

Sell2Wales

Sub-Contract Facility User Guide



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

Contents

What is the sub-contract notice facility?	2
Who can use the sub-contract notice facility?	2
How do I register as a Buyer Contractor to create and publish sub-contract notices? 3	
Do I need a separate registration to carry out Supplier Functions?.....	6
Sub-Contract Notice Types	7
Control Panel – Notice Creation	9
Creating a Speculative or Sub-Contract Notice	9
Additional Notice Options.....	13
Notice Publication.....	14
Notice Deadlines	14
Stage 2 Notice	15
Sub-Contract Award Procedure	15
Quick Quote/Quick Quote Award.....	17
Access Levels.....	18
Award Reminder e-mails.....	18



What is the sub-contract notice facility?

The sub-contract notice facility has been developed to allow prime contractors on public contracts to advertise their sub-contract opportunities on the Sell2Wales portal.

The sub-contract notice facility has two main benefits:

1. It provides opportunities to suppliers who may not be in a position to bid for the main public contract but who are capable of delivering works, products or services to the project
2. It provides the prime contractor with an opportunity to establish their supply chain in a competitive environment

This user guide is intended as guidance to those Buyer Contractors who wish to use this facility.

Buyer Contractors who are approved to use the sub-contract notice facility are given access to the sub-contract notice suite, allowing them to publish their requirements on Sell2Wales. This can be in the form of publicly advertised notices or request for quotation exercises restricted to those suppliers selected by the contractor.

A variety of additional options are available to the contractor to assist them with their procurement process by having all functions online in the one place – Additional Documents, Questions and Answers and the Postbox.

Who can use the sub-contract notice facility?

In some cases the contractor will be obliged by a re-tender clause in their public contract to advertise sub-contracts through Sell2Wales, however any first tier contractor can apply for approval to publish sub-contract notices.

Approval will only be granted to those contractors who have either won a public contract or have pre-qualified to tender on one as each sub-contract notice published must be linked to a public contract notice.



How do I register as a Buyer Contractor to create and publish sub-contract notices?

In order to be approved to publish sub-contract notices you must send a request through Sell2Wales to the support desk. The support desk will respond to the application within one working day.

There are two routes to request access, dependent on whether you are a current user of the portal or are registering for the first time.

If you are a new user to Sell2Wales you should follow these steps:

1. Click on the "Free registration" button to the left side on the home page

Public Sector Procurement Portal for Welsh Suppliers and Buyers

LOG IN here

FREE registration

Find Notices
Find notices in your area of interest as a supplier.
Search Notices

Advertise Notices
Post your notices and comply with EU and UK legislation.
Register

Buyer Contractor
Advertise your sub-contract notices on Sell2Wales.
Register as a Buyer Contractor
Sub-contract notices

Supplier Events

05 Feb 2013 Free Basic Tendering Workshop (Procurement) [£]

05 Feb 2013 Free Basic Tendering Workshop (Procurement) [£]

view all events

2. Select to register as a Buyer-Contractor

Benefits for Buyer-Contractors

- Free registration and access to the site
- Use Supplier Finder to source suppliers
- Advertise sub-contract opportunities
- Manage sub-contract responses through the sealed "Postbox"
- Request for quotations from selected suppliers using "Quick Quote"
- Help you to fulfill community benefit requirements
- Access to a variety of functions to assist the procurement process

REGISTER AS A BUYER-CONTRACTOR



3. Check if your organisation is already established on Sell2Wales with the ability to publish sub-contract opportunities by entering your organisation name into the Existing Organisation section and clicking "Search"

Existing Organisation

If your organisation are already set up with the ability to publish sub-contract opportunities and you wish to align your new registration to this account follow the instructions below.

Enter an organisation name and click the Search button:

ABC Construction

If your search delivers a match then click on the name of your organisation and proceed to step 5. If no results are found then go to step 4.

4. If no results are found this means your organisation is not set up on the Sell2Wales system with access to the sub-contract notice facility. As such you will need to apply for approval for your organisation to be given access. To do this enter the name of your organisation in the New Organisation section and click "Submit"

New Organisation

If your organisation cannot be found in the search please enter your organisation name below and click the Submit button:

ABC Construction

5. Fill in the registration form with your personal and organisation details as requested. You must also answer the section relating to details of your Buyer Contractor Status to help the Sell2Wales support desk process your application.

Details of prime contractor status

Please provide information on the project or projects you are involved in for which you intend to use the sub-contract notice function:

* Select one or both: I have pre-qualified to tender for a major project
 I have been awarded a major project

* Further information: We have won the contract for Queens Road Council to construct a new Primary School on East River Road.

