

Bank of England

Oracle Procurement

S2C10 Supplier Responses

Responding to a Tender



Contents

Introduction 1

 Learner Guidance 1

 Prerequisites 1

 Objectives 1

 Note 1

Responding to a Tender 2

 Introduction 2

 Steps 2

Change History 16

Business Sign off..... 16

Introduction

Learner Guidance

This step-by-step guide has been designed to help provide you with the confidence and system skills required to fulfil your role.

Prerequisites

- Navigation Video
- Procurement Overview Video

Objectives

After completing this exercise workbook, you will be able to:

- Respond to a Tender

Note

Please remember that every effort has been taken to make the service and training documents as accurate and up to date as possible, but software, hardware and their related information do change, therefore the documents are living documents, and will be subject to updates over time to match system changes.

Remember to always check for any current releases of software, such as patches or new versions.

The images within these training documents may differ slightly from the actual Oracle screens used as it is possible to save custom searches and amend page layouts (adding, removing, reordering columns of data).

Please also note that where screen shots show the word “Negotiation”, users will see the word “Tender” in their Oracle screens.

Responding to a Tender

Introduction

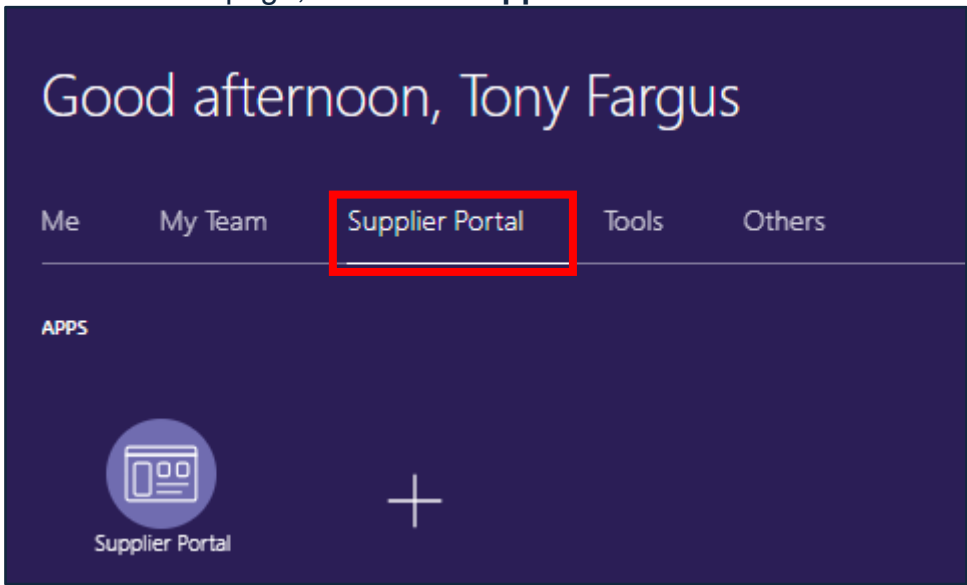
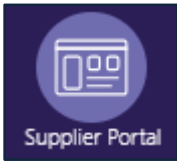
Suppliers will review open Tenders that the Bank make available on the Supplier Portal.

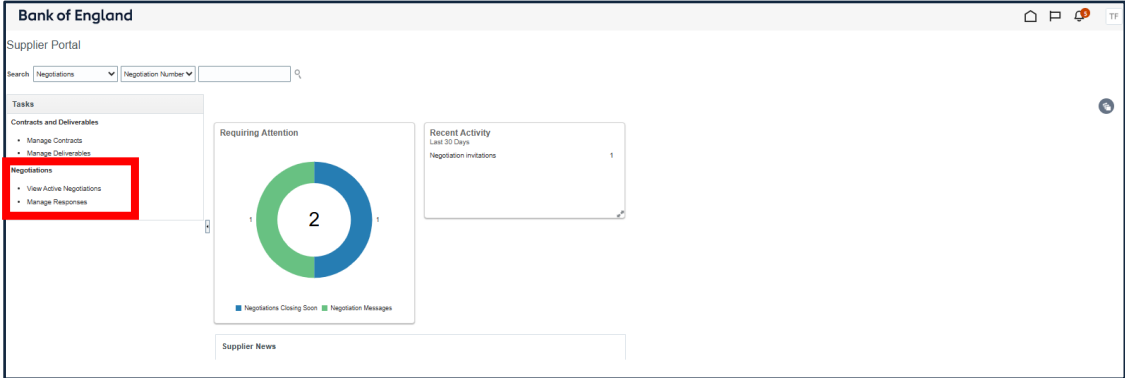
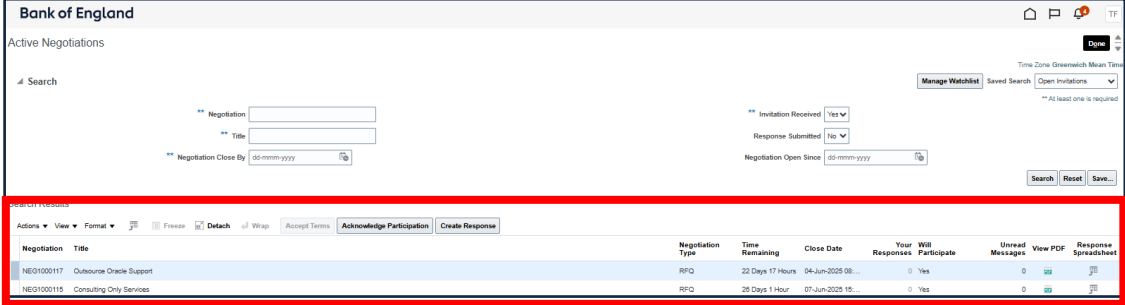
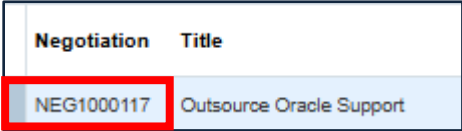
Responses from suppliers will need to be submitted to the Bank with all information included. The response may include prices and requests for additional information. Responses from suppliers can be made directly in the Tender or they can be submitted via spreadsheet.

