



TAXI OPERATOR GUIDE

ProContract 

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1. Computer requirements.

You will need access to a computer with internet access to be able receive ITTs from GMPTE. Detailed below are the **minimum** computer requirements you will need access to before starting this user guide. If you do not have access to these directly then most public libraries certainly have access to computers that meet if not surpass these requirements.

Hardware

Almost every 'off the shelf' computer on sale today will far surpass these hardware requirements:

Processor	Pentium 4
RAM	256 MB
Hard Drive	40GB
Modem (if required)	56kbps

Software

Operating system	Windows XP
Reader	Adobe reader or pdf reader
Spreadsheet reader	Microsoft Office Excel or Open office reader

Internet

Internet connection can be through broadband and/or mobile broadband.

Internet Connection speed	Download speed will vary by connection, 2Mb is recommended as a minimum requirement.
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2. Introduction.

GMPTE is just one of forty-nine North West public bodies to adopt the e-tendering tool ProContract, provided by DueNorth. GMPTE use ProContract to carry out the majority of all tender activity, it is an internet based application with the functionality to:

- Electronically send and receive documents securely
- Comply with European procurement regulations
- Communicate with suppliers in a fast and efficient manner
- Leave a fully auditable procurement process

Since July 2009 GMPTE have been using ProContract for most tendering activity other than taxi tenders. As taxi tenders outnumber any other type of tender that GMPTE receives, the natural progression is to move taxi tendering to ProContract.

This user guide will offer you a step-by-step introduction of how to tender for taxi services through ProContract, by the end of the guide you will be able to:

- Register as a supplier to GMPTE
- Receive tender documents
- Ask and answer questions.

Please read this guide thoroughly before undertaking any activity on ProContract.

NOTE: The images contained in this document are provided to help you understand the processes listed above. The specific details/text within the images will in most cases differ from the information you enter into the fields for your tender response as you follow this guide.

In this document you will often find a 'red circle indicator':



This does not appear on your screen as it is only used in this guide to direct your attention to a particular part of an image.

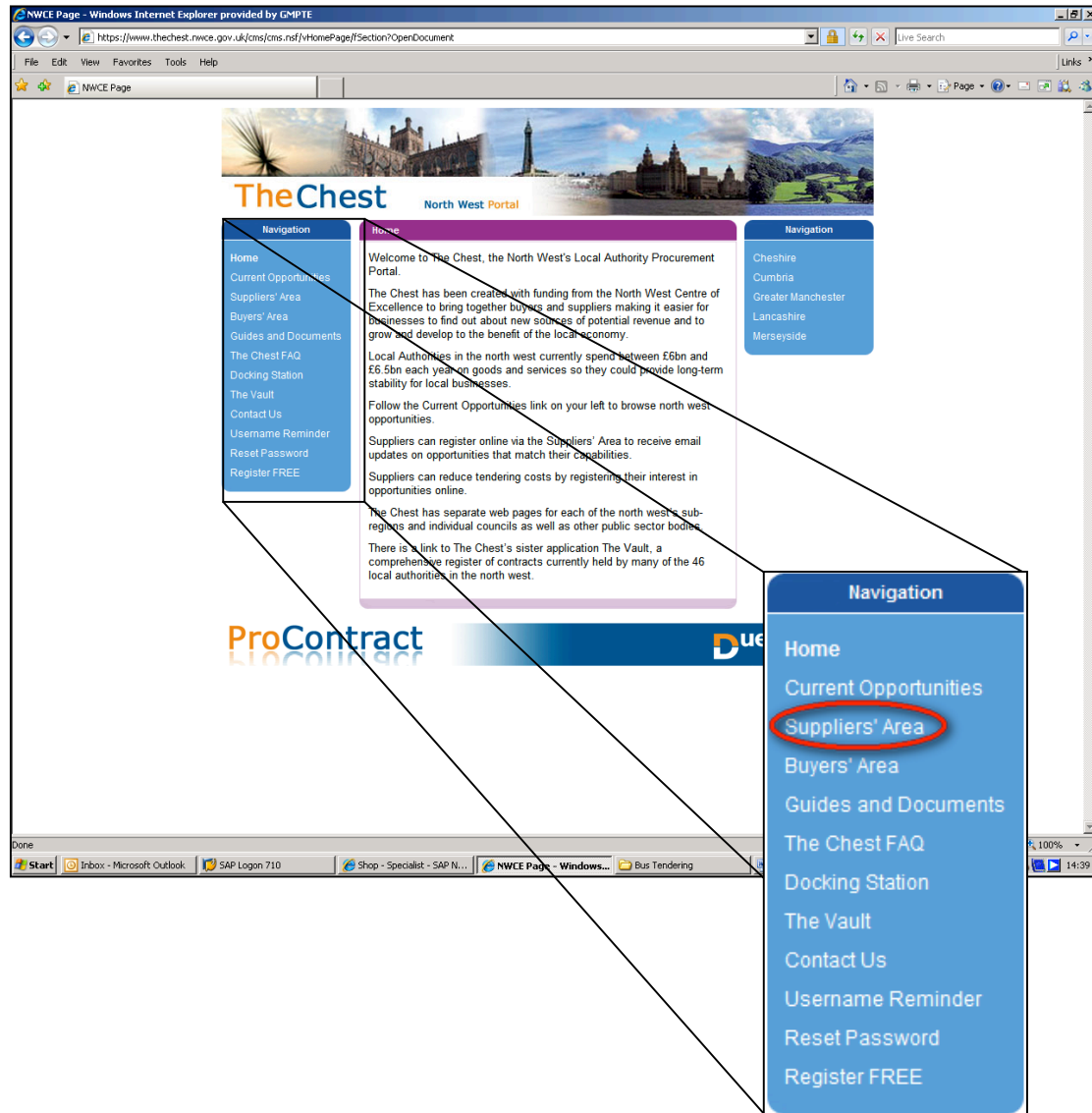
Registering on ProContract will enable you to be chosen by GMPTE to tender for taxi services. Registering does not limit you to tendering for opportunities from GMPTE; potential opportunities from forty-eight other public bodies in the North West region that also use ProContract will be available. GMPTE have provided guidance on how to search for various other opportunities in the section entitled: '4.How to search for other opportunities.'

