

HISTORIC SCOTLAND – E-TENDERING

Initially you will have a link, either from Public Contracts Scotland, The Historic Scotland website or from an email issued to you. Once you click this you will get the initial eTendering screen.

The screenshot shows the eSourcing Scotland Login Page. The browser title is "eSourcing Scotland Login Page - Microsoft Internet Explorer provided by Scottish Government". The address bar shows the URL: <https://www.esourcingscotland.com/login.jsp?companyname=default&requestid=51117906hh233v>. The page header includes the "eps" logo and the text "eSourcing Scot@nd Delivering best value through eSourcing".

On the left side, there is a navigation menu with the following links:

- eProcurement Scotland Homepage
- Supplier Guide to Registration
- Tenderer Guidance to Submitting a Response
- System Requirements

The main content area is titled "Login" and contains the following text:

To login, please enter the following information:
If you are a guest in the system, please enter **guest** or leave the account field blank.

The form includes the following fields and buttons:

- Account:
- Login ID:
- Password:
- Forgot Password? [Need Assistance?](#)
- (indicated by a purple arrow)

Below the form, there is a copyright notice: © 2006 Vert Tech LLC. All rights reserved.

If you have used the system before (even with other organisations using the eProcurement Scotland eTendering), you should enter you details and log in.

If you are new to the system you should click on register and enter your details as indicated by the arrow above. Once you have registered your details you will be returned to the screen above to login with your username and password created during the registration. As part of the registration process the account and user name will be sent to the email address provided.

The screenshot shows a web browser window titled 'My Inbox - Microsoft Internet Explorer provided by Scottish Government'. The address bar shows a URL from 'www.esourcingscotland.com'. The page header includes 'CEO of the Company - 28 April 2009 13:22:45 WET(DST)' and 'Strategic Sourcing Dashboard' with an 'eps' logo. Below the header is a 'My Inbox' section with a 'Configure My Inbox' link. A 'Document Requests' section contains several action buttons: 'Retrieve New Request', 'Forward Selected', 'Delete Selected', 'Bulletin Board', 'Auction Monitor', 'Print Preview', and 'Help'. A table below these buttons lists document requests with the following data:

From	Document Name	Type	Issued	Deadline	Status
eProcurement Scotland	Uniforms_2009	RFx	22/04/09 15:43 WET(DST)	27/05/09 17:45 WET(DST)	Received

A purple arrow points to the red text 'Uniforms_2009' in the 'Document Name' column of the table. The browser's taskbar at the bottom shows the Start button and several open applications, including 'hs.procurement - Mic...', 'External Suppliers', and 'How to work eTender...'. The system tray shows the date and time as 13:23.

Once logged in you will have a list of Invitations to Tender that are available to you. If you are looking for a tender not on your list, click on the 'Retrieve Request' in the top left of the screen and enter the request ID for the Tender.

If the Tender you are looking for is available, click on the red writing (as indicated by the arrow above) to open the document. This will open another window from which you can start your tender.

Welcome to eProcurement Scotland - Microsoft Internet Explorer provided by Scottish Government

eps

Welcome Intent Create Response Submit Response

Print Preview

INSTRUCTIONS:

1. To respond to the request, navigate through and complete the processes in order: **Intent**, **Create Response**, and **Submit Response**.
2. Click on the **"Intent"** tab at the top of the page to begin.
3. To print a copy of this request, click the **Print Preview** button above.

Welcome

Uniforms 2009

Cover Letter:

Dear Sirs

INVITATION TO TENDER FOR THE PROVISION OF UNIFORMS TO HISTORIC SCOTLAND (VISITOR SERVICES) - Ref: HS/C/8888

You are invited by the Scottish Ministers to submit a firm price tender in respect of the above as specified in the set of documents noted below. It is envisaged that a contract will be awarded commencing on 1 April 2009 for a period of 2 years with the option to extend the Contract by one further year at the sole discretion of the Purchaser.

You have been invited by:
eProcurement Scotland
[Kirsty Lamb](#)

Publish Date: 22 April 2009 15:43:00 WET(DST)
Submission Deadline: 27 May 2009 17:45:00 WET(DST)

Exit Publish Date: 22 April 2009 15:43:00 WET Submission Deadline: 27 May 2009 17:45:00 WET Total: 12 Visited: 0

Done Start hs.pro... 3 ITT Invitat... PW: e... My Inb... Docum... eTend... My Inb... Welco... Docum... EN 16:39

You will be shown a welcome page with a copy of the Invitation to tender cover letter. Once you have read this, you need to click into the next tab along the top 2. intent marked above by the arrow.

