

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 "Suppliers' Area" link in the navigation menu is circled in red, and an arrow points to it from the text "Click on Suppliers Area Link". The main content area includes a "Home" section with the heading "Welcome to the London Tenders Procurement Portal" and a map of London boroughs. The navigation menu on the right lists various London boroughs.

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.

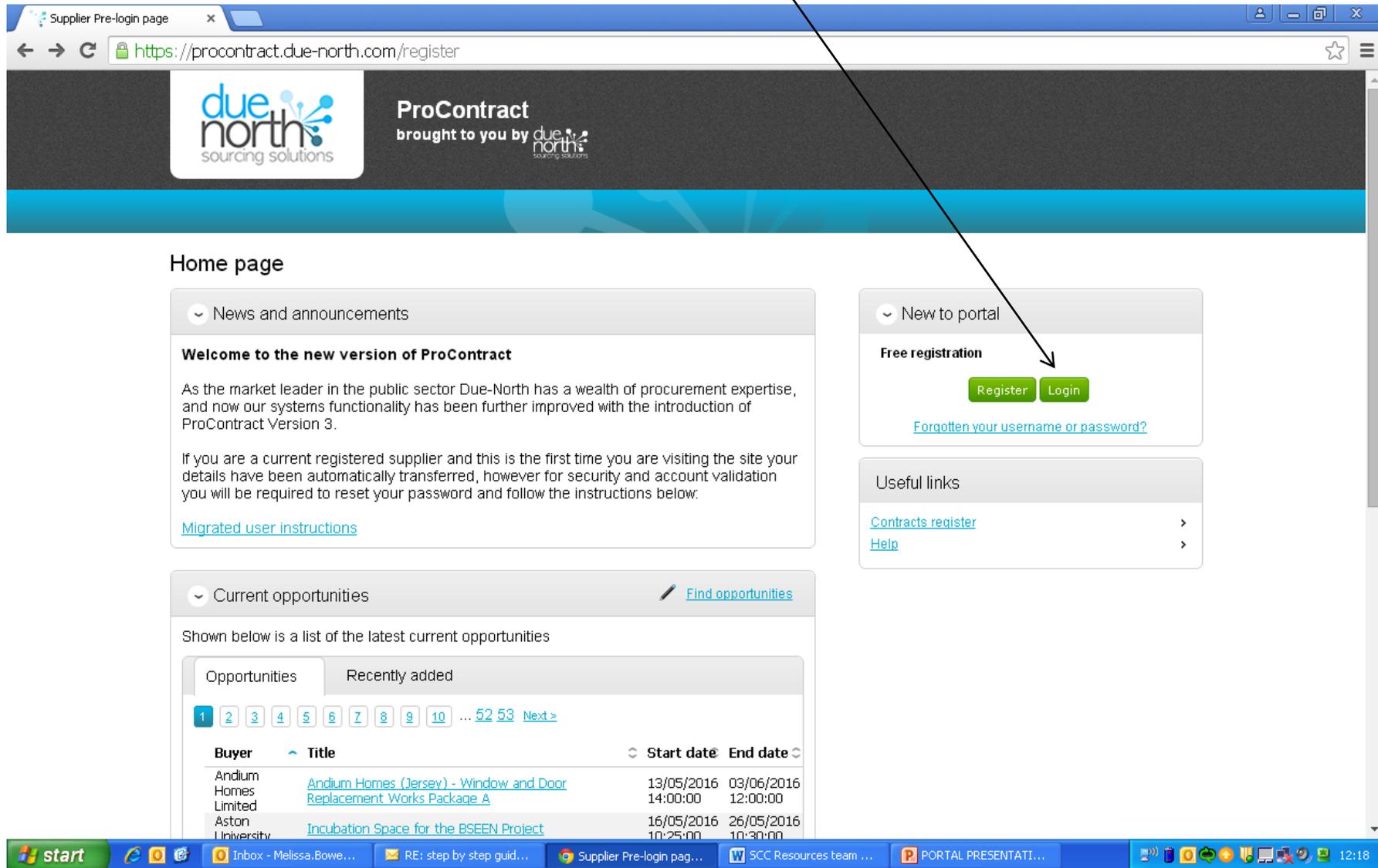
The tender process will be managed electronically via this service, with tenders being exchanged electronically. Business opportunities will be advertised here regularly and this area will continue to grow as more London Boroughs register with the London Tenders Portal.

