

eSourcing Suite - Supplier Guidance

Part B – Tendering and Further Competitions

Version 1.3

Contents

1	In	troduction	3
2	0	verview of the eSourcing Suite	4
3	Τe	echnical Requirements	6
4	. Ex	pressing Interest in a Procurement	7
5	Lo	ogging on to the eSourcing Suite	8
6	0	nline Tutorials	10
7.	. Ao	ccepting or Declining an RFx Invitation	11
8	Re	esponding to an RFx	14
	8.1.	Reviewing RFx attachments	14
	8.2.	Completing Questions and Questionnaires	14
	8.3.	Background to Bids and Bid-fields	16
	8.4.	Entering Bids (Price Information) – Single Bids	17
	8.5.	Entering Bids (Price Information) - MultiBids	
	8.6.	Inviting other Users to Participate in an RFx	19
	8.7.	Responding Offline	23
	8.8.	Withdrawing from an RFx	27
	8.9.	Completing your RFx response	
9	M	anaging Attachments	
	9.1.	RFx Attachments	29
	9.2.	Opening Attachments	
	9.3.	Adding an Attachment at the Question level	
	9.4.	Adding an Attachment at the RFx level	
	9.5.	Updating or Deleting an Attachment	
1). M	essaging	35
	10.1.	Messaging support	
	10.2	Viewing Messages	
	10.3	Creating Messages	
1	1. R	eporting	
	11.1	. Running RFx Reports	
1	2. Fi	urther Competitions	
	12.1	. Customers' further competitions	
	12.2	. Viewing a Further Competition	
	12.3	. Responding to a Further Competition	
	12.4	. Messaging during a Further Competition	41

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

UNCLASSIFIED

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:
 - <u>Expressing an Interest</u> to notify Government Procurement Service that your organisation wishes to be invited to participate in a specific procurement.
 - <u>Accepting or declining an RFx invitation</u>. Suppliers are strongly recommended to review the RFx attachments, questions and bid fields before accepting or declining an RFx invitation.
 - <u>Responding to the RFx</u> completing questions and/or bidding prices; and uploading any required attachments.
 - <u>Sending or receiving messages.</u> 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.
 - <u>Reporting.</u> 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 (<u>https://gpsesourcing.cabinetoffice.gov.uk</u>). 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 <u>GPSeSourcing@buyingsolutions.gov.uk</u>. 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)
 - <u>Contracts Finder</u>
 - <u>The Government Procurement Service website</u>
- 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 <u>User Name</u> in the Name Box, and your password.

· · ·	calment file government from to	A B + + × Pruse search
	Government Procurement Service	
R	legister Here	Unchal Links
-	None."	Register for GPS «Sourcing Productment Guidance Help & Support
		Government Procurement Portal Contracts Forder Tenders Electronic Daily (1970) SDMAD Cabinet Office
_	Preixton of Infe	mation Privacy Policy Terms and Conditione

- 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.

UNCLASSIFIED

Greenersch Procument Service (Sourcing - Windows Informat Darkow	
🖉 🖓 💌 😰 Heps () Justice metallicity amplitation and (1,100 all, play (201)	🛃 🔒 🕂 🗶 🖓 Distant 🖉
Parantes 👩 Government frouwward Service eScenarg	👰 n 🗇 - 🔿 min n Magen Salaty n Salaty n
User Agre	ement
General Terms	
, krindachan	
protection to the territory. 1.2 A introduction of contrasts regis opticate a Pri-Qualification Quasimoniane (PQQ), a Securit for information (RP), as introduction (RP), and an and (RP) and (RP	Territor (TT), an inclusion is September (TS), an invalue in Participate in Despuse (TSD), an inclusion is Submit Fract Offer Constants (TSD), an invalues in a submitter (Constant). The advest bit of individual procurement exercise has any using himitaging to a spatial or a data by case base. Other cases before to adve and the Holden's TS Submit Fraction (Submit Fract Offer Offer Cases) access to adve and the Holden's TS Submit Fraction (Submit Fract Offer Him Data Appendent) and any the holden's the Submit fraction (Submit Fract Offer Him Data Appendent) and any term rules supressed and presented in the System. Hits is with the finance is any conflict and Data Cases.
3.1. The Duyler granter to the Support. The of charge, access in the Support (Support) Support to the Support of Integrating to 2.2. The Duyler and the Support of Integrating to the Support and the Support Suppo	ny invitation in bartopale in a procurement exercise, expland to the User Agreement, writing to the Suppose if any of the featuring exercise occur: ing team ratified as undarg to remedy or result and creace where a series of teacher (US) varying Days, must for instrumed or inger reserve.
 To segmented access to the Spatem the Supplet must regate reach preservoir the Supplet values is see Supplet from 2.9 User D and pass on the stocky preservoir bit the Supplet have and the re-completation. The Supplet what means that it Supplet User Success and access that are 2 and or supplet have the tendendup distribution of the Supplet during 2.1 The Supplet alian segment as included Supplet have the manage access to the Supplet during distribution. The Supplet alian segment as included Supplet have the manage access to the Supplet during the supplet during a three supplets and the supplet alian tendence on the event that a Supplet User manage to an supplet reput measurement of any (FO) Rays. 	to also any the resoner regards over one and depotying a user C and password. In Users is not multiple of tables here over O or password is this parties. In the event that the Suppley or a Suppley may wait impacting words the Happine Happine is because is the Buyler. The Buyler relates the regist to be obtained a Buguier User user. O and usesword there has been
invitation to Participate	
SOUNCING USE AGREEMENT	
(Ages Ide	NOT. Agree
10	Diarrat Via + Allow
Start G O M D C M D F C O O direburer O Gateror ed Ins. C 3 Ho	ant one

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.

Government Prostanment Service	esources - We	abien Irier	net Deployer						a curry file.	K.0.4	10
South Mitage Strength	coder ettor frice gov/u	And Destroy of	17, mi, =1					21	A TRUE PARTY	Sporth	THE PARTY OF
Anistet Government Procure	mert Service «Sour	ung	0.000			_			刻 - 位 -	The Part of	alwoy - Tosis - 🔬 -
GPS eSourcing	del dette Manica	ges Utilits	-							# 10 # 1	N 🗣 🖬 🖉
			in.	View RFx(s)		榔G Se	oven	nmen	t. Procuren	hent	1
W OpeniPending/Passed Rh(s)										Cperr Paeding	Pared • 🖉
my have	Wayman 1	Surrey.	We Acceptance	Beer .	REATION T	Weige .		SMM .	Time Remaining	Core Type 1917	Lines True Mart
Constants Jack	TeriZ	8	un coloridad a s	View/Renported to All's.	3 are		Ner		47 may 12 mail 11	 Manifest to th 	10/04/2012 22:00
Children Ren - Developments	100	8		When / Response to RFs	3.000		failer .		20001219200	820839912 10-42	NARDER ET TO BE
Lineman, liei	Text 3	8	6	B These/Respond to BFa	Bart		Conet		28 mays 12 ms 2 ms	 individual 21.31 	27/00/2012 22 10
Thus Bucches (Tetc)	Terr	M		View/Respond to BPs.	3me		1944		30.060 12.102.010		11/05/0912 00:78
undername								ni pine unita		to ideal data	
									the second se	CONTRACTOR OF CONT	1 JOD'S

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.

Average King Angeler and Angeler	teretofico gor ert fernos ellas Bela Press	Alexandre in Reng Tata in Ratra Tata in Ratra Narrap	i deni in de v Deport a Organizator	é	lid			_	2.0	14 × (9)	et an - Auger - Sa al 10 al 10	Hy+ Tak + Q+
All Operational States (Second States) Second States (Second States) All Operational States (Second States) Second States (Second States)	art Service edite.	ning Tutatis Admin Traport Namap	els VDport a Organizator	į	ijd.					N-0	- Auge - 10	hty + Tait - Q+
GPS eSourcing Networks All Open-Vending/Present Rfs(e) Bits Name Combined Test Combined Test Combined Test Combined Test Combined Test Combined Test Combined Test	Bit Post	Tatalia Ratran Inteph Manap	da UEsport a. Crpanicatur	é	ijd.							R.A.
All Operoficating/Passed #(sta) #7+ None Construct Tag Construct Tag Construct Tag Construct Tag Construction Tag Construction Tag	1 and linear in	Tataria Admin Impert Manap	da VExport a Organization	é	i jds							
Mi Open (Hunder gif Jaussed Hifs) Hifs Norm Consider an Tag (Chalance Yourn: Character and I Anatopes Tag State Support: Tag	RPs Unique II						All Go	wern	ment	Procureme	nt	
Michael Desident Teti elistent Teti Disette entre U secondite Dise Secondite	RPA Unpue II						144				Open Pending F	aused 📲 🕹 📇
Constanta Ten Binduna Kons. Inna' Armatta 17 septembria Din Amerika Inn	Sec. 2	Sannary 1	PPX Accession	÷	Seet	APS THE	\$Px \$5/00		SHOW	Tre Brang	Open Tree Date	Case Tree CMT
elistenen Keer, Sone' heneten 17. namuna (San 18. namuna (San	1963	8		1	View/Respond to RPs.	Acre		141		+F quality (2min	11/13/2012 20:23	10/14/2212 23:08
d' namena Tan Dhan honotan (Tan)	849	E		100	Vide/Respond to BFs	3m		-		2 may 2 mm 12 mm	10033013-0.42	840002123358
Office Resident (Text	Text 1	8	6	83	View/Respond to RTs	3		down.		25 4941 9 10 10 10 10	1100/01/12125	17401031212929
	Test	目			Water/Respond to BFu	2.00		100		28 alors 2 for 12 res	810000132020	31030212 22 58
inter (lypsessuring cabeetaftics you address	et se peperiet	PopterClaug =*/	iver full (harona)	fram,	ndi.m				(CONTRACT)	1 Jun	ad at se	2

- 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'.

