

London Tenders Portal Step by Step Guide

Go to : www.londontenders.org

The screenshot shows a web browser window with the URL <https://www.londontenders.org>. The page features a header with the text "LONDON >> TENDERS PORTAL" and a navigation menu on the left. The navigation menu includes links for "Current Opportunities", "Contracts Register", "Suppliers' Area", and "Buyers' Area". The "Suppliers' Area" link is circled in red, and an arrow points to it from the text "Click on Suppliers Area Link". The main content area is titled "Home" and contains a welcome message, a map of London boroughs, and a list of boroughs in the right-hand navigation panel.

Navigation

- [Current Opportunities](#)
- [Contracts Register](#)
- [Suppliers' Area](#)
- [Buyers' Area](#)

Home

Welcome to the London Tenders Procurement Portal

The London Tenders Portal is the public sector procurement portal for the London boroughs listed in the navigation panel.

This portal will support the procurement process and help local authorities and other organisations in the public sector to achieve better value from their buying, whilst providing suppliers with easier access to new business opportunities and contracts.

Registering on the London Tenders Portal is FREE for all Suppliers and is a simple and straightforward exercise. Once registered, as a Supplier you will receive email updates on new contract opportunities issued by the public sector that match your capabilities. To register on the London Tenders Portal click on the Suppliers Area.

The tender process will be managed electronically via this service, with tenders being exchanged electronically. Business opportunities will be advertised here regularly and this area will continue to grow as more London Boroughs register with the London Tenders Portal.

Navigation

- [Bexley](#)
- [Brent](#)
- [Bromley](#)
- [City of London](#)
- [Croydon](#)
- [Ealing](#)
- [Enfield](#)
- [Hackney](#)
- [Hammersmith & Fulham](#)
- [Haringey](#)
- [Harrow](#)
- [Hounslow](#)
- [Islington](#)
- [Kingston](#)
- [Lewisham](#)
- [Merton](#)
- [Redbridge](#)
- [Richmond Upon Thames](#)

Click on green login button

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/register>. The page header features the 'due north sourcing solutions' logo and the text 'ProContract brought to you by due north sourcing solutions'. The main content area is titled 'Home page' and contains several sections:

- News and announcements:** A section titled 'Welcome to the new version of ProContract' with a paragraph of text and a link to 'Migrated user instructions'.
- New to portal:** A section with a 'Free registration' heading, containing 'Register' and 'Login' buttons (the 'Login' button is highlighted by a black arrow from the main heading), and a link for 'Forgotten your username or password?'.
- Useful links:** A section with links for 'Contracts register' and 'Help'.
- Current opportunities:** A section with a 'Find opportunities' link and a table of opportunities.

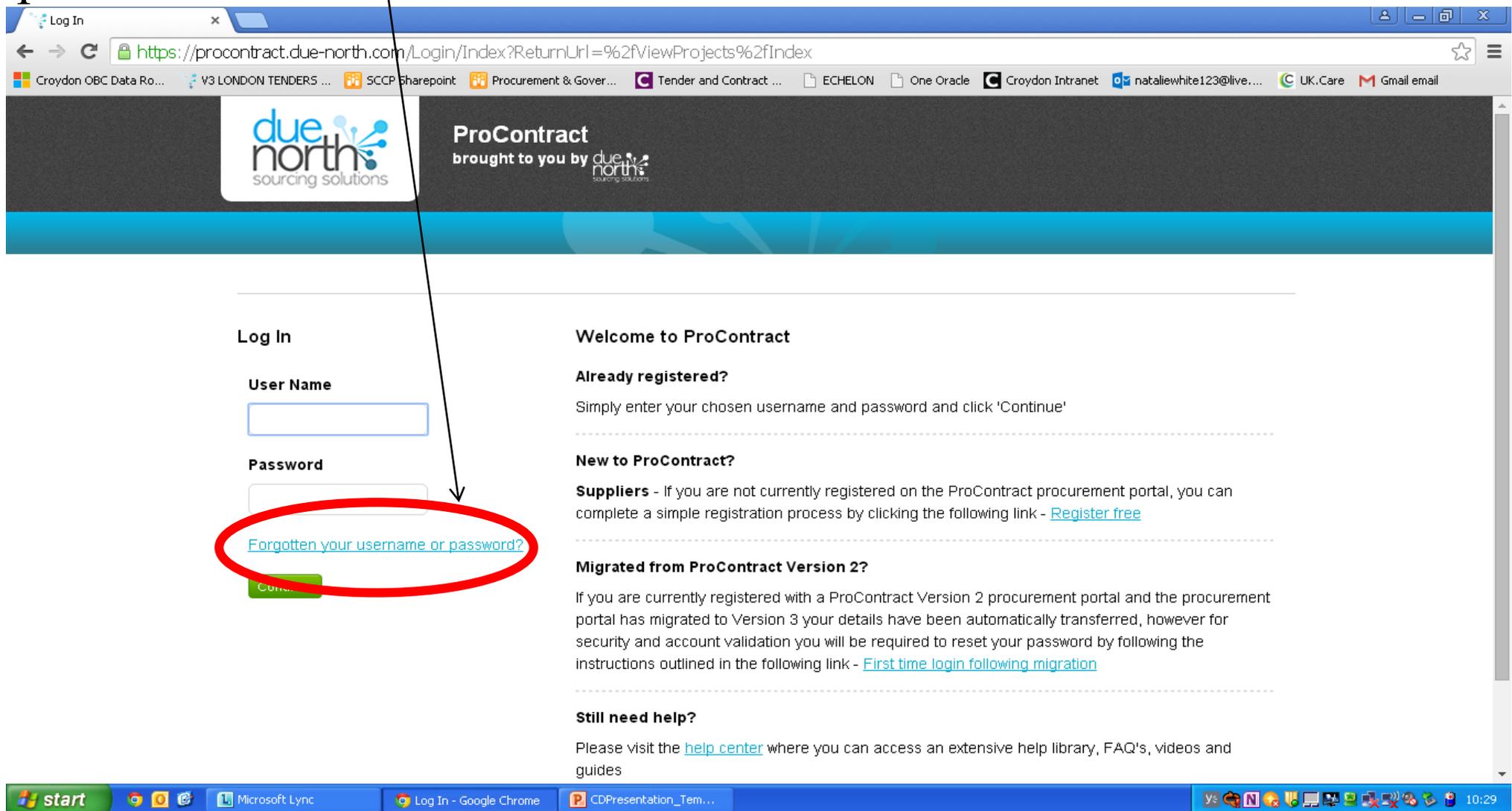
The table of opportunities is as follows:

Buyer	Title	Start date	End date
Andium Homes Limited	Andium Homes (Jersey) - Window and Door Replacement Works Package A	13/05/2016 14:00:00	03/06/2016 12:00:00
Aston University	Incubation Space for the BSEEN Project	16/05/2016 10:25:00	26/05/2016 10:30:00

The Windows taskbar at the bottom shows the Start button and several open applications, including 'Supplier Pre-login pag...' and 'PORTAL PRESENTATI...'.

Log in using your log in details. Which you should have received via email.

If you have forgotten your details use the link underneath the password box.



The screenshot shows a web browser window with the URL <https://procontract.due-north.com/Login/Index?ReturnUrl=%2fViewProjects%2fIndex>. The page header features the 'due north sourcing solutions' logo and the text 'ProContract brought to you by due north sourcing solutions'. The main content area is divided into two columns. The left column is titled 'Log In' and contains a 'User Name' field, a 'Password' field, and a green 'Continue' button. Below the password field is a blue link: [Forgotten your username or password?](#). The right column is titled 'Welcome to ProContract' and contains three sections: 'Already registered?' with the instruction 'Simply enter your chosen username and password and click 'Continue''; 'New to ProContract?' with the instruction 'Suppliers - 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](#)'; and 'Migrated from ProContract Version 2?' with the instruction 'If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)'. At the bottom, there is a section 'Still need help?' with the instruction 'Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides'. A red circle highlights the 'Forgotten your username or password?' link, and a black arrow points from the text above to this link.

If your screen is different from the one below click on the 'My Activities' button in the blue bar. Select 'London Borough of Croydon' from the drop down list and click 'go'

Supplier Post-Login Home

https://procontract.due-north.com/SupplierPostLoginHome

Home Find opportunities My activities My contracts Help Dummy Test Supplier Your account Logout

Home All opportunities Search Go

Home page

Activities View full screen

Active Recently added Last viewed

-- Please select -- Go Search Go

Croydon Council

London Borough of Brent

Company details summary Edit

Mr Dummy Croydon Supplier

Zone A, Bernard Weathrill House, 8 Mint Walk, Croydon, Greater London, CR0 1EA

Description

Procurement shared service

Keywords

procurement

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

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

start Microsoft Lync Supplier Post-Login H... CDPresentation_Tem... 10:33

You will then see the Community Fund 2016 project in your list of active projects.

If you do not have the Community Fund listed, please email commissioning@croydon.gov.uk or 020 8407 1318

Click on the title of the contract

The screenshot shows the ProContract web application interface. The browser address bar displays <https://procontract.due-north.com/SupplierPostLoginHome#>. The page header includes the 'due north sourcing solutions' logo and 'ProContract brought to you by due north'. The navigation menu contains 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Dummy Test Supplier', 'Your account', and 'Logout'. A search bar is located on the right side of the page. The main content area is divided into several sections:

- Activities:** A table with columns for 'Buyer', 'Title', and 'Last viewed'. The table is filtered by 'Last viewed'. The first row is highlighted and has a blue star icon. An arrow points to the title of this row: '548/2016CED Community Fund 2016 - 2019 Prospectus'.
- Company details summary:** A section titled 'Mr Dummy Croydon Supplier' with details: 'Zone A, Bernard Weathrill House, 8 Mint Walk, Croydon, Greater London, CR0 1EA'. It also includes a 'Description' (Procurement shared service) and 'Keywords' (procurement).
- Workgroups:** A section with the text: 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together'.

