



# Get on Board as a Translink Supplier

Your Guide to Tendering for Opportunities in Translink

# About Translink

Translink provides the integrated public transport system for Northern Ireland, comprising of a railway service (NIR), Belfast (Metro), Goldline and rural bus services (Ulsterbus)

Translink operates a modern, multi-modal transport fleet of 46 trains and over 1400 buses and coaches

The iconic Belfast Rapid Transport service operates 30 Glider vehicles

Translink advertises opportunities for tendering for supplies, services and works via the online eTendersNI portal



# In this Guide

1. Register on eTendersNI
2. Add your CPV Codes
3. View Tender Details
4. Express your Interest
5. Messaging
6. Preparing a Tender
7. Submitting a Tender
8. Evaluating your Tender
9. Award Decision
10. Delivering the Contract



<https://weaverscross.co.uk/>

# 1. Register on eTendersNI

Go to

<https://etendersni.gov.uk>

Click the “Register as a Supplier” link to get started



Any problems with the eTendersNI portal,  
contact the Helpdesk on 0800 240 4545 or  
[ni-eproc-helpdesk@eurodyn.com](mailto:ni-eproc-helpdesk@eurodyn.com)

# 1. Register on eTendersNI

All fields marked with a red \* are mandatory and have to be filled in

Go [www.dnb.co.uk](http://www.dnb.co.uk) to get your D-U-N-S number

**Step 1: Organisation Details**

\* Organisation Name :

\* D-U-N-S number:  ⓘ

Retrieve company data from D&B to proceed

\* Company type:  ⌵

\* Enterprise type:  ⌵

\* Please state the percentage of business that the company carries out in Northern Ireland:  ⌵

Constructionline Number:

\* Are you a Social Economy Enterprise (SEE)?:  Yes  No

\* Are you a Voluntary or Community (VOC)?:  Yes  No

Company Registration Number:  ⓘ

VAT number:  GB ⓘ

\* Country:  ⌵

\* Email:

Fax:

\* Please type the code shown below:

**jqjurm** Refresh code

Validate & Continue Clear Cancel



[How to register as a supplier](#)

## 2. Add your CPV Codes

CPV (Common Procurement Vocabulary) codes are used as a classification system for public procurement

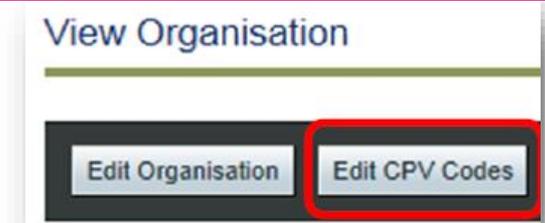
When CPV codes for your firm are added, you will start to receive emails when relevant tender opportunities are published

In eTendersNI, a firm is referred to an EO = Economic Operator



# 2. Add your CPV Codes

Click on the Edit CPV Codes button



- Use the word search to find relevant CPV codes to save to your profile
- Do not rely on selected general headings, drill down to specific categories
- Add as many CPV codes as you want

Translink will also use these codes when searching for a supplier to invite to tender for a <£50k opportunity



[How to select the CPV codes of interest](#)

# 3. View Tender Details

When a tender related to any of your CPV codes is published on eTendersNI you will get an email telling you - but it's also worth your while to check current opportunities weekly on the eTendersNI website



# 3. View Tender Details

This is the “CfT core information”

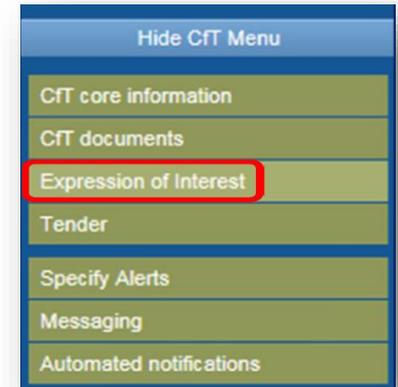
Click “Show CfT Menu” to reveal a menu.

