

# FWK 4004 - ICGS Independent Investigators - Procurement Stage 1 instructions

*These instructions are intended to assist bidders in completing their submission for Stage 1 of FWK4004 – ICGS Independent Investigators. It will help explain what needs to be completed and submitted by the deadline of 12 noon on 24 July 2026. Bidders must ensure they have fully read and understood all relevant documentation prior to submitting their bid, and the authority takes no responsibility for any consequences if the bidder fails to do so.*

There are three main steps that need to be taken:

1. Signing up on the Central Digital Portal via a GOV.UK One Login
2. Signing up for Atamis – the procurement platform used by UK Parliament
3. Reading through all relevant documentation about the procurement and preparing your PSQ for submission by the deadline
4. Submitting your PSQ on the Atamis portal

## 1. Signing up for the Central Digital Platform (CDP)

The CDP is run by the Cabinet Office and allows suppliers to use information across different tenders without signing up for different portals each time. If you already have an account with the CDP you can just check your information is up to date and then share the code and unique identifier with us as part of the PSQ document.

To obtain your unique identifier on the Central Digital Platform, follow these steps:

1. **Register your organisation:** Create a GOV.UK One Login account to register your organisation. This will allow you to access the unique identifier.
2. **Complete the Supplier Information questionnaire:** After registration, complete the Supplier Information questionnaire on the organisation account page to generate your share code.
3. **Access your unique identifier:** Once registered and the questionnaire completed, you can view your organisation's details, including your unique identifier.
4. For more detailed guidance, you can visit the official Find a Tender website:  
[https://supplierregistration.cabinetoffice.gov.uk/faq/en\\_GB/Central\\_Digital\\_Platform](https://supplierregistration.cabinetoffice.gov.uk/faq/en_GB/Central_Digital_Platform)

1. You will first need to ensure that someone from your organisation has a Gov.Uk One Login, which can be created here: [Create your GOV.UK One Login or sign in - GOV.UK One Login](#). Follow the steps to create an account.
2. Once you are signed in to your Gov.Uk One Login, search for a service and look for “Find a Tender”. If you search for “FWK 4004 ICGS” you will be able to register your interest in this tender and receive any email updates.
3. You will then need to go back to your Gov.Uk One Login account and register your details as an organisation. **There is a helpful video on YouTube from the Government Commercial Function [here](#) which shows how to do this.**

4. You will need to input all your organisations details. Once you are at the stage where you have your Share Code or Unique identifier, this will need to be entered into Q2 of the PSQ document (see the “applying for tender” instructions below)

Further guidance on signing up for the CDP can be found here: [Suppliers: How to register your organisation and first administrator on Find a Tender in three easy steps \(HTML\) - GOV.UK](#)

## 2. Signing up for Atamis

1. Create an account (or log in) on the Atamis procurement portal:

<https://atamis-ukparliament.my.site.com/s/Welcome>

2. Search for project “**FWK4004 – ICGS Independent Investigators**”
3. Select ‘**Register Interest**’
4. Wait a few minutes for the system to update, and then go to ‘**Proposals and Quotes**’
5. Download the ITT pack and all attachments. Save a local copy for your working files.
6. If you experience any portal issues, contact Atamis Support:

Helpdesk Operational Hours 08:00-18:00 Monday - Friday (Excluding Public Holidays)

Link to Atamis user help: [Using the Supplier Portal – Suppliers](#)

Phone: +44 29 2280 9277

Helpdesk: [Raise a Support Ticket](#)

**Note:** Atamis allows an organisation to register once, and then to have several individuals in that organisation register for that interest. If you are registering as an individual, you may need to register yourself as an individual within that organisation. If you do not have a “company name”, just use your name in this field.

## 3. Applying for the tender - Step by Step instructions

1. **Ensure you are signed up for both the Atamis portal, and for the Central Digital Platform (CDP).** If you are reading this far, it is likely you are already signed up on Atamis and the CDP, however in order to submit your bid you must provide the Unique Identifier and Share Code created by the CDP on your bid submission in Atamis.
2. **Go to the “Documentation” tab. Download and read the following key documents:**
  - **FWK 4004 – Tender Guide** – this gives a brief overview of how the procurement process will run at all stages.
  - **FWK 4004 – Annex 1 – Service specification** – this outlines what the requirements are for the role, and our expectations for suppliers.
  - **FWK 4004 – Invitation to Tender** – This outlines in detail how the framework will operate, how the procurement process will run including scoring and assessment criteria
  - **ICGS Investigator Framework draft V8** – this constitutes the overarching terms and conditions that suppliers will be signing up to. It is important you read and understand your obligations under the framework.

- **FWK 4004 - Annex A – Procurement Specific Questionnaire (PSQ)** – This is the key document you will be uploading for Stage 1. It asks you for your details (Questions 1-6) asks you to confirm you are eligible to bid for the opportunity via some exclusion questions (Questions 7-17) and then asks you to outline your experience (Questions 18A-E). There are some final questions on conflict of interest, social value, before you need to give your details and sign.

### 3. Prepare your Stage 1 submission:

- Once you have read through the documents outlined above, you can begin preparing your submission. This will involve completing the PSQ (document E)
- As you work your way through the PSQ, you may need to download and complete additional documentation. For example, if you are bidding as part of a group or consortium (Question 7) you will also need to download and complete Attachment 5 from the Atamis portal.
- If you are an individual, then at the point of contract award you must be set up as a legal entity (either as a Sole Trader or Limited Company). There is no requirement to do so at this stage of the process, this can be done at a later date.
- Save and upload the PSQ documentation, and all other relevant documents that you have had to complete while going through the PSQ.
- This is done by clicking on the “PSQ” link underneath the “Requirements Sections” on the tender homepage, clicking “Submit PSQ document via Atamis” and then attaching all relevant files before saving and submitting.
- Note that the exact documents will vary depending on your organisational structure (individual or as part of a company/consortium).
- ***If you need to submit a tender clarification on Atamis, the deadline is 12 noon on 15 July 2026***

**Note:** There are other documents also available on the procurement page, such as the Service Level Agreements, PSQ assessment table and others. It is important that you are confident you understand all the requirements and conditions of the tender before you submit.

## Where to go for support

**Atamis:** If you are having problems with Atamis, please contact +44 29 2280 927s or [Raise a Support Ticket](#) with their Helpdesk.

Go on the Atamis user help page: [Using the Supplier Portal – Suppliers](#)

**Central Digital Portal:** There are a variety of helpful videos available on the Government Commercial Function YouTube channel:

<https://www.youtube.com/@governmentcommercialfunction8411>

**Other questions about the tender:** If you have any questions about the specification, requirements for the role, tender process or how to complete the PSQ, please message us through the Atamis Platform. To do so, click the “Messages” function while you are on the tender page. Note that your message will become a “clarification question”, which will be answered by us and the question and answer will be available to all other bidders.