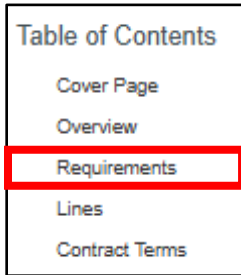
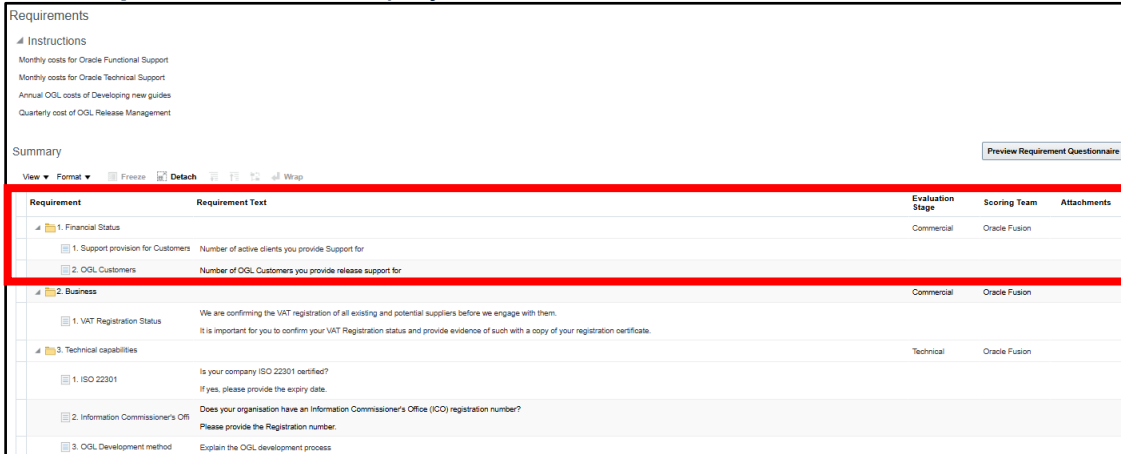
This process looks at a supplier response directly in the Tender.

