

# eTendering Overview – Supplier Guide

# Content

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  3. Sending Messages via your PQQ/ITT
  4. Responding to your PQQ/ITT
  5. Publishing your PQQ/ITT Response
  6. Managing Users
- Tips for a “stress-less tender”
- Help Available

## »» What is eTendering & why use it?

eTendering is the use of secure web-based collaborative tools by procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle online.

- » Some of the benefits for Tender applicants are:
  - » Secure environment available 24x7 via the internet
  - » Instant online publication saves time and reduces printer and courier costs.
  - » Fully auditable
  - » Reduced carbon footprint

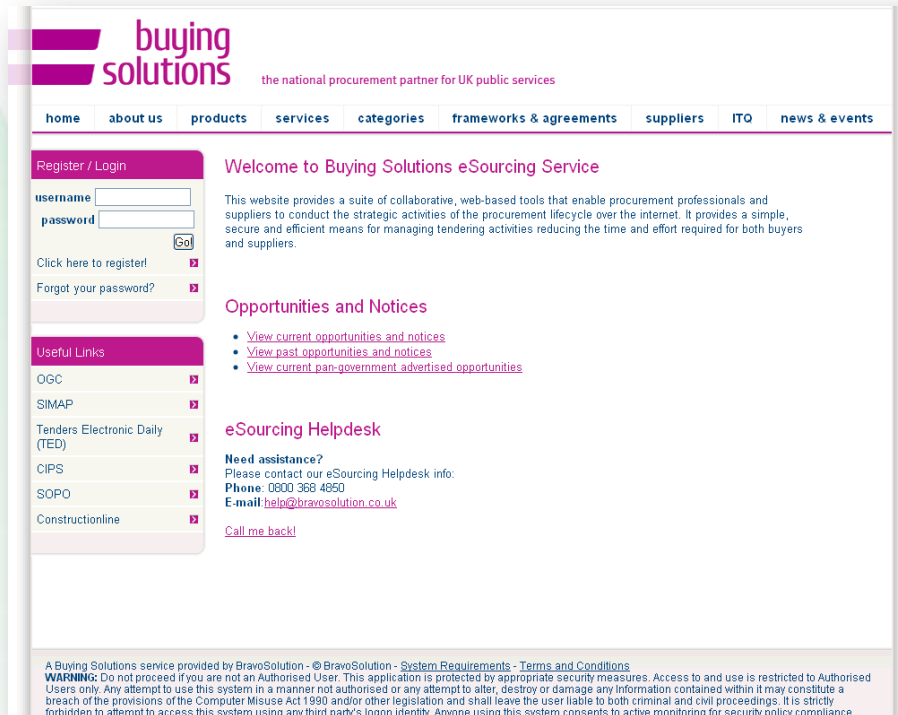
## »» How to access the eTendering portal

- » The eTendering portal is accessible to anyone with a computer and a reliable Internet connection.

To access the eTendering portal you will need the following minimum system requirements.

- » If using a PC you will need to use a minimum of internet Explorer 6+
- » If using a Mac, we recommend using Firefox rather than Safari.
- » We recommend that the latest version of Java installed

# eTendering Portal Overview & Registration



**buying solutions**  
the national procurement partner for UK public services

home about us products services categories frameworks & agreements suppliers ITO news & events

**Register / Login**

username

password

[Click here to register!](#)

[Forgot your password?](#)

**Useful Links**

- [OGC](#)
- [SIMAP](#)
- [Tenders Electronic Daily \(TED\)](#)
- [CIPS](#)
- [SOPD](#)
- [Constructionline](#)

**Welcome to Buying Solutions eSourcing Service**

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet. It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers.

**Opportunities and Notices**

- [View current opportunities and notices](#)
- [View past opportunities and notices](#)
- [View current pan-government advertised opportunities](#)

**eSourcing Helpdesk**

**Need assistance?**  
Please contact our eSourcing Helpdesk info:  
**Phone:** 0800 368 4850  
**E-mail:** [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)  
[Call me back!](#)

A Buying Solutions service provided by BravoSolution - © BravoSolution - [System Requirements](#) - [Terms and Conditions](#)  
**WARNING:** Do not proceed if you are not an Authorised User. This application is protected by appropriate security measures. Access to and use is restricted to Authorised Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's login identity. Anyone using this system consents to active monitoring for security policy compliance.

The eTendering Portal is available **FREE** to all suppliers, system requirements are minimal (*PC, IE 6+, internet access*)

To Register click **‘Click here to register’**, fill out the mandatory fields, click **‘Save’** and your username and password to log in will be emailed to you.

The portal is fully compliant with EU procurement legislation , confidential and independently security accredited.

[home](#) [about us](#) [products](#) [services](#) [categories](#) [frameworks & agreements](#) [suppliers](#) [ITQ](#) [news & events](#)

## Register / Login

username

password

[Click here to register!](#)[Forgot your password?](#)

## Useful Links

[OGC](#)

[SIMAP](#)

[Tenders Electronic Daily \(TED\)](#)

[CIPS](#)

[SOPO](#)

[Constructionline](#)

## Welcome to Buying Solutions eSourcing Service

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet. It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers.

