

Department for Environment, Food & Rural Affairs

Welcome: **Barber Amy**
Time Zone: GMT + 0:00 DST | [Logout](#)

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ITT Details
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View ITT settings
Buyer Attachments
Attachments from the Buyer: 4

My Response
Status is: Response To Be Submitted To Buyer

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Manage User Rights

Project: **project_1647 - Royal Botanic Gardens, Kew Summer Festival 2016**
ITT: **itt_1178 - Royal Botanic Gardens, Kew Summer Festival 2016**
Closing Date: 18/08/2015 15:00:00
Response Last Submitted On: **Not Submitted Yet**

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My Response Summary

Section	Details	Total Price (excluding optional sections)
1. Qualification Response	Missing mandatory responses (71)	
2. Technical Response	Missing optional responses (6) No additional attachments	
3. Commercial Response	Mandatory fields missing (10)	0

Supplier Organisation Structure
[Manage Consortium](#)

This bid is submitted on behalf of: My Organisation Only (No consortium)

View Response Index Only
[Edit Response](#)

1. Qualification Response (questions: 82)

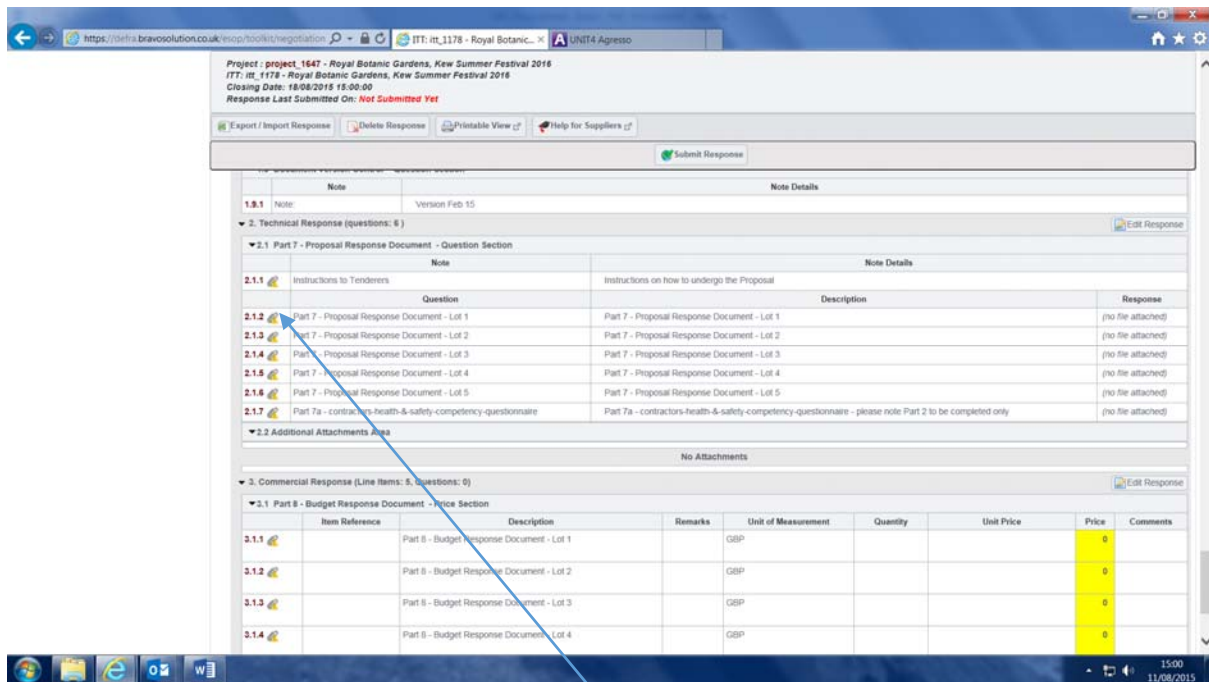
1.1 READ FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section

