Registering on the Attain portal and Applying for a tender

Attain

Improving health and wellbeing

BravoAdvantage 16 Userguide

March 2017

www.attain.co.uk

Getting Started

A Contract Finders or an Official Journal of European Union (OJEU) Notice will ask you to register and obtain the tender documents for any procurement run on the Attain e-tendering Bravo Portal.

You must register your organisation if not already registered.

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.

Types of tenders on Bravo

- **Pre-qualification questionnaire – PQQ**
  - This can also be Market Engagement or Request for Information (RFI)
- **Invitation to Tender – ITT**
  - This can also be an Invitation to Quote (ITQ)
- **Any qualified Provider (AQP)**

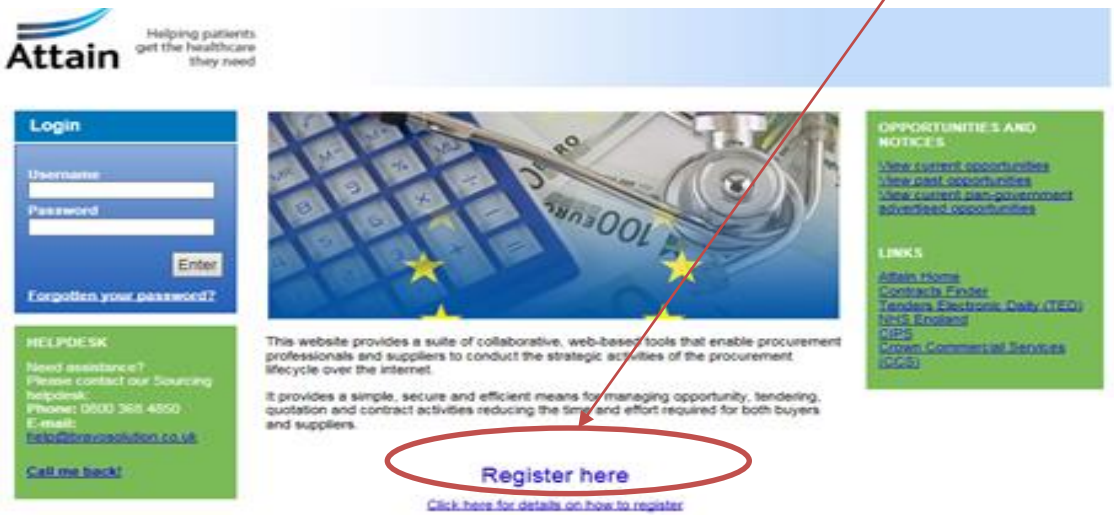
Registration

To register with the Attain E-Tendering portal:

1. Click on link below for the portal

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

2. From the portal Home Page, click the ‘Click Here to Register’ link



Registration

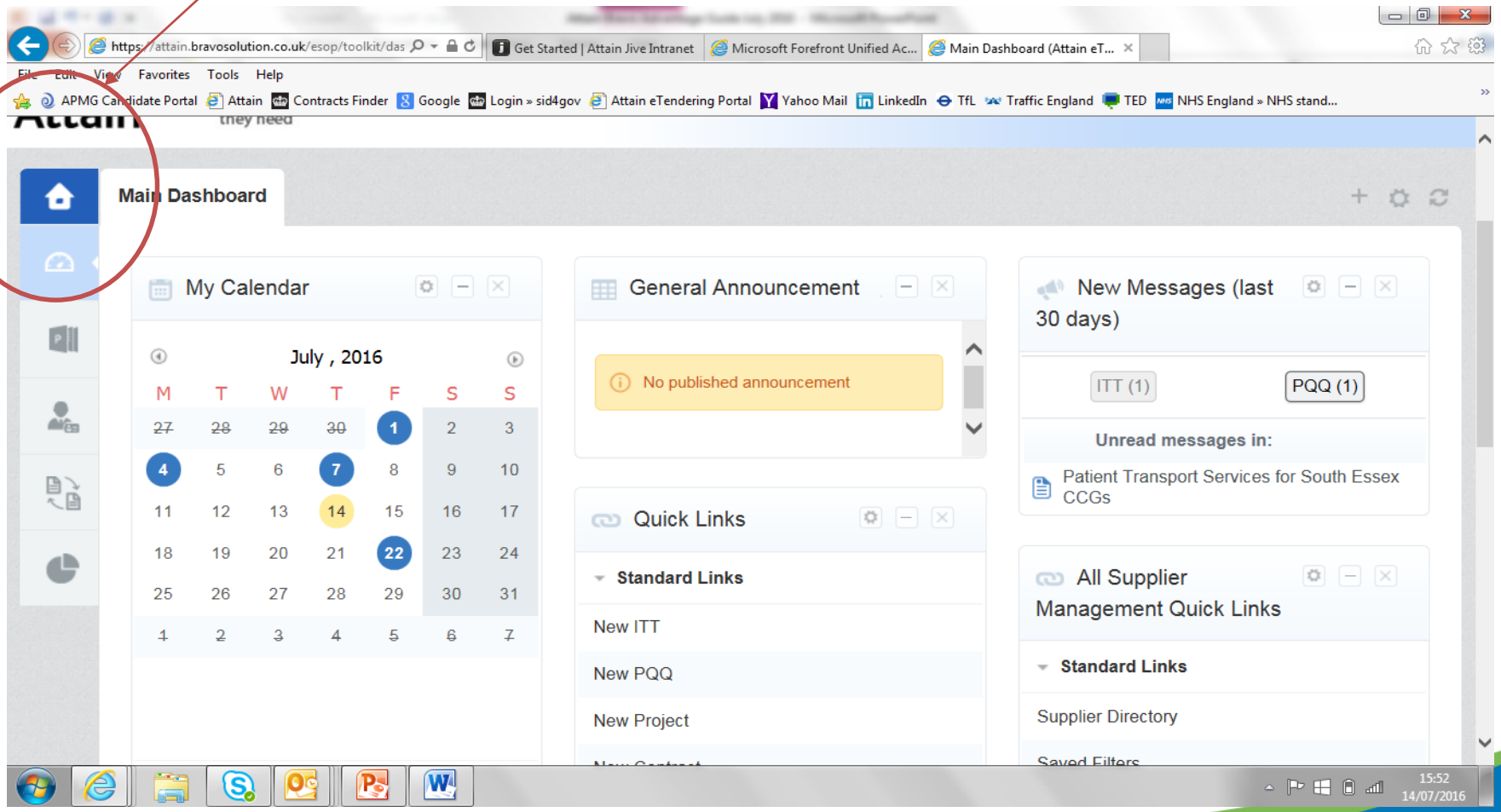
3. Accept the terms & conditions for using the portal
4. Complete your organisation & personal details
5. Choose a memorable username and submit
6. You will then be sent an email with your unique password, please treat this securely (if you lose it there is a ‘Forgot my Password’ link on the portal homepage

To Note: Once you have registered, there is an option ‘Help for suppliers for any stage of the process’

Important Note: Any AQP processes are always uploaded as an ITT (Invitation to Tender)