## Opportunities and Notices

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- [View current pan-government advertised opportunities](#)

## eSourcing Helpdesk

## Need assistance?

Please contact our eSourcing Helpdesk info:

**Phone:** 0800 368 4850

**E-mail:** [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

[Call me](#)

**1.1 Provided you have already registered, enter your username and password in order to access your Projects/PQQs/ITTs.**

[home](#)[about us](#)[products](#)[services](#)[categories](#)[frameworks & agreements](#)[suppliers](#)[ITQ](#)[news & events](#)[User profile](#)[Log Out](#)[Registration data](#)[Modify password](#)[Multi user](#)[eSourcing Helpdesk](#)**Need assistance?**

Please contact our eSourcing  
Helpdesk info:

**Phone:** 0800 368 4850

**E-mail:**

[help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

[Call me back!](#)[Supplier Help](#)[FAQs](#)[Supplier's Help](#)

Thank you for registering on OGCbuying.solutions eTendering Service.

This service provides a secure and efficient means for you to engage in [Tender "Projects"](#) with our Buyers.

**1.2 Open Access PQQs/ITTs is a list of projects that are 'Open' to any registered supplier to view and participate in.**

**My PQQs/ITTs are projects specific to you – either you have been invited into or have previously expressed interest – click 'My PQQs' or 'My ITTs' to view them...**

[on "PQQs Open to All](#)

here you can download any

ws you to view and respond

Some Invitations to Tender are open to all suppliers. The ["ITTs Open to All Suppliers"](#) page allows you to express interest in these ITTs and move them to your ["My ITTs"](#) page.

A free helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.

## My Procurement Projects

- [Dashboard](#)
- [File Sharing](#)
- [Projects](#)
- [Pre-Qualification Questionnaires \(PQQs\)](#)
  - [My PQQs](#)
  - [PQQs Open to All Suppliers](#)
- [Invitations To Tender \(ITTs\)](#)
  - [My ITTs](#)
  - [ITTs Open to All Suppliers](#)
- [Auctions](#)

## 1. Accessing the PQQ/ITT

### Locations

#### My PQQs

My PQQs

#### PQQs Open to All Suppliers

PQQs Open to All Suppliers



<a href="#">Search/Filter</a> <a href="#">Export List to Excel</a> <a href="#">Help for Suppliers</a>						
PQQ Code	PQQ Title	Project Code:	Buyer Organisation	PQQ Status	Time Limit for Expressing Interest	
1 pqq_14533	<a href="#">PQQ for the Provision of Cleaning Services</a>	project_9532	Synergy Solution	Running	27/08/2010 12:00	
2 pqq_14530	<a href="#">Stationery</a>	project_9550	MegaBuyer	Running	29/08/2010 12:00	
3 pqq_14522	<a href="#">Differences Training TM</a>	project_9531	MegaBuyer	Running	31/08/2010 12:00	
4 pqq_14496	<a href="#">Naval Ships</a>	project_9463	Bravo	Running	11/09/2010 12:06	
5 pqq_14526	<a href="#">AP - Approval</a>	project_9370	Bravo	Running	20/09/2010 12:00	
6 pqq_14520	<a href="#">H&amp;S PQQ</a>	project_9531	MegaBuyer	Running	29/10/2010 12:00	
7 pqq_14419	<a href="#">Numeric field check</a>					47
8 pqq_14494	<a href="#">Submit your basic company information</a>					00
<b>Total: 8</b> <b>Page 1 of 1</b> <b>Show: 20 elements</b>						

1.3 Click on the PQQ/ITT you wish to take part in



## 1. Accessing the PQQ/ITT

☒ Express Interest ☐ Decide Later

 Printable View 

### Response Status

Response Status Response Not Submitted To Buyer

### Overview

PQQ Code pqq\_14536

PQQ Title Stationery

PQQ Description

Type of Supplier Access PQQ Open to All Suppliers

Type of Procedure Restricted Procedure - PQQ

Work Category Supplies

Response currency GBP

Test PQQ No

Buyer Organisation MegaBuyer

Buyer Name Buylots Christine

Allow Suppliers to Respond by Consortium Yes

1.4 Review the information and then click, 'Express Interest'.

### Contract information - Contract information

1 Contract duration Contract duration 4 years

### Date & Time Information

Options for Viewing Responses Sealed

End Date for Supplier Clarification Messages - Date  
(dd/mm/yyyy)

End Date for Supplier Clarification Messages - Time

Closing - Date (dd/mm/yyyy) 29/08/2010

Closing - Time 12:00:00

Number of Hours before Closing Time to block 0

Expressions of Interest

### Envelopes



Qualification envelope Yes

Technical envelope Yes

Commercial envelope No

## 1. Accessing the PQQ/ITT

☒ Express Interest ☐ Decide Later

 Printable View 

### Response Status

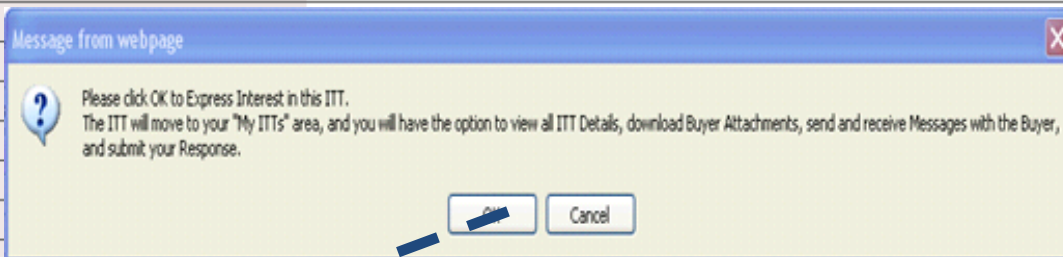
Response Status Response Not Submitted To Buyer

