	nt for Environment	, Food & Rural Affairs	Wetcome: Barber Amy Time Zone: GMT + 050 DST   @Logout
ITT Details ottings	Project : project 1647 - Royal Botani ITT: Itt_1178 - Royal Botanic Garden: Closing Date: 18/08/2015 15:00:00 Response Last Submitted On: Not Si	c Gardens, Kew Summer Festival 2016 , Kew Summer Festival 2016 ubmitted Vet	
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	Commercial Response     Supplier Organisation Structure	Mandatory fields missing (10)	Total Price (excluding optional sections) 0
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\	▼ 1. Qualification Response (quest	ons: 92 )	Edit Response
	▼1.1 READ FIRST - SUPPLIERS	TIPS FOR COMPLETING YOUR RESPONSE - Question Section	
	Note		Note Details
	1.1.1 Note:	Please ensure that you download and read all the ITT document, which includes 'Key	y linto' and 'Tender Particulars' prior to starting your response.
	1.1.2 Note: Clarification Questions	Please submit clarification questions via the eTendering system, e.g. 'Please can I re	iquest an extension', 'please clarify xxx', etc.
	1.1.3 Note:	USE THE ONLINE 'HELP' FUNCTION - It provides support for both the screen you it	are in and for key processes (it also has a help function and glossary).
	1.1.4 Note:	PLEASE ENSURE THAT YOU HAVE DOWNLOADED AND READ ALL THE RELEV SCREEN.	/ANT FILES IN THE 'ATTACHMENTS' AREA WHICH IS LOCATED ON THE LEFT HAND SIDE OF YOUR
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	1.1.5 Note:	TO ACCESS AND SUBMIT THE PROPOSAL QUESTIONS, PLEASE CLICK ON TH	In the more entrance in the country of the call there are on the surrent.

If you click on the 'My Response', it will open up a new page.

You then see the page above.

To find the technical attachments, scroll down until you come to the below screen with the heading '2: Technical Submission'. The commercial attachments are under the heading '3: Commercial Submission'.

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		Question		Description					Response
2.1.2 @	Part 7 - Proposal Respons	ve Document - Lot 1	Part 7	Part 7 - Proposal Response Document - Lot 1					file attached)
2.1.3 🦧	Part 7 - Proposal Respons	e Document - Lot 2	Part 7	- Proposal Response D	locument - Lot 2			(no	file attached)
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3.1.4 🌊		Part 8 - Budget Response Document	Lot 4		GBP			0	

To download the documents, click on the paperclip

Once downloaded, complete the documents offline

To upload the documents you will need to click on the items highlighted in burgundy

When you click on the Qualification Response the screen will look like below:



If you click on the Technical Response the screen will look like the below:

g: Instru	st Submitted On: Not Submitted Yet actions for (6) Question(s) have not been downloaded, click on the	icon next to the question to download the Instructional Attachment	
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1.5 💰	Part 7 - Proposal Response Document - Lot 4	Part 7 - Proposal Response Document - Lot 4	
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17 🕰	Part 7a - contractors-health-&-safety-competency-questionnaire	Part 7a - contractors-health-&-safety-competency-questionnaire - please note Part 2 to be completed only	-Click to attach file :
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If you click on the Commercial Response the screen will look like the below:

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	•1.1	READ FIRST - SUPPLIERS TH	PS FOR COMPLETING YOUR RI	ESPONSE - Question Section			
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When all the areas have been uploaded and completed, click on the below to submit your proposal: