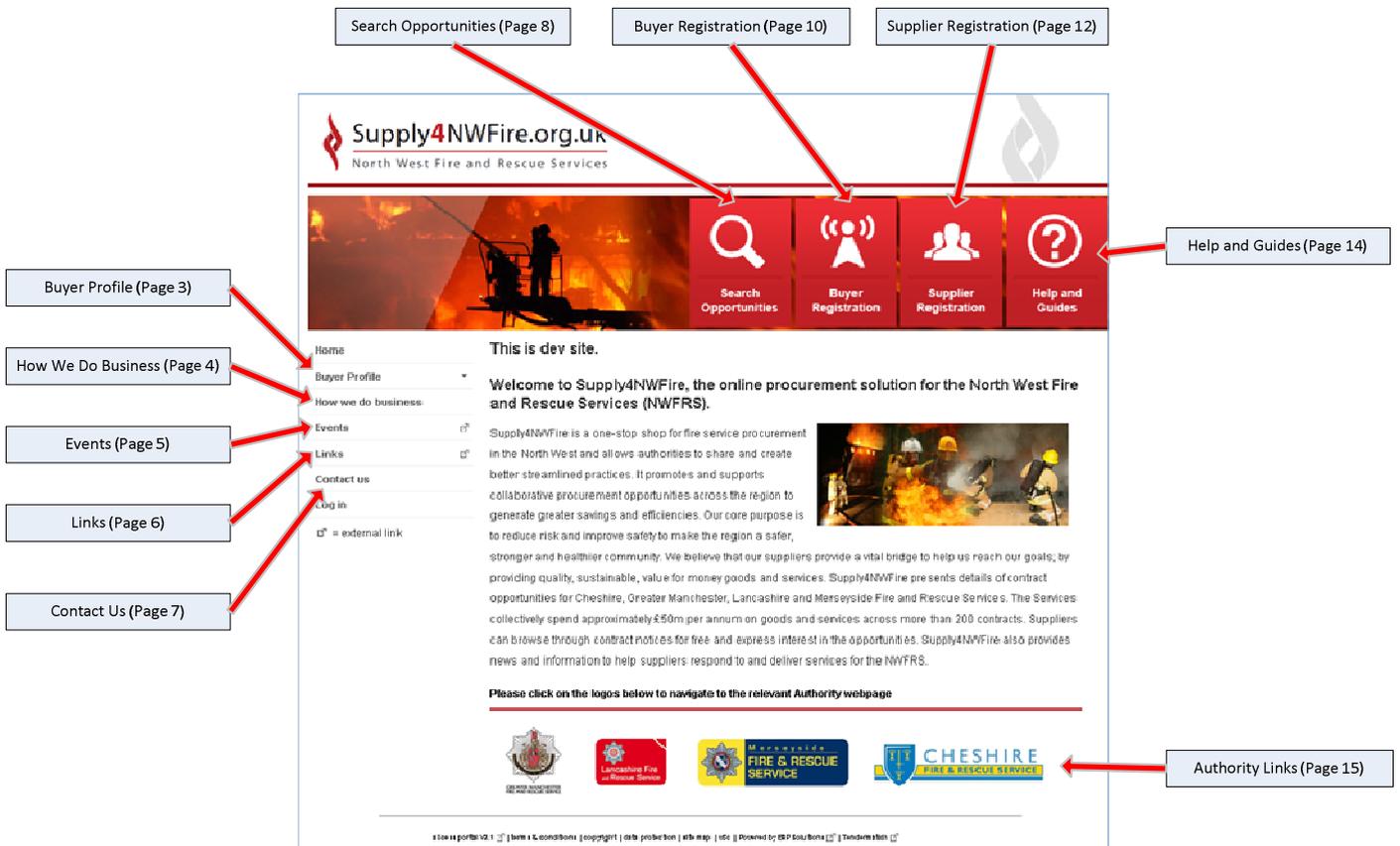


Supply4NWFire User Guide

www.supply4nwfire.org.uk

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Supply4NWFire.org.uk
North West Fire and Rescue Services

Buyer Profile

Introduction | Organisation Details | Contact(s) Detail
Purchase Plans | Future Tenders/Planned Procurements |
Current Tenders/Current Procurements
Past Tenders/Awarded Procurements | Other Information

Introduction [top](#)

Welcome to North West Fire and Rescue Services on Delta.

