

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:

UK SBS Halley Research Station garage rewire RFI

Government Procurement Service

from Government Procurement Service eSourcing

sent you the following message:

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 eSourcing
- i. Enter your user name in the Name field.
- ii. Enter your password in the Password field.
- iii. Click the Login button.
2. From the main menu select Bids > View RFx(s).
3. Locate the RFx Name in the list of RFx(s).
4. Click on the RFx Name link to view the RFx.

Here are your login instructions and contact at UK SBS

Please do not hesitate to contact [REDACTED] for further information.

Please do NOT reply to this email as it is a system generated email with an un-monitored mailbox. Please log in to <https://ukgps-sandbox.emptoris.com> to respond to

Login URL

Bidders will now need to login to the system.



Government Procurement Service



Register Here

Name: *

Password: *

[Forgot your Login Name or Password?](#)

Useful Links

- [Register for GPS eSourcing](#)
- [Procurement Guidance](#)
- [Help & Support](#)

Related External Links

- [Government Procurement Portal](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily \(TED\)](#)
- [SIMAP](#)
- [Cabinet Office](#)

Bidders will now need to review the general terms for the esourcing suite.

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

Government Procurement Service eSourcing Suite
Supplier System Usage Agreement
Version 2.0

General Terms

1. Introduction

1.1. This User Agreement between the Government Procurement Service (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.

1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ), an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.

1.3. The System is provided by Emptoris Inc. and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.

1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.

2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:

2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement, and

2.2.2. 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 desist such breach within a period of ten (10) Working Days

2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.

3. Registration

3.1. 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.

3.2. User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users do not divulge or disclose their user ID or password to third parties. In the event that the Supplier or a Supplier User becomes aware that a user ID and / or password may have been divulged, disclosed or discovered by any third party, they shall immediately notify the Buyer.

ESOURCING USE AGREEMENT

3. COMMITTING 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.

GPS eSourcing | My Profile | Bids | Messages | Utilities

View RFx(s) | Government Procurement Service

All Open/Pending/Paused RFx(s) | Open/Pending/Paused

RFx Name	RFx Unique Id	Summary	RFx Acceptance	Select	RFx Type	RFx Style	Status	Time Remaining	Open Time	GMT
Dissemination Event Requirements - CIRCS Dissemination Event, December 2013 Edinburgh	P2130079			View/Respond to RFx	RFI		New	3 days 1 hr 34 min	31/10/2013 15:	
HV Electrical Network	P2130081			View/Respond to RFx	RFI		Open	2 days 1 hr 4 min	04/11/2013 16:	
UK SBS Halley Research Station garage rewire	P2130080			Select to work on this RFx	RFI		Open	3 days 1 hr 4 min	30/10/2013 16:	

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

GPS eSourcing | My Profile | Bids | Messages | Utilities

RfX(s) > Dissemination Event Requi...

Description: Dissemination Event Requirements - CIRC Disseminat... Type: RFI

Contact Information: BuyerUser2 UKSBS

RfX Attachments (5) | RfX Messages (2)

Run RFI Report

Remaining Time: 3d 1hr 32m 25s
Open Time: 31/10/2013 15:17 GMT
Close Time: 08/11/2013 14:30 GMT
Status: Open

Questionnaires (3)

Questionnaire / Question	Respond	View History
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Place Response	
SECTION 6 - EVALUATION QUESTIONNAIRE	Place Response	
SECTION 6 - QUALITY	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.

Government Procurement Service eSourcing

GPS eSourcing | My Profile | Bids | Messages | Utilities

RfX(s) > Dissemination Event Requi...

Description: Dissemination Event Requirements - CIRC Disseminat... Type: RFI

Contact Information: BuyerUser2 UKSBS

RfX Attachments (5) | RfX Messages (2)

Run RFI Report

Submit all Draft Responses >>

Remaining Time: 3d 1hr 26m 9s
Open Time: 31/10/2013 15:17 GMT
Close Time: 08/11/2013 14:30 GMT
Status: Open

Questionnaires (3)

Questionnaire / Question	Respond	View History
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Place Response	
SECTION 6 - EVALUATION QUESTIONNAIRE	Place Response	
SECTION 6 - QUALITY	Place Response	

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

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

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

To view attachments:

Government Procurement Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=7

File Edit View Favorites Tools Help

Government Procurement Service eSourcing

GPS eSourcing My Profile Bids Messages Utilities

RFx(s) > Dissemination Event Requi...

Description: Dissemination Event Requirements - GPS Dis...
 Contact Information
 BuyerUser2 UKSBS
 0

RFx Attachments (5)

Click here

Submit all Draft Responses >>

Remaining Time: 3d 1hr 26m 9s
 Open Time: 31/10/2013 15:17 GMT
 Close Time: 08/11/2013 14:30 GMT
 Status: Open

Questionnaires (3) Respond Offline

Questionnaire / Question	Respond	View History
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	Place Response
SECTION 6 - EVALUATION QUESTIONNAIRE	(0)	Place Response
SECTION 6 - QUALITY	(0)	Place Response

Bidders will see a screen like this:

GPS eSourcing

Attachments

Attachments (5)

