**RFI for Northeast Essex General Practice Support Service**

**Ref: ACE-0715-2023-SNEE**

**Registering on the** **Attain e-Tendering portal**

The Request for Information for the above project will be released to you through the Attain e-Tendering portal, hosted by Bravo Solutions. To receive the documents you must register your organisation. You will be required to do this only once.

Please note that all information submitted via this portal is strictly secure and restricted to the Attain Procurement Team.

**To register with the Attain eTendering portal:-**

* Click on link below for the portal

<https://attain.bravosolution.co.uk/>

* From the portal Home Page, click the ‘Click Here to Register Here’ link
* Accept the terms & conditions for using the portal
* Complete your organisation & personal details
* Choose a memorable username and submit
* You will then be sent an email with your unique password, please treat this securely (if you lose it there is a ‘Forgot my Password’ link on the portal homepage)

**To Express an Interest in the RFI:-**

* Login with your unique username & password
* From the suppliers reserved area click ‘**Open to All Suppliers**’ – this is a repository of all Tenders/SQs/RFIs open to any registered supplier.

Browse the SQs (there may be more than one page) and select **SQ\_96 Request for Information (RFI) Northeast Essex General Practice Support Service** by clicking on it

* Note the Details buttons on the left for Navigation and the Actions below
* Click the ‘Express Interest’ action – this will move the SQ from the **SQs Open to All Suppliers** area to your ‘**My SQs**’ area – this is a reserved area for SQs that you have either been invited to or expressed interest in.
* (If you were directly invited to participate in a SQ it is not necessary to express interest – the SQ will be in your ‘**My SQs**’)

**To complete your RFI response:-**

* Download any attached documents that the buyer may have uploaded for you.
* Note any actions/deadlines (e.g. deadline for clarifications, SQ closing date etc.),
* Important Note: A SQ (or ITT) may be structured in different ways:
	+ An online questionnaire (this is known as Qualification or Technical Questionnaire).
	+ An attached document (usually in MS Word or Excel).
	+ A mixture of both Questionnaires and attachments
* To continue click the ‘Reply’ action (or Reject if you do not wish to continue)
* Use the tabs in the Response screen to navigate through the Questionnaires:
* **Qualification Response** – If the buyer uses this option it may take the form of a questionnaire or more likely some notes/tips on your response.
* **Technical Response** – this is typically the main part of the SQ and will consist of groups of (non-price) questions, work your way through these and don’t forget to save your work and complete all mandatory fields.
* **Commercial Response** – this is rarely used in a SQ, (generally used at the ITT stage), but will consist of groups of items that require quotation – these items can be goods, services, supply scenarios etc.
* When completed click the ‘Publish’ action (& Confirm) to submit your bid to the Buyer.

For further information or assistance please refer to online help/ manuals in the first instance. If this does not resolve your query, please contact the Helpdesk on:

Tel: 0800 069 8630

E-Mail: help@bravosolution.co.uk

On behalf of the Attain Procurement Team/Contracting Authority, we thank you for your interest in this project.