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| **NEGOTATION SKILLS WORKSHOP****CPG/2246/2017** |

We invite you to register your interest for the procurement of a Negotiation Skills Workshop through the Foreign & Commonwealth Office (FCO) Procurement Portal, e-Bravo.

In order to be considered for this project it and receive pre-qualification and/or tender information it is necessary that you register your company (including any relevant information requested) on the Foreign & Commonwealth Office Procurement Portal, e-Bravo. **Failure to do this will mean your company may not receive a Tender; no tenders will be issued via open e-mail**.

**Project 1475,** **ITT 2050: Negotiation Skills Workshop**

**How to Register Your Company/Express Interest in this Tender**:

1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: **https://fco.bravosolution.co.uk** and click the link to register. - Accept the terms and conditions and click "continue" - Enter your correct business and user details - Note the username you chose and click "Save" when complete - you will shortly receive an e-mail with your unique password (please keep this secure).

2. **When you are notified that you have been invited to tender** - Login to the portal with the username/password - Click on the relevant Invitation to Tender (ITT) to access the content - You can now access any attachments by clicking the "Settings and Buyer Attachments" in the "Actions" box;

Responding to the ITT - You can choose to "Reply" or "Reject" (please give a reason if rejecting) - You can now use the 'Messages' function to communicate with the buyer and seek clarification - Note the deadline for completion, - There may be a mixture of online & offline actions for you to perform (there is detailed online help available), You must then publish your reply using the publish button in the "Actions" box on the left-hand side of the page. If you require any further assistance please consult the online help or contact the eTendering help desk.

Potential Providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Provider’s organisation, this should be indicated, with an explanation. Where attachments are requested to be submitted within the electronic PQQ/ITT, these shall be submitted in a PDF format (Adobe or similar).

PQQ/ITT or Bids not submitted via the FCO’s eProcurement portal will not be considered.

**Tender Return Date: Friday December 8th 2017 17:00hrs (GMT) – Please note that any bids submitted after the deadline has close will be considered a ‘late’ bid and may not be considered.**