



Skills Funding
Agency

The Register of Training Organisations

Accessing the e-tendering portal

February 2014

Of interest to all training organisations and colleges who wish to
deliver education and training services



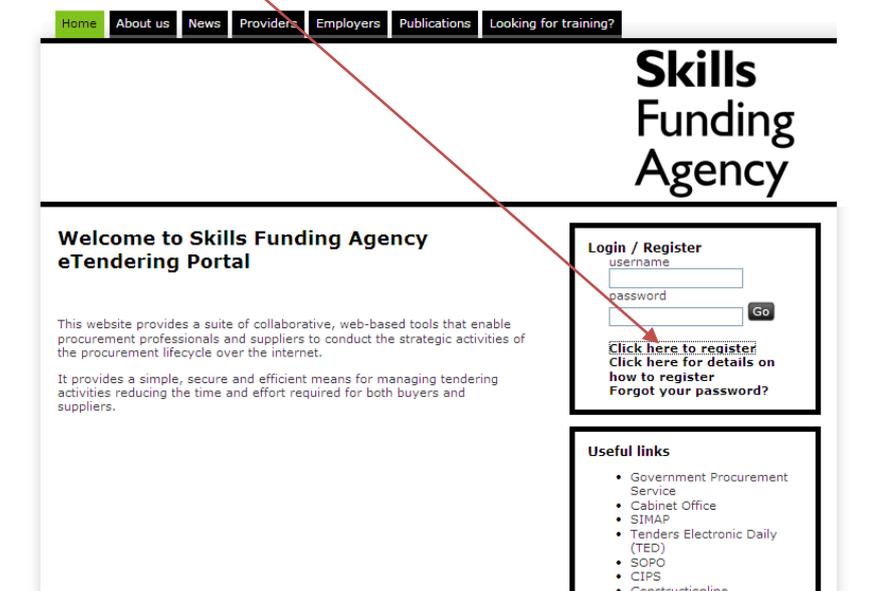
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The Register of Training Organisations: Accessing the e-tendering portal

Accessing the e-tendering portal

Organisations not registered on the e-tendering portal:

1. Type <https://skillsfundingagency.bravosolution.co.uk/> into your internet browser.
2. Select '**Click Here to Register**'.



- A pop-up will appear. This is the 'User Agreement', which you will need to read and accept to continue.

High contrast stylesheet | Adobe PDF file

USER AGREEMENT
 19.3. The words and phrases "other", "including" and "in particular" shall not limit the generality of any preceding words or be construed as being limited to the same class as any preceding words where a wider construction is possible.
 19.4. References to any statute or statutory provision shall include (i) any subordinate legislation made under it, (ii) any provision which it has modified or re-enacted (whether with or without modification), and (iii) any provision which subsequently supersedes it or re-enacts it (whether with or without modification).
 19.5. All references in this User Agreement to 'Clauses' are to the clauses to this User Agreement and references to Sections are to sections of this User Agreement unless otherwise stated.

20. Definitions
"Auction" means a type of procurement exercise conducted on the System where suppliers submit bid simultaneously.
"Confidential Information" means secret, confidential, commercial, financial, marketing, technical or other information, know-how, trade secrets and other information in any form or medium whether disclosed orally or in writing before or after the date of this User Agreement, together with any reproductions of such information in any form or medium or any parties of this information.
"Confidential" means that the information, either in its entirety or in the precise configuration or assembly of its components, is not publicly available.
"Force Majeure" means any cause affecting the performance by either the Buyer or BravoSolution UK Ltd of its obligations arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control including (but without limiting the generality thereof) governmental regulations, fire, flood or any disaster or an industrial dispute affecting a third party for which a substitute third party is not reasonably available. Any act, event, omission, happening or non-happening will only be considered Force Majeure if it is not attributable to the wilful act, neglect or failure to take reasonable precautions of the affected party, its agents or employees or the failure of either the Buyer or BravoSolution UK Ltd to perform its obligations under this User Agreement.
"Helpdesk" means the facility provided by BravoSolution UK Ltd to handle support queries and issues raised by Supplier Users.
"Intellectual Property" means any patent, copyright, database right, moral right, design right (whether registered or unregistered), trade mark, service mark, domain name, know-how, utility model, unregistered design or, where relevant, any application for any such right, or other industrial or intellectual property right.
"Supplier" means an organisation that has indicated its acceptance to be bound by this User Agreement.
"Supplier User" means an individual representing the Supplier that has registered and been provided with access to the System.
"System" means the eSourcing System provided for Suppliers to participate in procurement exercises.
"Working Days" means 09:00-17:00 Monday to Friday in the United Kingdom and excluding Bank Holidays.
"Written Notification of Contract Award" means the Buyer's standard "Contract Award Process" identified for each procurement exercise that shall be expressly initiated by the Buyer and may entail a preliminary e-mail advising the Supplier of the formal contract award process.

I have read and agree to the Buying Solutions eSourcing Service User Agreement

I agree

I do not agree

Next

- You will then be directed to enter your organisation's details.