Then “CfT documents” to examine the documents describing the full requirements of the tender

The screenshot shows the eTendersNI website interface. At the top, there are logos for 'eTendersNI', 'Finance An Roinn Airgeadais', and 'CPD Construction & Procurement Delivery'. Below the logos is a navigation bar with links for 'eTendersNI FAQ', 'Help', and 'Contact us'. A search bar is present with a dropdown menu set to 'Select' and a 'Search' button. To the right of the search bar is a link for 'View current opportunities'. The main content area is titled 'View CfT Workspace' and includes a link for 'My CfT role: Not Associated'. The central part of the page displays tender details for 'CfT: Supply and Delivery of Railway Signalling and Telecommunications Equipment (Supply and Delivery of Railway Signalling and Telecommunications Equipment)'. A 'Show CfT Menu' button is highlighted with a red box. A dropdown menu is open, showing options: 'Hide CfT Menu', 'CfT core information', 'CfT documents' (highlighted with a red box), 'Expression of Interest', 'Tender', 'Specify Alerts', 'Messaging', and 'Automated notifications'. The tender details table includes fields such as 'Tender submission deadline in (days/hours): 4/22', 'Buyer Organisation: Translink', 'Status: Tender Submission', 'Title: Supply and Delivery of Railway Signalling and Telecommunications Equipment', 'CfT CA Unique ID: TLK-369', 'Evaluation Mechanism: Best Price-Quality Ratio', 'Description: In order to support its maintenance program...', 'Procurement Type: Supplies', 'Directive: 2014/25/EU (Utilities)', 'Procedure: Open', 'CfT Involves: The establishment of a framework agreement', 'Framework agreement Timeframe: N/A', 'CPV Codes: 34000000-Transport equipment and auxiliary products to transportation, 44000000-Construction structures and materials; auxiliary products to construction (except electric apparatus), 31000000-Electrical machinery, apparatus, equipment and consumables; lighting', 'Contact Point: etni@translink.co.uk', 'Publish on behalf of:', 'Participating bodies:', and 'Award per Item: No'.

# 4. Express your Interest

Start by reading the “Instructions to Tenderers” and then move on to the other documents.



Familiarise yourself with all the documents including the “Specification and Conditions of Contract”.

The “Conditions of Contract” are particularly important as these are non-negotiable.

# 5. Messaging

Would you like more information, or to clarify some aspect of the information in the tender documents?

Don't make assumptions – Translink always welcomes questions asking for further clarifications

First, read the questions that have already been published. Then make sure you are within the clarification period.

Translink will only respond to questions that have been submitted via the Messaging system



A screenshot of a table displaying tender details. The table has two columns: the first column lists the details, and the second column shows the corresponding values. The row "End of clarification period:" is highlighted with a red rectangular box.

|   |                  |
|---|------------------|
| Internal Estimated value (GBP):                               | 5,000,000        |
| Estimated value (GBP):  |                  |
| Above or Below OJEU Threshold:                                | Above            |
| Time-limit for receipt of tenders or requests to participate: | 18/02/2019 15:00 |
| Deadline for dispatching invitations:                         |                  |
| End of clarification period:                                  | 11/02/2019 15:00 |
| Upload of documents within the clarifications:                | Yes              |
| Tenders Opening Date:   | 19/02/2019 15:00 |
| Allow Late Tenders:   | No               |

# 5. Messaging

If your clarification question contains commercially sensitive information, you can request that it is not broadcasted



A search form titled "Search Message". It includes a "Subject:" label followed by a text input field. Below that is a "Broadcast:" label followed by two radio buttons labeled "Yes" and "No", and a "[Clear]" button.



This means your question and the answer will not be shared with other organisations interested in the same opportunity.

If the tender documents are amended, all suppliers who have submitted an Expression of Interest will receive a notification.