3. How to Register on ProContract.

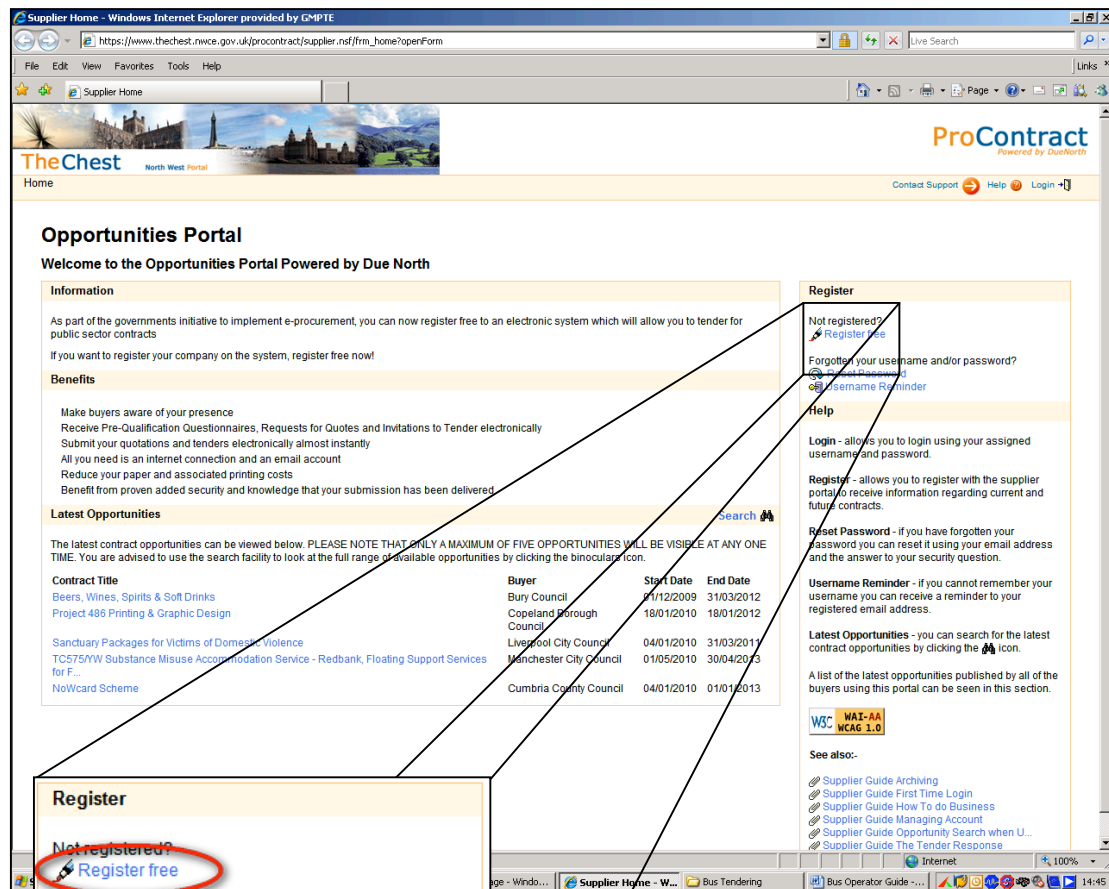
First go to the following website:

www.thechest.nwce.gov.uk

Once it is loaded up you will see a screen like this:



Click on 'Suppliers' Area' on the left hand side navigation box, you will then see the following screen:



Register

Not registered?
[Register free](#)

Forgotten your username and/or password?
[Reset Password](#)
[Username Reminder](#)

Help

Login - allows you to login using your assigned username and password.

Register - allows you to register with the supplier portal to receive information regarding current and future contracts.

Click on the 'Register free' link on the right hand side of the screen.

This starts the registration process; you will now be faced with a series of five screens which you will complete by inputting various bits of information. Help is provided on the right hand side of each screen for quick reference. Fields that must be completed before you can proceed to the next stage are marked with a *. Most of the information required by ProContract is individual to yourself and your taxiiness, GMPTE specific information will be explained in further detail in this guide. To progress to the next stage click Next, to cancel the registration process (and lose all information already inputted) click Cancel, to go to the screen you visited previous click Previous. Follow the on screen in instructions.

Supplier registration step 1 of 5

In 'supplier registration step 1 of 5' you are asked to input a Department, if you do not have a particular department within your company then please input N/A. You are also asked for a security question and answer, please chose a memorable question and answer. E.g.:

*Security Question:	<input type="text" value="What is my dogs name?"/>
*Security Answer:	<input type="text" value="Rex"/>

You will be prompted to answer this question if you ever lose your password.

Reminder: Fields marked with a * requires mandatory information to be inputted. Fields without a red asterisk does not require any information before moving onto the next stage, but it is beneficial to your taxiiness to fill in as much detail as possible.

Supplier registration step 2 of 5

Please complete 'supplier registration step 2 of 5' as per your company's details. When you reach the 'Company description' field please input as much information regarding your company and what your company does as possible. 'Keyword 1' field is mandatory so please input a word that best describes what your company does e.g. Taxi, Coach, Transport etc if you want to add several words then please complete the other keyword boxes provided. 'Company Affiliations' and 'Company Classifications' are not mandatory although if these are relevant to your company then completing these sections is advised.

Supplier registration step 3 of 5

In 'supplier registration step 3 of 5' click the check box for '36000000 Transport':

27000000	ICT	<input type="checkbox"/>
28000000	Legal Services	<input type="checkbox"/>
29000000	Leisure Services	<input type="checkbox"/>
30000000	Mail Services	<input type="checkbox"/>
31000000	Medical	<input type="checkbox"/>
32000000	Social Community Care Supplies and Services	<input type="checkbox"/>
33000000	Sports / Playground Equipment and Maintenance	<input type="checkbox"/>
34000000	Stationery	<input type="checkbox"/>
35000000	Traffic Management	<input type="checkbox"/>
36000000	Transport	<input checked="" type="checkbox"/>
37000000	Utilities (not telephones - see - ICT)	<input type="checkbox"/>

This field should be applicable to all GMPTE taxi operators; if you feel your company should be affiliated with other categories then please choose more than one. Click 'next' when complete.

Supplier registration step 4 of 5

'Supplier registration step 4 of 5' screen:

Supplier Registration Step 4 of 5
Council Selection

Area Notification

Area: All

Options

Previous Next

Help

Area Notification - use this selection to choose which areas you are interested in receiving notifications for. When a contract is published for this organisation for the categories chosen on the previous step you will be sent an email to your registered email address inviting you to express an interest in the contract.

All - use this selection to receive opportunity information from all organisations.

By Sub Region - use this selection to receive opportunity information from all organisations within a sub region.