Note	Note Details
1.1.1 Note:	Please ensure that you download and read all the ITT document, which includes 'Key Info' and 'Tender Particulars' prior to starting your response.
1.1.2 Note: Clarification Questions	Please submit clarification questions via the eTendering system, e.g. 'Please can I request an extension', 'please clarify xxx', etc.
1.1.3 Note:	USE THE ONLINE 'HELP' FUNCTION - it provides support for both the screen you are in and for key processes (it also has a help function and glossary).
1.1.4 Note:	PLEASE ENSURE THAT YOU HAVE DOWNLOADED AND READ ALL THE RELEVANT FILES IN THE 'ATTACHMENTS' AREA WHICH IS LOCATED ON THE LEFT HAND SIDE OF YOUR SCREEN.
1.1.5 Note:	TO ACCESS AND SUBMIT THE PROPOSAL QUESTIONS, PLEASE CLICK ON THE 'TECHNICAL ENVELOPE' TAB LOCATED ON THE LEFT HAND SIDE OF YOUR SCREEN.
1.1.6 Note:	TO ACCESS AND SUBMIT THE BUDGET QUESTIONS, PLEASE CLICK ON THE 'COMMERCIAL ENVELOPE' TAB LOCATED ON THE LEFT HAND SIDE OF YOUR SCREEN.

If you click on the 'My Response', it will open up a new page.

You then see the page above.

To find the technical attachments, scroll down until you come to the below screen with the heading '2: Technical Submission'. The commercial attachments are under the heading '3: Commercial Submission'.

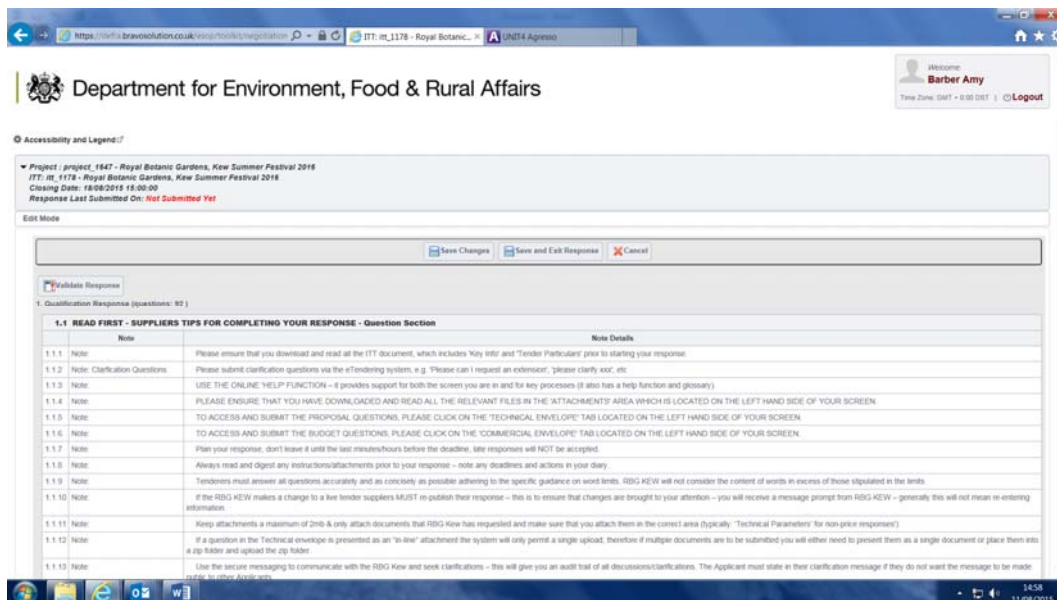


To download the documents, click on the paperclip

Once downloaded, complete the documents offline

To upload the documents you will need to click on the items highlighted in burgundy

When you click on the Qualification Response the screen will look like below:



If you click on the Technical Response the screen will look like the below:

Project : project_1647 - Royal Botanic Gardens, Kew Summer Festival 2016
 ITT: it_1178 - Royal Botanic Gardens, Kew Summer Festival 2016
 Closing Date: 18/08/2016 15:00:00
 Response Last Submitted On: Not Submitted Yet

