eTendering Overview –

Supplier Guide

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. Submitting your PQQ/ITT Response

  6. Managing Users

- Tips for a "stress-less tender"

- Help Available

BravoSolution

What is eTendering & why use it?

BravoSolution

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
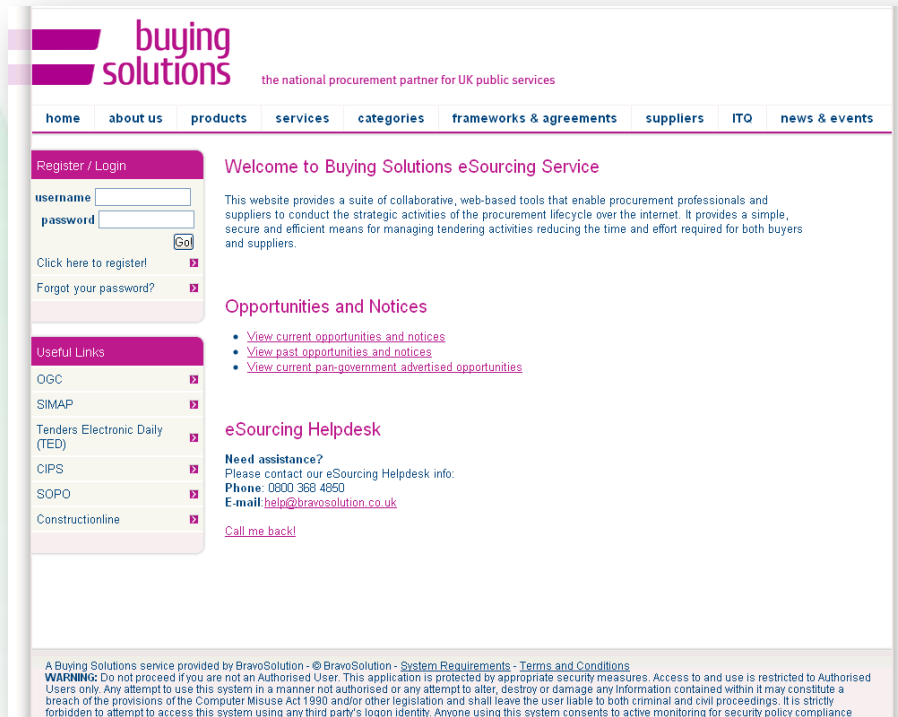
How to access the eTendering portal

» 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

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 & agree

Register / Login

username [   ]

password [   ]

[Go!]

Click here to register! ›

Forgot your password? ›

Welcome to Buying Solutions eSourcing Serv

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

Useful Links

OGC ›

SIMAP ›

Tenders Electronic Daily (TED) ›

CIPS ›

SOPO ›

Constructionline ›

eSourcing Helpdesk

Need assistance?
Please contact our eSourcing Helpdesk info:
Phon
E-ma

Call m

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 & agre|

User profile

Log Out ›
Registration data ›
Modify password ›
Multi user ›

eSourcing Helpdesk

Need assistance?
Please contact our eSou...
Helpdesk info:
Phone: 0800 368 4850
E-mail:
help@bravosolution.co.uk ›

Call me back! ›

Supplier Help

FAQs ›
Supplier's Help ›

Thank you for registering on OGCbuying.solu...

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"

...here you can download any

...ws you to view and respond

...page allows you to express

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.

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...

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

Main Page | Logout | Navigation hints 🗗 |

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

| Projects | PQQs | ITTs | Auctions | Contracts |

Locations

My PQQs
My PQQs

PQQs Open to All Suppliers
PQQs Open to All Suppliers

🔍 Search/Filter   📊 Export List to Excel   📋 Help for Suppliers 🗗

	PQQ Code	PQQ Title	Project Code:	Buyer Organisation	PQQ Status	Time Limit for Expressing Interest ▲
1	pqq_14533	PQQ for the Provision of Cleaning Services	project_9532	Synergy Solution	Running	27/08/2010 12:00
2	pqq_14536	Stationery	project_9550	MegaBuyer	Running	29/08/2010 12:00
3	pqq_14522	Differences Training TM	project_9531	MegaBuyer	Running	31/08/2010 12:00
4	pqq_14496	Naval Ships	project_9468	Bravo	Running	11/09/2010 12:06
5	pqq_14526	AP - Approval	project_9370	Bravo	Running	20/09/2010 12:00
6	pqq_14520	H&S PQQ	project_9531	MegaBuyer	Running	29/10/2010 12:00
7	pqq_14419	Numeric field check	project_9320	Elizabeth Test Buyer	Running	20/04/2011 11:47
8	pqq_14494	Submit your basic company information				