Accessibility and Legend | Time Zone: GMT + 0:00 DST

Registration Data

Save Close

High contrast stylesheet Reset

Organisation Details

* Organisation Name

* Address line 1

* City

* State/Country

* Postal Code

* Country UNITED KINGDOM

* Main Organisation Phone Number

Organisation Fax Number

* Organisation Email Address

Web site

* Organisation Legal Structure

* Company Registration Number (if not registered enter 'N/A')

* VAT Number (if not registered enter 'N/A')

UK Provider Reference Number (UKPRN)

NOTE: Your organisation's name should be exactly as it appears on the UKRLP website.

5. You will also need to enter your User Details:

Registration Data

User Details

Title

* Last Name

* First Name

* Phone Number

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

Fax Number

* Email Address

IMPORTANT: This email address will be used for access to the site, and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.

Role within Organisation

* Preferred language for use in system interface

* Time Zone

* Username (please do not forget your username)

* User Verification Question: Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)

* Answer to your User verification question (The helpdesk may request this information in order to verify your identity).

TIP: You can add more than one email address to receive alerts etc by adding a semi colon (;) after each address you enter. More information on how to add email addresses can be found here

6. Once you have entered your details correctly, click '**Save**'.
7. You will receive an email with your unique password (this is sent by Bravo Solutions to the email address you entered as part of your registration details).
8. You will be able to change your password once you have logged in.

How to locate the PQQ

9. On the main page click on linked marked 'PQCs Open to All Suppliers'.

eTendering Service > Supplier Reserved Area logout >

Thank you for registering on Skills Funding Agency eTendering Service.

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

The Register of Training Organisations Assurance Gateway online Questionnaire as well as other Pre-Qualification Questionnaires for new EU procurements are available by clicking on "PQCs Open to All Suppliers"

Once you have expressed an interest in the Assurance Gateway online Questionnaire or other PQCs they will move to your "My PQCs" page, where you can download any documentation attached, answer questions posed and submit your response.

Buyers may invite you to participate in Invitations to Tender. The "My ITTs" page allows you to view and respond to any ITT to which you have been invited.

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.

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Tender Projects

- Projects
- Pre-Qualification Questionnaires (PQCs)
- My PQCs
- **PQCs Open to All Suppliers**
- Invitations To Tender (ITTs)
- My ITTs
- ITTs Open to All Suppliers
- Auctions

Supplier Helpcenter

- Online Help Content
- Click here for details on how to respond to an online tender

User profile

- Manage Your Profile
- Modify Password
- Manage Users

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10. Click on the linked marked 'The Register of Training Organisations Assurance Gateway___'.

11. Click on the link at the top of the page marked 'Express Interest'. This will move the PQC onto your 'My PQCs' page.

Back To List | Main Page | Logout | Accessibility and Legend

Welcome: Team Register
Time Zone: GMT + 0:00 DST

PQC Details

Settings
View PQC Settings

Buyer Attachments
Buyer Attachments: 3

My Response
Status is: Response To Be Submitted To Buyer

Messages
Unread Messages

User Rights
Manage User Rights

Project :
PQC:
PQC Status: Closed:
Response Last Submitted on: **Not Submitted Yet**

Download Response | Printable View | Help for Suppliers

My Response Summary

1. Qualification Response
2. Technical Response

Consortium (0)

View Response Index Only

1. Qualification Response (questions: 1)

1.1 TECHNICAL HINTS & TIPS FOR COMPLETING YOUR RESPONSE - Section of PQC Questions - Section of PQC Questions

1	NOTE	Before you begin to complete this Questionnaire please ensure that you have thoroughly read the 'Read Me First' and included 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 and appropriate deadlines and any subsequent communications.
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TIP: You can access any attachments by clicking 'Buyer Attachments' in the 'PQC Details' box

Completing and submitting the online questionnaire on the e-tendering portal

12. On the main page click on the link marked **'My PQQs'**.

eTendering Service > Supplier Reserved Area logout >

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13. Click on the link on the left side of your screen marked **'My Response'** under the 'PQQ Details' section, and then click **'Create Response'**.

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

PQQ Details

- Settings
View PQQ Settings
- Buyer Attachments
Buyer Attachments: 7
- My Response**
Status is:
- Messages
Unread Messages (2)
- User Rights
Manage User Rights

Project :
PQQ:
PQQ Status:
Response Last Submitted on:

Path: [Top Level](#)

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

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

Folder/File Name	
1	Due Diligence Assurance Gateway - Amendments to Online Qu

14. Follow the on-screen instructions and hints and tips contained in this support guide to complete the online questionnaire.

15. Submit your reply using the '**Submit Response**' button at the top of the page before the deadline for submission of the online questionnaire.

Checklist of information to help you prepare

What you need to do

Make sure your information is correct

Have you checked your:

- Organisation name?
- Email addresses?
- UKPRN?
- Check the guide below for details on how to access the e-tendering portal.
- Monitor our website and our weekly [Update](#) communication for the latest news.

Manage your application

- Read the important documents.
- Make sure you access the correct PQQ.
- Send your messages to the latest PQQ.
- Check your application before you submit to us.
- Ensure that you complete your declaration.

Other information

- Read the 2013/14 [Funding Rules](#).
- See our [Subcontracting](#) information.
- Our [Funding Agreements](#).



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