



Jaggaer eTendering Portal

How to register

The information supplied by The Crown Estate, including any information supplied through the Portal, has been prepared by The Crown Estate in good faith but does not purport to be comprehensive or to have been independently verified. Bidders should not rely on the information supplied by The Crown Estate, including that contained within the Portal, and should carry out their own due diligence to verify the accuracy of such information.

Version	Issue date
1.0	19 September 2019
2.0	14 October 2019

Guide for registration and eTendering portal

This guide is to help you get started with using the eTendering portal for Leasing Round 4. It will take you through the process of registering for access to the eTendering portal, as well as how to express interest in the Round 4 process. The latter is a step you will need to complete in order to gain access to the Round 4 PQQ.

Note: For the purposes of the eTendering portal (the “**Portal**”), bidders will be referred to as ‘*Suppliers*’ and The Crown Estate will be referred to as the ‘*Buyer*’. All pictures shown in this document are purely illustrative and may not exactly resemble the display on the Portal.

The Crown Estate’s eTendering portal can be accessed using the link: <https://etendering.thecrownestate.co.uk/>

1. Bidders must first register as a supplier. Click ‘**Register**’ to start. If you need help with registering, click on ‘**How to register**’ to watch a video with further instructions. (Figure 1)

If you are a returning supplier and have forgotten your password, click ‘**Forgotten Password**’ to reset it.

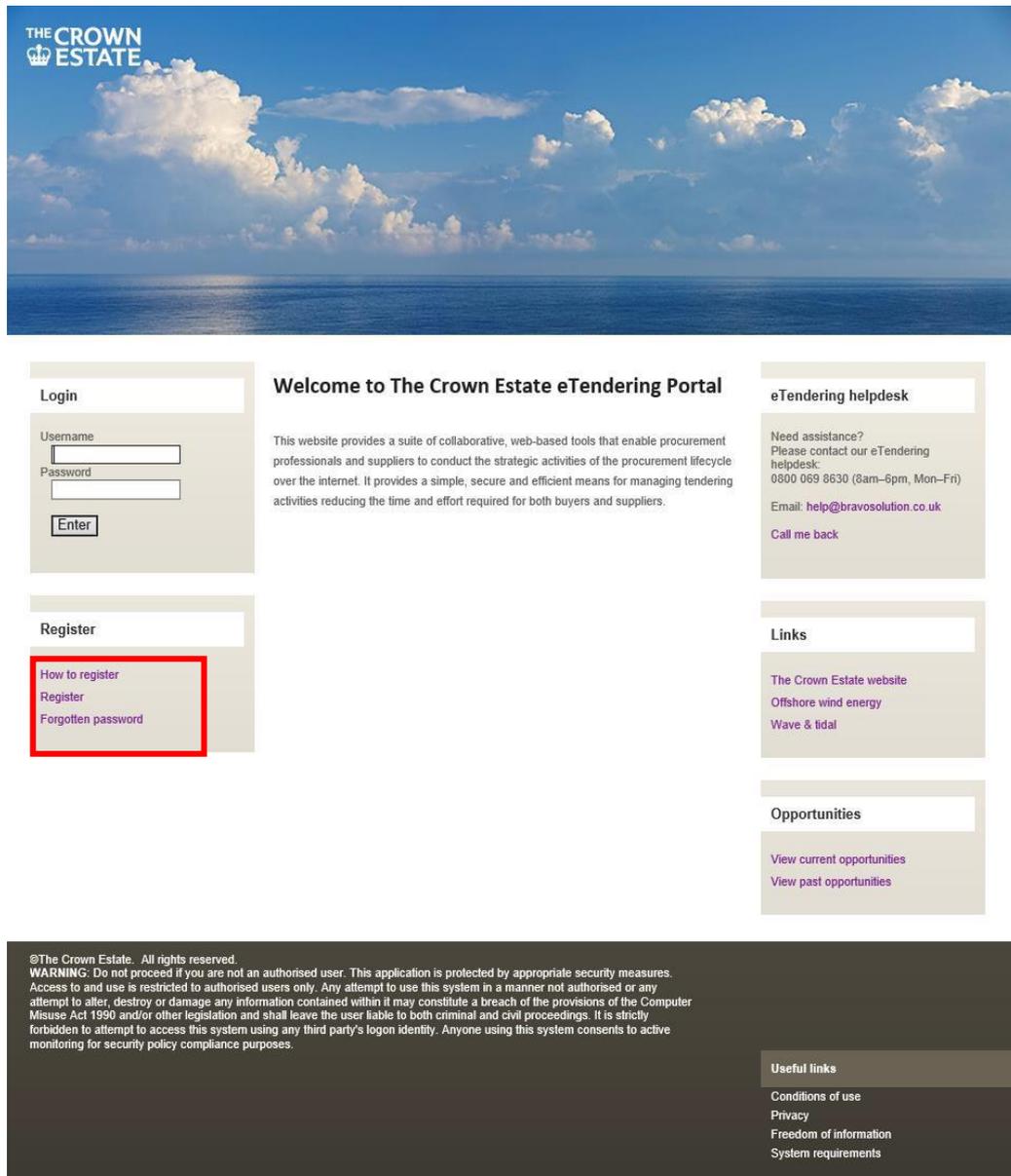


Figure 1 – How to register

2. A *User Agreement* will appear (Figure 2). You must agree to the conditions in the user agreement by selecting 'I agree' and clicking 'Next' to proceed.