### Overview

PQQ Code pqq\_14536

PQQ Title Stationery

PQQ Description



Allow Suppliers to Respond by Consortium Yes

### Contract information - Contract information

1 Contract duration Contract duration 4 years

### Date & Time Information

Options for Viewing Responses Sealed

1.5 Click 'OK' on the pop up to my the PQQ/ITT into your account.

Closing - Date (dd/mm/yyyy) 29/08/2010

Closing - Time 12:00:00

Number of Hours before Closing Time to block 0

Expressions of Interest

### Envelopes

Qualification envelope Yes

Technical envelope Yes

Commercial envelope No

**▼ PQQ Details**

**Settings**  
[View PQQ Settings](#)

**Buyer Attachments**  
Buyer attachments: 1

**My Response**  
Status is: Response Not Submitted To Buyer

**Project : project\_9550 - Supplier Demo - Stationery**  
**PQQ: pqq\_14536 - Stationery**  
**Closing Date: 29/08/2010 12:00:00**  
**Response last submitted on: Not submitted yet**

**Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.**

[Printable View](#)

[Help for Suppliers](#)

**Messages**  
▶ Unread Messages (0)

**User Rights**  
[Manage user rights](#)

**Message from webpage**

 You have now Expressed Interest and invited yourself to participate in this ITT. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the ITT.

Please click "Create Response" in order to create your response, and then submit your completed response to the Buyer.

**IMPORTANT:** Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

[OK](#)

Type of Procedure	Restricted Procedure - PQQ
Work Category	Supplies
Response currency	GBP
Test PQQ	No
Buyer Organisation	MegaBuyer
Buyer Name	Buylots Christine
Buyer Consortium	Yes

**1.6 Click on 'OK'. You will now be able to download any Buyer file Attachments, send and receive messages with the buyer and respond to the event.**

Contract duration	4 years
Opening Responses	Sealed
Messages - Date	
	(dd/mm/yyyy)
End Date for Supplier Clarification Messages - Time	
Closing - Date (dd/mm/yyyy)	29/08/2010



**▼ PQQ Details**

**Settings**  
View PQQ Settings

**Buyer Attachments**  
Buyer attachments: 1

**My Response**  
Status is: Response Not Submitted To Buyer

**Messages**  
► Unread Messages (0)

**User Rights**  
Manage user rights

**Project : project\_9550 - Supplier Demo - Stationery**  
**PQQ: pqq\_14536 - Stationery**  
**Closing Date: 29/08/2010 12:00:00**  
**Response last submitted on: Not submitted yet**

**Path: [root](#) / [Instructions for suppliers](#)**

**2.3 Click 'Mass Download'**

[Printable View](#) [Help for Suppliers](#)

[Search/Filter](#) [Mass Download](#) [Export List to Excel](#)

	Folder/File Name	Description	Size	Last Modification Date	
1	<a href="#">Supplier Quick Start Guide.doc</a>		256 Kb	22/08/2010 11:08:47	<a href="#">Properties</a>

Total: 1 Page 1 of 1 Show: 20 elements

[^ Top](#)

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Please note 'Mass Download' downloads all the documents at once. You will need Java to perform this task. If your P.C. does not have Java you can download it at [www.java.com](http://www.java.com).

## 2. Download Attachments

[Back To List](#) | [Logout](#) | [Navigation hints](#)



### ▼ PQQ Details

#### Settings

[View PQQ Settings](#)

#### Buyer Attachments

Buyer attachments: 1

#### My Response

Status is: Response Submitted To Buyer

#### Messages

► Unread Messages (0)

#### User Rights

[Manage user rights](#)

Project: **project 9550 - Supplier Demo - Stationery**

PQQ: **pq...**

Closing D...

Response

### 2.4 Click Download



[Printable View](#)



[Help for Suppliers](#)



[Back](#)

File name

Event\_pqq\_14536 - Stationery/Instructions for suppliers/Supplier\_Quick\_Start\_Guid...

[Download](#)

[^ Top](#)

## 2. Download Attachments

2.5 Select where on your local machine you want to download all the files to...

Back



▼ PQQ Details

### Settings

View PQQ Settings

### Buyer Attachments

Buyer attachments: 1

### My Response

Status is: Response Submitted To Buyer

### Messages

► Unread Messages (0)

### User Rights

Manage user rights

Closing Date:  
Response last

Printable View

Back

File name

Event \_ pqq

ment partner for UK public services

Welcome: **Fitzgerald Lucy**

Time Zone: **GMT DST**

Choose folder

Save in: u958ferri.BSUK

- u958ferri.BSUK
  - Bluetooth Software
  - Citrix
  - Desktop
  - Favorites
  - My Documents
  - Start Menu
  - Tracing

OK

Cancel

2.6 Click OK to confirm your download location

Download

Start\_Guid...