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 Suppliers Area Link

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 includes several sections:

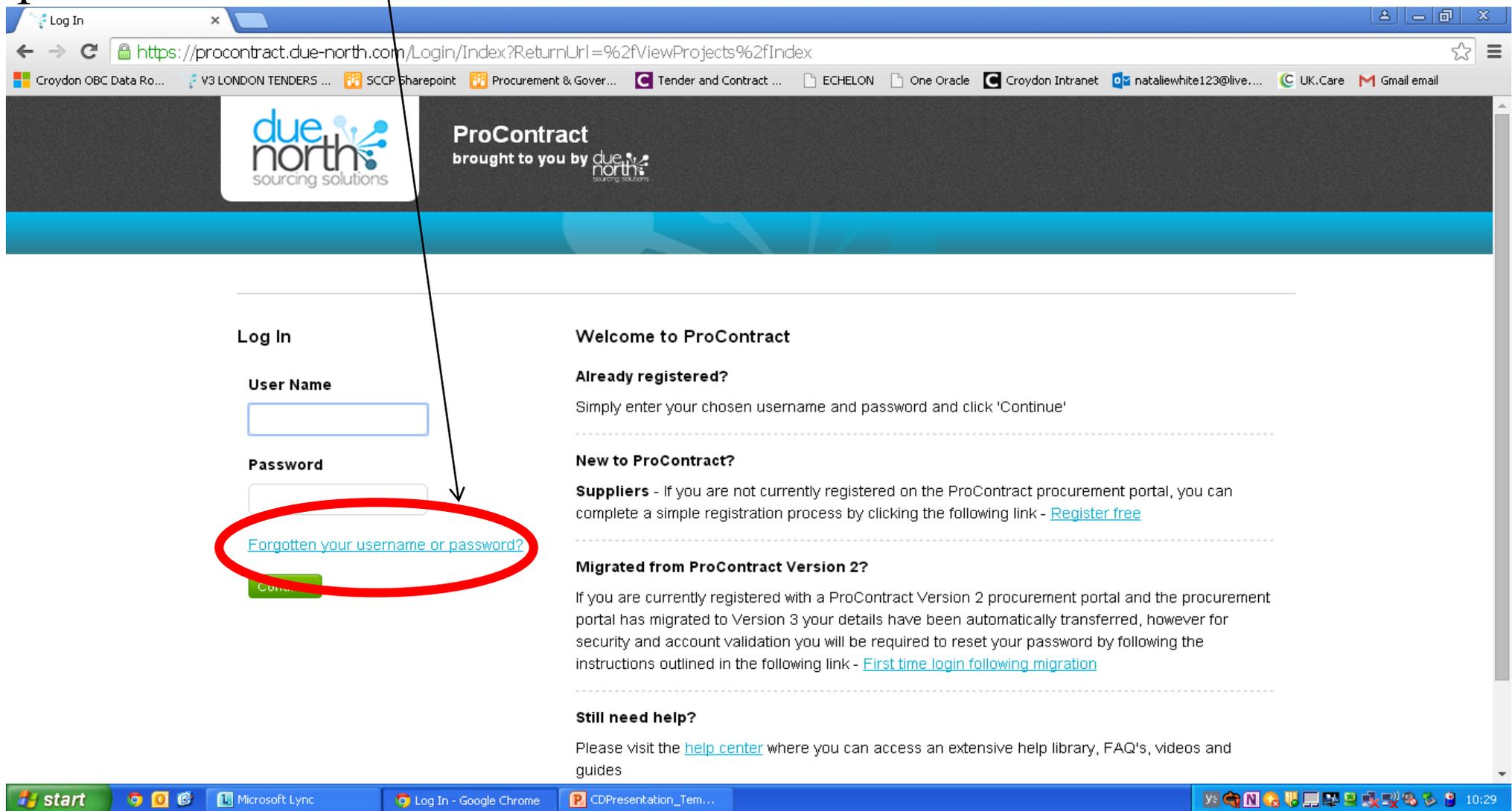
- News and announcements:** A welcome message for the new version of ProContract, stating that the system's functionality has been improved. It also mentions that current registered suppliers will need to reset their passwords for security and account validation. A link for 'Migrated user instructions' is provided.
- New to portal:** A section for new users with 'Free registration' options. It contains two green buttons: 'Register' and 'Login'. A link for 'Forgotten your username or password?' is also present. An arrow from the text above points to the 'Login' button.
- Useful links:** A section with links for 'Contracts register' and 'Help'.
- Current opportunities:** A section with a 'Find opportunities' link. It displays a list of the latest current opportunities with columns for Buyer, Title, Start date, and End date.

