



SUPPLIER GUIDE

FOR FINDING AND RESPONDING To

NEW OPPORTUNITIES with a

CONFIDENTIALTY AGREEMENT

WITHIN PROCONTRACT

This document will guide the user in locating and responding to new “open” opportunities that require a signed Confidentiality Agreement to be submitted prior to receiving access to the tender documents.

Please see alterative guidance for Dynamic Purchasing Systems, Tenders without a Confidentiality Agreement, and Further Competitions

This guidance relates to Gloucestershire County Council opportunities ONLY

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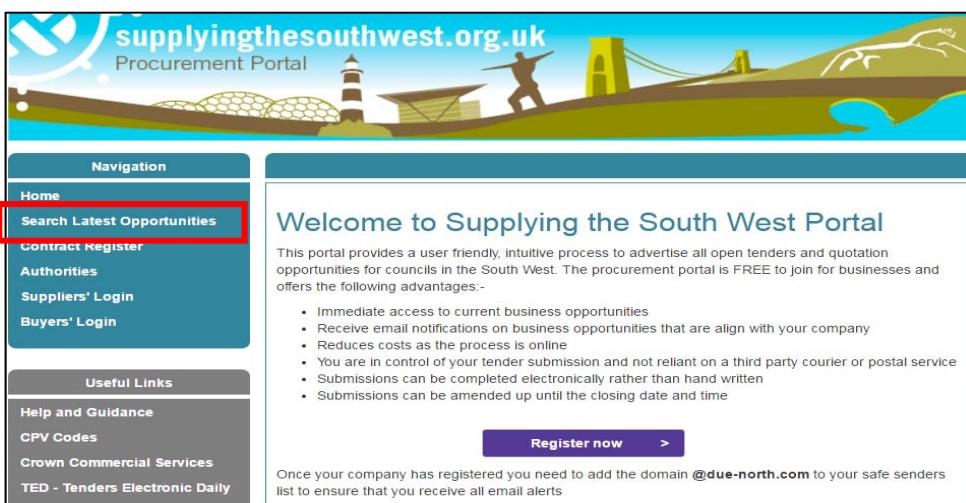
Advertisements for opportunities issued by Gloucestershire County Council may be found in a variety of places, however, all documents, tender submissions, notification of awards and clarifications are all managed within the ProContract system.

When an opportunity is created, Gloucestershire County Council selects the Common Procurement Vocabulary (CPV) code/s which describes the procurement. If a supplier is registered with one or more of those codes they will receive an emailed notification of a new opportunity, the email will contain a link direct to the opportunity advertisement.

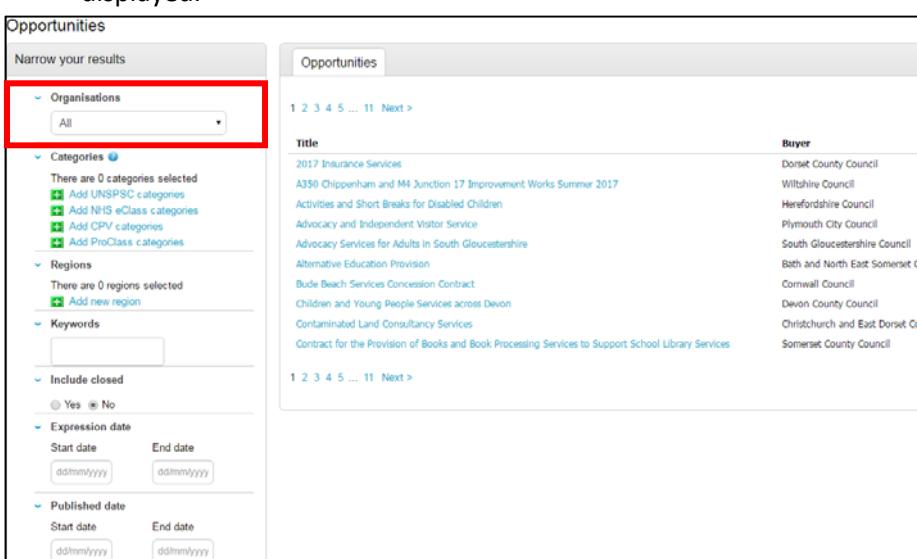
If you have accessed an opportunity from a link within a ProContract notification email skip to Section 1, step 5 in this guidance.

1. Finding an Opportunity

1. New opportunities can be found by going to <https://www.supplyingthesouthwest.org.uk/> and clicking on “Search latest opportunities”.