^ Top

OSOLUTION ~

## 2. Download Attachments

[Back To List](#) | [Logout](#) | [Navigation hints](#)



### ▼ PQQ Details

#### Settings

[View PQQ Settings](#)

#### Buyer Attachments

Buyer attachments: 1

#### My Response

Status is: Response Not Submitted To Buyer

#### Messages

► Unread Messages (0)

#### User Rights

[Manage user rights](#)

**Project :** [project\\_9550](#) - Supplier Demo - Stationery  
**PQQ:** [pqq\\_14536](#) - Stationery  
**Closing Date:** 29/08/2010 12:00:00  
**Response last submitted on:** **Not submitted yet**

[Printable View](#)

[Help for Suppliers](#)

[Back](#)

File name

[Event\\_pqq\\_14536 - Stationery/Instructions for suppliers/Supplier\\_Quick\\_Start\\_Guid...](#)

[Download](#)

2.7 Click 'Back' to go back to the file list

[^ Top](#)





## ▼ PQQ Details

## Settings

[View PQQ Settings](#)

### Buyer Attachments

Buyer attachments: 1

### My Response

Status is: Response Not Submitted To Buyer

## Messages

▶ Unread Messages (0)

## User Rights

Manage user rights

Project : project\_9550 - Supplier Demo - Stationery

PQQ: pqq\_14536 - Stationery

Closing Date: 29/08/2010 12:00:00

Response last submitted on: Not submitted yet

Path: root / Instructions for suppliers

### 3.1 Click 'Messages' to be able to read and compose messages in relation your tender.




 [Printable View](#) 

 Help for Suppliers

 Search/Filter

 Mass Download

 Export List to Excel

	Folder/File Name ▲	Description	Size	Last Modification Date	
					
1	 <a href="#">Supplier Quick Start Guide.doc</a>		256 Kb	22/08/2010 11:08:47	 Properties

Total: 1

Page 1 of 1

Show: 20 elements

[^ Top](#)

## ▼ PQQ Details

## Settings

[View PQQ Settings](#)

### Buyer Attachments

Buyer attachments: 1

### My Response

Status is: Response Not Submitted To Buyer

## Messages

▼ Unread Messages (0)

Create Message

Received Messages

Sent Messages

## Draft Messages

Forwarded Messages



## User Rights

Manage user rights

Project : project\_9550 - Supplier Demo - Stationery  
PQQ: pqq\_14536 - Stationery  
Closing Date: 29/08/2010 12:00:00  
Response last submitted on: **Not submitted yet**

Path: root / Instructions for suppliers





 Printable View 

 [Help for Suppliers](#) 

Search/Filter

 Mass Download

 [Export List to Excel](#)

	Folder/File Name ▲	Description	Size	Last Modification Date	
1	   Supplier Quick Start Guide.doc		256 Kb	22/08/2010 11:08:47	 Properties

Total: 1

Page 1 of 1

Show: 20 elements




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### 3.2 Click 'Create Message' to compose a message to the buyer regarding your PQQ/ ITT.

3.4 Click 'Send Message' (or Save as Draft' to send later on)

Project : project\_95  
PQQ: pqq\_14536 - S  
Closing Date: 29/08/  
Response last submitted on: **Not submitted yet**

 Save As Draft  Send message  Cancel

### Message

Subject

Message

3.3 Insert a relevant title, and create your message

Characters available = 2000

Attachments [ 0 ]  Attach

\* **Recipient**

1	MegaBuyer
---	-----------

Total : 1

[^ Top](#)

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Please note that you can add attachments to your message (try to keep them below 50mb in size)



### PQQ Details

#### Messages

##### ▼ Unread Messages (0)

Create Message

Received Messages

■ **Sent Messages**

Draft Messages

Forwarded Messages

#### User Rights

Manage user rights

Project : **project\_9550 - Supplier Demo - Stationery**  
PQQ: **pqq\_14536 - Stationery**  
Closing Date: **29/08/2010 12:00:00**  
Response last submitted on: **Not submitted yet**

Printable View

Search/Filter Create Export List to Excel Messages Report Print

	Recipient	Date	Subject	Read by Recipient	Replies
1	MegaBuyer	24/08/2010 20:23	<a href="#">Clarification</a>	<u>0</u>	<u>0</u>
2	MegaBuyer	23/08/2010 10:35	<a href="#">Re: clarification</a>	<u>1</u>	<u>0</u>

Total: 2 Page 1 of 1

Note that a record of your 'Sent Messages' is kept...

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**▼ PQQ Details**

**Settings**  
View PQQ Settings

**Buyer Attachments**  
Buyer attachments: 1

**My Response**  
Status is: Response Not Submitted To Buyer

**Messages**  
▶ Unread Messages (0)

**User Rights**  
Manage user rights

**Project : project\_9550 - Supplier Demo - Stationery**  
**PQQ: pqq\_14536 - Stationery**  
**Closing Date: 29/08/2010 12:00:00**  
**Response last submitted on: Not submitted yet**

[Printable View](#)

[Help for Suppliers](#)

### Response Status

Response Status Response Not Submitted To Buyer

### Overview

PQQ Code pqq\_14536

Stationery

PQQ Open to All Suppliers

Type of Procedure Restricted Procedure - PQQ

Work Category Supplies

Response currency GBP

Test PQQ No

Buyer Organisation MegaBuyer

Buyer Name Buylots Christine

Allow Suppliers to Respond by Consortium Yes

### Contract information - Contract information

1 Contract duration	Contract duration	4 years
---------------------	-------------------	---------

### Date & Time Information

Options for Viewing Responses Sealed

End Date for Supplier Clarification Messages - Date  
(dd/mm/yyyy)

End Date for Supplier Clarification Messages - Time

Closing - Date (dd/mm/yyyy) 29/08/2010

Closing - Time 12:00:00

Number of Hours before Closing Time to block 0

4.1 Click 'My Response' to respond to the PQQ/ITT.



### ▼ PQQ Details

#### Settings

[View PQQ Settings](#)

#### Buyer Attachments

Buyer attachments: 1

#### My Response

Status is: Response Not Submitted To Buyer

#### Messages

► Unread Messages (0)

