

14 August 2023

Dear Suppliers,

Welcome and thank you for taking an interest in our Social Enterprise Dynamic Purchasing System (SEDPS).

This short introduction sets out the key steps to be taken in order to join the SEDPS and the structure of the tender documentation.

National Highways appreciates that a lot of information is being provided in the tender documents. The “SEDPS Documents Pack” includes crucial information which will allow you to fully understand how the SEDPS will operate and should be read carefully.

#### **How to join:**

1. Register on the National Highways E-Sourcing platform; [Jaggaer](#). The document “**A2 – How to Join Jaggaer**” provides guidance on how to register and registration is free of charge.
2. Once registered, you will need to complete “**B1 - Selection Questionnaire (SQ)**” in Jaggaer (which can be found in the Jaggaer home page under “PQQ’s/ITT’s Open to All Suppliers”).
3. You will need to download and sign “**B2 - SEDPS Agreement**”, then attach your signed copy to your SQ Response in Jaggaer.
4. National Highways will then evaluate and respond to your submission.

The appendix below explains the purpose of each document included in the SEDPS Supplier Pack.

We look forward to working with you.

Kind regards

**National Highways**

### Appendix - SEDPS Document Purposes

Document	Purpose
<b>Supplier Pack</b>	
A1 - Overview of the SEDPS	This document provides a complete overview of the SEDPS, including. how it works, how to onboard, and how National Highways will run call-off competitions.
A2 - How to join Jaggaer	This document provides guidance on how to join the National Highways E-sourcing platform; Jaggaer.
A3 - How to Complete the Selection Questionnaire	This document provides complete guidance and information on how to complete the application to join the SEDPS, incl. pass/fail questions, what compliance checks will be done on supplier applications, what each section of the SQ means and what suppliers need to do to comply.
A4 - SEDPS Definitions	This document provides meanings of the terms and definitions used throughout the SEDPS Document Pack, excluding the legal agreements B2 and C6.
B1 - Selection Questionnaire	This document mirrors what is on Jaggaer to gives the reader an understanding of what questions are in the SEDPS Selection Questionnaire and is for information only.
B2 - SEDPS Agreement	This document is the Agreement which the supplier must sign up to be accepted onto the SEDPS.
C1 – Call-off Template (Request for Quotation) Over £50k	These documents are for information only at this stage. They will be used in the next stage of the SEDPS, this is called the Call-off stage.
C2 - Call-off Template (Request for Quotation) Under £50k	
C3 - Call-off Process	
C4 - Example Call-off Pricing Templates	
C5 - Order Form	
C6 - SEDPS Buyer Agreement	
C7 - Management Information Template	