



PROCUREMENT eSERVICE

HM Government of Gibraltar

Supplier Guide 2

Responding to a PQQ

Become a Preferred Supplier

Version 3 updated 01032021



Content

- Introduction Page 3
- Why HMGOG Supplier Network Page 5
- Getting started Page 7
- Pre-Qualification - Become a Preferred Supplier Page 9



PROCUREMENT eSERVICE

HM Government of Gibraltar

Introduction



Introduction

- This manual is intended for all existing HMGOG Supplier Network users
- Instructions are provided on how to become a Preferred Supplier for HMGOG
- Only Suppliers already registered need use this manual
- Please familiarise yourself with the manual prior to responding to a qualification request



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Why HMGOG Supplier Network

Preferred Supplier Benefits.

- Manage your own details 24/7, simultaneously and instantly across all buyers in HM Government of Gibraltar.
- Continue to trade with HM Government of Gibraltar. After 01st March 2021 HM Government of Gibraltar will only enter into new trading relationships/contracts with those organisations who have achieved the status of Preferred Supplier.
- Increased opportunities to bid for HM Government of Gibraltar contracts.
- Direct invitations to relevant Requests for Quotations for work; receive automatic notifications of Tenders and Requests for Quotations based on 'what you can provide/sell'
- Repository of Contracts awarded to your company with messaging tools allowing for effective communication.
- Increase automation of Contract documentation management (Reducing time, resources and costs associated with Contract engagement)



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Getting Started



Getting Started

- No special equipment or software is needed - just internet access.
- The Network works best on the following web browsers:
 - Microsoft Internet Explorer 10 and 11 (in compatibility mode)
 - Google Chrome
 - Firefox



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**Pre-Qualification:
Become a Preferred Supplier**

You have received an email

Dear S1837 PQQSupplier1,

We would like to invite you to apply to become a Preferred Supplier. To view the requirements for this Preferred Supplier status you need to log into our Supplier Portal <https://uat-hmgogsupplier.gibraltar.gov.gi> using the credentials supplied upon registration and click on the green Customer Requests tile on your home page.

Here you will be asked several questions relating to your business. You may need the following information to hand (if applicable)

Company Documents:

Financial Statements for the last complete financial year.

Mandatory Certificates Issued by an Official or Regulatory Body:

Employment Certificate of Registration (Gibraltar) (If applicable)
Current Business Licence or equivalent; and
Certificate of Compliance Income Tax and Social Insurance Contributions

Mandatory forms available on the Portal to be completed and submitted:

Directors, Shareholders and Management spreadsheet

Bank Evidence Details (one of the documents below for verification)

1. Copy of Cheque Book showing Name of account and account details.
2. Copy of Bank Statement showing Name of account and account details.
3. Letter from Bank on official Bank Letterhead showing Name of account and account details.
4. Screenshot of Online Banking showing Name of account and account details.

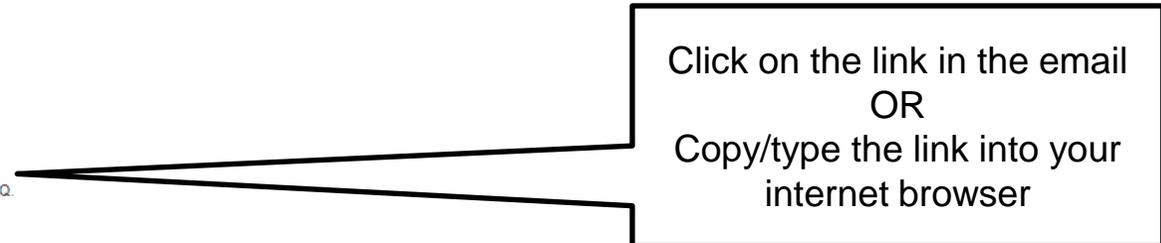
Please click on the link <https://uat-hmgogsupplier.gibraltar.gov.gi> to access and respond to the PQQ.

Guides are available when you respond or at www.procurement.gov.gi.

Contact us for assistance at procurement@gibraltar.gov.gi.

Regards,

SRM Team
Procurement eService
HM Government of Gibraltar



Click on the link in the email
OR
Copy/type the link into your
internet browser

Sign in using your details from registration



 English (United Kingdom) ▾

Supplier Network

[Haven't got a Username?](#)
[Cannot access your account?](#)

Sign In

Sign Up?

Don't have an account? [Register](#)

Have you been invited?

