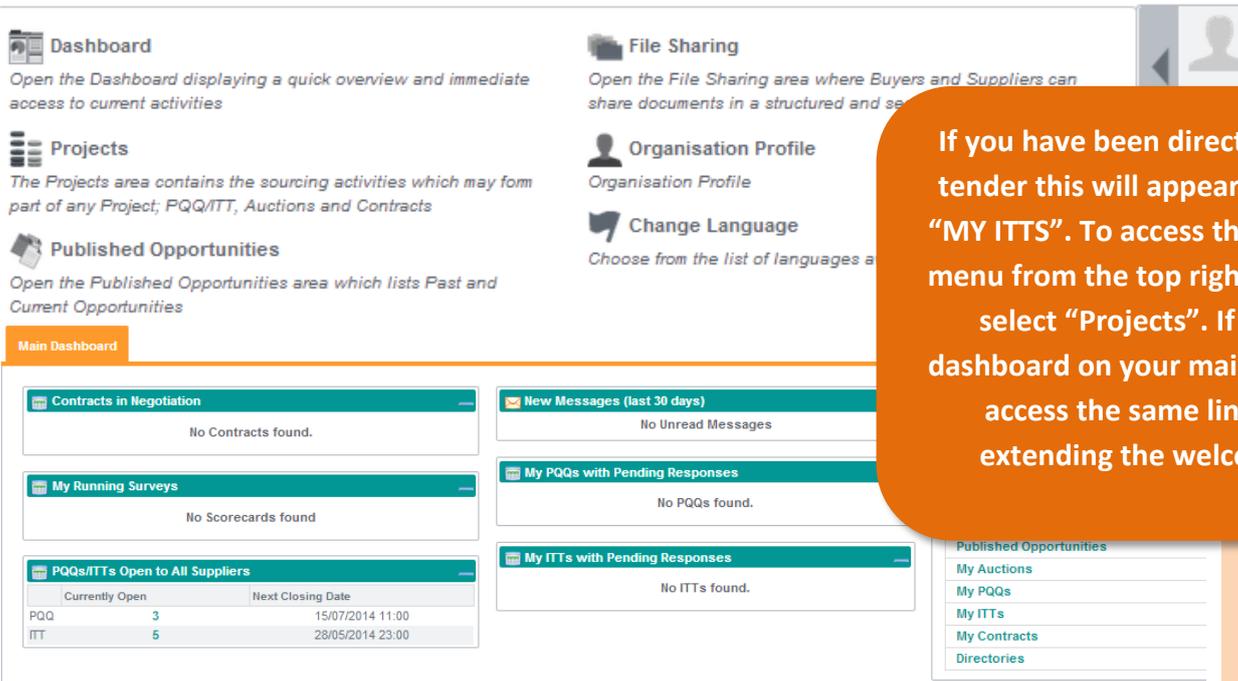# BravoSolution
Supply Management Excellence

Responding to Tenders

This guide intends to give you an overview on how to respond to tender documents such as PQQs, ITTs, RFI, RFQ. This is a generic guide produced by BravoSolution and is not specific to any one contracting organisation; terminology will vary from site to site.

Step 1.

Dashboard
Open the Dashboard displaying a quick overview and immediate access to current activities

Projects
The Projects area contains the sourcing activities which may form part of any Project; PQQ/ITT, Auctions and Contracts

Published Opportunities
Open the Published Opportunities area which lists Past and Current Opportunities

File Sharing
Open the File Sharing area where Buyers and Suppliers can share documents in a structured and se...

Organisation Profile
Organisation Profile

Change Language
Choose from the list of languages a...

Main Dashboard

Contracts in Negotiation
No Contracts found.

My Running Surveys
No Scorecards found

PQQs/ITTs Open to All Suppliers

	Currently Open	Next Closing Date
PQQ	3	15/07/2014 11:00
ITT	5	28/05/2014 23:00

New Messages (last 30 days)
No Unread Messages

My PQQs with Pending Responses
No PQQs found.

My ITTs with Pending Responses
No ITTs found.

Published Opportunities
My Auctions
My PQQs
My ITTs
My Contracts
Directories

> **If you have been directly invited to a tender this will appear in "My PPQs" "MY ITTS". To access these extend the menu from the top right welcome and select "Projects". If you have a dashboard on your main page you can access the same links without extending the welcome menu.**