#### User Rights

Manage user rights

Note, that you may 'Recline to Respond' to the PQQ/ITT

### Stationery - Demo - Stationery

Submitted yet



[Printable View](#)



[Help for Suppliers](#)



[Create Response](#)



[Decline To Respond](#)

#### ⊕ Consortium (0)

#### ⊖ View Response Index Only

#### ▼ 1. Qualification Response (2 questions)

##### ▼ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of PQQ Questions

1 Note:	USE THE ONLINE 'HELP' FUNCTION - it provides support for both the screen you are in and for key processes, e.g. 'How to Express Interest' (it also has a help function and glossary).
2 Note:	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 integrity and cannot be changed. NOTE: typing does not save your work on the portal- you MUST CLICK 'SAVE'.
3 Note:	DO NOT leave your response open for long periods of time as connection problems you may experience may result in your response being rejected by the buying team (under pressure).
4 Note:	Use the secure messaging to communicate with the Buyer and seek clarifications - this will give you an audit trail of all discussions/clarifications.
5 CONFIRMATION REQUIRED *	Please confirm that you have read and understood these instructions.
6 CONFIRMATION REQUIRED *	Name/ Date:

4.2 To start creating your response click 'Create response'

#### ▼ 2. Technical Response (13 questions)

##### ▼ 2.1 Types of Pens - Section of PQQ Questions

1.1.1	*	Can you supply red biro's?	
2.1.2	*	Can you supply green biro's?	
3.1.3	*	Can you supply blue biro's?	

## ▼ PQQ Details

## Settings

[View PQQ Settings](#)

### Buyer Attachments

Buyer attachments: 1

### My Response

Status is: Response To Be Submitted To Buyer

## Messagen

▶ Unread Messages (0)

## User Rights

Manage user rights

Project : project 9550 - Supplier Demo - Stationery

PQQ: pqq 14536 - Stationery

Closing Date: 29/08/2010 12:00:00

Response last submitted on: Not submitted yet

 Export / Import

 [Help for Suppliers](#) 

The page at <https://buyingsolutions-prep.bra...>

You have now started to create your response. Next, click the "Edit Response" buttons to access the Questionnaires and complete your response. Complete your response by answering all mandatory Questions (indicated by a red asterisk). Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.

OK

+ Cons

Conser

Number of Organisations forming the Consortium U  
(excluding your own Organisation)

 Manage Consortium

[+ View All Questions](#)




▼ 1. Qualification Response (2 questions)

 Edit response

▼ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of PQQ Questions

1 Note:	USE THE ONLINE 'HELP' FUNCTION – it provides support for both the screen you are in and for key processes, e.g. 'How to Express Interest' (it also has a help function and glossary).
2 Note:	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 integrity and cannot be changed. NOTE: typing does not mean you are active on the portal - you MUST CLICK 'SAVE'!
3 Note:	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 deemed non-compliant and re-submission will be void last minute time
4 Note:	an
5 CONFIRMATION REQUIRED	*

### 4.3 'Ok' the pop up and then click 'Edit Response' in the relevant sections you want to work on

 Save and Continue  Save and Return  Cancel

### ▼ 2. Technical Response (13 questions)

#### ▼ 2.1 Types of Pens - Section of PQQ Questions

1	1.1	*	Can you supply red biros?	<input type="text"/>
2	1.2	*	Can you supply green biros?	<input type="text"/>
3	1.3	*	Can you supply yellow biros?	<input type="text"/>
4	1.4	*	Can you supply pencils?	<input type="text"/>
5	1.5		Can you supply any additional colours?	<input type="text"/>

Characters available = 2000

4.4 The form is constructed in sections with questions below. You work your way through the sections/questions observing the red asterisks indicating mandatory questions.

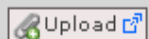
- Regularly click the 'Save & Continue' button to ensure that your information is saved and not lost if your connection is lost.
- For security purposes the portal will log you out after 15-20 minutes of inactivity.
- Text fields are limited to 2000 characters for brief responses only.

4.5 When requested to upload an attachment click 'Upload'

5 3.5 \* Please attach your accreditation certificate

Characters available = 2000

( 0 Kb )

 Upload



## 4. Responding to the PQQ/ITT

 Attach  Cancel



### Attachments

\* File Attachments:  




\* Select file to upload:  No file chosen

Please keep attachments to a manageable size in order to facilitate downloading. The portal allows individual attachments up to a maximum size of 50Mb but we recommend that you keep attachments to 2Mb or less.

### 4.4 Browse to the location of your file to be uploaded...

- |   |     |   |                               |  |
|---|-----|---|-------------------------------|--|
| 2 | 2.2 | * Please select your lead time for delivery       | <input type="text" value=""/> |             |
| 3 | 2.3 | * Please specify your on time delivery percentage | <input type="text" value=""/> | <b>123</b>  |

#### ▼ 2.3 Accreditation - Section of PQQ Questions

- |   |     |  |  |   |
|---|-----|--|--|---|
| 1 | 3.1 | * Are you part of the National Stationery Guild?                                 | <input type="text" value=""/>                            |  |
| 2 | 3.2 | If you answered yes to the above question, on what date did you become a member? | <input type="text" value=""/> (dd/mm/yyyy)               |  |
| 3 | 3.3 | * Do you source from an ethical ink supplier?                                    | <input type="text" value=""/>                            |  |
| 4 | 3.4 | If you answered yes to the above question please provide details                 | <input type="text" value=""/>                            |   |
|   |     |  | Characters available = <input type="text" value="2000"/> |   |
| 5 | 3.5 | * Please attach your accreditation certificate                                   | <input type="text" value=""/>                            | ( <input type="text" value="0"/> Kb )   |

