



eSourcing Suite - Supplier Guidance

Part B – Tendering and Further Competitions

Version 1.3

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1. Introduction

- 1.1. This document provides guidance to suppliers about Government Procurement Service's eSourcing Suite. It specifically addresses how to participate in tendering events, including customers' Further Competitions. Guidance on how to register organisations and users for the eSourcing Suite is provided in a separate Part A guidance document.
- 1.2. The eSourcing Suite is an online system providing a wide range of eSourcing functionality for Government Procurement Service, our customers and our suppliers. The eSourcing Suite supports end-to-end procurement activity including: early-market engagement, issuing Invitations to Tender, online evaluation, eAuctions, and post-award contract and supplier management. Access to the eSourcing Suite is available to registered organisations via the internet at <https://gpsesourcing.cabinetoffice.gov.uk>.
- 1.3. Please note that this guidance is for *suppliers* or *potential suppliers* to government. If you wish to register a public sector organisation as a *customer* of Government Procurement Service and use the eSourcing Suite, please contact our Service Desk on 0345 410 2222.
- 1.4. The eSourcing Suite has been implemented as part of Government Procurement Service's wider eEnablement Programme. This encompasses the introduction of the Government eMarketplace, the Dynamic Marketplace, new Spend Analysis functionality, and the forthcoming Procurement Portal.

2. Overview of the eSourcing Suite

2.1. Government Procurement Service's eSourcing Suite is used to support a variety of different procurement types:

- OJEU procurements run by Government Procurement Service. These are typically run under the 'Open' Procedure, but occasionally use the 'Restricted' or 'Competitive Dialogue' Procedure.
- 'Further competitions' run between suppliers on existing Framework Agreements, either by Government Procurement Service or by its public sector customers.
- More complex low-value (sub OJEU-threshold) procurements – although simpler low-value procurements will typically be run under the separate Dynamic Marketplace system.
- Electronic Auctions – as part of either an OJEU procurement, or a further competition managed by Government Procurement Service. Government Procurement Service's customers will not typically run auctions as part of their further competitions.

2.2. The eSourcing Suite system uses the term RFx ('Request For....'), as the generic term for a procurement event. There are three types of RFx:

- RFP (Request for Proposal) – where a participating supplier responds to questions, and bids prices.
- RFI (Request for Information) – where a participating supplier responds to questions, but does not bid any prices.
- RFQ (Request for Quotation) – where a participating supplier bids prices, but does not respond to any questions.

2.3. An Invitation to Tender (ITT) is issued by Government Procurement Service, to invite suppliers to submit a tender for a specific procurement. An ITT is an example of an RFP.

2.4. If the procurement is following the 'Open Procedure', a supplier will make a single submission – their tender – in response to the ITT.

2.5. If the procurement is following the 'Restricted Procedure', a supplier will first complete a PQQ (Pre-Qualification Questionnaire). Government Procurement Service will evaluate suppliers' PQQ responses, and then the ITT will be issued to a

short-list of suppliers. A PQQ (which does not involve bidding prices) is an example of an RFI.

2.6. To participate successfully in a procurement event via the eSourcing Suite, there are a number of steps to be followed:

- Expressing an Interest – to notify Government Procurement Service that your organisation wishes to be invited to participate in a specific procurement.
- Accepting or declining an RFX invitation. Suppliers are strongly recommended to review the RFX attachments, questions and bid fields before accepting or declining an RFX invitation.
- Responding to the RFX – completing questions and/or bidding prices; and uploading any required attachments.
- Sending or receiving messages. During an RFX, suppliers may send messages to Government Procurement Service (such as to ask clarification questions). Suppliers might also receive messages from Government Procurement Service, informing them of issues or developments.
- Reporting. During or after an RFX, there are a variety of summary reports that suppliers can run. Reports can be downloaded and saved.

2.7. Specific information on customers' Further Competitions, and how to participate in them, is included in Section 12 of this guidance.

3. Technical Requirements

- 3.1. The eSourcing Suite is accessed over the internet and should operate using any standard web-browser. Users of Internet Explorer should use IE6 SP3 or a later version.
- 3.2. To use the eSourcing Suite successfully, pop-up blockers on your web-browser will need to be disabled for this site (<https://gpsesourcing.cabinetoffice.gov.uk>). You may also wish to set the eSourcing Suite as a 'Trusted Site' on your browser.
- 3.3. Emails sent to supplier from the eSourcing Suite will come from the address GPSeSourcing@buyingsolutions.gov.uk. Please ensure that you have any email filters enabled, that will allow you to receive emails from this particular address.
- 3.4. It is recommended that suppliers using the eSourcing Suite regularly clear the 'cache' on their browser, including for existing cookies.

4. Expressing Interest in a Procurement

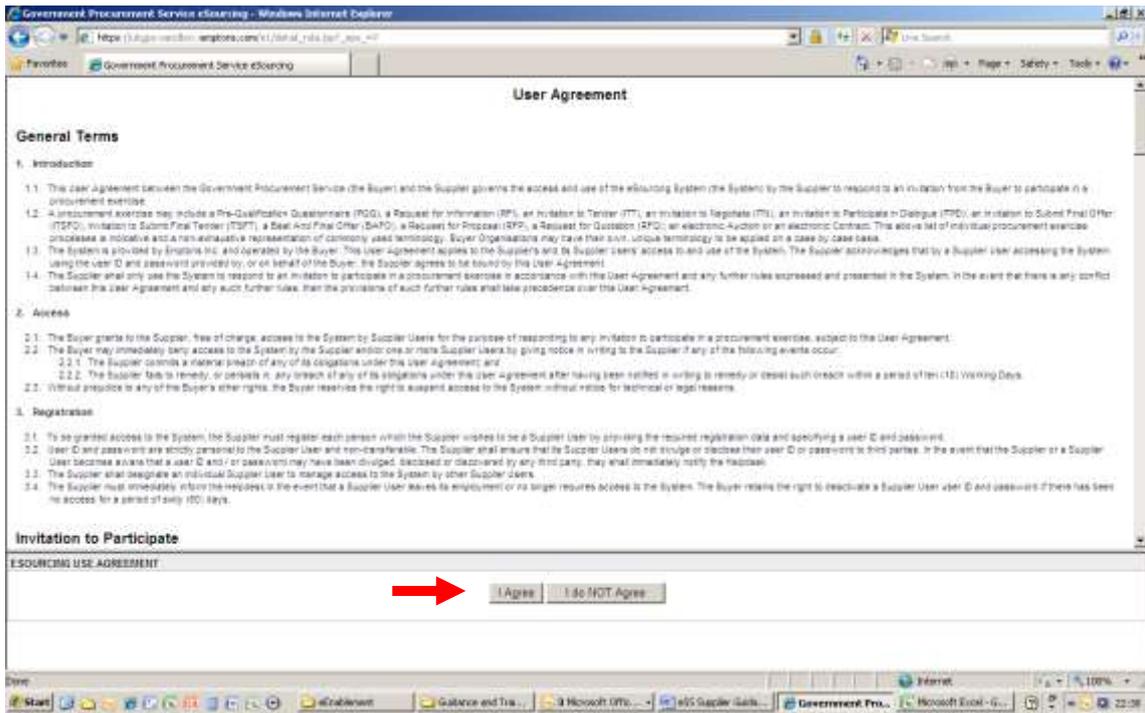
- 4.1. In keeping with European procurement Directives, whenever Government Procurement Service initiates a procurement for a new contract (of financial value above certain thresholds), the opportunity is first advertised via a Contract Notice in the Official Journal (OJEU).
- 4.2. Prospective suppliers can identify opportunities to participate in these Government Procurement Service procurements in a variety of ways, including:
 - [Tenders Electronic Daily \(TED\)](#)
 - [Contracts Finder](#)
 - [The Government Procurement Service website](#)
- 4.3. As explained in each relevant OJEU Contract Notice, a supplier should express an interest in a specific procurement by emailing Government Procurement Service at ExpressionOfInterest@gps.gsi.gov.uk . Note that a supplier must be registered as an organisation on the eSourcing Suite before an Expression of Interest can be accepted.
- 4.4. Government Procurement Service will process the Expression of Interest email and – if the supplier is registered on the eSourcing Suite – then invite the supplier to participate in the procurement event. The relevant user will receive an email notifying them of this invitation.
- 4.5. Suppliers that have set-up ‘Suggested Category Links’ that correspond to the category or sub-category covered by a specific procurement event may receive an invitation to participate directly, without the need to submit an Expression of Interest email. Information on how to set-up Suggested Category Links is provided in the separate Part A supplier guidance document.
- 4.6. Further Competitions are different. When a customer launches a Further Competition under an existing Government Procurement Service Framework Agreement, the suppliers on that Framework Agreement (and the specific Lot if relevant) will automatically be invited to the Further Competition event (and will receive email notification to the relevant email address. Detailed information on Further Competitions is found in Section 12 of this guidance.

5. Logging on to the eSourcing Suite

- 5.1. To log on, go to the eSourcing Suite front-page at <https://gpsesourcing.cabinetoffice.gov.uk>. Enter your User Name in the Name Box, and your password.



- 5.2. If you have forgotten your User Name or your password, click on the “Forgot...” links and follow the onscreen instructions.
- 5.3. The first time that you log on, you will be prompted to change your temporary password; and to provide the answer to a password reset question. Please note that your new password must be at least eight characters long, and consist of both upper and lower case letters, and a mixture of letters, numbers and non-alphanumeric characters.
- 5.4. The first screen you will see once you have logged-on is the User Agreement, governing the access and use of the eSourcing Suite. Suppliers must accept this agreement every time that they wish to use the eSourcing Suite. Click on ‘I Agree’ to proceed.



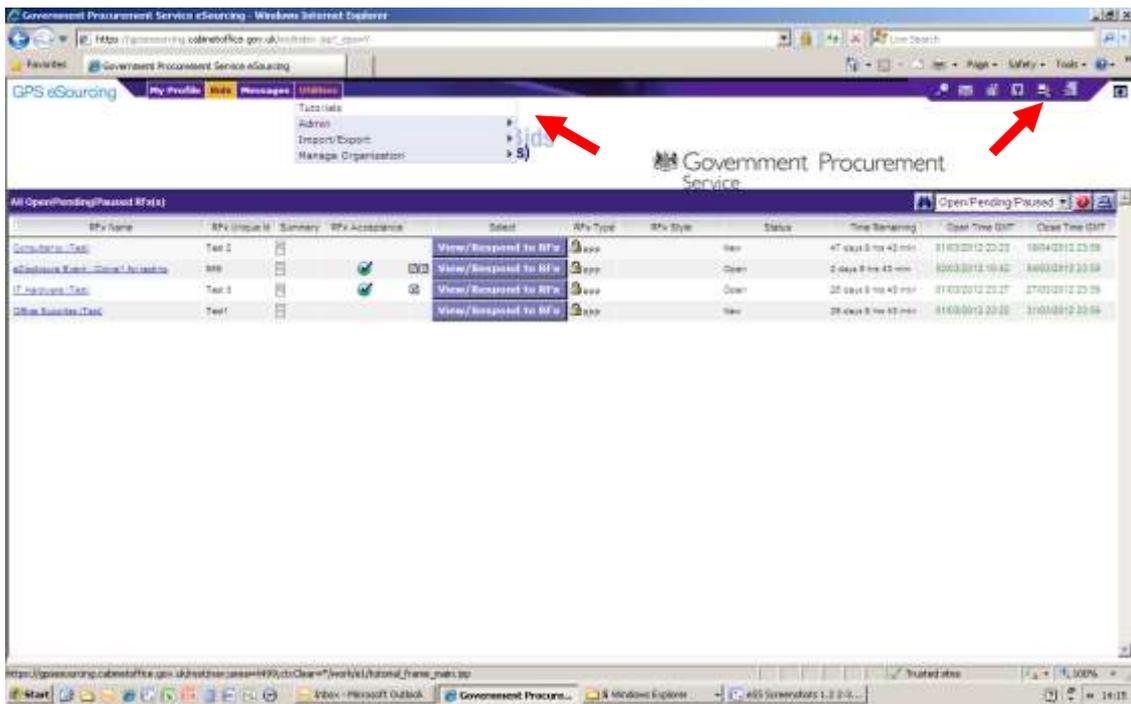
5.5. By default, the Home Page when logged on is the 'Bids – View RFX(s)' page. This Home Page can be accessed at any time by clicking on the 'Home' icon. Similarly, you can log-out at any time using the 'Logout' icon.



6. Online Tutorials

6.1. The eSourcing Suite contains free online tutorials, to illustrate the key functionality of the system. Once logged on, these tutorials can be accessed by:

- a) clicking on the Tutorials icon; or
- b) clicking on the Utilities button on the top menu-bar; then on Tutorials.



