



Department
for Education

E-tendering portal guidance

Of interest to organisations that want to access to our e-tendering portal.

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Technical Requirements

The e-Sourcing Suite is accessed over the internet and should operate using any standard web-browser.

It is strongly recommended that you use the following internet browsers which are supported by Bravo Advantage 16:

- IE10 and IE 11 (Note that IE9 will function, but is not recommended)
- Google Chrome
- Mozilla Firefox (ESR) 31+
- Safari 8 for MacOS 10.10

Note

If you do not hold an account on the e-tendering portal you will need to register. You may complete registration at any time but you will not be able to access the PQQs or ITT's unless you do so. The registration page that you complete to register on the e-tendering portal is **not** the PQQs or ITT's that you are required to complete as part of the pre-qualification or tendering process.

How to register on the Department for Education e-tendering portal

1. If you already hold an account on the e-tendering portal it is important that you use your existing account when accessing the PQQs and continue to use this account in the future. If you are not sure whether your organisation already has an account or you require a password reset, email help@bravosolution.co.uk rather than attempt to re-register.
2. If your organisation does not hold an account, please register on the e-tendering portal.

The screenshot shows the top navigation bar with links: Home, About us, News, Providers, Employers, Publications, and Looking for training. Below the navigation bar is a large header image. On the right side, there is a 'Login / Register' section with a 'username' field, a 'password' field, and a 'GO' button. Below the login fields are links: 'Click here to register', 'Click here for details on how to register', and 'Forgot your password?'. Below this is a 'Useful links' section with a list of links: Government Procurement Service, Cabinet Office, SONSIP, Tenders Electronic Daily (TED), SOPO, CIPS, Constructonline, and Contracts Finder. At the bottom of the page is a 'For Help Click Here' button and the European Union logo with the text 'European Union European Social Fund'.

Select 'Click here to register'.

3. You are then directed to the registration form, which has two sections.
 - i. Organisation details.
 - ii User details.

Organisation Details

Organisation Name

Address Line 1

City

State/Country

Postal Code

Country UNITED KINGDOM

Main Organisation Phone Number

Organisation Fax Number

Organisation Email Address

Web site

Organisation Legal Structure

Company Registration Number (if not registered enter 'N/A')

VAT Number (if not registered enter 'N/A')

UK Provider Reference Number (DPPSRN)

User Details

Title

Last Name

First Name

Phone Number

Mobile Phone Number (please enter "" "" ""country code"" and ""your mobile phone number"" with no spaces) (please enter "" "" ""country code"" and ""your mobile phone number"" with no spaces)

Fax Number

Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use "" (apostrophe) to separate multiple addresses.

Role within Organisation

Preferred language for use in system interface

Complete the form and check that all your details are correct, then save the form.

Your name on the Bravo e-tendering portal must match your legal name. Do not abbreviate it.

You can add more than one email address to receive alerts by adding a semicolon (;) after each address you enter.

4. You will then receive an email from Bravo Solution containing your chosen username and a unique password. They will send this to the email address you entered as part of your registration.

Tip: If you have not received the registration email, please check your 'spam' or 'junk' folder: anti-spam software may have blocked it. Add the sender to your 'safe sender' list to prevent future messages from being blocked.

5. When you log into the e-tendering portal for the first time you will need to change your password; you have then successfully registered on the e-tendering portal.

Tip: It is your responsibility for keeping your registration details up to date, the Department for Education cannot alter Bravo registration details on your behalf.

How to retrieve username details and a forgotten password

If you have forgotten your username or password, you will need to send an email to help@bravosolution.co.uk as Bravo Solution manage the e-tendering portal. A member of the team will then help you get back into the system.

