



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 alternative guidance for Dynamic Purchasing Systems, Tenders without a Confidentiality Agreement, and Further Competitions

This guidance relates to Gloucestershire County Council opportunities ONLY

Contents

1. Finding an Opportunity	2
2. Viewing the Opportunity	4
3. Submitting the Confidentiality Agreement.....	7
4. The Response Wizard for Confidentiality Agreement	7
5. Additional Information (optional).....	8
6. Uploading Attachments (Mandatory).....	8
7. Confirming Submission of the Confidentiality Agreement Response.....	9
8. Accessing the Opportunity to start the Tender Response.....	11
9. Submitting a Tender Response	12
10. The Response Wizard.....	13
11. Additional Information (<i>optional</i>).....	13
12. Uploading Attachments (mandatory in most cases)	14
13. Terms & Conditions (T&C's) (<i>mandatory</i>).....	15
14. Submitting the Tender Response.....	15
Respond by time ended	17
15. Editing Tender Response and Re-Submission	17

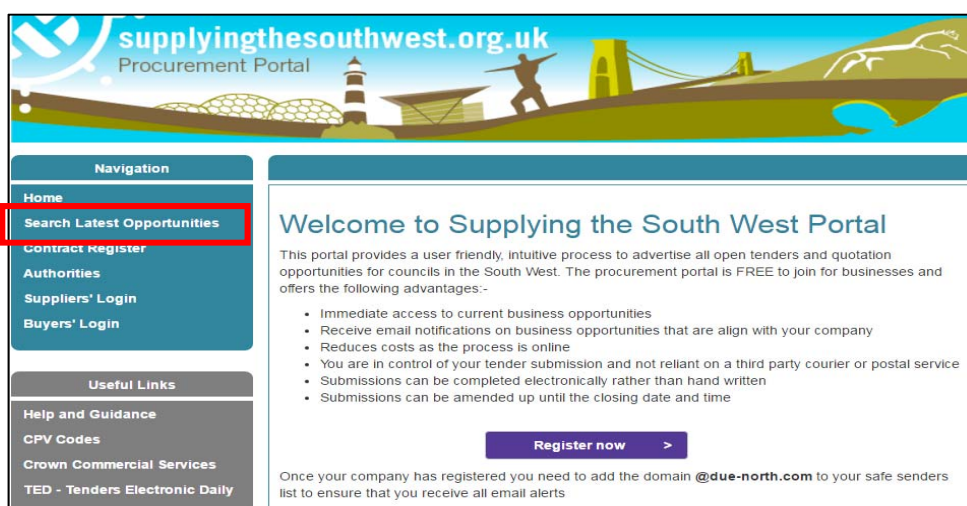
Advertisements for opportunities issued by Gloucestershire County Council may be found in a variety of places, however, all documents, tender submissions, notification of awards and clarifications are all managed within the ProContract system.

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.

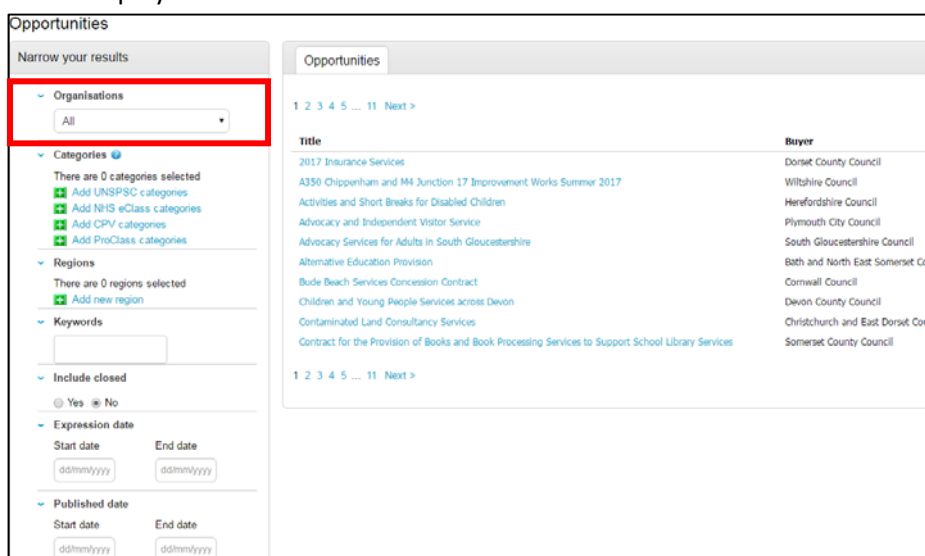
If you have accessed an opportunity from a link within a ProContract notification email skip to Section 1, step 5 in this guidance.

