



Ministry
of Justice

MINISTRY OF JUSTICE MINOR WORKS DYNAMIC PURCHASING SYSTEM

Call Off Competition eSourcing portal Guidance document
for Contractors

Version 1
September 2021



About this guidance

This guidance document has been produced by the Ministry of Justice (MoJ) to help Contractors bid for opportunities and respond to Call Off competitions under the Minor Works Dynamic Purchasing System (MWDPS), through the Jaggaer eSourcing portal.

Being Invited to competitions

When you are invited to take part in a Call Off Competition this will be in the form of an Invitation to Tender (ITT). You will receive an e-mail inviting you to access Jaggaer (the MoJ eSourcing Portal) and bid for the Call Off Competition. It is therefore important that your account email address is kept up to date and that the account is monitored to ensure that you do not miss out on an opportunity.

Please note that you will only be invited to MWDPS Call Off Competitions in the Categories, locations and within the Notation Value that you have been accepted onto the MWDPS for.

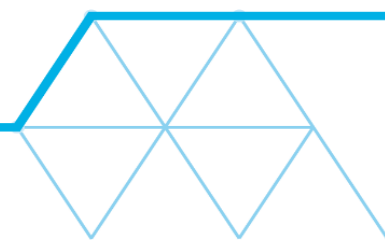
Checklist

The below guide takes you through the steps needed to apply for a MWDPS Call Off ITT through the MoJ eSourcing Portal. These steps are:

- ☐ Log on to the MoJ eSourcing Portal and accessing the ITT
- ☐ Download and read all documents relating to the ITT
- ☐ Write up your response on the provided Pricing and Quality response documents,
- ☐ If required prepare additional documentation e.g. a separate work programme,
- ☐ Complete and sign the declarations (e.g. Form of Tender)
- ☐ **Put all of your documents in a single zip file.**
- ☐ Upload the zip file to the response section of the ITT
- ☐ Submit response

Your zip file should be labelled with your company name and the project title.

You can use the above as a checklist to ensure that you have completed everything you need to when responding to a MWDPS Call Off Competition.



Logging on to the MoJ eSourcing Portal and accessing the ITT

To view and respond to MWDPS Call Off Competitions, you will need to log onto the MoJ Sourcing Portal. Once you have logged in, you will see the screen below. To view the ITTs that are available for you to bid for, please click “My ITTs” as circled below:

Ministry of Justice

Logout » Supplier reserved area

Thank you for registering on Ministry of Justice Sourcing Portal

This service provides a secure and efficient means for you to engage in Tender Projects with our Buyers.

Pre-Qualification Questionnaires for new EU procurements are available by clicking on PQQs Open to All Suppliers.

Once you have expressed interest in a PQQ it will move to your My PQQs page, where you can download any documentation and submit your response.

Buyers may invite you to participate in Invitations to Tender. The My ITTs page allows you to view and respond to any ITT to which you have been invited.

Some Invitations to Tender are open to all suppliers. The ITTs Open to All Suppliers page allows you to express interest in these ITTs and move them to your My ITTs page.

A helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.

User Profile

- Manage Your Profile
- Modify Password
- Manage Users

Contact us

Central Support Team
Phone: 0845 0100 132
esourcing@justice.gsi.gov.uk

Left Sidebar:

- Projects
- My PQQs
- PQQs Open to All Suppliers
- My ITTs** (circled in red)
- ITTs Open to All Suppliers

You now need to select the ITT you wish to bid for from the list available. This list will display only the ITTs that you have been invited to bid for, as well as the closing date and time for the submission of the ITTs – You must ensure that your bid is submitted prior to the closing time.

