

BIDDER TRAINING

UK SHARED BUSINESS SERVICES EMPTORIS TRAINING MODULE

1. SCOPE OF TRAINING

The scope of this training module will include

- Logging on the system
- Committing to respond to a requirement
- Reviewing RFx attachments
- Reviewing RFx messages
- Answering questionnaires
- Receiving clarifications
- Submitting your bid
- Downloading your response

2. LOGGING ONTO THE SYSTEM

It is assumed that the Bidder has a Login to Emptoris. If you do not have a login please use 'Bidder logging in – first time' for guidance on how to obtain a login and change your password.

Bidders who are invited into a sourcing exercise will receive an email similar to this:

You have been invited to participate in the following event: UK SBS ITQ Halley Research Station garage rewire.	
Please follow the instructions below to access the event 1. Logon to Government Procurement Service eSourcia 1. Enter your user name in the Name field. 1. Enter your password in the Password field. Here are your login	
 ii. Click the Lysin business and the solution of the solution of	
Please do not hesitate to contact James Aldred Tel 01793 867593 for further information.	
Please do NOT reply to this email as it is a system generated email with an un-monitored mailbox. Please lo into https://ukgps-sandbox.emptoris.com to respond to	this message. Logi

Bidders will now need to login to the system.

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

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

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

	Crown Commercial Service eSourcing Suite
	Supplier System Usage Agreement
	Version 2.1
Ge	eneral Terms
1.	Introduction
1.2	 This User Agreement between the Crown Commercial Service (the Buyer) and the Supplier governs the access and use of the eSourcing Suite (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise. A procurrement exercise any induction of a pre-Qualification Questionnaire (POQ), a Request for Information (RFI), an invitation to Tender (ITT), an invitation to Participate in Dialogue (ITPD), an invitation to Submit Final Offer (ITSPO), Instance of the Participate in Dialogue (ITPD), an invitation to Submit Final Offer (ITSPO), an electronic Auction or an electronic Contract, a case by case basis. The System is provided by IBU and operated by the Buyer. This User Agreement apolies to the Supplier and this Supplier and this Supplier and submit Final Offer (ITSPO), and electronic Auction or an electronic Contract, a case by case basis. The System is provided by IBU and operated by the Buyer. This User Agreement apolies to the Supplier radio this supplier (User access to and use of the System. The Supplier admonwedges that by a Supplier User accessing the System using the user ID and password provide by the apritopate in a providement accordance with this User Agreement. The Supplier shall only use the System to supplier and presented in the provision of south that rules is hall take to User Agreement.
2.1	Access 1. The Buyer grants to the Supplier, firse of charge, access to the System by Supplier Users for the purpose of responding to any imitation to participate in a procurement exercise, subject to this User Agreement. 2. The Buyer may immediately dery access to the System by the Supplier Users for the purpose of responding to any imitation to participate in a procurement exercise, subject to this User Agreement. 2.1. The Supplier running to mediately dery access to the System by the Supplier Users for the purple and to the Supplier of the following events occur: 2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desists uch breach within a period often (10) Working Days. Without preducts o any of the Buyer's other rights, the Buyer reserves the right to suppend access to the System without notice for technical or legal reasons.
3.	Registration
3.2	To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing the required registration data and specifying a user ID and password. User ID and password are strictly personal to the Supplier and non-transferable. The Supplier shall ensure that its Supplier users do not divulge or disclose their user ID or of password to third parties. In the event that the Supplier or a Supplier User becomes aware that a user ID and in password its that be ben divulged. I disclosed or discovered by any third party, they shall immediately notify the Buyer. The Supplier shall designate an individual Supplier User to manage access to the System by other Supplier Users. The Supplier must immediately inform the Buyer in the event that a Supplier User loser loser of a strict of a strict strict of a strict of a strict stri
4.	Supplier's Obligations
so	UURCING USE AGREEMENT