Choose one or both options relating to whether you have won a public contract or have pre-qualified to tender on a public contract by ticking the relevant boxes. Provide text in the "Further Information" box explaining the project or projects you are involved in for which you are using the sub-contract notice facility. Click "Submit" to complete your application.



If you are an existing Supplier on Sell2Wales you should follow these steps:

1. Log into Sell2Wales which will direct you to your Supplier Control Panel. From the Control Panel click on the link "Register to publish sub-contract opportunities".

Supplier Control Panel
Welcome to your Supplier Control Panel Jane. Please *click* a link in one of the appropriate sections to access the area of the site you require.

SEARCH <ul style="list-style-type: none">▪ Latest Notices▪ Search for Authorities▪ Search for Suppliers▪ Notice Reference Search▪ Advanced Search	MY NOTICES <ul style="list-style-type: none">▪ Interest List▪ Quick Quotes▪ Notice Alerts	MY RESPONSES <ul style="list-style-type: none">▪ Postbox Responses	MY PROFILE <ul style="list-style-type: none">▪ Company Profile▪ Alert Profile▪ Supplier Finder Profile
MY ACCOUNT <ul style="list-style-type: none">▪ User Details▪ Change Password▪ Subscriptions▪ Register to publish sub-contract opportunities	HELP <ul style="list-style-type: none">▪ User guides▪ FAQs▪ Contact Us		

2. Check if your organisation is already established on Sell2Wales with the ability to publish sub-contract opportunities by entering your organisation name into the Existing Organisation section and clicking "Search"

Existing Organisation

If your organisation are already set up with the ability to publish sub-contract opportunities and you wish to align your new registration to this account follow the instructions below.

Enter an organisation name and click the Search button:

ABC Construction

If your search delivers a match then click on the name of your organisation and proceed to step 4. If no results are found then go to step 3.

3. If no results are found this means your organisation is not set up on the Sell2Wales system with access to the sub-contract notice facility. As such you will need to apply for approval for your organisation to be given access. To do this enter the name of your organisation in the New Organisation section and click "Submit"



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

New Organisation

If your organisation cannot be found in the search please enter your organisation name below and click the Submit button:

4. Choose one or both options relating to whether you have won a public contract or have pre-qualified to tender on a public contract by ticking the relevant boxes. Provide text in the “Further Information” box explaining the contract or contracts you are involved in for which you are using the sub-contract notice facility. Click “Submit” to complete your application.

Details of prime contractor status

Please provide information on the project or projects you are involved in for which you intend to use the sub-contract notice function:

- * Select one or both: I have pre-qualified to tender for a major project
 I have been awarded a major project

* Further information:

Do I need a separate registration to carry out Supplier Functions?

Being registered as a Buyer Contractor allows you to use the sub-contract notice facility whilst maintaining a Supplier profile. This allows you to record your interest in notices you want to bid on, submit responses online, maintain a notice alert service and carry out all other supplier functions.

When you log into Sell2Wales as a Buyer Contractor you are automatically taken to the Buyer Control Panel. If you wish to access your Supplier Control Panel you can do so from the menu of the website by selecting Suppliers > Supplier Control Panel.



Sub-Contract Notice Types

Sub-Contract Opportunity

The Sub-Contract Opportunity notice allows you to advertise sub-contract requirements for public contracts which your organisation has been awarded. The notice is published in the public domain on **Sell2Wales** and can be viewed by all suppliers.

The notice can be a single stage or dual stage procedure. A single stage procedure means that you invite tender responses from any supplier who wishes to bid on the contract. A dual stage procedure means you ask any supplier interested in bidding to go through a qualification stage first, inviting a select few through to the tender stage.

Speculative Sub-Contract Opportunity

The Speculative Sub-Contract Opportunity notice allows you to advertise sub-contract requirements for public contracts which your organisation has pre-qualified to bid on. This is designed to help you in the process of writing your bid.

Other than the title and an automatic disclaimer explaining that a contract is not guaranteed, the Speculative Sub-Contract Opportunity notice is identical to the Sub-Contract Opportunity Notice.

Sub-Contract Award Notice

The Sub-Contract Award Notice is a mechanism to record which supplier(s) won a contract following the publication of an opportunity notice. The winning bidder(s) and the value of the contract(s) awarded are requested.

The award notice is not published in the public domain but the data provided is made available to the Welsh Government for reporting purposes.

When the Sub-Contract Award Notice is submitted, an e-mail is sent through Sell2Wales to the selected successful and unsuccessful bidders informing them whether they were successful or not. Details of the successful bidder(s) will not be disclosed to the unsuccessful ones.