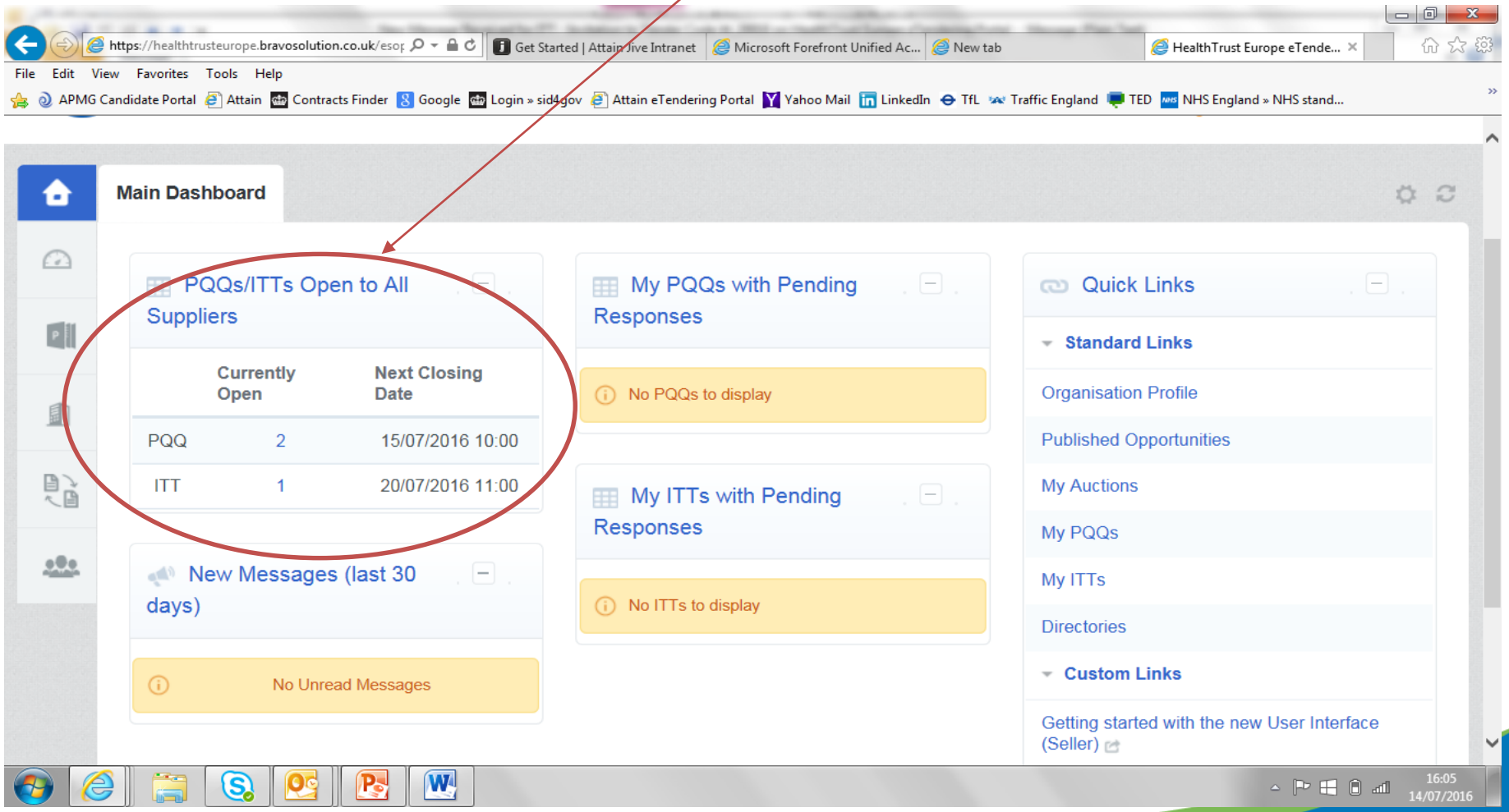
Finding your PQQ/ITT/AQP

1. You will land on the Main Dashboard which looks like this:
2. Always use the home Key to go back to the dashboard.



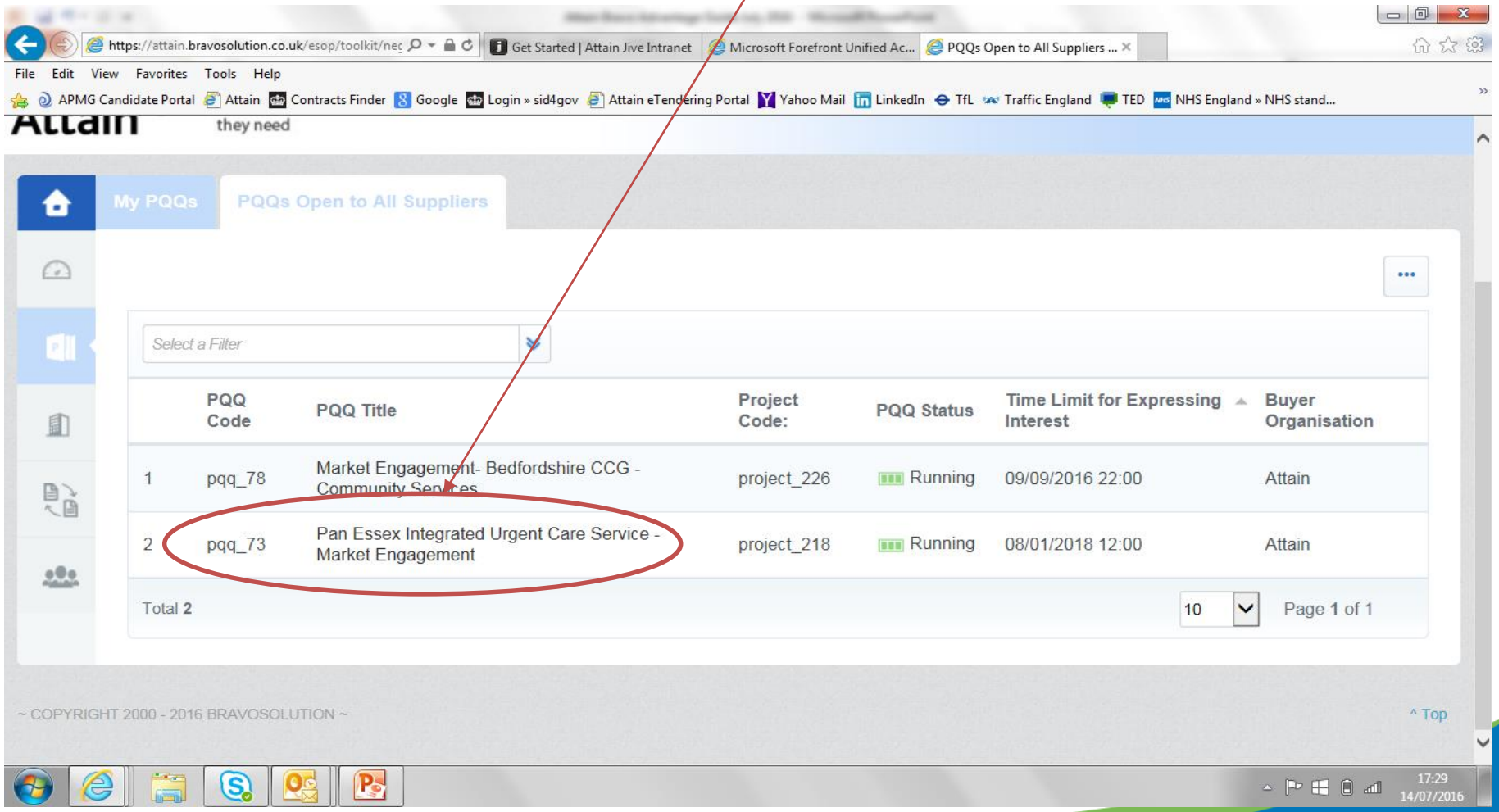
Finding your PQQ/ITT/AQP

2. Navigate to **PQQs/ITTs Open to all Suppliers (note AQPs are under ITT)**



