

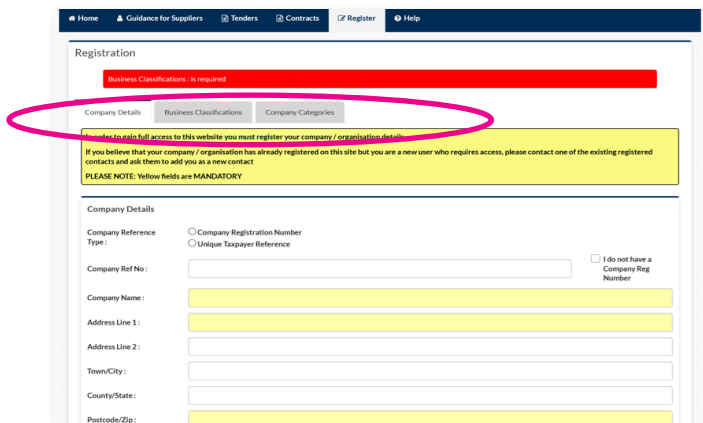
How to become an approved supplier

This 10 step guide outlines the process to become an approved supplier on the Minor Works and Trades Dynamic Purchasing System (DPS). The process allows us to carry out due diligence before you can be accepted on to the DPS. It also gives the contracting authority evidence that all suppliers have met our criteria before being awarded a space on the DPS.

Please note that the initial checks are carried out by NOE CPC at the Stage 1 – Application for Admission however, further checks may be carried out by the contracting authority at Stage 2 – Call Off stage.

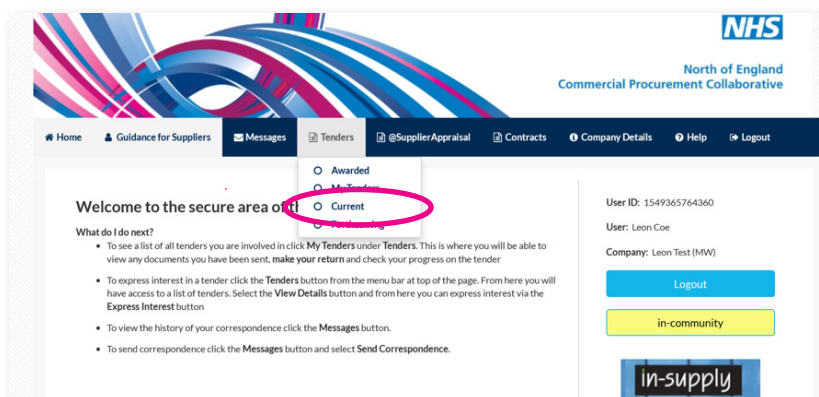
1 Please follow the below link to access the Supplier area of the eProcurement Portal:
<https://in-tendhost.co.uk/noecpc/asp/Home>

2 If you have not already registered your organisation please do so by clicking register and filling in all the mandatory boxes marked in yellow as well as any other supporting information. Please make sure that you complete all of the mandatory information on the tabs circled below:

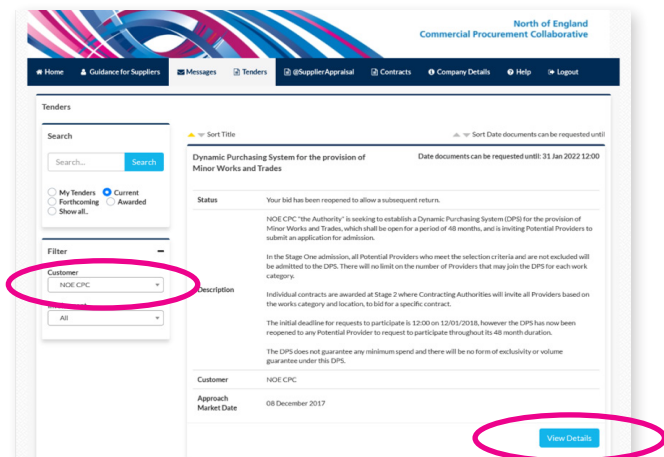


Once you have registered your organisation and logged in you will need to locate the Minor Works and Trades DPS opportunity on the portal and complete the evaluation stage.

