**Bravo Title: Parliamentary and Political Monitoring Services**

**Bravo Ref: ITT\_764**

**Procurement Process and Next Steps:**

The procurement exercise will be carried out on HS2 Ltd’s e-Sourcing Portal; Bravo.

In order to participate in this procurement exercise, Suppliers will need to initially register on Bravo (please see <http://www.hs2.bravosolution.co.uk/> for further details). Registration on the Portal is only required once.

**To register on the Portal you will be required to complete the following steps:**

a) Click the ‘click here to register’ link.

b) Accept the terms and conditions and click ‘continue’.

c) Enter your business and user details.

d) Note the username you use and click ‘save’ when complete.

e) You will then receive an e-mail with your unique password.

**To access the RFQ documentation:**

To access the RFQ, you will need to follow the steps below:

a) Log into the Portal with your unique username and password.

b) Click on the ‘ITTs open to all suppliers’ link.

c) Click on the relevant titled ITT item

d) Click the ‘express interest’ button in the ‘actions’ box on the left hand side of the page (this will move the ITT pack into the ‘my ITT’ box). This is a secure area for projects only.

e) Click on the ITT code (you should then have access to all attachments by clicking the ‘settings and buyer attachments’ in the actions box).

f) Download the documents relating to the RFQ.  Click ‘attachments’ on the left hand side. The number in brackets refers to number of documents that need to be downloaded. Click on the bold and underlined filename. Select ‘save’ and store on your PC.

For further assistance contact the BravoSolution helpdesk on: a) email – [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) or b) telephone +44 8003684850. Please raise any queries through the Bravo secure messaging facility once the RFQ is published.