

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 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 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 log into <https://ukgps-sandbox.emptoris.com> to respond to this message.

Bidders will now need to login to the system.



Crown
Commercial
Service



Register Here

Name :

Password :

login

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

Please Log in

Useful Links

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

Related External Links

[Crown Commercial Service Portal](#)
[Contracts Finder](#)
[Tenders Electronic Daily \(TED\)](#)
[SIMAP](#)
[Cabinet Office](#)

Crown Commercial Service eSourcing Suite

Supplier System Usage Agreement

Version 2.1

General Terms

1. Introduction

- 1.1. 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 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 a Procurement Exercise (IPPE), 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 any other procurement exercise process. 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 on a case by case basis.
- 1.3. The System is provided by IBM 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 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. If 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 sixty (60) 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. If 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.
- 3.3. The Supplier shall designate an individual Supplier User to manage access to the System by other Supplier Users.
- 3.4. The Supplier must immediately inform the Buyer in the event that a Supplier User leaves its employment or no longer requires access to the System. The Buyer retains the right to deactivate a Supplier User's access to the System if there has been no access for a period of sixty (60) days.

4. Supplier's Obligations

ESOURCING USE AGREEMENT

☒ I Agree

☐ I do NOT Agree

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.

The screenshot displays the CCS eSourcing interface. The top navigation bar includes 'My Profile', 'Bids', 'Messages', and 'Utilities'. The main header area shows 'View RfX(s)' and the 'Crown Commercial Service' logo. Below this, a table titled 'All Open/Pending/Paused RfX(s)' lists RFx entries. The first entry, 'UK SBS Supply of new boiler FM120051', has a 'View/Respond to RfX' button highlighted with a red box. Below the table, the detailed view of the selected RFx is shown, including its description, contact information, and a list of questionnaires. The 'Questionnaires (5)' section lists five sections, each with a 'Place Response' button. A red box highlights the 'Place Response' button for the first section.

RFx Name	RFx Unique Id	Summary	RFx Acceptance	Select	RFx Type	RFx Style	Status	Time Remaining	Open Time
UK SBS Supply of new boiler FM120051	FM120051			View/Respond to RfX	RFI		Open	2 hrs 57 min	20/08/2014 13:00

RFx(s) > UK SBS Supply of new boiler...

Description: UK Shared Business Services Invitation to Quote De...
Type: RFI
Contact Information: BuyerUser2 UKSBS
RFx Attachments (11)
RFx Messages (1)
Run RFI Report

Questionnaires (5)

Questionnaire / Question	Respond	View
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Place Response	
SECTION 6 - COMMERCIAL QUESTIONNAIRE	Place Response	
SECTION 6 - PRICE QUESTIONNAIRE	Place Response	
SECTION 6 - QUALITY QUESTIONNAIRE	Place Response	
SECTION 6 - LEAD TIME	Place Response	

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.

CCS eSourcing **My Profile** **Bids** **Messages** **Utilities**

RFx(s) > UK SBS Supply of new boil...

Description: UK Shared Business Services Invitation to Quote De... Type: RFI
 Contact Information: BuyerUser2 UK SBS
 0 [RFx Attachments \(11\)](#) [Run RFI Report](#) [Submit all Draft Responses >>](#)

[RFx Messages \(1\)](#)

Questionnaires (5)

Questionnaire / Question			Respond	View
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Place Response	
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - LEAD TIME	(0)	(0)	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:

CCS eSourcing **My Profile** **Bids** **Messages** **Utilities**

RFx(s) > UK SBS Supply of new boil...

Description: UK Shared Business Services Invitation to Quote De... Type: RFI
 Contact Information: BuyerUser2 UK SBS
 0 [RFx Attachments \(11\)](#) [Run RFI Report](#) [Submit all Draft Responses >>](#)

[RFx Messages \(1\)](#)

Questionnaires (5)

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

Click here to view attachments

Bidders will see a screen like this:

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/en/list_attachment_frame.jsp?OWNER_TYPE=4&OWNER_ID=41880&attachmentsType=_supplier_Attachments_

CCS eSourcing

Attachments (11)

Level	Folder	Content	Attachment Name	Description	Organ
Event	Instruction	Bidder Training.pdf	Bidder Training		Crown Comm
Event	Instruction	Clarifications of sourcing documents cap...	Clarifications to Bidders		Crown Comm
Event	Instruction	ITQ Invitation to Quote.doc	ITQ	ITQ sour	
Event	Instruction	http://www.uksbs.co.uk/services/procure...	UK SBS Training videos		
Question	RFI	AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid		
Question	RFI	AW1.3 Certificate of Bona Fide Bid.doc	AW1.3 Certificate of Bona Fide Bid		
Question	RFI	AW3.1 ITQ Validation check.pdf	AW3.1 Validation check		
Question	RFI	AW5.2 Price schedule captivate video.xls	AW5.2 Price schedule	Price	
Question	RFI	AW5.5 I Supplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet		Crown Comm
Question	RFI	AW5.5 Science Warehouse fact sheet.pdf	AW5.5 Science Warehouse Fact Sheet		Crown Comm
Question	RFI	Area where new boiler will be installed...	AW6.2 Plan	Image to support...	Crown Comm

Click on content link to download training videos and notes and attachments to RFx

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/virus_scan_results_popup.jsp?cur_id=4062508&OWNER_TYPE=4&

CCS eSourcing

Attachments

Virus Scan Results

File	Status
AW5.2 Price schedule captivate video.xls	Passed

Download Cancel

5. REVIEWING RFx MESSAGES

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

The screenshot shows the CCS eSourcing interface. At the top, there are tabs for 'My Profile', 'Bids', 'Messages', and 'Utilities'. Below the tabs, the breadcrumb path is 'RFx(s) > UK SBS Supply of new boil...'. The main content area displays 'Description: UK Shared Business Services Invitation to Quote De...' and 'Type: RFI'. There are links for 'RFx Attachments (11)' and 'Run RFI Report'. A red box highlights the 'RFx Messages (1)' link. On the right, there is a 'Submit all Draft Responses >>' button. Below this, there is a section for 'Questionnaires (5)' with a table listing various sections and their corresponding response buttons.