13:09 WET - Western Europe Time DST English ? Help

Close High Contrast Stylesheet Adobe PDF file

User Agreement

USER AGREEMENT

1. Introduction
 1.1. This User Agreement between The Crown Estate eSourcing Portal (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.
 1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.
 1.3. The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.
 1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access
 2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
 2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:
 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and
 2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working Days.

I have read and agree to The Crown Estate eSourcing Portal User Agreement

I agree I do not agree

Next

Figure 2 – User Agreement

3. You'll then see a *Registration data form* requesting organisation details and specific user details of your company's representative (Figure 3). All mandatory fields are marked with a red asterisk. Once completed, click 'Save' at the top right hand corner of the screen.

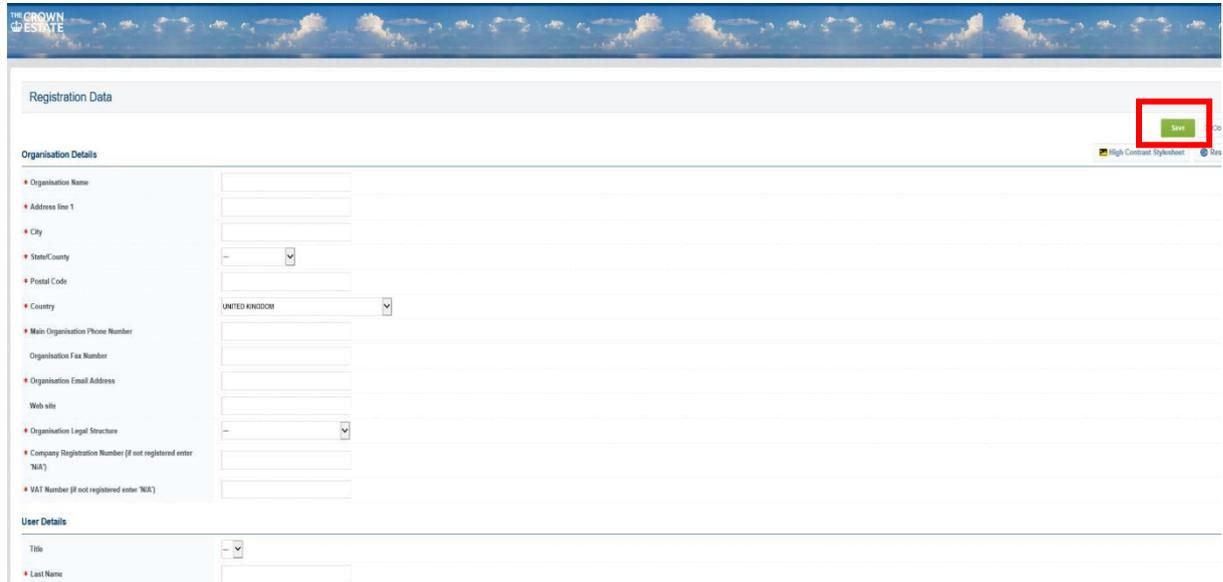


Figure 3 – Registration data form

4. You'll then see a registration confirmation message saying you will be sent an email with a temporary password (Figure 4). Click 'Close Window' and await your registration emails.

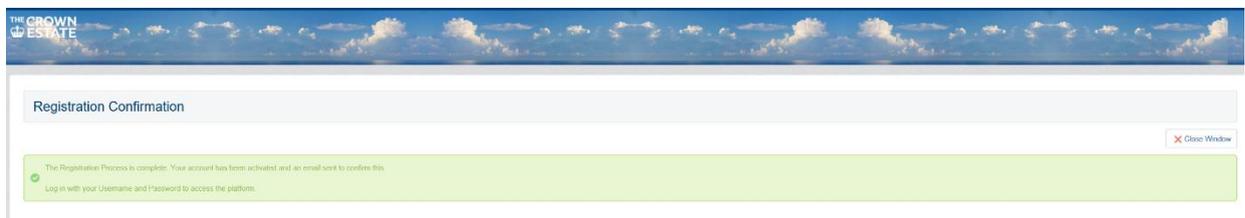
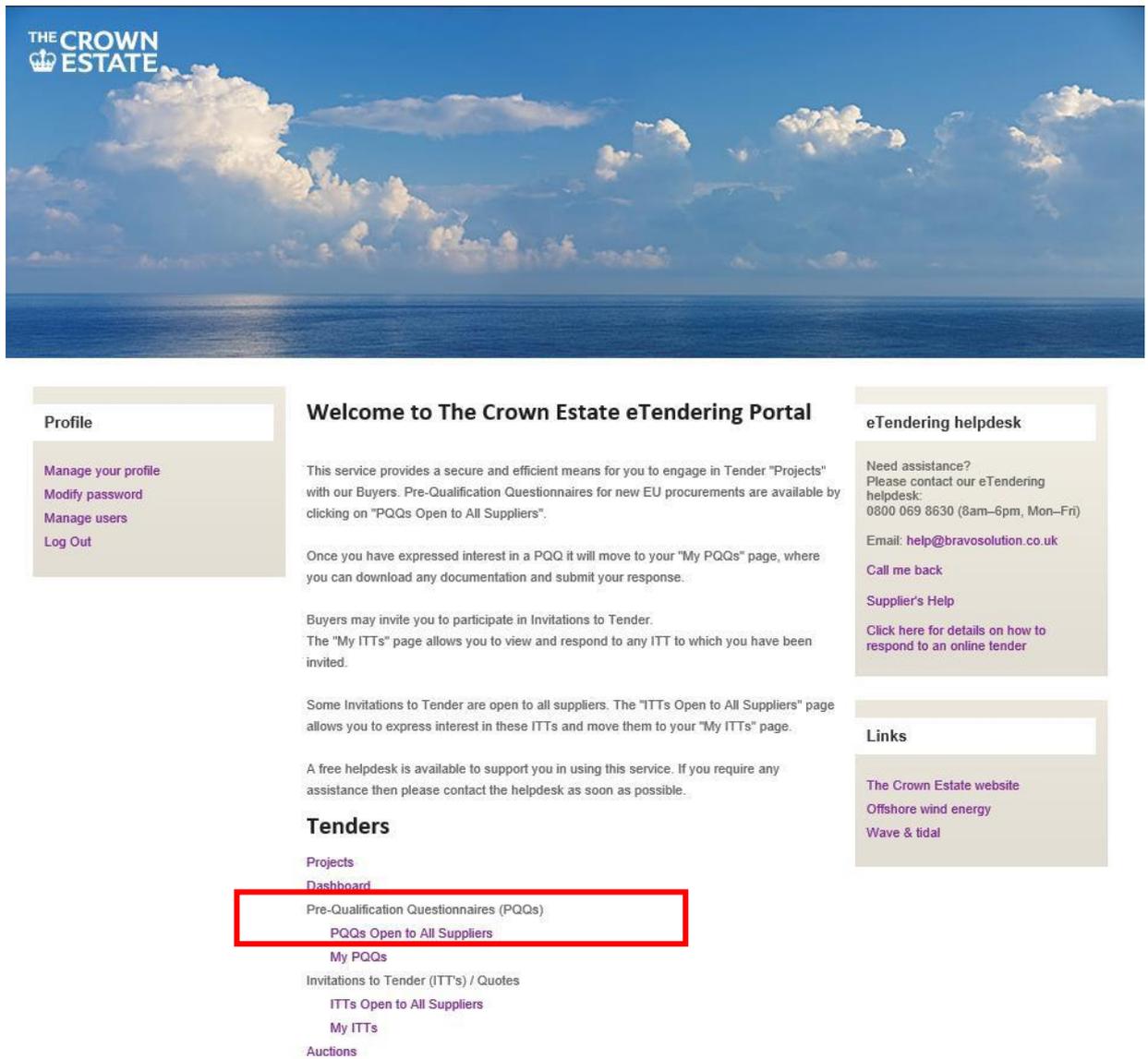


