

## PQQ: pqq\_16 - CPD/004/120/178; National Model Design Code - PTME

Further information can be found at [dclg.bravosolution.co.uk](https://dclg.bravosolution.co.uk) under the project title " PQQ: pqq\_16 - CPD/004/120/178; National Model Design Code – PTME "

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Click the 'PQOs Open To All Suppliers' link. (These are procurement processes open to any registered supplier).

- Click on the relevant PQQ to access the content.
- Click the 'Express Interest' button at the top of the page.
- This will move the PQQ into your 'My PQOs' page. (This is a secure area reserved for your projects only) You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ Details' box

Click 'My Response' under 'PQQ Details', you can choose to:

- 'Create Response', or,
  - 'Decline to Respond' (please give a reason if declining).
- You can now use the 'Messages' function to communicate with the Authority and seek any clarification. Follow the onscreen instructions to complete the PQQ. There may be a mixture of online & offline actions for you to perform. You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.