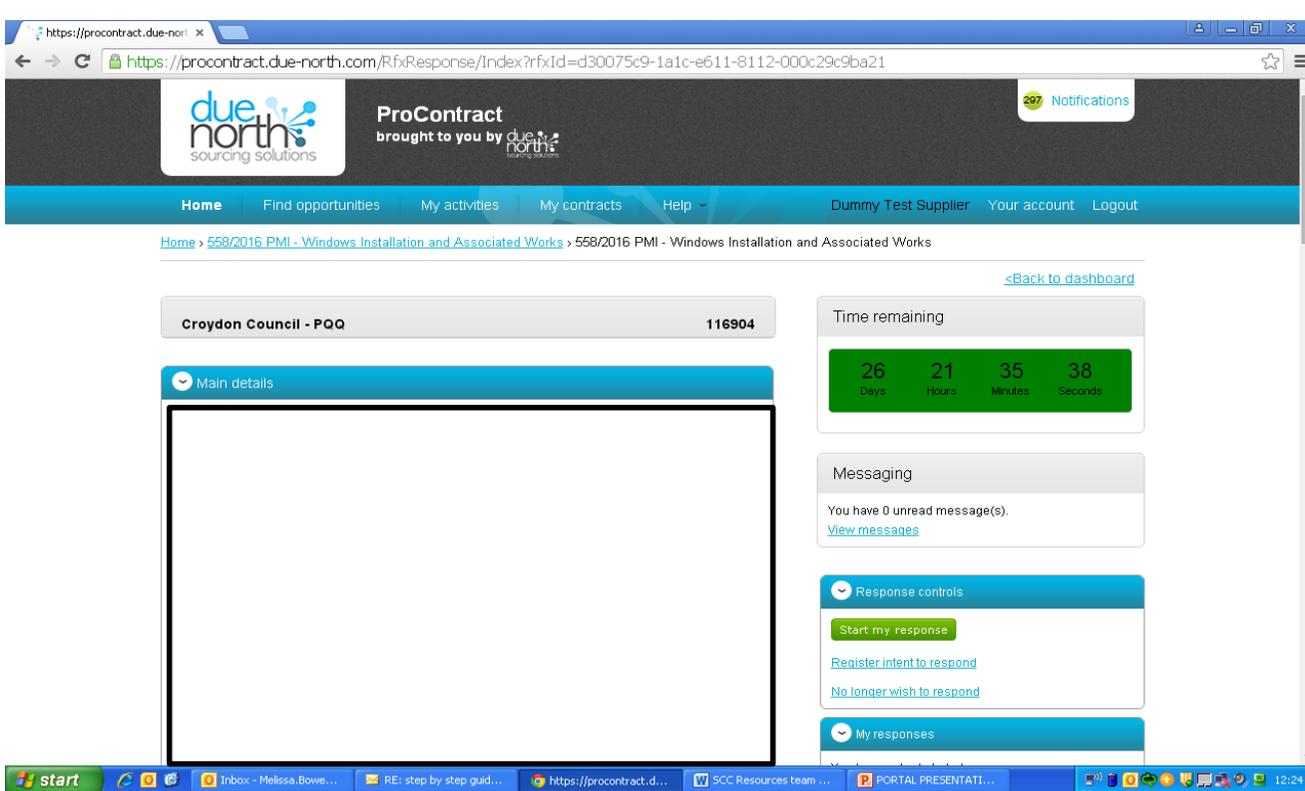
The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 10:34.

You are now in the summary screen for the Community Fund project, click on the title to access the submission page.