Government Prostanment Servic	u «Sourcing - Wa	abres listars	ent Copéanie							1012
🕒 🗇 💌 😰 Miten (Tanenner) og	Laborato/Floor.gov.v.	Kyt/sites pr	N. State, M.				2	1 4 × 27:00	State (F)	81
Faunter Burntent Presar	eteett Geruton Alicus	ang	1991					N+0-		wwy - Tools - @+
GPS eSourcing	The Ball Process		-1	-	_					
3				Ride					13	
				View RFx(s)		継 G	overnme	nt Procurem	ent	
All Open/Pending/Passed R(s(s)							100100.00		Copen Pending	Paused • 🕖 🖪 🗄
It's late	RPy Unique II	- timer	STO Acceptored	Send: 1	ark Type 1	10% Style	2017	The Remaining	Open Time Date	Case Tree GAT
Constanto (Test)	Ter 2	EI-		View/Keapond to RFs.	a		(New Colors	47 48(4)11142.00	1101021213.25	18/54(2012 22:30
elisions from Data Interio		8		View/Kesporal to RFc	Birr		100	2464.72157700	010020121030	140021122208
IT sampaintan	Test 3	81	6	D View/Respond to RFs.	2		Coleri-	15 days 12 to 2 mil	010000000000000000000000000000000000000	174008417196
Office, Buildings, (Table	Test	EI.		View/Respond to RFu	9.00		1944	28 mage 12 fra 2 mp	Friedord 19:30	21000123238
Overficienses				1000	-		1	In the Lorenza	usbet allas	14 + 14 300W +
(start) 🖸 🗀 😓 🐻 🖒 (s.)	5 J + (5 4	3 10	ox - Morosoft Outo	Government Presser.	- 27 W	nations Explorer	· Plants Sores	nshitti 1.2.2-1		(전) 후 + 1867

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.

Covernment Precurement Service (Sourcing - Windows Externet Explorer		_	_			_(#) ×
🚱 🖅 🕷 fetta (/gammaning cateretation govue/////http://au/.com/_com/_				🗶 🔒 👘 😣	Con South	P.
Revertes groverment Procurement Service eSourcing				51	- 10 - 1 mm - Page -	datety - Tools - 🔬 - *
GPS eSourcing My multie Bill Makages Utilities		-			A 10 4	10 a d 📶
RFs(s) > eDisclosure Event - Clone					Renaming	Terra: 2d \$2te Stee \$7a
Description <u>Concept Information</u> Trainer Seatoners article Finance Life (Conception)	Tapa are family				Cost Time I Dires Time I Statistic Day	890291219.44.2047 400291219.44.207 8
Al Guestionarea (I) Guestionarea Eligibilit						
	Correct Pagert (1.58 o	e383) = :	1242			1.1
Guesterrers : Guester 🕏			20	Texant	Astrusta	
Selection pulsificance section a - secondariant pulsificate		# A.	Sall a	There Bergerman,	2.00	6
Owner		10	Sala			
O (SEAT) Please rate the full care of the reprint for tenancy on the name of the rep	erisation approx	10	(5.1 s)			
O gase		10	Did a			
O (3042) Places sale the regiments affine account of the regimentation receiving		40	522			
O (RGAR)		10	5.2 m			
D (SCAT) Press and the Dig in units the property operation has a new office		0.	540			
© SGAA		4.5	520			
· 3044 Please sale the concerty reparation runner. Concerned House or equivalent	for the organization.	0.	521 m			
0 3045		e.	Gala			
O total: Please state the task of registration for the organization revisions		0.	Side			
O make		0.	Sale.			
O STGATE Places data fre VAT repetation number for the operation ternants		10	Sale			
O mane		10	523 a)			
O goathy Plane along the law of expensator beaming free the hiltonry enters		1.	524			
Oppen		40	540			
O (30474) P (12 amount the 12 he later analysis of \$0474, where prove press		1.	5210			
O (scal)		0.0	140			-
Are .					/ huted stee	1.4 4, 100% =
terat 2 2 2 8 0 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2	tixol 🖉 Government Procure.	-	ines Explorer :	+ reis Smeratats 1.2 P.S.	L. Marine	() ? + 1100

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

Covernment Ivenu	rennenk Skryles eSour	ong - Windows Drivens	t Digitizes						
- III + 12	Warmen (11), colaretol	Real poycable (Instance in a T	(#1,#T				3	A A X Arun both	(A)
Favortet 19 Go	writeent Procurement Ser	vice eSaucing						月 · 12 · 二 m · Pain	- datety - Toole - 🖬 - 1
GPS eSourcing	my fronties	Manages Utilities							
RFa(s) > eDisclos	ure Event - Clone	No.						Renaute	Terra: 2d 12te 57m 28a
Contect Informed Trislam Resilinan Arristan Resilinan Arrestanters	ion	Stranser	Taper P Dar	ATT Same				O Cher Time Line Time Statuti (1)	820302912-10-82-0041 840022912-20-89-2041 890
N 1000 (20)	Giastioners	Singestal		10000			-	Search Acceut	A 12 3
131	Category		ture 🖤	7,04	Quantity		0.0	and the second second	Per Baugan
Patraugh Res Car	Lagardination	C SHOLTH	#2944J	Minute Service	1.4	Ø	526	States House Man	
		D Salar Con	ubets -	Situater		90	52(1)	Alace New INC.	
		C States	rise January	Single here		90	520	Place from the	
		D HODIS POR	ct the rape	Simple fem.		# a.	5.00	CONTRACTOR (
		C sitte Int	LAMPE	Serviciter.		P.a.	100 e)	Pface Near ID-F	
		C HOEN-COM	est-Acricol	Britister.	1	100	2.00	PERCENTER (NAME)	
baram 1	Lapai Conscillantes	O posta bar	ath 1. Patra Diada	Bride lan		10	520	Phone Manual Table	
		C adding the	ath 1. Setadat	Simple here.		P.a.	500	Stated Nami Hef.	
		O posta das	and Internet Constant	Restation.	())	10	54(2)	Plants None Man	
		O HORNA BUR	and 1 Manual Manager	Sinda lan	-	P.6.	540	Place New York	
		C spita had	arm 1 / faat Lasse	Bride Series	1.1	Ø.a.	5(0,0)	These in Name Hold	
		O AGAIN AND	ata 1-Gammar Atela	Service Service		10	540	PERSONAL PROPERTY AND INC.	
Seren L	LAQRI CONSIDERING	D state age	and Permitten	Single terr		@ co.	54(1)	Phase News Red	
		C Sold - Ave	and Senter	Single here		10	5251	Place New Hold	
		D Hills - Dar	with 2 - Technical Consultant	Simple fam.		# a.	52501	STREET, MARKING, MARK	
		C altra dat	and Constitutes	Granitation.	4	P.a.	Sille;	Place New Hid.	
		C HOLL Dat	entral Team Leans	Il mile tem		Pa.	2.2(1)	Plants Namillar	
		O agente dan	are 1. Operator Atalia	Britkler.	1	10	SZ4	THE REAL PROPERTY.	
Laters 1	Lagel Consideration	G agena her	and L. Patrici Disator	Binale here.		00	2000	Plant Nam Bat.	

- 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.

Covernment Pressment Service	e eSourcing - W	indensi Delar	net Definer								_(#) ×
Garante (Chetter // parrows (P))	catal estoffice por-	With Heaters of	19,445,45					2 A 1+5.8	170-3	sata-	P.I.
Favortes Government Procur	enerst Service eSta	uchg	11					57	- 10 -	Page - 1	dety - Tosle - 📦 - **
GPS eSourcing	the Bally Mana	ages Utility	-		-						
										-	
				B	ds						
				VIEW HFX(S)		翻G	overnn	nent Proc	urem	ent	
						Se	rvice				
All OpeniPending/Passed Rhds)										Open Panding	Paned • Dened
in a faire	Wattrat	n Summy	We acceptence	3692	RPS Toper	Rume		Mue Tere	Ananig	Queri Tirre (DIT	Date Trie Date
Genelarizati	TeriZ	8		Werner/Hernproval to:	All A Barr		14+	47 deys		Avenders Same	18/14/2012 23 98
sthuster-pertonets		10		Thus/Request in	ata 3me		(Mar)	2 899 (3	1193.000	120030012 10-42	BA20081213158
ILABORAR, Ist.	Test 3	Eb.		B Tieve/Respond to	and and		Core*	28 mays 1	2	\$1000012123.37	27/00/2012 23 10
Office Bucches (Tetz	Terr	8		Whene/Respond to	are See		1961	30.04/2	111110	#1/FEEB12 29.32	31/05/09/07 21:48
			•								
Querformates	1100		no. Person to a		-12 00	dana England	با تتعن	Synametry to 1 100	1	ated stee	1 1 + 1 + 100% +

- 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 menubar. 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.

Covernment Pressment Service	eSourcing - Windows Drivenet Explorer	and the subscription of the local division o					_(#) ×
Gar Bitte // prosection of	the end fice gov which inter any conjugation				2 6 40 × 27	Line 26 arch	Rb
Avertet Bowerauer Procure	ert Service eSourceg				5-12	Paur - Salet	y - Tonis - 📦 - 🤲
GPS eSourcing	n Inde Manages Utilities					.* 10 4 5	3 J 🗉
RFa(s) > eDisclosure Event - 0	Sione					Renaming Time: 2	d filter 43en 4s
Generation Contact Information Trinker National ATPENTION	Service and the service of the servi	Pour and Associ				Const Time All Social Dates Time All Social Statute Dates	2 10 42 0MT 7 31 Hr 30 T
All QueelScenares (6) Contin	creates Expella Hallist			10000		Telet	10000 (S) (A)
14 C	Guettantere / Guestal 🗣			200	Require	View Habry	
asiachos qualetto evera sect	NOVA - BACHBROCHE DURATIONS		100	SZA	Acuise Resume.	TORU PRIMA	10 (t)
SILACTION CLASSING WHITE SECT SILACTION CLASSING WHITE SECT	Toy 8 - SHOWES FOR REACTION		1 m	520m	Place Response	11 - PA	
Selection or explored and the second seco	TON C - ADDREDITATIONS AND INSURANCE		0.0	Sud av	Place thesposen		
BELECTION GUESTIONNARE SECT	TON 2 - TEDHNICHL AND PROFESSIONAL ADULTY		Ø.21	52(s);	Place Response		
aviato puestionwhe section	4-1WHORTORY QUESTIONS		\$ m	5.0 m	Place Response		
D ANARO GUESTIONNARE - BECTIO	I E - BERVICE REQUIREHENTE		0.11	Salat:	Place Response		
Average average section	C - PAGLECT BASSAIC REQUIREJENTS		P.01	Salat	Place Response		
B WARD DIRECTORY INCOME INCOME.	D - DAGATLICHT WEDNARNENLE		Ø.11	220	Place Response		
O MURCOMITOWAR MICTOR	E PROVERUNATION		- Car	249	Rooms Researcher	Table Materia	(1) (n)
					Ť		
l Dens Ministrati (2) co co co co co co co	I F (1 O)	Covernment Procurs	27 Victor	Extension -		/ hutefabe	- 1,100% -

- 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.