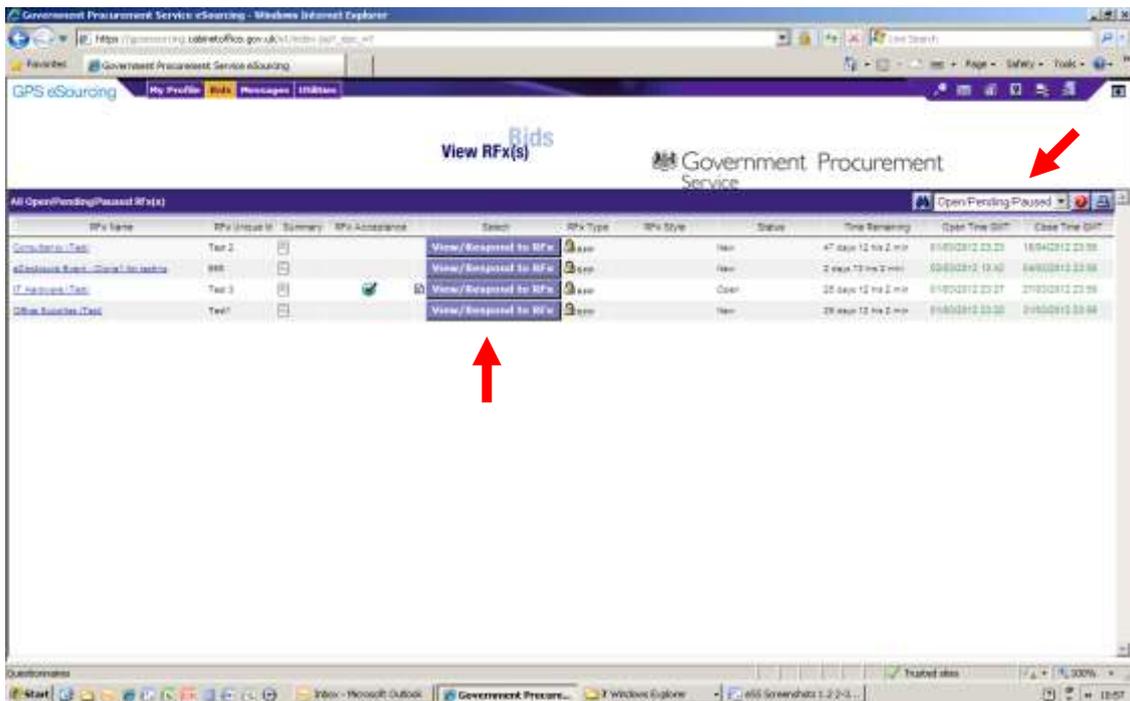
6.2. The Supplier Tutorial page will open. Click on the topic of interest to open the relevant tutorial, which will display in your browser. Tutorials are available on a range of topics including:

- Viewing and accepting an RFx
- Managing attachments
- Managing supplier users
- Responding to questionnaires
- Placing bids – SingleBid and MultiBid.
- Working with offline response templates
- Participating in electronic auctions

6.3. Please note that the tutorials are generic (for Emptoris version 9), rather than specific to the Government Procurement Service eSourcing Suite.

7. Accepting or Declining an RFx Invitation

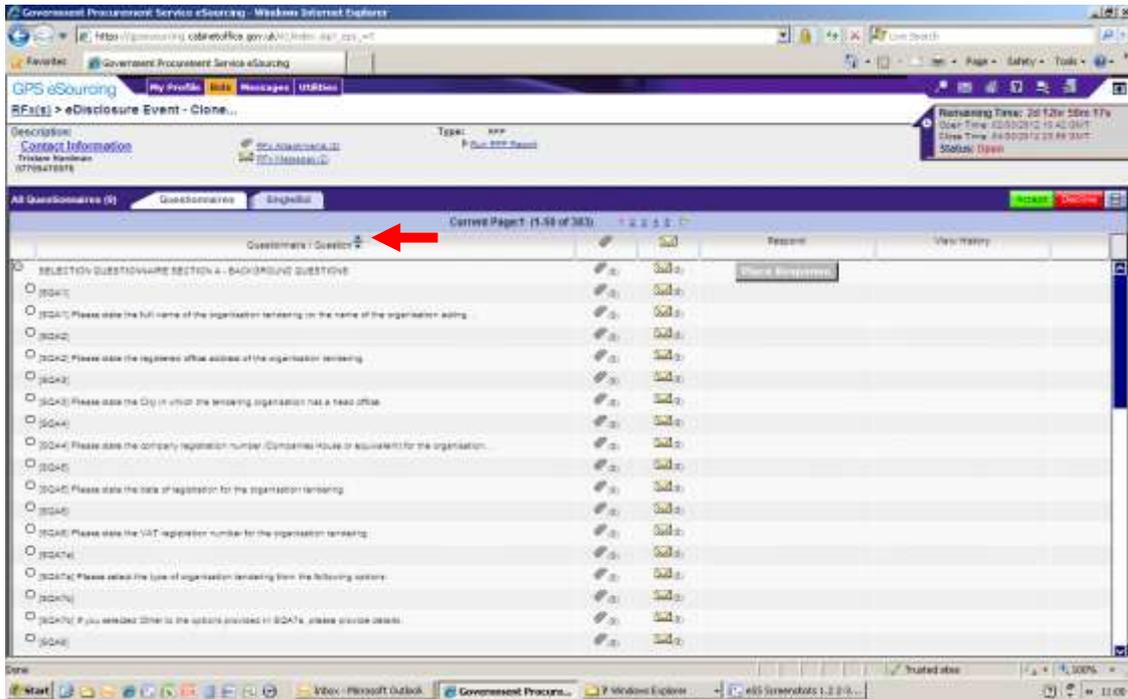
- 7.1. By default, when you first log on to the eSourcing Suite, it will show the 'Bids – View RFx(s)' page. If you do not see this page, click on the 'Home' icon (or on 'Bids' then 'View RFx(s)' on the top menu bar).
- 7.2. The home-page will display any current RFx(s) that your organisation has been invited to, including information such as the name, type, status and event timing. The drop-down box can be used to filter RFx(s) to show the open, pending, paused, closed and/or awarded events. If there are no such events the comment will show 'NO DATA AVAILABLE'.



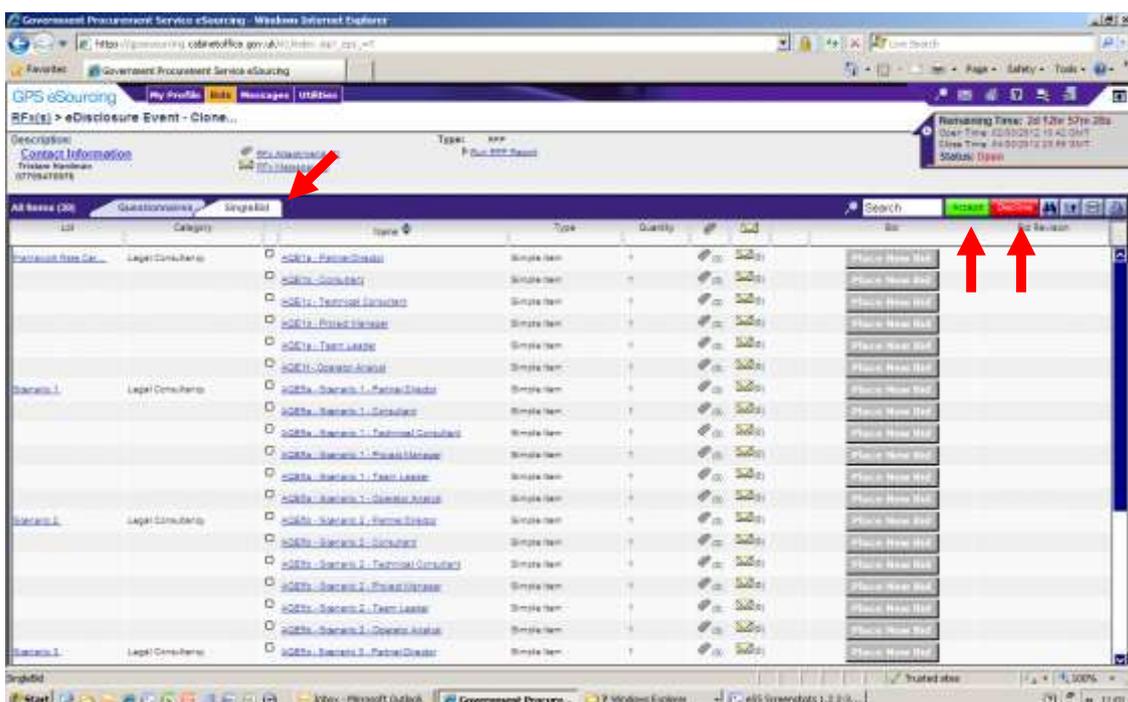
- 7.3. To review a specific RFx, click on the 'View/Respond to RFx' button for that event.

7.4. The page that follows will show an overview of the RFX. Prior to accepting the invitation to participate, you should **first carefully review the attached documents**, and then the RFX questions and bid-fields. Information on how open attachments is found in section 9 of this guidance.

7.5. Questionnaires are composed of questions. You can expand the questionnaires (individually with the relevant + box, or collectively with the ↓ icon), to view the component questions in each.



7.6. You can review the RFX items and bid-fields by clicking on the 'SingleBid' tab.

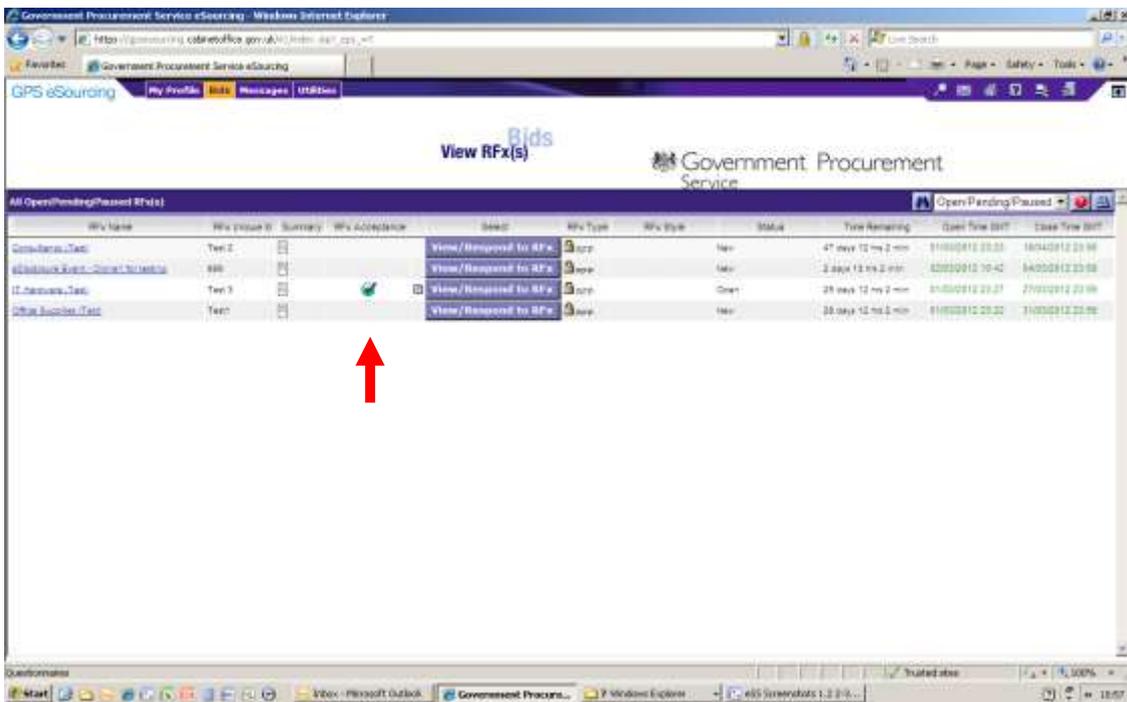


7.7. Having reviewed the attached RfX documentation and the questions and bid fields: if you wish to participate in the procurement, click on the green 'Accept' button. Alternatively, to decline the invitation to participate, click on the red 'Decline' button.

7.8. When you accept an invitation to an RfX, you are doing so on behalf of your organisation. A message will be sent to all your organisation's users who were also invited to that event, notifying them of the acceptance. They will not also need to accept the invitation.

7.9. After you accept an invitation to an event, the RfX overview page changes. The 'Place Response' buttons for each questionnaire (previously grey-out) change to red, and a new 'MultiBid' tab appears. You can begin to complete the RfX immediately, or click on 'Bids' then 'View RfX(s)' on the top menu-bar to return to the opening page.

7.10. RfX(s) for which invitations have been accepted show a 'tick' icon in the 'RfX Acceptance' field.



7.11. If you accept an invitation to an RfX and later decide that you do not wish to submit a tender, you should withdraw from the event (see section 8.8).

7.12. If you decline an invitation to an event, and then later decide that you do wish to take part, it is possible to change your mind. To do this go to 'Bids → View Invitations'. Click on the 'Declined' tab. Select the right-hand checkbox for the event in question, and then click the 'Accept' button.