Figure 4 – Registration confirmation

5. You will receive two emails, the first stating that you have set up a new supplier account, and the second with your temporary password. Once you have received the email with the temporary password, the next step is to log in using your username and the temporary password. When you log in for the first time, you will be prompted to specify a new password. It's important this password is kept secure.

6. Once you've changed your password, you'll be directed to the *Welcome page*, click on 'PQCs Open to All Suppliers' (Figure 5)



Profile

- [Manage your profile](#)
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- [Manage users](#)
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Welcome to The Crown Estate eTendering Portal

This service provides a secure and efficient means for you to engage in Tender "Projects" with our Buyers. Pre-Qualification Questionnaires for new EU procurements are available by clicking on "PQCs Open to All Suppliers".

Once you have expressed interest in a PQQ it will move to your "My PQQs" page, where you can download any documentation and submit your response.

Buyers may invite you to participate in Invitations to Tender. The "My ITTs" page allows you to view and respond to any ITT to which you have been invited.

Some Invitations to Tender are open to all suppliers. The "ITTs Open to All Suppliers" page allows you to express interest in these ITTs and move them to your "My ITTs" page.

A free helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.

Tenders

- [Projects](#)
- [Dashboard](#)
- [Pre-Qualification Questionnaires \(PQCs\)](#)
 - [PQCs Open to All Suppliers](#)
 - [My PQQs](#)
- [Invitations to Tender \(ITTs\) / Quotes](#)
 - [ITTs Open to All Suppliers](#)
 - [My ITTs](#)
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eTendering helpdesk

Need assistance?
Please contact our eTendering helpdesk:
0800 069 8630 (8am–6pm, Mon–Fri)

Email: help@bravosolution.co.uk

[Call me back](#)

[Supplier's Help](#)

[Click here for details on how to respond to an online tender](#)

Links

- [The Crown Estate website](#)
- [Offshore wind energy](#)
- [Wave & tidal](#)

Figure 5 – Welcome page

7. You then need to select the following PQQ Expression of Interest:

PQQ code 'pqq_92' and PQQ Title 'Offshore Wind Leasing Round 4 Expression of Interest' (Figure 6).

PQQ Code	PQQ Title	Project Code	PQQ Status	Time Limit for Expressing Interest	Buyer Organisation
1 pqq_92	Offshore Wind Leasing Round 4 Expression of Interest	project_97	Running	17/09/2019 12:00	The Crown Estate

Figure 6 – PQQs open to all Suppliers

8. You'll be directed to the *Contract Acceptance* page, where you need to download the Round 4 specific User Acknowledgment which contains the Terms and Conditions (Figure 7). Bidders must download and read the terms and conditions. Assuming you agree to these terms & conditions, select 'I agree to All Terms and Conditions' and click '**Confirm**' to continue.

Contract Acceptance

Please download and read the Terms and Conditions Document available below. Please confirm your agreement in order to have access to the details of Negotiation

You must first download the Terms and Conditions Document by clicking on the document name

Supplier Agreement

Terms and Conditions Document
[Crown Estate Offshore Wind Leasing Round... \(177 KB\)](#)

Confirm that you have downloaded and read the Terms and Conditions Document

I Agree to All Terms and Conditions I don't Agree

Confirm

Figure 7 - Contract Acceptance page

- You'll need click '**Express Interest**' to continue (Figure 8). You also have the option to '**Decide Later**'. If you choose to decide later, you may log out and return to the portal to express interest at any time prior to the stated closing date.

