Celtic Sea Floating Offshore Wind Leasing Round 5

eTendering Portal Registration and PQQ User Guide

OffshoreWind | THE CROWN ESTATE

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Contents

Introduction

This guide is provided to help prospective bidders (Bidders) register on The Crown Estate's (TCE's) Jaggaer portal (the Portal) and enable Bidders to access and complete:

- the registration of appropriate organisations and Bidders;

- the request to access the Round 5 Pre-Qualification Questionnaire (PQQ) on the Portal; and

- submit a PQQ response.

For the purposes of the Portal, prospective Bidders are referred to as 'Suppliers' and TCE is referred to as the 'Buyer'. All Figures shown in this document are purely illustrative and may not exactly resemble the display on the Portal you access.

For Portal purposes, legal PQQ questions are contained in the **Qualification Envelope**, technical PQQ questions are contained in the **Technical Envelope** and financial PQQ questions are contained in the **Commercial Envelope**.

Within this guide some terms are highlighted in bold text. Bold text is used to reference a function, button or Section of the Portal. Other capitalised terms, not highlighted in bold text, can be referenced in Annex 1 - PQQ Glossary of the PQQ which can be accessed from the Portal after access to the PQQ is granted to you by TCE.

The Portal can be accessed using the following link: https://etendering.thecrownestate.co.uk.

1. Overview

1.1   This Section provides an overview of the processes Bidders need to complete via the Portal during the PQQ stage.

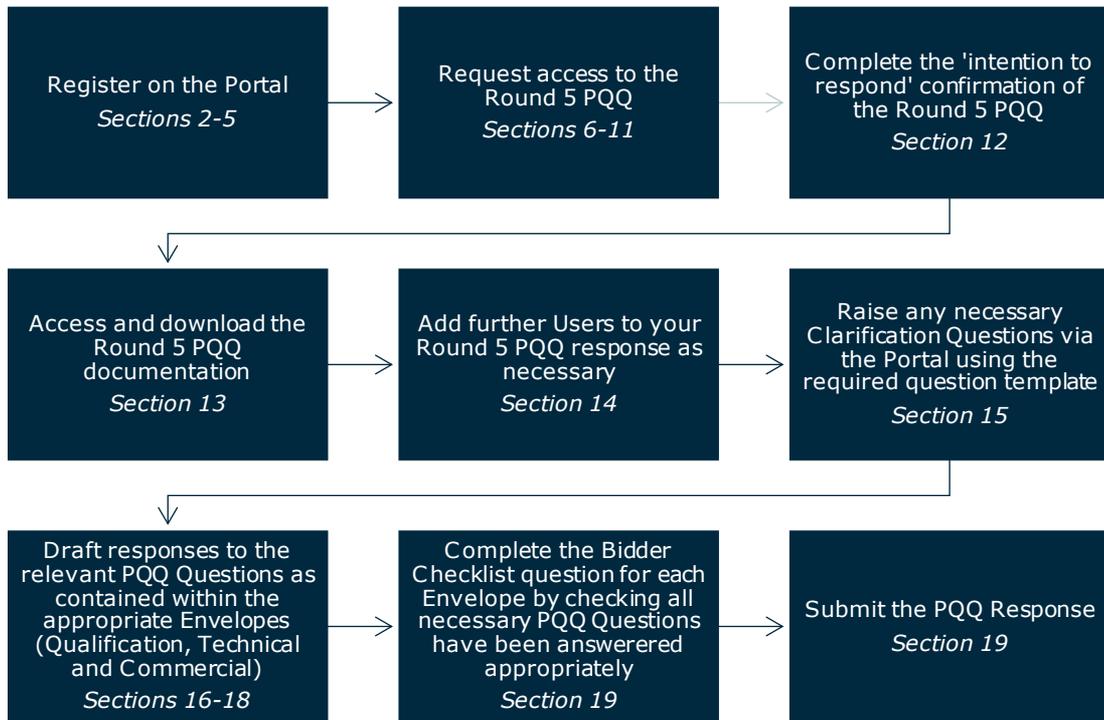1.2   If you have previously registered for on the Portal, you can progress to Section 6 of this guide.

Register on the Portal *Sections 2-5*	**Request access to the Round 5 PQQ** *Sections 6-11*	**Complete the 'intention to respond' confirmation of the Round 5 PQQ** *Section 12*
Access and download the Round 5 PQQ documentation *Section 13*	**Add further Users to your Round 5 PQQ response as necessary** *Section 14*	**Raise any necessary Clarification Questions via the Portal using the required question template** *Section 15*
Draft responses to the relevant PQQ Questions as contained within the appropriate Envelopes (Qualification, Technical and Commercial) *Sections 16-18*	**Complete the Bidder Checklist question for each Envelope by checking all necessary PQQ Questions have been answerered appropriately** *Section 19*	**Submit the PQQ Response** *Section 19*

Figure 1 - Overview of PQQ processes to be completed on the Portal.

2. Landing Screen

2.1 This Section describes how you can register and create an account from the landing screen of the Portal.

2.2 The following link will take you to the landing screen of the Portal: https://etendering.thecrownestate.co.uk

2.3 We recommend clicking on **How to register** and viewing the video guidance before starting the registration process. The video guidance is provided by the Portal provider, Jaggaer, a supplier to TCE.

2.4 The **Register** button should be clicked to begin the registration process, as shown in Figure 2.
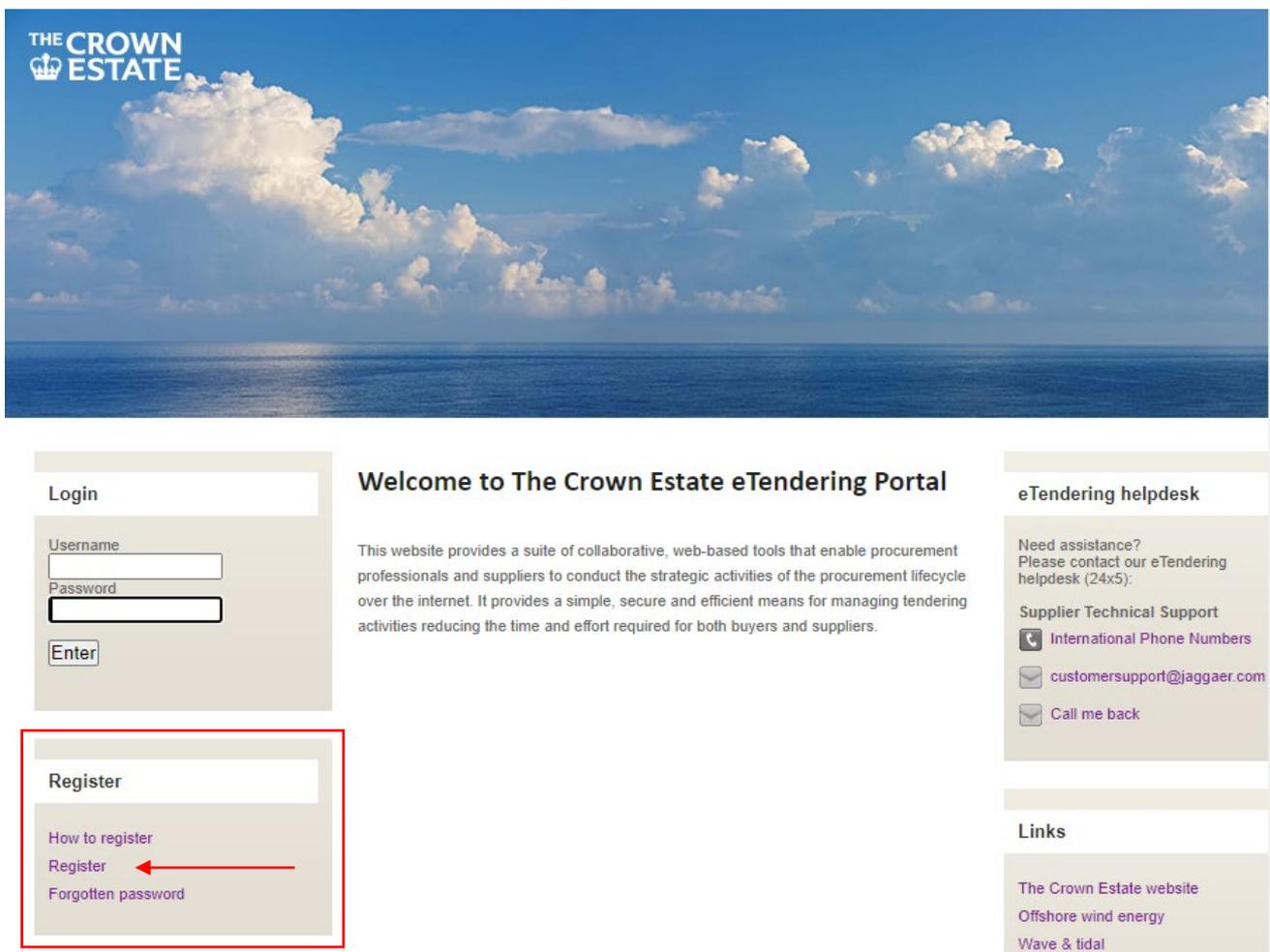
Figure 2 – Landing Screen.

3. User Agreement – Registering an Account

3.1   This Section describes the **User Agreement** you will need to agree to when registering for an account on the Portal. The **User Agreement** governs your access to and use of the Portal.

3.2   After clicking the **Register** button as shown in Figure 2, you will be prompted to review the **User Agreement**.

3.3   You must confirm that you have read and agree to the **User Agreement** by clicking the **I agree** tick box, as shown in Figure 3.