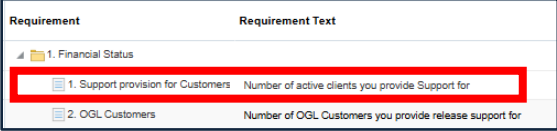
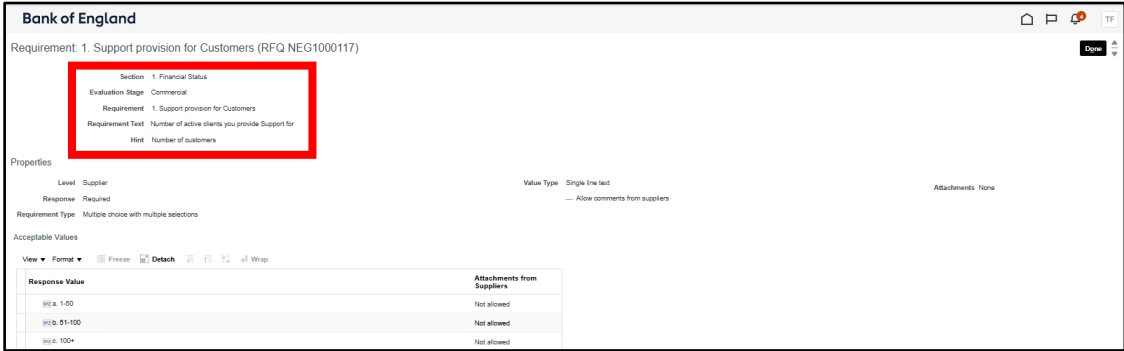
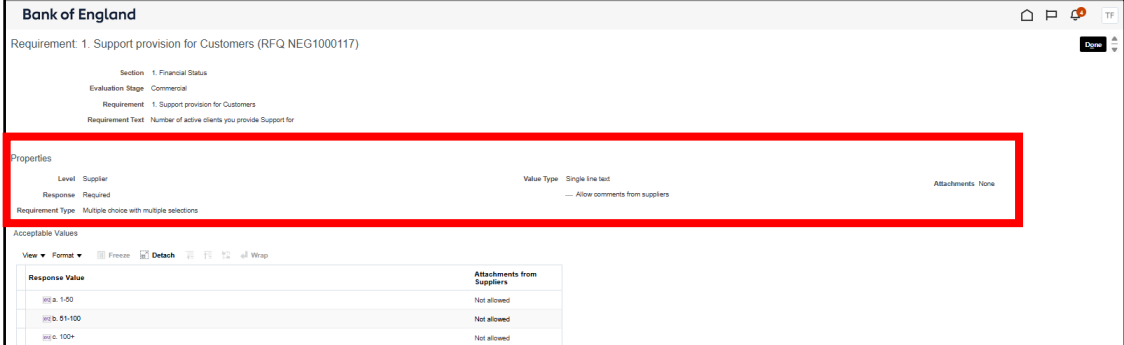
Once the response is submitted, subsequent information may still be supplied if the Tender allows.

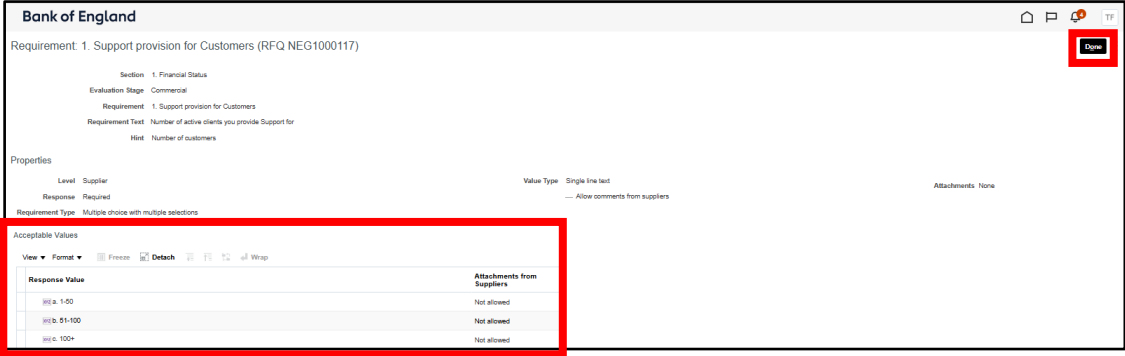
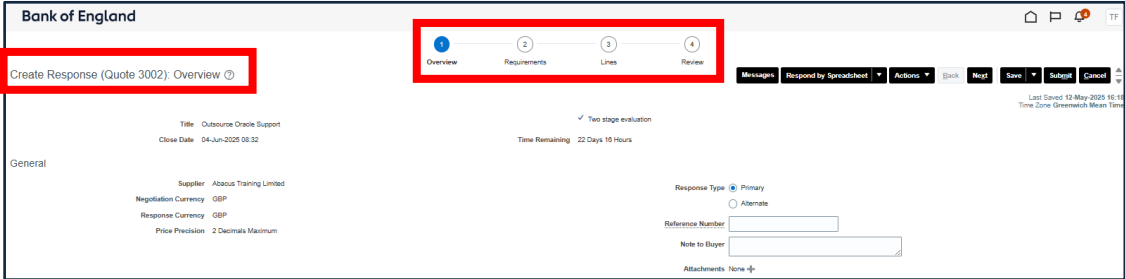
Steps