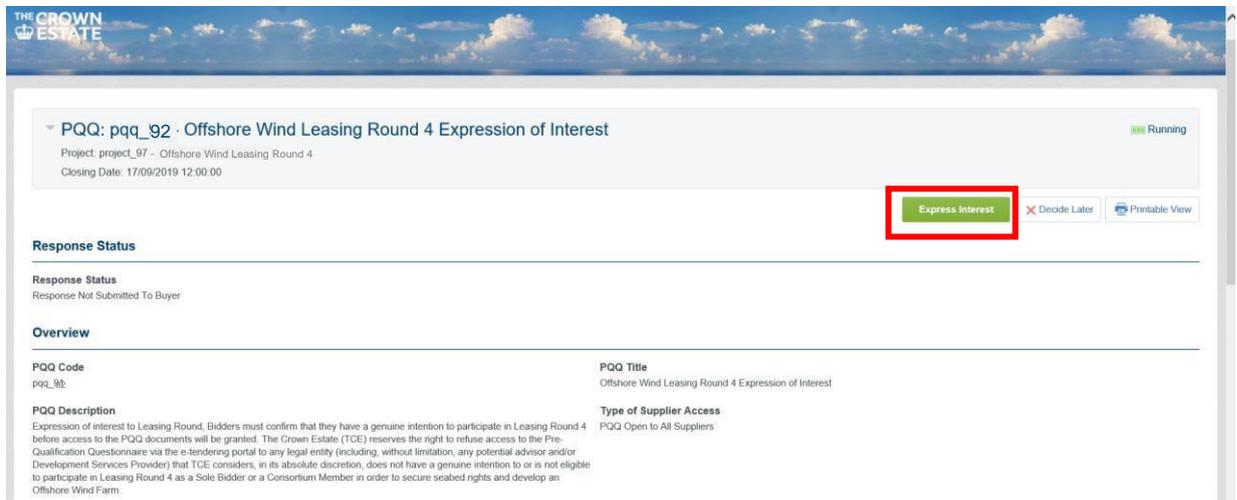


Figure 8 – Main dashboard including 'Express Interest'

If you need to access The Expression of Interest form, it is available from the main dashboard (a secure area reserved for your PQQs only) or by navigating through the toolbar on the left-hand side, clicking on '**Sourcing**', '**PQQs**' and then '**My PQQs**'.

- In the *My PQQs* tab under the heading **Response Status**, select the expression of interest by hovering over the relevant expression of interest title until the cursor changes to pink and then clicking on it (Figure 9).

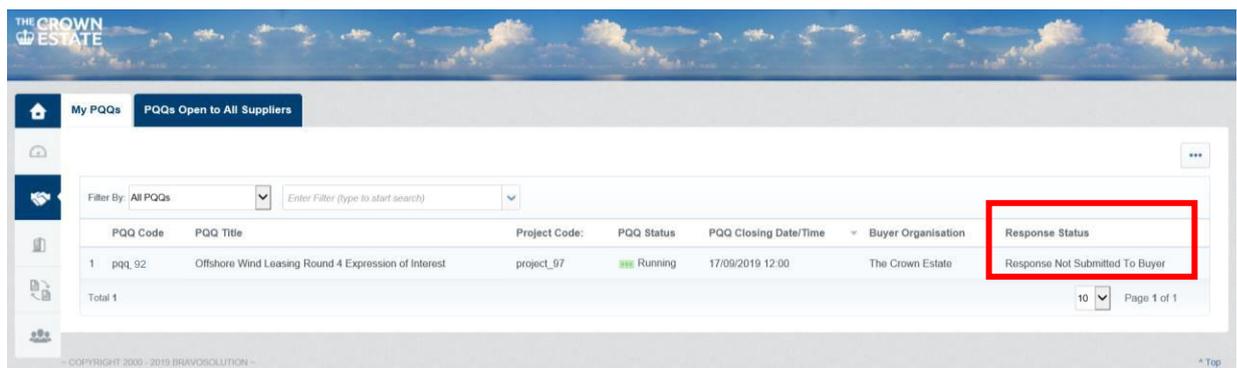


Figure 9 - Bidders must answer the relevant Expression of Interest acknowledgment

- The next step is to complete the Expression of Interest. First click 'Create Response' to amend the response to the Bidder Acknowledgment Question (Figure 10).

