

Leicestershire County Council Guide to submitting tenders via the e-tendering portal

The e-tendering portal can be accessed via the following link;

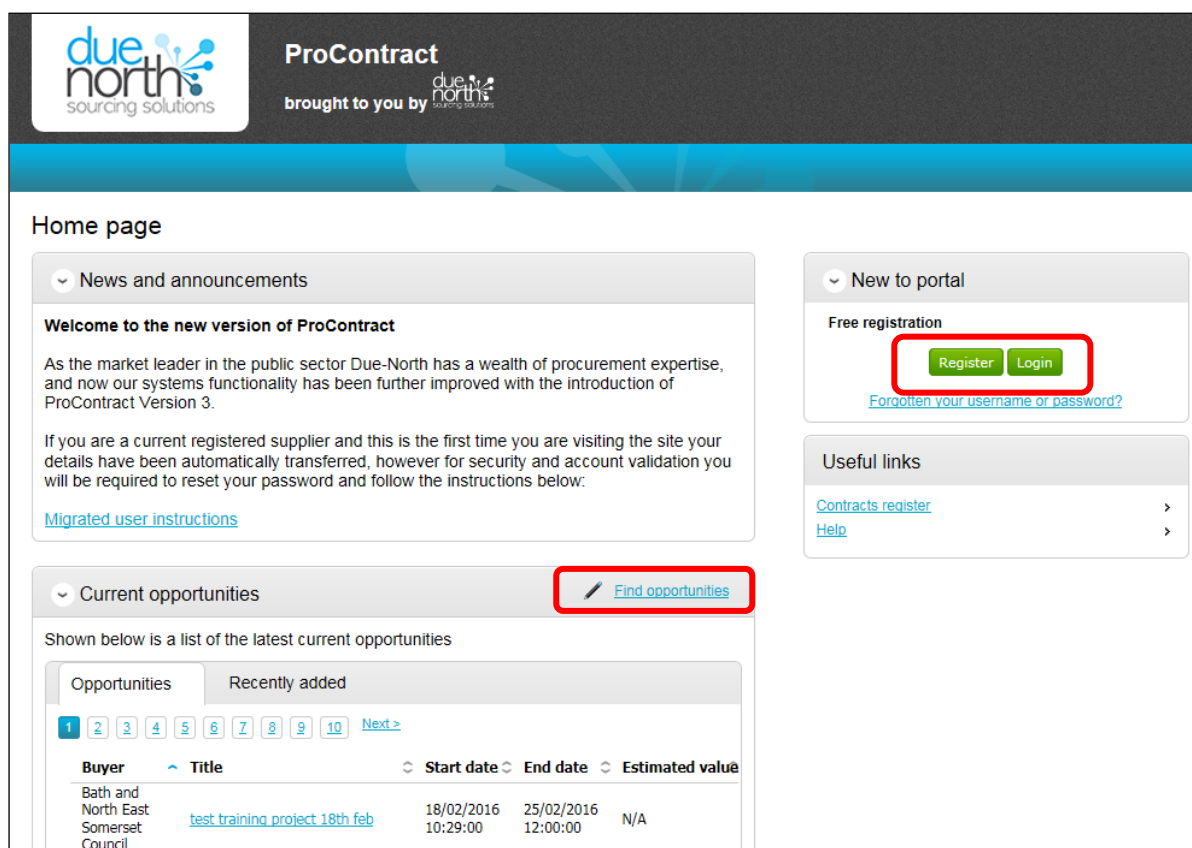
<https://procontract.due-north.com/SupplierPreLoginHome/>

Step One - Registration / login

- First time users of the Portal must register on the website
- If already registered you must login to the site

Step 2 - Find the opportunity

- East Mids tenders Homepage – [View opportunities](#)
- Supplier Homepage - [Find opportunities](#)



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ProContract
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sourcing solutions

Home page

News and announcements

Welcome to the new version of ProContract

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

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

[Migrated user instructions](#)

New to portal

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#) >

[Help](#) >

Current opportunities [Find opportunities](#)