3. COMMITING TO RESPOND TO A REQUIREMENT

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

CCS eSourcing My Profile	Bids Message	es Utilitie	5		- ¥.				🔨 🏓 🖾 👌	ñ 2 🕺	
				View RFx(s)		Crown Commercia Service	I				
All Open/Pending/Paused RFx(s)									👪 Open/Pending	/Paused 🔽	0 🛔
RFx Name	RFx Unique Id	Summary	RFx Acceptance	0.000 F	Гу Туре	RFx Style	Status	Time Remaining	Open Time BST	Close Tim	ne BST
UK SBS Supply of new boiler FM120051	FM120051	=	ø	View/Respond to RFx). A		Open	2 hrs 57 min	20/06/2014 13:57	23/06/2014 14	4:00

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

CCS eSourcing My Profile Bids Messages Utilities RFx(s) > UK SBS Supply of new boil					Remaining Time: 2hr 56m 20s
Description: UK Shareo Business Services Invitation to Quote De… Contact Information Contact Information Of The Messages (1) O	Type: RPi ▶ R _{in} t RPi Record				C Open Time: 2008/2014 13:57 00T Close Time: 2008/2014 14:00 05T Status: Open
uestionnaires (5)					Accept Decline
Questionnaire / Question 👽		0	22	Respond	View ustory
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		Ø (0)	(0)	Place Response	
SECTION 8 - COMMERCIAL QUESTIONNAIRE				and the second	
SECTOR CONTRACTOR COESTIONING		P (0)	M (0)	Place Response	
			⊠(0) ⊠(0)	Place Response Place Response	

4. **REVIEWING RFx ATTACHMENTS**

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

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

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

RFx attachments and RFx message are available to view.

x(s) > UK \$B\$ Supply of new boil				Remaining Time: 2hr 55m 1s
scriptions VK Shared Duriness Cer Ses Invitation to Quote De			Submit all Oraft Responses >	Close Time: 20/05/2014 14:00 BS
estionnaires (5)				Respond Offline
Questionnaire / Question 🗘	0		Respond	View History
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Place Response	
	Ø (0) Ø (0)	⊠(0) ∑2(0)	Place Response Place Response	
SECTION 1, 2, 3, 5 and 7 - Guidance Notes				
SECTION 1, 2, 3, 5 and 7 - Guidsande Notes SECTION 9 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Place Response	

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

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

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

Des	cription: UK Shared Business Service to Justice to Output Intest Information and and INS RS VICE	ck here to w achments		t Responses	Copen Time: 2008/2014 1367 BST Open Time: 2008/2014 1367 BST Close Time: 2308/2014 1400 BST Status: Open
ue	stionnaires (5)	1			Respond Offline
	Questonnaire / Queston 🗢	P		Respond	View History
0	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	M (0)	Place Response	
•	SECTION 0 - COMMERCIAL QUESTIONNAIRE	Ø (0)		Place Response	
0	SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Place Response	
•	SECTION 0 - QUALITY QUESTIONNAIRE	Ø (0)		Place Response	
0	SECTION 8 - LEAD TIME	Ø (0)	(0)	Place Response	

To view attachments:

Bidders will see a screen like this:

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

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

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

5. REVIEWING RFx MESSAGES

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

c	scription: UK Shares Business Services Invitation to Quote De			Submit all Draft Responses >	Cen Time 2006/2014 13.67 BST Clast Time 2006/2014 13.67 BST Clast Time 2306/2014 14.00 BST Status: Open
JC	cationnairca (5) Questionnaire / Question 🚔	0		Respond	Respond Offline View History
1	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(U)	Place Response	
	SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)		Place Response	
	SECTION 8 - PRICE QUESTIONNAIRE	Ø (0)		Place Response	
	SECTION 6 QUALITY QUESTIONNARE	Ø (0)		Place Response	

All received messages are in the 'Received messages' folder. All messages sent are in the 'Sent messages' folder.

All standard system related messages are in the 'Broadcast messages' folder.