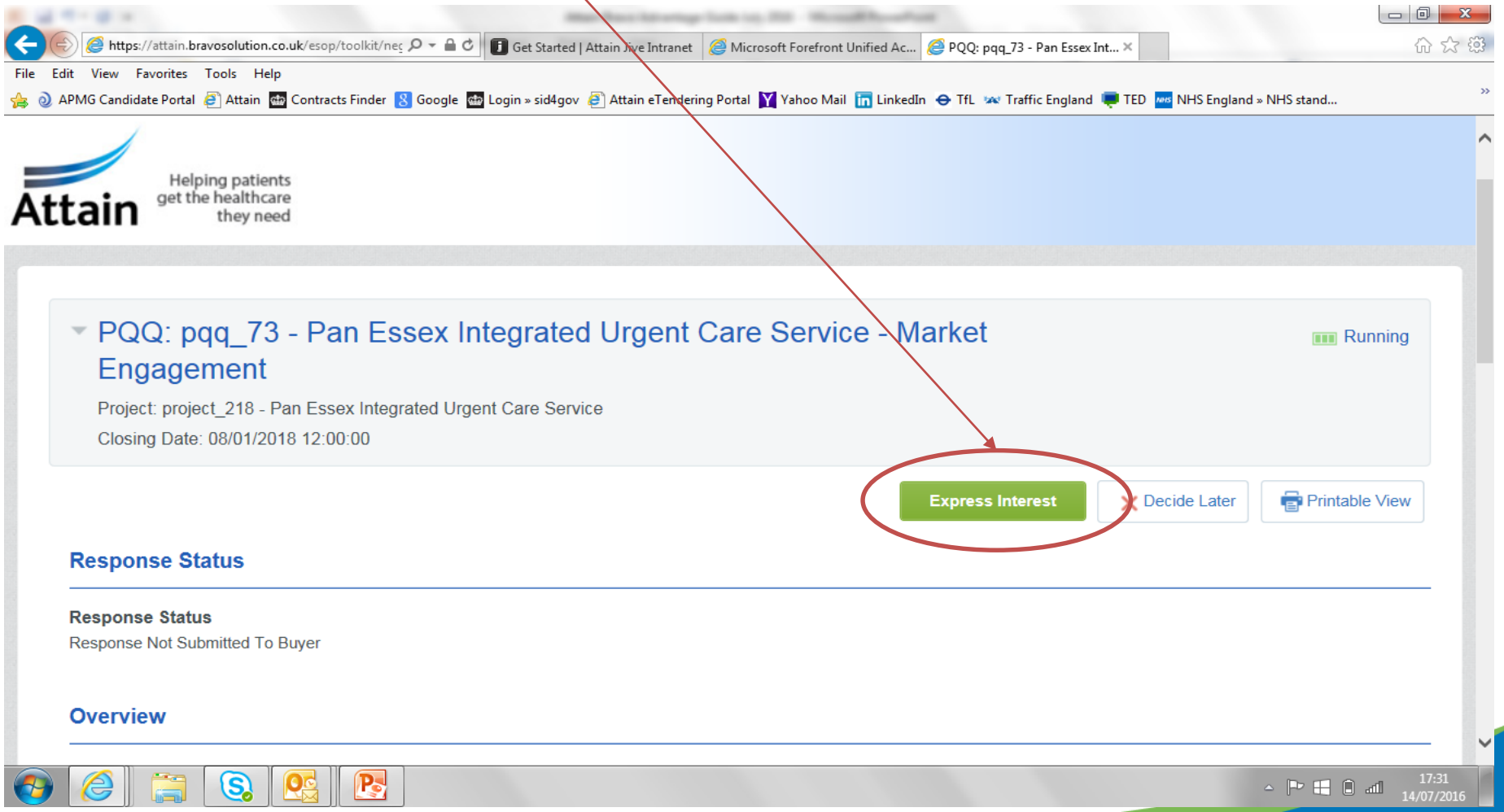
Finding your PQQ/ITT/AQP

3. Click on **PQQ or ITT** and then click on the **name** of the tender you are interested in



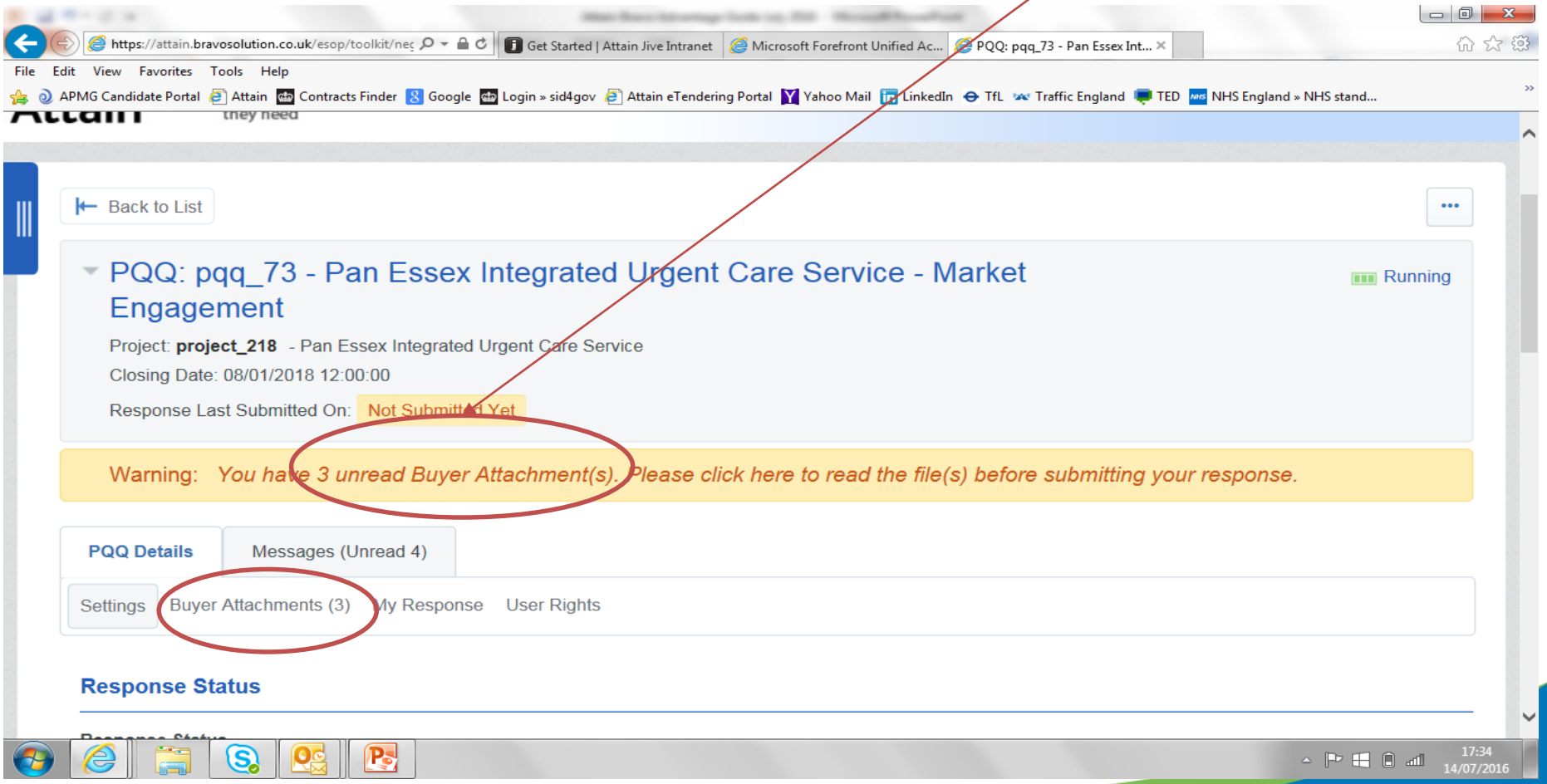
Finding your PQQ/ITT/AQP

4. Then click on **Express Interest**



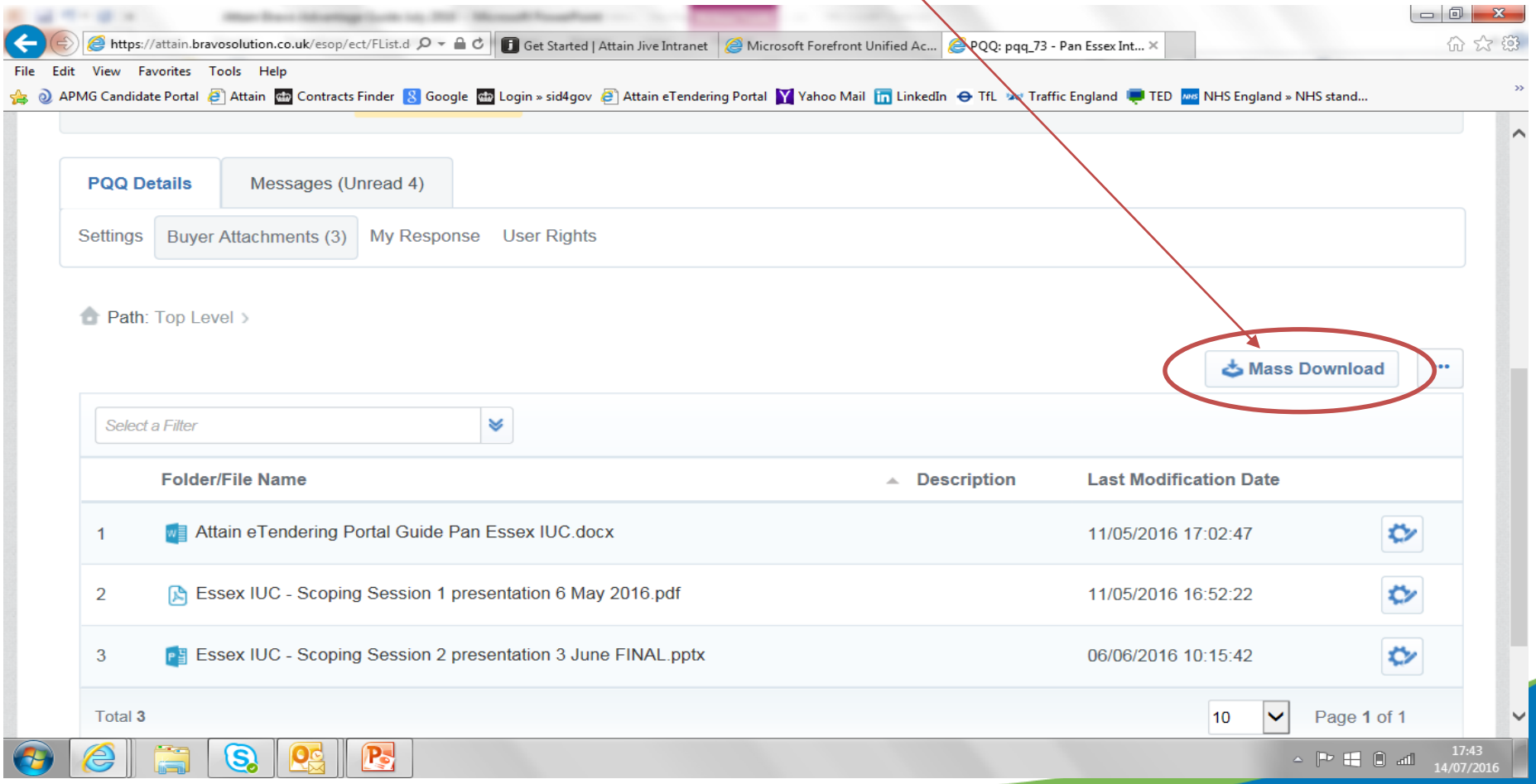
Finding your PQQ/ITT/AQP