2. A list of opportunities published by Local Authorities in the South West using ProContract will be displayed.



Title	Buyer
2017 Insurance Services	Dorset County Council
A350 Chippenham and M4 Junction 17 Improvement Works Summer 2017	Wiltshire Council
Activities and Short Breaks for Disabled Children	Herefordshire Council
Advocacy and Independent Visitor Service	Plymouth City Council
Advocacy Services for Adults in South Gloucestershire	South Gloucestershire Council
Alternative Education Provision	Bath and North East Somerset Co
Bude Beach Services Concession Contract	Cornwall Council
Children and Young People Services across Devon	Devon County Council
Contaminated Land Consultancy Services	Christchurch and East Dorset Co
Contract for the Provision of Books and Book Processing Services to Support School Library Services	Somerset County Council

3. Using the “Organisation” drop down menu (highlighted above), filter the results by “Gloucestershire County Council”.

4. Click the “title” of the opportunity you would like to view.

The following screen will be displayed:

Main contract details	Expression of interest window
Opportunity Id DN92379 (Historical Ref: CONTRACT-9VKC-QR9C6G) Title Dynamic Purchasing System (DPS) for Building, Mechanical & Electrical works (£15,000 to £150,000 individual projects) Categories 31000000-6 - Electrical machinery, apparatus, equipment and consumables; lighting 42000000-6 - Industrial machinery 44000000-0 - Construction structures and materials; auxiliary products to construction (except electric apparatus) More... Description See ITT documents Region(s) of supply UNITED KINGDOM Estimated value £50,000,000.00 Keywords Windows, Building maintenance, Servicing, Asbestos, Air conditioning, Electrical	From 07/05/2015 15:02 to 25/08/2025 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
Key dates Estimated contract dates Start date 01/08/2015 End date 31/07/2025	Contact details Buyer Gloucestershire County Council Co Email Telep
Current Dynamic Purchasing System (DPS) round information End date 02/09/2025 18:30:00	Attachments No attachments

The above screen will provide a brief overview of the opportunity.

To view the documents and further information all suppliers must login to ProContract and register an interest in the opportunity.

5. **If not logged in** Click the “Login and Register interest in the Opportunity” as highlighted above. Login with your username and password.

If you do not currently have a username or password, click the “register free” link and follow guidance document: [Initial Registration on the Portal](#) and [First Time System Login](#)

6. **Once logged in** to ProContract the green button on the advertisement will change to “Register an Interest in this opportunity”

Main contract details	Expression of interest window
Opportunity Id DN6137253 Title buying a steam engine ck Categories 31100000-7 - Electric motors, generators and transformers Description Called flying scotsman Region(s) of supply Gloucestershire	From 22/05/2017 09:51 to 22/06/2017 10:00 Register interest in this opportunity
	Contact details

7. Click the “Register an interest in this opportunity” button

8. A pop up will appear with several options on accessing the opportunity under the “**What Happens Next?**” heading. You can choose from one of the following, skip to the relevant part of the guidance depending on the selection:

- View from your “activities Centre” – *Go to step 2.1*
- Click “Here” to view the documents – *Go to step 2.4*
- Close the pop up – *Go to step 1.9*

Expression of interest successful

Expression of interest successful

You have successfully registered interest in the following opportunity for **supplier_sw_19** workgroup :-

DPS for Training 14th July 2016

You will receive an email notification shortly confirming your registration of interest.

What happens next?

- You have been invited to participate in the DPS event for this opportunity.
- DPS for Training 14th July 2016 has been added as a new activity in your [activities centre](#).
- To view this DPS event now, click [here](#).

I don't have time to look at the DPS now, what should I do?

- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address suspended@due-north.com. The invitation contains a direct link to this DPS.
- Please note however that the closing date for this DPS is 31 July 2023 00:00. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-

	Miss Patricia Dunn T: 01452 328123 F: M: E: patricia.dunn@gloucestershire.gov.uk	Procurement Portal Supplying the South West Ref Id DN6096873	Organisation Gloucestershire County Council Activity DPS for Training 14th July 2016
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[Close](#)

9. The advertisement will remain displayed with the button now greyed out indicating this opportunity has been added to your “activity list”.

Main contract details

Opportunity Id DN6137253
Title buying a steam engine ck
Categories 31100000-7 - Electric motors, generators and transformers
Description Called flying scotsman
Region(s) of supply Gloucestershire
Estimated value N/A
Keywords steam enigines

Expression of interest registered

Date 31/05/2017 11:21:29
Workgroup Lot 1 Users

Expression of interest window

From 22/05/2017 09:51 **to** 22/06/2017 10:00

Register interest in this opportunity

Go to Section 2 “Viewing the Opportunity”

2. Viewing the Opportunity

Once the “register interest” button has been selected the opportunity is added into the “My Activity” area of ProContract. **Note:** *This area can only been seen when logged in.*

- When logged in to ProContract, the below home page will be displayed

Home Find opportunities My activities My contracts Help supplier_sw_11 User Your account Logout

Home All opportunities Search Go

Home page

Activities

Active Recently added Last viewed

Gloucestershire County Cou Go Search

1 2 3 4 5 6 7 Next >

Buyer	Title	Current event	Event deadline
Gloucestershire County Council	New Quote - V1	New Quote - V1	26/06/2015
Gloucestershire County Council	Quick quote - V2	Quick quote - V2	26/06/2015
Gloucestershire County Council	new project v1	new project v1	26/06/2015
Gloucestershire County Council	Testing a further comp	Expressions of Interest	08/07/2015
Gloucestershire County Council	QQ Test 2 - 03.09.15	QQ Test 2 - 03.09.15	03/09/2015
Gloucestershire County Council	testing a DPS before setting new template	Advertise opportunity	03/09/2015

Company details summary Edit

If no activities are displayed, amend the drop down to show Gloucestershire County Council and click Go

Keywords

Vendor profile

Edit vendor profile (0% complete)

The following aspects of your vendor profile are incomplete or responses given have expired and need to be reviewed:

Vendor profile sample

Opportunities

Find opportunities

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

Workgroups

The Activities section will display all opportunities that either an expression of interest has been registered for, or you have been pre-selected for.