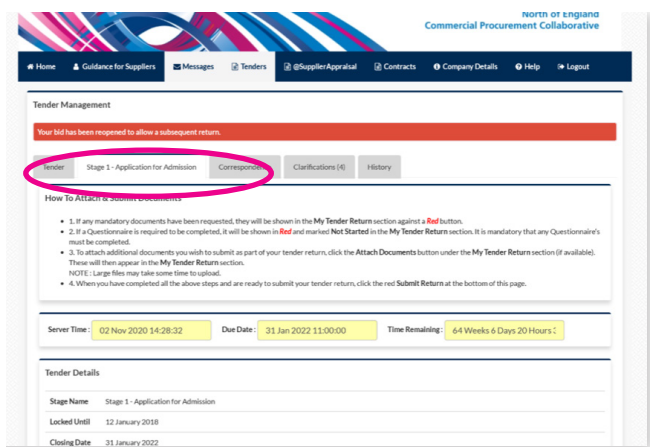
3 Locate the opportunity by clicking on **Tenders** followed by **Current**. This will bring up a full list of the current opportunities available.



4 Filter the customer to NOE CPC and a full list of current opportunities published by NOE CPC will show, including the Minor Works and Trades DPS. Click **View Details** to open up the opportunity.

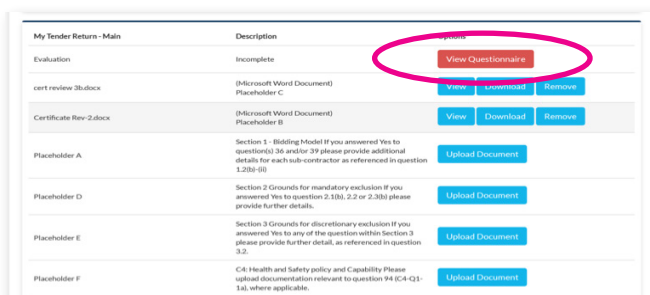


5 The opportunity will now be visible, you will need to express an interest before any further information will become available. This is located at the bottom of the screen. If that is not the case, you will need to select the second tab titled **Stage 1 Application for Admission**:



Now you are in a position to view all the supporting information provided and start your submission. The next steps will show you where, how and what you will need to do in order to submit your application against the opportunity.

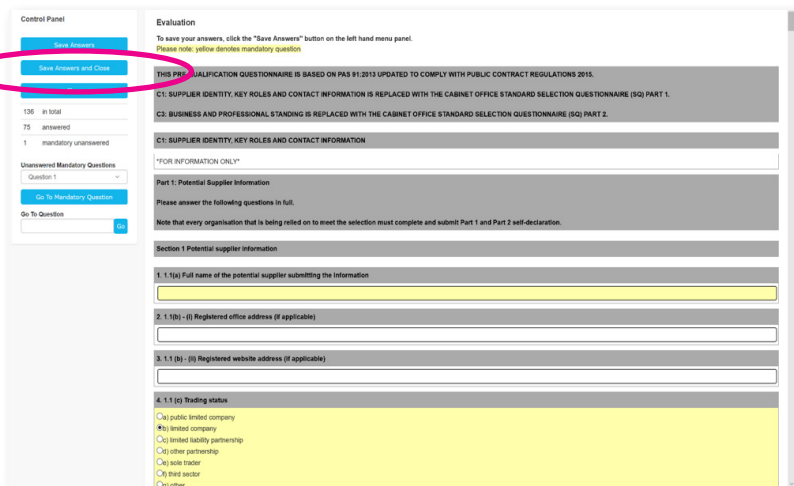
6 The below screen is the main area in which you can manage and view your submission before you submit your final version. The Evaluation Questionnaire is the integral part of the submission with the placeholders seen below available to add mandatory and additional supporting evidence that is mentioned in the questionnaire. Select **View Questionnaire** to start your submission.



7 Completing the questionnaire is the next stage of the submission. All mandatory fields are highlighted yellow and we suggest adding as much information in other areas as possible to avoid any further hold ups in the evaluation process.

Please note areas where the questionnaire is asking for supporting evidence as this can be added to the placeholders as mentioned above.

Once you have filled in the questionnaire, please select **Save Answers and Close**.