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...', 'SCC Resources team ...', and 'PORTAL PRESENTATI...'. The system clock shows 12:18.

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'

The screenshot shows the 'Supplier Post-Login Home' page. The navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The 'My activities' button is highlighted. Below the navigation bar, there's a search bar with 'All opportunities' selected and a 'Go' button. The main content area is divided into several sections: 'Home page', 'Activities', 'Company details summary', and 'Workgroups'. The 'Activities' section has a dropdown menu open, showing options like 'Croydon Council' and 'London Borough of Brent'. A blue callout box points to the dropdown menu with the text 'Click on the dropdown and click on the 'Go' button'. The 'Company details summary' section shows 'Mr Dummy Croydon Supplier' with address 'Zone A, Bernard Weathrill House, 8 Mint Walk, Croydon, Greater London, CR0 1EA' and 'Description: Procurement shared service'. The 'Workgroups' section states 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together'.

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

Supplier Post-Login Home

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

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

244 Notifications

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

1 2 Next >

Buyer	Title	Last viewed
Croydon Council	548/2016CED Community Fund 2016 - 2019 Prospectus	22/04/2016 09:24
Croydon Council	554/2016 - Planned Maintenance & Improvements- Provision of Lift and Escalator Repairs and Servicing of the Council's properties View this activity	12/04/2016 11:07
Croydon Council	551/2016D&E Integration of Bernard Weatherill House and Strand House CCTV control rooms	04/04/2016 15:36
Croydon Council	532/2015CED - Pest Control Services	04/04/2016 15:34
Croydon Council	452/2015CED Facilities Management Cleaning Services	04/04/2016 15:30
Croydon Council	341/2014DASHH Croydon NHS Health Check IT Solution	04/04/2016 15:30

Company details summary [Edit](#)

Mr Dummy Croydon Supplier

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

Description

Procurement shared service

Keywords

procurement

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... 10:34

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

The screenshot displays the ProContract web application interface. At the top, the browser address bar shows 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 menu contains links for Home, Find opportunities, My activities, My contracts, and Help. The main content area shows the breadcrumb 'Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus' and the activity title 'Activity : 548/2016CED Community Fund 2016 - 2019 Prospectus'. A red arrow points from the instruction text to the activity title. Below the title, there is a section for 'Events' with a highlighted entry: '548/2016CED Community Fund 2016 Submitted - 2019 Prospectus'. This entry includes a table of activity details: Activity type: RFQ, Reference: 111955, Respond by: 24 May 2016 at 12:00, and 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. To the right of the activity details, there is a 'CROYDON COUNCIL' logo and a 'Messaging' section indicating 0 unread messages. The footer contains links for Terms and Conditions, Privacy, and Accessibility, and the due north logo.

Activity: 548/2016CED Community Fund 2016 - 2019 Prospectus

Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus

Activity : 548/2016CED Community Fund 2016 - 2019 Prospectus

Events

[548/2016CED Community Fund 2016 Submitted](#) [Hide details](#) | [Open](#)

[- 2019 Prospectus](#) [Open this event](#)

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

[CROYDON COUNCIL](#)

[Archive this activity](#)