This 'Buyer Profile' and the 'How We Do Business' section have been compiled to assist potential suppliers, contractors and consultants who wish to do business with us.

Follow the relevant links at the bottom of the Supply4NWFire homepage to browse our corporate sites.

Follow the 'Search Opportunities' link to browse our current list of opportunities.

Suppliers can register online via the 'Supplier Registration' tab to receive email updates on opportunities that match their capabilities. Registering your interest online at www.supply4NWFire.org.uk enables suppliers and buyers to fast track the procurement process and greatly reduce tendering costs.

Guides and a FAQ section are available to make www.supply4NWFire.org.uk as user friendly as possible.

Explore the navigation bars on the left and above to find your way around the site and see what else it has to offer.

Organisation Details [top](#)

Organisation Name:

North West Fire and Rescue Service
Cheshire Fire & Rescue Service
Headquarters, Sadler Rd, Winsford
Cheshire, CW7 2FQ
TEL: 01606 868700

Greater Manchester Fire and Rescue Service
Headquarters
146 Bolton Road
Swinton, Manchester
M27 8US
0161 736 5866

Address:

Lancashire Fire and Rescue Service
Headquarters
Garstang Road
Fulwood

- An introduction to the North West Fire and Rescue Services, as well as providing the relevant contact point for every associated fire and rescue authority.
- This section also contains details about the purchasing practices of the buyers, as well as a selection of products that the North West Fire and Rescue Services commonly purchase.
- The Buyer Profile also displays contract opportunities that have been advertised by the North West Fire and Rescue Services, along with current notices that have been published.

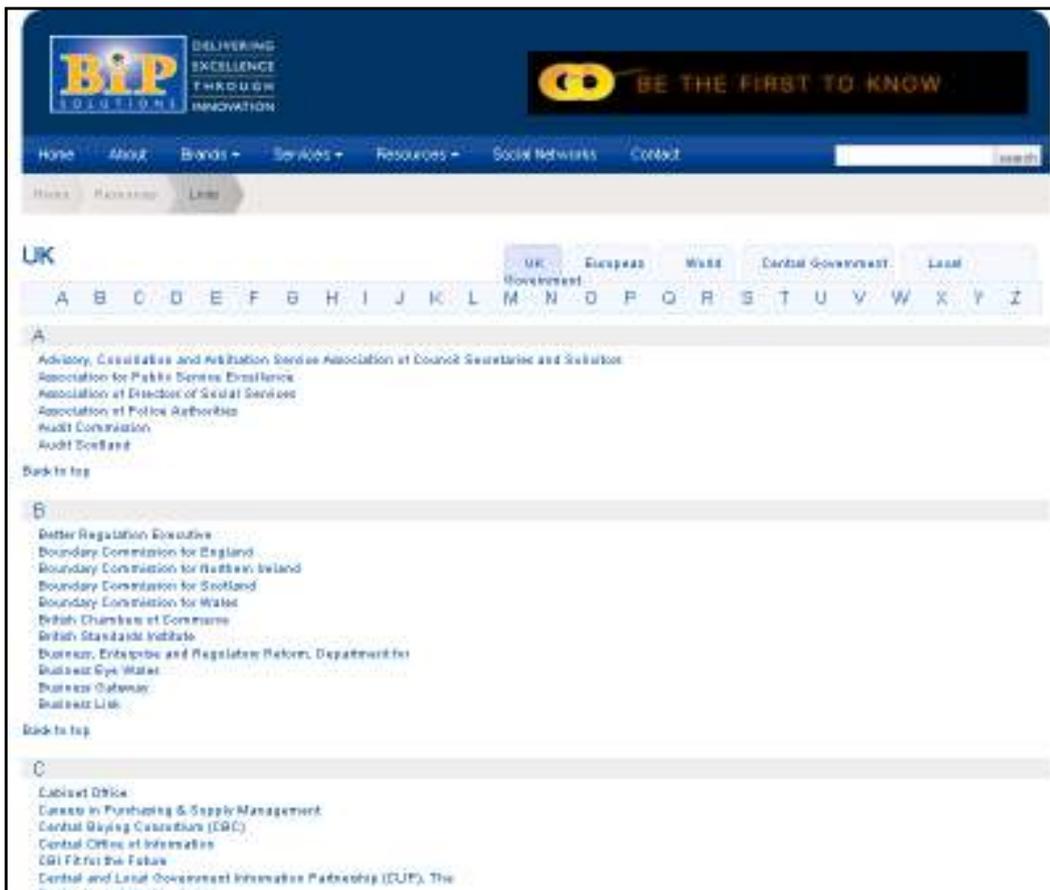
The screenshot displays the Supply4NWFire.org.uk website. The header includes the logo and the text 'Supply4NWFire.org.uk North West Fire and Rescue Services'. A navigation bar contains icons for Search Opportunities, Buyer Registration, Supplier Registration, and Help and Guides. The main content area is titled 'How we do business' and features a sidebar with a dropdown menu where 'How we do business' is selected. The main text under 'Introduction' states that the NWFRS is made up of Cheshire, Greater Manchester, Lancashire and Merseyside Fire and Rescue Services, spending approximately £50m per annum on goods and services across more than 200 contracts. It provides a URL for the Buyer Profile. The 'What do we purchase?' section lists various categories such as IT supplies, uniform, PPE, equipment, vehicles, cleaning, maintenance, travel, consultancy, training, estate services, stationery, print, furniture, and HR services. The 'How do we find suppliers?' section mentions selecting suppliers from existing framework agreements like the Government Procurement Service.