On the above screen, the Buyer, Title of the project, current event and event deadline is shown.

The  symbol illustrates a new opportunity which has not been viewed or worked on.

2. To view an opportunity click on the **title** of the Activity to be worked on

Activities

View full screen

Active Recently added Last viewed

Gloucestershire County Cou Go Search

1 2 3 4 5 6 7 Next >

Buyer	Title	Current event	Event deadline
Gloucestershire County Council	New Quote - V1	New Quote - V1	26/06/2015
Gloucestershire County Council	Quick quote - V2	Quick quote - V2	26/06/2015
Gloucestershire County Council	new project v1	new project v1	26/06/2015
Gloucestershire County Council	Testing a further comp	Expressions of Interest	08/07/2015
Gloucestershire County Council	QQ Test 2 - 03.09.15	QQ Test 2 - 03.09.15	03/09/2015
Gloucestershire County Council	testing a DPS before setting new template	Advertise opportunity	03/09/2015

3. The screen below provides the events for the opportunity.

In most cases there will be 2 events displayed.

- The Expression of interest event, which is the original advertisement.
- The Opportunity which is where all the relevant documentation is held.

Note: For a Dynamic Purchasing System or if there is a requirement to complete a Confidentiality Agreement, there will be more than 2 events displayed, see specific guidance.

4. Click [Start](#) within the relevant event that is displaying **Not Started**

5. A summary screen will be displayed like below which is split up into different sections; Main details, Public attachments, and Messaging.

See below for section explanations.

There is also a **countdown timer** in the top right indicating the time left until the submission deadline for this opportunity.

Main details

This section shows the title, description and date and time the completed Quote or Tender submissions must be returned by.

Attachments

This section shows the attachments that have been published by Gloucestershire County Council. To download click on the title of the attachment, save the document to your own network or desktop before working on them. **Please note that you must abide by the data protection rules.**

Note: If no attachments have been added, an item breakdown may have been used. If this is not visible send a message via ProContract to verify with the team.

Terms and Conditions

These are the terms and conditions associated to the opportunity. If a “See Tender Pack” or “See Quotation Pack” documents is displayed, the terms and conditions will be within the main attachments.

Messages

During the process all questions should be raised using the portal and any messages sent to you can be viewed in the same place.

Any messages sent through this area will go to the Gloucestershire County Council contacts that are working on this opportunity. Open this area by clicking on [View messages](#).



For further information see guidance document – Messaging in ProContract

3. Submitting the Confidentiality Agreement

NOTE: Due to the nature of this part of the process you will be unable to re-submit your confidentiality agreement, however, if there are any issues the project team at Gloucestershire County Council will advise on how to re-submit the agreement if required.

To begin the response, from the summary screen, click **Start my response**

A screenshot of the summary screen for an ITT titled 'Cheshire - ITT'. The screen is divided into several sections: 'Main details' (Title: Example ITT, Respond by: 03/14/2015 21:30:00, Description: Example ITT), 'Public attachments' (two attachments listed: 'ITT Attachment.docx' and 'Specification & Requirements Document.docx'), 'Terms & conditions' (a section with a link to terms and conditions), 'Time remaining' (2 Days, 5 Hours, 21 Minutes, 30 Seconds), 'Messaging' (1 unread message, with a link to view messages), and 'Response controls' (with buttons for 'Start my response' (highlighted in red), 'Register intent to respond', and 'No longer wish to respond').

4. The Response Wizard for Confidentiality Agreement

The wizard will open, which will go through each stage of the Confidentiality Agreement response to make sure it is completed successfully.

1. Stage 1 will always contain a welcome message which should be read carefully.

Create Request for information response

1 Details 2 Additional information 3 Attachments

Response reference: 107844494

Welcome to the Request for information 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](#)

2. Click **Continue** to move onto the next page or click **Cancel** to leave the wizard.

5. Additional Information (optional)

Additional information can be entered, however it is not mandatory.

Additional information includes a reference or additional comments relevant to the submission for the individual opportunity.

