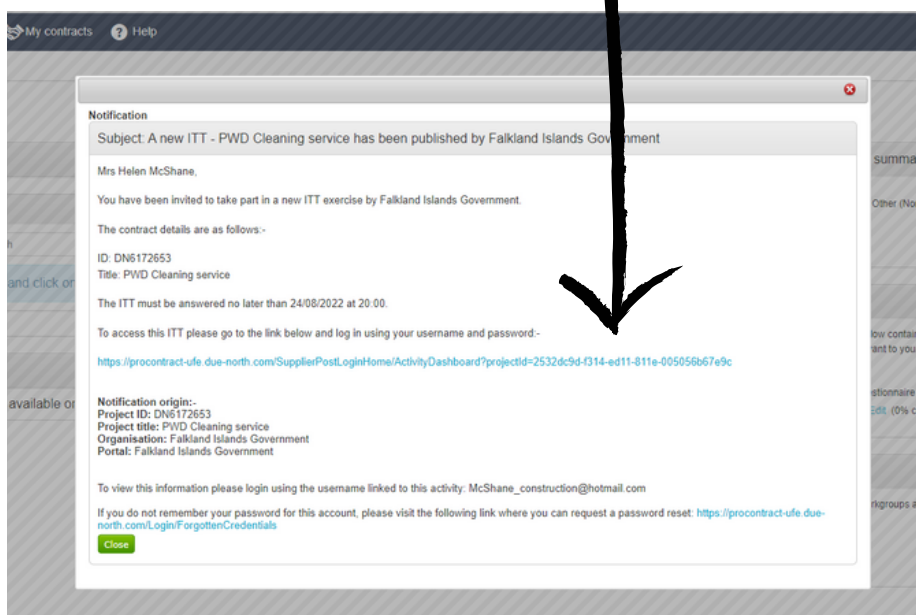
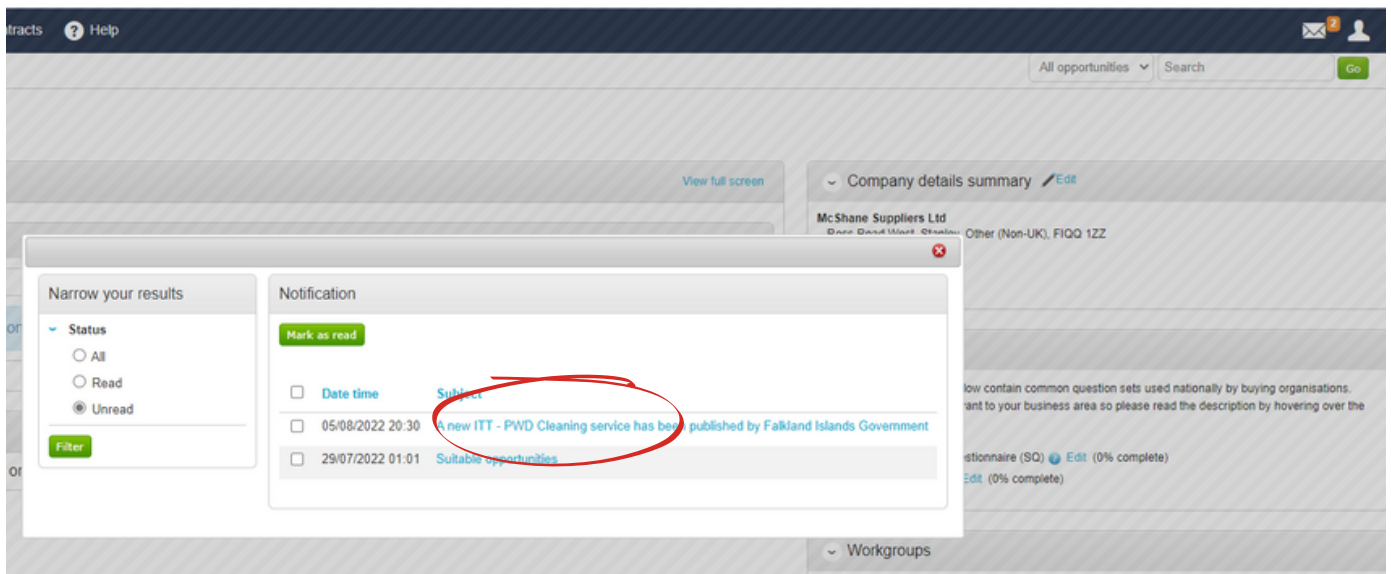


USING PROACTIS AS A SUPPLIER: SUBMITTING A RESPONSE...

