

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?

There are various ways in which authorities can search for suppliers to select to quote, the main one being by commodity category (these are the categories you choose when setting up an alert profile). Please ensure that you have set up the appropriate profile for your company. You can do this from the left hand menu by selecting: Suppliers>Alerts>Product Categories.

How do I respond to a Quick Quote?

If you are selected to quote you will receive an e-mail with the details of the requirement attached. Within the e-mail you will be asked to click a link to accept or decline the offer to quote.

After reading the requirements for the quote in the attachments please click the link in the e-mail and select whether you want to accept or decline the quote by clicking the relevant button. The accept/decline function is a courtesy to the awarding authority to let them know how many responses they are likely to receive. Should you decline the invitation to respond and later change your mind you are still able to submit a response.

Quick Quote – Accept or Decline

Quick Quote - Details

Details of the Quick Quote procedure are shown below. Please indicate whether you wish to accept or decline the invitation to participate. A guide to the Quick Quote and details of how to submit your response electronically is available here [Quick Quote Guide](#).

ID: 6429 Title: Provision of Printer Paper Type of Notice: Quote Services/Supplies: Supply Contract	<input type="button" value="Accept"/> <input type="button" value="Decline"/> <input type="button" value="Cancel"/>
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Notice Details

QUICK QUOTE - SUPPLIES

Section I: Quick Quote Details

I.1 Official Name and Address of the Contracting Authority/Entity
Queens Road Borough Council, Att: Jane Brown,
10 Queens Road, ,
AB15 4ZT,
Aberdeen,GB.
Tel: 01224 636999. Fax: n/a.

I.2 Description of the goods and services required
Provision of Printer Paper for 4 Regional Offices
To create an electronic response go to the following link http://scotland.prerelease.klickstream.com/supplier/responsecreate/suppl_respmain.aspx?ID=6429

I.3 Total quantity
500 Reams

I.4 Time-limit for receipt of completed tenders
Date: 25/06/2009 Time: 12:00

I.5 Additional Information

I.6 Notice coding
341000 - Paper 341100 - Sundries 349999 - other Stationery
SF 80

Please note that if you forward the e-mail on to a colleague to accept or decline they must log into the portal with your registration details. It is only the registration that has been invited to quote who can access the relevant pages.

The Quick Quote is automatically added to your supplier interest list (Suppliers>Interest List) when you are invited to quote and it is from here that you submit your response. Responses are submitted to the Tender Postbox on the portal. Please see the Postbox user guide for further information on how to create and submit your response (Help>User Guides)

The West Berkshire procurement portal support desk is available Monday to Friday, 9am – 5pm to assist with any queries and can be contacted on 0844 561 0674 or support@mytenders.org.