Total: 8   Page **1** of 1   Show 25 elements

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

△ Top

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Project : project_9550 - Supplier Demo - Stationery
PQQ: pqq_14536 - Stationery
Closing Date: 29/08/2010 12:00:00

✔ 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

Project : project_9550 - Supplier Demo - Stationery
PQQ: pqq_14536 - Stationery
Closing Date: 29/08/2010 12:00:00

| | | 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	

Message from webpage

Please click OK to Express Interest in this ITT.
The ITT will move to your "My ITTs" area, and you will have the option to view all ITT Details, download Buyer Attachments, send and receive Messages with the Buyer, and submit your Response.

OK   Cancel

| Buyer Name | Buyers 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 |

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

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

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 🗗

▼ 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

Response Status

Response Status Response Not Submitted To Buyer

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]

Work Category Supplies

Response currency GBP

Test PQQ No

Buyer Organisation MegaBuyer

Buyer Name Buylots Christine

Allow Suppliers to Respond by Consortium Yes

Contract duration		4 years

ng Responses Sealed

ssages - Date

dd/mm/yyyy)

End Date for Supplier Clarification Messages - Time

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

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.

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

2. Download Attachments

▼ 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

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 🗗

Response Status

Response S

Overview

PQQ

PQQ

PQQ Descr

Type of Supplier A

Type of Proc

Work Cat

Response cur

Test

Buyer Organis

Buyer

Allow Suppliers to Respond by Conso

Contract information - Contract information

1 | Contract duration

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

2.2 Click Buyer Attachments

2.1 Here you have a summary page showing a description, closing date and the status of the PQQ/ITT…'

Also note the number of unread attachments shown in top of the screen.

It is important to download ALL attachments before completing your response. Attachments contain key information and instructions on how to submit a fully completed response. Please click 'attachments'…

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

2. Download Attachments

▼ 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 : <u>project_9550</u> - Supplier Demo - Stationery
PQQ: pqq_14536 - Stationery
Closing Date: 29/08/2010 12:00:00
Response last submitted on: Not submitted yet

Path: <u>root</u> / <u>Instructions for suppliers</u>

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	📄 <u>Supplier_Quick_Start_Guide.doc</u>		256 Kb	22/08/2010 11:08:47	🖉 Properties

Total: 1   Page 1 of 1   Show: [20 ▼] elements

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.

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

2. Download Attachments

⊞

▼ **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: **23/08/2010 10:23:29**

🖨 Printable View 🗗   📋 Help for Suppliers 🗗

⬅ Back

File name	Download
📄 Event _ pqq_14536 - Stationery/Instructions for suppliers/Supplier_Quick_Start_Guid...	

2.4 Click Download

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

2. Download Attachments

PQQ Details

Settings
View PQQ Settings

Buyer Attachments
Buyer attachments: 1

My Response
Status is: Response Submitted To Buyer

Messages
▶ U

User
Man

Project : pro
PQQ: pqq_1
Closing Date:
Response las

🖨 Printable Vi

◄ Back

Choose folder

Save in: ⌂ u958ferri.BSUK ▼ ⌂ ☐

⌐ 🗀 u958ferri.BSUK
◦― 🗀 Bluetooth Software
◦― 🗀 Citrix
◦― 🗀 Desktop
◦― 🗀 Favorites
◦― 🗀 My Documents
◦― 🗀 Start Menu
◦― 🗀 Tracing

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

2.6 Click OK to confirm your download location

OK   Cancel

Download

Start_Guid...

