



## REGISTER FOR FREE ON [WWW.BLUELIGHT.GOV.UK](http://WWW.BLUELIGHT.GOV.UK)

The Bluelight eTendering website was initially implemented in November 2004, to give suppliers easier access to tenders and quotations published by the Police and Fire and Rescue services. The site was upgraded in April 2008, and is now known as the **Bluelight ProContract eTendering system**.

The Bluelight ProContract eTendering system is a complete Internet based solution, meaning no software resides on either the buyer's or the supplier's computers. It provides Buyers & Suppliers with a secure, cost effective and easy-to-use eTendering solution for the advertisement of new tender opportunities, and exchange of Quotation and Tender documentation.

The site has become the central point of reference where tender and quotation opportunities are displayed for member Authorities. This means registered suppliers no longer need to search various different websites and newspapers looking for new business opportunities advertised by member Authorities, and potentially missing out on business that may be of relevance to them.

The system also enables the exchange of quotation and tender information to take place between member Authorities and interested suppliers on-line, ensuring a consistent, open and non-discriminatory tender process, which is more efficient and easier to manage for all.

Using the Bluelight ProContract eTendering system also reduces the overhead costs in relation to the tendering process. For example, online advertising and electronic exchange of documents removes paper, printing, and postage costs for both Buyers and Suppliers, and is also therefore far more environmentally friendly than the traditional paper method due to a predominantly 'paperless' process.

### WHAT IS ETENDERING?

The Police and Fire & Rescue services as with all Public sector bodies are bound by a number of rules and regulations in terms of how they conduct their procurement processes.

All public sector bodies must ensure that when sourcing new products and services their sourcing procedures (tender procedures) are competitive, fair, transparent and consistent, ensuring equal treatment of all potential suppliers.

E-Tendering refers specifically to tender procedures that are based, at least in part, on the use of Internet technology for advertising new opportunities, issuing and receiving tender information, and evaluating responses in a completely secure, auditable and transparent manner.

### BENEFITS OF REGISTERING

- The website is FREE and easy to use.
- Information can be accessed and responses submitted 24 hours a day, 7 days a week.
- Receive email notifications when new opportunities are advertised by any of the member authorities. No need to search various websites and newspapers.
- All communications are tracked in a clear legally binding audit trail.
- Receive regular email reminders of important deadlines in the tender process.
- Electronic tendering is far more environmentally friendly due to paperless process.
- Reduced costs associated with tendering as it removes paper, printing, postage and courier costs.
- Receive automatic confirmation of receipt of your response. No risk of postal delays disrupting a last minute submission.
- All suppliers are treated equally in a consistent, fair and transparent process.

### GETTING STARTED

All that is required of suppliers to use the system is a computer with a valid email address and Internet access. Once you are Internet ready, there are **NO** further costs associated with the system, **NO** registration fee, **NO** subscription charges and **NO** software to purchase.

To participate in quotation and tender procedures with the member authorities, you **must** register your company on the Bluelight ProContract eTendering System.

### HOW DO I REGISTER MY COMPANY?

Go to [www.bluelight.gov.uk](http://www.bluelight.gov.uk) and click the 'Register Company' link on the left hand side under the **Supplier Menu**. Then complete your personal contact details, fill in the organisation details, and add yourselves to one or more product and service categories and member organisation, in order to be notified via email when new opportunities are advertised.

Following approval of your registration you will be sent 2 emails confirming your user name and password, please treat these securely (if you forget either, there are forgotten user name and password options under the **Supplier Menu** on the portal home page.)

## TIPS ON E-TENDERING

**DO NOT** fill the tender information in on-line, save the documents to your PC to fill in.

**DO** read all the available information posted and ensure that you meet all the requirements before filling in your response. – note any key deadlines and actions.

**DO NOT** alter the original tender documents; responses should be inserted in the spaces provided. Additional supporting information can also be submitted to justify responses.

**DO** use the online Q&A facility if you have any queries about any aspects of the process.

**DO** make sure that you review all additional information or amendments when they are published.

**DO NOT** leave it until the last minutes/hours before the deadline; late responses are generally not accepted.

**DO** ensure that ALL your submission is uploaded, including any additional supporting information, before submitting the response.