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.



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
<p>Opportunity Id DN92379 (Historical Ref: CONTRACT-9VKC-QR9C6G)</p> <p>Title Dynamic Purchasing System (DPS) for Building, Mechanical & Electrical works (£15,000 to £150,000 individual projects)</p> <p>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...</p> <p>Description See ITT documents</p> <p>Region(s) of supply UNITED KINGDOM</p> <p>Estimated value £50,000,000.00</p> <p>Keywords Windows, Building maintenance, Servicing, Asbestos, Air conditioning, Electrical</p>	<p>From 07/05/2015 15:02 to 25/08/2025 10:00</p> <p>Login and register interest in this opportunity</p> <p>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</p>
	<p>Contact details</p> <p>Buyer Gloucestershire County Council Co Email Telep</p>
	<p>Attachments</p> <p>No attachments</p>
<p>Key dates</p> <p>Estimated contract dates Start date 01/08/2015 End date 31/07/2025</p> <p>Current Dynamic Purchasing System (DPS) round information End date 02/09/2025 18:30:00</p>	

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

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:
 - i. View from your “activities Centre” – *Go to step 2.1*
 - ii. Click “Here” to view the documents – *Go to step 2.4*
 - iii. 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	Procurement Portal	Organisation
	T: 01452 328123	Supplying the South West	Gloucestershire County
	F:	Ref Id	Council
	M:	DN6096873	Activity
	E:		DPS for Training 14th July 2016
	patricia.dunn@gloucestershire.gov.uk		

Close

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

<p>Main contract details</p> <p>Opportunity Id DN6137253</p> <p>Title buying a steam engine ck</p> <p>Categories 31100000-7 - Electric motors, generators and transformers</p> <p>Description Called flying scotsman</p> <p>Region(s) of supply Gloucestershire</p> <p>Estimated value N/A</p> <p>Keywords steam engines</p>	<p>Expression of interest registered</p> <p>Date 31/05/2017 11:21:29</p> <p>Workgroup Lot 1 Users</p> <p>Expression of interest window</p> <p>From 22/05/2017 09:51 to 22/06/2017 10:00</p> <p>Register interest in this opportunity</p>
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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 be seen when logged in.

1. 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 page

Activities [View full screen](#)

Company details summary [Edit](#)

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

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](#)

Workgroups

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

If no activities are displayed, amend the drop down to show Gloucestershire County Council and click [Go](#)

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.

- 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 [Go](#)

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

- 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**

Activity : Opportunity - 8th November 2016

[Events](#)

[Opportunity - 8th November 2016](#) Expression of interest accepted [Hide details](#) | [Open](#)

Interest start date: 08/11/2016 11:49
Interest end date: 23/11/2016 11:49
Expressed interest on: 08/11/2016 11:53

[Opportunity - 8th November 2016](#) Not started (Respond by: 23/11/2016) [View details](#) | [Start](#)

[Back to home page](#)

[Archive this activity](#)

Messaging

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

Audit history

[View audit history](#)

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.