5. Once you Express Interest, you will be able to download the documents by clicking on the message or clicking on “Buyer Attachments”



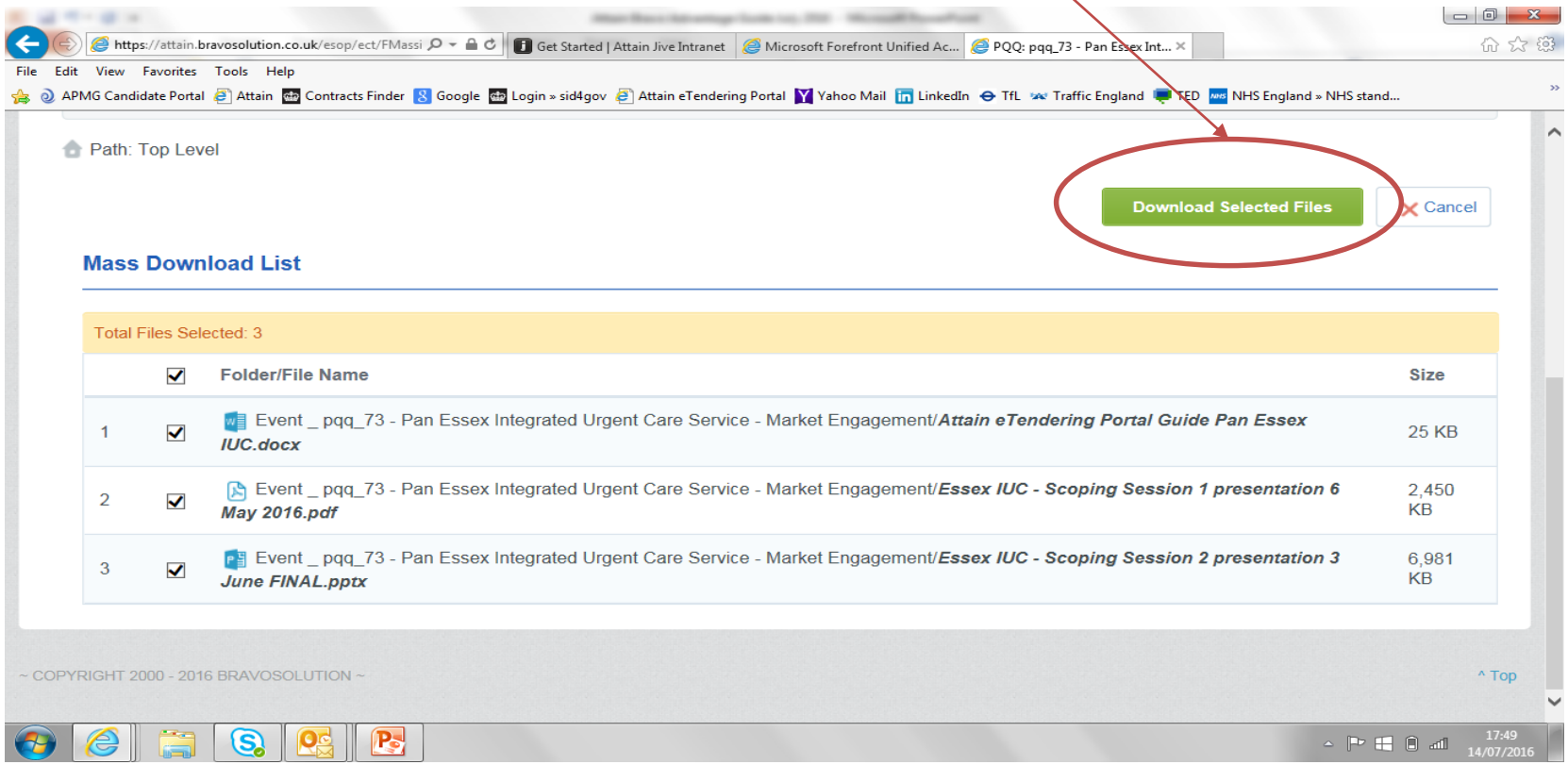
Downloading Documents

6. After clicking on message you can see the document list which you can download individually by clicking on their names or **use “Mass Download”** to get all documents in one go



