB )

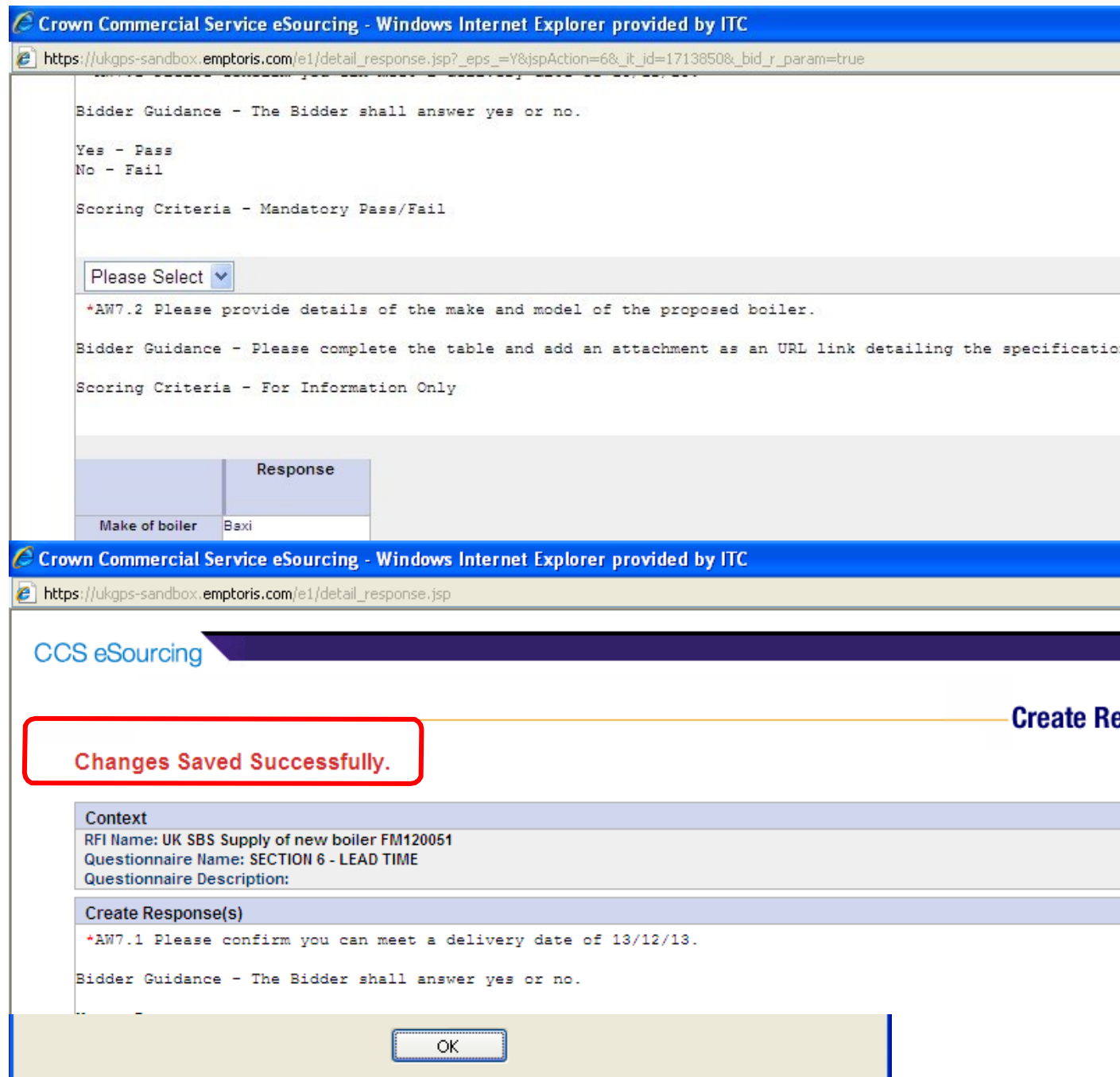
Name *	Location	Description	Attachment
AW5.2 Price schedule	Local Drives		C:\Documents and
Google	URL		www.google.co.uk
	Local Drives		
	Local Drives		
	Local Drives		



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.