3.4   If you select **I do not agree**, you will not be able to create an account.

3.5   Click the **Next** button to finalise your selection.

3.6   If you wish to download and share the **User Agreement**, click the **Adobe PDF File** button to download a PDF version of the **User Agreement**.
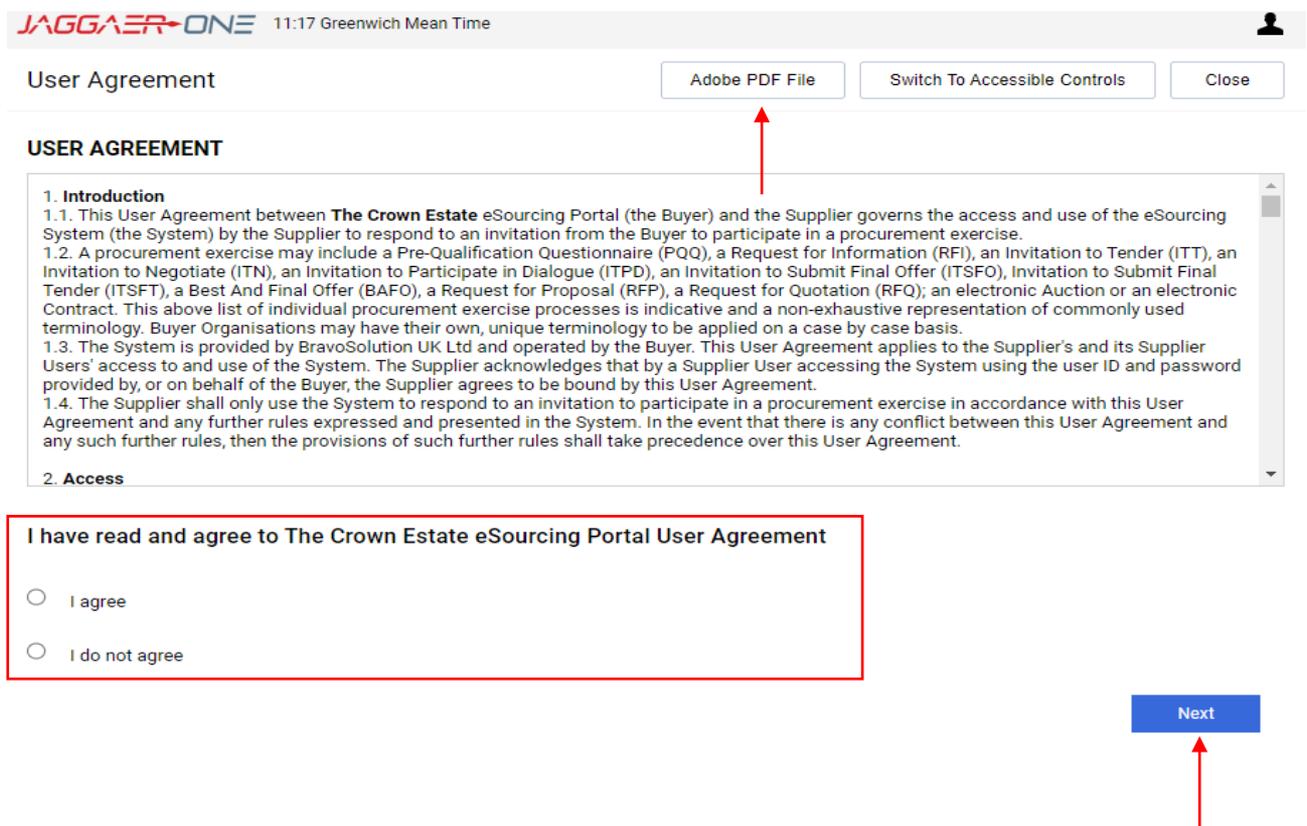

Figure 3- User Agreement.

4.   Registration Data - Organisation Details and User Details

4.1   This Section describes how to complete the **Organisation Details** and **User Details** Sections of the **Registration Data** page on the Portal.

4.2   You must provide the **Organisation Details** and **User Details**, as shown in Figures 4 and 5. All questions marked with an **(*)** must be completed.

4.3   The **User Details** should be provided for an individual within your organisation who will be responsible for requesting access to the PQQ and submitting a PQQ response. This individual will also be responsible for managing other functions of, and communications via, the Portal.

4.4   After entering your **Organisation Details** and **User Details,** click the **Save** button to proceed, as shown in Figure 4.

Figure 4 – Organisation Details.

Figure 5 – User Details.

5.   Registration Confirmation

5.1   This Section explains the **Registration Confirmation** process.

5.2   After completing the **Registration Data** section, you will be taken to a **Registration Confirmation** page on the Portal, as shown in Figure 6.

5.3   You will receive an email confirming your registration to the Portal. The email will contain your Portal login details (being your username and temporary password).

5.4   You can click the **Close Window** button to close the **Registration Confirmation** message and return to the login landing page.

Please Note: The email containing your username and temporary password can take time to be delivered to your inbox. Please allow a few hours for the email to be delivered and check for the email in your junk/spam folder before contacting Jaggaer and/or TCE regarding **User Registration**. After receiving this email, you will be able to update your password when you next login to the Portal.
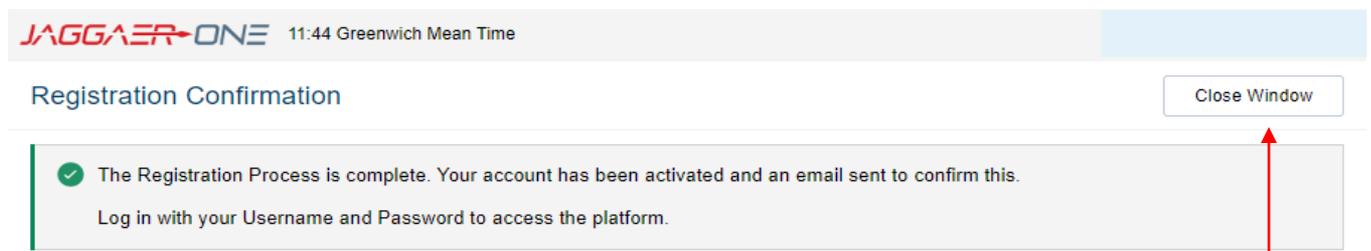

Figure 6 – Registration Confirmation.

6.   Main Dashboard

6.1   This Section describes how Bidders can login to the Portal to access the **Main Dashboard**.

6.2   The main dashboard is accessed from the Portal **Landing Screen** shown in Figure 7. Use the login credentials you received (as set out in Section 5.3 of this guide) to login to the Portal via the login box on the landing screen, as shown in Figure 7.

6.3   After clicking the **Enter** button you will be taken to the **Main Dashboard** which is where summary information regarding the Round 5 Portal process can be viewed, as shown in Figure 8.
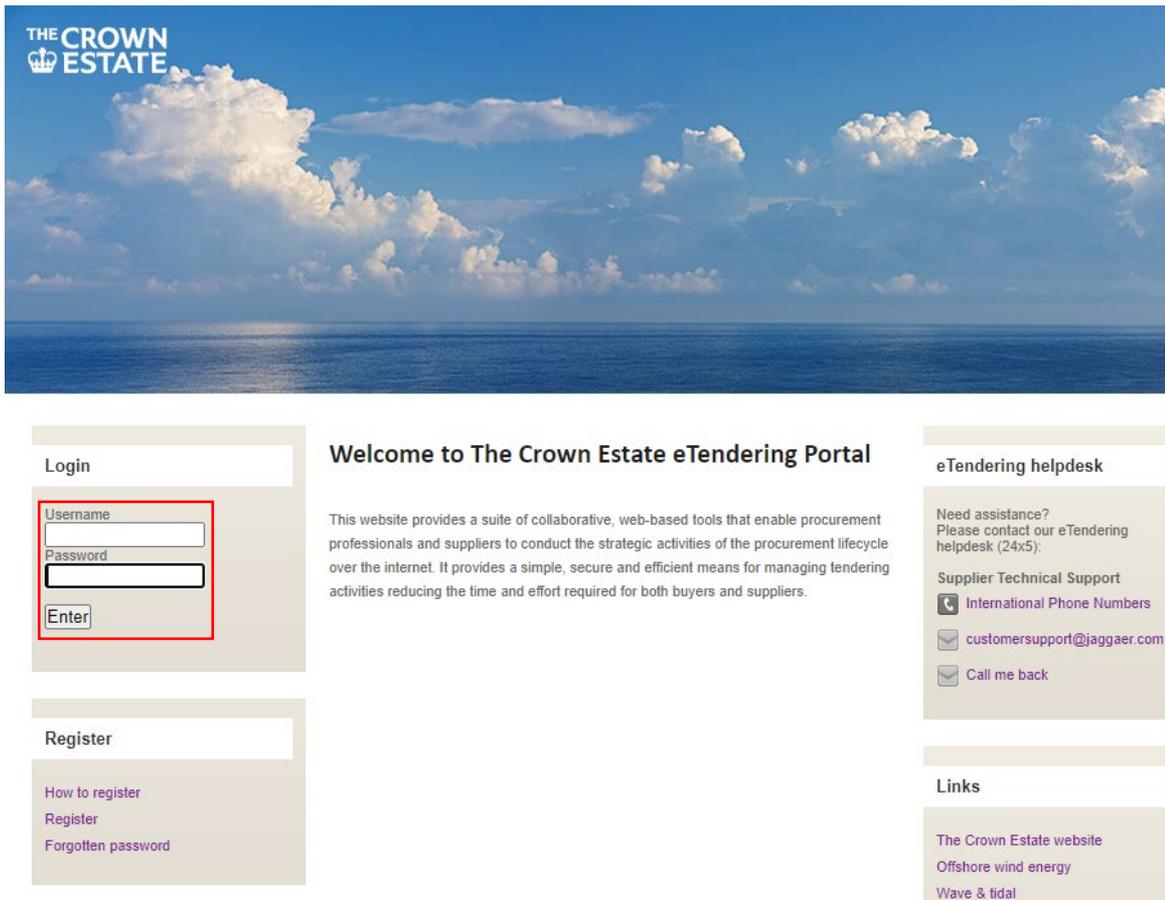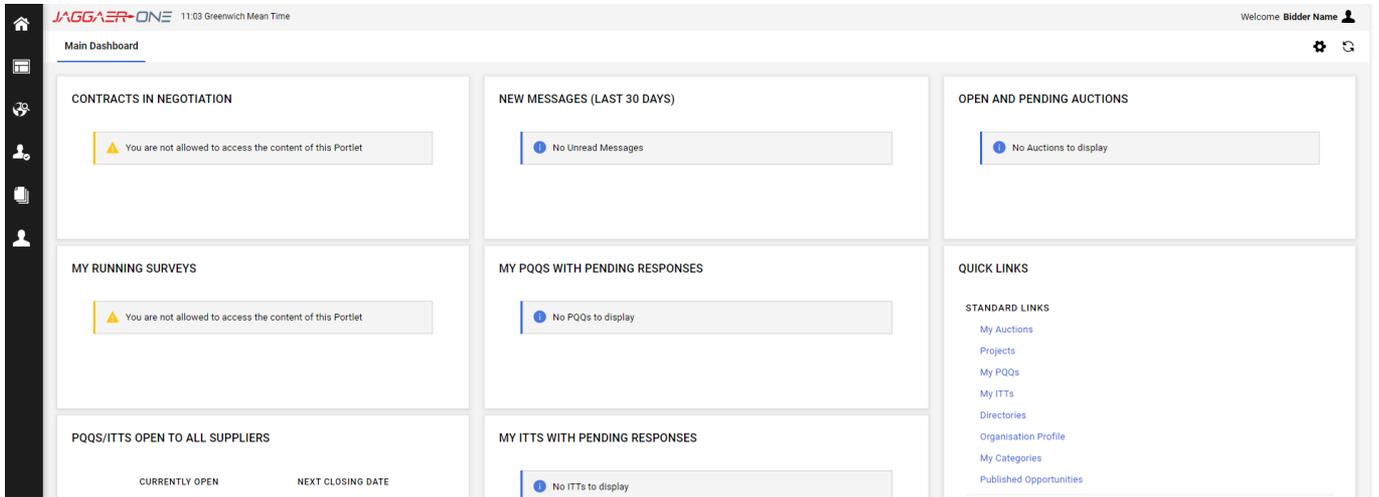

Figure 7 - Landing Screen.

