



**The Provision of Integrated Musculoskeletal (MSK) Orthopaedic Triage and Physiotherapy Service for NHS Norwich Clinical Commissioning Group (NCCG) & NHS South Norfolk Clinical Commissioning Group (SNCCG)**

**Offer reference number:** ACE-0228-2015

## **Registering on the Attain e-Tendering portal**

The Request for Information for the above project will be released to you through the Attain e-Tendering portal, hosted by Bravo Solutions. To receive the documents you must register your organisation. You will be required to do this only once.

Please note that all information submitted via this portal is strictly secure and restricted to the Attain Procurement Team.

### **To register with the Attain eTendering portal:-**

- Click on link below for the portal

<https://attain.bravosolution.co.uk/>

- From the portal Home Page, click the 'Click Here to Register Here' link
- Accept the terms & conditions for using the portal
- Complete your organisation & personal details
- Choose a memorable username and submit
- You will then be sent an email with your unique password, please treat this securely (if you lose it there is a 'Forgot my Password' link on the portal homepage)

### **To Express an Interest in the PQQ:-**

- Login with your unique username & password
- From the suppliers reserved area click '**PQQs Open to All Suppliers**' – this is a repository of all Tenders/PQQs open to any registered supplier.
- Browse the PQQs (there may be more than one page) and select one by clicking on it
- Note the Details buttons on the left for Navigation and the Actions below
- Click the 'Express Interest' action – this will move the PQQ from the **PQQs Open to All Suppliers** area to your '**My PQQs**' area – this is a

reserved area for PQQs that you have either been invited to or expressed interest in.

- (If you were directly invited to participate in a PQQ it is not necessary to express interest – the PQQ will be in your '**My PQQs**')

#### **To complete your PQQ response:-**

- Download any attached documents that the buyer may have uploaded for you.
- Note any actions/deadlines (e.g. deadline for clarifications, PQQ closing date etc.),
- Important Note: A PQQ (or ITT) may be structured in different ways:
  - An online questionnaire (this is known as Qualification or Technical Questionnaire).
  - An attached document (usually in MS Word or Excel).
  - A mixture of both Questionnaires and attachments
- To continue click the 'Reply' action (or Reject if you do not wish to continue)
- Use the tabs in the Response screen to navigate through the Questionnaires:
- **Qualification Response** – If the buyer uses this option it may take the form of a questionnaire or more likely some notes/tips on your response.
- **Technical Response** – this is typically the main part of the PQQ and will consist of groups of (non-price) questions, work your way through these and don't forget to save your work and complete all mandatory fields.
- **Commercial Response** – this is rarely used in a PQQ, (generally used at the ITT stage), but will consist of groups of items that require quotation – these items can be goods, services, supply scenarios etc.
- When completed click the 'Publish' action (& Confirm) to submit your bid to the Buyer.

#### **To complete your ITT response:-**

On receipt of the invitation email, complete your ITT response:

- Navigate to your '**My ITTs**' area of the portal & select the ITT by clicking it
- Download any attached documents that the buyer may have provided for you, (note mass download requires a Java plug-in, if you cannot use this download individually).
- Note any actions and deadlines (e.g. last date for clarifications & the PQQ closing date),
- (Like a PQQ) an ITT may be structured in different ways:
  - An online questionnaire (this is known as Qualification or Technical Parameters).
  - An attached document questionnaire (in MS Word or Excel).
  - A mixture of both

- To continue click the 'Reply' action (or 'Reject' if you do not wish to respond)
- As with the PQQ use the tabs in the Response screen to navigate to:
  - **Qualification Response** – If the buyer uses this option it may take the form of a questionnaire or more likely some notes/tips on your response.
  - **ITT Response** – groups of (non-price) questions, work your way through these, don't forget to save your work & complete all mandatory fields.
  - **Financial or Commercial Response** – groups of items that require quotation – these items can be goods, services, supply scenarios etc. – typically you will be required to quote against ALL items in order to respond
- When you have completed your response click the 'Publish' action (& confirm) to submit it to the Buyer.

Within the suite of tender documentation there is a "Responding to a Tender" that provides further detailed instructions on how to use e-Tendering portal.

For further information or assistance please refer to online help/ manuals in the first instance. If this does not resolve your query, please contact the Helpdesk on:

Tel: 0800 368 4850

E-Mail: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

On behalf of the Attain Procurement Team, we thank you for your interest in this project.