



Guidance for Bidders

How to Apply to a Procurement Invitation to Tender On the Bravo eSourcing Portal

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The background

This document provides guidance for bidders on how to apply for an Invitation to Tender (ITT) stage of a procurement managed by NHS Commercial Solutions (NHSCS).

You will need to know the identifier for the particular ITT you are interested in, which may be expressed in different ways, such as:

- a project name
- a project code
- an ITT code

How to apply for a procurement

To ensure operation in a fair and controlled manner, the Commissioner will conduct the procurement using a web-based system – sometimes referred to as an eSourcing portal. This is the only route through which the Commissioner will communicate with bidders and accept completed bids.

Registration and use of the eSourcing portal is free of charge and places potential bidders under no obligation to participate. It takes approximately 10 minutes to complete registration. Once registered, potential bidders will be able to view the procurements being conducted, and may use the system to express their interest in any procurement.

Potential bidders who express an interest will be notified automatically of events throughout the procurement process. The system will be used to access the tender documents and other material for procurements in which potential bidders have expressed an interest.

The eSourcing portal is a third party service operated by BravoSolution. Bidders who encounter problems registering on the eSourcing portal should contact the BravoSolution help desk by email at help@bravosolution.co.uk or by telephone on UK number 0800 368 4850. The help desk is available Monday to Friday from 8am to 6pm UK time.

Bidders will be able to use the eSourcing portal to register their interest, to download the procurement documents, and to upload their completed bids.

How to register

A bidder who wishes to participate in a procurement but who has not already registered with the eSourcing portal, must register as follows:

1. Browse to the eSourcing Portal:
<https://commercialsolutions.bravosolution.co.uk>
2. Click the link 'Click here to register'.
3. Accept the terms and conditions by clicking 'Continue'.
4. Enter the correct business and user details.

5. Note the username chosen and click 'Save' when complete, the bidder will shortly receive an email with a unique password (please keep this secure).

Bidders who require any further assistance on the eSourcing portal should use the online help, or contact the BravoSolution help desk as above.

How to express an interest

To express an interest in an ITT, a bidder must:

1. Browse to the eSourcing Portal:
<https://commercialsolutions.bravosolution.co.uk>
2. Login using their username/password.
3. Click the link 'ITTs Open to All Suppliers' (these are Tenders open to any registered provider).
4. Click the link for specific procurement ITT to access the content. (using one of the identifiers such as: project name, project code, ITT code).
5. Click the button 'Express Interest' in the box 'Actions' on the left-hand side of the page. This will move the ITT into the 'My ITTs' page.
6. Click on the ITT code, and access any attachments by clicking the link 'Settings and Buyer Attachments' in the box 'Actions'.
7. Choose to 'Reply' or 'Reject' (please give a reason if rejecting).
8. Optionally use the 'Messages' function to communicate with the Commissioner and seek any clarification.
9. Note the deadline for completion, then follow the onscreen instructions to complete the bid.

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