My ITTs **ITTs Open to All Suppliers**

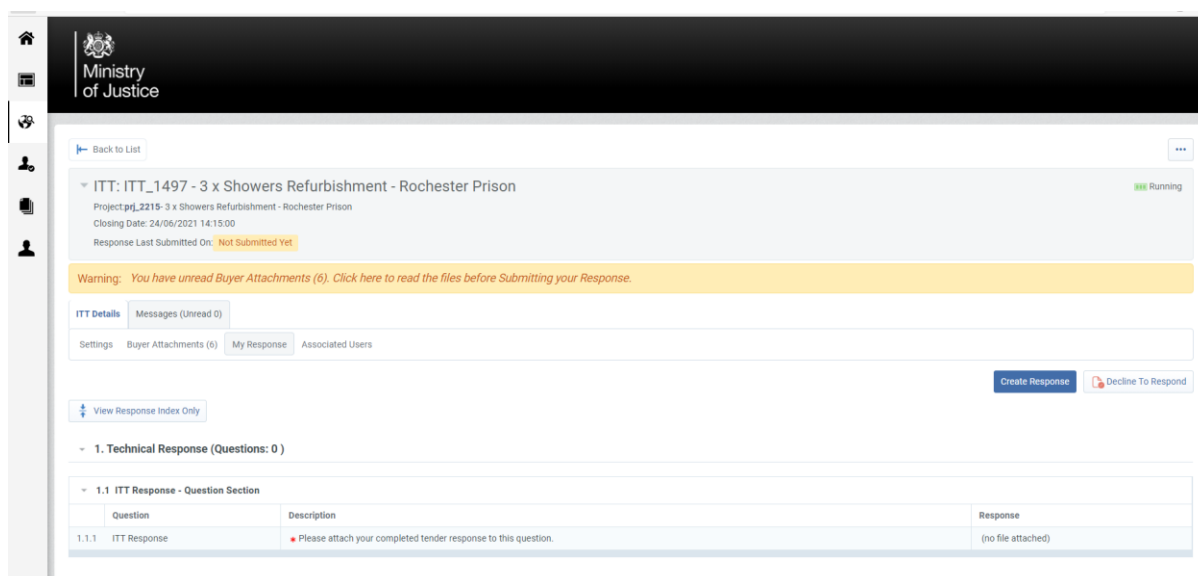
Filter By: All ITTs Enter Filter (type to start search)

ITT Code	ITT Title	Project Code	Time to Close	ITT Closing Date/Time	ITT Status	Response Status	Buyer Organisation
1	ITT_1361 Training Cynys Siddle	prj_1963	4 Months	31/10/2021 11:00	Running	Response Not Submitted To Buyer	Ministry of Justice
2	ITT_1497 3 x Showers Refurbishment - Rochester Prison	prj_2215	00:25:27	24/06/2021 14:15	Running	Response Not Submitted To Buyer	Ministry of Justice
3	ITT_1494 Garth - D wing Facilities	prj_2232		24/06/2021 10:45	Closed: To Be Evaluated	Response Not Submitted To Buyer	Ministry of Justice
4	ITT_1491 MWDPS Call Off UAT	prj_2231		23/06/2021 09:30	Closed: To Be Evaluated	Response Submitted To Buyer	Ministry of Justice