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

Stage 2 Notice

The Stage 2 notice allows you to conduct the second stage of a dual stage procedure on Sell2Wales, inviting those select suppliers you wish to take to the second stage. The notice is not published in the public domain.

Quick Quote

The Quick Quote system allows for the distribution of requests for quotations to selected suppliers only rather than being published in the public domain. Supplier searching mechanisms exist for you to establish your invitation list.

Quick Quote Awards

The Quick Quote Award function operates in the same way as the Sub-Contract Award notice to notify bidders and the Welsh Government of the outcome of a Quick Quote exercise.







Control Panel – Notice Creation

All your notices are managed from your Notices menu, which is accessed from your Control Panel.

Authority Control Panel

Welcome to your Authority Control Panel Jane. Please *click* a link in one of the appropriate sections to access the area of the site you require.

 NOTICES	 ORGANISATION	 SUPPLIER SEARCH	 HELP & RESOURCES
<ul style="list-style-type: none">▪ Create New Notice▪ My Unpublished Notices▪ Authority Unpublished Notices▪ My Published Notices▪ Authority Published Notices▪ Quick Quotes▪ Stage 2 Notices	<ul style="list-style-type: none">▪ Buyers Profile/User List▪ Document Library▪ Reports	<ul style="list-style-type: none">▪ Supplier Finder▪ Search by Details▪ Search by Category	<ul style="list-style-type: none">▪ Contracts, Framework & Guidance▪ User Guides▪ FAQs▪ Contact Us

The notice options on the control panel allow you to:

- **Create a New Notice** (Speculative or Sub-Contract Opportunity)
- View a list of **My Unpublished Notices** (Speculative or Sub-Contract Opportunity, Sub-Contract Award) created by you
- View a list of **Buyer Unpublished Notices** (Speculative or Sub-Contract Opportunity, Sub-Contract Award) created by your organisation
- View a list of **My Published Notices** (Speculative or Sub-Contract Opportunity, Sub-Contract Award) created by you
- View a list of **Buyer Published Notices** (Speculative or Sub-Contract Opportunity, Sub-Contract Award) created by your organisation
- Go to your **Quick Quotes** Control Panel
- Go to your **Stage 2 Notices** Control Panel

Creating a Speculative or Sub-Contract Notice

Creating a Speculative or Sub-Contract Opportunity notice is done by clicking the “Create New Notice” link.

You will be asked to provide information on the type of notice you wish to create. This will determine the questions that you are asked to complete.



The initial stages of notice creation are as follows:

1. Provide a working title for your notice. This title is only visible to your organisation and is not included in the public notice.
2. Select the notice type you wish to publish – whether it is a Sub-Contract Opportunity or a Speculative Sub-Contract Opportunity.
3. Select the nature of the contract – whether it is Works, Services or Supplies
4. Select the procedure type you wish to follow – whether it is a single stage or dual stage procedure.
5. Confirm your choices or choose to edit them.

Once you confirm your choices an unpublished notice has been created in your unpublished notice workspace. You will be presented with a list of questions you must answer in order to submit the notice.

Notice Question List

The outline of your notice has been created and you will now be prompted to answer a number of questions required to complete the notice.
Your answer to each question is stored when the **Next** button is *clicked* and you can stop at any point during the question/answer process and return later to complete all the questions.
Click the **Next** button to start the question/answer process.

Go to question: Purchasing Organisation

Create Question List

Question Details

Title: East River rd School - Painting and Decorating
Type of Notice: Sub-Contract Opportunity
Services/Supplies: Works Contract
Status: Not Released

Question List

Question
Purchasing Organisation
Contact Points
Contract Title
Details of the Main Contract
Description of the Contract
Delivery Location (local)
Commodity Categories
Dual Stage Procedure Timescales
Additional Information

Clicking “Next” will navigate you to the first question.



Mandatory fields are marked with a red asterisk. Once you have completed the question you can click “Next” to save your answers and move to the next question in the form or “Save” to save your answers and stay on the same page. The “Cancel” button returns you to your unpublished notice workspace.

Purchasing Organisation

Please check that the address given below is the main official address of the organisation who will be awarding the contract and update if necessary.

* Required information. Go to question: Purchasing Organisation

* Organisation:	ABC Construction
* Attention of:	Duncan Smith
Department:	
* Address 1:	Cardiff ind. estate unit 1
Address 2:	
* Town:	Cardiff
Postal Code:	CF54 32KL
Country:	United Kingdom (GB)
* Telephone:	+44 292211111
Email Address:	
Web Site:	

If you encounter a question you are unable to answer you can use the drop-down “Go to question” menu to navigate to the next question, returning to the unanswered one at a later time.

