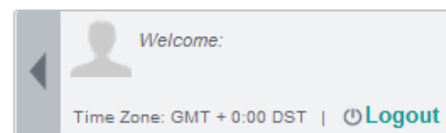


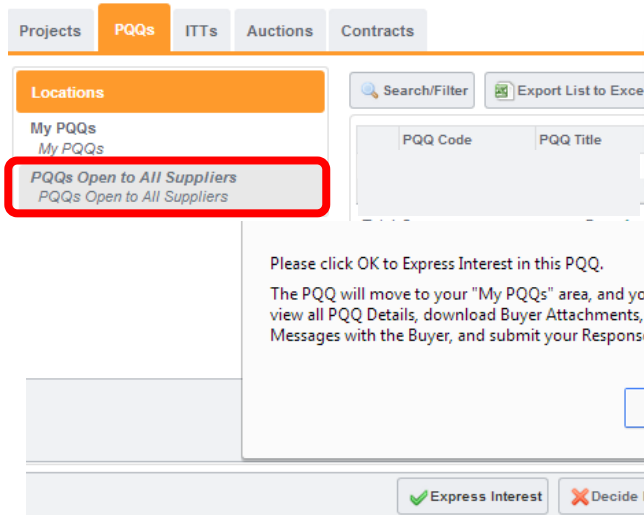
Responding to Tenders

This guide intends to give you an overview on how to respond to tender documents such as PQQs and ITTs. This is a generic guide produced by BravoSolution and is not specific to any one contracting organisation; terminology will vary from site to site.

Within the portal you can access a list of events via the PQQs and ITTs area. If your site has a dashboard you can use the “welcome” link or quick links. On sites without a dashboard you will have other links to this area.



Option 1: Events open to all suppliers

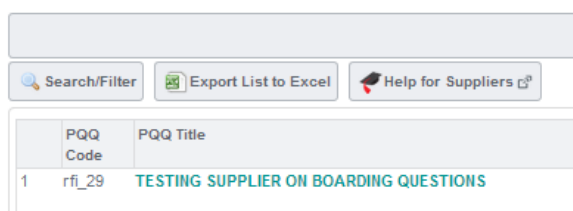
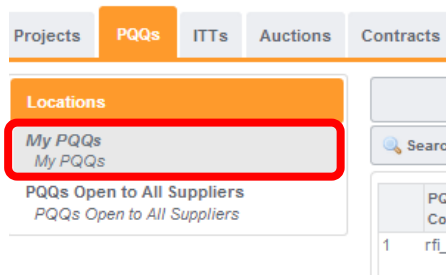


You may have the option to view “PQQs open to all suppliers” or “ITTs open to all suppliers”. From either of these lists you can express interest by opening and clicking “Express interest”

Having expressed an interest in the event you will receive an email notification and the PQQ/ITT will move to “My PQQs” or “My ITTs” area.

Option 2: Events that are by invitation only

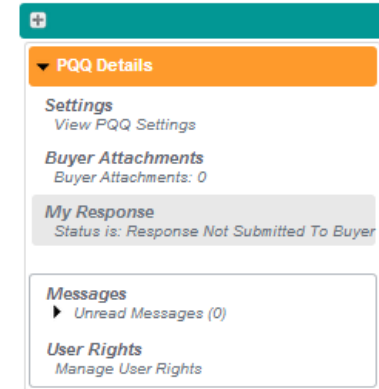
[Main Page](#) |
 [Accessibility and Legend](#)



If you have been directly invited to a tender this will appear under “My PQQs” or “My ITTs”

Responding to Tenders

Step 1.



PQQ Details

- Settings**
View PQQ Settings
- Buyer Attachments**
Buyer Attachments: 0
- My Response**
Status is: Response Not Submitted To Buyer
- Messages**
Unread Messages (0)
- User Rights**
Manage User Rights