**DO NOT** include publicity material in your submission unless you have specifically been asked to.

**DO** contact the authority well in advance of the deadline if you have technical problems or are unable to submit your response electronically.

## HOW DO I EXPRESS AN INTEREST IN A NEW OPPORTUNITY?

If you wish to express an interest in a new tender opportunity, and obtain further information, go to [www.bluelight.gov.uk](http://www.bluelight.gov.uk), then select **New Opportunities** from the **Supplier menu**, and enter your search criteria. Once the required opportunity is located, click on the **Tender Title** and select the **Login and Register Interest** button, then enter your username and password. You will receive email confirmation of your expression of interest.

If you are not already registered on the system, you will need to do so.

## HOW DO I ACCESS THE TENDER DOCUMENTS?

If you receive an email inviting you to submit a Request for Quotation (RFQ), Pre-Qualification Questionnaire (PQQ) or Invitation to Tender (ITT), follow the link in the email or go to [www.bluelight.gov.uk](http://www.bluelight.gov.uk), select **Supplier Login** and enter your user name and password.

This will take you to the **My Opportunities** area. To view the opportunity information click on the **Contract ID**. Ensure you download ALL the documents to your PC hard drive to fill in off-line, by right clicking on a document and selecting 'Save target (or link) as...' from the list of options, repeating the process for each document.

Once the documents are all saved to your PC you can then complete the required sections. Ensure that you read all the information to understand what is required of you, make sure you follow all instructions carefully and note any key actions and deadlines.

## HOW DO I REQUEST FURTHER CLARIFICATION AND ASK FOR ADVICE?

Should you be in any doubt as to the interpretation of any part of the documentation and require assistance or further clarification on what is required, you will need to go to [www.bluelight.gov.uk](http://www.bluelight.gov.uk), select **Supplier login**, enter your user name and password then open the relevant RFQ, PQQ or ITT and use the **Question & Answer** option to post your question to the Authority.

You will be notified via email when the authority has published a response to any clarification questions which may have been submitted by you or other Tenderers, or when any additional information about the tender is distributed. You will need to log back on and refer to the Question & Answer option to access the information.

## HOW DO I SUBMIT MY RESPONSE

Completed documents should be submitted, along with any relevant supporting documentation **electronically** via the Bluelight e-Tendering site, [www.bluelight.gov.uk](http://www.bluelight.gov.uk), no later than the respond by date and time.

To upload and submit your tender response, you need to go to [www.bluelight.gov.uk](http://www.bluelight.gov.uk), select **Supplier login**, enter your user name and password, and open the relevant tender, then select the **Response Wizard** button. Follow the wizard and browse and attach the completed response and ALL relevant supporting information. You **must** wait until a document is uploaded before browsing and attaching another. The process is very similar to attaching files to an email.

We recommend you do **not** leave your submission to the last minute, as depending on the size of the files you are uploading, the speed and capability of your Internet browser and also on the time of day and the volume of internet traffic in general, the uploading of files may take some time. It is YOUR responsibility to ensure ALL the relevant documents have been uploaded before clicking on the **Submit** option.

You will receive e-mail confirmation once you have submitted a response. Please be aware this email is just confirmation a response has been submitted, not confirmation of what you have submitted. You can log back on at any time and check what attachments you have submitted by viewing your response, and edit, amend and re-submit your response, if required, up until the deadline for responses.

**Please note:** Your submission **may not** be considered for further evaluation, if it is received after the respond by date and time specified, it does not comply with the specification and contract terms, or all the information requested has not been uploaded and submitted on time.

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## BLUE LIGHT PORTAL ENQUIRIES

If you have any problems with access to the Bluelight eTendering website, or experience any technical problems with accessing quotation or tender information or submitting your response, please contact the System Administrators, with a clear description of the problem and your contact details.

Email address: [bladmin@devonandcornwall.pnn.police.uk](mailto:bladmin@devonandcornwall.pnn.police.uk)