Dual Stage Procedure Timescales

Dual Stage Procedure Timescales

* Required information. Go to question: Dual Stage Procedure Timescales

Obtaining documents You may specify a time limit on the availability of the documents and additional documentation. Please enter the date these documents will be obtainable until.	Documents: <input type="text"/>
Deadline for Requests to Participate A dual stage procedure allows for potential bidders to be pre-qualified and a short list to be prepared before sending out the contract documents. Please enter the date and time, by which requests to participate must be received.	* Deadline: <input type="text"/> Time: 12:00
Contract Award Please enter the date you anticipate the contract will be awarded.	* Award: <input type="text"/>



Every notice must be tied to the public sector contract notice to which it refers. In order to complete your notice you will need the Notice ID of the public sector notice.

Details of the Main Contract

Every sub contract notice that you publish on the portal must be linked to a previously published public sector opportunity. You must enter the ID of the public sector notice to which this sub contract relates.

Notice IDs are comprised of three letters signifying their month of publication and a series of digits, i.e. JAN129005.

If you do not have the notice ID at hand you can use the drop down menu to navigate to the next question and continue with your notice. However, you must provide a valid ID before submitting the notice for publication.

* Required information.

Go to question:

Please review the details and if incorrect, perform another search with a valid published notice ID:

Notice ID: MAY045490
Title: Construction of East River rd School
Authority: Queens Road Council

* Notice ID

There are a number of ways to obtain this ID:

- The authority may be able to provide you with it
- If you recorded interest in the notice it will be available in your Interest List through your Supplier Control Panel
- You can perform a search on the "Browse Notices" page
- You can contact the Sell2Wales support desk



Additional Notice Options

A number of additional options are available to you which must be selected during notice creation if you wish to use them. To activate your preferred options you should tick the relevant box.

Additional Notice Options

Select any additional options that you would like for this notice.

Go to question:

Noted Interest

Noted Interest (must be selected if you wish to use the additional options)

Record details of suppliers interested in your notices. You can then issue clarifications, change deadline dates etc and the relevant suppliers will be informed automatically.

Additional Options

Additional Documents

Attach RFTs and any other supporting documentation for instant download by your suppliers.

Questions and Answers

Respond only once to questions, keeping all current and newly interested suppliers up to date in real-time.

Tender Postbox

eTendering - receive and manage tender submissions in a secure environment.

Noted Interest List

This allows suppliers to record their interest in your notice. You can then communicate with all these suppliers through your published notice workspace and can view and download the list.

Additional Documents

You can upload documents to your notice, allowing organisations who have registered their interest to access these documents. There is no file size limit for individual documents however the total size of all the documents attached cannot exceed 100Mb. Documents can also be added or replaced from your published notice workspace once your notice has been published.

Questions and Answers (Q&A)

You can choose to receive and answer questions from suppliers through Sell2Wales. You are asked to elect a user to be responsible for handling questions received. When a question is submitted that user receives an e-mail informing them so and requesting that they log into the portal to answer or discard that question.



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

If the question is answered then all organisations who have registered their interest receive the question and the answer by e-mail. If it is discarded an e-mail is sent to the user who asked it informing them so. The Q&A function is anonymous in that the buyer does not have sight of who asked each question.

Electronic Postbox

A secure electronic postbox is available for you to receive responses from suppliers through Sell2Wales. For more information on the postbox please see the Postbox user guide.

Notice Publication

Once you have completed the creation of your notice you have the option to preview it, publish it or return to your notice workspace and publish it later.

Once you are ready to publish click the “publish” option. The notice will then be sent to the Sell2Wales support desk’s publication queue where it will be approved before being submitted to the website.

If any issues are found with the notice you will be contacted by the Sell2Wales support desk to resolve them.

Notice Deadlines

To allow ample opportunity for suppliers to respond, the deadline you provide on your notice should be no less than 5 working days.



Stage 2 Notice

If you elect to conduct a dual stage procedure you can distribute the stage 2 notice to your selected suppliers once the deadline has passed on the first stage. All the additional options are available on the Stage 2 notice. For more information please see the Stage 2 User guide.

Sub-Contract Award Procedure

Every Speculative or Sub-Contract Opportunity Notice should have an award notice associated with it once the estimated award date has passed. If no award has been made then you should cancel the notice through your Published Notice Workspace. If the notice has resulted in an award then you should submit an award notice.