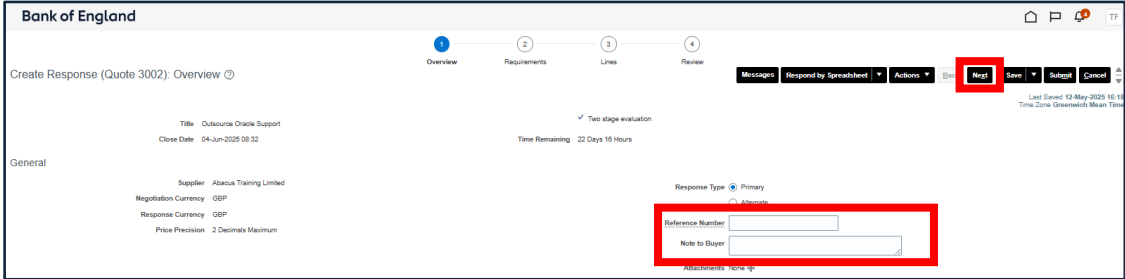
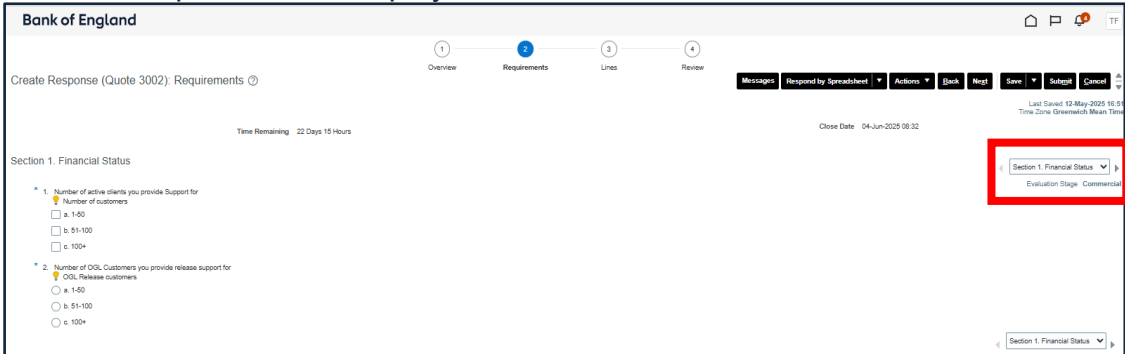
Step	Action	
1.	From the Home page, select the Supplier Portal tab.	
2.	Select the Supplier Portal tile to access the Supplier Portal work area.	

Step	Action	
3.	The Supplier Portal work area is displayed.	
Reviewing the Requirements		
4.	Select the View Active Tenders hyperlink from within the Tenders Tasks area.	
5.	The Active Tenders page is displayed.	
	Note: All current active Tenders that the supplier is participating in are displayed. If the Tender you wish to respond to is not shown, you will need to search for it.	
6.	Select the Tender number hyperlink.	

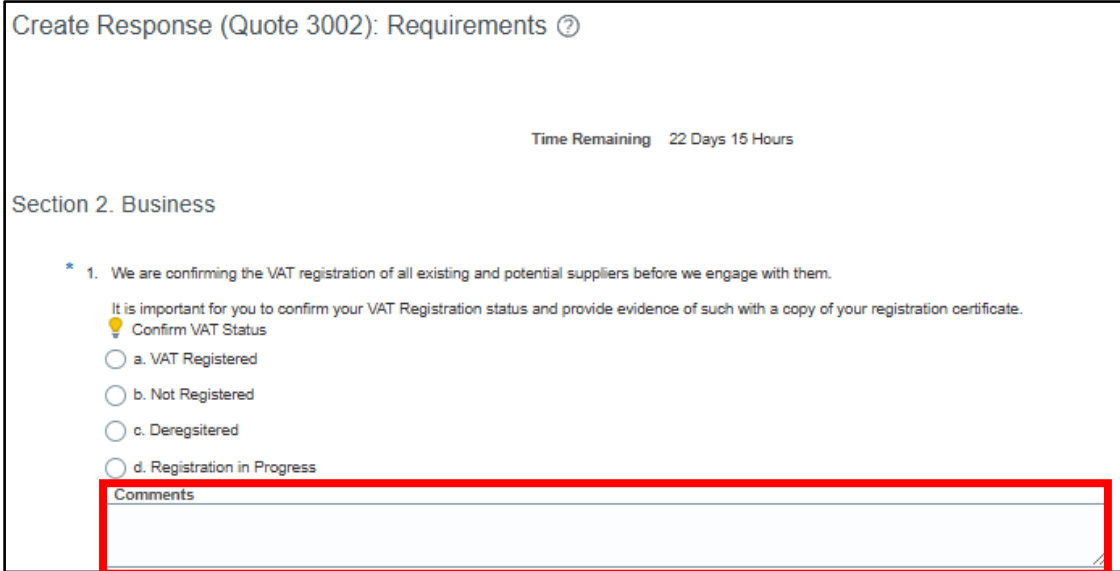
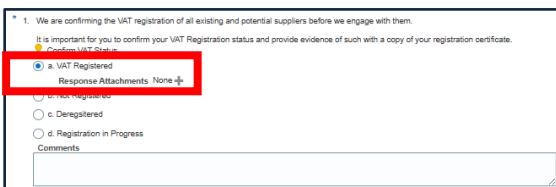
Step	Action
7.	The selected Tender page is displayed including the number. 
	Note: The Table of Contents shows the pages available for review and completion. Information about the Tender is provided on the Cover Page and Overview. Your responses are generally required on the Requirements and Lines pages. Each of these options are hyperlinks.
8.	Select Requirements from the Table of Contents. 
9.	The Requirements are displayed. 
	Note: Each requirement contains a hyperlink to more information or selection option(s). These will vary depending on the tender/requirement set up.