Step 2.
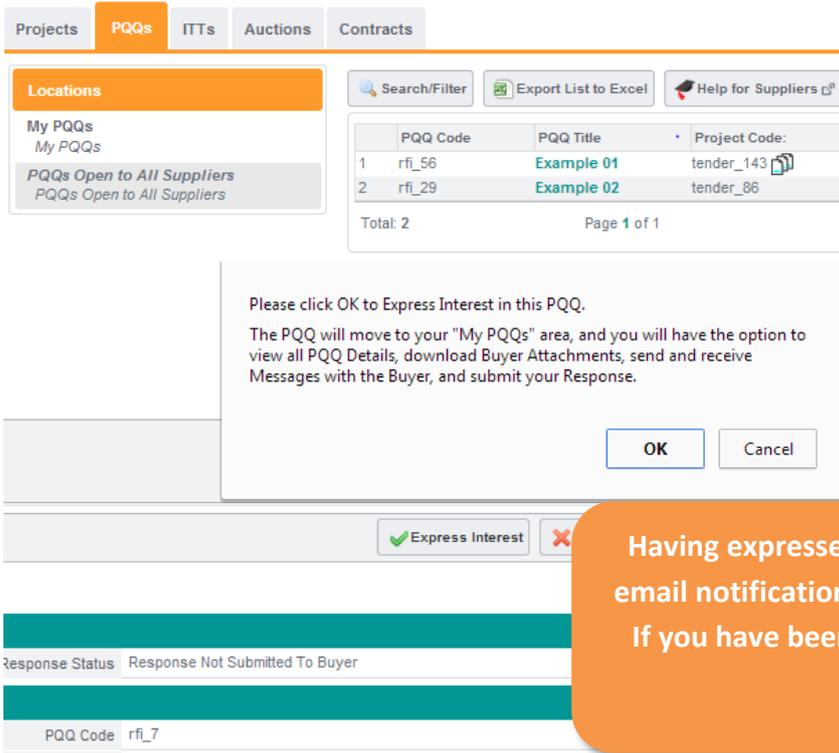
Projects | **PQQs** | ITTs | Auctions | Contracts

Locations

My PQQs
My PQQs

PQQs Open to All Suppliers
PQQs Open to All Suppliers

Search/Filter | Export List to Excel | Help for Suppliers

	PQQ Code	PQQ Title •	Project Code:
1	rfi_56	Example 01	tender_143
2	rfi_29	Example 02	tender_86

Total: 2   Page 1 of 1

Please click OK to Express Interest in this PQQ.

The PQQ will move to your "My PQQs" area, and you will have the option to view all PQQ Details, download Buyer Attachments, send and receive Messages with the Buyer, and submit your Response.

OK   Cancel

Express Interest

Response Status   Response Not Submitted To Buyer

PQQ Code   rfi_7

> **Ignore this step if you were directly invited to tender.**
>
> **Site dependent you may also have the option to view "PPQs open to all suppliers". From the list of "PPQs open to all suppliers" you express interest by opening one of the tenders listed and clicking "Express interest".**

> **Having expressed an interest in the PQQ you will receive an email notification and the PQQ will move to "My PQQs" area. If you have been invited the details will already be listed in "My PQQs" areas.**

Responding to Tenders

Once you have expressed an interest or been invited to a tender, ensure you open the PQQ/ITT/RFI/RFQ to view the structure, deadlines and download any attachments. It is important that you read and understand all the instructions set by the buyer.

Step 3.
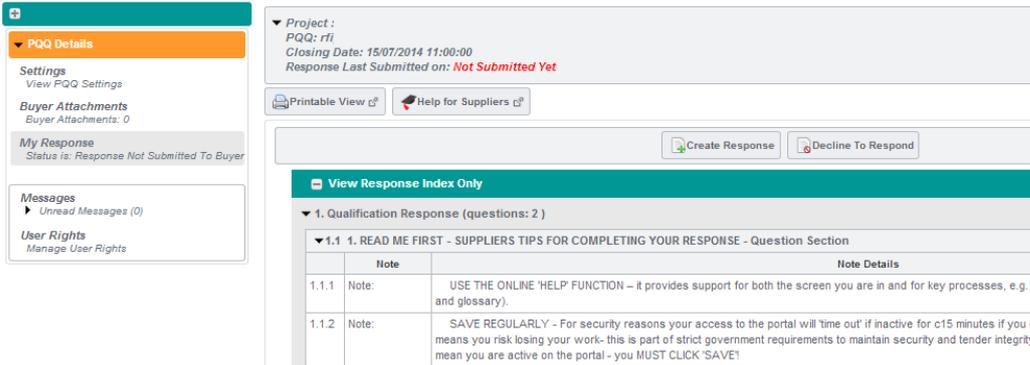
Project :
PQQ: rfi
Closing Date: 15/07/2014 11:00:00
Response Last Submitted on: *Not Submitted Yet*

🖨 Printable View ❓ Help for Suppliers

➕ Create Response   ✖ Decline To Respond

View Response Index Only

▾ 1. Qualification Response (questions: 2)

▾ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section

	Note	Note Details
1.1.1	Note:	USE THE ONLINE 'HELP' FUNCTION – it provides support for both the screen you are in and for key processes, e.g. 'h and glossary).
1.1.2	Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you d means you risk losing your work- this is part of strict government requirements to maintain security and tender integrity mean you are active on the portal - you MUST CLICK 'SAVE'!

