

ECO Brokerage eAuction Programme Bidder Guidance



About the ECO Brokerage eAuction Programme

The Crown Commercial Service eAuction team has been commissioned by the Department for Energy and Climate Change (DECC) to manage the ECO Brokerage eAuction Programme on their behalf.

Registering for ECO Brokerage

If you are an Obligated Energy Supplier and would like to purchase ECO points on the ECO Brokerage platform, please contact eAuctionsecobrokerage@ccs.gsi.gov.uk

When requested, you will need to supply details of the person authorised to trade on brokerage on behalf of your company. In addition, there is a **compliance process**, details of which will be provided after you have expressed interest.

Part of the compliance involves agreeing the standard contract, which consists of the rules of the platform (Terms and Conditions) and the setting out of delivery and payment terms for ECO points bought on the platform (the Bilateral Off-take contract).

Copies of these contracts can be obtained on the ECO Brokerage webpage:

<https://www.gov.uk/energy-companies-obligation-brokerage>

Log-in and passwords

Once you have registered and successfully completed the compliance process, the Crown Commercial Service will issue you with a username and password for the eAuction website. This will be done by email.

The password can be used only once and must be changed to something memorable. **The brokerage participant is responsible for keeping their password secure.** Companies are responsible for regulating and monitoring the behaviour of any participant acting on their behalf.

Rules of the Platform

By participating in an Auction, a Bidder agrees to abide by the Terms and Conditions of the platform (a copy of which is sent to Bidders during registration), infringement of these terms and conditions can lead to the suspension of a participant's rights to trade on the platform.

If any changes to the Standard contract are made, all registered participants will be informed by email and sent new copies. Acceptance of the new contracts will be assumed if the participant continues to trade on the platform. If the participant does not wish to trade under the new contracts, they are entitled to withdraw from the platform. Changes will not be made during an auction.

Withdrawing From ECO Brokerage

If for any reason, you no longer wish to trade on ECO Brokerage, please send an email to eAuctionsecobrokerage@ccs.gsi.gov.uk

Your Username and Password for the eAuction website will be revoked and a letter confirming this will be sent to a company director.

The ECO Brokerage Auction Process

ECO Brokerage auctions will be run on a fortnightly basis. On each Auction Day (Day 8) the Carbon Saving Communities and Carbon Saving Obligation auction will commence at 9.00am and conclude at 12.00pm; the Affordable Warmth and Affordable Warmth Boiler Repair auction will commence at 1.00pm and conclude at 4.00pm.

Day	Activity	Carried Out By
Day 1	Open for lot submission – 9am	GDPs submit lots they want to sell in the forthcoming auction.
Day 2	Lots submitted – close 23:59 hours	Lots submitted after this point won't go into the auction.
Day 3	Auction Build Commences (pm)	The Crown Commercial Service builds the auction to include the lots submitted by GDPs.
Day 4	Auction Build	
Day 5	Auction Build	
Day 6	Lots published to EnCos – 9am	Energy Companies can review the available for this fortnight's auction
Day 7	Lots reviewed by EnCos	
Day 8	Auction Day (CSC/CSO: 09:00 – 12:00; AW/AWBR: 13:00 – 16:00)	Energy Companies bid on lots for sale.
Day 9	Sellers informed of sold/ unsold lots	
Day 10	Broker sends out Bid Confirm Letters (confirming identities of contracting parties) which are then signed and exchanged	Energy Companies and Green Deal Providers are informed who they have contracted with according to their lots and bids submitted.

Recommendations for Bidders:

Bidders are recommended to:

- Become familiar with the software by participating in training offered by Crown Commercial Service
- Mobilise participation from the right people who can make bidding decisions on the spot during the Live eAuction
- Maintain high levels of internal information security, protecting log ins and passwords is the responsibility of brokerage participants.

Bidders will be given an opportunity to review submitted Lots prior to the day of the eAuction (Day 6). Using this time to prepare for the for the eAuction is to the Bidders' advantage.

Technological requirements

Technology

- You will be required to access the eAuction via a stable internet connection using Internet Explorer version 6.0 or later.
- We recommend that Bidders use one of the following browsers: Internet Explorer 9, Mozilla Firefox 7, or Google Chrome 13.
- Please also allow 'pop-ups from this site'.
- It is the Bidders responsibility to ensure that they have the technology/connectivity available to access the eSourcing Suite and participate in the Live eAuction. The auction will not be paused or re-run if a Bidder experiences technical difficulty

If the eAuction site develops a fault during a live auction, the auction will be stopped and recommenced as soon as possible. Participants will be informed by email in case of a fault resulting an auction pause and re-start.

The eSourcing Suite

The Crown Commercial Service eSourcing Suite is located here:

<https://ukgps-sandbox.emptoris.com>



NB: The screen-shots provided are for illustrative purposes only

Accepting Terms and Conditions:

User Agreement

General Terms

1. Introduction

- 1.1. This User Agreement between the Government Procurement Service (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.
- 1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.
- 1.3. The System is provided by Emptoris Inc. and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.
- 1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

- 2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
- 2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:
 - 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and
 - 2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working Days.
- 2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.

3. Registration

- 3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing the required registration data and specifying a user ID and password.
- 3.2. User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users do not divulge or disclose their user ID or password to third parties. In the event that the Supplier or a Supplier User becomes aware that a user ID and / or password may have been divulged, disclosed or discovered by any third party, they shall immediately notify the Helpdesk.
- 3.3. The Supplier shall designate an individual Supplier User to manage access to the System by other Supplier Users.
- 3.4. The Supplier must immediately inform the Helpdesk in the event that a Supplier User leaves its employment or no longer requires access to the System. The Buyer retains the right to deactivate a Supplier User user ID and password if there has been no access for a period of sixty (60) days.

Invitation to Participate

- 4.1. The Buyer shall send, through the System, an invitation to participate in a specific procurement exercise to appropriate Suppliers that have registered and been activated on the System as described in the User Agreement. Data and information relating to a specific procurement exercise shall be made available to invited Suppliers.
- 4.2. The Buyer shall configure the System as appropriate for each procurement exercise. The selected configuration settings for a procurement exercise shall be displayed on the System for invited Suppliers to view. The Supplier acknowledges that by one of its Supplier Users participating in a procurement exercise on the System, the Supplier agrees to be bound by these configuration settings.
- 4.3. All material issued through the System in connection with this procurement shall remain the property of the Buyer and shall be used only for the purpose of this procurement.

ESOURCING USE AGREEMENT

Bidders are reminded that they must observe the ECO Brokerage Platform Provider Terms and Conditions when logging in to the Platform.

Password change:

GPS eSourcing



Change Password Profile

Change Password of user . GPS Training Supplier 11 in Organization GPS_Test_Supplier_11	
Enter Password	
Current Password *	<input type="password" value="••••••••"/>
New Password *	<input type="password" value="••••••••"/>
Retype Password *	<input type="password" value="••••••••"/>
Password Reset Question:	
Be sure the questions/answers you have selected are ones you will remember. You will need to correctly answer your selected Password Reset Question with an exact match to reset your password online. The answer to your question is not case-sensitive.	
Select Question *	<input type="text" value="In which city were you born?"/>
Enter Answer *	<input type="text" value="Liverpool"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Type your current and new passwords in the appropriate fields and Click on the Save button to change it.

If you are asked to change your password, your new password must be at least 8 characters long and contain an upper case, lowercase, number and special character (for example, "!").