Mass Downloading

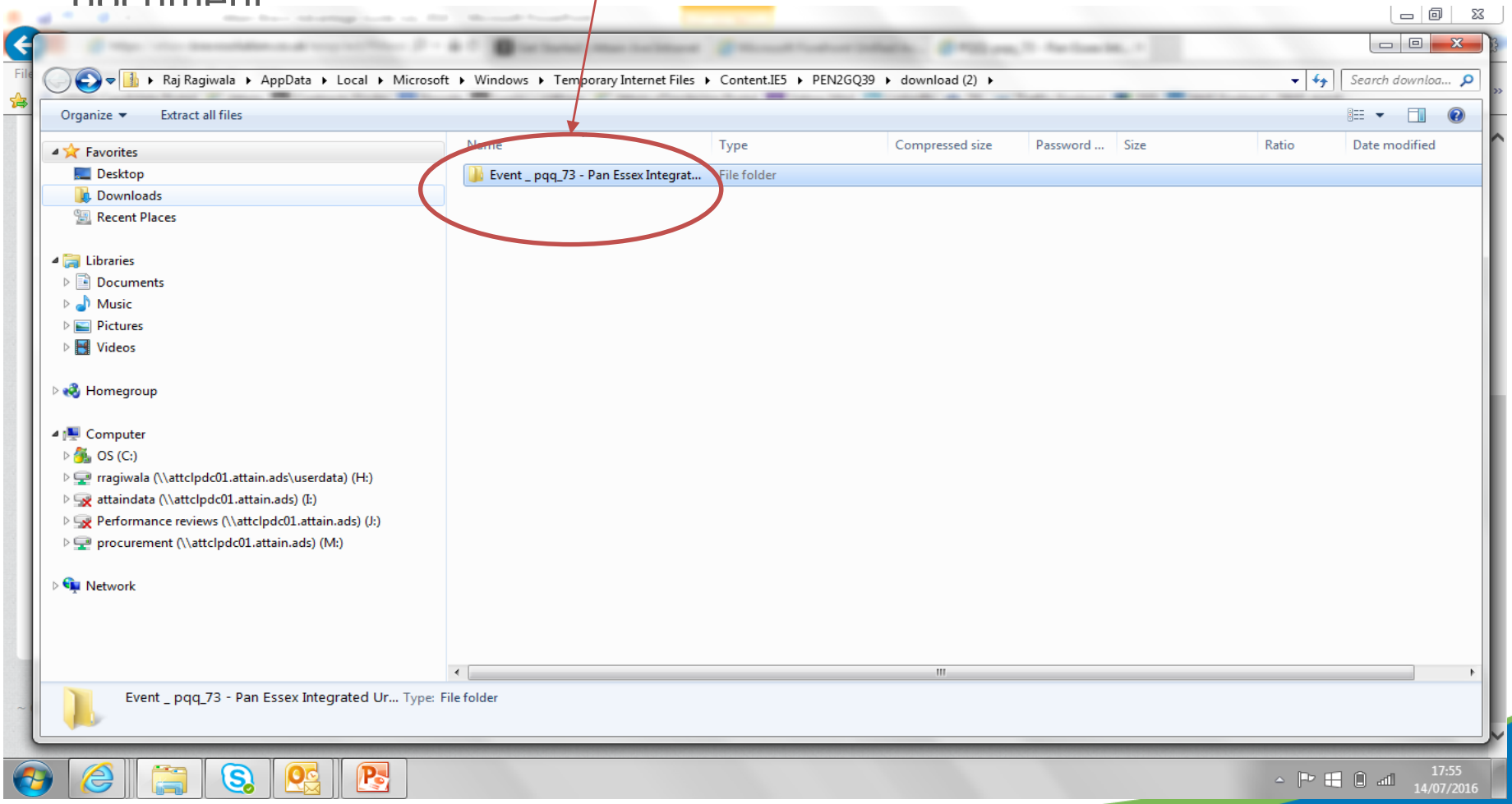
7. Files are already selected so you click on the green button



Note: mass download requires a Java plug-in, if you cannot use mass download then proceed downloading individual files.