To do this you must open the opportunity notice from within your published notice workspace and click the “Award” button.

Notice Status

Notice Wizard Details

Document ID: 648 [View the original text](#)

Title: East River rd School - Painting and Decorating

Type of Document: Sub Contract

Type of Notice: Sub-Contract Opportunity

Services/Supplies: Works Contract

Procedure Type: Dual stage procedure

Is Accelerated: No

Document Source: Wizard

Status: Dispatched

Created: 15/05/2013 10:24 by Duncan Smith

Last Amended: 15/05/2013 10:40 by Duncan Smith

Released: 15/05/2013 10:40

You are then asked to fill in a short form detailing the winning bidder(s) and the value of the award. You are also required to communicate the outcome to the bidders through an e-mail sent from the Sell2Wales system.

This is done by selecting the winning bidder(s) from the database in the question “Successful Bidder List”. If you enabled the Noted Interest function then a list of suppliers who noted their interest will be presented and you can add them as a successful bidder by clicking “Add” next to their name. If you didn’t enable the Noted Interest Function then you can use the “Search” mechanism to find the supplier(s) in the Sell2Wales database.



Successful Bidder List

Please provide details of the successful bidders. You can add them from your interest list or use the supplier search function to locate them from the database.

Details of the successful bidder(s) will be used for reporting purposes by the Welsh Government. These details will not be published publicly.

* Required information.

Go to question: Successful Bidder List



Go

* Successful Bidders

You have not yet entered details of any bidders.

Supplier Interest List

Listed below are the suppliers who registered their interest in the notice. *Click Add* to add the supplier to the successful bidder list.

Supplier Name	Action
East Bay Painters Ltd Kelvin Potter - kelvin@eastbaypaintersltd.co.uk	Add
DWD Painters and Decorators Ltd Lisa Cardiff - lisa@dwdpaintanddecor.co.uk	Add

Supplier Search

Alternatively, you can **Search** for suppliers below:

Supplier Name:	Postcode: e.g EH4	DUNS Number:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Next

Save

Cancel

On clicking "Add" you will be asked to provide a value for the contract award, which must be entered as a numeric value. This information will not be published or shared with the suppliers. It is recorded for statistical analysis carried out by the Welsh Government.

On clicking "Next" you will be asked to provide text for the 'successful e-mail message' which is automatically dispatched to the successful bidder(s) selected when you submit your award notice. Default text is provided by the system but if you wish to amend this text you can overwrite it.



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

Successful email message

An e-mail will be sent to the successful bidder(s) you select, informing them of their success. Standard text has been provided as a default. If you wish to change the content of the e-mail you may edit the text below.

* Required information.

Go to question: Successful email message

Your organisation has successfully tendered for the above opportunity and the buyer will contact you shortly. In the interim, should you have any further queries, please contact the buyer above.

* Successful Email Text

The above process is repeated for the unsuccessful suppliers.

Once you complete the Sub-Contract Award Notice you should proceed to release it. As the notice is not published on Sell2Wales it does not go to the Sell2Wales support desk for approval. The details are automatically added to the database for reporting purposes and the e-mails are dispatched from the system.

Quick Quote/Quick Quote Award

The Quick Quote function is currently used by public bodies. Please see the Buyer Quick Quote User Guide for further information. The only major difference with the sub-contract notice Quick Quote procedure is that Quick Quotes distributed by Buyer Contractors must be tied to a public sector contract notice.



Access Levels

Buyer Contractor users can be assigned different access levels within the organisation which allows for a hierarchical structure to control notice publication.

Controller access allows for a 'super user' with access to all Purchaser functions and the responsibility to assign access levels to other users and manage the organisations functions.

The other access levels are:

Buyer User – Essentially 'read only' access. This allows a user to be aligned to the organisation and view all the notice but doesn't allow them to edit or publish notices.

Editor - Allows a user to create and edit sub-contract opportunity notices and award notices but doesn't allow them to publish notices.

Publisher – Allows a user to publish sub-contract opportunity notices and submit award notices.

Postbox Opener – Allows a user to be selected to open the electronic postbox.

Quick Quote Editor – Allows a user to create and edit Quick Quotes and Quick Quote Awards but doesn't allow them to submit these notices.

Quick Quote Publisher - Allows a user to submit Quick Quote and Quick Quote Award notices.

Award Reminder e-mails

The Controllers of all organisations are sent a contract award reminder e-mail every month. This e-mail lists all sub-contract opportunity notices, speculative sub-contract opportunity notices and Quick Quotes which have passed their estimated award date but do not have an award notice related to them.