



MAKING PLACES: HOW TO APPLY

Go to Making Places on London Tenders Portal

<https://procontract.due-north.com/Advert?advertId=9607ba23-dfe8-e911-80fa-005056b64545&p=2241eb95-058a-e511-80f7-000c29c9ba21>

Before you can apply you need to sign up to London Tenders Portal

Click the 'Register free' link on the right-hand side of the page to sign up to London Tenders Portal if you have not already done so.

Please sign up in advance of Monday 18 November deadline to ensure you have enough time to complete the process and submit your proposal.

If you have any problems signing up, Pro Contract offer the following support options:

By logging a case to the Supplier Support helpdesk:

<http://proactis.kayako.com/default>

By emailing the support team which will also create a case to the helpdesk:

ProContractSuppliers@proactis.com

Or for time sensitive queries – e.g. where a tender deadline is approaching you can telephone 0330 005 0352 (Calls are charged at local rate from a landline). Please note this option is only available Mon to Fri from 9am to 5pm.

Once you have signed up to the London Tenders Portal, log in and register interest in Making Places

Log in and click on the green box in the expression of interest window.



Opening the project

Once you have registered interest in Making Places, click on **My Activities** at the top of the page and select the following:

Buyer – London Borough of Waltham Forest

Title – Making Places: Open Call

Following selection of the above, click the green 'go' button.

Then click on 'Making Places: Open Call' in the Title column to view the project. Click on "open" in the row heading "[Making Places: Round Two Open](#)"

Submitting your proposal

Once you've opened the project, You should see the following:

1. Details

Read carefully through each of the documents. They include all the information you will need to prepare a meaningful proposal.

2. Start your response, by clicking on the response button, bottom right hand side.

3. Additional information

This section can be left blank, tick "I have read and understood this section and can confirm I am happy not to include any additional information". Click save.

4. Question sets

You need to opt out of each lot (site) that you are not submitting a proposal for. *Unless you do so you will not be able to complete submission of your proposal.*

If you decide at a later stage that you would like to put forward a proposal for a site you have previously opted out of, you can do so before the deadline by simply clicking 'Opt in' under the progress column.

For the lots (sites) which you want to submit a proposal for, **click Edit**

You'll then be taken to the page where you will upload your proposal, which may be made up of one or more documents. Click on **Answer question** which will enable you to upload proposal documents.



A maximum of 8 images can be uploaded to illustrate your proposal idea per lot (site). These can be submitted as individual attachments, or embedded within the proposal document.

As a guide we would recommend image file size does not exceed 2MB per image. And if embedding images within a document the file size should not exceed 15MB.

For ease of administration, please use the following format to name files:

LotnumberName_NameofCompanyorIndividual_Nameofdocument

For example: Lot1HighStreet_123Landscapers_proposal

Once you have uploaded the proposal document, along with any accompanying images, click **Save and close**. You will need to follow this process for each lot (site) that you wish to apply for.

Response documentation, files & links - Attachments

Please create and upload a one-page document using the **Provider Information Form**, available as an appendix in the Invitation to Tender (ITT) document.

Please note if you do not upload an attachment in this section the portal will not let you complete the application process.

5. Terms and Conditions

Click **Accept**, and then **Finish** once you have read the T&Cs

6. Submit your proposal

When you have completed uploading your proposal and supporting images for your chosen lots (sites), you will be able to **Submit response** in the Response controls box on the right-hand side.

Submission checklist

All sections on the right-hand side of the screen must be green to ensure successful submission.

If any sections are red, return to the submission form and ensure that all sections have been completed.

This is your response submission progress checklist:

So far you have.....

- Indicated intent to respond (21/10/2019 16:34)
- Started to draft your response to this activity
- Completed the additional information section
- Completed mandatory question sets
- Uploaded at least one attachment
- Accepted terms & conditions fully or in part

Almost done, all you need to do now is.....

- Submit your response (**Version 3**)

Options currently available to you are.....



Confirmation of submission

Following submission you will be sent a confirmation email from Pro Contract that your proposal has been received.

If you need to amend your application

In the event that you need to amend your application, or decide you wish to apply for additional lots (sites) you can do so up until the deadline 12 noon, on Monday 18 November.

Go to **Response controls** box and click **Change Response**

To apply for additional lots (sites) you will need to click opt in next to each relevant site.

Contact details

If you require further support, please email opencall@makingplaces.co.uk. Please note, the office will be closed over the weekend and support will be available until 5pm on Friday 15 November.