



www.advantageswtenders.co.uk

Accessing Documentation
and Submitting Tenders

All Advantage SW projects are managed through our www.advantageswtenders.co.uk portal. This is an e-tendering portal provided by Due North / Proactis. This is a much-used portal, for example in the south west most local authorities use it via www.supplyingthesouthwest.org.uk. If you have registered with another Due North portal you should be able to access ours without re-registering.

From www.advantageswtenders.co.uk click on "Supplier Area" on the left hand side of the page.

ADVANTAGE SW

Current Opportunities
Supplier Area
Buyers' Area

Welcome

to the Advantage South West Business Portal

Advantage SW is a limited liability partnership owned by four Housing

Instructions for Registration

Click the "Register" green button.

PROACTIS The Spend Control Company ProContract

Home page

News and announcements

Welcome to the new version of ProContract

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below:

New to portal

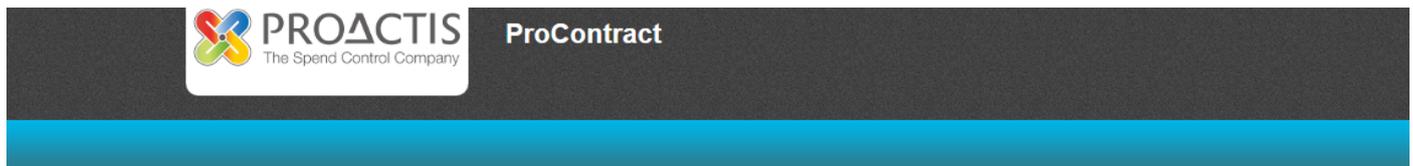
Free registration

Register Login

[Forgotten your username or password?](#)

Useful links

Work your way through the registration process:



Register

1 Requirements 2 Contact info 3 Company info 4 T&Cs 5 Confirmation

Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration.

Once you have confirmed your details and submitted your registration you will receive an email receipt.

Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site.

> [Recommended system requirements](#)

[Continue](#) [Cancel](#)

You will then receive your company login and password details.

Finding opportunities

Often Advantage SW projects show up first in the list of current opportunities:

Home page

The screenshot shows the home page layout. At the top left is a 'News and announcements' section with a dropdown arrow. Below it is a 'Welcome to the new version of ProContract' message. To the right is a 'New' section with a dropdown arrow, containing 'Free regis' and 'Forg'. Below that is a 'Useful lin' section with 'Contracts rec' and 'Help'. The main content area is 'Current opportunities', featuring a 'Find opportunities' link with a pencil icon. Below this is a list of opportunities with columns for Buyer, Title, Start date, End date, and Estimated value. A table with 3 rows of data is shown. A black arrow points from the 'Find opportunities' link to the table.

News and announcements

Welcome to the new version of ProContract

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If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below:

[Migrated user instructions](#)

New

Free regis

[Forg](#)

Useful lin

[Contracts rec](#)

[Help](#)

Current opportunities [Find opportunities](#)

Shown below is a list of the latest current opportunities

Opportunities Recently added

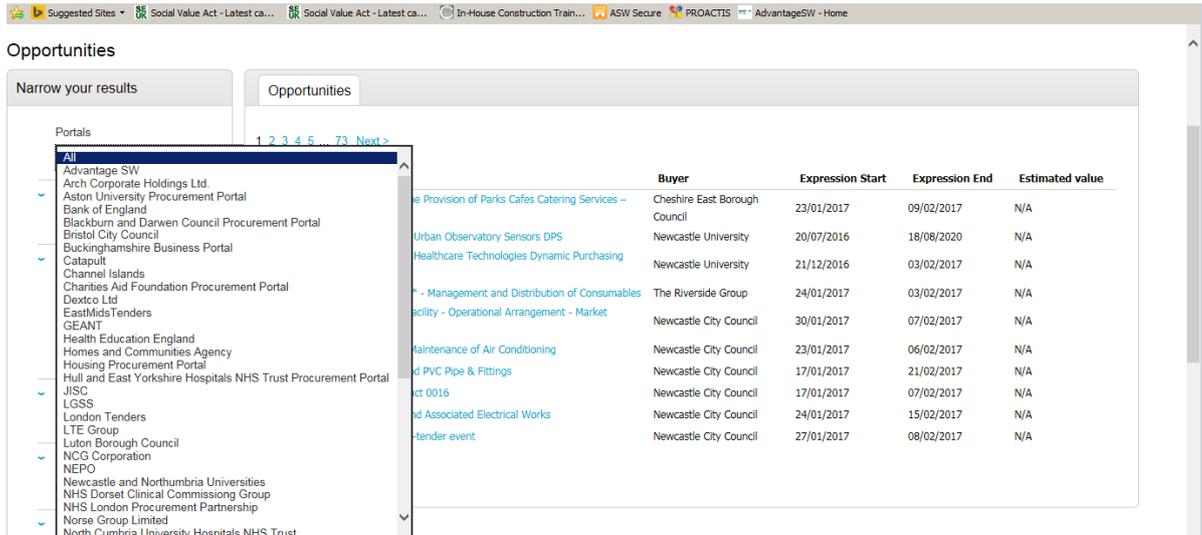
1 2 3 4 5 6 7 8 9 10 ... [72](#) [73](#) [Next >](#)