Welcome to eProcurement Scotland - Microsoft Internet Explorer provided by Scottish Government

1 Welcome 2 Intent 3 Create Response 4 Submit Response

Print Preview

INSTRUCTIONS:

1. This step is **optional**. It allows you to communicate your intent to respond to this request.
2. Common practice suggests communicating your intent as soon as possible. Click the **Accept** or **Decline** button to send the default email message to the buyer.
3. Click on the "**Create Response**" tab at the top of the page to continue.

Uniforms 20

Accept
I am interested in submitting a response. I understand I am under no obligation.

Decline

This is the email that will be sent if you select to decline the request.

Dear Sir/Madam,

Thank you very much for this opportunity to submit a response. Unfortunately at this time, we are unable to participate.

Regards,

[Your Company]

Exit

Publish Date: 22 April 2009 15:43:00 WET
Submission Deadline: 27 May 2009 17:45:00 WET

Total: 12
Visited: 0

Done

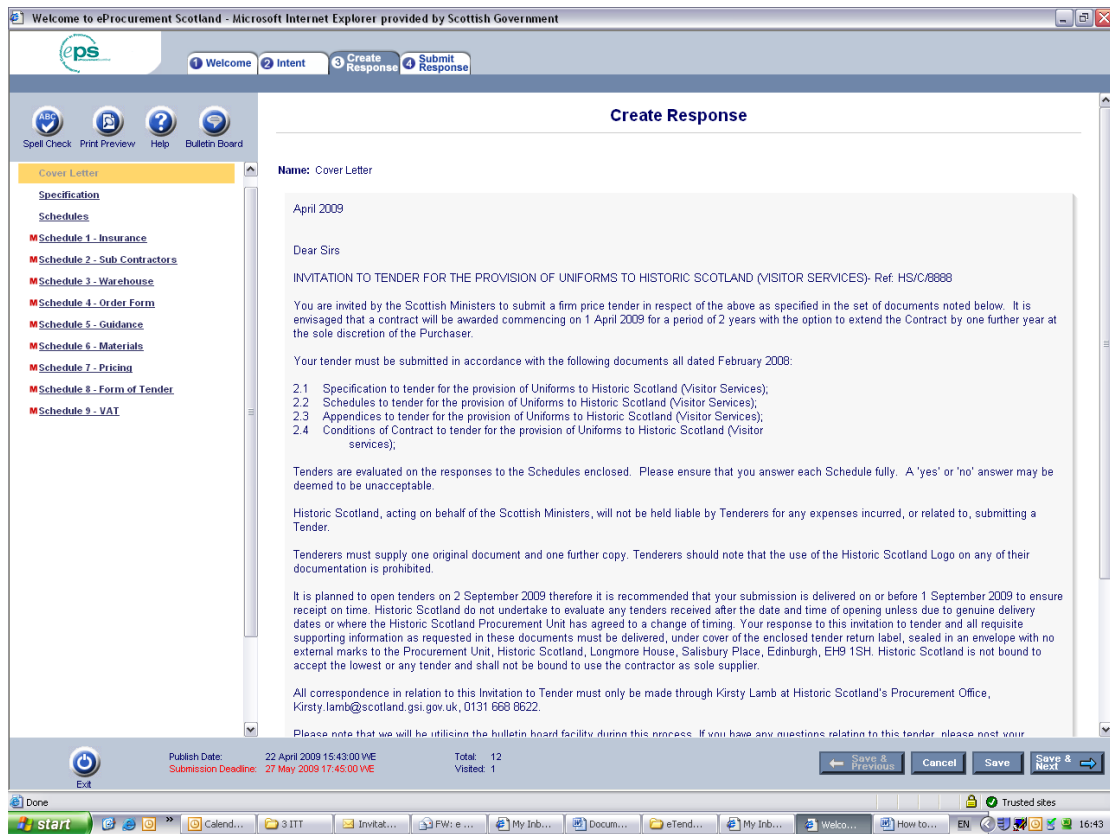
Start

hs.pro... 3 ITT Invitat... PW: e... My Inb... Docum... eTend... My Inb... Welco... Docum... EN

Trusted sites

16:40

In the intent screen you can advise if you will be submitting a tender. You should click on either the Accept or Decline buttons. If you accept you should then click on the next tab 3. Create response indicated above by the arrow.