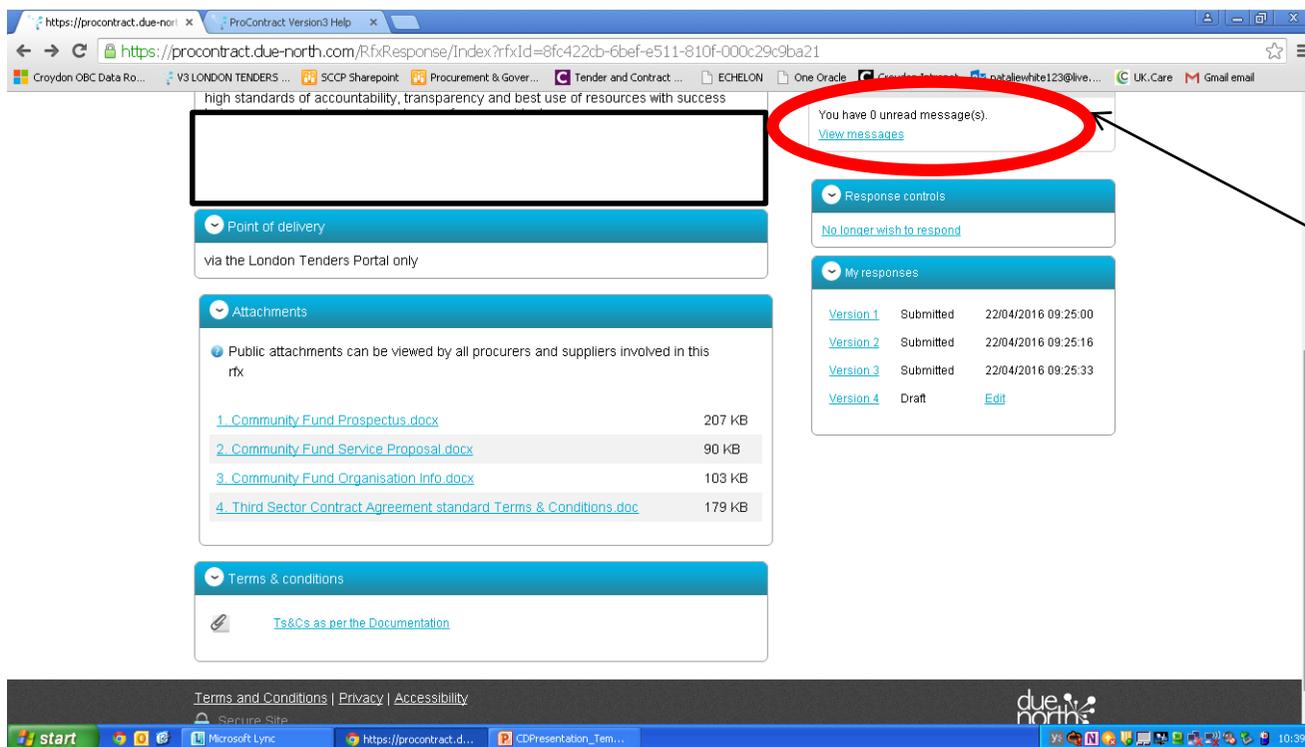
The screenshot shows a web browser window with the URL <https://procontract.due-north.com/SupplierPostLoginHome/ActivityDashboard?projectId=8bcd151d-d8e6-e511-810e-000c29c9ba21&callingPage=MyActivities>. The page header includes the 'LONDON TENDERS PORTAL' logo and 'ProContract brought to you by due north' branding. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. The main content area displays the activity title 'Activity : 548/2016CED Community Fund 2016 - 2019 Prospectus' with a '< Back to home page' link. Below the title is an 'Events' section containing a card for the activity, which is marked as 'Submitted'. The card includes a table of response status:

Activity type:	RFQ
Reference:	111955
Respond by:	24 May 2016 at 12:00
Response status:	Version 1 - Submitted on time 22/04/2016 at 09:25 Version 2 - Submitted on time 22/04/2016 at 09:25 Version 3 - Submitted on time 22/04/2016 at 09:25