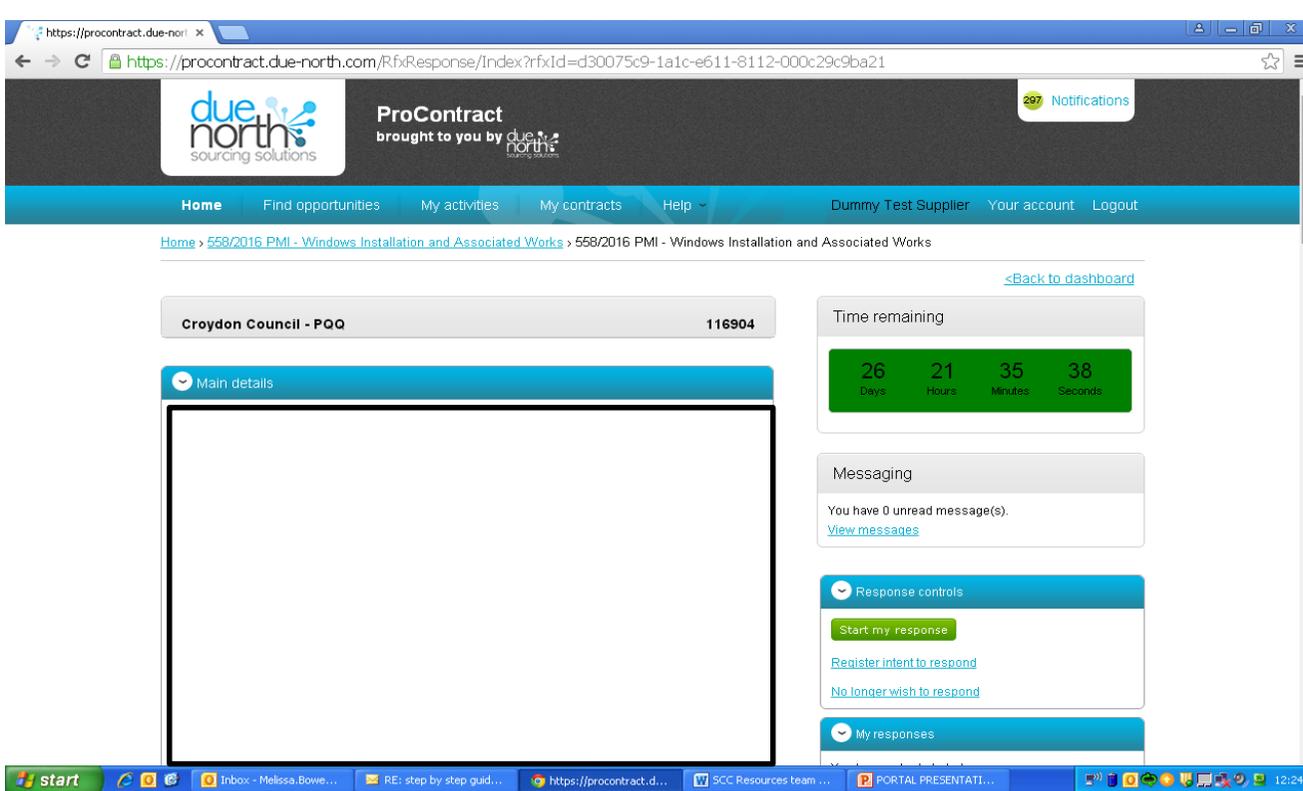
Messaging

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