Downloading the relevant documents

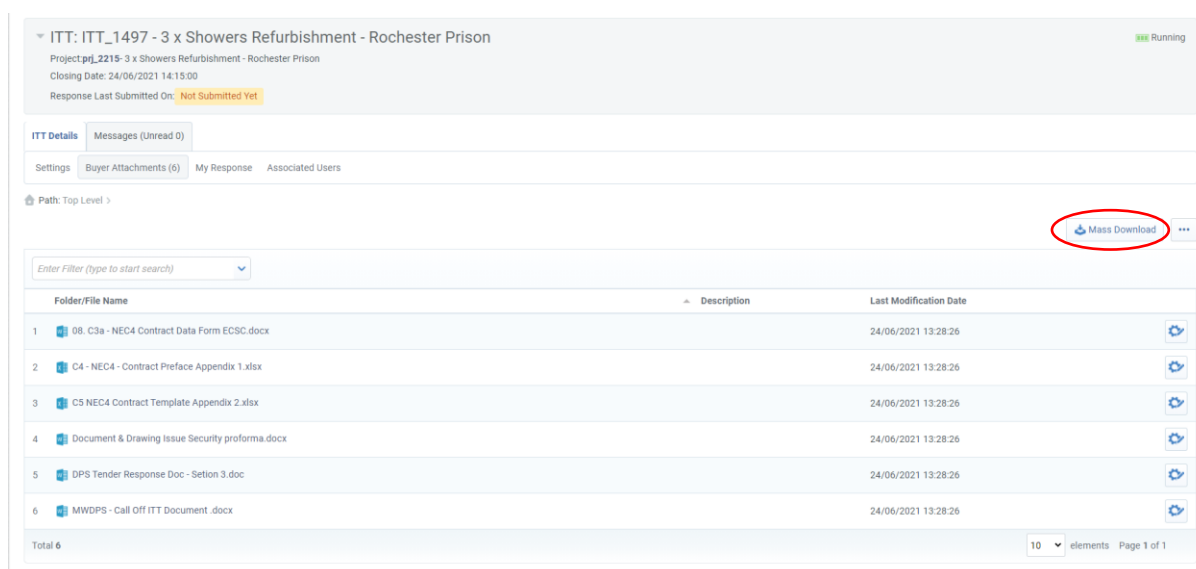
Now that you have selected the ITT you wish to bid for, you will be presented with the screen below. The yellow warning sign is telling you that there are unread

attachments. You will therefore need to access and read the files before submitting your response.




When you click into the buyer attachments, you'll be presented with a screen similar to the below. The precise number of attachments may be different depending on the ITT. It is really important that you download, read and follow the instructions in these documents before submitting a bid.


To download the attachments, you should click the "Mass Download" button circled below.



You will then be presented with the following screen. Click the top most button (as circled) to select all the documents and then the green 'Download Selected Files' button to the right hand side of the page.

Download Selected Files 

Mass Download List

	Folder/File Name	Size
<input checked="" type="checkbox"/>	Event _ ITT_1497 - 3 x Showers Refurbishment - Rochester Prison/08. C3a - NEC4 Contract Data Form ECSC.docx	117 KB
<input checked="" type="checkbox"/>	Event _ ITT_1497 - 3 x Showers Refurbishment - Rochester Prison/C4 - NEC4 - Contract Preface Appendix 1.xlsx	678 KB
<input checked="" type="checkbox"/>	Event _ ITT_1497 - 3 x Showers Refurbishment - Rochester Prison/C5 NEC4 Contract Template Appendix 2.xlsx	527 KB
<input checked="" type="checkbox"/>	Event _ ITT_1497 - 3 x Showers Refurbishment - Rochester Prison/Document & Drawing Issue Security proforma.docx	33 KB
<input checked="" type="checkbox"/>	Event _ ITT_1497 - 3 x Showers Refurbishment - Rochester Prison/DPS Tender Response Doc - Setion 3.doc	142 KB
<input checked="" type="checkbox"/>	Event _ ITT_1497 - 3 x Showers Refurbishment - Rochester Prison/MWDPS - Call Off ITT Document .docx	75 KB
Total Files Selected: 6		
Total 6		Page 1 of 1

You will then see a prompt at the top of the screen asking you to confirm that you want to download all the documents. Click OK.

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Are you sure you want to start the Mass Download?

If you close the browser or logout, the Download will be stopped.

OK


Cancel


Asking Questions about the Tender

The ITT will note the deadline for asking questions about the scope of the works or the tender process. You can send the Buyer a message by clicking on the 'Message' tab then clicking on 'Create Message' as indicated below.

ITT Details **Messages (Unread 0)**

Create Message Received Messages Sent Messages Draft Messages Forwarded Messages

Create Response 

 View Response Index Only

1. Technical Response (Questions: 0)

1.1 ITT Response - Question Section

Question	Description	Response
1.1.1 ITT Response	Please attach your completed tender response to this question.	(no file attached)

If you attempt to send a message after the closing date for question you will get the following notification. You can choose to continue with your message by clicking 'OK', or if you decide not to click 'Cancel'.