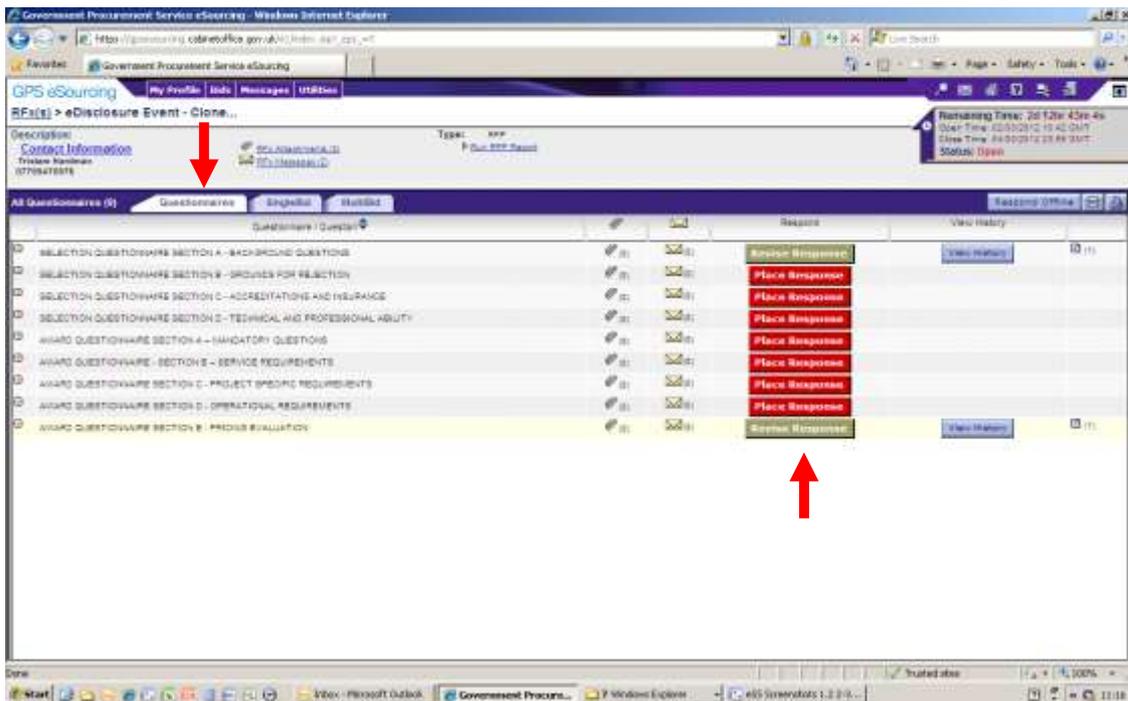
8. Responding to an RFx

8.1. Reviewing RFx attachments

- 8.1.1. Before you can respond to an RFx, you must first accept the invitation to participate (see section 7). As part of this process, suppliers should carefully review the RFx attachments **before** beginning to complete RFx questions or item bid-fields.

8.2. Completing Questions and Questionnaires

- 8.2.1. To view a specific RFx, click on 'Bids' then 'View RFx(s)' on the top menu-bar. Click on the 'View/Respond to RFx' button for the relevant RFx. Then click on the Questionnaires tab.
- 8.2.2. Each of the Questionnaires in the RFx will be shown. Initially the 'Respond' field will consist entirely of red 'Place Response' buttons. Click on one of these buttons to open a specific questionnaire. Note that, as individual questionnaires are completed, these will change to green 'Revise Response' buttons.



- 8.2.3. A questionnaire is completed in the RFx Create Response window. Suppliers should work through each of the component questions in a questionnaire, entering tender responses into the online form.
- 8.2.4. You should consult the separate Response Guidance Evaluation and Marking Scheme Document (attached as an RFx attachment) for an explanation of the marking-scheme and weighting for each question.

CONTENT
 RFP Name: eSourcing Quest - Clone for testing
 Questionnaire Name: AMARO QUESTIONS SECTION E - MPCING
 Questionnaire Description: AMARO QUESTIONNAIRE SECTION E - MPCING

CREATE RESPONSE
 (AQE1) Please confirm that you have completed the pricing submission comprised of bids against questions (AQE1) to (AQE1) in the Single or Multi Bid tab in the work.
 Please Select: [v]
 Question Level: [i]

MPCING Regional Variation
 (AQE1) Please provide charging details for maximum regional charging variations represented as a percentage uplift or discount.

	Percentage
England	0.00
Scotland	0.00
Wales	0.00
England (outside Gov)	0.00
Other (non UK)	0.00

Question Level: [i]

MPCING Additional Discounts
 (AQE1) Please provide the percentage uplift applicable to any work carried out during Additional Working Hours, Weekend Hours and Bank Holiday Hours.

	Percentage %
Premium applied to rfp	0.00
Premium applied to rfp	0.00
Premium applied to rfp	0.00

Question Level: [i]

8.2.5. Questions can take a variety of formats, including text, numeric, date, yes/no, drop-down boxes and tables. Mandatory questions are indicated by a red asterisk (*). The response to a questionnaire can only be saved once all the mandatory questions in that questionnaire have been completed.

8.2.6. For some questions, you might be asked to attach a document as part of your tender response. Adding attachments is explained in section 9 of this guidance.

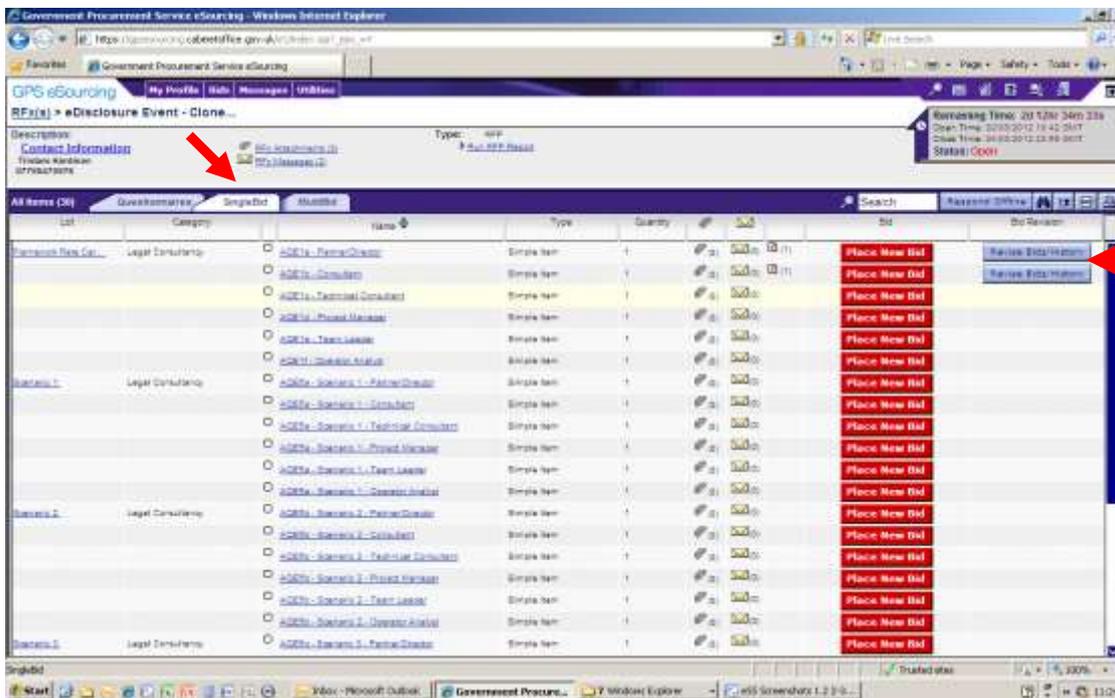
DO NOT attach documents unless explicitly asked to do so in a question.

Information included in unrequested attachments will not be evaluated, and could jeopardise the compliance of your tender.

8.2.7. If, whilst completing your RFX response, you have any queries to raise with Government Procurement Service, this should be done by sending a message via the eSourcing Suite (see section 10.3)

8.3. Background to Bids and Bid-fields

- 8.3.1. In the eSourcing Suite, pricing information is tendered by submitting bids against 'Items'. The 'SingleBid' page is used to complete bids one item at a time. The 'MultiBid' page is used to enter bids against multiple items at the same time, and can be faster if there a large number of items to bid against. You can choose to use either or both of these approaches when completing the RFx.
- 8.3.2. Related items can be grouped in 'Lots' for bid-evaluation and comparison purposes. It is important to note that these 'item lots' do not necessarily correspond to the 'lots' that a contract (or framework agreement) might be divided into for award purposes.
- 8.3.3. On the 'SingleBid' page, you can view a list of all the items. The red 'Place New Bid' button is used to place a bid against a specific item (see 8.4 below).



- 8.3.4. It is important to note that the eSourcing Suite will allow you to place more than one bid against a single item. In most cases this will not be what is required: so **only place more than one bid against an item if explicitly instructed to do so.**
- 8.3.5. Unlike with questionnaires, the red 'Place New Bid' button does not turn green after a bid has been submitted. However, items that have been bid against show a 'Revise Bid / History' button in the right-adjacent column, and a numbered 'B' icon on the left-adjacent column.
- 8.3.6. If you do inadvertently submit more than one bid against an item, it is possible to delete the unwanted bid(s). To do this: click on the 'Revise Bids / History'

button to open the 'View Bids' page; then select the check-box at the far right for the bid to be deleted, and click the waste-bin icon.

8.4.Entering Bids (Price Information) - Single Bids

- 8.4.1. From the 'SingleBid' page, clicking on an item's red 'Place New Bid' button opens a new 'Simple Bid' window. The bid fields required against that item will be shown on a form. Mandatory bid-fields will be marked with an asterisk (*). Bid fields will typically require numeric information, but can also include yes/no, date, tabular and multi-select responses.

The screenshot shows a web browser window titled 'Create Bids' with a 'Simple Bid' form. The form includes the following fields:

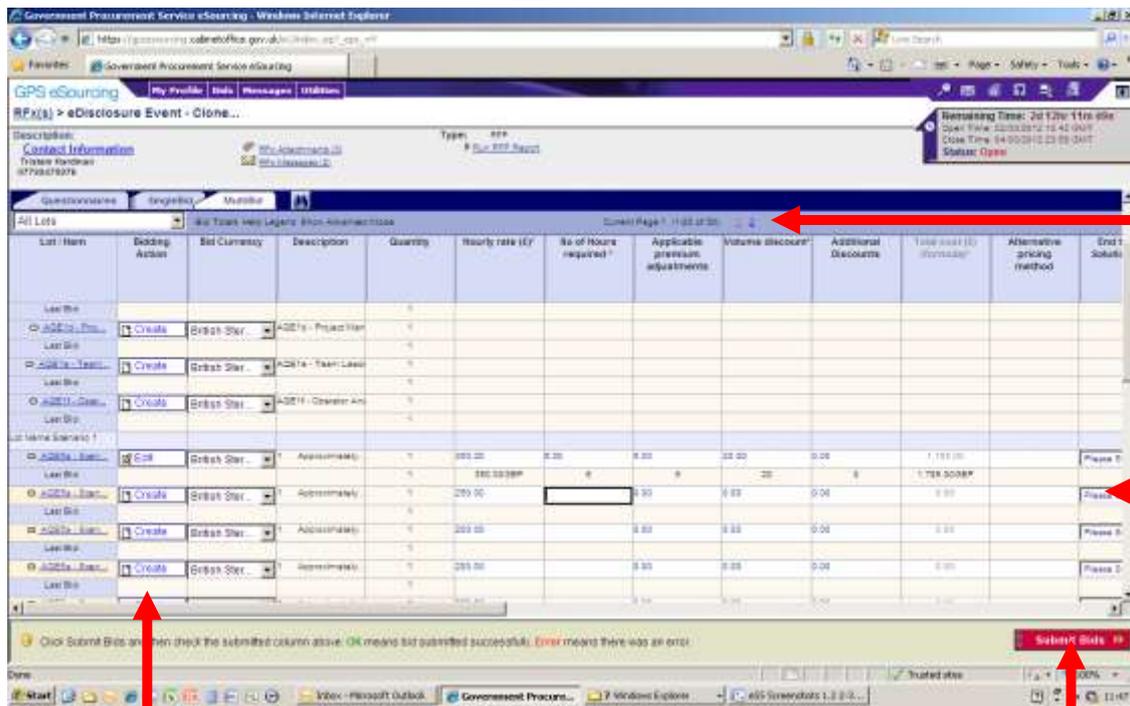
- Item Information: AGC1c - Technical Consultant
- Name: *AGC1c - Technical Consultant
- Description: *AGC1c - Technical Consultant
- Maximum Bidder Quantity: *
- Currency Type: British Sterling Pounds
- Price Per Unit: []
- Maximum List Price (Per Hour): [] GBP
- Maximum List Price (Per Day): [] GBP
- Volume Discount - 1-48 Days: [0.00]
- Volume Discount - 49-99 Days: [0.00]
- Volume Discount - 100-148 Days: [0.00]
- Volume Discount - 149-198 Days: [0.00]
- Volume Discount - 199-248 Days: [0.00]
- Volume Discount - 249-298 Days: [0.00]
- Volume Discount - 300 Days plus: [0.00]

- 8.4.2. You can also edit or delete information that you have previously entered, by re-opening this page and amending your earlier entries.

8.5.Entering Bids (Price Information) - MultiBids

8.5.1. The 'MultiBid' page shows a large table, that displays all the items and bid-fields in one place. Items are shown in the table rows, and item definition fields in the table columns.

8.5.2. The 'Help Legend' button (found below the MultiBid tab) provides an explanatory list of the symbols and colour-scheme used on this page.



There can be more than one page of Lots/Items

Enter bids into the white bid fields

Bid action can be Create or Edit

Click 'Submit Bids' to confirm new or amended bids

8.5.3. Bid information should be entered into the white bid fields. These will typically require numeric responses but can be other types such as yes/no or multi-select. You will not be permitted to enter information into greyed-out fields.