The screenshot displays the Crown Commercial Service eSourcing interface in a Windows Internet Explorer browser. The address bar shows the URL: [https://ukgps-sandbox.emptoris.com/e1/detail\\_response.jsp?\\_eps\\_=Y&jspAction=6&it\\_id=1713850&bid\\_r\\_param=true](https://ukgps-sandbox.emptoris.com/e1/detail_response.jsp?_eps_=Y&jspAction=6&it_id=1713850&bid_r_param=true). The page content includes sections for 'Bidder Guidance', 'Yes - Pass', 'No - Fail', and 'Scoring Criteria - Mandatory Pass/Fail'. A dropdown menu labeled 'Please Select' is visible. Below this, there is a section for '\*AW7.2 Please provide details of the make and model of the proposed boiler.' with a 'Bidder Guidance' and 'Scoring Criteria - For Information Only'. A table with two columns, 'Make of boiler' and 'Response', is shown, with 'Baxi' entered in the 'Response' column. At the bottom of the page, a red-bordered box contains the message 'Changes Saved Successfully.' in red text. To the right of this message is a 'Create Response' button. Below the message box, there is a 'Context' section with the following details: 'RFI Name: UK SBS Supply of new boiler FM120051', 'Questionnaire Name: SECTION 6 - LEAD TIME', and 'Questionnaire Description:'. Below the context section is a 'Create Response(s)' section with the text '\*AW7.1 Please confirm you can meet a delivery date of 13/12/13.' and 'Bidder Guidance - The Bidder shall answer yes or no.' At the bottom of the page, there is an 'OK' button.

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](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

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

[https://ukgps-sandbox.emptoris.com/e1/detail\\_response.jsp](https://ukgps-sandbox.emptoris.com/e1/detail_response.jsp)

CCS eSourcing

Create Response

**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.

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


















BuyerUser2 UKSBS  
0

 [RFx Attachments \(13\)](#)

 [RFx Messages \(1\)](#)

 [Run RFI Report](#)

Questionnaires (5)

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

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)  
0

Questionnaires (5)

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

Click on relevant envelope

Click o

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

The screenshot shows the 'Crown Commercial Service eSourcing' interface in a Windows Internet Explorer browser. The address bar displays a URL from 'ukgps-sandbox.emptoris.com'. The page header includes the 'CCS eSourcing' logo and a 'View by Questionnaire' link. Below the header, there are three tabs: 'Questionnaire Messages(0)', 'Sent Messages', and 'Broadcast Messages'. The 'Questionnaire Messages(0)' tab is active, showing a table with columns 'Status', 'From', and 'Date BST'. The table is currently empty, displaying 'NO DATA AVAILABLE'. A 'Close' button is located at the bottom right of the table area.

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

The screenshot shows the 'Crown Commercial Service eSourcing' interface in a Windows Internet Explorer browser. The address bar displays a URL from 'ukgps-sandbox.emptoris.com'. The page header includes the 'CCS eSourcing' logo and a 'Create Message' link. Below the header, there is a form for creating a message. The form has three main sections: 'Context', 'To', and 'Subject'. The 'Context' field is set to 'Questionnaire SECTION 8 - PRICE QUESTIONNAIRE'. The 'To' field is set to 'All Hosts', with a dropdown menu showing three options: 'Crown Commercial Service - Bev Manna', 'Crown Commercial Service - BuyerUser2 UKSBS', and 'Crown Commercial Service - James Aldred'. The 'Subject' field is set to 'AW1.1'. The 'Message' field contains the text 'Please can you clarify the date you intend to award contracts?'. The 'All Hosts' dropdown and the 'Subject' field are highlighted with red boxes.



Bidders can view the question in the sent messages.

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

The screenshot displays the CCS eSourcing interface within a Windows Internet Explorer browser. The browser's address bar shows the URL: [https://ukgps-sandbox.emptoris.com/en/frames\\_message\\_popup.jsp?OWNER\\_TYPE=3&OWNER\\_ID=1713700&msgViewContext=](https://ukgps-sandbox.emptoris.com/en/frames_message_popup.jsp?OWNER_TYPE=3&OWNER_ID=1713700&msgViewContext=). The page title is "Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC".

The main navigation bar includes "Questionnaire Messages", "Sent Messages(1)", and "Broadcast Messages". The "Sent Messages(1)" tab is highlighted with a red box. Below this, a table lists messages with columns "From", "To", and "Date".

A yellow arrow points to the "RFx messages" section, which is highlighted with a red box. This section shows "RFx Attachments (13)" and "RFx Messages (1)".