Gloucestershire County Council - ITT 5236682

Main details

Title: Opportunity - 8th November 2016 **Respond by:** 23 November 2016 15:00:00

Description: Opportunity

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

15 Days 2 Hours 16 Minutes 11 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](#).

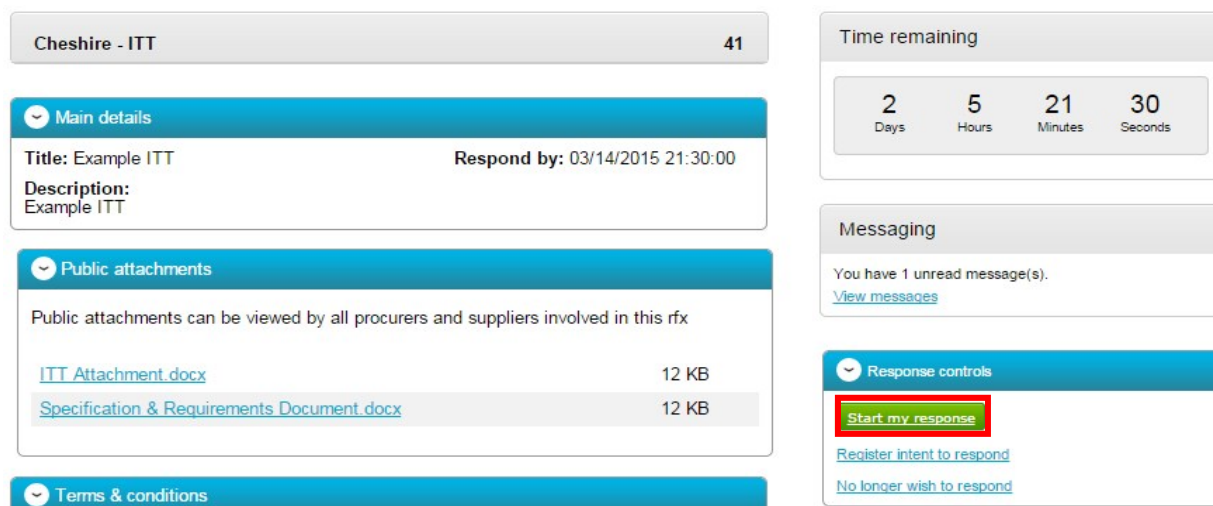


For further information see guidance document – Messaging in ProContract

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](#)



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

The screenshot shows the first step of a three-step wizard. The top bar has three tabs: '1 Details' (active), '2 Additional information', and '3 Attachments'. The main content area contains the following text:

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.

At the bottom, there are three buttons: 'Continue' (highlighted with a red box), 'Reset', and '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

The screenshot shows the third step of a three-step wizard. The top bar has three tabs: 'Details', 'Additional information', and '3 Attachments' (active). The main content area contains the following text:

No attachments

Below this text is a button labeled 'Add attachment', which is highlighted with a red box.

At the bottom, there are four buttons: 'Continue', 'Reset', 'Cancel', and 'Back'.

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


The screenshot shows a dialog box titled 'Project attachments'. It has a close button (X) in the top right corner. Inside the dialog, there is a link 'Show weblinks' in the top right. Below it, there is a section titled 'File upload rules:' with the following details:

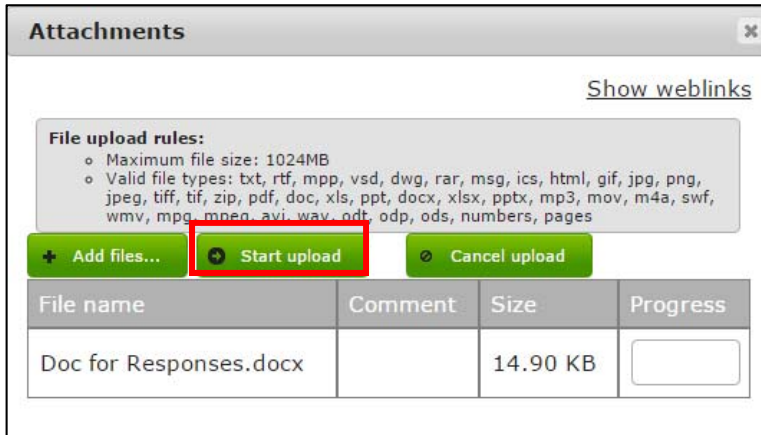
- Maximum file size: 1024MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

At the bottom of the dialog, there are three buttons: '+ Add files...' (highlighted with a red box), 'Start upload', and '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 



The screenshot shows a window titled "Attachments" with a close button in the top right. Inside, there is a link "Show weblinks". Below it, a box titled "File upload rules:" lists: "Maximum file size: 1024MB" and "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". Below the rules are three buttons: "+ Add files...", "Start upload" (highlighted with a red box), and "Cancel upload". At the bottom is a table with columns: File name, Comment, Size, and Progress.