Shown below is a list of the latest current opportunities

Opportunities	Recently added
1 2 3 4 5 6 7 8 9 10 Next >	
Buyer	Title
Bath and North East Somerset Council	test training project 18th feb
	Start date: 18/02/2016 10:29:00
	End date: 25/02/2016 12:00:00
	Estimated value: N/A

Under **Narrow your results: Portals** – select EastMidsTenders and **Update**

Home > Find Opportunities

Opportunities

Narrow your results

Portals

All

Advantage SW

Aston University Procurement Portal

Bank of England

Bristol City Council - UFE

Charities Aid Foundation Procurement Portal

EastMidsTenders

Housing Procurement

Hull and East Yorkshire Hospitals NHS Trust Procurement Portal

LGSS

London Tenders

LP Portal

NCG Corporation

NEPO

NewNorth

NHS Dorset Clinical Commissioning Group

NHS Portal

Norse Group Limited

North Cumbria University Hospitals NHS Trust

Northumbria Healthcare NHS Foundation Trust

NPL Procurement Portal

Portal1

Royal College of Physicians Portal

South East Business Portal

Spirit Pub Company

Supply Great Yarmouth

Supplying the South West

The Chest

Worcestershire District Group

Published date

Start date

End date

Opportunities

1 2 3 4 5 ... 12 Next >

1112-073 - Mental Health Employment Service

2016.02.03 Navigating the Portal

6 Day Nurseries

ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal

Amey Demo DPS test (Advertise opportunity on portal)

Annual Maintenance & Servicing of Communal Boiler Plant including Responsive Repair Call Out Service within the Bolton

AR Test 2

Bridgefield, Stockport Construction

Bus Tender

CC Tender Test

5 ... 12 Next >

Narrow your results

Portals

EastMidsTenders

Categories

There are 0 categories selected

Add UNSPSC categories

Add NHS eClass categories

Add CPV categories

Add ProClass categories

Regions

There are 0 regions selected

Add new region

Keywords

Include closed

☐ Yes ☒ No

Expression date

Start date

End date

dd/mm/yyyy

dd/mm/yyyy

Published date

Start date

End date

dd/mm/yyyy

dd/mm/yyyy

Reset

Update

Opportunities

1 2 3 4 5 ... 12 Next >

Title

1112-073 - Mental Health Employment Service

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Bus Tender

CC Tender Test

1 2 3 4 5 ... 12 Next >

Under **Narrow your results: Organisations**– select Leicestershire County Council and **Update**

Under **Opportunities** select the relevant tender by clicking on the blue hyperlink

Home > Find Opportunities

Opportunities - Search results

Narrow your results

Opportunities

Portals: EastMidsTenders

Organisations: All

Categories: There are 0 categories selected. Add UNSPSC categories, Add NHS eClass categories, Add CPV categories, Add ProClass categories.

Regions: There are 0 regions selected. Add new region.

Keywords:

Title	Buyer	Expression Start	Expression End
Community Based Personalised Services for Disabled Children	Nottinghamshire County Council	19/11/2014	31/03/2018
Dynamic Purchasing System for Send One Provider Home to School Transport Contracts	Lincolnshire County Council	19/02/2016	19/02/2024
Elective home education	Leicestershire County Council	08/02/2016	08/03/2016
Nottinghamshire Approved Provider List for Non-maintained/Independent Children's Home and Special School Placements	Nottinghamshire County Council	01/10/2013	30/04/2016
Supplier Response	Leicestershire County Council	24/02/2016	24/02/2016
Test	Leicestershire County Council	31/01/2016	29/02/2016

Step 3 - Registering an interest in the opportunity

If not logged in click on **Login and Register interest in this opportunity**

If logged in click on **Register interest in this opportunity**

Home > Find opportunities > Supplier Response

Supplier Response

Main contract details

Opportunity Id DN5999975
Title Supplier Response
Categories 85000000-9 - Health and social work services
Description Text
Region(s) of supply EAST MIDLANDS (ENGLAND)
Estimated value N/A
Keywords Key word

Expression of interest window

From 24/02/2016 10:44 to 24/02/2016 12:30

[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 03/04/2016 **End date** 03/05/2016