Control Panel

Save Answers
Save Answers and Close
136 In total
75 answered
1 mandatory unanswered
Unanswered Mandatory Questions
Question 1
Go To Mandatory Question
Go To Question

Evaluation

To save your answers, click the "Save Answers" button on the left hand menu panel.
Please note: yellow denotes mandatory question

THIS PRE-QUALIFICATION QUESTIONNAIRE IS BASED ON PAS 91:2015 UPDATED TO COMPLY WITH PUBLIC CONTRACT REGULATIONS 2015.

C1: SUPPLIER IDENTITY, KEY ROLES AND CONTACT INFORMATION IS REPLACED WITH THE CABINET OFFICE STANDARD SELECTION QUESTIONNAIRE (SQ) PART 1.

C2: BUSINESS AND PROFESSIONAL STANDING IS REPLACED WITH THE CABINET OFFICE STANDARD SELECTION QUESTIONNAIRE (SQ) PART 2.

C1: SUPPLIER IDENTITY, KEY ROLES AND CONTACT INFORMATION

FOR INFORMATION ONLY

Part 1: Potential Supplier Information

Please answer the following questions in full.

Note that every organisation that is being relied on to meet the selection must complete and submit Part 1 and Part 2 self-declaration.

Section 1 Potential supplier information

1.1 (a) Full name of the potential supplier submitting the information

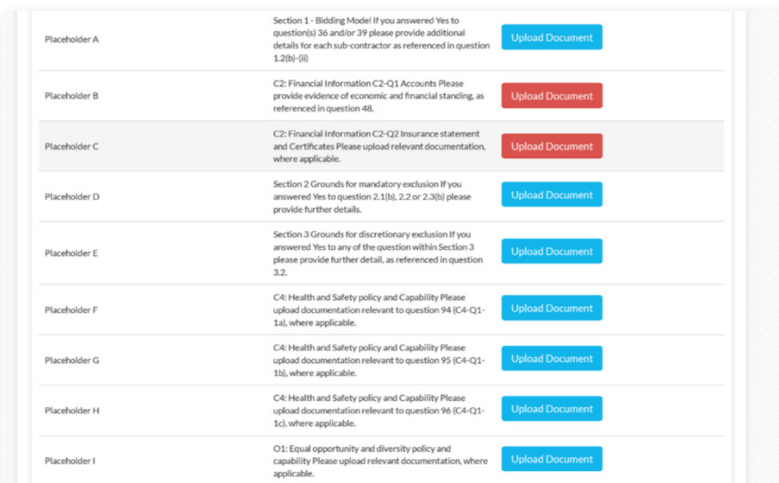
2.1 (b) - (i) Registered office address (if applicable)

3.1 (b) - (i) Registered website address (if applicable)

4.1 (a) Trading status

☐ public limited company
☒ limited company
☐ limited liability partnership
☐ other partnership
☐ sole trader
☐ third sector
☐ no other

8 Now that you have completed the questionnaire it is important that you add all your supporting evidence and documentation to the placeholders.