PQQ Details

Settings
View PQQ Settings

Buyer Attachments
Buyer Attachments: 0

My Response
Status is: Response Not Submitted To Buyer

Messages
▸ *Unread Messages (0)*

User Rights
Manage User Rights

To submit a response click on the listed PPQ and click "Create Response" you can of course decline to respond. Then you will need to click "Edit Response" to the left of the screen.

📝 Edit response
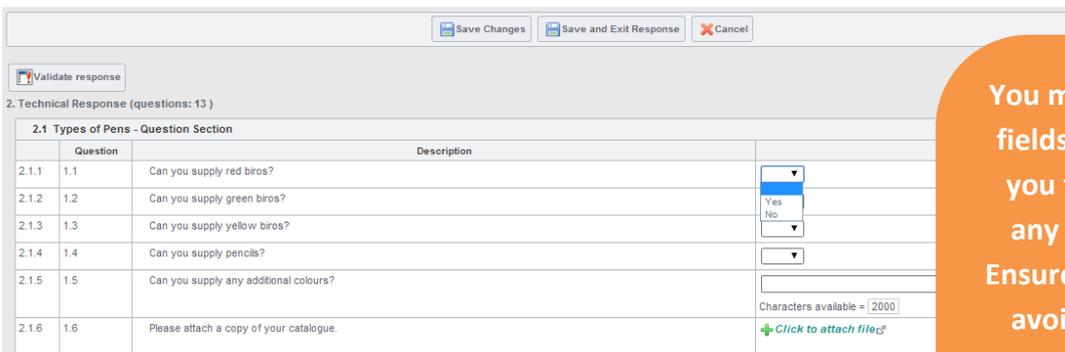
💾 Save Changes   💾 Save and Exit Response   ✖ Cancel

✔ Validate response

2. Technical Response (questions: 13)

2.1 Types of Pens - Question Section

|	Question	Description	
2.1.1	1.1	Can you supply red biros?	▾
2.1.2	1.2	Can you supply green biros?	Yes / No
2.1.3	1.3	Can you supply yellow biros?	▾
2.1.4	1.4	Can you supply pencils?	▾
2.1.5	1.5	Can you supply any additional colours?	Characters available = 2000
2.1.6	1.6	Please attach a copy of your catalogue.	➕ *Click to attach file*

You must complete all mandatory fields – the system will not allow you to submit should you leave any fields with asterisks blank. Ensure you save regularly, this will avoid you being timed out and losing your work.

Once you have completed the questions click "Save and Exit Response". When you are ready to submit click "Submit Response"

Step 4.

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

[OK]   [Cancel]

...ssibility and Legend
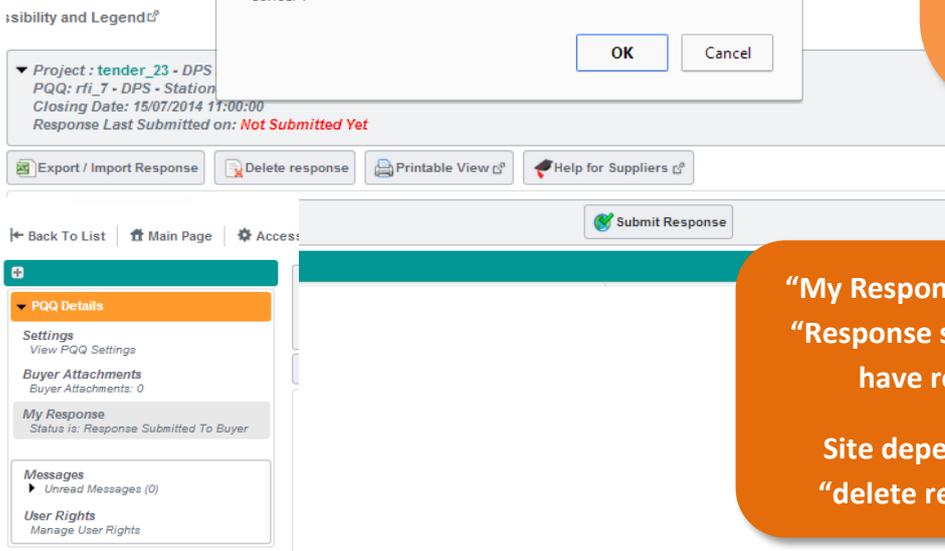
▾ Project : tender_23 - DPS ...
PQQ: rfi_7 - DPS - Station ...
Closing Date: 15/07/2014 11:00:00
Response Last Submitted on: *Not Submitted Yet*

📊 Export / Import Response   ✖ Delete response   🖨 Printable View   ❓ Help for Suppliers

⬅ Back To List   🏠 Main Page   ⚙ Access...

✔ Submit Response

PQQ Details

Settings
View PQQ Settings

Buyer Attachments
Buyer Attachments: 0

My Response
Status is: Response Submitted To Buyer

Messages
▸ *Unread Messages (0)*

User Rights
Manage User Rights

"My Response" status will now have changed to "Response submitted to buyer" and you should have received an email confirmation.

Site dependant you can "edit response" or "delete response" as long as it is within the