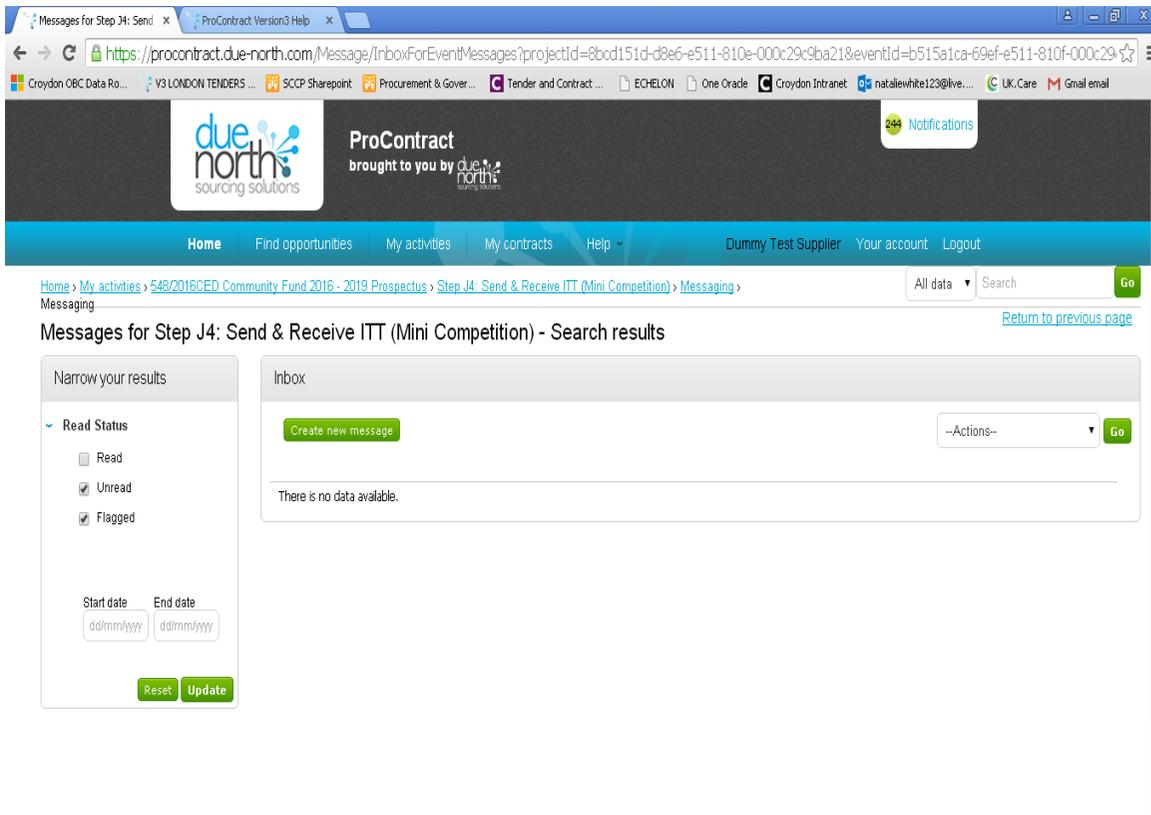
On the right side of the page, there is a 'CROYDON COUNCIL' logo and a 'Messaging' section indicating 'You have 0 unread message(s)' with a 'View messages' link. Below that is an 'Audit history' section with a 'View audit history' link. The footer contains 'Terms and Conditions | Privacy | Accessibility' and the 'due north' logo. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Lync and the current browser window.



To download the documentation scroll to the bottom of this page the documents will be listed under attachments



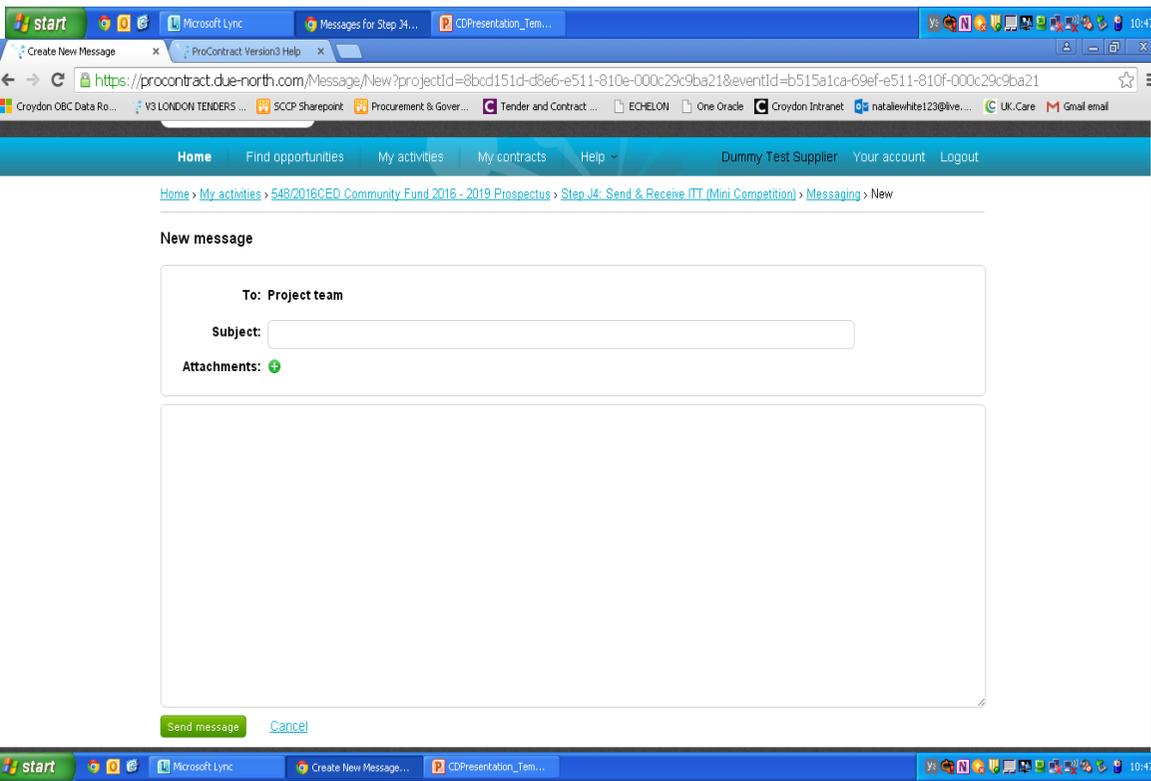
Please also ensure you check the messaging area for any important updates, or if you need to raise a question.



