

## **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.
l	Please follow the instructions below to access the event 1. Logon to Government Procurement Service eSourcin
	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 meus select Bids > View RFx(s).
	<ol> <li>Locate the RFx Name in the list of RFx(s)</li> <li>Click on the RFx Name link to view the RFx.</li> <li>Please do not hesitate to contact James Aldred Tel 01793 867593 for further information.</li> </ol>
	Please do NOT reply to this email as it is a system generated email with an un-monitored mailbox. Please lo into https://ukgps-sandbox.emptoris.com to respond to this message.

Bidders will now need to login to the system.

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

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

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

Crown Commercial Service eSourcing Suite	
Supplier System Usage Agreement	
Version 2.1	
General Terms	
1. Introduction	
<ol> <li>This User Agreement between the Crown Commercial Service (the Buyer) and the Supplier governs the access and use of the eSourcing Suite (the System) by the Supplier to respond to an invitation from the Buyer participate in a procurement exercise.</li> <li>A procurement exercise may invitation to Submit Final Tender (ITSFO), Invitation to Submit Final</li></ol>	D), an ontract. plied on er ne event
<ul> <li>2.2. The Suppler fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Wor Days.</li> <li>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.</li> </ul>	ing
3. Registration	
<ol> <li>To be granted access to the System, the Supplier must register each person which the Supplier visites to be a Supplier User by providing the required registration data and specifying a user ID and password.</li> <li>User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that It's Supplier Users do not divulge or disclose their user ID or passwords to third parties. In the ext the Supplier shall ensure that It's Supplier Users do not divulge or disclose their user ID or password may have been divulged, disclosed or discovered by any third party, they shall immediately notify the Buyer.</li> <li>The Supplier shall designate an individual Supplier User to manage access to the System by other Supplier Users.</li> <li>The Supplier must immediately inform the Buyer in the event that a Supplier User leaves its employment on longer requires access to the System. The Buyer retains the right to deactivate a Supplier User user ID password if there has been on access for a period of sith (60) days.</li> </ol>	
4. Supplier's Obligations	
ESOURCING USE AGREEMENT	
I Agree I do NOT Agree	

# 3. COMMITING TO RESPOND TO A REQUIREMENT

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

CCS eSourcing My Profil	e <mark>Bids</mark> Message	es Utilitie	5						, 🔎 🛛	* 8 🗶
				Bids View RFx(s)		Crown Commercial Service				
All Open/Pending/Paused RFx(s)									🙀 Open/Pending	/Paused 🔽 🔞 🚇
RFx Name	RFx Unique Id	Summary	RFx Acceptance	Coloral DC-	Туре	RFx Style	Status	Time Remaining	Open Time BST	Close Time BST
UK SBS Supply of new boiler FM120051	FM120051		ø	View/Respond to RFx 🔒	1		Open	2 hrs 57 min	20/06/2014 13:57	23/06/2014 14:00

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

CCS eSourcing My Profile Bids Messages Utilities					P 🛛 🕷 🖬 🕺
Description: UK Sharea Business Services Invitation to Quote De Contact Information PREAStandments (11) BuyerUser2 UKSBS MREASTAND REF. Messages (1) 0	Type: RFi ∳ <u>Run RFI Recort</u>				0 Open Time: 2008/2014 13:67 BST Close Time: 23:08:2014 14:00 BST Status: Open
Questionnaires (5) Questionnaire / Question		Ø		Respond	Accept Decline 22
B SECTION 1, 2, 3, 5 and 7 - Guidance Notes		Ø (0)	(0)	Place Response	
B SECTION 6 - COMMERCIAL QUESTIONNAIRE		Ø (0)	(0)	Place Response	
B SECTION 8 - PRICE QUESTIONNAIRE		Ø (0)	(0)	Place Response	
SECTION 6 - QUALITY QUESTIONNAIRE		Ø (0)	(0)	Place Response	
SECTION 6 - QUALITY QUESTIONNAIRE		Ø (0)	(0)	Place Response	

## 4. **REVIEWING RFx ATTACHMENTS**

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

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

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

RFx attachments and RFx message are available to view.

x(s) > UK SBS Supply of new boil				Remaining Time: 2hr 55m 1s
cription: UK Shaved Business Ser Des Invision to Cuble Ue Type: RFI Intact Information			Submit all Draft Responses >	
stionnaires (5) Questionnaire / Question	Ø		Respond	Respond Offline
Cuestoniale / Questoni +				
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Place Response	
	Ø (0) Ø (0)	(0)	Place Response Place Response	
SECTION 1, 2, 3, 5 and 7 - Guidance Notes				
SECTION 1, 2, 3, 8 and 7 - Guidanne Notes SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	<b>(</b> 0)	Place Response	

