

1. Go to www.tenders.gov.je
2. Click 'login' under the 'Supplier Area' section on the left hand side of the screen
3. Enter your username and password
4. Click on 'my opportunities' under the 'Opportunities' section upper right hand side of screen
5. Top of the screen – choose Jersey from the 'select organisation' list – click the small green circle icon to the right hand side of the list.
6. This brings up all the projects you've registered interest in
7. Click the blue reference number of the tender you are after
8. The next screen will describe the 'stage' of the tender in blue text (will probably say tender stage or similar) – click the blue text.
9. Click on 'Response Wizard' at the bottom of the page and then follow the following instructions:-

Responding to an ITT (or PQQ)

States of Jersey - Invitation To Tender (ITT)

| | | |
|---|--|--|
| ITT Information View | | Buyer States of Jersey Discussion(s) Question & Answer Post Tender Clarification Help Information Section s information for this pro |
| Contract Ref No: JERSEY-DNWD-7M2D94 ITT Ref No (Version): ITT-DNWD-7MSE69-1 (Version 1) Title: Harbours Photo Booth Concession - 2009 - 2011 Response Required By: 05/01/2009 12:00 Attachments: 1 | | |
| My Response View | | |
| Status: New Version: 1 Intent To Respond: Not Sent Supplier Ref No: Not Set Attachments: 0 | | |
| Options | | |
| <input type="button" value="Response Wizard"/> <input type="button" value="Opt Out"/> <input type="button" value="Register Inte"/> | | <div style="border: 2px solid red; padding: 5px; display: inline-block;"> Click the "Response Wizard" so the system will guide them through each step </div> |

Response Wizard Steps

Invitation To Tender Response Wizard Introduction

Message


Welcome to the Invitation To Tender response wizard

The wizard will assist you with the completion of your Tender

You will be presented with a number of different steps to complete from basic response information to upload attachments you may require. Once each step has been completed you can click the **Next** button to proceed to the next step. **Previous** buttons are also available allowing you to return to the prior step at anytime.

After completion of each step the response information entered will be saved as draft which will allow you to return to the response wizard at a later date if required.


Once all steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response you will receive a confirmation receipt email. Please note if you do not receive this email please contact support by clicking the  icon located at the top right of the screen as you cannot be guaranteed that your response has been received.

Options

A basic introduction to the “Response Wizard” is given. Clicking on ‘Next’ will take the supplier through each step in turn.


Tender Information

 **My Reference:**

Tender Information:

Additional Comments:

Delivery Period:

Price(s) Firm Until:  (dd/mm/yyyy)

Step One requires the supplier to provide any relevant supplementary information in relation to the tender submission but only the reference number is compulsory. Once entered click the next button on the bottom of the page.

Invitation To Tender Response Wizard Step 2 of 4 (Attachments)

Tender Attachment Information Help

There are currently 0 attachment(s) uploaded to your response

Options

Previous Add Next

Step Two requires the supplier to provide any relevant attachments

Clicking "ADD" opens up the "Browse" option so that the attachments can be located.

Find the file and highlight it (you may need to repeat if more than one)

Attachments

Use this form to add or remove attachments

* Denotes Mandatory Fields

Attachment

Please choose the file you wish to attach by using the browse button:-

* Attachment:

Options

Save Cancel

Clicking "Save" button adds the file to the response.

Invitation To Tender Response Wizard Step 2 of 4 (Attachments)

Tender Attachment Information Help

There are currently 1 attachment(s) uploaded to your response

| Attached Link Name | Size | Date Uploaded |
|-------------------------|-------|---------------|
| Completion Instructi... | 234kb | 30/12/2008 |

Options

Previous Add Next

Click Ne

Several attachments can be made by continually using the "ADD" option. "Next" takes the supplier to the third step

Invitation To Tender Response Wizard Step 3 of 4 (Terms & Conditions)

* Denotes Mandatory Fields

Terms & Conditions

Title

Ordered by Purchase Order...

* Accept Terms: Yes No

If No Give Reason(s):

Step three allows the supplier to accept or reject the Terms and Conditions that you have include in the tender

* Denotes Mandatory Step(s)

Step 1 (Tender Information) Edit

Version: 1
 My Reference: i
 Tender Information: N/A
 Additional Comments: N/A
 Delivery Period: N/A
 Price(s) Firm Until: N/A

Status
 Draft (NOT SUBMITTED)
Submission History

| Version | Edited | Currently Displayed |
|---------|--------|---------------------|
| 1 | | |

Step 2 (Attachments)

There are currently 1 attachment(s) uploaded to you

| Attached Link Name | Size | Date Uploaded |
|---|-------|---------------|
| Completion Instructi... | 334kb | 30/12/2008 |

Step 3 (Terms & Conditions) Edit

Title: Ordered by Purchase Order...
 Accept Terms: Yes

Options

Tender/Quote/Questionnaire Inform
 shows your basic response informat
 To enter your details in this section c
 id in the

here
 for
 requested line items. To enter your
 details in this section click the icon
Edit link located in the top right of the
 section

Step Four provides the supplier with a summary of their bid. They can amend the details, save as a draft or submit the response. The status remain at 'Draft' until it is formally submitted

NB: submitted responses can be amended by suppliers up until the tender deadline

Submission Confirmation

Confirmation

Message

Are you sure you wish to submit your response? ←

Once you have submitted your response you will receive an email confirming its

If you do not receive this email please contact support by clicking the icon

Options

As with most key actions, a final confirmation is requested from the supplier before the bid is submitted onto the system

If you have any problems phone the person named as the contact for the tender – OR – email procurement@gov.je for assistance