Below the "RFx Messages" section, a table lists "Questionnaires (5)". The table has columns "Questionnaire / Question", "Status", and "Date BST". The rows are:

Questionnaire / Question	Status	Date BST
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)

The bottom section of the screenshot shows the "Received Messages(1)" tab, which is also highlighted with a red box. This section displays a table with columns "Status", "From", and "Date BST". The row shows:

Status	From	Date BST
New	Crown Commercial Service, .	23/06/2014 10:26

The "Close" button is visible at the bottom right.

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.

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgss-sandbox.emptoris.com/e1/detail\_message\_create.jsp?\_ops\_="Y&spAction=6&msgViewOrgContext=1&msgViewContext=1&OWNER\_ID=41880&OWNER\_TYPE=4

CCS eSourcing

Create Message

Content: [Redacted]

To: Crown Commercial Service - Bev Manna, Crown Commercial Service - BuyerUser2 UKSBS, Crown Commercial Service - James Aldred

Subject: Timescales

Message: Can I have an extension of 10 working days please?  
A Bidder

Attachments: [Red Box around Attachments link]

Send [Cancel]

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 R

Received Messages	Sent Messages(3)	Broadcast Messages
From	To	Date
UKSBS Test Supplier 2 - Test Supplier 2, ...	RFI - Host	06/1
UKSBS Test Supplier 2 - Test Supplier 2, ...	Item - Host	06/1
UKSBS Test Supplier 2 - Test Supplier 2, ...	Item - Host	06/1

Close

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 boil...**

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

Type: RFI

[RFx Attachments \(13\)](#)  
[RFx Messages \(1\)](#)

[Run RFI Report](#)

**Questionnaires (5)**

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

Crown Commercial Service eSourcing - Windows Internet Explorer provided by

https://ukgps-sandbox.emptoris.com/en/list\_attachment\_frame.jsp?OWNER\_TYPE=4&OWNER\_ID=

CCS eSourcing

**Attachments (13)**

Level	Folder	Content	Attachment Name
Event	Instructions	Bidder Training.pdf	<a href="#">Bidder Training</a>
Event	Instructions	Clarifications of sourcing doc....xls	<a href="#">Clarifications to sourcing docume</a>
Event	Instructions	ITQ Invitation to Quote.doc	<a href="#">ITQ</a>
Event	Instructions	<a href="http://www.uksbs.co.uk/services/procure/...">http://www.uksbs.co.uk/services/procure/...</a>	<a href="#">UK SBS Training videos</a>
Question	RFI	<a href="#">AW1.1 Form of Bid ITQ.pdf</a>	<a href="#">AW1.1 Form of Bid</a>
Question	RFI	<a href="#">AW1.3 Certificate of Bona Fide Bid.doc</a>	<a href="#">AW1.3 Certificate of Bona Fide B</a>
Question	RFI	<a href="#">AW3.1 ITQ Validation check.pdf</a>	<a href="#">AW3.1 Validation check</a>
Question	RFI	<a href="#">AW5.2 Price schedule captivate video.xls</a>	<a href="#">AW5.2 Price schedule</a>
Question	RFI	<a href="#">AW5.5 ISupplier fact sheet.pdf</a>	<a href="#">AW5.5 I Supplier Fact Sheet</a>
Question	RFI	<a href="#">AW5.5 Science Warehouse fact sheet.pdf</a>	<a href="#">AW5.5 Science Warehouse Fact</a>