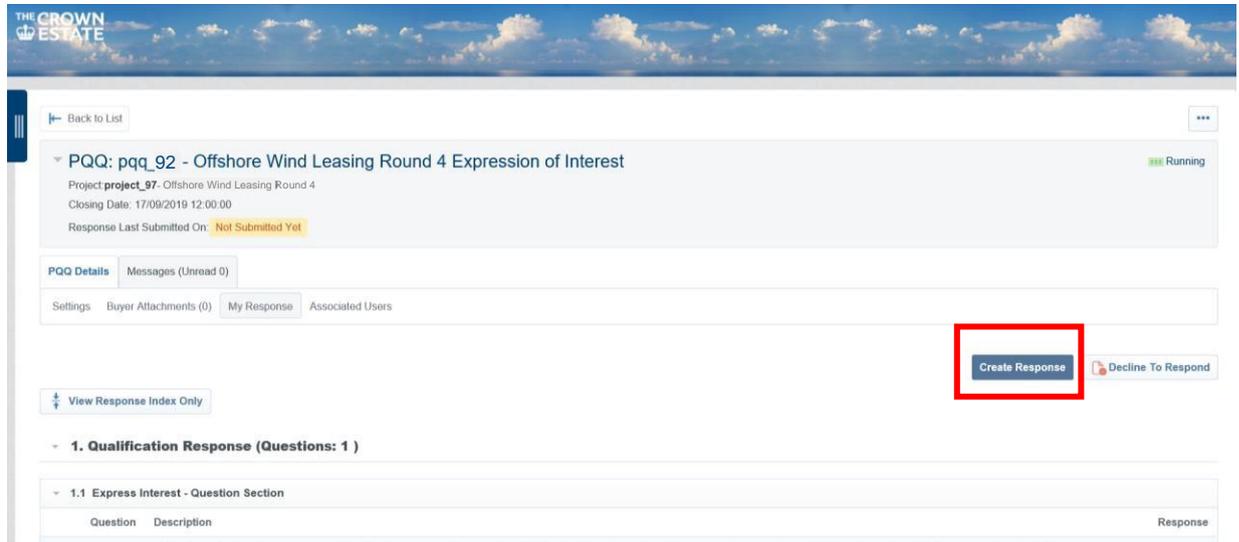


Figure 10 - Expression of Interest Questionnaire (initial)

Bidder Acknowledgement Question

The Crown Estate (TCE) reserves the right to refuse access to the Pre-Qualification Questionnaire via the e-tendering portal to any legal entity (including, without limitation, any potential advisor and/or (Development Services Provider) that TCE considers, in its absolute discretion, does not have a genuine intention to or is not eligible to participate in Leasing Round 4 as a Sole Bidder or a Consortium Member in order to secure seabed rights and develop an Offshore Wind Farm. Bidders must confirm that they have a genuine intention to and are eligible to participate in Leasing Round 4 before access to the PQQ documents will be granted.

- Next, you will need to click 'Edit response' (Figure 11).

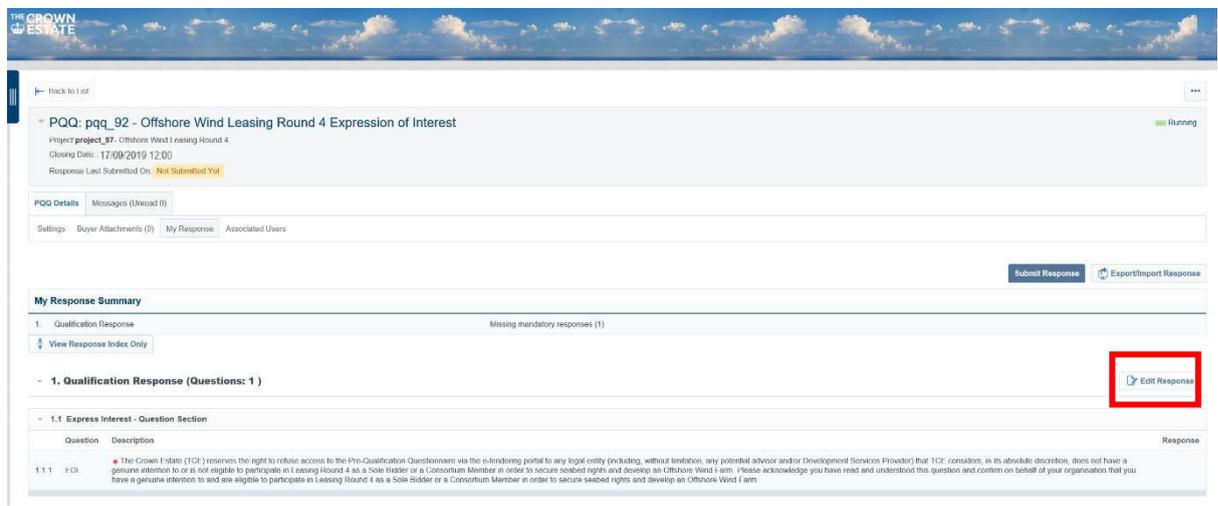


Figure 11 - Expression of Interest Questionnaire (edit response)

13. Select a response from the drop down menu highlighted in a red dashed box in Figure 12. Select **'Yes'** if you are able to confirm agreement with this statement. If you are unable to confirm agreement with this statement, select **'No'**. If you select **'No'** you will not be invited to the PQQ. Once you've selected your response, click **'Save and Exit response'**.

PQQ: pqq_92 - Offshore Wind Leasing Round 4 Expression of Interest Running

Project: project_97 - Offshore Wind Leasing Round 4
 Closing Date: 17/09/2019 12:00:00
 Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and Exit Response
Save Changes
Cancel

Validate Response

1. Qualification Response (Questions: 1)

1.1 Express Interest - Question Section		
Question	Description	Response
1.1.1	EOI	<div style="font-size: small;"> <p>• The Crown Estate (TCE) reserves the right to refuse access to the Pre-Qualification Questionnaire via the e-tendering portal to any legal entity (including, without limitation, any potential advisor and/or Development Services Provider) that TCE considers, in its absolute discretion, does not have a genuine intention to or is not eligible to participate in Leasing Round 4 as a Sole Bidder or a Consortium Member in order to secure seabed rights and develop an Offshore Wind Farm. Bidders must confirm by selecting "Yes" from the drop down menu that they have a genuine intention to participate in Leasing Round 4 before access to the PQQ documents may be granted.</p> </div> <div style="text-align: right;"> Yes </div>

Figure 12 - Expression of Interest Questionnaire (subsequent)

14. A few message boxes will appear to confirm the selection, click **'OK'** to proceed then click **'Submit Response'**. You will receive an email confirming your submission. You must now await verification by The Crown Estate to be invited into the PQQ once it opens. Should you be invited you will receive an email confirming your invitation.
15. Please note that sole bidders and individual members of a proposed consortium may each register for access to the PQQ, however consortium bidders should note that only **one** submission may be made per consortium.
16. You may use the **Messages** tab to submit any clarification questions on the Expression of Interest process to The Crown Estate.