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

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

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

eso Co	cription: UK Shared Business Service Levistice to Onto De Intact Information englacy Likes Ses	ck here to w achments		t Responses	Remaining Time: 2hr 55m 1s     Open Time: 2008/2014 13:57 BS     Close Time: 2008/2014 14:00 BS     Status: Open
ues	stionnaires (5)				Respond Offline
	Questionnaire / Question 🚔	Ø		Respond	View History
0	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Place Response	
)	SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	<b>(</b> 0)	Place Response	
)	SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	<b>(</b> 0)	Place Response	
)	SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	<b>(</b> 0)	Place Response	
9	SECTION 6 - LEAD TIME	Ø (0)	(0)	Place Response	

#### To view attachments:

Bidders will see a screen like this:

	urcing				
					A1
Attachm	ents (11)				
Level	Folder	Content	Attachment Name	Descripto	n Organi
Event	Instruction	Bidder Training.pdf	Bidder Training		Crown Comme
Event	Instruction	Clarifications of sourcing documents or	Clarifications to Bidders		Crown Comme
Event	Instruction	ITQ Invitation to Quote.doc	<u>1TQ</u>	ITQ sour	
Event	Instruction	http://www.uksbs.co.uk/services/procure	UK SBS Training videos		k on content link to
Question	RFI	AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid	dow	nload
Question	RFI	AW1.3 Certificate of Bona Fide Bid.do	AW1.3 Certificate of Bona Fide Bid		
Question	RFI	AW3.1 ITQ Validation check.pdf	AW3.1 Validation check		ning videos and
Question	RFI	AW5.2 Price schedule captivate video.	Is AW5.2 Price schedule	Price	
Question	RFI	AW5.5 ISupplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet		orown oonnin
Question	RFI	AW5.5 Science Warehouse fact sheet.	df AW5.5 Science Warehouse Fact Sheet		Crown Comme
Question	RFI	Area where new boiler will be installed	AW6.2 Plan	Image to support	der response. Crown Comme

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

Crown Commercial Service eSourcing - Wind	ows Internet Explorer provided by ITC 🔳 🗖 🔀
https://ukgps-sandbox.emptoris.com/e1/virus_scan_result	ults_popup.jsp?cur_id=406250&OWNER_TYPE=48 🔒 🔯
CCS eSourcing	
	Attachments
	AW5.2 Price schedule captivate video.xls
Status	Passed
Download	Cancel

### 5. REVIEWING RFx MESSAGES

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

Co	cription: UK Shaved Business Services Invitation to Cuote De			Submit all Draft Responses >	Copen Time: 20/06/2014 13:57 BST Close Time: 23/06/2014 14:00 BST Status: Open
ue	stionnaires (5) Questionnaire / Question♥	Ø		Respond	Respond Offline View History
0	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Place Response	
I.	SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Place Response	
9	SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	<b>(</b> 0)	Place Response	
	SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response	
D					

All received messages are in the 'Received messages' folder. All messages sent are in the 'Sent messages' folder. All standard system related messages are in the 'Broadcast messages' folder.

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

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

## 6. ANSWERING QUESTIONNAIRES

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

			💌 🔒 😣 🍫 🗙 💶 u	ive Search
jile Edit View Favorites Iools Help				
🍃 Favorites 🛛 🖕 🔊 Emp sand UKSBSBuyer2 💰 Emp live UKSBSBuyerUser1 🐻 Dun & Bradstreet UK 💰 UK SBS	Webmail			
Crown Commercial Service eSourcing			🙆 • 🔊 ·	🖃 🌐 * Page * Safety * Tools *
CCS eSourcing My Profile Bids Messages Utilities				📃 🔎 🛤 🔍 🗐
Fx(s) > UK SBS Supply of new boil				Remaining Time: 2hr 46m 18s
escription: UK Shared Business Services Invitation to Quote De Type: RFI Contact Information @ REX Attachments (11) PRUN RFI Report			Submit all Draft Responses >	Close Time: 23/06/2014 14:00 BST
Contact Information			Submit all Draft Responses >	
Contact Information	Ø		Submit all Draft Responses >	Status: Open
Center Linformation	Ø (0)			Status: Open Respond Offline
Center Lindomanian  Center			Respond	Status: Open Respond Offline
Contact Information Contac	Ø (0)	(0)	Respond Place Response	Status: Open Respond Offline
Center filmmation Center filmmation Center filmmation Center films Plan REL Record Plan REL RE	(0) (0)	0)	Place Response Place Response	Status: Open Respond Offline

They will then face a screen with questions:

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

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 click on 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 click on will show the number of attachments uploaded against the specific question.