		Create Response	
Context			
GEP Martin alliant Guestionnaire Ru PREING EVALUATE Guestionnaire De	unaria Graez - Closef For real ADDARD GAE 11/085/ 0%	er mesting Medie Nec'Hole 6	
Create Response	esi		Dissignatio Lough m
*(3251) Please	e contine that yes	where completed the grining eventseton comprised of bide epithet questions [AQE1e] to [AQE1f] in	n the Single of Hults Std teb in the event
			Constant Laver 4 (1)
Planes Select	•		
MORT Respond Vo	and the second s		
IAGEII Please	ereride charging of	datails for maximum maximum charries variations represented as a perceptions unlike or doublike	
	fronte invelore a		Question Level 🖉 (1)
	Percentage		
Instant			
	3.20		
Statilized Insignal			
Statiture Instand Kalan	a at		
Delhers Indané Deles Deglarel Isobalés Ge	a m a co		
Dalitates Instand Makes Drighterid Scotalide Ger Other (Barr (Mil			
Destinen beland Kielen Drynami sosterike Gr Other (Ran Wij MOEK			
Destinant Indone Water Destinant Isolanda Ge Other (Ban Wil (AQER) Diagana	provide the period	ettage oglift egglioskle to mate card grining in question (AQBI) for vors cerried out suring Add	itional Needay Roors, Needann Rours and
Makhari haland Make Degenet toolone On Other Han We MARK LAQUEL BLASSE BANK BLILLEY H	provide the percent	ntage oglift agglinerie to mete cant prining in guéetion (AQII) for vore carried out during Add	itional Needay Roins, Needann Roins end
Mathem Seland Males Drymon (solitone Ge Other (stan Mai (MGER) (AQER) Sciences san's Science (S	provide the percent	ertage splift applicable to mate cach prining in guéetion (AQBI) for vore cerries pot during Add	itzoral Needay Dours, Needato Rours etd Quador Leve 🖤 31
Dathers Index Many Degrand postante De Other (Ran Ma MARK) TARKE Disease and Britishy H	Provide the percent	ntage uglift agglicable to mote card grining in question (AQBI) for yors carried out during Add	itional Needay Room, Needann Room and Clastoriae (73)
Notice Degree (solver Ge Other (Solver Ge Other (Solver Ge (ACE)) Science and Science (Solver)	Provide the percent protide the percent purk.	ertage splift applicable to mate can's printing in quaetion (AQBI) for vore carries out suring Add	itional Needday Doors, Needano Rours end Quastinisys 🖗 3:
Definer Indee Trans Digwel Lookies (n Gener Haw Wil (AGEI) (AGEI) Blance Hant Billing (N Previous applied in	Parcentage %	eringe oplift applicable to zene cass prining in guestion (AQEI) for wore cassies out during Radi	itional Needay Rours, Needann Rours end Quantur Level 🖉 No
Selleri Indae Trans Digen Indek Gr (Ger Han Wi (AQE) Lasse ants Belley R Present applied to Present applied to	Parameters	ntage splift egyliseble to zere cant prining in previum (AQBI) for wore secred out during Add	inconal Veenday Roune, Veelann Roune end Coestoniese Fig:

- 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).

Government Proc	arement Service eSourch	ig a Windows Britannat Explorer :			_			A 181 2
- + Jeb 103	a normal or constants	• group/contract process				29	(**) × (Fr inst term	A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O
facter 200	semment Processed Service	in allowing					「「「「「「」」	📺 - Page - Safaty - Tools - 🔂 -
PS eSourcing	My Profile Halls	Penningen (Unbring						* III X II X II II
nis) > eDisclo	sure Event - Clone							Remaining Tense 20 title 34m 18s
ecrymox Contact Informative Inform Kardisor Informativers	Uan	Sectored States	APP Bacal				ſ	Deer Time 2008/2012 1942 Skit Dies Time 2018/2012 (2018 Skit State Cool
Aurea (36) 🖌	Questamates Se	upadid Mundha					Sealch	Autor Stree A 11 51 55
A state of the	Caregory	tare Φ	9758	Garay			24	Bo Revalor
antanan New Car.	Legit Directorio	C ADDIA-Remarking	Diriple here	+	10.21	5.3 m 13 m	Place New Hist	Terms Deplement
		O ADDIS Considers	Denis her	1	\$ 21	Sala Of ITI	Place New Did	Server Trainment
		O allela-Terminal Genament	Tirzia tam	1.	0.4	bide:	Place New Bid	
		O applie Press Name	Eingig Sam-	- A.	100	Sala:	Place New Did	
		O ADDIS TRANSPORT	Bonata Sam		\$ a	SUR.O.	Floce New Did	
		O COLUMN AND	Bridging Sales		100	5.00	Piece New Hal	
daiu t	Legar Consistence	O ADDA Solars (- Refer Deals	Bright family		0.0	bad _{re}	Place New Bid	
		P active Barrens 1 - Consultant	Eingle heit		100	Sale:	Place New Bill	
		C Adda - Second - Technical Convitant	Birgta Ser-		0.1	Bill o	Place New Bid	
		O addite- Boersen 1. Proved Viscolar	Single fem		100	Side	Place New Bid	
		O adda.dommi.l.familaem	Single Ser-	36	P	5.0±	Place New Bid	
		O appear therein 1. Constructed at	Directa hare	- 10.	10	Side	Floce New Bid	
tion 2	Japat Constitute	O Addition that you 2. Percentionality	Training.	- W	P.41	520	Place New Did	
		O state-target - Stratet	State Ser-	10	10	540	Place New Did	
		C approved the termined	Annual Sec.	- 17 -	1.	540 m	Place New Bid	
		D AGEN- Some 2 - Print Versen	Season Sec.		42	340	Place New Bid	
		P addto - Statistica 2 - Team Leasar	Dirate Service		0.5	5-0-=	Place New Hal	
		C Alpha Batara 2. Depatr Analog	Diroly tar:		100	Sala:	Place New Bid	
						-	Concession of the local division of the loca	

- 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.

ber director and request of the low of set () house a first and and soft and of the set () being the	E-DE Wathin	Contrast Cold			ala .
s ecourong		1	Create B	Bids ds	-
tarepte lict.					
I then information: AGE1c . Technical Consultant					
	derre"	-2011	Terripi Com	utan	
	Description	+QE1c-	Technical Com	ubarri	
Manun Ira	red Guarnity"	(9.)			
Place Bid					
Currency Type	Dritah Shek	ng Polan . 💌			
Prive Part Last	-				
Maximum List Proc (Per Hour)	-		440		
Maxmun List Price (Per Desi	1.		GEP		
Volume Decount - 1-48 Days	0.00				
Volume Excessed - 18-19 Days	0.00				
Volume Discourt - 160-148 Days	<u>jo so</u>				
Velume Discount - 190-198 Para	0.00				
Vulwee Databast - 190-545 Depa	0.00	_			
Valuede Discount - 360-396 Days	0.00				
Volume Discourt - 300 Days plan	0.00				
at 2	not Procurement	B Mark//wp	eneritig	T windows forgioner	 0

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 bidfields 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.

PS eSoundin (x(s) > eDisclo	sure Even	elile Itals Ress t - Clone	upen Utalities							ternate	el El El Constantino	11/m 45ke
Scribben Ontact Informationen Inter Rendeal Practices	Sion.		Alternata III Lineagai 2		Type: Area P <u>Car and Award</u>					Cione Treve Statute O	14 00 20 12 25 EB	dirt
Galestoonsire	troje	Northe	45									-1
vi Leta		in Tout we La	gare blos sinarias	1008		Los .	11f4ge1 11(22.273)					CI Inclusion
Sat / Ham	Action	Sid Currently	Description	Guerry	moonly rate (C)*	Re of Hours required *	Applicable premium adjustments	Voturis discourt	Discourre	Time mar(it) (formality)	pricing method	End 1 Solutio
Lacition				1.4								
o <u>Alto Pres</u>	Create	British Ster	All's Praction	4								
- Self - Test.	Create	Grünt 2ier. #	ADETe - Then Laws	1.1								
Latitie		Burner	Lance and street	1.8.1								0.0
0.42211-Gen.	Creats	Britst Ster	ASEN Counter Ani									
Lerting												-
D ACREAL BAR	and Cont	1.1.1.1. T	Augustant		F83.00			12.00	0.08	1.111.00		1000
Lartha	A cas	BLARK SAL			\$80.1038P				1	1.78X.SOORF		1 Contractor
o state har.	In Crashe	Brittan Ster	1 Assessmany/		299.00		1. 30	0.88	0.04	1.97		2/8418
Lerike	a constant	In contract of	- Anno anno			-	New York					The second second
ACCEPT FORT	Create	Sirkan Ster	Accumulate		20100		1.01	1.21	0.08	1.11		Planet B
Last mp.	-	Survey of	-				100	1.0	2			
Las Ro	LL CIMM	Grøss Ster. ·	- approved and							4.91		Pinson D
	-				And and in fact		1.14	1.14	0.0			
							200	2541.6	303.			2 C

- 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.