17. Accessing the Portal – Invitation Email

Once TCE has confirmed the Bidders genuine intention and eligibility to take part in Round 4 the Bidder will receive an invitation Titled '*Invitation to PQQ - Pre-Qualification Questionnaire Code pqq_89 on The Crown Estate eSourcing Portal*' (the "**Invitation Email**") (Figure 13).

The Bidder should note the relevant deadline.

Clicking the first link will take you to a Dedicated Login Page, which after authentication will take you directly to the PQQ.

Alternatively you can follow the instructions in the invitation email to log in via the TCE eTendering Portal Homepage.

Dear Supplier,

The Crown Estate is pleased to invite you to participate in the following eTendering Event on The Crown Estate eSourcing Portal:
 Event Type: PQQ - Pre-Qualification Questionnaire
 Code: pqq_89
 Title: Offshore Wind Leasing Round 4 Pre-Qualification Questionnaire

The deadline for submitting responses for this eTendering Event is:
 Date: 29 Nov, 2019
 Time: 17:00 (WET - Western Europe Time)

Project Code: project_97
 Project Title: Offshore Wind Leasing Round 4

It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this eTendering Event.

To view the details of the Event please click the following link and enter your Username and Password:
<https://etendering.thecrownestate.co.uk/esop/guest/login.do?quv=72352037016DC97A08EC>

Or browse as follows:

- Connect to <https://etendering.thecrownestate.co.uk>
- Enter your Username and Password
- Browse to the Projects module.
- Click on PQQ - Pre-Qualification Questionnaires
- Click PQQ - Pre-Qualification Questionnaire Code pqq_89 to view details and reply to the Event.

If you require any clarification on this eTendering Event, please submit your query through the secure online messaging facility provided within this Event ("Messages" function).

To create and submit your response to the Event:

- Click Reply and proceed to complete all requested information and attach any appropriate documentation.

Please do not reply to this message. This is an automated email alert and replies to this message are routed to an unmonitored mailbox.

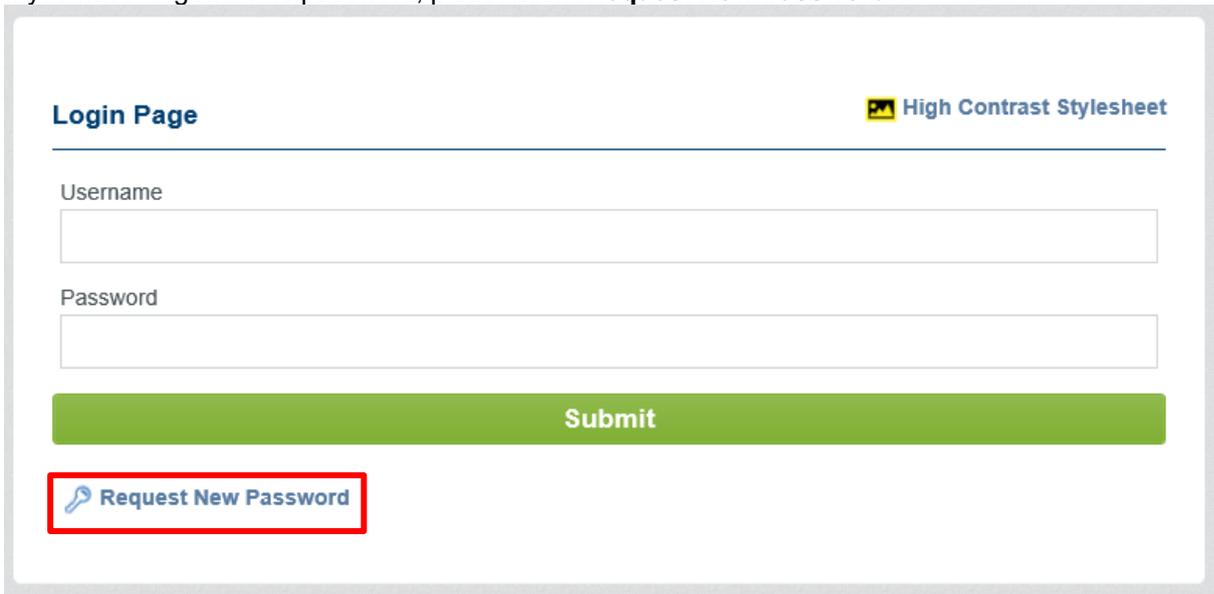
For assistance please contact our Helpdesk operated by Jaggaer:
 Freephone: 0800 069 8630

Figure 13 – PQQ Portal Invitation Email

18. Accessing the Portal via the link in the Invitation Email

The first link in the **Invitation Email** will take you to a **Dedicated Login Page** (Figure 14). Please use the username and password you created when you registered. Once you have logged in you will be taken directly to the **PQQ Start Page** (Figure 17).

