What is Quick Quote?

Quick Quote is an online quotation facility which allows Contracting Authorities to obtain competitive quotes electronically for low value requirements. Details of the Quick Quote are created on the portal and distributed to a select list of suppliers. Quick Quotes are only distributed to the selected suppliers and are not made public on the portal.

If invited to quote you must complete the required details and submit your quotation using the secure tender Postbox (for more information on this please see the Tender Postbox guide)

How do I get selected for a Quick Quote?

The best way to get selected for a Quick Quote is by completing your *Supplier Finder* profile. For more information on the *Supplier Finder* function please see the Supplier Finder User Guide

Please ensure you are also registered against the relevant commodity categories through your Alert Profile.

How do I know I've been invited to Quote?

If you are selected to quote you will receive an e-mail containing a link which takes you directly to your quick quote. This page details the requirement and asks you to accept or decline the invitation. The page can also be accessed through your interest list.

The Quick Quote view page provides you with access to any supporting documents uploaded and access to the Questions and Answers function if applicable.
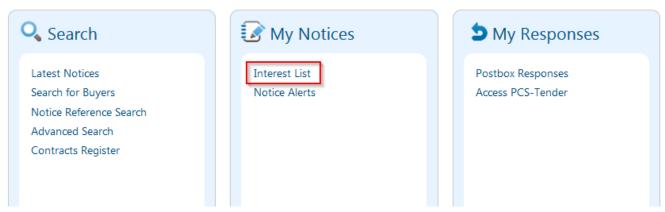
Having read through details of the requirement you should then be in a position to accept or decline the invitation to quote.

How Do I Access my Quick Quotes?

To access the Quick Quotes, Suppliers must select Suppliers in the top menu to bring you to the Supplier Control Panel. From this, select 'Interest list' under the My Notices heading.

Supplier Control Panel

Welcome to your Supplier Control Panel **Claire**. Please *click* a link in one of the appropriate sections to access the area of the site you require.

Search
- Latest Notices
- Search for Buyers
- Notice Reference Search
- Advanced Search
- Contracts Register

My Notices
- Interest List
- Notice Alerts

My Responses
- Postbox Responses
- Access PCS-Tender

The interest list now displays both public adverts you have recorded an interest in and the quick quotes you have been invited to. You will be able to identify a quick quote by the green arrow symbol on the left hand side of the screen. To view the quick quote select the title of the notice, in the example below 'Taxi Services':

Interest List

Supplier Control Panel > Interest List

Listed below are notices that you have registered an interest in, or been invited to. To view further details or obtain any additional documentation *click* the notice title.

For an explanation of the icons please visit the Icons Explained page.

View archived interest

Current Notices

	Deadline	Recorded	Details
	13/06/2017	30/05/2017	Title: **Taxi Services** Reference No: MAY016366 Published By: Millstream Associates Ltd Notice Type: Quote Status: New invitation
	30/06/2017	29/05/2017	Title: **Provision of School transport** Reference No: MAY016346 Published By: Millstream Associates Ltd Notice Type: 02 Contract Notice (below OJEU threshold)

How do I Accept or Decline a Quick Quote?

You will see the 'Accept' and 'Decline' options at the top of the Quick Quote view page which is accessed through the relevant link in your interest list.

Quick Quote Details

Quick Quote control Panel > Quick Quote Details

Details of the Quick Quote are shown below. Please indicate whether you wish to accept or decline the invitation to participate. If you accept the invitation the 'Go to Postbox' button will appear allowing you to proceed to submit a response. If you decline the invitation you will be asked for a reason as to why you have declined it which will be provided to the buyer for information.