OSOLUTION ~

^ Top

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

2. Download Attachments

⊞

▼ **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	Download
📄 Event _ pqq_14536 - Stationery/Instructions for suppliers/Supplier_Quick_Start_Guid...	

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

△ Top

Back To List | Logout | Navigation hints ⬀ |

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

Project : <u>project_9550</u> - Supplier Demo - Stationery
PQQ: pqq_14536 - Stationery
Closing Date: 29/08/2010 12:00:00
Response last submitted on: Not submitted yet

Path: <u>root</u> / <u>Instructions for suppliers</u>

🖨 Printable View ⬀   📋 Help for Suppliers ⬀

🔍 Search/Filter   📥 Mass Download   📊 Export List to Excel

		Folder/File Name ▲	Description	Size	Last Modification Date	
	📤 ···					
1	📄	<u>Supplier_Quick_Start_Guide.doc</u>		256 Kb	22/08/2010 11:08:47	🔧Properties

Total: **1**   Page **1** of 1   Show: 20 ⌄ elements

▼ 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

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⌃ Top

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

Back To List | Logout | Navigation hints ⧉ |

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

▼ **PQQ Details**

Settings
View PQQ Settings

Buyer Attachments
Buyer attachments: 1
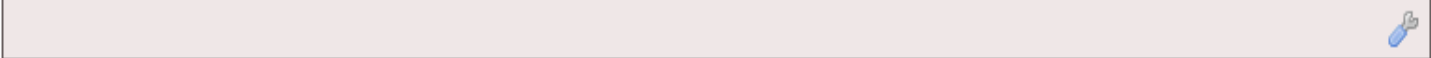
My Response
Status is: Response Not Submitted To Buyer

Messages
▼ Unread Messages (0)
  Create Message
  Received Messages
  Sent Messages
  Draft Messages
  Forwarded Messages

User Rights
Manage user rights

Project : <u>project_9550</u> - Supplier Demo - Stationery
PQQ: pqq_14536 - Stationery
Closing Date: 29/08/2010 12:00:00
Response last submitted on: Not submitted yet

Path: <u>root</u> / <u>Instructions for suppliers</u>

🖶 Printable View ⧉   📋 Help for Suppliers ⧉

🔍 Search/Filter   📥 Mass Download   📊 Export List to Excel

	Folder/File Name ▲	Description	Size	Last Modification Date	
	📁 ···				
1 📄	<u>Supplier_Quick_Start_Guide.doc</u>		256 Kb	22/08/2010 11:08:47	🔧Properties

Total: 1   Page 1 of 1   Show: 20 ⌄ elements

△ Top

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

Logout | Navigation hints |

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

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

Project : pro
PQQ: pqq_1
Closing Date: 29/08/2010 12.00.00
Response last submitted on: Not submitted yet

Save As Draft   Send message   Cancel

Message

Subject	
Message	

Characters available = 2000

3.3 Insert a relevant title, and create your message

Attachments [0] Attach

	* Recipient
1	MegaBuyer

Total : 1

^ Top

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

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

3. Messages / 4. Responding to the PQQ/ITT

PQQ Details

Messages
▼ Unread Messages (0)
Create Message
Received Messages
■ **Sent Messages**
Draft Messages
Forwarded Messages

User Rights
Manage user rights

Project : <u>project_9550</u> - 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		<u>Clarification</u>	<u>0</u>	<u>0</u>
2	MegaBuyer	23/08/2010 10:35		<u>Re: clarification</u>	<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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^ Top

Back To List | Logout | Navigation hints 🗗 |

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

Project : <u>project 9550</u> - Supplier Demo - Stationery
PQQ: pqq_14536 - Stationery
Closing Date: 29/08/2010 12:00:00
Response last submitted on: Not submitted yet

▼ 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

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

🖨 Printable View 🗗   📄 Help for Suppliers 🗗

Response Status	
Response Status	Response Not Submitted To Buyer
Overview	
PQQ Code	pqq_14536
	onery
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

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

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

4. Responding to the PQQ/ITT

Project : <u>project_9550</u> - Supplier Demo - Stationery
PQQ: pqq_14536 - Stationery
0 12:00:00
n: Not submitted yet

POO Details

S

E
Buyer attachments: 1

My Response
Status is: Response Not Submitted To
Buyer

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

Messages
▶ Unread Messages (0)

User Rights
Manage user rights

🖨 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 mean you are active on the portal - you MUST CLICK 'SAVE'!
		NOT leave your response until the last minutes/hours before the deadline (if you experience tion problems you will miss the deadline and your response may be deemed non-compliant and d by the buying team - always upload generic information early to avoid last minute time ve).
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 biros?
2	1.2	*	Can you supply green biros?