Questionnaire / Question			Respond	View H
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Place Response	
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - LEAD TIME	(0)	(0)	Place Response	

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.

The screenshot shows the CCS eSourcing interface in a web browser window. The browser address bar shows 'https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y'. The interface is similar to the previous screenshot, but the 'Place Response' button for the first questionnaire is highlighted with a red box. The button is labeled 'Place Response' and 'Place Create Response'.

Questionnaire / Question			Respond	View H
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Place Response Place Create Response	
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - LEAD TIME	(0)	(0)	Place Response	

They will then face a screen with questions:

The screenshot shows a web browser window titled 'Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC'. The address bar shows a URL from 'emporis.com'. The page header includes 'CCS eSourcing' and a 'Create Response' button. The main content area is titled 'RFI' and contains the following sections:

- 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
 - Question Level (0)
- Please Select** (dropdown menu)
- *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 detailing the specification.
- Scoring Criteria - For Information Only
- Question Level (0)

	Response
Make of boiler	
Model of boiler	



*AW7.3 Please confirm you can improve on the delivery date of 13/12/13

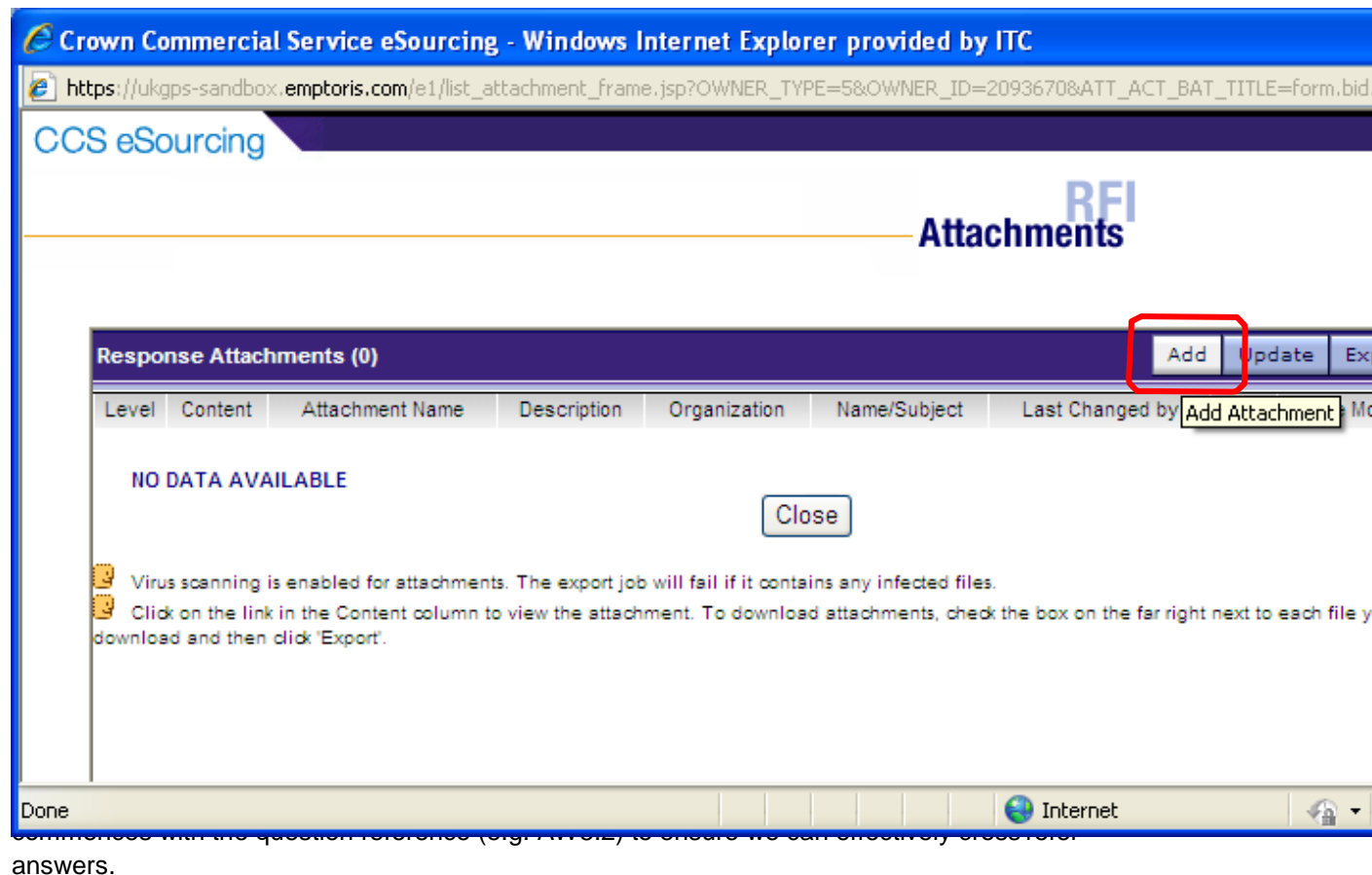
Typically the questions will detail:

- 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  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.



Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/list_attachment_frame.jsp?OWNER_TYPE=5&OWNER_ID=2093670&ATT_ACT_BAT_TITLE=form.bid

CCS eSourcing

RFI Attachments

Response Attachments (0)

Add Update Export

Level	Content	Attachment Name	Description	Organization	Name/Subject	Last Changed by	Add Attachment
NO DATA AVAILABLE							

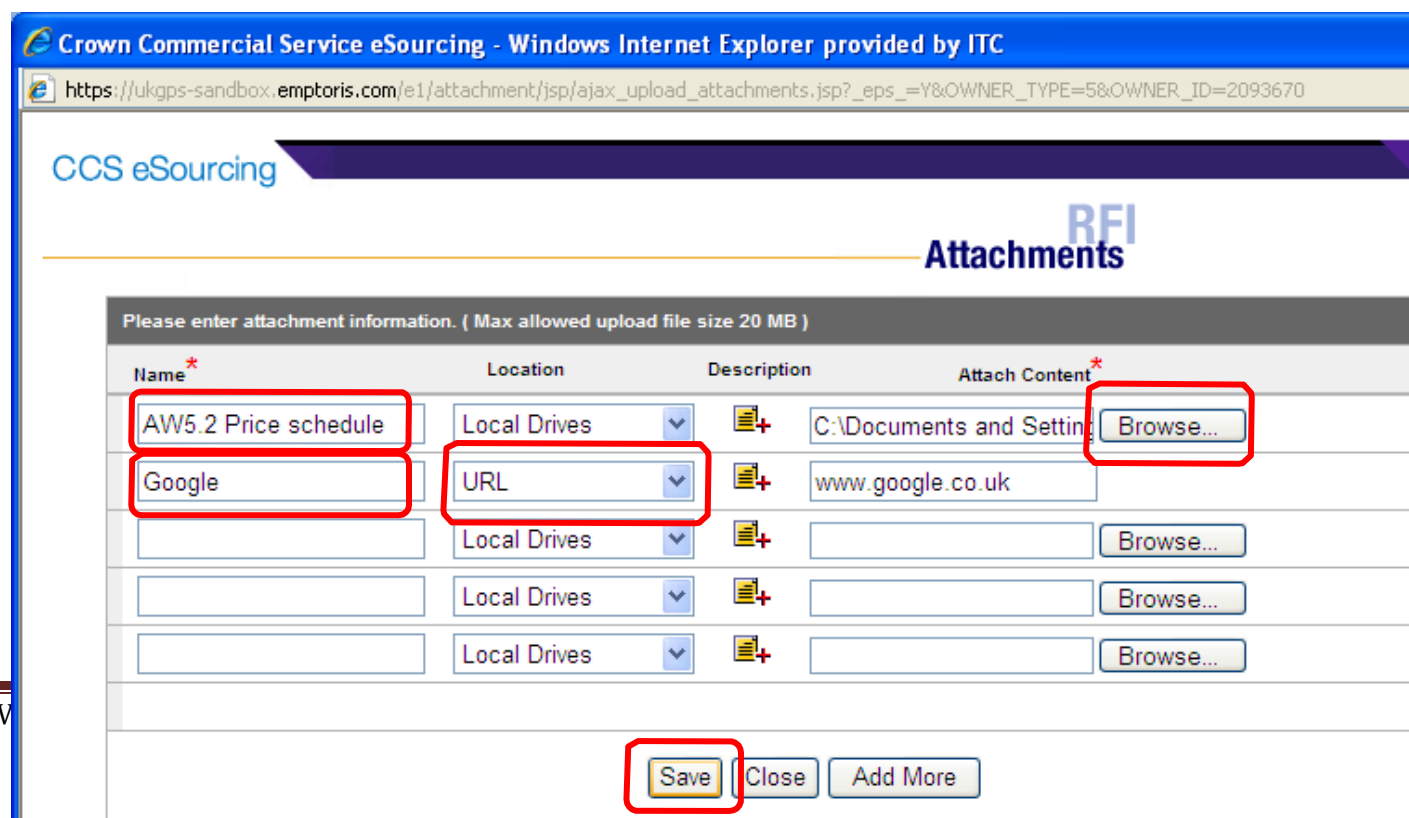
Close

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 y download and then click 'Export'.

Done Internet

Commenced with the question reference (original URL) to ensure we can effectively order our answers.



Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/attachment/jsp/ajax_upload_attachments.jsp?_eps_=Y&OWNER_TYPE=5&OWNER_ID=2093670

CCS eSourcing


RFI Attachments

Please enter attachment information. (Max allowed upload file size 20 MB)

Name*	Location	Description	Attach Content*
AW5.2 Price schedule	Local Drives	C:\Documents and Settings	Browse...
Google	URL	www.google.co.uk	
	Local Drives		Browse...
	Local Drives		Browse...
	Local Drives		Browse...

Save Close Add More

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.

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/detail_response.jsp?_eps_=Y&jspAction=6&_it_id=1713850&_bid_r_param=true

Bidder Guidance - The Bidder shall answer yes or no.
Yes - Pass
No - Fail
Scoring Criteria - Mandatory Pass/Fail

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 detailing the specification.

Scoring Criteria - For Information Only

	Response
Make of boiler	Baxi
Model of boiler	123

*AW7.3 Please 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
06/12/13 - 13/12/13 = score 50
29/11/13 - 05/06/13 = score 100

Scoring Criteria - Maximum Marks 55

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/detail_response.jsp

CCS eSourcing

Create Response **RFI**

Changes Saved Successfully.