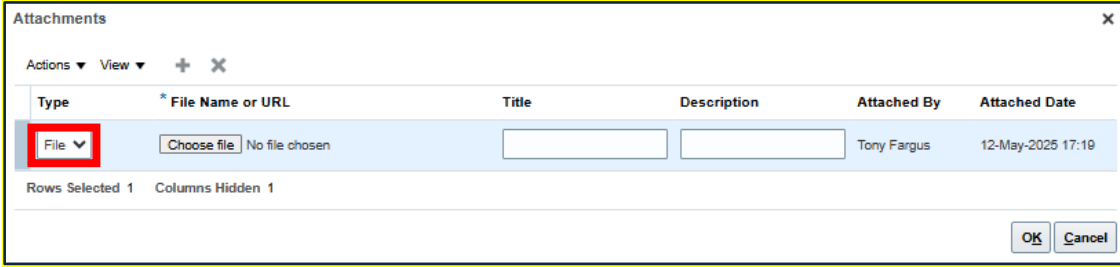
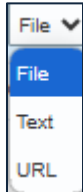
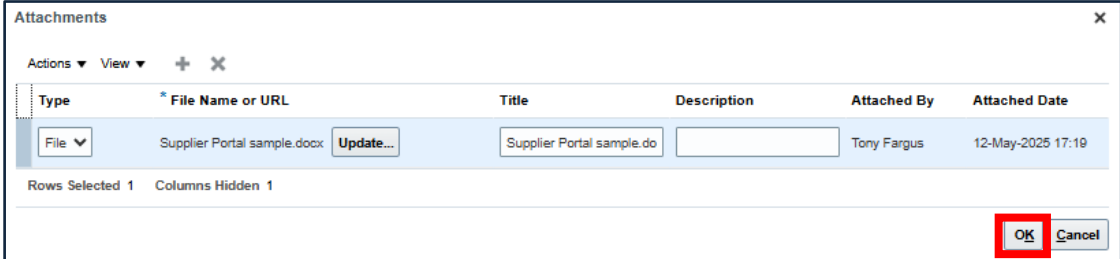
Step	Action	
10.	The requirements for section 1 are shown. Select the hyperlink for the first requirement.	 The screenshot shows a table with two columns: 'Requirement' and 'Requirement Text'. The first row is highlighted with a red box and contains the text '1. Support provision for Customers' and 'Number of active clients you provide Support for'.
	Note: Each requirement may be set up differently, so the options shown here are an example of the tender/requirement only. These will vary depending on the actual tender/requirement set up.	
11.	The Requirement is displayed. The requirement is defined and shows the requirement name along with requirement text. An optional hint may also be included.	 The screenshot shows the 'Requirement' details for '1. Support provision for Customers (RFQ NEG1000117)'. A red box highlights the 'Requirement' and 'Requirement Text' fields. The 'Requirement Text' is 'Number of active clients you provide Support for'. Below this, the 'Properties' section is visible, showing 'Level: Supplier', 'Response: Required', 'Requirement Type: Multiple choice with multiple selections', 'Value Type: Single line text', and 'Attachments: None'.
12.	The tender/requirement Properties determine whether a response is mandatory. It also describes the response type and how your response should be selected. Any attachments will also be displayed.	 The screenshot shows the 'Properties' section of the requirement details. A red box highlights the 'Properties' section, which includes 'Level: Supplier', 'Response: Required', 'Requirement Type: Multiple choice with multiple selections', 'Value Type: Single line text', and 'Attachments: None'.

Step	Action	
13.	The Acceptable Values are shown. You are required to select a response that matches an acceptable value. There is an indicator as to whether or not attachments are allowed to be included.	
14.	Select Done .	
Create a Response		
15.	You are returned to the RFQ page.	
16.	Select Create Response .	
17.	The Create Response page is displayed where a Quote number is shown. This quote number is system generated and will be available to review in the Tender responses.	
	Note: You will see train stops across the top of the page and these assist you in completing your response. The current train stop is shown in blue.	