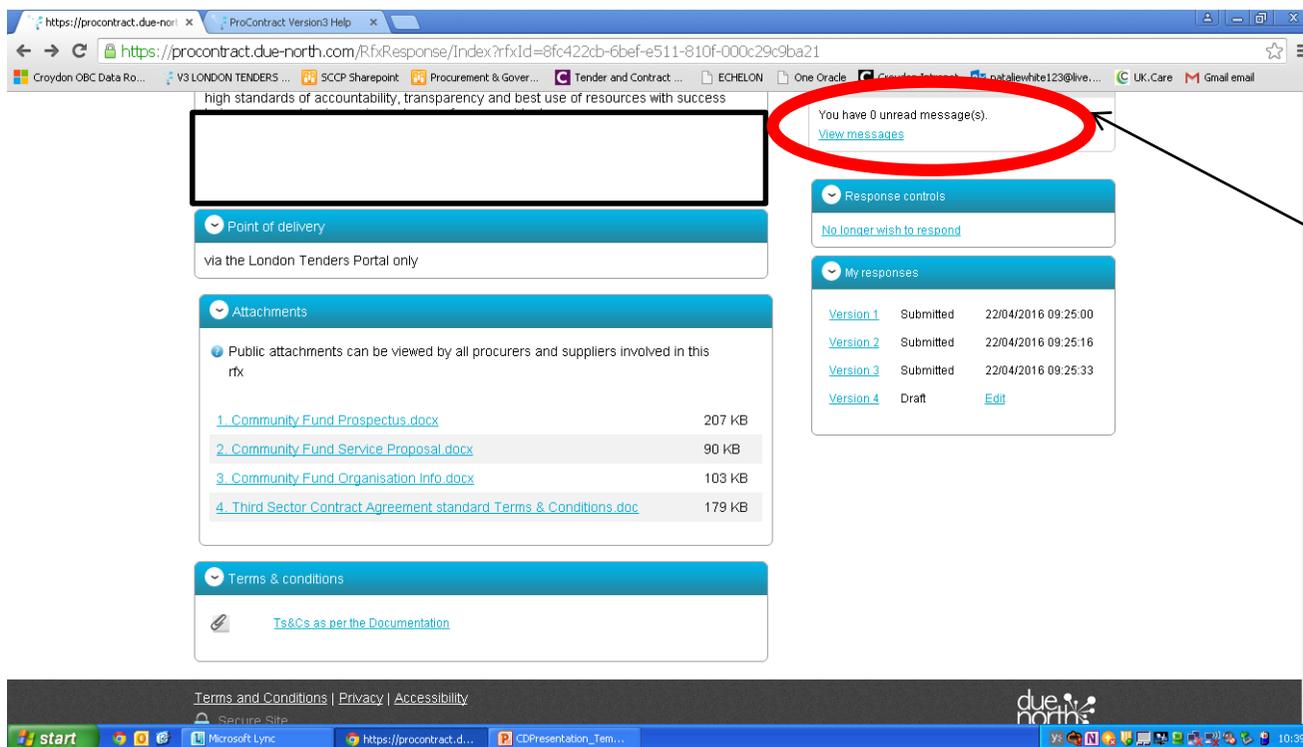
Audit history
[View audit history](#)

[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#)