By Organisation - use this selection to receive opportunity information from individually selected organisations.

Click 'Previous' to go to previous step.
Click 'Next' to continue with the registration process.

WCC WAI-11 WCAE 1.0

See also:

- Supplier Guide Archiving
- Supplier Guide First Time Login
- Supplier Guide How To do Business
- Supplier Guide Managing Account
- Supplier Guide Opportunity Search when U...

Area Notification

Area: All

Options

Previous Next

All

By Sub Region

By Council

Choose 'By Council' from the drop down menu and then click 'Next'.

You will then be given an option of choosing from a number of public organisations, you **MUST** click the tick box next to 'GMPTÉ'. You may choose as many organisations as you want. This means you will be e-mailed opportunities when these organisations advertise for a piece of work that is relevant to what your company does. Click 'next' when you have selected all of your desired organisations.

- Cheshire West and Chester
- Chorley Council
- Copeland Borough Council
- Cumbria County Council
- Eden District Council
- Fylde Borough Council
- GMPTÉ
- Greater Manchester Fire and Rescue Service
- Greater Manchester Police Authority

Supplier registration step 5 of 5

'Step 5 of 5' will ask you to confirm you have read the 'DueNorth Terms and Conditions' and the 'Privacy Policy'. Please view the two documents, check the boxes, and click 'Next':

Conditions & Privacy


In order to complete your registration you must agree with the following:

Agreement(s):

- Due North Terms & Conditions view
- Privacy Policy view


Options

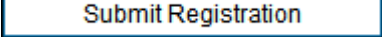

Previous Next

You will then be given a summary of all of the information you have provided. Please make sure this information is correct. To make any changes to the information click on the  icon to display the section in an editable form.

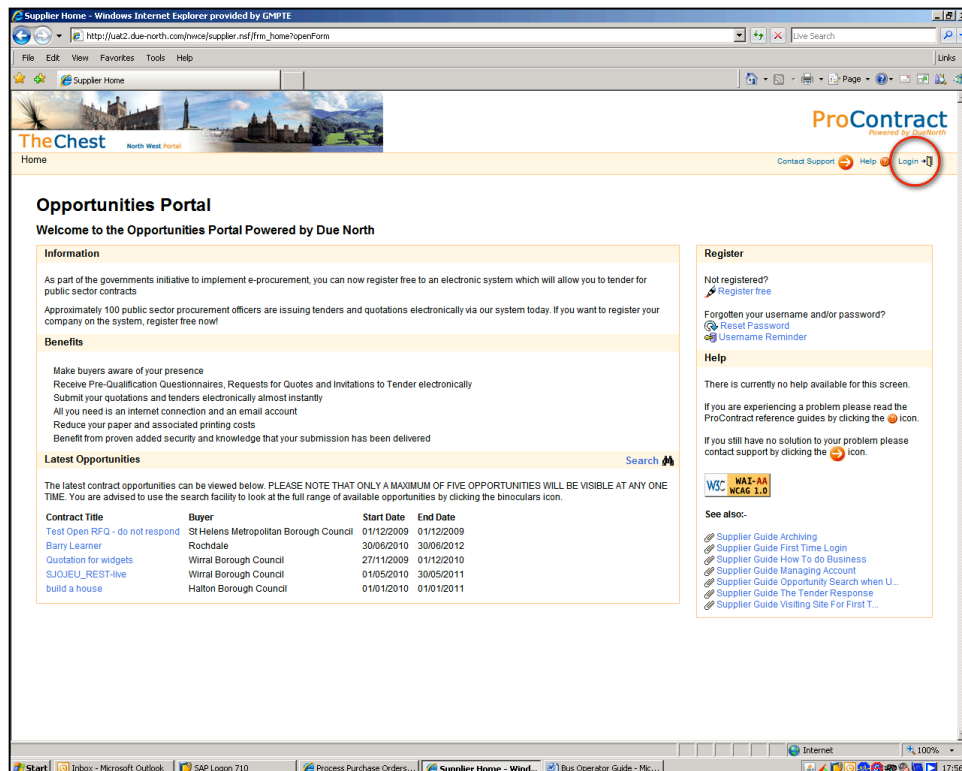
For example, if you wish to change any information from the 'Contact & Security' section:

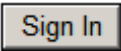
Contact & Security	
Name:	mr GM PTE
Job Title:	GMPTE
Department:	GMPTE
Telephone:	0161 244 1000
Fax:	N/A
Mobile:	N/A
Email Address:	GMPTE@gmpte.gov.uk
Security Question:	GMPTE?
Security Answer:	yes

Similarly if you need to change information in the 'Company' section then please click the  next to the 'company' section heading.

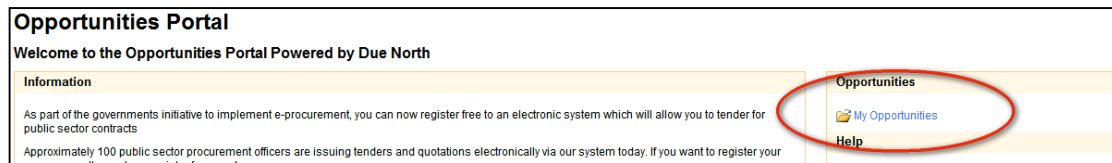
Once you are happy with all of your details, click on . You will then receive two e-mails confirming your username and password which you will use to log onto your user area. The e-mails should appear in your inbox within half an hour of submitting your registration. If they do not click on  in the top right hand corner and then contact DueNorth either by phone or e-mail.

Once you have received your username and password, you will need to login by clicking the 'login' button in the top right hand corner:



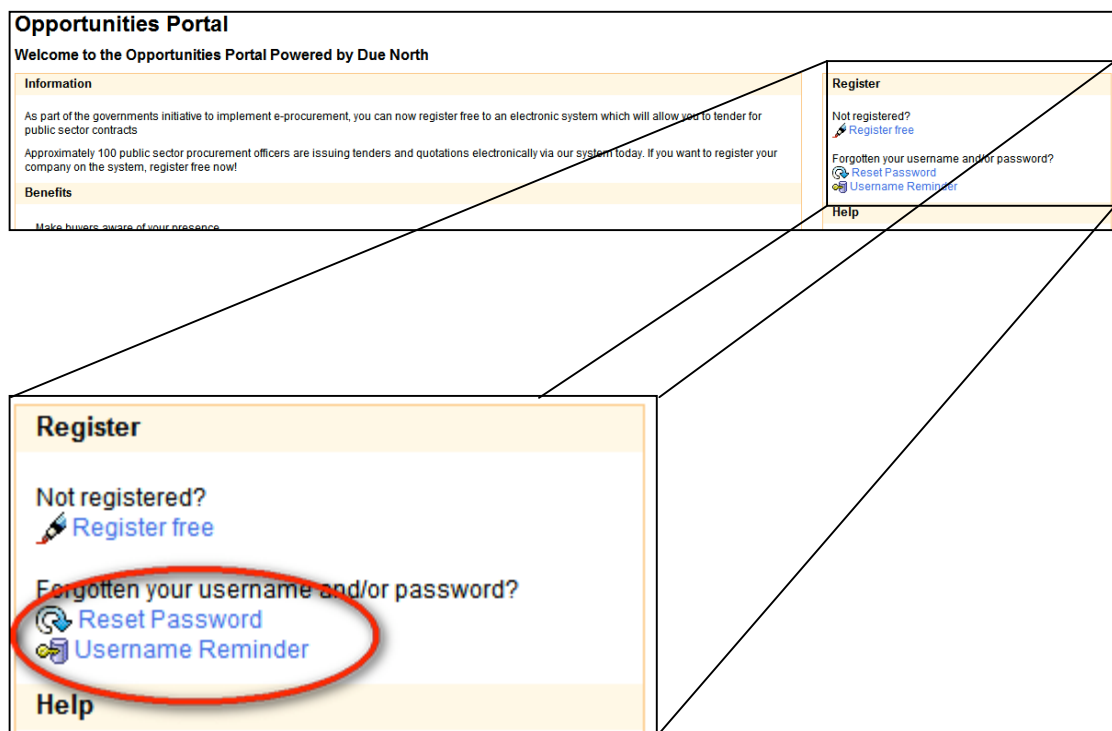
Once the login screen has appeared Input your username and password as prompted, then click . **Note:** the first time you login you will prompted to change your password.


Once you have logged in you will see the 'My Opportunities' link on the right hand side:



You should now be logged in and ready to receive the tender documents sent to you by GMPTE.

NOTE: If you forget or misplace your username or password then please click on either 'Reset Password' or 'Username Reminder' in the opportunities portal below:



For any other system related questions or queries please contact DueNorth support on: 0845 293 0459. For more information regarding detailed user guides click  in the top right hand corner of any screen.

4. How to Receive Tender Documents.

This section will detail how to view your tendering opportunities sent to you by GMPT. When you have been invited to tender you will get an e-mail notification informing you of a new opportunity:

Dear Mr Bus Operator (Bus Travel Ltd),

You have been invited take part in a new tendering exercise by GMPT.

The contract details are as follows:-

ID: GMPT-UATT-7YFLN
Title: Bus Tenders.

The invitation to tender must be answered no later than 17/12/2009 at 04:00:00.

Please submit your intention to respond to the opportunity by clicking on either the 'opt out' or 'intent to respond' button.

To access this new invitation please go to the link below and log in using your username and password:-

http://uat2.due-north.com/nwce/gmpte_contract.nsf/dsp_frm_supplier_view/ITT-UATT-7YLFN3-1?opendocument&login

If you cannot remember your username and/or password please use the following link and follow the on screen instructions:-

http://uat2.due-north.com/nwce/supplier.nsf/frn_home?openform

Once you have logged in, you will be faced with a slightly different 'Opportunities portal':

Click here to gain access to your opportunities, this includes opportunities that you have been invited to tender for and opportunities that you are in process of tendering for.

Opportunities Portal
Welcome to the Opportunities Portal Powered by Due North

Information

As part of the governments initiative to implement e-procurement, you can now register free to an electronic system which will allow you to tender for public sector contracts

Approximately 100 public sector procurement officers are issuing tenders and quotations electronically via our system today. If you want to register your company on the system, register free now!

Benefits

- Make buyers aware of your presence
- Receive Pre-Qualification Questionnaires, Requests for Quotes and Invitations to Tender electronically
- Submit your quotations and tenders electronically almost instantly
- All you need is an internet connection and an email account
- Reduce your paper and associated printing costs
- Benefit from proven added security and knowledge that your submission has been delivered

Latest Opportunities

The latest contract opportunities can be viewed below. PLEASE NOTE THAT ONLY A MAXIMUM OF FIVE OPPORTUNITIES WILL BE VISIBLE AT ANY ONE TIME. You are advised to use the search facility to look at the full range of available opportunities by clicking the binoculars icon.

Contract Title	Buyer	Start Date	End Date
Test Open RFQ - do not respond	St Helens Metropolitan Borough Council	01/12/2009	01/12/2009
Barry Learner	Rochdale	30/06/2010	30/06/2012
Quotation for widgets	Wirral Borough Council	27/11/2009	01/12/2010
SJOJEU_REST-live	Wirral Borough Council	01/05/2010	30/05/2011
Build a house	Halton Borough Council	01/01/2010	01/01/2011

Opportunities

- [My Opportunities](#)
- Help**

My Opportunities - You can see all of the opportunities that you have been selected for by clicking the icon or link above.

Latest Opportunities - you can search for the latest contract opportunities by clicking the icon.