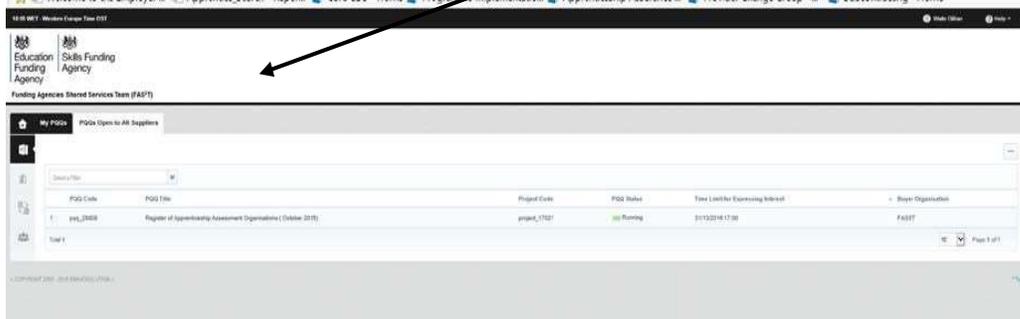
Expressing an Interest in an ITT/PQQ

Enter <https://education.bravosolution.co.uk> into your web browser

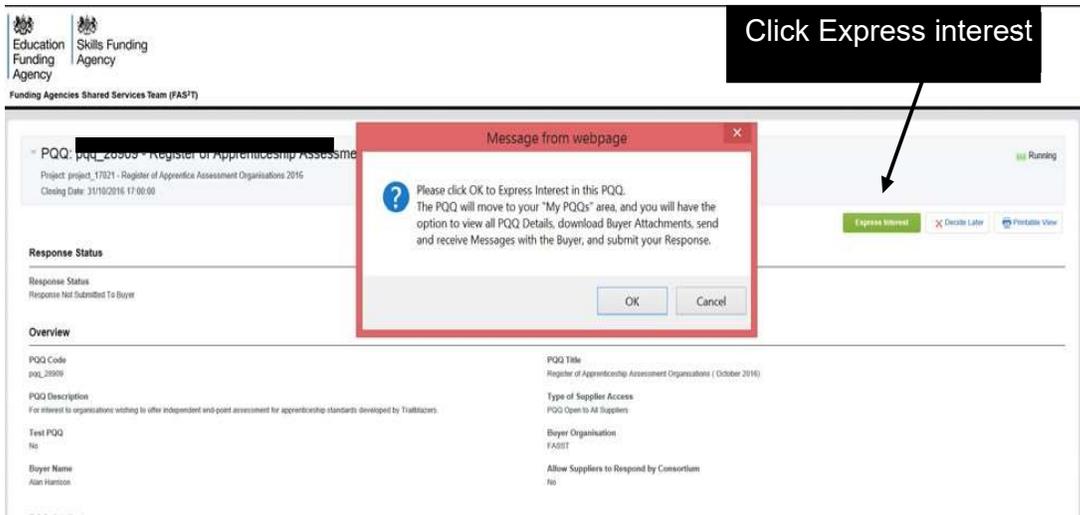
On the main page, select the 'PQQs/ITT's open to all suppliers', option



Select either "My PQQ's or My ITT's"



Click Express interest



Education Skills Funding Agency
Funding Agencies Shared Services Team (FASST)

PQQ: pqq_28909 - Register of Apprenticeship Assessment Organisations 2016
Project: project_17021 - Register of Apprenticeship Assessment Organisations 2016
Closing Date: 31/10/2016 17:00:00

Response Status
Response Status: Response Not Submitted To Buyer

Overview
PQQ Code: pqq_28909
PQQ Description: For interest to organisations wishing to offer independent end-point assessment for apprenticeship standards developed by Trailblazers
Type of Supplier Access: PQQ Open to All Suppliers
Tend PQQ: No
Buyer Name: Alan Harrison
PQQ Attributes: Allow Suppliers to Respond by Consortium: No

Message from webpage

⚠️ - You have now Expressed Interest and invited yourself to participate in this PQQ. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the PQQ.

Please select 'My Response' followed by 'Create Response' in order to start your response and then submit your completed response to the Buyer.

IMPORTANT: Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

Express Interest | Decide Later | Printable View

OK

11:11 WET - Western Europe Time DST

Education Skills Funding Agency
Funding Agencies Shared Services Team (FASST)

My PQQs | PQQs Open to All Suppliers

Filter By: All PQQs | Search Filter

PQQ Code	PQQ Title	Project Code	PQQ Status	PQQ Closing DateTime	Buyer Organisation	Response Status
1	pqq_28909	project_17021	Running	31/10/2016 17:00	FASST	Response Not Submitted To Buyer

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Click OK then click 'the relevant PQQ or ITT on "My PQQ's or My IITT's"

Response Last Submitted On: Not Submitted Yet

Warning: You have 4 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

PQQ Details | Messages (Thread 0)