1. When complete click **Continue** to move onto the next page.

6. Uploading Attachments (Mandatory)

This stage allows you to upload the relevant attachments. **The signed Confidentiality Agreement must be uploaded here.**

1. To add an attachment click **Add attachment**

Create ITT response

1 Details 2 Additional information 3 Attachments

No attachments

Add attachment

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

2. Click **+ Add files...**

Project attachments

[Show weblinks](#)

File upload rules:

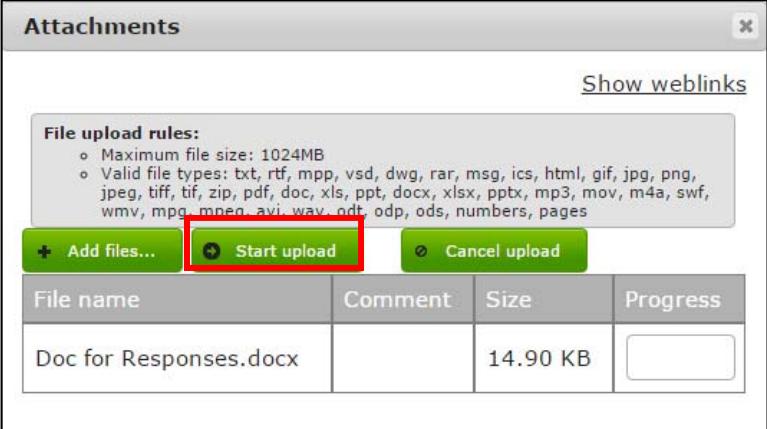
- o Maximum file size: 1024MB
- o Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, gif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

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

3. Select the required file via the browser option and click **Open**

You can now browse your computer for the attachment using the file uploader.

4. Once the attachment has been added click 

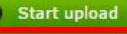


Attachments

Show weblinks

File upload rules:

- Maximum file size: 1024MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, zip, pdf, doc, xls, ppt, docx,xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

+ Add files...  

File name	Comment	Size	Progress
Doc for Responses.docx		14.90 KB	

When uploaded, you can view an attachment by clicking its name.

5. To remove the attachment click 



Details Additional information 3 Attachments

 	Blank Document.docx	12 KB
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Add attachment

6. When complete click 

7. Confirming Submission of the Confidentiality Agreement Response.

The response will remain in **Draft until the submission has been confirmed.**

If the response is not submitted fully Gloucestershire County Council will not be able to view it.

1. To submit the response click 

My response 107844494 Draft

Additional information

Supplier reference:

Attachments

Doc for Responses.docx 14 KB

Add attachment

Response controls

Submit response (highlighted with a red box)

Open response wizard

Submission checklist

Attachments

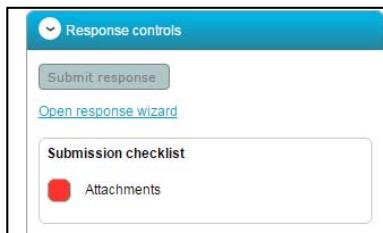
Audit history

View audit history

2. Confirm the submission by clicking Submit response for a second time on the pop up screen



Note: If the Submit response button is greyed out, the Submission checklist will identify what is missing (anything with a red box will need completing)



3. When a response has been fully submitted the opportunity screen will update and the highlighted areas below will indicate that the response has been sent to GCC

Gloucestershire County Council - Request for information 5238575

Main details

Title: Opportunity with Confidentiality Agreement Respond by: 23 November 2016 02:30:00

Description: Test

Attachments

Doc for Responses.docx 14 KB

Time remaining

0 Days 14 Hours 20 Minutes 49 Seconds

Submitted (highlighted with a red box)

Messaging

You have 0 unread message(s.)

View messages

Response controls

My responses

Version 1 Submitted 22/11/2016 12:08:56 (highlighted with a red box)

8. Accessing the Opportunity to start the Tender Response

Once the Project team at Gloucestershire County Council have checked and verified your Confidentiality Agreement the Tender Documents will be released to you.

1. Access the opportunity from the “My activities” area.

2. The screen provides the events for this opportunity.

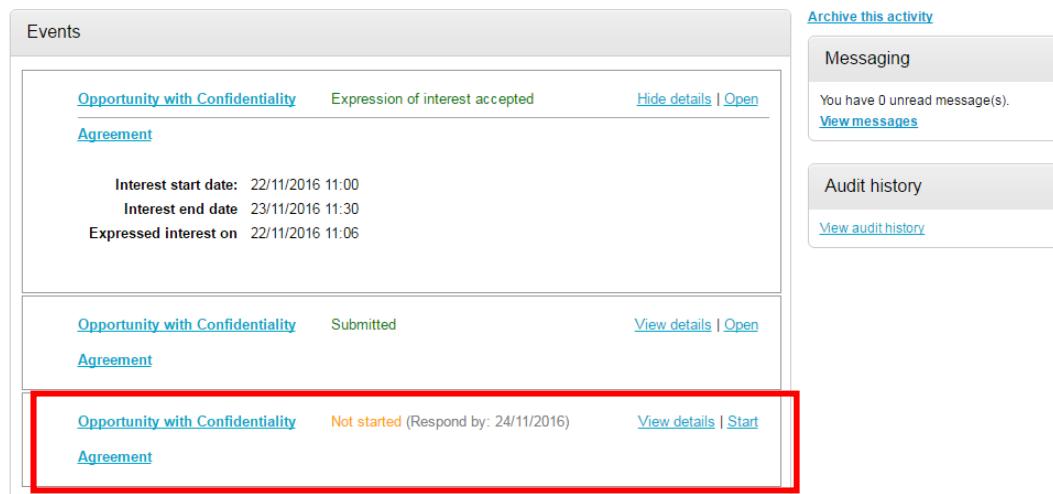
There will now be 3 Events displayed

- The Expression of interest event, which is the original advertisement.
- The Confidentiality Agreement event
- The Tender Event – *NEW***

Note: If the new tender event is not showing, the GCC team may not have granted access to you yet. If you have any concerns with the length of time, use the messaging area on the ProContract Project to contact the team. Please be aware the team is only available during normal working hours.

Activity : Opportunity with Confidentiality Agreement

[< Back to home page](#)



The screenshot shows the 'Events' section of the ProContract interface. There are three events listed:

- Opportunity with Confidentiality** Expression of interest accepted [Hide details | Open](#)
- Agreement**
- Opportunity with Confidentiality** Submitted [View details | Open](#)
- Opportunity with Confidentiality** Not started (Respond by: 24/11/2016) [View details | Start](#)
- Agreement**

The third event, 'Opportunity with Confidentiality' (Status: Not started, Respond by: 24/11/2016), is highlighted with a red box.

3. Click **Start** within the relevant stage that is currently displaying **Not Started**

4. The summary screen will be displayed, which is broken up into different sections; Main details, Public attachments, Terms & Conditions, and Messaging.

These sections are the same as the previous event for the Confidentiality Agreement. However, instead of the Confidentiality agreement, you should now see all the Tender Documentation, and there will also be a section for the Terms & Conditions of the contract. Explanations of the sections can be found below.

The **countdown timer** in the top right now indicates the time left until the Tender submission deadline.

5. Download the Tender Documents, and complete offline.

Gloucestershire County Council - ITT

5238587

>Main details

Title: Opportunity with Confidentiality Agreement **Respond by:** 24 November 2016 02:30:00

Description: Test

Attachments

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

[Doc for Responses.docx](#) 14 KB

Terms & conditions

[See Tender Pack for T&C's](#)

Time remaining

1 Day 14 Hours 4 Minutes 40 Seconds

Messaging

You have 0 unread message(s). [View messages](#)

Response controls

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

My responses

You have not yet started your response.

Main details

This section shows the title, description and date and time the completed Quote or Tender submissions must be returned by.

Attachments

This section shows the attachments that have been published by Gloucestershire County Council. To download click on the title of the attachment, save the document to your own network or desktop before working on them. **Please note that you must abide by the data protection rules.**

Note: If no attachments have been added, an item breakdown may have been used. If this is not visible send a message via ProContract to verify with the team.

Terms and Conditions

These are the terms and conditions associated to the opportunity. If a "See Tender Pack" or "See Quotation Pack" documents is displayed, the terms and conditions will be within the main attachments.

Messages

During the process all questions should be raised using the portal and any messages sent to you can be viewed in the same place.

Any messages sent through this area will go to the Gloucestershire County Council contacts that are working on this opportunity. Open this area by clicking on [View messages](#).

Messaging

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

For further information see guidance document – Messaging in ProContract

9. Submitting a Tender Response

Note: Responses can be completed in stages, and can be re-submitted up until the closing time. Gloucestershire County Council will only see the final response submitted once the tender closes.

1. To begin the response, from the summary screen, click

[Start my response](#)

The screenshot shows a response page for an ITT titled 'Example ITT'. The 'Main details' section shows the title and a respond by date of 03/14/2015 21:30:00. The 'Public attachments' section lists two files: 'ITT Attachment.docx' and 'Specification & Requirements Document.docx', both 12 KB. The 'Response controls' section includes a red-bordered 'Start my response' button, which is the focal point of the image.

10. The Response Wizard

The response wizard will open, which will go through each stage of the response submission to make sure it is completed successfully. Note, you can skip stages at this point and come back at a later stage to complete. However, all mandatory areas will need to be completed before a submission can be made.

1. Stage 1 will always contain a welcome message which should be read carefully.

The screenshot shows the 'Create RFQ response' wizard. The top navigation bar shows 'Details' (selected), 'Additional information', 'Item breakdown', and 'Attachments'. The main content area contains a welcome message and instructions for using the wizard. At the bottom are 'Continue', 'Reset', and 'Cancel' buttons.

2. At the bottom of the page click **Continue** to move onto the next page and click **Cancel** to leave the wizard.

11. Additional Information (optional)

Additional information can be entered, however it is not mandatory.

Additional information includes a reference or additional comments relevant to the submission for the individual opportunity.