[How to use the Messaging System](#)

# 5. Messaging

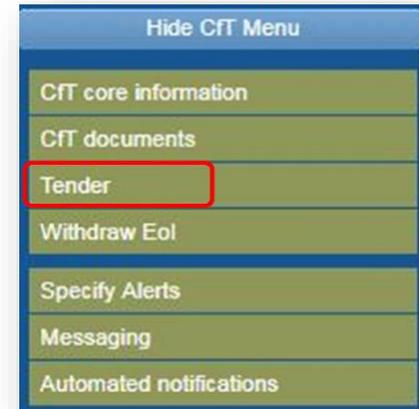
Should Translink need to make a change to the settings and/or questions area of a live/running CfT within the eTendersNI portal, these changes will be communicated to all associated Economic Operators via the Messaging function on the CfT.



In such cases, you must ensure that any responses, which you have made to questions which were subsequently changed, are updated.

# 6. Preparing a Tender

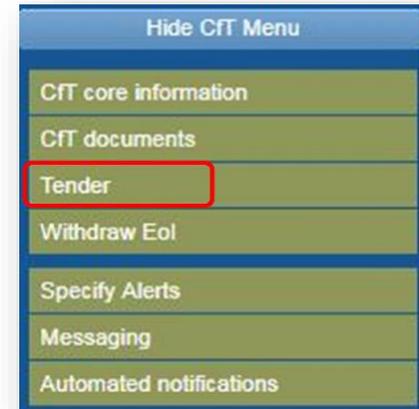
If you answer “no” to the following questions then the tender isn't for you. Don't go any further as preparing a tender will use up your time and resources



- ✓ *Do you have the resources available to produce a good quality bid on time?*
- ✓ *Are confident you can deliver all the needs expressed by the Translink?*
- ✓ *Can you meet the mandatory requirements as an organisation?*
- ✓ *Can you make a reasonable profit on the contract?*
- ✓ *Do you have sufficient cash flow to deliver the contract?*

# 6. Preparing a Tender

If you've fully read the tender documents and feel confident that you can meet all the described needs, and meet the necessary mandatory requirements, then you are in a position to start preparing your bid



You must click the Tender link and use the Tender Preparation Tool to prepare your bid

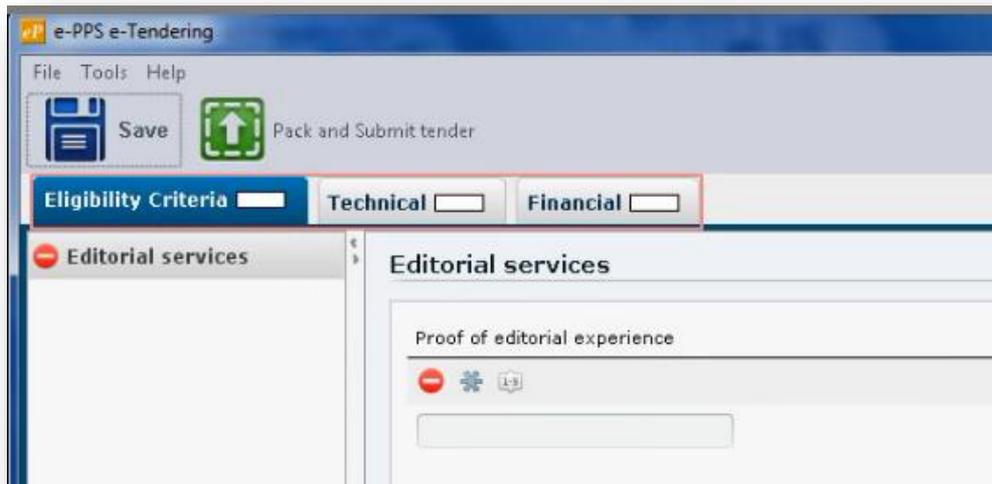
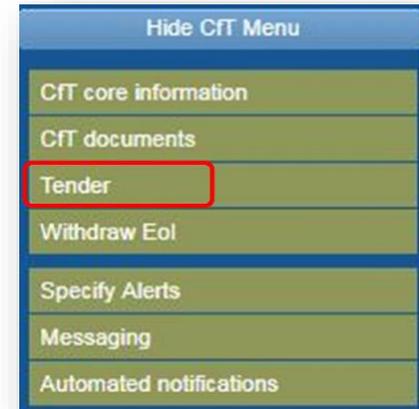
But before you go any further, click the Minimum system requirements link on the eTendersNI homepage



