Dear Provider,

Gloucestershire County Council uses an electronic tendering system called ProContract. This means that all tender opportunities will be advertised through this system, allowing transparency and improved communication for all involved. This includes the purchase of Learning Disability, Physical Disability and Mental Health packages under the Pre Placement Contract and under the Care & Support Contract.

You will need to register your organisation, which is free.

Registering means that in the future you will be able to:

* Make other buyers in the South West aware of your presence
* receive Pre-Qualification Questionnaires, Requests for Quotes and Invitations to Tender electronically
* submit your quotations and tenders electronically almost instantly
* reduce your paper and associated printing costs
* benefit from proven added security and knowledge that your submission has been delivered
* 24/7 access to ProContract
* You will receive automatic email notifications whenever opportunities matching your profile become available.

Registration is easy and free. All you need is an internet connection and an email account.

* To register your organisation, please go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)
* Click on ‘Supplier Registration’ on the left hand side
* Click ‘Next’
* Complete the mandatory fields that are indicated by a red asterisk \* in the 5 step process.

If you require any assistance for any of the fields please refer to the help guidance shown on the right hand side of the page.

The steps are broken down into the following:

1. Contact Information and Security
2. Company Information
3. Contract Business Category of Interest (please select categories 85000000 ‘Health & Social Work Services’ and 98000000 ‘Other Community, Social & Personal Services’ in order to receive tenders from Learning Disability, Adult/PD, Mental Health Commissioning)
4. Council Selection – this is where you can select which Council you wish to see the notification of business opportunities from
5. Terms and Conditions
6. Supplier Registration Summary allowing you to review your registration details before submitting. Then click ‘submit registration’.
7. You will receive confirmation via e-mail that your registration has been submitted and is awaiting acceptance to the portal. Once accepted, you will receive two further e-mails detailing a welcome to the portal and your username and password.

If you have any questions regarding registration, or if you require further assistance, then please contact the ProContract helpdesk on 01670597136 or [swsupport@due-north.com](mailto:swsupport@due-north.com).

Kind Regards

Disability Brokers

Email: [DisabilityBrokerage@Gloucestershire.gov.uk](mailto:DisabilityBrokerage@Gloucestershire.gov.uk)