- Additional guidance for suppliers that more specifically details how the North West Fire and Rescue Services interacts with suppliers. Also outlined, is more information about evaluating submitted Tender bids and selecting suitable suppliers.
- General North West Fire and Rescue Services terms and conditions are also provided in this section of the site.

The screenshot shows the BIP Solutions website. The header includes the BIP logo with the tagline 'DELIVERING EXCELLENCE THROUGH INNOVATION'. A navigation menu contains links for Home, About, Events, Services, Resources, Social Networks, and Contact. A search bar is located on the right. Below the navigation, a breadcrumb trail reads 'Home > Services > Conferences and Events'. The main content area is titled 'From procurement workshops to national conferences and exhibitions'. It features a paragraph about BIP's role as a market leader, followed by a list of services: Conferences, Exhibitions, Awards, Events Diary, and Event Management. A 'View' button is visible on the right side of the page.

- Details of relevant events, such as procurement workshops and exhibitions that may be of benefit to a supplier wishing to engage with the North West Fire and Rescue Services.
- This section is provided by BIP Solutions Limited www.bipcorporate.com

Links



- Web-links for relevant UK Public Sector bodies.
- This section is provided by BIP Solutions Limited www.bipcorporate.com

The screenshot shows the Supply4NWFire.org.uk website. The header includes the logo and navigation icons for Search Opportunities, Buyer Registration, Supplier Registration, and Help and Guides. The main content area is titled 'Contact us' and lists contact details for three member authorities: Cheshire FRS, Greater Manchester FRS, Lancashire FRS, and Merseyside FRS. The 'Contact us' link in the left-hand menu is highlighted with a red box.

Supply4NWFire.org.uk
North West Fire and Rescue Services

Search Opportunities | Buyer Registration | Supplier Registration | Help and Guides

Home | Contact us

Buyer Profile | North West Fire and Rescue Services

How we do business

Events | Heads of Procurement

Links |

Contact us | Cheshire FRS - Tim Broughton; broughton@cheshirefire.gov.uk

Log in | Greater Manchester FRS - David Merridale; merridaled@manchesterfire.gov.uk

☞ = external link

Lancashire FRS - Angella Hague; angelahague@lancsfireandrescue.org.uk

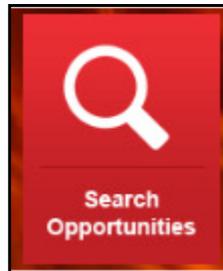
Merseyside FRS - Sharon Matthews; sharonmatthews@merseyfire.gov.uk

supply4nwfire.org.uk | Terms & Conditions | Copyright | Data Protection | Site Map | Site | Powered by: CIP Solutions | Tindematch

- The 'Contact Us' section provides contact details for the Head of Procurement within each of the member authorities of the North West Fire and Rescue Services procurement portal www.supply4nwfire.org.uk.