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

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

6. ANSWERING QUESTIONNAIRES

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

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👷 Favorites 🛛 🎭 🔊 Emp sand UKSBSBuyer2 🖉 Emp ive UKSBSBuyerUser 1 🔝 Dun & Bradstreet UK 🗃 UK S	iBS Webmail				
Crown Commercial Service eSourcing			0 · 5	🖂 🖶 • Bage • Safety •	T <u>o</u> ols + 👔
CCS eSourcing My Profile Bids Messages Utilities	-			🔎 🛤 🐔 🖻	.1
RFx(s) > UK SBS Supply of new boll				Remaining Time: 2hr 4	16m 18s
Description: UK Shared Dusiness Services Investion to Duce De. Type: RFs Context Information @ RFs (Massace) (1) Burn RFI Render Burn Services (1)			Submit all Draft Responses :	Close Time: 22/06/2014 14	OO BST
Contract Information P RFs Allasthermania (11) Buynet UKSB3 RFs Massaces (1) 0			Submit all Draft Responses	Close Time: 22/06/2014 14	00 BST
Contact Information @ BEs Atlandments (11) P Bun BEI Report			Submit all Draft Responses	Status: Open	00 BST
Contract Information PEr_Adaptiveria (11) PErun BFI Report Port Verv 2 UK38 S S Brit Messages (1) Questionnaires (5)	P P (1)	53(o)		Status: Open	00 BST
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They will then face a screen with questions:

t ps ://ukgps-sandbox. emptoris.com /e1/detail_response.jsp?_eps_=Y&jspAction=6&_it_id=1713850&_bid_r_param=true	
CS eSourcing	24
BEL	
Create Response	
Context	
RFI Name: UK SBS Supply of new boiler FM120051	
Questionnaire Name: SECTION 6 - LEAD TIME	
Questionnaire Description:	
Create Response(s)	
*AW7.1 Please confirm you can meet a delivery date of 13/12/13.	
Bidder Guidance - The Bidder shall answer yes or no.	
Yes - Pass	
No - Fail	
Scoring Criteria - Mandatory Pass/Fail	
	10
	Question Level 🖉 (0)
Please Select 💌	
*AW7.2 Please provide details of the make and model of the proposed boiler.	
Bidder Guidance - Please complete the table and add an attachment as an URL link det	tailing the
specification.	
Scoring Criteria - For Information Only	
Scoring criteria for incommetion onry	10
	Question Level 🖉 (0)
Response	
Response	
Make of boiler	
Model of boiler	
*NW7 2 Diasso confirm you can improve on the delivery date of 12/12/12	

Typically the questions will detail:

- The question number these are NOT sequential so do not think there are questions missing.
- The question detail
- Bidder guidance This usually advises if attachments are permissible, word count details, guidance to help with the bid response and any specific information about the evaluation model proposed. Where a question is pass or fail typically Bidders will see the criteria for a pass or a fail.
- Scoring criteria This indicates if the question is pass / fail, scoring (and the maximum score available) or for information only.

ALL REQUIRED (*) QUESTIONS WILL NEED TO HAVE SOME TEXT ENTERED IN ORDER TO SAVE YOUR ANSWERS.

Click on the various drop down boxes and complete the various text boxes to reply.

Where an attachment is permissible click on the question level click on and you will see a pop up screen like this. Click on 'add' to add an attachment and then go to the bottom of the page and 'save'. After saving the question level click on will show the number of attachments uploaded against the specific question.

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC	
) https://ukgps-sandbox.emptoris.com/e1/list_attachment_frame.jsp?OWNER_TYPE=58/OWNER_ID=20936708/ATT_ACT_BAT_TITLE=form.bid.respon	
CCS eSourcing	2
Attachments	
Response Attachments (0)	8
Level Content Attachment Name Description Organization Name/Subject Last Changed by Add Attachment Modified St	ze
NO DATA AVAILABLE	
 Virus scanning is enabled for attachments. The export job will fail if it contains any infected files. Click on the link in the Content column to view the attachment. To download attachments, check the box on the far right next to each file you'd like to download and then click 'Export'. 	
ne 😪 🗣 🖓 100%	•

