Supplier Registration & Onboarding Guide

New suppliers must register on Jaggaer to be considered for sourcing events. Suppliers can be activated immediately.

Contents

HOUSES OF PARLIAMENT
RESTORATION & RENEWAL

Self-Registration

1. Open the following link https://rrparliament.app.jaggaer.com/web/login.html and click Register. This will open the Registration Data page.

2. Complete the registration form with your organisation's details and add the details of the main procurement point of contact in your organisation.

   - Mandatory fields are marked with a red asterisk.

   - Ensure the email address is correct to ensure you to receive the registration confirmation email.

   - To register multiple email addresses, use a semicolon to separate them.

3. Click Save. You will receive a registration confirmation email and a verification code which you'll need in order to complete the process.

After registering, you will be directed to an onboarding page where you will need to add further information relating to your business.

Ensure your profile is accurate and up-to-date information so this data is readily available in the system. Once the onboarding page is complete, click Save & Continue.

Registration Data

Index

- Main Organisation Data
  - Registration Data
- Onboarding Pages
- My Category Selection
- Registration Confirmation

* Organisation Name

* State/County

* Address line 1

* Organisation Legal Structure

Sole Proprietor (UTR Number)

Partnership Number

* Organisation Email Address

Web site

* Country
UNITED KINGDOM OF GREAT BRITAIN AND NORTH...

* City/Town

* Postal Code

Company Registration Number

Charity Number

* Main Organisation Phone Number

VAT Number (If N/A, please leave blank)

User Details

Title

* Last Name

* Email Address Validation Code   Request Validation Code

Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces) (please enter "+" "country code" and "your mobile phone number" with no spaces)

* User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)

* First Name

* Primary Email Address Email is used as Username. Only one email address is allowed.

* Telephone

* Username
ℹ Management of the Username is not required, the Email Address of this Account will be used

* Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).

ONBOARDING PROFILE

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Organisation Classification	* Relevant Classifications (state whether you fall within one of these and if so, which one).	(None of the above)	Supplier
2	Organisation Size	* Are you a Small, Medium or Micro Enterprise (SME) as defined by https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en	Yes	Supplier
3	Region of Registration	* Confirm the geographical region in which your organisation is registered.	London	Supplier
4	Constituency of Registration	* Confirm the parliamentary constituency in which your organisation is registered. Please use the following link to complete this question https://members.parliament.uk/constituencies	(text)	Supplier

Logging In

1. Click the link https://rrparliament.app.jaggaer.com/web/login.html

2. Log in with the username email address and temporary password received in the email.

3. Enter and confirm a new password.

| **Project**	**Need Help?**	**Supplier Profile**
My Projects	FAQs	Manage your Profile
My SQ	Online Guides:	Manage Users
SQ open to all Suppliers	Responding to Tenders	Modify Passwords
My ITTs	Supplier Guide	Logout
My ITT open to all Suppliers	Contact the R&R Helpdesk:	
My Contracts	+44(0) 20 3794 0533	

Forgot Your Password?

1. Click on the forgot your username and password?

2. Fill in your email address.

3. You will receive an email with a link to reset your password.

Opportunities

Opportunity Listings are used to advertise forthcoming public procurements. Suppliers can then express interest in the Selection Questionnaire (SQ) that is linked to the Opportunity.

Published Opportunities

Opportunities can be viewed from the login page by anyone. However, you will need to login to express an interest or to participate.
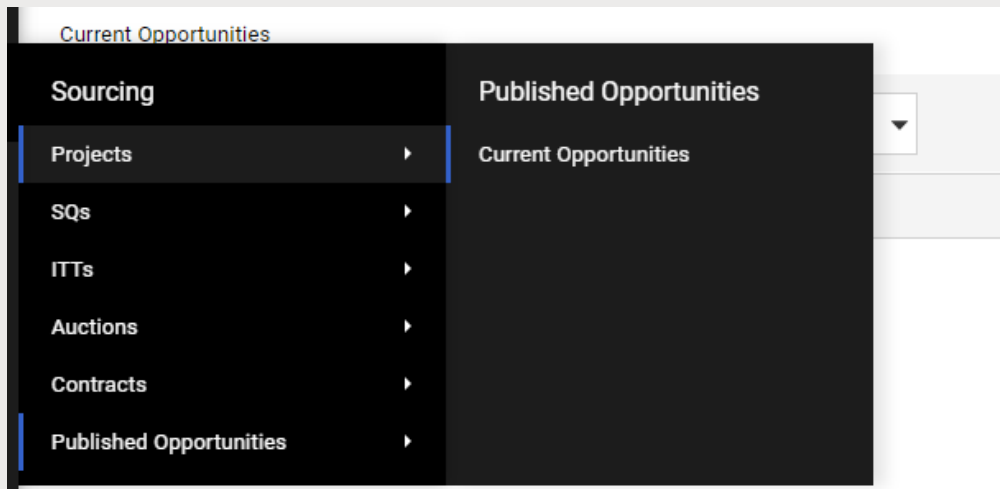
Expressing Interest

1. Navigate to Sourcing > Published Opportunities > Current Opportunities.

2. Click on the project title to view project details.

3. Review project and opportunity details. The Published Lots section displays the SQ that is linked to the listing.

4. Click on Opportunities beside the SQ you want to express an interest in. Details of the SQ are then displayed.

5. Review the SQ details and click Express Interest. A pop-up opens explaining that you are about to express interest in the SQ.

6. Click OK. Another pop-up opens explaining that you have expressed interest in the SQ and to complete a response

7. Click OK. After expressing, the SQ is moved to My SQs area.

Published Opportunities

Current Opportunities

	PROCUREMENT ROUTE	BUYER ORGANISATION	PROJECT TITLE	WORK CATEGORY	LISTING DEADLINE
1	FTS Restricted Procedure	Restoration & Renewal Parliament	Heritage	Services	01/06/2024 12:00

← Project: DPS1000 - Heritage

Project Details

Project Code: DPS1000
Project Title: Heritage

Opportunity Details

Project Description: DPS
Work Category: Services
Listing Deadline: 01/06/2024 12:00

Published Lots

ROW NUMBER	ITEM COLUMN	CODE	TITLE	TIME LIMIT TO EXPRESS INTEREST	ACTION COLUMN
1	RQ	DPS10001	DPS H	01/06/2024 12:00	

SQ: DPS10001 - DPS H ● Running

Response Status
Response Not Submitted To Buyer

← SQ: Test DPS v3 13May2025 - SQ: DA1139. - Houses of Parliament Restoration & Renewal Programme - Collections Conservation Dynamic Purchasing System ('CCDPS')   ● Running   Submit Response

SQ Details | Messages (Unread 0)

Settings | Buyer Attachments (0) | **My Response** | Associated Users

Response Management Area - You are replying as: My Organisation Only (No consortium)

1. QUALIFICATION RESPONSE (QUESTIONS: 43)

1.1 PLEASE NOTE - SECTION OF EVM QUESTIONS:
IMPORTANT: THIS SECTION CONTAINS QUESTIONS YOU MAY HAVE ALREADY ANSWERED IN YOUR ORGANISATION PROFILE, THE ANSWERS TO THOSE QUESTIONS WILL BE USED TO PRE-POPULATE YOUR RESPONSE. YOU MAY CHANGE THESE ANSWERS SO THEY DIFFER FROM THOSE SAVED IN YOUR ORGANISATION PROFILE AND SAVE NEW ANSWERS ON YOUR RESPONSE. THESE ANSWERS WILL BE APPLIED BACK TO YOUR ORGANISATION PROFILE WHEN THE SQ/ITT IS EVALUATED BY THE BUYER. YOU MAY ALSO SUPPLY DIFFERENT ANSWERS TO THESE QUESTIONS IN OTHER SQS/ITTS. IN THIS CASE THE RESPONSE SAVED TO YOUR ORGANISATION PROFILE WILL ALWAYS BE THE RESPONSE WHICH WAS MOST RECENTLY EVALUATED BY THE BUYER.