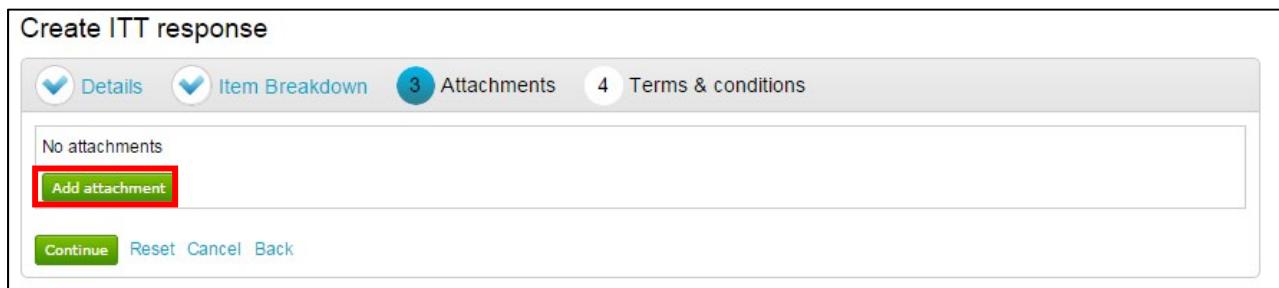
1. Click **Continue** to move onto the next page.

12. Uploading Attachments (mandatory in most cases)

The next stage allows you to upload your relevant attachments.

Note: If an attachment has been sent to be mandatory, the system will not let you complete a response submission until an attachment has been added. However, you can come back to this stage to add an attachment before submitting the response.

1. To add an attachment click **Add attachment**



Create ITT response

1 Details 2 Item Breakdown 3 Attachments 4 Terms & conditions

No attachments

Add attachment

Continue Reset Cancel Back

2. Click **+ Add files...**



Project attachments

Show weblinks

File upload rules:

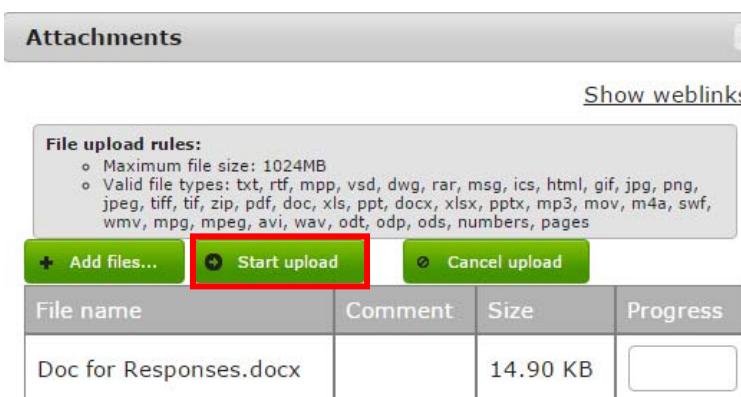
- Maximum file size: 1024MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

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

3. Select the required file via the browser option and click **Open**

You can now browse your computer for the attachments using the file uploader. You can add as many attachments as required.

4. Once all the attachments have been added click **Start upload**



Attachments

Show weblinks

File upload rules:

- Maximum file size: 1024MB
- 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

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

File name	Comment	Size	Progress
Doc for Responses.docx		14.90 KB	

When uploaded, you can view an attachment by clicking its name.

5. To remove the attachment click **×**

Details Additional information 3 Attachments 4 Terms & conditions

Doc for Responses.docx 14 KB

Add attachment

Continue Reset Cancel Back

- When complete click **Continue** to move onto the next page.

13. Terms & Conditions (T&C's) (mandatory)

All tenders will have terms and conditions. If the terms and conditions have been included within the Tender, then the Terms and Conditions file will be named "See Tender pack for T&C's", however it is still a requirement to indicate if the Terms and Conditions laid out against the tender are accepted or declined.

- Click on the link to view the T&C's document

Create ITT response

Details Additional information Attachments 4 Terms & conditions

Please follow the link to read the terms and conditions

[See Tender Pack for T&C's](#)

Accept
 Decline

Finish Reset Cancel Back

- Irrespective of where the Terms and Conditions are listed, the Supplier must still either "Accept" or "Decline" the terms and conditions by clicking the relevant radio button.

IF DECLINE is selected then a reason must also be included.

- When completed click the **Finish** button to proceed to the next screen.

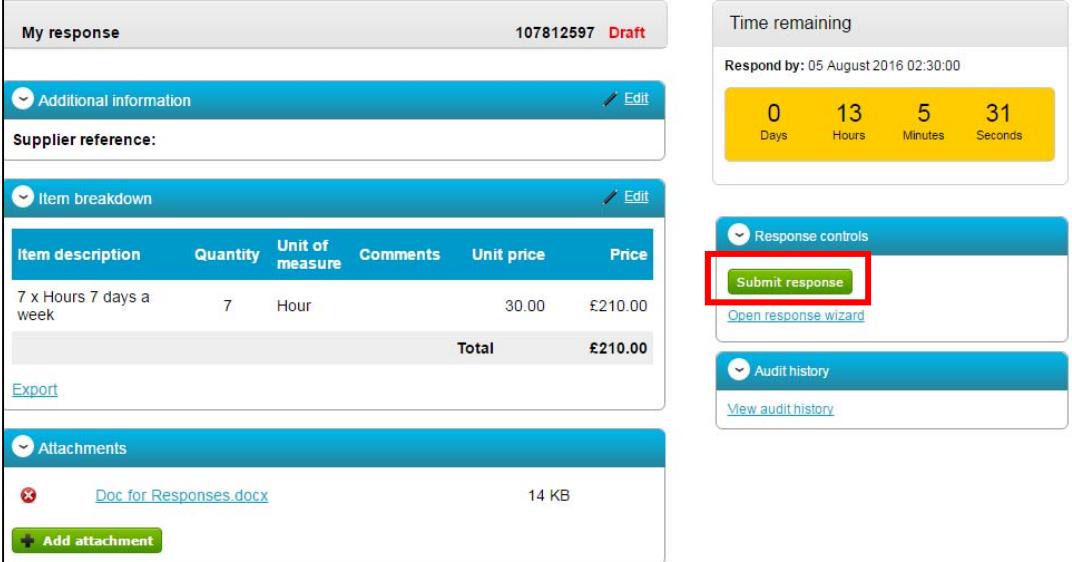
- *Reset* will begin the wizard again and remove all info,
- *Cancel* will leave the wizard completely (without saving)
- *Back* will return to the previous stage.