Go

1. Enter your user name and password

 Opportunities

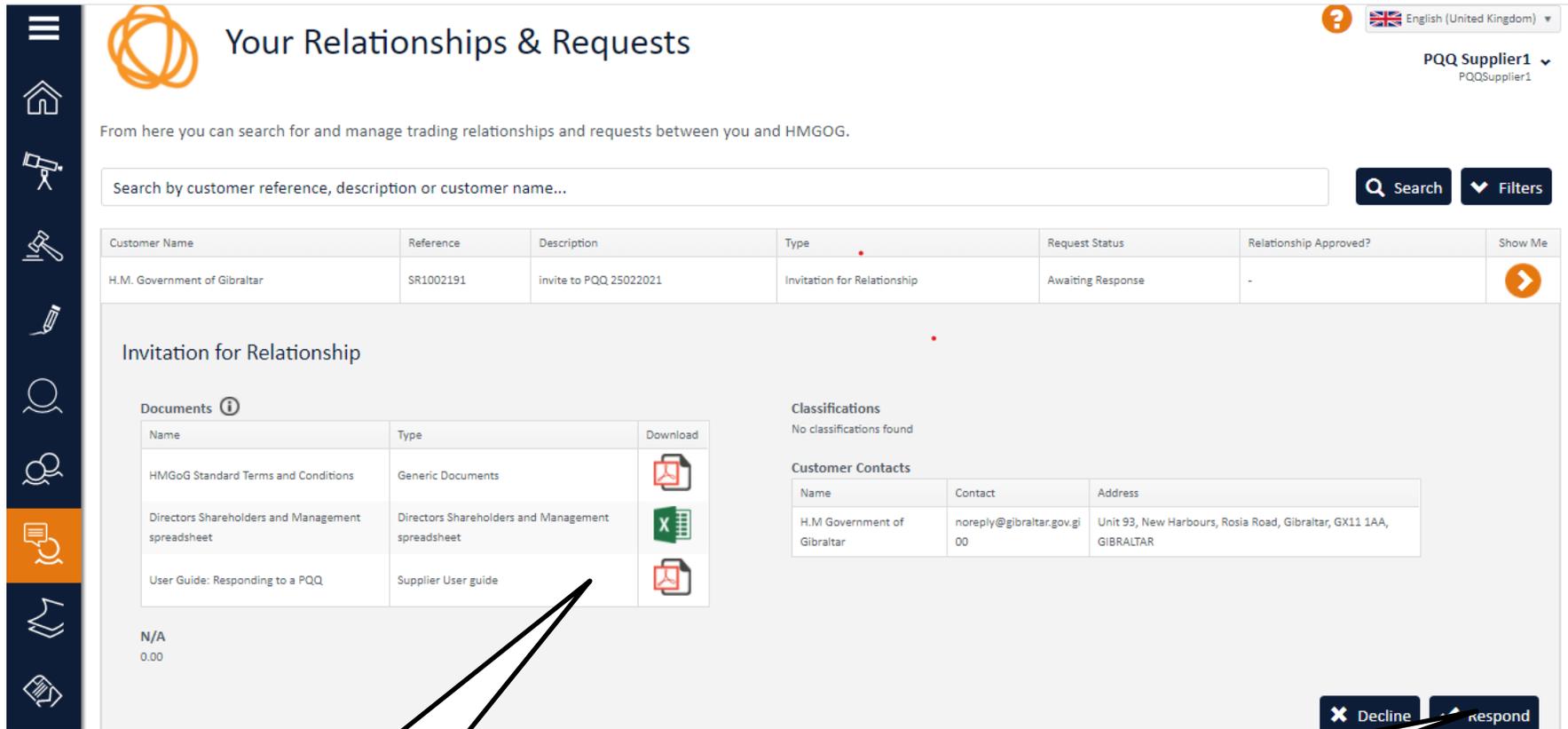
Pre-Qualification

The screenshot displays the 'Supplier Network' dashboard. At the top left is a navigation menu with icons for home, search, legal, edit, profile, relationships, documents, and reports. The main area features several data cards: Notifications (0), Opportunities (0), Orders (0), Invoices (0), Customer Relationships (0), Customer Requests (1), Auctions (0), and Contracts (0). A callout box points to the 'Customer Requests' card with the text '1. Select Customer Requests'. The top right includes a 'Help' button, a language dropdown set to 'English (United Kingdom)', and a user profile for 'PQQ Supplier1'.

Category	Count
Notifications	0
Opportunities	0
Orders	0
Invoices	0
Customer Relationships	0
Customer Requests	1
Auctions	0
Contracts	0

1. Select Customer Requests

Pre-Qualification



Your Relationships & Requests

From here you can search for and manage trading relationships and requests between you and HMGOG.

Search by customer reference, description or customer name...

Customer Name	Reference	Description	Type	Request Status	Relationship Approved?	Show Me
H.M. Government of Gibraltar	SR1002191	invite to PQQ 25022021	Invitation for Relationship	Awaiting Response	-	

Invitation for Relationship

Documents

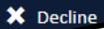
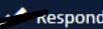
Name	Type	Download
HMGOG Standard Terms and Conditions	Generic Documents	
Directors Shareholders and Management spreadsheet	Directors Shareholders and Management spreadsheet	
User Guide: Responding to a PQQ	Supplier User guide	

N/A
0.00

Classifications
No classifications found

Customer Contacts

Name	Contact	Address
H.M Government of Gibraltar	noreply@gibraltar.gov.gi 00	Unit 93, New Harbours, Rosia Road, Gibraltar, GX11 1AA, GIBRALTAR