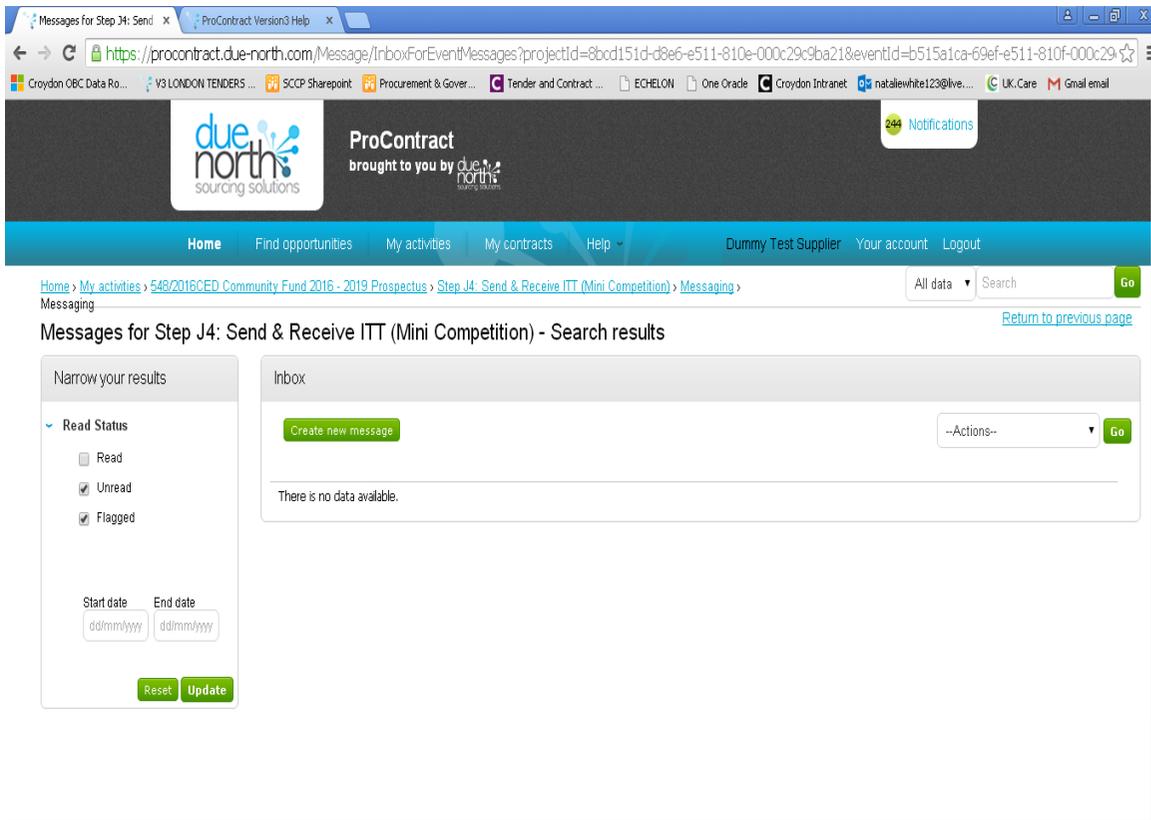
due north



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



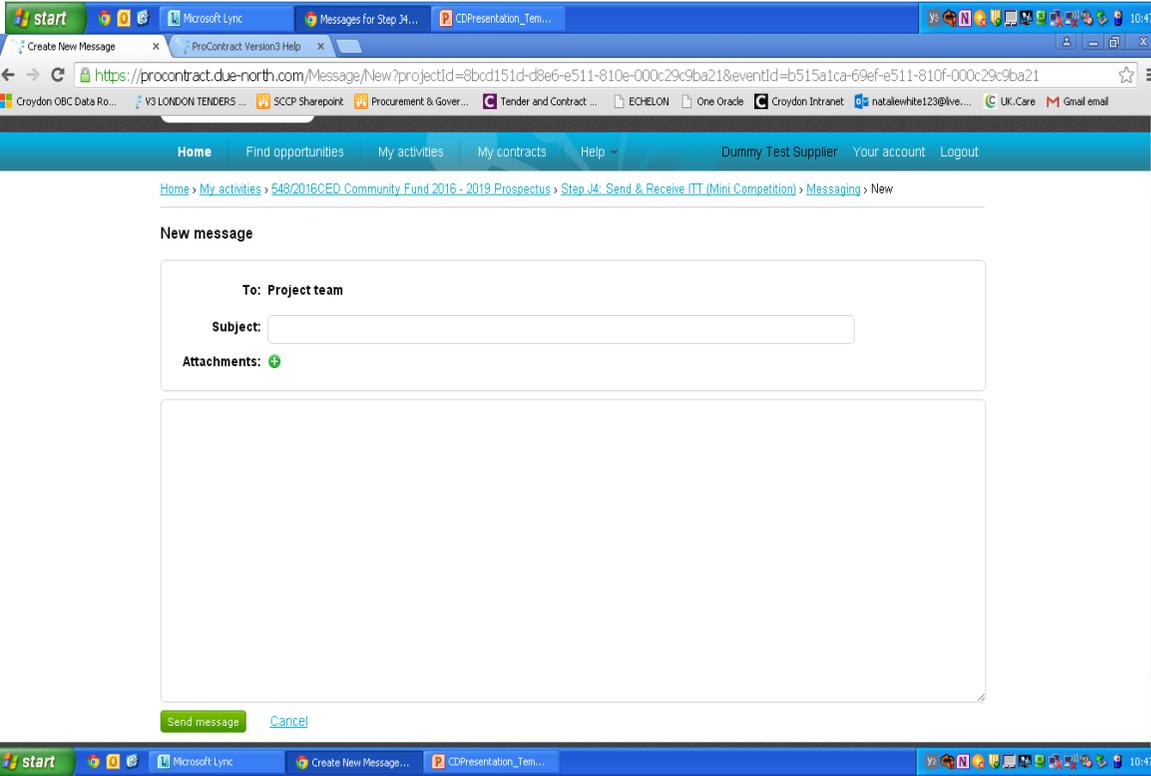
Please also ensure you check the messaging area for any important updates, or if you need to raise a question.