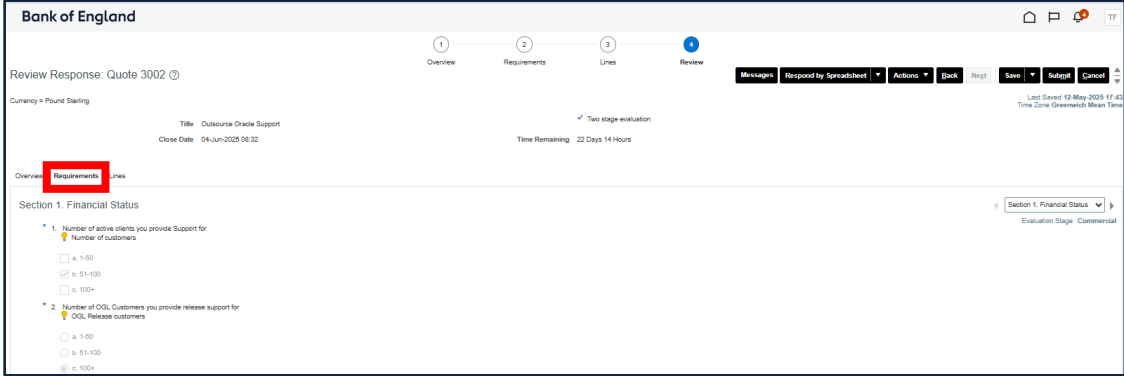
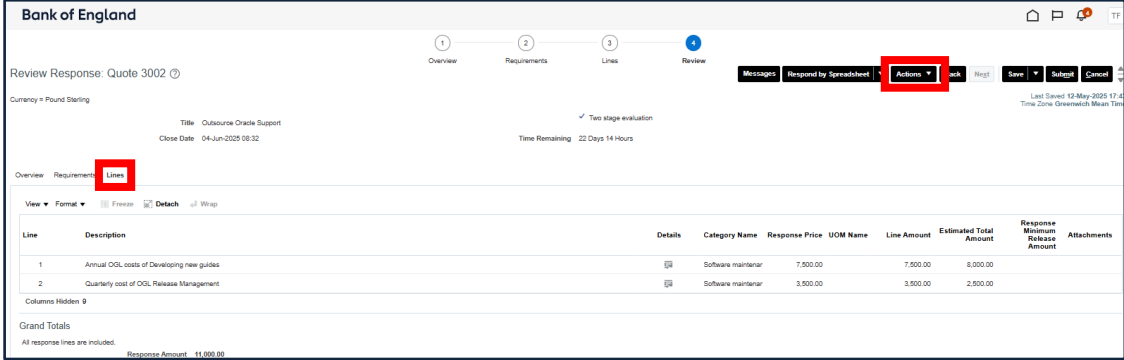
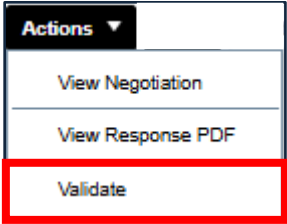
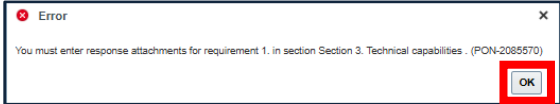
Step	Action
18.	You can optionally add your Reference Number and add a Note to Buyer. 
	Note: You can either select each train stop or select Next. These can be completed in any order, but all responses must be complete before it can be submitted.
19.	Select Next. 
20.	Your first requirement is displayed. 
	Note: On the right-hand side of the page, there is a section indicator and some navigational buttons on either side. Navigate between sections by selecting the arrows either side of the field. Alternatively, you can use the drop-down menu to select a section.

Step	Action	
21.	The requirement is shown. A hint may also be shown, indicated by the light bulb icon. Select your response to each requirement.	
22.	Review your responses to the requirement and amend as required.	
23.	Select the Next icon.	
24.	The next requirement is shown.	
	Note: To navigate through the requirements you can select either the Previous or Next icons or select one from the drop-down.	

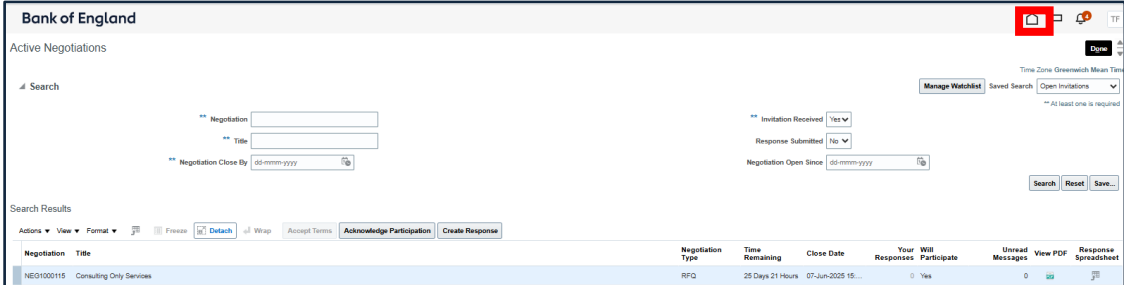
Step	Action	
25.	The new requirement is shown along with a hint by the light bulb icon. In this example you can optionally include free text comments. Select your response to each requirement. 	
	Note: Some requirements may require additional information to be included. This can be seen by selecting option a in the above example.	
26.	In this example the selection of option a, has now displayed the option of adding a Response Attachment.	
	Note: Should any attachments be mandatory they will be prefixed with an asterisk (*).	
27.	Select the Manage Attachments icon.	
28.	The Attachments window is displayed.	