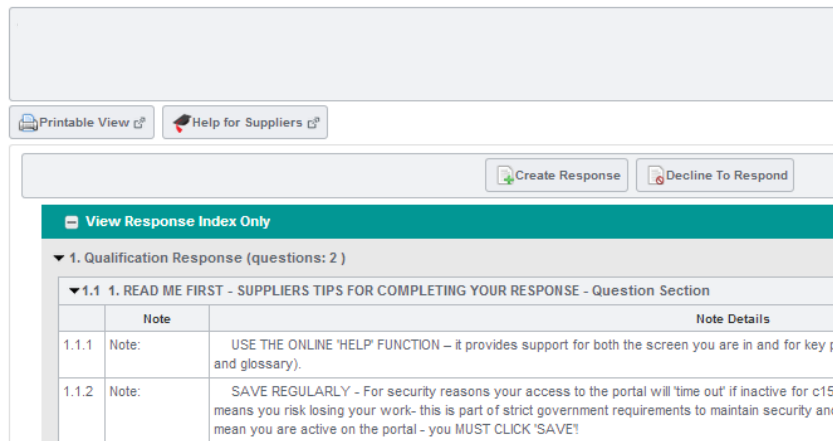
Once you have expressed an interest or been invited to a tender, you can open the PQQ/ITT to view the structure, deadlines, messages and to download any attachments. Each of these options can be reached on the left side menu. It is important that you read and understand all the instructions sent by the buyer.

Remember to download all the provided attachments, click on “buyer attachments”

If there is more than one attachment you can click on “Mass Download” to download them all.

Or you can click on the attachment to download individually.

Step 4.



Create Response **Decline To Respond**

View Response Index Only

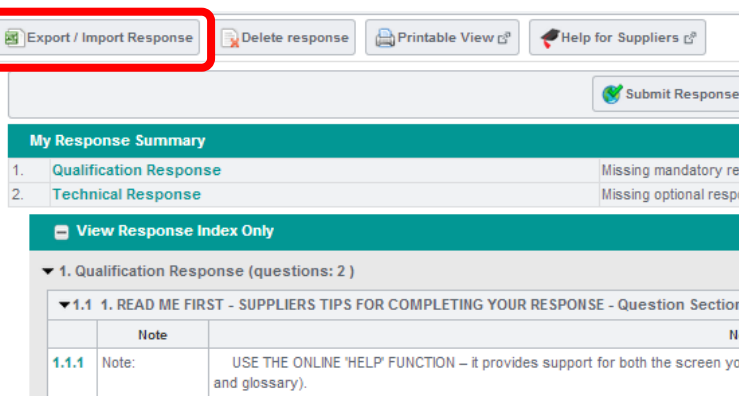
1. Qualification Response (questions: 2)

1.1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section

Note	Note Details
1.1.1 Note:	USE THE ONLINE 'HELP' FUNCTION – it provides support for both the screen you are in and for key processes, e.g. 'How to Express Interest' and glossary).
1.1.2 Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not click 'SAVE' it means you risk losing your work- this is part of strict government requirements to maintain security and tender integrity and confidentiality. You must mean you are active on the portal - you MUST CLICK 'SAVE'!

To create a response click on the “My response” area and click “Create Response”. You can also decline to respond.

For most questions you have the option to work on your response online or offline. Working offline allows you to continue working without an internet connection. You can then import your work back into the system.



Export / Import Response **Delete response** **Printable View** **Help for Suppliers**

Submit Response

My Response Summary

1.	Qualification Response	Missing mandatory responses (2)
2.	Technical Response	Missing optional responses (13)

View Response Index Only

1. Qualification Response (questions: 2)

1.1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section

Note	Note Details
1.1.1 Note:	USE THE ONLINE 'HELP' FUNCTION – it provides support for both the screen you are in and for key processes, e.g. 'How to Express Interest' (it also has a help function and glossary).

Edit response

Responding to Tenders

Creating offline:

Help To Create & Import Your Response

You can download an Excel spreadsheet containing the PQQ questionnaire. You may use the spreadsheet to compile your PQQ response. Once you have completed your response within the downloaded spreadsheet save it to your computer. To import click "Choose file" locate your saved response then click "Import Excel". You will then receive a pop up confirmation.

Select File to Import: Choose File No file chosen Import Excel Download

The page at

The file has been imported successfully. Please review and save your Response.

OK

Click on "Export/Import response" then download the questionnaire by clicking "Download"

Once you have completed your response within the downloaded spreadsheet save it to your computer. To import click "Choose file" locate your saved response then click "Import Excel". You will then receive a pop up confirmation.

Attachment questions cannot be completed using the offline response form; these need to be added online.

