

Renfrewshire Council

Supplier Guide

for



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Contact Information

Bravo Solutions 0800 368 4850

System Operability

The system is compatible with the following browsers

Internet Explorer

Safari

Firefox

The system can be accessed by Windows and Macintosh operating systems.

Please note this system is NOT the Public Contract Scotland web site that is used for advertising prior information notices and award notices for contracts. Registering on this site does not give (at present) you automatic access to the Public Contract Scotland – Tender website; this may be available in the future.

Disclaimer

This document is provided to assist you with the basic operation of the system. You should contact Bravo Solutions if you are unsure about any feature of the system. Bravo solutions are the technical experts for this system and should be contacted first. We do not accept any liability in the event that this document is found to be either incorrect or inaccurate in the information it provides.

Please note that the system used for tendering is Public Contracts Scotland – Tenders. The system used for Tender notifications to the marketplace is Public Contracts Scotland. Please note that these two systems are not the same and you will have to register to access and submit tender responses.

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Registration

In order to access the system you need to ensure that you have registered. Please note that even though you may already have registered for the Public Contract Scotland website to receive notifications of tenders you need to register again on the Public Contract Scotland – Tender website to access the tender.

The current link for the Public Tender website is https://www.publictendersscotland.publiccontractsscotland.gov.uk/

The first screen you will see is shown below. To register please click the text Not Registered – Register here

CPublic Contracts Scotland – Tenders - Windows Internet Explorer	
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😪 🕸 🖉 Public Contracts Scotland – Tenders	🐴 + 🗟 - 🖶 + 🔂 Page + 🎯 Tools - 🎽
public contracts scotland - tender	HELPDESK Phone: 0800 368 4850 E-mail: help@bravosolution.co.uk
Connecting public and private sector business. The tender module within Public Contracts Scotland is intended to improve the tendering and evaluation stages of the public sector contracting process. Over time, it is envisaged the service will improve the tender process for both buyers and suppliers by: = Simplifying the contracting process = Introducing standardised processes and templates; = Removing duplication of effort by storing key information in a dedicated user workspace; = Rabling more efficient communication between buyers and bidders; = Embedding a contract and supplier management module to better manage contracts once they are awarded. LOG IN	
Connect With PCS The Scottish Government Follow PCS on Twitter Follow PCS on Flickr View PCS on Flickr You	View PCS on YouTube PCS iPhone App
A service provided by BravoSolution - © BravoSolution - System Requirements	
WARNING: Do not proceed if you are not an Authorised User. This application is protected by appropriate security only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any 1 provisions of the Computer Misuse At 1990 and/or other legislation and shall leave the user liable to both crimina access this system using any third party's logon identity. Anyone using this system consents to active monitoring f	measures. Access to and use is restricted to Authorised Users information contained within it may constitute a breach of the al and only proceedings. It is strictly forbiden to attempt to or security policy compliance purposes.
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You will then be shown the following screen. You must agree to the Service User Agreement in order to proceed with registration.

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public contracts scotland - tender	HELPDESK Phone: 0800 368 4850 E-mail: help@bravosolution.co.uk
Accessibility and Legend c ^a	English
User Agreement	
Adobe PDF file	
USER AGREEMENT	
USER AGREEMENT 1. Introduction 1. This User Agreement between Public Contracts Scotland - Tenders (the Buyer) and the Supplier governs the access and use of the eSourcing System invitation from the Buyer to participate in a procurement exercise. 2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invit in Dialogue (ITPQ), an Invitation to Submit Final Tenders (TST), a Dest Ad Final Offer (ISTO), a Request organization of the Buyer to participate in a procurement exercise 3. The System is provided by BravoSolution UK UI and operated by the Buyer. This User Agreement applies to the Supplier Hard and System using the user ID and password provided by, or on behalf of the Buyer, the Supplier Hard and the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and the System to respond to an invitation to participate in a procurement exercise. 3. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any such further rules, then the provisions of such further rules. 3. The Supplier shall only use the System to the System by the Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise. 3. The Supplier shall not yaces to the System by the Supplier users for the purpose of responding to any invitation to participate in a grocure state access to the Supplier Users by giving notice in writing to the Supplier Jeer and a gree of charge, access to the System to rand/or one or more Supplier Users by giving notice in writing to the Supplier User Sond and the supplier user and any such further rules. 3. Whoth predictione to any of the Supplier User and/or one or more Supplier Users by giving notice in writing to the Supplier Jeer and a supplier User Sond and the supplier Sond and the Supplier User Sond and the Supplier User Sond and Su	(the System) by the Supplier to respond to an tition to Negotiate (ITN), an Invitation to Participate Proposal (RPP), a Request for Quotation (RPQ); entation of commonly used terminology. Buyer cess to ab bound by this User Agreement. It any lotther rules expressed that preserved in hall take precedence over this User Agreement. It is a procurement exercise, subject to this User if any of the following events occur: remedy or desist such breach within a period of I reasons. d registration data and specifying a user ID and redicate their user ID are necessarily to this in the following event to the third of I reasons.
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To proceed with registration select I agree and click the button named next.

