PCS-Tender

www.publictendersscotland.publiccontractsscotland.gov.uk

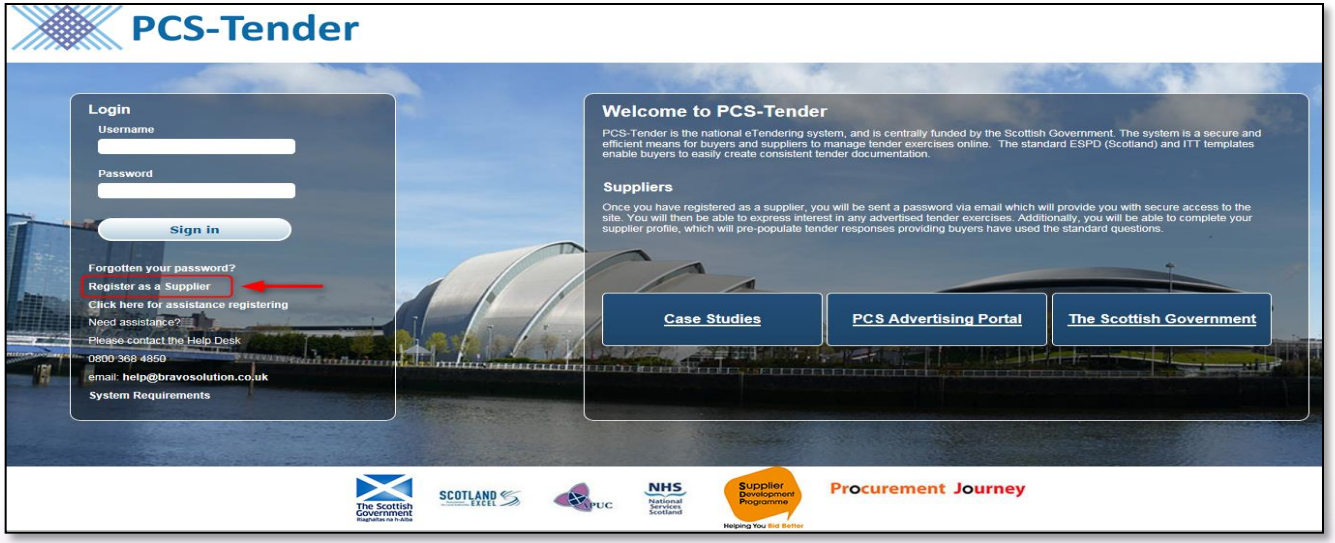
Topics

- Registering on PCS-Tender
- Navigating PCS-Tender as a supplier
  - Accessing Procurement Documents
  - Expressing Interest in an opportunity
- Managing your Profile
  - Extended Profile (Responses to Standard questions)
  - Additional Users

PCS-Tender?

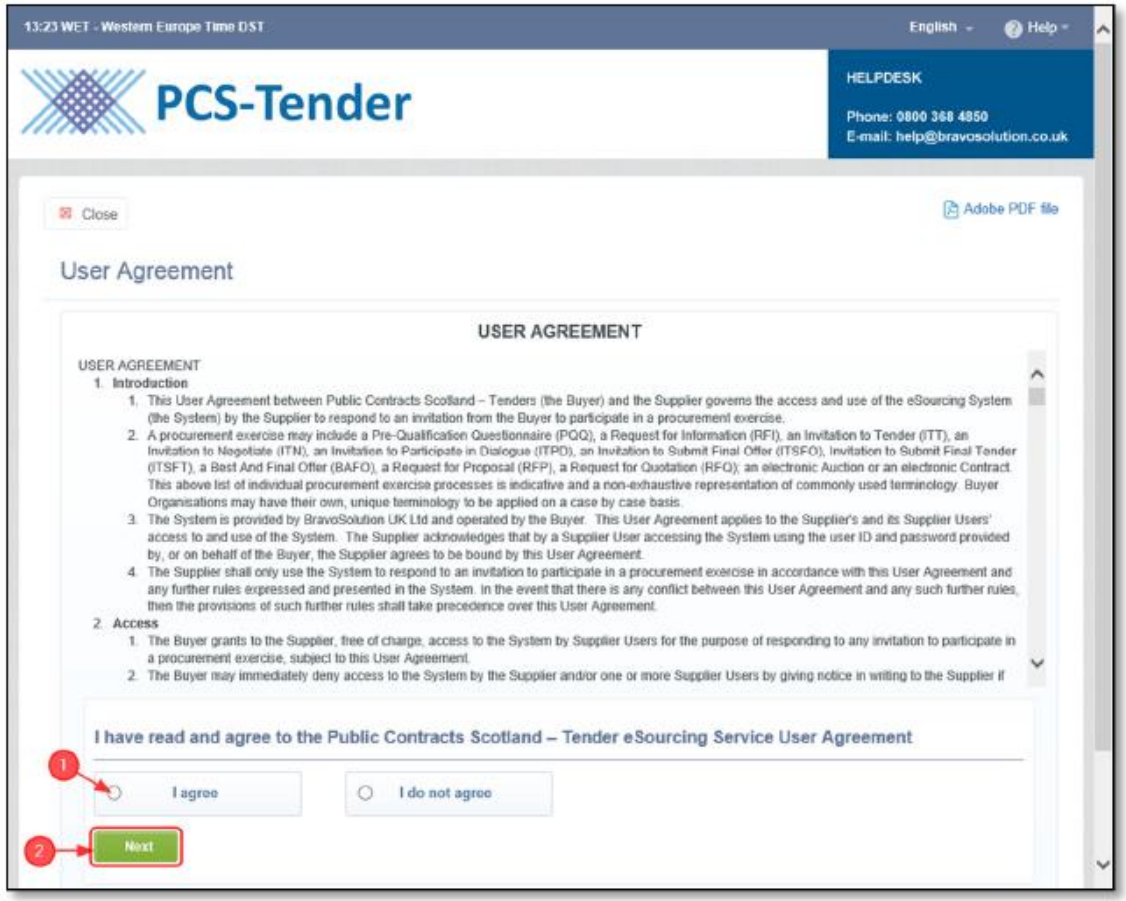
- PCS-Tender is the national e-Tendering system, centrally funded by the Scottish Government.
- It is a secure and efficient means for buyers and suppliers to manage tender exercises online.
- The standard European Single Procurement Document - ESPD (Scotland) and ITT templates enable buyers to easily create consistent tender documentation.
- Public Contracts Scotland (www.publiccontractsscotland.gov.uk) and PCS-Tender (www.publictendersscotland.publiccontractsscotland.gov.uk) are different systems.

PCS-Tender



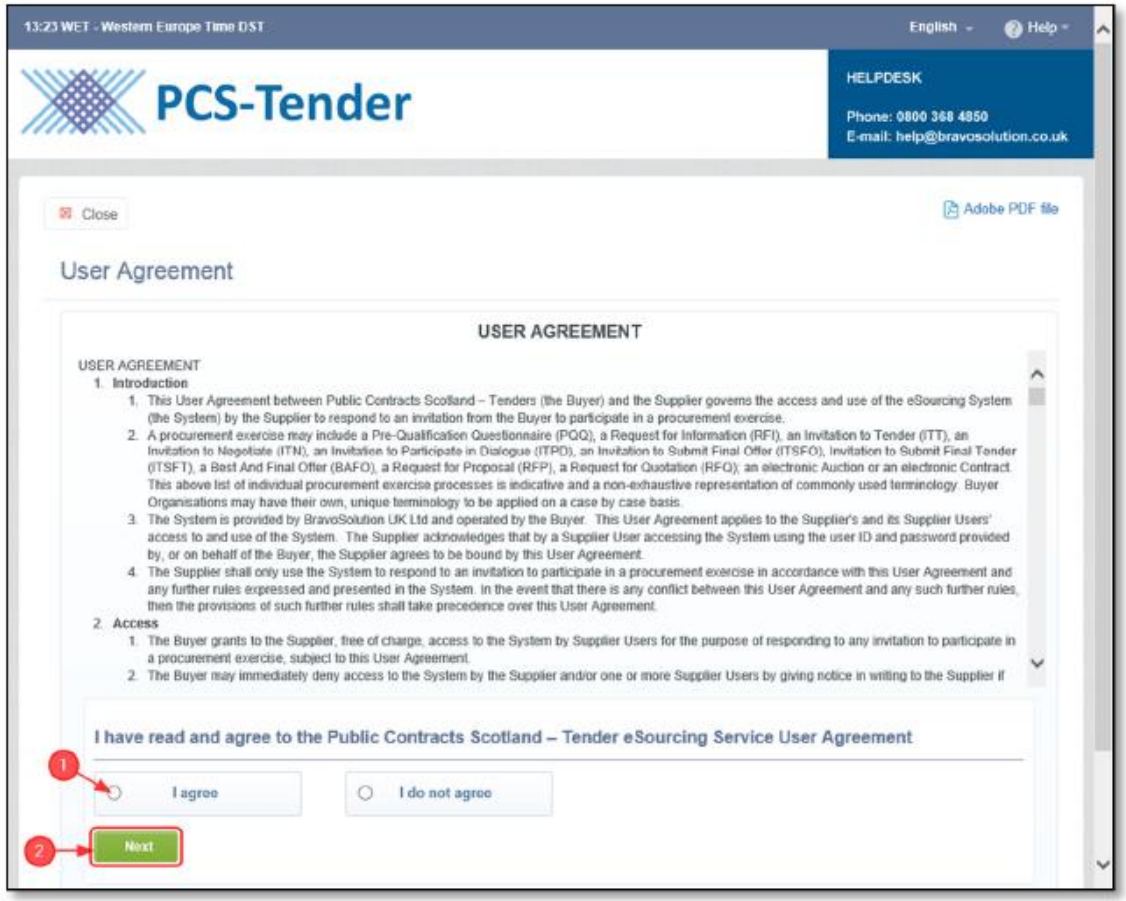
First of all please check whether your organisation is registered. If your organisation does not have an account on PCS-Tender, you will need to register in order to access the system. If someone within your organisation previously registered, please note you can add **Additional Users** to an existing account which is covered later on in the presentation. To begin the registration process click **Register as a Supplier.**

PCS-Tender



You will then be presented with a User Agreement which you must confirm that you have read and agreed to before you can create an account for your organisation on PCS-Tender.

PCS-Tender



PLEASE NOTE: If you are the first user to create an account for your organisation, you will be a Super User. This allows you to modify your Organisations registration details and add additional users. If your organisation already has an account on PCS-Tender, please request that your Super User create a user account for you.

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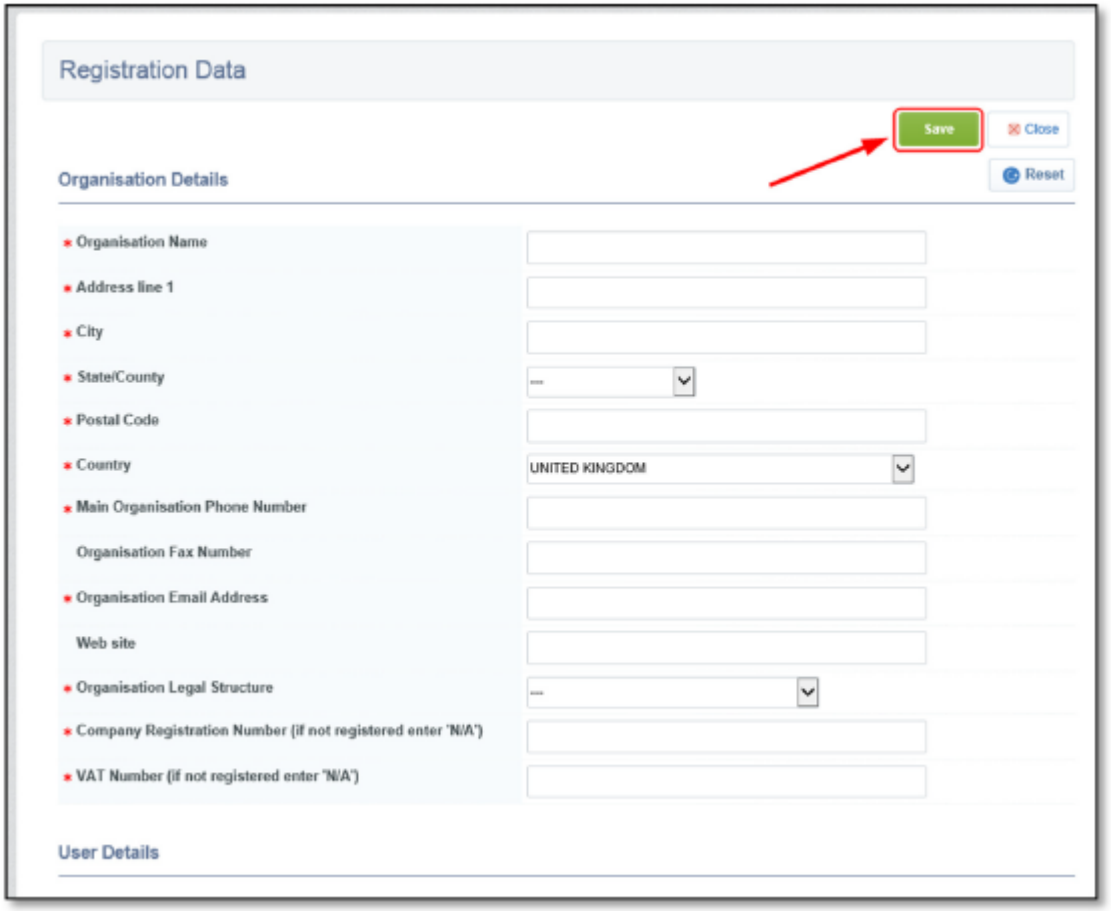
You must immediately inform the BravoSolution helpdesk in the event that a user leaves your organisation or no longer requires access to the System.
The System Administrator retains the right to deactivate a Supplier User if there has been no access for a period of sixty (60) days, however deactivations will only take place once per quarter and you will be asked via email to confirm you do not wish to have your account deactivated. To reactivate your account you simply need to contact the BravoSolution helpdesk, any answers stored in your profile will not be affected and any information submitted as part of as response to a procurement exercise will be retained for audit purposes.

PCS-Tender



Organisation Details
Populate the mandatory fields (denoted by *) in the Organisation Details and User Details, clicking Save when finished.