Figure 8 - Main Dashboard.

7. Accessing the PQQ

7.1 This Section describes how to access the PQQ.

7.2 If necessary, re-enter your login details on the landing screen to access the **Main Dashboard** Section of the Portal.

7.3 From the **Main Dashboard**, or elsewhere on the Portal, click the globe icon to enter the **Sourcing** menu, as shown in Figure 9.

7.4 Click on the **PQQs** button and then click the **PQQs Open to All Suppliers** button, as shown in Figure 9.

7.5 Bidders must click on **Request to access the Round 5 Pre-Qualification Questionnaire** within the PQQs Open to All Suppliers, as shown in Figure 10.
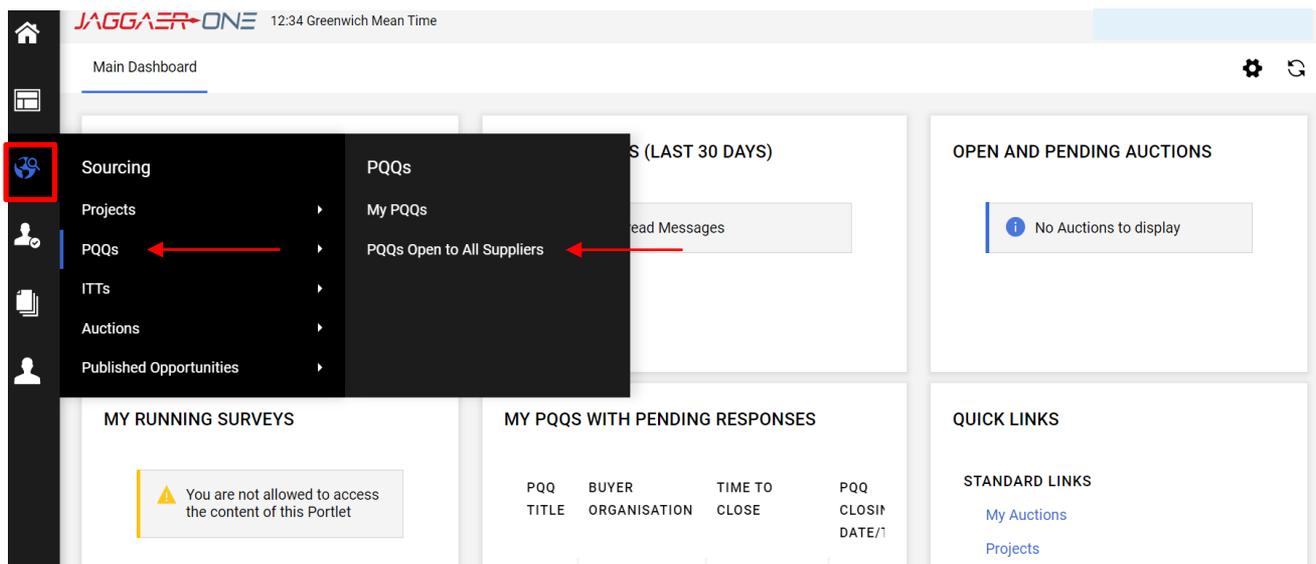

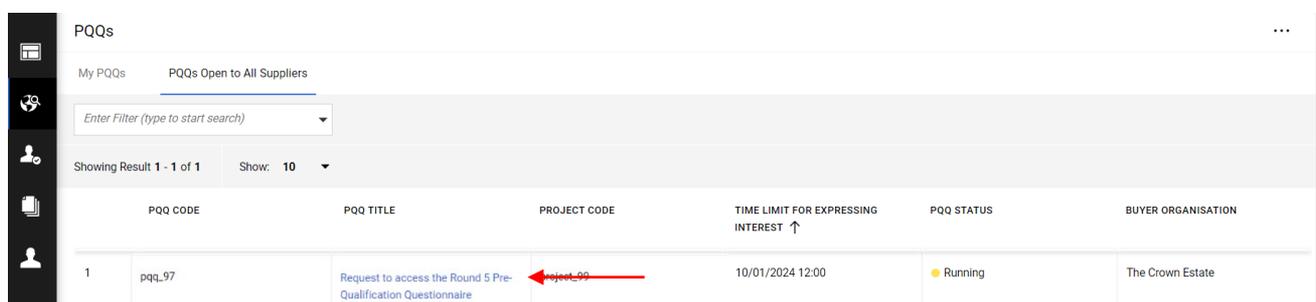*Figure 9 – PQQ's Open to All Suppliers.*

Figure 10 – Request to access the Round 5 Pre-Qualification Questionnaire text button.

8. Bidder Acknowledgement

8.1   To access the PQQ, you will be required to agree to the **Bidder Acknowledgement**.

8.2   You will only be required to review and agree to the **Bidder Acknowledgement** once on the **Contract Acceptance** screen when you click **Request to access the Round 5 Pre-Qualification Questionnaire** for the first time.

8.3   To continue you will have to confirm that you have downloaded, read and agree to the **Bidder Acknowledgement** by clicking the **I Agree to All Terms and Conditions** box, as shown in Figure 11.

8.4   You must download and view the **Bidder Acknowledgement**, otherwise you will not be able to **Confirm** your acceptance.

8.5   If you select **I don't agree**, you will not be able to proceed further.

8.6   Click the **Confirm** button, as shown in Figure 11, to finalise your selection and progress to the **Express Interest** Section.

Figure 11 – Round 5 Bidder Acknowledgement.

9. Express Interest Confirmation

9.1   This Section describes how to complete the **Express Interest** Section via the Portal in order to access the PQQ.

9.2   After accepting the **Bidder Acknowledgement**, you will be prompted to complete the **Express Interest** Section of the Portal.

9.3   To complete the **Express Interest** Section, you must click the **Express Interest** button as shown in Figure 12.

9.4   An **Information** pop-up box will appear on the Portal. You must acknowledge the information displayed by clicking the **Confirm** button, as shown in Figure 13.

9.5   You should note that the text contained within the **Information** pop-up is pre-generated by the Portal. Any reference to 'this RFI' relates to the **Request to access the Round 5 Pre-Qualification Questionnaire** Section accessed as part of Section 7 of this guide.

9.6   After clicking the Confirm button, the Portal will direct you to the **Request to access the Round 5 Pre-Qualification Questionnaire** question.

9.7   At this stage, Bidders will receive an email confirming that they have been successfully self-invited to the **Request to access the Round 5 Pre-Qualification Questionnaire**.
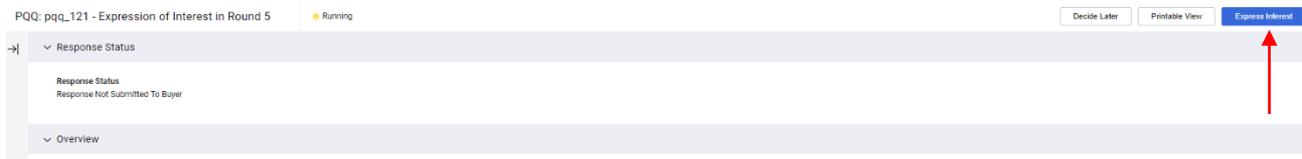

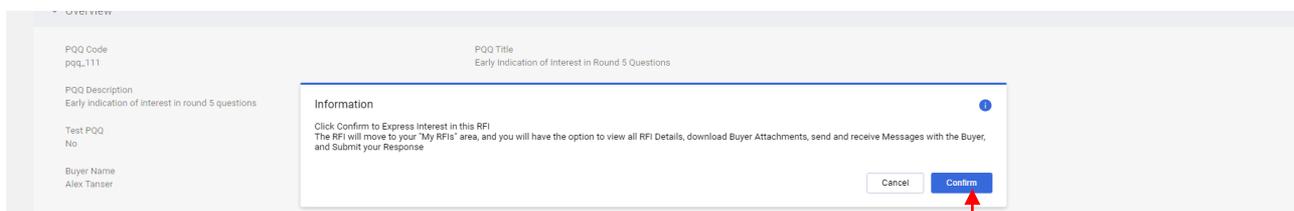*Figure 12 – Express Interest confirmation.*

Figure 13 - Express Interest Information pop-up.

10. My PQQs

10.1   As set out in Section 9.6 of this guide, you will be automatically directed to the **Request access to the Round 5 Pre-Qualification Questionnaire** question. If you leave this Portal or this page for any reason, this Section describes how to access the **Request access to the Round 5 Pre-Qualification Questionnaire** question via the **My PQQs** Section.

10.2   After you have completed Sections 7 to 9 of this guide, the **Request access to the Round 5 Pre-Qualification Questionnaire** question will appear in the **My PQQs** Section of the Portal. On the **Main Dashboard** click the globe icon to enter the **Sourcing** menu.

10.3   To access the **My PQQs** Section of the Portal, click on the **PQQs** button, and then click the **My PQQs** button, as shown in Figure 14.