If you have forgotten the password, please click **“Request New Password”**.



Login Page High Contrast Stylesheet

Username

Password

Submit

 **Request New Password**

Figure 14 – Dedicated Login Page

19. Accessing the Portal via the eTendering home page

Alternatively, you can follow the instructions in the invitation email to log in via the **TCE eTendering Portal Homepage** (Figure 15).

Please use the username and password you created when you registered.

If you have forgotten the password, please click **“Forgotten password”**.

Logging in via this page will take you to the **Main Dashboard** (Figure 16).

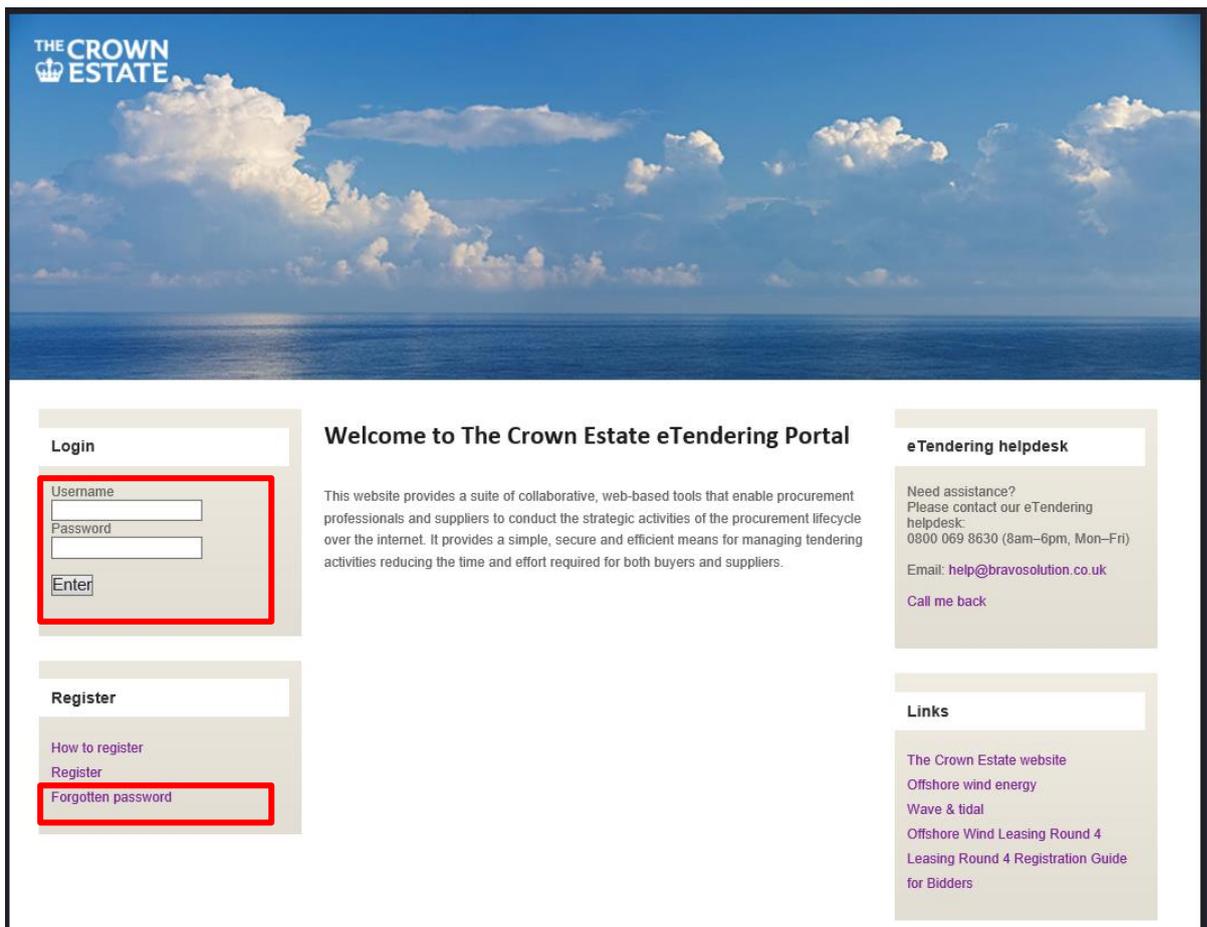
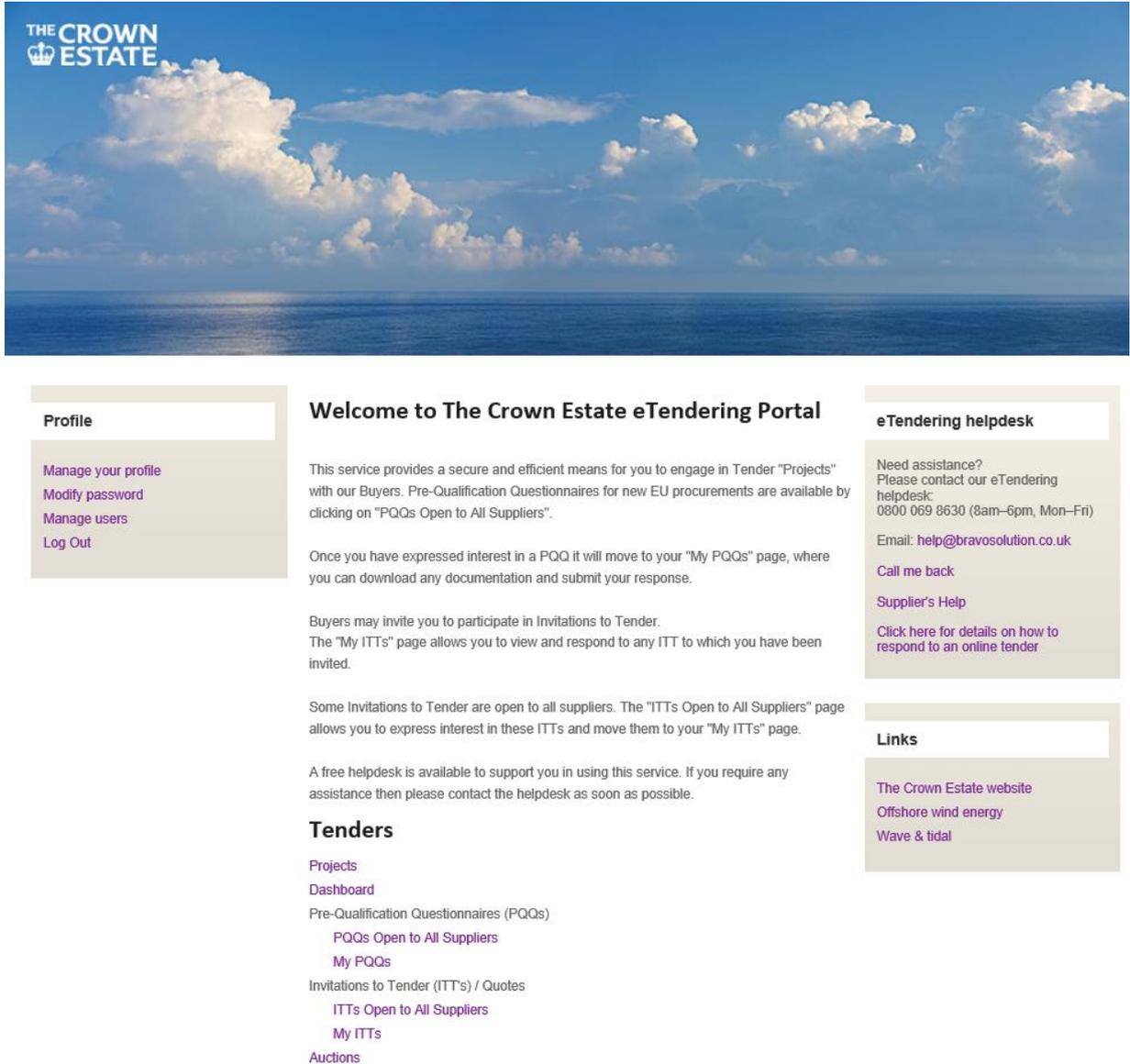