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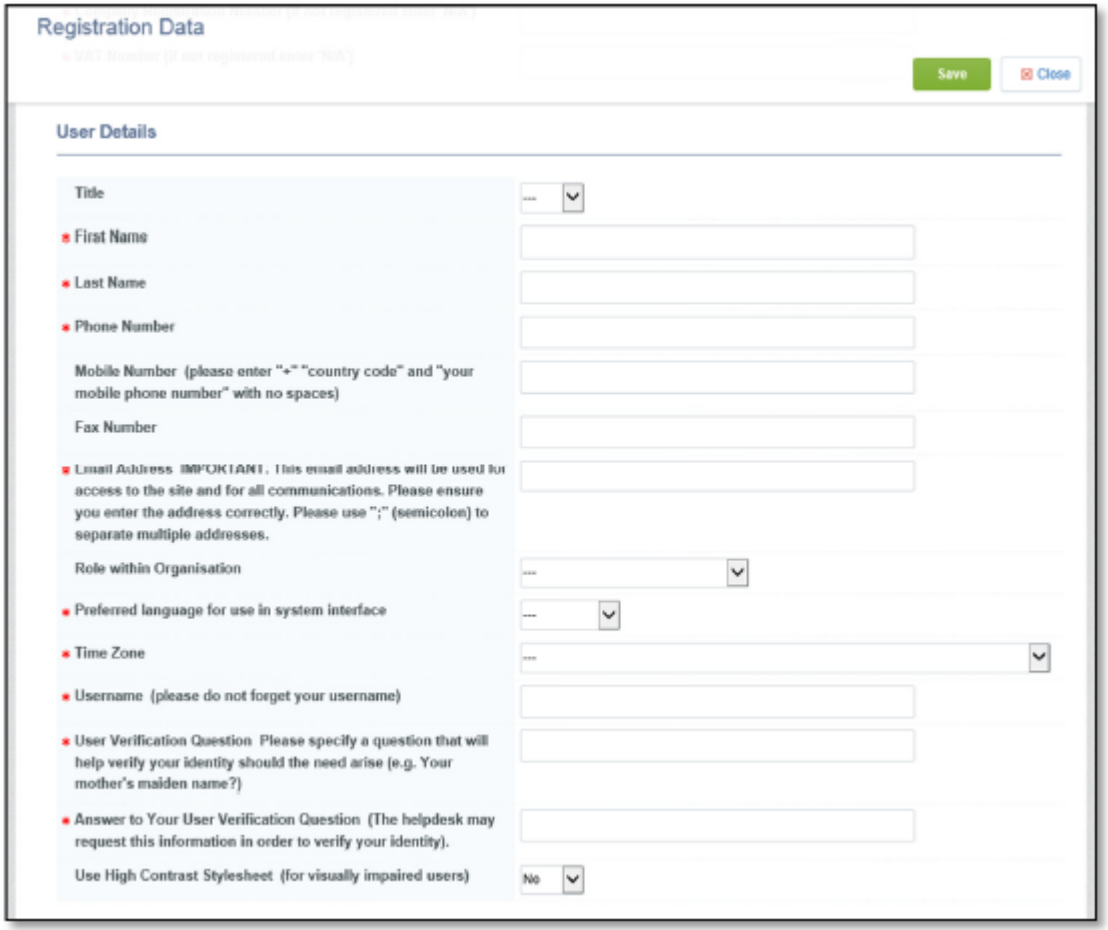

Complete the
User Details information:

- First Name
- Last Name
- Phone Number etc.

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On the following screens you must specify, from the drop-down menus provided, your organisation's employee ranges…

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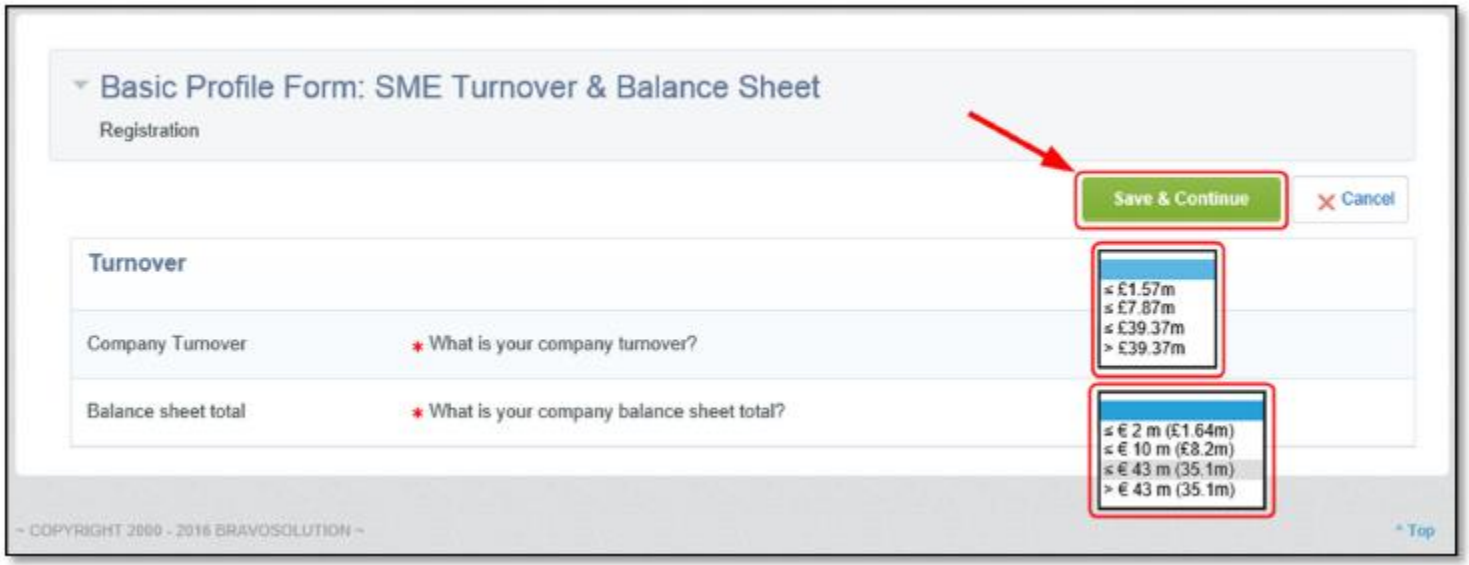
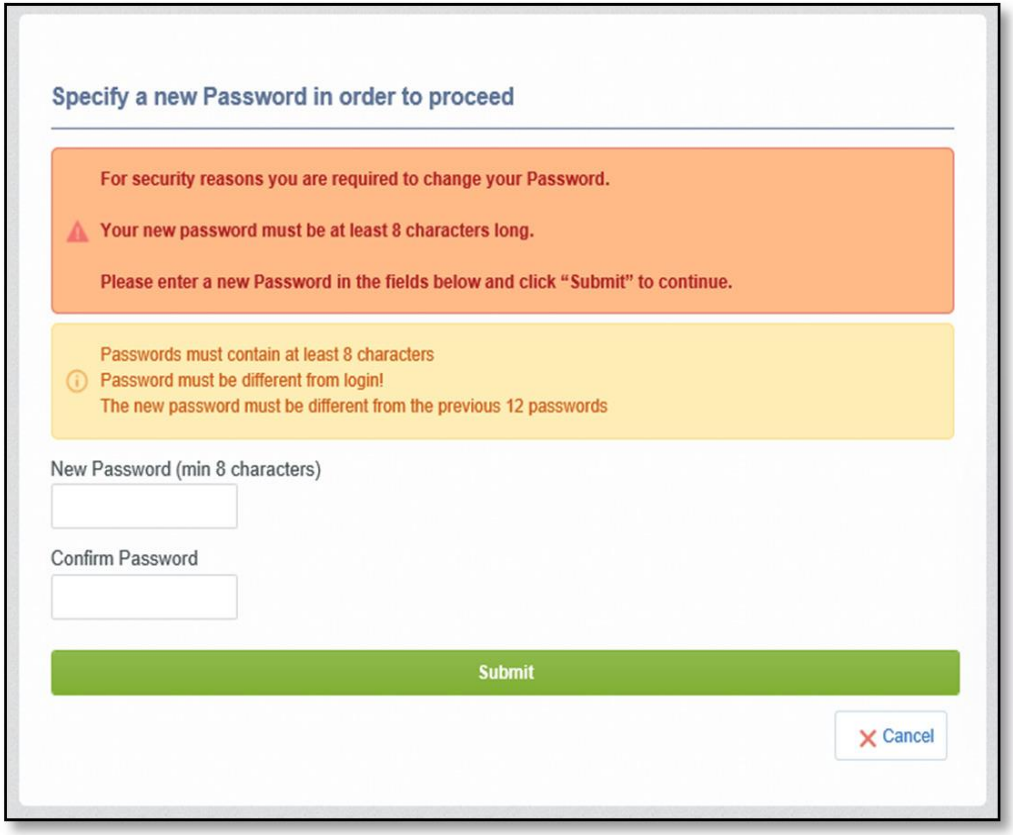


Your organisation's turnover and balance sheet ranges.

PCS-Tender



The system will then send an automated email to the email address specified in your user details containing a temporary password.

Following your initial login with this temporary password you will be presented with this screen, prompting you to create a new password.

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Following successful login you will be presented with the landing page with system menu options…

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From the landing page, you are able to:

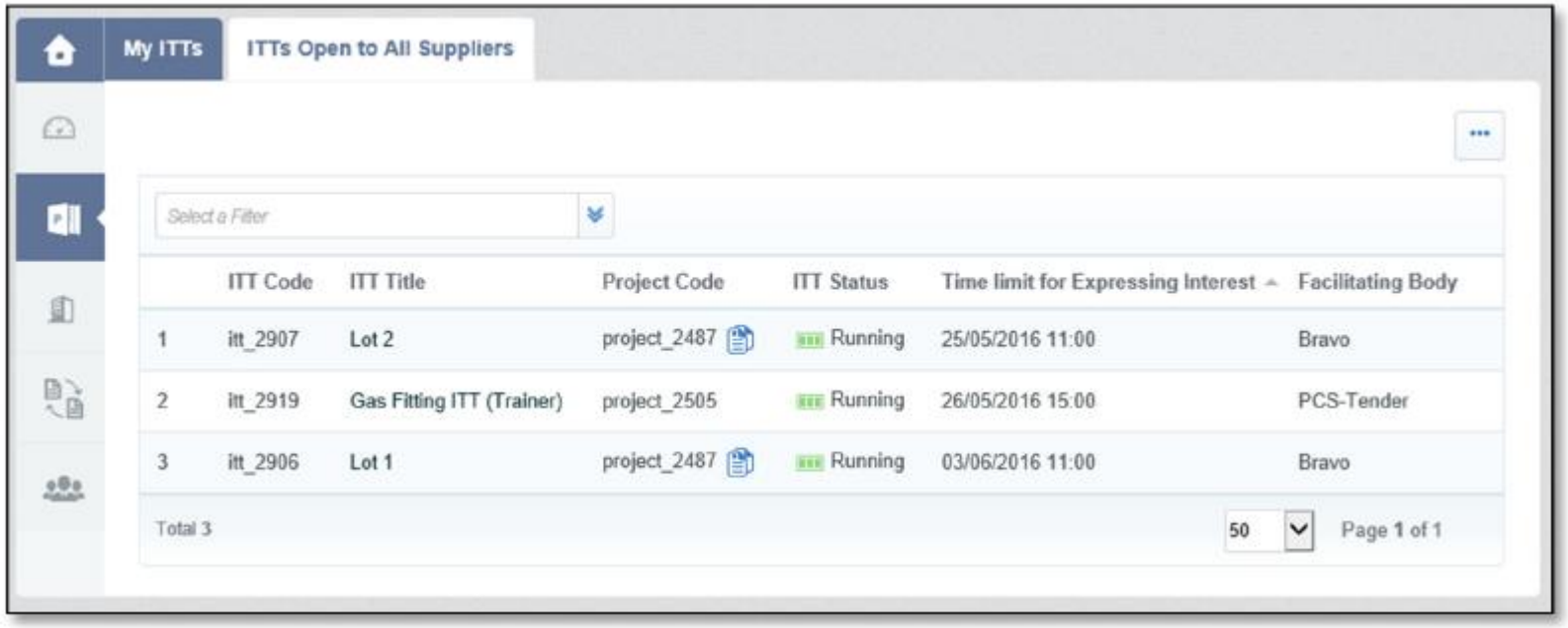
- Access procurement documents for opportunities that you may be interested in.

You may find that responses to some European Single Procurement Document (ESPD Scotland) questions are pre-populated with responses you have submitted previously. **Please note it is your responsibility to validate that these answers are correct and valid before submitting. You must edit and update any responses that are no longer valid prior to submitting your response.**

- View your dashboard where you can access procurement documents that you have previously registered interest in, retrieve any messages and respond to Supplier Surveys.

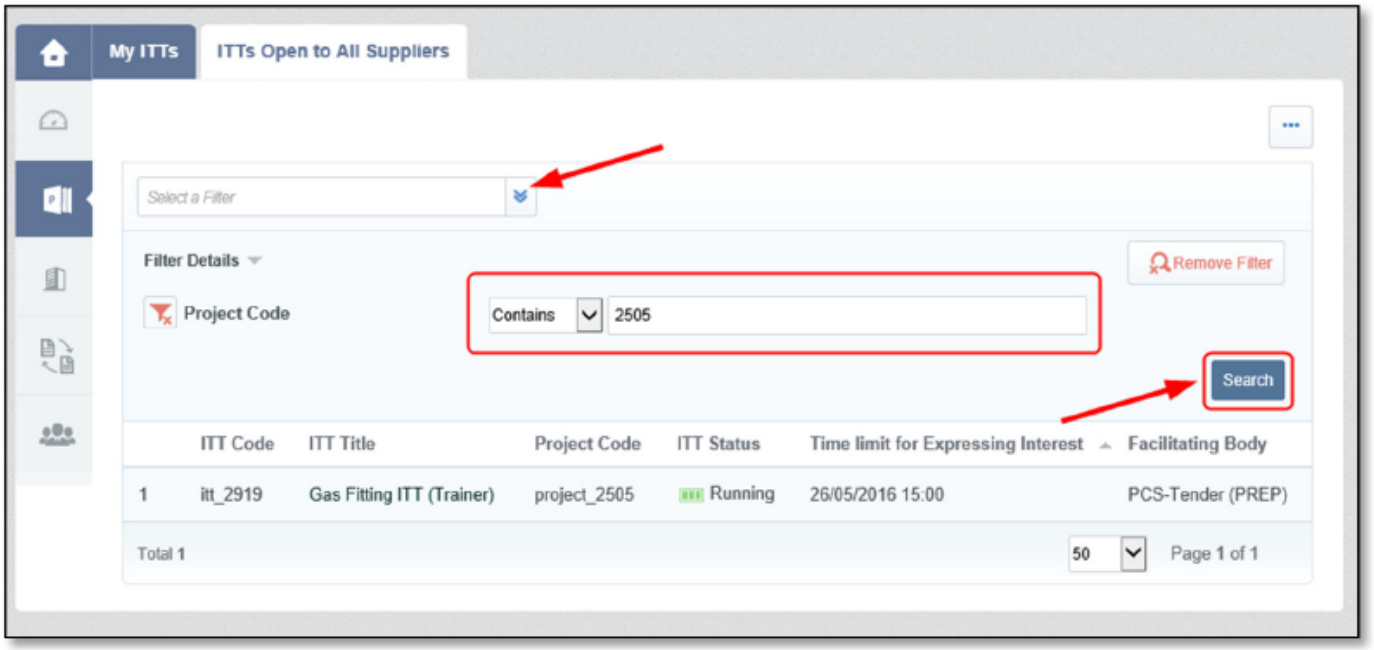
- You can amend your organisation's profile information and manage additional users.