# 6. Preparing a Tender

Do not keep multiple eTendersNI screens open at once as only one will be actively saving your work

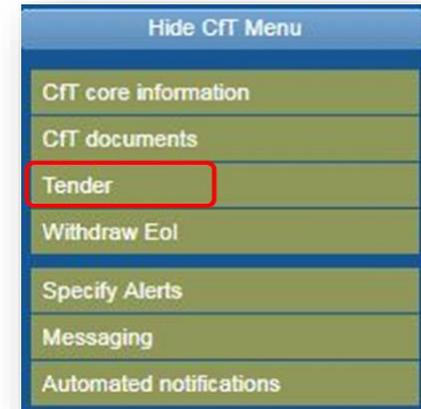
Make sure you have read and fully understood the Instructions to Tenderers document, before you start preparing your bid



Complete all the fields with a red stop sign

# 6. Preparing a Tender

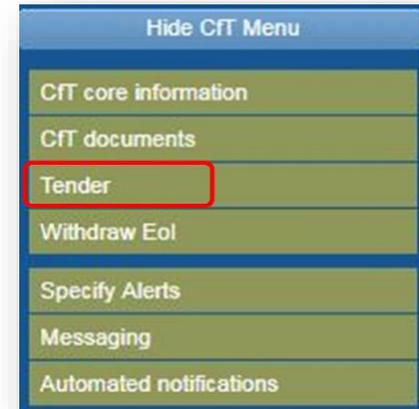
Check your messages!!!!



Should Translink need to make a change to the settings and/or questions area of a live/running CfT within the eTendersNI portal, this will be communicated via the Messaging function on the CfT.

You must ensure that any responses, which you have made to questions which were subsequently changed, are updated.

# 6. Preparing a Tender



[How to submit a tender](#)

If multiple people will be contributing to your tender or you want to work on your tender when you don't have access to the internet then you should create your tender using the Tender Preparation tool



[Download and use the Tender Preparation tool](#)

# 6. Preparing a Tender

Check through the eligibility, technical and financial sections to see what information you should start gathering

Remember to scroll down to see each subsection

Save your work as you go along – the first time you will be asked where you want to save it. Pick a location on your local computer e.g. My Documents or Desktop.



# 6. Preparing a Tender

## Eligibility (Eligibility Envelope)

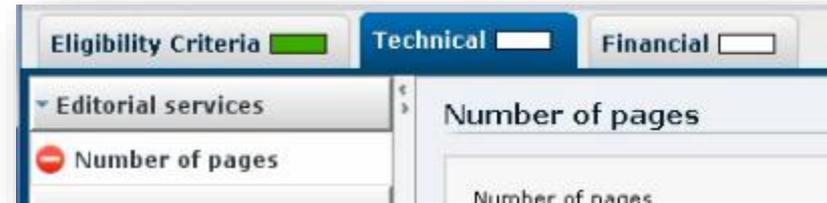


The Utilities Contracts Regulations 2016 refer to the grounds where an Economic Operator must be excluded from tendering for public contracts. Questions relating to the grounds for mandatory exclusions (eligibility criteria) are included within the Eligibility Envelope.

Any other minimum requirements for consideration are also set out within the Eligibility Envelope.