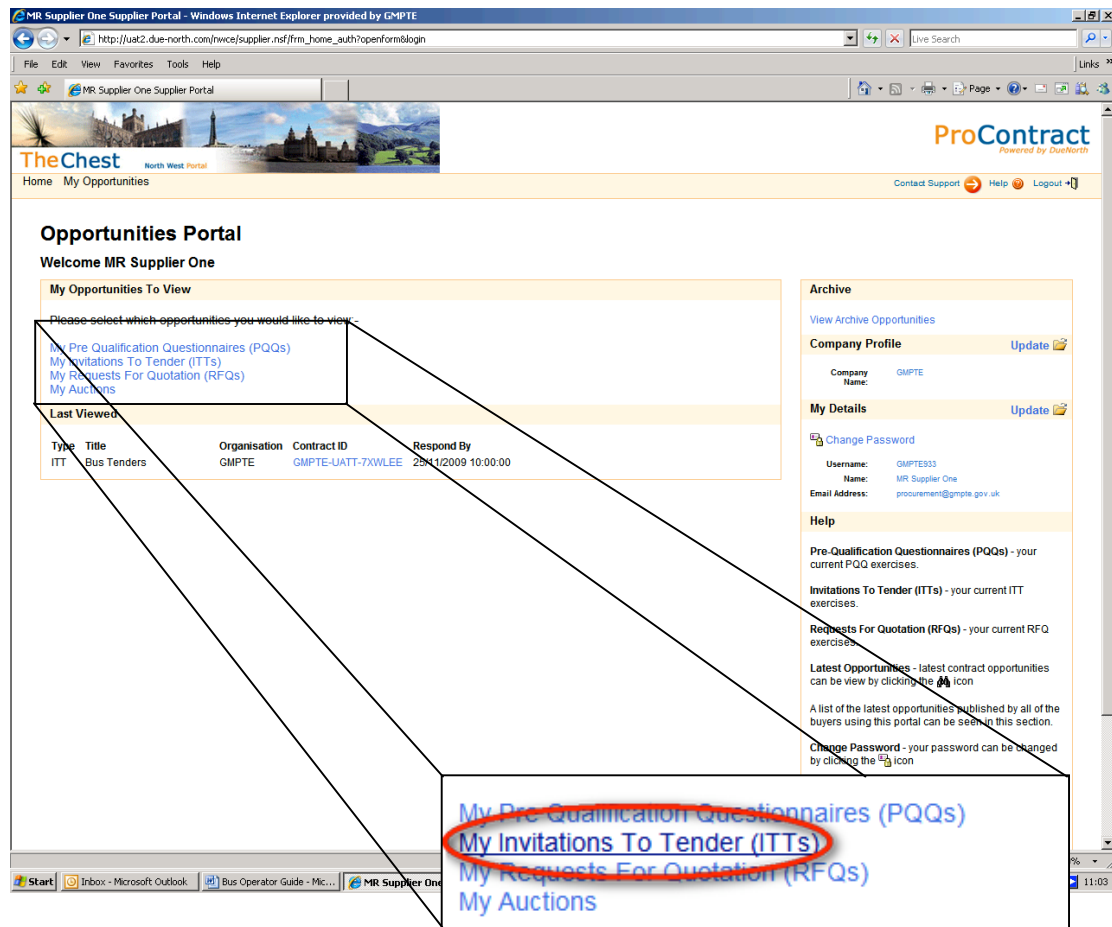
A list of the latest opportunities published by all of the buyers using this portal can be seen in this section.

See also:-

- [Supplier Guide Archiving](#)
- [Supplier Guide First Time Login](#)
- [Supplier Guide How to do Business](#)
- [Supplier Guide Managing Account](#)
- [Supplier Guide Opportunity Search when U...](#)
- [Supplier Guide The Tender Response](#)
- [Supplier Guide Visiting Site For First T...](#)

This is where opportunities are advertised for a supplier to express an interest. This will not concern you for any GMPT tax tendering activity as GMPT will send you the ITT documents directly which you will retrieve through the 'My Opportunities' link.

To view the tenders that you have received from GMPTE, click on the 'My Opportunities' link. You will then be faced with this screen:



Click onto 'My Invitations To Tender (ITTs)' to view all Tenders that you have been invited to, this is where you will find the taxi service tenders from GMPTE. The 'My Opportunities to View' will then expand to detail all of the ITTs. To gain access to the tenders click onto the desired 'contract ID' highlighted in blue.

Invitations To Tender (ITTs)						
Title	Organisation	Contract ID	Received	Respond By	Response Status	
GMPTE	GMPTE	GMPTE-UATT-7YDMFA	03/12/2009	04/12/2009 13:00:00	New	
Bus Tenders 2	GMPTE	GMPTE-UATT-7Y3K3C	26/11/2009	24/11/2009 12:00:00	Closed - No Response	
Bus Tenders	GMPTE	GMPTE-UATT-7XWLEE	18/11/2009	25/11/2009 10:00:00	Closed - No Response	
Bus Tenders 1	GMPTE	GMPTE-UATT-7XWDJG	18/11/2009	19/11/2009 12:00:00	Version 1 submitted - 18/11/2009 14:59:45	

Below the table is a 'Last Viewed' section with the following data:

Type	Title	Organisation	Contract ID	Respond By
ITT	Bus Tenders	GMPTE	GMPTE-UATT-7XWLEE	25/11/2009 10:00:00

NOTE: the **New** indicator next to the most recent received tender opportunity.

Once you have clicked on the 'Contract ID' you will see this screen:

GMPTE - Invitation To Tender (ITT)

ITT Information [View](#)

Contract Ref No: [GMPTE-UATT-7YDMFA](#)
Contract Title: [GMPTE](#)
ITT Ref No (Version): [ITT-UATT-7YDMGX-1 \(Version 1\)](#)
Title: [GMPTE](#)
Response Required By: [04/12/2009 13:00:00](#)
Attachments: [0](#)

My Response [View](#)

Status: [New](#)
Version: [1](#)
Intent To Respond: [Not Sent](#)
Supplier Ref No: [Not Set](#)
Attachments: [0](#)

Options

[Response Wizard](#) [Opt Out](#) [Register Intent](#) [Finish](#)

Submission Information

Respond By Date: [25/11/2009](#)
Respond By Time: [10:00:00](#)
Supplier Attachment Required: [No](#)

General Information

Description: [Refer to tender documents.](#)
Additional Documentation: [N/A](#)
Point of Delivery: [N/A](#)

Specification Breakdown

There are currently no line items in your specification breakdown

Attachments

There are currently 10 attachment(s) uploaded to this ITT

Attached/Link Name	Size	Date Uploaded
1044.pdf	46kb	18/11/2009
1044.pdf	46kb	18/11/2009
1060.pdf	48kb	18/11/2009
1060.pdf	48kb	18/11/2009
1060.pdf	48kb	18/11/2009
1061.pdf	154kb	18/11/2009
1061.pdf	154kb	18/11/2009
1176.pdf	155kb	18/11/2009
1176.pdf	155kb	18/11/2009
1177.pdf	155kb	18/11/2009

Terms & Conditions

Title
[Standard Terms and Condit...](#)
[Standard Terms and Condit...](#)
[Confidentiality AgreementL...](#)

Options

[Finish](#)

Respond by date and time.

Important: Please read the description before completing any other task.

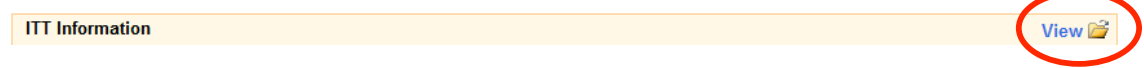
These are the tender documents that are included within this opportunity. Click on the blue text to open the file. Please open the file named TaxiTenderReference.xls before you open any other files, this document will give you quick reference information regarding the services being tendered for in this batch.