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC
🕒 https://ukgps-sandbox.emptoris.com/e1/list_attachment_frame.jsp?OWNER_TYPE=5&OWNER_ID=2093670&ATT_ACT_BAT_TITLE=form.bid.respon 🛛 🏪 🗌 🖄
CCS eSourcing
Attachments
Response Attachments (0)
Level Content Attachment Name Description Organization Name/Subject Last Changed by Add Attachment Modified Size
NO DATA AVAILABLE
Virus scanning is enabled for attachments. The export job will fail if it contains any infected files. Click on the link in the Content column to view the attachment. To download attachments, check the box on the far right next to each file you'd like to download and then click 'Export'.
ne 😜 Internet 🦓 🕶 🔍 100% 👻

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

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

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

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

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

own Commercial Service eSourcing - Windows Internet Explorer provided by ITC	
ps://ukgps-sandbox.emptoris.com/e1/detail_response.jsp?_eps_=Y&jspAction=6&_lt_id=1713850&_bid_r_param=true	
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 specif:	ication.
Scoring Criteria - For Information Only	
	Question Level (0)
	Question Level © (0)
Response	
Make of boiler Baxi Nodel of boiler 123	
Nodel 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.
After 13/12/13 = score 0	
06/12/13 - 13/12/13 = score 50 29/11/13 - 05/06/13 = score 100	
Scoring Criteria - Maximum Marks 5%	
	Question Level 🖉 (0)
29/11/13 - 05/12/13 💙	
* Required Field	

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC		
https://ukgps-sandbox.emptoris.com/e1/detail_response.jsp		🔒 🔒
CCS eSourcing	RFI	• •
Changes Saved Successfully.	Create Response	
Context RPI Hamse UK SBS Supply of new bolier FM120051 Questionnaire Barengione: Questionnaire Description:		
Create Response(s)		
*XW7.1 Please confirm you can meet a delivery date of 13/12/13. Bidder Guidance - The Bidder shall answer yes or no.		

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

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

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

When complete save and close the questionnaire.

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

X(5)         > UK SBS Supply of new boil           Scription: UK Shared Business Services Invitation to Ducte De         Type:           Scription: UK Shared Business Services Invitation to Ducte De         Type:           Ontact Information			Submit all Draft Responses >	Copen Time: 20/08/2014     Close Time: 23/08/2014     Status: Open	13:57 BST
estionnaires (5)		Station Bran		Respond	Offline 🔒
Questionnaire / Question 🗢	Ø		Respond	View History	
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Revise Response	View History	08 (1)
SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	<b>DE</b> (1)
SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	08 (1)
SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response		
SECTION 8 - LEAD TIME	Ø (0)	(0)	Revise Response	View History	08 (1)

Once all questionnaires are completed you can submit them.

## 7. RAISING CLARIFICATIONS

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

Clarification at questionnaire level.

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ile Edit View Favorites Iools Help						
🍃 Favorites 🛛 🚕 🔊 Emp sand UKSBSBuyer2 🔊	Emp live UKSBSBuyerUser1 🔜 Dun & Bradstreet UK 👩 UK SBS	Webmail				
Crown Commercial Service eSourcing				🙆 · 📾	- 🖃 🌐 - Bage - Safety	• Tools • 🔞 •
CCS eSourcing My Profile Bids	Messages Utilities				🔎 💌 🐔	8 🗶 👔
Fx(s) > UK SBS Supply of new boil					Remaining Time: 2	hr 33m 54s
escription: UK Shared Business Services Invitation to					Open Time: 20/08/201- Close Time: 23/08/201-	
Contact Information @ REx Atta	hments (13) Run RFI Report			Submit all Draft Responses		
BuyerUser2 UKSBS RFx Mes	ages (1)					
BuyerUser2 UKSBS M RFx Mes	ages (1)				Respond	d Offline 😹 🖁
BuyerUser2 UKSBS 📈 RFx Mes	ages(1) Questionnaire / Question	Ø		Respond	Respond View History	d Offline 😕 🖁
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BuyerUser2 UKSBS Sold <u>Rick Mas</u> uestionnaires (5)   SECTION 1, 2, 3, 5 and 7 - Guidance Notes  SECTION 4 - COMMERCIAL QUESTIONWARE		(0) (0)	(0) (0) (0) (0)	Revise Response Revise Response	View History View History View History	(1) (1)
averUser2 UKSES Sold <u>RCk Iles</u> uctionnaires (5) SECTION 1. 2. 3. 6 and 7 - Guidance Notes SECTION 8 - COMMERCIAL QUESTIONVAIRE SECTION 6 - CRICE QUESTIONVAIRE	auestionare / auestion ♦ Click on	@ (0) @ (0) @ (0)	(0) (0) (0) (0)	Revise Response Revise Response Revise Response	View History View History View History	(1) (1)
	Questionnaire / Question 🗢	(0) (0) (0) (0) (0)	(0) (0) (0) (0)	Revise Response Revise Response Revise Response Place Response	View History View History View History View History	(1) (1) (1) (1)
BuyerUser2 UKSBS         Did RCk.Itea           ucestionnaires (5)	auestionare / auestion ♦ Click on	(0) (0) (0) (0) (0)	(0) (0) (0) (0)	Revise Response Revise Response Revise Response Place Response	View History View History View History View History	(1) (1) (1) (1)