# 6. Preparing a Tender

## Qualitative Submission (Technical Envelope)



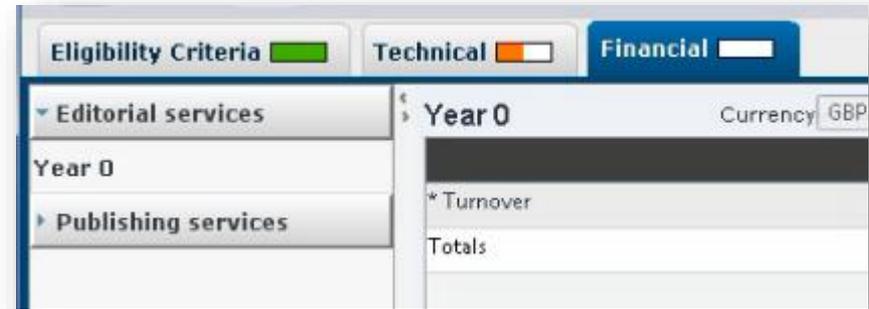
Economic Operators must respond in full to each question (qualitative criterion) in the Technical Envelope.

Where a response exceeds the stated limit, any text in excess of the limit will be disregarded by the panel and excluded for the purposes of the evaluation.

Don't make assumptions about past history with Translink. Individual members of the evaluation panel may not be aware of you or your company even if you are the current supplier.

# 6. Preparing a Tender

## Quantitative Submission (Financial Envelope)



The screenshot shows a software interface for tender submission. At the top, there are three tabs: 'Eligibility Criteria' (with a green progress bar), 'Technical' (with an orange progress bar), and 'Financial' (which is selected and highlighted in blue). Below the tabs, there is a tree view on the left with 'Editorial services' and 'Publishing services' under 'Year 0'. On the right, a table is displayed for 'Year 0' with 'Currency' set to 'GBP'. The table has a header row for '\* Turnover' and a row for 'Totals'.

| Year 0     |  | Currency |
|------------|--|----------|
| * Turnover |  | GBP      |
| Totals     |  |          |

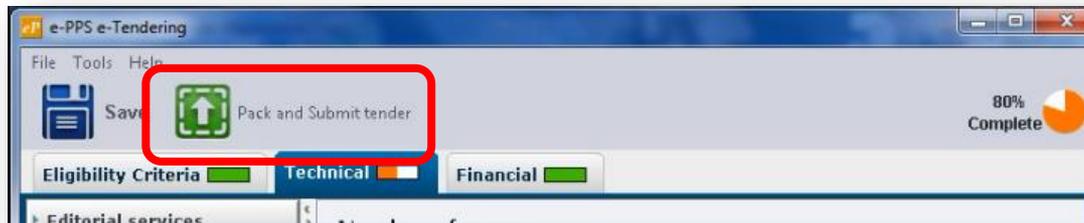
Economic Operators must complete the Pricing Schedule and attach it to the Financial Envelope.

The 'Total for Commercial Assessment' must be entered in the price field in the Financial Envelope.

# 7. Submitting a Tender

With the Tender Preparation tool, the files are created on your own computer.

When the pie chart turns green and says 100% Complete, you can click the Save button then the click the Pack and Submit button to send your tender to eTendersNI.



# 7. Submitting a Tender

You must then allow sufficient time to complete your submission. Translink recommends that you commence uploading your submission **at least 48 hours** before the closing date and time.

Your prepared tender submission will remain on your local computer until you 'Pack and Submit' the tender on the eTendersNI portal.

You can resubmit your tender as many times as you want up until the closing time. eTendersNI will only pass on the last one to Translink.

# 7. Submitting a Tender

A Tender Proposal shall only be accepted by Translink if:

- ✓ *it is received before the closing date as set out in the CfT Workspace screen under the heading “Time-limit for receipt of Tenders or requests to participate”;*
- ✓ *the submission is in the English language; and*
- ✓ *it is complete and fully compliant with the requirements detailed in the associated documentation.*

# 7. Submitting a Tender

If you have successfully submitted your tender, it will appear on your screen in the List of Submitted Tenders with 5 green ticks.