14. Submitting the Tender Response

The response will remain in **Draft until all mandatory sections are complete and the submission has been confirmed. If the response is not confirmed Gloucestershire County Council will not be able to view it.**

- If the Submit response button is greyed out, this means mandatory information is missing. Click **Edit** against each section to add the required information. See section 6 or 7 of this guidance for information on how to complete

- To submit the response click **Submit response**

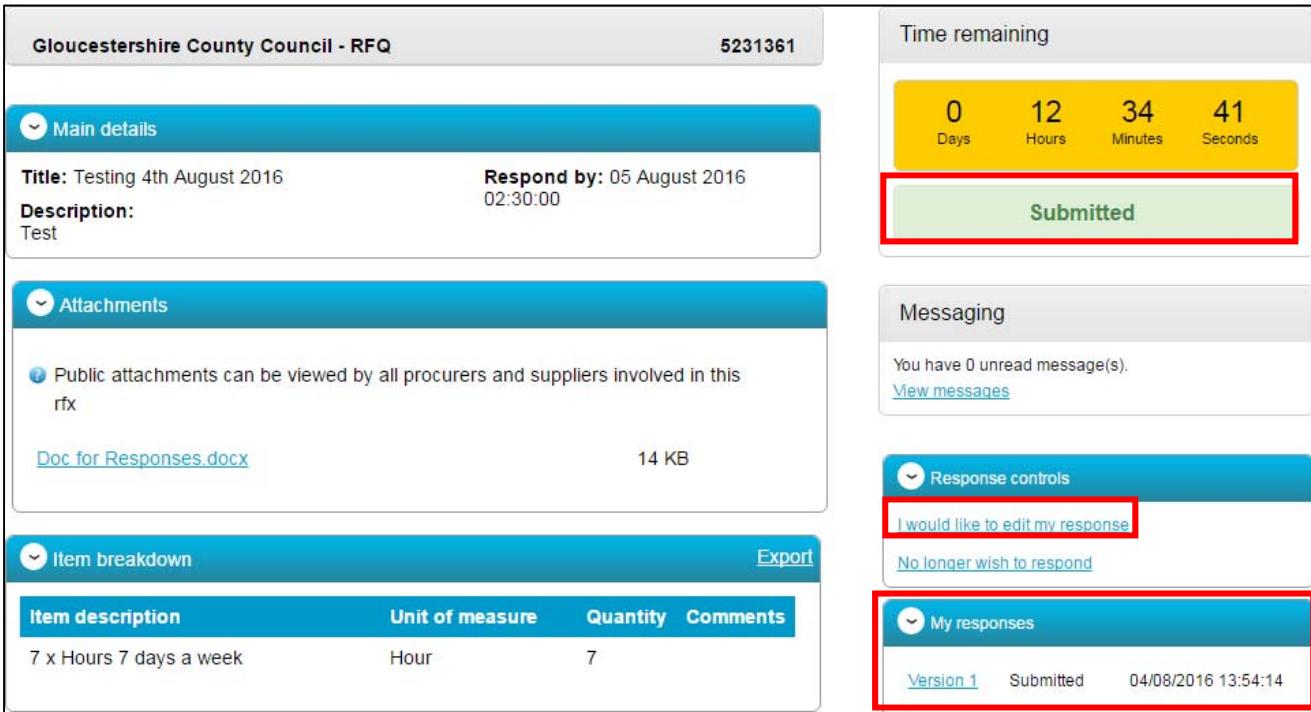


The screenshot shows the 'My response' page for a procurement opportunity. The top right corner displays the ID 107812597 and the status 'Draft'. On the right side, a 'Time remaining' box shows '0 Days 13 Hours 5 Minutes 31 Seconds' until the response is due on 05 August 2016 at 02:30:00. Below this is a 'Response controls' section with a 'Submit response' button, which is highlighted with a red box. Other sections visible include 'Additional information', 'Item breakdown' (listing 7 x Hours 7 days a week at 7 hours, 30.00, and £210.00), 'Attachments' (one document named 'Doc for Responses.docx' at 14 KB), and 'Audit history'.

