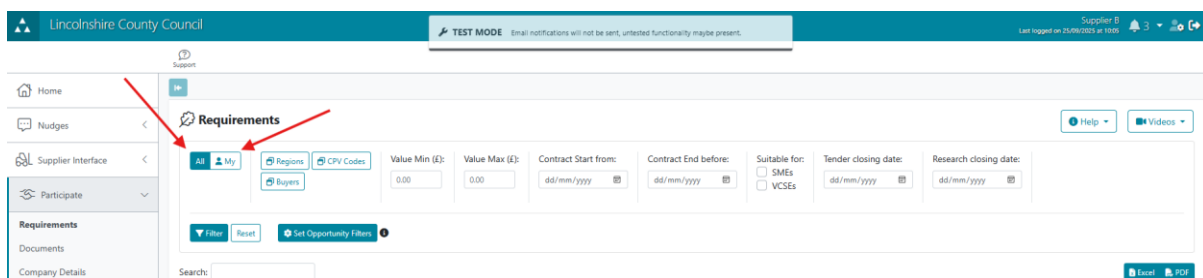


Placing a bid on Panacea

Step 1 – Locate Contract(s)

Log into Panacea, your home page is the same as the “Requirements Tab” From here you will get a list of all current batches which you are able to bid on.

From the picture illustrated below you can see there is a ‘MY’ and ‘ALL’ button. ‘ALL’ will show all the batches currently available to bid on, whereas ‘MY’ will show only those you have opted to participate in.



The title will give an overview of the area within the tender.

The contract start and end date will detail the earliest contract start date and latest end date within the batch.

The screenshot shows the 'Requirements' page with a table of contract entries. The table has columns for 'Open Nudges', '# Num', 'Title', 'Stage', 'Contract Start', 'Contract End', 'Value (£)', 'Suitable for SMEs?', and 'Suitable for VCSEs?'. A single entry is visible: '#REQ-3', 'LCC Transport DPS', 'Tender', '14/02/2022', '01/03/2030', '£1,680,000,000', 'Suitable for SMEs? (checked)', and 'Suitable for VCSEs? (checked)'. Red arrows point to the 'Title', 'Contract Start', and 'Contract End' columns.

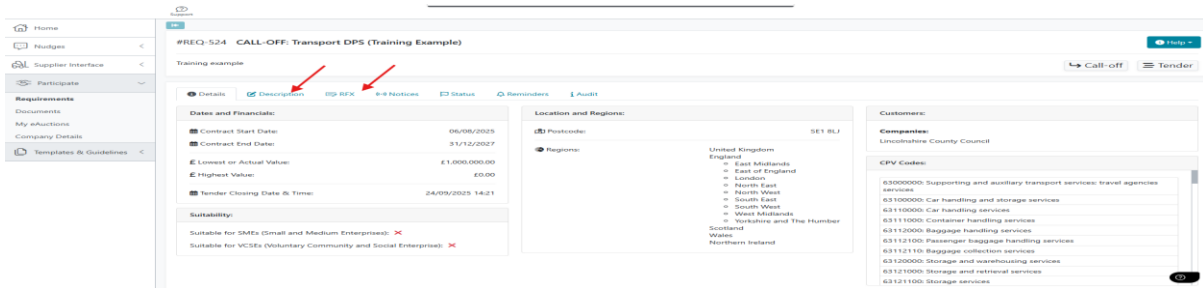
Open Nudges	# Num	Title	Stage	Contract Start	Contract End	Value (£)	Suitable for SMEs?	Suitable for VCSEs?
	#REQ-3	LCC Transport DPS	Tender	14/02/2022	01/03/2030	£1,680,000,000	✓	✓

Step 2 – Batch details

To access the batch, click the contract title. This will take you to the page shown below. Here there are two tabs which will provide more information.