## Open

Look in: Files and Folders



My Recent Documents



Desktop



My Documents



My Computer



My Network

Adobe CS4  
Cisco IP Communicator  
Able2Extract Professional  
bravo mods  
cantasia(2)  
modulev2\_650x500  
outlook  
R236536

File name:

Files of type:

All Files

☐ Open as read-only

## 4. Responding to the PQQ/ITT

### 4.5 Select a file and Click 'Open'

2 2.2 \* Please select your lead time for delivery

3 2.3 \* Please specify your on time delivery percentage

#### ▼ 2.3 Accreditation - Section of PQQ Questions

1 3.1 \* Are you part of the National Stationery Guild?

2 3.2 If you answered yes to the above question, on what date did you become a member?

3 3.3 \* Do you source from an ethical ink supplier?

4 3.4 If you answered yes to the above question please provide details

5 3.5 \* Please attach your accreditation certificate

Characters available = 2000

( 0 Kb )

Upload



the national procurement partner for UK public services

Attach

Cancel

### Attachments

File Attachments: Upload Attachment

Select file to upload:  Blank Class Survey.doc


Please keep attachments to a manageable size in order to facilitate downloading. The portal allows individual attachments up to a maximum size of 50Mb but we recommend that you upload files of 2Mb or less.

4.6 Click 'Attach'

## 4. Responding to the PQQ/ITT

			<input type="checkbox"/> Astor West <input type="checkbox"/> Astor South
2 2.2		Please select your lead time for delivery	<input type="text"/>
3 2.3		Please specify your on time delivery percentage	<input type="text"/> 123
<b>▼ 2.3 Accreditation - Section of PQQ Questions</b>			
1 3.1		Are you part of the National Stationery Guild?	<input type="text"/>
2 3.2		If you answered yes to the above question, on what date did you become a member?	<input type="text"/> (dd/mm/yyyy)
3 3.3		Do you source from an ethical ink supplier?	<input type="text"/>
4 3.4		If you answered yes to the above question please provide details	<input type="text"/> Characters available = 2000
5 3.5		Please attach your accreditation certificate	<input type="text"/> ( 0 Kb ) <input type="button" value="Upload"/>

 Save and Continue

 Save and Return

## 4. Responding to the PQQ/ITT

### ▼ 2. Technical Response (13 questions)

#### ▼ 2.1 Types of Pens - Section of PQQ Questions

4.8 Click 'Save & Continue' to save your work and continue working on it, or click 'Save and return' to return to Response screen

Characters available = 2000

#### ▼ 2.2 Supply - Section of PQQ Questions

1 2.1 \* Can you deliver to any of the following locations?

- ☐ Astor North  
☐ Astor West  
☐ Astor South

2 2.2 \* Please select your lead time for delivery

3 2.3 \* Please specify your on time delivery percentage

123 ✓

#### ▼ 2.3 Accreditation - Section of PQQ Questions

1 3.1 \* Are you part of the National Stationery Guild?

2 3.2 \* If you are not a member of the National Stationery Guild, when did you become a member?


(dd/mm/yyyy)

3 3.3 \* Please provide details of your company's email address

Characters available = 2000

5 3.5 \* Please attach your accreditation certificate

Blank Class Survey. ( 265 K )

 Upload

4.7 Complete all remaining questions

Save and Continue

Save and Return

## 4. Responding to the PQQ/ITT

### ▼ 2. Technical Response (13 questions)

#### ▼ 2.1 Types of Pens - Section of PQQ Questions

1 1.1	*	Can you supply red biros?	Yes ▾
2 1.2	*	Can you supply green biros?	Yes ▾
3 1.3	*	Can you supply yellow biros?	No ▾
4 1.4	*	Can you supply pencils?	Yes ▾
5 1.5		Can you supply any additional colours?	

#### ▼ 2.2 Supply - Section of PQQ Questions

1 2.1	*	Can you deliver to any of the follow	
2 2.2	*	Please select your lead time for del	less than 4 working days ▾
3 2.3	*	Please specify y	123 ✓

#### ▼ 2.3 Accreditation - Section

1 3.1	*	Are you part of the	No ▾
2 3.2		If you answered yes to the above question on what date did you become a member?	(dd/mm/yyyy)
3 3.3	*	Do you source from an ethical ink supplier?	Yes ▾
4 3.4		If you answered yes to the above question please provide details	<div>Characters available = 2000</div>
5 3.5	*	Please attach your accreditation certificate	Blank Class Survey. ( 265 K ) <div>Upload</div>

The page at <https://buyingsolutions-prep.bra...>

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click OK to save or click Cancel to discard any unsaved changes.