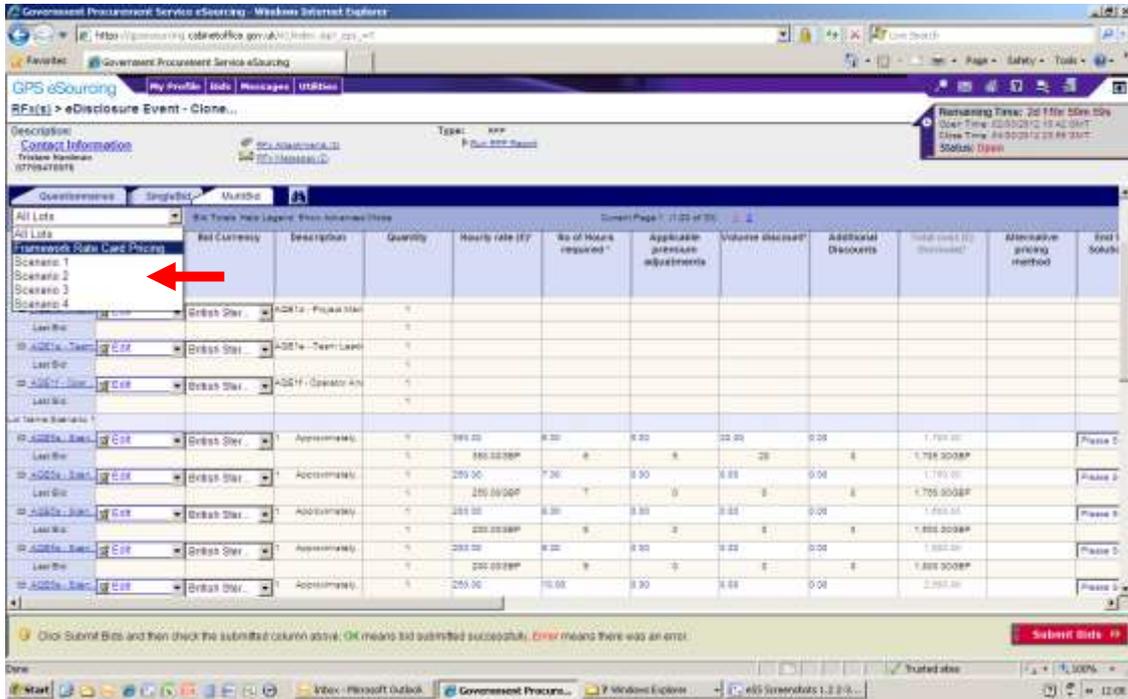
8.5.4. Not all bid fields are relevant to every item, so different items may require bid fields in different columns to be completed. Once initially completed, bid fields can be amended at any time.

8.5.5. Once entered or amended, bids must be saved by clicking the red 'Submit Bids' button before leaving a multibid page. Bid fields can be completed in any order. Not all items need to be completed before bids can be saved: but any given item cannot be saved if its mandatory fields are only partially completed.

8.5.6. After clicking 'Submit Bids' you will be shown and asked to confirm the added/amended bids, prior to them being saved. A further pop-up window will then confirm that the bids have (or have not) been saved successfully. Once an item's bid fields are completed and saved, the 'Bidding Action' for that action will change from 'Create' to 'Edit'.

8.5.7. You can edit an existing bid by typing a new entry over your earlier entry and then clicking again on the 'Submit Bids' button.

8.5.8. Note that there may be more than one page of Lots/Items to view. You may find it easier to complete the multibid page by viewing individual 'lots' separately, using the drop-down filter.



8.6. Inviting other Users to Participate in an RFx

8.6.1. A supplier might have multiple users that can access the eSourcing Suite, each with individually registered, with their own user profiles and log-on details. Supplier users can have one of two roles:

- Supplier Account Manager (SAM); or
- Supplier Agent.

For more information on SAMs and Supplier Agents, and how to create additional supplier users, see the separate Supplier Guidance Part A document.

8.6.2. By default, when Government Procurement Service receives an Expression of Interest (EOI) from a supplier for a specific event, the following users will be invited to the event:

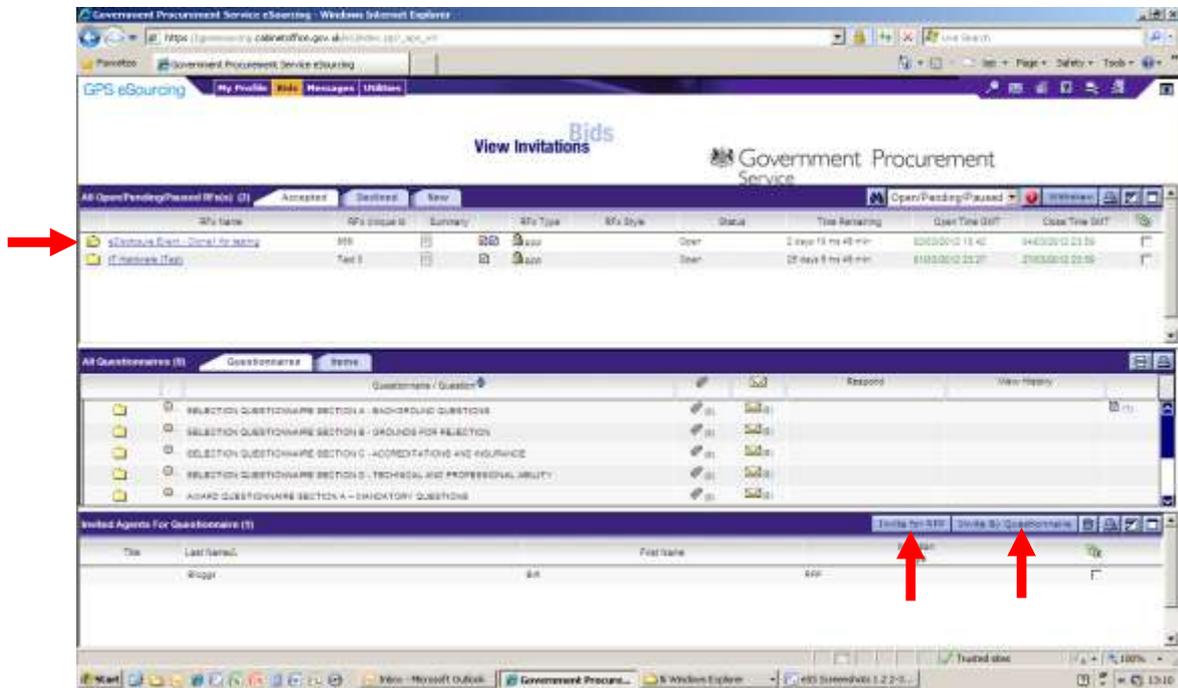
- the user that submitted the EOI; and

- any (additional) SAM(s) registered for that supplier.

8.6.3. If a supplier wishes for additional registered users to participate in completing the RFx, these can be added by a SAM. Click on 'Bids' then 'View Invitations' on the top menu-bar.

8.6.4. The 'View Invitations' page shows the current RFx(s) that a supplier has accepted. Clicking on the yellow folder-icon next to an RFx name shows underneath:

- The questionnaires and the items for that RFx; and
- The users from the supplier currently invited to the event ('Invited Agents').

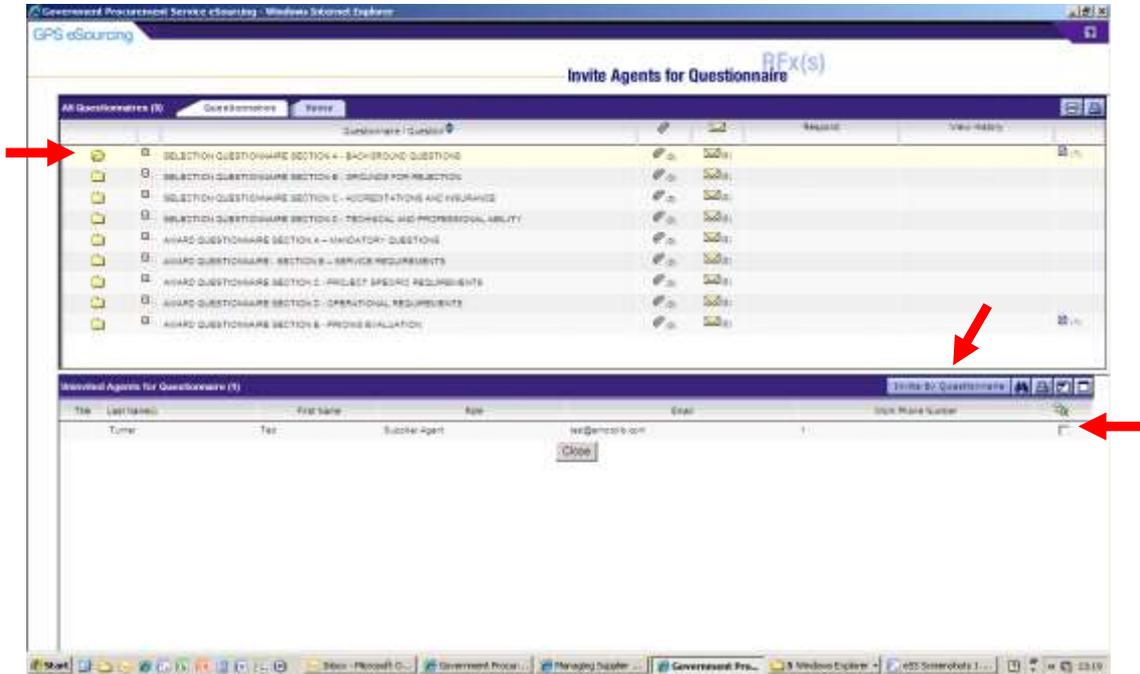


8.6.5. Additional users can be added for the entire RFx (meaning they can respond to any questionnaire and or item); or they can be added just for specific questionnaires and/or items.

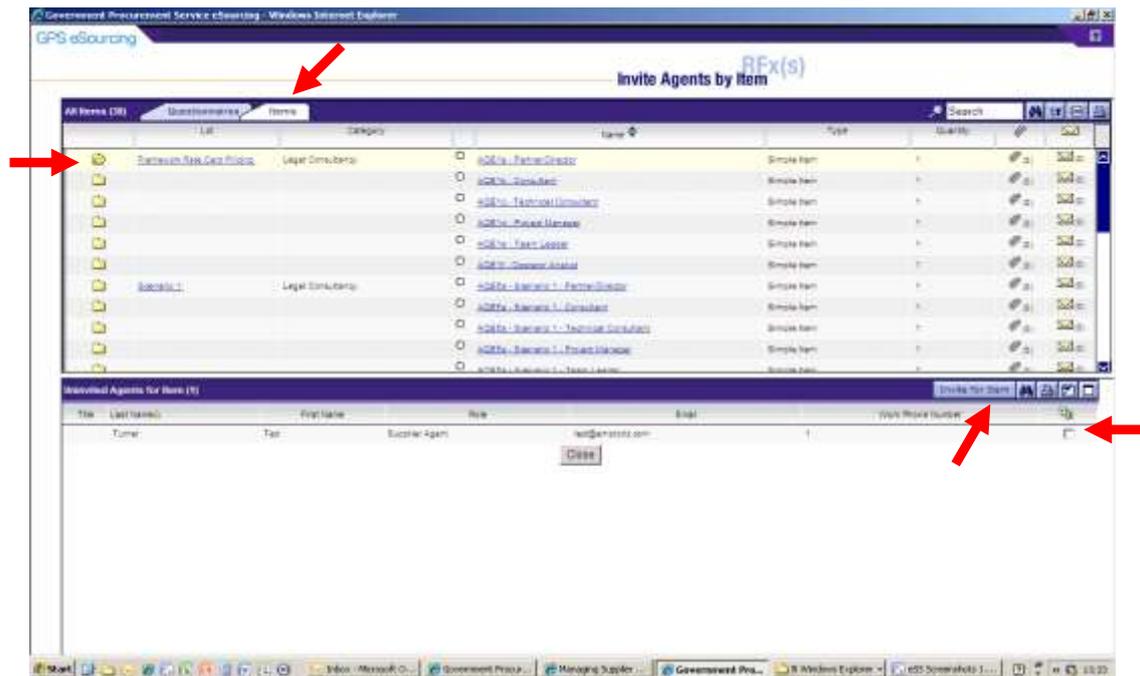
8.6.6. To add users for the entire RFx, click on the 'Invite for RFX' button. Select the users required (with the check-box on the far right), and then click "Invite for RFX' again.

8.6.7. To add users for specific questionnaires only, click on the 'Invite by Questionnaire' button. The following 'Invite Agents for Questionnaire' shows all the questionnaires for that RFx, and the currently uninvited agents.

Click the yellow folder-icon to the left of a specific questionnaire, then select the user(s) required for this questionnaire, and then click the 'Invite by Questionnaire' button.



8.6.8. To add users for specific items only, click on 'Invite by Questionnaire' as above, but then open the Items tab. Click the yellow folder-icon to the left of a specific item, then select the user(s) required for this item, and then click the 'Invite for Item' button.