A guide to the Quick Quote and details of how to submit your response electronically is available here Quick Quote Guide.
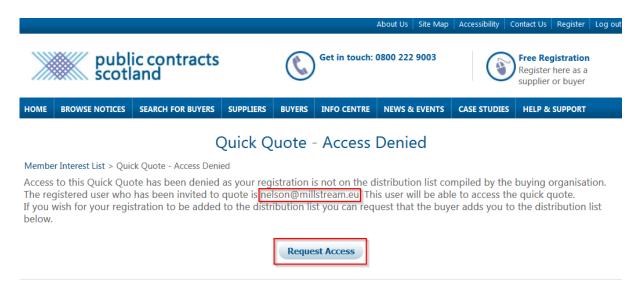
Quick Quote Actions

Accept Invitation

Decline Invitation

Summary	Full Text	Documents	Q and A	Further Info

ID: 192430
Title: Office Supplies
Services/Supplies: Supply Contract
Deadline: 18/12/2013 at 12:00

If you decline the invitation to quote you will be asked to provide a reason which will be made available to the authority user.
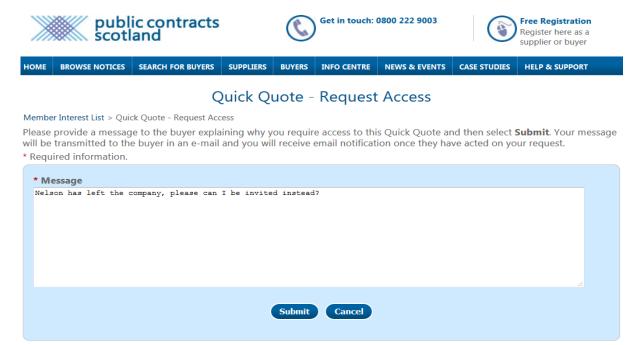
How do I access to a quick quote I have not been invited to?

If you wish to access a quotation exercise your colleague has been invited to you can request this via the website. To request an invite, click on the link in the e-mail invitation received by your colleague and log in using your own details. Once you have logged in, you will be presented with a screen advising that your access has been denied and provided with the option to request access.
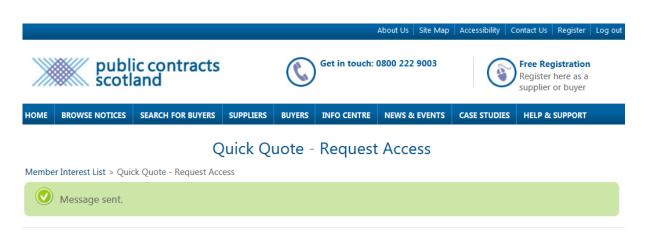

If you select the 'Request Access' option, you will then be asked to provide a message to the buyer explaining why you require access to the quick quote instead of the original invitee:

Select the 'submit' option to send your request and message to the buyer. Once you have submitted your request you will be presented with a confirmation that your request has been sent.

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public contracts scotland

Get in touch: 0800 222 9003

Free Registration
Register here as a
supplier or buyer

HOME | BROWSE NOTICES | SEARCH FOR BUYERS | SUPPLIERS | BUYERS | INFO CENTRE | NEWS & EVENTS | CASE STUDIES | HELP & SUPPORT

Quick Quote - Request Access

Member Interest List > Quick Quote - Request Access

✅ Message sent.

The buyer will be given the option to accept or decline the request. If the buyer accepts the request, you will receive the quick quote invitation e-mail. If the buyer declines the request, you will receive an e-mail advising of this.

How do I submit my response to a Quick Quote?

Quick Quote utilises the Public Contracts Scotland electronic postbox function. To create your post box response you must accept the invitation to quote and then click on the "Go to Postbox" button. For further information on the postbox please see the relevant User Guide.

Quick Quote Details

Quick Quote control Panel > Quick Quote Details

Details of the Quick Quote are shown below. Please indicate whether you wish to accept or decline the invitation to participate. If you accept the invitation the 'Go to Postbox' button will appear allowing you to proceed to submit a response. If you decline the invitation you will be asked for a reason as to why you have declined it which will be provided to the buyer for information.

A guide to the Quick Quote and details of how to submit your response electronically is available here Quick Quote Guide.

Quick Quote Actions
Go to Postbox
Decline Invitation

| Summary | Full Text | Documents | Q and A | Further Info |

ID: 192430
Title: Office Supplies
Services/Supplies: Supply Contract
Deadline: 18/12/2013 at 12:00

How do I know the outcome of a Quick Quote?

Once the deadline has passed and the responses have been assessed by the authority an e-mail will be dispatched informing if you have been successful or not.

For any other Queries:
The Public Contracts Scotland helpdesk is available Monday to Friday, 8:30am-5pm to assist with any queries and can be contacted on 0800 222 9003 or support@publiccontractsscotland.gov.uk