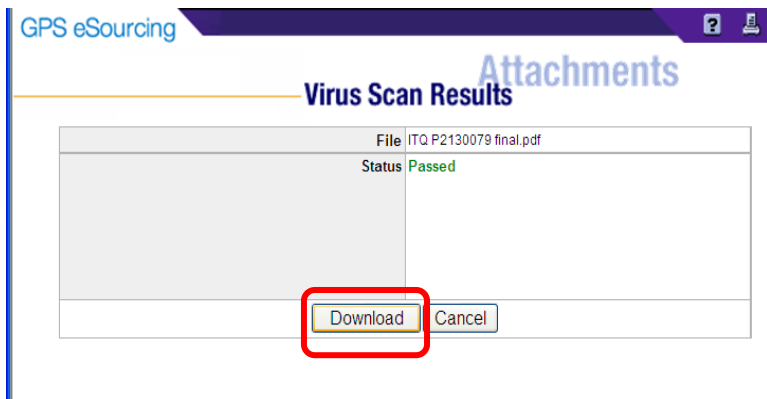
Level	Folder	Content	Attachment Name	Description	Organization
Event	Instructions	AW1.3 Certificate of Bona Fide Bid.pdf	AW1.3 Certificate of Bona Fide Bid		Government Procurement Service Dissemination Event Requiremen
Event	Instructions	AW4.1 Contract Terms.pdf	AW4.1 Terms		Government Procurement Service Dissemination Event Requiremen
Event	Instructions	Price schedule P2130079.xls	AW2.2 Price schedule		Government Procurement Service Dissemination Event Requiremen
Event	Instructions	AW6.1 ITQ Validation check.pdf	AW6.1 Validation check		Government Procurement Service Dissemination Event Requiremen
Event	Instructions	ITQ P2130079 final.pdf	ITQ		Government Procurement Service Dissemination Event Requiremen

Close

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

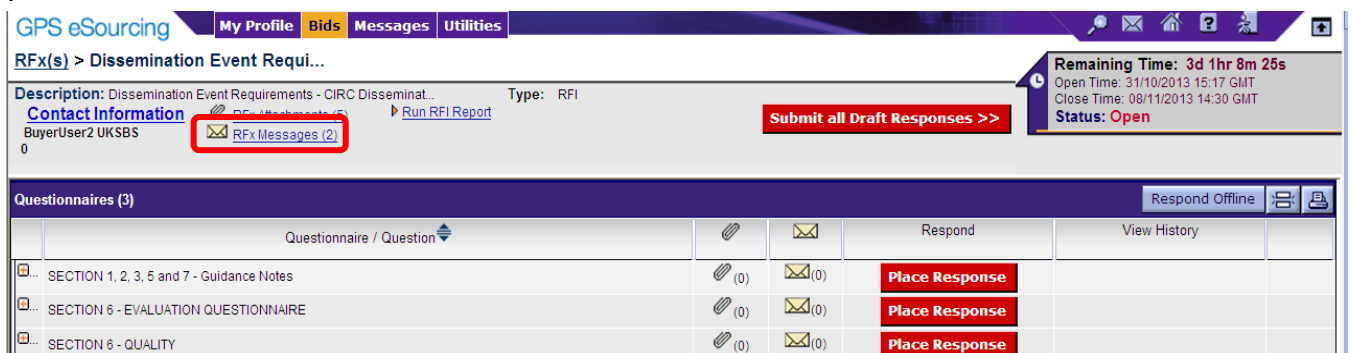
Click on content link to download

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



5. REVIEWING RFx MESSAGES

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



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

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

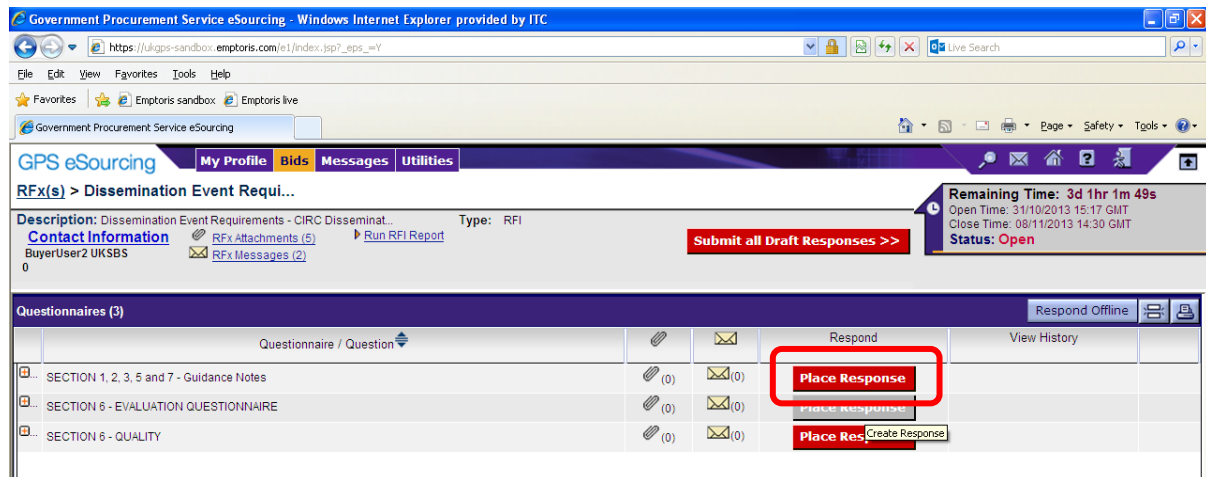
All standard system related messages are in the 'Broadcast messages' folder.

It is **STRONGLY** 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.



They will then face a screen with questions:

A screenshot of the 'Create Response' screen in the GPS eSourcing portal. The page title is 'GPS eSourcing' and the main heading is 'Create Response RFI'. The 'Context' section displays the RFI Name: 'Dissemination Event Requirements - CIRC Dissemination Event, December 2013 Edinburgh', the Questionnaire Name: 'SECTION 6 - EVALUATION QUESTIONNAIRE', and the Questionnaire Description. The 'Create Response(s)' section contains a text area for the bidder's response, with a 'Question Level' dropdown menu set to '(0)'. The 'Question Level' section shows a list of questions, including 'AW1.1 - FORM OF BID'. The text area contains the following text: 'I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the Request for Quotation, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete. By submitting a response to this ITQ I agree that our participation may be made public.'