Locate Event

Government Procurement Service eSourcing - Windows Internet Explorer
https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y

GPS eSourcing | My Profile | Bids | Messages | Utilities

View RFX(s) | Government Procurement Service

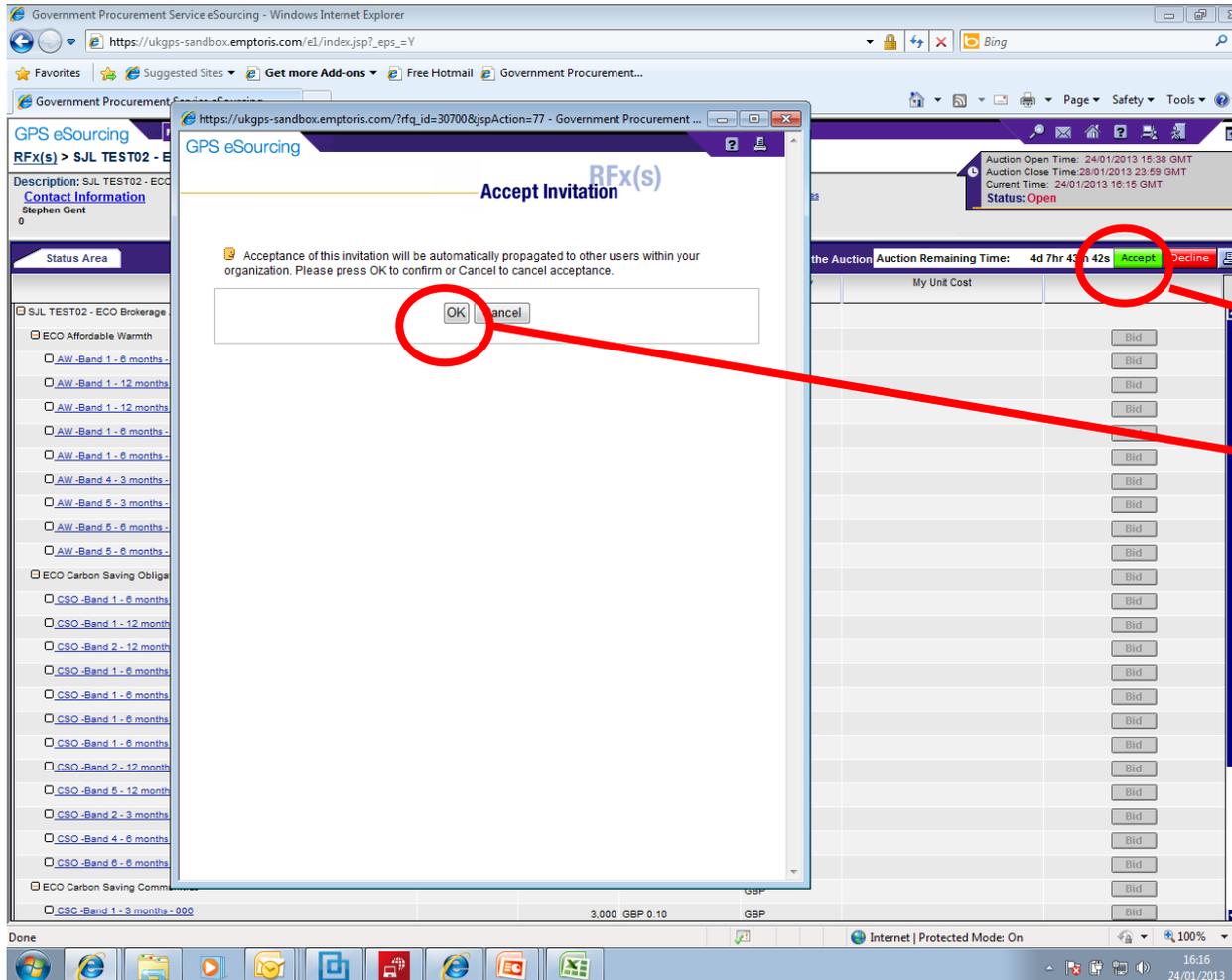
All Open/Pending/Paused RFX(s) | Open/Pending/Paused

RFX Name	RFX Unique Id	Summary RFX Accepted	View/Respond to RFX	RFX Style	Status	Time Remaining	Open Time GMT	Close Time GMT
<u>ECO Brokerage - Auction v4</u>	ECO Brokerage - Auction v4		View/Respond to RFX	FA	English	New	22 hrs 50 min	29/11/2012 18:38 30/11/2012 17:30
<u>TEST Sale of Recovered Newspaper August 2012</u>	TEST_EA031		View/Respond to RFX	FA	English	Open		28/08/2012 15:36
<u>TEST Vehicle Purchase - July 2012 - Morning eAuction</u>	TEST Vehicle Purchase - July 2012 - Mor...		View/Respond to RFX	RA	English	Open		27/06/2012 15:22
<u>Test Weighting #1</u>	1a		View/Respond to RFX	RA	English	Paused		21/11/2012 15:42

Done | Internet | Protected Mode: On | 100% | 18:41 29/11/2012

1. Event Name
2. Click 'View/Respond to RFX' – if the event is not displayed used the drop down filter and change to "All"

Accepting the Invitation



- Click on 'Accept'
- Click 'OK' to proceed
- This will allow you to start placing bids

The Auction will be available to Bidders to view two Working days prior to the day of the eAuction.

The screenshot displays the GPS eSourcing web application. The main interface shows a list of auction items under the heading 'RFx(s) > ECO Brokerage Auction Screen Shots'. A red box highlights a 'View Item' pop-up window that is open over the list. The pop-up window displays the following details for the selected item:

View Item	
Parent	N/A - Stand alone Item
Item Type	Simple Item
Currency Type	British Sterling Pound (GBP)
Lot	ECO Affordable Warmth
Category*	Energy Management Services
Name*	AW - Band 1 - 3 months - 001 - 100
Description	AW - Band 1 - 3 months - 6924 - 100
Unique Id*	AW - Band 1 - 3 months - 6924 - 100
Minimum Desired Quantity*	300,000
Minimum Bid Change Amount	0.01 GBP
Band*	Affordable Warmth Band 1 [£100K-£300K]
Band Maximum*	€300K
Contract Term*	3 months
Provider Reserve Price (€)*	0.15 GBP
User Rating*	100
Attachment	Attachments(0)

The background interface shows a list of items with columns for 'Event / Lot / Item' and 'Bid'. The status of the auction is 'Pending Invitation'.

Energy Company View during Live event

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Auction Open Time: 13/02/2014 13:34 GMT
 Auction Close Time: 13/02/2014 23:59 GMT
 Current Time: 13/02/2014 13:34 GMT
 Status: Open

Description: ECO Brokerage Auction Screen Shots
 Contact Information: Peter Youngman

Type: Forward Auction (English)
[Run Bid Report](#)
[Print Bid History](#)
[View Bidding Rules](#)

Status Area | Other Bids | Auction Remaining Time: 10hr 24m 34s | Bid Offline | Message

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	My Unit Cost	My Total Cost	Rank	
ECO Brokerage Auction Screen Shots									N/A
<input type="checkbox"/> ECO Affordable Warmth			GBP						N/A
<input type="checkbox"/> AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP						N/A
<input type="checkbox"/> AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP						N/A
<input type="checkbox"/> AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP						N/A
<input type="checkbox"/> AW - Band 1 - 3 months - 004 - 100	300,000	GBP 0.01	GBP						N/A
<input type="checkbox"/> AW - Band 2 - 3 months - 005 - 100	600,000	GBP 0.01	GBP						N/A
<input type="checkbox"/> ECO Affordable Warmth Boiler Repair			GBP						N/A
<input type="checkbox"/> AWBR - Band 5 - 12 months - 006 - 100	4,000,000	GBP 0.01	GBP						N/A

Bidding Area | Submit Bid(s)>> | Reset | Advanced Mode | Define Proxy Rules

Lot/Item	Actions	Status	Quantity	Currency	Price Per Unit*	Reserve Price (formula)	User Rating (formula)	Min. Bid Change
Lot Name: ECO Affordable Warmth								
AW - Band 1 - 3 months - 001 - 100			300,000	GBP		0.15	100	0.01
AW - Band 1 - 3 months - 002 - 100			300,000	GBP		0.11	100	0.01
AW - Band 1 - 3 months - 003 - 100			300,000	GBP		0.12	100	0.01
AW - Band 1 - 12 months - 004 - 100			300,000	GBP		0.13	100	0.01
AW - Band 2 - 3 months - 005 - 100			600,000	GBP		0.14	100	0.01

Check that you are in the correct eAuction

Minimum Bid Change is shown in this column

This column shows the 'Best Bid' within each Lot

This shows the time remaining until the end of the eAuction event

This column shows your Bid Price within each Lot

How to Place Bids

- Click on the 'Bid' button – this will open the 'Bidding Area'

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots | Type: Forward Auction (English)
 Contact Information: Peter Youngman | Run Bid Report | View Bidding Rules
 RFX Attachments (6) | RFX Messages (6) | Print Bid History

Auction Open Time: 13/02/2014 13:34 GMT
 Auction Close Time: 13/02/2014 23:59 GMT
 Current Time: 13/02/2014 13:34 GMT
 Status: Open

Status Area | Other Bids | Auction Remaining Time: 10hr 24m 34s | Bid Offline | Message

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	My Unit Cost	My Total Cost	Rank
ECO Brokerage Auction Screen Shots								N/A
ECO Affordable Warmth			GBP					N/A
AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP					N/A
AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP					N/A
AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP					N/A
AW - Band 1 - 12 months - 004 - 100	300,000	GBP 0.01	GBP					N/A
AW - Band 2 - 3 months - 005 - 100	600,000	GBP 0.01	GBP					N/A
ECO Affordable Warmth Boiler Repair			GBP					N/A
AWBR - Band 5 - 12 months - 006 - 100	4,250,000	GBP 0.01	GBP					N/A