[Finish](#) will return you back to the previous screen.

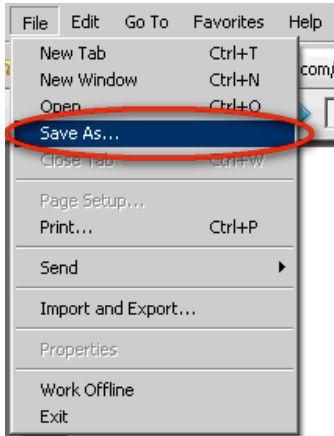
Once you have reviewed the tender opportunities please click 'Finish' and register your intent by either clicking:

[Opt Out](#) to notify GMPTE that you are **not** interested in tendering for any of these services. Or [Register Intent](#) to notify GMPTE you **are** interested in tendering for one or more of the services included in this particular opportunity.

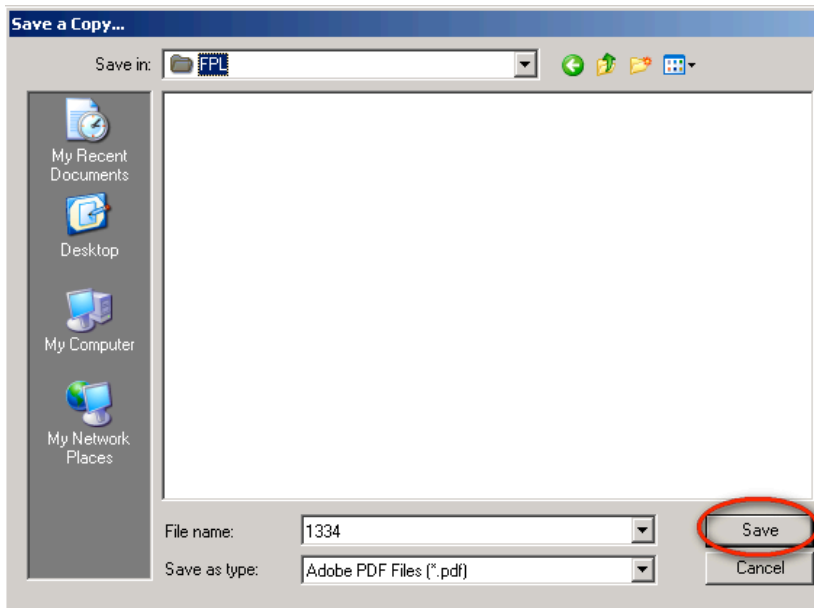
Return to the tenders by clicking the **View**  on the ITT information section:



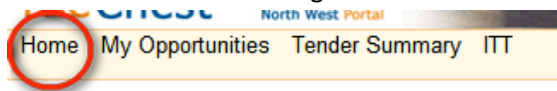
To open a tender to view, click on the blue highlighted 'Attached/Link name' ( 1334.pdf 153kb 23/11/2009) this may take a few seconds to load depending on the size of the file. To save the document click file/save as:



And chose an appropriate area to save the file to:




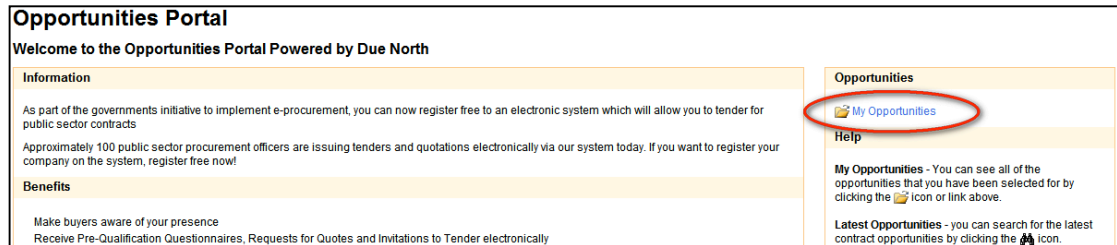
Once you have gathered the desired tender(s) from ProContract you will then be expected to respond via post to GMPTE. **Note:** To navigate to the Questions & Answer portal from this



screen click home: in the top left hand corner and follow the instructions on the next page.

5. How to ask and answer questions.

One of ProContract's functions is the ability for GMPTE to have a complete audit trail of any activity involved in any particular tender process. Therefore Queries/Questions and Answers will be directed through the Question and Answer Portal. Click  [My Opportunities](#)





Opportunities Portal
Welcome to the Opportunities Portal Powered by Due North

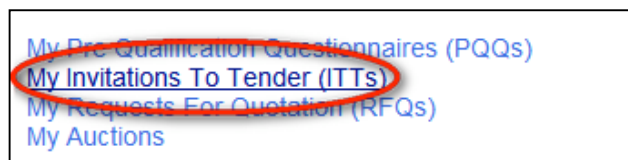
Information
As part of the governments initiative to implement e-procurement, you can now register free to an electronic system which will allow you to tender for public sector contracts
Approximately 100 public sector procurement officers are issuing tenders and quotations electronically via our system today. If you want to register your company on the system, register free now!

Benefits
Make buyers aware of your presence
Receive Pre-Qualification Questionnaires, Requests for Quotes and Invitations to Tender electronically

Opportunities
[My Opportunities](#)

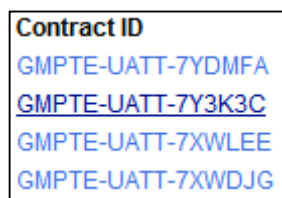
Help
My Opportunities - You can see all of the opportunities that you have been selected for by clicking the  icon or link above.
Latest Opportunities - you can search for the latest contract opportunities by clicking the  icon.