Typically the questions will detail:

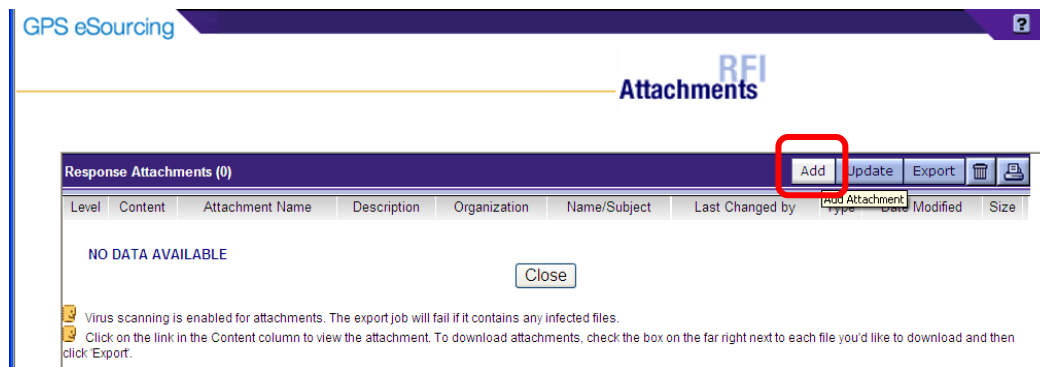
- The question number – these are NOT sequential so do not think there are questions missing.
- The question detail

- 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.

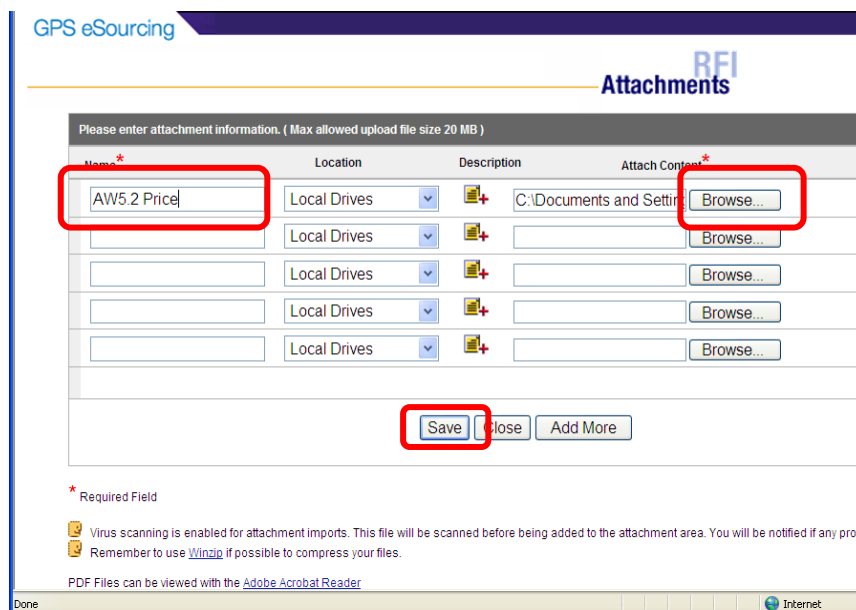
ALL QUESTIONS WILL NEED TO HAVE SOME TEXT ENTERED IN ORDER TO SAVE YOUR ANSWERS.

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  icon 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  icon will show the number of attachments uploaded against the specific question.



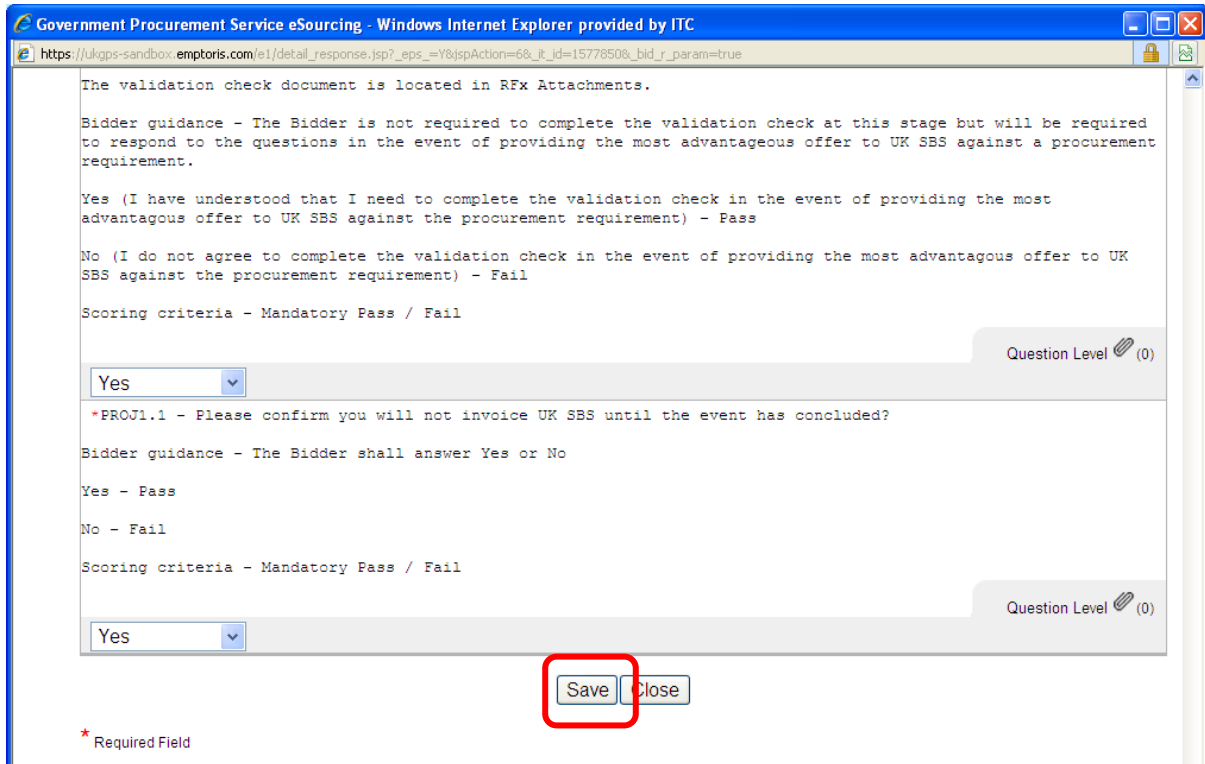
Bidders can add an attachment by clicking on browse and finding their file on their local PC or shared drive. They can change the name presented to UK SBS. It is **STRONGLY** recommended the Name commences with the question reference (e.g. AW5.2) to ensure we can effectively cross refer answers.