Contact details

Buyer Leicestershire County Council
Contact Arnold Lupunga
Email arnold.lupunga@leics.gov.uk
Telephone 0116 3055856
Address County Hall
Leicester
Leicestershire
LE3 8RA
United Kingdom

Step 4 - Accessing the application documents

Click on **My activities** located on the blue toolbar

Under **Narrow your results** select Leicestershire County Council and **Update**

The screenshot shows the 'My activities' page. The 'My activities' tab is selected in the top navigation bar. In the 'Narrow your results' panel on the left, the 'Buyer' section has 'Leicestershire County Council' selected with a checkbox. The 'Event type' section has 'All' selected. The 'Status' section has 'All' selected. The 'Update' button is highlighted with a red box. A message box in the center says: 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

Select the contract opportunity you want to respond to by clicking on the blue hyperlink

The screenshot shows the 'My activities' page with the 'Active activities' tab selected. The 'Narrow your results' panel on the left shows 'Leicestershire County Council' selected. The table below lists contract opportunities. The 'Title' column is highlighted with a red box.

	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	★ Leicestershire County Council	160122	160122	22/01/2016
<input type="checkbox"/>	★ Leicestershire County Council	Child 61534 160113	Child 61534 160113	13/01/2016
<input type="checkbox"/>	★ Leicestershire County Council	EMRFCA 3	EMRFCA 3	22/02/2016
<input type="checkbox"/>	★ Leicestershire County Council	Pcards	Pcards	11/02/2016
<input type="checkbox"/>	★ Leicestershire County Council	Test 2 EMRCFA	Test 2 EMRCFA	18/02/2016
<input type="checkbox"/>	★ Leicestershire County Council	Test EMCFRA	Test EMCFRA	18/02/2016

Under **Events: Supplier Response: Not Started** click on **Start**

The screenshot shows the EastMidsTenders ProContract interface. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', and user information 'supplier_espo_18 User'. The main content area is titled 'Activity : Supplier Response'. It lists two events: 'Supplier Response' with status 'Expression of interest accepted' and 'Supplier Response' with status 'Not started (Respond by: 24/02/2016)'. The 'Not started' event is highlighted with a red box, and the 'Start' link next to it is also highlighted with a red box. The right sidebar shows the Leicestershire County Council logo and links for 'Archive this activity', 'Messaging', and 'Audit history'.

Download the tender documents by clicking on the blue hyperlink

The screenshot shows the EastMidsTenders ProContract interface for the 'EMRCFA 4' tender. The top navigation bar is the same as the previous screenshot. The main content area is titled 'EMRCFA 4'. It shows the tender details for 'Leicestershire County Council - RFQ' with reference number '5139771'. The 'Main details' section shows the title 'EMRCFA 4', description 'Text', and response deadline '24 February 2016 08:00:00'. The 'Attachments' section shows a list of attachments, with 'RfQ Response document.doc' highlighted by a red box. The right sidebar shows a 'Time remaining' counter (0 Days, 16 Hours, 53 Minutes, 10 Seconds), 'Messaging' section, and 'Response controls' section with a 'Start my response' button.

Step 5 – Submitting a response

Complete your tender response offline.

When ready to upload your completed application click on **“Start my response”**

This screenshot shows the 'Leicestershire County Council - RFQ' page with ID 5139797. It includes a 'Main details' section with the title 'Supplier Response' and a 'Respond by' date of 24 February 2016 at 12:30:00. The 'Attachments' section lists a document 'RfQ Response document.doc' (22 KB). On the right, there is a 'Time remaining' timer showing 0 days, 1 hour, 35 minutes, and 49 seconds. Below this is a 'Messaging' section indicating 0 unread messages. The 'Response controls' section contains a green 'Start my response' button, which is highlighted with a red rectangle, along with links for 'Register intent to respond' and 'No longer wish to respond'. At the bottom, the 'My responses' section states 'You have not yet started your response.' A '<Back to dashboard' link is located at the top right.