The final screen to complete registration will then be displayed.

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You must complete all questions marked with a red asterisk *

Please make note of the username you enter, you will need to use it to login to the system upon successful registration. It is also very important that you enter your email address correctly.

When you have completed the registration form click the button named save.

The system will send you an email upon successful registration with a link to the Public Contract Scotland site and a temporary password to allow you to login to the system. Upon successful login you will be required to change the temporary password to one of your choice.

MAIN SCREEN

** Please note the following screens were captured from the e-tender system.



If you have already opened the tender or the Pre Qualifying Questionnaire (PQQ) please select the purple rectangle titled Already Participating. The two options open to you are MY PQQs and MY ITTs clicking one of these options will take you to the opened tender/PQQ.

If you have not opened the tender/PQQ before you need to select either PQQ (the rectangle in blue) or ITT (the rectangle in red). The buyer will have made it clear to you in Public Contract Scotland notice the type of request for information they are seeking either a tender or PQQ.

Clicking the ITTs open to ALL suppliers will show you the tender advertised by the buyer. You will also be shown all tender opportunities from other buyers that use the Public Tender Scotland system.

The following screen shows the ITTs open to all suppliers (please note it is not real time ITT's shown in this image).



Using the Electrode ITT as an example, click the ITT name. You will then be shown the screen below.

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If you wish to open the ITT click the button Express Interest otherwise click Decide Later.

By selecting to express Interest, the ITT will now be available for you to access using the purple rectangle called Already Participating. Note. You can get back to the dashboard page by clicking the menu option called Main Page.

MY ITTs option

The following screen displays all your opened tenders after selecting the My ITTs option. Please note the ITTs shown in the screen are training and demo tenders.

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	6 itt_183	Scott ITT 1	project_194 🎒	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	08/05/2012 11:41
	7 itt_182	pens	project_193 🎒	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	08/05/2012 11:40
	8 itt_160	more supply of pencis	project_175 🍵	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	04/05/2012 12:00
	9 itt_161	supply of office furniture	project_176 🍵	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Not Submitted To Buyer	02/05/2012 12:00
	10 itt_127	<u>Richard Demo ITT for a</u> <u>framework</u>	project_147	Public Contracts Scotland (PREP)	Closed: To Be Evaluated	Response Submitted To Buyer	24/04/2012 13:18
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The screen shows you the status of tenders (ITTs) that you have opened. You are shown the Tender name, the Buyer (facilitating body), the current status of the tender, if you have submitted a tender to the buyer and the closing time/date of the tender.

You can access your tender after the closing date but Renfrewshire Council will **<u>NOT</u>** accept a tender submitted past the closing date.

Please note that you can select to view ITTs open to all Suppliers from this screen but please be aware that it is only ITTs that you can view, no PQQs will be shown here.

MY PQQs

This screen only show PQQs tenders are NOT shown



This screen operates in the same fashion as the MY ITTs screen. In this particular case no PQQs had been opened.

Clicking the PQQs open to all suppliers will display a list of PQQs that you may select to bid on.

🜈 PQQs Open to All Suppliers (Public Contra	acts Scotland – Te	ender) - Windows Internet Exp	lorer				<u>_8×</u>
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Main Page Exit and Return to PCS Acce Projects PQQs ITTs Auctions	Contracts	end 🖙 丨	Welcome Time Zon	:: e: GMT + 0:00 DST		 ✓ <u>Select</u> N 	<u>1odule</u>
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My PQQs My POOs	🔍 Search/Fil	lter 📕 Export List to Excel	Help for Supp	liers 🗗			
PQQs Open to All Suppliers PQQs Open to All Suppliers	PQQ Code 1 pqq_29	PQQ Title Example Open to All	Project Code: project_55	Facilitating Body Public Contracts Scotland (PREP)	PQQ Status T Running 0	ime Limit for Expressing Interest 1/06/2012 12:00	-
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After selecting the option Express an Interest you will be shown the following screen.