PCS-Tender



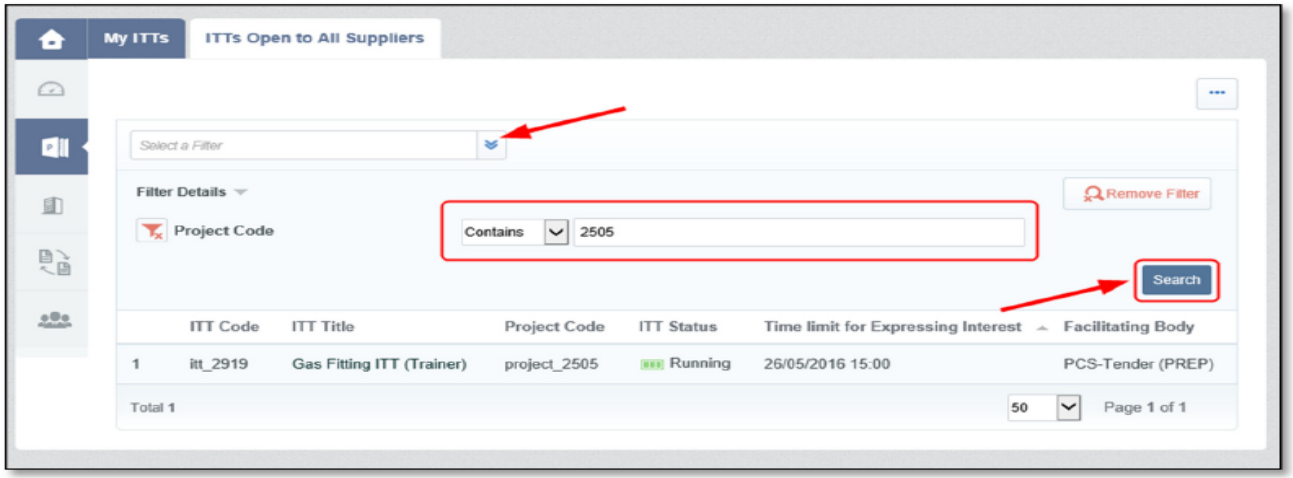
Select either the PQQ or ITT option from the Projects area and you will then be presented with a list of tender opportunities that are open to all suppliers.

PCS-Tender



To find a specific PQQ or ITT within this list you can filter the list to search for the relevant document.

PCS-Tender



To search using the Project Code referenced in the PCS Notice select **Project Code** from the Select a Filter drop down menu. Then from the Search Criteria menu select **Contains**, in Value type the numeric code associated to the project and then click **Search**. You will then be presented with a list of results based on the value you have searched for.

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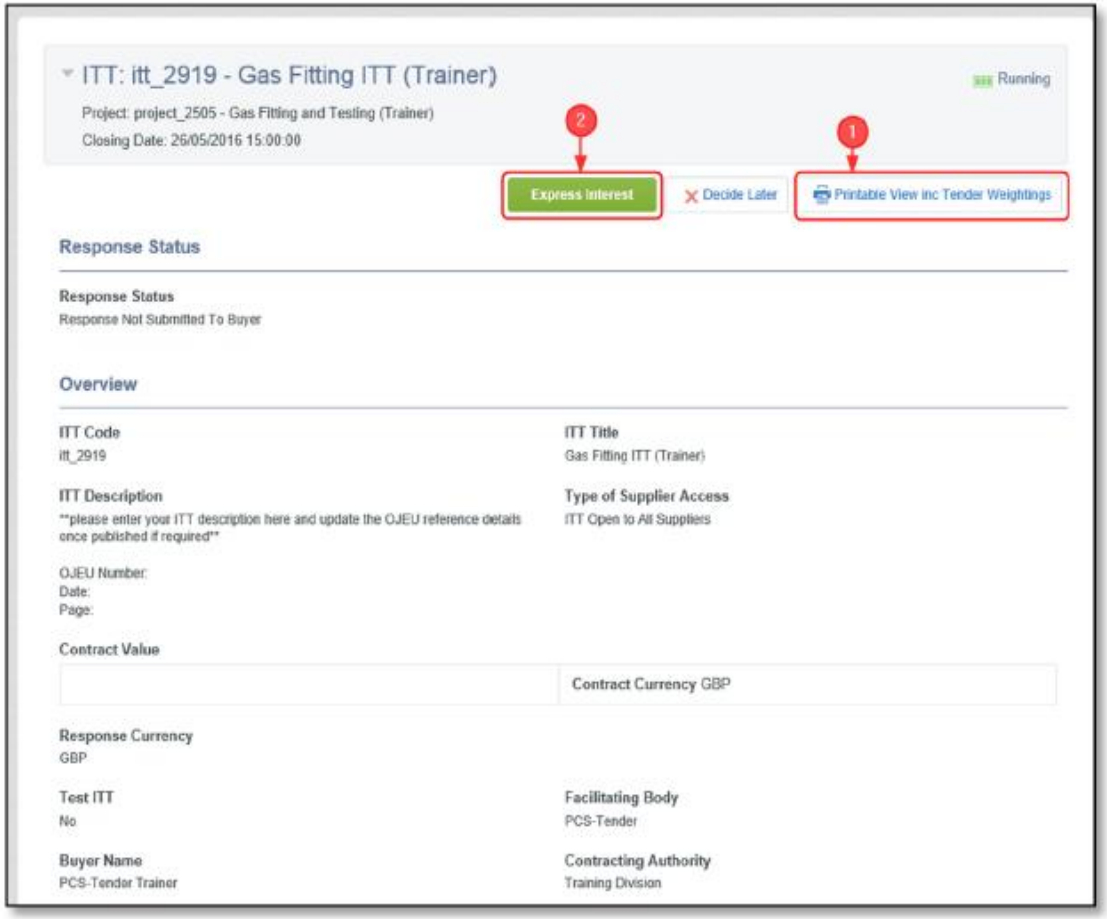
PLEASE NOTE: When searching by the project code you will be presented with all the PQQs or ITTs within that particular project. This will ensure you do not accidentally miss any opportunities available to you. Multi Lot ITTs are displayed as separate Lots under one project code, and you will need to express interest in at least one of the lots. This will automatically enrol you in the mandatory or "Master ITT" that needs to be completed and submitted in order for you to submit your responses to the lots.

Once you have completed and submitted the "Master ITT", you will be required to submit all subsequent (relevant) lot responses individually, by clicking on the submit button for each specific and relevant lot.

PCS-Tender



Once you have clicked on the PQQ/ITT Title, you will be able to view the basic settings, a PDF Printable of the PQQ/ITT, including all the Settings, Questions and Weightings, and from here you can also Express Interest if you would like to create a response and submit a bid.

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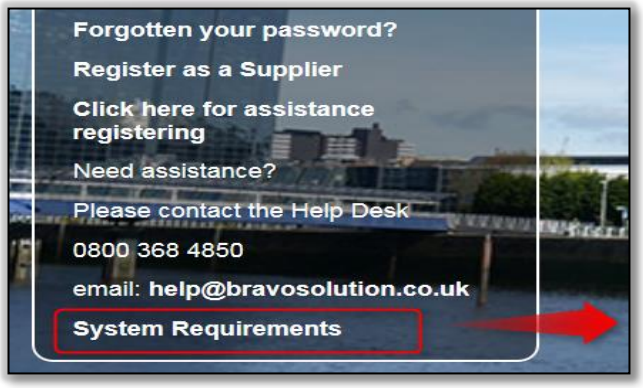
Please note; if you are responding to a PIN as a Call for Competition, all you need to do is click on Express Interest to inform the Buyer you are interested in their Procurement Exercise. The buyer will then contact you in due course to confirm if you are still interested, via the messaging service within the PQQ or ITT.

PCS-Tender

PCS-Tender Help and Support

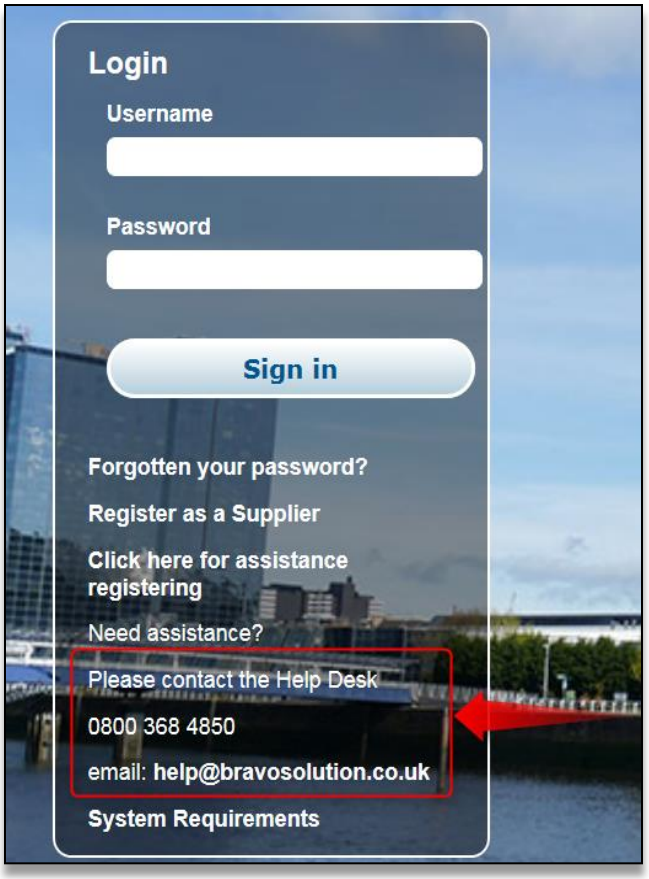
PCS-Tender

On the homepage click **System Requirements** to check your PC/laptop settings against the PCS-Tender system **Technical Requirements**.



Settings	Your Settings	Technical Requirements	Not Recommended
Browser		Internet Explorer 10 and 11 Google Chrome Mozilla Firefox (ESR) 38+ Safari 8 for MacOS 10.10	Internet Explorer 9
IP Address			
Operating System		Microsoft Vista, Microsoft Windows 7, Microsoft Windows 8, Microsoft Window 10. Other operating systems such as Linux, Mac OS X or other versions of Windows although not officially supported, may be compatible with supported browser	
JavaScript Version		1.3	
Cookies Support Enabled		ON	
Screen Resolution		1024 x 768 +	
Colour Depth		16 bit +	
Processor		x86 +	
Java Applets Supported		ON	
Java Applets Enabled		ON	
Java Version Java Runtime Environment Sun Version is required for online Auction advanced features		1.8 +	1.7

PCS-Tender



For system and technical queries, suppliers can contact the PCS-Tender Help Desk by telephone or email. You can find the Help Desk contact details on the PCS-Tender homepage.

PCS-Tender

PCS-Tender Messaging System

For Invitation to Tender questions and queries, suppliers can message the buyer by means of the PCS-Tender Messaging System.

Important: details of the PCS – Tender Messaging System can be found in the PCS-Tender Supplier Response Guide
https://pcsttraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_response_guide.pdf

PCS-Tender

You can send and receive messages with the buyer by means of the PCS-Tender messaging system.

The PCS – Tender messaging functionality **is located in the PQQ/ITT**.

The PCS-Tender messaging system operates in a similar fashion to any other email facility. The Buyer may send you (or all suppliers) messages by means of this functionality.

In the first instance you will receive an email alert notification informing you of a newly posted message.

PCS-Tender

Dear User,

Please note that a new message has been published relating to the following Event on Training Portal - Public Contracts Scotland – Tender :

Message from: PCS-T
Buyer Organisation:
Subject: Message

Event Type: ITT - Invitation to Tender
Code:
Title:

To view the details of the message please click the following link and enter your Username and Password:
https:// /esop/guest/login.do?
Or browse as follows:
- Connect to https:/ and enter your Username and Password.
- Browse to the My PQQs or My ITTs area and click on ITT - Invitation to Tenders Code itt_
- Browse to the Messages heading.
- Browse to the Received Messages list.
- Click on the new Message to view the contents.

If you have activated Single Sign On with PCS you can login via http://www.publiccontractsscotland.gov.uk/
If you have not activated Single Sign On please click the link below:
https://www.publictendersscotland.publiccontractsscotland.gov.uk

Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.
For assistance please contact our Helpdesk operated by BravoSolution:
Freephone: 0800 368 4850
email: help@bravosolution.co.uk
N.B. All GMT times refer to UK time and are adjusted to include daylight saving.
GUIDANCE ON SPAM FILTERS:
In order to prevent eTendering portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from help@bravosolution.co.uk or with a ".bravosolution.com" extension.
Please also review the Junk Email settings of your email client software to avoid accidental message deletion

Email alert notification.
To view the details of the message, please click the email link shown and login with your Username and Password.

PCS-Tender

Dear User,

Please note that a new message has been published relating to the following Event on Training Portal - Public Contracts Scotland – Tender :

Message from: PCS-T
Buyer Organisation:
Subject: Message

Event Type: ITT - Invitation to Tender
Code:
Title:

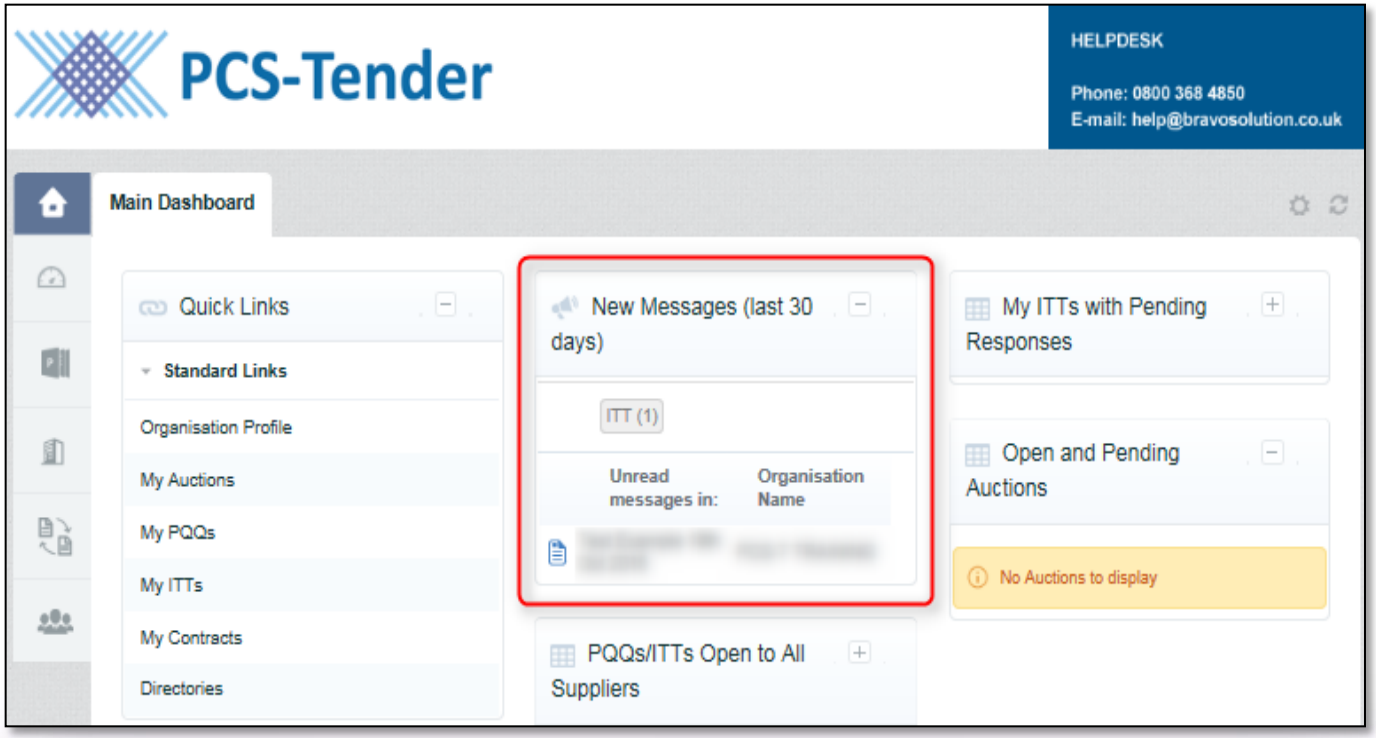
To view the details of the message please click the following link and enter your Username and Password:
https://[redacted]/esop/guest/login.do?[redacted]
Or browse as follows:
- Connect to https:/[redacted] and enter your Username and Password.
- Browse to the My PQQs or My ITTs area and click on ITT - Invitation to Tenders Code itt_[redacted]
- Browse to the Messages heading.
- Browse to the Received Messages list.
- Click on the new Message to view the contents.

