

Instructions for tenderers on the use of ProContract

The Council advertises its tender opportunities using ProContract, the e-tendering system. The system automates the procurement process with an 'end-to-end' portal which is used from issuing the initial advertisement to contract award.

Screenshots are included at the end of this document to help with using the system.

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1. London Tenders Portal

All contract opportunities are advertised through the [London Tenders Portal](#) which gives suppliers access to, not only our tender opportunities, but also those of 16 other London Boroughs. This is a free service and once registered, organisations will be sent email alerts when opportunities arise in categories of interest.

2. Registering on ProContract

Suppliers must be registered on ProContract in order to respond to tenders. Registration is free and simple to complete.

You can [register for free with ProContract here](#). You will be asked to enter details about your company, provide contact details, and include business categories you are interested in. Once registered as a Supplier, you will receive email updates on new contract opportunities issued by the public sector that match your capabilities.

If you are already registered with ProContract, you can [log in here](#).

3. Accessing tender documents, submitting a tender and asking clarification questions

When you receive an email alerting you to a relevant opportunity, click on the link contained in the email. In order to access the tender documents you will need to 'register an interest' in that opportunity ([Figure 1](#)). You will receive an email notification shortly afterwards confirming your registration of interest which will contain a direct link to the tender.

Once you have registered an interest in an opportunity, you will find a link to the tender in the 'Activities Centre' on your personalised homepage ([Figure 2](#)). You may need to choose 'London Borough of Bromley' from the drop down menu in order to see your activities for tender opportunities with Bromley Council ([Figure 3](#)).

Each tender is made up of a sequence of events ([Figure 4](#)). It is essential that you take a note of any closing dates and ensure documents are submitted by this time.

You will find the tender documents within the Invitation to Tender (ITT) event under the 'Attachments' drop down ([Figure 5](#)).

All queries and clarification questions must be submitted through the messaging system on the portal ([Figure 5](#)).

4. FAQs and Helpdesk

You can find a link to [Proactis Supplier Help here](#).

Proactis have a dedicated Supplier Support Team who can be reached at:
Procontractsuppliers@proactis.com
0330 005 0352

5. Terms of accessing the Council's tenders on ProContract

All communications regarding specific tenders must be directed through ProContract.

Tenderers should not sign or include any identifying marks on their queries as these and the Council's responses may be made available to other Tenderers via ProContract. No verbal clarifications will be given. Unauthorised communication with Council staff may lead to disqualification of tender.

Documents submitted through ProContract will be deemed to have been signed electronically within the meaning of the Electronic Communications Act 2000.



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www.bromley.gov.uk

All documentation supplied to Applicants through ProContract are and shall remain the intellectual property of the Council. If no tender is submitted, any documents downloaded must be deleted.

The Council may, at its absolute discretion, extend the closing date and time by amending the Tender on ProContract. Prospective Applicants will receive notification of the change of return date and time. Unless any such extension has been granted, Tenders submitted after the return date and time will not be considered.

The Council may, at its sole discretion, terminate the tendering procedure at any time. If such action is taken, Prospective Tenderers will be notified via ProContract.

All tenders must be received before the closing date and time.

6. Screenshots

Figure 1: Click the green button to 'Register interest in this opportunity'

Home
Find opportunities
My activities
My contracts
Help
Maddy Hayes
Your account
Logout

[Home](#) > [Find opportunities](#) > Temporary Accommodation Modular Home Provision

[Return to find opportunities](#)

Temporary Accommodation Modular Home Provision

Main contract details

Opportunity Id DN299849

Title Temporary Accommodation Modular Home Provision

Categories 70333000-4 - Housing services

Description The Council intends to tender (possibly by means of Competitive Dialogue with Negotiation) for a contract to provide Temporary Accommodation Modular Home provision.

As the Council does not currently own or manage housing stock It is proposed to seek a housing provider partner currently providin...ment fee grant.

There will be a Supplier Open Day on the 1st of December 2017, which will be held at Crofton Halls, York Rise, Orpington.

If the Council proceeds with this procurement, it is likely the Contract Notice will be posted in January 2018 or at such time as directed by the Council.