Step	Action	
29.	Select the Add icon.	
30.	A new line is shown.	
31.	Select the File drop-down.	
	Note: To add a file, you will need to include the location from your computer. You can also include a URL or free text comments.	
32.	Review the attachment and confirm it is correct.	
33.	Select OK .	
34.	The attachment has been added.	
35.	Navigate to the next requirement.	

Step	Action																																				
39.	You are taken to the response lines. Bank of England 1 2 3 4 OverviewRequirementsLinesReview Create Response (Quote 3002): Lines ⓘ Currency = Pound Sterling Time Remaining 22 Days 15 Hours Close Date 04-Jun-2025 08:32 MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel Last Saved 12 May 2025 17:35 Time Zone Greenwich Mean Time ActionsViewFormatFilterExportDetach <table><tr><th>Line</th><th>Description</th><th>Required Details</th><th>Category Name</th><th>Start Price</th><th>Response Price</th><th>Total Score</th><th>Estimated Quantity</th><th>UOM</th><th>Line Amount</th><th>Estimated Total Amount</th><th>Response Minimum Release Amount</th></tr><tr><td>1</td><td>Annual OGL costs of Developing new guides</td><td></td><td>Software maintenance and support</td><td></td><td></td><td></td><td></td><td></td><td></td><td>8,000.00</td><td></td></tr><tr><td>2</td><td>Quarterly cost of OGL Release Management</td><td></td><td>Software maintenance and support</td><td></td><td></td><td></td><td></td><td></td><td></td><td>2,000.00</td><td></td></tr></table>	Line	Description	Required Details	Category Name	Start Price	Response Price	Total Score	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount	1	Annual OGL costs of Developing new guides		Software maintenance and support							8,000.00		2	Quarterly cost of OGL Release Management		Software maintenance and support							2,000.00	
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	Note: You should enter the price of the items shown in the requirement. The description should be clear for you to enter a response price, there may also be estimated amounts.																																				
40.	Review your completed lines and check the amounts entered. Bank of England 1 2 3 4 OverviewRequirementsLinesReview Create Response (Quote 3002): Lines ⓘ Currency = Pound Sterling Time Remaining 22 Days 15 Hours Close Date 04-Jun-2025 08:32 MessagesRespond by SpreadsheetActionsLineNextSaveSubmitCancel Last Saved 12 May 2025 17:35 Time Zone Greenwich Mean Time ActionsViewFormatFilterExportDetach <table><tr><th>Line</th><th>Description</th><th>Required Details</th><th>Category Name</th><th>Start Price</th><th>Response Price</th><th>Total Score</th><th>Estimated Quantity</th><th>UOM</th><th>Line Amount</th><th>Estimated Total Amount</th><th>Response Minimum Release Amount</th></tr><tr><td>1</td><td>Annual OGL costs of Developing new guides</td><td></td><td>Software maintenance and support</td><td></td><td>7,500.00</td><td></td><td></td><td></td><td>7,500.00</td><td>8,000.00</td><td></td></tr><tr><td>2</td><td>Quarterly cost of OGL Release Management</td><td></td><td>Software maintenance and support</td><td></td><td>3,500.00</td><td></td><td></td><td></td><td>3,500.00</td><td>2,500.00</td><td></td></tr></table>	Line	Description	Required Details	Category Name	Start Price	Response Price	Total Score	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount	1	Annual OGL costs of Developing new guides		Software maintenance and support		7,500.00				7,500.00	8,000.00		2	Quarterly cost of OGL Release Management		Software maintenance and support		3,500.00				3,500.00	2,500.00	
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41.	Select Next. Next																																				
42.	Review your completed response pages, review the Overview tab. Bank of England 1 2 3 4 OverviewRequirementsLinesReview Review Response: Quote 3002 ⓘ Currency = Pound Sterling Title Outsource Oracle Support Close Date 04-Jun-2025 08:32 Two stage evaluation Time Remaining 22 Days 14 Hours MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel Last Saved 12 May 2025 17:40 Time Zone Greenwich Mean Time OverviewRequirementsLines General Supplier Abaca Training Limited Response Type Primary Negotiation Currency GBP Reference Number AB6002 Response Currency GBP Note to Buyer Price Precision 2 Decimals Maximum Attachments None																																				

Step	Action	
43.	Review your completed responses on the Requirements tab. Your entries are shown, but they are shaded.	
44.	Review your completed Lines and check the amounts entered.	
45.	Select the Actions drop-down.	
46.	Select Validate from the menu.	
47.	You may get an error if any information is missing. In this instance you must address all issues.	
48.	Select OK .	
	Note: Once you have corrected any errors, repeat the steps to validate your response.	