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 a web browser window with the following elements:

- Browser Tabs:** Messages for Step J4: Send, ProContract Version3 Help.
- Address Bar:** <https://procontract.due-north.com/Message/InboxForEventMessages?projectId=8bcd151d-d8e6-e511-810e-000c29c9ba21&eventId=b515a1ca-69ef-e511-810f-000c29c9ba21>
- Page Header:** due north sourcing solutions logo, ProContract brought to you by due north sourcing solutions, 244 Notifications.
- Navigation Bar:** Home, Find opportunities, My activities, My contracts, Help, Dummy Test Supplier, Your account, Logout.
- Breadcrumb Trail:** Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus > Step J4: Send & Receive ITT (Mini Competition) > Messaging >
- Search Bar:** All data, Search, Go.
- Page Title:** Messages for Step J4: Send & Receive ITT (Mini Competition) - Search results
- Filter Panel (Left):** Narrow your results. Read Status: Read, Unread, Flagged. Start date: dd/mm/yyyy, End date: dd/mm/yyyy. Buttons: Reset, Update.
- Inbox Panel (Right):** Create new message, --Actions--, Go. Message content: There is no data available.
- Taskbar (Bottom):** start, Microsoft Lync, Messages for Step J4..., CDPresentation_Tem..., 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 showing a response deadline of "24 May 2016 12:00:00" and a countdown timer: 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 marked with green checkmarks. The Windows taskbar at the bottom shows the Start button, several application icons, 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'

The screenshot displays a web browser window with the URL <https://procontract.due-north.com/RfxResponse/RfxResponseSummaryEdit?rfxId=8fc422cb-6bef-e511-810f-000c29c9ba21&responseId=aa603ff4-6d08-e611-8112-00>. The browser's address bar and tabs are visible at the top. The main content area shows a sidebar on the left with navigation links: Home, Find opportunities, My activities, and 548/2016CED. The sidebar also includes sections for 'My response', 'Additional information', 'Supplier reference:', 'Terms & conditions', and 'Attachments'. The 'Attachments' section shows a file named 'NAME OF COMPANY - C' with an 'Add attachment' button. A modal dialog box titled 'Attachments' is open in the center. It contains the following text: 'File upload rules: Maximum file size: 1000MB. 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, wmf, eps, mps, avi, wmv, flt, odp, ods, numbers, pages'. Below the rules are three buttons: 'Add files...', 'Start upload', and 'Cancel upload'. The 'Add files...' and 'Start upload' buttons are circled in red. A 'No file chosen' message is displayed below the buttons. At the bottom of the dialog, there is a link: 'Having issues uploading documents? Try our basic file uploader' and a 'Close' button. The Windows taskbar is visible at the bottom of the screen.

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.

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/RFxResponse?rfxId=8fc422cb-6bef-e511-810f-000c29c9ba21>. The page content is as follows:

- 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](#) (circled in red)
 - [No longer wish to respond](#)
- My responses:**

Version	Status	Timestamp
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

The Windows taskbar at the bottom shows the Start button, several open applications (Google Chrome, Microsoft Lync, ProContract, CD Presentation), and the system tray with the time 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 the following items:

- Contents
- Index
- Search
- Welcome to ProContract v3
- What's new
- Registering
 - How to Register
 - Requirements
 - Contact Information
 - Company Information
 - Description
 - Opportunities
 - Terms and Conditions
 - Confirmation Page
- Getting Started
- Opportunities
- Responding to Tenders
- Managing your Account
- e-Auctions
- Video Tutorials

The main content area on the right is titled "ProContract V3" and contains the following text:

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.

The page also features a navigation bar with "Home", "Find opportunities", and "My activities" buttons, and a user profile for "Chris Cox". Below this is a search bar and a "Go" button. The main content area includes a "Home page" section with "News and announcements" and "Activities" sections. The "Activities" section shows a table of active activities:

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
Cheshire	Radiators	Radiators	05/02/2015