1. Download these documents

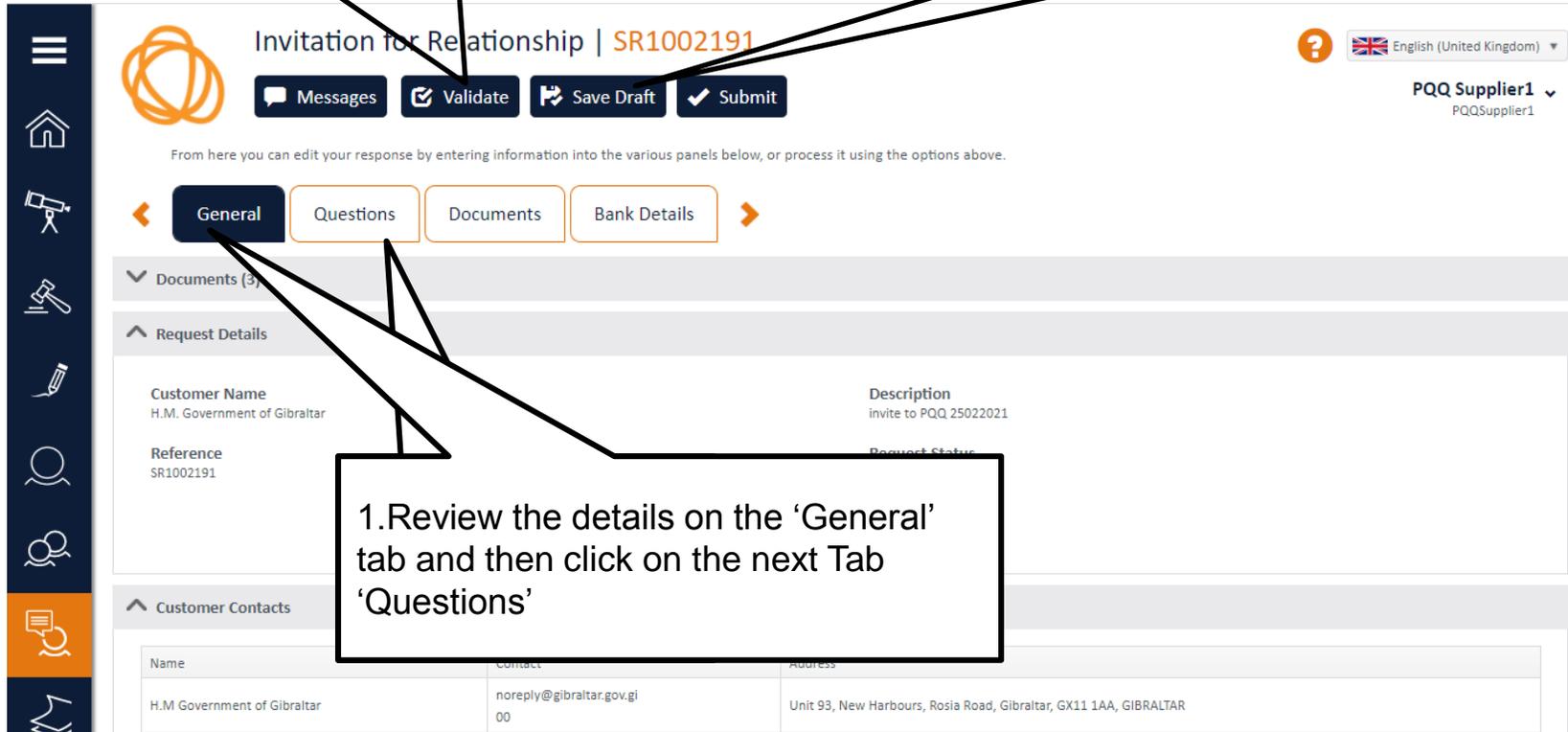
2. Click Respond

Pre-Qualification: General Tab

'Validate' will check that all mandatory information is provided



You can 'Save' a draft and continue whenever required.



Invitation for Relationship | SR1002191

Messages Validate Save Draft Submit

English (United Kingdom)

PQQ Supplier1
PQQSupplier1

From here you can edit your response by entering information into the various panels below, or process it using the options above.

General Questions Documents Bank Details

Documents (3)

Request Details

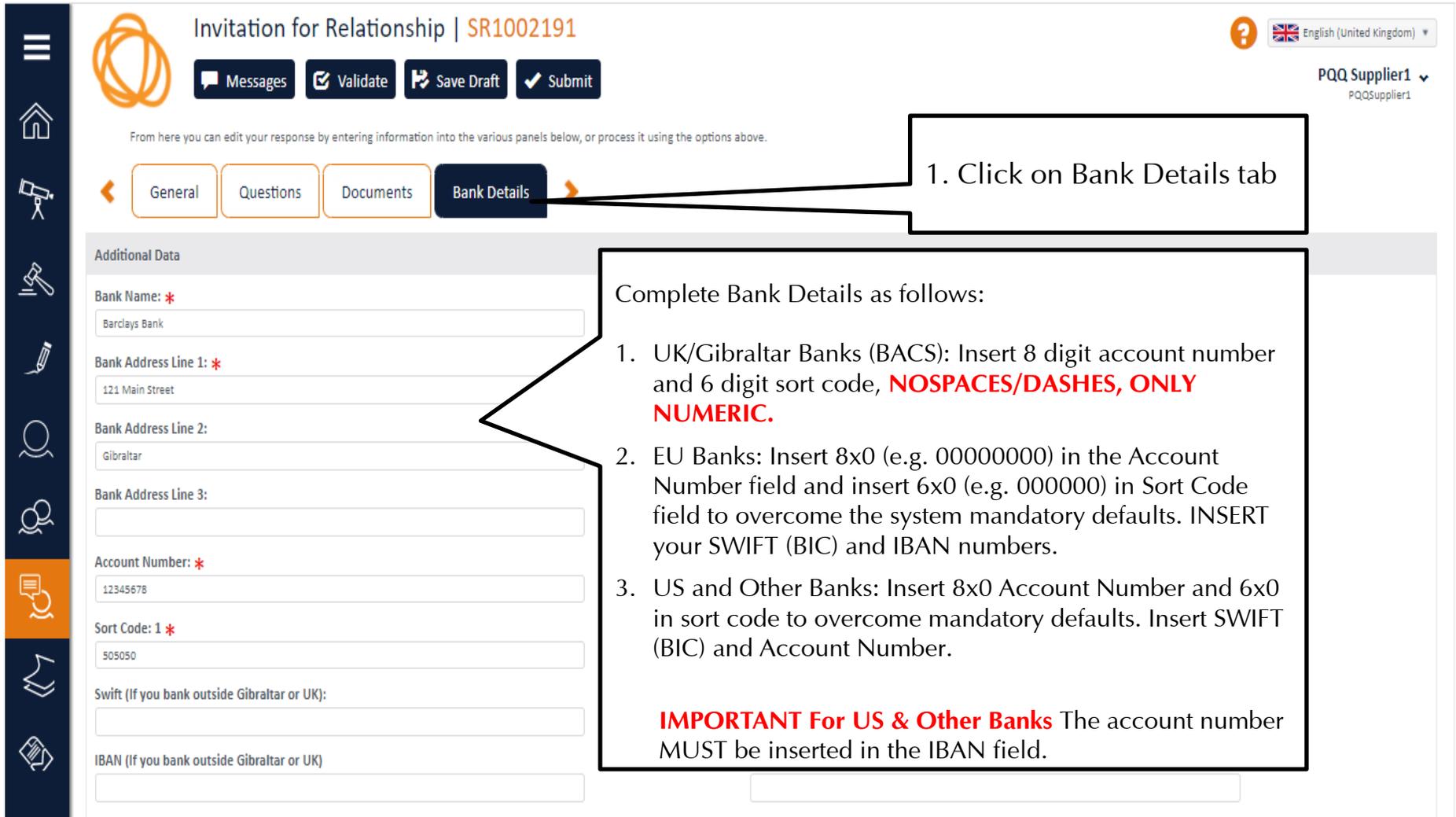
Customer Name H.M. Government of Gibraltar	Description invite to PQQ 25022021
Reference SR1002191	Request Status