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

4. Responding to the PQQ/ITT

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

▼ **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

📊 Export / I...   Help for Suppliers ⧉

The page at https://buyingsolutions-prep.bra...   [X]

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]

My Respo...
1. Qualificati...   nses (2)
2. Technical...   nses (10)

➕ Cons...   📝 Manage Consortium

Conso...
Number of Organisations forming the Consortium 0
(excluding your own Organisation)

➕ **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 conne... ...emed non-compliant and rejecte... ...last minute time press...
4	Note:	Use ...tions – this will give you an aud...
5	CONFIRMATION REQUIRED	* Please confirm that you have read and understood these instructions.

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

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

Edit mode

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?	
2	1.2	*	Can you supply green biros?	
3	1.3	*	Can you supply yellow biros?	
4	1.4	*	Can you supply pencils?	
5	1.5		Can you supply any additional colours	
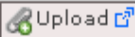
Characters available = 2000

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'

e did you become a member?   (dd/mm/yyyy)

de details

Characters available = 2000

| 5 | 3.5 | * | Please attach your accreditation certificate | (0 Kb) |

Upload

Buying Solutions - Google Chrome

https://buyingsolutions-prep.bravosolution.co.uk/esop/mdl/attach/upload.do?moduleSessionId=592ac95

buying solutions

the national procurement partner for UK public services

[Attach]   [Cancel]