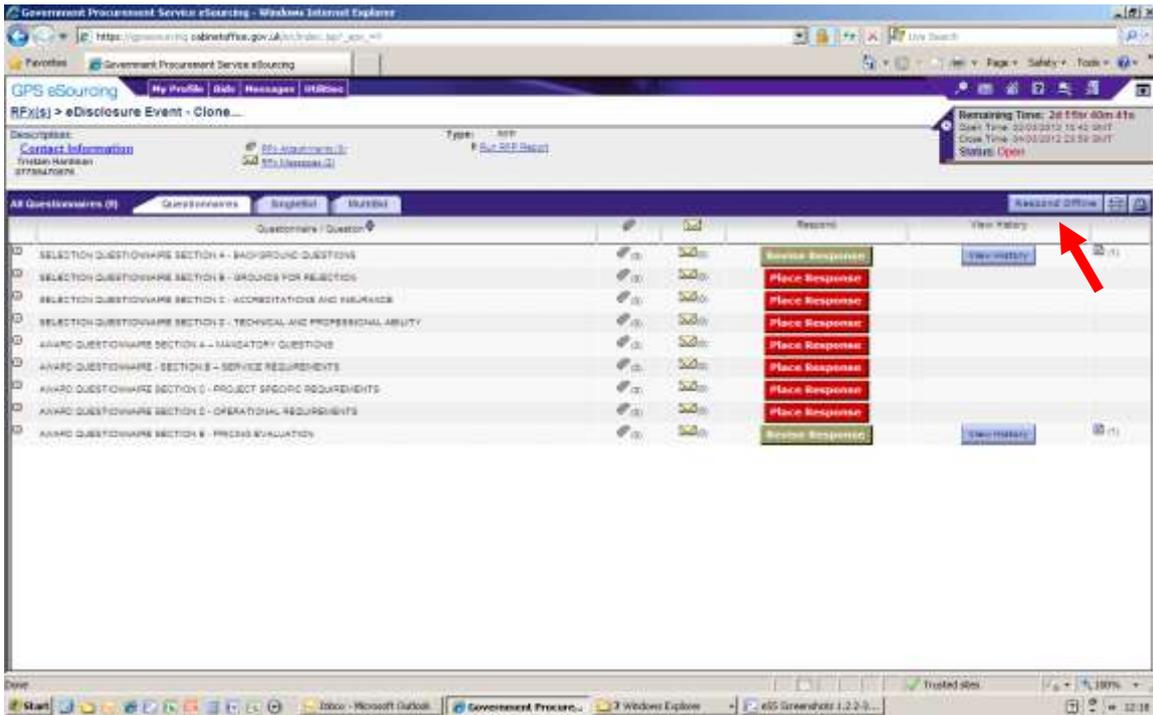


- 8.6.9. Close this window to return to the 'Bids – View Invitations' page, where the additional users should now be listed as Invited Agents. The Invitation Type field will show whether an individual is invited for the entire RFP, or just specific questionnaires and/or items.

8.7.Responding Offline

8.7.1. As an alternative to completing an RFX response online, you can complete some or all of this activity offline. This is done by creating, completing, and then uploading an offline bidding template.

8.7.2. To create an offline bidding template, click on the 'Respond Offline' button on an RFX's main page. Select the 'Download offline bidding template' radio-button, and then click OK.



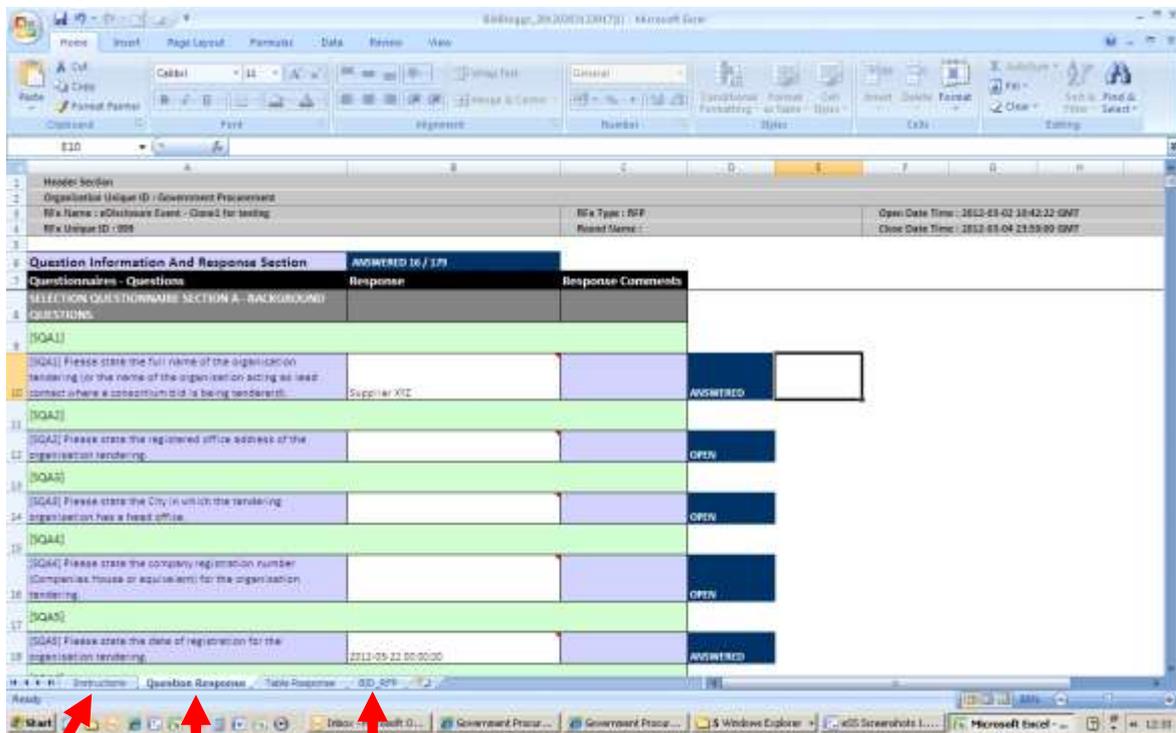
8.7.3. The Export Data page will open. Choose a name for your template (or adopt the suggested name) and the required file format. XLSX is the recommended file format.

8.7.4. The 'Utilities – Data Manager' page will open. Your template download will show as the most recent job. The status of this job will initially be 'Running' but, once completed, will change to 'Done – Click here to download results'

If the download does not appear to be progressing, clicking on the four-armed refresh icon will update to the latest job status.



8.7.5. The offline bidding template will be created as an Excel workbook. This has separate worksheets for questions/questionnaires and for bids. There is an Instructions worksheet, which you are recommended to read. There is also a discrete worksheet for any questions answered as tables; which is linked-to from the other worksheets when required.



Instructions

Questions worksheet

Bids worksheet

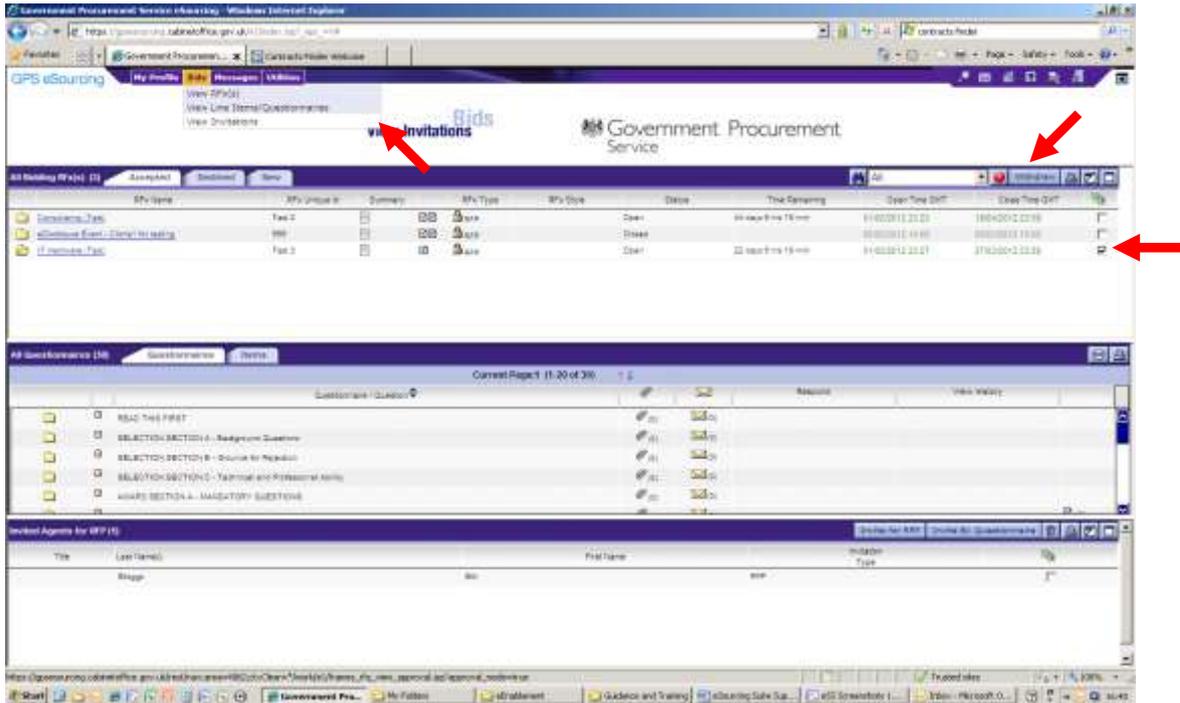
8.7.14. IMPORTANT POINTS FOR WORKING WITH OFFLINE TEMPLATE:

- If working offline, you are recommended to upload your offline-templates on a regular basis, as your work progresses. Do not leave the upload until the day that the event closes.
- You can only use an offline template once. If you partially complete an offline template, and then upload this, you must then create another NEW offline template, and continue your work in this. Do not upload a template and then continue working on the same template, and then re-upload it (or you could create duplicate bids in the system).

8.8. Withdrawing from an RFx

8.8.1. If, having accepted an invitation to participate in an RFx, you later decide that you do not want to submit a tender, you should formally withdraw from the event.

8.8.2. To withdraw from an event, click on 'Bids' then 'View Invitations' on the top menu-bar. On the right hand-side of the page, tick the check-box for the RFx that you wish to withdraw from, and then click the 'Withdraw' button.



8.9.Completing your RFx response

- 8.9.1. Your RFx response can be amended at any time up to the closing date and time for the event.
- 8.9.2. **There is a requirement to submit explicitly your response once you have completed it. Once you are content with your bids you will need to click on the 'SUBMIT ALL DRAFT BIDS' red button – this will ensure your response is submitted when the event closes.** At this point, the information entered for the RFx will create your tender (or PQQ response, if appropriate).
- 8.9.3. Prior to the closure of an RFx event, you are advised to **check carefully that you have responded to all the relevant questionnaires and completed all the appropriate bid-fields.** Failure to do this could render your tender or PQQ as non-compliant.
- 8.9.4. You can check that all questionnaires have been completed by ensuring that they all have a green 'Revise Response' button, not a red 'Place Response' button in the Respond field on the RFX questionnaires tab (see section 8.2.2).
- 8.9.5. You can check that all bid-fields have been completed by ensuring that all items show a 'Revise Bids/History' button when viewed on the 'SingleBid' page (see section 8.3.5).
- 8.9.6. You are recommended to create and download the RFx Report (see section 11.1), and review this to ensure that all your question responses and bids are correct.
- 8.9.7. When an event does close, you will no longer be able to make amendments to question responses, bids, or attachments. However, you will still be able to view your responses, and to print reports on the event (see section 11.1).

9. Managing Attachments

9.1.RFx Attachments

9.1.1. An RFX will include attached documents, such as Word or Excel files. These documents form a key part of the RFX and should always be read carefully before accepting the invitation to an event, or beginning to complete your response.

9.1.2. Documents can be attached to an RFX at level of specific questions, or specific questionnaires, or at the overall RFX level.

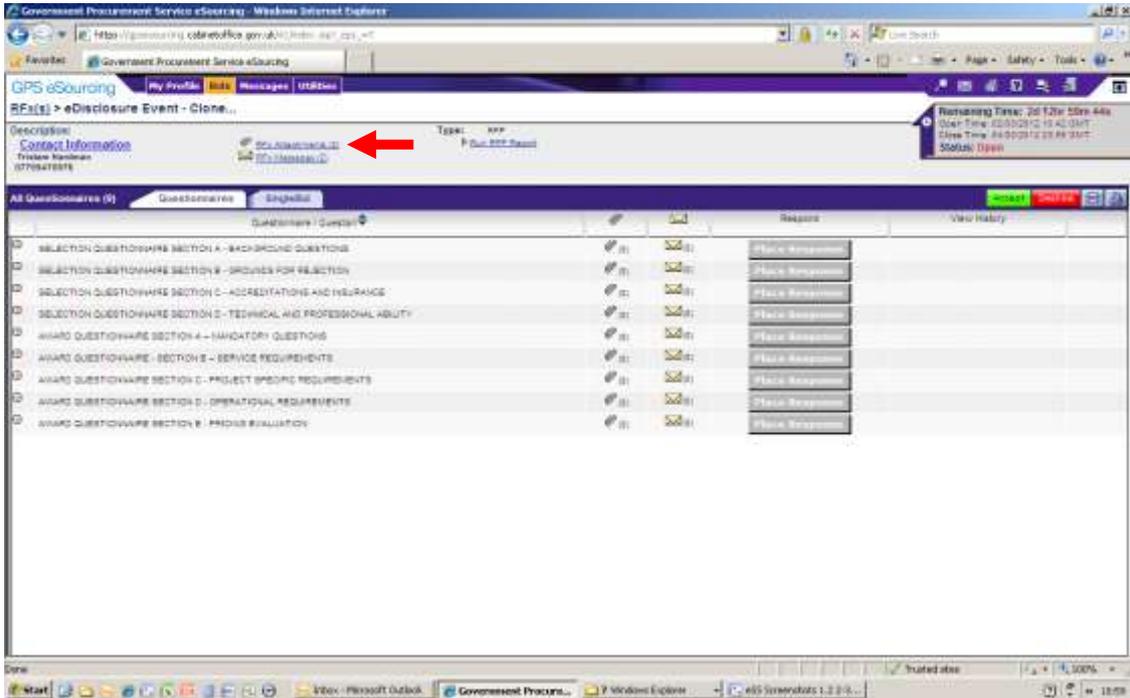
- Government Procurement Service will attach documents for suppliers to review at the RFX level.
- Unless otherwise instructed, suppliers should always attach their documents at the level of specific questions. The relevant question will make it clear when an attachment is required as part of your response.