Customer Contacts

Name	Contact	Address
H.M. Government of Gibraltar	noreply@gibraltar.gov.gi 00	Unit 93, New Harbours, Rosia Road, Gibraltar, GX11 1AA, GIBRALTAR

1. Review the details on the 'General' tab and then click on the next Tab 'Questions'

Pre-Qualification: Bank Details & Contacts Tab 1



Invitation for Relationship | SR1002191

Messages Validate Save Draft Submit

English (United Kingdom)

PQQ Supplier1

From here you can edit your response by entering information into the various panels below, or process it using the options above.

General Questions Documents **Bank Details**

1. Click on Bank Details tab

Additional Data

Bank Name: *
Barclays Bank

Bank Address Line 1: *
121 Main Street

Bank Address Line 2:
Gibraltar

Bank Address Line 3:

Account Number: *
12345678

Sort Code: 1 *
905050

Swift (If you bank outside Gibraltar or UK):

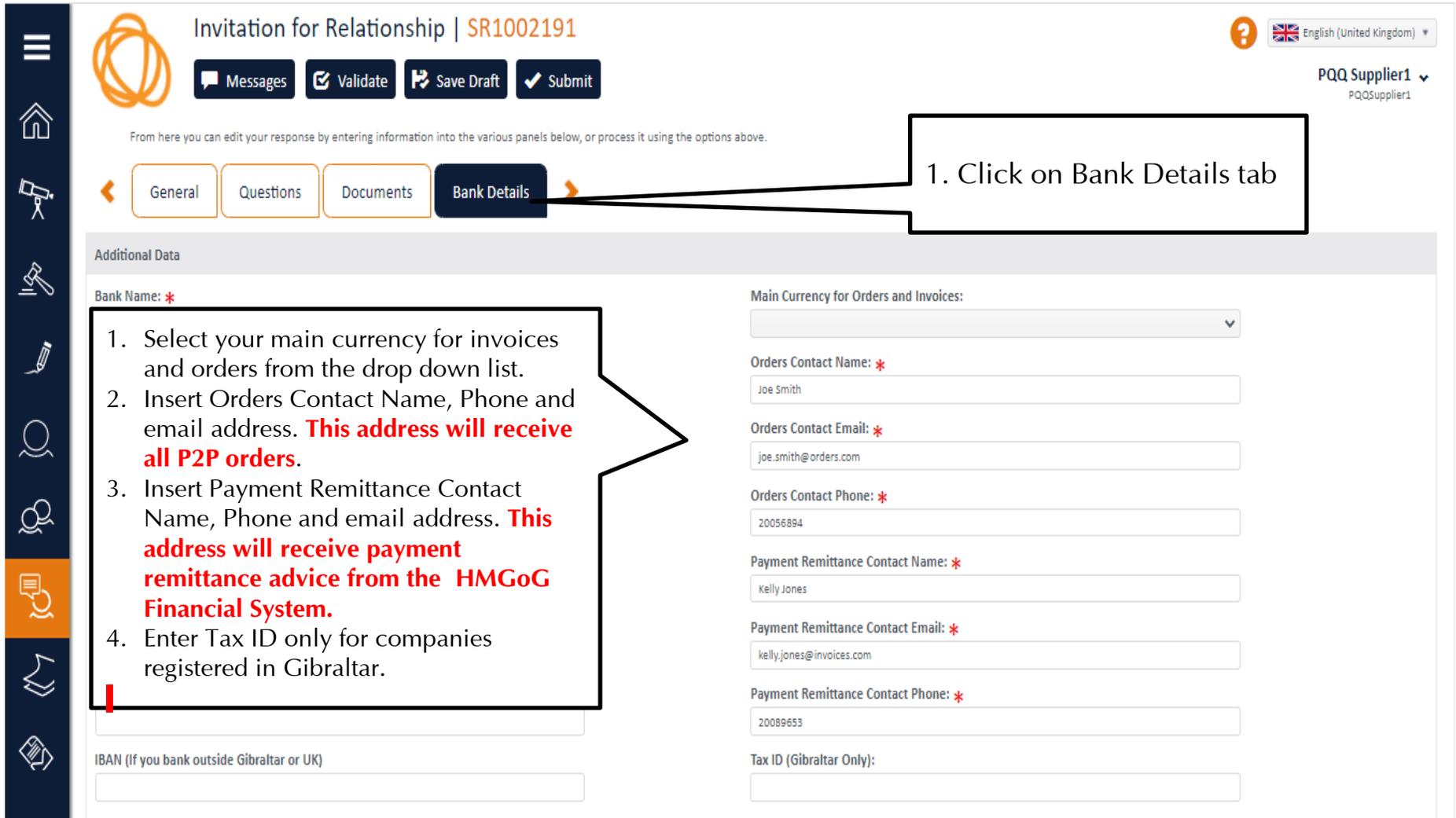
IBAN (If you bank outside Gibraltar or UK):

Complete Bank Details as follows:

1. UK/Gibraltar Banks (BACS): Insert 8 digit account number and 6 digit sort code, **NOSPACES/DASHES, ONLY NUMERIC.**
2. EU Banks: Insert 8x0 (e.g. 00000000) in the Account Number field and insert 6x0 (e.g. 000000) in Sort Code field to overcome the system mandatory defaults. INSERT your SWIFT (BIC) and IBAN numbers.
3. US and Other Banks: Insert 8x0 Account Number and 6x0 in sort code to overcome mandatory defaults. Insert SWIFT (BIC) and Account Number.