When you have completed a questionnaire and added all the relevant attachments you **MUST** 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.



Government Procurement Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/detail_response.jsp?_eps_=Y&jspAction=6&it_id=1577850&bid_r_param=true

The validation check document is located in RFX Attachments.

Bidder guidance - The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to UK SBS against a procurement requirement.

Yes (I have understood that I need to complete the validation check in the event of providing the most advantageous offer to UK SBS against the procurement requirement) - Pass

No (I do not agree to complete the validation check in the event of providing the most advantageous offer to UK SBS against the procurement requirement) - Fail

Scoring criteria - Mandatory Pass / Fail

Question Level  (0)

Yes

*PROJ1.1 - Please confirm you will not invoice UK SBS until the event has concluded?

Bidder guidance - The Bidder shall answer Yes or No

Yes - Pass

No - Fail

Scoring criteria - Mandatory Pass / Fail

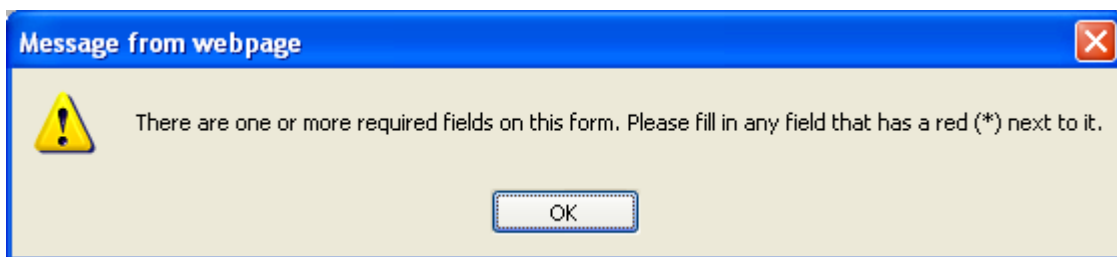
Question Level  (0)

Yes

Save Close

* Required Field

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



Message from webpage

 There are one or more required fields on this form. Please fill in any field that has a red (*) next to it.

OK

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.

Government Procurement Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y

File Edit View Favorites Tools Help

Government Procurement... X Contact us

GPS eSourcing My Profile Bids Messages Utilities

RFx(s) > Dissemination Event Requi...

Description: Dissemination Event Requirements - CIRC Disseminat... Type: RFI

Contact Information REx Attachments (5) Run RFI Report

BuyerUser2 UKSBS RFx Messages (2)

Submit all Draft Responses >>

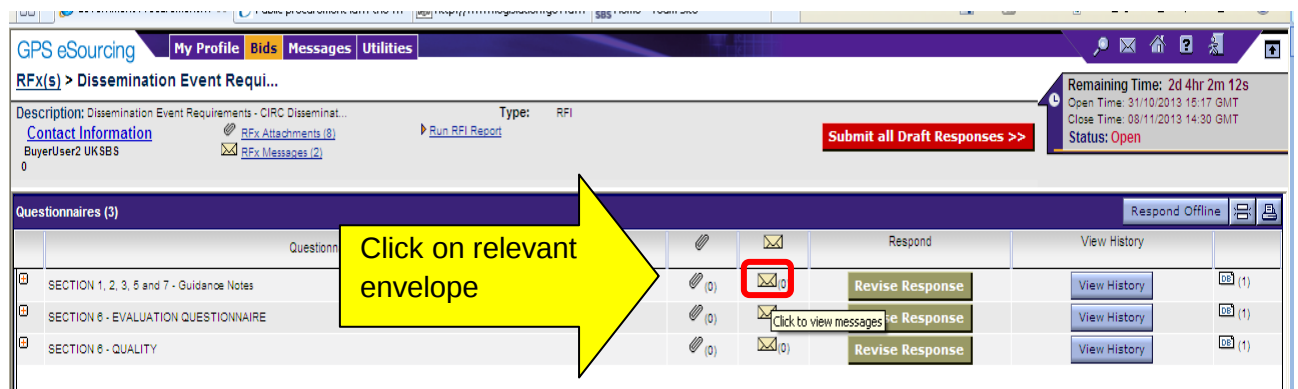
Remaining Time: 3d 36m 58s
Open Time: 31/10/2013 15:17 GMT
Close Time: 08/11/2013 14:30 GMT
Status: Open