Under Create Response you should get a list of headings on the left hand side of the screen that makes up the Invitation to Tender. There will normally be another copy of the Covering Letter. Also there should be a specification which you can download (normally as a Word or pdf Document). This will tell you what our requirements are.

There should also be a number of schedules. These are the questions you need to answer to tell us about the goods or services you can provide for us. Clicking into each one will let you answer each question. You will be able to upload documents to your answers to support the details you are providing.

Welcome to eProcurement Scotland - Microsoft Internet Explorer provided by Scottish Government

1 Welcome 2 Intent 3 Create Response 4 Submit Response

Spell Check Print Preview Help Bulletin Board

Cover Letter
Specification
Schedules
Schedule 1 - Insurance
Schedule 2 - Sub-Contractors
Schedule 3 - Warehouse
Schedule 4 - Order Form
Schedule 5 - Guidance
Schedule 6 - Materials
Schedule 7 - Pricing
Schedule 8 - Form of Tender
Schedule 9 - VAT

Create Response

Requirement Name: Schedule 1 - Insurance

Requirement Question:
Please provide a copy of your current insurance policies showing the level of your Public Liability indemnities. We require indemnity of at least £1 million.

Requirement Response:
Choose one that applies:

Yes we have this level of insurance
 No we do not have this level of insurance

Attach link for Buyer URL: Link's text:

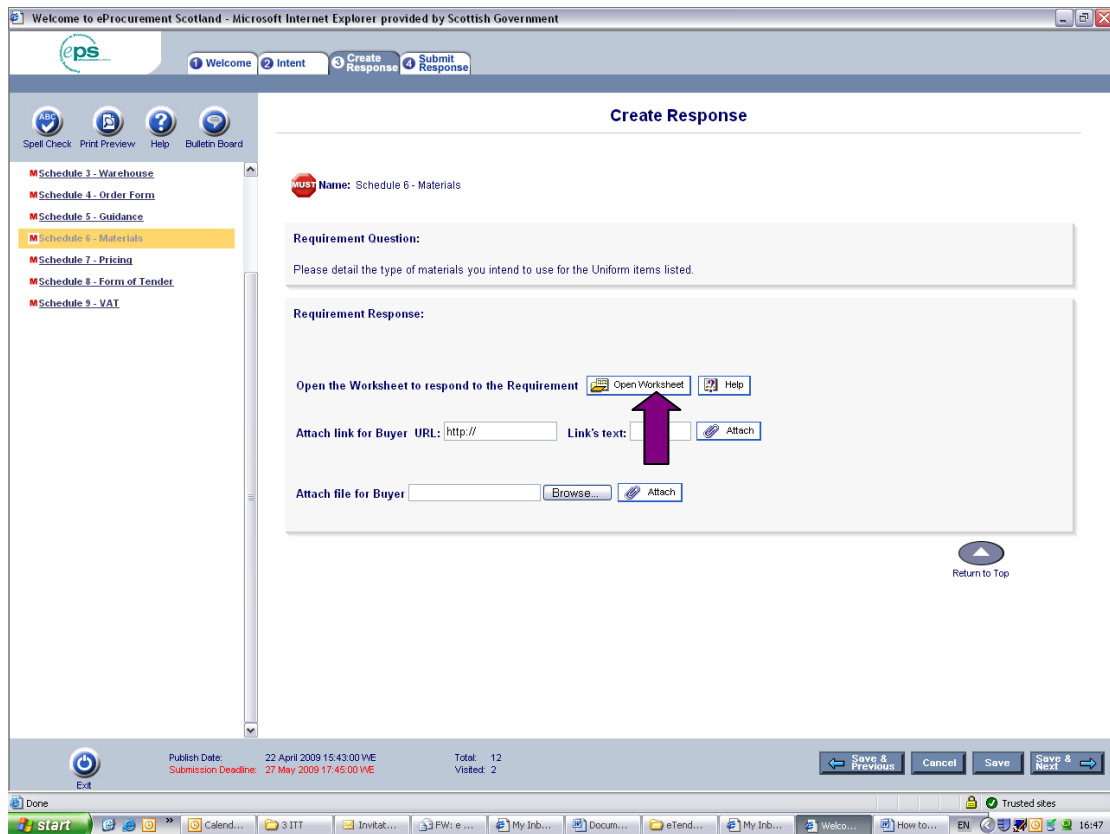
Attach file for Buyer

Exit Publish Date: 22 April 2009 15:43:00 WET Total: 12
Submission Deadline: 27 May 2009 17:45:00 WET Visited: 4