IMPORTANT For US & Other Banks The account number MUST be inserted in the IBAN field.

Pre-Qualification: Bank Details & Contacts Tab 2

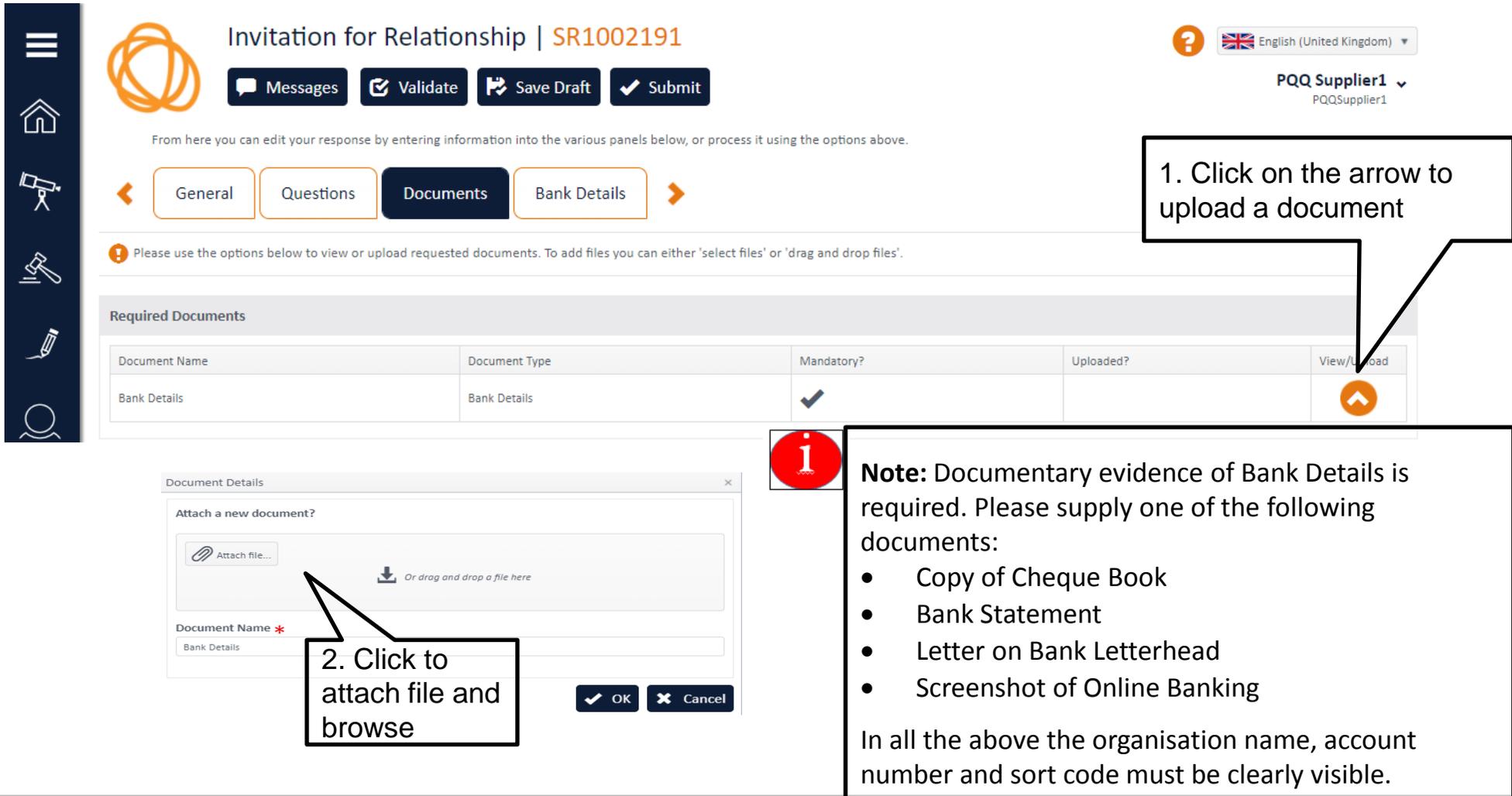


The screenshot shows the 'Bank Details & Contacts' tab of a procurement system. At the top, it displays 'Invitation for Relationship | SR1002191' and a language dropdown set to 'English (United Kingdom)'. Below this are buttons for 'Messages', 'Validate', 'Save Draft', and 'Submit'. A navigation bar contains tabs for 'General', 'Questions', 'Documents', and 'Bank Details', with 'Bank Details' being the active tab. A callout box points to this tab with the instruction: '1. Click on Bank Details tab'. The main content area is titled 'Additional Data' and contains several form fields. A large callout box on the left provides instructions for these fields:

- 1. Select your main currency for invoices and orders from the drop down list.
- 2. Insert Orders Contact Name, Phone and email address. **This address will receive all P2P orders.**
- 3. Insert Payment Remittance Contact Name, Phone and email address. **This address will receive payment remittance advice from the HMGGoG Financial System.**
- 4. Enter Tax ID only for companies registered in Gibraltar.