Settings | Buyer Attachments (4) | My Response | User Rights

View Response Index Only

1. Technical Response (questions: 117)

1.1 Currently listed on the Register of Apprenticeship Assessment Organisations? - Question Section

Question	Description	Response
1.1.1	Are you currently listed on the Register of Apprenticeship Assessment Organisations?	
	Note Details	
	If you have selected Yes: You are required to complete the questions in the following sections: • Trailblazer standards • Organisation details - introduction • Capacity and Capability - occupational • Capacity and Capability - assessment • Declarations	
1.1.2	Note	
	Remember to check the rest of your application to ensure your responses are still accurate. If you have selected No: You are required to complete all the questions below	

Create Response

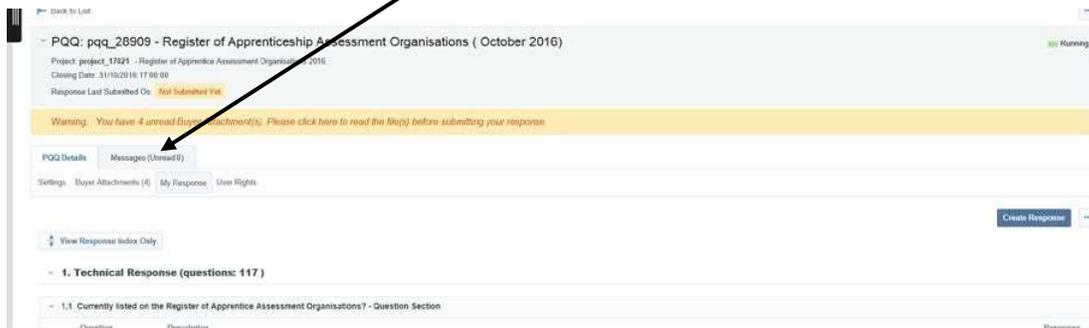
Click Create Response and complete the application

Tip. Remember to submit your final responses before the closing date and time.

We also send messages to you through the message board, and you are able to respond in the following way:

1. Log on to the e-tendering portal and select **'My PQQs' option**, then select the relevant PQQ.

To view your received messages, hover your mouse over the **'Messages Unread'** tab and click **'Received Messages'**

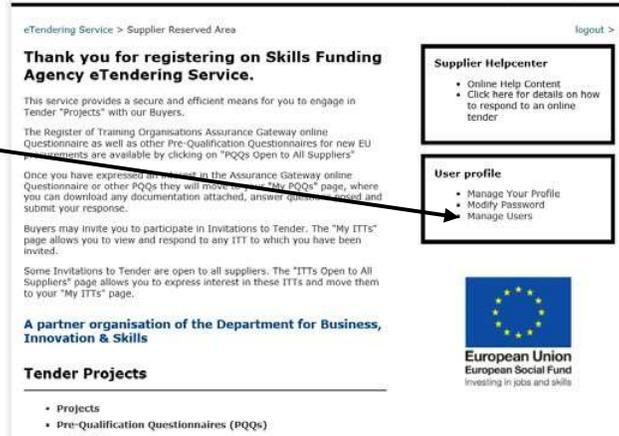


2. You will then be able to view your messages, including when the message was sent, when you opened the message and when you replied.

How to add a user to your Bravo e-tendering account

To ensure you do not miss any information sent through the e-tendering portal, we recommend that you add another user/s to your organisation's registered account. These users will then receive any automated email alerts.

On the main page, click 'Manage Users'.



eTendering Service > Supplier Reserved Area logout >

Thank you for registering on Skills Funding Agency eTendering Service.

This service provides a secure and efficient means for you to engage in Tender "Projects" with our Buyers.

The Register of Training Organisations Assurance Gateway online Questionnaire as well as other Pre-Qualification Questionnaires for new EU projects are available by clicking on "PQQs Open to All Suppliers"

Once you have expressed interest in the Assurance Gateway online Questionnaire or other PQQs they will move to your "My PQQs" page, where you can download any documentation attached, answer questions and submit your response.

Buyers may invite you to participate in Invitations to Tender. The "My ITTs" page allows you to view and respond to any ITT to which you have been invited.

Some Invitations to Tender are open to all suppliers. The "ITTs Open to All Suppliers" page allows you to express interest in these ITTs and move them to your "My ITTs" page.