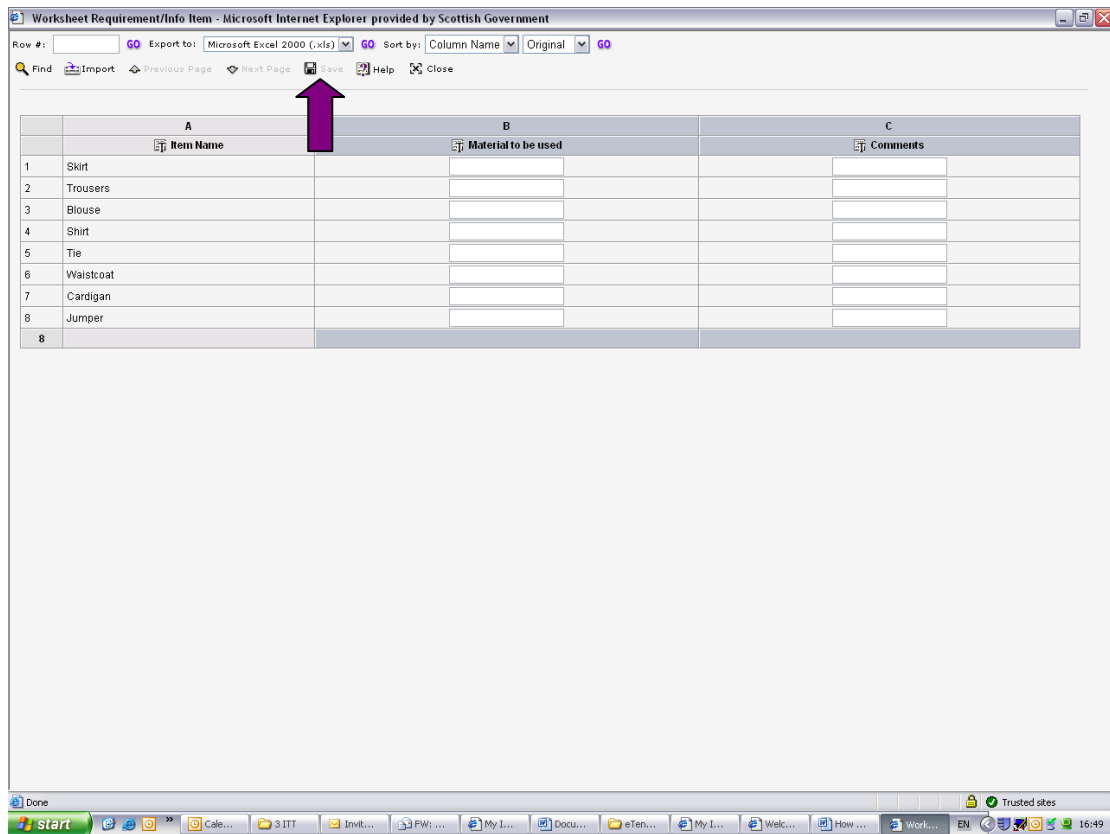
Trusted sites

Start | Calend... | 3 ITT | Invat... | PW: e... | My Inb... | Docum... | eTend... | My Inb... | Welco... | How to... | EN | 16:52

To move through the questions and save your responses, click 'Save and Next' as indicated by the arrow above.



Some Schedules will have worksheets. These are excel style spreadsheets that you can complete to answer the questions. You will see an 'Open Worksheet' button as indicated above by the arrow. This should open a new window with the worksheet for completion.



You can then complete the details in the spaces provided. Once all of the details or prices are completed you should click onto the Save button indicated above by an arrow.

Where prices are entered, after pressing the save button you maybe able to view the total contract price. This will normally be possible for contracts with a unit price and an estimated quantity of the goods or services.

Once you reach your last screen, click the save button as indicated by the arrow at the bottom right hand side of the screen, and then tab 4. Submit response, as indicated by the arrow in the middle at the top.

Welcome to eProcurement Scotland - Microsoft Internet Explorer provided by Scottish Government

1 Welcome 2 Intent 3 Create Response 4 Submit Response

Print Preview

INSTRUCTIONS:

1. Click the **Print Preview** button to display your completed response in a separate window.
2. After the new window opens, use your browser's **Print** or **Save** functions to preserve a hard or soft copy for your records.
3. When you are ready to submit your response, click the **Ready** and **Yes** check boxes, and then click the **Submit** button.