9.1.3. The attachments to an Invitation to Tender (ITT) will include:

- ITT Document
- Terms and Conditions of contract
- Response Guidance, Evaluation and Marking Scheme document(s).
- Terms of Participation
- Compliance Certificate(s)

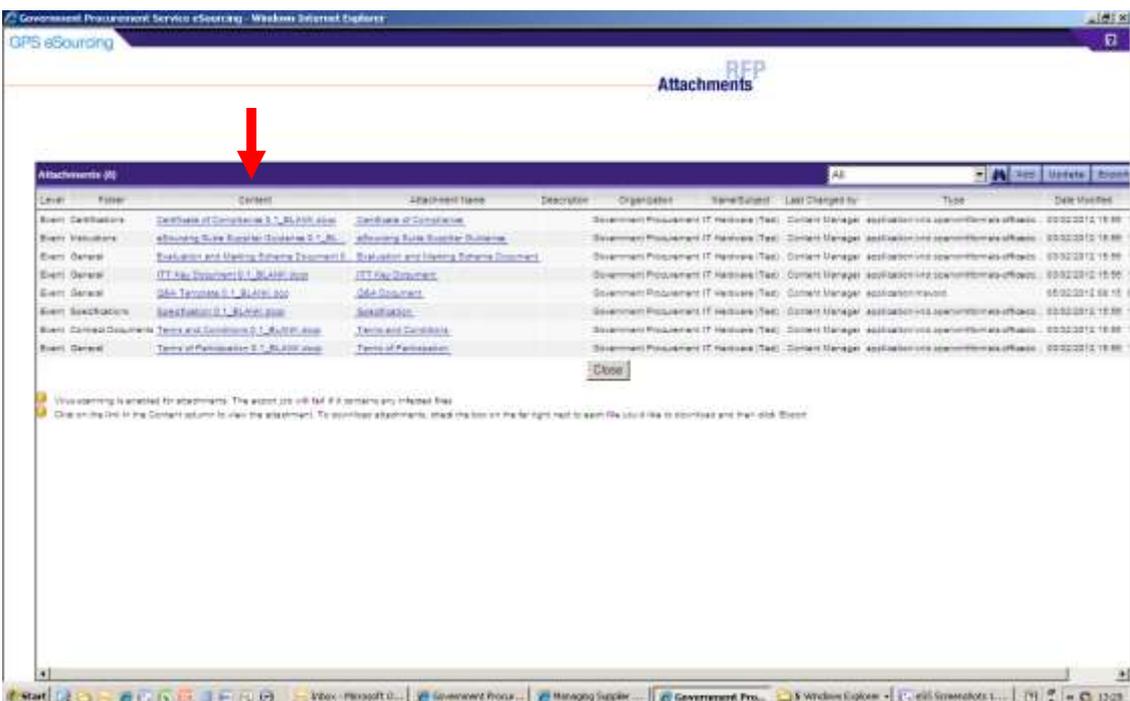
9.2. Opening Attachments

9.2.1. To view the RFX attachments, first click on the 'RFX Attachments(..)' link.



9.2.2. The page that follows will list all of the current RFX attachments, and information such as the owning organisation and the date last modified. Initially these will only show attachments made by Government Procurement Service: but your documents will also show here once attached (see below).

9.2.3. You can open a specific attachment by clicking on its 'Content' field; or by ticking the check-box to the right of the attachment and then clicking the 'Export' button. The document will be downloaded to your local system.



9.3. Adding an Attachment at the Question Level

9.3.1. A supplier can add attachments as part of its RFX response. Attachments should be added at the level of individual questions, and only if clearly stated in the question.

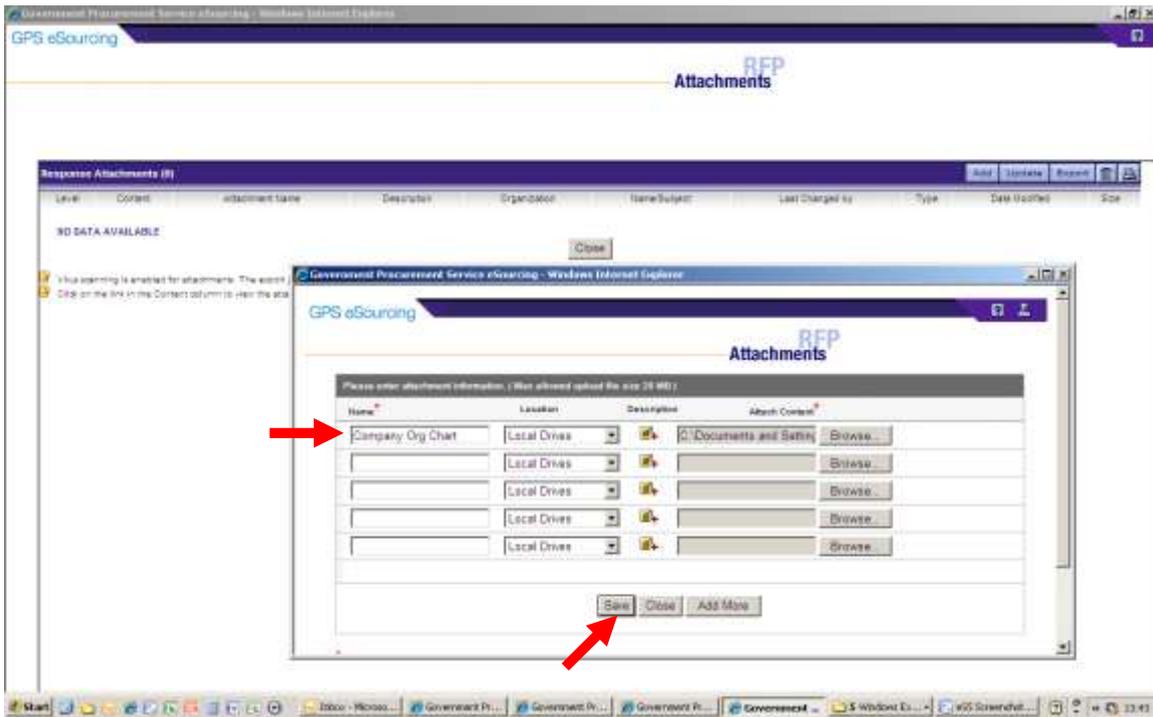
DO NOT attach documents unless explicitly asked to do so in a question.

Information included in unrequested attachments will not be evaluated, and could jeopardise the compliance of your tender.

9.3.2. Attachments are added as part of the response to a question (see section 8.2). To add an attachment, click on the paperclip icon found to the right of the question's answer box.



9.3.3. A new window will open, enabling you to browse and locate the document(s) for attachment. Each attachment must be given an unambiguous name and be in the file-format specified in the question.



9.3.4. Individual attachments cannot exceed 20MB in size. Multiple attachments can be added at the same time.

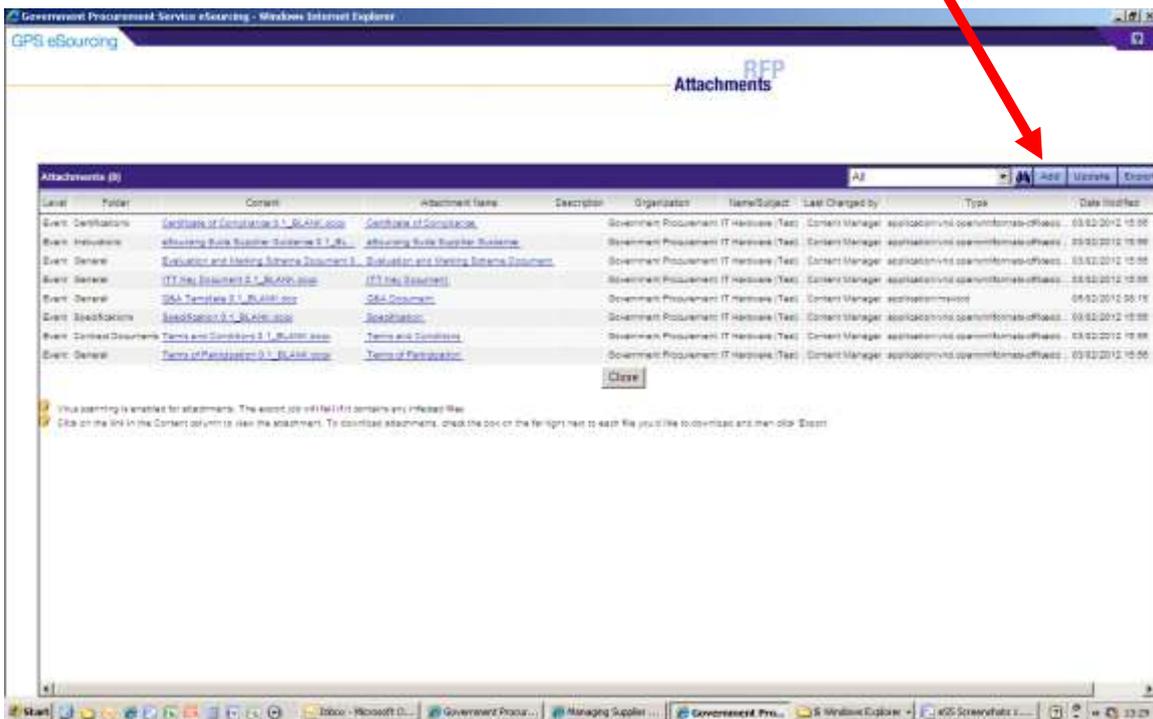
9.3.5. Click 'Save' and then 'Close' to upload your attachments to the eSourcing Suite. Once successfully completed, the attachments should be listed on the RFX Attachments page (see section 0)

9.4. Adding an Attachment at the RFX level

9.4.1. From the RFX Attachments page, the eSourcing Suite also enables attachments to be added at the RFX level, rather than at the level of specific questions. This would be done by clicking on the 'Add' button.

9.4.2. However, unless explicitly instructed to do so in the ITT documentation, suppliers should NOT add attachments at the RFX level – but should do so at the level of individual questions (see above).

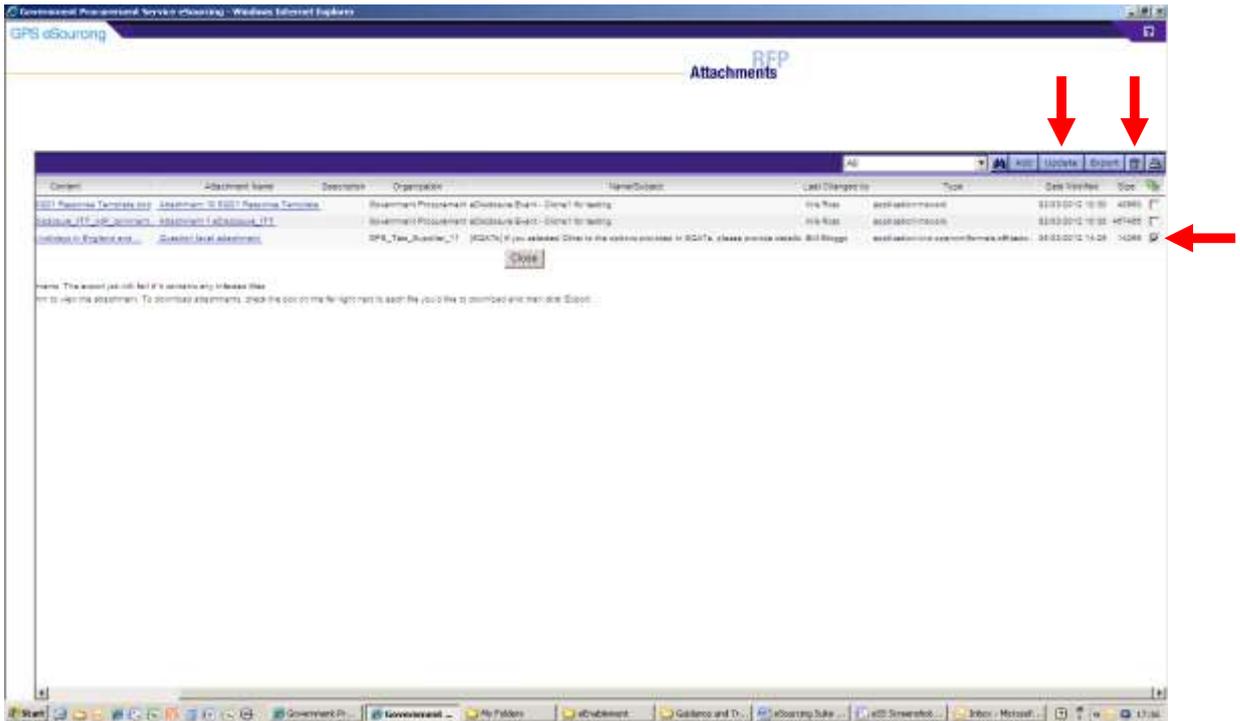
! Attachments should NOT be added at the RFX level



9.5.Updating or Deleting an Attachment

9.5.1. You can update an attachment (that you have previously attached), replacing it with a later version. To do this tick that attachment's check-box on the right-hand side of the page. Click on the Update button and the 'Edit Attachment' window will open. You can browse to find your new file and/or change the name of the attachment if you wish.

9.5.2. To delete an attachment, select the attachment's check-box, and then click the delete 'Waste-basket' icon.



9.5.3. Note that, although attachments should not normally be added at the overall RFX level (see 0), attachments made at the question-level can be updated or deleted either from within the relevant questionnaire or from the main RFX attachments page.

9.5.4. It is not possible for suppliers to update or delete attachments made by Government Procurement Service.

10. Messaging

10.1. Messaging support

10.1.1. The eSourcing Suite supports the sending and receiving of messages between RFX participants and Government Procurement Service. The system also generates messages to inform users of activities, such as when an event is opened or closed.