File name	Comment	Size	Progress
Doc for Responses.docx		14.90 KB	<input type="text"/>

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

5. To remove the attachment click 



The screenshot shows a tabbed interface with "Details", "Additional information", and "Attachments" (selected, with a count of 3). Under "Attachments", there is a list item "Blank Document.docx" (12 KB) with a red "X" icon to its left, which is highlighted with a red box. Below the list is an "Add attachment" button. At the bottom, there are buttons: "Finish" (highlighted with a red box), "Reset", "Cancel", and "Back".

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
Edit

Supplier reference:

Attachments

Doc for Responses.docx
14 KB

Add attachment

Time remaining

Respond by: 23 November 2016 02:30:00

0 Days
14 Hours
22 Minutes
5 Seconds

Response controls

Submit response

Open response wizard

Submission checklist

Attachments

Audit history

View audit history

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

Submit response

Are you sure you want to submit this response?

Submit response
Cancel

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)

Response controls

Submit response

Open response wizard

Submission checklist

Attachments

- 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
Response by: 23 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

Time remaining

0 Days
14 Hours
20 Minutes
49 Seconds

Submitted

Messaging

You have 0 unread message(s).
View messages

Response controls

My responses

Version 1
Submitted
22/11/2016 12:08:56

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

The screenshot shows a web interface for an activity titled "Opportunity with Confidentiality Agreement". At the top right, there is a link "< Back to home page". Below the title, there is a section "Events" with a table of three events. The first event is "Expression of interest accepted" with links "Hide details" and "Open". The second event is "Submitted" with links "View details" and "Open". The third event is "Not started (Respond by: 24/11/2016)" with links "View details" and "Start". This third event is highlighted with a red rectangular box. To the right of the events table, there are two sections: "Messaging" with the text "You have 0 unread message(s)." and a link "View messages", and "Audit history" with a link "View audit history".

Events
Opportunity with Confidentiality Agreement Expression of interest accepted Hide details Open
Opportunity with Confidentiality Agreement Submitted View details Open
Opportunity with Confidentiality Agreement Not started (Respond by: 24/11/2016) View details Start

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](#)

Cheshire - ITT 41

Main details
 Title: Example ITT Respond by: 03/14/2015 21:30:00
 Description: Example ITT

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

ITT Attachment.docx	12 KB
Specification & Requirements Document.docx	12 KB

Terms & conditions

Time remaining
 2 Days 5 Hours 21 Minutes 30 Seconds

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

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

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.

Create RFQ response

1 Details 2 Additional information 3 Item breakdown 4 Attachments

Response reference: 107812597

Welcome to the RFQ 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. 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.

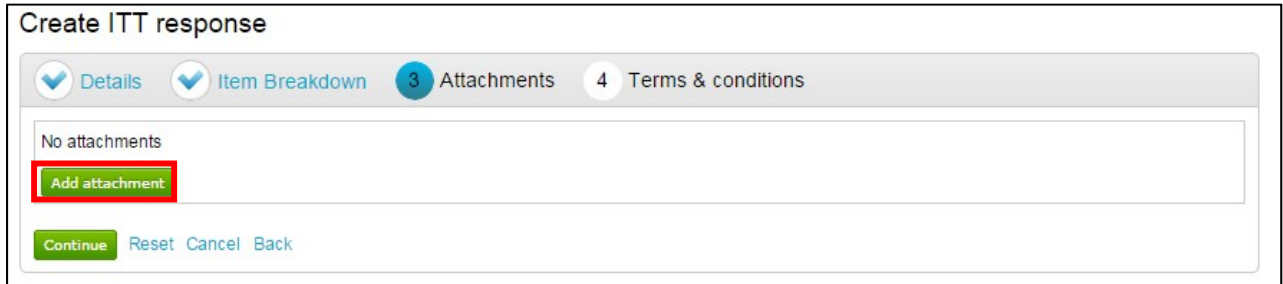
1. Click [Continue](#) to move onto the next page.