Construction of the second secon	Toe peak A set of the set of the set of the set Restance These 20 Set of the set of th	(A) (A) (A) (A) (A) (A) (A) (A) (A) (A)
Converse Auguster Eines dauche Converse Auguster Eines dauche Conversion Con	Reinerry Trees, 2d Min Steel Reinerry Trees, 2d Min Steel Previously The Steel Reinerry Trees, 2d Min S	0. ' E
Concerning My Analysis Userses Entry > eDistrictionaries See Analysis Tape: MP Entry > eDistrictionaries See Analysis Policy MP Policy MP Concerning MM See Analysis Description See Analysis Concerning MM See Analysis Description See Analysis See Analysis See Analysis See Analysis See Analysis See Analysis See Analysis See Analysis See Analysis	Retreamp Tree: 24 This Spec Over Tree (2002) (15 at 1047 Note: Tree at 2002) (15 at 1047 Status Type)	
Security - eDisclosure Event - Clone Georgenere Executives Security Security - eDisclosure Event - Clone Georgenere Executives Security - Planting Clone Security - Event - Clone Georgenere Event Press Security - Planting Clone Security - Event - Clone Security - Event - Clone <th>Restructing Tarks: 2d 11/tr 50mi down Tark 20002014 13 42 0047 Article Tark 20002014 23 69 3047 Stotuse Tarke</th> <th></th>	Restructing Tarks: 2d 11/tr 50mi down Tark 20002014 13 42 0047 Article Tark 20002014 23 69 3047 Stotuse Tarke	
Construction Const		-
Guestionnesses Sergificity Multiple Multiple <th></th> <th></th>		
All Lots All Lo		_
Al Lufe Benerity Benerity Description Generally Heartyrate IV and Moure Applicable Volume Biogent' Additional Biomethylic Colline Group Biology Biolo	Allen and an and an and an	
No. of the second se	Promotion Streeting	ohuthi
Solatard 4		
Lantes		
D ADDIA THE GET BOARD AND ADDIA THE ADDIA THE ADDIA THE ADDIA		
Landa and a second seco		
De Alleff, bar gr c et ge bekan mar. BAll + Genere An 1		-
Lankie Contraction (Contraction		
at Takes Bankata P		
19 Annual Context State Context State 1 Approximately 9 Sec 8.30 8.30 8.30 8.30 8.30 8.30	1.795.00	ane D
Let Be 4 70 128 4	1.716.300.87	-
Praces and and and an even with a 200 20 720 10 00 10 10 000	1.792.00	Ave 2
Let Ex. 1 250.0000 T 0 8 8	4.705.9008#	
2 Adala 2 at 1 Enter 1 Enter 2 at 1 Accounter. 1 2410 8.00 8.00 8.00 8.00	1 den né	1000
1 21 21 21 21 21 21 21 21 21 21 21 21 21	1,801,00087	
PARE Land General State Contraction State Contra	1.851.59	alle D
Landen	1,803,90087	
# ACCES THE BET BUT APPENDING TO 255.00 10.00 0.00 0.00	2,993.30	ALC: NO
	11	2
Gio Suand Sits and then their the submitted rokumn above. OK means bid submitted successibilit, Error means there was an error.	Value of the second sec	. 0

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').

Larts 650	urcin	my multin 204	Henzagen Utilita	-			-				2	គេ ន៍ 🛙 🔍 ៖	8
					View	w Invitation	lids s	ė	Gov	vernment Pr	ocurement		
All Open Pan	997-	And Rescal (D) Are	agter Derfor	s Serv					2.54.54	10	Open/Pecding⊕pused	• 🥥 marenari 🖧	
		32h tate	APs prope	elli Lunna		#Fo 7364	B's Dyn		Natura -	Title Remaining	Gaes Time Gail	Close Trie Diff	0
D slints	in Dar	-Denal for taking	808	.13	20	3		Oper		2000131004249	E0103001218.40	1+400012122336	
La fines	ate iTay	9	Tert 1	10	14	3410		- Stear		52 OF \$ 44 19 101	PUBLOD 217	Townerd 55.48	
C T .	0	-	We petrol 4 - 840		HIGH.			1.	Lal.			t de la companya de la company	5-1
0	.0	SALASTICK GLASTICKA	HE SECTION & GRO	10101-0111-001-000000	ECTION .			90	540				
9	0	05.811019.00101014	WE BETRONG - ADD	NED TATION A	ng exturn	wee		e.,	100-				
Q .		10.07174 2.0010044	WE BECTICH D . THO	Hadal, Mat PR	0711103	APPENDIAL STREET		Ø.01	ind a				
	.0	ADAD GREEDWARE	BEHDA-HARA	ow soasho	-				544				_
0	in For G	sectionaini (†)								10	ta ter STE Divite By 3	Concernent B (3	
inertiad Agent							Fist	tare .			A second	The state	
Call Invited Agent Date		Latriared											
Call Sectod Agent Tax		Latriared								1000		100	

- 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.

UNCLASSIFIED

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.

R Revea (DR)	Genetorene .	fores .					Search	24	tr[E
	1.44	CRARCE	10	tare 4	1	564	12-4/10	1	52
	Retream Area Ariana	Geger Dirrectoria)	0	Add/authetmedienter		Simple Rem	R.5.	1.2	23
			0	COUR. Science		Simple Serv	h.,	100	161
0			0	addre factorettimeter -		Sincle ten		#=	53
0			0	ADDI. Principane		Simple fam.	10	0.	24
0.0			0	status fact Lenne		Single feet	E.	P 21	- 54
0			0	ACK'R Concern Atable		Simple her	F	100	54
	Bacality 1	Lapitoniana	0	SORDE-Research Factorillinger		Sincle fait	1.2	0.0	54
2			0	Allfa, Barara L. Denslant		Simple harr	1. C	0.5	24
123			0	Addita - Barlance 1 - Technical Control	tarts .	Service here:	1 C	100	54
-			0	state decars 1. Printillope		Simple Serie		0.5	5.0
01			0	ADDRESS ADDRESS OF ADDRESS		Succession Party		0.	- 5-2
animal Age	etts for them (1)						Dona mire	11 M	려 10
710 - 100	Clarence	Evenium		Na C	816L		West Prove that we		
T ₂ r	ne -	Ter I	kolier Agam	Deer	8=	40			C

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' radiobutton, and then click OK.

C Government Procumment Service eliosecting - Windows Internet Englance					. lizi ×
🚱 🗇 🔹 😥 https://grownerity.coloret/files.gov/A/s/hides.ta/l_sov_+/			2 日 17 8	all this Dearth	P
🙀 Parothes 🖉 Government Procurement Serves alloueing			5	D + THE + Paper S	alaty + Tools = 🚱 + "
GPS eSourcing Hy mothe Bide Inecaster Interes					
REx[s] > eDisclosure Event - Clone				Remaining Tim	e: 2015s/ 60m 81s
Description 7,000 MT Contract formation 60 (Statements in the State Statement fortune teams 540 Internation Statement statement (Statement (Sta				Close Time 2000 Close Time 3400 Statiset Optics	2012 15 42 98/1 2012 23 58 26/1
Al Greatenances (1) Companyones Suggested States -			25 11	500	1112 DR1+ 谷山
Questonnere Queston 🗣	1 4	0.4	Recent	Yes they	
III SELECTION DUESTIONANES SECTION A - EACHSPOLIE DUESTIONS	₹.	500	Revela Desprinter.	free wattery	· (1)
statetos patronisme atotos a - anopos hos nelectos	₹a.	500.	Place Response		
BELECTION DUBLICOVERABLE RECTION 2: ACCREDITATIONS AND INEXANDER	e	550,0	Place Response		
B INVESTIGN SWITTOWARE INCIDENT. TRONGELING PROPERTICIAL ABUTY	P.a.	200	Place Response		
Annual Directioning Section 4 - NAVEATORY DIRECTIONS	¢a.	520	Place Response		
A ANARO SALESTICINARE - SECTION 8 - SERVICE RESUMENTS	P.a.	200	Place Response		
ANNO QUEST CHINNER DECTION CHIPOLOCY SPECIFIC REQUIREMENTS	₹a.	520.0	Place Response		
ANARC SUBSTOMARIE RECTIONS - OREAATOMA, RESURBINITS	0.0	200	Place Response		1000
ANHO DUBLICOWARE SECTION & PRICING EXAMINETION	@ co.	520,01	Basise Baspened	State manual	(I) (II)
Dere Start J	2 weda	er Esplorer	• 12 et5 lireendutr 1.224	🐙 Trasled stes	1/6+ 10105 +

- 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-arrowed refresh icon will update to the latest job status.

					Data Manager	lities			
oba (1)	105.0	7/04	Description		Darie	Type Impot Export	Status All	· Server AJ	日期
leans, Mil.	1992	mappin fare	Barry, Pro. B.	Son. On one of methods.		nstaut.		1212/1212	E
				T					
-				1	Dase				
CF THE MART OF	eratori (nel)	e several movies, or hi	uter of the second second	ig on the lacet of writely in the system. The	an altara dang ita kata altar terdi	Taken by a considering their systems of	ningt ing visiting a th	entitione > Sala Van	428 + 9-1
A MARLA OF DODA" /	hdianai that y a l-taoh	our accort or Proof via	riusseinki Mysu en es	coring ingra disa manimu ana salara "Bawa 1	agel 41. To sele the file. Pyour impor	naka mpia Palazi, old or t	na datur (ini to wa tha	entring into we need	10 4/17 (0)

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.