This screenshot shows the 'Create RFQ response' wizard. It has three steps: 1 Details, 2 Additional information, and 3 Attachments. The 'Details' step is active, showing the 'Response reference: 105864709' and a welcome message. Instructions explain that the wizard will assist with completion, save information as a draft, and prompt for submission once all mandatory criteria are met. At the bottom, there are three buttons: 'Continue' (highlighted with a red rectangle), 'Reset', and 'Cancel'.

Enter your own reference and click **Continue**

Create RFQ response

Details Additional information Attachments

Supplier reference (optional) ?

Response information (optional) ?

Additional comments (optional) ?

Continue Reset Cancel Back

Click on **Add Attachment**

Home > My activities > Supplier Response > Supplier Response > Create RFQ response

Create RFQ response

Details Additional information Attachments

No attachments

Add attachment

Finish Reset Cancel Back

Click on **Add Attachment** and attach your completed application

The screenshot shows a web interface for a response submission. At the top, a grey bar displays 'My response' and '105864709 Draft'. Below this, there are two main sections on the left: 'Additional information' and 'Attachments'. The 'Additional information' section shows 'Supplier reference: Contract 1'. The 'Attachments' section currently shows 'No attachments' and a green '+ Add attachment' button, which is highlighted with a red rectangular box. On the right side, there is a 'Time remaining' section showing a countdown timer: 0 Days, 1 Hour, 33 Minutes, and 44 Seconds. Below the timer is a 'Response controls' section with a 'Submit response' button and a link to 'Open response wizard'. Further down is a 'Submission checklist' showing a red circle next to 'Attachments', indicating it is not yet complete. At the bottom right is an 'Audit history' section with a link to 'View audit history'.

Once the application document is attached click on **Submit Response**

This screenshot shows the same web interface as the previous one, but with an attachment added. In the 'Attachments' section, a document named 'RfQ Response document.doc' (22 KB) is now listed with a red 'x' icon. The '+ Add attachment' button is still present. In the 'Response controls' section, the 'Submit response' button is now highlighted with a red rectangular box. The 'Submission checklist' shows a green circle next to 'Attachments', indicating it is now complete. The 'Time remaining' section shows the countdown has updated to 0 Days, 1 Hour, 33 Minutes, and 6 Seconds. The 'Audit history' section remains at the bottom right.

When your application has been submitted the word **Submitted** will appear on the right-hand side on the screen

The screenshot displays the Proactis portal interface for a supplier response. At the top, a header bar shows 'Leicestershire County Council - RFQ' and the reference number '5139797'. A '<Back to dashboard' link is in the top right. The main content area is divided into two columns. The left column contains a 'Main details' section with the title 'Supplier Response', a description 'Text', and a 'Respond by' date of '24 February 2016 12:30:00'. Below this is an 'Attachments' section showing a public attachment 'RfQ Response document.doc' (22 KB). The right column features a 'Time remaining' section with a countdown timer showing 0 Days, 1 Hour, 32 Minutes, and 45 Seconds. A green box with the word 'Submitted' is highlighted with a red border. Below this is a 'Messaging' section indicating 0 unread messages and a 'View messages' link. Further down is a 'Response controls' section with links to 'I would like to edit my response' and 'No longer wish to respond'. At the bottom is a 'My responses' section showing a table with one entry: 'Version 1', 'Submitted', and '24/02/2016 10:57:12'.

Days	Hour	Minutes	Seconds
0	1	32	45

Version	Status	Timestamp
Version 1	Submitted	24/02/2016 10:57:12

Further Assistance

Further assistance in using the portal (www.eastmidstenders.org) can be found in the reference guides available by clicking on the Help function on the home page. If after reading these guides you are still unable to resolve your issue and require further support, please contact the Support Helpdesk by emailing ProContractSuppliers@proactis.com This will auto-log a support ticket.

On logging a ticket you will be sent a registration email giving you further instructions. In emergency situations only you can contact the Support Service Desk on 0330 005 0352. Telephone contact should be an exception not a rule, and you should already have logged a support ticket prior to your call.

Please note the Support Service Desk will not be able to answer any opportunity specific enquiries. Questions relating to the tender content should be submitted to the Procuring Officer via the 'Messaging Facility' in the portal.