Bidding Area | Submit Bid(s)>> | Reset | Advanced Mode | Define Proxy Rules

Lot/Item	Actions	Status	Quantity	Currency	Price Per Unit*	Reserve Price (formula)	User Rating (formula)	Min. Bid Change
Lot Name: ECO Affordable Warmth								
AW - Band 1 - 3 months - 001 - 100			300,000	GBP		0.15	100	0.01
AW - Band 1 - 3 months - 002 - 100			300,000	GBP		0.11	100	0.01
AW - Band 1 - 3 months - 003 - 100			300,000	GBP		0.12	100	0.01
AW - Band 1 - 12 months - 004 - 100			300,000	GBP		0.13	100	0.01
AW - Band 2 - 3 months - 005 - 100			600,000	GBP		0.14	100	0.01

Done | Internet | 100%

Placing Single Bids

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots
Contact Information: Peter Youngman

Type: Forward Auction (English)
Run Bid Report | View Bidding Rules | Print Bid History

Auction Open Time: 13/02/2014 13:34 GMT
Auction Close Time: 13/02/2014 23:59 GMT
Current Time: 13/02/2014 15:07 GMT
Status: Open

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	My Unit Cost	My Total Cost	Rank	
ECO Brokerage Auction Screen Shots								N/A	
ECO Affordable Warmth			GBP					N/A	Bid
AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 12 months - 004 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 2 - 3 months - 005 - 100	600,000	GBP 0.01	GBP					N/A	Bid
ECO Affordable Warmth Boiler Repair			GBP					N/A	Bid
AWBR - Band 5 - 12 months - 006 - 100	4,250,000	GBP 0.01	GBP					N/A	Bid

2

Submit Bid(s) >>> | Reset | Advanced Mode | Define Proxy Rules

Lot/Item	Status	Quantity	Currency	Price Per Unit*	Reserve Price (formula)	User Rating (formula)	Min. Bid Change
Lot Name: ECO Affordable Warmth							
AW - Band 1 - 3 months - 001 - 100		300,000	GBP				0.01

1

- Enter your prices in the 'Bidding Area' (1)
- Submit the Bid by clicking the 'Submit Bid(s)' button (2)
- **Reminder:** each new bid that a Bidder submits will replace the previous bids for that Bidder.

Placing Multiple Bids within a Lot

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Screen Shots

Description: ECO Brokerage Auction Screen Shots
 Contact Information: Peter Youngman
 Type: Forward Auction (English)
 Auction Remaining Time: 8hr 47m 50s
 Auction Open Time: 13/02/2014 13:34 GMT
 Auction Close Time: 13/02/2014 23:59 GMT
 Current Time: 13/02/2014 15:11 GMT
 Status: Open

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	My Unit Cost	My Total Cost	Rank	
ECO Affordable Warmth			GBP					N/A	Bid
AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 12 months - 004 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 2 - 3 months - 005 - 100	600,000	GBP 0.01	GBP					N/A	Bid
ECO Affordable Warmth Boiler Repair			GBP					N/A	Bid
AWBR - Band 5 - 12 months - 006 - 100	4,250,000	GBP 0.01	GBP					N/A	Bid

2

Lot/Item	Quantity	Currency	Price Per Unit	Reserve Price (formula)	User Rating (formula)	Min. Bid Change
Lot Name: ECO Affordable Warmth						
AW - Band 1 - 3 months - 001 - 100	300,000	GBP				0.01
AW - Band 1 - 3 months - 002 - 100	300,000	GBP				0.01
AW - Band 1 - 3 months - 003 - 100	300,000	GBP				0.01
AW - Band 1 - 12 months - 004 - 100	300,000	GBP				0.01
AW - Band 2 - 3 months - 005 - 100	600,000	GBP				0.01

1

Submit Bid(s) >>>

- Click on the Bid button alongside the Lot Title (i.e. ECO Affordable Warmth; ECO Affordable Warmth Boiler Repair; ECO Carbon Saving Communities; ECO Carbon Saving Obligation)
- Enter your prices in the 'Bidding Area' (1)
- Submit the Bid by clicking the 'Submit Bid(s)' button (2)
- **Reminder:** each new bid that a Bidder submits will replace the previous bids for that item for that Bidder.

Please Note:

The minimum bid increment for ECO Carbon Saving Obligation and ECO Carbon Saving Communities is **£0.10**

The minimum bid increment for ECO Affordable Warmth and ECO Affordable Warmth Boiler Repair is **£0.01**

The minimum bid increment is the minimum acceptable bid increase compared to **YOUR OWN** previous bid on an item.

For example, if you placed a bid of £50.00 against an item in the CSC and CSO auction, the next bid must be at least £50.10 in order to meet the minimum bid increment rule.

Confirm Bid(s) and Submit

- Review your Bid and click 'OK' if you are happy with this

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots | Type: Forward Auction (English) | Auction Remaining Time: 8hr 44m 35s | Status: Open

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	My Unit Cost	My Total Cost	Rank
ECO Brokerage Auction Screen Shots								N/A
ECO Affordable Warmth								N/A
<input type="checkbox"/> AW - Band 1 - 3 months - 001 - 100	300,000		GBP					N/A
<input type="checkbox"/> AW - Band 1 - 3 months - 002 - 100	300,000		GBP					N/A
<input type="checkbox"/> AW - Band 1 - 3 months - 003 - 100	300,000		GBP					N/A
<input type="checkbox"/> AW - Band 1 - 12 months - 004 - 100	300,000		GBP					N/A
<input type="checkbox"/> AW - Band 2 - 3 months - 005 - 100	600,000		GBP					N/A
ECO Affordable Warmth Boiler Repair								N/A
<input type="checkbox"/> AWBR - Band 5 - 12 months - 006 - 100	4,250,000		GBP					N/A

Government Procurement Service eSourcing

Confirm Bids To Save

Item	Bid type	Price Per Unit	Total Bid*	Submit
AW - Band 1 - 3 months - 001 - 100	New Bid	0.15 GBP	45,000.00 GBP	<input checked="" type="checkbox"/>

* Total Bid = Item Quantity * Price Per Unit

Lot/Item	Status	Reserve Price (formula)	User Rating (formula)	Min. Bid Change
Lot Name: ECO Affordable Warmth				
AW - Band 1 - 3 months - 001 - 100		300,000	100	0.01

Confirmation of Successful Bid Submission

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RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots
 Contact Information: Peter Youngman
 Type: Forward Auction (English)
 Auction Remaining Time: 8hr 42m 43s
 Status: Open

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	My Unit Cost	My Total Cost	Rank	
ECO Brokerage Auction Screen Shots			GBP		N/A		GBP 45,000.00	N/A	
ECO Affordable Warmth			GBP		N/A		GBP 45,000.00	N/A	Bid
AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP	GBP 0.15	GBP 45,000.00	GBP 0.15	GBP 45,000.00	Best	Bid
AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 12 months - 004 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 2 - 3 months - 005 - 100	600,000	GBP 0.01	GBP					N/A	Bid
ECO Affordable Warmth Boiler Repair			GBP					N/A	Bid
AWBR - Band 5 - 12 months - 006 - 100	4,250,000	GBP 0.01	GBP					N/A	Bid

Bidding Area

Bids Submitted Successfully

Submit Bid(s) >> | Reset | Advanced Mode | Define Proxy Rules

Actions	Status	Quantity	Currency	Price Per Unit*	Reserve Price (formula)	User Rating (formula)	Min. Bid Change
	OK	300,000	GBP	0.15	0.15	100	0.01

Done

Note that your bid has been successfully submitted

Example of Unsuccessful Bid Submission

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots | Type: Forward Auction (English)
 Contact Information: Peter Youngman | RFX Attachments (6) | RFX Messages (6) | Run Bid Report | View Bidding Rules | Print Bid History

Auction Open Time: 13/02/2014 13:34 GMT
 Auction Close Time: 13/02/2014 23:59 GMT
 Current Time: 13/02/2014 15:20 GMT
 Status: Open

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	My Unit Cost	My Total Cost	Rank	
ECO Brokerage Auction Screen Shots			GBP		N/A		GBP 45,000.00	N/A	
ECO Affordable Warmth			GBP		N/A		GBP 45,000.00	N/A	Bid
AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP	GBP 0.15	GBP 45,000.00	GBP 0.15	GBP 45,000.00	Best	Bid
AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 12 months - 004 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 2 - 3 months - 005 - 100	600,000	GBP 0.01	GBP					N/A	Bid
ECO Affordable Warmth Boiler Repair			GBP					N/A	Bid
AWBR - Band 5 - 12 months - 006 - 100	4,250,000	GBP 0.01	GBP					N/A	Bid

Auction Remaining Time: 8hr 38m 7s | Bid Offline | Message

Bidding Area: Submit Bid(s) >> | Reset | Advanced Mode | Define Proxy Rules

Bid contains errors. Please review the 'Status' column in the Bidding Area for error details. [Close]

Actions	Status	Quantity	Currency	Price Per Unit*	Reserve Price (formula)	User Rating (formula)	Min. Bid Change
	Bid price should...	300,000	GBP	0.14	0.15	100	0.01

Done | Internet | 100%

Note that your bid has not been successfully submitted

Your bid may not be submitted if it is lower than your previously submitted bid, if it is less than the Minimum Bid Change, or if the bid is a tie with the current leading bidder.