- Janet	Calded R	+ µ' + ∧' √ 0 = ⊒ ∆		Sama fatt		A Despise	tonn .	- Ser	ann ann	Farmer	arn- 2 des -	2. d
Current .		Pare		renia .	Balline		-100000		00	10 C	1	tames.
\$30	- 19 (S	6										
Mandai Another	A.:			- 1		- (R):		4:	in the		A.:	1.00
Organization U	tique (D : Governor)	ent Processent										
N's fame : s0	Autoware Easerst - Co	and for texting			NE a Type : SEP				Open Date	e Tiene 1,260	12-68-62 38-62:2	2-001
NEX DRIVE 1D	1998				Promit Marrie :				Chose Curs	Time (18)	21210421299	0 10417
Question Info	mation And I	Response Section	ANSINEALD 16/	19		15						
Questionnaire	- Questions		Response		Response Comm	erata						
DELECTION QUE	STROWING SEC	TION A RACKOROOM										
SOALI												
ICASI FLANCE CO.	IN THE YOU WARE	of the distal cellon	_		1			_	1			
animaring (or the	ners of the orga	teel te price rotes in	1									
britect orbers # 1	conectivity bid is	being tenderentli	Supplier XIZ		1	ANSWTRED						
ILADI												
SQAJ PLANK AT	to the registered	uffice address of the			1							
CALCULATION INC.	dering					OPEN						
(sade)			- 195		10							
IGAS Pleade att	the trye City (v) with	ch the randes/ig				0000						
CO.L.C.	A DESC OF DE				10	Carter						
Party.			- 14		-							
SQLAT PLANAS TOUR	IN THE COMUNITY IN	egismacion number for the presidention										
andering.	100000	22112022200228(0)				OPEN						
SQAS)												
SQAS Fieses at	ets the state of reg	pietremon fair the		5m0		Summer of the second						
rgen iset ion ten	dering.	Since and second second	2212-05-22 00:00	30	-	ANDALISCO						
C.B. Derbuch	re Question R	Lanaporteen 🖉 Table Program	ne 00,479 (J	2		ALC: NO.				-		1
		and the second second		dan al	2.000 00	1.10 (MAR)				100	(3) (1), (1)	0 1
tart A	10 E E	ICOO L	Index coult 0+-	Science Press.	- Generatorit Pta	or S Wind	teve Explorer +	ines.	Screenohols 1		Screeel Encel	- 3

- 8.7.6. In completing the offline bidding template, for both questions and bids, you should enter your response information into the white fields, not the purple ones.
- 8.7.7. In most cases, the offline fields will require you to input a response in the correct format. If you hover your cursor over the white response box, a comment will explain the expected response type.
- 8.7.8. Note however that items in a 'multi-select' question will not appear as a dropdown box in Excel. If responding to such questions offline, you must only enter text corresponding to the pre-defined question responses; and should separate items in a list with a | ('vertical line') character.

Header bottom			-
Organization Unique ID - Communication Processions			
Mix General Departmented Carpiting and Natiligenetion Engineering of Mix Internet Mix Internetical Carpiting and Ratiligenetics Engineering		PEA Texes (PEF	
second and a constraint of a second	1.97	(1) How (Market)	
vertion Information And Response Section	ANUMERED NO / 278		100
antionnaires - Questions	Besjannin	Response Commerce	
411			
CATLE Pressor share the number and later until of the	1	1	-
presses from set of your region part or provides the pressent.	· · · · · ·		California -
ALIE, DATIONAL COLLECTION DE PRIME DE CALCOLUMNE DE CALCUNAL	1000		anowine)
EIA			
All Forest information and an and the second second	And the Street Burns	1	MONTHE
			

- 8.7.9. The offline bidding template should be saved to, and completed in, your local system. Once completed, the template can then be re-uploaded into the eSourcing Suite, where it will auto-populate the RFx.
- 8.7.10. To re-upload an offline bidding template, click again on the 'Respond Offline' button on an RFx's main page. This time select the 'Import Bids' radio-button, and then click OK.
- 8.7.11. Browse to locate the offline template in your local system. Ensure the importtype box is set to 'Bids/Responses' and then click the Import button.
- 8.7.12. The 'Utilities Data Manager' page will open again. Your template upload will show as the most recent job. The status of this job will initially be 'Running' but, once completed, will change to 'Done'.

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

8.7.13. If there are any errors with uploading the offline template, the job status will show as 'Failed'. Click on the 'Failed' link and an error-message will explain the reasons for the failure. Correct the causes of the error, and attempt to reupload.

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. <u>Do not leave the upload until the day that the event closes</u>.
- <u>You can only use an offline template once.</u> 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.

an	nerd Programming & Carstania from a	volume							9 * () * () *	m + hox - lants + 1	1008 + 4 1 +
eSourcing 199	And Annual Contraction (Contraction) Very 27/20 Very Line Terral Contractory and Very Line Terral Contractory and	Vil	Invita	Bids	888 C	Govern	ment	Procurement			1 3
aling Walted III - Aline									All All	+ O madae	
Ry.	iere	i breat	£.	ANTH:	8% (5ys	p	Ref.	Tex Services	Deer Tree Diff	Ever fire Ort	10
Denistra 246	Tari 2	8	68	3		2041		10 cape (1 + 4 7 K - + +	F(40.0011.21.21	180-0012.0219	E
allemon Earl. Dirichte	and a second	10	88	3.00		13 teach			In the second se	DESCRIPTION OF A	E C
IT PERSON TAK	F98.3	101	10	39.010		2041		The state of the s	ALCONDARY TOTAL	3162000122238	- H.
entenara (M	anturnera (Britti)		_	Current Fis	gert (1.20 of 310	14	_				Bla
estamore (M	anthrony (1999)	are Leo	.0	Current Re	96C 10 50 510 Faq	14	2	(Neuros		an march 1	
	Later	Gorrane / Glaego	.0	Carrent Ba	ger 1 (1. 20 of 30)	15 17 18	2 120	(BIA
	Land Land Land Land Land Land Land Land	larae Cesa	•	Current Pa	ger 11 20 of 30	11 4	2 22	Since of		na mar	BIA
	Landservices (Cherris) Land H PART TO 16 A Statigue Landser Di SECTO I B. Bours de Regular	toriges i Stanto	.0	Current Pa	ger 11 20 of 30	14 - C - C - C - C - C - C - C - C - C -		laure		ee verte 1	
	Landserver (Chernel) Land 1974/1 1978/11114 - Radgerow Landserve 1978/11114 - Radgerow Landserve 1978/11114 - Radgerow Landserve 1978/11114 - Radgerow Landserve Handserve Hand	toriani Gano	•	Current Pa	ger 11.20 of 310			News		ana anana - I	
	Land Street Land Land Hold Till A. And prove Landson Statistics I. Name to Name Science I. Name to Name Science I. Name and Posture of Statistics Science I. Name and Science of Statistics	turiare i Classo M	•	Corrent Pa	gart (1.40 of 30)			Meun		an and t	
	Lues Andre Lues Andre Lues Sciences Lues Sciences Andre Lues Sciences Andre Lues Entline Andre Sciences and an Entline Andre Sciences and an Entline Andre Sciences and and Entline Andre Sciences and Andre Sciences and Entline Andre Sciences and Andre Sciences and Entline Andre Sciences and Andre Sciences and Andre Sciences and Entline Andre Sciences and Andre Sciences and Andre Sciences and Andre Sciences and Andre Sciences and Andre Sciences and Andre Sciences and Andre Sciences and Andre Sciences and	aran Cena	.0	Current File	gart (1.20 of 20)			Meant	Press Of Art Doing	An Talay	
Antipersona (A)	Lant Lant Martin Di Mattilli A. Matgaram Lanter Di Mattilli A. Matgaram Lanter Di Mattilli A. Matgaram Lanter Mattilli A. Matgaram Lanter Mattilli A. Matgaram Lanter Mattilli A.	5	•	Current Pa	gert (f. 20 of 20) Fisikae			Meent	Permo Ge ANT Drive	na vang At samente D	

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.
--------	------------------------------	--------------------	-------------------	----------

Covernment Procurement Service	o eSourcey - Weekow Drivenet Lighters			N. O. W. W.	itia Itia
Contraction in the second second	contractive gov/dv///retriener/res/-res/-r			ALM PRIME	Les both
Reverter: Government Procur	eteent Service eSources	_		SI*	- me + Page + Latyry + Tost + M-
GPS eSourcing	tie linte Manager Utilities				
<u>REs(s)</u> > eDisclosure Event - Orecruption <u>Connect Information</u> Traise Available attrastates	Clone	fami			Nersamp Time: 20 12/s 50m 64s Over Time: 2000012 is 40 04r States Time 4 doopstram as 3MT States Dawn
All QueelScenaries (8) Conte	Sofrares Expella				
24 - C	Duestantere) Guestal 🗣		See .	Bilgare	View Habry
allectros queen provise set	THORA - BACKBRICKE GUBBINOUS	Ø.m.	Side	Place Areasons	
· SILACTION CLASTIC WHITE SE	those - securica For relaction	e.m.	Sala:	Place treasures	
· selection dues thornwerks se	OTION C - ADDREDITATIONS AND INSURANCE	0	Sad in r	Place Propriet	
BELETTON GUESTIONINARE SE	OTION 2 - TEDRHICAL AND PROFESSIONAL ABUTY	P	52ht;	State Income	
B wildo questionivite sectio	IN 4 - NWHONTOPY QUESTIONS	P	S.dm	Place Assessment	
ANARO GUESTIONNARE - BECT	DH E - REAVICE MOUVAEHENTE	Ø	Sale:	Photo Anna Comp	
avano auestroviaure sectio	IN C - PROJECT SHEDHIC REQUIREJENTS	P.1.	Salari	Photo Barry	
AVAND DURITO VALAR BECTO	IN D. OPERATIONAL REGULARIVENTS	0.	520	SHORT	
anne santowne acto	n El Mola Escultos	e	Side	Photo Bengerman	
re Frant (2 C) - B (C (5)	I I F G G Stev-most tudes	ent Practice. 🛄 7 Window	Ectore +	🕞 elő Simerakats 1, 2 (%)	∠' hutet alse 1, + 4,00% → [3] C = 101

- 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.