10.1.2. When a user is sent a message within the eSourcing Suite, they will also be sent a notification email (to the email address is that user's online profile).

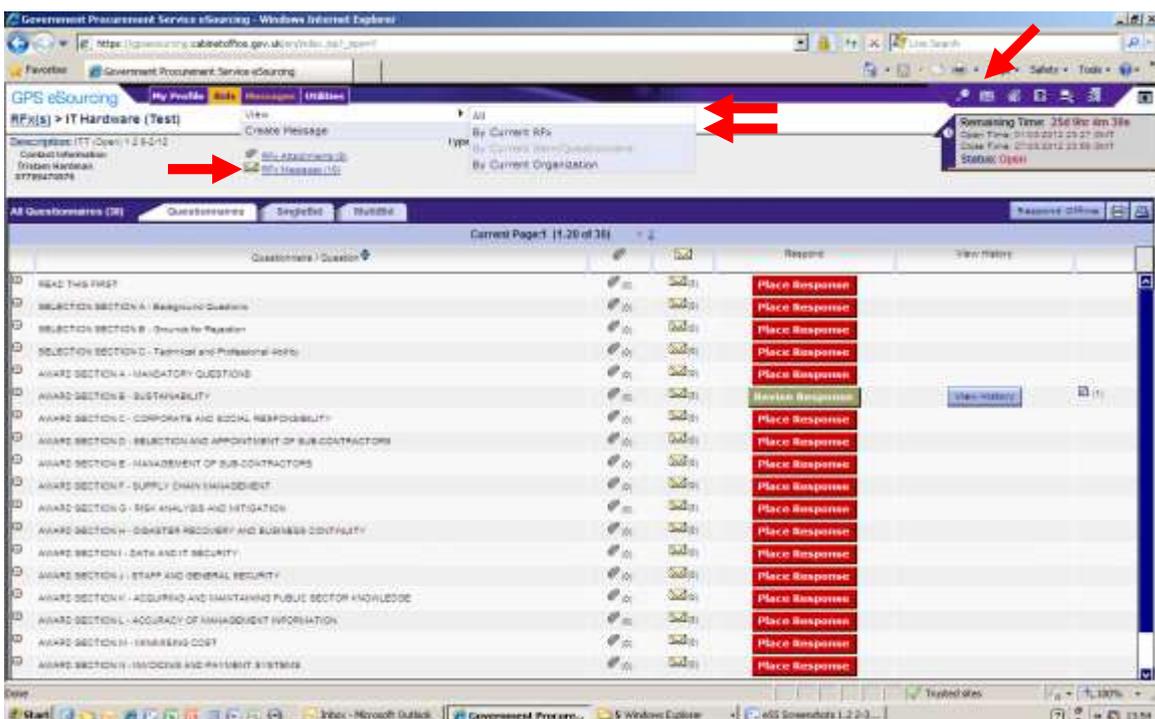
10.1.3. **All messages to Government Procurement Service concerning a live event should be sent via the eSourcing Suite messaging facilities and not, for example, by email.**

10.1.4. Similarly, when replying to messages from Government Procurement Service, suppliers should always reply using the messaging facilities in the eSourcing Suite (and not reply to notification emails).

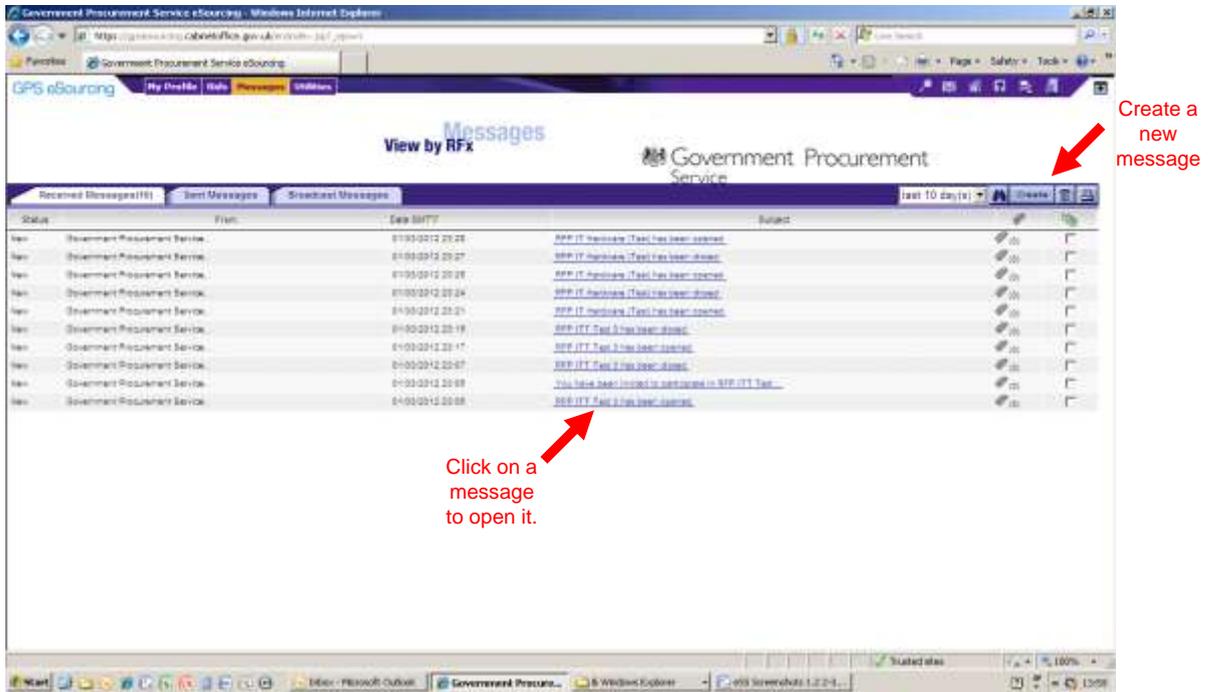
10.2. Viewing Messages

10.2.1. You can choose to see all the messages that you have received (about all RFXs), or only the messages relating to a specific event.

- Click on the RFX Messages link to see the messages relating to a specific event
- Click on the message 'envelope' icon to see all your messages.
- Alternatively, either can be viewed using the Messages button on the top menu-bar.



10.2.2. The page that opens will display your received messages; or you can click on the 'Sent Messages' tab to see your sent messages.



10.3. Creating Messages

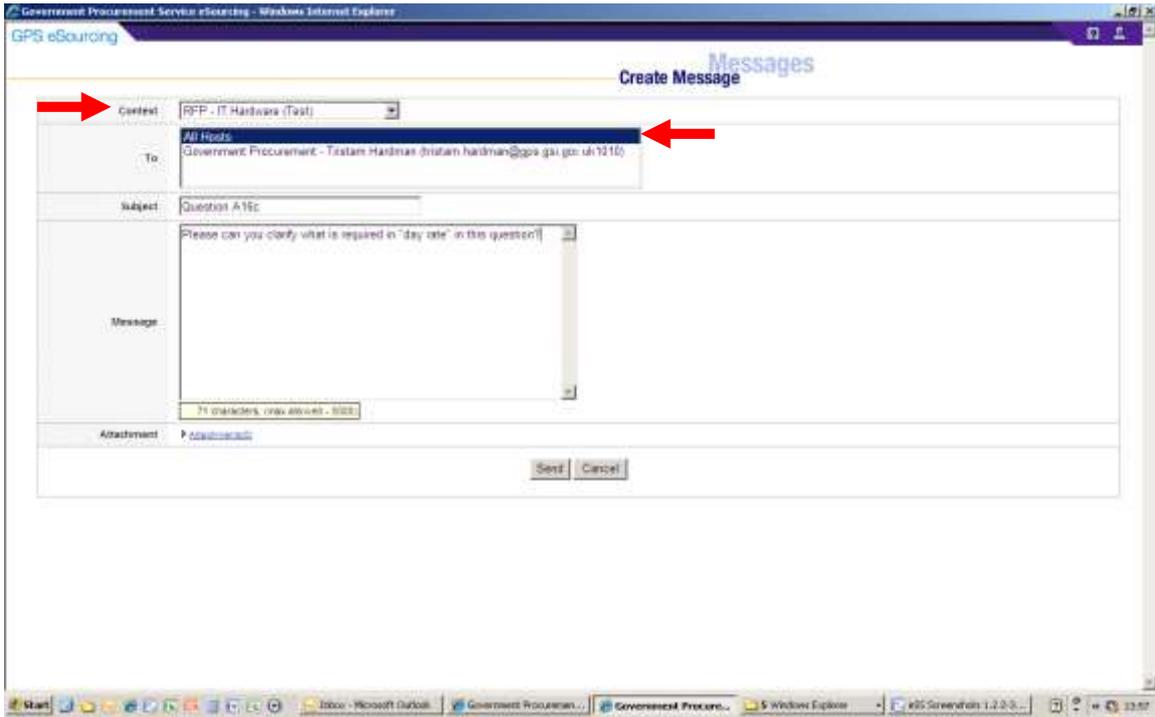
10.3.1. You can reply to a message that you have received by opening the message and using the 'Reply' button.

10.3.2. To create a new message click on the 'Create' button on the Messages page.

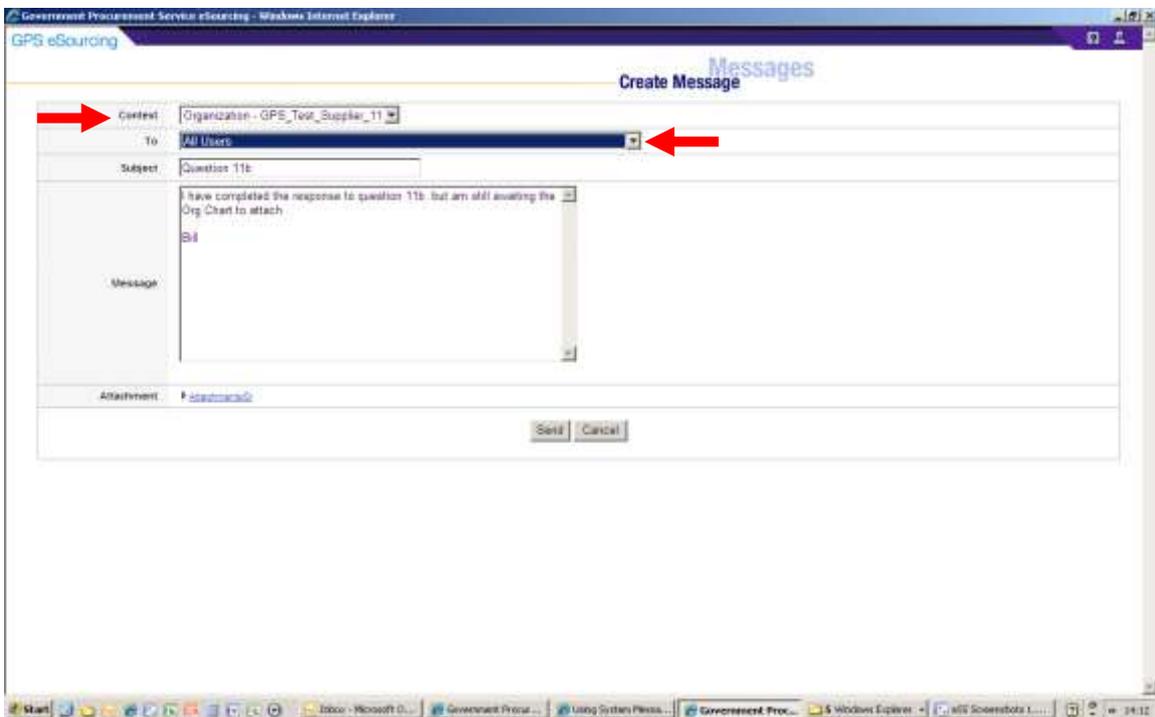
10.3.3. When sending a new message to Government Procurement Service:

- the 'Context' field should be used to identify the specific RFX event that your message refers to. By default, if you are viewing the messages relating to a specific event, and click the create button to make a new message, the context of that message will be set to that specific event.
- The 'To' field should be set to 'All Hosts' (unless specifically otherwise instructed in the ITT Documents)

10.3.4. A message sent in this way will only be visible to Government Procurement Service, not to any other suppliers participating in the event.



10.3.5. The eSourcing Suite can also be used for a supplier user to send messages to other users for that same supplier. To do this, the message 'Context' field should be set to your organisation's name, and the 'To' field set to 'All Users'.