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.

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.

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.

CCS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > UK SBS Supply of new boiler...

Description: UK Shared Business Services Invitation to Quote De... Type: RFI

Contact Information: BuyerUser2 UKSBS

RFx Attachments (13) | Run RFI Report

RFx Messages (1)

Submit all Draft Responses >>

Remaining Open Time: Close Time: Status: Op

Questionnaires (5)

Questionnaire / Question			Respond	View Hist
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Revise Response	View Hist
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Revise Response	View Hist
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Revise Response	View Hist
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response	
SECTION 6 - LEAD TIME	(0)	(0)	Revise Response	View Hist

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

Clarification at questionnaire level.

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

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

File Edit View Favorites Tools Help

★ Favorites Emp sand UKSBSBuyer2 Emp live UKSBSBuyerUser1 Dun & Bradstreet UK UK SBS Webmail

Crown Commercial Service eSourcing

CCS eSourcing My Profile Bids Messages Utilities

RFX(s) > UK SBS Supply of new boiler...

Description: UK Shared Business Services Invitation to Quote De... Type: RFI

Contact Information BuyerUser2 UKSBS 0











RFX Attachments (13) Run RFI Report

RFX Messages (1)

Submit all Draft Responses >>

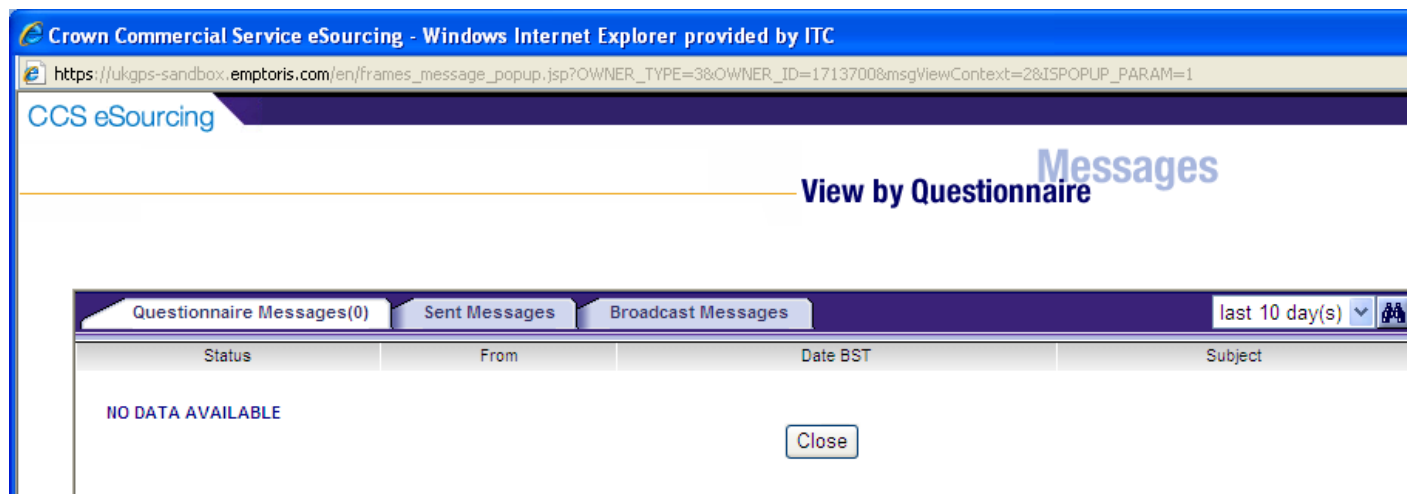
Remaining Open Time: Close Time: Status: Op

Questionnaires (5)

	Questionnaire / Question			Respond	View Hist
<input type="checkbox"/>	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	 (0)	 (0)	Revise Response	View Hist
<input type="checkbox"/>	SECTION 6 - COMMERCIAL QUESTIONNAIRE	 (0)	 (0)	Revise Response	View Hist
<input type="checkbox"/>	SECTION 6 - PRICE QUESTIONNAIRE	 (0)	 (0)	Revise Response	View Hist
<input type="checkbox"/>	SECTION 6 - QUALITY QUESTIONNAIRE	 (0)	 (0)	Place Response	View Hist
<input type="checkbox"/>	SECTION 6 - LEAD TIME	 (0)	 (0)	Click to view messages Revise Response	View Hist