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

Crown Commercial Service eSo	urcing - Windows Int	ernet Explore	r provided by ITC		
https://ukgps-sandbox.emptoris.com/	e1/attachment/jsp/ajax_up	load_attachments	.jsp?_eps_=Y&OWNER_TYPE=5	5&OWNER_ID=2093670	
CCS eSourcing					
			Attachmen	ts	
Please enter attachment inform	ation. (Max allowed upload	d file size 20 MB])		
Name [*]	Location	Description	n Attach Content	*	
AW5.2 Price schedule	Local Drives	✓ II+	C:\Documents and Settin	Browse	
Google	URL	▶ 🗐 🖌	www.google.co.uk		
	Local Drives	✓ II+		Browse	
	Local Drives	✓ ₫+		Browse	
	Local Drives	✓		Browse	
		Save Close	Add More		

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

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

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

DS (Jidger Guidance - The Bidder shall answer yes or no. Hidder Guidance - The Bidder shall answer yes or no. Yes - Fase Bo - Tail fooring Criteria - Mandatory Base/Tail Please Gelect × -MTT-2 Bisase provide details of the make and model of the proposed buller. Bidder Guidance - Flease complete the table and ad an attachment as an UKL link detailing the specification.	(\$P_0)
Yes - Pass No - Fail Scoring Criteris - Mandatory Pass/Tail Please Select > *M07.3 Flease provide details of the make and model of the proposed builer.	(P (0)
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Please Select 🛩 Gueston Leve *MNT.2 Flease provide details of the make and model of the proposed boiler.	e P (0)
Please Select v -NNT.2 Please provide details of the make and model of the proposed boiler.	sl 🖤 (0)
"ANT.2 Flease provide details of the make and model of the proposed boiler.	
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Scoring Criteria - For Information Cnly	
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Response	
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Make of boliest	
*AN7.3 Flease confirm you can improve on the delivery date of 13/12/13.	
Bidder Guidance - The Bidder shall select the date they can achieve for delivery and installation of the boiler.	
After 13/12/13 = score 0	
0%/12/13 - 13/12/13 = socre 50 23/11/13 - 06/0%/13 = socre 100	
Scoring Criteria - Maximum Marks 54	
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29/11/13 - 05/12/13 ×	X . (0)
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ps://skgps-sandbas.emptoris.com/e1/detail_response.isp		T.
S eSourcing		9 4
	Create Response	
Changes Saved Successfully.		
Context R1 Name: UK 385 Supply of new boller FM120051 Questionnaire Name: SECTION 6 - LEAD TIME Questionnaire Description:		
Create Response(s)		
"ANT.1 Please confirm you can meet a delivery date of 13/12/13. Bidder Guidance - The Bidder shall answer yas or no.		

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

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

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

When complete save and close the questionnaire.

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

sct Information			Submit all Draft Responses >	Status: Open	14:00 BST
onnaires (5)			a contratu	Respond	Offline 🖶
Questionnaire / Question 🚔	0		Respond	View History	
ECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	<mark>) (</mark> 0)	Revise Response	View History	(1)
ECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	DE (1)
ECTION & PRICE QUESTIONNURE	Ø (0)	₩(0)	Revise Response	View History	(1)
ECTION 8 - QUALITY QUESTIONNAIRE	Ø (0)	(U)	Place Response		
ECTION 6 - LEAD TIME	Ø (0)	(0)	Revise Response	View History	DB (1)
	User2 UKSBS	User2 UK383	User2 UK383	Deer2 UKSB3	Devez UK 365

Once all questionnaires are completed you can submit them.

7. RAISING CLARIFICATIONS

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

Clarification at questionnaire level.

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le Edit View Favorites Tools Help					
Favorites 🛛 🙀 🗿 Emp sand UKS85Buyer2 🖉 Emp live UKS85BuyerUser1 🔜 Dun & Bradstreet UK 🖉 UK 585 W	Webmail				
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CCS eSourcing My Profile Bids Hessages Utilities	- T.				
Fx(s) > UK SBS Supply of new boil				Remaining Time: 2h	nr 33m 54s
escription: UK Shared Business Services Invitation to Quote De				Open Time: 20/06/2014 Close Time: 23/06/2014	4 13 57 BST 4 14:00 8:5T
Contact Information P Bry Amachments (13) Bry Ref Record BoyerUser2 UKSBS Md RFx Memocra (1)			Submit all Draft Responses >		578777777
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estionnaires (b)	(0) (0) (0) (0)	⊠(o) ⊠(o) ⊡(o)	Revise Response Revise Response Revise Response Place Response	View History View History View History View History	(1) (1) (2) (2) (2) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4