Search Opportunities

- 1) Click on the 'Search Opportunities' action button

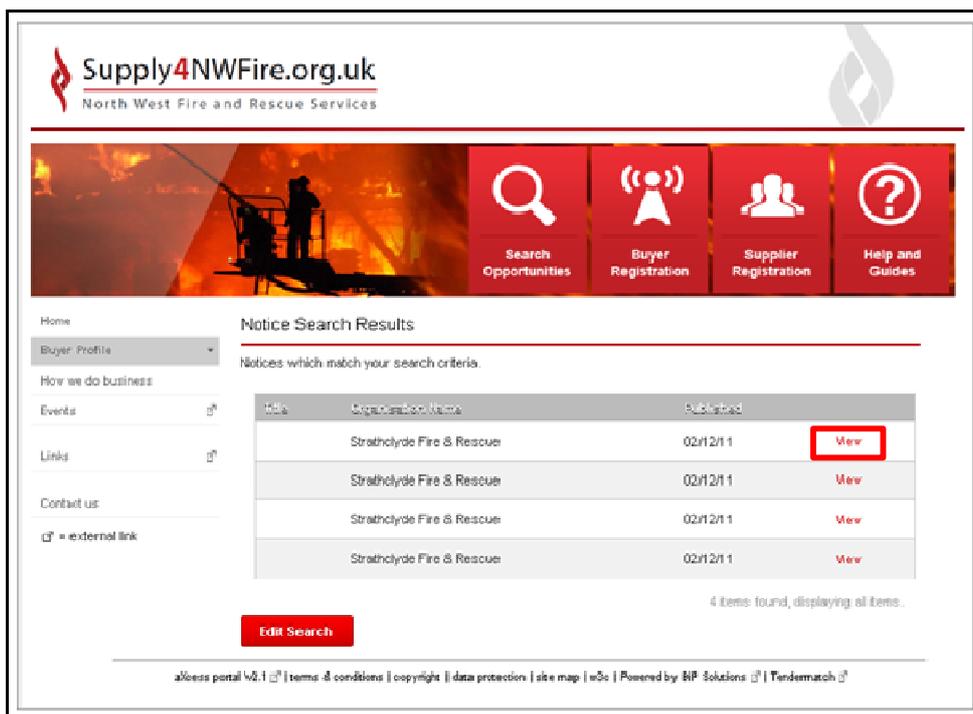


- 2) Enter the appropriate search criteria

- Keyword
- Date Range
- Organisation (apply filter to see only opportunities posted by the selected authority)

The screenshot shows the website header with the logo "Supply4NWFire.org.uk" and "North West Fire and Rescue Services". Below the header is a navigation bar with four red buttons: "Search Opportunities" (magnifying glass icon), "Buyer Registration" (person with signal waves icon), "Supplier Registration" (three people icon), and "Help and Guides" (question mark icon). The main content area is titled "Notice Search" and includes a sub-header "You can use this search facility to find notices published by this consortium." On the left, there are navigation links: "Home", "Buyer Profile", "How we do business", "Events", "Links", "Contact us", and "External links". The search form contains fields for "Keywords", "Start Date", and "End Date". Below these is a "Organisations" filter with a row of letters from A to Z. A message states "Nothing matched your filter, please click another letter". A red "Search" button is at the bottom of the form. At the very bottom of the page, there is a footer with links for "access portal", "terms & conditions", "copyright", "data protection", "site map", "us", "Powered by RP Software", and "Tenderdesk".

- View the results of the search and select “View” to see the full notice text

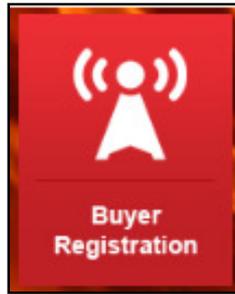


- To respond to the notice, log-in using the access point provided at the foot of the notice text, or if you are not a registered supplier, please select the “Supplier Registration” button at the top of the screen and proceed through the registration journey. Instructions on how to register are provided on Pages 12 and 13 of this guide.



