

Tender Returns

A Visual Guide









Introduction

This guide has been prepared to help suppliers use the agency's eSourcing system to respond to tenders.

Please note as the agency shares this site with Public health England, currently all the branding is PHE's rather than the Medicine and healthcare products Regulatory Agency's.

There are two main ways to submit a response using this sustem:

- 1. You can enter your response directly into the web screen, or;
- 2. You can download a response form into excel, complete your response and upload it. This is probably the easier option. You will have to then upload any attachments using option 1.

If you have any problems using the system, please contact the Bravo Solutions helpdesk. If you have any questions regarding the contents of the tender please use the messaging system in the system to contact the agency.

When you log in you will see the following screen.

1 – This is the home button, when you click on it it will take you to this screen.

ľ		B – This section a	ers that are running that you can apply for. – Go to slide 4 erts you to any new messages you may have – This section shows you the tenders you have either been invited to or have decided to	0
L			espond to. Click on the Tender you wish to respond to. Go to slide 5	0
و ک Fuk	r-Western Europe Time DST Dic Health gland		Bill Martin	Ø Help → (¹)
4	Main Dashboard			00
	E Contracts in Negot Ition	. 🗆 .	My PQQs with Pending Responses	. — .
	O No Contracts to display		No PQQs to display No Auctions to display	
	I PQQs/ITTs Open to All Suppliers	. — .	My ITTs with Pending Responses 🛛 🗁 🔊 Quick Links	. = .
••••	Currently Open Next Closi	ing Date	ITT Title Buyer ITT Closing Response Status - Standard Links	
	ITT 7	5/04/2016 13:00	MHRA - Organisation Profile Demonstration ITT England 17:00 Submitted To Buyer Published Opportunities	
			My Auctions	
	New Messages (last 30 days)		My PQQs	
	(i) No Unread Messages		My ITTs My Contracts	
			Directories	
			- Custom Links	
			Getting started with the new User Interface (Seller) 😁	

If you click on the "PQQ/ITTs open to all suppliers" link, you are taken to this screen which shows all the tenders that are currently running. You can click on each one to see an overview – Go to slide 5 Alternatively click on the home button to return.

20:23 WET	- Western Europe Time D	ST				💮 Bill Martin	🕐 Help 👻 🕛
	plic Health gland						
	My ITTS ITTS Ope	n to All Suppliers					
PI	Select a Filter	*					
1	ITT Code	ITT Title	Project Code:	ITT Status	Time limit for Expressing Interest	 Buyer Organisation 	
	1 itt_2092	MHRA (NIBSC) - Estates - Biotech Extension Feasibility Study	project_2593	IIII Running	15/04/2016 13:00	Public Health England	d
	2 itt_2183	Paediatric & Obstetric HIV Surveillance Data	project_2770	Running	18/04/2016 11:00	Public Health England	d
	3 itt_2204	MHRA (NIBSC) - Scientific - Purchase and Maintenance of HPTLC	project_2794	m Running	22/04/2016 17:00	Public Health England	d
-	4 itt_2160	MHRA (NIBSC) - Estates - Maintenance of Compressors	project_1020	IIII Running	25/04/2016 05:00	Public Health England	d

project_2787

project_1615

project_2795

III Running

III Running

III Running

25/04/2016 11:00

05/05/2016 17:00

16/05/2016 11:00

Public Health England

Public Health England

Public Health England

10 • Page 1 of 1

4

itt_2199

itt_2144

itt_2205

Total 7

Update to Food and Drink Guidelines for Early Years Settings

MHRA (NIBSC) - Estates - Main LV to sub main feed cable replacement

License out the marketing, sales and support of existing 'IMBA' software product.