Messaging area:

You will see a list of messages, to see the information click on the subject heading.

To raise a new message click on the green 'create new message' button.



To raise a question, fill out the required information in the subject boxes, remembering to leave your message anonymous. And click send message.

To return to the community fund home page click on “step J4: Send and Receive ITT” link at the top of the page

The screenshot displays the ProContract web application interface. At the top, there is a navigation bar with the following links: Home, Find opportunities, My activities, My contracts, Help, Dummy Test Supplier, Your account, and Logout. A notification badge in the top right corner shows '244 Notifications'. The breadcrumb trail reads: Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus > Step J4: Send & Receive ITT (Mini Competition) > Messaging >. Below the breadcrumb trail, there is a search bar with a dropdown menu set to 'All data' and a 'Go' button. The main heading of the page is 'Messages for Step J4: Send & Receive ITT (Mini Competition) - Search results'. On the left side, there is a 'Narrow your results' sidebar with a 'Read Status' section containing checkboxes for 'Read', 'Unread', and 'Flagged'. Below this, there are 'Start date' and 'End date' input fields with a 'Reset' button and an 'Update' button. The main content area is titled 'Inbox' and contains a 'Create new message' button, an '--Actions--' dropdown menu, and a 'Go' button. The message content area is empty, displaying 'There is no data available.' The Windows taskbar at the bottom shows the Start button, several open applications including Microsoft Lync, and the system tray with the time 10:47.

To start your response click on the green 'start my response' button

https://procontract.due-north.com/RfxResponse/Index?rfxId=d30075c9-1a1c-e611-8112-000c29c9ba21

due north sourcing solutions ProContract brought to you by due north sourcing solutions

297 Notifications

Home Find opportunities My activities My contracts Help Dummy Test Supplier Your account Logout

Home > 558/2016 PMI - Windows Installation and Associated Works > 558/2016 PMI - Windows Installation and Associated Works

<Back to dashboard

Croydon Council - PQQ 116904

Main details

Title: 558/2016 PMI - Windows Installation and Associated Works **Respond by:** 20 June 2016 10:00:00

Description:
The Council is pleased to invite your company to apply for the stage one of the procurement process relating to the PMI- Windows installation and associated works of the Council's properties. Potential suppliers can obtain a hard copy of the documents via the E-Portal, within the attachment information section (scroll down to bottom of page), to be downloaded (right click over the document and choose 'save target as'). When you have completed the PQQ response with any required supporting information prior to the deadline, you re-upload via the E-Portal. In accordance with the Public Contracts Regulations 2015, the Council has published the PQQ and ITT documents. The ITT documents are published for information only at this stage. The potential suppliers are required to submit a completed PQQ application as part of this pre-qualification stage of the procurement process. You must submit your completed PQQ and supporting documents via the E-Tender portal at www.londontenders.org no later than 12:00 noon on 17th June 2016. The completed PQQs may be submitted any time before the closing deadline All the PQQ documents will then be assessed by the Council in accordance with the PQQ instructions and the selection criteria as described within the PQQ instruction and guidance documents. It will be critical that the Council is able to demonstrate a suitable shortlist from the PQQ. On completion of the PQQ evaluations (stage one), the Council intends to invite five (5) suppliers who achieve the highest total score, to participate in the Invitation to Tender stage (stage two) of the procurement process. It is anticipated for the final ITT documents to be released via the E-Tender portal from 15th July 2016. The shortlisted

Time remaining
26 Days 21 Hours 35 Minutes 38 Seconds

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

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

My responses

start Inbox - Melissa.Bowe... RE: step by step guid... https://procontract.d... SCC Resources team ... PORTAL PRESENTATI... 12:24

