**Important instructions on how to complete bid in Bravo Solutions.**

This Invitation to Tender (ITT) consists of one Qualification Envelope (RFQ\_66 RM6103 Education Technology Qualification All Lots). The qualification envelope only needs completing once. There are five Lot Specific technical and commercial Envelopes. You will need to complete the qualification envelope and the lot specific technical and commercial Envelope for the lots you are bidding for. These are:

‘RFQ \_73 RM6103 Education Technology Lot 1’ (Lot 1 ICT Solutions)

‘RFQ\_74 RM6103 Education Technology Lot 2’ (Lot 2 Broadband Fibre Infrastructure)

‘RFQ\_75 RM6103 Education Technology Lot 3’ (Lot 3 (Broadband Services)

‘RFQ\_76 RM6103 Education Technology Lot 4’ (Lot 4 Hardware)

‘RFQ\_77 RM6103 Education Technology Lot 5’ (Lot 5 Audio Visual)

All messages should be sent through the eSourcing Suite via the Qualification envelope. To confirm messages should not be sent through the Lot specific Technical and Commercial Envelopes. For clarity the envelope you should message through is ‘RFQ\_66 RM6103 Education Technology Qualification’.