10.4   You must click on the **Request to access the Round 5 Pre-Qualification Questionnaire**, as shown in Figure 15. This will take you to the PQQ Response Management Area.
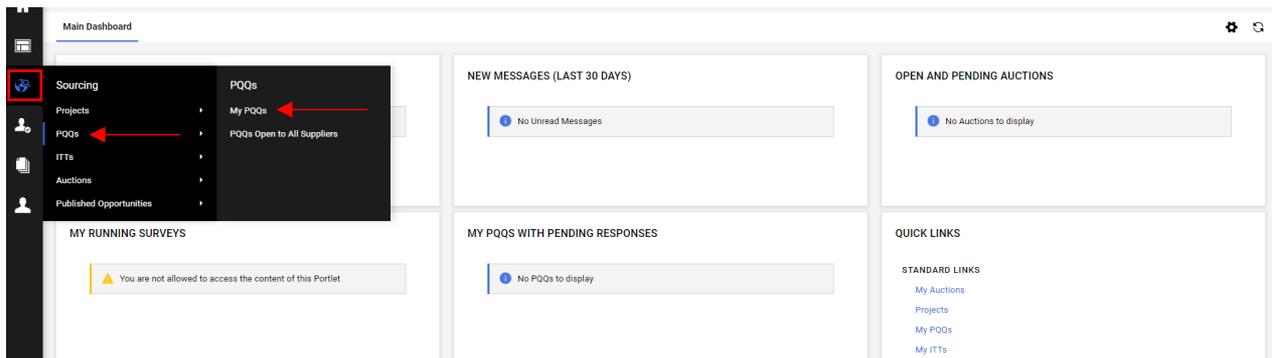

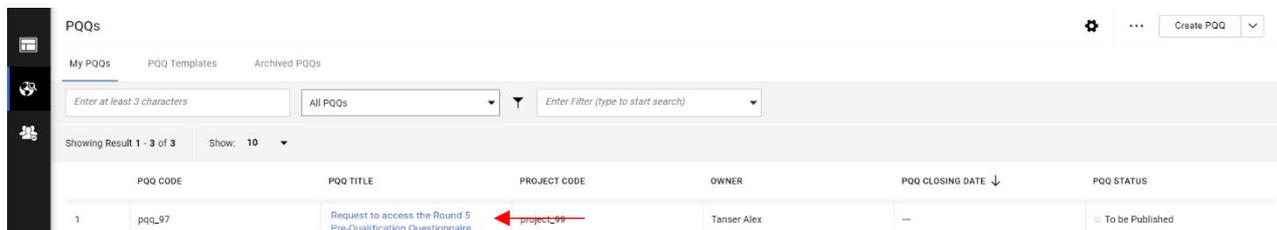
Figure 14 - Accessing the My PQQs Section of the Portal.

Figure 15 - Accessing the Request to access the Round 5 Pre-Qualification Questionnaire PQQ.

11. Completing the Request to access the Round 5 Pre-Qualification Questionnaire

11.1 This Section explains how to complete and submit the **Request to access the Round 5 Pre-Qualification Questionnaire**.

11.2 The **Request to access the Round 5 Pre-Qualification Questionnaire** question is contained within the **Qualification Response** envelope, which is accessible from the **My Response** Section of the Portal. You will be required to click that you **Intend To Respond** before being able to answer the request access question, similar to the process explained in Section 12 of this guide.

11.3 To enter the **Qualification Response** page, click on the blue **Qualification Response** button in the **Envelope** column of the **My Response** page (as shown in the center of Figure 16) or click the **Pencil** icon button next to the **Qualification Response** heading (as shown in the bottom right corner of Figure 16).
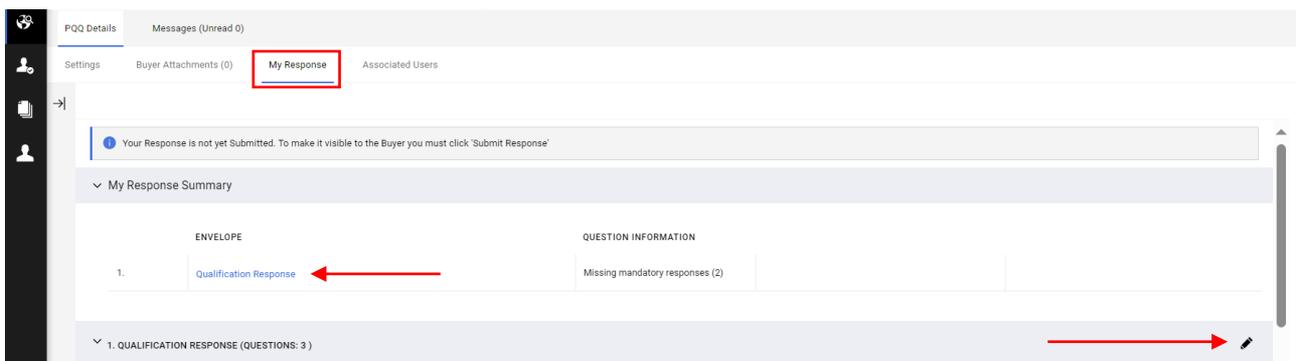

Figure 16 - Accessing the request to access the Round 5 Pre-Qualification Quesionnaire question.

11.4 Within the **Qualification Response** page, you must answer the **Request to access the Round 5 Pre-Qualification Questionnaire** question.

11.5 To answer the **Request to access the Round 5 Pre-Qualification Questionnaire** question, you must review the text within the **Question** and **Description** column. You will be asked to answer the question by selecting **Yes** or **No** via the drop-down menu. If you answer **No** to this question, TCE may remove your access to the Portal.

11.6 After you have selected **Yes** or **No**, click the **Save And Exit Response** button, as shown in Figure 17. This will not submit your response but instead save your answer and return you to the **My Response** page of the Portal.
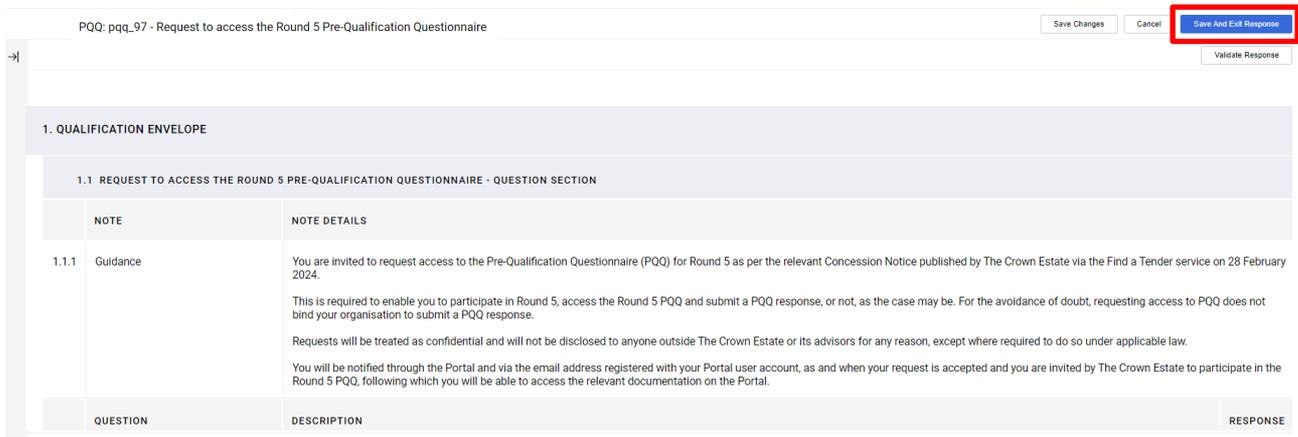
Figure 17 - Saving your response to the Request access to the Round 5 Pre-Qualification Questionnaire question.

11.7   To submit your response to the question, click the **Submit Response** button, as shown in Figure 18.

11.8   After submitting your response, you will receive a confirmation email stating that your response was submitted.
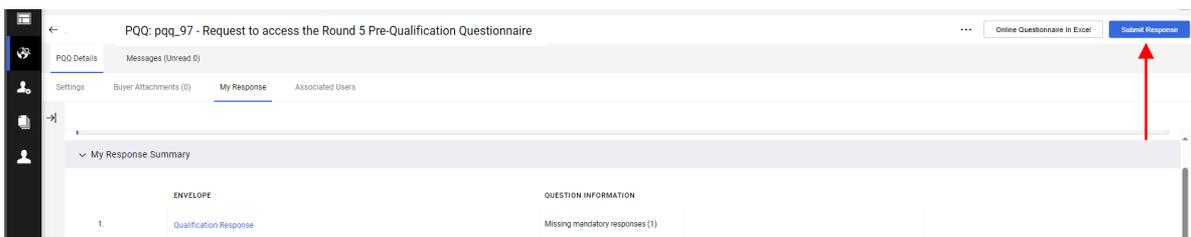

Figure 18 - Submitting your response.

11.9   <u>Please Note</u>: The email containing the confirmation that your response was submitted can take time to be delivered to your inbox. Please allow a few hours for the email to be delivered and check for the email in your junk/spam folder before contacting Jaggaer and/or TCE regarding your response submission.

11.10   You will not be automatically granted Portal access to the PQQ by responding to the **Request to access the Round 5 Pre-Qualification Questionnaire** question.

11.11   Following receipt of your request, TCE may grant you access to the PQQ via the Portal.

11.12   TCE reserves the right to refuse to grant or to deny access at any time to the Portal to any person that TCE considers, in its discretion, does not have a genuine intention to participate in this Round 5, with a view to submitting a pre-qualification questionnaire response or considering whether to do so (either as a Sole Bidder or a Consortium Member).

11.13   The following Sections of this guide should be followed when you are granted access to the PQQ and you are providing a PQQ response.

12. Accessing the PQQ and completing the Intend to Respond confirmation

12.1   You will receive an email notification from the Portal when TCE have granted you access to the PQQ via the Portal.

12.2   You can access the PQQ via the **My PQQs** Section of the Portal. This process is the same process described within Section 10 of this guide.

12.3   From the **My PQQs** Section of the Portal click on the **Round 5 Pre-Qualification Questionnaire** button in the **PQQ Title** column, as shown in Figure 19. This will take you to the **PQQ Response Management Area** for the PQQ. *(Note the PQQ code for the PQQ you access will be PQQ_96.)*
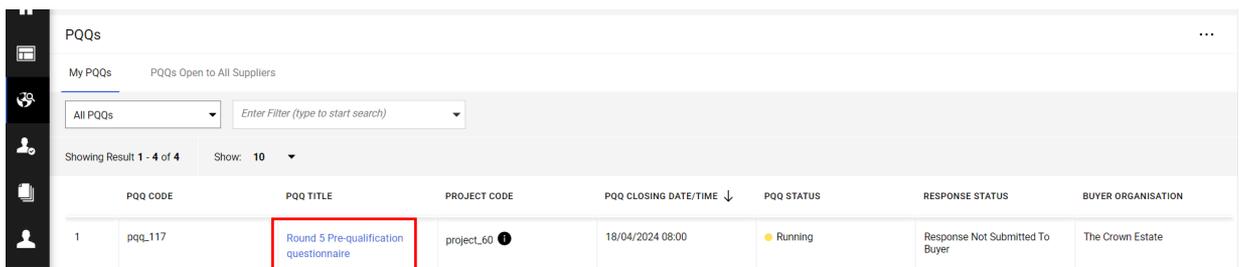
Figure 19 - Accessing the PQQ from the My PQQs Section of the Portal.