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

🖉 Crown Coi	mmercial Service eSourci	ng - Windows Interne	et Explorer provided by ITC		
🙋 https://ukg	ps-sandbox. emptoris.com /en/fra	mes_message_popup.jsp?	OWNER_TYPE=3&OWNER_ID=1713700&msgViewContext=28	&ISPOPUP_PARAM=1	🔒 🔒
CCS eSo	urcing				2 🕹
			View by Questionn	Messages	
	Questionnaire Messages(0)	Sent Messages	Broadcast Messages	last 10 day(s) 🗸 🙀 Crea	·•] []
	Questionnaire Messages(0) Status	Sent Messages From	Broadcast Messages Date BST	last 10 day(s) V	•

To raise a clarification click on 'Create'

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

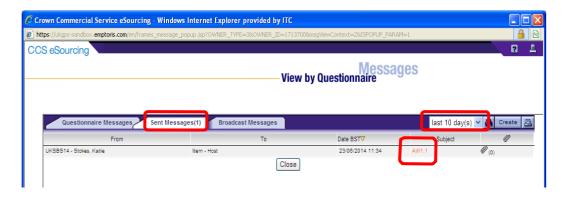
Always send to 'All hosts'.

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

Crown	Commerci	al Service eSourcing - Windows Internet Explorer provided by ITC	
https://	/ukgps-sandb	ox. emptoris.com /e1/detail_message_create.jsp?_eps_=Y&jspAction=6&msgViewOrgC	iontext=28msgViewC 🔒 🔯
CCS e	Sourcing		
		Create Message	S
	Context	Questionnaire SECTION 6 - PRICE QUESTIONNAIRE	Link to 'All
	To	All Hosts Crown Commercial Service - Bev Manna Crown Commercial Service - BuyerUser2 UKSBS Crown Commercial Service - James Aldred	hpsts'
	Subject	AW1.1	Add question no
	Message	Please can you clarify the date you intend to award contracts?	from
At	ttachment	Attachments(0)	

Bidders can view the question in the sent messages.

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



Alternatively Bidders can raise clarifications through RFx messages:

G reference for the standard s			💌 🔒 🗟 👉 🗙 🚺 Li	ve Search
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Crown Commercial Service eSourcing			👌 • 🔊 ·	🖃 🌐 🔹 Bage 🛛 Sa
CCS eSourcing My Profile Bids Messages Utilities				📃 🔎 🗷 I
RFx(s) > UK SBS Supply of new boil				Remaining Tim
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In RFx messages the process is similar to the questionnaire clarifications. Click on 'create' to send a new message.



Bidders can upload their clarifications, remembering to send to 'All hosts' and including the question number (if relevant) in the subject.

In this example it is a general clarification and not associated to a specific question.

	Create	Messages
	orean	message
Contex	nix of new boller FM120051	
L	Crown Commercial Service - Bey Manna	
To	Service - BuverUser2 UKSBS	
	Crown Commercial Service - James Aldred	
Subject	Timescales	
	Can I have an extension of 10 working days please?	
	A Bidder	
	A Didder	
Message		
	62 characters. (max allowed - 5000)	
Attachment	► Attachements(2)	

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

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

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

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

		View by RFx	8	
Received Messages	3) Broadcast Messages		last 10 day(s	5) 🗸 🍂 Create ,
From	То	Date GMT	Subject	
UKSBS Test Supplier 2 - Test Supplier 2,	RFI - Host	06/11/2013 10:59	Timescales	Ø (0)
UKSBS Test Supplier 2 - Test Supplier 2,	Item - Host	08/11/2013 10:38	AW1.1	Ø (0)
UKSBS Test Supplier 2 - Test Supplier 2,	Item - Host	06/11/2013 09:54	AW5.7	Ø (0)

8. RECEIVING CLARIFICATIONS

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

There maybe associated messages also in RFx messages to review.