Questionnaires (3) Respond Offline

Questionnaire / Question			Respond	View History
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Revise Response	View History (1)
SECTION 6 - EVALUATION QUESTIONNAIRE	(0)	(0)	Revise Response	View History (1)
SECTION 6 - QUALITY	(0)	(0)	Place Response	

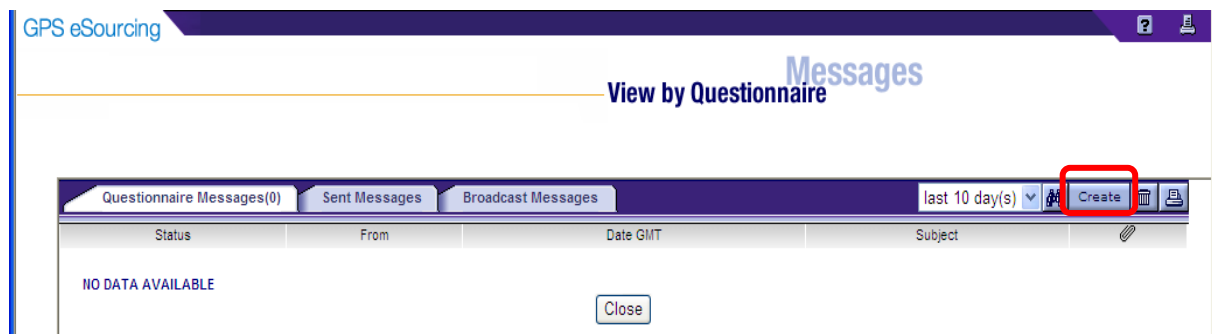
7. RAISING CLARIFICATIONS

Clarification at questionnaire level.

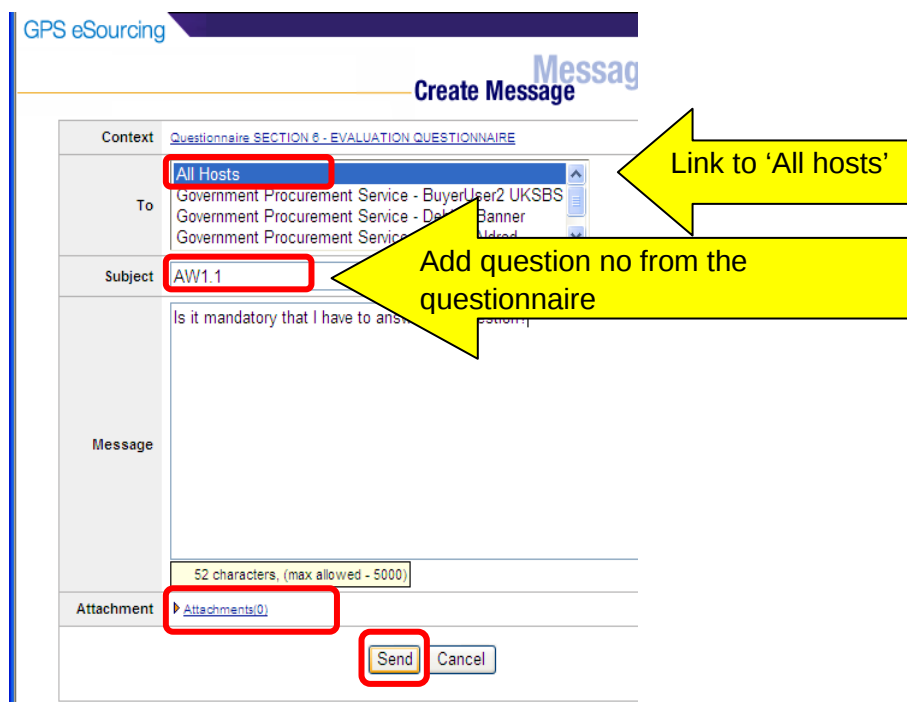


Page | 10

To raise a clarification click on 'Create'

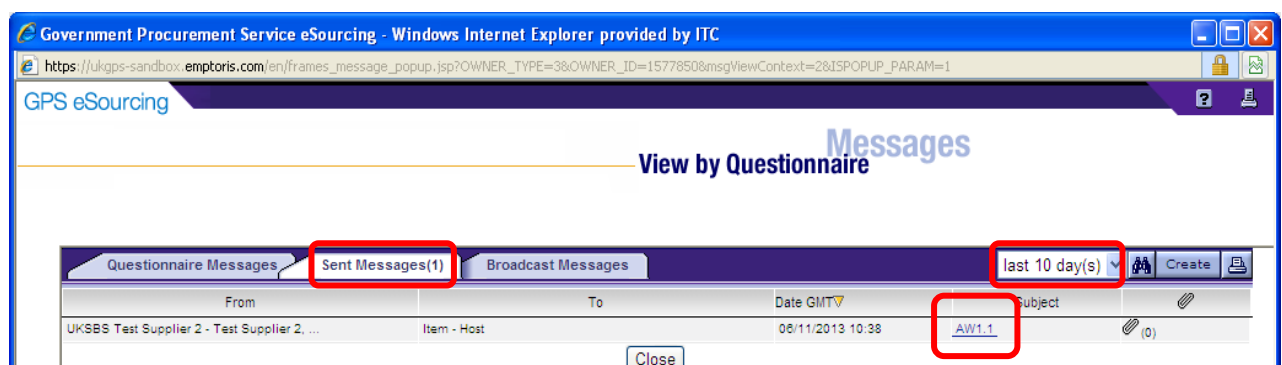


You will now be able to upload your message and any attachments. Always send to 'All hosts'. Remember to cross reference to the question number and to 'send' the document.