Step	Action																																																													
49.	You receive Confirmation that your response has been validated.	Confirmation Response 4009 to negotiation NEG1000117 was submitted. We'll notify you by email. OK																																																												
50.	Your response can be submitted when you are ready to do so.	Bank of England Review Response: Quote 3002 Overview Requirements Lines Review Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel Currency = Pound Sterling Title Outsource Oracle Support Close Date 04-Jun-2025 08:32 Time Remaining 22 Days 14 Hours Two stage evaluation Time Zone Greenwich Mean Time Overview Requirements Lines View Format Freeze Detach Wrap <table><tr><th>Line</th><th>Description</th><th>Details</th><th>Category Name</th><th>Response Price</th><th>UOM Name</th><th>Line Amount</th><th>Estimated Total Amount</th><th>Response Minimum Release Amount</th><th>Attachments</th></tr><tr><td>1</td><td>Annual OOL costs of Developing new guides</td><td></td><td>Software maintainar</td><td>7,500.00</td><td></td><td>7,500.00</td><td>8,000.00</td><td></td><td></td></tr><tr><td>2</td><td>Quarterly cost of OOL Release Management</td><td></td><td>Software maintainar</td><td>3,500.00</td><td></td><td>3,500.00</td><td>2,500.00</td><td></td><td></td></tr><tr><td colspan="10">Columns Hidden 0</td></tr><tr><td colspan="10">Grand Totals</td></tr><tr><td colspan="10">All response lines are included. Response Amount: 11,000.00</td></tr></table>	Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments	1	Annual OOL costs of Developing new guides		Software maintainar	7,500.00		7,500.00	8,000.00			2	Quarterly cost of OOL Release Management		Software maintainar	3,500.00		3,500.00	2,500.00			Columns Hidden 0										Grand Totals										All response lines are included. Response Amount: 11,000.00									
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51.	Select Submit .	Submit																																																												
52.	You receive Confirmation that your response has been submitted.	Confirmation Response 3006 to negotiation NEG1000117 was submitted. We'll notify you by email. OK																																																												
53.	You are returned to the Tender.	Bank of England RFQ: NEG1000117 Messages Create Response Actions Done Currency = Pound Sterling Title Outsource Oracle Support Status Active Open Date 08-May-2025 08:35 Close Date 04-Jun-2025 08:32 Time Remaining 22 Days 14 Hours Time Zone Greenwich Mean Time Table of Contents Requirements Summary Preview Requirement Questionnaire <table><tr><th>Requirement</th><th>Requirement Text</th><th>Evaluation Stage</th><th>Scoring Team</th><th>Attachments</th></tr><tr><td>1. Financial Status</td><td></td><td>Commercial</td><td>Oracle Fusion</td><td></td></tr><tr><td>1.1 Support provision for Customers</td><td>Number of active clients you provide Support for</td><td></td><td></td><td></td></tr><tr><td>2. OOL Customers</td><td>Number of OOL Customers you provide release support for</td><td></td><td></td><td></td></tr><tr><td>2. Business</td><td></td><td>Commercial</td><td>Oracle Fusion</td><td></td></tr><tr><td>1. VAT Registration Status</td><td>We are confirming the VAT registration of all existing and potential suppliers before we engage with them. It is important for you to confirm your VAT Registration status and provide evidence of such with a copy of your registration certificate.</td><td></td><td></td><td></td></tr><tr><td>3. Technical capabilities</td><td></td><td>Technical</td><td>Oracle Fusion</td><td></td></tr><tr><td>1. ISO 22301</td><td>Is your company ISO 22301 certified? If yes, please provide the expiry date. Does your organisation have an Information Commissioner's Office (ICO) registration number?</td><td></td><td></td><td></td></tr></table>	Requirement	Requirement Text	Evaluation Stage	Scoring Team	Attachments	1. Financial Status		Commercial	Oracle Fusion		1.1 Support provision for Customers	Number of active clients you provide Support for				2. OOL Customers	Number of OOL Customers you provide release support for				2. Business		Commercial	Oracle Fusion		1. VAT Registration Status	We are confirming the VAT registration of all existing and potential suppliers before we engage with them. It is important for you to confirm your VAT Registration status and provide evidence of such with a copy of your registration certificate.				3. Technical capabilities		Technical	Oracle Fusion		1. ISO 22301	Is your company ISO 22301 certified? If yes, please provide the expiry date. Does your organisation have an Information Commissioner's Office (ICO) registration number?																							
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54.	Select Done .	Done																																																												

Step	Action	
55.	You are returned to the Active Tenders page.	
56.	Select the Home icon to return to the Home page.	

Change History

Date	Version	Notes
08/05/25	v1 – File created	Initial version created for internal review
09/05/25	v2 - Internal QA Updates / Submitted for first review	Changes after internal QA complete
27/05/25	v3 – 1 st Edit / Submitted for second review	File created after SME review
09/04/26	v4 – 2 nd Edit if required	Amended “Notes” section and replaced “Negotiation” with “Tender” – Sean Tague
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by