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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.

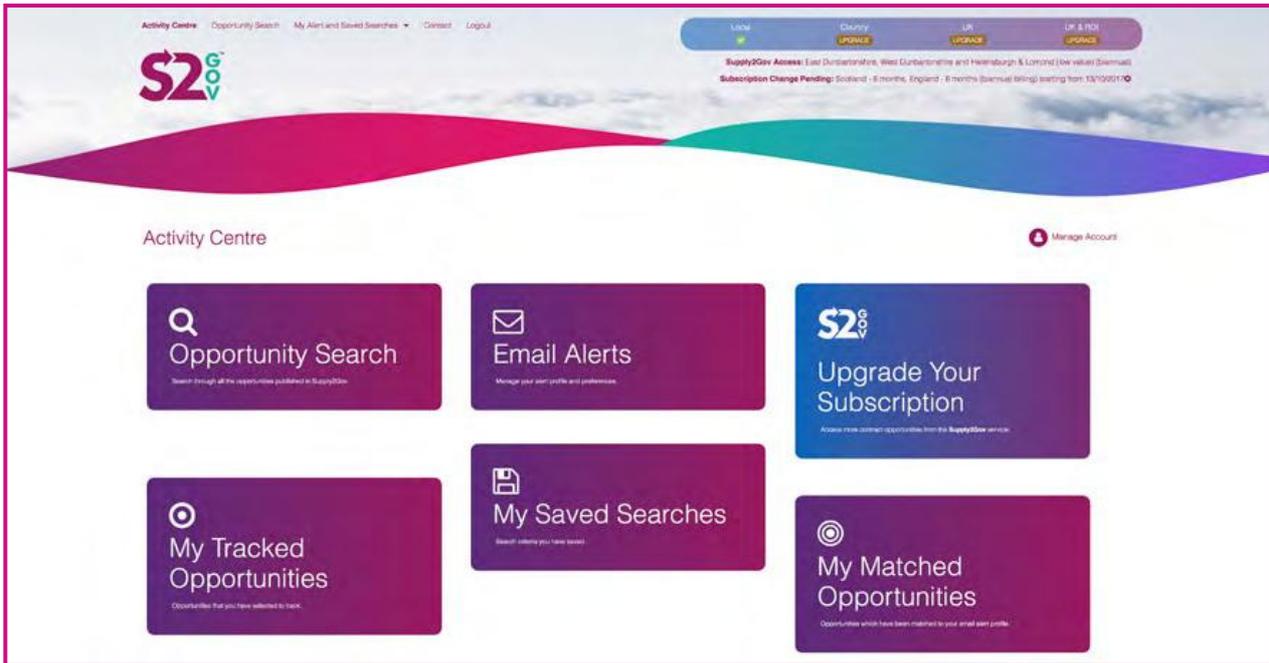
Setting up a contract search on Supply2Gov will make finding contracts even easier.