Click on relevant envelope

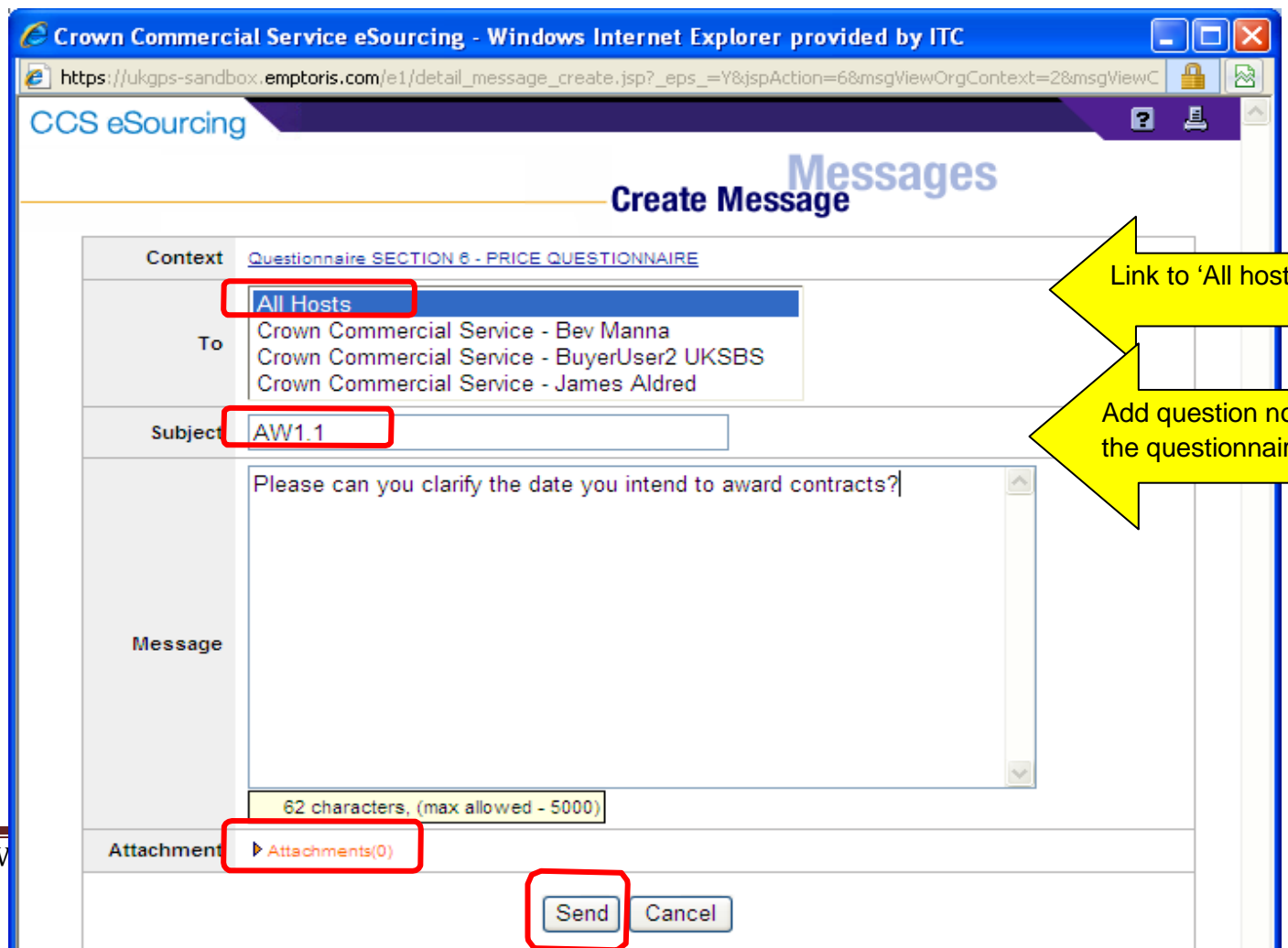
You will always see a screen like this with messages in (questionnaire messages), your messages (sent messages) and system messages (broadcast message).