12.4   The remainder of this Section describes how to complete the **Intend to Respond** confirmation via the Portal in order to access the PQQ.

12.5   After entering the **Round 5 Pre-Qualification Questionnaire** you will be prompted to confirm your intention to submit a PQQ response.

12.6   To access the PQQ you must click the **Intend to Respond** button, as shown in Figure 20.

Figure 20 - Intend to Respond button.

12.7   Clicking the **Intend to Respond** button will allow you to access the PQQ documents and questions.

12.8   A blue **Detail** banner will appear at the top of the screen, as shown in Figure 21, notifying you that '**You have now started to create your Response**'. Clicking this banner will provide **Information** regarding the steps required to submit a PQQ response. These steps are detailed in the following Sections of this guide.
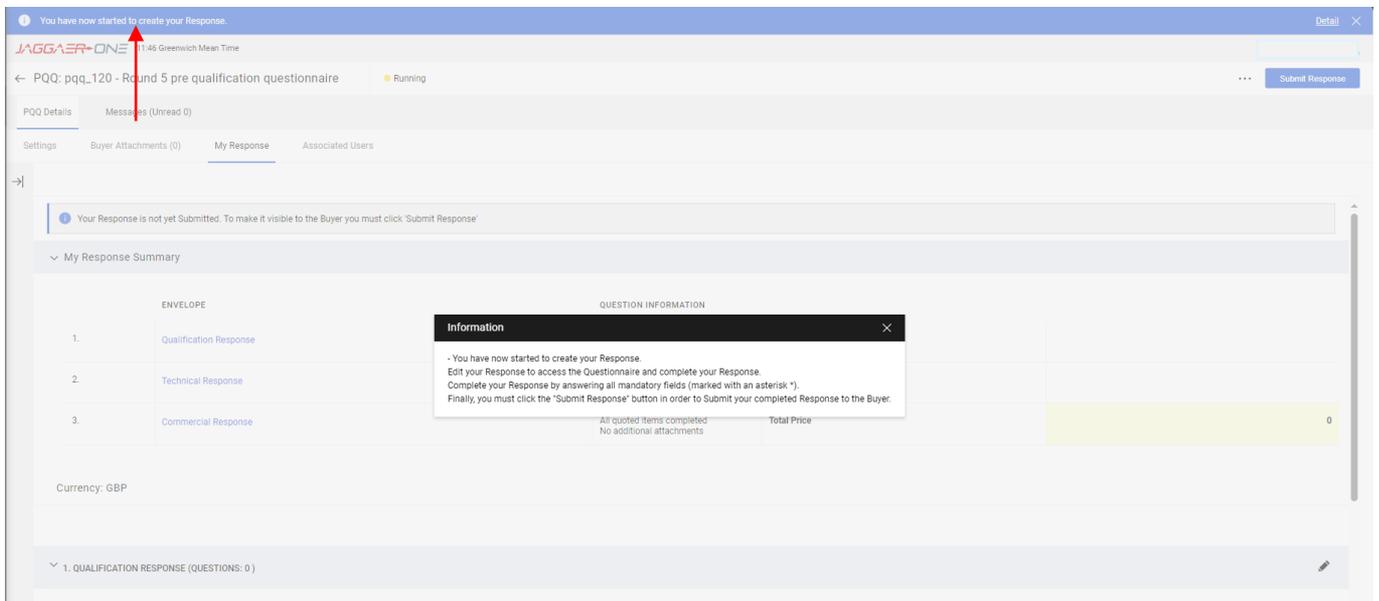
Figure 21 - Detail banner message.

13.   PQQ Response Management Area

13.1   This Section explains how to download the PQQ documents and navigate to the Section of the Portal where you can respond to the PQQ questions.

13.2   A series of **Buyer Attachments** can be accessed from the **PQQ Response Management Area**, as shown in Figure 22. You should note that certain PQQ questions have templates you must complete. These templates are contained in the **Buyer Attachments** Section of the Portal.

13.3   To access and download the **Buyer Attachments**, click the yellow **Warning** banner at the top of the Portal or click on the **Buyer Attachments** button.

13.4   **Buyer Attachments** can be **Mass Downloaded** as a Zip file or downloaded and viewed individually, as shown in Figure 23. The **Warning** banner in Figure 22 will not disappear until all **Buyer Attachments** have been viewed (please note you may need to refresh the **PQQ Response Management Area** after viewing all attachments to remove the **Warning** banner).

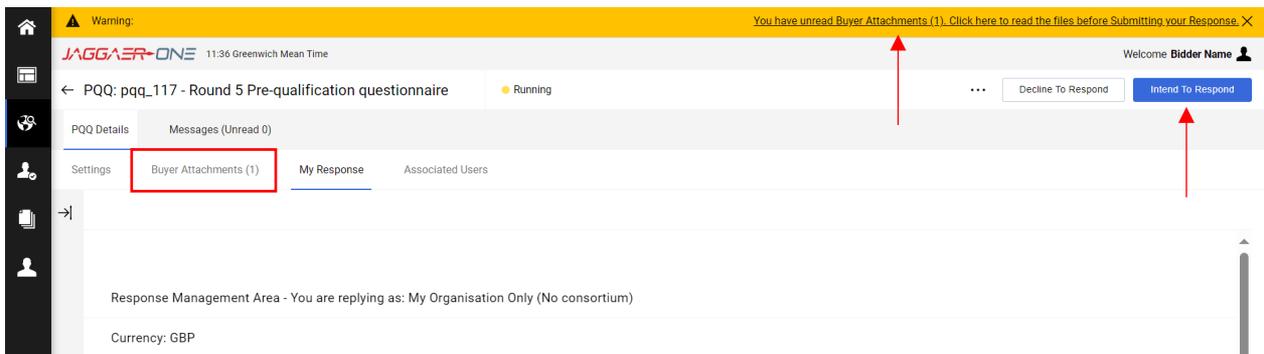13.5   Table 1 sets out the **Buyer Attachments** available for download as part of the PQQ.
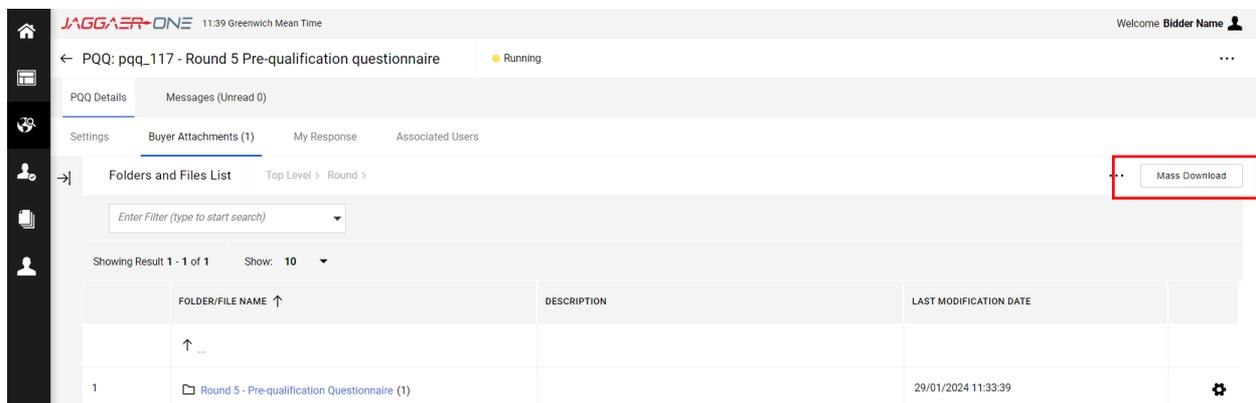

Figure 22 - PQQ Start Page.

Figure 23 - Buyer Attachments.

Number	Attachment Name	PQQ Question or requirement
1	44068-TCE-EXT-PQQ-001-R1 – Pre-Qualification Questionnaire.pdf	N/A
2	44068-TCE-EXT-PQQ-001-02-R2 - Annex 2 - PQQ Question Clarification Template.docx	N/A
3	44068-TCE-EXT-PQQ-001-07-R1 - Annex 5 – Bidder Undertaking.docx	PQQ Section 14.4(b)(i)
4	44068-TCE-EXT-PQQ-001-10-R1 - Annex 8A - PQQ T1 Template.docx	PQQ Question (Technical) T1
5	44068-TCE-EXT-PQQ-001-11-R1 - Annex 8B - PQQ T2 Template.docx	PQQ Question (Technical) T2
6	44068-TCE-EXT-PQQ-001-12-R1 - Annex 8C - PQQ T4 Template.xlsx	PQQ Question (Technical) T4
7	44068-TCE-EXT-PQQ-001-13-R1 - Annex 8D - PQQ T5 Template.xlsx	PQQ Question (Technical) T5
8	44068-TCE-EXT-PQQ-001-14-R1 - Annex 8E - PQQ F1 Template – Sole Bidder.xlsx	PQQ Question (Financial) F1
9	44068-TCE-EXT-PQQ-001-15-R1 - Annex 8F - PQQ F1 Template – Consortium.xlsx	PQQ Question (Financial) F1
10	44068-TCE-EXT-PQQ-001-16-R1 - Annex 8G – Consortium Confirmation.docx	PQQ Section 14.4(b)(iv)(1)
11	44068-TCE-EXT-PQQ-001-17-R1 - Annex 8H - Guarantor's Letter of Support.docx	PQQ Section 14.4(b)(v)
12	44068-TCE-EXT-PQQ-001-18-R1 - Annex 8I - Heads of Terms Red Flag Template.docx	PQQ Question (Legal) Legal Heads of Terms 'Red Flag' comments
13	44068-TCE-EXT-PQQ-001-19-R1 - Annex 9A - Bidder Information Table – Sole Bidder.docx	PQQ Section 14.4(b)(ii)
14	44068-TCE-EXT-PQQ-001-20-R1 - Annex 9B - Bidder Information Table – Consortium.docx	PQQ Section 14.4(b)(ii)
15	44068-TCE-PUB-GUI-002-R1 - eTendering Portal Registration and PQQ User Guide	N/A
16	44068-TCE-EXT-INS-001-R1 – Indicative examples and instructions for completing the PQQ Questions (Financial).pdf	N/A

Table 1 - List of Buyer Attachments.