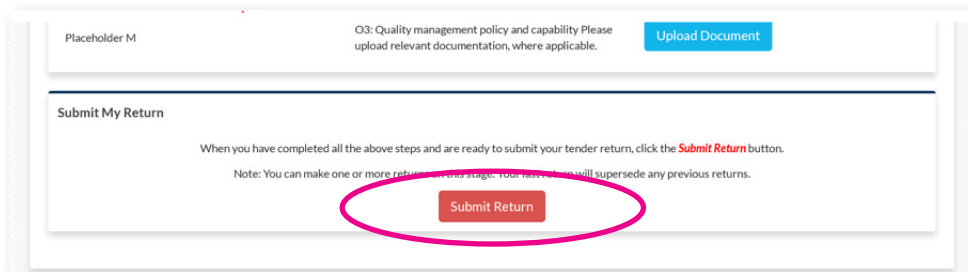
Placeholder A	Section 1 - Bidding Model If you answered Yes to question(s) 36 and/or 39 please provide additional details for each sub-contractor as referenced in question 1.2(b) - (i)	Upload Document
Placeholder B	C2: Financial Information C2-Q1 Accounts Please provide evidence of economic and financial standing, as referenced in question 4b.	Upload Document
Placeholder C	C2: Financial Information C2-Q2 Insurance statement and Certificates Please upload relevant documentation, where applicable.	Upload Document
Placeholder D	Section 2 Grounds for mandatory exclusion If you answered Yes to question 2.1(b), 2.2 or 2.3(b) please provide further details.	Upload Document
Placeholder E	Section 3 Grounds for discretionary exclusion If you answered Yes to any of the question within Section 3 please provide further detail, as referenced in question 3.2.	Upload Document
Placeholder F	C4: Health and Safety policy and Capability Please upload documentation relevant to question 94 (C4-Q1-1a), where applicable.	Upload Document
Placeholder G	C4: Health and Safety policy and Capability Please upload documentation relevant to question 95 (C4-Q1-1b), where applicable.	Upload Document
Placeholder H	C4: Health and Safety policy and Capability Please upload documentation relevant to question 96 (C4-Q1-1c), where applicable.	Upload Document
Placeholder I	Q1: Equal opportunity and diversity policy and capability Please upload relevant documentation, where applicable.	Upload Document

Each placeholder title explains the evidence required in relation to the questionnaire you have now completed.

It is important that evidence is added to the placeholders as you may risk being rejected. Filling in as many of the placeholders as possible will speed up the evaluation process. Listed below are the mandatory requirements included but not limited to:

- Latest accounts that clearly show turnover.
- One or more health and safety accreditation in-line with the answers you provided on the questionnaire (you will not be penalised for adding further recognised health and safety accreditations).
- Insurance statements.

9 Now that your questionnaire and supporting evidence has been added, you are now in a position to submit your application. The **Submit Return** section can be found below the placeholders, as seen below.



Placeholder M

O3: Quality management policy and capability Please upload relevant documentation, where applicable.

Upload Document

Submit My Return

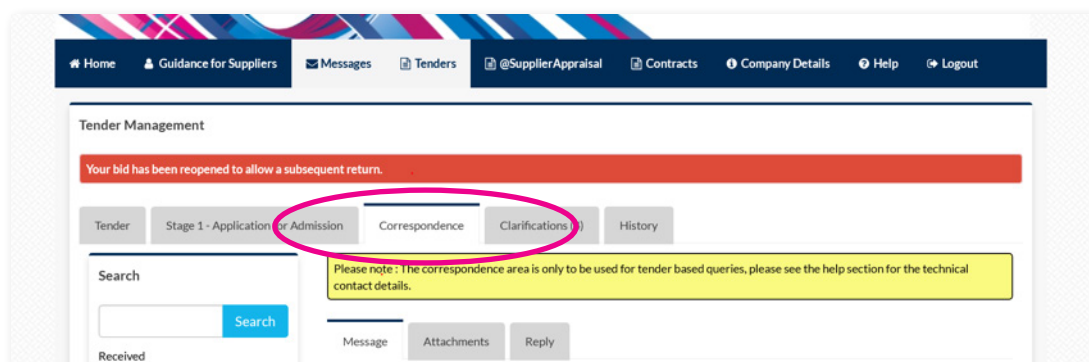
When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns. This stage of our process will supersede any previous returns.

Submit Return

Please allow up to 10 working days for your submission to be reviewed and your submission results to be issued. You will be notified via the eProcurement Portal in the form of a rejection or acceptance letter. If you are accepted, you will be added to our portfolio of suppliers that the contracting authority will have visibility of. If, however you have been rejected the letter issued will state the reason(s) for this and you will be able to modify your return and resubmit. This can be done in the same area in which you originally submitted the application.

10 You can view your results letter in the **Correspondence** area within the opportunity on the eProcurement Portal. The primary contact registered will receive an email notification when correspondence has been received via the portal.



Home Guidance for Suppliers Messages Tenders @SupplierAppraisal Contracts Company Details Help Logout

Tender Management

Your bid has been reopened to allow a subsequent return.

Tender Stage 1 - Application or Admission **Correspondence** Clarifications History

Search

Please note : The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details.

Received Message Attachments Reply

If you require any further assistance, please do not hesitate to contact our support desk using the contact details below.