Note it is the Bidders responsibility to check for clarifications.

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3	SECTION 1, 2, 3, 5 and 7 - Guidance Notes			Revise Response	View History	
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Ð	SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	D.d(0)	Place Response		
9	SECTION 6-LEAD TIME	Ø (0)	(N)	Revise Response	View History	()

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

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

Attachments (13) Level Folder Content Attachment Name Description Organ Event Instructions Bidder Training of Bidder Training Crown Comm Event Instructions Bidder Training of Bidder Training Crown Comm Event Instructions Bidder Training docxts Clarifications to sourcing documents 23 Crown Comm Event Instructions I'Q Invitation to Quote dog ITQ I'TQ sourcing document Crown Comm Event Instructions I'Q Invitation to Quote dog ITQ I'TQ sourcing document Crown Comm Question RFI AW1.1 Form of Bid I'Q.pdf AW1.1 Form of Bid Crown Comm Question RFI AW3.1 TQ Validation check pdf AW3.1 Validation check Crown Comm Question RFI AW5.2 Price schedule captivate video.xis AW5.2 Price schedule of requirement. Crown Comm Question RFI AW5.2 Science Warehouse fact sheet pdf AW5.5 Science Warehouse Fact Sheet Crown Comm Question RFI AW5.5 Science Warehouse fact sheet pdf AW5.5 Science Warehouse Fact			ervice eSourcing - Windows Inte			
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Bidders should see a document like this now, detailing all the clarifications received. This document is available to all Bidders at all times, irrespective of when they requested access to the procurement:

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	1	General			Can I have an extension of 10 working days	17/06/14	No extensions will be accepted on this project	17/06/14
0	2	6	Quality	AW6.2	Can a Bidder upload two attachments in response to this question a plan and a drawing?	17/06/14	Only one attachment will be accepted, if you submit more than one attachment only the first attachment will be considered. You can combine the image and the plan into a single attachment if you wish.	17/06/14
1	3	6	Lead time	AW7.1	If a Bidder cannot meet the pass / fail date for the lead time, but puts forward a aggressive price will they be considered?	17/06/14	No - it is a pass / fail question and the bid will not be considered whatever the price	17/06/14
2	4	6	Commercial	AW1.1	Please confirm when you intend to award contracts	23/06/14	We intend to award by 1/7/14	23/06/14
3	5							
1	6							

9. SUBMITTING YOUR BID

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

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

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Questionnaire responses can be updated at any time up to the closing date; however each time you update the questionnaire responses **YOU MUST RESUBMIT YOUR RESPONSE.**

10. DOWNLOADING YOUR RESPONSE

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

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Then click on 'download offline bidding template' and OK

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

And export in your required format:

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

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

	A1 • fx Header Section									×
	A	В	С	D	E	F	G	н		-
1	Header Section									
2	Organization Unique ID : CCS Procurement									
3	RFx Name : UK SBS Supply of new boiler FM120051 RFx Unique ID : FM120051			RFx Type : RFI Round Name :				me : 2014-06-20 me : 2014-06-2		
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	Question Information And Response Section	ANSWERED 17 / 17								
7	Questionnaires - Questions	Response	Response Comments							
22	SECTION 6 - QUALITY QUESTIONNAIRE	Response	Response comments							
25	*AW6.1 - Please confirm your compliance to the requirements		•							
	of Section 4 Specification									
	Bidder guidance - The Bidder shall answer Yes or No									
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24	Scoring criteria®Mandatory Pass / Fail	Yes	-	ANSWERED						
	*AW6.2 Provide a method statement for the installation of the									
	boiler.									
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	delivery and installation.									
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20	*AW7.1 Please confirm you can meet a delivery date of									
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										-
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TEMPLATE VERSION CONTROL

Version	Date	Author(s)	Comment
1.0	05/12/2013	James Aldred	Final Version
1.1	23/06/2014	James Aldred	Updated with CCS branding.