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14.   User Management

14.1   This Section explains how different users can access the PQQ on separate accounts.

14.2   To add or remove additional users to your 'organisation', click the person icon on the side bar of the Portal and select **Manage Users**. You must then click the **Users** text button to be taken to the **Manage Users** Section, as shown in Figure 24.
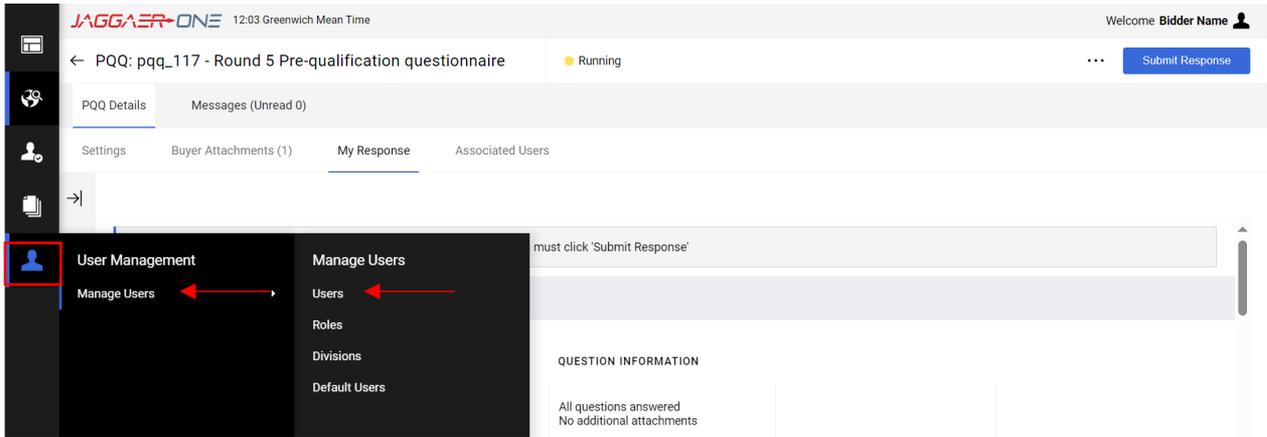

Figure 24 - Navigating to the User Management screens.

14.3   From the **User Management** screen you can see all the users currently registered in your organisation.

14.4   To add a new user, click the **Create** button, as shown in Figure 25.

14.5   You will be prompted to provide the details of the new user. Please ensure that the email address provided for the new user is correct before creating the user's account. You are able to add users to your organisation on the Portal with different email URLs.
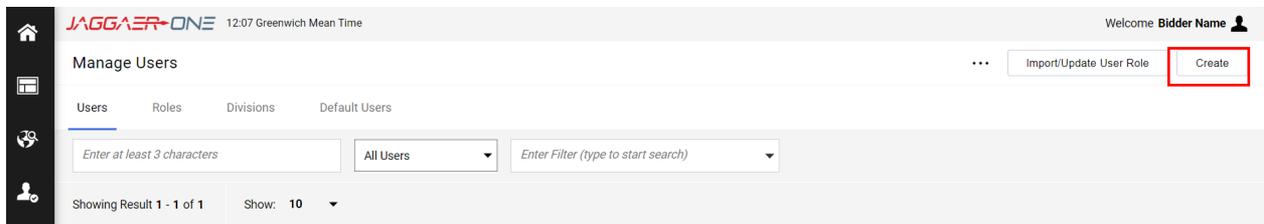

Figure 25 - Navigating to the User Management screens.

14.6   The new user will not automatically have any user rights and/or permissions. To add user rights and permissions, click the **View User Rights** button, as shown in Figure 26.
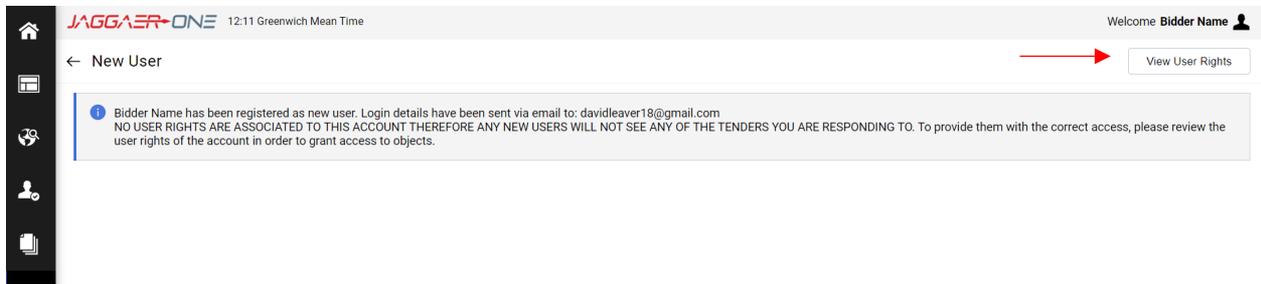
Figure 26 - Modifying User Rights.

14.7   Please click the **Pencil** icon button to edit that user's rights and set access levels, as shown in Figure 27.
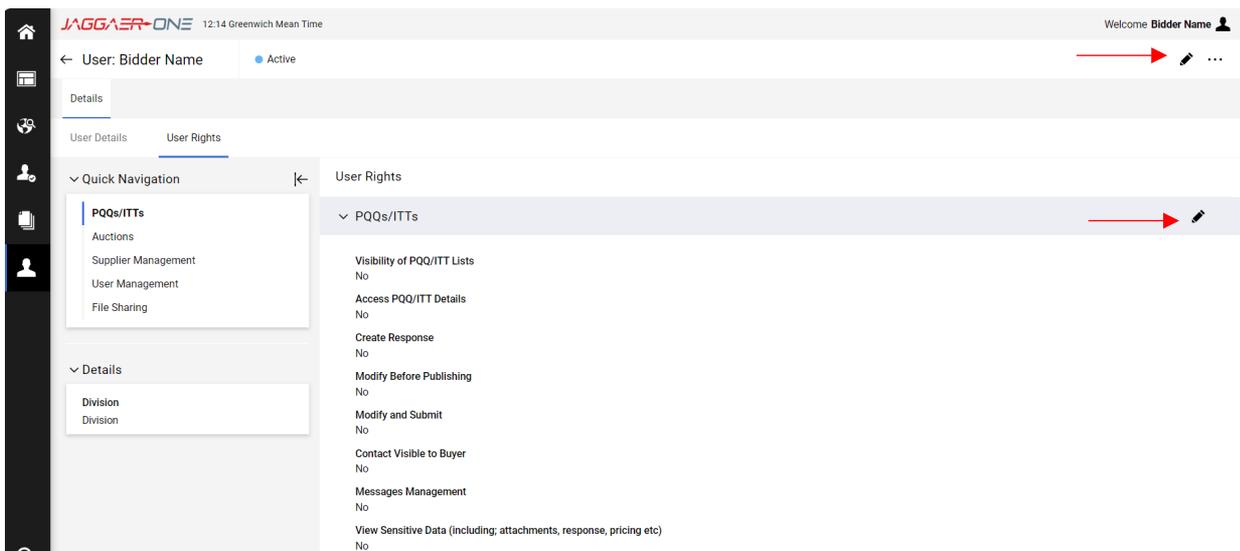

Figure 27 - Editing a User's Access Rights.

14.8   After creating a new user and setting up the user's access rights, you will need to add the new user to the PQQ so that the user can edit and submit PQQ answers. This should be performed via the **PQQ Response Management Area** (described in Section 13.)

14.9   Within the **PQQ Response Management Area**, click the **Associated Users** button as shown in Figure 28 to access the **User List**. To add a new user to the PQQ, click the **+** icon button and select the user from the list.

14.10   The user you added to your organisation can then be selected and added as a member of your team who can view and edit PQQ answers.

Figure 28 - Adding Users to this PQQ.

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15. Submitting Clarification Questions

15.1 This Section explains how you can submit and view Clarification Questions during the PQQ stage.

15.2 To access messages click, the **Messages** button from the **PQQ Response Management Area,** as shown in Figure 29. The **Messages** button also contains the number of unread messages in brackets.
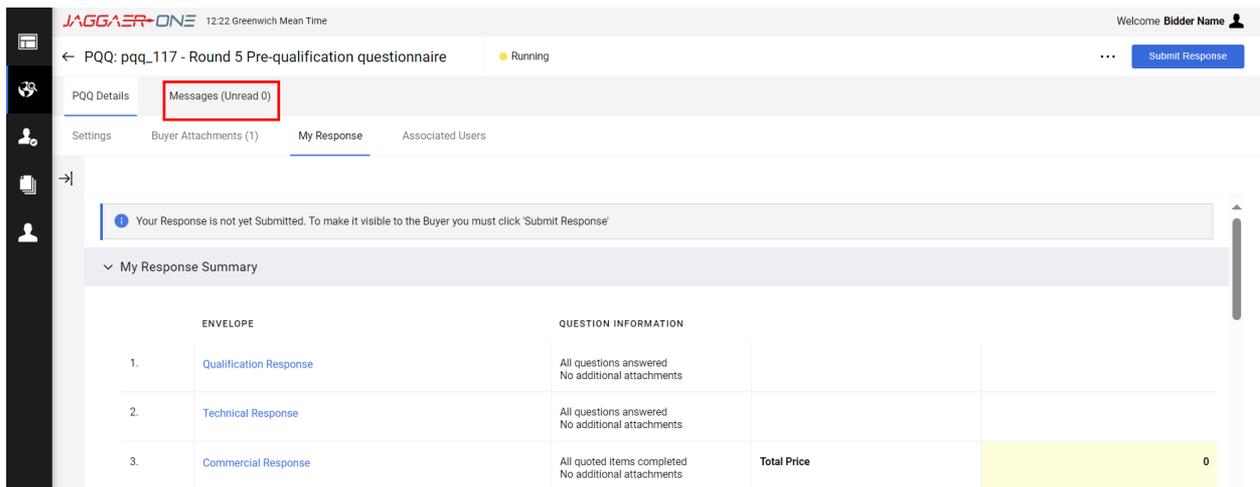

Figure 29 - Accessing messages from the My Response screen.