CCS eSourcing

## Virus Scan Results

File	Clarifications of
Status	Passed
<div>Download</div> <div>Cancel</div>	

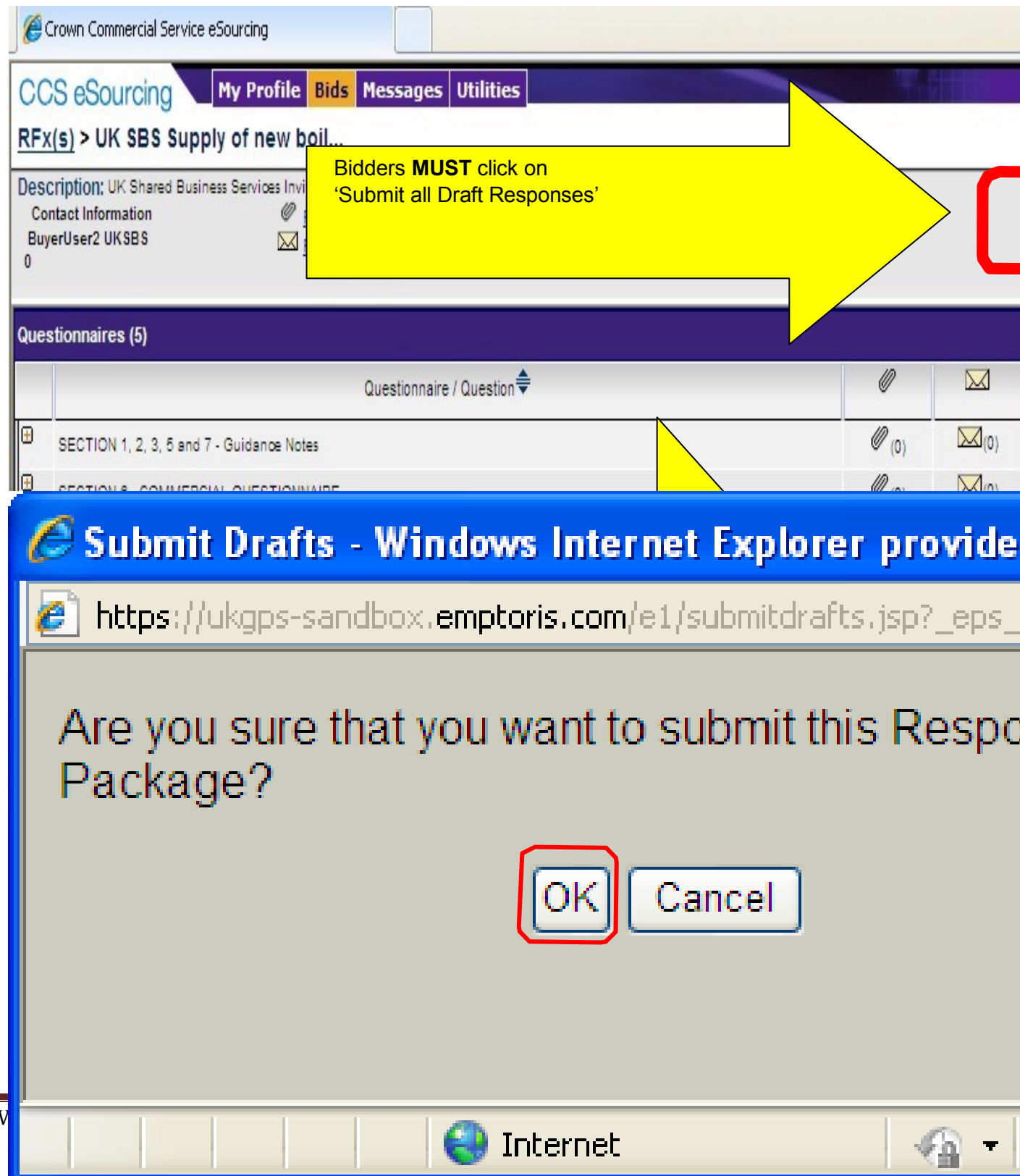
12									
13	5				contracts				
14	6								



## 9. SUBMITTING YOUR BID

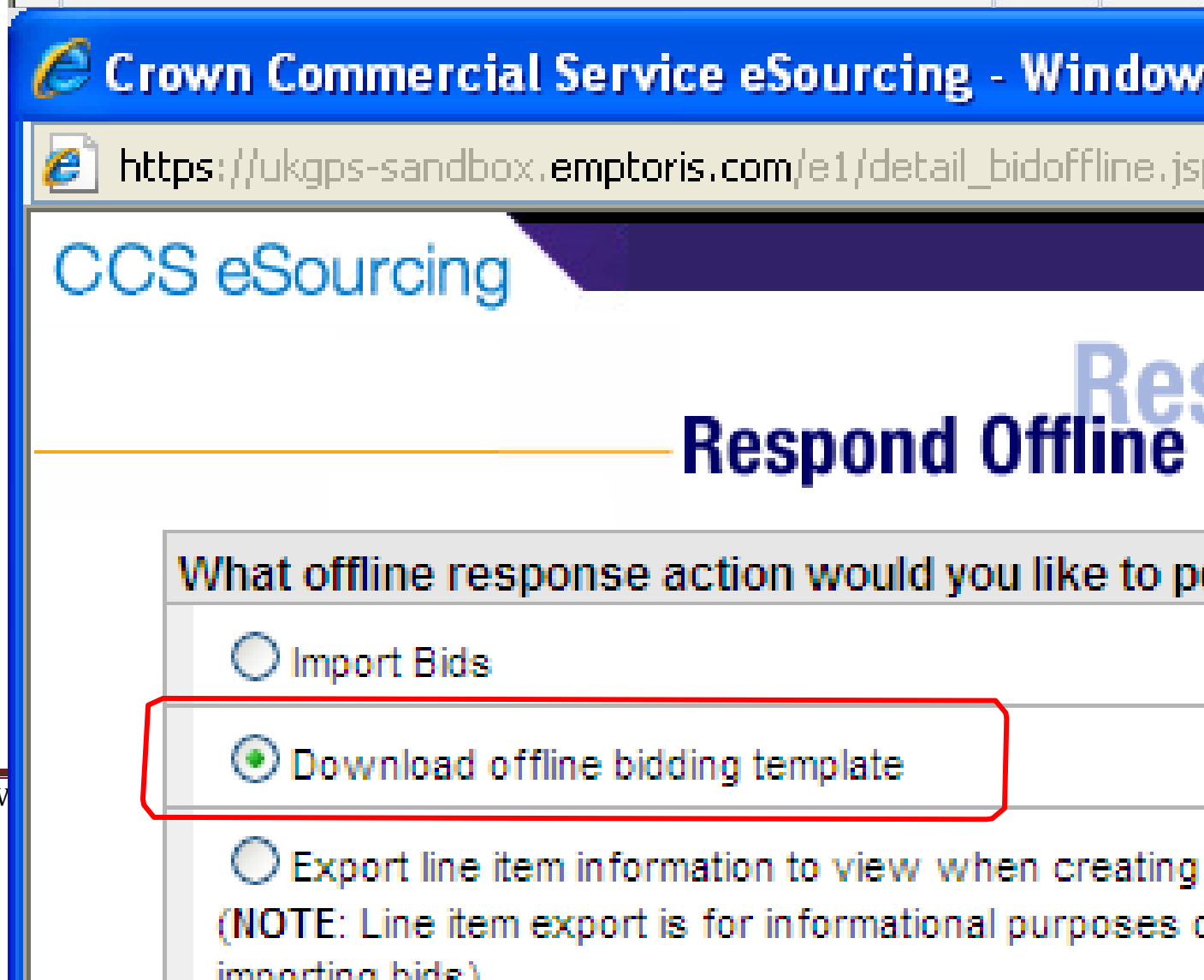
Once you have answered all required (\*) questions and uploaded all your attachments you can submit your draft response.

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



## 10. DOWNLOADING YOUR RESPONSE

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



And export in your required format:

**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"/>

**Export** Close

**Data Manager**

Jobs (1)				Type	Import/Export ▼	Status	All
User	Job ID	Type	Description	Status			
<a href="#">Stokes, K...</a>	124...	Integrati...	Export - ...	Running			

Once complete you can download the report.

**Crown Commercial Service eSourcing - Windows Internet Explorer provided**

[https://ukgps-sandbox.emptoris.com/e1/frames\\_job\\_list.jsp?TYPE\\_FILTER=0](https://ukgps-sandbox.emptoris.com/e1/frames_job_list.jsp?TYPE_FILTER=0)

## CCS eSourcing

### Data Manager

**Jobs (1)** Type Import/Export

User	Job ID	Type	Description	Status
A1			Header Section	

	A	B	C	D
1	Header Section			
2	Organization Unique ID : CCS Procurement			
3	RFx Name : UK SBS Supply of new boiler FM120051			RFx Type
4	RFx Unique ID : FM120051			Round
5				
6	<b>Question Information And Response Section</b>	<b>ANSWERED 17 / 17</b>		
7	<b>Questionnaires - Questions</b>	<b>Response</b>	<b>Response Comments</b>	
23	<b>SECTION 6 - QUALITY QUESTIONNAIRE</b>			
	*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 criteria Mandatory 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			
25	Scoring criteria - Maximum Marks 10%	xx		ANSWERED
26	<b>SECTION 6 - LEAD TIME</b>			
	*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			
27	Scoring Criteria - Mandatory Pass/Fail	Yes		ANSWERED
	*AW7.2 Please provide details of the make and model of the proposed boiler.			
	Bidder Guidance - Please complete the table and add an attachment or on URL link detailing the specification.			

Instructions Question Response Table Response



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.