					Attack	ments			
		_			Augus	mients			
Albeho	nertis (A)						All	A 38	Vorete 2:
Lever	Faran	Centers	4Ra(heer) Take	Description	Craerbane	TereScient.	Last Charget for	Type	Date Month
Rowin C	estatos	Destinate of Constantian 3 (20,000, alone	Telduce of Constance	-	Seamon Pressent	17. 1910 (1911)	Coloris Mariage	equivalent of a specific set of taxis	00022214.18
fierr b	another a	absorbing these Resides Socialize S. C.M.	Affering Sale Results Dullares.		Seamer Property	IT Harrison Test	Server Manager	and inclusion and approximate of a distance	annanta is
Even 0	arent .	Evaluation and Waiting Tomorro Document 8.	Reductor and Maring Tomatic Doctors)	u -	Diverment Procement	IT Hardware (Tex)	Content Venagel	applaater ins spanning as attacts	1002201211
Eveni 0	bereral .	OT ARE DESIGNATED & MARKING	JTT Fay Diractert		Summer Powerert	17 Hamiles Tec	Current Nerwyel	Application in a speciment of others.	10122012-15
Elett S	laracti	(plin Taronana 0.1, RLATEL 200	Odd Constant		Sciencest Polyanest	IT versions Tex.	Connect Manager	Application mavore	98/02/2010 68
Frent S	interfacione (Banafastan D.L.BLAND BIA	Senitation.		Service Passenet	If remains (Sec)	dament Verleger	ADDIDATION OF LODING STREET AD ATTORNEY	82.52.2812.15
	and the second second second	a Terry and Communical Columns	Twin and David Sala		Summer Property	17 Hardware (Test)	Some through	and services operation as all and	10052301218
Bart C	Charles Destrueurs	And the second sec							
Barl C Ref C	areal Jareal	Terrard Parameter 11, 0, 200 and	Term of Parinteeter	1	Close	IT the store (Tex)	Content Name of	and also in the other staffages	000222512.15
Bart C Rent C	larmed line, rain	Terry of Parameters 11, 31, 400 and	Term of Federation		Close	IT tenses (ten	Serier Verage	and also in second role fait	00022212.11
Rari C Rari C	interest interest ordering is another	Terry of Parliments 7.1 (Build Street	There is Particularies many any informations from abatements, much the loss on the form		Source: Posterer	if feeties (feet	Server Verage	and also in constants of Anto	000220121
Baeri C Roeri C Vivo Dre	arread biograms arread arread biological arread biol in the C	Terre of Personning 2.1, 85,000 years and the separateria. The paper gas of the 6.6 million Content accord to class the paper series. The paper	<u>Tarris di Patropatron</u> restru prij informat fina ringer algunomenti, madi ris ton on tra far n		The section of the second	17 Merioane (Neel aar ent Han disk	Server Verage	and also in the other stands	00023013 1
Raen C Raen C	arread data ar well arread arrang is arread arring dat is tract	Terry of Personalities 1.5, 20,200 years well for appropriates. The astrony proved to 6.4 of a Content automotion dealers and astronymet. The prove	Tarris of Particular many pry Independ line hyperalizationants, stated the line on the far it		Close and President	17 feetoen (feet	Down Verage	and also in specific as official	00022012 11
Rael C Reel C	arrend Gaugeren Gerend Gerend Is er et is ger deg Gel is trag	Terrer of Personalities 1.7 (RADIO Jose) and the astrophysics. The extent part of that 4.7 m Schwitzglanne in view the adjustment. To part	Terris d'Antoinean Irrian an Irland Rap Han algebrach, mad ha ha se ha le h		Close	17 feetoen (feet	Dent Verage	entador os constituente d'ante	89923912.71
Rael C Rael C	annad Source of	Terrer of Personalities 1.4. (ELEPTONE and the approximate. The accord per with the 4.4 of Schedult adjunct to view the global-mark. To popul	<u>Tarrin of Parlinform</u> many any information from a particulation from a particulation of the last on the fair th		Close	rt freetower) fant	Dent Verage	entador os <u>en ellendo</u> d'ante	60.02.22 ¹ 2.11
Bart C Bart C	anna Guinean Annai Airring la anath	Terry of Personalities 1.4, 90,000 years we for a bary marks. The accept part with the 4.6 years Contact adverse in view the analytima of Te series	Tarris d'Antoinean mars an i rhana bha hag algannaris, maid na bas in na de n		Direction Constraints	if factors (Tel)	Denet Verage	entador os <u>constituido</u> dade	69922213 11
Bart C Bart C Bart C	orenal operang is anath	Terre of Parlaments I 1, 20,000 com	<u>Terris de Fallesbalen</u> restera pro informal l'ago rispor algunerante, mais fina ten un me far e		The second second second	17 menuen (Ter	Doran Kenap	entador con <u>como filmado</u> altado	69922213 11
Bart C Rent C	orenal Serend Se	Tenny of Personalities II * 2014 (2014) and the approximate. The ansatz part with that if it is Contact and any its view the approximate. The paper	<u>Terrin of Factorians</u> many any information from algorithments, mind the ton on the factor		The set is a const	if technes Ter	Door lease	entador os <u>en electrica</u> s d'ante	
Bart C Reet C	anne Davan e e	Terre of Personalities 1.4, 90,000 years we for adverse and the entry periods to 4.6 of 9.5 Contact adverse in view the adverse of Terretor	Tarris d'Antonione marca pro informa fina Inany abanimanto, maist ina tone on marker n		The second secon	if termen far	Door le au	entator or en el trato	
Bart C	anna Dana an	Terre of Personalities 1.5, 20, 2007 June 94 for exercising The exercising of the 4.9 or Content adverse to view the advertment. To some	<u>Territori del Fallosianon</u> Interna por informal llago Interna discontrante, minad inte loss un interne far el		State and Production	nt termen i Ter	Dent liene	entador con una como de adardo	
Rael C	ang ban ang	Tenny of Antonia 1 * 2014 provide and the approvance. The antonia provide tot 4 4 m Contact address to size the global-mark. To prov	<u>Terrin of Factorians</u> many any information from algorithmetic, mind the loss on the factor		The second Production of Close and Production of the second files in proceeding of the second	if tennes (Ter	Door lie oo	entador or an <u>e de d</u> udente	
Rael C	anatoria la anato	<u>Terre of Personalities 1.4, 20,200 years</u> will be absenced the entry of total 4.6 of the Default adverse in view the adaptive of Terrapor	Tarrin of Factorian		The second secon	nt termen jitet	Door lease	entador os <u>en electro</u> s dans	
Kari d Neri d Da	anneg Dagerse	Tenny of Annual Intel 5 1 (Kold Strands	<u>Territori del Factoriano</u> restora por informa llassi llasgradigatorinanta, minali fina tanu un fina far fi		State and Product and	nt periode (Ter	Door	entador con como filmado altario	

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.

If Taken pervise gentermity a transpage share is a approve attactomet privile is a supervise including your relationship to any perfert, administrates or other 5 attactives including types (a), is or to boy you will perform the attact be farvines yourself. It blasse infinite the farvines yourself. It blasse infinite the farvines yourself. It blasse infinite the farvines yourself. It blasse is think of a "prime tonnector" and intend to use thick parties a scentility consister the gainstone in construct and antercontenting per net in the infinite part of a summarium to provine the decimes.	t lineare your company name) - Ceperisation There), illinexating your conductation Grammerich Agreement and any resulting Cell Off Contract a framewich Agreement and any resulting Cell Off Contract as (autoromounterious) of portode arms to all of the Territors the 117 before completing this quantum.
I Transm performing to the page that is a supervise attention traiting in provide the lattentiation of the second statement and the second statement in the second statement is attention to provide the factions provide the second statement of a supervise the factions are taking as part of a supervise to provide the second statement of a provide the second statement is a catefully consister the gainance on constructs and superviseding set part in the faction.	n linearer your company hane) - Organization Theos), illingtoneting your completentiar Grang of briffing rempenies. • Fremework Agreement and any resulting Call Off Contracty • (sub-contractors) to provide arms of all of the fertices, the ITT before completing this quantics.
I Tracket partium preferably a non-page shart is a supervise attentioners motified is ensuring including your relationship to any parent, endedlimities or other 5 of 5 bears infinite by attenting optima (s), b or is how you will parform the sell provide the derivies yourself. I be hidding as part of a sometrial to provide the derived to use third parels is the hidding as part of a sometrial to provide the derivies.	t (invest your company name) - Cognossation Dhark), slinetaating your cognisation Genetics and any resulting Call Cff Contracts as (sub-formoretois) to provide arms of all of the Terribus the IIT before completing this quarter.
24 1) These proving performing a maryage that has a degreese distribute privile is eventure including your televionship to any privat. Additionally for other 9 (a) Disease infinite by Adjecting uption (a), (b) or (c) boy you will perform the suit proving the dervice ground!. use hidding in the role of a 'prime tensector' and intend to use third parties are hidding in the role of a 'prime tensector' and intend to use third parties a carefully consider the publices in construct and suprementing set for in the Solution	n jäneers yvur eesgeny nese) - Cepenisation Thart), tilusteating yvur sepakusation Geneg of Bolding reparies. • Framework Agreement and any resulting Cell Off Contract • funderstocartons) of gorrope arms of all of the Services • authorstocartons) of gorrope arms of all of the Services • 117 before completing this question.
Transme pervise profession a transmentary of the part is a degreent distantment privile in structures including your relationship to any person, evaluations to other 5 (a) Flease inflictive by selecting optics (a), (b) or (c) how you will perform the suit provide the derivine groundif. use hidding in the role of a "prime transmetory" and intend to use third parties a constituing as part of a summarium to provide the derivation. a constituing as part of a summarium to provide the derivation a constituing as part of a summarium to provide the derivation.	n lineare your company name) - Ceperisation There), illinexating your completation Granterlaw @ d • Transwich Agreement and any resulting Cell Off Centracy a (autorizations) of pervise arms to all of the Territors the 117 before completing this quantum. Completing @ d
In Treases periods performing a new-yays share has a supreme statement statement statement statement in a semicondex including your relationship to any person, websiteties or other 5 [6] Eleases infinite by selecting option [6], [6] or in the your will perform the still provide the derivine yourself. a set hidding in the role of a "prime tennestory" and intend to use third parties are hidding in the role of a "prime tennestory" and intend to use third parties are hidding in the role of a "prime tennestory" and intend to use third parties are hidding in the role of a "prime tennestory" and intend to use third parties are hidding in the role of a "prime tennestory" and intend to use third parties are hidding in the role of a "prime tennestory" and intend to use third parties are hidding in the role of a "prime tennestory" and intend to use third parties are hidding in the role of a "prime tennestory" and intend to use third parties are hidding as part if a semantime to provide the derivative to a semantime to provide the derivative tend as reconstanting are net in the "Select".	t closers your company name) - Cognolation Thank), illinerating your conductation Grand of britting remaining - Transwitch Agreement and any resulting Cell Off Contracts - Transwitch Agreements and any resulting Cell Off Contracts - (sub-removerhous) of pervise arms of all of the Territors - IT before completing this question.
Classes indicate by selecting optics (a), (b) or (c) boy yes will perform the suil provide the derivides protection, (c) and investigation the derivides protection to provide its use third parties, are hidding as part of a summarium to provide the derivides. In catefully consider the galance on constructs and non-contracting set nut in the Selection.	Guederlave * d • Transwrich Agreement and any resulting Call Off Contracts • (sub-contractions) to porticle anne of all of the Jeruious, the IIT before completing this question. Commitmises * d
Classes infinite by selecting sprint (a), (b) or (c) boy you will perform the solid powerise the destribut generation () and indexes in the relation of a "prime transactor" and intend to use third parties into bidding as part of a suscention to provide the destribut. In carefully consider the publicate on transmits and sub-constraining per but in the biddent as	n Transwroth Agreement and any resulting Call Off Contracts as (sub-rootsectors) to provide arms or all of the Terribus the IIT before completing this question. Communicate Pay
Control of a second	Framework's Apreament and any resulting Call Off Contracts as (sub-contractions) of pervise arms or all of the Services the IIT before completing this question. Computeriese $\mathscr{P}_{(2)}$
(a) Disawa infinite by adjecting option (a), (b) or (c) boy you will parform the suil provide the derivines protectif. I see hidding in the role of a "prime connector" and intend to use third partie are hidding as part of a surgering to provide the deriver. In construing as part of a surgering to provide the deriver. In construing momentar the galance on construint and momentumbing per not in the Solar	a framework Agreement and any resulting Gall Cff Contracts as (sub-contractors) of porticle anne of all of the Tetribus the IIT before completing this quantum. Guadantieve Par
will provide the derivies yourself. I sok hidding in the this of a "pline thomsettp" and intend to use third partie are hidding as part of a summarium to provide the derivies. In catefully tonaidar the galance on constitue and summarization set but in the Solarited.	a (subremisectors) to provide some or all of the Jervices, the IIT before completing this quantum. Community θ^{0} at
a are highing in the role of a "prime consistent" and intend to use thist parels a are bidding as part of a suscentium to provide the dections. In carefully consider the pulmence on construct and sub-consisting set out in th Distant .	a (advector control to provide size of all of the levides, the IIT before completing this question. Constantions θ^{\prime} is
are hidding in the role of a "prime tonnearts" and intend to see this partie a are hidding as part of a communium to provide the deprime. In carefully consider the pulmance on constructs and and contracting per nut in t iSolari	is indicativeness of provide size of all of the fertices, the IIT before completing this question. Guestin Leve θ^{0} of
, are blading as part of a senserium to provide the deputies. In carefully consider the guidence on constrtic and sub-contracting set not in t I Solari	the IIT before completing this quantum. Commutive θ^{0} or
n casefully consider the galance on construin and marrowtracting any out in t Solari	ine IIT before completing this question. Community $\theta^{0} \pm$
i Solari 💌	Gaussian Larve 🖉 (1)
i Solari 🗾	Constant Layer W (1)
e Seatt <u>a</u>	
Constant and the second second second second second	
c) If you aslected sprice in or (c) in SQAlls and you are mariaring in the col- dering as part of a concertion to provide the Beryloss then you must dopplete ti make and indicating which memory of the apply shall will be responsible for p then internet.	a of a "prime contractor" and intend to use third parties (sub-contactors), or y is attached sale associated with this questions to describe the domposition of y mentals of thiss elements of the fervices.
bere sterne state alle ti pers finiters cons ste affeit-	
	Gueston Level 💞 (t)
21	
T of you estantial sphere for an SQLDs and you are bandworky as part of a sense	intile you must provide detects of