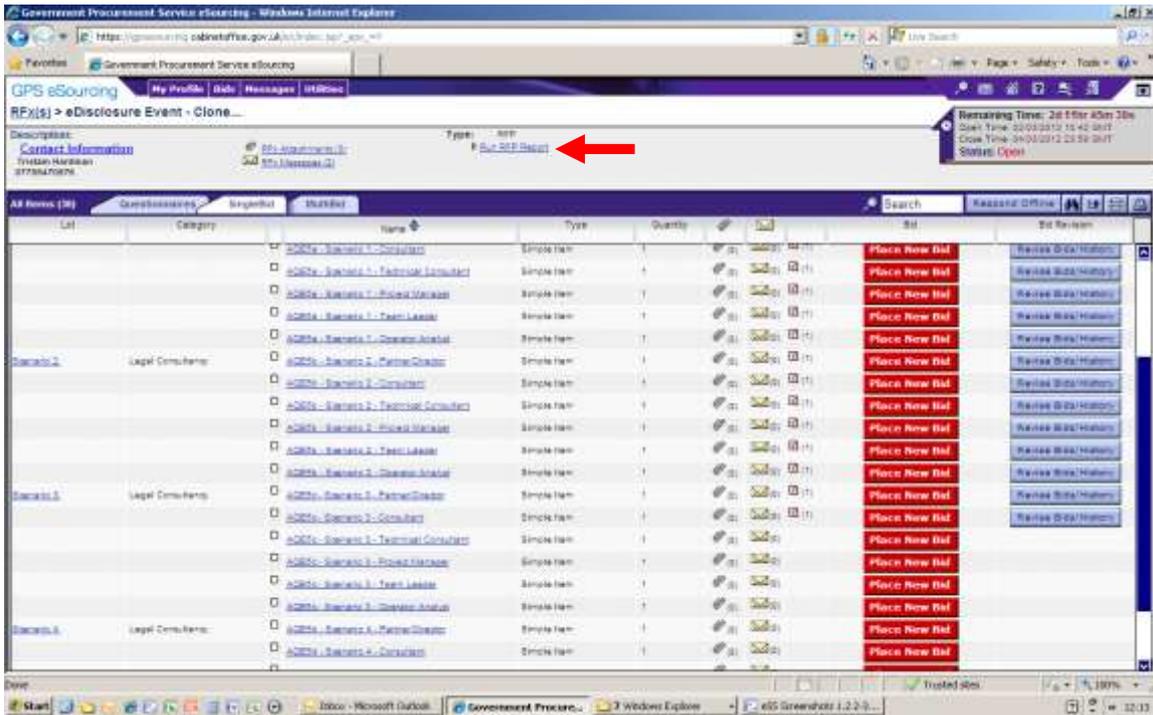


11. Reporting

11.1. Running RFX Reports

11.1.1. During an event, or after the event has completed, the eSourcing Suite can be used to generate summary reports. These reports can be exported to your local system and retained for your records.

11.1.2. To create a report, click on the 'Run RFP Report' link.



11.1.3. You can edit the report parameters – to report on the entire RFX, or only on specific questions and/or item or bid attributes. You can also select the file-format of the report.

11.1.4. Click on the OK button. The 'Utilities – Data Manager' page will open. Your report download will show as the most recent job. The status of this job will initially be 'Running' but, once completed, will change to 'Done – Click here to download results'

If the download does not appear to be progressing, clicking on the four-armed refresh icon will update to the latest job status.

12. Further Competitions

12.1. Customers' further competitions

- 12.1.1. A Further Competition is a tender run by a customer under an existing Government Procurement Service framework agreement. Only the suppliers that have previously won a place on a specific framework agreement will be able to participate in such a further competition.
- 12.1.2. Customers' further competitions are now run through the eSourcing suite. Suppliers who are part of GPS framework agreements are automatically registered for further competitions which means you will automatically be invited to further competition events. Participating in a further competition is a simplified version of participating in a full tender – and specific instructions are provided here to describe the further competition process.

12.2. Viewing a Further Competition

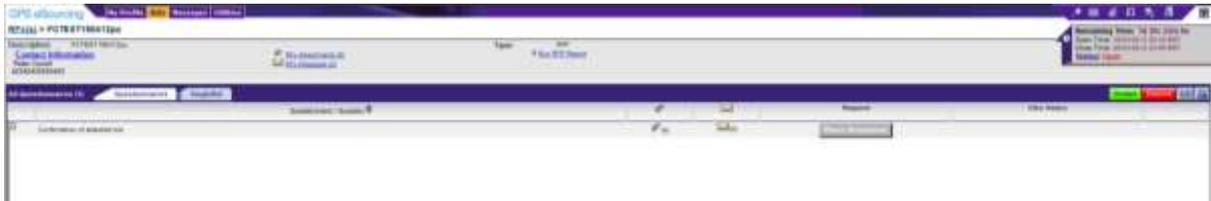
- 12.2.1. For further competitions, each supplier organisation has been set up with a specific additional user (or users) called the Further Competition User. This is the user that, by default, will receive email alert to the launch of a new further competition. **To view a further competition, you should log-on as the Further Competition user. Further competition username will typically look like FurtherComp123456.**
- 12.2.2. Further Competition Users have been set-up so that suppliers can maintain control of receipt of further competitions by changing the Further Competition email address within the user details. A supplier can be set-up with more than one Further Competition User on request.
- 12.2.3. The Supplier Application Manager (SAM) is in control of the user accounts and can change the further competition email address. To change the email for a further competition user, log in as the user and under the Utilities tab select Utilities>Admin>My Profile. The profile screen will appear where you can change user details including email address. For more information on SAMs and Supplier Agents, and how to create additional supplier users, see the separate Supplier Guidance Part A document.

12.3. Responding to a Further Competition

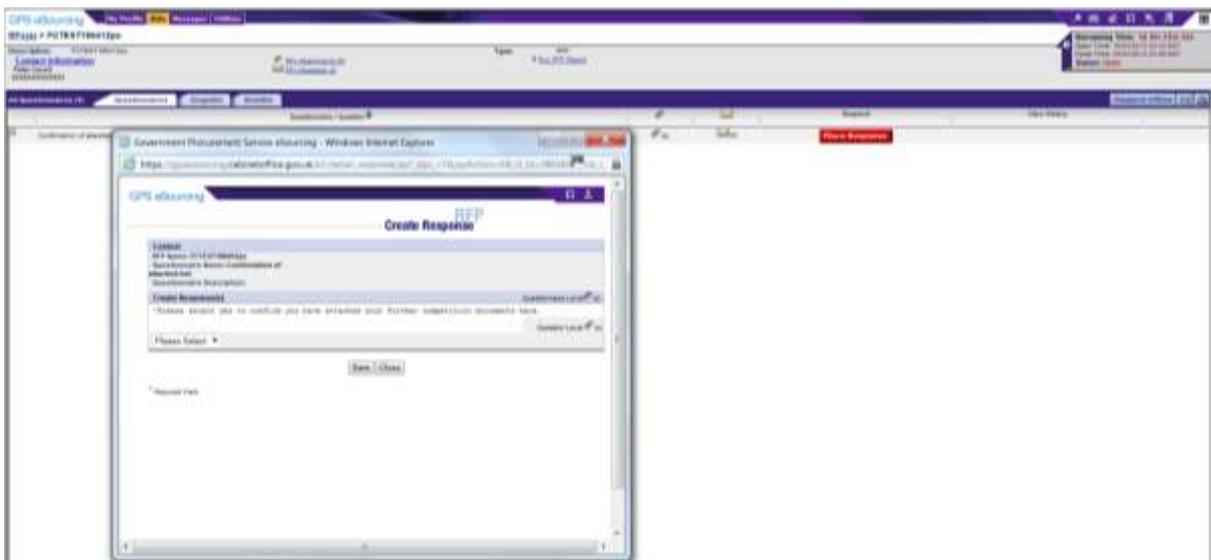
- 12.3.1. Upon log-in (as the Further Competition User), select the view RFX screen.

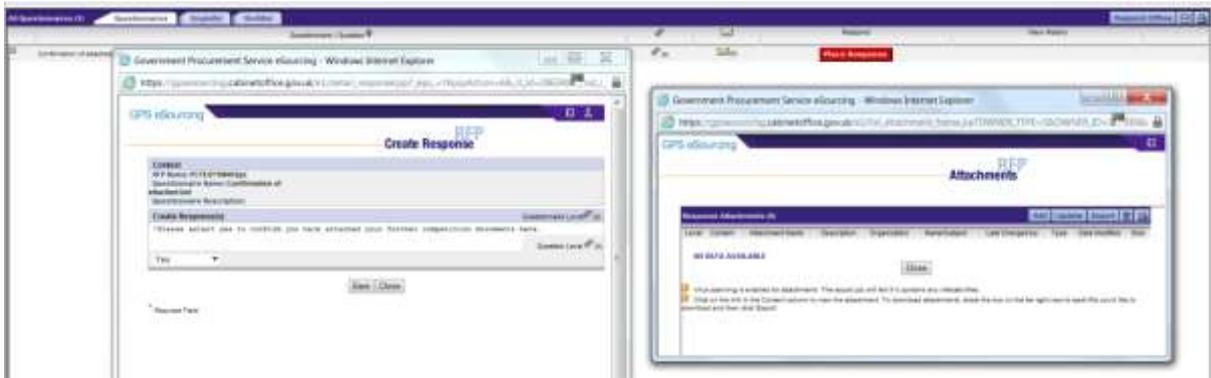


12.3.2. Select the competition you wish to respond to by pressing the View/Respond to RFx button. The competition screen will open. To the right hand side are accept and decline buttons. You must select one to proceed. Clicking decline allows a message to be sent. Clicking accept enables the response.

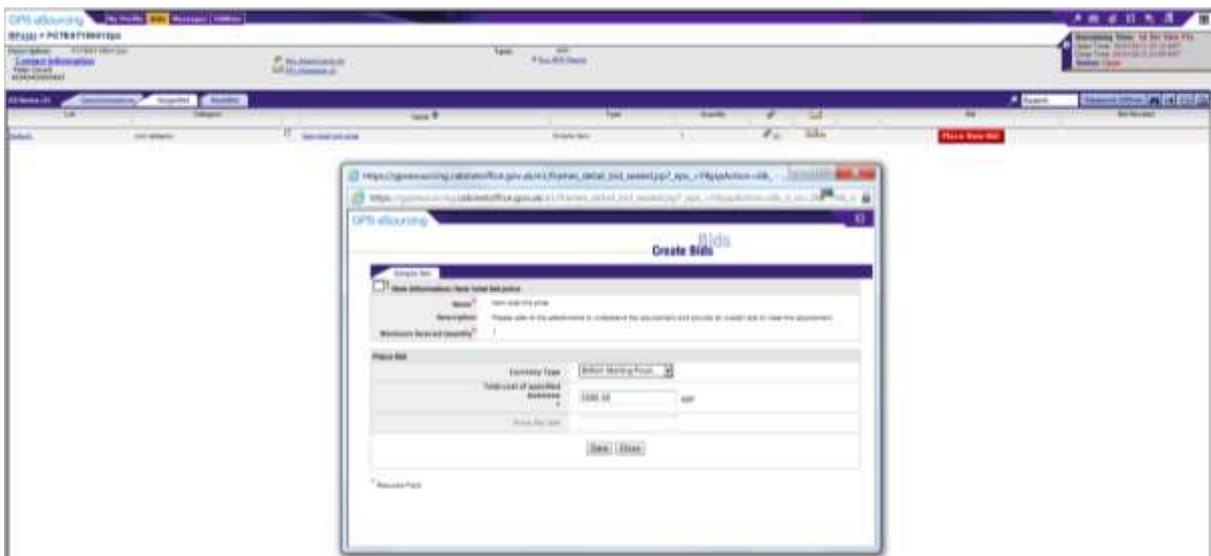


12.3.3. The response is in 2 parts – firstly under the questionnaires tab select place response. A window will open asking you if you have attached your response and bid. Select yes from the drop down box and attach your response documents at the paperclip symbol next to the question. This is your formal response as requested by the organisation competing the requirement.





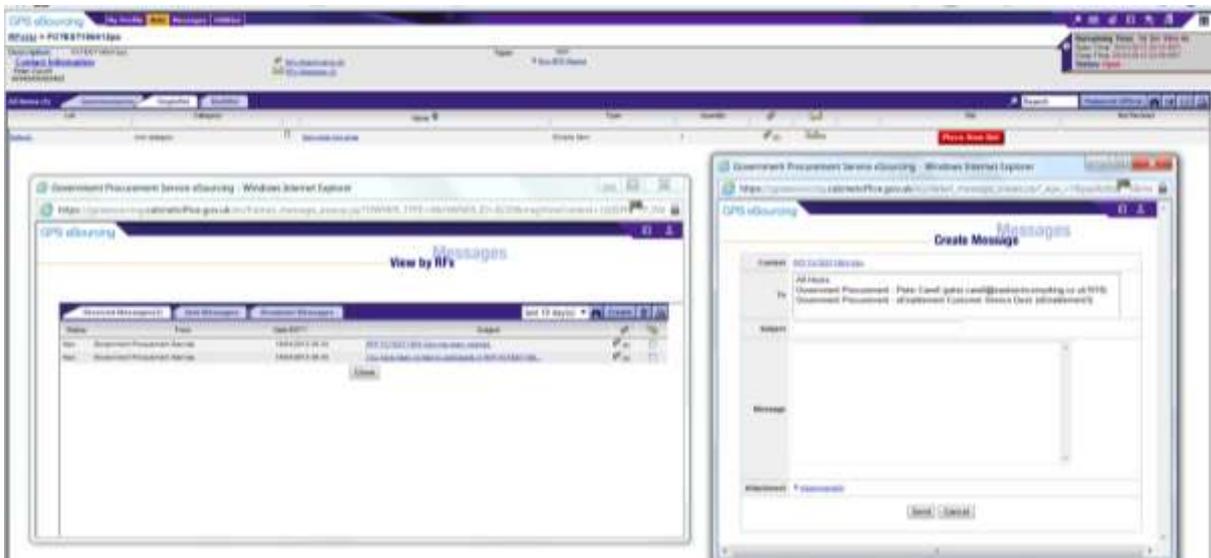
12.3.4. Once the documents have been attached, click the singlebid tab. Click on place new bid. A window will open and ask you to place an amount. This represents the total amount in the bid. The values that will be formally evaluated will be in your bid attachments. This value field acts as a reporting and audit field.



Messages can be sent and received through the messaging functionality in the system.

12.4. Messaging during a Further Competition

12.4.1. During a further competition, messages can be sent from the customer to the supplier(s) and vice versa. Details of how to send and receive messages are set-out in section 10 of this guidance.



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