Alternatively, If you were invited to view the tender, or linked by category choices, you should receive a message notification about the tender opportunity.
This contains a link to the tender.



N.B- If you click on a link from an email to your personal email, the system will ask you to log in before taking you to the link.

The link will take you to the dashboard, where you can open the tender to view it, and see the status of your submission.

Activity : PWD Cleaning service

Events

Activity	Status	Response by
PWD Cleaning service	Not started	24/08/2022

Activity type: ITT
Reference: 5281731
Respond by: 24 August 2022 at 20:00
Response status: Not started

Hide details | Open

Open this event

FALKLAND ISLANDS GOVERNMENT

Archive this activity
Messages (0)
You have received 0 message(s) of which 0 are unread
View all | View unread

Now you can see:

- Information about the tender
- Any attachments to download
- Terms and conditions
- Any messages and clarifications
- What you need to do to complete your response
- How much time is left to submit a response



REMEMBER ONLY LOOK AT THE TIME IN THE COUNTDOWN BOX IF YOU ARE IN THE FALKLANDS as the time in red is UK-time. FIG sets tenders to close at 4pm Falklands-time

Activity summary

Activity information

Buyer: Falkland Islands Government
Title: PWD Cleaning service ID: 5281731
Description: Provision of cleaning services for the PWD offices- cleaning communal areas, hovering offices and corridors, and window cleaning for a period of 3 years.

FALKLAND ISLANDS GOVERNMENT

Activity documentation, files & links (6)

Title	Type	Size
Appendix 1: Guidance - Cleaning services.docx	docx	11 KB
Appendix 2: Specifications.docx	docx	11 KB
Appendix 3: Supplier Contact Information.docx	docx	13 KB
Appendix 4: Response to Quality Criteria.docx	docx	21 KB
Appendix 5: Pricing List.xlsx	xlsx	9 KB
Appendix 6: Conflict of Interest Declaration.docx	docx	17 KB

Terms & conditions (2)

Statement of Business Ethics
Standard Award Letter Services

Deadline & time remaining

A response to this activity can be submitted no later than **24 August 2022 at 20:00**

Time remaining

2 Weeks 4 Days 23 Hours

Messages & clarifications (0)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread

View all | View unread

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

Before you can submit your response you need to...

- Indicate your intent to respond
- Start response or opt out the activity
- Accept terms & conditions fully or in part
- Submit your response

Options currently available to you are...

Start my response | Opt out | Indicate your intent to respond

To start, click 'Start my response'. This also confirms your intent to respond (though it is still possible to opt out at any point in the process).

In 'Your response summary' and can:

- Input your prices
- Upload and attach response documents
- Accept the terms and conditions

To begin putting a price in the 'Item breakdown' select 'Edit' (you will need to do this again on the next window)

Your response summary

Response information

Supplier: McShane Suppliers Ltd
Workgroup: Sales
Workgroup contacts: Helen McShane
Activity id: DN6172676
Response id: R108219655

Company reg number: None
Company address: Ross Road West
Stanley
Other (Non-UK)
Falkland Islands
FIQQ 1ZZ
Website: None

Deadline & time remaining

A response to this activity can be submitted no later than
27th August 2022 at 10:00 PM

Time remaining

2 Weeks 5 Days 3 Hours

Item breakdown (1)

Item description	Quantity	Unit of measure	Comment	Price
Cleaning services	3	Year		
Grand Total:				-

Response documentation, files & links (0)

No attachments

Terms & conditions (1)

Accept terms & conditions Decline terms & conditions

Title

Statement of Business Ethics

Your response

This is your response submission progress checklist:

So far you have.....

- Indicated intent to respond (08/08/2022 18:12)
- Started to draft your response to this activity

Before you can submit your response you need to...

- Provide at least one price against item breakdown
- Upload at least one attachment
- Accept terms & conditions fully or in part
- Submit your response

There is an option to download the item breakdown spreadsheet to fill out offline on Excel.