WARNING:

After you submit your response you can no longer edit it, however you can still view and print your response from your inbox.

Submit Response

Submission Check List

- Ready**
I am ready to submit my response. I understand that this action cannot be reversed.
- Yes**
I have read and responded to all the Info Items and Requirements in this Request.

Click the Submit button to submit your response.

Exit

Publish Date: 22 April 2009 15:43:00 WET
Submission Deadline: 27 May 2009 17:45:00 WET

Total: 12
Visited: 10

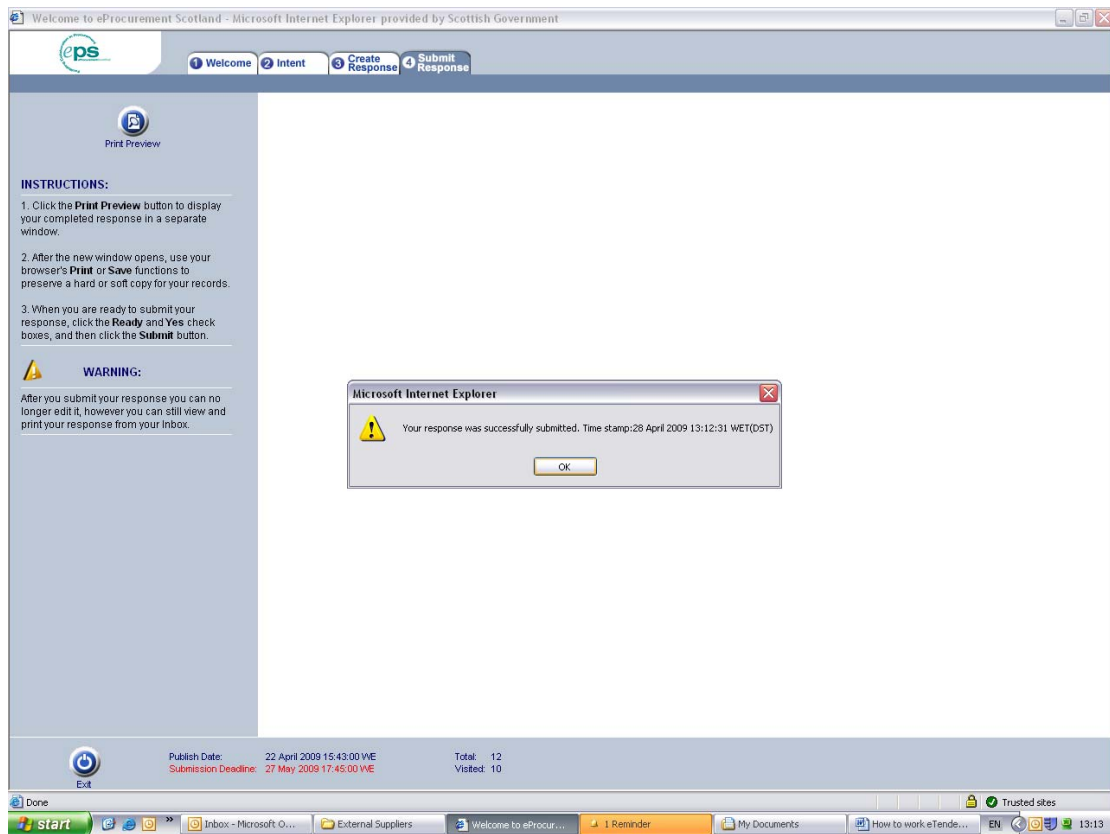
Done

Start

Inbox - Microsoft O... External Suppliers Welcome to eProcur... 1 Reminder My Documents How to work eTende... EN 13:11

Once you are completely happy with your response and do not wish to make any more amendments, click the tick boxes next to Ready and Yes. Once these are checked click on submit.

There will be warning boxes alerting you that this action is irreversible. Here you can cancel and return to editing or accept and submit your tender.



Once submitted you will get notification that the tender has been successful submitted and the time and date that it was accepted.

REMEMBER THAT UPLOADING DOCUMENTS CAN TAKE A SIGNIFICANT AMOUNT OF TIME - THEREFORE YOU SHOULD COMPLETE AND SUBMIT YOUR TENDER WELL BEFORE THE DEADLINE