- Confirm the submission by clicking **Submit response** for a second time on the pop up screen



- When a response has been fully submitted the opportunity screen will update and the highlighted areas below will indicate that the response has been sent to GCC



The screenshot shows the opportunity screen for Gloucestershire County Council - RFQ, ID 5231361. The 'Main details' section shows the title 'Testing 4th August 2016' and the response deadline '05 August 2016 02:30:00'. The 'Attachments' section shows a public attachment 'Doc for Responses.docx' (14 KB). The 'Item breakdown' section lists 7 x Hours 7 days a week. On the right side, the 'Time remaining' box shows '0 Days 12 Hours 34 Minutes 41 Seconds' with a 'Submitted' status (highlighted with a red box). The 'Response controls' section shows 'I would like to edit my response' and 'No longer wish to respond' (highlighted with a red box). The 'My responses' section shows a single version submitted on 04/08/2016 at 13:54:14 (highlighted with a red box).

NOTE: Responses can be edited and resubmitted up until the tender/quotation closing time. See section 9 of this guidance for details on how to do this.

Respond by time ended

When the respond by time has reached its end the countdown timer will change to red and be marked "completed" this indicates that submissions can no longer be made.



Gloucestershire County Council - Quick quote 5128126

Main details

Title: QQ Test 2 - 03.09.15 **Respond by:** 03 September 2015 11:30:00

Description: [View](#)

Time remaining

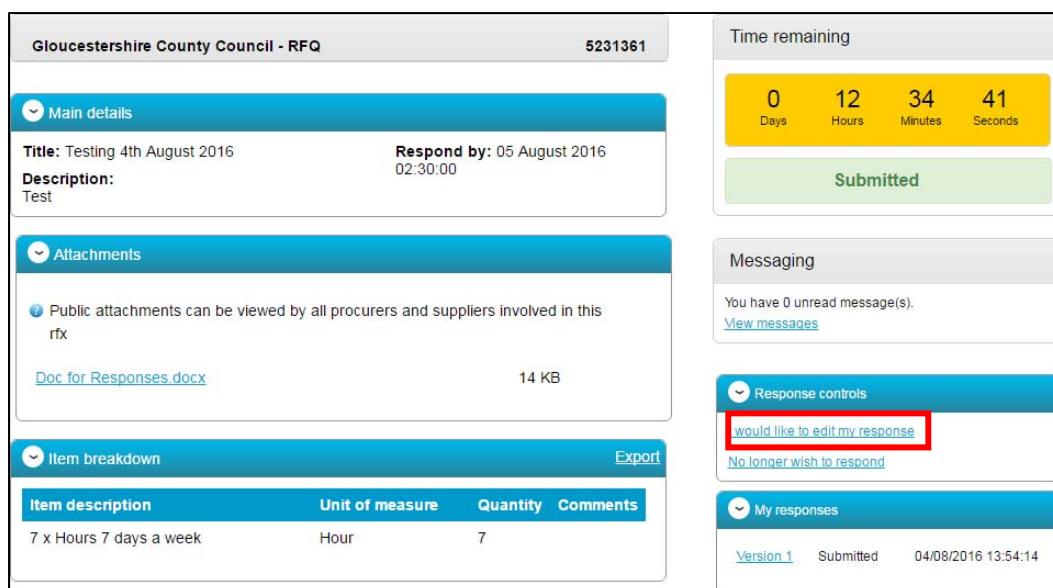
Completed

15. Editing Tender Response and Re-Submission

After the Tender or Quotation response has been submitted it can be edited and updated as many times as required before the submission time and date has passed.

Gloucestershire County Council are only able to view the latest version of information and documentation submitted before the tender/quotation has closed.

1. To edit a response from the tender summary screen, click [I would like to edit my response](#) under the response controls area.



Gloucestershire County Council - RFQ 5231361

Main details

Title: Testing 4th August 2016 **Respond by:** 05 August 2016 02:30:00

Description: Test

Attachments

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

[Doc for Responses.docx](#) 14 KB

Item breakdown

Item description	Unit of measure	Quantity	Comments
7 x Hours 7 days a week	Hour	7	

Response controls

[would like to edit my response](#) (highlighted with a red box)

[No longer wish to respond](#)

My responses

[Version 1](#) Submitted 04/08/2016 13:54:14

2. When this is clicked it will create a draft version 2.



My response 26 Draft

3. Each area can then be amended, either by editing the relevant section or clicking **Open response wizard**, and then submitted using the stages 11, 12 and 13 in this guidance.

My response 107829149 Draft

Additional information Edit

Supplier reference:

Terms & conditions - Accepted Decline

See Tender Pack for T&C's

Attachments

Doc for Responses.docx 14 KB

Add attachment

Time remaining

Respond by: 23 November 2016 15:00:00

15 Days 0 Hours 0 Minutes 19 Seconds

Response controls

Submit response Submit response

Open response wizard

Submission checklist

Terms & conditions

Attachments

Audit history

View audit history

4. For GCC to receive the updated response, you must click the Submit response again.

Note: If your edited version is submitted after the deadline has passed, GCC will only be able to accept the previous version which was submitted on time.