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 




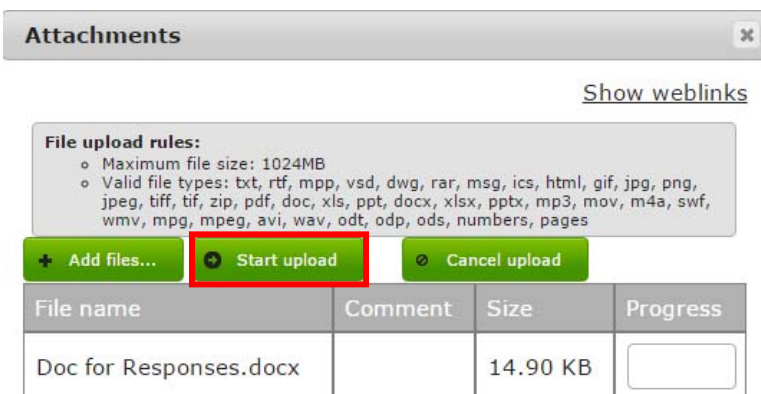
2. Click 



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 



File name	Comment	Size	Progress
Doc for Responses.docx		14.90 KB	<div></div>

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

5. To remove the attachment click 

6. 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.

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

2. 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.

3. 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

1. To submit the response click **Submit response**

My response
107812597 **Draft**

Additional information [Edit](#)

Supplier reference:

Item breakdown [Edit](#)

Item description	Quantity	Unit of measure	Comments	Unit price	Price
7 x Hours 7 days a week	7	Hour		30.00	£210.00
Total					£210.00

[Export](#)

Attachments

Doc for Responses.docx
14 KB

[Add attachment](#)

Time remaining

Respond by: 05 August 2016 02:30:00

0 Days
13 Hours
5 Minutes
31 Seconds

Response controls

Submit response

[Open response wizard](#)

Audit history

[View audit history](#)

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

Submit response

Are you sure you want to submit this response?

Submit response
[Cancel](#)

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 - 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 [Export](#)

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

Time remaining

0 Days
12 Hours
34 Minutes
41 Seconds

Submitted

Messaging

You have 0 unread message(s).

[View messages](#)

Response controls

I would like to edit my response
[No longer wish to respond](#)

My responses

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

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
<div>Time remaining</div> <div style="background-color: red; color: white; text-align: center; padding: 10px;">Completed</div>		
<div>Main details</div> <div> <div>Title: QQ Test 2 - 03.09.15</div> <div>Description:</div> </div> <div> <div>Respond by: 03 September 2015</div> <div>11:30:00</div> </div>		

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								
<div>Main details</div> <div> <div>Title: Testing 4th August 2016</div> <div>Description: Test</div> </div> <div> <div>Respond by: 05 August 2016</div> <div>02:30:00</div> </div>		<div>Time remaining</div> <div> <div>0 Days</div> <div>12 Hours</div> <div>34 Minutes</div> <div>41 Seconds</div> </div> <div>Submitted</div>								
<div>Attachments</div> <div> <div>Public attachments can be viewed by all procurers and suppliers involved in this rfx</div> <div>Doc for Responses.docx 14 KB</div> </div>		<div>Messaging</div> <div>You have 0 unread message(s). View messages</div>								
<div>Item breakdown</div> <div> <div>Export</div> <table border="1"> <thead> <tr> <th>Item description</th> <th>Unit of measure</th> <th>Quantity</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>7 x Hours 7 days a week</td> <td>Hour</td> <td>7</td> <td></td> </tr> </tbody> </table> </div>		Item description	Unit of measure	Quantity	Comments	7 x Hours 7 days a week	Hour	7		<div>Response controls</div> <div> <div>I would like to edit my response</div> <div>No longer wish to respond</div> </div>
Item description	Unit of measure	Quantity	Comments							
7 x Hours 7 days a week	Hour	7								
		<div>My responses</div> <div> <div>Version 1 Submitted 04/08/2016 13:54:14</div> </div>								

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

Supplier reference:

Terms & conditions - Accepted

Attachments

Doc for Responses.docx

14 KB

Add attachment

Edit

Decline

Submit response

Open response wizard

Submission checklist

Terms & conditions

Attachments

Audit history

View audit history

Time remaining

Respond by: 23 November 2016 15:00:00

15

0

0

19

Days

Hours

Minutes

Seconds

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.