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

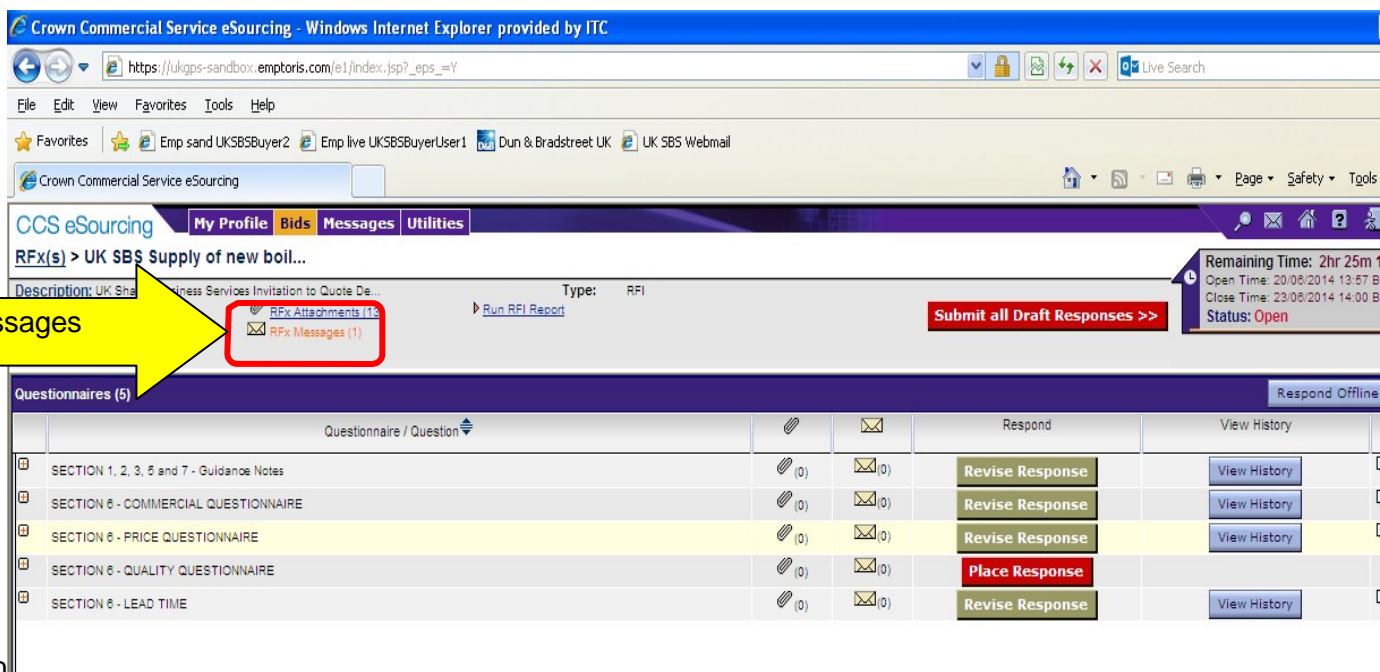
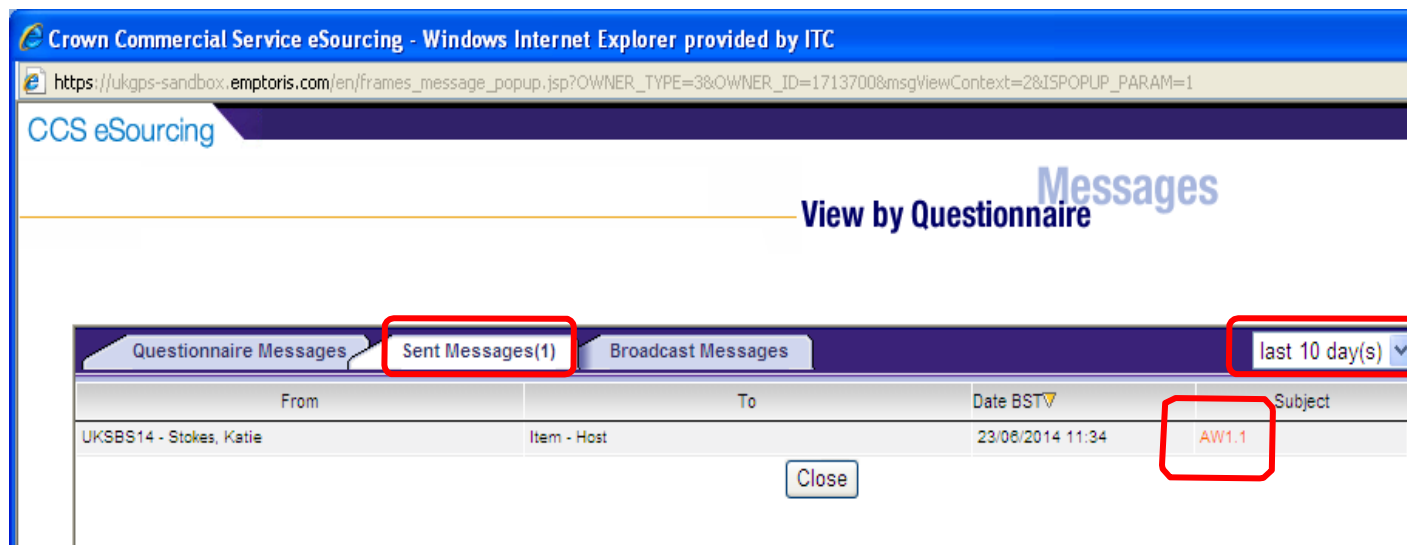
Always send to 'All hosts'.

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

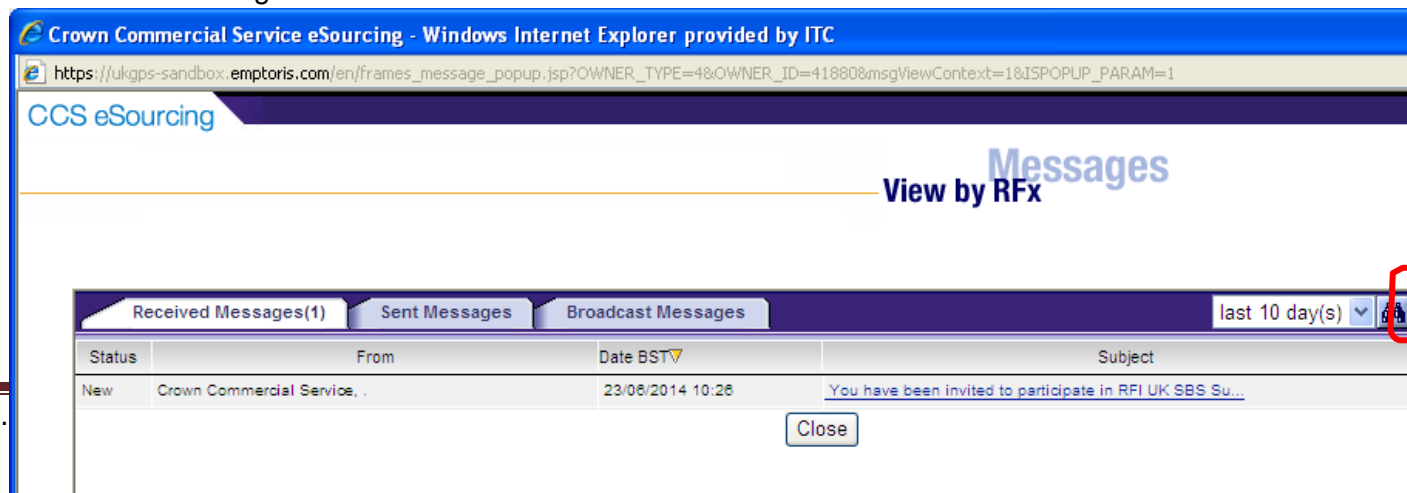


Bidders can view the question in the sent messages.

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



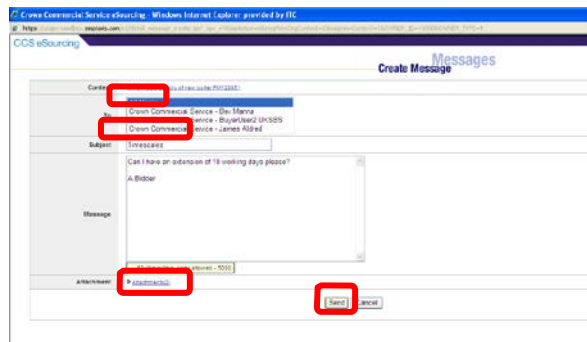
In
send a new message.



