



## **Sell2Wales**

# **Supplier User Guide – Single Procurement Document (SPD)**

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**Note** - This document is intended as practical information and guidance for users of the SPD module within Sell2Wales. If you have a query relating to a specific procurement exercise, you should contact the buyer in the first instance. This user guide is not a substitute for legal advice, which users are advised to seek if they have any queries regarding the processes and procedures described.



## Introduction

The SPD module on Sell2Wales follows an easy-to-use process, allowing buyers to choose which questions they'd like answered in an electronic format. As the SPD module is self-contained, it means that buyers no longer need to enter the selection criteria in the contract notice and can enter it beside the relevant selection question.

Buyers will be able to link their SPD request to the electronic postbox and this will allow you to complete the SPD response electronically. Functionality will also allow you to recall answers from your supplier profile to reduce duplication of effort.

Your SPD response will then be submitted to the buyer via the postbox. The new functionality also allows buyers to request relevant SPD evidence or means of proof electronically.

You can access your SPD module through the [Supplier Control Panel](#).

## SPD Module Activation

The first time you access the SPD Module you will be asked to activate your account, which you can do by selecting **Activate**.

### Supplier SPD Activation

Welcome to you Single Procurement Document (SPD) portal. To continue to your control panel you must first activate your account.

We are asking you to activate a separate SPD portal account so that the details held in the SPD portal are separate from those held in main portal. The details of your company in the main portal will be copied across to create the SPD portal account. This will allow you to customise the details for your company in relation to required SPD without it changing the details of your company in the main portal.

To setup your SPD account, please click on the button below.

## Respond to an SPD Request

Once you have expressed interest in a particular contract notice, you will be able to access the SPD document through your [Postbox Response Workspace](#). Find the relevant contract notice in your list, and click **Create** to start a new response.



**Postbox Response Workspace**

Supplier Control Panel > Postbox Response Workspace

Your Postbox Response Workspace allows you to manage all of your responses to notices which have the postbox function activated and for which you have recorded an interest.

Notice Response List | Dispatched List

Listed below are current notices which you have recorded an interest in and which have the postbox activated. Please select the appropriate response action to continue.

6 records found. Jump to page 1 of 1 **Go**

Notice Details	Response Status	Response Action
<a href="#">cleaning products</a> Published By: Proactis Tenders Limited (Millstream) Deadline: 20/10/2021 12:00	Not Created	<a href="#">Create</a>

Within the Create Postbox Response page you'll find the **Generate SPD Response** button.

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## Create your SPD Response

Creating an SPD response involves completing 3 main steps, each divided into relevant sections.

### Step 1: Procurement Details

This is broken down in to 4 sections. Clicking **NEXT** saves the current section and progresses you to the next section. Step 1 provides you with information as to who is running the procurement exercise, the procedure chosen, and the details of your company and the representative details.

**SPD Response**

Step 1: Procurement Details Cleaning products

Authority Details	Procurement Procedure	Company Details	Representative Details
<p>Authority Details</p> <p>The below details have been provided by the contracting authority (buyer) and cannot be amended.</p> <p>Official Name:  <input style="width: 100%;" type="text" value="Millstream Associates Ltd"/></p> <p>Country:  <input style="width: 100%;" type="text" value="United Kingdom (GB)"/></p> <p style="text-align: center;"> <input type="button" value="Save and Exit"/> <input style="background-color: red; color: white;" type="button" value="Next"/> </p>			



The authority details and procurement procedure areas will be completed by the buyer. The company details are prepopulated from your S2W profile but you can update them if required.

The next step requires you to select your supplier representative, if applicable. If required, you can add new representatives using the Create New Representative option and completing the relevant fields. Further information on this can be found on page 10 of this guide.

**SPD Response**

Step 1: Procurement Details Cleaning products

Authority Details | Procurement Procedure | Company Details | **Representative Details**

**Representative Details**

A representative is a person who is empowered to represent your organisation in a procurement process. Please add the relevant representatives to your response by highlighting their name and using the arrow to move them into the "selected representatives" section. If you want to amend the details of your representatives you can do so on your [Supplier Representative List](#).

This is an optional step. If you are not using a third-party representative, please click "Next" to continue creating your SPD response.