Buyer Registration

- 1) Click on the 'Buyer Registration' action button



- 2) Familiarise yourself with the text provided on the page so you understand the benefits of registering to be a buyer with the North West Fire and Rescue Services, and also other potential features that are available as a buyer. If you would like to proceed with registration please select "Sign Up Now"

Sign Up Now

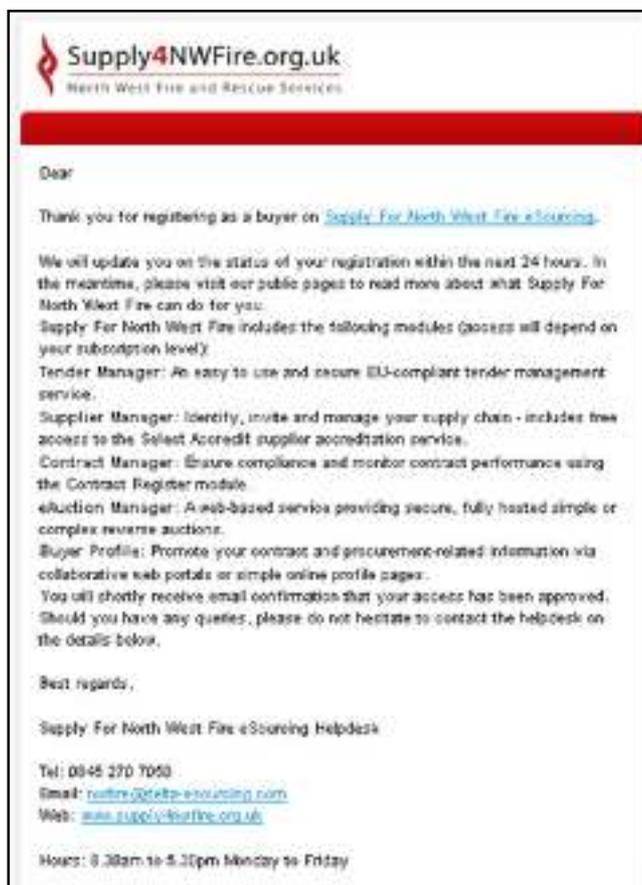
- 3) Proceed to enter the details requested, personal details about the individual user and then followed by details about the organisation. This includes contact details and also requires you to enter information regarding the business activities of the organisation.

A screenshot of a web application interface for buyer registration. The top navigation bar is red and contains a search icon, a "Buyer Registration" icon, a "Supplier Registration" icon, and a "Help and Guides" icon. Below the navigation bar, the page title is "Sign Up Step Two | Enter Details". The main content area is divided into two sections: "Personal Details" and "Organisation Details". The "Personal Details" section includes fields for "Title", "First Name", "Last Name", "Email/Username", "Confirm Email", "Password", "Confirm Password", "Password Hint", and "Position". The "Organisation Details" section includes a field for "Business Name" and "Address Line 1". A red box highlights the "Personal Details" section.

- 4) Ensure that you read the full terms and conditions provided and then select “Signup” to complete your registration.

Signup

- 5) Once you have successfully registered, you should receive an email informing you that your request to join the consortia has been received and you will receive a further confirmation within 24 hours confirming your acceptance as a buyer in the Supply4NWFire consortia.

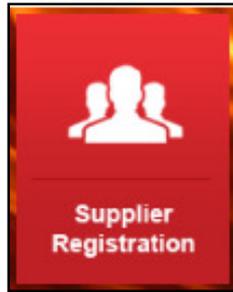


- 6) Once the request has been received it will be reviewed by one of our team, and if your organisation is accepted onto the consortia, you will receive a further confirmation email.