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scotland	- tender	Phone: 0800 368 4850 E-mail: help@bravosolution.co.ul	ĸ
Back To List Main Page Exit and Return	to PCS Accessibility and Legend 🕫 Welcome: Time Zone: G	SMT + 0:00 DST	
PQQ Details Settings	Project : <u>project 55</u> - WEBEX DEMONSTRATION PQQ: pqq_29 - Example Open to All Closing Date: 01/06/2012 12:00:00 Response Last Submitted on: Not Submitted Yet		
View PQQ Settings Buyer Attachments			P
Buyer Attachments: 0 My Response Status is: Response Not Submitted To	Printable View 🔊 📃 Help for Suppliers 🕈		
Buyer	Response Status		
Messages	Response Status Respo	onse Not Submitted To Buyer	
Unread Messages (U)	PQQ Code pqq_2	29	
Manage User Rights	PQQ Title Exam	nple Open to All	
	PQQ Description		
	Type of Supplier Access PQQ	Open to All Suppliers	
	Response Currency GBP		-
	Test PQQ No		-
	Facilitating Body Public	c Contracts Scotland (PREP)	-
	Division Division	ion	-
	Department		-
	Date & Time Information		-
	Ontions for Viewing Responses Seale	ed	
	End Date for Supplier Clarification Messages - Date		
	End Date for Supplier Clarification Messages - Time		•
	Closing - Date 01/06	6/2012	1
	Closing - Time 12:00	0:00	
	Number of Hours before Closing Time to block 0		
	Expressions of Interest		-
	Qualification Envelope No.		
	Technical Envelope Yes		-
	Commercial Envelope No		1
	Awarding Strategy		1
	Supplier Response Ranking No ra	anking]
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This screen shows you information such as the Buyer name Closing date and how the tender will be evaluated.

You will also have been sent an email telling you that your expression of interest has been successful.

Please note the menu option PQQ Details. A PQQ and an ITT will both have this type of menu (an ITT will be headed ITT details).

As both an ITT and a PQQ use the **same methods** for completing and submitting to the buyer the remaining parts of this user guide will use ITTs as examples.

Creating a Response

ITTs issued by Renfrewshire Council will comprise of sections called envelopes (usually Renfrewshire Council will issue 3 envelope tenders).

The three envelopes will be called

Qualification – this envelope may hold questions relating to topics (but are not limited to) such as business probity, insurances and supplier details.

Technical - this envelope may hold questions that include ability to service

Commercial – this envelope may hold questions that include your schedule of offer.

It is very important for you to understand that you must complete all envelopes.

Some questions will be highlighted with a red asterisk; these questions require a mandatory response. If you do not answer a mandatory question you will not be able to submit a tender.



The screen above shows a tender that has been opened from the MY ITTs screen.

The left hand menu titled ITT details comprises the following

Settings –

View ITT settings – This option will display the general information about the tender including such details as the closing date/time.

Buyer Attachments – Any documents attached to the tender by the buyer can be accessed here.

My Response – This option displays the tenders envelopes to you (and is the default screen you will see when opening the tender)

Messages – You can send and receive messages from/to the buyer using this option. Please note that if the buyer sends you a message you will also receive an email notifying you that a message has been sent.

To fully open the ITT you must click the Create Response button. You can decline the ITT by clicking the Decline to respond button.

My Response

To enter your response to the tender you can either click the envelope response from the section headed My Response Summary (for example clicking qualification response will open the qualification envelope questions) or using the slide bar move down the screen to the appropriate envelope response and click edit response.

The screen below shows an ITT which has just been opened. The qualification envelope has been selected. Please note the button named Save and Exit Response this button will save your answers and return you to the main ITT screen, it does NOT exit you from the system.

PLEASE NOTE THAT IN RELATION TO FRAMEWORK AGREEMENTS YOU WILL BE PRESENTED WITH MULTIPLE LOTTED ITT'S, YOU MUST ENSURE THAT YOU COMPLETE ANY MANDITORY ITT'S ALONG WITH ANY LOTTED ITT THAT YOU ARE BIDDING FOR. FAILURE TO SUBMIT A MANDITORY ITT WILL RESULT IN YOUR SUBMISSION BEING NULLIFIED AND REMOVED FROM THE PROCESS.