[More...](#)

Region(s) of supply Kent

Estimated value N/A

Keywords Temporary Accommodation, Modular Homes, Housing Management

Expression of interest window

From 21/09/2017 12:11 to 03/11/2017 12:00

[Register interest in this opportunity](#)

Contact details

Buyer London Borough of Bromley

Attachments

[Register of Interest Form.docx](#) 22 KB

Key dates

Estimated contract dates

Start date 26/11/2017 **End date** 26/11/2017

Figure 2: Once you have registered an interest, opportunities appear in the Activity Centre on your personalised homepage



ProContract

2 Notifications

Home
Find opportunities
My activities
My contracts
Help
Maddy Hayes
Your account
Logout

Home

All opportunities

Go

Home page

Activities
[View full screen](#)

Active
Recently added
Last viewed

London Borough of Bromley

GoGo

Buyer	Title	Current event	Event deadline
London Borough of Bromley	Multi Asset Income Manager	Multi Asset Income Manager	22/08/2017
London Borough of Bromley	Provision of the Council's Dog Warden, Kennelling and Re-homing Service in addition to our Pest Control Service	Provision of the Council's Dog Warden, Kennelling and Re-homing Service in addition to our Pest Control Service	18/08/2017
London Borough of Bromley	The Fit out and Operation of the café in Crystal Palace Park	The Fit out and Operation of the café in Crystal Palace Park	05/10/2017
London Borough of Bromley	Healthwatch Bromley	Healthwatch Bromley	18/10/2017

Company details summary
[Edit](#)

LBBromley

Stockwell Close, Bromley, Kent, BR1 3DU

Description

1

Keywords

multi asset

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

● Standard Selection Questionnaire (SQ) 🔗 [Edit](#) (0% complete)

Workgroups

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

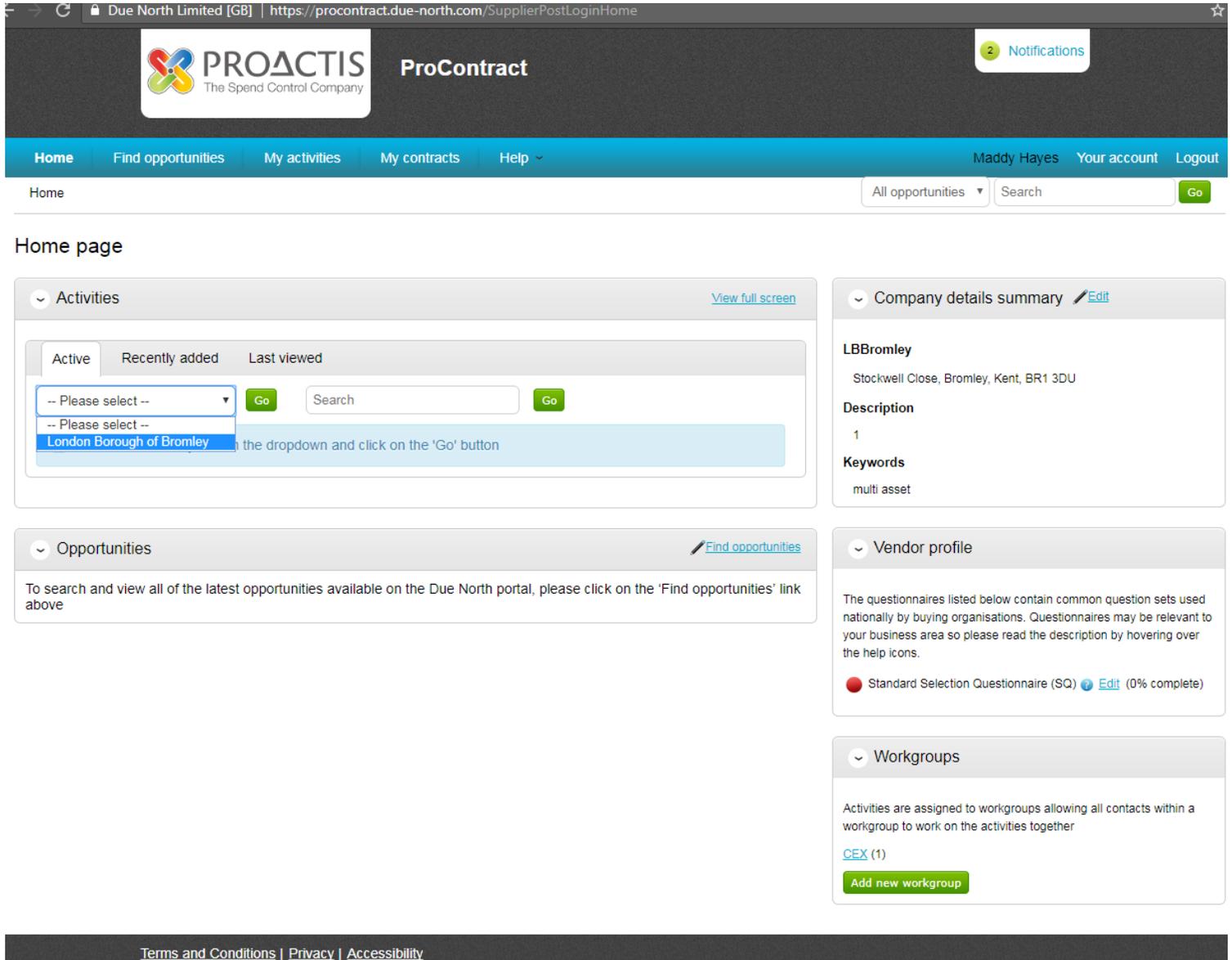
[CEX](#) (1)