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.

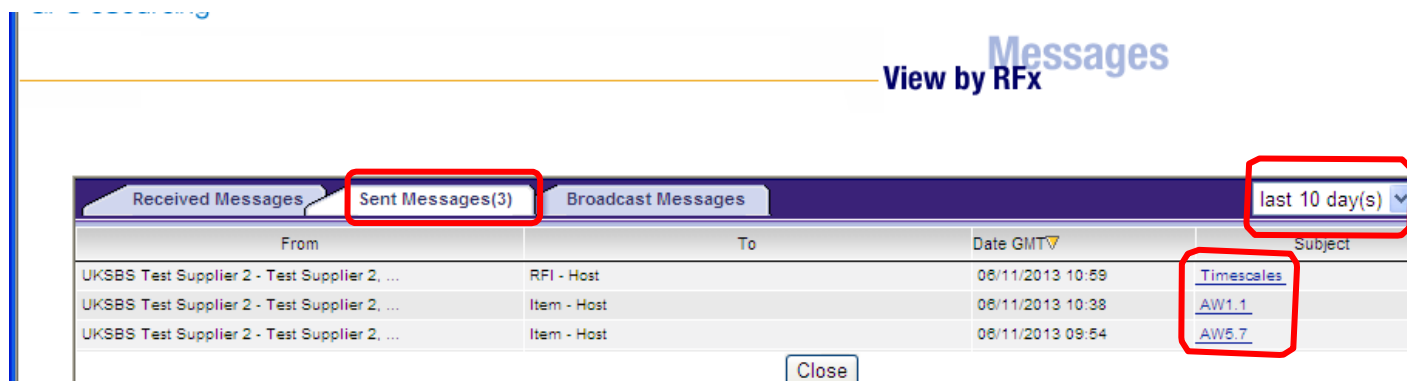
Remember Bidders can add attachments and must always 'send' the clarification.



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.



8. RECEIVING CLARIFICATIONS

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

There may be associated messages also in RFX messages to review.

Note it is the Bidders responsibility to check for clarifications.

CCS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > UK SBS Supply of new boiler...

Description: UK Shared Business Services Invitation to Quote De...
 Contact Information: BuyerUser2 UKSBS
 Type: RFI

RFx Attachments (13) | [Run RFI Report](#) | **Submit all Draft Responses >>**

Questionnaires (5)

Questionnaire / Question	Respond	View H
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Revise Response	View H
SECTION 6 - COMMERCIAL QUESTIONNAIRE	Revise Response	View H
SECTION 6 - PRICE QUESTIONNAIRE	Revise Response	View H
SECTION 6 - QUALITY QUESTIONNAIRE	Place Response	View H
SECTION 6 - LEAD TIME	Revise Response	View H

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

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/en/list_attachment_frame.jsp?OWNER_TYPE=4&OWNER_ID=41880&attachmentsType=_supplier_Attachment...

CCS eSourcing | **RFI Attachments**

Attachments (13)

Level	Folder	Content	Attachment Name	Description
Event	Instructions	Bidder Training.pdf	Bidder Training	
Event	Instructions	Clarifications of sourcing doc... .xls	Clarifications to sourcing documents 23...	
Event	Instructions	ITQ Invitation to Quote.doc	ITQ	ITQ sourcing document
Event	Instructions	http://www.uksbs.co.uk/services/procure/...	UK SBS Training videos	
Question	RFI	AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid	
Question	RFI	AW1.3 Certificate of Bona Fide Bid.doc	AW1.3 Certificate of Bona Fide Bid	
Question	RFI	AW3.1 ITQ Validation check.pdf	AW3.1 Validation check	
Question	RFI	AW5.2 Price schedule captivate video.xls	AW5.2 Price schedule	Price schedule of requirement.
Question	RFI	AW5.5 I Supplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet	
Question	RFI	AW5.5 Science Warehouse fact sheet.pdf	AW5.5 Science Warehouse Fact Sheet	
Question	RFI	Area where new boiler will be installed...	AW6.2 Plan	Image to support bidder response.
Response	RFI	AW5.2 Price schedule.xls	AW5.2 Price schedule	
Response	RFI	http://www.google.co.uk	Google	

javascript:void 0 | Internet

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/virus_scan_results_popup.jsp?cur_id=413220&OWNER_TYPE=48

CCS eSourcing

Attachments

Virus Scan Results

File	Clarifications of sourcing doc...xls
Status	Passed
<div> <div>Download</div> <div>Cancel</div> </div>	

	A	B	C	D	E	F	G	H
1	Sourcing Document Clarifications							UKSBS Shared Business Services
2								
3								
4								
5	SOURCING REFERENCE:				Purchase of new boiler			
6	SOURCING DOCUMENT TITLE:				FM120051			
7								
8	No.	Section of sourcing document	Questionnaire	Question No.	Issue raised by Bidder for clarification	Date raised	Issue responded to by UK SBS	Date responded
9	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
10	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
11	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
12	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
13	5							
14	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.