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Warning! The End Date & Time for Buyer Replies to Messages has passed. The Buyer has no obligation to respond to any request for clarifications on this Negotiation. Do you want to continue to send the Message?

OK

Cancel

When sending a message, you will be presented with the following screen. Complete the Subject field on the left and type your query in the Message field on the right.

This messaging facility will also be used if the Buyer has questions relating to your tender submission. You will get an email alerting you to the fact that you have been sent a message. When you go into the ITT and click on the 'Message' tab, you will see a number next to the 'Received' sub-tab indicating the number of unread messages that have been sent to you. Click the tab and you will see your messages.

The screenshot shows a messaging interface with the following components:

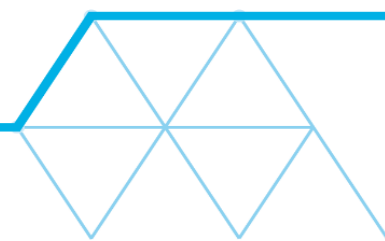
- Buttons:** 'Send Message' (green), 'Save as Draft' (blue), and 'Cancel' (red).
- Message Section:**
 - Subject:** A text input field.
 - Message:** A large text area for the message content.
- Attachments Section:**
 - Attachments:** A button with a plus icon.
 - Table:** A table with columns 'Filename', 'File Description', and 'Comments'. It shows 'No Attachments' with a yellow background.
 - Recipient:** A table with one entry: '1 Ministry of Justice'.

Completing the Contract Data Forms and Quality Response

Whilst all the documents are important, the most important documents that you download will be the Contract Data Form and the associated Appendices plus the Response document files as these will be the documents that you will need to complete and submit as your tender.

In summary, the response will comprise of two distinct sections:-

1. The Contract Data Form and its associated Appendices. They will look similar to Annex 3 of Schedule C2 (if the NEC4 form of contract is being used). Should an alternative form of contract be used there will be a specification and pricing document. This is the set of documents that detail the contract particulars, scope of works and the pricing schedule.
2. The single file which includes the Quality questions and the declaration documents. All quality questions must be answered and declaration documents are to be completed and signed by an authorised signatory.



Uploading Your Response

Once you have completed all your documents you must save them in a single zip file ready for uploading.

Go back to the ITT screen. You will note the yellow notification at the top of the screen advising that you have not submitted the tender.

Click 'Create Response' as circled below.

You will also note the 'Decline to Respond' button. Use this to let us know that you have taken the decision not to respond. The action will ask you for the reason for your decision. This is helpful for us to understand how our DPS is functioning and the views of the market.

The screenshot shows the ITT screen for 'ITT: ITT_1497 - 3 x Showers Refurbishment - Rochester Prison'. The status is 'Running'. A yellow notification bar at the top states 'Response Last Submitted On: Not Submitted Yet'. Below the notification bar, there are tabs for 'ITT Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (6)', 'My Response', and 'Associated Users'. The 'My Response' tab is selected. On the right side, there are two buttons: 'Create Response' (circled in red) and 'Decline To Respond'. Below the buttons, there is a section for '1. Technical Response (Questions: 0)'. Under this, there is a table with columns 'Question', 'Description', and 'Response'. The table contains one row with the question 'ITT Response' and the description 'Please attach your completed tender response to this question.' The response field is empty, showing '(no file attached)'.

Once you have clicked 'Create Response', you will see an instruction note at the top of the screen as illustrated below. Read the note and click OK.

The screenshot shows the ITT screen after clicking 'Create Response'. A modal window is displayed with the following text: 'ministryofjusticecommercial-prep.bravosolution.co.uk says - You have now started to create your response. Next, click the "Edit Response" buttons to access the Questionnaire and complete your response. Complete your response by answering all mandatory fields (marked with an asterisk *) and any non-mandatory fields which are relevant to your response. Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.' There is an 'OK' button circled in red. Below the modal, the ITT screen is visible. A yellow notification bar at the top states 'Your Response is not yet Submitted. To make it visible to the Buyer you must click "Submit Response"'. Below the notification bar, there is a 'Submit Response' button. Below that, there is a section for 'My Response Summary' with a table showing '1. Technical Response' and 'Missing mandatory responses (1)'. Below this, there is a section for '1. Technical Response (Questions: 0)'. Under this, there is a table with columns 'Question', 'Description', and 'Response'. The table contains one row with the question 'ITT Response' and the description 'Please attach your completed tender response to this question.' The response field is empty, showing '(no file attached)'. On the right side, there is an 'Edit Response' button circled in red.