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

🖉 Crown Commercial Service eSourcii	ng - Windows Internet	Explorer provided by ITC		
https://ukgps-sandbox.emptoris.com/en/frame	mes_message_popup.jsp?OW	NER_TYPE=3&OWNER_ID=17137008msgViewContext=2&	USPOPUP_PARAM=1	
CCS eSourcing				2 🕹
		View by Questionn	Messages	
Questionnaire Messages(0)	Sent Messages	Broadcast Messages	last 10 day(s) 🗸 🏘 Create	
Questionnaire Messages(0)	Sent Messages From	Broadcast Messages Date BST		

To raise a clarification click on 'Create'

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

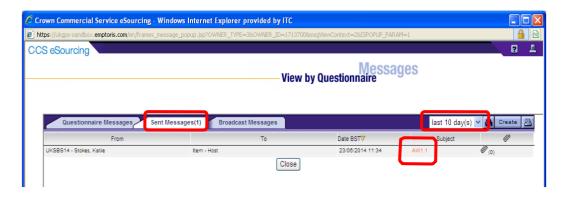
#### Always send to 'All hosts'.

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

Crown Con	nmerc	ial Service eSourcing - Windows Internet Explorer provided by ITC	
🖉 https://ukgp	os-sandb	ox. <b>emptoris.com</b> /e1/detail_message_create.jsp?_eps_=Y&jspAction=6&msgViewOrgCon	text=28msgViewC 🔒 🛛 🔀
CCS eSou	urcing		
		Create Message	
Co	ontext	Questionnaire SECTION 6 - PRICE QUESTIONNAIRE	Link to 'All
	То	All Hosts Crown Commercial Service - Bev Manna Crown Commercial Service - BuyerUser2 UKSBS Crown Commercial Service - James Aldred	hosts'
Su	ubject	AW1.1	Add question no
Me	ssage	Please can you clarify the date you intend to award contracts?	e from
Attach	hment	▶ Attachments(0)	

Bidders can view the question in the sent messages.

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



Alternatively Bidders can raise clarifications through RFx messages:

🕒 🕤 🔻 👔 https://ukgps-sandbox.emptoris.com/e1/index.jsp?_ep.	os_=Y			💌 🔒 🗟 😽 🗙 🔯 Li	ve Search
Ele Edit View Favorites Iools Help					
🖕 Favorites 🛛 👍 🔊 Emp sand UKSBSBuyer2 🙆 Emp live UKSBSBuye	erUser 1 😹 Dun & Bradstreet UK 👩 UK SBS V	Webmail			
Crown Commercial Service eSourcing				👌 • 🔊 -	🖃 🌐 🔹 Bage 🛛 Sa
CCS eSourcing My Profile Bids Messages Util	ilities				🔎 🗷 (
RFx(s) > UK SBS Supply of new boil					Remaining Tim
Description: UK Sha	Type: RFI ▶ <u>Run RFI Recort</u>			Submit all Draft Responses >>	Close Time: 230 Status: Open
COCS	Run RFI Recort	10			Close Time: 230 Status: Open
Cabledonares (b)	Run RFI Recort	Ø		Submit all Draft Responses >> Respond	Close Time: 230 Status: Open
COCS	Run RFI Recort	Ø (0)	(0)		Close Time: 23/0 Status: Open
Castoniares (b)	Run RFI Recort			Respond	Close Time: 230 Status: Open Res View History
C 20.284207053121 C 20.28420705312 C 20.2842070552 C 20.2842070555 C 20.2842070555 C 20.2842070555 C 20.2842070555 C 20.2842070555 C 20.2842070555 C 20.2842070555 C 20.284207555 C 20.284207555 C 20.284205555 C 20.284205555 C 20.284205555 C 20.284205555 C 20.284205555 C 20.284205555 C 20.284205555 C 20.284205555 C 20.2842075555 C 20.2842075555 C 20.28420755555 C 20.28420755555	Run RFI Recort	Ø (0)	(0)	Respond Revise Response	Res View History View History
Control of the c	Run RFI Recort	@ (0) @ (0)	(0)	Respond Revise Response Revise Response	Cise Time 220 Status: Open Res View History View History View History