Warning: Instructions for (6) Question(s) have not been downloaded, click on the icon next to the question to download the Instructional Attachment

Buttons: Save Changes, Save and Exit Response, Cancel

Validate Response

2. Technical Response (questions: 6)

2.1 Part 7 - Proposal Response Document - Question Section		Note Details
Note	Question	Description
2.1.1	Instructions to Tenderers	Instructions on how to undergo the Proposal
2.1.2	Part 7 - Proposal Response Document - Lot 1	Part 7 - Proposal Response Document - Lot 1
2.1.3	Part 7 - Proposal Response Document - Lot 2	Part 7 - Proposal Response Document - Lot 2
2.1.4	Part 7 - Proposal Response Document - Lot 3	Part 7 - Proposal Response Document - Lot 3
2.1.5	Part 7 - Proposal Response Document - Lot 4	Part 7 - Proposal Response Document - Lot 4
2.1.6	Part 7 - Proposal Response Document - Lot 5	Part 7 - Proposal Response Document - Lot 5
2.1.7	Part 7a - contractors-health-&-safety-competency-questionnaire	Part 7a - contractors-health-&-safety-competency-questionnaire - please note Part 2 to be completed only

Buttons: Click to attach file, Add/View Attachments

2.2 Additional Attachments Area

No Attachments

Top

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If you click on the Commercial Response the screen will look like the below:

Project : project_1647 - Royal Botanic Gardens, Kew Summer Festival 2016
 ITT: it_1178 - Royal Botanic Gardens, Kew Summer Festival 2016
 Closing Date: 18/08/2016 15:00:00
 Response Last Submitted On: Not Submitted Yet

Warning: Instructions for (5) Question(s) have not been downloaded, click on the icon next to the question to download the Instructional Attachment

Buttons: Save Changes, Save and Exit Response, Cancel

Refresh, Validate Response

Total Price (including optional sections): 0

3. Commercial Response (Line Items: 5, Questions: 0)

3.1 Part 8 - Budget Response Document - Price Section		Remarks	Unit of Measurement	Quantity	Unit Price	Price	Comments
3.1.1	Part 8 - Budget Response Document - Lot 1		GBP		Tick if Quoting	0	
3.1.2	Part 8 - Budget Response Document - Lot 2		GBP		Tick if Quoting	0	N = 512
3.1.3	Part 8 - Budget Response Document - Lot 3		GBP		Tick if Quoting	0	N = 512
3.1.4	Part 8 - Budget Response Document - Lot 4		GBP		Tick if Quoting	0	N = 512
3.1.5	Part 8 - Budget Response Document - Lot 5		GBP		Tick if Quoting	0	N = 512

Section Sub Total: 0

When all the areas have been uploaded and completed, click on the below to submit your proposal:

The screenshot shows the eTendering system interface for the Department for Environment, Food & Rural Affairs. The browser address bar shows the URL: <https://bravo.solutions.co.uk/etop/submit/vegetation>. The user is logged in as Barber Amy, with a time zone of GMT + 0:00 DST. The page title is "Department for Environment, Food & Rural Affairs".

On the left sidebar, there are links for "Back to List", "Main Page", and "Accessibility and Legend". The main content area displays the "ITT Details" for "Project: project, 1647 - Royal Botanic Gardens, Kew Summer Festival 2016". The closing date is 18/08/2015 15:00:00, and the response last submitted on is "Not Submitted Yet".

Below the ITT details, there are buttons for "Export / Import Response", "Delete Response", "Printable View", and "Help for Suppliers". A blue arrow points to the "Submit Response" button.

The "My Response Summary" section shows the following details:

Section	Details	Total Price (excluding optional sections)
1. Qualification Response	Missing mandatory responses (71)	
2. Technical Response	Missing optional responses (6) No additional attachments	
3. Commercial Response	Mandatory fields missing (10)	0

The "Supplier Organisation Structure" section shows "My Organisation Only (No consortium)".

The "View Response Index Only" section shows the "1. Qualification Response (questions: 92)" section. The "1.1 READ FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section" is expanded, showing the following notes:

Note	Note Details
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