**New Delhi Cost Consultancy and Contract Administration Services**

**Contract Ref ENSD-10828-2024**

We invite you to register your interest for **New Delhi Cost Consultancy and Contract Administration Services** via the Procurement Portal, e-Bravo/Jaggaer.

**Requirement:**

The Authority issues this Selection Questionnaire (“SQ”) for the procurement of New Delhi cost consultancy and contract administration services in accordance with the UK Public Contract Regulations 2015 as amended by the Public Procurement (EU Exit) Regulations 2020 (referred to as the “regulations”). This Procurement Process is being run in accordance with the Restricted Procedure of the Public Contracts Regulation 2015.

Submissions from subcontractors or suppliers for part of the works will not be considered. If the SQ is satisfactory then an invitation to tender (ITT) will be issued electronically via the dedicated FCDO web portal.

To be considered for this project and receive pre-qualification and/or tender information it is necessary that you register your company (including any relevant information requested) on the Foreign, Commonwealth & Development Office Procurement Portal, e-Bravo/Jaggaer. **Failure to do this will mean your company may not receive a Tender; no tenders will be issued via open e-mail**.

**Project 10828, PQQ 1600: New Delhi Cost Consultancy and Contract Administration Services**

**How to Register Your Company/Express Interest in this Project**:

1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: **https://fcdo.bravosolution.co.uk** and click the link to register. - Accept the terms and conditions and click "continue" - Enter your correct business and user details - Note the username you chose and click "Save" when complete - you will shortly receive an e-mail with your unique password (please keep this secure).

2. Login to the portal with the username/password - Click on the relevant Selection Questionnaire (SQ) - You can now access any attachments by clicking the "Settings and Buyer Attachments" in the "Actions" box;

Responding to the SQ - You can choose to "Reply" or "Reject" (please give a reason if rejecting) - You can now use the 'Messages' function to communicate with the buyer and seek clarification - Note the deadline for completion, - There may be a mixture of online & offline actions for you to perform (there is detailed online help available), You must then publish your reply using the publish button in the "Actions" box on the left-hand side of the page. If you require any further assistance please consult the the online help or contact the eTendering help desk.

Potential Providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Provider’s

organisation, this should be indicated, with an explanation. Where attachments are requested to be submitted within the electronic SQ, these shall be submitted in a PDF format (Adobe or similar).

SQ or Bids not submitted via the FCDO’s eProcurement portal will not be considered.

**SQ Return Date: Tuesday 16th April 12:00hrs (BST) – Please note that any SQ’s submitted after the deadline has closed will be considered ‘late’ and may not be accepted for shortlisting.**