



**2023**  
2024

SEARCHING FOR  
**CONTRACTS**

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# Introduction

## Welcome to Supply2Gov!

To simplify your life, we source public sector contracts from over 3,000 individual sources and put them all in one easy-to-navigate place.

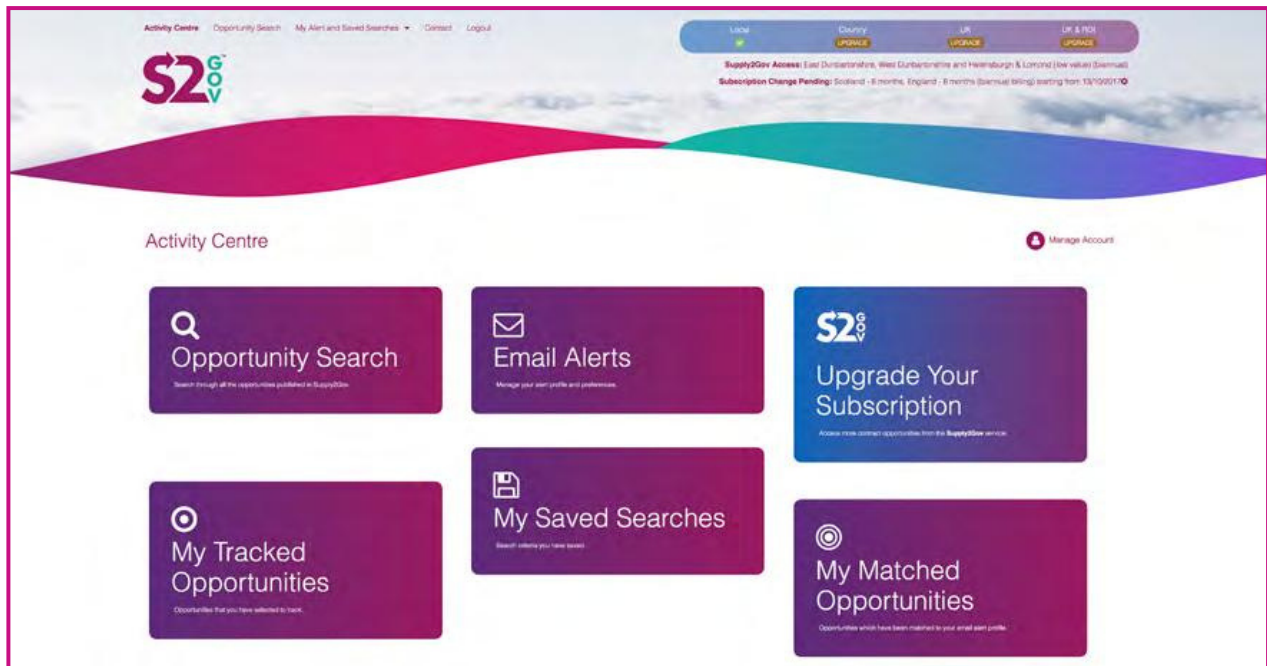
Setting up a contract search on Supply2Gov will make finding contracts even easier.

Don't worry, it doesn't take long, and this handy step-by-step guide will walk you through Supply2Gov's search functions.

