**Contract Finder**

**Summary**

The National Employment Savings Trust (“NEST”) is a defined contribution trust based occupational pension scheme and is a qualifying scheme for auto-enrolment purposes under the Pensions Act 2008.

**Description**

The purpose of this contract is to provide SEO support for the NEST website, <http://www.nestpensions.org.uk/>.

The selected partner will be required to perform SEO services solely for within the UK region (NEST’s remit), with regard to SEO strategy, technical optimisation, content optimisation and outreach.

NEST needs an agency which can support it in increasing rankings, traffic and conversions. Alongside BAU activity they need to understand or gain an understanding of auto enrolment and NEST’s place in the complex industry of pensions, in order to capitalise on the digital space.

All tender documentation will be made available from our e-tendering platform BravoSolutions i.e. [NEST eTendering Portal](https://nesttenders.bravosolution.co.uk/web/login.shtml).  Suppliers **not registered** will need to do so before accessing the documentation. Registration is free and will only take a few minutes. Failure to register will prevent your organisation participating.

**Further information** on how to access the Tender opportunity:

1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: <https://nesttenders.bravosolution.co.uk> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure)
2. Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box
3. Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the ‘Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page.
4. If you require any further assistance please consult the online help, or contact the eTendering help desk. **Phone:** 0800 368 4850 **E-mail:** [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

**Contact**

NEST Procurement & Contracts Team

**Email** [procurement@nestcorporation.org.uk](mailto:procurement@nestcorporation.org.uk)