Add new workgroup

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

Figure 3: You may need to select London Borough of Bromley from the drop down list in your Activity Centre on your personalised homepage to be able to see opportunities you have expressed an interest in

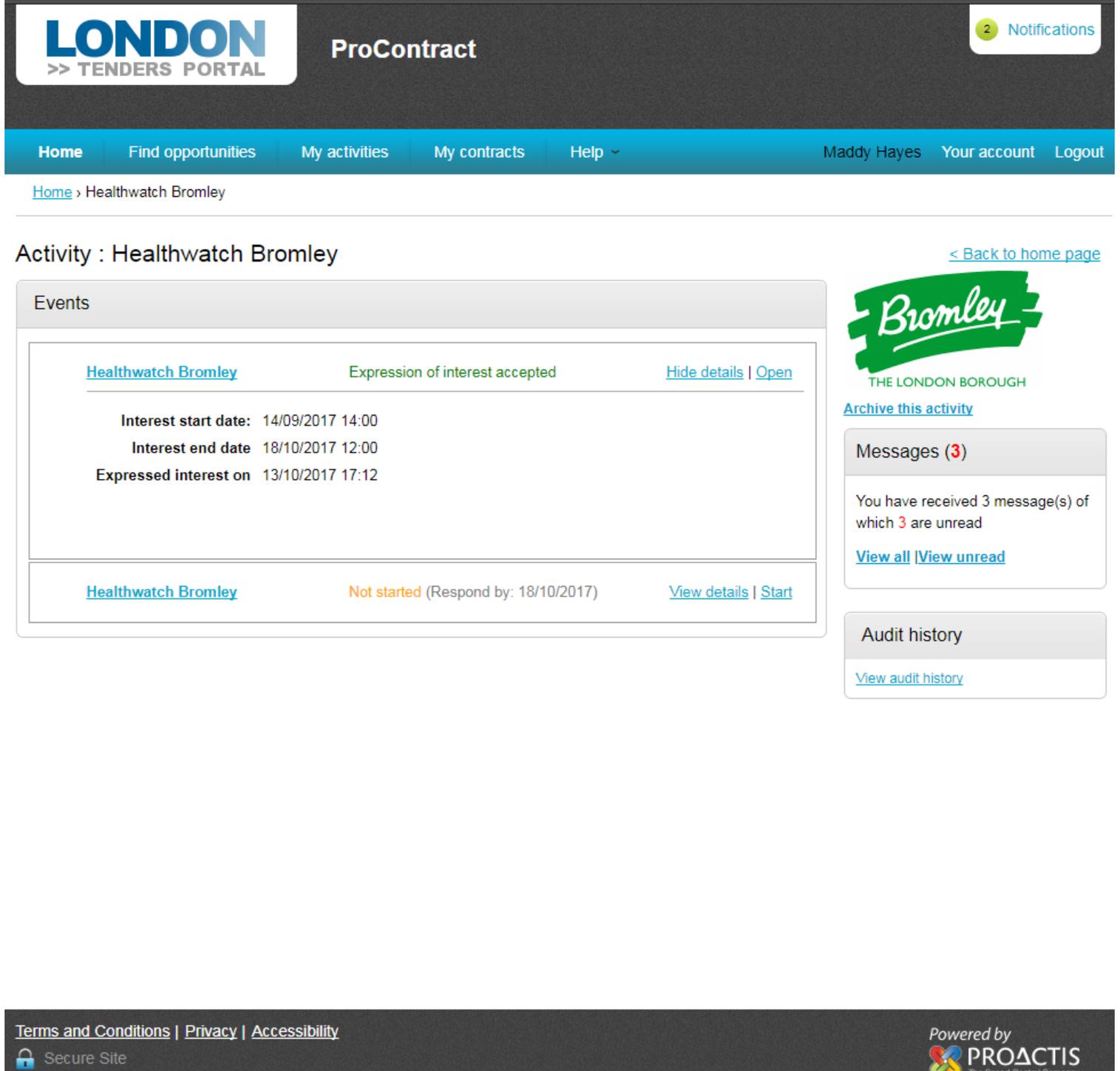


The screenshot shows the ProContract user interface. At the top, there is a navigation bar with the ProContract logo and a 'Notifications' button. Below this is a secondary navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. The main content area is titled 'Home page' and contains several sections:

- Activities:** A section with tabs for 'Active', 'Recently added', and 'Last viewed'. It features a search bar with a dropdown menu currently open, showing 'London Borough of Bromley' selected. A 'Go' button is visible next to the search bar.
- Company details summary:** A section for 'LBBromley' with the address 'Stockwell Close, Bromley, Kent, BR1 3DU'. It includes a 'Description' field with the value '1' and 'Keywords' listed as 'multi asset'.
- Opportunities:** A section with a 'Find opportunities' link. The text below reads: 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'.
- Vendor profile:** A section titled 'Vendor profile' containing text about questionnaires and a list of items, including 'Standard Selection Questionnaire (SQ)' with an 'Edit' link and '0% complete' status.
- Workgroups:** A section titled 'Workgroups' with text explaining that activities are assigned to workgroups. It shows 'CEX (1)' and an 'Add new workgroup' button.