You need to look at the "Terms and Conditions of Contract First" If you accept them tick the "I agree to all terms and conditions", you will then be taken to the tender information If you don't accept them tick "I don't agree", you will then be taken back to the previous screen

19:45 WET - Western Europe Time DST		•	Bill Martin	🕐 Help 👻 🕛
Public Health England				
← Back				
Supplier Agreement				
 Please download and read the Terms and Conditions Document available below. Please confirm your agreement in order to have access to the details of Negol 	ation		Confirm	× Cancel
Warning! You must first download the Terms and Conditions Document by clicking on the document name Supplier Agreement				
Terms and Conditions Document				_
Confirm that you have downloaded and read the Terms and Conditions Document				
I Agree to All Terms and Conditions	I don't Agree ⊚			

20:25 WET - Western Europe Time DST	🌒 Bill Martin	🕐 Help -	^
Public Health England			
ITT: itt_2092 - MHRA (NIBSC) - Estates - Biotech Extension Feasibility Study		m Running	
Project: project_2593 - MHRA - Estates - Biotech Extension Closing Date: 15/04/2016 13:00:00			
	Express Interest X Decide Later	Printable View	
Response Status			
Response Status Response Not Submitted To Buyer			
Overview			-
ITT Code ITT Title			
itt_2092 MHRA (NIBSC) - Estates - Biotech Extension Feasibility Study			
ITT Description Type of Supplier Access The Biotech Building has the highest density of staff / m2 than any other building / Division on site and there is a need to provide permanent labs for the Herbals group and possible provide a chemical lab for the future. This tender is to undertake a Feasibility Study to review options, determine requirements, provide proposals and develop the optimum option. Type of Supplier Access			
Contract Value			
50,000 Contract Currency GBP			
Response Currency GBP			
Test ITT Buyer Organisation			
No Public Health England			
Buyer Name Allow Suppliers to Respond by Consortium			
Bill Martin Yes			

You now see a read only view of the tender documents.

It is important you read section 1.1 READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE

The yellow box shows you how many unread attachments you have, click on this to see them. Slide 7. We recommend you download all the documents now.

The ITT details has 4 tabs

- Settings Shows you the general tender settings eg dates etc Slide 9
- Attachments shows you the attachments included with the tender Slide 8
- My Response is where you enter your response.
- User Rights not used

The Messages Tab, shows you how many unread messages you have. You can create messages from here as well. Click on this tab to see the messages menu (click back on the ITT Details Tab to see the Tender Detail

If you wish to respond to the tender click "Create Response" ITT Details Messages (Unread 4) Create Message Received Messages Sent Messages Draft Messages Forwarded Messages ITT: itt_2092 - MHRA (NIBSC) - Estates - Biotech Extension Feasibility Study Project: project_2593 - MHRA - Estates - Biotech Extension Select a Filter × Closing Date: 15/04/2016 13:00:00 Date Subject Sender Response Last Submitted On: Not Submitted Yet Public Health England 21/03/2016 12:14 Submission date change Warning: You have 5 unread Buyer Attachm Please click here to read the file(s) before submitting your response Public Health England 18/03/2016 15:37 Questions 2.5.2 - 2.5.10 Public Health England 15/03/2016 10:28 New Doc and Insurance question 09/03/2016 13:08 BREEAM & BIM applicable for proje ITT Details Messages (Unread 4) Public Health England Settings Buyer Attachments (5) My Response User Rights Create Respo Supplier Organisation Structure * This bid is submitted on behalf of: My Organisation Only (No consortium) View Response Index Only 1. Qualification Response (questions: 87) 1.1 READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section Note Note Details USE THE ONLINE 'HELP FOR SUPPLIERS' FUNCTION - The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software. HELP FOR SUPPLIERS' content is presented by software Note module, and divided into process activities such as PQQs, ITTs and Auctions - just like the software itself. SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not click "save" within this time. Failure to do so means you risk losing your work- this is part of strict government requirements to maintain security and tender Note integrity and cannot be changed. NOTE: typing does not mean you are active on the portal. Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for c 15 minutes, the portal will notify you through a 'pop up' window. It is vital that that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from Note the portal and lose any unsaved information. 14 Note Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications

DO NOT leave your response until the last minutes/hours before the deadline. If you experience connection problems you will miss the deadline and your response may be rejected by the buying team. Always upload generic information early to avoid last minute time pressure

