

SCOTTISH BORDERS COUNCIL

**DYNAMIC PURCHASING SYSTEM – TRANSPORT
SERVICES**

GUIDANCE FOR OPERATORS

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A.Responding to the DPS

Step 1 – Register on Public Contracts Scotland – Tender (PCST)

Please note: This is not the same site as Public Contracts Scotland (PCS). If you are already registered on PCST, skip this step and move to Step 2 (Log in).

Navigate to <https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

Scroll down to the “Register” button and follow the instructions.

The screenshot shows the homepage of the Public Contracts Scotland - Tender website. At the top left is the logo for 'public contracts scotland - tender'. To the right is a 'HELPDESK' box with contact information: Phone: 0800 388 4850, E-mail: help@bravosolution.co.uk. Below the header are four navigation buttons: 'Buyer Help and Guidance', 'Supplier Help and Guidance', 'Public Contracts Scotland Advertising Portal', and 'The Scottish Government'. The main content area is titled 'Welcome to Public Contracts Scotland - Tender' and contains a welcome message and instructions for registration. Below the text are logos for 'The Scottish Government', 'SCOTLAND EXCEL', 'PUC', 'NHS National Services Scotland', and 'Supplier Development Programme'. A 'Procurement Journey' diagram shows a red arrow pointing to a blue 'Register' button.

public contracts scotland - tender

HELPDESK
Phone: 0800 388 4850
E-mail: help@bravosolution.co.uk

Buyer Help and Guidance

Supplier Help and Guidance

Public Contracts Scotland Advertising Portal

The Scottish Government

Welcome to Public Contracts Scotland - Tender

This website provides a simple, secure and efficient means for managing tendering activities, reducing the time and effort required for buyers and providing suppliers with instant access to new opportunities and supporting documentation.

To express interest in a tender you will need to register once using the button below - it's a free and easy process. Following this you will be sent a password via email, which will provide you with secure access to the site.

Once you have registered on the site as a supplier, you will be able to express interest in PQQs or ITTs as well as being able to complete your supplier profile which will pre-populate tender responses where Buyers have used the standardised questions.

The Scottish Government

SCOTLAND EXCEL

PUC

NHS National Services Scotland

Supplier Development Programme

Procurement Journey

Register

Login

username

password

Sign in

Forgot your password?

Step 2 – Log in to Public Contracts Scotland – Tender (PCST)

Please note: This is not the same site as Public Contracts Scotland (PCS). If you have set up “single sign on” you can access PCST from PCS. Otherwise, log in as below.

Navigate to <https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

Go to Login on right hand side of screen. Add username and password and click “Sign in”

If you have forgotten your password, there is a “forgot your password” link below the Sign in button.

public contracts scotland - tender

HELPPDESK
Phone: 0800 368 4850
E-mail: help@bravosolution.co.uk

Buyer Help and Guidance

Supplier Help and Guidance

Public Contracts Scotland Advertising Portal

The Scottish Government

Welcome to Public Contracts Scotland - Tender

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Register

Login

username

password

Sign in

Forgot your password?

Procurement Journey

Supplier Development Programme

Step 3 – Find the DPS and register interest

If you have already expressed interest, skip this step and go to Step 4.

When you log in, you will arrive at your dashboard/home page as below:

The screenshot shows the PCS-Tender dashboard. At the top left is the PCS-Tender logo. At the top right is a link for 'Exit PCS-Tender'. The main content area is divided into three columns. The first column, titled 'Projects', contains links for 'Dashboard', 'PQQs', 'ITTs', and 'Contracts'. The second column, titled 'Need assistance?', contains the text 'Please contact the Help Desk', the phone number '0800 069 8630', a 'Contact us' link, and a link to 'Supplier Help Files'. The third column, titled 'User Profile', contains links for 'Manage my Profile', 'Modify Password', and 'Manage Users'. At the bottom of the dashboard, there are several logos: Scottish Government, SCOTLAND LEGL, PUC, NHS National Services Scotland, Supplier Development Programme, Procurement Journey, and Supplier Journey.

