**Tender Access / Submission Location**

etenderWales Reference: **Project\_** **60110**

**itt\_119072**

To access the tender documentation and submit a response to this opportunity, please follow the below instructions.

**1. Register your company** on the etenderWales portal (this is only required once) - <https://etenderwales.bravosolution.co.uk>.

Supplier registration video - <https://app.screencast.com/2srN0n260W9nX>

**2. Express an Interest in the tender.**

Login to the portal with the username/password.

Click the “Open Access PQQs/ITTs” link (These are Invitations to Tender open to any registered supplier).

Click on the relevant PQQ/ITT to access the content.

Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.

This will move the PQQ/ITT into your “My PQQ/ITTs” page. (This is a secure area reserved for your projects only).

Click on the PQQ/ITT code, you can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box.

**3. Responding to the tender.**

You can now choose to “Reply” or “Reject” (please give a reason if rejecting);

You can now use the ‘Messages' function to communicate with the buyer and seek any clarification;

Note the deadline for completion, then follow the onscreen instructions to complete the ITT;

There may be a mixture of online and offline actions for you to perform (there is detailed online help available).

**4. Technical Assistance.**

If you require any further assistance use the online help, or the Bravo etenderWales help desk is available Mon – Fri (8:00 – 18:00) on:

email: E-mail: help@bravosolution.co.uk

phone: +44 800 069 8634 / Fax: +44 2070800480

Live Chat is available via the homepage - <https://etenderwales.bravosolution.co.uk>.