Buyer	Title	Start date	End date	Estimated value
Advantage South West	Tree Survey Framework	12/12/2016 15:18:00	16/02/2017 10:00:00	N/A
Advantage South West	Grounds Maintenance DPS (Grounds Maintenance DPS - Subsequent Rounds)	11/01/2017 16:19:00	28/02/2022 16:19:00	N/A
Advantage South West	Passenger Lift maintenance, servicing, repair services and associated services	20/01/2017 07:33:00	20/02/2017 12:00:00	N/A

[Advantage SW Drainage](#)

If you can't see what you are looking for, try using the Find Opportunities link.

Select Advantage SW from the Portals list and click "update" at the bottom of the left hand column.



You will then see the Advantage SW projects that are live:

[Home](#) > [Find Opportunities](#)

Opportunities - Search results

Narrow your results

Portals

Advantage SW

Organisations

All

Categories

There are 0 categories selected

[Add UNSPSC categories](#)

[Add NHS eClass Version](#)

[2014 categories](#)

Opportunities

Title	Buyer
14nr Dwellings, Fort House, Plymouth	DCH
Advantage SW Drainage Clearance, testing and Inspection Services and Associated Services Framework	Advant West
Grounds Maintenance DPS (Grounds Maintenance DPS - Subsequent Rounds)	Advant West
Passenger Lift maintenance, servicing, repair services and associated services	Advant West
Tree Survey Framework	Advant West

Click on the one you are interested in. This takes you to a page that has summary information and lets you login and register your interest.

[Home](#) > [Find opportunities](#) > [Advantage SW Drainage Clearance, testing and Inspection Services and Associated Services Framework](#)

Advantage SW Drainage Clearance, testing and Inspection Services and Associated Services Framework

Main contract details

Opportunity Id DN220287

Title Advantage SW Drainage Clearance, testing and Inspection Services and Associated Services Framework

Categories 90000000-7 - Sewage, refuse, cleaning and environmental services

Description Provision of drain clearance and unblocking and associated services (including repair and reconstruction of drains and septic tank emptying) through a multi-supplier framework to Advantage SW Members who may choose to access the framework. 2 lots for direct award for North Devon Homes and Westward Housing. The

Expression of interest window

From 30/01/2017 09:00 to 01/03/2017 10:00

[Login and register interest in this opportunity](#)

New to ProContract?
If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

You will need to login to register your interest:



Log In

User Name

Password

[Forgotten your username or password?](#)

Continue

Welcome to ProContract

NOTICE TO BUYERS

As you are aware, Crown Commr undertake maintenance, which t ProContract system when publis

We continue to have a dedicater investigation and remain in daily issues introduced during recent

Please be assured that we are c online and we will update you in

Finding Project Documents

Once you have logged in your home page will look like this:

The screenshot shows the top navigation bar of the ProContract website with links for Home, Find opportunities, My activities, My contracts, and Help. Below the navigation bar, the 'Home' page title is visible. The main content area features a section titled 'Activities' with a 'View full screen' link. Underneath, there are tabs for 'Active', 'Recently added', and 'Last viewed'. A search interface includes a dropdown menu currently set to '-- Please select --', a 'Go' button, a search input field, and another 'Go' button. A light blue information box below the search area contains the text: 'Please select a buyer from the dropdown and click on the 'Go' button'. Below the search area, there is a section titled 'Opportunities' with a 'Find opportunities' link. At the bottom of this section, text reads: 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'. Two black arrows point from the text below to the dropdown menu and the 'Go' button in the search area.