1.5 Note

← Back to List			•••
ITT: itt_2208 - MHRA - Demonstration ITT #1 Project: project_2803 - MHRA - Demonstration Project Closing Date: 29/04/2016 17:00:00 Response Last Submitted On: Not Submitted Yet			m Running
ITT Details Messages (Unread 0) Settings Buyer Attachments (10) My Response User Rights			
Path: Top Level >			🕹 Mass Download 🛛 🚥
Select a Filter 😽			
Folder/File Name	 Description 	Last Modification Date	
1 (b) 6721 SOP Planet maintenance and calibration.pdf		13/04/2016 19:26:27	*
2 👔 Asset List xlsx		13/04/2016 19:26:27	♥
3 🚺 Boiler Service Schedule 2016.xlsx		13/04/2016 19:26:27	*
4 🕞 Boiler Specification V1-1 23 Sept 2015.pdf		13/04/2016 19:26:27	♥
5 🔄 🚺 Boilers Pricing Spreadsheet.xlsx		13/04/2016 19:26:27	\$∕
6 SOP 3204 NIBSC General Permit-to-Work.pdf		13/04/2016 19:26:27	\$∕
7 B SOP 6372 Electrical Isolations from a Distribution Board or Control Panel pdf		13/04/2016 19:26:27	\$∕
8 SOP 6373 Electrical Isolation Notice.pdf		13/04/2016 19:26:27	\$∕

Warning: You have 10 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

* Contract duration

Messages (Unread 0) ITT Details Settings Buyer Attachments (10) My Response User Rights **Response Status** Response Status Response To Be Submitted To Buyer Overview ITT Code ITT Title MHRA - Demonstration ITT #1 itt_2208 ITT Description Type of Supplier Access By Invitation Only The Services required are: Annual site/service visits - to carry out routine and planned preventative maintenance (PPM). (Completed certificates/service sheets of examination to confirm this) Telephone Support Available – In normal working hours, telephone response by engineer should be within 2 hours of receipt of phone call from NIBSC. Emergency Call Cuts – Attendance on site for emergency repairs/auti diagnosis must be within 24 hours of notification of emergency, on a Monday to Friday basis, in the event of one boiler failure. If more than one or all boilers have failed, at hour 24/7 response is required. Test ITT Response Currency GBP Yes Buyer Organisation Buyer Name Public Health England Bill Martin Allow Suppliers to Respond by Consortium Yes ITT Attributes ITT Type Typology with contract duration Contract information Contract information

3 years with the options of two 12 months extensions

Contract duration

There are two main ways to submit a response, one is to type the response directly into the screen. The second is to download a response form, complete it on line and then upload it back into the system.

We think the latter option is the simplest.

To down load the response form click on the ••• box and select "Export/Import Response" Go to slide 16

To complete the form online click "Edit Response" Go to slide 12

H- Back to List			
TIT: itt_2092 - MHRA (NIBSC) - Estates -	Biotech Extension Feasibility Study		🛗 Delete Response
Project project_2593 - MHRA - Estates - Biotech Extension	,,		Export/Import Response
Closing Date: 15/04/2016 13:00:00			🖶 Printable View 🖻
Response Last Submitted On: Not Submitted Yet			🕜 Help for Suppliers 🛛 🖻
Warning: You have 5 unread Buyer Attachment(s). Plea	se click here to read the file(s) before submitting you	ur response.	
ITT Details Messages (Unread 4)			
Settings Buyer Attachments (5) My Response User Rights			
			Submit Response
My Response Summary			
1. Qualification Response	Missing mandatory responses (56)		
2. Technical Response	Missing mandatory responses (28)		
3. Commercial Response	Mandatory fields missing (5)	Total Price (excluding optional sections)	0
		TCO Total (excluding	g optional sections) 0
Supplier Organisation Structure			Manage Consortium
* This bid is submitted on behalf of: My Organisation Only (No consortium)			
★ View Response Index Only			
 1. Qualification Response (questions: 87) 			🍞 Edit Response