Then:



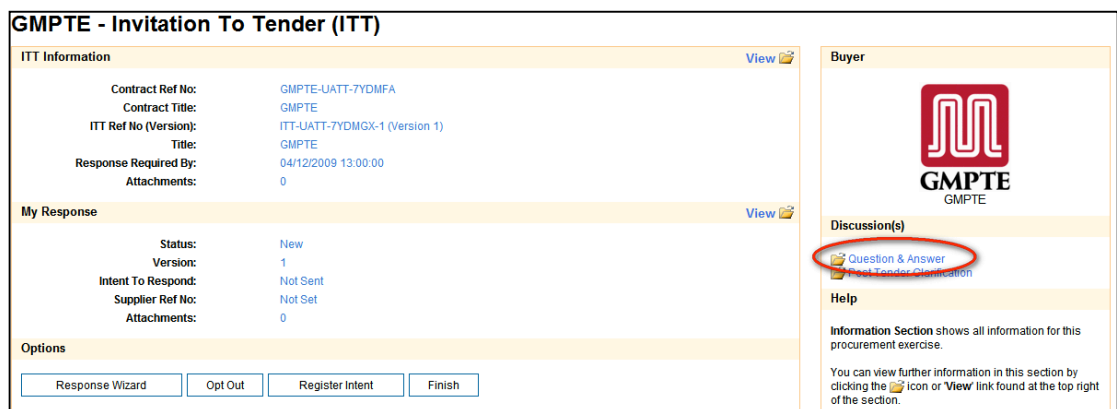
[My Pre Qualification Questionnaires \(PQs\)](#)
[My Invitations To Tender \(ITTs\)](#)
[My Requests For Quotation \(RFQs\)](#)
[My Auctions](#)

Click on your desired 'contract ID':




Contract ID
[GMPTE-UATT-7YDMFA](#)
[GMPTE-UATT-7Y3K3C](#)
[GMPTE-UATT-7XWLEE](#)
[GMPTE-UATT-7XWDJG](#)


Then click on 'Questions & Answers':



GMPTE - Invitation To Tender (ITT)


ITT Information [View](#) 


Contract Ref No: GMPTE-UATT-7YDMFA
Contract Title: GMPTE
ITT Ref No (Version): ITT-UATT-7YDMGX-1 (Version 1)
Title: GMPTE
Response Required By: 04/12/2009 13:00:00
Attachments: 0

My Response [View](#) 

Status: New
Version: 1
Intent To Respond: Not Sent
Supplier Ref No: Not Set
Attachments: 0

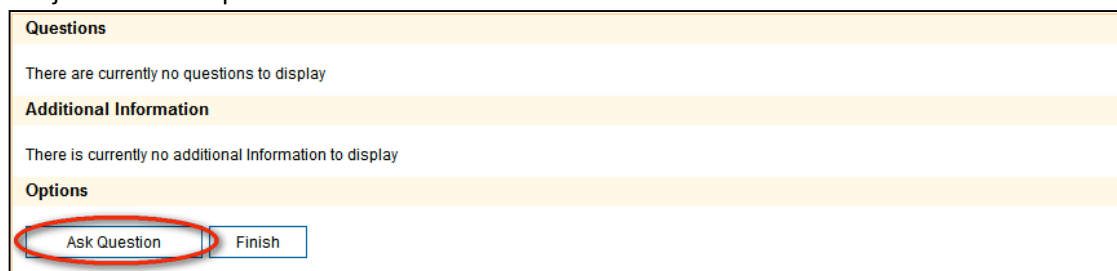
Options
[Response Wizard](#) [Opt Out](#) [Register Intent](#) [Finish](#)

Buyer

Discussion(s)
[Question & Answer](#)
[Post Tender Clarification](#)

Help
Information Section shows all information for this procurement exercise.
You can view further information in this section by clicking the  icon or 'View' link found at the top right of the section.

To view a question or an answer to a question; simply click on the blue text of the question

subject. To ask a question click [Ask Question](#)



Questions
There are currently no questions to display

Additional Information
There is currently no additional information to display



Options
[Ask Question](#) [Finish](#)

Fill in the subject of the question/query and enter the question in the bigger box:

*Subject:	<input type="text" value="GMPTE question."/>
*Question:	<input type="text" value="To be or not to be?"/>

Click to send to GMPTE.


When you have asked the question it will be displayed like this:

Created Date	Status	Availability	Subject	Answered	Made Public
04/12/2009 11:50		 Private	Question for GMPTE.	N/A	N/A

You can view the question detail by clicking in the blue highlighted subject field. Click

to return to 'Q & A' section.


Once sent, GMPTE will receive an e-mail prompting that a new question has been asked. GMPTE will respond in due time and, once answered, you will receive an e-mail prompting you that there is an answer for your attention. You will also notice the 'Status' icon has

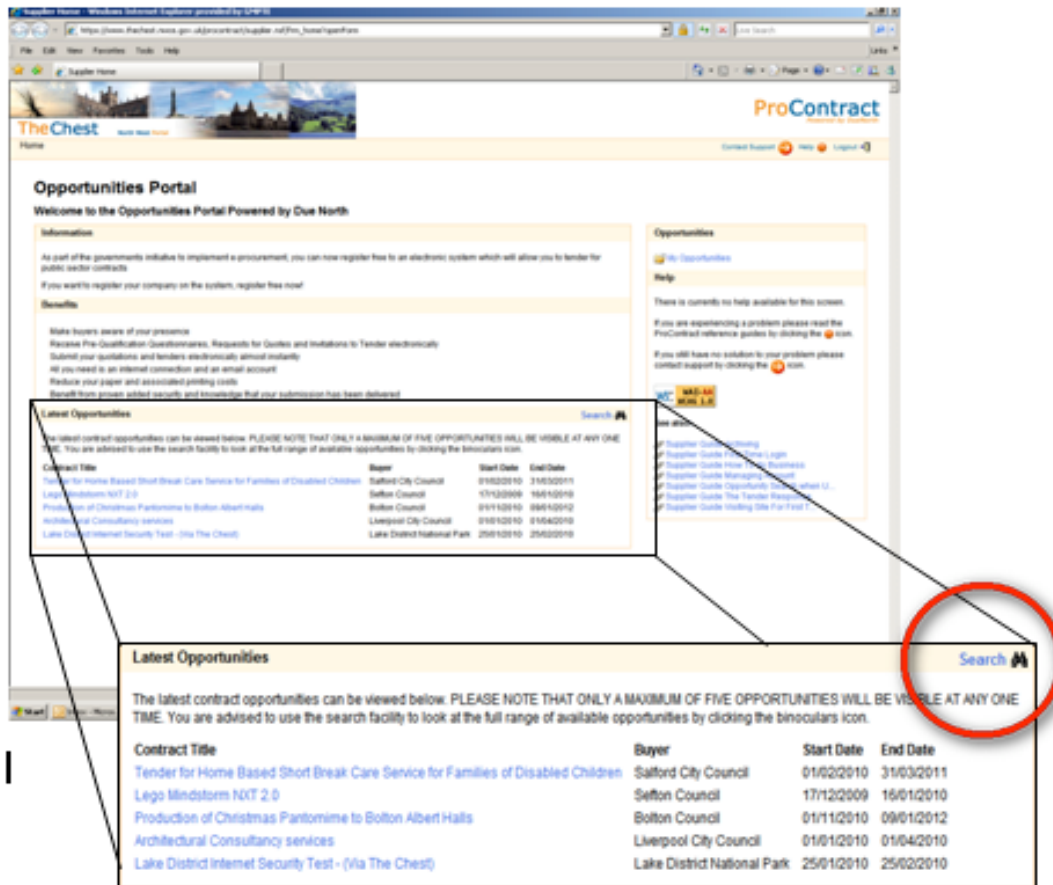
Status
turned to a  . To view the answer click on the blue highlighted subject field.