If you have activated Single Sign On with PCS you can login via http://www.publiccontractsscotland.gov.uk/
If you have not activated Single Sign On please click the link below:
https://www.publictendersscotland.publiccontractsscotland.gov.uk

Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.
For assistance please contact our Helpdesk operated by BravoSolution:
Freephone: 0800 368 4850
email: help@bravosolution.co.uk
N.B. All GMT times refer to UK time and are adjusted to include daylight saving.
GUIDANCE ON SPAM FILTERS:
In order to prevent eTendering portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from help@bravosolution.co.uk or with a ".bravosolution.com" extension.
Please also review the Junk Email settings of your email client software to avoid accidental message deletion

A supplier can access the Message by following the instructions in the email.

PCS-Tender

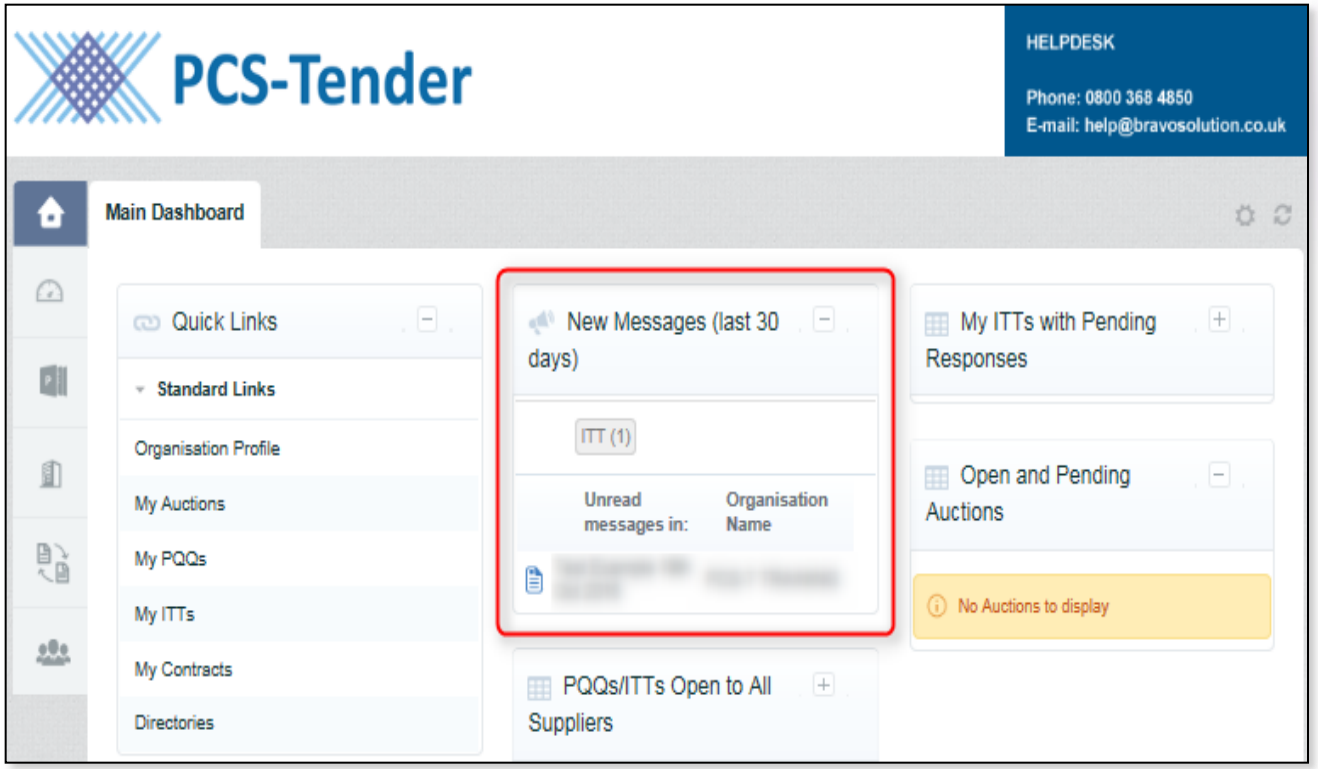


Helpful Tip - The PCS-Tender **New Messages** portlet provides quick and easy access to your **new** message(s).

PCS-Tender

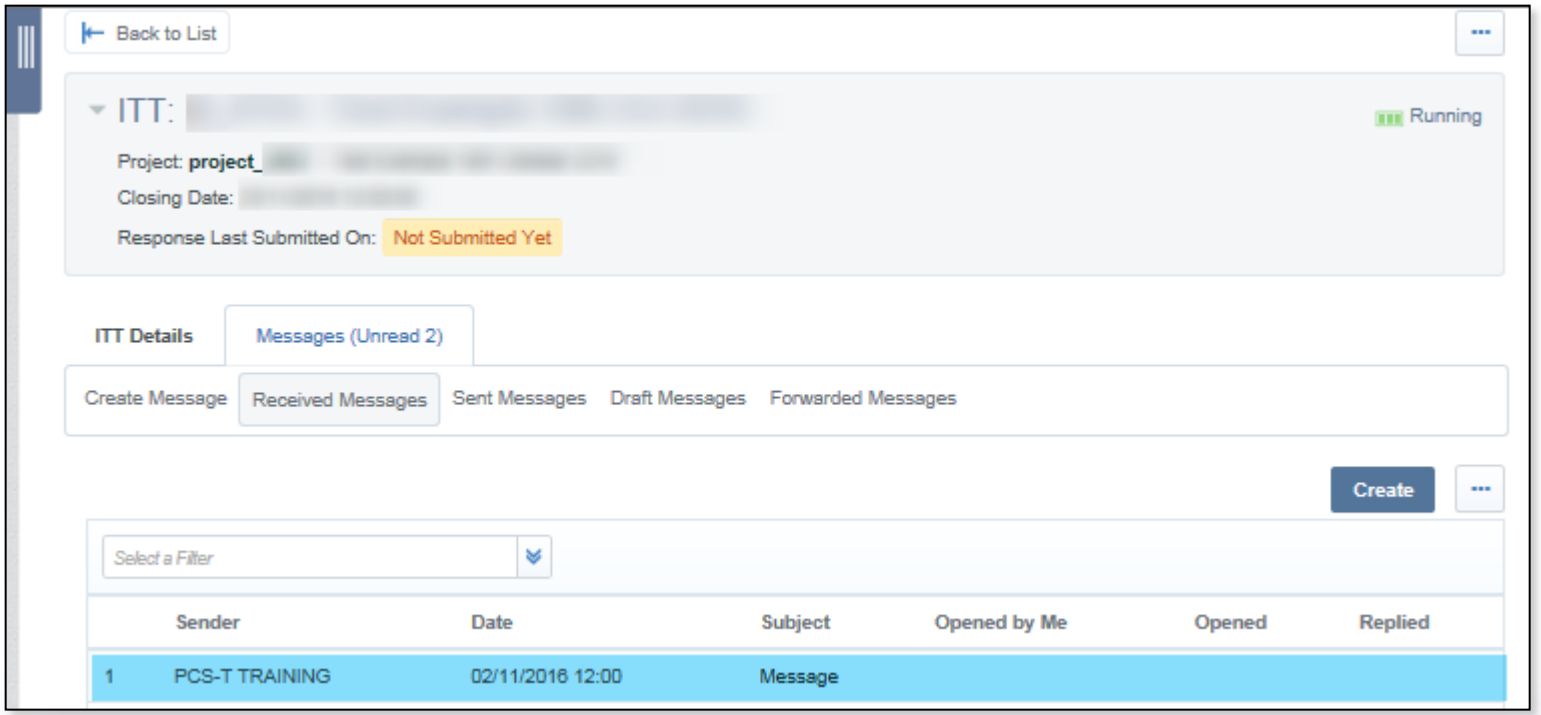
To access the **New Messages** portlet, login to the website and select the **Dashboard** menu option.

PCS-Tender



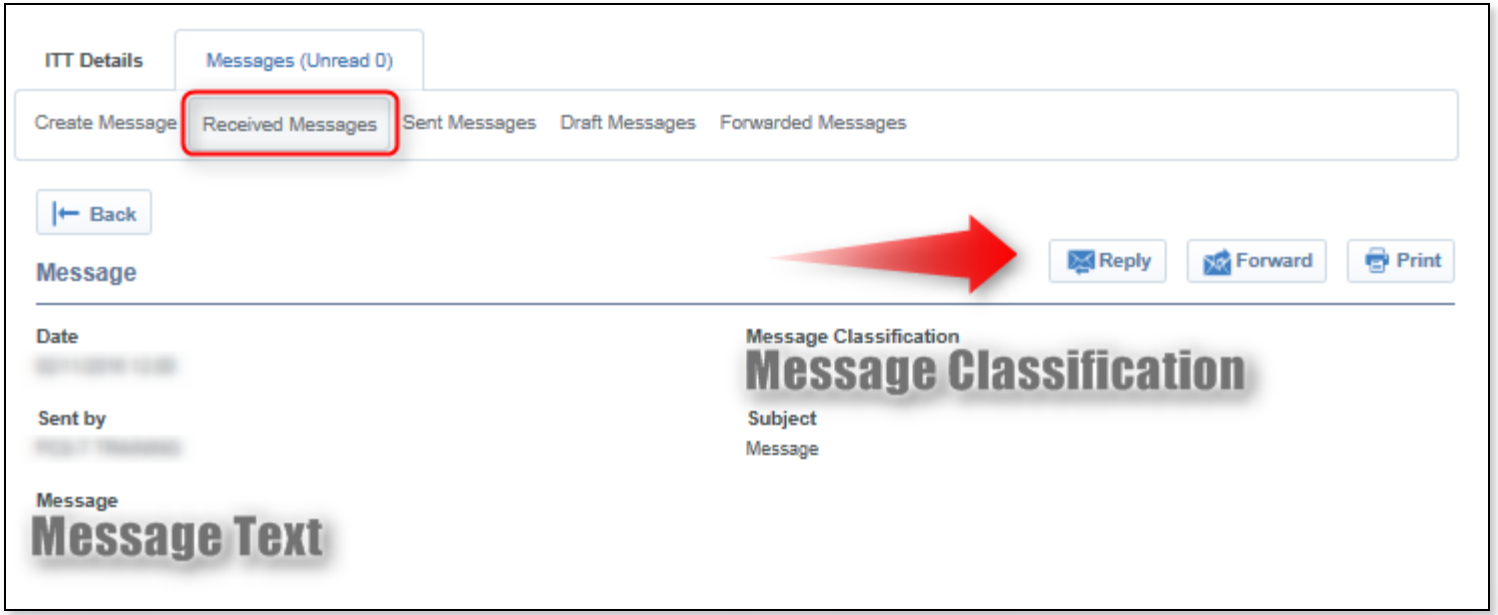
Click on the unread Messages link in the New Message portlet.

PCS-Tender



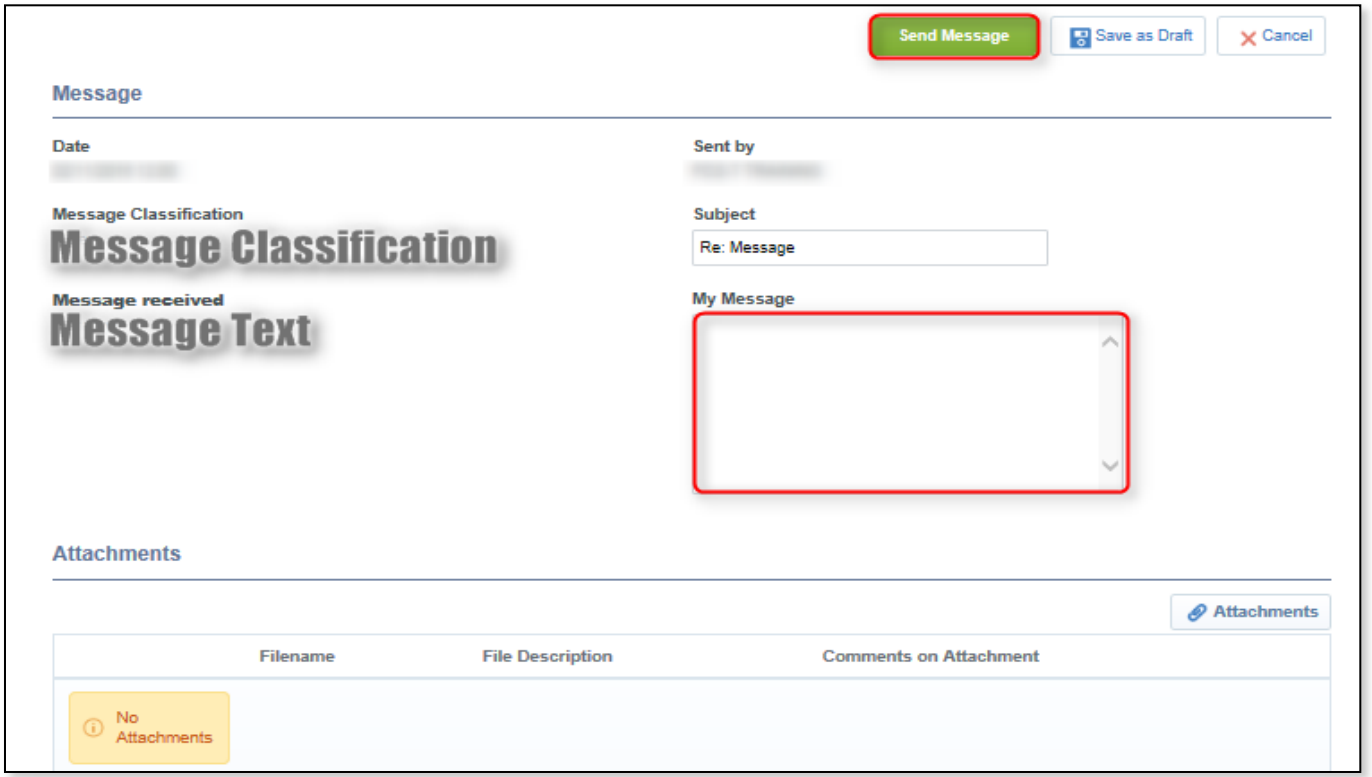
New Message portlet link provides direct access to the new message.
Click on the new message to access the new message details.