Creating online:

Save Changes Save and Exit Response Cancel

Validate response

2. Technical Response (questions: 13)

2.1 Types of Pens - Question Section			Response
Question	Description		
2.1.1 1.1	Can you supply red biro's?		
2.1.2 1.2	Can you supply green biro's?		
2.1.3 1.3	Can you supply yellow biro's?		
2.1.4 1.4	Can you supply pencils?		
2.1.5 1.5	Can you supply any additional colours?		
2.1.6 1.6	Please attach a copy of your catalogue.		

2.2 Supply - Question Section		
Question	Description	
2.2.1 2.1	Can you deliver to any of the following locations?	
2.2.2 2.2	Please select your lead time for delivery	
2.2.3 2.3	Please specify your on time delivery percentage	

If you are creating online you will be presented with a selection of questions.

There are different options to answer the questions.

Ensure you "Save Changes" regularly to avoid being timed out and losing work. Once you have completed the questions click "Save and Exit Response"

The page at

The request generated the following errors:

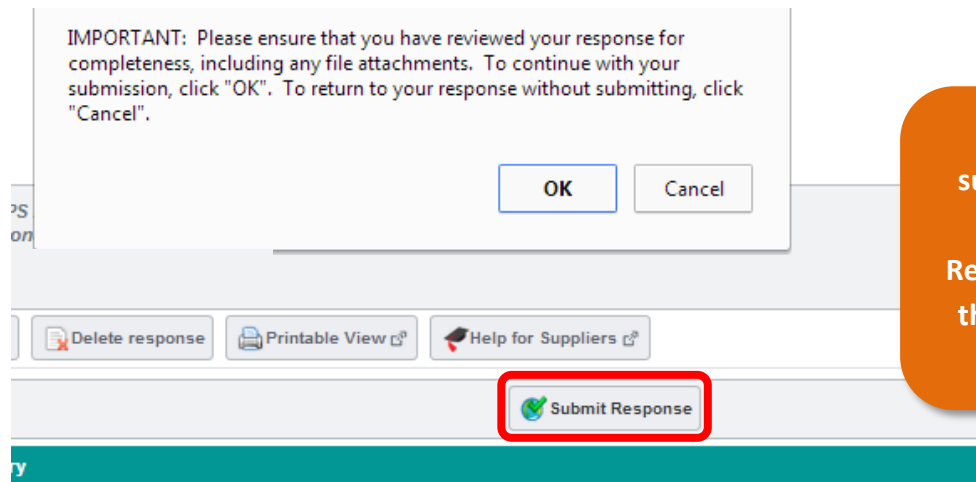
- Missing Mandatory Field: CONFIRMATION REQUIRED
- Missing Mandatory Field: CONFIRMATION REQUIRED

☐ Prevent this page from creating additional dialogs.

OK

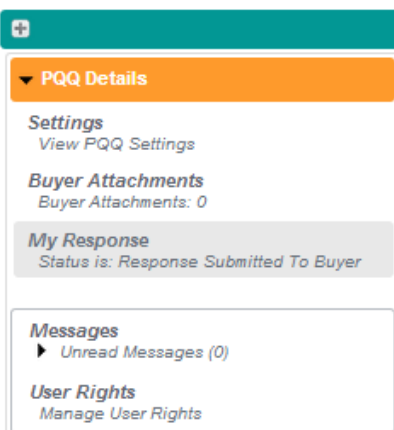
You must complete all mandatory fields, shown with a red asterisks * – the system will not allow you to submit your response should you leave any fields with asterisks blank. You can save without these however.

Step 5.



When you are ready to submit the response to the buyer click "Submit Response" you must confirm this by clicking "Ok" on the pop up.

Back To List Main Page Acc



"My Response" status will have changed to "Response submitted to buyer" on successful submission.

You can continue to "edit response" or "delete response" within the tender deadlines.

If this status has not changed you have not submitted and the buyer will not receive your response.

Dear Supplier,

This email confirms that you have submitted a response to the following eTendering Event.

PLEASE NOTE: If your response was submitted after the closing date and time it may be rejected by the buyer.

Event Type: PQQ - Pre-Qualification Questionnaire
 Code:
 Title: I
 Date of response:

To view the details of the eTendering Event and review your response:

- Connect to
- Enter your Username and Password
- Browse to the Projects n
- Click on PQQ - Pre-Quali.
- Click PQQ - Pre-Qualification Questionnaire Code rfi_7 to view details of the eTendering Event.

Once you have successfully submitted you will receive an email confirmation.

You will only receive this confirmation the first time you submit each tender.