Figure 15 – TCE eTendering Portal Homepage

20. Main Dashboard

To access the PQQ from the **Main Dashboard** (Figure 16), please click on 'My PQQs', and select "**Offshore Wind Leasing Round 4 Pre-Qualification Questionnaire**".

This will take you to the **PQQ Start Page** (Figure 17).



THE CROWN ESTATE

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eTendering helpdesk

Need assistance?
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0800 069 8630 (8am-6pm, Mon-Fri)

Email: help@bravosolution.co.uk

[Call me back](#)

[Supplier's Help](#)

[Click here for details on how to respond to an online tender](#)

Links

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- [Offshore wind energy](#)
- [Wave & tidal](#)

Figure 16 – Main Dashboard

21. PQQ start page

Once you arrive at the PQQ start page (Figure 17), we recommend that you access the 'e-Portal Leasing Round 4 PQQ User Guide' under 'Buyer attachments' for guidance on what to do next.

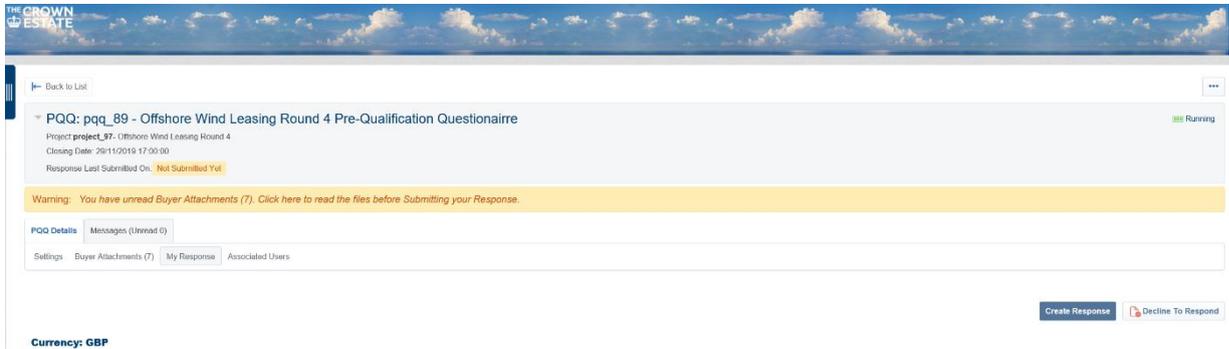


Figure 17 – PQQ start page

If you need any further help in using the portal, click the 'Help' icon at the top of the page. For technical support please contact the Jaggaer helpdesk on 0800 069 8630 (available Mon–Fri 8am–6pm) or by email help@bravosolution.co.uk

The Crown Estate
1 St James's Market
London
SW1Y 4AH

 +44 020 7851 5000

 thecrownestate.co.uk/round4

 [@TheCrownEstate](https://twitter.com/TheCrownEstate)

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