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

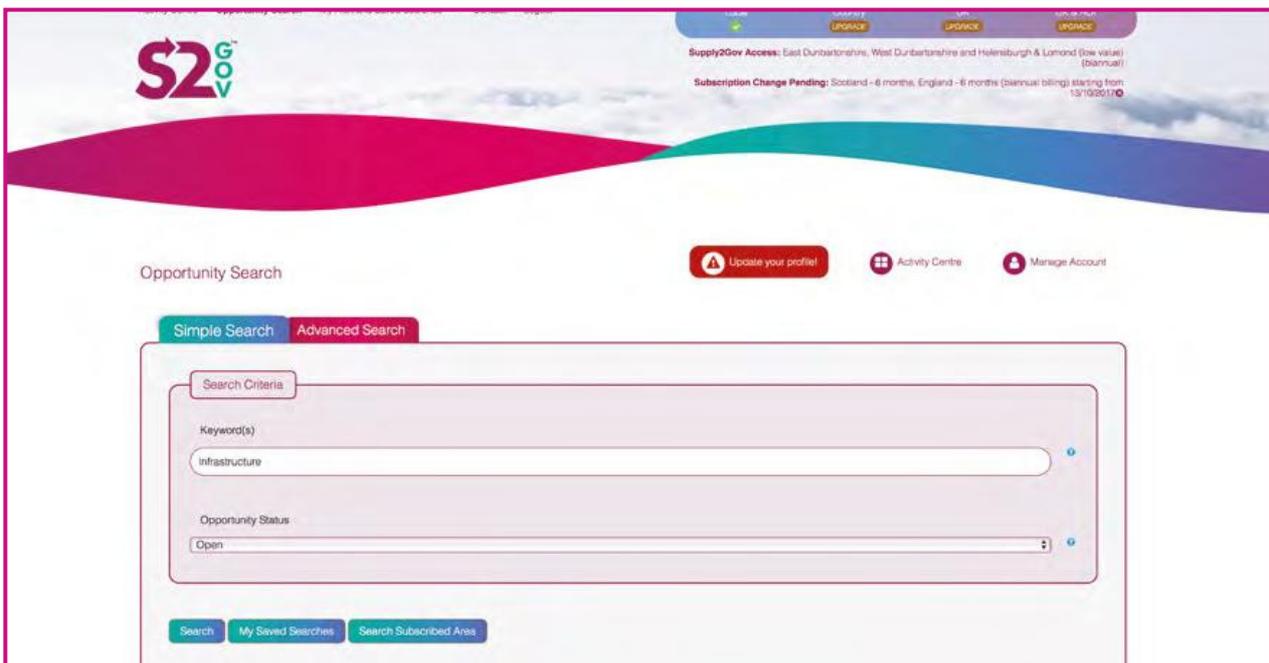
Simple Search

'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 Opportunity Search page. At the top, there is a navigation bar with the S2Gov logo and three 'UPGRADE' buttons. Below the navigation bar, there are three buttons: 'Update your profile!', 'Activity Centre', and 'Manage Account'. The main content area is titled 'Opportunity Search' and features two tabs: 'Simple Search' (selected) and 'Advanced Search'. The search form is titled 'Search Criteria' and contains a 'Keyword(s)' field with the text 'Infrastructure' and an 'Opportunity Status' dropdown menu. The dropdown menu is open, showing the following options: 'All', 'Open' (selected), 'Withdrawn', 'Closed', 'Awarded', and 'Cancelled'. At the bottom of the search form, there are three buttons: 'Search', 'My Saved Searches', and 'Search Subscribed Areas'.

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 page. The search form is titled 'Search Criteria' and contains a 'Keyword(s)' field with the text 'Infrastructure' and an 'Opportunity Status' dropdown menu. The dropdown menu is open, showing the following options: 'All', 'Open' (selected), 'Withdrawn', 'Closed', 'Awarded', and 'Cancelled'. At the bottom of the search form, there are three buttons: 'Search', 'My Saved Searches', and 'Search Subscribed Areas'.

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' interface. At the top, there are two tabs: 'Simple Search' (highlighted in red) and 'Advanced Search' (highlighted in blue). Below the tabs, the 'Simple Search Criteria' section is visible, containing 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'). Below this, the 'Business Category Criteria' section is partially visible.

Geographical area:



The screenshot shows the 'Regional Criteria' section of the search interface. It features a 'Countries and Regions' dropdown menu with 'Select Area' selected. Below the dropdown are two empty rectangular boxes for adding or removing criteria. To the right of these boxes are four buttons: 'Add', 'Add All', 'Remove', and 'Clear All'. Below the 'Regional Criteria' section, the 'Date Criteria' section is partially visible, showing a 'Published Date' label.

Advance search cont.

Date

The 'Date Criteria' section contains the following fields:

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

Any additional criteria required:

The 'Additional Criteria' section contains the following fields:

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

At the bottom of the section are three buttons: **Search**, **My Saved Searches**, and **Search Subscribed Area**.

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