

**PCS-Tender**

**Find and Express Interest in an ITT / PQQ –  
Guide for Suppliers**

**Version 1.0 August 2023**

The following guide will take a Supplier through the process for finding and registering interest in an ITT or PQQ in the PCS-Tender System.

If a contracting authority is using the PCS-Tender System to carry out their tender exercise this will be indicated at the top of the published Contract Notice on the Public Contracts Scotland (PCS) advertising portal. The Contract Notice will contain details of the relevant Project reference number. This is used to search for the tender documents within PCS-Tender when registered and logged into the system. An example of the Contract Notice information within PCS can be seen below.

## View Notice

Home > View Notice

### PCS-Tender

**NOTE: The buyer is using PCS-Tender to carry out this procurement process. Please note this is a separate website and if you are not already registered, you will be required to do so.**

Please visit the [PCS-Tender website](#) to express your interest in this Notice and access the tender documentation. Please search for Project Code [redacted] under ITTs Open to All Suppliers and use the Search/Filter function, then the Project Code from the dropdown list. Please note that once you have expressed interest in the ITT it will move to your My ITTs area.

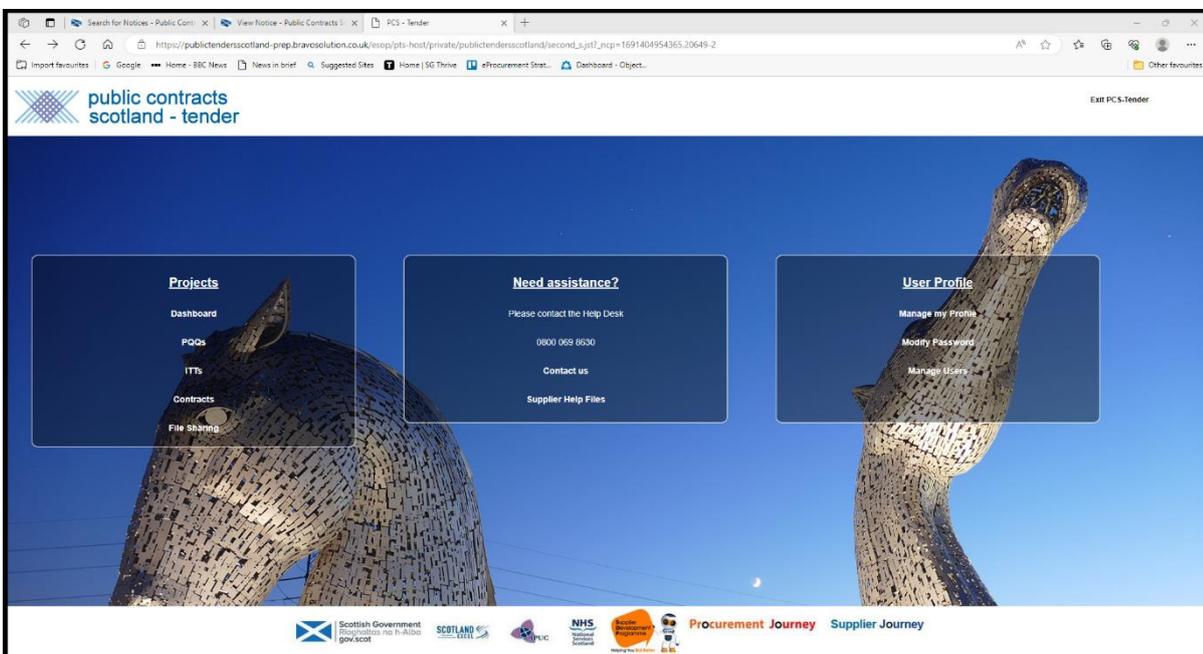
If you have already registered on Public Contracts Scotland and PCS-Tender and paired your accounts you can access PCS-Tender through your [Public Contracts Scotland Control Panel](#).

For further information on using PCS-Tender, please read the [Supplier Response Guide PDF](#).

Please follow the steps below to find an ITT or PQQ within PCS-Tender.

