How to submit a response (bid) on ProContract

East Midlands Tender Portal

* https://www.eastmidstenders.org/
* This portal is used across the East Midlands to carry out electronic tenders bringing buyers and suppliers together making it easier for businesses to grow, develop and benefit the local economy
* You will receive automatic tender notifications - register your details and you'll receive alerts when opportunities arise
* You can view our advertised opportunities if you are a registered supplier, if you don't have an account you can register here
* If you have an account you can continue to login here
* To be able to bid for Contracts, your organisation will need to register for an account
* TOP TIP - either use a generic email address for notifications i.e. Procurement@suppliername.com or have someone responsible for changing the users as and when people leave (all notifications will go to this email address)

Go to https://www.eastmidstenders.org and click on the "Supplier Login".

proactis

Login with your username and password.

Log In

User Name

Password

Forgotten your username or password?

Continue

If you can't remember either of them, click on "Forgotten your username or password?" and follow the instructions on screen to get a prompt or reset your details.

Home | Find opportunities | My activities | My contracts | Help

Home

Home page

Activities   View full screen

Active | Recently added | Last viewed

-- Please select --   ▼   Go   Search   Go

ℹ Please select a buyer from the dropdown and click on the 'Go' button

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

Click on either of the "Find opportunities" links.

Home › Find Opportunities

All data ▼ | Search | Go

Opportunities

Narrow your results

Portals

All ▼

Organisations

All ▼

Regions

There are 0 regions selected
➕ Add new region

Keywords

Include closed

○ Yes ● No

Expression date

Start date | End date
dd/mm/yy | dd/mm/yy

Published date

Start date | End date
dd/mm/yy | dd/mm/yy

Reset | Update

Opportunities

1 2 3 4 5 … 121 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
(2018) Invitation to apply for Gateshead Council Mobile Concessions Approved List (Invitation to apply for Gateshead Council Mobile Concessions Approved List)	Gateshead Council	24/05/2018	21/05/2023	N/A
(NU/1195) Newcastle University Urban Observatory Sensors DPS	Newcastle University	20/07/2016	18/08/2020	N/A
(NU/1239) Newcastle University Healthcare Technologies Dynamic Purchasing System	Newcastle University	21/12/2016	22/12/2022	N/A
(NU/1328) Newcastle University Test Rig, Reactor and Environmental Chamber Dynamic Purchasing	Newcastle	21/06/2018	31/07/2021	N/A

All of the opportunities that have been advertised are listed in the centre of the screen. You can:

a) Search by a specific key word or title; or

b) Filter these down by the Council (buying organisation), dates, keywords or region and click "Update".

Please note that Welland Procurement supports all opportunities created by Rutland County Council, Blaby District Council, Melton Borough Council, Borough Council of Wellingborough and East Northamptonshire Council. Please select "Welland Procurement" as the "organisation"

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Opportunities

Title	Buyer	Expression Start	Expression End
Tender for Treasury Management Services	South Kesteven District Council	15/01/2020	11/02/2020

After you have searched/filtered the opportunities, in order to take part in the request for quotation/invitation to tender, click on the name of the opportunity, and then click on "Register interest in this opportunity". **Please note registering an interest does not equate to submitting a response – you will need to submit a response by the stated deadline.**

Tender for Treasury Management Services

Main contract details

Opportunity Id DN457871
Title Tender for Treasury Management Services
Categories 66600000-6 - Treasury services
Description A contract for the provision of treasury management services

Expression of interest window

From 15/01/2020 10:00 to 11/02/2020 12:00

Register interest in this opportunity

Once you have expressed an interest, you will be able to access the tender documentation by clicking "here".

Expression of interest successful

Expression of interest successful

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

Tender for Treasury Management Services

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

What happens next?

- You have been invited to participate in the RFQ event for this opportunity.
- **Tender for Treasury Management Services** has been added as a new activity in your activities centre.
- To view this RFQ event now, click here.

I don't have time to look at the RFQ 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 businessaccount641@yahoo.com. The invitation contains a direct link to this RFQ.
- Please note however that the closing date for this RFQ is 11 February 2020 12:00. Make sure you leave enough time to complete your response.

Home page

You will be able to access the all active opportunities that you have registered an interest in on the Home Page. Under "Active", select the relevant organisation from the drop down list and click "Go".