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.

					Attachments			
					Attachments			
Internet Attachments (8)							And Station Pro-	-
Leve Corput	adaptment same	Description	Ergendation	tareby	ijer Laeroja	rgen ku 👘 🖏	pe Daw Goothed	Sor
BD DATA AVAILABLE								
			Ch	pae				
This serving is anattact for	rata invaria The except	veroment Processed Servic	a cSourciag - Windows	a Trikornet Gagila	**		A. 171. A	
and an and and a reasoning cards	G	PS aSourcing					6 L	
					manager RI	FP .	5-5	
					Attachment	S		
		Passe after effectivent infer	when the allowed sale	and the may 24 Mil	K.			
		Hire	Lavallari	Description	Attach Contain	5		
	,	Nerw" Campany Org Chart	Latal Drives	Description The State	Abort Contain C. Documents and Satting	Bowse.		
		Here."	Local Drives	Enangel	Atent Content C. Documents and Setting	Bionse		
	+	Ners" Dampany Org Chart	Lacal Drives	Encode En	Aborh Contain	Browse. Browse.		
	+	Ners* Earspary Org Chart	Lacal Drives	Encryth S SA S SA S SA S SA S SA	Attech Content (2) Documents and Setting	Boxee Briwse Browse		
	+	Nere*	Lacat Drives	500090 5 K 5 K 5 K 5 K 5 K	Abart Contan C. Documents and Satisy	Browse Browse Browse Browse		
	+	New* Dangany Org Chart	Latal Drives Latal Drives Latal Drives Latal Drives Latal Drives Latal Drives	5000000 2 84 2 84 2 84 2 84 2 84	Aburt Conten 2. Documents and Same 	Bionee Bionee Browse Browse Browse		
		New* Cargary Org Chat	Lacat Drives Locat Drives Locat Drives Locat Drives Locat Drives	Exercise Exe	Aburt Contain	BUASE BUASE BUASE BUASE BUASE		
		New* Cargary Org Chat	Lauden	Exercise A A A A A A A A A A A A A	Abart Contan D. Documenta and Same Abar More	Browse Browse Browse Browse		

- 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).

esourong				Attac	RFP			
Utachmente (D)						AL		Vizinite .
and folder	Corrent	eductional fairs	Exercision	Organization	tiere/Solger	Law Diarged by	Туря	(Desine)
Even Centratoni	Constraints of Constraints 5 1, 50, 2147 (200)	Centritiane of Compliances,		Sciences Rossener	THAT WAR	Content Manager	application while one workshows to the state	0342-2012
fort interest	abiliting from Scatter Scatterin 27, 81	Addressing Name Transmiss		Distant Project	T rarrows Tael	Cartery Manager	approximation and approximate officers	
Dient Denerel	Evaluation and Marking Science Technical St.	Bullistics and Swatty Emerge Zonows	-	Scener Popularies	There are the	Content Manager	application in a spaning horizon of the spaning of	13.57.2012
Lerr Seren	OT Man Designment & 1_Boutlet man	197 he Susanet		Rosenware Processor	IT receives Tes	Earners Starleger	Application while operation where of the party	10.02.2012
fort Jerest	1964 Template 7.1 Multilling	Off Doamant		Ocianitan Provanar	Trames Ter	Contern Variaget	10070010170-000	0542/2012
Let Backston	BredStation () 1 (Review most	Sceptrator.		Dolemment Possiveriet	T Hartmane (Teel	Conserv transper	Instances on competences of sect	0841:0012
fuer Detter Dearte	Tarra are Sentitived 1, Bullet and	Terms and Economics		Distant Provener	TT 19810-010 (Tel.)	Centern Manager	and the second statements of the st	18,02,2012
Dett Detext	Tarva of Participation D.1. Build more	Terrory Factorian		downrait frouveren	Triarpoore Terl	Containt Managar	Automotion of the Automotion of the Co	01122012
		man manufacture	071 78/1 02 48	art We providing to down	lacara ner da	Event		

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.

				Attachme	R F P. Ints		Ţ	Ţ
						* 44 **	U. Uppeter Big	5 B A
Centern	Adaptment Name	- Description	Organization	Terebber.	Carel Divergent i	Tot :	Den Verfer.	tion The
221 Passena Tarretaia and	Anannam 10 8101 Faterna Tan	-	Internet Process all all un	and bark Devel forwards	114,7141	Bert- Maler Tanad	310340-5-10	4199 [7
man St. W. second	Additionant California, PT	1	N-Arman Posservent advolt	New Weard - Dismet for sering	116-5181	ALLE 28101-10124	\$10000 mm	+r+8 ["
status to Practica and	Statistics aleximate	1	Pl, Techonie, P. Hard	(if you assume that to the optimization of R207a, plana propagate	rea main Billinge	and advected and the way of the	88/85/02/12 14:06	SIDHE D
	Sonitae Alexandri, 244 fa soc	er ma far sign ran	tin and the jour the transf	ad ein mer die Soon				
	dominal angenerit. 294 P4 Cor	en ma dar lagn nan	th and the could be a survis	ad en mer die Exon				
	dominal angeneri. 294 fik dor	an ma An Agair an	th and the (subthe stature)	ad ext mar die Exon				

- 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.