Select Advantage SW from the "-- Please select --" dropdown and click "Go"

You will now see Advantage SW opportunities:

Home

Home page

Activities [View full screen](#)

Active Recently added Last viewed

Advantage South West Search

Buyer	Title	Current event	Event deadline
Advantage South West	Grounds Maintenance (Dynamic Purchasing System)	Grounds Maintenance DPS	31/03/2022
Advantage South West	Advantage SW Drainage Clearance, testing and Inspection Services and Associated Services Framework	Advantage SW Drainage Clearance, testing and Inspection Services and Associated Services Framework	01/03/2017
Advantage South West	Tree Survey Framework	Tree Survey Framework	16/02/2017
★ Advantage South West	Electrical Inspection, Testing, Repair and Associated Services	Electrical Inspection, Testing, Repair and Associated Services	23/01/2017
Advantage South West	Cornwall Cleaning Framework with DCH	Cornwall Cleaning Framework with DCH	30/01/2017
Advantage	Passenger Lift maintenance, servicing, repair	Passenger Lift maintenance, servicing, repair	20/02/2017

Click on the one you want to work on, this takes you to the Activity page:

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#)

[Home](#) > [Tree Survey Framework](#)

Activity : Tree Survey Framework

Events

[Tree Survey Framework](#) Expression of interest accepted [Hide details](#) | [Open](#)

Interest start date: 12/12/2016 15:18
Interest end date: 16/02/2017 10:00
Expressed interest on: 12/01/2017 10:46

[Tree Survey Framework](#) Not started (Respond by: 16/02/2017) [View details](#) | [Start](#)

Click on "Start" in the second box to access the information. Subsequent times it will say "Open" rather than "Start".

The next page will contain the documents for you to read and respond to, the response date and messages.

[<Back to dashboard](#)

Advantage South West - ITT

219223

Amendments

Amended 17/01/2017 09:27:25
Sections Highlighted In Yellow
Description Revised ITT with correction of submission date (10am 16th Feb)
History Version 2 Current
Version 1
Amended 17/01/2017 09:27:25 [View](#)

Main details

Title: Tree Survey Framework **Respond by:** 16 February 2017 10:00:00
Description: Lot 1 - Advantage SW Members multi-supplier lot Lot 2 - Westward direct award Lot 3 - Teign direct award

Attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx

JCT Measured Term Contract 2011 data and amendments Lot 1.docx	52 KB
JCT Measured Term Contract 2011 data and amendments Lot 3.docx	48 KB
Schedule 14 Reference.docx	15 KB
Tree Surveys Open ITT DN220333 v170117.docx	2 MB
Westward StandardTermsAndConditions.pdf	208 KB
Westward Tree Location Information.xlsx	13 KB

Time remaining

14 Days 22 Hours 50 Minutes 31 Seconds

Messaging

You have 1 unread message(s).
[View messages](#)

Response controls

[Start my response](#)
[Register intent to respond](#)
[No longer wish to respond](#)

My responses

ITT Version 1
You did not respond to this version.
ITT Version 2
You have not yet started your response.

Our documents Submission date messages

Generally you will need to download our documents and complete them by answering all the questions and submitting your prices.

Your response

Once you have gone through our documents and created your tender, you can send it to us. Click "Start my response".

Create ITT response

1

Details

2

Additional information

3

Attachments

Response reference: 3147815

Welcome to the ITT response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

[Continue](#)[Reset](#)[Cancel](#)

Click Continue

Create ITT response

✓

Details

2

Additional information

3

Attachments

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

[Continue](#)[Reset](#)[Cancel](#)[Back](#)

You don't have to enter anything here, in fact we would prefer that everything you want us to read is contained within your documents that you will attach at the next stage. Click Continue.

ON the next page add your completed documents for submission:

Create ITT response

Details
Additional information
3 Attachments

No attachments

Add attachment

Finish Reset Cancel Back

Click Add Attachment.

Home Find opportunities My activities My contracts Help gary jones Your account

Home > My activities > Tree Survey

Create ITT response

Details Additional information

No attachments

Add attachment

Finish Reset Cancel Back

Attachments

Show weblinks

File upload rules:

- Maximum file size: 1000MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

Add files... **Start upload** **Cancel upload**

Click Add files... A pop-up box from your computer will appear allowing you to select files to upload.

Home Find opportunities My activities My contracts Help gary jones Your account

Home > My activities > Tree Survey

My response

Additional information

Supplier reference:

Attachments

No attachments

Attachments

Show weblinks

File upload rules:

- Maximum file size: 1000MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

Add files... **Start upload** **Cancel upload**

File name	Comment	Size	Progress
Sample Sheets - Grid p. 9.pdf		100.61 KB	<input type="text"/>
full-document.pdf		1.31 MB	<input type="text"/>

Click on Start Upload, then Finish when you have attached them all.

Home Find opportunities My activities My contracts Help gary jones Your account Log

Home > My activities > Tree Survey Framework > Tree Survey Framework

<Back to summary

My response 3147815 Draft

Additional information Edit

Supplier reference:

Attachments

- full-document.pdf 1 MB
- Sample Sheets - Grid p. 9.pdf 98 KB

Add attachment

Response controls

Submit response

Open response wizard

Submission checklist

- Attachments

Time remaining

Respond by: 16 February 2017 10:00:00

14 Days 22 Hours 30 Minutes 18 Seconds

Once you are happy that everything you want to submit is included, you can submit your response by clicking on Submit response.