**IMPORTANT:**  
In order to make your response visible to the buyer you must submit it.

OK Cancel

4.10 Click  
'OK'



### ▼ PQQ Details

#### Settings

[View PQQ Settings](#)

#### Buyer Attachments

Buyer attachments: 1

#### My Response

Status is: Response To Be Submitted To Buyer

#### Messages

► Unread Messages (0)

#### User Rights

[Manage user rights](#)

Project : **project\_9550 - Supplier Demo - Stationery**

PQQ: **pqq\_14536 - Stationery**

Closing Date: **29/08/2010 12:00:00**

Response last submitted on: **Not submitted yet**



[Export / Import Response](#)



[Delete response](#)



[Printable View](#)



[Help for Suppliers](#)



[Submit Response](#)

### My Response Summary

1. <a href="#">Qualification Response</a>	All Questions answered		
2. <a href="#">Technical Response</a>	Missing optional responses (3)		

[+ Consortium \(0\)](#)



[Manage Consortium](#)

[- View Response Index Only](#)

▼ 1. Qualification Response (2 questions)



[Edit response](#)

5.1 Once you are happy with your response, click on 'Submit Response' and then click 'OK' on the pop up to send it to the buying authority.

### COMPLETING YOUR RESPONSE - Section of PQQ Questions

		... it provides support for both the screen you are in and for 'Interest' (it also has a help function and glossary).	
		... reasons your access to the portal will 'time out' if inactive. You must 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 integrity and cannot be changed. NOTE: typing does not mean you are active on the portal - you MUST CLICK 'SAVE'!	
3	Note:	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 deemed non-compliant and rejected by the buying team - always upload generic information early to avoid last minute time pressure).	
4	Note:	Use the secure messaging to communicate with the Buyer and seek clarifications - this will give you an audit trail of all discussions/clarifications.	
5	CONFIRMATION REQUIRED *	Please confirm that you have read and understood these instructions.	Yes
6	CONFIRMATION REQUIRED *	Name/ Date:	Lucy Fitzgerald

## ▼ PQQ Details

## Settings

[View PQQ Settings](#)

### Buyer Attachments

Buyer attachments: 1

### My Response

Status is: Response Submitted To Buyer

## Messages

▶ Unread Messages (0)

## User Rights

Manage user rights

Project : **project\_9550 - Supplier Demo - Stationery**  
PQQ: **pqq\_14536 - Stationery**  
Closing Date: **29/08/2010 12:00:00**  
Response last submitted on: **24/08/2010 20:45:17**

 Export / Import Response

 Delete response


 Printable View 

 [Help for Suppliers](#) 

### My Response Summary


1. <u>Qualification Response</u>	All Questions answered		
2. <u>Technical Response</u>	Missing optional responses (3)		

**+** Consortium (0)

 Manage Consortium

 View Response Index Only

▼ 1. Qualification Response (2 questions)

 Edit response

▼ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of PQQ Questions

**The response status will then update to show the new  
'Response  
status' as 'Response Submitted to Buyer'**

**NOTE: The registered email address will also receive confirmation that your response has been successfully published...**

support for both the screen you are in and for the screen you are going to (the screen you have has a help function and glossary).

s to the portal will 'time out' if inactive time. Failure to do so means you risk requirements to maintain security and tender not mean you are active on the portal -

s/hours before the deadline (if you  
adline and your response may be deemed  
ays upload generic information early to

		Use the secure messaging to communicate with the Buyer and seek clarifications - this will give you an audit trail of all discussions/clarifications.	
5	CONFIRMATION REQUIRED	* Please confirm that you have read and understood these instructions.	Yes
6	CONFIRMATION REQUIRED	* Name/ Date:	Lucy Fitzgerald

▼ 2. Technical Response (13 questions)

 Edit response

### ▼ 2.1 Types of Pens - Section of PQQ Questions

[home](#) | [about us](#) | [products](#) | [services](#) | [categories](#) | [frameworks & agreements](#) | [suppliers](#) | [ITQ](#) | [news & events](#)

## User profile

[Log Out](#) ▶[Registration data](#) ▶[Modify password](#) ▶[Multi user](#) ▶[Link to Multi User](#)

## Thank you for registering on OGCbuying.solutions eTendering Service.

This service provides a secure and efficient means for you to engage in [Tender "Projects"](#) with our Buyers.

Pre-Qualification Questionnaires for new EU procurements are available by clicking on ["PQQs Open to All Suppliers"](#)

Once you have expressed interest in a PQQ it will move to your ["My PQQs"](#) page, where you can download any documentation and submit your response.

Buyers may invite you to participate in Invitation to any ITT to which you have been invited.

Some Invitations to Tender are open to all suppliers of interest in these ITTs and move them to your ["My PQQs"](#)

A free helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.

## My Procurement Projects

- [Dashboard](#)
- [File Sharing](#)
- [Projects](#)
- [Pre-Qualification Questionnaires \(PQQs\)](#)
  - ▶ [My PQQs](#)
  - ▶ [PQQs Open to All Suppliers](#)
- [Invitations To Tender \(ITTs\)](#)

**6.1 From the manage page click, 'Manage/Multi Users' to start adding users.**

## eSourcing Helpdesk

## Need assistance?

Please contact our eSourcing Helpdesk info:

**Phone:** 0800 368 4850

**E-mail:**

[help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) ▶

[Call me back!](#) ▶

## Supplier Help

[FAQs](#) ▶




**Locations**






**Users**  
[Users](#)

**Roles**  
[Roles](#)

**Divisions**  
[Divisions](#)

**Default User**  
[Default User](#)

Filter by:  

 [Search/Filter](#)  [Create](#)  [Export List to Excel](#)  [Help for Suppliers](#) 

No Users found.

[^ Top](#)

6.2 Click 'Create'.

## New User

## User Details

\* Last Name 

\* First Name 

User Tag for Codes 

\* E-mail 

\* Telephone number 

Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces) 

\* Division Title 

Department 

Role 

\* Choose your Username and check it is not already in use. 