Click on “PQQs”, you will see a list of all PQQs available as below:

The screenshot shows the 'My PQQs' page. At the top, there are tabs for 'My PQQs' and 'PQQs Open to All Suppliers'. Below the tabs is a search bar with the placeholder text 'Enter Filter (type to start search)'. Below the search bar is a table with the following columns: PQQ Code, PQQ Title, Project Code, PQQ Status, Time Limit for Expressing Interest, and Facilitating Body. The table contains two rows of data:

PQQ Code	PQQ Title	Project Code:	PQQ Status	Time Limit for Expressing Interest	Facilitating Body
1 pqq_4615	Ferry Booking and Ticketing Solution	project_14566	Running	11/11/2019 12:00	PCS-Tender
2 pqq_4597	ESPD - Term Contract for the Provision of Arboreal Management, & Tree Surgery	project_14426	Running	11/11/2019 12:00	PCS-Tender

Click on the blue drop down arrow and choose Project Code, use “contains” and then add 12063 as below:

Click Search (blue button on right)

The screenshot shows the 'Filter Details' section. It has a search bar with the placeholder text 'Enter Filter (type to start search)'. Below the search bar, there is a 'Filter Details' section with a dropdown arrow. The filter is set to 'Project Code' with a 'Contains' operator and the value '12063'. There is a 'Remove Filter' button and a 'Search' button.

The following will appear:

Click on the text “Scottish Borders Community Planning Partnership Sustainable Transport DPS”

Enter Filter (type to start search) ▼						
Filter Details ▶						Remove Filter
PQQ Code	PQQ Title	Project Code:	PQQ Status	Time Limit for Expressing Interest	Facilitating Body	
1	pqq_4179	Scottish Borders Community Planning Partnership Sustainable Transport DPS	project_12063	Running	09/01/2028 12:00	PCS-Tender
Total 1						50 ▼ Page 1 of 1

Click on Express Interest as below:

PQQ: pqq_4179 - Scottish Borders Community Planning Partnership Sustainable Transport DPS Running

Project: project_12063 - Scottish Borders Community Planning Partnership Sustainable Transport DPS
Closing Date: 09/01/2028 12:00:00

[Express Interest](#) [Decide Later](#) [Printable View inc Tender Weightings](#)

Click OK

You will now be able to access the PQQ in the “My PQQs” section.

You will be taken to the PQQ as below:

You will see that there are 2 main tabs: PQQ and Messages.

PQQ: pqq_4179 - Scottish Borders Community Planning Partnership Sustainable Transport DPS

Project: **project_12063** - Scottish Borders Community Planning Partnership Sustainable Transport DPS
Closing Date: 09/01/2028 12:00:00
Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (11). Click here to read the files before Submitting your Response.

PQQ Details | Messages (Unread 2)

Settings | Buyer Attachments (11) | My Response | Associated Users

Step 4 – Create response to PQQ

Access the PQQ in PQQ Details > My Response

Click My Response

▼ PQQ: pqq_4179 - Scottish Borders Community Planning Partnership Sustainable Transport DPS

Project: **project_12063** - Scottish Borders Community Planning Partnership Sustainable Transport DPS
Closing Date: 09/01/2028 12:00:00
Response Last Submitted On: **Not Submitted Yet**

Warning: You have unread Buyer Attachments (11). Click here to read the files before Submitting your Response.

PQQ Details Messages (Unread 2)

Settings Buyer Attachments (11) **My Response** Associated Users

Click Create Response as below

Click OK

PQQ Details Messages (Unread 2)

Settings Buyer Attachments (11) My Response Associated Users

Create Response Decline To Respond

View Response Index Only

Note: Once you have created a response, if you leave your response and log in later, you will just need to “Edit Response” to continue i.e. you only need to create the response once.

You will see that there are 2 sections to complete: Qualification and Technical, as below.

Completing Qualification Response

Click on “Qualification Response”

My Response Summary

1.	Qualification Response	Missing mandatory responses (8)
2.	Technical Response	Missing mandatory responses (21)

View Response Index Only

Scroll down and answer the questions....