C Government Procurement Service (Searcing - Westweisheit Eighen)					- #1 ×
🚱 🔄 🕷 (Mittae University and each the gave all excited as the second			1 🔒 🕂 ×	A Limberth	1.8
👷 Pavotae 🛛 👩 Government Procupement Service edeurong			(a) -	12 · 13 · 14 · 14	Saletz + Toole • 📦 - '
GPS eSourcing My water and manager (maner					6 4 S 6
RFx(s) > IT Hardware (Test)	 MI 			Semaining To	mer 25d Rer Am 38e
Description (17 Open) 12 82/12 Contact Microsome Protein Microsome Arthreshand	By Carrent Organization			Diser Tere Dis Dise Fore 20 STATUS Open	13 2312 25 27 2647 21 2012 25 38 2017
Al Gestornares (2) Occusionares Singlefiel Thetter	the second second			E	amore stitue (B) (B)
	Carrient Page:1 (1.20 of 36)	-	Baseriel	The Maler	-
Gaaaternara / Guarter V	E	- Land	medan a	2001/00001	
A READ THIS THEFT	Ø =	24(1)	Place Response		-
M SELECTION SECTION A Response Quarteria	1 0	342(3)	Place Response		
D BLACTICS BCTICS B. Onumb to Tayasian Co.	* IQ	(2424)	Place Response		
SELECTION ESCHORIC - Territori and Portesconel Hores	- A	242(0)	Place Response		
ANARE SECTION & - MANGATORY GLESTIONS	* a	24210	Place Response		1000
W ANARCHELTICS & BUSTANARCITY	P =	2431	Hereise Bengerman	Mes-sutery:	44.01
AVARD SECTOR C- CORPORATE AND ECONE REPORTED/TY	1 0	242(2)	Place Response		
MARE RETION D. RELECTION M.C. APPONTURIT OF BUILDOUTEACTORS 0	• IQ	(Add)	Place Response		
D WALKE SECTION E - NAVABENENT OF BUB-CONTRACTORS 0	* A	2667(0)	Placic Response		
A WARD SECTION F - SUPPLY DWWY WILASDIENT	- n	049101	Place Response		_
AVAID SECTION G: REA AVALVES AND INTIGATION TO AVAID SECTION G: REA AVALVES AND INTIGATION	· -	2411	Place Bospanae		
AVARD BECTOCH - ODVETER RECOVERY AND EVENEER CONTINUETY	• N	242(2)	Place Response		_
AND AND RECTORED BATH AND IT DECURITY	- M	0000	Place Response		
A THE RELEASE FRANK AND GENERAL RECIPITY	* 0	1000	Place Response		
ANARS SECTION K. ACCURENS AND IMPROVED FUELDE SECTOR ENDINGED BE	20	20010	Place Response		_
A MARE DESTIONS - ACCURACY OF MINIADDUDY T MICRUATION	V =	2401	Place Busponse		_
AVARD SECTION IN TRAMERAS COST	* a	20010	Place Response		
ANNAE BECTONN INVOCINE AND ANTIMANT STREAMS	• A	240 (1)	Place Response		
New Concession of the	SUR			V Tradedistes	1 + + + 100% +
Start G	Coverseed Procercy 5 With	Anver Excitors	+1 and Streenshots 1.2.2.0		[7] . In El 13.54

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.

19.	[#] Mips		🔁 🧯 🗛 🔯 🖓 🔤 🖉		P.+
Perchan	Soverneet Presenent Service eScuring		B+D+D+H+H	pi = 1584y = /1	Tack = 😝 = "
PS of	Hy Dealds Hats Personne Distances		ノ 単		A
		Messages View by RFx	Covernment Procurement		1
Recet	and Dissequentity and Dessayers Street, and Dess	(international sector)	iant 10 days	TT A Dee	* 1 B
2014	Fors	Cen INTY	ava:		10
-	Diservan Resident Dates	0100302122020	APPTIT the locate (Taid) has been assured	40	1
-	bierrent filosofiet berrei	810303132127	MPP IT furnished (Tex) resident should	10	E
e	Internet Address Inches	010502122020	APP IT Annihum (Tabl has least special)	10	1
	Internet Rosseret Levie.	E10532(2.2034	APP IT Partners (Test) rectest stored	. I W	F
	Shianman Roovanan Savoa	8493/2012 21:25	777 IT metaran (Tani has been species)	P	Г
	Divergent Prissenen Service	010000122519	APP ITT Tes Streeteen does	# 16	F
e) ()	Solammain Netwenant Salvice	6+03-02+1.32+1	NTY ITT Text 3 has been special	# 11	E.
•	Solement Possierent Serial	0100201222187	100 UT fee 2 million door doors.	- P.	F
e	Brannart Rosemant Barvise	0103120122088	The base beet including percenter of WW ITT Test	₹n	1
	Relation Potencial Revise	0100010000	SEP JTT fact 2 ran beet rannet.	@.a.	
		Click on a message to open it.			

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.

urong	
	Create Messages
Context	(RFP - IT Hardware (Teat)
To	All Histor Giovernment Procumment - Triatiam Hardman (histam hardman@goa gas go: uk 1416)
Sidijest	Question A16c
Vestore	Preèse can you clarify what is required in "day tale" in this question"
0.000.0021.0	PT stracksters: onax anni-eli - tilozz
Attactoment	• Alastina alla
	Sent Cancel

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'.

surging		
	Create Messages	
Context	Organization - GPS_Text_Supplier_11	
TO	All there	
Subject	Quantier 11b	
Vessign	Frave completed the neupones to question 11b. But an still assetting the 🔳 Org Chart In attach Bil	
Attactionent	Penningal	
	Seta Cancal	

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.

and state of the second	our contra service race	dig - Windo	ore Internet Explanat						_ini_
G . F leit	https://tips	meridovity)	Abdecter_ep.ex.				2.6	TR A IT UN Diet	Pie
Pavottas 2	Gevennenk Procurement Se	even allowers	a						e v Pagere Safatyre Toole - 🖗 *
GPS eSource	The Profile Die	de Hennage	a littikoes						• 🖬 📽 🗛 🛒 🗖
REX(s) > eDisc	losure Event - Clone		A STATE					4	Remaining Time: 2015for #5m 30e
Contact Inform Trietlan Hardinan arrankroarie	nation	Same and	nderen (h. 1999) 1940 - 1940 1940 - 1940 1	AFF 203 24621	-			1	Deel Tere SCOSSTS 15 45 Bet Coa Yere SKOSST2 25 59 Bet States Open
All Borns (20)	Complication	Singlethia	- Walter	1155			2.110	Bearch	Ressonant Colline M 14 27 20
Let	Calegory		tara 🕈	Type	Quantly-	1	5.0	81	Tid Tariham
			Statute - Sealant	Elimpia ham	- 1	W.(1)	TON MILL	Place New Did	Renau O Calification:
			CETA - Spends Templan Longiture	Singlement	+	0.0	33月1日日	Place New Bid	Review Boot Humany
		0	CHER ADDRESS TO PICKER WATER	Barrielle Denn	1	100	520(B)()	Place New Hal	Recise Bularisation
		0	Colds - Ramons 1 - Team Lange	Bargela Date:	14	P 11	Salar (B.H)	Place New Bid	Barras Bas Hanny
-		0	California and Anna Anna Anna Anna Anna Anna Anna	Strate fam.	1	00	Salar III (t)	Place New Bid	Railes Bes/Hater:
Sanats 2	Lagel Consultance	0	1223 - Daniel J. Cetter Grader	Dimote them		00	53 (t) (t)	Place New Bid	Reites Bits Haten
		0	CODE - Discourse 2 - Discourses	Sinchelsen		00	3.3(p) (1)	Place here flid	Series Bearingers
		ο,	SAGE - Kamera 2 - Techniker Growtern	Single ram	1.4	e.a.	52m 12(1)	Place New Hid	Railes Bits/Haton-
		•	Calls - Exercise 2 - Proved Manager	farges into	+	10	334 B(t)	Place New Bid	Nevice Maghemany
		Ω,	Salah Salah S. Testing . Alat	Bright Inc.		10	550 (10 ()	Place New Ind.	NAMES BOATSON
		0	Carts, Cartala I, Change Araba	Structure .	1	0.	Salar (0.m)	Place New Bid	Racing Breaching
Domain A.	Lagel Consultance	0	Catter, Statests 1. Patriet Disage	Sincle Item	4	0.0	(t) (D) (t)	Place New Bal	Revise Bits/Hatery
		0	Otto, Carreno 2 - Consultant	Dincis fam		0.0	Salar III (r)	Place New list	Terise Disk/Instance
		0	ODTo - Starrant 1 - Terminal Constrant	Since term	+	00	32(3)	Place New Did	
			CECC Service - Power Income	Server terr		0.	3.00	Place new Bid	
		0	CROS Statistic & Teach Looks	Bangda barn		P.11	52(1)	Place New Bid	
		0	Call Instant 1. Dester Annual	Strate Iner.	1	100	Sudge .	Place New Bal	
Decema.	Lagel Consideration	0	CELL Lanate A. Demellinster	Bright Inco.	. e	100	54(1)	Place New Ref.	1 · · · · · · · · · · · · · · · · · · ·
		0	CEDS . Datast 4 . Constant	Oricis have	14	0.	52(4)	Place New Del	
						-		and the second s	

- 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-arrowed 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.

UNCLASSIFIED

OP6 disulary		View R	Page Page	M Governm	nent Procun	ement					*** 0 5 A
											(teerPaningPasted • 90 1
Without	101 Cross #	Burnet I	10111111111	5484	which have	alf a bajar		- Desire	The Assess	10x 7x 81	Total Texa Diff
protect designs	Printer service			Twee billioned to bit	3		1.000				ADDRESS 2114
MARKELLA	140-10-2040-00-11A			They had need to be	Sau		-			Internet in a	
Internation (1)	AND CONTRACTORS.	1.8		TAXABLE PARAMETER AN AD	3 3mm		- 100			(000001110) (C	

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.

All Party December 2014	Alternative Automation			The second secon
ana m	A COMPANY AND A COMPANY AND A COMPANY AND A		Bagest .	Concession of the local division of the loca
	And the second s	Pa ble		
	There i Ober			

rinneren (R)	Sectorers Builds Salts	
		A Carl Market
to brane of Malend	D Generatert Processed Service elevering - Windows Server Eastern	Pa Ma Marchael
	O the reserve is a bisective product or server of the resolution of the later Product of	
		10 Government Processing Straining Minister Processing Minister Processing Straining Processing Pro
	A BUNDA	Contraction of the second state of the second
	Create Response	Card addressing and the second s
	Contests of Resonance (FLT) Contests Text Contests (FLT) Contests Text Contests (FLT) Contests Contest	Attachesetts
	Cash International Contract of the	Named Advisory & KED KEDD (2010) 17
	These shart as is worth to be the start of the started and faither supply the moments have	ten ten memories heren harmer sector tertearte te ternets te
	TH	an and Annuality
	State (Date)	B strateging a series to address the address the address the address the series and strateging the series and the series an
		<u></u>

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.

OPA officers of the second sec	Section and American Section a	
22 Server 21 Constraints Const	Image Image <th< th=""><th>E Frank</th></th<>	E Frank
	Constra addition times Constra addition Tomas data and the joint Tomas addition times Tomas addition to the state of t	
	Prese Mile Terreson Free Free Free Free Free Free Free Fre	
	¹ Second Act	

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

12.4. Messaging during a Further Competition

UNCLASSIFIED

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.



----- END -----

----- END -----