

CPD CONSTRUCTION DIVISION & CPD HEALTH PROJECTS DIVISION

SUPPLIER UPDATE:

LAUNCH OF NEW SUPPLIER PROFILE CERTIFICATES ON eTendersNI

CPD Construction Centres of Procurement Expertise (CoPEs) have now implemented the use of Supplier profile Certificates (SPCs) on the eTendersNI system.

Q Why has CPD introduced Supplier Profile Certificates?

A The eTendersNI system has been designed to make submitting a tender as simple as possible for suppliers. One of the key facilities now included in the eTendersNI system is the facility to save 'routine' information such as company details, insurances and health and safety information. This information is held on eTendersNI using 'Supplier Profile Certificates'.

Q What are Supplier Profile Certificates and how can we find them?

A The introduction of SPCs on the eTendersNI system will save suppliers having to supply the same 'routine' information for each procurement competition. This is done by storing the 'routine' information of your supplier profile in the eTendersNI system. This means that information such as your Insurance details and Health and Safety certificates does not need to be re-entered each time you complete a Call for Tender (CfT) submission. A number of new or updated Supplier Profile Certificates are now available for suppliers to complete on the eTendersNI system. These take account of the revision to PAS91:2017 and the Construction Design and Management Regulation 2016.

When you log into eTendersNI SPCs can be accessed through the '**EO management**' link on the left hand side of the eTendersNI home screen, and then by selecting '**e-Attestations**'. To access new or updated SPCs, select 'add new certificate' (at the bottom of the page)

Q Which Supplier Profile Certificates are used for Construction Works and Construction Services Procurements?

A Different CoPEs and different procurements will require different Supplier Profile Certificates to be completed. The full list of SPCs that are available for CPD Construction Division and CPD Health Projects Division are listed in the table below. These may be used in procurements for both Construction Works and Construction Services in procurements above and below the relevant EU thresholds.

Q When should I complete my SPCs?

SPCs are not linked to any particular Call for Tender (CfT). At the time each competition closes, the eTendersNI system will automatically import your SPCs that are relevant to that competition and attach them to the other parts of your submission.

Each procurement will tell you the particular SPCs and version numbers that are required. A list of current Supplier Profile Certificates is provided in the table below for general guidance and from time to time this will be subject to change. Suppliers should now complete the SPCs that are applicable to them.

For Supplier Profile Certificates B3 and B4 please read the Advisory Note on Supplier Profile Certificates on the eTendersNI website under '**Information, Public Procurement Policy**'. This sets out additional information and provides the criteria for the completion of supplier profile certificates B3 and B4.

Q Will CPD or eTendersNI remind me when the information in my SPCs need updated?

A No.

It is your responsibility to complete your certificates, keep them up to date and use the correct version. CPD will assess the information contained in your completed SPCs during the assessment of each competition. If the information in your SPCs is out of date or does not comply with the requirements for the particular CfT, then you may be afforded the opportunity to clarify your submission. However your CfT submission may be excluded at the eligibility stage.

If you are a construction company you should start to complete your Supplier Profile Certificates immediately and make sure that they are kept up to date.

Q Will I still get notified of CfTs that I may be interested in?

A Yes

eTendersNI will automatically send email alerts for all published tenders to all firms, provided your firm has saved the relevant procurement categories or Contracting Authority organisation to your profile.

You can do this through the '**EO management**' link on the left of the home screen, and then selecting '**Edit CPV codes** or under Log in – '**Edit Profile**' and in the **CAs of Interest** box you can add your choice of Contracting Authorities and click on 'save'.

Q How does the introduction of SPCs affect the CPD Health Projects Register of Contractors?

A Provided your firm has saved the relevant procurement category to your profile, eTendersNI will automatically send email alerts for all published health sector tenders to all firms on the CPD Health Projects Register of Contractors.

You can save the relevant procurement category to your profile through the '**EO management**' link on the left of the home screen, and then selecting 'Edit CPV codes'. All firms on the CPD Health Projects Register of Contractors must include the following CPV code:

Ref	Core Certificate
45215140	Hospital Facilities Construction Work

If you are a construction company on the CPD Health Projects Register of Contractors, you should include this information on your profile immediately.

Q Where can I get additional information?

A Additional information on the eAttestation (Certificates) process is available within the eTendersNI system:-

- In the eTendersNI screen under the title '**Suppliers New to eTendersNI**' click the link to download the supplier '**user manual**'.
- Look for the title '**User manual for EO end-users.pdf**' and then click on the attachment "**User manual for EO end-users.pdf**" see section on eAttestation (Certificates).
- You can also search for the title '**Fill in an eAttestation Certificate**' and then click on the attachment '**EPPS0915 – Fill in an eAttestation certificate.pdf**' this will provide additional information.

If you have any queries about supplier profile certificates or this process, contact either

CPD Construction Division by telephone on 028 9081 6555 or email ProcurementOperations.cpd@finance-ni.gov.uk or

CPD Health Projects by telephone on 028 9052 3837 or email eTendersNI.healthprojects@finance-ni.gov.uk

Ref	Core Certificate	Version Number	Works or Services?
A1	SUPPLIER IDENTITY, KEY ROLES AND CONTACT INFORMATION (2017)	V0.1	Both
B1	INSURANCE INFORMATION (2017)	V0.1	Both
B2	EQUAL OPPORTUNITY AND DIVERSITY POLICY AND CAPABILITY (2017)	V0.1	Both
B3	PUBLIC SECTOR - MANDATORY EXCLUSION [A](2017) –Above EU Threshold	V0.1	Both
B4	PUBLIC SECTOR - DISCRETIONARY EXCLUSION [A] (2017) –Above EU Threshold	V0.1	Both
B3	PUBLIC SECTOR - MANDATORY EXCLUSION [B] (2017) –Below EU Threshold		Both
B4	PUBLIC SECTOR - DISCRETIONARY EXCLUSION [B] (2017)-Below EU Threshold		Both
C1	HEALTH AND SAFETY POLICY AND CAPABILITY (2017)	V0.1	Both
C1A	HEALTH AND SAFETY - CONTRACTOR (2017)	V0.1	Works
C1B	HEALTH AND SAFETY - DESIGNERS ONLY (2017)	V0.1	Services
C1C	HEALTH AND SAFETY - PRINCIPAL DESIGNER ONLY (2017)	V0.1	Services
C2	ENVIRONMENTAL MANAGEMENT POLICY AND CAPABILITY (2017)	V0.1	Works