1.1.2	BIDDER GUIDANCE	Bidders must navigate to the 'Attachment' area to download and view documents relating to this procurement exercise.	
Question	Description	Response	
1.1.3	Supplier Response Guides	* Please confirm that you have read and understood the supplier response guide	Yes ▼
1.1.4	Confirmation - Date	* Please enter the date in which you have confirmed the above.	04/11/2019 

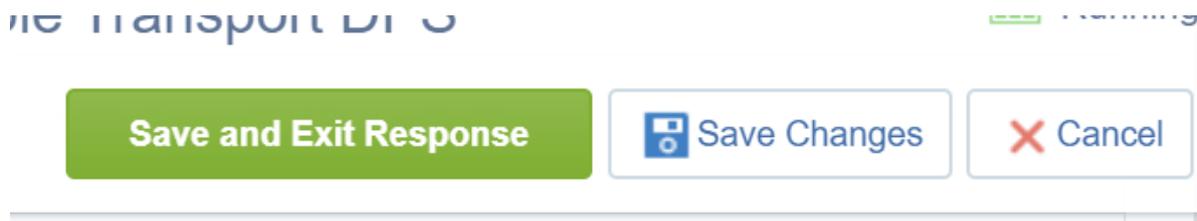
****TOP TIP****

It is very important to SAVE regularly to avoid losing the work you have done.

These are found at the top right of the screen as below:

- Use “Save and Exit Response” if you have finished for the time being and want to come back to it.
- Use “Save Changes” to save as you go along and want to continue on.

ALSO – if you save and exit – when you then return to continue your response you will need to click on “Edit Response”.



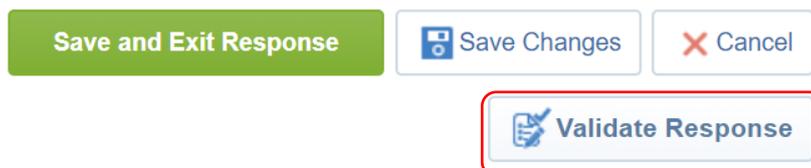
Continue to scroll down and respond to all questions.

Where a question is not applicable, add “n/a” – this makes it easier to check that you have answered all mandatory and discretionary questions.

Some questions may not be immediately obvious – such as:

1.4.5 National Identification Number	Company number – if you aren’t a company then put “n/a”
1.4.6 DUNS	n/a
1.4.18 Parent Company	This is if your company is part of a group of companies. If not, then put “n/a”
1.6.3 Is your business a supported business?	The answer is likely to be no, unless more than 50% of your employees have a disability
1.8.1 Approved economic operator	The answer is n/a if your company or organisation is based in the UK
1.14.1 Do you rely on other organisations to meet the criteria?	The answer will be no unless you are working with another organisation and that company is the one that holds the insurances etc.

Once you believe that you have responded to all questions, then scroll to the top and click “Validate Response” as below:



Completing Technical Response

Scroll up to the top and click on “Technical Response”

My Response Summary		
1.	Qualification Response	Missing mandatory responses (8)
2.	Technical Response	Missing mandatory responses (21)

Answer all questions

You will need to have an electronic copy of:

2.1.4 – Environmental Policy; and

2.1.7 – Health & Safety Policy/Statement

To upload the document in each case, click on the “Click to attach file” as below:

2.1.5	Environmental (If Yes)	* If Yes, please attach your Environmental policy or company statement on reducing emissions.	+ Click to attach file
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Click “Select a file to upload” select the file from your computer, then click “Confirm” as below:



Attachments

Select file to upload:
Please keep attachments to a manageable size in order to facilitate downloading. The portal allows individual attachments up to a maximum size of 100Mb but we recommend that you keep attachments to 50Mb or less.

File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Replace Attachment

Remove Attachment

Attachments

#	Type	File Name	Size
1	DOCX	3.1 - Environmental and Waste Disposal - ABI.docx	102.7 kb

You will see that the document has been uploaded as below:

2.1.5	Environmental (If Yes)	* If Yes, please attach your Environmental policy or company statement on reducing emissions.	3.1 - Environmental and Waste Disposal (103 KB)	
-------	------------------------	---	---	--

Once you have completed all responses, click Validate Response. This will check that all mandatory questions have been answered. If any remain unanswered it will tell you which ones have still to be completed.

Step 5 – Submit Response

Once you have validated your response, click “Submit”.