Submitting subsequent bids

Repeat this process for each additional bid.

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots
Contact Information: Peter Youngman

Type: Forward Auction (English)
Run Bid Report | Print Bid History | View Bidding Rules

Auction Open Time: 13/02/2014 13:34 GMT
Auction Close Time: 13/02/2014 23:59 GMT
Current Time: 13/02/2014 15:23 GMT
Status: Open

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	My Unit Cost	My Total Cost	Rank	
ECO Brokerage Auction Screen Shots			GBP		N/A		GBP 45,000.00	N/A	
ECO Affordable Warmth			GBP		N/A		GBP 45,000.00	N/A	
AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP	GBP 0.15	GBP 45,000.00	GBP 0.15	GBP 45,000.00	Best	Bid
AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 1 - 12 months - 004 - 100	300,000	GBP 0.01	GBP					N/A	Bid
AW - Band 2 - 3 months - 005 - 100	600,000	GBP 0.01	GBP					N/A	Bid
ECO Affordable Warmth Boiler Repair			GBP					N/A	Bid
AWBR - Band 6 - 12 months - 006 - 100	4,250,000	GBP 0.01	GBP					N/A	Bid

Bidding Area

Submit Bid(s) >> | Reset | Advanced Mode | Define Proxy Rules

Lot/Item	Actions	Status	Quantity	Currency	Price Per Unit*	Reserve Price (formula)	User Rating (formula)	Min. Bid Change
Lot Name: ECO Affordable Warmth AW - Band 1 - 3 months - 001 - 100	→ →		300,000	GBP	0.15	0.15	100	0.01

Once a Bidder has submitted their opening bid they will be able to use the two buttons above:

- Take the Lead – this function sets the Price per Unit field for an item to a value that is the minimum bid increment more than the current leading bid and therefore you will be ranked 1st against that item.
- Minimum Bid Change – this function increases your current bid against an item by the minimum bid increment, i.e. £0.01 in the AW and AWBR auction, and £0.10 in CSC and CSO auction.

Bid Submission – Further Information

Take the Lead function: If this function is selected against an item, the system will place a bid that is the minimum bid increment more than the current leading bid. For example, in the AW and AWBR auction, if the Take the Lead function was selected against an item with a current leading bid of £0.14, the system will place a bid of £0.15. In the CSC and CSO auction, if the Take the Lead function is selected against an item with a current leading bid of £45.00, the system will place a bid of £45.10.

Minimum Bid Change function: If this function is selected against an item, the system will increase your bid by the minimum bid increment.

Define Proxy Bidding Rules

To set a Proxy Bid for a particular Lot you should click 'Define Proxy Rules' and click 'OK'

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots | Type: Forward Auction (English)

Contact Information: Peter Youngman | RFX Attachments (5) | RFX Messages (6) | Run Bid Report | View Bidding Rules | Print Bid History

Auction Open Time: 13/02/2014 13:34 GMT
Auction Close Time: 13/02/2014 23:59 GMT
Current Time: 13/02/2014 15:32 GMT
Status: Open

Status Area | Other Bids | Auction Remaining Time: 8hr 26m 35s | Bid Offline | Message

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	My Unit Cost	My Total Cost	Rank	
ECO Brokerage Auction Screen Shots			GBP		N/A		GBP 45,000.00	N/A	
ECO Affordable Warmth			GBP		N/A		GBP 45,000.00	N/A	
<input type="checkbox"/> AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP	GBP 0.15	GBP 45,000.00	GBP 0.15	GBP 45,000.00	Best	Bid
<input type="checkbox"/> AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP					N/A	Bid
<input type="checkbox"/> AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP					N/A	Bid
<input type="checkbox"/> AW - Band 1 - 12 months - 004 - 100	300,000	GBP 0.01	GBP					N/A	Bid
<input type="checkbox"/> AW - Band 2 - 3 months - 005 - 100								N/A	Bid
ECO Affordable Warmth Boiler Repair								N/A	Bid
<input type="checkbox"/> AWBR - Band 5 - 12 months - 006 - 100								N/A	Bid

Message from webpage

Please note that any proxy limits specified below are strictly confidential and will not be revealed to either the buyer organization or any competitors.

OK

Define Proxy Rules

Bidding Area

Lot/Item	Actions	Status	Quantity	Currency	Price Per Unit*	Reserve Price (formula)	User Reserve Price (formula)	Min Bid Change
Lot Name: ECO Affordable Warmth								
AW - Band 1 - 3 months - 001 - 100			300,000	GBP	0.15	0.15	100	0.01

Done | Internet | 100%

Define Proxy Bidding Rules

Please note that before setting up any proxy bidding rules a bid must be placed for the item you want to do this for, in the "normal" way (either by submitting a single bid or importing an 'offline' bid).

When setting up Proxy Bid rules bidders should note that if selected at "Lot" level (either Affordable Warmth, Affordable Warmth Boiler Repair, Carbon Saving Communities or Carbon Saving Obligation), the system thinks you wish to place a proxy bid on all of the items. So if you are placing a Proxy Bid against every item do so, enable them all and select "Save Proxy Set Up".

If you only wish to select a few items from within the Lot (for example, items 005 and 006 in AW), to set up Proxy bidding on them, enter the amount you wish to bid for those items and enable them (select "Yes") individually, and then on all other items in the Lot simply place the current bid you have for the item in the Proxy field (i.e. if your current highest bid for the item is 50.00 you insert 50.00 in the Proxy field). You do not have to adjust that bid and the system will not change it in any way. DO NOT select "enable" but do select "Save Proxy Set Up".

If you want to enable Proxy Bidding on a small number of items, the best way to do so is to enable at the Item level one at a time, rather than at the Commodity level.

Proxy Bidding – Further Information

A Proxy Bid will respond to bids placed by other bidders. When responding to a bid placed by another bidder, the proxy will increase your bid by an amount that is the minimum bid increment more than the bid placed by another bidder. For example, in the CSC and CSO auction, if you have a proxy ceiling of £50 and a current bid of £35.40, if another bidder places a bid of £35.50, the proxy will place a bid on your behalf of £35.60.

If there is an insufficient value left in the proxy to increase your bid by the minimum bid increment more than a bid placed by another bidder, the proxy will increase your bid by the remaining value left in the proxy **IF** this is still higher than the bid placed by the other bidder.

For example, in the CSC and COS auction, if your proxy ceiling is £50.00 and your current bid is £45.00, if another bidder places a bid of £49.99 the proxy will place a bid of £50.00 on your behalf. This is the remaining value in the proxy (£0.01) more than £49.99. This is because a bid of £50.00 meets the minimum bid increment rule of being £0.10 more than **YOUR OWN** previous bid of £45.00.