15.3 From the Messages page you can choose **Create Message**, view **Received Messages**, **Sent Messages**, **Draft Messages** and **Forwarded Messages**, as shown in Figure 30.
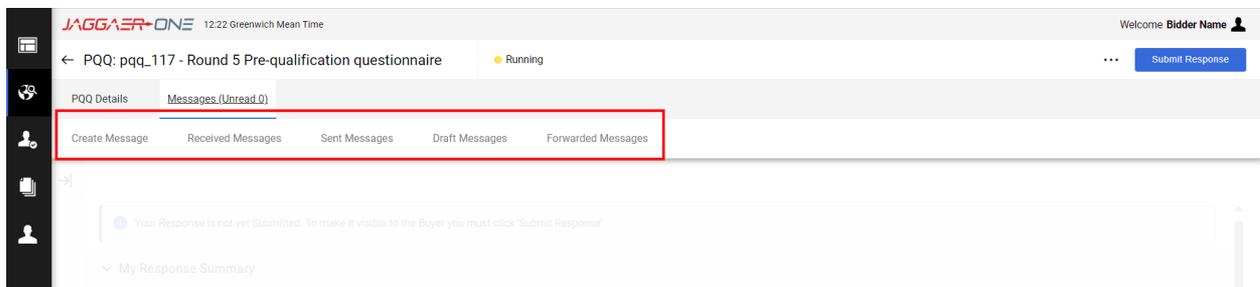

Figure 30 - Message Options.

15.4 When creating new messages from the **Create Message** menu, you will need to add a **Subject** and **Message** as shown in Figure 31.

15.5 Within the **Subject** entry box you should state whether your Clarification Question relates to a technical, financial or legal PQQ question or whether the Clarification Question is a general question.

15.6 If your Clarification Question is confidential please state this in the **Subject** and **Message** entry boxes.

15.7 You must ask your Clarification Question using the Round 5 PQQ Clarification Question Template, as shown in Figure 32. This template can be downloaded as an attachment from the Portal and attached to your Clarification Question on the Portal.

15.8   Any Clarification Questions not submitted using the PQQ Clarification Question Template will not be accepted and will need to be resubmitted in the correct format using the PQQ Clarification Question Template.

15.9   When you have attached the populated PQQ Clarification Question Template to your message, you must click the **Send Message** button, as shown in Figure 31.
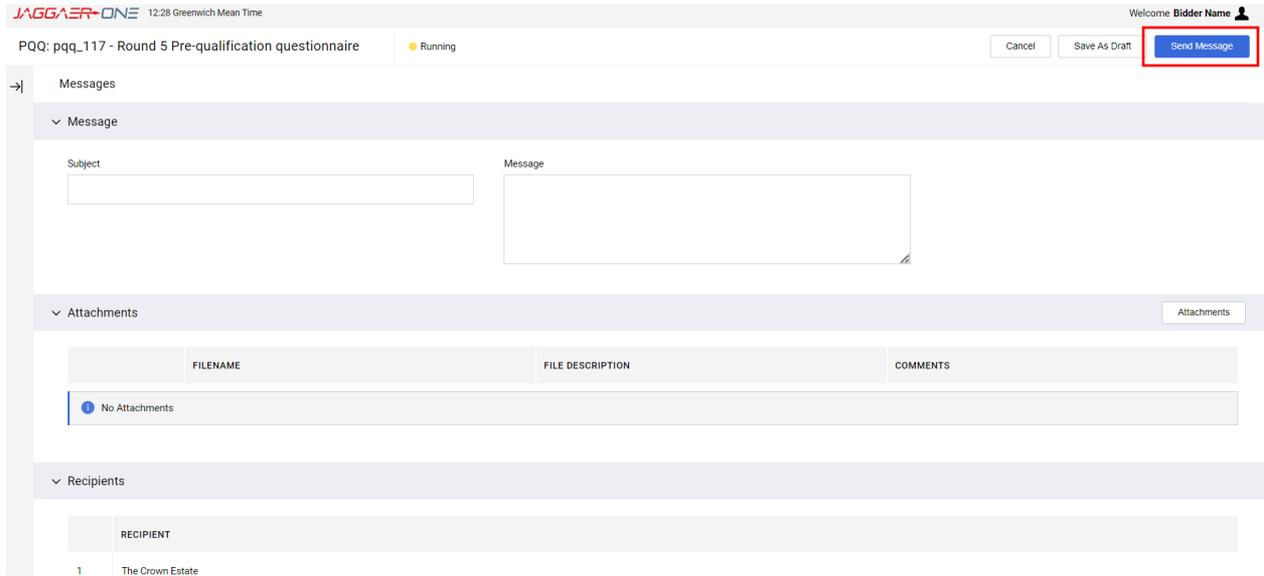

Figure 31 - Creating Clarification Questions using the Messages Section of the Portal.

Figure 32 - Clarification Question Sheet.

16. Responding to questions as part of the My Response Section of the Portal

16.1 This Section describes how to use and navigate the **My Response** Section of the Portal. The **My Response** Section of the Portal can be accessed by the **PQQ Response Management Area**.

16.2 The **My Response Summary** view shows each of the **Envelopes** containing the PQQ questions.

16.3 The **Question Information** column shows how many mandatory PQQ answers are required before you can submit your PQQ response, as shown in Figure 33.

16.4 All questions within each **Envelope** can be viewed by scrolling down the **My Response** Section of the Portal.

16.5 To answer questions on the Portal, click on the relevant envelope button in the **Envelope** column of the **My Response Summary** page or click the **Pencil** icon button next to that envelope's drop down option. Figure 33 shows an example of how to access the **Qualification Response** questions.
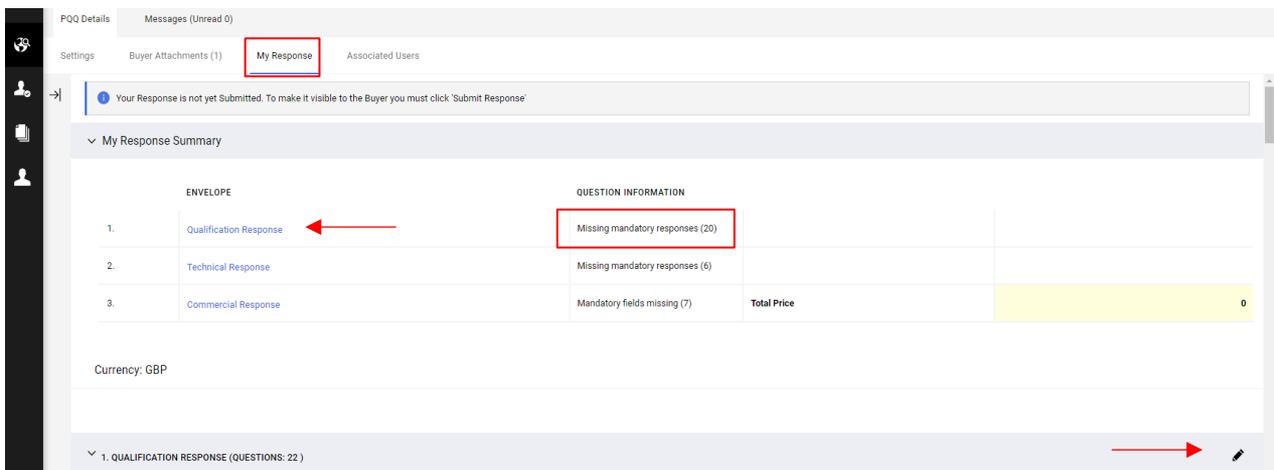

Figure 33 - My Response Summary View.

17. Submitting and editing answers to questions

17.1 This Section explains how your answers can be submitted for each question and the different types of questions contained on the Portal.

17.2 You can provide answers for each of the questions in any of the envelopes in any order you see fit.

17.3 Each mandatory question must be answered before you can submit your answers.

17.4 The questions are comprised of the following different question types:

Number	Question Type	How to Answer
1	Yes / No	Select 'Yes' or 'No' from a drop-down list as appropriate. *Figure 34 - Yes or No question.*
2	Attach a File	Upload a file. Files can be added directly from your file explorer or via drag and drop. Please note drag and drop functionality does not always work, in which case you should provide the necessary file by clicking the **Browse** button and adding the file directly from the file explorer. *Figure 35 - Attach a File example.* You must make sure you upload the correct file. The Portal does not validate any answers to ensure you have attached the correct file.
3	Text Entry	Enter a text answer in the box provided to answer the question. A maximum of 2000 characters, including spaces, can be entered.
4	Drop down List	Select the option that applies to you from a list of pre-defined options which will appear as a drop-down list in the question.
5	Checklist	Select the option that applies from a checklist of pre-defined answers, which will appear as options with check boxes next to them. You should note that multiple options in the checklist can be selected.

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		* The Bidder is required to state how many Consortium Members there are in the Consortium.	☑ Consortium Member 1 ☑ Consortium Member 2 ☑ Consortium Member 3 ☐ Consortium Member 4 ☐ Consortium Member 5 ☐ Consortium Member 6
		Figure 36 - Checklist example.	
6	Date	Provide a date to answer the question.	
7	Numerical Value	Enter a numerical value to answer the question.	
8	Provide a populated template	Download the relevant template for that question, populate the template, and upload the populated template. Where a template is attached to a question it will be denoted with a black warning triangle as shown in Figure 37 below. *Figure 37 - Template question appearance example.* You must follow the same process as set out in row 2 above (***Attach a File*** *question type*). You must make sure you upload the correct file containing the populated template. The Portal does not validate any answers to ensure you have attached the correct file.	
9	Dependent questions	Some 'checklist', 'Yes' or 'No' and drop-down list questions have follow on questions ('dependencies'). Where a question has dependencies, this will result in you having to answer further questions on the Portal. Figure 38 below shows a question with a tag symbol. This symbol denotes a question that has a dependencies question(s). Certain dependency questions will only appear if you answer the proceeding question with a certain answer. Some answers will not result in a dependency question and the dependency questions will not appear. 🏷 1.17 L4.1 - QUESTION SECTION *Figure 38 - Question Section containing dependent questions example.* Hovering your mouse on the tag icon will tell you what question, and which answer to that question, would prompt the dependancy question to appear. If the dependacy question does not appear, you can move onto the next question. 🏷 1.17 L4.1 - QUESTION SECTION CONDITIONAL SECTION - This section should only be completed when: L3 = Yes *Figure 39 - Dependency label example.*	

		If you are required to answer the dependency question, the dependency questions will appear immediately below the question Section heading as shown in Figure 40 below.
		Figure 40 - Dependent questions to be answered example.

Table 2 - List of question types.

17.5 Mandatory questions are marked with an *****. You can check that you have answered all mandatory questions by clicking the **Validate Response** button, as shown in Figure 41.