Available Representatives: Selected Representatives:

Anton Kossmann

[Create New Representative](#)

Prev | Save and Exit | Next

## Step 2

Step 2 is broken down into 4 sections, each with its own subsection. Clicking **NEXT** saves the current section and progresses you to the next question.

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## Procedure

Step 2: Criteria AnswersFruit & Vegetables

Important

Bidder Information

Exclusion

Selection

Failure to disclose relevant information or misrepresentation in relation to the information disclosed may result in exclusion of the bidder from this procurement process or the termination of any subsequent contract that is awarded to them.

The bidder may be asked to provide the relevant documentation or to state where the extract from the relevant register, for example judicial records, is available electronically to the public body so that it may retrieve this information. By indicating this information, the bidder agrees that the public body may retrieve the documentation subject to the national rules implementing Directive 95/46/EC on the processing of personal data, and in particular of special categories of data such as on offences, criminal convictions or security measure.

The bidder uses the ESPD response as a self-declaration that they have not breached any of the mandatory and discretionary exclusion grounds (or, if they have, they can demonstrate to the public bodies satisfaction that they have taken self-cleansing measures) and that they meet the relevant selection criteria.

For further information regarding regulated procurements of OJEU threshold and above, please refer to [Regulations 58 and 59 of The Public Contracts \(England\) Regulations 2015](#), Regulation 78 of [the Utilities Contracts \(England\) Regulations 2016](#).

Regarding regulated procurements which are between £50k and OJEU threshold, please refer to Regulations 8, 9 and 10 of [The Procurement \(England\) Regulations 2016](#).

Information  
about Lots

Please provide additional information about lots.

**[C63] Requirements on lots**

Please provide further information about the lots on this contract.

**Tenders may be submitted for:**  
all lots

**Limit lots?**  
Maximum number of lots that may be awarded to one tenderer: 2

**Please indicate the lots for which you intend to bid**

Fruit

Vegetables

Prev

Save and Exit

Next

This contains important information from the buyer regarding the SPD and should be read before proceeding. If the procurement exercise involves lots, you will also be able to answer questions regarding this.

## Bidder Information

Each question within the section should be completed.

## Collaborative Bidding

The SPD system only allows for one SPD document to be submitted per bidder. If you are required to submit SPD responses on behalf of other organisations - such as sub-contractors, consortia members or organisations on which you will rely to carry out the contract – you must download the SPD file in Excel format and ask your partner organisations to complete the relevant sections and return it to you offline. You should then attach their SPD responses as additional documents within your postbox response.



## Exclusion

Complete each question as required. If the information is available electronically, you will be able to enter further details such as the name and URL. If you need to add information to a question, make sure to click **Add** to add this data to your response.

**[3A1a] The Common Law Offence of Conspiracy**

Has the bidder been found to be guilty of a participation offence as defined by section 45 of the Serious Crime Act 2015 Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983, where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime?

Your Answer  
 Yes  No

Date of conviction	Reason	Who has been convicted	Length of the period of exclusion
You have not added any information			
Date of conviction <input type="text"/>	Reason <input type="text"/>	Who has been convicted <input type="text"/>	Length of the period of exclusion From <input type="text"/> To <input type="text"/>

**Add**

If yes, has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion (Self-Cleansing)?  
 Yes  No

If the relevant documentation is available electronically, please indicate:  
 Yes  No

## Selection

Complete each question, paying attention to any criteria provided by the Authority. After adding information to the Criteria text boxes, make sure to click **Add** to add this data to your response (If the Add button is not present, make sure you have entered a response in the text field provided).

## Step 3: Finish

The **Summary** section provides an overview of all information provided by you in the process of creating your SPD.

The **Concluding Statements** section highlights the electronically signed declaration that all suppliers will have to electronically sign upon completing an SPD response.



## SPD Response

Step 3: Finish Cleaning products

Export

Previous Save and Exit Export XML Export PDF Export Word Export Excel

You can now click on one of the 'Export' options to download and save the SPD file on your computer.

Summary Concluding Statements

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**Concluding statements**

The undersigned formally declares that the information stated in the SPD response above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

- a) The contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge (on condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access), or
- b) As of 18 October 2018 at the latest (depending on the national implementation of the second subparagraph of Article 59(5) of Directive 2014/24/EU), the contracting authority or contracting entity already possesses the documentation concerned.