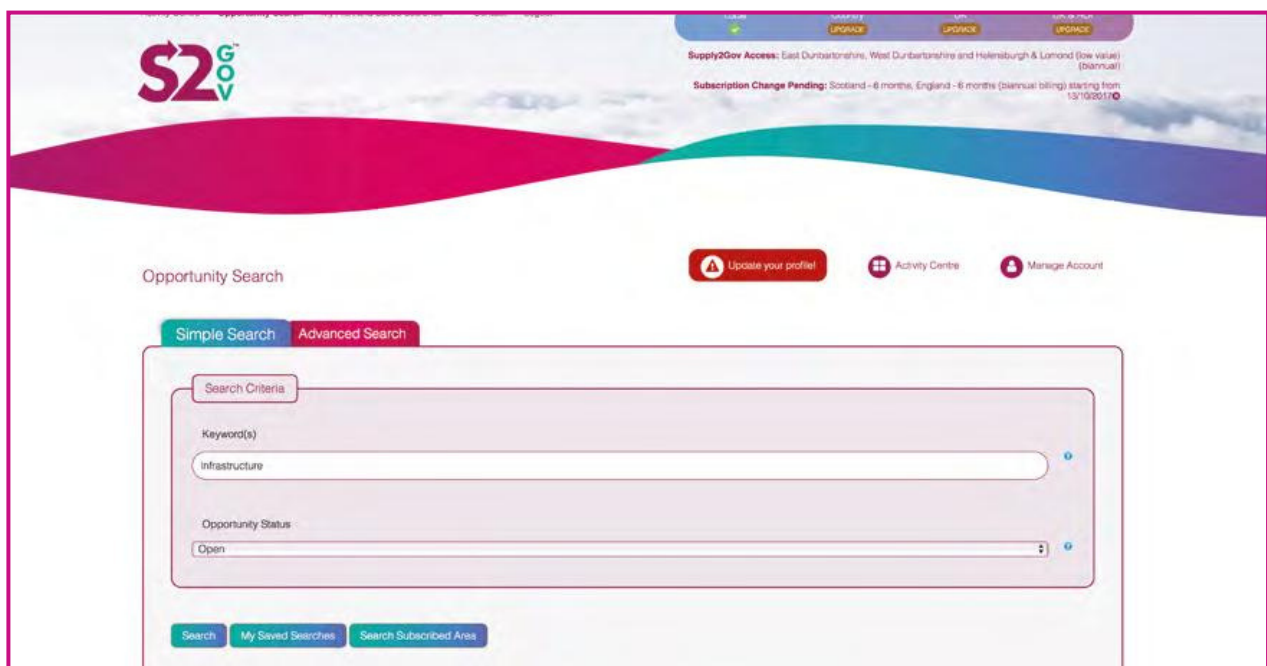
# Simple Search

'Simple Search' lives up to its name – browse Supply2Gov's entire database with just keywords and/or by the opportunity status.

To get started, log in to your S2G Activity Centre and select Opportunity Search.



As the default search option is 'Simple Search', all you have to do now is enter relevant keywords...



# Simple Search cont.

And/or select an opportunity status.

The screenshot shows the S2Gov website's Opportunity Search interface. At the top, there's a header with the S2Gov logo and navigation links for 'UPGRADE'. Below the header, there's a banner with subscription information: 'Supply2Gov Access: East Dundee, West Dundee and Haverhill & Lomond (low value) (biannual)' and 'Subscription Change Pending: Scotland - 6 months, England - 6 months (biannual) starting from 13/10/2017'. The main section is titled 'Opportunity Search' and features two tabs: 'Simple Search' (selected) and 'Advanced Search'. The 'Simple Search' form includes a 'Search Criteria' section with a 'Keyword(s)' field containing 'Infrastructure' and an 'Opportunity Status' dropdown menu. The dropdown menu is open, showing options: 'All', 'Open' (selected), 'Withdrawn', 'Closed', 'Awarded', and 'Cancelled'. Below the form are three buttons: 'Search', 'My Saved Searches', and 'Search Subscribed Area'.

Your search returns all the opportunities matching your criteria, including CompeteFor supply chain opportunities and Supply2Gov researched contracts broken down on a geographical basis.

This screenshot is identical to the one above, showing the S2Gov Opportunity Search interface with the 'Simple Search' tab selected and the 'Opportunity Status' dropdown menu open, highlighting the 'Open' status.

To find out more about any opportunity, simply click on the contract link for the full details. You may need to upgrade to see some opportunities.

# Advance search

The Advanced Search facility provides additional search parameters and more specific date ranges, allowing you to perform a more precise search.