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:

RFx messages

RFx Messages (2)

Submit all Draft Responses >>

Questionnaire / Question	Respond	View History
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Revise Response	View History
SECTION 6 - EVALUATION QUESTIONNAIRE	Revise Response	View History
SECTION 6 - QUALITY	Revise Response	View History

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

Messages

View by RFx

Received Messages(2) Sent Messages Broadcast Messages

last 10 day(s) Create

Status	From	Date GMT	Subject
New	Government Procurement Service, ...	31/10/2013 15:17	You have been invited to participate in RFI Dissemin...
New	Government Procurement Service, ...	31/10/2013 15:17	RFI Dissemination Event Requirements - CIRC Dissemin...

Create New Message

Close

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

GPS eSourcing

Messages

Create Message

Context: [RFI Dissemination Event Requirements - CIRC Dissemination Event, December 2013 Edinburgh](#)

To: All Hosts
 Government Procurement Service - BuyerUser2 UKSBS
 Government Procurement Service - Debbie Banner
 Government Procurement Service - James Aldred

Subject: Timescales

Message: Can i have an extension to the timescale to respond of 10 days please?

Attachment: Attachments(0)

Send
Cancel

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.

Messages

View by RFX

Received Messages		Sent Messages(3)		Broadcast Messages		last 10 day(s) ▼		Create	
From	To	Date GMT▼	Subject						
UKSBS Test Supplier 2 - Test Supplier 2, ...	RFI - Host	08/11/2013 10:59	Timescales						(0)
UKSBS Test Supplier 2 - Test Supplier 2, ...	Item - Host	08/11/2013 10:38	AW1.1						(0)
UKSBS Test Supplier 2 - Test Supplier 2, ...	Item - Host	08/11/2013 09:54	AW6.7						(0)

Close

8. RECEIVING CLARIFICATIONS

Regularly check the RFX attachments folder for clarifications to the procurement. There maybe associate messages also in RFX messages to review.

Note it is the Bidders responsibility to check for clarifications.

GPS eSourcing **My Profile** **Bids** **Messages** **Utilities**

RFx(s) > Dissemination Event Requi...

Description: Dissemination Event Requirements - CIRC Disseminat...
 Contact Information
 BuyerUser2 UKSBS
 0

Type: RFI

[Run RFI Report](#)

Submit all Draft Responses >>

Remaining Time: 2d 3hr 8m 51s
 Open Time: 31/10/2013 15:17 GMT
 Close Time: 09/11/2013 14:30 GMT
 Status: Open

Questionnaires (3) [Respond Offline](#)

Questionnaire / Question	Respond	View History
SECTION 1, 2, 3, 6 and 7 - Guidance Notes	Revise Response	View History
SECTION 6 - EVALUATION QUESTIONNAIRE	Revise Response	View History
SECTION 6 - QUALITY	Revise Response	View History

Clarifications will generally be called 'Clarifications [project number] [date]'. Generally only the latest set of clarifications will be uploaded.

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

GPS eSourcing **RFI Attachments**

Attachments (9)

Level	Folder	Content	Attachment Name	Description	Organization
Event	Instructions	AW1.3 Certificate of Bona Fide Bid.pdf	AW1.3 Certificate of Bona Fide Bid		Government Procurement Service: Dissemi
Event	Instructions	AW4.1 Contract Terms.pdf	AW4.1 Terms		Government Procurement Service: Dissemi
Event	Instructions	Price schedule P2130079.xls	AW5.2 Price schedule		Government Procurement Service: Dissemi
Event	Instructions	AW6.1 ITQ Validation check.pdf	AW6.1 Validation check		Government Procurement Service: Dissemi
Event	Instructions	Clarifications of sourcing documents P21...	Clarifications 061113		Government Procurement Service: Dissemi
Event	Instructions	ITQ P2130079 final.pdf	ITQ		Government Procurement Service: Dissemi
Response	RFI	AW5.2 UKSBS2 Venue 1 - Price schedule P2...	AW5.2 Price Venue 1		UKSBS Test Supplier 2
Response	RFI	AW5.2 UKSBS2 Venue 2 - Price schedule P2...	AW5.2 Venue 2		UKSBS Test Supplier 2
Response	RFI	AW5.2 UKSBS2 Venue 3 - Price schedule P2...	AW5.3 Price Venue 3		UKSBS Test Supplier 2