Entering Details Online









Entering Details Online

Click on "Edit Response" You can now complete Section 1 – Qualification Response

T: itt_220	08 - MHRA - Der 🗙 🚺				<u>811 – 🗆 🗙</u>
			toolkit/negotiation/rfq/detailRfqResponse.do#fh		☆ ◎ ◎
os G (Google 🐽 Flickr 📋	eBay 🗋 Skyscanner 🗋 Spotify	🔄 Favourites 📉 KelbyOne		C Other bookma
W	arning: You have	e 10 unread Buyer Attachme	nt(s). Please click here to read the file(s) before submitting your	response.	
ITT D	Details Messag	es (Unread 0)			
Setting	gs Buyer Attachme	nts (10) My Response User Rig	ghts		
					Submit Response
My	Response Sumr				
1.	Qualification Res		Missing mandatory responses (47)		
2.	Technical Respor	ise	Missing mandatory responses (33)		
3.	Commercial Resp	oonse	Mandatory fields missing (8)	Total Price (excluding optional sections)	0
				T	CO Total (excluding optional sections) 0
Sup	oplier Organisati	on Structure			🍞 Manage Consortium
+ TF	his bid is submitted	on hehelf of			
)rganisation Only (No c				
<u>+</u>	View Response Inde	ex Only			
Ť	new response ma	a city			
~	1. Qualification	Response (questions: 86)			Creative Edit Response
~	1.1 READ ME FIR	ST - SUPPLIERS TIPS FOR CO	MPLETING YOUR RESPONSE - Question Section		
	Note	Note Details			
1.1.1	1 Note		SUPPLIERS' FUNCTION – The content is designed to explain the eSourcing ss activities such as PQQs, ITTs and Auctions - just like the software itself.	platform in business terms, allowing you to quickly understand the features and benefits of the software. HELP FOR S	SUPPLIERS content is presented by software
1.1.2	2 Note		rity reasons your access to the portal will 'time out' if inactive for c15 minutes d. NOTE: typing does not mean you are active on the portal.	if you do not click "save" within this time. Failure to do so means you risk losing your work- this is part of strict gover	nment requirements to maintain security and tender
1.1.3	3 Note	Please ensure that 'pop ups' an the portal and lose any unsave		portal will notify you through a 'pop up' window. It is vital that that you are able to see this in order to click the 'Refresh'	link in this 'pop up' so you are not disconnected from

Complete the questions

* questions require a mandatory response

Save your response regularly

When section 1 is complete select "Save and Exit Response"

You are then taken back to the previous screen, Slide 12, select the next section 2 – Technical Response / 3 – Commercial Response and repeat.

Running

ITT: itt_2208 - MHRA - Demonstration ITT #1

_					
			Save and Exit Response	Save Changes	× Cance
			12345678		
1.5.3	Registration	* Company or charity registration number	Characters available 1992		
	VAT		12345678		Į,
1.5.4	VAI	* VAT registration number	Characters available 1992		
1.5.5	DUNG	* Dun & Bradstreet Number (DUNS Number)	12345678		ß
1.0.0	DUNS		Characters available 1992		
1.5.6	Parent	Name of immediate parent company	*		h
1.0.0	T urent	rune o mnoune previ company	Characters available 2000		
1.5.7	Туре	* Type of organisation, please select the appropriate option			
1.5.8	Confirm	If you selected other above, confirm the type of organisation you are.	public limited co limited company limited liability partnership other partnership Other, state below		ĥ
1.5.9	SME Status	Company operating address (If different from that of registered office)	Characters available 2000		1
	Family	* Is your organisation classed as a small or medium sized enterprise (SME)? The definitions are:			
1.5.10	business	Medium sized, under 250 employees, turnover of under €50m Small sized, under 50 employees, turnover of under €10m Micro sized, under 10 employees, turnover under €2m	۲		
1.5.11	Women-led	* Do you consider your business to be a Family Business, where a family business is defined as being majority owned by members of the same family?	•		
1.5.12	MEG-led	* Do you consider your business to be woman led, where woman led is defined as more than 50% of the business owned by women?	T		
1 5 13	Social	* Do you consider your business to be a minority ethnic group led business, which is defined as a Family Business, where a family business is defined as having a person from an ethnic minority in sole control,	•		

When all three sections are complete.

The Response Summary section shows which questions have not been completing.

When your response is ready to be submitted click "Submit Response". The system will tell you if any answers are missing.

← Bacl	s to List			•••
Proj Clos	T: ttt_2211 - MHRA - Demor ect: project_2803 - MHRA - Demonstration P ing Date: 29/04/2016 17:00:00 ponse Last Submitted On: Not Submitted Ye	roject		III Running
Wa	rning: You have 18 unread Buyer Att	achment(s). Please click here to read the file(s) befor	re submitting your response.	
ITT De	tails Messages (Unread 0)			
Settings	Buyer Attachments (18) My Response	User Rights		
_				Submit Response
My F	lesponse Summary			
1.	Qualification Response	Missing mandatory responses (1)		
2.	Technical Response	Missing mandatory responses (7)		
3.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	702,000
			TCO Total (exclud	ding optional sections) 702,000
Sup	olier Organisation Structure			C Manage Consortium
	s bid is submitted on behalf of: anisation Only (No consortium)			
t V	iew Response Index Only			
~ 1	. Qualification Response (question	s: 81)		C Edit Response