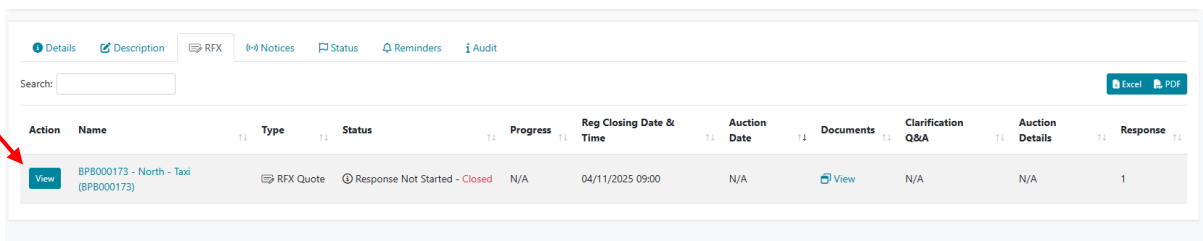
The first is ‘Description’, this will give you a general overview of the contracts within the tender.

To find the full route sheet, click on the ‘RFX’ tab.



Once you click on RFX tab, scroll across to 'documents' and click 'View' below it to download the route sheet.

If you wish to bid on a contract, you must click 'view' on the left of the screen.



Once you have selected to 'view' you will be able to view the questionnaire and place your bid.

Step 3 – Place bid(s)

Once you have clicked 'view' you will come to the following screen. Here you simply enter your daily price on the contract you wish to bid on, after click save and then submit.

You do not have to enter a price for each contract. Only enter a price for the contracts you wish to bid on, the others please leave blank.

CALL-OFF: Transport DPS - BPB Batch example (DPSEG12)

Please enter best price for contract 1234

Enter price and pence for your bid

Please enter best price for contract 5678

Enter price and pence for your bid

Please enter best price for contract 9123

Enter price and pence for your bid

[Attachments](#) [Opt Out](#) [Save](#) [Submit](#)

If you wish to amend your bid. Simply go back to the screen above, select 'withdraw', amend your bid, click save and then click submit.

CALL-OFF: Transport DPS - BPB Batch example (DPSEG12)

Please enter best price for contract 1234

Enter price and pence for your bid

Please enter best price for contract 5678

Enter price and pence for your bid

Please enter best price for contract 9123

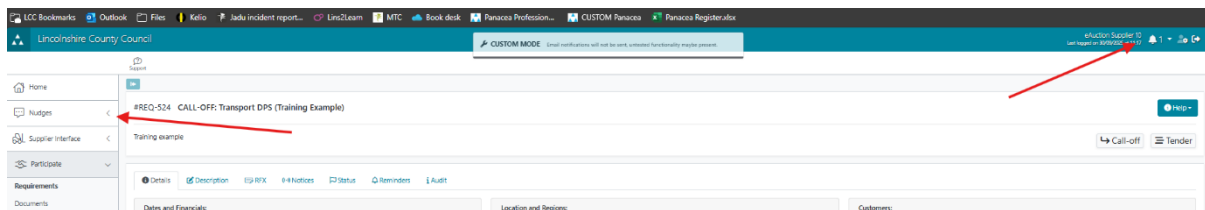
Enter price and pence for your bid

Attachments Submitted Withdraw

Step 4 – Accepting / Declining a contract

If you are the lowest bid on a contract the Lincolnshire County Council team will make contact via 'Nudges'. Here you will get a notification which will be highlighted via the bell symbol in the top right corner of the panacea screen.

You can also access your messages by clicking the 'Nudge' tab on the left-hand side.



This will open a conversation between you and LCC where you can accept or decline the contract being offered.

After accepting / declining the contract, and once the batch has been closed with the successful operators notified the status of the batch will update to 'Accepted' or 'Declined'

Type	Name	Auction Details	Auction Date	Status	Req Closing Date & Time	Response	Documents	Clarification Q&A	Progress	Action
RFX Quote	CALL-OFF: Transport DPS - BPB Batch example (DPSEG12)	N/A	N/A	Declined - Closed	25/09/2025 14:09	1	View	N/A	N/A	View
RFX Quote	CALL-OFF: Transport DPS (Training Example) (LR)	N/A	N/A	Accepted - Closed	24/09/2025 23:59	1	View	N/A	N/A	View

Please note that Panacea can be used on your mobile phone as well as computer. There is no app to download but you can save the browser page to your mobile home screen to save you the trouble of searching for the portal in the future. If possible, I would recommend using a computer due to the size of the route sheets.