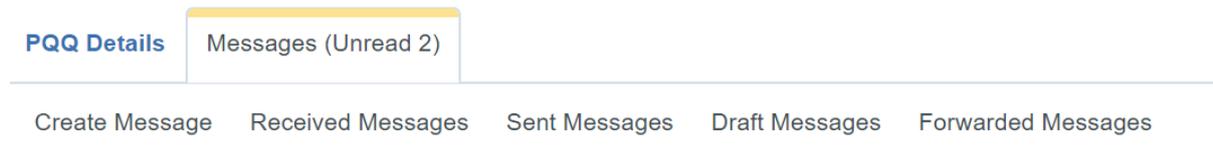
You can check that your response has been submitted as it will say so in the home pages as follows:

ITT Code	ITT Title	Project Code:	ITT Status	ITT Closing Date/Time	Facilitating Body	Response Status
1 itt_30728	0719 Security Services and Cash Collection Invitation to Tender (ITT)	project_12745 	 Closed: To Be Evaluated	17/09/2019 12:00	PCS-Tender	Response Submitted To Buyer

B. Other tasks

1. Sending and receiving messages

Messages are accessed in the Messages tab as below:

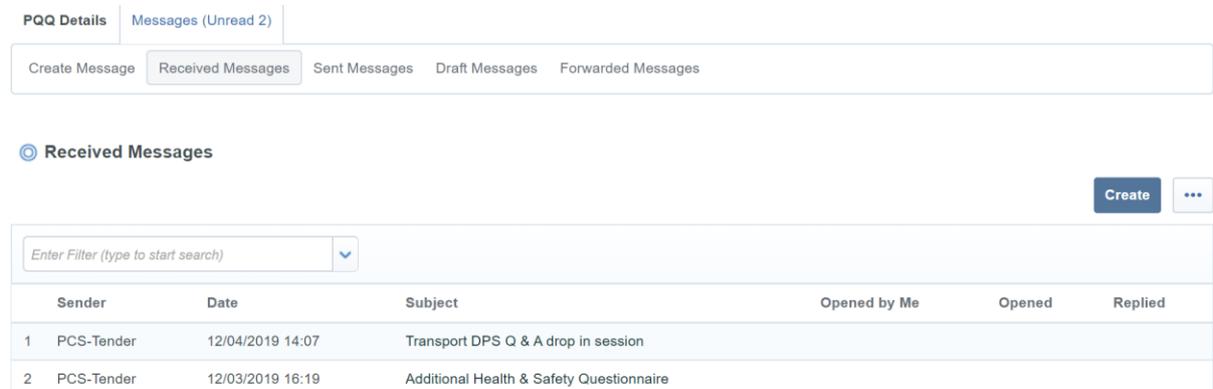


To ask a question, go to Create Message

Choose a classification e.g. Qualification response and a subject, type your question in the message section and then click “Send Message”

The screenshot shows the 'Create Message' form. At the top right, there are two buttons: 'Send Message' (green) and 'Save as Draft' (blue with a floppy disk icon). Below the buttons is the 'Message' section, which includes a 'Message Classification' dropdown menu (currently set to '(unclassified)'), a 'Subject' text input field, and a large text area for the message content.

To read a message that has been received go to Received Messages, click on the Subject to read the question. If you have been asked to send a document, you can “reply” to the message and attach a document (just like you would attach a document to an email).



2. Buyer attachments

The buyer (in this case Scottish Borders Council) can add attachments for you, the supplier's information. This is also called the general attachments area.

PQQ Details Messages (Unread 2)

Settings Buyer Attachments (11) My Response Associated Users

Path: Top Level >

Mass Download ...

Enter Filter (type to start search) ▾

Folder/File Name	Description	Last Modification Date	
1 Bidder Agreement (0)		21/01/2019 11:22:10	
2 Evaluation and Award Criteria (0)		21/01/2019 11:22:10	
3 Specification Documents (0)		21/01/2019 11:22:10	
4 Supplier Response Guide (1)		21/01/2019 11:22:10	
5 1614 - Privacy Notice as at 28.11.18.docx	Privacy Notice	21/01/2019 11:22:10	

You can do a mass download or download one document at a time.