

Details regarding requirements for the submission of Tenders will be set out in Volume 2 of the ISFT documents. Bidders should comply with the requirements of this in the preparation and submission of Tenders.

Bidders should upload their complete Tender electronically via the Authority's e-Sourcing Portal, Jaggaer, for evaluation by the Authority. The Authority reserves the right to reject Tenders that fail to be uploaded by the specified submission deadline.

Registration: The Authority will be using its e-Sourcing Portal known as Jaggaer. The e-Sourcing Portal is an online application that allows all bidders to create and submit their responses to any SQ and Tenders via the internet.

Bidders instructions to express an interest in this Tender:

1) Login to the Portal at:

<https://ministryofjusticecommercial.bravosolution.co.uk/web/login.html> with username and password;

2) Click the PQQs/ITTs Open to All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier);

3) Click on the relevant SQ/ITT to access the content using the following: SQ Code – PQQ\_466 Project Code – prj\_12662;

4) Click the "Express Interest" button at the top of the page. This will move the SQ/ITT into your "My PQQs/My ITTs" page. (This is a secure area reserved for your projects only);

5) You can now access any attachments by clicking "Buyer Attachments" in the "PQQ/ITT Details" box instructions on how to submit a Tender will be provided;

6) If you experience any technical problems, please e-mail [esourcing@Justice.gov.uk](mailto:esourcing@Justice.gov.uk);

7) In the event of system issues please contact the Jaggaer Helpdesk via telephone 0800 069 8630/ 0845 010 0132