

## ITT 60307 – Instructions for Participation

This procurement exercise will be conducted on the DH BMS (Business Management System) e-Tendering portal. Interested suppliers must read the attached Invitation to Tender documents carefully and respond by the deadline **19th January 2017 – 15:00**. All responses must be in English Language and submitted via the BMS e-tendering portal before the deadline shown for receipt of ITTs. Late responses will not be accepted. Information on registration can be found at- <https://www.gov.uk/government/organisations/department-of-health/about/procurement>. Organisations wishing to be considered for this contract must register their intent to participate through this system. Registration is a simple one-step process; the supplier must register as a company/organisation; then each employee who may undertake a tendering exercise must then register as an individual. Once this stage is completed, it is then possible to register expression of interest for this tender. Note: Standard BMS functionality will only acknowledge one recipient per supplier for each individual tender. If you require the tender to be seen by multiple users we suggest using a centralised e-mail address [dhtenders@example.com] Log on instructions are as follows:

Stage 1 - New suppliers. Those who have not previously contracted with DH will first need to ensure that their company details are registered in the system. a) Go to the link above b) Click on 'New Supplier' c) Complete and send the details in the automated e-mail that appears d) Within 3 working days, you will receive an e-mail with your login information; a unique username and password. Note: Standard BMS functionality requires the registered e-mail address to function as individual's username. Once registered, candidates must express interest as follows a) Go to the link above b) Select 'Login into e-Tendering System' c) Select sourcing home page and enter Invitation to Tender (ITT) number **60307** in the search field. d) Select online message and send message to confirm your expression of interest, review documentation and when ready upload your completed response via the create quote option. For any support in submitting your ITT, please contact the eTendering Helpdesk on 0113 254 5777. This helpdesk is available 10:00am to 4:00pm, Monday to Friday excluding Bank Holidays. Please Note: Registration on the DH secure portal is not entering onto a preferred supplier list. Registration is solely to be able to interact with the Department electronically.