The form fields on the right include: 'Main Currency for Orders and Invoices' (a dropdown menu), 'Orders Contact Name: *' (text input with 'Joe Smith'), 'Orders Contact Email: *' (text input with 'joe.smith@orders.com'), 'Orders Contact Phone: *' (text input with '20056894'), 'Payment Remittance Contact Name: *' (text input with 'Kelly Jones'), 'Payment Remittance Contact Email: *' (text input with 'kelly.jones@invoices.com'), 'Payment Remittance Contact Phone: *' (text input with '20089653'), and 'Tax ID (Gibraltar Only):' (text input). At the bottom left, there is an 'IBAN (If you bank outside Gibraltar or UK)' field.

Pre-Qualification: Documents Tab



The screenshot shows the 'Invitation for Relationship | SR1002191' interface. At the top, there are navigation buttons: Messages, Validate, Save Draft, and Submit. A language dropdown is set to 'English (United Kingdom)' and the user is identified as 'PQQ Supplier1'. The 'Documents' tab is selected among 'General', 'Questions', 'Bank Details', and 'Documents'. A warning message states: 'Please use the options below to view or upload requested documents. To add files you can either 'select files' or 'drag and drop files'.'

Document Name	Document Type	Mandatory?	Uploaded?	View/Upload
Bank Details	Bank Details	<input checked="" type="checkbox"/>		

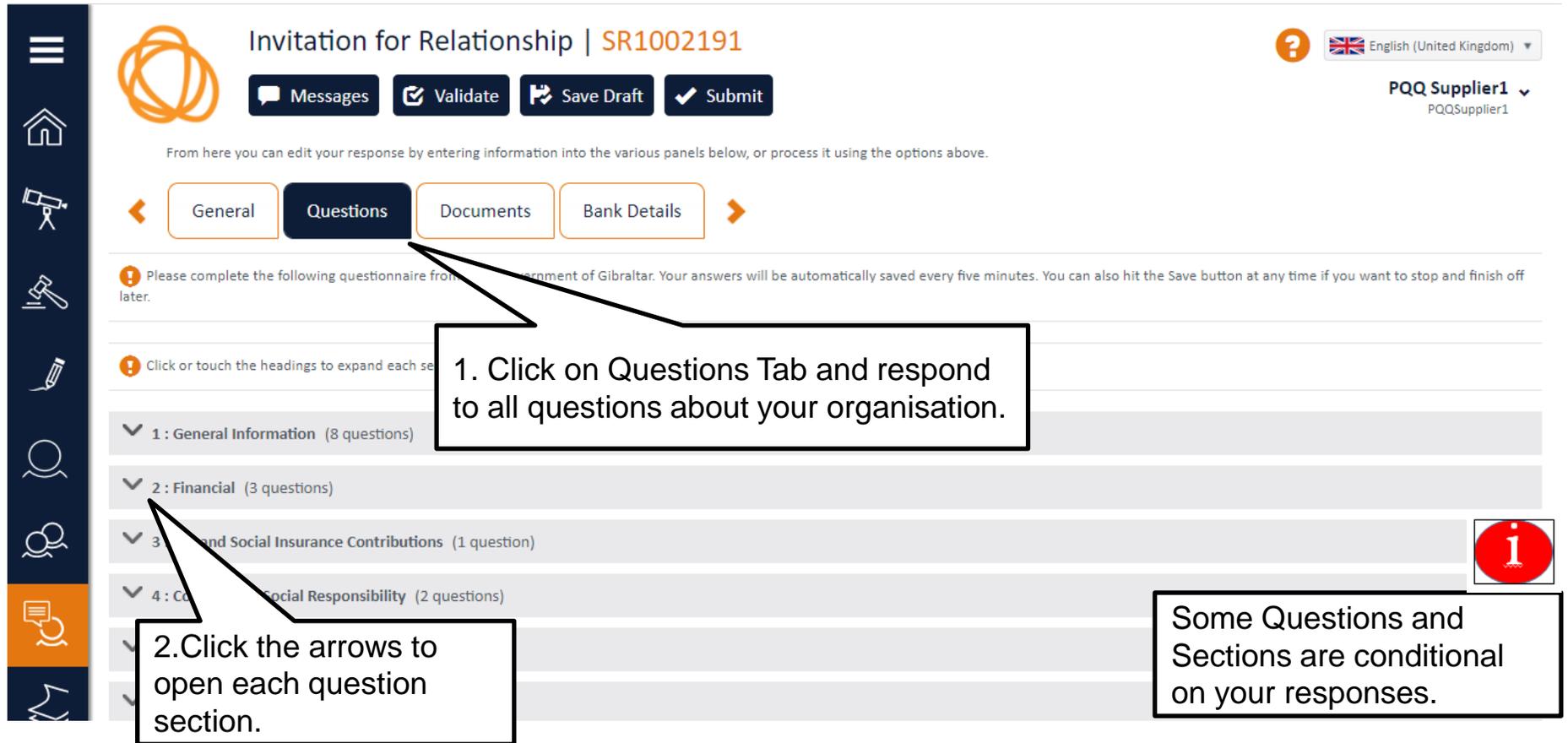
A 'Document Details' modal is open, showing 'Attach a new document?' with an 'Attach file...' button and a drag-and-drop area. The 'Document Name' field contains 'Bank Details'. Callout 1 points to the upload icon in the table, and callout 2 points to the 'Attach file...' button.

Note: Documentary evidence of Bank Details is required. Please supply one of the following documents:

- Copy of Cheque Book
- Bank Statement
- Letter on Bank Letterhead
- Screenshot of Online Banking

In all the above the organisation name, account number and sort code must be clearly visible.