You can then re-attach the completed version, which should input all of the figures into the panel.

This can be helpful if you are providing prices for multiple items.

Item breakdown - item 1 of 1

Item

Description
Cleaning services

Unit of measure
Year

Quantity
3

Buyer comment

Unit price

Price per unit (£)
10000.00

Overall price (£)
30000.00

Comment (optional)

Save & close Save & previous Save & next



Do not enter a £ symbol as the system will not accept it. Numbers must be entered without commas, and to two decimal places. **E.g. £10,000.00 is 10000.00**

Once you are happy with your prices, close and return to the response summary.

Item breakdown summary

Item description	Quantity	Unit of measure	Comment	Price
Cleaning services	3	Year		£30,000.00
Grand Total:				£30,000.00

[Close & return to response summary](#)

Progress (100%)

You have completed 100% of the available prices

Upload

If you prefer you can download an Excel version of of this item breakdown and complete offline.

[Download item breakdown](#)

You can then upload the completed item breakdown by clicking the button below.

[Upload item breakdown](#)



If the 'Item breakdown' box has not been included in the tender or you are having trouble getting it to work, we recommend attaching your prices as excel spreadsheet **APPENDIX 5- PRICING SCHEDULE** in the 'Response Documentation Files & Links' section



Once you have filled out the **Appendices** requested in the Supplier Guidance (including prices, any quality questions if requested) you can attach and upload the documents back on to Proactis.

(If responding to a quick quote you may only need to provide a price without quality, but if unsure check with the Procurement team).

Attachments

Show weblinks

File upload rules:

- Maximum file size: 1000MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, gif, jpg, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

[Add files...](#) [Start upload](#) [Cancel upload](#)

The number in red shows you how many attachments have been successfully uploaded.

Response documentation, files & links (4)

Title	Type	Size	Status
Appendix 3 Supplier Contact Information	docx	13 KB	✗
Appendix 4- Response to Quality Criteria	docx	21 KB	✗
Appendix 5- Pricing List	xlsx	9 KB	✗
Appendix 6 Conflict of Interest Declaration	docx	17 KB	✗

Next, download and read the Terms and Conditions. These provide an example of what the contract between yourself and FIG will consist of. FIG's Statement of Business Ethics is also included.

To continue click the green tick option to accept.*

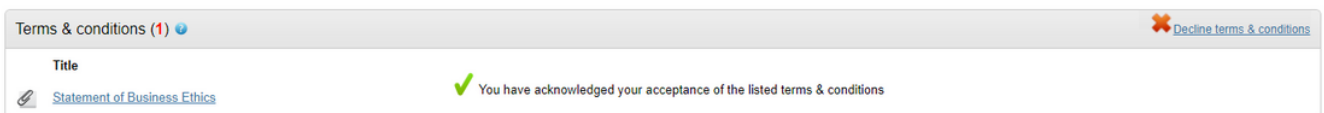


Terms & conditions (1)

[Statement of Business Ethics](#)

[Accept terms & conditions](#) [Decline terms & conditions](#)

*If successful on winning tender, suppliers will have the opportunity to review and ask any questions before signing.



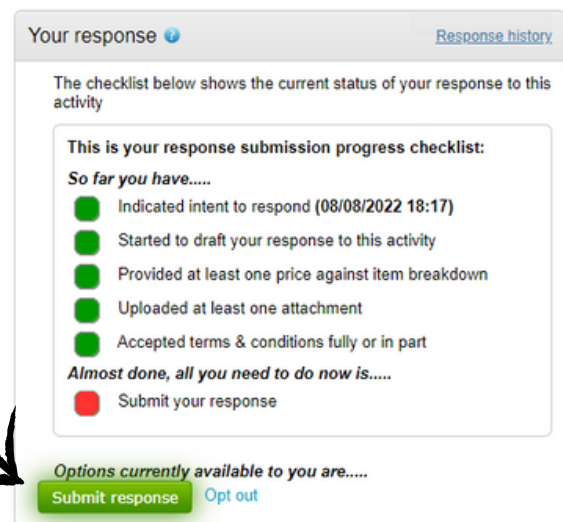
Terms & conditions (1)

[Statement of Business Ethics](#)

You have acknowledged your acceptance of the listed terms & conditions

[Decline terms & conditions](#)

Now your response checklist boxes should have all gone from red to green (except the last one!) Click the flashing green button to submit your response



Your response

[Response history](#)

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

So far you have.....