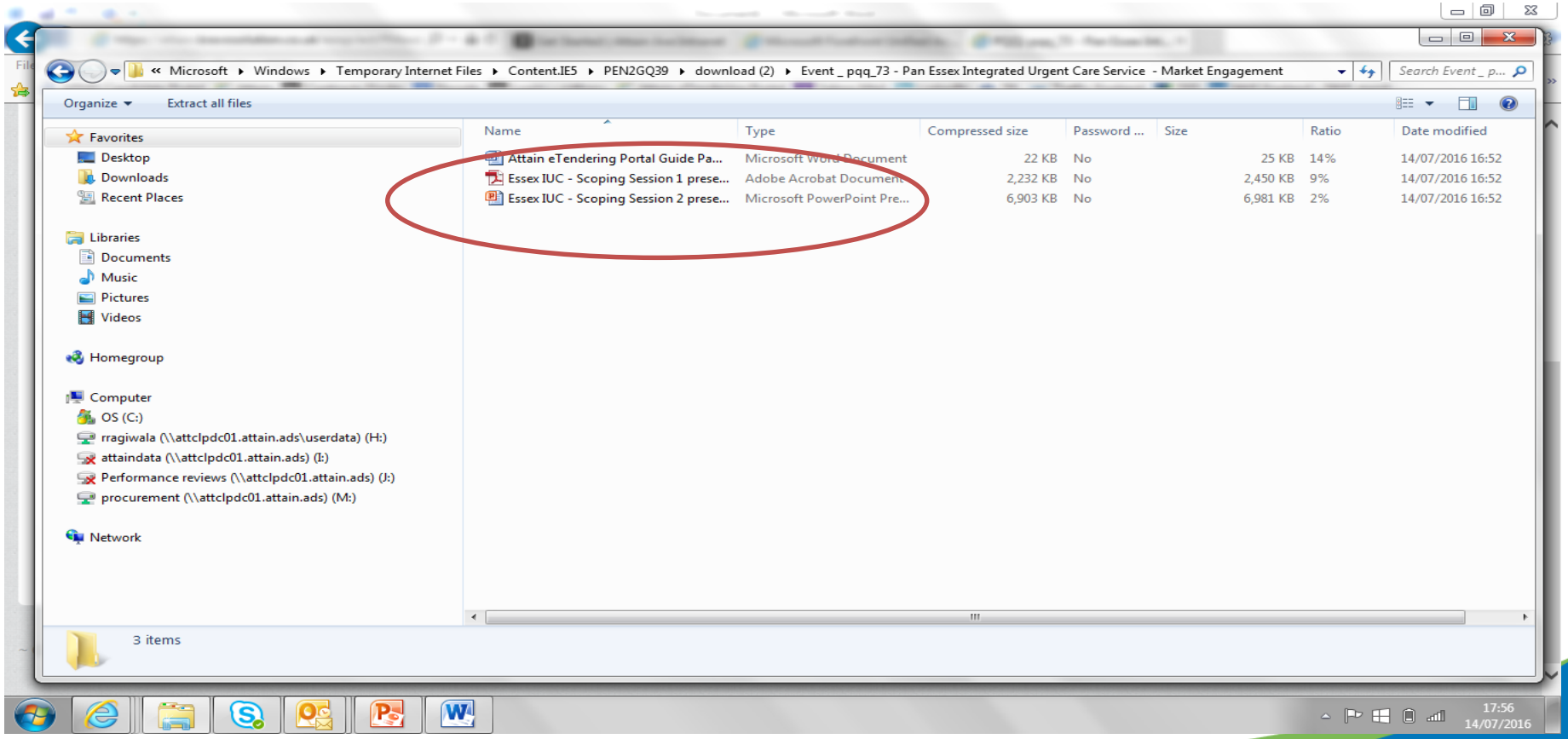
Mass Downloading

8. Files are downloaded in a folder and double click to see the document



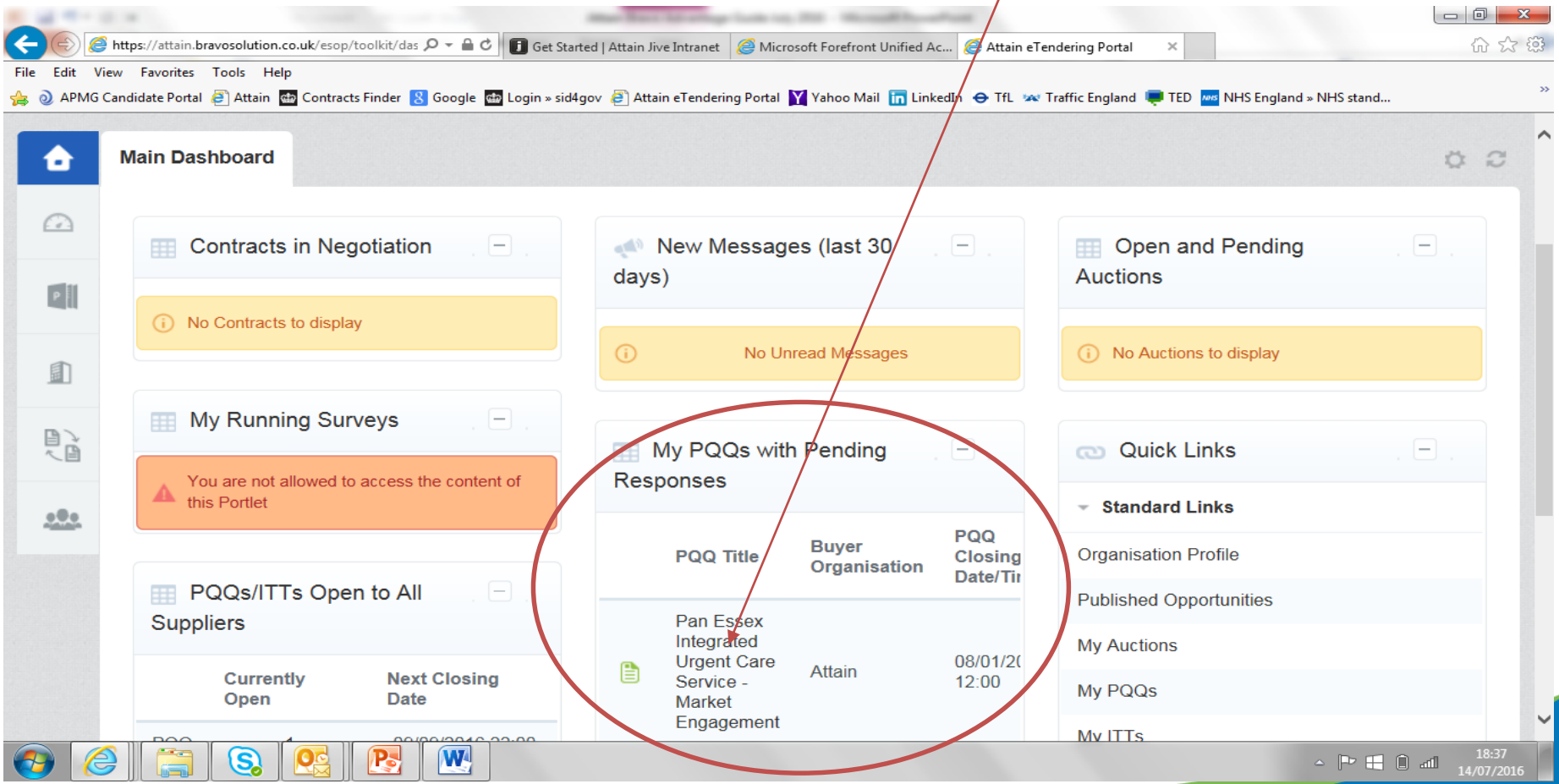
Mass Downloading

9. Save these files on your computer and then on Bravo cancel the mass download to get back to the PQQ or ITT Screen. You can now answer the questions in the word document and return to Bravo to submit your bid.



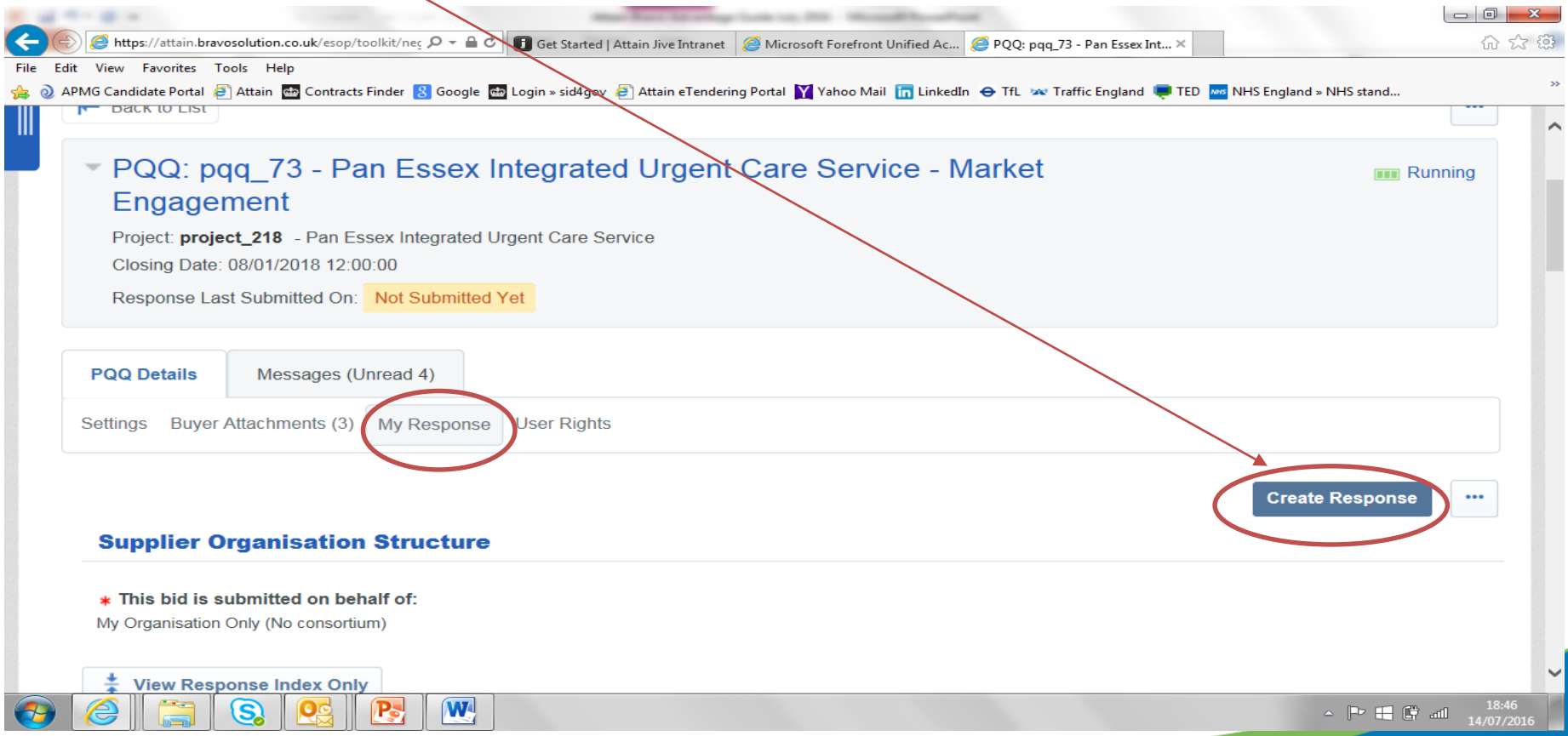
Submitting your response

10. When you return to Bravo, you can access the tender from My PQQs or if it is an ITT – My ITTs from the main Dashboard. Click on name