The screenshot shows the CCS eSourcing web application. At the top, there's a navigation bar with 'My Profile', 'Bids', 'Messages', and 'Utilities'. Below this, the breadcrumb trail reads 'RFx(s) > UK SBS Supply of new boiler'. The main content area displays 'Description: UK Shared Business Services Inv...' and 'Contact Information: BuyerUser2 UKSBS 0'. A large yellow arrow points from the text 'Bidders MUST click on 'Submit all Draft Responses'' to a red-bordered button labeled 'Submit all Draft Responses >>'. Below this, a section titled 'Questionnaires (5)' contains a table with columns for 'Questionnaire / Question', 'Respond', and 'View Hist'. The table lists five sections: 'SECTION 1, 2, 3, 5 and 7 - Guidance Notes', 'SECTION 6 - COMMERCIAL QUESTIONNAIRE', 'SECTION 6 - PRICING', 'SECTION 6 - QUALIFICATION', and 'SECTION 6 - LEAD'. Each row has a 'Respond' column with a 'Revise Response' button. A yellow arrow points from the text 'All required questionnaire responses must be completed and shaded' to the 'Revise Response' buttons. Below the screenshot, a separate window titled 'Submit Drafts - Windows Internet Explorer provided ...' shows a confirmation dialog: 'Are you sure that you want to submit this Response Package?'. The 'OK' button is highlighted with a red box. A red line connects the 'OK' button to the text 'each NSE.' on the right.

Bidders **MUST** click on 'Submit all Draft Responses'

Submit all Draft Responses >>

Questionnaires (5)

Questionnaire / Question	Respond	View Hist
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Revise Response	View Hist
SECTION 6 - COMMERCIAL QUESTIONNAIRE	Revise Response	View Hist
SECTION 6 - PRICING	Revise Response	View Hist
SECTION 6 - QUALIFICATION	Revise Response	View Hist
SECTION 6 - LEAD	Revise Response	View Hist

All required questionnaire responses must be completed and shaded

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

each NSE.

10. DOWNLOADING YOUR RESPONSE

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

The screenshot shows the 'Crown Commercial Service eSourcing' interface in a Windows Internet Explorer browser. The address bar displays the URL: https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y. The page title is 'Crown Commercial Service eSourcing'. The navigation bar includes 'My Profile', 'Bids', 'Messages', and 'Utilities'. The main content area shows a 'RFx(s) > UK SBS Supply of new boil...' with a description: 'UK Shared Business Services Invitation to Quote De...'. The 'Type' is 'RFI'. There are links for 'RFx Attachments (13)' and 'RFx Messages (8)'. A red box highlights the 'Respond Offline' button in the 'Respond' column of the 'Questionnaires (5)' table.

Questionnaire / Question			Respond	View Hist
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Revise Response	View Hist
SECTION 5 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Revise Response	View Hist
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Revise Response	View Hist
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Revise Response	View Hist
SECTION 6 - LEAD TIME	(0)	(0)	Revise Response	View Hist

The screenshot shows the 'Respond Offline' dialog box. The title is 'Responses Respond Offline'. The question is 'What offline response action would you like to perform?'. There are three radio button options: 'Import Bids', 'Download offline bidding template' (which is selected and highlighted with a red box), and 'Export line item information to view when creating offline bids'. A note states: '(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 box.

And export in your required format:

Crown Commercial Service eSourcing - Windows Internet Explor...

https://ukgps-sandbox.emptoris.com/e1/detail_export.jsp?_eps_=Y&jspAction=145&l

CCS eSourcing

Utilities

Export Data

Exporting Bid Template for RFI

Language *	British English
File Name: *	UKSBS14_20140623105918
File Type:	<input type="radio"/> CSV <input type="radio"/> XLS <input checked="" type="radio"/> XLSX
Zip File	<input type="checkbox"/>

Export **Close**

* Required Field

The XLS / XLSX file type usually works best if you plan to complete the template in Microsoft Excel.

Virus scanning is enabled for attachments. The export job will fail if it contains any infected files.

showing 'pending' or 'running' status.

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/frames_job_list.jsp?TYPE_FILTER=0

CCS eSourcing

Utilities

Data Manager

Jobs (1)		Type	Import/Export	Status	All	Server	All
User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed
Stokes, K...	124...	Integrati...	Export - ...	Running	23/06/201...		

Once complete you can download the report.

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/frames_job_list.jsp?TYPE_FILTER=0

CCS eSourcing Utilities

Data Manager

Jobs (1) Type Import/Export Status All Server

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled
Stokes, K...	124...	Integrati...	Export - ...	Done - Click here to download results.	23/06/201...	

A1 Header Section

Header Section	Response	Response Comments
1 Header Section		
2 Organization Unique ID : CCS Procurement		
3 RFX Name : UK SBS Supply of new boiler FM120051		
4 RFX Unique ID : FM120051		
5		
6 Question Information And Response Section	ANSWERED 17 / 17	
7 Questionnaires - Questions	Response	Response Comments
23 SECTION 6 - QUALITY QUESTIONNAIRE		
*AW6.1 Please confirm your compliance to the requirements of Section 4 Specification		
Bidder guidance - The Bidder shall answer Yes or No Yes - Pass No - Fail		
24 Scoring criteria - Mandatory Pass / Fail	Yes	ANSWERED
*AW6.2 Provide a method statement for the installation of the boiler.		
Support your method statement with a project plan for the delivery and installation.		
Bidder guidance - Scoring will be based on 0-100 scoring methodology		
One attachment for the project plan is required.		
Maximum character count (images can be provided) - 4096 characters per method statement		
25 Scoring criteria - Maximum Marks 10%	xx	ANSWERED
26 SECTION 6 - LEAD TIME		
*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		
27 Scoring Criteria - Mandatory Pass/Fail	Yes	ANSWERED
*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 detailing the specification.		

Instructions Question Response Table Response

Count: 11

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.