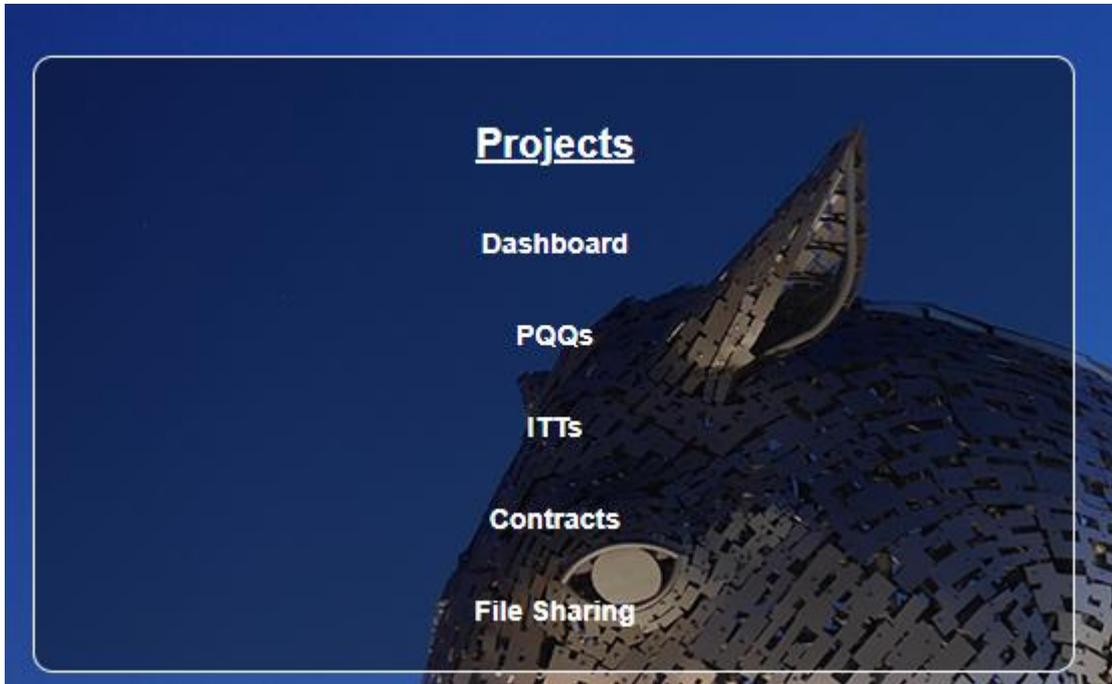
### Step One

Login to PCS-T. You will be taken to the Supplier Homepage

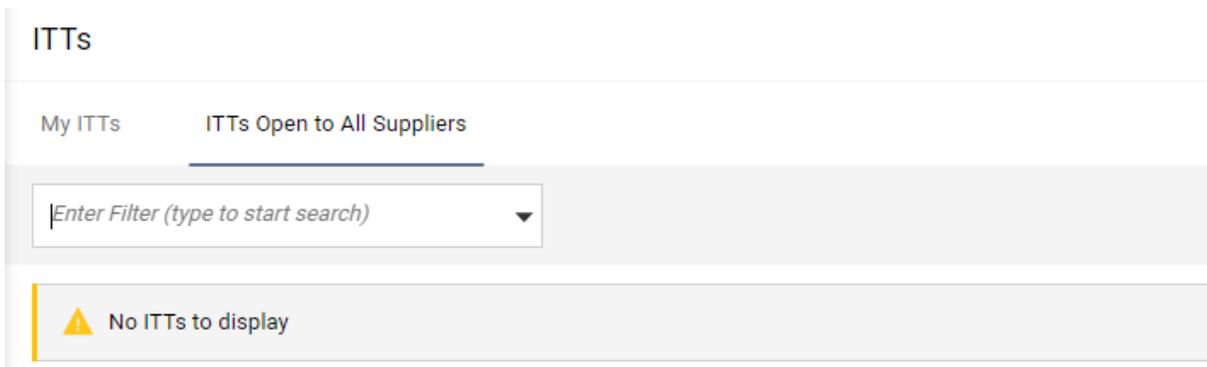


## Step Two

Within the Projects area, click on the ITTs (or PQQs if searching for a PQQ) heading.



You will then be taken to the ITTs (or PQQs) Open to All Suppliers tab.

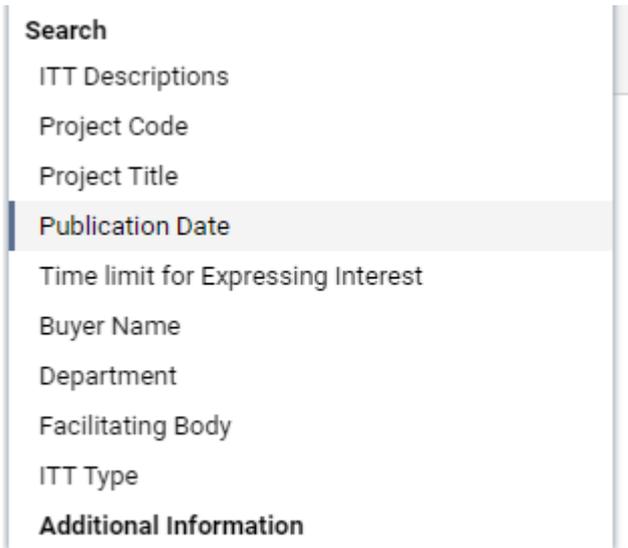


**Please Note: The My ITTs (or PQQs) tab will allow you to access any ITTs (or PQQs) that you have been directly invited to or expressed an interest in.**

### Step Three

Within the ITTs (or PQQs) Open to All Suppliers Tab you will see the Enter Filter Option.

- Click on the down arrow within this box. You will be presented with the following options.
- Click and select the Project Code.



### Step Four

Within the Value Tab, enter the Project Code. This will be found in the advert within the Public Contract Scotland (PCS) system.



Then select the Search option.

### Step Five

You will then be presented with the relevant ITT (or PQQ). This can be accessed by clicking on the line under ITT (or PQQ) Code or title.



A screenshot of a table showing search results. The table has a header row with columns: ITT CODE, ITT TITLE, PROJECT CODE, TIME LIMIT FOR EXPRESSING INTEREST, ITT STATUS, and FACILITATING BODY. The first row of data shows: 1, itt\_3335, JA23.2 Test (1), project\_2895, 14/08/2023 12:00, Running, and PCS-Tender (PREP).

	ITT CODE	ITT TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST	ITT STATUS	FACILITATING BODY
1	itt_3335	JA23.2 Test (1)	project_2895	14/08/2023 12:00	Running	PCS-Tender (PREP)

## Step Six

At this stage you will have the option to Express Your Interest in the tender opportunity. You can Express Interest by clicking on the Express Interest button on the top right-hand side of the screen.



## Step Seven

Once you have selected and Expressed Interest, please follow the Supplier Response Guide.

The Supplier Response Guide can be found within the Supplier Attachments area of the ITT / PQQ or within the Supplier Help Files in the Need Assistance section on your PCS-Tender dashboard.