- Indicated intent to respond (08/08/2022 18:17)
- Started to draft your response to this activity
- Provided at least one price against item breakdown
- Uploaded at least one attachment
- Accepted terms & conditions fully or in part

Almost done, all you need to do now is.....

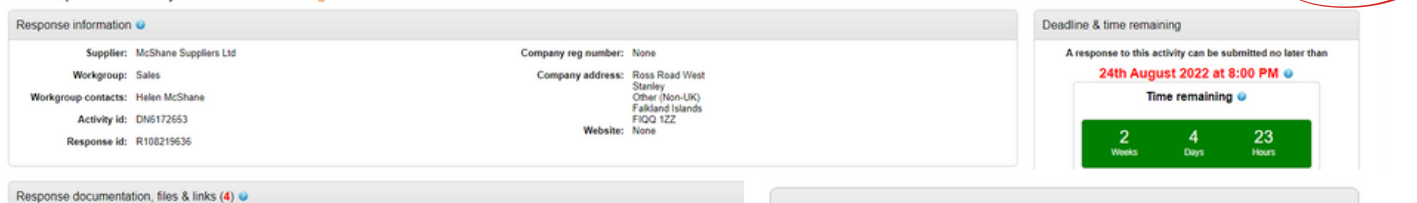
- Submit your response

Options currently available to you are.....

[Submit response](#) [Opt out](#)

The status of your response will now change to submitted. However you can go 'Back to summary' and amend your response as many times as you like before the closing date. The Procurement team will only receive the final version.

Your response summary - Submitted - 5th August 2022 at 8:34 PM



Response information

Supplier: McShane Suppliers Ltd
Workgroup: Sales
Workgroup contacts: Helen McShane
Activity id: DN6172653
Response id: R108219636

Company reg number: None
Company address: Ross Road West
Stanley
Other (Non-UK)
Falkland Islands
FIGQ 1ZZ
Website: None

Deadline & time remaining

A response to this activity can be submitted no later than
24th August 2022 at 8:00 PM

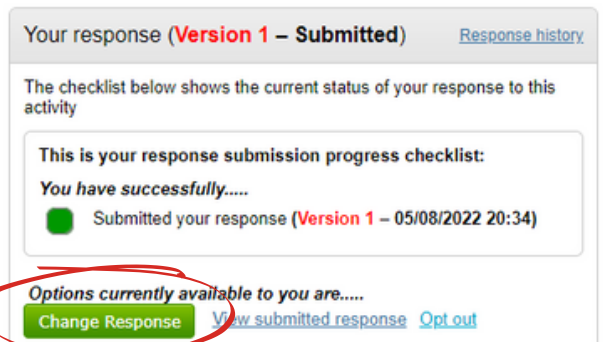
Time remaining

2 Weeks **4** Days **23** Hours

[Back to summary](#) [Take a tour](#)

Response documentation, files & links (4)

N.B.- You will still be able to view previous versions.



Your response (Version 1 - Submitted) [Response history](#)

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

You have successfully.....

- Submitted your response (Version 1 - 05/08/2022 20:34)

Options currently available to you are.....

[Change Response](#) [View submitted response](#) [Opt out](#)

SUBMISSION CHECKLIST:

TERMS & CONDITIONS:

- ☐ **Appendix 1- Award Letter**
Template of the contract agreement format
- ☐ **Appendix 1B- Statement of Business Ethics**

DOWNLOAD AND READ:

- ☐ **Supplier Guidance**
- ☐ **Appendix 2- Specifications**
This could include:
Details about the services or goods required
Product Specifications
Diagrams, site maps, photographs

COMPLETE AND RE-ATTACH:

- ☐ **Appendix 3- Supplier Information**
 - ☐ **Appendix 4- Response to Quality Criteria***
**A Quick Quote might not require this*
 - ☐ **Appendix 5- Pricing Schedule**
 - ☐ **Appendix 6- Conflict of Interest Declaration**
- 