PCS-Tender



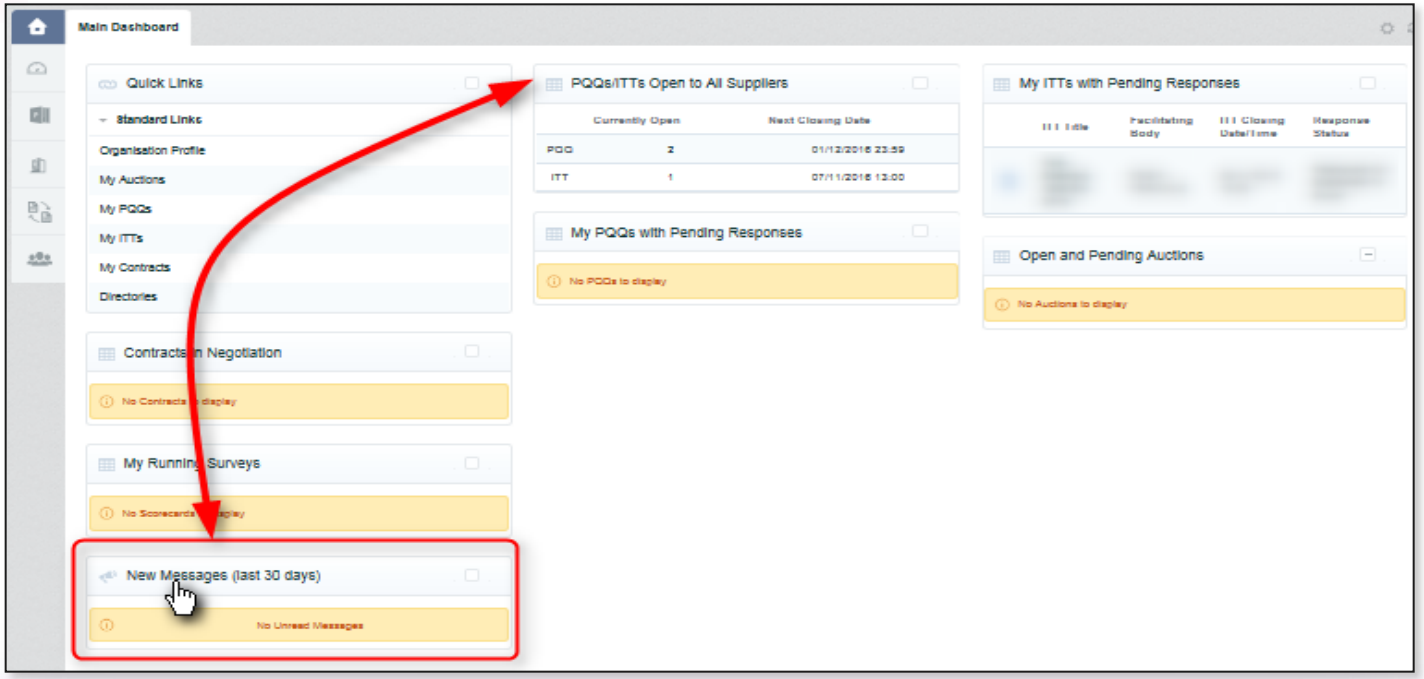
Should you wish to reply to the message click **Reply**.

PCS-Tender



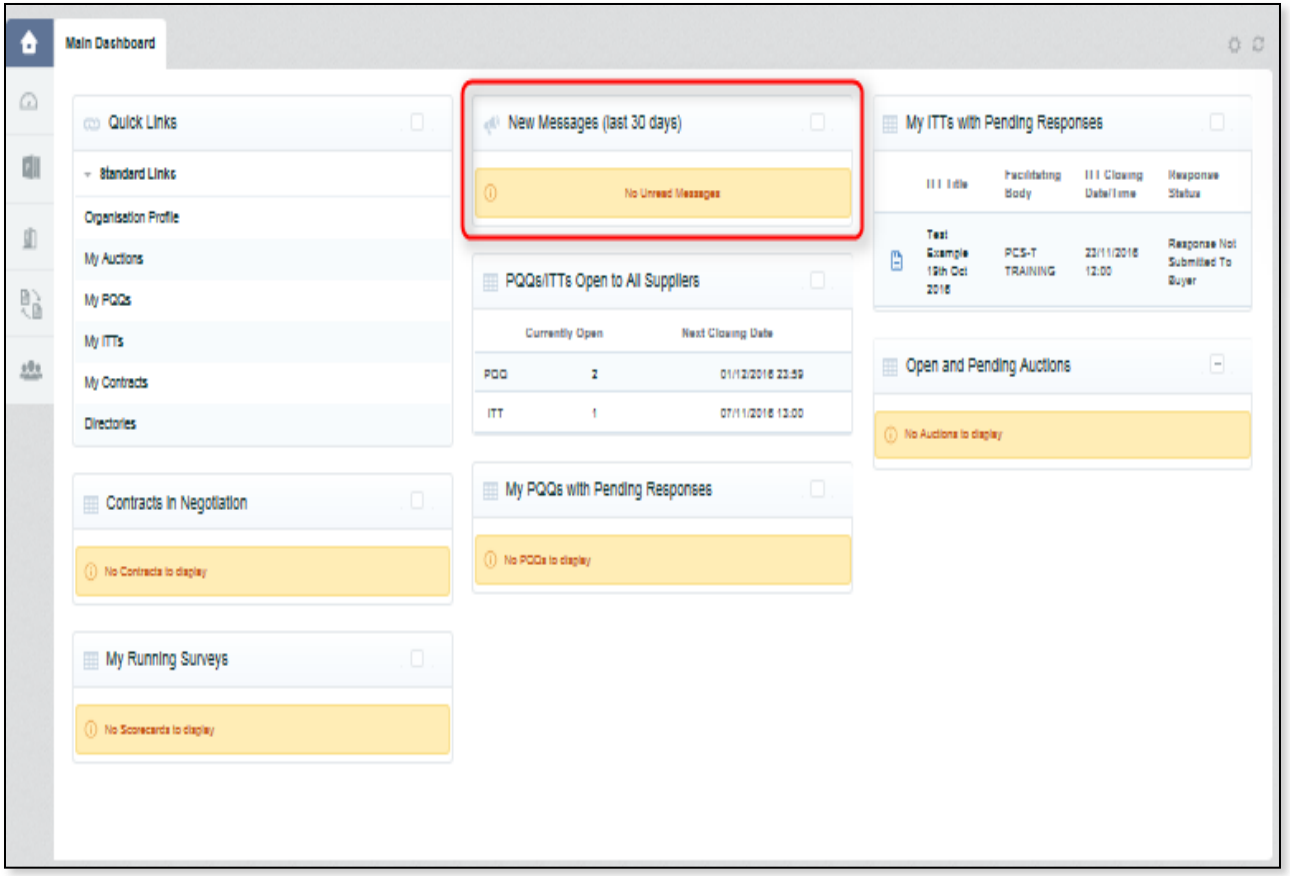
Enter text in the **My Message** area and **Send Message.**

PCS-Tender



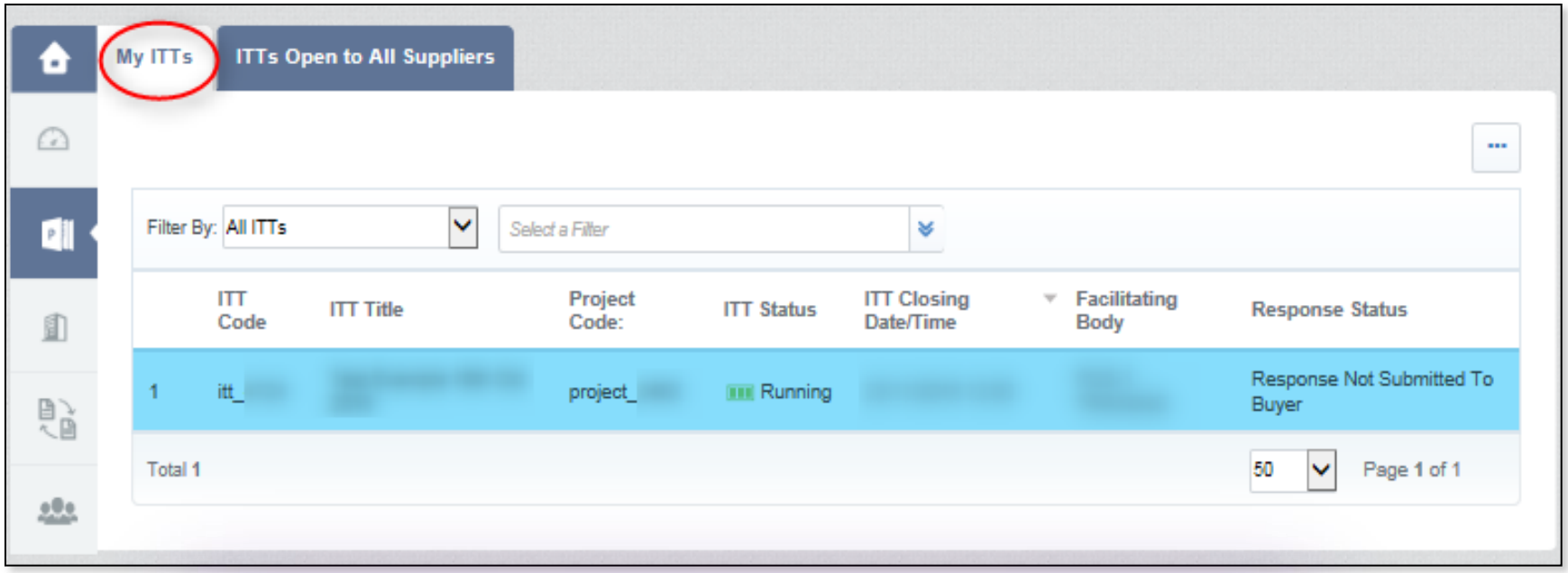
Please note you may find the **New Message** Portlet located in another area of the Dashboard. To move the Portlet to a more visible area, anchor the New Messages title with your mouse, drag, wait for the green arrow ⇦ beside the title and release.

PCS-Tender



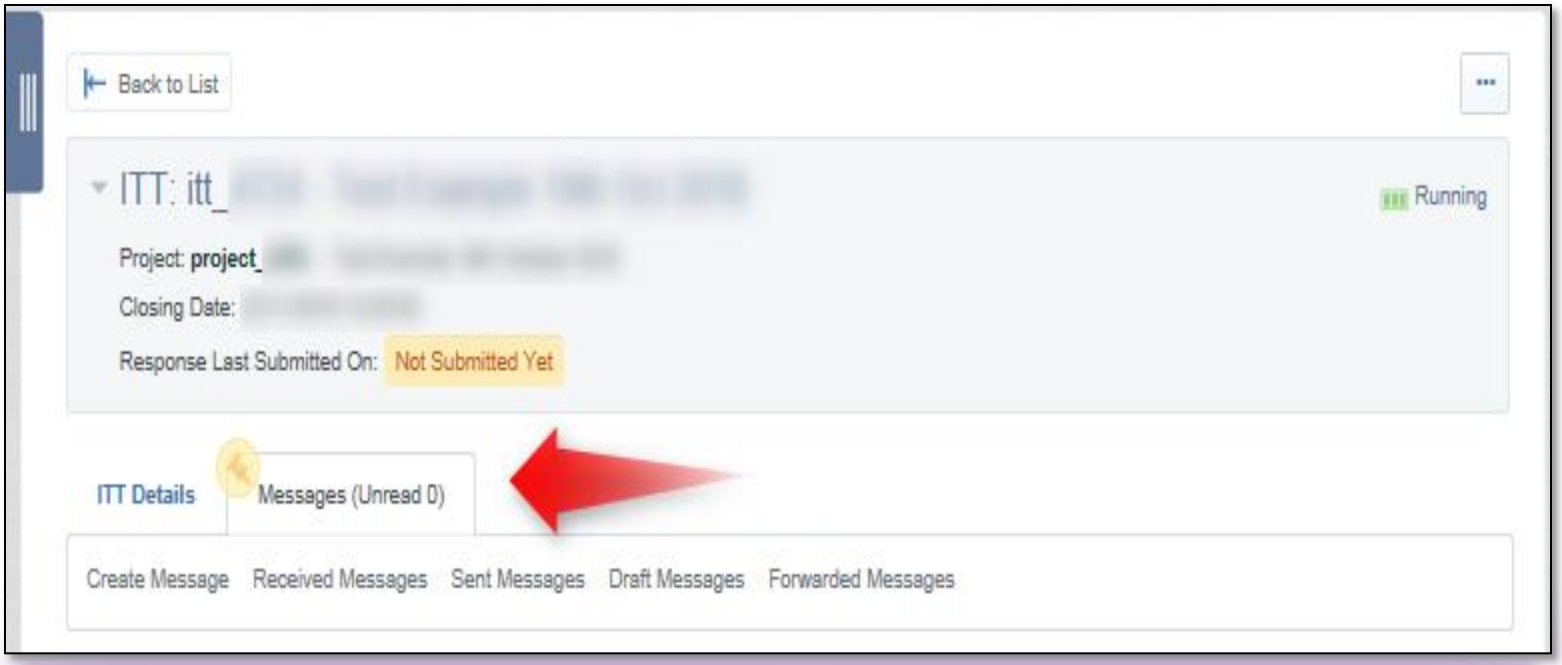
New Messages portlet status No Unread Messages.

PCS-Tender



You can access the messages you have read, responded to and sent by navigating to the **My ITTs** area. In the **My ITTs** area use the **Filter by** option to search for your ITT. Once found, click on the ITT.

PCS-Tender



"Pin" the Message tab with your mouse to access *Create Message*, *Received Messages*, *Sent Messages*, *Draft Messages* and *Forwarded Messages* areas.