Attachments

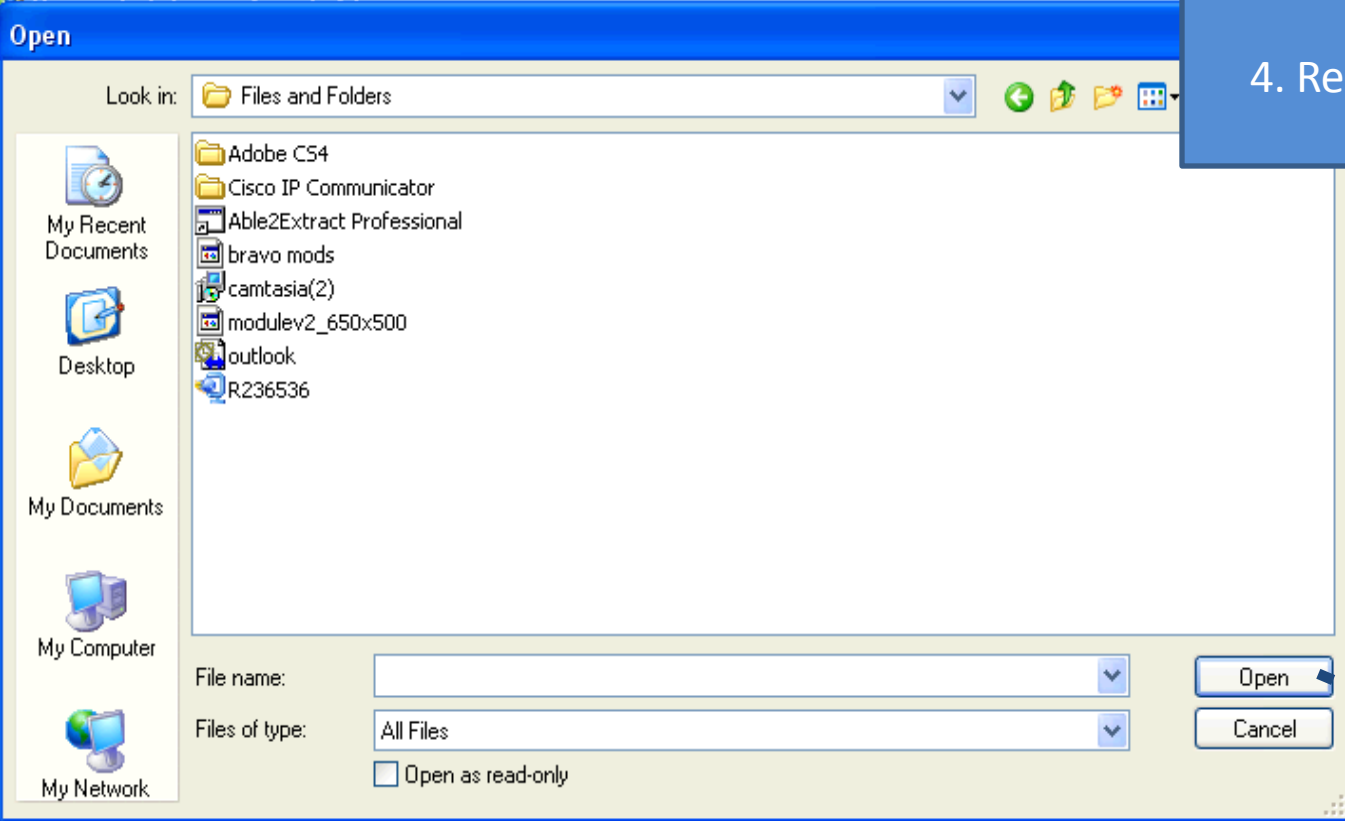* File Attachments: Upload Attachment

* Select file to upload: [Choose File] 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…

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

Characters available = 2000

| 5 | 3.5 | * | Please attach your accreditation certificate | | (0 Kb) |

Upload

Open

Look in: Files and Folders

- Adobe CS4
- Cisco IP Communicator
- Able2Extract Professional
- bravo mods
- camtasia(2)
- modulev2_650x500
- outlook
- R236536

My Recent Documents

Desktop

My Documents

My Computer

My Network

File name:

Files of type: All Files

☐ Open as read-only

[Open] [Cancel]

North
West
☐ Astor South

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?	(dd/mm/yyyy)
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	
		Characters available = 2000	
5	3.5	* Please attach your accreditation certificate	(0 Kb)

Upload

Buying Solutions - Google Chrome

https://buyingsolutions-prep.bravosolution.co.uk/esop/mdl/attach/upload.do?moduleSessionId=592ac95

buying solutions

the national procurement partner for UK public services

Attach   Cancel

Attachments

File Attachments: Upload Attachment

Select file to upload: Choose File 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 th... 2Mb or less.

4.6 Click 'Attach'

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 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?		
4	3.4		If you answered yes to the above question please provide details		Characters available = 2000
5	3.5	*	Please attach your accreditation certificate		(0 Kb)

Upload

Save and Continue   Save and Return

▼ 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? | |

4.7 Complete all remaining questions

you become a member?   (dd/mm/yyyy)

Characters available = 2000

| 5 | 3.5 | * | Please attach your accreditation certificate | Blank Class Survey. (265 K) Upload |

^ Top

Save and Continue   Save and Return

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		stor North stor West stor South
2	2.2	*	Please select your lead time for del		s than 4 working days
3	2.3	*	Please specify y		123

The page at https://buyingsolutions-prep.bra...   X

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'

2.3 Accreditation - Section

1	3.1	*	Are you part of the ...ild?	No
2	3.2		If you answered yes t... on what date did you become a member?	(dd/mm/yyyy)
3	3.3	*	Do you source from an ethical ink suppli...?	Yes
4	3.4		If you answered yes to the above question please provide details	

Characters available = 2000

| 5 | 3.5 | * | Please attach your accreditation certificate | Blank Class Survey, (265 K) |

Upload

^ Top

Back To List | Logout | Navigation hints ⬈ |

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

⊞

▼ **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. | Qualification Response | All Questions answered | |
| 2. | Technical Response | Missing optional responses (3) | |

⊞ Consortium (0)   🖊 Manage Consortium

⊟ View Response Index Only

🖊 Edit response

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

...TING YOUR RESPONSE - Section of PQQ Questions

		...t provides support for both the screen you are in and for ...erest' (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 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