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



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.

		Create Message
Contex	oly of new boiler FM120051	
All Hosto		
To Crown Con	mercial Service - Bev Manna Service - BuyerUser2 UKSBS	
Crown Com	mercial Service - James Aldred	
Subject Timescales		
Can I have	an extension of 10 working days please?	~
	in entendion of the norming days prease.	
A Bidder		
Message		
message		
		$\sim$
	ters. (max allowed - 5000)	
Attachment Attachments	(0)	

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

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

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

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

		View by RFx	5	
Received Messages	Broadcast Messages		last 10 day(s	s) 🗸 🉀 Create
From	То	Date GMT	Subject	
UKSBS Test Supplier 2 - Test Supplier 2,	RFI - Host	06/11/2013 10:59	Timescales	Ø (0)
UKSBS Test Supplier 2 - Test Supplier 2,	Item - Host	08/11/2013 10:38	AW1.1	Ø (0)
UKSBS Test Supplier 2 - Test Supplier 2,	Item - Host	06/11/2013 09:54	AW5.7	Ø (0)

#### 8. RECEIVING CLARIFICATIONS

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

There maybe associated messages also in RFx messages to review.

Note it is the Bidders responsibility to check for clarifications.

Co	Incitiplion: UK Shake Busines Se free Invitation to Quote De Type: RFI Intent Information @ RFX_Alterometre (12) 200 Phy INSERDENTIT			Submit all Draft Responses >:		14:00 BST
)ue	stionnaires (5) Questionnaire / Question 🗢	Ø		Respond	Respond View History	Offline )=
•	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Revise Response	View History	08 (1
•	SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	DB (1
9	SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	<b>DB</b> (1
9	SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response		
	SECTION 6 - LEAD TIME	Ø (0)	(0)	Revise Response	View History	08 (1

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

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

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Attachments											
Atta	chments (	13)				4					
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Eve	nt Instru	ictio s	Clarifications of sourcing docxls	Clarifications to sourcing documents 23	_	Crown Commer					
Eve	nt Instru	ictions	ITQ Invitation to Quote.doc		ITQ sourcing document	Crown Commer					
Eve	nt Instru	ictions	http://www.uksbs.co.uk/services/procure/	UK SBS Training videos		Crown Commer					
Que	stion RFI		AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid		Crown Commer					
Que	stion RFI		AW1.3 Certificate of Bona Fide Bid.doc	AW1.3 Certificate of Bona Fide Bid		Crown Commer					
Que	stion RFI		AW3.1 ITQ Validation check.pdf	AW3.1 Validation check		Crown Commer					
Que	stion RFI		AW5.2 Price schedule captivate video.xls	AW5.2 Price schedule	Price schedule of requirement.	Crown Commer					
Que	stion RFI		AW5.5 ISupplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet		Crown Commer					
Que	stion RFI		AW5.5 Science Warehouse fact sheet.pdf	AW5.5 Science Warehouse Fact Sheet		Crown Commer					
Que	stion RFI		Area where new boiler will be installed	AW8.2 Plan	Image to support bidder response.	Crown Commer					
Resp	ponse RFI		AW5.2 Price schedule.xls	AW5.2 Price schedule		UKSBS14					
Resp	ponse RFI		http://www.google.co.uk	Google		UKSBS14					
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	Clarifications of sourcing docxls
Status	Passed
Download	Cancel