Define Proxy Bidding Rules at a Commodity level

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots
Contact Information: Peter Youngman

Type: Forward Auction (English)
Run Bid Report | Print Bid History | View Bidding Rules

Auction Open Time: 13/02/2014 13:34 GMT
Auction Close Time: 13/02/2014 23:59 GMT
Current Time: 13/02/2014 15:40 GMT
Status: Open

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	%	My Unit Cost	My Total Cost	Rank
ECO Brokerage Auction Screen Shots			GBP			N/A		GBP 45,000.00	N/A
<input checked="" type="checkbox"/> ECO Affordable Warmth			GBP			N/A		GBP 45,000.00	N/A
<input type="checkbox"/> AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP	GBP 0.15	GBP 45,000.00		GBP 0.15	GBP 45,000.00	Best
<input type="checkbox"/> AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP						N/A
<input type="checkbox"/> AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP						N/A
<input type="checkbox"/> AW - Band 1 - 12 months - 004 - 100	300,000	GBP 0.01	GBP						N/A
<input type="checkbox"/> AW - Band 2 - 3 months - 005 - 100	600,000	GBP 0.01	GBP						N/A
<input type="checkbox"/> ECO Affordable Warmth Boiler Repair			GBP						N/A
<input type="checkbox"/> AWBR - Band 5 - 12 months - 006 - 100	4,250,000	GBP 0.01	GBP						N/A

Bidding Area

Submit Bid(s) >>> | Reset | Advanced Mode | Hide Proxy Rules

Lot/Item	Actions	Status	Proxy Setup	Quantity	Currency	Price Per Unit*	Reserve Price (formula)	User Rating (formula)	Min. Bid Change		
Lot Name: ECO Affordable Warmth			<input type="button" value="Disable All"/>	Limit Applies To							
AW - Band 1 - 3 months - 001 - 100			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	0.20	Price Per Unit	300,000	GBP	0.15	0.15	100	0.01
AW - Band 1 - 3 months - 002 - 100			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	0.20	Price Per Unit	300,000	GBP	0.15	0.11	100	0.01
AW - Band 1 - 3 months - 003 - 100			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	0.20	Price Per Unit	300,000	GBP	0.15	0.12	100	0.01
AW - Band 1 - 12 months - 004 - 100			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	0.20	Price Per Unit	300,000	GBP	0.15	0.13	100	0.01
AW - Band 2 - 3 months - 005 - 100			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	0.20	Price Per Unit	600,000	GBP	0.15	0.14	100	0.01

- Input the proxy amount you require at each line level
- Select 'Enable All'
- Click 'Save Proxy Setup'

Offline Bidding

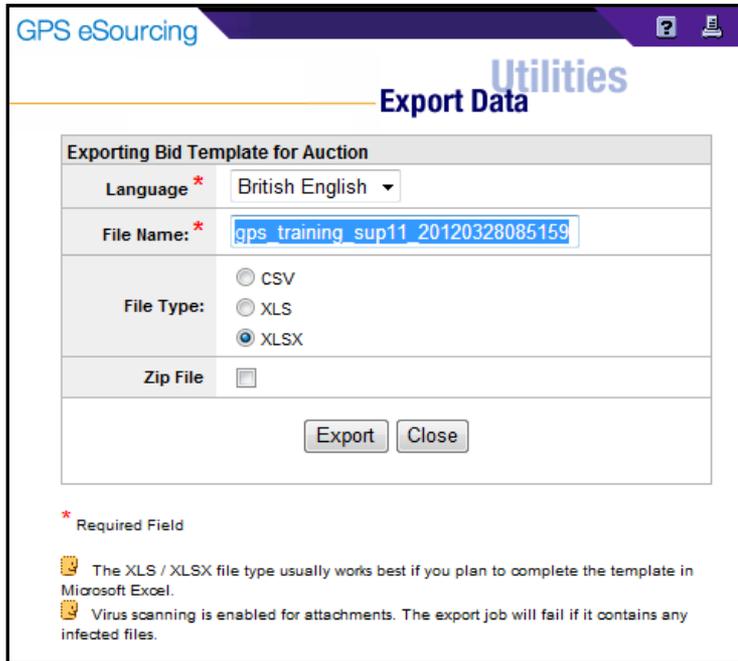
The screenshot displays the GPS eSourcing interface for an ECO Brokerage Auction. A modal dialog box titled "Bid Offline" is open, asking "What offline bidding action would you like to perform?". The "Download offline bidding template" option is selected and circled in red. The "OK" button is also circled in red. In the background, a table lists auction items with "Bid" buttons. A red circle highlights the "Bid Offline" button in the top right corner of the main interface.

Event / Lot / Item	Quantity	My Total Cost	Remaining Time	Action
ECO Affordable Warmth				
AW - Band 1 - 3 months - 001 - 100	300,000	GBP 45,000.00	N/A	Bid
AW - Band 1 - 3 months - 002 - 100	300,000	GBP 45,000.00	N/A	Bid
AW - Band 1 - 3 months - 003 - 100	300,000	GBP 45,000.00	Best	Bid
AW - Band 1 - 12 months - 004 - 100	300,000	N/A	N/A	Bid
AW - Band 2 - 3 months - 005 - 100	600,000	N/A	N/A	Bid
ECO Affordable Warmth Boiler Repair				
AWBR - Band 5 - 12 months - 006 - 100	4,250,000	N/A	N/A	Bid

Click "Bid Offline", Select "Download offline bidding template" and Click "OK"

Offline Bidding

Step 1



Exporting Bid Template for Auction

Language * British English

File Name: * gps_training_sup11_20120328085159

File Type:

CSV

XLS

XLSX

Zip File

Export Close

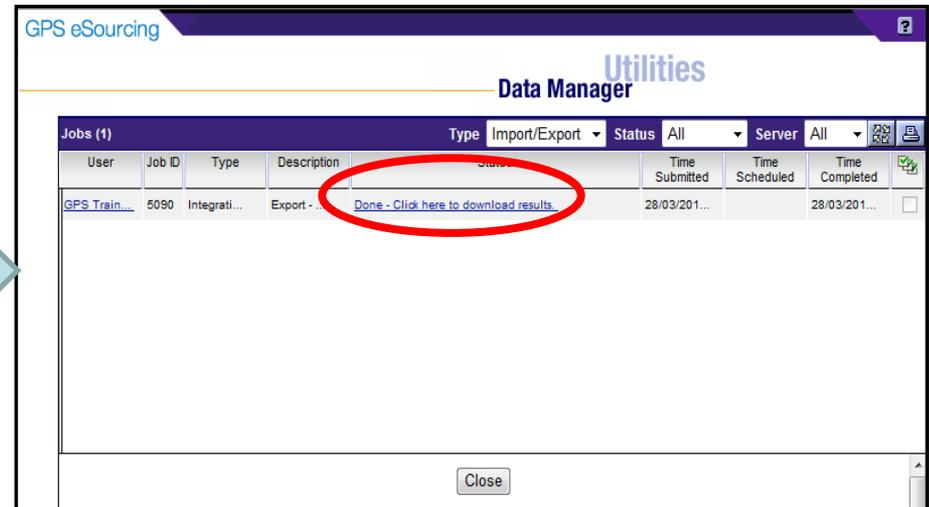
* Required Field

The XLS / XLSX file type usually works best if you plan to complete the template in Microsoft Excel.

Virus scanning is enabled for attachments. The export job will fail if it contains any infected files.

Give the file a name and choose whether to export into Excel 2007 or Excel 2003 format.

Step 2



User	Job ID	Type	Description	Status	Server	Time Submitted	Time Scheduled	Time Completed
GPS Train...	5090	Integrati...	Export - ...	Done - Click here to download results		28/03/201...		28/03/201...

Close

Click the “Done – Click here to download results” link to save the file to your machine.

Offline Bidding

1	TEMPLATE INSTRUCTIONS
2	This is a Reverse Auction offline response template and is created from the Sourcing event you chose to export from. The template is valid only for this particular event.
3	Caution: Please do not perform a cut-and-paste operation. It can result in errors when importing.
4	About the Template
5	This template is meant for Reverse Auctions. Intent of this template is to minimize errors and reduce time required for completing the event.
6	It offers better readability and distinguishes between different entities within the event.
7	Cells are frozen where it is best to do so. Insertion and deletion of rows or columns is restricted.
8	
9	The template consists of following sheets:
10	Instructions: This is the sheet you are in currently. This gives information for filling all the required information appropriately. It also
11	explains different sections of the template and its use.
12	BID_AUCTION This has all the items for this Auction. Use this sheet to place bids on items here. You may sort or filter this sheet as required.
13	You cannot add or delete rows or columns in this sheet. Leave an item row blank if you do not wish to bid for the item.
14	
15	The design of this template has been such that it allows data entry only in designated cells, keeping other cells as read only for the user. For easier
16	understanding, colored cells are not for data entry, while those in white are to be used for entering data. Depending on expected input for each cell,
17	appropriate comments are displayed. Information in comment includes the expected data type, min and max limits or allowed options. Validations
18	are done at cell level and appropriate error messages are displayed. Column where data entry is not allowed is greyed out, while others stay white if data is expected.
19	Text below details various sections of all the sheets in this template.
20	
21	Header Section
22	This section contains information about the Sourcing event with details like event name, type of event, Open/Close time, Round information
23	and Organization of the event. This section is read only.
24	
25	Currency Section
26	This section contains information about multiple currencies and their exchange rates. It displays Primary Currency and other currencies allowed
27	for the event with their exchange rates with respect to event Primary Currency. This section is visible for events which allow multiple currencies.
28	
29	Item Information and Bidding Section
30	This section displays all the items available for bidding for this event. Along with desired information, it has various fields where you should submit all the required
31	information. Cells shaded in grey are read only fields. Those shaded white are for user to enter bid information. Details of different bid fields displayed as cell
32	comments in each cell. They display field type where required, along with description of the field, min & max values.
33	



The first worksheet contains instructions on how to populate the template and re-upload

Click on the BID_AUCTION worksheet tab to enter the bids into the template.