Towards the bottom right hand side of the page, click “Edit Response” as circled above and then “Click to attach file” as shown in the screenshots below. Only **one** file can be attached. The **zip file** you attach **must** contain, at a minimum, the following documents. However, you will need to refer to the ITT checklist to confirm what is required in order to submit a compliant tender:

1. Your response to the quality questions,
2. The Pricing document,
3. A project programme (if requested)
4. The Form of Tender and Non-Collusion declaration document.

You will be presented with the following screens. You can either use the ‘Select a File to Upload’ button to navigate to the folder where your zip file has been stored, or drag and drop your file into the area indicated below

Once the file has been uploaded into your response you will then be asked to confirm your selection by clicking the green 'Confirm' button as indicated below. From this page, you will also be able to use the two buttons towards the bottom of the page to remove and replace your file if you need to amend your submission before the submission closing date and time.

Upload Attachment (Ministry of Justice Sourcing Portal) - Work - Microsoft Edge

https://ministryofjusticecommercial-prep.bravosolution.co.uk/esop/mdl/attach/view.si?reset=true&isOnModificati...

Confirm **Cancel**

Attachments

Select file to upload:

① Please keep attachments to a manageable size in order to facilitate downloading. The portal allows individual attachments up to a maximum size of 52 MB but we recommend that you keep attachments to 2Mb or less.

① 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	MWDPs - Quality & FoT Response Docs.docx	67.4 kb

You will then be presented with the screen below.

ITT: ITT_1497 - 3 x Showers Refurbishment - Rochester Prison

Project: prj_2215 - 3 x Showers Refurbishment - Rochester Prison

Closing Date: 24/06/2021 14:15:00

Response Last Submitted On: **Not Submitted Yet**

Edit Mode

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Save and Exit Response **Save Changes** **Cancel**

Validate Response

1. Technical Response (Questions: 0)

1.1 ITT Response - Question Section

Question	Description	Response
1.1.1 ITT Response	Please attach your completed tender response to this question.	MWDPs - Quality & FoT Response Docs.docx (68 KB)

You can 'Validate' your response to confirm that the system is happy that you have completed the required steps. If all is as it should be, you will get the following message. Click OK

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- All mandatory fields have been populated. Please remember to save your response.

OK

Once you click "Save and Exit Response", a notification will pop up at the top of the screen.

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The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:

In order to make your response visible to the buyer you must submit it.

OK

Cancel

Click OK and you will be taken to the page below. Once on this page you should click "Submit Response".

Back to List

ITT: ITT_1497 - 3 x Showers Refurbishment - Rochester Prison Running

Project: pjt_2215 - 3 x Showers Refurbishment - Rochester Prison
Closing Date: 24/06/2021 14:15:00
Response Last Submitted On: Not Submitted Yet

ITT Details Messages (Unread 0)

Settings Buyer Attachments (6) My Response Associated Users

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Submit Response

My Response Summary

1. Technical Response All questions answered

View Response Index Only

1. Technical Response (Questions: 0) [Edit Response](#)

1.1 ITT Response - Question Section

Question	Description	Response
1.1.1 ITT Response	Please attach your completed tender response to this question.	MWDPS - Quality & FoT Response Docs.docx (68 KB)

You will receive two further pop-up notifications at the top of the page. Click OK on both to submit your tender.

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IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK

Cancel

ministryofjusticecommercial-prep.bravosolution.co.uk says

- You have successfully submitted your response to the buyer, if you wish you can update the response and submit your changes anytime before the deadline.

OK

Congratulations. You have now submitted a MWDPS Call Off Competition ITT response. Good luck.