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

5. Submitting Your Response

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

▼ **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

📊 Export / Import Response | 📄 Delete response | 🖨 Printable View ⬀ | 📋 Help for Suppliers ⬀

My Response Summary

| 1. | Qualification Response | All Questions answered | | |
| 2. | Technical Response | Missing optional responses (3) | | |

⊞ Consortium (0)   ✏ Manage Consortium

⊟ View Response Index Only

▼ 1. Qualification Response (2 questions)   ✏ Edit response

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 submitted…

les support for both the screen you are in and for
it also has a help function and glossary).

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

inutes/hours before the deadline (if you
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

▼ 2. Technical Response (13 questions)   ✏ Edit response

▼ 2.1 Types of Pens - Section of PQQ Questions

| home | about us | products | services | categories | frameworks & agree... |

User profile

Log Out ❯

Registration data ❯

Modify password ❯

Multi user ❯

Link to Multi User

eSourcing Helpdesk

Need assistance?
Please contact our eSourcing
Helpdesk info:
Phone: 0800 368 4850
E-mail:

help@bravosolution.co.uk ❯

Call me back! ❯

Supplier Help

FAQs ❯

Thank you for registering on OGCbuying.solu...

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 to any ITT to which you have been invi

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

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
- Invitation To Tender (ITTs)

buyingsolutions-prep.bravosolution.co.uk/esop/guest/go/profile/user/

Main Page | Logout | Navigation hints |

Welcome: **Test Supplier 5**
Time Zone: **GMT DST**

Profile | User Management

Locations

Users
Users

Roles
Roles

Divisions
Divisions

Default User
Default User

Filter by: All Users

Search/Filter | Create | Export List to Excel | Help for Suppliers

No Users found.

^ Top

6.2 Click 'Create'.

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

New User

💾 Save   ✖ Cancel

User Details

* Last Name	Supplier
* First Name	Demo
User Tag for Codes	
* E-mail	supplier@demo.com
* Telephone number	1
Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	
* Division Title	Division ▾
Department	- - - ▾
Role	- - - ▾
* Choose your Username and check it is not already in use.	testsemosup
* Preferred Language	English (UK) ▾
* Time zone	(GMT) Western Europe Time, London, Lisbon ▾
Use High Contrast Stylesheet (for visually impaired users)	No ▾

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.

Back To List | Logout | Navigation hints 🗗 |

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

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.

Welcome: **Fitzgerald Lucy**
Time Zone: **GMT DST**

User: Demo Supplier
Division: Division

User Details

User Rights

📄 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

POOs/ITTs

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

Modify before publishing (Supplier)	No
Publish and modify (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. Submitting your PQQ/ITT Response

  6. Managing Users

- Tips for a "stress-less tender"

- Help Available

Tips for a 'stress-less' tender

BravoSolution

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 submitting 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 submit 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. Submitting 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.
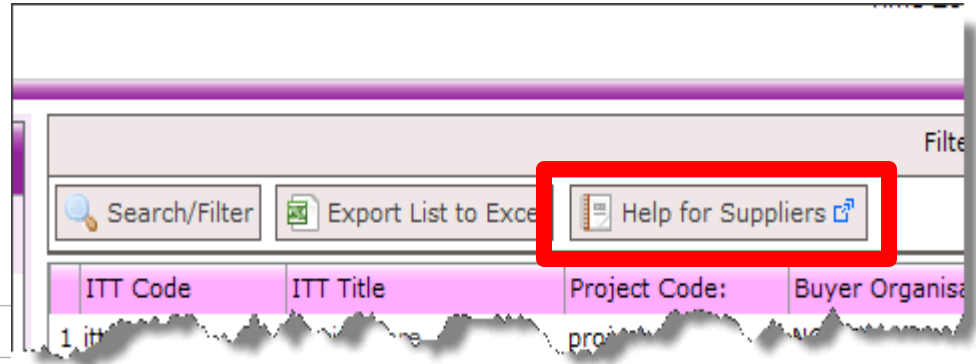
PQQs/ITTs (UK Public Sector)

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