

FULL INSTRUCTIONS - HOW TO JOIN NORTHUMBERLAND COUNTY COUNCIL'S (DYNAMIC PURCHASING SYSTEM) FRAMEWORK OF APPROVED TRANSPORT OPERATORS

Please find below a set of instructions on how to access the tender to join the Council's new framework. You have to participate in this tender and join the framework in order to ensure you get invited to bid for work in the future.

1) The first step is to set up an account with the Due North web portal. Please go to <https://procontract.due-north.com/register> and fill in all of your details as requested. Please make sure you take note of your password and memorable word exactly as they are and keep this safe and secure

Within 24 hours of registering Due North should confirm you have been accepted, if not then try to proceed with the first time login anyway. You will be asked to complete registration by filling out more details when you first login. Please use the codes and the region selection listed below:

UNSPSC: 78000000

Eclass: X Transportation

CPV - ignore

Proclass: 360000

Region: narrow this down to either 'North East' or 'Northumberland'

2) When you have an account set up:

Log onto the Due North Portal at <https://procontract.due-north.com/Login>

Press the link "Find Opportunities"

On the left hand side of the screen you will see a heading entitled "Portal". Select "Northumberland County Council" from the drop-down list

Further down you will see a heading named "Keywords". In the box below it type in "Transport"

Scroll further down and at the bottom left hand side of the screen you will see a green tab labelled "Update". Press on this link

This will bring up the tender which is entitled: "Provision for a dynamic purchasing system for passenger transport services" Under "buyer" it says Northumberland County Council.

SELECT THIS LINK

At the right hand side of the screen is a tab entitled "register an interest in this opportunity". Press the link.

You will now be informed that you have registered an interest. The next stage can normally be done straight away - if not then give it 24 hours and login again to try the next steps.

3) Return to the home page of the Due North Web Portal and follow these next steps:

Log onto the Due North Portal at <https://procontract.due-north.com/Login> (if necessary)

On the home page, under "Activities" you will see a heading "Active". Underneath this there is a drop-down box. Select Northumberland County Council.

In the "search" box to the right of it type in "transport"

Press the green button labelled "Go"

The following information should have appeared: Under "Buyer" it will state "Northumberland County Council". Under "Title" it will state: "Provision for a dynamic purchasing system for passenger transport services"; Event deadline is set at

Press on the blue coloured link entitled "Provision for a dynamic purchasing system for passenger transport services"

Click on the link entitled "Provision for a dynamic purchasing system for passenger transport services - Acceptance round 2"

This will open up a new page and you will then have access to the tender documentation.

A lot of information is provided but the documents you need to download, complete and submit via the Due North web portal are the following:

Pre-Qualification Questionnaire;

Appendix 1 Health & Safety (which also incorporates an Equality & Diversity statement) and

Appendix 2 Quality & Environment form.

Please ensure all aspects of each of these forms are fully completed and returned via the Due North web portal by the deadline stated. See below for further details on how to download, fill out and upload again.

Downloading, filling out, and uploading the 3 documents stated above.

Click on the blue link of each of the above (Pre-Qualification... Appendix 1... Appendix 2) in turn

This will download them as a word document. Save the word document to your desktop so that you can work on it, save it and go back to it later.

Read through each of these documents and type in the relevant information for your company.

Once you have completed filling out each document you need to upload them to Due North.

To upload the documents you need to login (Log onto the Due North Portal at <https://procontract.due-north.com/Login>)

FOLLOW THE STEPS BELOW AGAIN TO FIND THE TENDER DOCUMENT:

On the home page, under "Activities" you will see a heading "Active". Underneath this there is a drop-down box. Select Northumberland County Council.

In the "search" box to the right of it type in "transport"

Press the green button labelled "Go"

The following information should have appeared: Under "Buyer" it will state "Northumberland County Council". Under "Title" it will state: "Provision for a dynamic purchasing system for passenger transport services"; "Event deadline is set at".

Press on the blue coloured link entitled "Provision for a dynamic purchasing system for passenger transport services"

Click on the link entitled "Provision for a dynamic purchasing system for passenger transport services - Acceptance round 1"

On the right of the screen you will see a heading "My responses" - click on the blue link named "version 1"

This will take you to a new page where you can add your attachments. When you click on "add attachment" then "add file" you will be able to select the documents you have been working on in turn. Then click "start upload".

Once you have uploaded all of your completed documents return to the "My responses" page. When you are happy that all of your attachments are present

you can click on the green "submit response" button at the side. This will complete your response to the tender.

ASKING US QUESTIONS:

Please note that if you wish to ask any questions about the tender document they must be done via the Due North Portal. We cannot answer questions individually over the phone or via emails.

You can submit a question whilst in the tender document by, again, looking to the right of the screen. Under "messaging" click on "view messages".

You will be taken to a new screen where you can "create a new message" and send it. It will come to our team and we will be able to answer it, but it must come through the Due North Portal.

You must submit your completed documents via the Due North Portal by the deadline given on the Due North web portal.