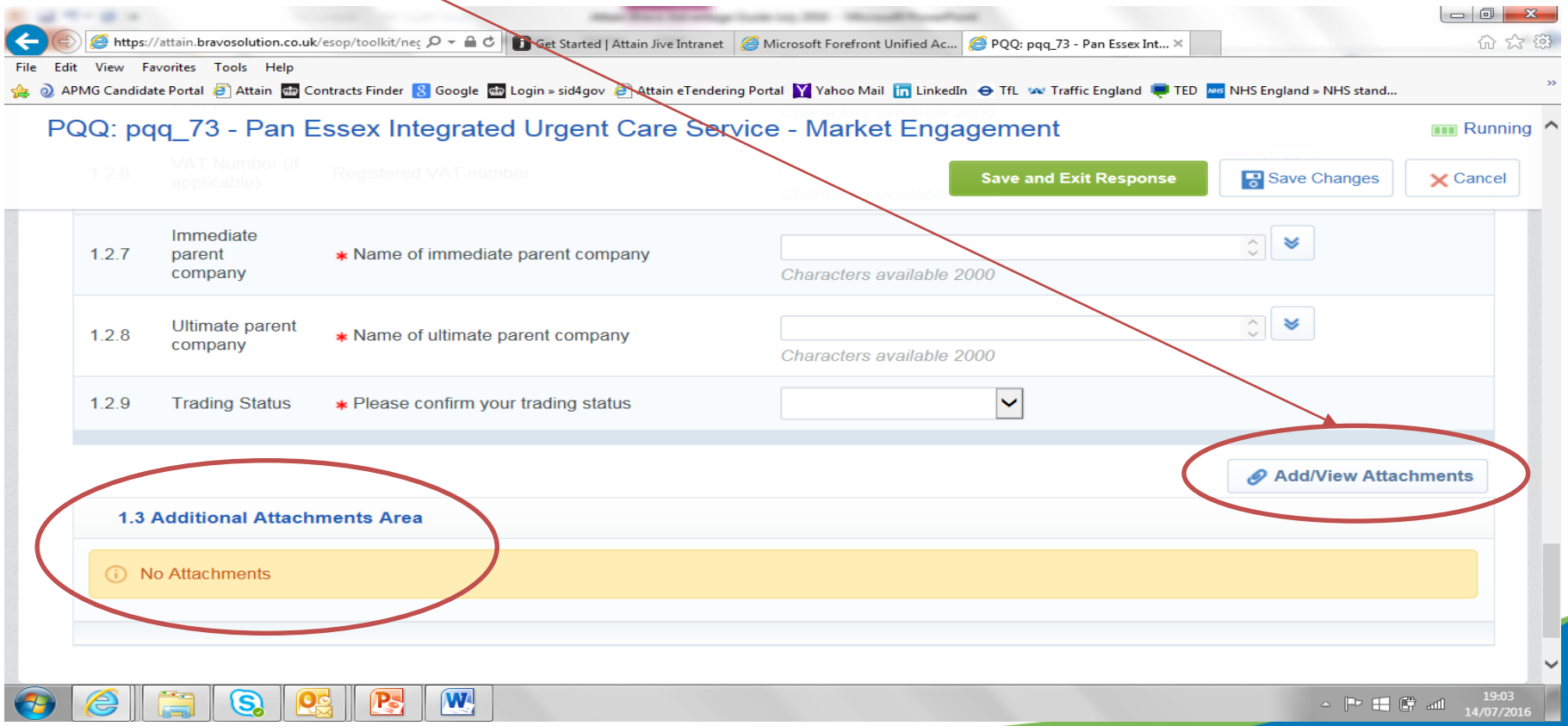
Submitting your response

11. Clicking on name will take you into the **My Response** and the standard questions will show further down to complete on-line by clicking on **Create Response**



Uploading your response documents

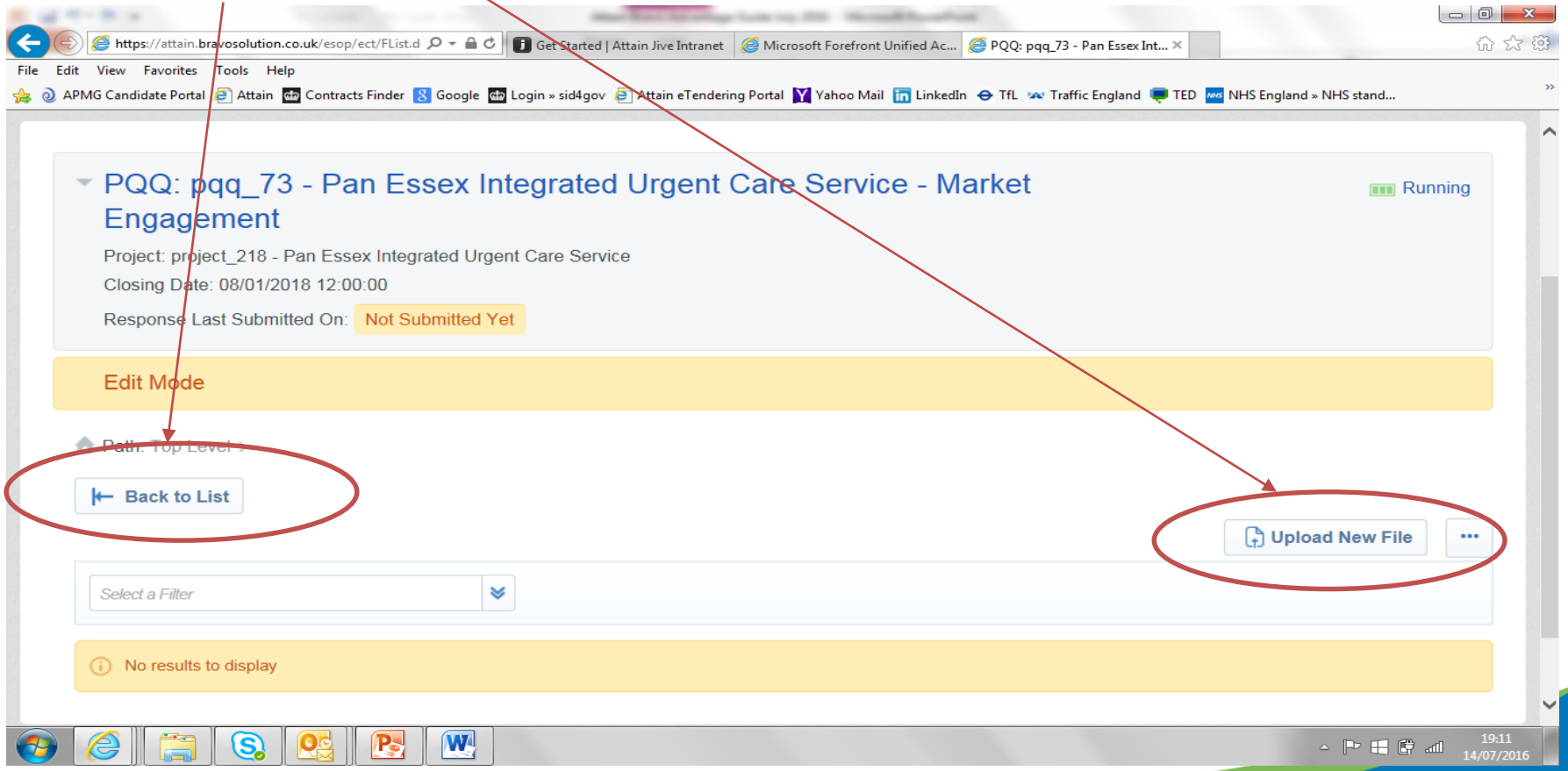
12. Once you have answered the questions (some answers require uploading of an attachment and the option is next to the question). There is also a general area where you can upload any other documents required for this tender using **Add/View Attachments**