\* Preferred Language 

\* Time zone 

Use High Contrast Stylesheet (for visually impaired users) 

6.3 Fill in all the mandatory details regarding the user and then click, 'Save'. The user will be sent an automatic email containing their username and password.

**New User**

Demo Supplier was registered as new user. The Users access codes have been sent via email to the following email address:  
**supplier@demo.com** .

The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Negotiations. The account currently has no access to Negotiations by default.

[View User Rights](#)[^ Top](#)

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6.4 After creating the user, click 'View User Rights' to assign user rights to that account.



User Details

User Rights

User: Demo Supplier  
Division: Division


Delete



Help for Suppliers



Edit

## Auctions

See Auctions (Supplier) No

View Auction Details (Supplier) No

Access to Auction Monitor (Supplier) No

Participate (Supplier) No

Contact Visible to Buyer No

Manage Messages No

## PQQs/ITTs

See ITT (Supplier) No

6.5 edit the user right setting and then click,  
'Save' once you are done.

Access to PQQs (Supplier) No

Contact Visible to Buyer No

Messages Management No

Sensitive data visibility (data regarding quotations sent,  
etc. ) No

## User Management

User Setup and Management No

Super User's role No

## Vendor Management

Access Vendor Management No

## Files

# Content

- eTendering Overview and Registration
  1. Accessing the PQQ/ITT
  2. Downloading Buyer Attachments
  3. Sending Messages via your PQQ/ITT
  4. Responding to your PQQ/ITT
  5. Publishing your PQQ/ITT Response
  6. Managing Users
- Tips for a “stress-less tender”
- Help Available

# Tips for a 'stress-less' tender

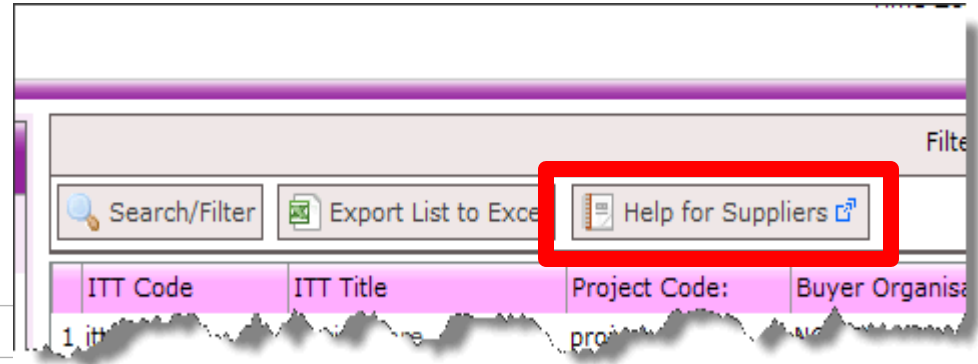
1. Ensure that you read and digest all documentation thoroughly and make note of key actions and deadlines (you may want to create a checklist of actions to review prior to publishing your response).
2. Don't leave your response until the last minute – if you have problems you may not be able to resolve them before the deadline for responses.
3. Always use the secure messaging tool for communicating with the Buying team.
4. Only upload attachments when requested. Try to avoid uploading very large files.
5. Try and answer all questions not just the mandatory ones.
6. Please treat your username and password securely – if you lose or forget your password there is a link on the portal homepage where it can be emailed to the registered email address.
7. Consistently SAVE your work – security protocols will automatically “time-out” after 20 minutes of Inactivity
8. Please remember you **MUST** publish your response to make it visible to the Buyer

# Content

- BravoSolution Overview, aims and objectives
- eTendering Portal Overview
  1. Accessing the PQQ/ITT
  2. Downloading Buyer Attachments
  3. Sending Messages via your PQQ/ITT
  4. Responding to your PQQ/ITT
  5. Publishing your PQQ/ITT Response
- Tips for a “stress-less tender”
- Help Available

# Online Help Files

Within the eTendering portal you have access to the online help files by clicking on the 'Help for Suppliers' button in the web page.



## PQQs/ITTs (UK Public Sector)

Projects module			
Projects	PQQs & ITTs	Auctions	Contracts
File Sharing module		Users & Organisation Profile module	
Dashboard module		Common Features	

### Contents [hide]

#### 1 Definition

#### 2 Activities

2.1 Viewing a PQQ/ITT Open to All Suppliers

2.2 Expressing Interest in a PQQ/ITT Open to All Suppliers

2.3 Viewing a PQQ/ITT Details

## Definition

A **Request for Information** (or PQQ) is used to collect Qualification and Technical information from Suppliers in order to evaluate the Supplier base and to narrow the field of competition to qualified Suppliers. Closed PQQs on the platform may be finalised and converted into ITTs.

A **Request for Quotation** (or ITT) is used to collect detailed Technical and Commercial information from pre-qualified Suppliers in the form of a private offer. Closed ITTs on the platform may be converted into Auctions, or awarded, and converted into Contracts.

The generic term 'PQQ/ITT' is used to describe the common behaviours of PQQs and ITTs on the platform.

Each PQQ/ITT on the platform is managed by a Buyer within the Buyer Organisation. The Buyer is able to configure the Settings of the PQQ/ITT, such as the response deadline and awarding strategy, and decide how Suppliers should be able to participate. The Buyer may also attach files to the PQQ/ITT for the attention of participating Suppliers.



# Help Available

## **BravoSolution Help Desk**

Mon- Fri: 8am – 6pm

Phone : 0800 368 4850

Email:

[help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)