Offline Bidding

13 Nov Carbon Test Offline Bid - Microsoft Excel

Header Section												
Organization Unique ID : Government Procurement												
RFx Name : 12 Nov ECO Carbon Test #23												
RFx Unique ID : 12 Nov ECO Carbon Test #23												
RFx Type : Forward												
Round Name :												
Item Information and Bidding Section												
Item Information												
Item Name	Item Unique ID	Lot	Description	Forecast Lot	*Band Maximum	*Contract Term	*Provider Reserve Price (£)	Action	Currency Code	Price Per Unit	Reserve Price	
CSC - Band 1 - 3 months - 5692	CSC - Band 1 - 3 months - 5692	ECO Carbon Saving Communities	CSC - Band 1 - 3 months - 5692	false	3K	3 months	0.00	New	GBP	0.13		
CSC - Band 1 - 6 months - 5693	CSC - Band 1 - 6 months - 5693	ECO Carbon Saving Communities	CSC - Band 1 - 6 months - 5693	false	3K	6 months	6.00	New	GBP	0.13		
CSC - Band 1 - 12 months - 5694	CSC - Band 1 - 12 months - 5694	ECO Carbon Saving Communities	CSC - Band 1 - 12 months - 5694	false	3K	12 months	25.00	New	GBP	0.13		
CSC - Band 1 - 12 months - 5695	CSC - Band 1 - 12 months - 5695	ECO Carbon Saving Communities	CSC - Band 1 - 12 months - 5695	false	3K	12 months	62.00	New	GBP	0.13		
CSC - Band 2 - 3 months - 5696	CSC - Band 2 - 3 months - 5696	ECO Carbon Saving Communities	CSC - Band 2 - 3 months - 5696	false	6K	3 months	67.00	New	GBP	0.13		
CSC - Band 2 - 6 months - 5697	CSC - Band 2 - 6 months - 5697	ECO Carbon Saving Communities	CSC - Band 2 - 6 months - 5697	false	6K	6 months	64.00	New	GBP	0.13		
CSC - Band 2 - 12 months - 5698	CSC - Band 2 - 12 months - 5698	ECO Carbon Saving Communities	CSC - Band 2 - 12 months - 5698	false	6K	12 months	69.00	New	GBP	0.13		
CSC - Band 2 - 12 months - 5699	CSC - Band 2 - 12 months - 5699	ECO Carbon Saving Communities	CSC - Band 2 - 12 months - 5699	false	6K	12 months	62.00	New	GBP	0.13		
CSC - Band 3 - 3 months - 5700	CSC - Band 3 - 3 months - 5700	ECO Carbon Saving Communities	CSC - Band 3 - 3 months - 5700	false	9K	3 months	66.00	New	GBP	0.13		
CSC - Band 3 - 6 months - 5701	CSC - Band 3 - 6 months - 5701	ECO Carbon Saving Communities	CSC - Band 3 - 6 months - 5701	false	9K	6 months	65.00	New	GBP	0.13		
CSC - Band 3 - 12 months - 5702	CSC - Band 3 - 12 months - 5702	ECO Carbon Saving Communities	CSC - Band 3 - 12 months - 5702	false	9K	12 months	69.00	New	GBP	0.13		
CSC - Band 3 - 12 months - 5703	CSC - Band 3 - 12 months - 5703	ECO Carbon Saving Communities	CSC - Band 3 - 12 months - 5703	false	9K	12 months	69.00	New	GBP	0.13		
CSC - Band 4 - 3 months - 5704	CSC - Band 4 - 3 months - 5704	ECO Carbon Saving Communities	CSC - Band 4 - 3 months - 5704	false	14K	3 months	69.00	New	GBP	0.13		

In the column “Provider Reserve Price (£)” you will be able to see the reserve price against every item in the auction.

Offline Bidding

13 Nov Carbon Test Offline Bid - Microsoft Excel

Header Section										Simple Bids		
Organization Unique ID : Government Procurement												
RFX Name : 12 Nov ECO Carbon Test #23										RFX Type : Forward		
RFX Unique ID : 12 Nov ECO Carbon Test #23										Round Name :		
Item Information and Bidding Section										Simple Bids		
Item Information										Bid Fields		
Item Name	Item Unique ID	Lot	Description	Forecast Lot	*Band Maximum	*Contract Term	*Provider	Receive Price (£)	Action	Currency Code	Price Per Unit	Receive Price
CSC - Band 1 - 3 months - 5692	CSC - Band 1 - 3 months - 5692	ECO Carbon Saving Communities	CSC - Band 1 - 3 months - 5692	false	3K	3 months	69.00	New		GBP	0.13	
CSC - Band 1 - 6 months - 5693	CSC - Band 1 - 6 months - 5693	ECO Carbon Saving Communities	CSC - Band 1 - 6 months - 5693	false	3K	6 months	85.50	New		GBP	0.13	
CSC - Band 1 - 12 months - 5694	CSC - Band 1 - 12 months - 5694	ECO Carbon Saving Communities	CSC - Band 1 - 12 months - 5694	false	3K	12 months	85.00	New		GBP	0.13	
CSC - Band 1 - 12 months - 5695	CSC - Band 1 - 12 months - 5695	ECO Carbon Saving Communities	CSC - Band 1 - 12 months - 5695	false	3K	12 months	62.00	New		GBP	0.13	
CSC - Band 2 - 3 months - 5696	CSC - Band 2 - 3 months - 5696	ECO Carbon Saving Communities	CSC - Band 2 - 3 months - 5696	false	6K	3 months	67.00	New		GBP	0.13	
CSC - Band 2 - 6 months - 5697	CSC - Band 2 - 6 months - 5697	ECO Carbon Saving Communities	CSC - Band 2 - 6 months - 5697	false	6K	6 months	64.00	New		GBP	0.13	
CSC - Band 2 - 12 months - 5698	CSC - Band 2 - 12 months - 5698	ECO Carbon Saving Communities	CSC - Band 2 - 12 months - 5698	false	6K	12 months	69.00	New		GBP	0.13	
CSC - Band 2 - 12 months - 5699	CSC - Band 2 - 12 months - 5699	ECO Carbon Saving Communities	CSC - Band 2 - 12 months - 5699	false	6K	12 months	62.00	New		GBP	0.13	
CSC - Band 3 - 3 months - 5700	CSC - Band 3 - 3 months - 5700	ECO Carbon Saving Communities	CSC - Band 3 - 3 months - 5700	false	10K	3 months	68.00	New		GBP	0.13	
CSC - Band 3 - 6 months - 5701	CSC - Band 3 - 6 months - 5701	ECO Carbon Saving Communities	CSC - Band 3 - 6 months - 5701	false	10K	6 months	65.00	New		GBP	0.13	
CSC - Band 3 - 12 months - 5702	CSC - Band 3 - 12 months - 5702	ECO Carbon Saving Communities	CSC - Band 3 - 12 months - 5702	false	10K	12 months	91.00	New		GBP	0.13	
CSC - Band 3 - 12 months - 5703	CSC - Band 3 - 12 months - 5703	ECO Carbon Saving Communities	CSC - Band 3 - 12 months - 5703	false	10K	12 months	61.00	New		GBP	0.13	
CSC - Band 4 - 3 months - 5704	CSC - Band 4 - 3 months - 5704	ECO Carbon Saving Communities	CSC - Band 4 - 3 months - 5704	false	14K	3 months	67.00	New		GBP	0.13	

In the column “Action” you are able to select either “New” or “No bid” against each line item.

“New” means you wish to place a new bid against a specific line item.

“No bid” means you do not wish to place a bid against a specific line item.

Please note that all line items are set to “New” as the default option. Any line items for which you do not wish to place a bid should be set to “No bid”.