	NOTE	NOTE DETAILS
1.1.1	Market Information Event - Access Recording and Transcript	The UK Parliament and the Restoration & Renewal Delivery Authority Ltd held an online engagement event on Wednesday 20th of November 2024 for those interested in applying for a place on the CCDPS and in bidding for contracts to learn more about the conservation work and procurement process. A transcript and recording of the event are published on our website:
		https://www.restorationandrenewal.uk/supply-chain-0/work-parliaments-heritage-collections
		The latest version of the Clarifications Log (Q&A Log) recorded during the Engagement Event and the Initial Application Period is available to download from the Attachments menu (upper-left corner of this page).
1.1.2	Download Updated DPS Application Pack	The DPS Application Pack has been updated following the Initial Application Period. We would like to draw your attention to the updated Attachment 5 'Service Categories Descriptions' with more detailed descriptions of each Category.
		Please also note that new Attachment 7 'Case Study Template' is to be used for writing Case Studies to demonstrate relevant experience.
		The entire updated DPS Application Pack is downloadable from the 'Buyer Attachments' menu in the upper-left corner.

1.2 QUALIFICATION RESPONSE - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.2.1	Attachment 4 - Selection Questionnaire (SQ)	* Upload your completed Attachment 4 - Selection Questionnaire (SQ).	(no file attached)
1.2.2	Attachment 4.1 - Confidential and or Commercially Sensitive information form	Upload completed Attachment 4.1 - Confidential and or Commercially Sensitive information form.	(no file attached)

Preparing your Response and Documents

Supplier responses can be provided by downloading the SQ documents, completing them offline, and then re-uploading the completed documents. Firstly, download the DPS Application Pack from the Buyer Attachments menu.

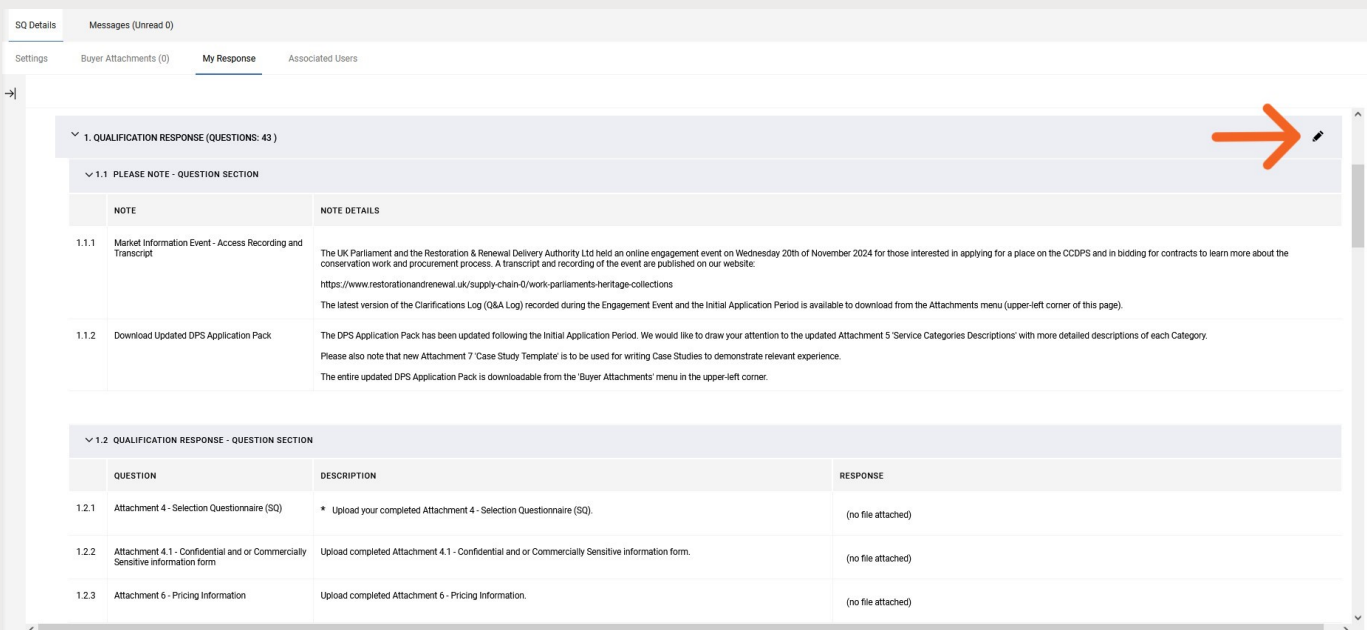The following steps will guide you on how to submit your response to the SQ:

1.   Navigate to Sourcing > SQ

2.   Select one of the sub-menu items:

   2.1 View the SQ details, download buyer attachments, view and send messages, and submit a response.

3.   Click the Title link to open the SQ. The SQ opens on the My Response page.

   • Along with the SQ and project titles and codes, the SQ header displays the closing date and supplier submission date. If the response date has passed, this information will be highlighted in yellow.

   • If the buyer has provided instructional attachments to the SQ, a link to the attachments is displayed above the SQ navigation. This link takes you to the Buyer Attachments area.

4.   On the My Response page, you can choose to Create Response or to Decline to Respond.

   Click Create Response to begin the response creation process.

   If you choose to decline, you are presented with an optional field for entering the details of why you declined.

Submitting your Response

When the response is complete, you can publish your responses to the buyer organization by clicking Submit Response on the SQ Details > My Response page.

If any mandatory data is missing or invalid, a pop-up box will indicate the fields that must be corrected before the response can be submitted.

1.   Navigate to the SQ. Click on the pen symbol to upload your completed SQ and supporting documents:

2. You will then be able to upload individual files by either dragging and dropping them into the areas provided, or by clicking on 'Browse' and by selecting each file to upload. Please remember to click on Save Changes button to keep changes and save the files.

3. Upload Attachment 4 (Selection Questionnaire), Attachments 4.1 and 6 into the Qualification Section as shown above.

4. Upload each Case Study into the relevant Service Category as shown in the picture below.

5. If you are bidding as a Group or Consortium, or are relying on a Sub-Contractor to meet the selection criteria (see SQ paragraph 3.5) then the relevant parts of the SQ, (1 and 2) can be uploaded to the Additional Attachments Area. If you click on the 'Add/View Attachments' - next to the arrow as shown in the picture below - you will then be able to upload additional attachments. Please contact the Delivery Authority for further guidance.

6. Please remember to click on 'Save Changes' button (or on 'Save And Exit Response').

7. Click on Submit Response. A pop-up opens explaining that you are about to submit the response.

Creating, Sending & Reading Messages

1. Navigate to the SQ.

2. Navigate to the Messages tab, then click Create Message. A page for creating the new message opens.
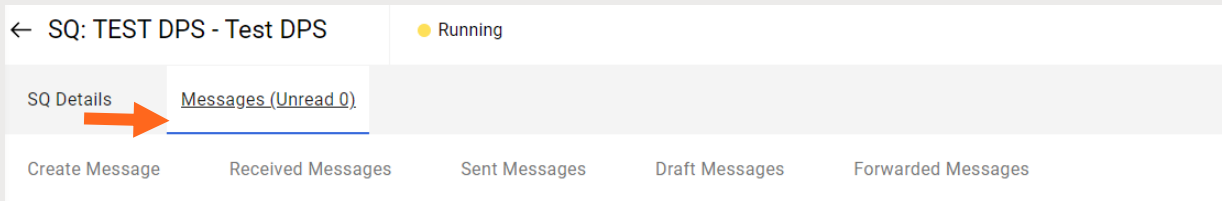
3. Select a Message Classification.

4. Enter a Subject.

5. Enter the Message.

6. Optionally, add an attachment to support your message.

7. Click Send Message.

Under the Messages tab, a Sent Messages area is displayed. From this page, you can keep track of sent messages, see if they were read by the buyer, and see the message replies.

Responding to Messages

1. Navigate to the SQ.

2. Under the Messages tab, navigate to the Received Messages page.

3. Click Reply to compose your message to the buyer.

4. Click Send Message to send your reply.