Pre-Qualification: Questions Tab 1



Invitation for Relationship | SR1002191

English (United Kingdom)

PQQ Supplier1

Messages Validate Save Draft Submit

From here you can edit your response by entering information into the various panels below, or process it using the options above.

General Questions Documents Bank Details

Please complete the following questionnaire from the Government of Gibraltar. Your answers will be automatically saved every five minutes. You can also hit the Save button at any time if you want to stop and finish off later.

Click or touch the headings to expand each section.

1: General Information (8 questions)

2: Financial (3 questions)

3: ... and Social Insurance Contributions (1 question)

4: ... Social Responsibility (2 questions)

1. Click on Questions Tab and respond to all questions about your organisation.

2. Click the arrows to open each question section.

Some Questions and Sections are conditional on your responses.

Pre-Qualification Questions Tab 2

1 : General Information (8 questions)

Welcome to the PQQ. Please ensure that you follow all instructions and complete the Questionnaire, Bank Details and Orders/Payment Remittance Contact Details. You will be required to upload documents including Bank Details Evidence. Some of these documents are mandatory and you will be unable to proceed without them. For advice or help please contact us via email on procurement@. 

1.01 In your own words please specify the nature of your business

Questions may require you to select from a drop down list, enter text, numbers or add documentation.
Please answer all questions thoroughly.

1.02 Are you providing goods, services or works in Gibraltar?
Please Select

1.03 Please tick to confirm that you have selected an option in the question above. *

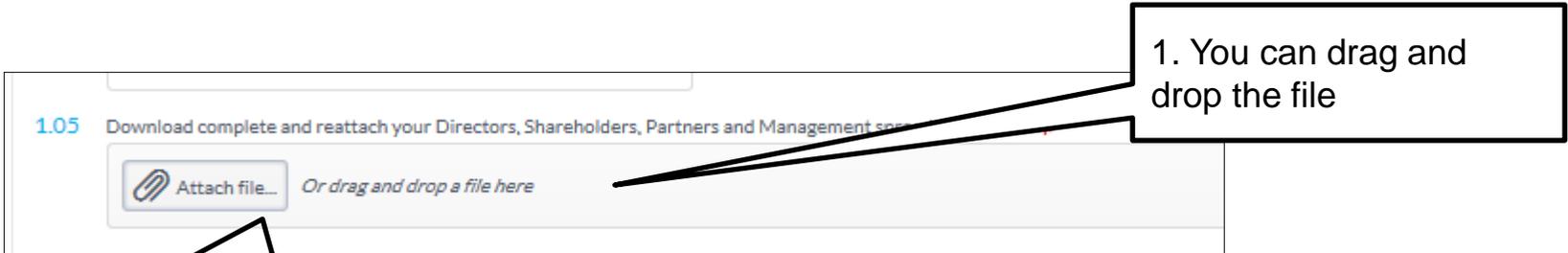
1.04 Please attach a copy of Employment Certificate of Registration. *
This question is not available because of your answer to Q 1.02

1.05 Please note that should this change you may be required under the provisions of the Employment Act to register with the Department of Labour

1.06 Organisation website address

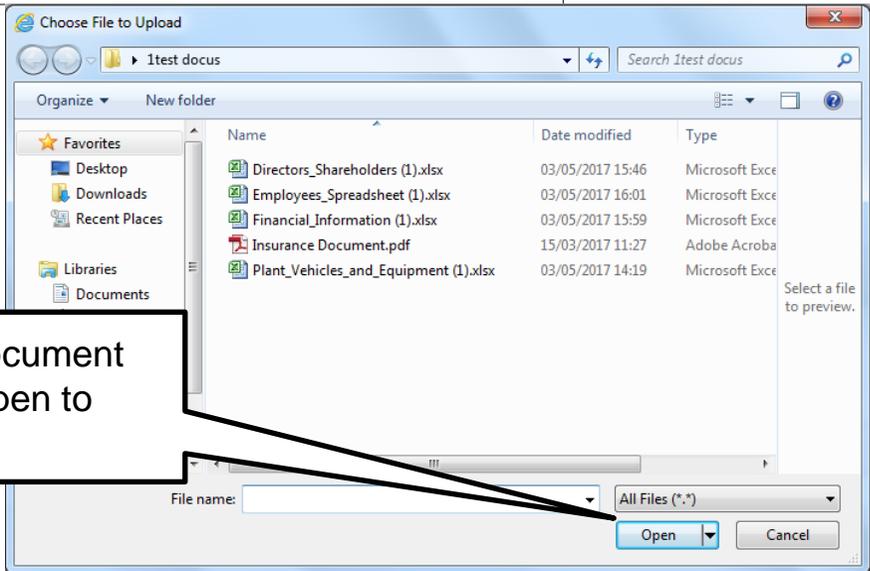
Mandatory Questions and Documents are identified by a * (red asterisk) and must be uploaded before submitting the response.

