## **How to Apply**

## This competition is via an online process, managed electronically via the Crown Commercial Service's (CCS) eSourcing Suite. Bidders are urged to register with CCS as a SUPPLIER as soon as possible to avoid delays in establishing your Supplier status, as it can take up to 10 working days to create an account. Once you have an account you must email the following address to receive an invitation to

## Below is a guide on how to register then gain access to the competition;

## Interested organisations must first be registered as a 'Supplier' on the eSourcing Suite to participate: If you have not already done so, please use the following link https://gpsesourcing.cabinetoffice.gov.uk.

## Be aware that registration can take up to 10 working days

## Instructions on how to use the portal can be found in the attachment 'e-Sourcing - Supplier Guidance'.

## To register, you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so.

## If you do not have a DUNS number, please contact D&B UK directly on 0870 243 2344 (option 3), or online at http://www.dnb.co.uk/duns-form.asp.

## Once registered on the portal, please email the Authority mailbox RASIcommercialgrantsteam@homeoffice.gov.uk and request to be added to the event stating, "ESOL for Refugees: Regional Workshops and Toolkit” - portal access" in the subject title.

##  Please note the email address used to register on the CCS eSourcing suite portal must be the same as the one you advise RASIcommercialgrantsteam@homeoffice.gov.uk inbox as it is this individual who will be provided with the access the event.

## Once you are added to the portal, the RASIcommercialgrantsteam@homeoffice.gov.uk mailbox will acknowledge your inclusion to the event and Bidders must then accept this invitation on the CCS eSourcing system. You will then be able to view the suite of documents and online application for this contract.

## \*From this point all further communications including the submission of your online bid will be managed via the e-sourcing suite portal.

## If you have any IT technical difficulties concerning the CCS eSourcing portal, neither the Home Office Commercial Grants Team nor those managing the RASIcommercialgrantsteam@homeoffice.gov.uk inbox will be able to offer any assistance. Please contact the CCS eSourcing Team for help.

## It is imperative you test your portal connection and become familiar with how to submit your bid well in advance of the deadline date. It is conceivable that because the e-sourcing portal operates on the web, internet traffic may affect performance of the portal and this cannot be cited as reason to seek an extension to the submission deadline date.