PCS-Tender

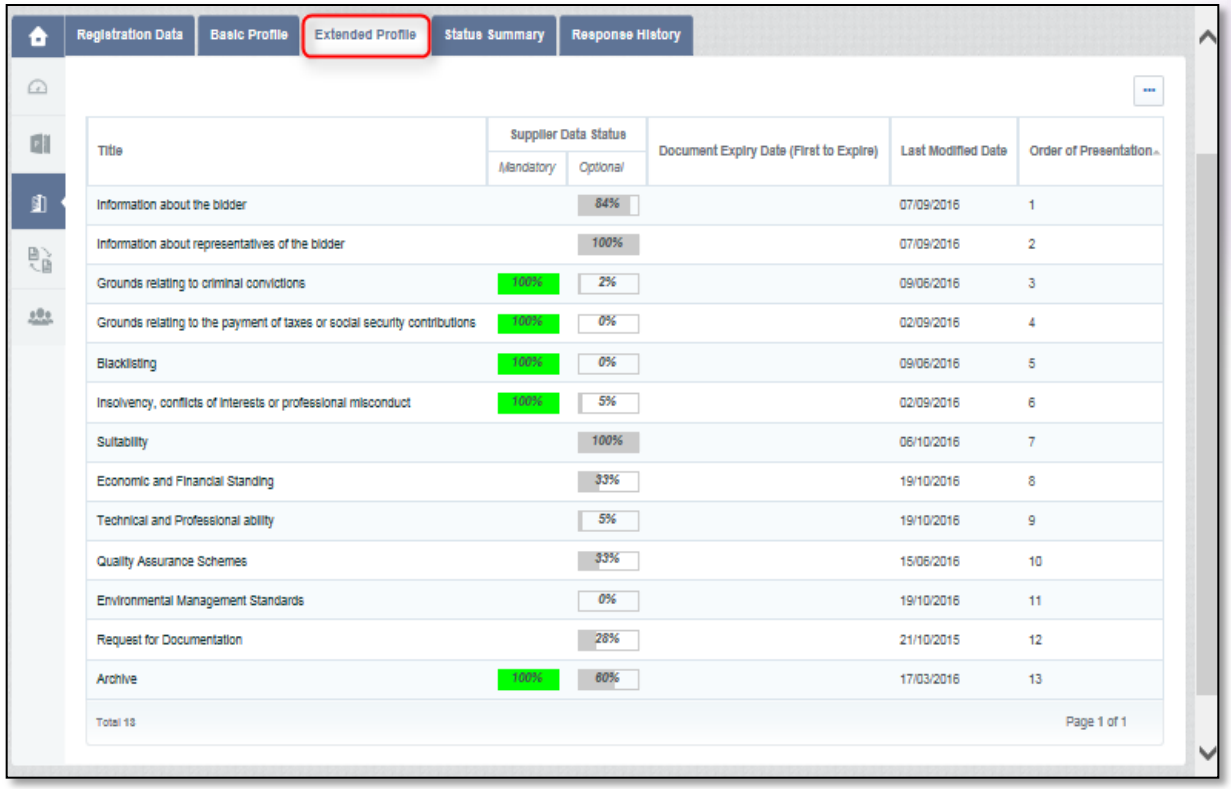
Managing your Profile

- Extended Profile (Responses to Standard questions)
- Additional Users

PCS-Tender

From the landing page click Manage Your Profile which will allow you to access your Extended Profile area.

PCS-Tender

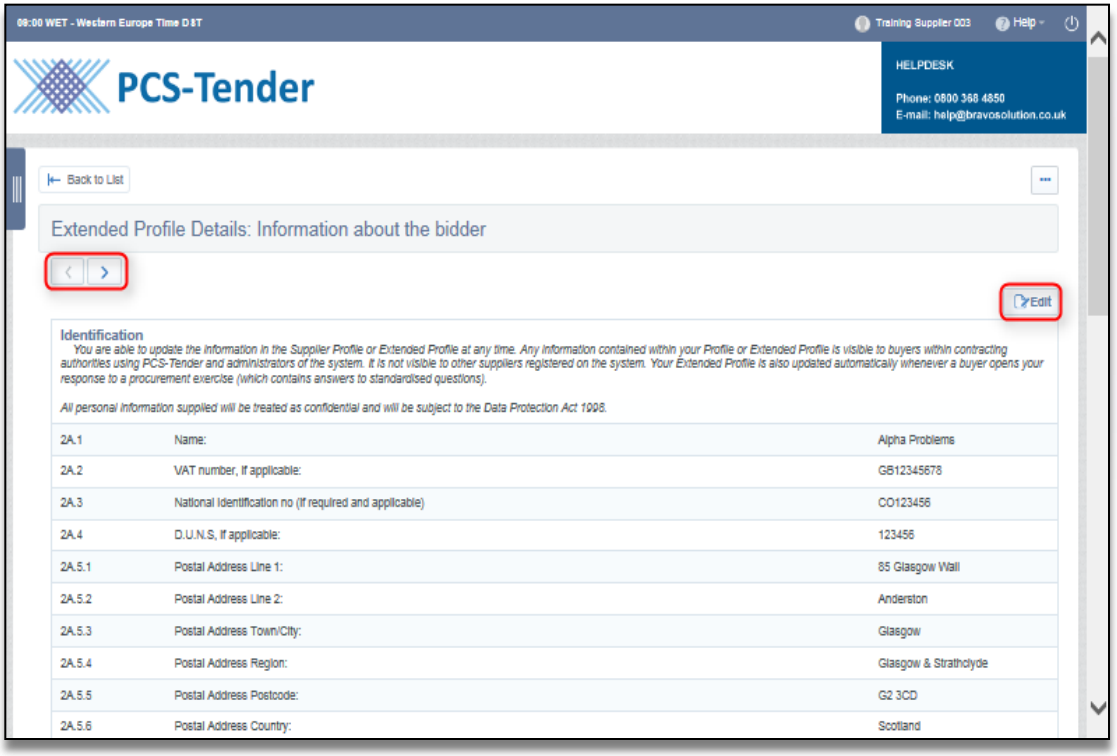


Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order of Presentation
	Mandatory	Optional			
Information about the bidder		84%		07/09/2016	1
Information about representatives of the bidder		100%		07/09/2016	2
Grounds relating to criminal convictions	100%	2%		09/06/2016	3
Grounds relating to the payment of taxes or social security contributions	100%	0%		02/09/2016	4
Blacklisting	100%	0%		09/06/2016	5
Insolvency, conflicts of interests or professional misconduct	100%	5%		02/09/2016	6
Suitability		100%		06/10/2016	7
Economic and Financial Standing		33%		19/10/2016	8
Technical and Professional ability		5%		19/10/2016	9
Quality Assurance Schemes		33%		15/06/2016	10
Environmental Management Standards		0%		19/10/2016	11
Request for Documentation		28%		21/10/2015	12
Archive	100%	60%		17/03/2016	13

Total 13 Page 1 of 1

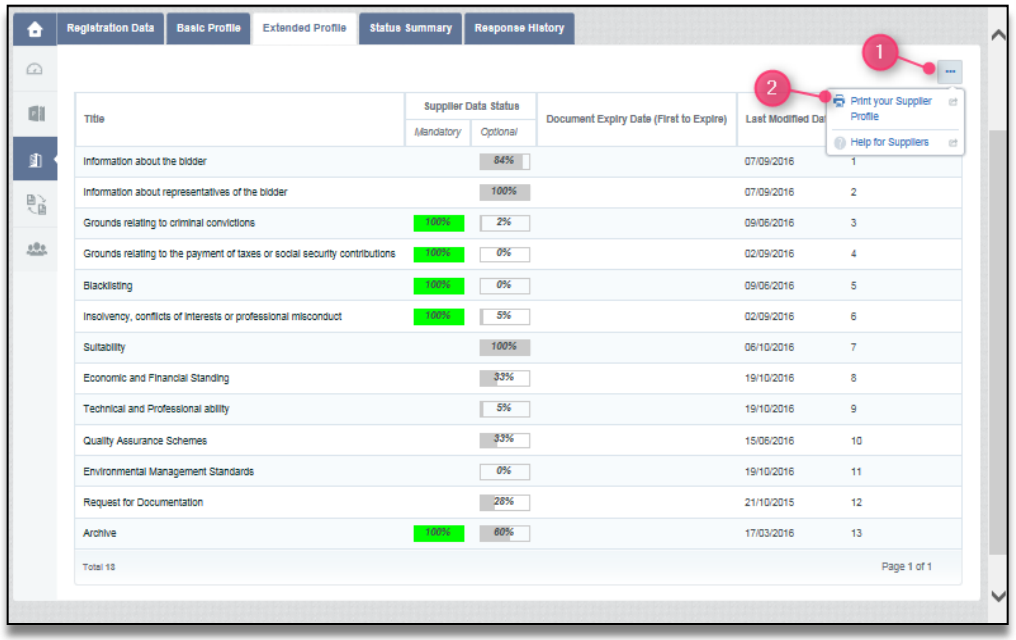
You will notice a list of forms, each of which contain a set of questions specific to that particular topic (e.g. Information about the Bidder).

PCS-Tender



To edit your profile, click into each form and then Edit to complete the form questions. Saving your answers will progress you to the next set of questions. You can also move between sections by clicking the Next button.

PCS-Tender



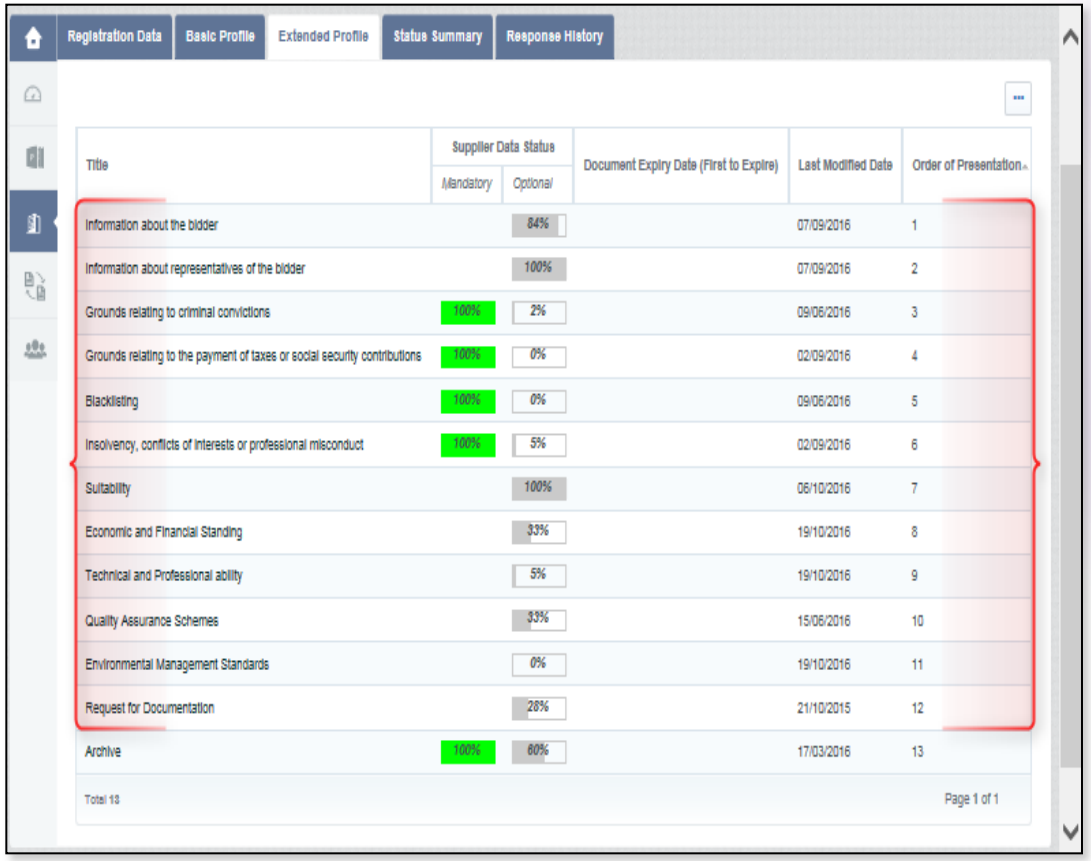
To review your answers to the questions in your supplier Extended Profile, click Print your Supplier Profile.

Click Print to print all the sections and questions in your supplier Extended Profile or select Export your Supplier Profile into PDF to convert all sections and questions into a PDF file.

PCS – Tender Supplier Registration Guide
https://pcsttraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_registration_guide.pdf

PCS-Tender Supplier Response Guide
https://pcsttraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_response_guide.pdf

PCS-Tender



Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order of Presentation
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Information about the bidder		84%		07/09/2016	1
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Blacklisting	100%	0%		09/06/2016	5
Insolvency, conflicts of interests or professional misconduct	100%	5%		02/09/2016	6
Suitability		100%		06/10/2016	7
Economic and Financial Standing		33%		19/10/2016	8
Technical and Professional ability		5%		19/10/2016	9
Quality Assurance Schemes		33%		15/06/2016	10
Environmental Management Standards		0%		19/10/2016	11
Request for Documentation		28%		21/10/2015	12
Archive	100%	60%		17/03/2016	13

Total 13 Page 1 of 1

These questions are Standardised ESPD (Scotland) questions.

Completed and stored Standardised ESPD Supplier Extended Profile questions, will pre-populate tender ESPD standard tender questions you express interest in.

PCS-Tender

1.5 Part 2A: Information about the bidder - Section of Standardised Questions

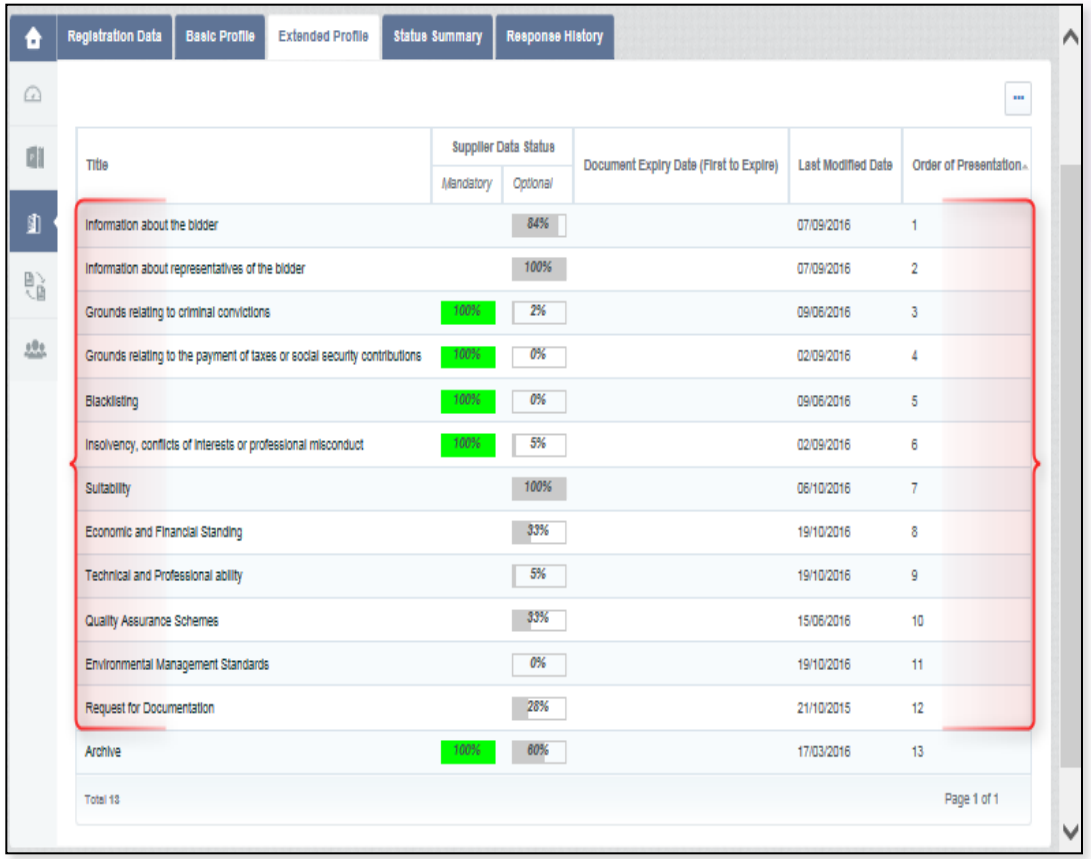
ESPD (Scotland) Extract

	Note	Note Details
1.5.1	Important	You are able to update your Supplier Profile at any time. Information contained within your Profile is visible to buyers within contracting authorities using PCS-Tender and administrators of the system. It is not visible to other suppliers registered on the system. Responses to standardised questions are automatically updated in your Profile when the buyer opens your response.
1.5.2	BIDDER GUIDANCE	This section seeks background information about the bidder; this section is not normally evaluated, however the public body may choose not to select bidders that cannot provide basic company information.
1.5.3	Data Protection	All personal information supplied will be treated as confidential and will be subject to the Data Protection Act 1998.