Offline Bidding

13 Nov Carbon Test Offline Bid - Microsoft Excel

Header Section											
Organization Unique ID : Government Procurement											
RFx Name : 12 Nov ECO Carbon Test #23						RFx Type : Forward					
RFx Unique ID : 12 Nov ECO Carbon Test #23						Round Name :					
Item Information and Bidding Section											
Item Information											
Item Name	Item Unique ID	Lot	Description	Forecast Lot	*Band Maximum	*Contract Term	*Provider Receive Price (£)	Simple Bids Bid Fields Action	Currency Code	Price Per Unit	Receive Price
CSC - Band 1 - 3 months - 5692	CSC - Band 1 - 3 months - 5692	ECO Carbon Saving Communities	CSC - Band 1 - 3 months - 5692	false	3K	3 months	69.00	New	GBP	0.13	
CSC - Band 1 - 6 months - 5693	CSC - Band 1 - 6 months - 5693	ECO Carbon Saving Communities	CSC - Band 1 - 6 months - 5693	false	3K	6 months	65.50	New	GBP	0.13	
CSC - Band 1 - 12 months - 5694	CSC - Band 1 - 12 months - 5694	ECO Carbon Saving Communities	CSC - Band 1 - 12 months - 5694	false	3K	12 months	65.00	New	GBP	0.13	
CSC - Band 1 - 12 months - 5695	CSC - Band 1 - 12 months - 5695	ECO Carbon Saving Communities	CSC - Band 1 - 12 months - 5695	false	3K	12 months	62.00	New	GBP	0.13	
CSC - Band 2 - 3 months - 5696	CSC - Band 2 - 3 months - 5696	ECO Carbon Saving Communities	CSC - Band 2 - 3 months - 5696	false	6K	3 months	67.00	New	GBP	0.13	
CSC - Band 2 - 6 months - 5697	CSC - Band 2 - 6 months - 5697	ECO Carbon Saving Communities	CSC - Band 2 - 6 months - 5697	false	6K	6 months	64.00	New	GBP	0.13	
CSC - Band 2 - 12 months - 5698	CSC - Band 2 - 12 months - 5698	ECO Carbon Saving Communities	CSC - Band 2 - 12 months - 5698	false	6K	12 months	60.00	New	GBP	0.13	
CSC - Band 2 - 12 months - 5699	CSC - Band 2 - 12 months - 5699	ECO Carbon Saving Communities	CSC - Band 2 - 12 months - 5699	false	6K	12 months	62.00	New	GBP	0.13	
CSC - Band 3 - 3 months - 5700	CSC - Band 3 - 3 months - 5700	ECO Carbon Saving Communities	CSC - Band 3 - 3 months - 5700	false	10K	3 months	66.00	New	GBP	0.13	
CSC - Band 3 - 6 months - 5701	CSC - Band 3 - 6 months - 5701	ECO Carbon Saving Communities	CSC - Band 3 - 6 months - 5701	false	10K	6 months	65.00	New	GBP	0.13	
CSC - Band 3 - 12 months - 5702	CSC - Band 3 - 12 months - 5702	ECO Carbon Saving Communities	CSC - Band 3 - 12 months - 5702	false	10K	12 months	61.00	New	GBP	0.13	
CSC - Band 3 - 12 months - 5703	CSC - Band 3 - 12 months - 5703	ECO Carbon Saving Communities	CSC - Band 3 - 12 months - 5703	false	10K	12 months	61.00	New	GBP	0.13	
CSC - Band 4 - 3 months - 5704	CSC - Band 4 - 3 months - 5704	ECO Carbon Saving Communities	CSC - Band 4 - 3 months - 5704	false	14K	3 months	67.00	New	GBP	0.13	

- The export will contain your current bid and details of the items.
- Populate the Offline Bidding Template with the bids you wish to import.
- Bids should be inputted into the “Price Per Unit” field.

Offline Bidding

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots
Contact Information: Peter Youngman

Type: Forward Auction (English)
Run Bid Report | Print Bid History | View Bidding Rules

Auction Open Time: 13/02/2014 13:34 GMT
Auction Close Time: 13/02/2014 23:59 GMT
Current Time: 13/02/2014 15:55 GMT
Status: Open

Remaining Time: 7hr 59m 30s | Bid Offline | Message

Event / Lot / Item	Quantity	My Total Cost	Best	
ECO Brokerage Auction Screen Shots				
ECO Affordable Warmth				
<input type="checkbox"/> AW - Band 1 - 3 months - 001 - 100	300,000 GE	GBP 45,000.00	N/A	<input type="button" value="Bid"/>
<input type="checkbox"/> AW - Band 1 - 3 months - 002 - 100	300,000 GE	GBP 45,000.00	N/A	<input type="button" value="Bid"/>
<input type="checkbox"/> AW - Band 1 - 3 months - 003 - 100	300,000 GE	GBP 0.15	Best	<input type="button" value="Bid"/>
<input type="checkbox"/> AW - Band 1 - 12 months - 004 - 100	300,000 GE	N/A	N/A	<input type="button" value="Bid"/>
<input type="checkbox"/> AW - Band 2 - 3 months - 005 - 100	600,000 GE	N/A	N/A	<input type="button" value="Bid"/>
ECO Affordable Warmth Boiler Repair				
<input type="checkbox"/> AWBR - Band 6 - 12 months - 006 - 100	4,250,000 GE	N/A	N/A	<input type="button" value="Bid"/>

To place bids, select 'Bid' next to the lot/item for which you'd like to place a bid.

What offline bidding action would you like to perform?

- Import Bids
- Download offline bidding template
 - Do not export Item Definition Fields
 - Export line item information to view when creating offline bids (NOTE: Line item export is for informational purposes only and can not be used for importing bids)

Download offline bidding template option also exports any additional item definition fields that were used to define an item.
Check 'Do not export Item Definition Fields' if you do not want to export additional item information. This reduces number of columns in the exported template.

To upload the bids you have entered within the Offline Bid Sheet you should:

-Click on 'Bid Offline' then select 'Import Bids' and 'OK'

- In the next window Click 'Browse' and then locate the file that you saved and select 'Import'

https://ukgps-sandbox.emptoris.com/?TYPE_FILTER=0 - Government Procurement Service eSourcing - Windows Internet Explorer

GPS eSourcing

Utilities
Data Manager

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed
Supplier08, A...	67630	Integration Frame	Import - Bids/Responses - g...	Done	10/01/2013 11...		10/01/2013 11...
Supplier08, A...	67620	Integration Frame...	Export - RFX - gps_auction_...	Done - Click here to download results.	10/01/2013 11...		10/01/2013 11...
Supplier08, A...	67590	Integration Frame...	Export - RFX - gps_auction_...	Done - Click here to download results.	10/01/2013 11...		10/01/2013 11...

NB: Check that the bid sheet has successfully uploaded.

The upload has been successful if the status shows 'Done' (as above).

A 'Failed' status would provide details of the errors contained within the upload which you would have to review and revise before repeating the upload.

Close

Your import or export may take several minutes, or longer to process, depending on the level of activity in the system. You can always check the status of your import later by accessing this screen through the Utilities > Import/Export > Data Manager menu option.

A status of "Done" indicates that your export or import was successful. If you are exporting, right click the link and select "Save Target As..." to save the file. If your import status shows "Failed", click on the status link to see the error log. You will need to edit your file and resubmit the import.

Priority of the job can be set up to a value from 1 (low priority) to 100 (high priority). The job with higher priority has higher probability of running before a job having lower priority value. Another factor of determination of the sequence of the execution of jobs is the period of waiting in the queue for every job.

11:50
10/01/2013

Sending a message during a Live eAuction

To send a message click on 'Message', a new screen will open which looks like an email envelope, select 'All Hosts', compose your message and click 'send'.

The screenshot displays the GPS eSourcing interface during a live auction. The main window shows the auction details for 'ECO Brokerage Auction Screen Shots'. A 'Message' button in the top right corner is circled in red. A dialog box titled 'Auction Messages' is open, showing a 'Select Contacts' list with 'All Hosts' selected and circled in red. The 'Compose Message' area has a 'Send' button circled in red. The background shows a table of auction items with a 'Bid' button circled in red.

Event / Lot / Item	Total Cost	Rank	Action
ECO Brokerage Auction Screen Shots	GBP 45,000.00	N/A	
ECO Affordable Warmth	GBP 45,000.00	N/A	Bid
AW - Band 1 - 3 months - 001 - 100	GBP 45,000.00	Best	Bid
AW - Band 1 - 3 months - 002 - 100			Bid
AW - Band 1 - 3 months - 003 - 100			Bid
AW - Band 1 - 12 months - 004 - 100			Bid
AW - Band 2 - 3 months - 005 - 100			Bid
ECO Affordable Warmth Boiler Repair			Bid
AWBR - Band 5 - 12 months - 006 - 100			Bid

Lot/Item	Price (a)	User Rating (formula)	Min. Bid Change
Lot Name: ECO Affordable Warmth		100	0.01
AW - Band 1 - 3 months - 001 - 100			0.01
AW - Band 1 - 3 months - 002 - 100			0.01
AW - Band 1 - 3 months - 003 - 100			0.01
AW - Band 1 - 12 months - 004 - 100	300,000	GBP	0.01
AW - Band 2 - 3 months - 005 - 100	600,000	GBP	0.01

eAuction – Final screen

GPS eSourcing | My Profile | Bids | Messages | Utilities

RFx(s) > ECO Brokerage Auction Scr...