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

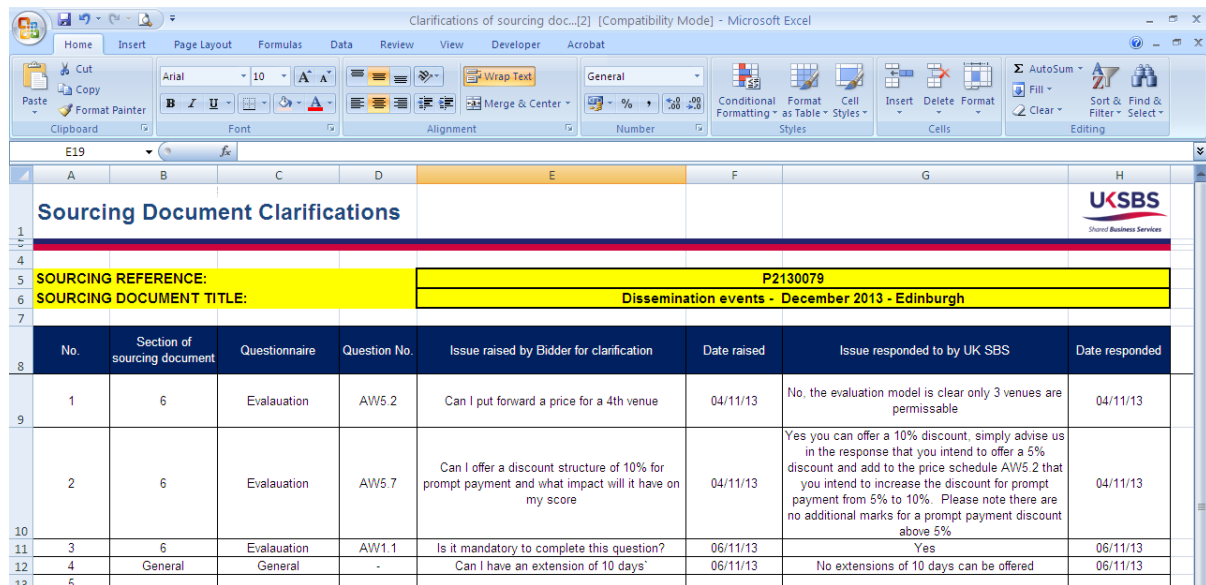
GPS eSourcing **Attachments**

Virus Scan Results

File	Status
Clarifications of sourcing documents P2130079 061113.xls	Passed

[Download](#) [Cancel](#)

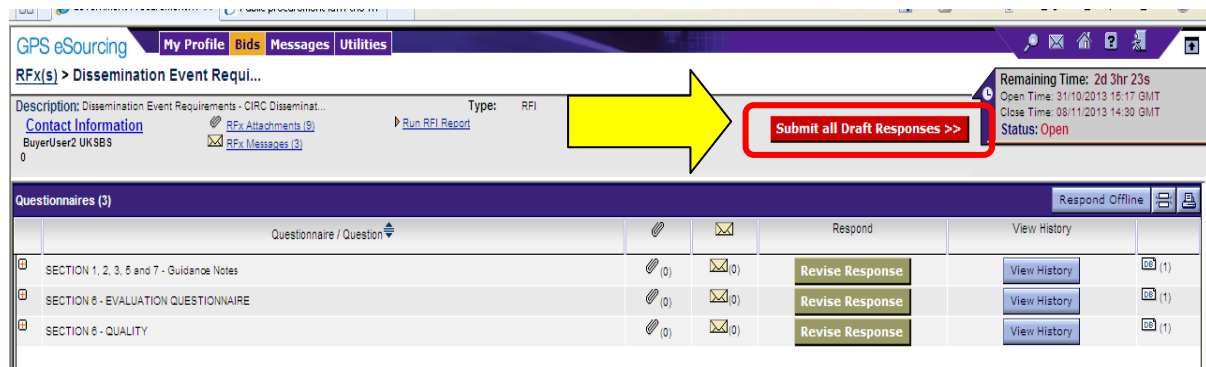
Bidders should see a document like this now, detailing all the clarifications received. This document is available to all Bidders at all time, irrespective of when they requested access to the procurement:



No.	Section of sourcing document	Questionnaire	Question No.	Issue raised by Bidder for clarification	Date raised	Issue responded to by UK SBS	Date responded
1	6	Evaluation	AW5.2	Can I put forward a price for a 4th venue	04/11/13	No, the evaluation model is clear only 3 venues are permissible	04/11/13
2	6	Evaluation	AW5.7	Can I offer a discount structure of 10% for prompt payment and what impact will it have on my score	04/11/13	Yes you can offer a 10% discount, simply advise us in the response that you intend to offer a 5% discount and add to the price schedule AW5.2 that you intend to increase the discount for prompt payment from 5% to 10%. Please note there are no additional marks for a prompt payment discount above 5%	04/11/13
3	6	Evaluation	AW1.1	Is it mandatory to complete this question?	06/11/13	Yes	06/11/13
4	General	General	-	Can I have an extension of 10 days?	06/11/13	No extensions of 10 days can be offered	06/11/13

9. SUBMITTING YOUR BID

Once you have answered all questions and uploaded all your attachments you can submit your draft response.



RFx(s) > Dissemination Event Requi...

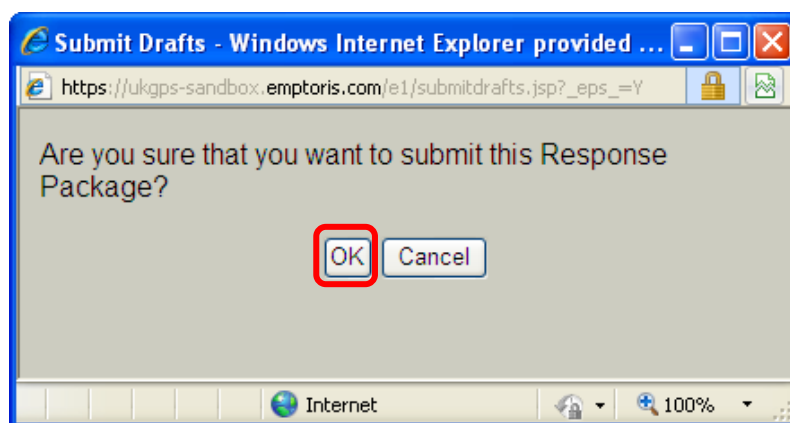
Description: Dissemination Event Requirements - CIRC Disseminat...
[Contact Information](#)
 BuyerUser2 UKSBS
 0

Type: RFI
[Run RFI Report](#)

Remaining Time: 2d 3hr 23s
 Open Time: 31/10/2013 15:17 GMT
 Close Time: 08/11/2013 14:30 GMT
 Status: Open

Submit all Draft Responses >>

Questionnaire / Question	Respond	View History
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Revise Response	View History (1)
SECTION 6 - EVALUATION QUESTIONNAIRE	Revise Response	View History (1)
SECTION 6 - QUALITY	Revise Response	View History (1)



Submit Drafts - Windows Internet Explorer provided ...

https://ukgps-sandbox.emptoris.com/e1/submitdrafts.jsp?_eps_=Y

Are you sure that you want to submit this Response Package?