Uploading your response documents

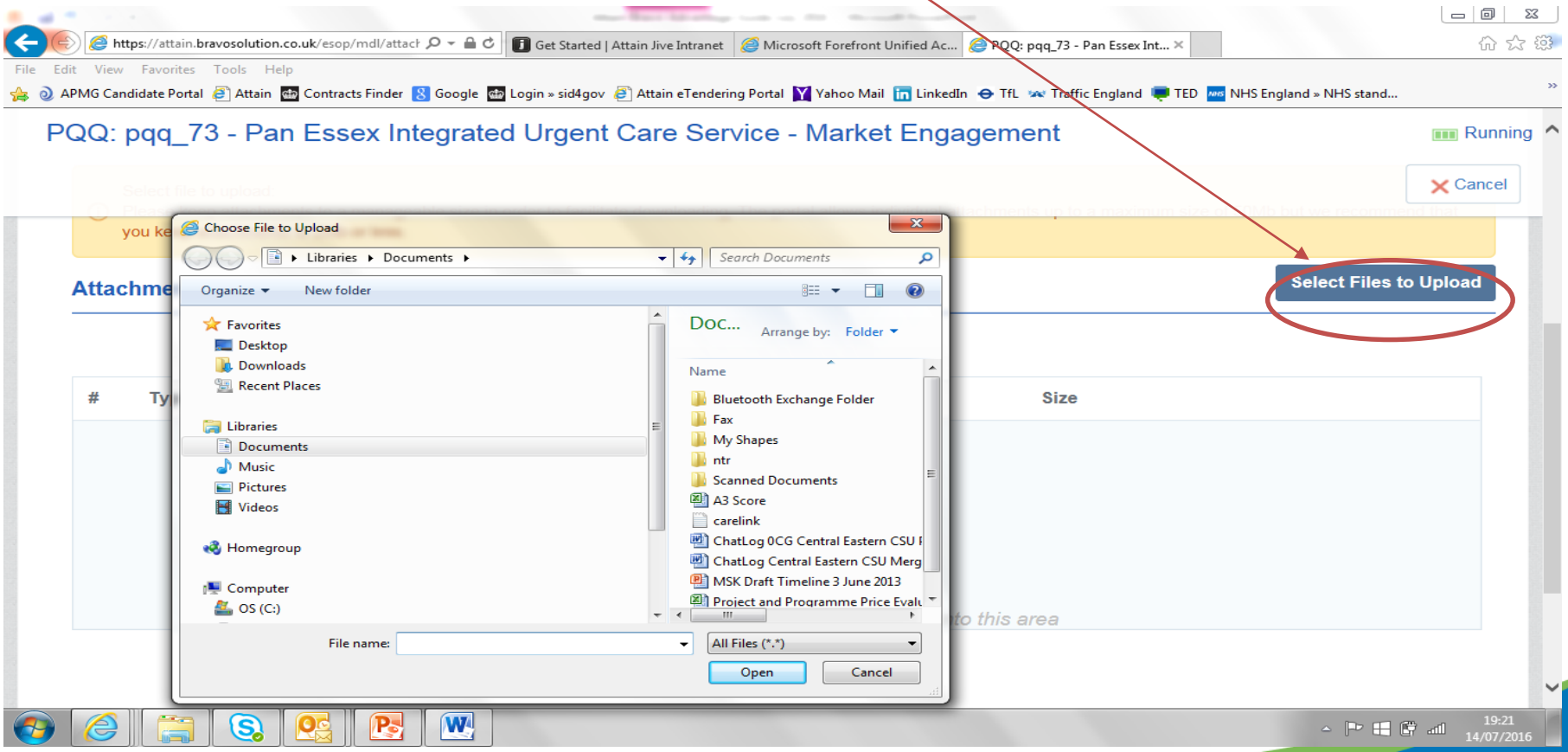
13. Add/View Attachments will bring you to this screen where you can click on **Upload New file**

14. Click the back button to go back a page to ensure you do not lose your work



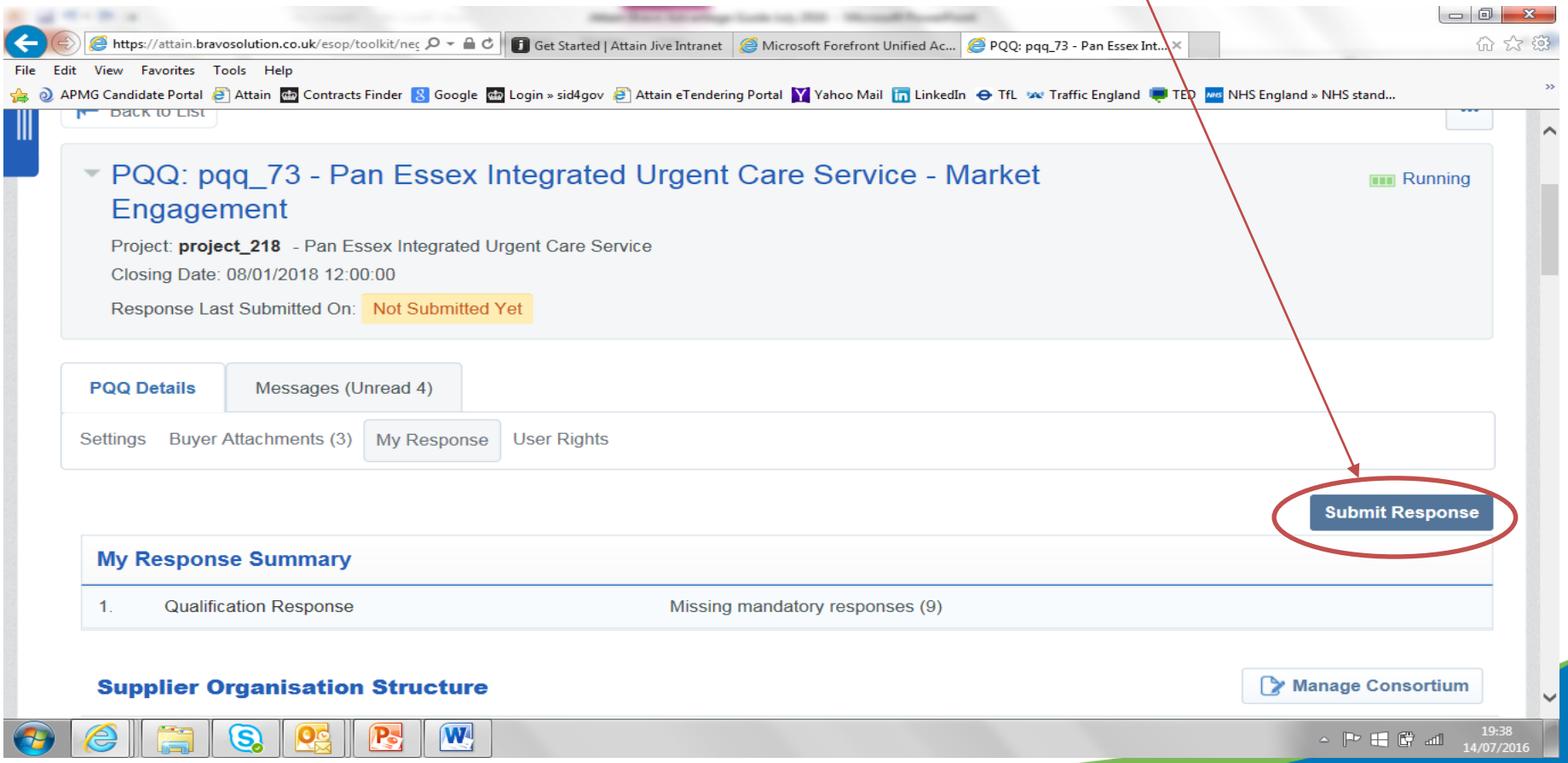
Uploading your response documents

14. Then Click on **Select Files to Upload,** choose the file from your PC that you want to upload and then **Confirm Upload**. You can than choose to upload another file or select **Save All** to save all the files added so far. **Note that the files are only uploaded into Bravo when you click on Save All.**



Final submission of your response

15. Once your response is complete you can select **Submit Response,** you are still able to change your response as many times as you need until the closing date and time. Each time you will need to **re-submit** your response.



Further Information

There are a number of on-line videos that may help which can be viewed at link below:

http://more.bravosolution.com/uk/bravoadvantage/guidance-for-suppliers?utm_campaign=UK_2015_BravoAdvantage_Comms&utm_medium=email&_hsenc=p2ANqtz--

For further information or assistance please contact the Bravo Helpdesk on:

Tel: 0800 368 4850

E-Mail: help@bravosolution.co.uk