Any additional information that GMPTE provides during the lifespan of the procurement process will be displayed in the same way underneath questions in the Additional

Additional Information

6. How to search for other opportunities.

To search for opportunities you need to start at the 'Opportunities Portal'. This screen will always display the 5 most recent advertisements that have been posted by a North West public sector organisation. To search for current opportunities that that aren't on the 'Latest Opportunities' list, click the **Search**  button:



The screenshot shows the 'Opportunities Portal' interface. At the top, there's a navigation bar with 'The Chest' logo and 'ProContract' branding. Below this, a 'Welcome to the Opportunities Portal' message is displayed. A 'Latest Opportunities' section contains a table of contract listings. A red circle highlights the 'Search' button with a binoculars icon in the top right corner of the 'Latest Opportunities' section.

Contract Title	Buyer	Start Date	End Date
Tender for Home Based Short Break Care Service for Families of Disabled Children	Salford City Council	01/02/2010	31/03/2011
Lego Mindstorm NXT 2.0	Salford Council	17/12/2009	16/01/2010
Production of Christmas Pantomime to Bolton Albert Halls	Bolton Council	01/11/2010	09/01/2012
Architectural Consultancy services	Liverpool City Council	01/01/2010	01/04/2010
Lake District Internet Security Test - (Via The Chest)	Lake District National Park	25/01/2010	25/02/2010

This will bring up a screen for you to complete with information regarding the type of opportunity you are searching for:

Search Criteria

Organisation:

Category:

Contains:

Order By:

All Opportunities: Tick to include past/previous opportunities and also future opportunities which are not yet open for expressions of interest

Options

Organisation: This field allows the organisation you are searching on to be chosen, which is used when many organisations use the same portal/system. To see the options you can click to bring a drop down menu displaying the various organisations, and to choose a specific organisation (if applicable) then click on it in the list.

Category: This field allows you to choose the category classification to which the opportunities you wish to search for are associated. The exact categories seen will depend on the coding system the organisation has chosen to use, which can include UNSPSC, Pro Class, CPV and others.

To select a category, again left click the arrow to bring up the drop down menu and search for the relevant category.

Contains: This field allows you to search for specific keywords contained in the opportunity detail. The keywords are specified by the contracting organisation when the contract is initially created and also this will search the contract title.

To search then type in the keyword you are looking for into the text box

Contains:

If you want to search for multiple words then they must be separated using the & sign as below

Contains:

This will search for the words in any order and will return any contract with water or cooler or both in the title.

To search for words in a specific order then remove the & sign

Contains:

This will return contracts only with “water cooler” in the title and is less useful than other searches as it is so specific.

Also to search for many combinations of a given word then the * sign can be used as below

Contains:

This will return all contracts with the words starting with water with any characters after it, e.g. watercooler, waterchiller, or waterheater.

Order By: This field allows you to choose how you want the search results to be displayed, and is especially useful when the search may return a lot of results.

Interest Window: This section allows you to only show results for opportunities where you can express an interest currently, as organisations may show opportunities in advance.

As a result of this there is also an “Expression of Interest” window specified by the contracting organisation which is the period that allows suppliers to register their interest in tendering for the contract. To mark this box then left click in the grey box and this will mark a tick which means that only the contracts that suppliers can register their interest in currently will be shown.

To chose a particular opportunity, click on the blue highlighted 'Contract Title':

Opportunity Search

Results		
Bury Council Opportunities		
Start Date	Contract Title	End Date
01/03/2010	Inspection, Maintenance & Repair of PE Equipment	29/02/2012
01/12/2009	Beers, Wines, Spirits & Soft Drinks	31/03/2012


When you have clicked on the contract title the screen that follows will look like this:


Contract: BURY-NWCE-7YAKV5

Main Contract Detail	
Buyer:	Bury Council
Title:	Beers, Wines, Spirits & Soft Drinks
Category:	11000000 Catering
Summary:	Bury Council is seeking to appoint a suitable organisation(s) to supply and deliver a range of beers, wines, spirits and soft drinks to the following establishments: 1) Elizabethan Suite, Knowsley Street, Bury, BL9 0SW 2) Radcliffe Civic Suite, Thomas Street, Radcliffe, Manchester, M26 2WH 3) Longfield Suite, Longfield Centre, Prestwich, Manchester, M25 5AY 4) Ramsbottom Civic Hall, Market Chambers, Ramsbottom, Bury, BL0 9AJ The contract is for the period 1st April 2010 to 31st March 2012, with an option to extend the contract for a further 12 months. The successful contractor must be able to provide a service which includes the following: 1) The provision of all equipment necessary for the dispensing of all beers. 2) The provision of refrigeration equipment in the beer cellars. 3) The provision of bottled beer and soft drinks coolers. The successful tenderer(s) must be able to: 1) Supply draught beer along with a range of bottled beers, wines, spirits and soft drinks. 2) Supply certain products for one off events on a sale or return basis. 3) Provide full deliveries during holiday periods. 4) Maintain a full record of orders received so that management information showing the value and volume of items ordered per site can be provided when requested.
Contact:	Mrs Nicola Hudson
Email Address:	n.hudson@bury.gov.uk
Telephone:	0161 253 6175
Address:	Craig House Bank Street Bury Lancashire BL9 0DN United Kingdom
Key Dates	
Estimated contract start date:	01/12/2009
Estimated contract end date:	31/03/2012
Expression of interest start date:	01/12/2009 09:00
Expression of interest end date:	18/01/2010 17:00
Other Information	
Contract Period:	24 (months)
Anticipated Extension Period:	12 (months)
Number of Anticipated Extensions:	1
Options	
<input type="button" value="Login & Register Interest"/>	<input type="button" value="Return to Search"/>

If you are not logged in then click . If you have logged in then the button will simply read 'Register An Interest'.

Further help and guidance can be found in the top right hand corner of the ProContract.

Supplier area. Click  for the user guides provided by DueNorth or click

 for details on how to contact the DueNorth support desk.