At the bottom of the page, there is a footer with links for 'Terms and Conditions', 'Privacy', and 'Accessibility'.

Figure 4: Each opportunity will have several stages, for example below (1) Expressing an interest and (2) responding to the tender opportunity



The screenshot shows the ProContract Tenders Portal interface. The header includes the Bromley logo, 'THE LONDON BOROUGH', and the website URL 'www.bromley.gov.uk'. The main navigation bar features 'LONDON >> TENDERS PORTAL' and 'ProContract'. A user profile for 'Maddy Hayes' is visible with options for 'Your account' and 'Logout'. A notification badge shows '2 Notifications'. The breadcrumb trail is 'Home > Healthwatch Bromley'. The main content area is titled 'Activity : Healthwatch Bromley' and contains a table of events. The first event, 'Healthwatch Bromley', is in the 'Expression of interest accepted' stage. It lists the interest start date as 14/09/2017 14:00, the interest end date as 18/10/2017 12:00, and the expressed interest on 13/10/2017 17:12. The second event, also 'Healthwatch Bromley', is in the 'Not started' stage with a response deadline of 18/10/2017. On the right sidebar, there is a 'Back to home page' link, the Bromley logo, an 'Archive this activity' link, a 'Messages (3)' section indicating 3 unread messages, and an 'Audit history' section with a 'View audit history' link. The footer contains 'Terms and Conditions | Privacy | Accessibility', a 'Secure Site' icon, and the 'Powered by PROACTIS' logo.

LONDON
TENDERS PORTAL

ProContract

2 Notifications

Home Find opportunities My activities My contracts Help Maddy Hayes Your account Logout

Home > Healthwatch Bromley

Activity : Healthwatch Bromley

[< Back to home page](#)

Events

Healthwatch Bromley	Expression of interest accepted	Hide details Open
<p>Interest start date: 14/09/2017 14:00 Interest end date: 18/10/2017 12:00 Expressed interest on: 13/10/2017 17:12</p>		
Healthwatch Bromley	Not started (Respond by: 18/10/2017)	View details Start

[Archive this activity](#)

Messages (3)

You have received 3 message(s) of which 3 are unread

[View all](#) | [View unread](#)

Audit history

[View audit history](#)

Terms and Conditions | Privacy | Accessibility

Secure Site

Powered by PROACTIS
The Speed Control Company

Figure 5: Tender documents can be accessed in the Attachments section of the tender opportunity and the Message Centre can be accessed by clicking 'View all' under the Messages area


3 Notifications

Home Find opportunities My activities My contracts Help
Maddy Hayes Your account Logout

[Home](#) > [Healthwatch Bromley](#) > Healthwatch Bromley

London Borough of Bromley - ITT 276102

Main details

Title: Healthwatch Bromley **Respond by:** 18 October 2017 12:00:00

Description:
The London Borough of Bromley ("the Council") is inviting tenders for the provision of a local Healthwatch service. The Council will be using a two stage tender process consisting of:

- Stage 1 - Selection Questionnaire (SQ)
- Stage 2 - Invitation to Tender

The Health and Social Care Act 2012 replaced the public and patient engagement mechanism, Local involvement Network (LINK) with Local Healthwatch. The Act required local authorities with adult social care responsibilities to commission a local Healthwatch from 1st April 2013.

Healthwatch is the independent consumer champion for both health and social care. It exists in two distinct forms – local Healthwatch, at local level, and Healthwatch England, at a national level

Attachments

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

Conditions of Contract - Healthwatch Bromley (070917).docx	146 KB
Deed of Undertaking for Parent Company Guarantee - Healthwatch Bromley (Aug17).docx	67 KB
Deed of Undertaking for Performance Bond - Healthwatch Bromley (Aug17).docx	64 KB
Form of Tender - Healthwatch Bromley (Aug '17).docx	54 KB
Healthwatch Service Specification.docx	92 KB

[<Back to dashboard](#)

Time remaining

4 Days
 17 Hours
 33 Minutes
 41 Seconds

Messages (3)

You have received 3 message(s) of which 3 are unread

[View all](#) [View unread](#)

Response controls

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

My responses

You have not yet started your response.