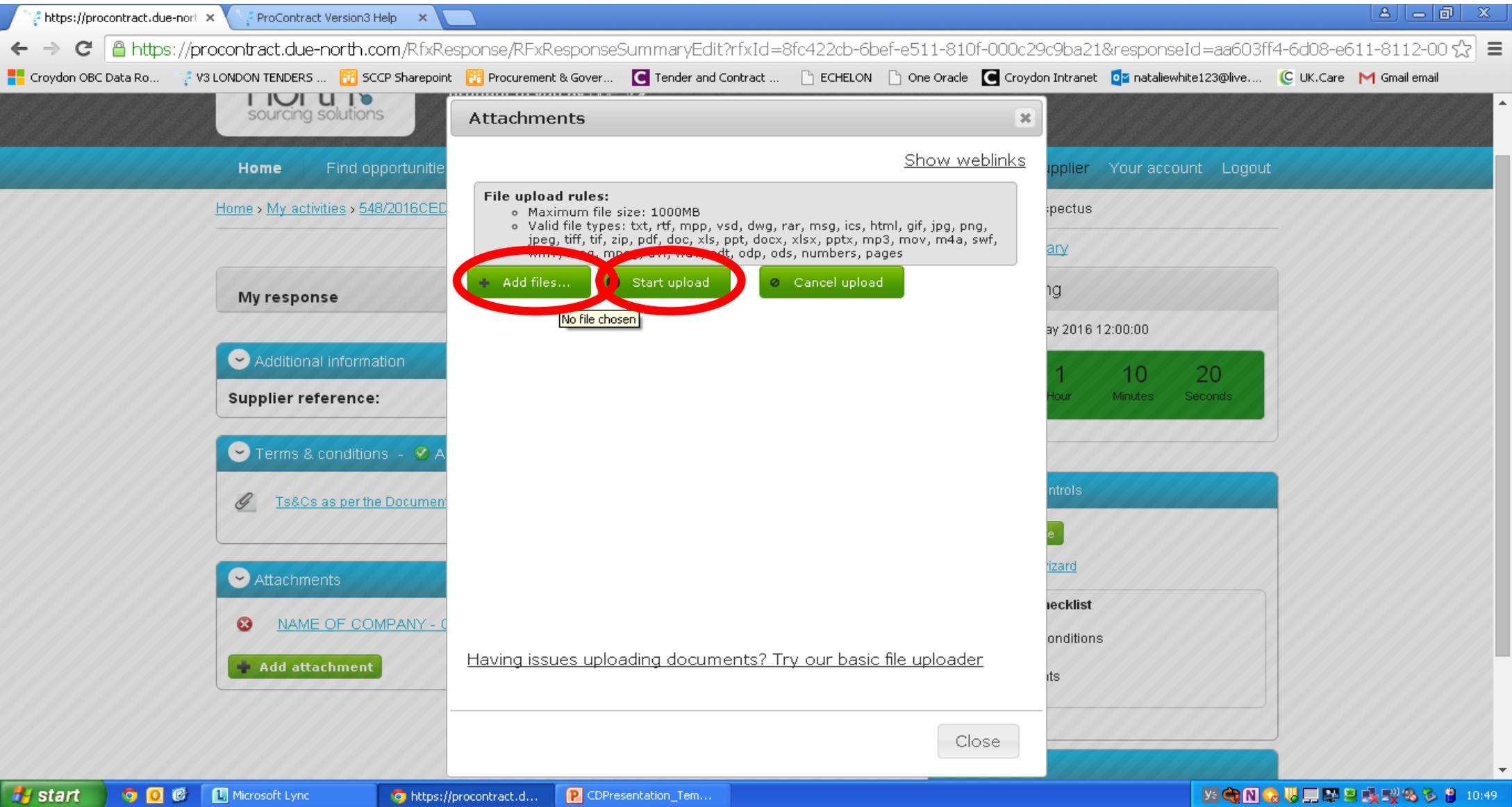
You need to agree/decline the terms and conditions as appropriate.

Then you will need to upload your completed bid documents by adding them as an attachment.

Click on the green 'add attachment' button

The screenshot displays the ProContract web application interface. The browser address bar shows the URL: <https://procontract.due-north.com/RfxResponse/RfxResponseSummaryEdit?rfxId=8fc422cb-6bef-e511-810f-000c29c9ba21&responseId=aa603ff4-6d08-e611-8112-00>. The page title is "ProContract Version3 Help". The breadcrumb navigation shows: Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus > 548/2016CED Community Fund 2016 - 2019 Prospectus. The main content area is titled "My response" with a value of "1668934" and a status of "Draft". Below this, there are sections for "Additional information" (with an "Edit" button), "Supplier reference:", "Terms & conditions" (with a status of "Accepted" and a "Decline" button), and "Attachments". The "Attachments" section shows a file named "NAME OF COMPANY - COMPLETED APPLICATION.docx" (12 KB) and a green "Add attachment" button, which is circled in red. To the right, there is a "Time remaining" section with a "Respond by" date of "24 May 2016 12:00:00" and a countdown timer showing 32 Days, 1 Hour, 11 Minutes, and 6 Seconds. Below the timer is a "Response controls" section with a "Submit response" button and a link to "Open response wizard". At the bottom, there is a "Submission checklist" with two items: "Terms & conditions" and "Attachments", both with green status indicators. The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Lync, ProContract, CDPresentation_Tem...), and the system tray with the time 10:49.

To upload your documents click on 'Add Files'
Browse your computer to find the relevant documents you can upload
multiple documents at a time. Once you have selected all your
documents click on 'Start Upload'



You will now see all of your documents listed under the attachments section.