Description: ECO Brokerage Auction Screen Shots
 Contact Information: Peter Youngman
 RFX Attachments (6)
 RFX Messages (7)

Type: Forward Auction (English)
 Run Bid Report
 Print Bid History

Auction Remaining Time: N/A
 Auction Close Time: 13/02/2014 13:34 GMT
 Current Time: 13/02/2014 16:12 GMT
 Status: Closed

Event / Lot / Item	Quantity	Min. Bid Change	Currency	Best Bid Unit Cost	Best Bid	Unit Cost	My Total Cost	Rank
ECO Brokerage Auction Screen Shots			GBP		N/A		GBP 308,000.00	N/A
ECO Affordable Warmth			GBP		N/A		GBP 308,000.00	N/A
AW - Band 1 - 3 months - 001 - 100	300,000	GBP 0.01	GBP	GBP 0.17	GBP 51,000.00	GBP 0.17	GBP 51,000.00	Best
AW - Band 1 - 3 months - 002 - 100	300,000	GBP 0.01	GBP	GBP 0.17	GBP 51,000.00	GBP 0.17	GBP 51,000.00	Best
AW - Band 1 - 3 months - 003 - 100	300,000	GBP 0.01	GBP	GBP 0.17	GBP 51,000.00	GBP 0.17	GBP 51,000.00	Best
AW - Band 1 - 12 months - 004 - 100	300,000	GBP 0.01	GBP	GBP 0.17	GBP 51,000.00	GBP 0.17	GBP 51,000.00	Best
AW - Band 2 - 3 months - 005 - 100	600,000	GBP 0.01	GBP	GBP 0.17	GBP 102,000.00	GBP 0.17	GBP 102,000.00	Best
ECO Affordable Warmth Boiler Repair			GBP					N/A
AWBR - Band 5 - 12 months - 006 - 100	4,250,000	GBP 0.01	GBP					N/A

Bids cannot be placed as the auction is currently closed.

eAuction Status is 'Closed' and Auction Remaining Time shows N/A

When the auction has closed – you can download bid reports and bid histories for your records.

Reporting Technical Difficulties

Should any participant experience any technical difficulties during the eAuction, it is essential that they report the problem immediately.

In the first instance contact should be via the messaging facility, if network connectivity is lost please call **0151 672 2046**. Please note that this number will **only** be available during the hours of the Live eAuction.

Post Auction

When the auction has ended, you can view all of your final bids by clicking on **‘Print Bid History’**

Within this Bid History an ‘Invalid Bid’ is one that doesn’t meet the bid criteria, for example, a bid that did not meet the Minimum Bid Change.

In your ‘Bid History’ or on the ‘Other Bids’ tab, a ‘Cancelled’ bid is one that has been superseded by a higher ‘Valid’ bid.

Reporting

The screenshot shows the GPS eSourcing interface. At the top, there is a navigation bar with 'My Profile', 'Bids', 'Messages', and 'Utilities'. Below this, the main area displays 'RFx(s) > ECO Brokerage Auction Scr...'. A 'Run Bid Report' button is circled in red. To the right, a status box indicates 'Status: Closed' and provides auction dates and times. Below the main area, a table lists various items with columns for 'Cost', 'My Total Cost', and 'Rank'. A dialog box titled 'Edit Report Parameters' is open, showing options for 'Type of Bids', 'RFX Selection', 'Items', 'Attribute Type', 'Report View Type', and 'Paper Size'. The 'Attribute Type' dropdown is circled in red, showing options like 'Band (item attr)', 'Band Maximum (item attr)', 'Contract Term (item attr)', and 'Provider Reserve Price (£) (item attr)'. The 'OK' button at the bottom of the dialog is also circled in red.

- To download your Bid Report after the eAuction has concluded click 'Run Bid Report'
- Select parameters to be included within the report
- Click 'OK'

Reporting

Government Procurement Service eSourcing - Windows Internet Explorer
https://ukgps-sandbox.emptoris.com/e1/frames_job_list.jsp?is_request_from_report_link=true&TYPE_FILTER=3

GPS eSourcing

Utilities
Data Manager

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed	
Supplier01_Auction	110040	Reporting Job	SupplierBidSummary	Done - Click here to download results.	13/02/2014 16:16:56		13/02/2014 16:16:57	<input type="checkbox"/>

Close

Your import or export may take several minutes, or longer to process, depending on the level of activity in the system. You can always check the status of your import later by accessing this screen through the Utilities > Import/Export > Data Manager menu option.

A status of "Done" indicates that your export or import was successful. If you are exporting, right click the link and select "Save Target As..." to save the file. If your import status shows "Failed", click on the status link to see the error log. You will need to edit your file and resubmit the import.

Priority of the job can be set up to a value from 1 (low priority) to 100 (high priority). The job with higher priority has higher probability of running before a job having lower priority value. Another factor of determination of the sequence of the execution of jobs is the period of waiting in the queue for every job.

start | Internet | 100% | 16:17

- Select "Done – Click here to download results"

Reporting

The screenshot shows an Excel spreadsheet titled 'supplierbidSummaryReport[1] [Compatibility Mode] - Microsoft Excel'. The report content is as follows:

Supplier Bid Summary

Run By	Auction Supplier08
Report Date	21/12/2012 12:08:39
RFx Name	ECO Brokerage - GDP Offering Collection DECC Test
RFx Unique ID	ECO Brokerage - GDP Offering Collection DECC Test
RFx Type	RFQ
RFx Status	Open
Primary Currency	GBP
RFx Open Date	21/12/2012 12:06:13
RFx Close Date	21/12/2012 13:00:00
TimeZone	GMT

Category	Lot Name	Item Name	Unique Id	Minimum Desired Quantity	Contact Name for Provider	email for provider
Energy Management Services	ECO Brokerage	ECO Lot Submission	ECO Lot Submission	1	Cathal	cathal@catha.com
Energy Management Services	ECO Brokerage	ECO Lot Submission	ECO Lot Submission	1	CJPMS	cjpms@mcsweeney
Energy Management Services	ECO Brokerage	ECO Lot Submission	ECO Lot Submission	1	McSweeney	mcsweeney@mcsweeney

Currency Information		
Bid Currency	Primary Currency	Exchange Rate
1 GBP	GBP	1.0

The report will be downloaded in the selected file format for you to review and save for your records.

Bid Confirm Letters

Following the conclusion of the eAuction Bidders and Green Deal Providers will be informed of the successful matches and the bid value.

Bid Confirm letters will only be issued by the Crown Commercial Service for those Lots where the reserve price has been met or exceeded (an example letter is provided to the right).

Within the letter are instructions for their completion and the terms for the delivery and payment of the ECO purchased.

ECO Brokerage	
BID CONFIRM LETTER	
Date:	
Seller:	
To:	
Attention:	
Facsimile Number:	
Buyer:	
To:	
Attention:	
Facsimile Number:	
From:	ECO Brokerage Platform
Re:	Conclusion of Auction
Auction Platform Provider Reference Number:	
Dear Sir/Madam:	
<p>This Bid Confirm Letter evidences the terms of the binding agreement between the Seller and the Buyer as named below, which transaction was completed on the Auction Platform pursuant to the Terms and Conditions of the Auction Platform (the "Binding Auction"). This Bid Confirm Letter is subject to, supplements and forms an integral part of the Standard Bilateral Off-take Contract annexed to this Bid Confirm Letter entered into by signing this Bid Confirm Letter (together the "Agreement").</p> <p>The terms set out in this Bid Confirm Letter supersede or other written communication with respect to the Binding Auction described below and evidence a complete binding agreement between the Seller and Buyer as to the terms of the Binding Auction described below. In the event of any inconsistency between the Agreement and this Bid Confirm Letter, this Bid Confirm Letter will prevail.</p>	
Buyer's legal name:	("Buyer")
Buyer's Notice address and contact person:	
Seller's legal name	("Seller")
Seller's notice address and contact person	
Date of successful auction close:	

Questions

If you have any questions about the ECO Brokerage Platform please contact: eAuctionsecobrokerage@ccs.gsi.gov.uk

If you have any questions about ECO Brokerage Policy please contact: ecobrokerage@decc.gsi.gov.uk