If you see a red stop sign, contact the eTendersNI Helpdesk

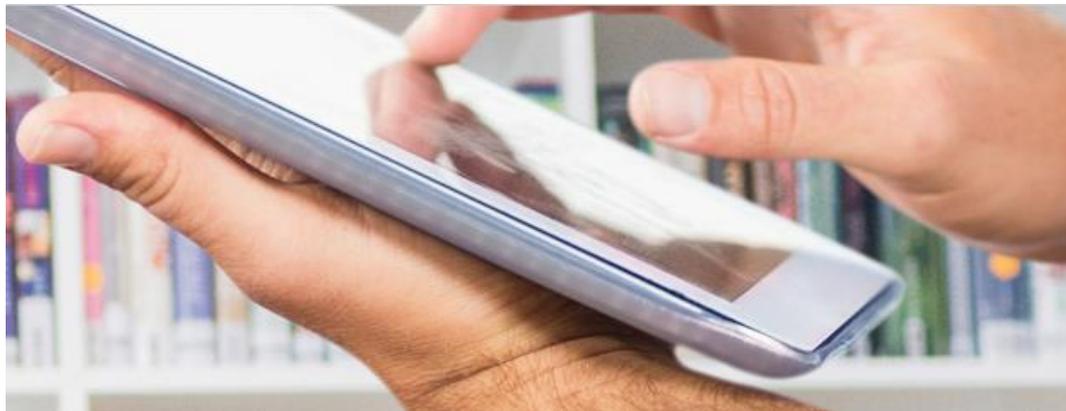
List of submitted Tenders (created online/offline)

| # | Submitted By | Name                                       | View Tender   | Status  | Tender Complete   | Received on Time  | T/P conformance   | T/P receipt ID | T/P submission time | D/P match result  | D/P receipt ID | D/P submit time |
|---|--------------|--|---|---|---|---|---|----------------|---------------------|---|----------------|-----------------|
| 1 | sup1         | tenderTemplateFile1469520219157_TENDER.zip |  |  |  |  |  | 000003413      | 26/07/2016 11:14:50 |  |                |                 |

# 8. Evaluating your Tender

30 minutes after the Tender Closing deadline, your tender will be sent to each member of the Evaluation Panel and the Translink Procurement Project Advisor

Your tender submission remains confidential



# 8. Evaluating your Tender

Each member of the Evaluation Panel carries out an individual online assessment of the submitted bids.

Once this is complete, they meet together for a Consensus Meeting where they reach an Award Decision

The Information and Instructions.docx in the CfT Core documents will give you all the details on how your response will be evaluated and scored

# 9. Award Decision

When the decision has been made, all the bidders are notified via eTendersNI of the results

If you were successful:

- You'll receive consensus scores and comments from the Evaluation Panel

If you were unsuccessful:

- You'll receive your own scores and those for the winning tenderer, where they have scored higher

# 10. Delivering the Contract

If you were successful, click User Homepage, Reply to Contract Award to accept the Contract Award

You will then receive a letter confirming the details of the contract

Translink will nominate a member of staff as a contract manager who will then meet with you to discuss the implementation of the contract



# 10. Delivering the Contract

You should nominate a key point of contact in your organisation for the contract and provide Translink with contact details for your operational / technical support staff and a route for escalating any serious complaints to a senior level

Expect your performance as a contractor to be formally reviewed at regular intervals by Translink

The frequency of the Supplier Review Meetings depends on the complexity and strategic importance of the contract



Translink wishes you good luck in the future with your Tender submissions and we look forward to working with you and building an ongoing relationship

Be part of the Translink SPIRIT



Safety



People



Innovation



Responsibility



Integrity



Teamwork