17.6 If you have not answered all of the mandatory questions, you will receive the **Missing Mandatory Field** red error banner at the top of the Portal. The **Missing Mandatory Field** red error banner will tell you the relevant mandatory question(s) that requires an answer. You cannot submit your PQQ answers until all of the mandatory questions have been answered.
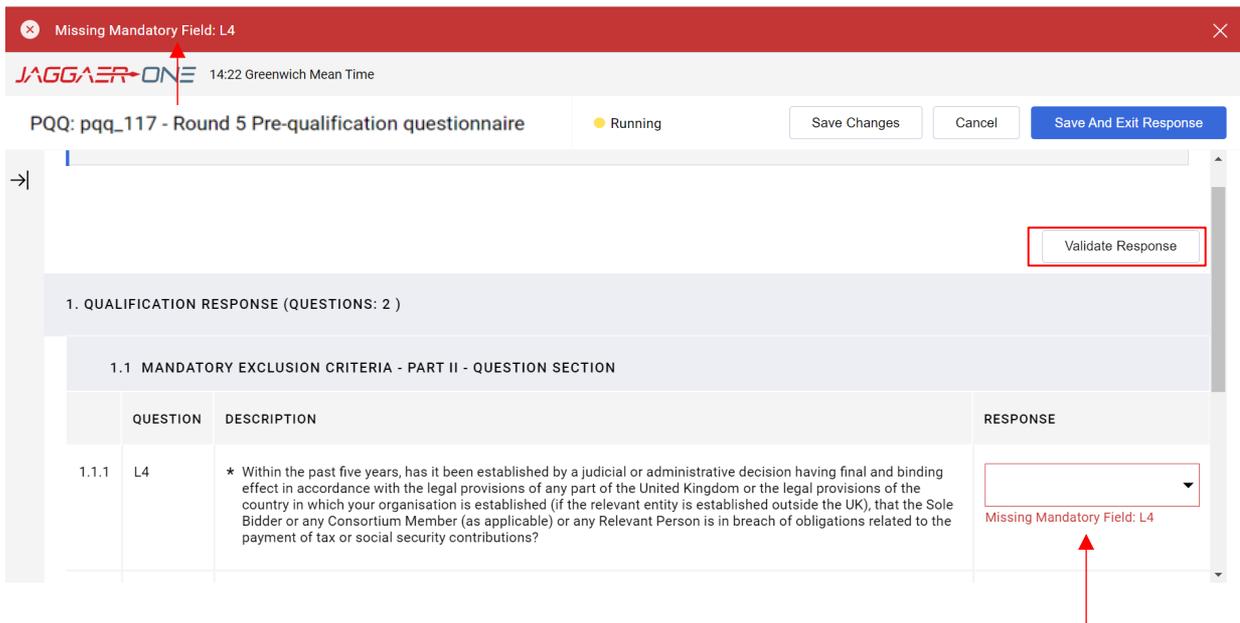

Figure 41 - Error Validation of Responses.

17.7 When you are answering the questions on the Portal, you can click the **Save Changes** button to save your answers. There is no auto-save feature on the Portal so please ensure you save your answers regularly. The Portal will time out after 30 minutes of inactivity and all unsaved answers will be lost.

17.8 When you are ready to exit the relevant envelope, you can click the **Save and Exit Response** button, as shown in Figure 42. This will take you to the **My Responses** page within the **PQQ Response Management Area**.

17.9 Clicking on **Save and Exit Response** will not submit your answers.

Figure 42 - Saving PQQ Responses.

18.   Excel worksheet of the questions

18.1   This Section describes how all of the questions as they appear on the Portal can be downloaded as an Excel worksheet.

18.2   From the **My Response** screen of the Portal, click the **Online Questionnaire in Excel** button to be taken to the **Upload** screen of the Portal, as shown in Figure 43.

18.3   From the **Upload** screen, click the **Download Online Questionnaire in Excel** button, as shown in Figure 44. This will download an Excel worksheet to your computer containing all the questions as they appears on the Portal.
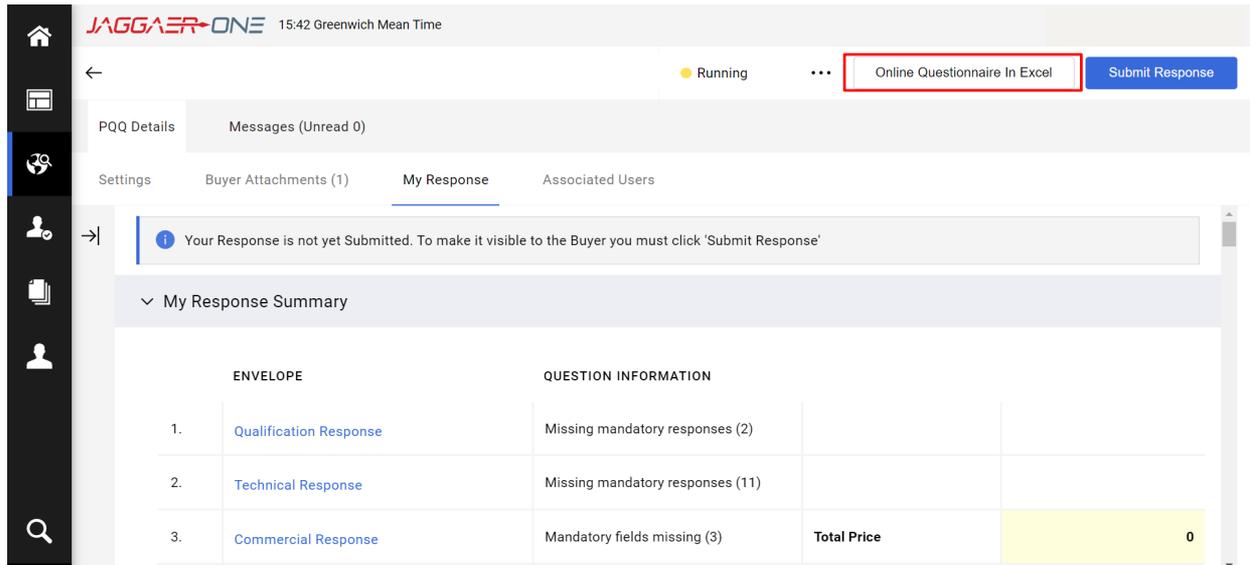

Figure 43 - Excel Download of all PQQ questions.

18.4   The **Questionnaire in Excel** can be completed offline and then reuploaded via the **Upload** screen to automatically complete the questions in each envelope. We do <u>not</u> recommend using the **Questionnaire in Excel** because it cannot upload attachments or populated templates and the Portal will not validate your answers. Any and all attachment questions will therefore need to be uploaded directly to the Portal and all attachments and templates on the Portal have to be downloaded individually.

18.5   Jaggaer provide further information on this feature. To access this information, click on the **Help to Create & Import Your Response In Excel** button, as shown in Figure 44.
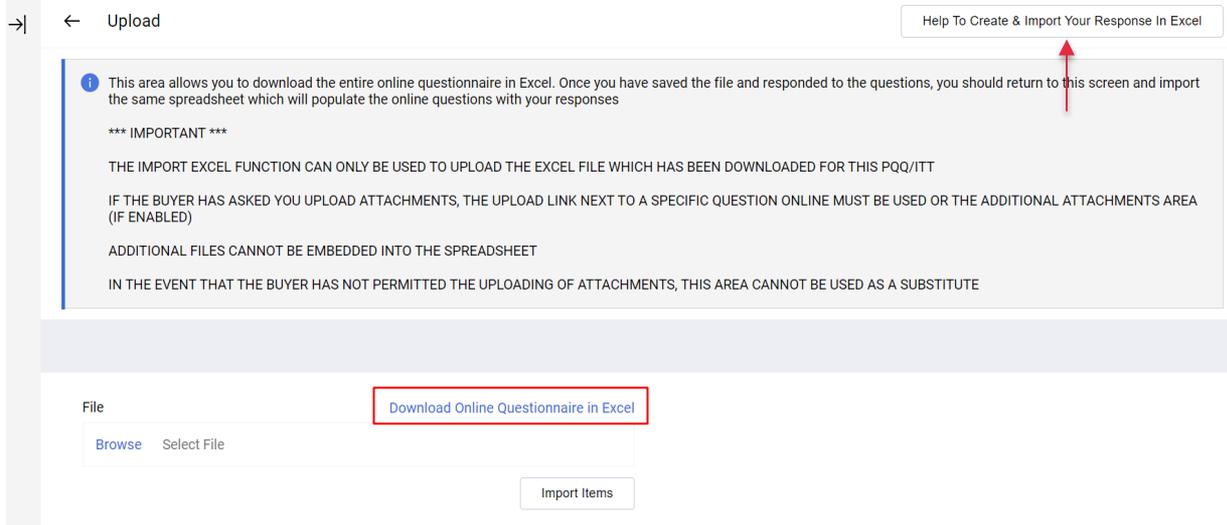
Figure 44 - Upload screen where the Questionnaire in Excel can be downloaded and subsequently reuploaded if needed.

19. Submit a PQQ Response

19.1   This Section explains how to submit your completed PQQ answers.

19.2   Before submitting your PQQ answers, ensure that all mandatory questions have been answered and that any and all attachments are correct and have been completed properly. If you have not completed all mandatory questions in each envelope, you will not be able to submit your PQQ answers.

19.3   Within each envelope there is a 'bidder checklist' question asking Bidders to confirm that they have performed the necessary checks and supplied all necessary information in respect of each question in that envelope. You must answer 'Yes' to this question before submitting your PQQ answers.

19.4   From the **PQQ Response Management Area** click on the **My Response** button, as shown in Figure 45.

19.5   To submit your PQQ answers, click the **Submit Response** button.

19.6   After submitting your PQQ answers you will receive a confirmation email stating that your PQQ answers were submitted.

Figure 45 - Submitting the PQQ response.

19.7   If required, you can withdraw a submitted response ahead of the submission deadline for the PQQ. This can be done by clicking the **Withdraw Response** button on the **My Response** screen. A withdrawn response must subsequently be resubmitted following the steps above in this Section 19. If you withdraw a response you will be emailed confirming your response has been withdrawn.

Please Note: The email confirming that your PQQ response has been submitted can take time to be delivered to your inbox. Please allow a few hours for the email to be delivered and check for the email in your junk/spam folder before contacting Jaggaer and/or TCE regarding the submission of your PQQ answers.

If you need any further help in using the Portal, click the 'help' icon at the top of the page. For technical support please contact the Jaggaer helpdesk on 0800 069 8630 (available Mon–Fri 8am–6pm) or by email customersupport@jaggaer.com

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