Using the downloaded Response Form









23:57 WET - Western Europe Time DST	Bill Martin	🕐 Help -	٢
Public Health England			
 ITT: itt_2211 - MHRA - Demonstration ITT #2 Project: project_2803 - MHRA - Demonstration Project Closing Date: 29/04/2016 17:00:00 Response Last Submitted On: Not Submitted Yet 		m Running	
Edit Mode	Help To Create & Import	Your Response	e
This screen allows you to download an Excel spreadsheet containing the ITT questionnaire. You may use the spreadsheet to compile your ITT response. Once you have completed the spreadsheet you should return to this screen and import the spreadsheet in order to popula	ate the online questionnaire.		
Select File to Import Choose file No file chosen			
~ COPYRIGHT 2000 - 2016 ERANOSOLUTION -			^ Тор
answerTo_itt_2211.xlsx	💻 Sho	w all downloads	×

The Import Excel screen allows you to download an Excel spreadsheet containing all the information requested by the Buyer. You may use the spreadsheet to compile your Response. Once you have completed the spreadsheet you should return to the Import Excel screen and import the spreadsheet in order to populate the online Questionnaires with your Response.

NOTE: IT IS IMPERATIVE THAT YOU DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET, AS THIS WILL CAUSE THE IMPORT OF THE SPREADSHEET TO FAIL. HOWEVER YOU MAY CHANGE THE WIDTHS OF COLUMNS, OR HEIGHTS OF ROWS, IN ORDER TO IMPROVE USABILITY OF THE XLS.

ALSO, BE AWARE THAT IF THE BUYER MAKES ANY CHANGES TO THE CONFIGURATION OF THE QUESTIONNAIRES, THEN YOUR VERSION OF THE SPREADSHEET WILL BE INVALIDATED, AND YOU MUST DOWNLOAD AN UPDATED VERSION IN ORDER TO CREATE A VALID RESPONSE. IN THIS CASE, PLEASE COPY AND PASTE YOUR ORIGINAL RESPONSE INTO YOUR NEW RESPONSE, BUT ALWAYS PASTE THE RESPONSES ONE CELL AT A TIME, RATHER THAN PASTING ENTIRE COLUMNS, ROWS OR WORKSHEETS.

Qualification and Technical Response

Yes/No Value

Please respond to Yes/No Questions by clicking the drill down arrow to the bottom right of the response box and making your selection from the drop down menu.

Text

Please respond to Text Questions by entering text into the highlighted column, up to a maximum of 2000 characters, including spaces.

The Excel spreadsheet will allow you to enter more than 2000 characters, but once you leave the Response box, your options will be to "Retry", to return to the text box and amend your Response or "Cancel" to remove any new text entered.

Please check your Response after it has been uploaded in order to verify that long text entries have not been truncated.

Numeric

Please respond to Numeric Questions by entering a numeric value in the Response column. Valid numeric values must be in number format, with a maximum of 2 decimal places e.g. 2500.67

Please do not enter any symbols or non-numeric characters, except for a single decimal point (if required).

Options List

Please respond to Option List Questions by clicking the drill down arrow to the bottom right of the response box and making your selection from the drop down menu.

Multi Choice Options List

Please respond to Multi Choice Options List Questions by marking the appropriate cells. This is done using the drill down arrow to expand the drop down menu and clicking "Option Selected" for each of the applicable options. Cancel or Delete to remove the selection

Commercial Response

Commercial

Please respond to Price Line Items by entering a numeric value in the Unit Price column. Valid numeric values must be in number format, with a maximum of 2 decimal places e.g. 2500.67

Please do not enter any symbols or non-numeric characters, except for a single decimal point (if required).

Some Questions may also allow you to provide a Quantity value, which must also be in numeric format.

Quantity Range

Please respond to Price by Quantity Line Items by entering a numeric value in each of the Cells in the Unit Price column, according the Price that you wish to offer for each range of Quantities.

Valid numeric values must be in number format, with a maximum of 2 decimal places e.g. 2500.67

Please do not enter any symbols or non-numeric characters, except for a single decimal point (if required).

