



Medicines & Healthcare products Regulatory Agency

Procurement

c/o National Institute for Biological
Standards and Control

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Hertfordshire EN6 3QG

www.gov.uk/mhra

Instructions How to Respond to this SQ /PQQ

1 - Register your company on the e-Sourcing portal (this is only required once): 1.1

- Go to <http://mhra.bravosolution.co.uk/>
 - 1.2 - Click the link to register.
 - 1.3 - Accept the terms and conditions and click 'continue'.
 - 1.4 - Enter your correct business and user details.
 - 1.5 - Note the username you chose and click 'Save' when complete.
 - 1.6 - You will shortly receive an email with your unique password (please keep this secure).

2 - Express an Interest in the tender:

- 2.1 - Login to the portal with the username/password.
- 2.2 - Click the 'SQ/PQQs Open To All Suppliers' link. (These are Selection Questionnaire or Pre-Qualification Questionnaires open to any registered supplier).
- 2.3 - Click on the relevant SQ/PQQ to access the content.
- 2.4 - Click the 'Express Interest' button at the top of the page. This will move the SQ/PQQ into your 'My SQ' or 'My PQQs' page. (This is a secure area reserved for your projects only).
- 2.5 - You can now access any attachments by clicking 'Buyer Attachments' in the 'SQ/PQQ Details' box.

3. Responding to the tender:

- 3.1 - Click 'My Response' under 'SQ/PQQ Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining).
- 3.2 - You can now use the 'Messages' function to communicate with the buyer and seek any clarification.
- 3.3 - Note the deadline for completion, then follow the onscreen instructions to complete the SQ/PQQ There may be a mixture of online and offline actions for you to perform (there is detailed online help available).
- 3.4 - You must then submit your reply using the 'Submit Response' button at the top of the page.

If you require any further assistance, please consult the Bravo online help or contact the e-Tendering Helpdesk.

Commercial Manager

