


## Submitting a Tender Response on The Chest (Quick Guide)

### Step 1: Registering an Interest

- 1.1 Go to The Chest's home page at [www.thechest.nwce.gov.uk](http://www.thechest.nwce.gov.uk) → **Click on 'Supplier's Area'** → Enter your Username and Password.
- 1.2 Look at the Latest Opportunities by **Clicking 'Search'**.
- 1.3 Don't enter any search criteria. Instead, just **Click 'Search'** at the bottom of the page.
- 1.4 Find the contract you wish to apply to → **Click on the title of that contract**. You will then be able to view the contract notice.
- 1.5 To apply, **Click on 'Register Interest'** at the bottom of the page → A message appears confirming that you have registered your interest in the opportunity → **Click 'OK'**.

### Step 2: Accessing the Tender Documents

- 2.1 To view the application documents for the tender you have registered an interest in, log out of The Chest. Login again as per steps 1.1 and 1.2 above and then **Click on 'My Opportunities'** on the right of the screen.
- 2.2 Where it says Organisation:   open the drop down box by **clicking on the down arrow** and selecting Wigan → **Click the green arrow** to the right → Find the contract you are interested in → **Click on the relevant contract ID**.
- 2.3 **Click on the title of the stage detail**.
- 2.4 **Click on 'View ITT'**.
- 2.5 The next screen provides a summary of the invitation to tender documents including the respond by date and time. To access the Supplier Information Questionnaire which you will need to complete and return go to the attachments section and open the attached form. Save it to your own personal computer/memory pen for working on.
- 2.6 Close the document and **Click 'Finish'**.

2.7 Log out of The Chest.

### Step 3: Submitting a Response

- 3.1 Repeat steps 2.1, 2.2 and 2.3 above.
- 3.2 **Click on 'Response Wizard'** at the bottom of the page → **Click 'Next'**.
- 3.3 On the next page complete the 'My Reference' and 'Tender Information' boxes. The 'My Reference' box could be completed with the text '(Name of Company) – Social Transport Supplier Information Questionnaire Response'. The 'Tender Information' box should contain a brief description of your response such as 'Please find attached (Name of Company) Supplier Information Questionnaire for application to the social transport framework agreement'. The 'Additional Comments', 'Delivery Period' and 'Prices Firm Until' boxes can be left blank → **Click 'Next'**.
- 3.4 **Click 'Add'** to attach your response → **Click 'Browse...'** → Find your response document within your personal folders and **Click 'Open'** → **Click 'Save'** → **Click 'Next'**.
- 3.5 **Click on 'Yes'** to accept Wigan Council's General Terms and Conditions of Purchase → **Click 'Next'**.
- 3.6 **Click 'Submit Response'** → **Click 'Submit Response'** again → **Click 'Finish'** → **Click 'Finish'** again → **Click 'Close'**.
- 3.7 Logout of The Chest.