	Question	Description	Response
1.5.4	2A.1	* Name:	
1.5.5	2A.2	VAT number, if applicable:	
1.5.6	2A.3	National Identification no (if required and applicable)	
1.5.7	2A.4	D.U.N.S, if applicable:	
1.5.8	2A.5.1	* Postal Address Line 1:	

In tenders you express interest in and respond to if responses have been pre-populated, from your Supplier Extended Profile, it is very important that that you validate and if necessary edit/change any responses that are outdated or not applicable to the particular opportunity you are responding to, prior to final submission of your response.

PCS-Tender

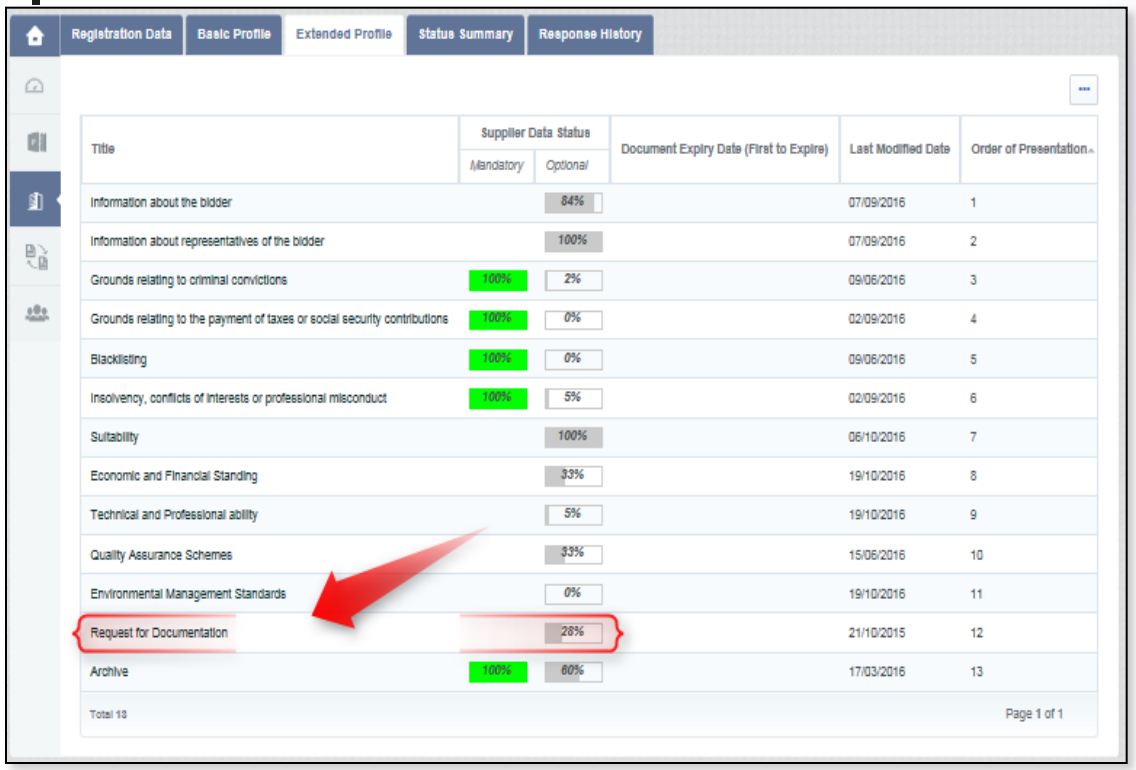


Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order of Presentation
	Mandatory	Optional			
Information about the bidder		84%		07/09/2016	1
Information about representatives of the bidder		100%		07/09/2016	2
Grounds relating to criminal convictions	100%	2%		09/06/2016	3
Grounds relating to the payment of taxes or social security contributions	100%	0%		02/09/2016	4
Blacklisting	100%	0%		09/06/2016	5
Insolvency, conflicts of interests or professional misconduct	100%	5%		02/09/2016	6
Suitability		100%		06/10/2016	7
Economic and Financial Standing		33%		19/10/2016	8
Technical and Professional ability		5%		19/10/2016	9
Quality Assurance Schemes		33%		15/06/2016	10
Environmental Management Standards		0%		19/10/2016	11
Request for Documentation		28%		21/10/2015	12
Archive	100%	60%		17/03/2016	13

Total 13 Page 1 of 1

Your Supplier Extended Profile is updated on the acceptance and opening of the response by the buyer.

PCS-Tender



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	Mandatory	Optional			
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Information about representatives of the bidder		100%		07/09/2016	2
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Archive	100%	60%		17/03/2016	13

Total 13 Page 1 of 1

See
RFD Request for Documentation section…

PCS-Tender

You may be asked to provide documentation, certificates or other supporting evidence in relation to the information you provided in your ESPD response. This may be facilitated through an additional set of questions on the system known as a **RFD (Request for Documentation).**

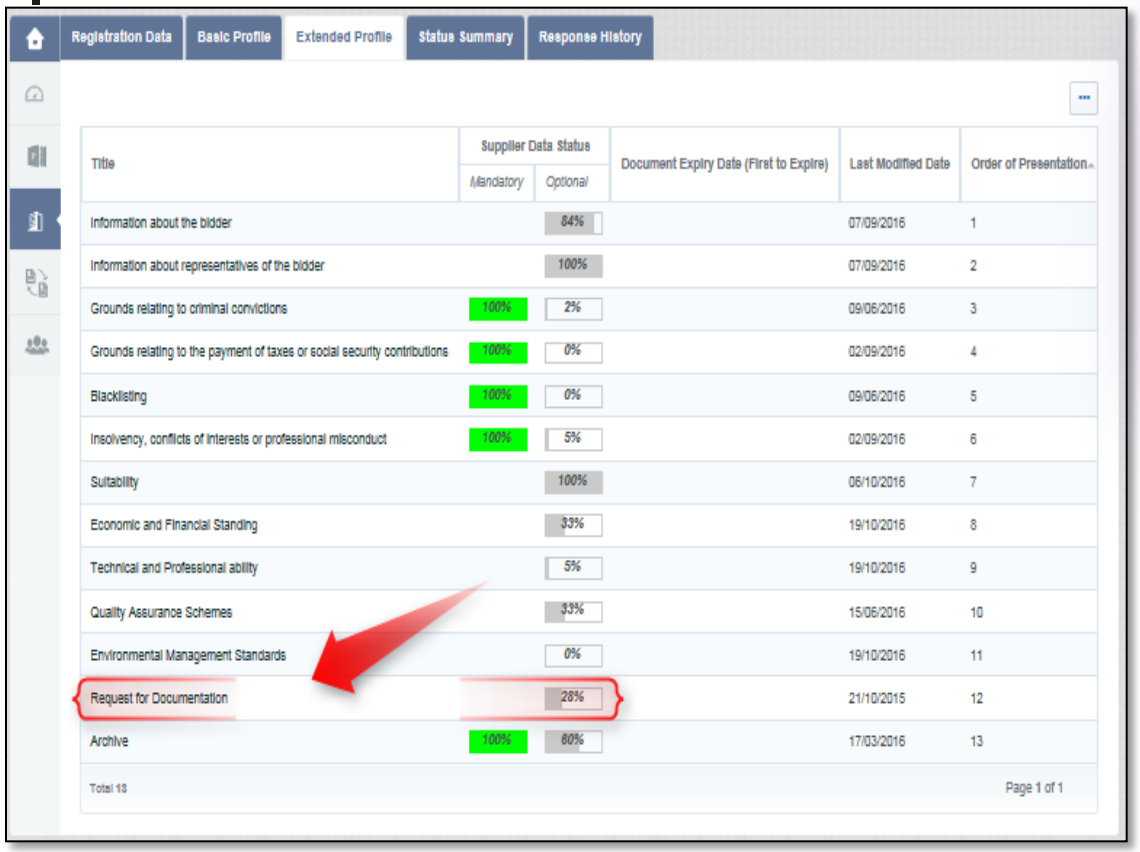
You will be invited by the buyer and will receive an email alert confirming the details, code and closing date and time. You will find it in the **My PQQs** area. The way in which you respond to a Request for Documentation is no different to any PQQ or ITT within the system.

PCS-Tender

You may find that responses to some RFDs (Requests for Documentation) questions are pre-populated with responses you have submitted previously.

Please note it is your Responsibility to validate that these answers are correct and valid before it is submitted. You must edit and update any responses that are no longer valid prior to submitting your RFD (Request for Documentation).

PCS-Tender



Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order of Presentation
	Mandatory	Optional			
Information about the bidder		84%		07/09/2016	1
Information about representatives of the bidder		100%		07/09/2016	2
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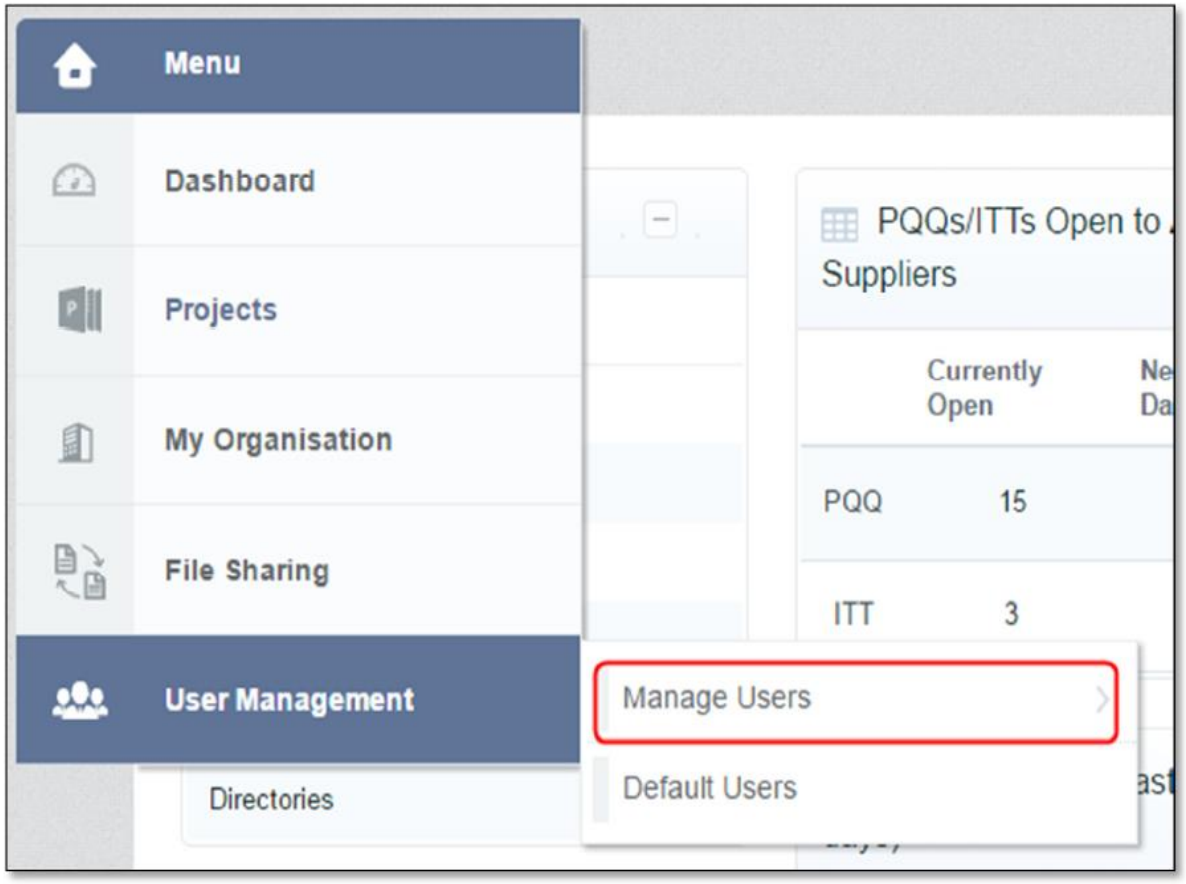
Archive	100%	60%		17/03/2016	13

Total 13 Page 1 of 1

Your Supplier Extended Profile Request for Documentation (**Standard Questions**) are updated on the acceptance and opening of the response by the buyer of the RFD (Request for Documentation).