Pre-Qualification Questions Tab 3



2. Alternatively, Click to attach file and browse

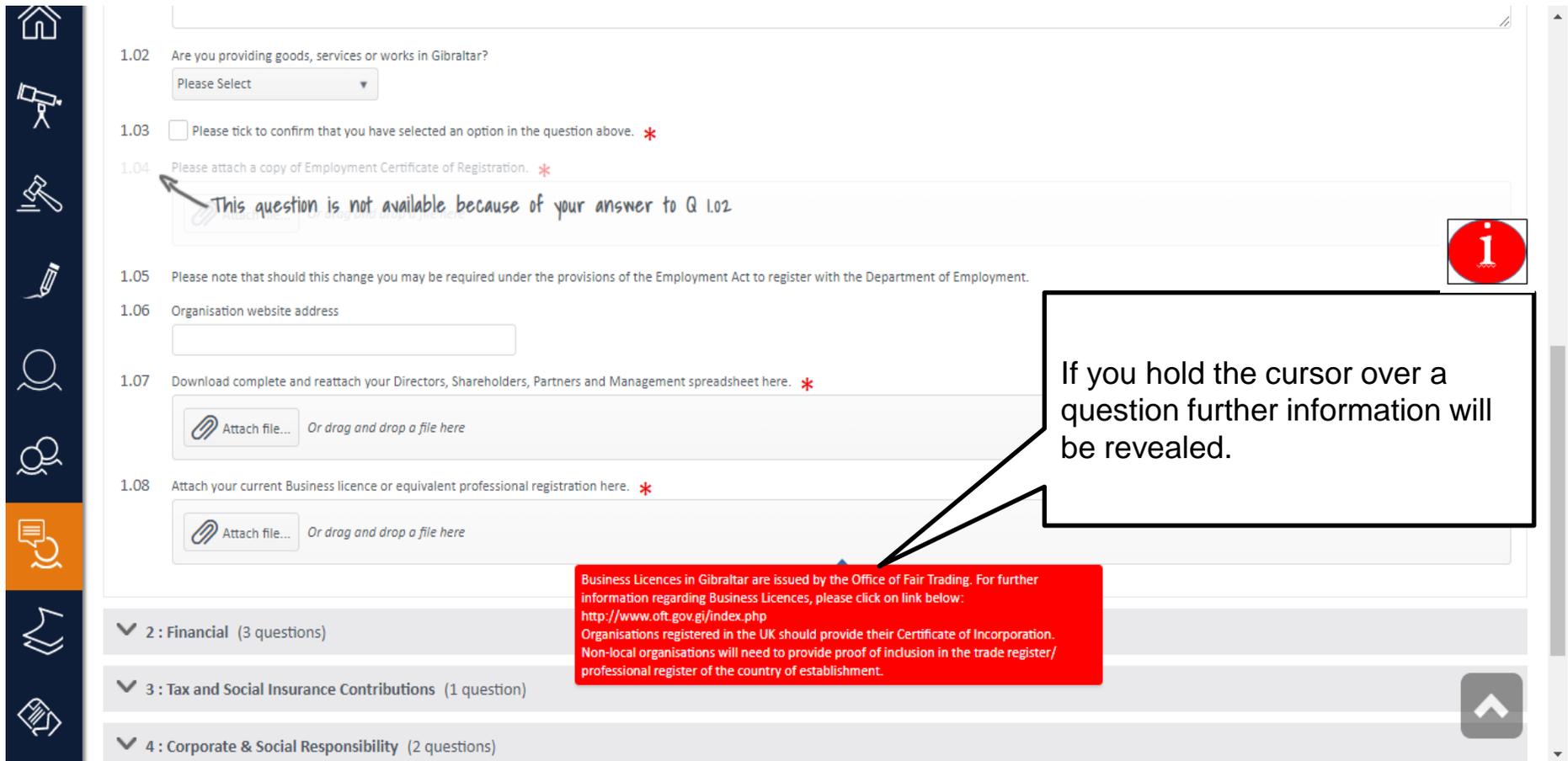
3. Select document and Click open to attach



4. The file is uploaded



Pre-Qualification Question Tab 4



1.02 Are you providing goods, services or works in Gibraltar?
Please Select

1.03 Please tick to confirm that you have selected an option in the question above. *

1.04 Please attach a copy of Employment Certificate of Registration. *
This question is not available because of your answer to Q 1.02.

1.05 Please note that should this change you may be required under the provisions of the Employment Act to register with the Department of Employment.

1.06 Organisation website address

1.07 Download complete and reattach your Directors, Shareholders, Partners and Management spreadsheet here. *
Attach file... Or drag and drop a file here

1.08 Attach your current Business licence or equivalent professional registration here. *
Attach file... Or drag and drop a file here

2 : Financial (3 questions)

3 : Tax and Social Insurance Contributions (1 question)

4 : Corporate & Social Responsibility (2 questions)

Business Licences in Gibraltar are issued by the Office of Fair Trading. For further information regarding Business Licences, please click on link below:
<http://www.oft.gov.gi/index.php>
Organisations registered in the UK should provide their Certificate of Incorporation. Non-local organisations will need to provide proof of inclusion in the trade register/ professional register of the country of establishment.

If you hold the cursor over a question further information will be revealed.

Pre-Qualification: Validate & Submit

1. Click Validate.
If you have answered all the mandatory questions this will be confirmed on screen

2. Click Submit.
Your response confirmation is displayed on screen

If you do not get a green confirmation box on the top right of the screen the application has not been submitted.

Invitation for Relationship SR1002191

Messages Validate Save Draft Submit

English (United Kingdom) PQQ Supplier1

OK, ready to submit! PQQ Supplier1

From here you can edit your response by entering information into the various fields below, or process it using the options above.

General Questions Documents Benefits

Please complete the following questionnaire from H.M. Government of Gibraltar. Your answers will be automatically saved. You can stop and finish off later.

Your Relationships & Requests

English (United Kingdom) PQQ Supplier1

OK, response 'SR1002191' submitted!

From here you can search for and manage trading relationships and requests between you and HMGOG.

Search by customer reference, description or customer name...

Search Filters

Customer Name	Reference	Description	Type	Request Status	Relationship Approved?	Show Me
No items to display						

Next Steps

- Your application will be reviewed and be either “Approved” or “Rejected”.
- If “Approved” you will receive a notification email stating that you are now a HMGoG Preferred Supplier. This status is reviewed annually via a questionnaire.
- If “Rejected” you will receive a notification email explaining the reasons why you have been rejected and we will send you a new questionnaire to give you a further opportunity to respond.

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