С	D	E	F	G	Н	L. C.	J	к
	1.3.4	Evaluation	The agreement will be awarded on the bas	is of the most econor	nically advantageous offe	r. The split between total techni	cal marks and o	commercial
	1.3.5	Exclusion	he Employer reserves the right to examine tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria.					
	1.3.6	information The contractor is expected to examine all of the instructions, forms, and specifications that comprise this document. Failure to provide all of the						
	1.3.7	Questions	Any questions about the procurement sho	uld be submitted direc	ctly to the agency using t	he online messaging facility on	the Bravo e-Ter	idering portal -

1.4	TRANSPARENCY	(
	Note	Note Details
1.4.1	Note	As a result of government policy to achieve greater transparency in public procurement and help deliver improved value for money, the Employer is

1.5	ORGANISATION	ANISATION DETAILS						
	Question	Description	Response Type	Response Guide	Response			
1.5.1	Name	Company Name	Text	Enter plain text				
1.5.2	Address	Registered Office Address	Text	Enter plain text				
1.5.3	Registration	Company or charity registration number	Text	Enter plain text				
1.5.4	VAT	VAT registration number	Text	Enter plain text				
1.5.5	DUNS	Dun & Bradstreet Number (DUNS Number)	Text	Enter plain text				
1.5.6	Parent	Name of immediate parent company	Text	Enter plain text				
1.5.7	Туре	Type of organisation, please select the appropriate option	Options List	Select one of the Options listed in the drop down menu on the bottom right of the response box				
1.5.8	Confirm	If you selected other above, confirm the type of organisation you are.	Text	Enter plain text				
1.5.9	SME Status	Company operating address (If different from that of registered office)	Text	Enter plain text				
1.5.10	Family business	Is your organisation classed as a small or medium sized enterprise (SME)? The definitions are: Medium sized, under 250 employees, turnover of under €50m Small sized, under 50 employees, turnover of under €10m Micro sized, under 10 employees, turnover under €2m	Options List	Select one of the Options listed in the drop down menu on the bottom right of the response box				
1.5.11	Women-led	Do you consider your business to be a Family Business, where a family business is defined as being majority owned by members of the same family?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box				
1.5.12	MEG-led	Do you consider your business to be woman led, where woman led is defined as more than 50% of the business owned by women?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the				

To upload the response template select "Choose File"

Select the completed template you wish to upload

Select "Import Excel"

You then need to upload any attachments for the questions that require them.

23:57 WET - Western Europe Time DST	🔘 Bill Martin	? Help - (D
WW Public Health England			
ITT: itt_2211 - MHRA - Demonstration ITT #2 Project: project_2803 - MHRA - Demonstration Project Closing Date: 29/04/2016 17:00:00 Response Last Submitted On: Not Submitted Yet		III Running	
Edit Mode	Help To Create & Import	Your Response	
Select File to Import Choose file No file chosen			
~ COPYRIGHT 2000 - 2016 BRAVOSOLUTION -		^ Тор	
answerTo_itt_2211.xlsx		ow all downloads ×	×



Submitting the Response









The Response Summary section shows which questions have not been completed. Click on the sections with missing responses to update them. When your response is ready to be submitted click "Submit Response". The system will tell you if any answers are missing.

├ ─ Bacl	to List			•••					
Proj Clos	ITT: itt_2211 - MHRA - Demonstration ITT #2 Imm Running Project: project_2003 - MHRA - Demonstration Project Closing Date: 29/04/2016 17:00:00 Response Last Submitted Or: Not Submitted Yet								
Wa	ning: You have 18 unread Buyer Attac	chment(s). Please click here to read the file(s) before	e submitting your response.						
ITT De	tails Messages (Unread 0)								
Settings	Buyer Attachments (18) My Response U	Iser Rights							
_			Submit R	esponse					
My F	esponse Summary								
1.	Qualification Response	Missing mandatory responses (1)							
2.	Technical Response	Missing mandatory responses (7)							
3.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	702,000					
			TCO Total (excluding optional sections)	702,000					
Sup	lier Organisation Structure		🝞 Manage Cons	sortium					
	s bid is submitted on behalf of: anisation Only (No consortium)								
	ew Response Index Only								
~ 1	Qualification Response (questions:	81)	C Edit Re:	sponse					