OK Cancel

Internet 100%

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':

The screenshot shows the 'Questionnaires (4)' table in the GPS eSourcing interface. The table has columns for 'Questionnaire / Question', 'Respond', 'View History', and 'Respond Offline'. The 'Respond Offline' column contains a button labeled 'Respond Offline' which is highlighted with a red rectangle. The table lists four questionnaires: 'SECTION 1, 2, 3, 5 and 7 - Guidance Notes', 'SECTION 6 - COMMERCIAL QUESTIONNAIRE', 'SECTION 6 Price', and 'SECTION 6 Quality questionnaire'. Each row has a 'Respond' column with a 'Revise Response' button and a 'View History' button. The 'Respond Offline' button is located in the top right corner of the table.

Then click on 'download offline bidding template' and OK

The screenshot shows the 'Respond Offline' dialog box. The 'What offline response action would you like to perform?' section has three radio button options: 'Import Bids', 'Download offline bidding template', and 'Export line item information to view when creating offline bids'. The 'Download offline bidding template' option is selected and highlighted with a red rectangle. Below the options is a note: '(NOTE: Line item export is for informational purposes only and can not be used for importing bids)'. At the bottom, there are 'OK' and 'Close' buttons, with the 'OK' button highlighted by a red rectangle.

And export in your required format:

The screenshot shows the 'Export Data' dialog box. The 'Exporting Bid Template for RFI' section has a 'Language' dropdown set to 'British English' and a 'File Name' field containing 'UKSBS2_20131106125653'. The 'File Type' section has three radio button options: 'CSV', 'XLS', and 'XLSX'. The 'XLSX' option is selected and highlighted with a red rectangle. Below the options is a 'Zip File' checkbox which is unchecked. At the bottom, there are 'Export' and 'Close' buttons, with the 'Export' button highlighted by a red rectangle. A legend at the bottom indicates that '*' denotes a required field and provides additional information about file types and virus scanning.

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.

Data Manager

Jobs (2) Type: Import/Export Status: All Server: All

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed
Test Supp...	100...	Integrati...	Export - ...	Done - Click here to download results.	06/11/201...		06/11/201...
Test Supp...	100...	Integrati...	Export - ...	Done - Click here to download results.	06/11/201...		06/11/201...

Close

Your import or export may take several minutes, or longer to process, depending on the level of activity in the system. You can always check the status of your import later by accessing this screen through the Utilities > Import/Export > Data Manager menu option.

A status of "Done" indicates that your export or import was successful. If you are exporting, right click the link and select "Save Target As..." to save the file. If your import status shows "Failed", click on the status link to see the error log. You will need to edit your file and resubmit the import.

Priority of the job can be set up to a value from 1 (low priority) to 100 (high priority). The job with higher priority has higher probability of running before a job having lower priority value. Another factor of determination of the sequence of the execution of jobs is the period of waiting in the queue for every job.

https://ukgps-sandbox.emporis.com/servlet/com.avinamart.WebInterface.ViewJobResultServlet?our_id=100160

Bidders should now be able to open a document which provides their text and table based responses as below:

UKS852_20131106125653[1] - Microsoft Excel

Header Section	Response	Response Comments
1 Organization Unique ID : Government Procurement		
2 Rfx Name : HV Electrical Network		
3 Rfx Unique ID : P2130081		
4 Rfx Type : RF1		
5 Round Name :		
6 Open Date Time : 2013-11-0		
7 Close Date Time : 2013-11-0		
8 Question Information And Response Section	ANSWERED 25 / 25	
9 Questionnaire Questions		
10 SECTION 1: 2, 3, 5 and 7 - Guidance Notes		
*Please confirm you have read and understood the attached guidance notes in Sections 1, 2, 3, 4, 5 and 7 and any Rfx attachments included ?	Yes	
11 SECTION 2: COMMERCIAL QUESTIONNAIRE		
*SELL1: Please state the full legal name and address and contact details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted).	UKS852 North Star House Swindon	
Bidder guidance - This is the legal entity with whom we will contract if successful.	Contact James Aldred	
12 Scoring criteria - For information only		
I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK S85's requirement and I am signing on behalf of my organisation.		
I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.		
I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and that the same applies to other sourcing documents issued by UK S85, including the Request for Quotation, and any contract entered into by UK S85 or its customers with its preferred supplier once the procurement is complete.		
By submitting a response to this ITQ I agree that our participation may be made public.		

The slides contained within this presentation were created using the Emptoris e sourcing suite and Internet Explorer 8.

UK Shared Business Services Ltd. makes no guarantees that the functionality available in these screen shots will be fully replicated in the live Emptoris e sourcing suite, nor if using an alternative web browser to IE8.

Any Bidder using these training materials should do so at their own risk and UK Shared Business Services Ltd does not make any commitment to their accuracy.

In using these training materials the Bidder commits that UK Shared Business Services Ltd shall be in no way liable should the Bidder be unable to complete any or all of their Bid or Response submission.

TEMPLATE VERSION CONTROL

Version	Date	Author(s)	Comment
1.0	05/12/2013	James Aldred	Final Version