Supplier Registration

- 1) Click on the 'Supplier Registration' action button



- 2) Familiarise yourself with the text provided on the page so you understand the benefits of registering to be a supplier with the North West Fire and Rescue Services, and also other potential features that are available to a supplier. If you would like to proceed with registration please select "Sign Up Now"

Sign Up Now

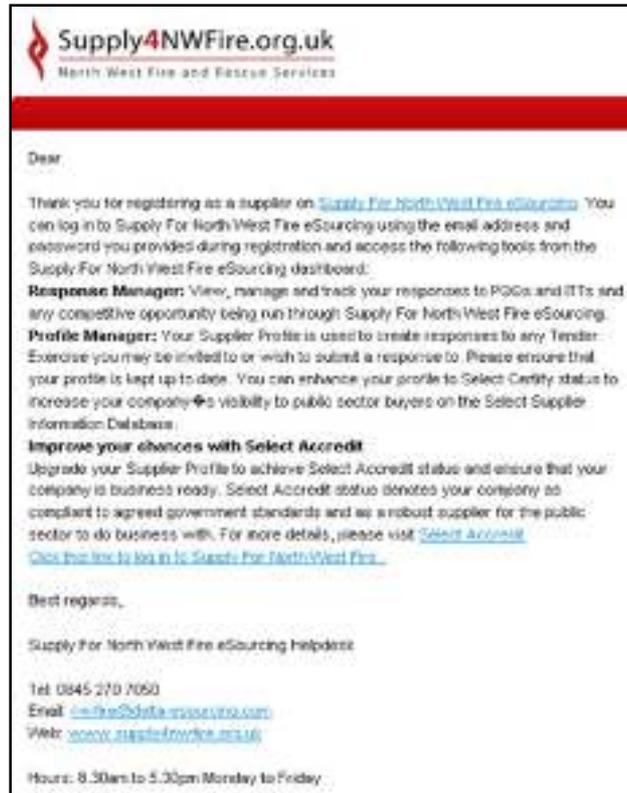
- 3) Proceed to enter the details requested, personal details about the individual user and then followed by details about the organisation. This includes contact details and also requires you to enter information regarding the business activities of the organisation.

The screenshot shows the 'Sign Up Step Two | Enter Details' page. The page header includes the logo for Supply4NWFire.org.uk and a navigation menu with icons for Search Opportunities, Buyer Registration, Supplier Registration, and Help and Guides. The main content area is titled 'Sign Up Step Two | Enter Details' and contains a progress indicator showing 'Step One Choose User Type', 'Step Two Enter Details' (current step), and 'Step Three Confirmation'. Below the progress indicator, there is a paragraph of text explaining the benefits of joining the free Select community. A red box highlights the 'Personal Details' form, which includes fields for Title, First Name, Last Name, Email/Username, Confirm Email, Password, Confirm Password, Password Hint, and Position. A note indicates that fields marked with an asterisk are mandatory.

- 4) Ensure that you read the full terms and conditions provided and then select “Signup” to complete your registration.

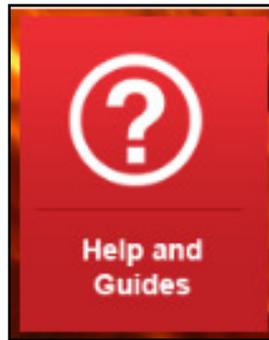
Signup

- 5) A message should be displayed informing you that your registration has been successful, and this should then be followed by a confirmation email with some additional information about the service. This will be sent to the email address provided on the registration form.



- 6) If you are already registered with the Delta e-sourcing platform, you will be presented with the option to join the North West Fire and Rescue Consortia. Once you have accepted this, you will automatically be added and will be able to log-in with your existing details. A confirmation email will also be sent as soon as the registration has been processed.





- Documentation available to assist a buyer or supplier to navigate the North West Fire and Rescue Services procurement portal, and allow them to benefit from the full functionality of the site. Instructions on how to register are also included within this section.
- A selection of Frequently Asked Questions (FAQs) with suitable answers, are also available in this section.
- If you have any other questions, please contact our helpdesk directly by calling 0845 270 7050 or via email at nwfire@delta-esourcing.com

Associated Authority Links

On the Home page the logos of the members of the North West Fire and Rescue Services participating in the Supply4NWFire portal are displayed. These are clickable and will direct a user to the authority's own home page. More information regarding the individual authority will be available within these pages.

The participating members are the **Cheshire Fire and Rescue Service**, **Merseyside Fire and Rescue Service**, **Lancashire Fire and Rescue Service**, and the **Greater Manchester Fire and Rescue Service**.