Click on the name of the opportunity, and then you will be able to view all documents and your response (where this has been started). There will be a blue star to indicate that this is a new case if you have not yet accessed the documents.
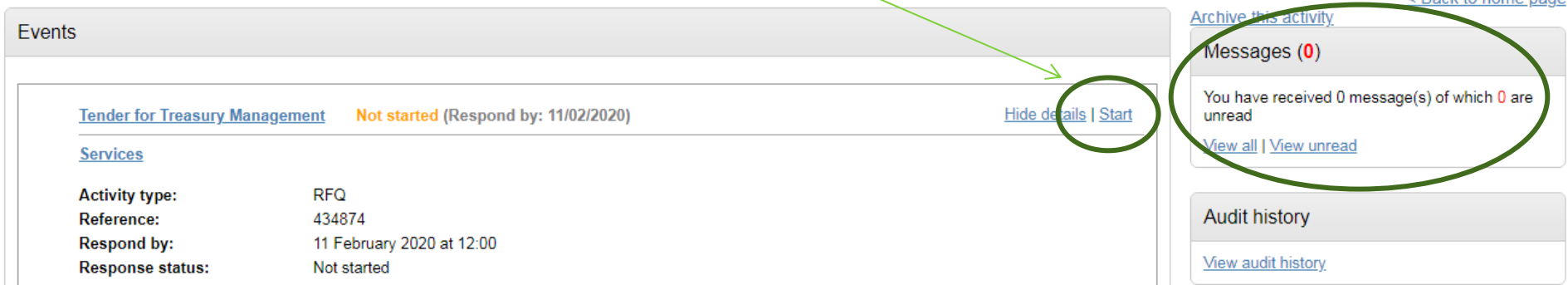
Click on "Start" to view the tender documents. This may display as "Open" or "Edit" if you have accessed this page before. Note that you are not committed to completing or submitting a tender yet and you can return to this page at any point.

The messaging area can also be found on this page. Click on "View all" to view messages sent to you, as well as being able to compose and send messages to the buyer.

Activity : Tender for Treasury Management Services

< Back to home page

Archive this activity

Events			
Tender for Treasury Management	**Not started** (Respond by: 11/02/2020)		Hide details | Start
Services			
Activity type:	RFQ		
Reference:	434874		
Respond by:	11 February 2020 at 12:00		
Response status:	Not started		

Messages (**0**)

You have received 0 message(s) of which **0** are unread

View all | View unread

Audit history

View audit history

Activity information ⓘ

Buyer:	South Kesteven District Council
Title:	Tender for Treasury Management Services **ID:** 434874
Description:	A contract for the provision of treasury management services

Activity documentation, files & links (4) ⓘ

Title	Type
📎 Document 1 (Instructions) v1.docx	docx
📎 Document 2 Specification Final.docx	docx
📎 Document 4 (Tender Return) v1.docx	docx
📎 Terms and Conditions v1.docx	docx

Deadline & time remaining

A response to this activity can be submitted no later than

11th February 2020 at 12:00 PM ⓘ

Time remaining ⓘ

1	4	19
Week	Days	Hours

Messages & clarifications (0)

ⓘ This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which **0** are unread

View all | View unread

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

Before you can submit your response you need to...

- 🔴 Indicate your intent to respond
- 🔴 Start response or opt out the activity
- 🔴 Complete the additional information section
- 🔴 Upload at least one attachment
- 🔴 Submit your response

Options currently available to you are.....

[Start my response] [Opt out]

Indicate your intent to respond

On this page, you can view all tender documentation, see the deadline and time remaining to submit a response (bid) as well as start your response.

Click "Start my response".

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Your response summary

Response information ⓘ

Supplier:	Business641	**Company reg number:**	N/A
Workgroup:	Bidding	**Company address:**	Harlestone Road
Workgroup contacts:	John Adams		Northampton
Activity id:	DN457871		Northamptonshire
			United Kingdom
Response id:	R4508029		NN5 7AF
		Website:	None

Additional information ⓘ   ✏ Edit

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

Response documentation, files & links (0) ⓘ   ✚ Add

No attachments

You will need to go into "Additional information" by clicking on "Edit", tick the confirmation box and click "Save".

To add your response documentation to this page click on "Add".

☐ I have read and understood this section and can confirm I am happy not to include any additional information ⓘ

Save   Cancel

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Attachments

Show weblinks

File upload rules:
- Maximum file size: 1000MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, 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, xer

Add files...	Start upload	Cancel upload			
File name			Comment	Size	Progress
Tips For Bidders - ProContract.docx				25.00 KB	

To add an attachment, click "Add files", select the relevant files from your computer and then click "Start upload".

Please ensure you adhere to any file requirements/limitations stated within the tender documentation.

This is your response submission
progress checklist:

So far you have.....

🟩 Indicated intent to respond
(30/01/2020 17:18)

🟩 Started to draft your response to this
activity

🟩 Completed the additional information
section

🟩 Uploaded at least one attachment

**Almost done, all you need to do now
is.....**

🟥 Submit your response

Options currently available to you are.....

Submit response   Opt out

You should now notice that the "Submit response" button is available.

Once you are happy your response is complete, click "Submit response". You will then receive an email to confirm that your submission has been received.

The buyer will not be able to view/consider a response if you have not submitted it on ProContract.

Please see separate "how to" guides for:

- How to register on ProContract
- How to find current opportunities on ProContract and register an interest
- How to amend notification settings
- How to amend your company details
- How to add a new "workgroup" and individual to your account