



## **Guidance for Potential Bidders**

### **How to Apply for an Invitation To Tender On Bravo**

**project\_1917 - EK CACS (Community anti-coagulation  
service) AQP**

**itt\_2224 - EK CACS AQP P2016-011-2**

**October 2016**

**P2016-011-2**

**Final v 1.0**

## The background

This document provides guidance for potential bidders on how to apply for an Invitation to Tender (ITT) stage of a procurement managed by NHS Commercial Solutions (NHSCS).

You will need to know the identifier for the particular ITT you are interested in, which may be expressed in different ways, such as:

- a project name
- a project code
- an ITT code

## How to apply for a procurement

To ensure operation in a fair and controlled manner, the Commissioner will conduct the procurement using a web-based system – sometimes referred to as an eSourcing portal. This is the only route through which the Commissioner will communicate with bidders and accept completed bids.

Registration and use of the eSourcing portal is free of charge and places providers under no obligation to participate. It takes approximately 10 minutes to complete registration. Once registered, bidders will be able to view the procurements being conducted, and may use the system to express their interest in any procurement.

Bidders who express an interest will be notified automatically of events throughout the procurement process. Bidders can use the system to access the tender documents and other material for procurements in which they have expressed an interest.

The eSourcing portal is a third party service operated by BravoSolution. Bidders who encounter problems registering on the eSourcing portal should contact the BravoSolution help desk by email at [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) or by telephone on UK number 0800 368 4850. The help desk is available Monday to Friday from 8am to 6pm UK time.

Bidders will be able to use the eSourcing portal to register their interest, to download the procurement documents, and to upload their completed bids.

## How to register

A bidder who wishes to participate in a procurement but who has not already registered with the eSourcing portal, must register as follows:

1. Browse to the eSourcing Portal:  
<https://commercialsolutions.bravosolution.co.uk>
2. Click the link 'Click here to register'.
3. Accept the terms and conditions by clicking 'Continue'.
4. Enter the correct business and user details.
5. Note the username chosen and click 'Save' when complete, the bidder will shortly receive an email with a unique password (please keep this secure).

Bidders who require any further assistance on the eSourcing portal should use the online help, or contact the BravoSolution help desk as above.

### **How to express an interest**

To express an interest in an ITT, a bidder must:

1. Browse to the eSourcing Portal:  
<https://commercialsolutions.bravosolution.co.uk>
2. Login using their username/password.
3. Click the link 'ITTs Open to All Suppliers' (these are Tenders open to any registered provider).
4. Click the link for specific procurement ITT to access the content. (using one of the identifiers such as: project name, project code, ITT code).
5. Click the button 'Express Interest' in the box 'Actions' on the left-hand side of the page. This will move the ITT into the 'My ITTs' page.
6. Click on the ITT code, and access any attachments by clicking the link 'Settings and Buyer Attachments' in the box 'Actions'.
7. Choose to 'Reply' or 'Reject' (please give a reason if rejecting).
8. Optionally use the 'Messages' function to communicate with the Commissioner and seek clarifications.
9. Note the deadline for completion, then follow the onscreen instructions to complete the bid.

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