

Potential Providers must first be **registered on the Crown Commercial Service e-Sourcing Suite** in order to respond to the future Procurement opportunities for RM6355 Provision of Safeguarding Support for Covid-19 Inquiry. If you have not yet registered on the e-Sourcing Suite, this can be done online at <https://crowncommercialservice.bravosolution.co.uk> following the link 'I am a New Supplier User'.

Please note that, to register and to enable any subsequent contract award, you must have a valid **DUNS number** (as provided by Dun and Bradstreet) for the organisation which you are registering. Potential Providers should note that it could take up to 10 working days to obtain a DUNS number.

Full instructions for registration and use of the system can be found at:

<http://gps.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Once you have registered on the eSourcing tool, you will be able to express your interest in this specific procurement. Your registered user will receive a notification email to alert them once this has been done.

Note: If you require additional users from your organisation to see the Invitation to Tender ITT, do not repeat the registration process as this will create a new separate organisation account; instead the registered user can add additional users to the existing supplier organisation account via "User Management" > "Manage Users" > "Users" > "Create".

To express your interest in this procurement:

- 1) Login to the eSourcing Suite portal;
- 2) On the dashboard select the link ITTs open to all suppliers;
- 3) On the "ITTs Open to All Suppliers" webpage you will see one or more procurements listed, click on the procurement name you wish to access (i.e. RM6355 Provision of Safeguarding Support for Covid-19 Inquiry);
- 4) Click on 'Express Interest' at the top of the next screen;
- 5) You can now access the published documents in the eSourcing Suite portal.

It is advised however that Potential Providers register as soon as practically possible in order to have a sufficient amount of time to respond.

For technical assistance on use of the e-Sourcing Suite please contact the Customer Service Centre:

Telephone: 0345 410 2222

Email: eEnablement@crownccommercial.gov.uk

The Cyber Essentials scheme is mandatory for Central Government Contracts which involve handling personal information and providing certain ICT products and services. The Government is taking steps to further reduce the levels of cyber security risk in its supply chain through the Cyber Essentials scheme. The scheme defines a set of controls which, when properly implemented, will provide organisations with basic protection from