The undersigned formally consent to [identify the contracting authority or contracting entity as set out in Part I, Section A], gaining access to documents supporting the information, which has been provided in [identify the Part/Section/Point(s) concerned] of this Single Procurement Document for the purposes of [identify the procurement procedure: (summary description, reference of publication in the Find a Tender Service or the Official Journal of the European Union, reference number)].

At this point you may export your SPD response to one of *MS Word, XML, MS Excel or PDF formats*.

**If this is your first SPD response, you are also able to save this as a supplier profile. This will enable you to reuse these answers in a future response.**

Once you have completed your SPD, You can **Save** or Save & Lock the document. Saving the SPD at this point will allow you to edit it at a later point. **Save & Lock** will allow you to attach the completed document to your Postbox response, after which you will no longer be able to edit the SPD response.



SPD Response

Step 3: Finish

Export

Previous

You can now click on one of the 'Export' buttons to export the response.

Summary

Concluding statements

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

and that it has been set out in full

Lock SPD Response

This SPD response cannot be locked.

This SPD has unanswered questions and cannot be locked, or the concluding statement has not been agreed to. Please review the summary page for questions that still require an answer, or to agree to the concluding statement.

Save Only Save and Lock

Export Excel

Cleaning products

If you need to edit the SPD response before attaching it to your postbox, you are able to access it via the Supplier SPD Control panel or via your postbox response.

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## Submit SPD Evidence

Evidence or means of proof can be submitted in in two ways:

- The first option is to provide a hyperlink to a website where the information is stored electronically in your SPD response, or to upload a document directly into the response. Select **Yes** and you will be provided with options to include this information.





**[3A1b] Corruption**

Has the bidder been found guilty of Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; The common law offence of bribery; Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983?

**Your Answer**

Yes  No

**Is this information available electronically?**

Yes  No

**Evidence Details**

Confidential

**Name / Verification Code**

**\*Please Note: Only one document can be uploaded per question. You may alternatively upload a ZIP file containing multiple documents.**

**URL**

Or

**Uploaded Document**

- The second option is for the buyer to request it directly from you at the relevant stage of the process. The buyer will select the relevant evidence required and you will be informed via email, what information is required.

You will then be able to upload relevant evidence and submit it to the buyer electronically.

## SPD Profile – Edit/Update

The first SPD response you create can be saved as an SPD profile this will enable you to reuse the response answers in future SPD responses. You are also able to create a new profile from your Supplier SPD Control Panel or edit existing profiles, for example, if you wanted to have separate profiles for different areas of your business.

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### Supplier SPD Response Profiles

The table below lists the SPD response profiles that have been previously created. From here, you can view or edit profiles that already exist, or upload a new SPD response profile.

[Create Profile](#)

Show  entries Search:

Name	Created Date	
<a href="#">Anton Full answers</a>	<a href="#">14/07/2020 16:21</a>	<a href="#">Delete</a>

Creating & editing existing SPD profiles can be done through the Response Profiles option. Selecting this will take you to your existing profiles, each of which can be edited by clicking on the name of the Response.

To create a new profile, click on the **Create Profile** button. This will allow you to answer all SPD questions which can then be used to auto-populate SPD responses when required.

## Supplier Representatives – Edit/Update

Supplier Representatives are those people that are empowered to legally represent the company when submitting an SPD response.

Clicking on the representatives' name will allow you to edit that persons details. Selecting Create representative will allow you to add another representative.

### Supplier SPD Representatives

The table lists the people you have empowered to represent your company. You can also edit, change or create additional representatives from here.

[+ Create Representative](#)

Show  entries Search:

Full Name	Position
<a href="#">Anton Brown</a>	
<a href="#">Kevin Smith</a>	

Showing 1 to 2 of 2 entries Previous **1** Next

## Further information

If you have any queries or feedback regarding the SPD module please contact the Sell2Wales helpdesk on **0800 222 9004** or [help@sell2wales.gov.wales](mailto:help@sell2wales.gov.wales).

For information related to the specific procurement exercise, please contact the contracting authority who issued the SPD. Their contact details can be found in the contract notice.