

ITT: itt_91- CPD/004/121/150; FOR HIGH STREET VACANCY DATA

Further information can be found at <https://dclg.bravosolution.co.uk> under the project title ITT_91

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Click the 'ITTs Open To All Suppliers' link. (These are procurement processes open to any registered supplier).

- Click on the relevant ITT to access the content.
- Click the 'Express Interest' button at the top of the page.
- This will move the ITT into your '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 'ITT Details' box

Click 'My Response' under 'ITT Details', you can choose to:

- 'Create Response', or,
 - 'Decline to Respond' (please give a reason if declining).
- You can now use the 'Messages' function to communicate with the Authority and seek any clarification. Follow the onscreen instructions to complete the ITT. There may be a mixture of online & offline actions for you to perform. You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.