A partner organisation of the Department for Business, Innovation & Skills

Tender Projects

- Projects
- Pre-Qualification Questionnaires (PQQs)

Supplier Helpcenter

- Online Help Content
- Click here for details on how to respond to an online tender

User profile

- Manage Your Profile
- Modify Password
- Manage Users


European Union
European Social Fund
Investing in jobs and skills



Users Roles Divisions

Filter By: All Users Select a filter

No Users to display

Create


Skills Funding Agency



New User

Save Cancel

User Details

- Last Name
- First Name
- User Tag for Codes
- Email
- Telephone Number
- Mobile Phone Number (please enter "-" "country code" and "your mobile phone number" with no spaces)
- Division Name
- Department
- Role
- Choose your Username and check it is not already in use
- Preferred Language
- Time Zone

(GMT 0:00) Western Europe Time, London, Lisbon

Complete the 'user details' fields. Once you have checked the details are correct, click 'save'.

Now that you have added a new user, you will need to assign the appropriate rights to their user account.

Select 'View User Rights'.

Division: Division

Back to List

Details

User Details User Rights

View User Rights

edit to grant access to objects.

Auctions Edit Auction Rights

Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No

PQQs/ITTs Edit PQQ/ITT Rights

Visibility of PQQ/ITT Lists	No
Access PQQ/ITT Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including: attachments, response, pricing etc.)	No

User Management Edit User Management Rights

Manage Users and Roles	No
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Select 'Edit PQQ/ITT Rights'.

Note Please do **NOT** amend the 'Edit auction rights', 'Edit supplier rights', 'Edit management rights' or 'edit directories rights' options.

Skills Funding Agency

User: [Redacted]

Details: [Redacted]

Save Cancel

PQQs/ITTs

Visibility of PQQ/ITT Lists	No
Access PQQ/ITT Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including: attachments, response, pricing etc.)	No

You can select the appropriate user rights from the dropdown lists. Once you have completed your selection, review the rights you have selected and click 'Save'.

Access rights

See PQQ/ITT:

Ability to view active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' links. (**Note:** If there are no opportunities available at a certain point in time, nothing will be visible.)

View PQQ/ITT Details:

Ability to click on active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' menu, and view details.

Create response:

Ability to express an interest and begin the process of completing a PQQ/ITT.

Modify before publishing:

Ability to log in and make amendments to active PQQ/ITT responses.

Publish and modify:

Ability to submit a response on behalf of your organisation and make amendments to PQQs/ITTs.

Contact visible to the buyer:

If we need to contact you, the contact details of this user will be visible to us.

Messages management:

Ability to access message boards of a PQQ/ITT. The user will be able to review messages that we send and also send messages to us.

View sensitive data:

Ability to view attachments that you upload as part of your responses to PQQs/ITTs. For example, organisations charts that you upload when completing an application to the register of apprenticeship training providers.

Company name and name changes

Your name on the Bravo e-tendering portal must be your full legal name with no abbreviations. If there is a change to your organisation name, with no other legal or organisational change, you must amend your details on the portal.

To do this you must take the following actions.

Ensure your legal name has been updated on the Companies House website if you are a limited company or Charities Commission website if you are a charity.

Your name as it stands on the bravo e-tendering portal

Full legal name (your new name)

Companies House number (if applicable)

Charity number (if applicable)

Sole trader / partnership (Yes/No)

When we have received and validated the evidence, we will authorise Bravo Solutions to change the name.

If you are in the process of completing an application, please prioritise the completion of your application. You can request that your name is updated on the e-tendering portal after you have submitted your application.

Hints and Tips

Your name on the Bravo e-tendering portal must match your legal name. Do not abbreviate it.

Emails sent to users from the eSourcing Suite will come to the registered user email address for further competitions. **Please ensure that your email filter is set to accept them.**

For security reasons your access to the portal will 'time out' if inactive for c15 minutes. Any unsaved information or amendments that you have made will not be stored. This is to maintain security of your account and cannot be changed.

Keep your e-tendering portal login secure. If you have lost your password, access the website and click onto "Forgotten your password?" and follow the instructions.

If you have not received the registration email, please check your 'spam' or 'junk' folder: anti-spam software may have blocked it. Add the sender to your 'safe sender' list to prevent future messages from being blocked.