Much like the Simple Search, an Advanced Search allows you to select various criteria and generate a contract opportunity list.

Please note that you should only fill in the relevant fields – providing too much detail may restrict your results. As well as the keyword search used in Simple Search, the Advanced Search allows you to specify business categories:



The screenshot displays the 'Advanced Search' tab in a web application. It features two main sections: 'Simple Search Criteria' and 'Business Category Criteria'. The 'Simple Search Criteria' section includes a 'Keyword(s)' input field, radio buttons for 'Any of these' (selected) and 'All of these', a checkbox for 'Return contracts with specified Simple Search Criteria AND Business Categories?' (set to 'No'), and a dropdown menu for 'Opportunity Stage' (set to 'Open'). The 'Business Category Criteria' section is partially visible below.

Geographical area:



This screenshot shows the 'Regional Criteria' section of the search interface. It includes a 'Countries and Regions' dropdown menu with 'Select Area' chosen. Below this is a large empty rectangular box for listing regions. To the right of this box are four buttons: 'Add', 'Add All', 'Remove', and 'Clear All'. At the bottom, the 'Date Criteria' section is partially visible, showing a 'Published Date' label.

# Advance search cont.

## Date

The 'Date Criteria' section is highlighted with a pink border. It contains the following fields:

- Published Date:** A dropdown menu currently set to 'All'.
- Response Deadline Date (From):** Two dropdown menus for 'Month' (set to 'Dec') and 'Year'.
- Response Deadline Date (To):** Two dropdown menus for 'Month' (set to 'Dec') and 'Year'.
- Estimated Contract Start Date (From):** Two dropdown menus for 'Month' (set to 'Dec') and 'Year'.
- Estimated Contract Start Date (To):** Two dropdown menus for 'Month' (set to 'Dec') and 'Year'.

Below this section is the 'Additional Criteria' section, which is partially visible.

Any additional criteria required:

The 'Additional Criteria' section is highlighted with a pink border. It contains three dropdown menus:

- Contract Value:** A dropdown menu.
- Omit Keywords:** A dropdown menu.
- Nature of Contract:** A dropdown menu.

Below these fields are three buttons: 'Search' (teal), 'My Saved Searches' (blue), and 'Search Subscribed Area' (blue).

For more help and guidance, please see the Glossary of Search Terms in Section 8.

# Glossary of Search Terms

**Keywords** – Words that best describe your line of business, i.e. construction, IT equipment, cleaning etc.

Remember that the more general the keywords you select, the more contracts you will receive, but you will run a greater risk of including results inappropriate to your business e.g. 'construction' will return all kinds of construction but your company may only construct hospitals.

**Opportunity Stage** – Filter your search by open contracts, withdrawn opportunities, awards or cancelled tenders.

**Business Categories** – Public sector buyers use Common Procurement Vocabulary (CPV) codes to classify their contracts for the items they wish to procure, e.g. 45233226 – Access Road Construction Work.

Business Categories' are the descriptions of these CPV codes. Supply allows you to search, filter and add relevant codes to your profile with ease.

**Regional Criteria** – Select the regions and countries you would like to receive contracts from.

**Date Criteria** – As well as searching within the last day, week, month or three months, you can browse contracts by response deadline date or estimated contract start date.

**Opportunity Type** – Select whether you wish only to receive notification of contract notices, only contract awards or both.

**Omit Keywords** – Any word or term that you do not want within your Alert. If you only supply one aspect of a service e.g. manufacturing air conditioning units, but not installation, you might enter 'installation'.

This would mean that all contracts including 'installation' would be filtered out of your Alert. However, please note that buyers do often issue contracts in lots, so omitting keywords from your Alert Profile could mean you miss a relevant opportunity.

**Nature of Contract** – allows you to search for works, supplies or services contract opportunities.



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Head over to the Supply2Gov website  
for more information on how you can  
find, bid for and win public sector  
contracts

[www.supply2govtenders.co.uk](http://www.supply2govtenders.co.uk)