You can now click on 'Submit my Response' on the right hand side. This will submit your bid to the project team. You will receive notification via email that this has been submitted.

The screenshot displays the ProContract web application interface. The browser address bar shows the URL: <https://procontract.due-north.com/RfxResponse/RfxResponseSummaryEdit?rfxId=8fc422cb-6bef-e511-810f-000c29c9ba21&responseId=524c2eab-6f08-e611-8112-0c>. The page title is "ProContract Version3 Help". The navigation menu includes "Home", "Find opportunities", "My activities", "My contracts", "Help", "Dummy Test Supplier", "Your account", and "Logout". The breadcrumb trail is: Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus > 548/2016CED Community Fund 2016 - 2019 Prospectus.

The main content area is divided into two columns. The left column contains:

- My response** (1668987 Draft)
- Additional information** (Edit)
- Supplier reference:**
- Terms & conditions** - Accepted (Decline) with a link to "Ts&Cs as per the Documentation".
- Attachments** section with one attachment: "NAME OF COMPANY - COMPLETED APPLICATION.docx" (12 KB). Below the attachment list is a green "Add attachment" button, which is circled in red.

The right column contains:

- Time remaining** section with a "Respond by: 24 May 2016 12:00:00" deadline. A green timer shows 32 Days, 1 Hour, 1 Minute, and 55 Seconds.
- Response controls** section with a green "Submit response" button, which is circled in red.
- Submission checklist** section with two items: "Terms & conditions" and "Attachments", both marked with green checkmarks.
- Audit history** section with a "View audit history" link.

The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Lync, Portal Presentati..., Adhoc information - ...), and the system tray with the time 10:58.

If you need to amend your bid and the deadline has not yet passed, you will see a link to 'I would like to edit my response', after you have edited your response please ensure you click on the 'Submit my Response' button again to ensure we receive your updated bid.

https://procontract.due-north.com/RFxResponse?rfxId=8fc422cb-6bef-e511-810f-000c29c9ba21

Main details

Title: 548/2016CED Community Fund 2016 - 2019 Prospectus **Respond by:** 24 May 2016 12:00:00

Description:
The Community Fund will take an approach that builds on the assets of the VCS, promoting enterprise and social value. It will seek to remove barriers and promote diversity in the sector, allowing new approaches, particularly grass roots community responses to issues. The new programme will also aim to create a broad range of opportunities for different forms of volunteering from all parts of borough. Underpinning the new programme will be high standards of accountability, transparency and best use of resources with success being measured on improving outcomes for our residents.

The Community Fund aims to achieve clear outcomes. We expect applications to the fund to show very clearly how their proposals will help achieve the outcomes set out in the framework and how they build on the strengths of the VCS.

Point of delivery
via the London Tenders Portal only

Attachments

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

1. Community Fund Prospectus.docx	207 KB
2. Community Fund Service Proposal.docx	90 KB
3. Community Fund Organisation Info.docx	103 KB
4. Third Sector Contract Agreement standard Terms & Conditions.doc	179 KB

Response controls

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

My responses

Version 1	Submitted	22/04/2016 09:25:00
Version 2	Submitted	22/04/2016 09:25:16
Version 3	Submitted	22/04/2016 09:25:33
Version 4	Submitted	22/04/2016 10:50:12

32 Days 1 Hour 9 Minutes 40 Seconds

Submitted

Messaging

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

start | Microsoft Lync | https://procontract.d... | CDPresentation_Tem... | 10:50

If You Still Need Help

You can call the supplier support helpline on 01670 597 120.

Or view the help area on the portal from your home page.

This will open the Help Library in a new tab, Use the links on the left hand side to find the subject you need help on. There are screen shots and video tutorials to help you.

The screenshot shows the ProContract V3 help page. The left-hand navigation menu includes sections like 'What's new', 'Registering', 'Getting Started', 'Opportunities', 'Responding to Tenders', 'Managing your Account', 'e-Auctions', and 'Video Tutorials'. The 'Help' link is highlighted under the 'Registering' section. The main content area on the right is titled 'ProContract V3' and contains a welcome message and a table of activities.

ProContract V3

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 Version 3. Our e-procurement solution continues to be easy to implement, easy to use, and covers the functionality required by today's public sector Purchasing and Procurement Professionals.

Welcome to this latest release of ProContract.

For a list of all new features, see the [What's new](#) section.

Home Find opportunities My activities Chris Cox Your account Logout

Home All opportunities Search Go

Home page View full screen

News and announcements View all

Activities View full screen

Buyer	Title	Current event	Event deadline
Cheshire	Drinks	Drinks	03/03/2015
Cheshire	Placement of 65 + with dementia	Placement of 65 + with dementia	05/02/2015
Cheshire	Placement of 65 + with dementia	Placement of 65 + with dementia for 12 months	05/02/2015
	Radiators	Radiators	05/02/2015