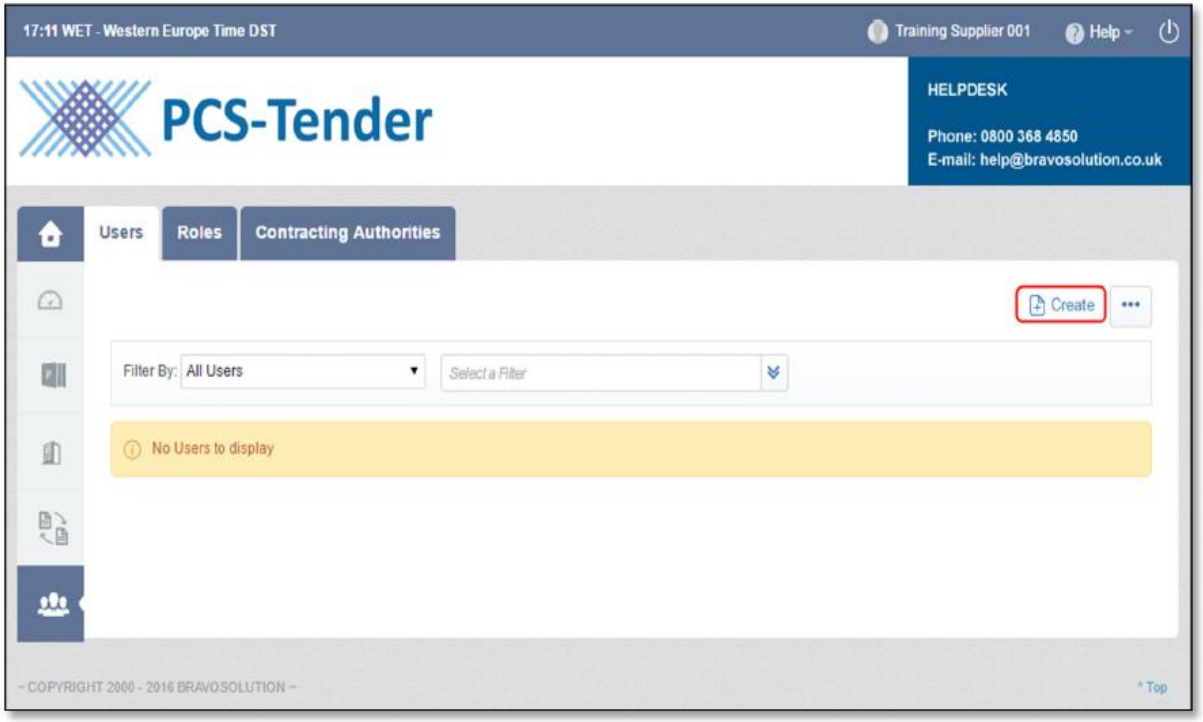
Supplier Profile - Managing Users

PCS-Tender



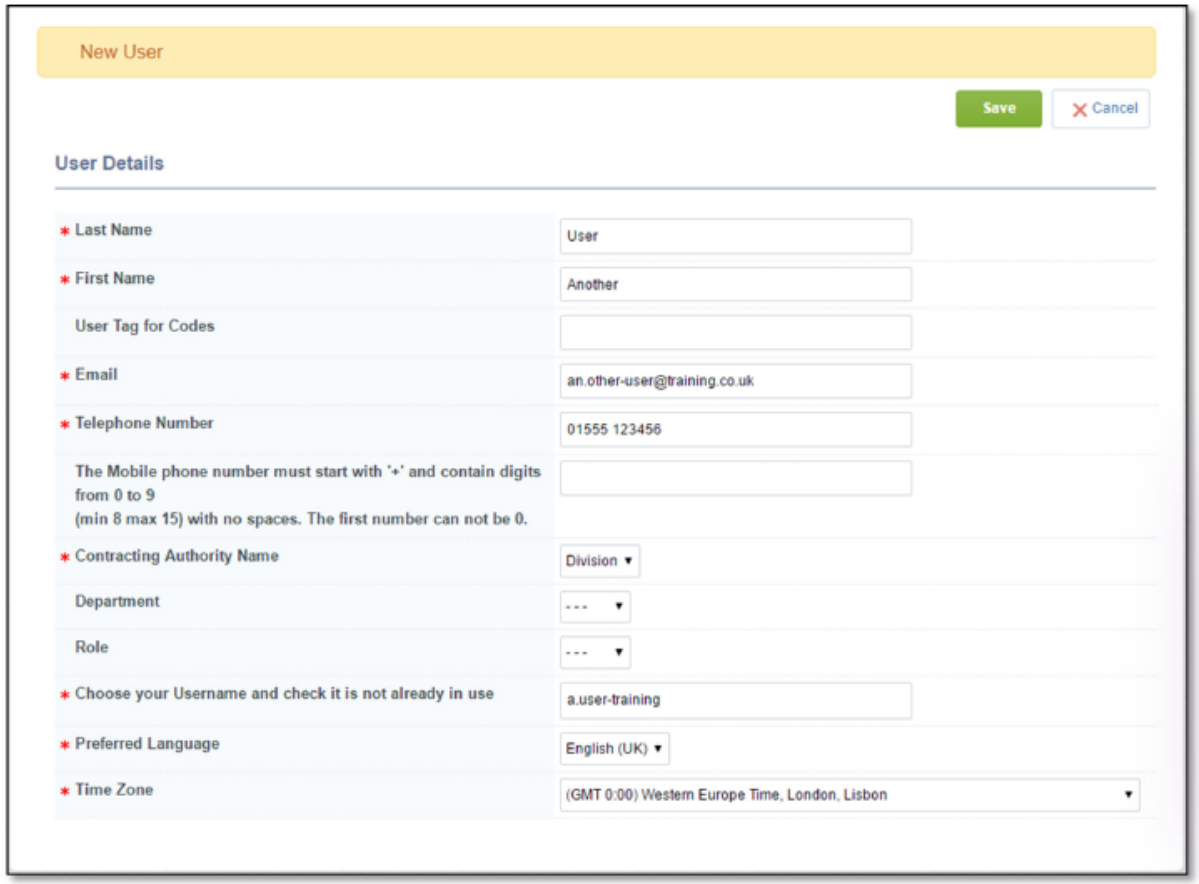
Click the User Management tab in the menu on the left hand side, and select Manage Users.

PCS-Tender



Click the Create button to register the details of new users within your organisation's account.

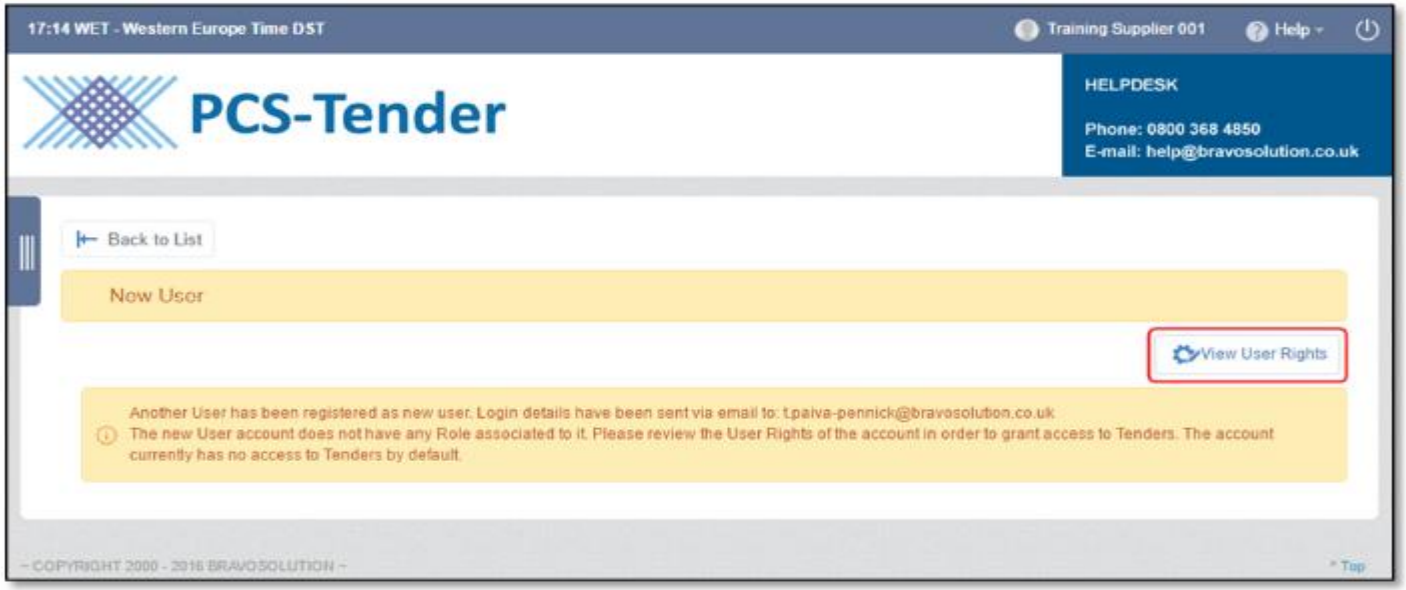
PCS-Tender



Once you have completed all of the mandatory fields click **Save** to finish setting up the new user account.

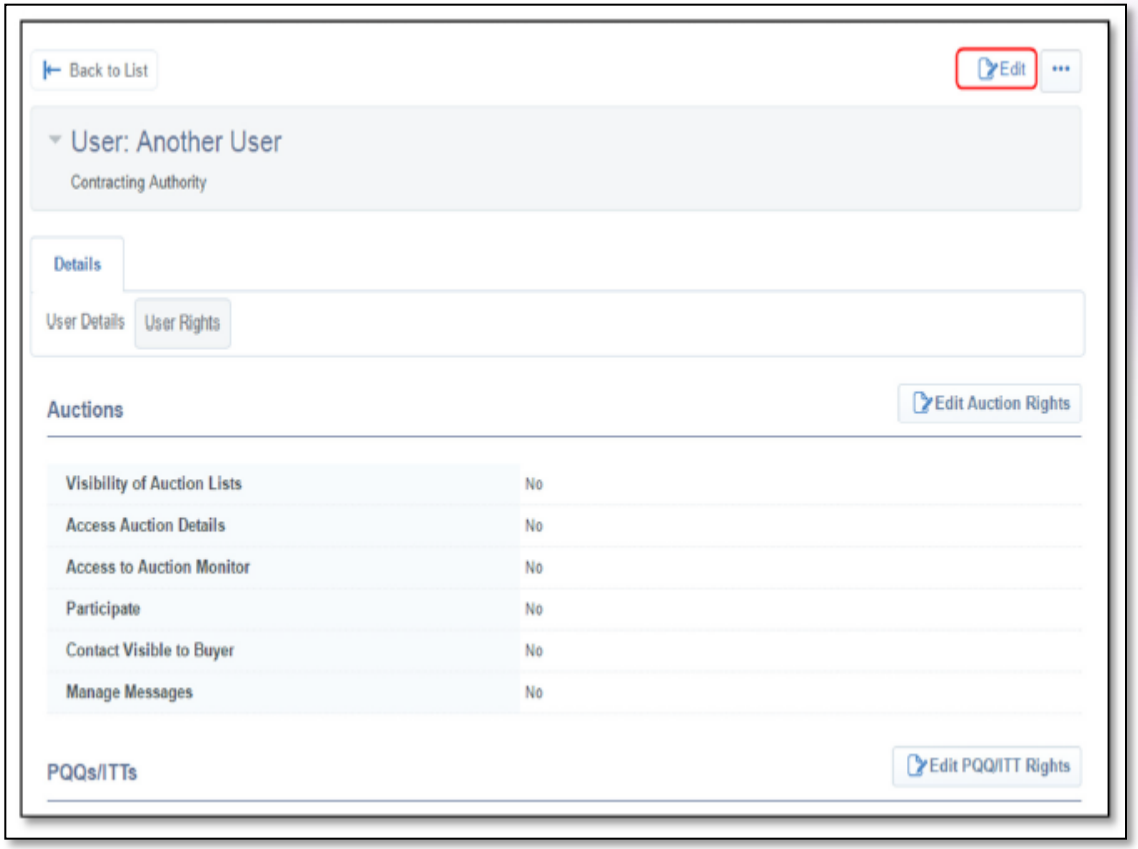
Note: The new user will be sent an email with their log in details. This will include the username you have chosen for them and a temporary password to access PCS-Tender.

PCS-Tender



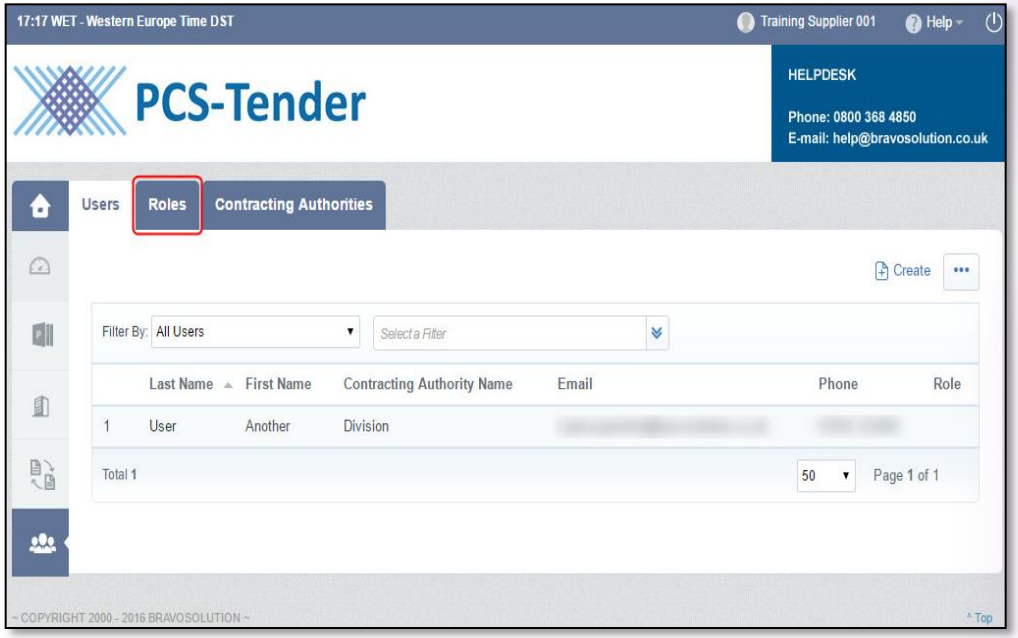
After creating the new user you will be asked to view the user rights of this user. As no 'roles' have been created or allocated at this stage the new user currently has no access to any of the different modules within PCS-Tender.

PCS-Tender



Having clicked on View User Rights you will be able to grant relevant access rights to the new user using the **Edit** button.

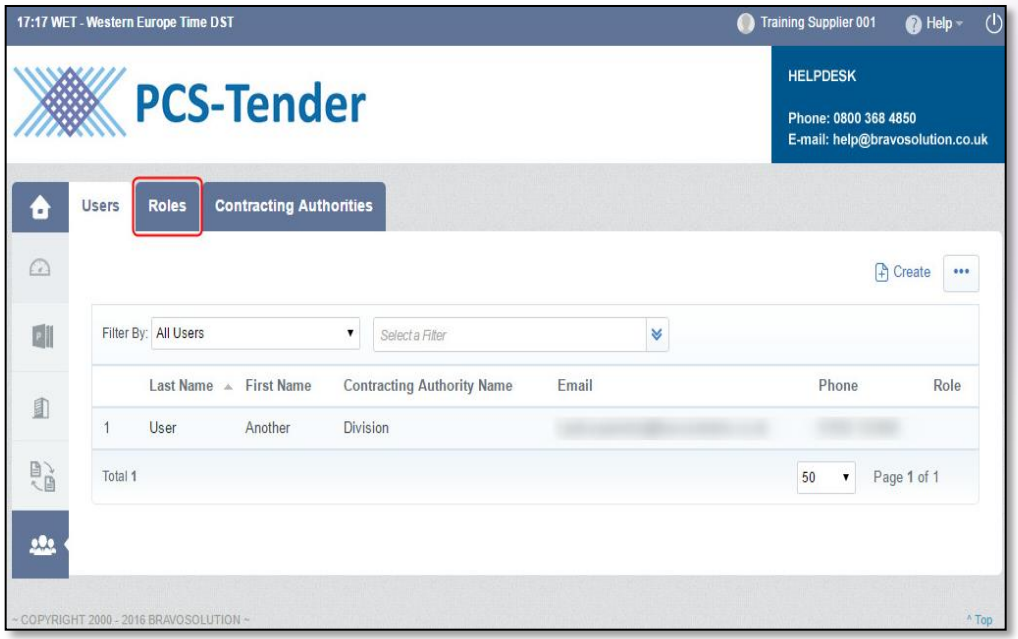
PCS-Tender



If it is anticipated that many users will be setup under the organisation's account and that many of the users will have similar access rights, it is advisable to setup roles.

Roles allow Super Users to quickly and easily assign the appropriate User Rights to user accounts, according to the function of the user within the organisation. To do this click **Back To List** on the top left hand side of the screen. Roles can then be accessed and created from the left hand menu.

PCS-Tender



Once roles have been setup within your organisation's account you will be able to assign these to both new and existing users. Users assigned one of the roles setup within your organisation will inherit the associated user rights of that role.

Managing Additional Users - Supplier Guide:
https://pcsttraining.bravosolution.co.uk/esop/pts-host/public/pts-training/attach/supplier_help_file/managing_additional_users.pdf

PCS-Tender

PCS – Tender User Guides

PCS – Tender Supplier Registration Guide

https://pcsttraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_registration_guide.pdf

Managing Additional Users

https://publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/attach/supplier_help_file/managing_additional_users.pdf

PCS-Tender Supplier Response Guide

https://pcsttraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_response_guide.pdf

Thank you!