Rest assured that we cannot change or remove any documents you have added.

Changing your Tender

If you need to amend your tender you can, but only before the closing deadline. Click on "I would like to edit my response"

Home Find opportunities My activities My contracts Help gary jones Your account Logout

Home > Tree Survey Framework > Tree Survey Framework

<Back to dashboard

Advantage South West - ITT 219223

Amendments

Amended 17/01/2017 09:27:25

Sections Highlighted In Yellow

Description Revised ITT with correction of submission date (10am 16th Feb)

History Version 2 Current

Version 1
Amended 17/01/2017 09:27:25 View

Main details

Title: Tree Survey Framework Respond by: 16 February 2017 10:00:00

Description: Lot 1 - Advantage SW Members multi-supplier lot Lot 2 - Westward direct award Lot 3 -

Time remaining

14 Days 22 Hours 27 Minutes 51 Seconds

Submitted

Messaging

You have 1 unread message(s).
View messages

Response controls

I would like to edit my response

No longer wish to respond

You can now make changes to the attachments by deleting or adding attachments.

Home Find opportunities My activities My contracts Help gary jones Your account Logout

Home > My activities > Tree Survey Framework > Tree Survey Framework

<Back to summary

My response 3147854 Draft

Additional information Edit

Supplier reference:

Attachments

- full-document.pdf 1 MB
- Sample Sheets - Grid p. 9.pdf 98 KB

Add attachment

Time remaining

Respond by: 16 February 2017 10:00:00

14 Days 22 Hours 26 Minutes 56 Seconds

Response controls

Submit response

Open response wizard

Submission checklist

- Attachments

Make sure you submit your updated response.

Messages

We ask that all questions and answers come through the portal. If you want to ask a question click on "View Messages":

Home Find opportunities My activities My contracts Help gary jones Your account Logout

Home > Tree Survey Framework

Activity : Tree Survey Framework

Events

- Tree Survey Framework Expression of interest accepted Hide details | Open
 - Interest start date: 12/12/2016 15:18
 - Interest end date: 16/02/2017 10:00
 - Expressed interest on: 12/01/2017 10:46
- Tree Survey Framework Draft with previous submission View details | Open

ADVANTAGE SW

Archive this activity

Messaging

You have 2 unread message(s). View messages

Audit history

View audit history

Then click "Create new message"

The screenshot shows the ProContract messaging interface. At the top, there is a navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. Below this, a breadcrumb trail reads: Home > My activities > Tree Survey Framework > Messaging. The main heading is "Messages for Tree Survey Framework - Search results". On the left, there is a "Narrow your results" sidebar with a "Read Status" section containing checkboxes for "Read" and "Unread". The main content area is titled "Inbox" and features a prominent green "Create new message" button. Below this button, there is a table with columns for "Ref No", "Subject", and "Frc". One message is visible with the subject "Confirmation of Submission".

Enter your question then click "Send message". If it is related to ambiguity in our documentation we may respond to you and all tenderers.

The screenshot shows the "New message" form in the ProContract interface. The top navigation bar includes the ProContract logo and the text "The Spend Control Company". The navigation menu contains Home, Find opportunities, My activities, My contracts, Help, gary jones, and Your account. The breadcrumb trail is: Home > My activities > Tree Survey Framework > Messaging > New. The form is titled "New message" and includes the following fields: "To: Project team", "Subject: Sample Question" (with a text input field), and "Attachments: +" (with a plus icon). Below these fields is a large text area containing the text "Sample Question". At the bottom of the form, there are two buttons: a green "Send message" button and a blue "Cancel" link.

From the Messaging page you will be able to see other messages that we have sent. Note that you might need to click the "Read" box if you have already read the message once as this screen only shows new messages or those that you have flagged using the Actions drop down box.

Home Find opportunities My activities My contacts Help gary jones Your account Logout

Home > My activities > Tree Survey Framework > Messaging All data Search Go

Messages for Tree Survey Framework - Search results [Return to previous page](#)

Narrow your results

Read Status

- Read
- Unread
- Flagged

Start date End date
dd/mm/yyyy dd/mm/yyyy

Inbox

Create new message --Actions-- Go

Ref No	Subject	From	Date	Public
5.1	Confirmation of Submission Deadline	Project team	17/01/2017 09:26	✓
6.1.1	RE: Questions for further clarification	Project team	23/01/2017 09:43	✓