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

4	А	В	С	D	E	F	G	Н
	Sourci	ing Docume	ent Clarific	ations				
		G REFERENCE: G DOCUMENT TIT	ILE:				e of new boiler 1120051	
7								
	No.	Section of sourcing document	Questionnaire	Question No.	Issue raised by Bidder for clarification	Date raised	Issue responded to by UK SBS	Date responde
	1	General			Can I have an extension of 10 working days	17/06/14	No extensions will be accepted on this project	17/06/14
0	2	6	Quality	AW6.2	Can a Bidder upload two attachments in response to this question a plan and a drawing?	17/06/14	Only one attachment will be accepted, if you submit more than one attachment only the first attachment will be considered. You can combine the image and the plan into a single attachment if you wish.	17/06/14
1	3	6	Lead time	AW7.1	If a Bidder cannot meet the pass / fail date for the lead time, but puts forward a aggressive price will they be considered?	17/06/14	No - it is a pass / fail question and the bid will not be considered whatever the price	17/06/14
2	4	6	Commercial	AW1.1	Please confirm when you intend to award contracts	23/06/14	We intend to award by 1/7/14	23/06/14
3	5							
1	6							

#### 9. SUBMITTING YOUR BID

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

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

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RFx(5) > UK SBS Supply of new boil         Description: UK Shared Business Services Information       Bidders MUST click on         Contact Homation       Superviser 2 UK SBS         BuyerUser2 UK SBS       Submit all Draft		Submit all Draft Responses >	Remaining Time: 2006/2014 13:67 BS1 Time: 2006/2014 13:67 BS1 Time: 2306/2014 14:00 BS1 S IS: Open	Т
Questionnaires (5)			Respond Offline	8 A
Questionnaire / Question 🚔		Respond	View History	
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	Revise Response	View History	l (1)
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		Revise Response	View History	D (1)
section 8-LEAD     responses must be	Ø (0)	Revise Response	View History	<b>D</b> (1)

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Are you sure that you want to submit this Response Package?
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Questionnaire responses can be updated at any time up to the closing date; however each time you update the questionnaire responses **YOU MUST RESUBMIT YOUR RESPONSE.** 

#### 10. DOWNLOADING YOUR RESPONSE

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

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Fx(s) > UK SBS Supp	y of new boil				Remaining Time: 21	hr 2m 42s
	ss Services Invitation to Quote De @ <u>Rfx Attachments (13)</u> <u>Rfx Messages (6)</u>	Type: RFI iport		Submit all Draft Responses >	Copen Time: 20/08/2014 Close Time: 23/08/2014 Status: Open	
escription: UK Shared Busine Contact Information BuyerUser2 UK SB S		icot	X	Submit all Draft Responses >	Status: Open	4 14:00 BST
BSCription: UK Shared Busine Contact Information SuyerUser2 UK SBS uestionnaires (5)	@ REX.Attachments (13)	1001 ()		Respond	Close Time: 23/06/2014 Status: Open Respond View History	4 14:00 BST
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Then click on 'download offline bidding template' and OK

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	Respond Offline	
	What offline response action would you like to perform?	
	O Import Bids	
	Download offline bidding template	
	O Export line item information to view when creating offline bids (NOTE: Line item export is for informational purposes only and can not be used for importing bids)	
	OK Close	

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

And export in your required format:

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

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Once complete you can download the report.

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User	Job ID	Туре	Description	Status	Time Submitted	Time Scheduled	Time Completed
		Integrati	Export	Done - Click here to download results.	23/06/201		23/06/201

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

	A1 • fx Header Section									×
	A	В	С	D	E	F	G	н		-
1	Header Section									
2	Organization Unique ID : CCS Procurement									
3	RFx Name : UK SBS Supply of new boiler FM120051 RFx Unique ID : FM120051			RFx Type : RFI Round Name :				me : 2014-06-20 me : 2014-06-2		
4	KEX Onique ID : FM120051			Round Name :			close Date II	me : 2014-06-2:	5 14:00:00 851	
	Question Information And Response Section	ANSWERED 17 / 17								
7	Questionnaires - Questions	Response	Response Comments							
22	SECTION 6 - QUALITY QUESTIONNAIRE	Response	Response comments							
25	*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			and the second second						
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 Scoring criteria - Maximum Marks 10%	xx		ANSWERED						
	SECTION 6 - LEAD TIME	<u>^</u>		ANSWENED						
20	*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	Yes		ANSWERED						
21	*AW7.2 Please provide details of the make and model of the	Tes	-	ANSWERED						
	proposed boiler.									
	Bidder Guidance - Please complete the table and add an									
	attac									
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In using these training materials the Bidder commits that UK Shared Business Services Ltd shall be in no way liable should the Bidder be unable to complete any or all of their Bid or Response submission.