[2] ITT: itt_192 - ITT Test (Public Contracts Scotland – Tender) - Windows Internet Explorer		<u>_8×</u>
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public contracts scotland - tender	HELPDESK Phone: 0800 368 48 E-mail: help@bravd	\$50 psolution.co.uk
Exit and Return to PCS Accessibility and Legend to Time Zone: Time Zone: GMT + 0:00 DST		
Project : project_202 - Test 1 Billy ITT: itt_192 - ITT Test Closing Date: 11/05/2012 13:00:00 Response Last Submitted On: Not Submitted Yet		
Edit Mode		
Save Changes Save and Exit Response 💥 Cancel		
▼ 1. Qualification Response (questions: 1)		
▼ 1.1 questions - Section of ITT Questions		
1 Are you bidding Are you ?		
▼ 1.2 Additional Attachments Area	@ Add/Vie	w Attachments
No attachments		
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The screen below shows the two questions from the qualification envelope, as information has already been entered a button called Keep changes has been displayed (if there had been no pre-filled information the buttons will be called Save and save and exit).

🖉 ITT: itl	178 - Void Security (Public Cont	racts Scotland – Tender)	- Windows Internet Explorer		X
$\Theta \odot$	 Image: https://publictendersscotland 	d-prep.bravosolution.co.uk/es	op/toolkit/negotiation/rfq/detailRfqResponse.do?userAct=edit&envelopeToEdit=qu	al 🗾 🔒 🐓 🗙	asterix P -
<u>E</u> ile <u>E</u> di	t <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp				
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*	public c scotland	ontracts d - tender			HELPDESK Phone: 0800 368 4850 E-mail: help@bravosolution.co.uk
Exit and	Return to PCS Accessibility and	d Legend 🗗	Welcome: Time Zone: GMT + 0:00 DST		
Projec ITT: it Closin Respo	t : project_185 - Karen Den t_178 - Void Security g Date: 08/05/2012 15:30 nse Last Submitted On: 08/0	no :00 (Your response w 05/2012 15:20:33	ill be late)		
Edit M	ode				
			🔚 Keep changes 🔀 Discard changes		
	 1. Qualification Response (questions: 2)			
	▼ 1.1 Insurance Documenta	ation - Section of ITT	Questions		
	1 Insurance Requirements and	* As a potential tendere	or for this contract you will have effected a range of insurances to	Blue hills.jpg (28 Kb)	
	Confirmation	protect your business. P	ease attach appropriate certification for comment.	Replace Attachme tit	Attachment
	2 Ability to Service	* Geographical Spread will be considered.	- 5 key regions. Servicing councils and achieving local service levels	25 💌	
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Alexant	C Tabarra Managa Goodaalaala	Designment Conservation			

If you make a mistake you can select the discard changes button to return to the original response.

Because each question is asterisked you must answer the question before you can submit it. However you can answer the question at any stage before submitting, so you **do not** have to complete mandatory questions before proceeding to the next question.

If the question requires a numerical response you will not be allowed to enter text as an answer so for example you cannot answer N/A to a question asking you to enter a price for goods.

My Response Summary

This section will provide you with information that includes such things as

Whether you have not answered a mandatory question; including the total number of mandatory questions that still require a response.

Your total commercial price currently offered.

Before submitting an offer it is advised that you check this section especially to ensure that you have completed all mandatory questions.

Submitting an offer/tender

Once you are happy with your offer and completed all mandatory questions your offer is ready for submission. Simply click the Submit response button to submit the offer. Please note that

you can edit and re-submit offers up until the closing date /time. Please be aware that each submission will overwrite the last one.

If you do not complete a mandatory question you will NOT be able to submit an offer. A message will be displayed to you informing of this fact.

Windows	Internet Explorer
	The request generated the following errors: - In order to proceed please complete all questions highlighted and marked by an asterisk (*)
	ОК

The system will attempt to assist you by highlighting the missing answers.

As you can see below I failed to answer a mandatory question, the system has highlighted it to me in red.



<u>Messages</u>

This feature operates in a similar fashion to a bulletin board. The Buyer may send you (or all suppliers) messages through this system. In the first instance you will probably receive an email notifying you that a message has been posted.

Any messages you are sent can be accessed by clicking the Messages menu option shown under the ITT details.

A sub menu will be displayed to you. Any messages sent to you can be accessed by clicking the Received messages menu option.

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Back To List Main Page Exit and Return	n to PCS Accessibility and Legend c ^a Welcome: Time Zone: GMT + 0:00 DST	
TIT Details Settings View ITT settings Burger Attachments	Project : <u>project 183</u> - Project for demo thursday ITT: itt_197 - demo2 ITT Status: Closed: To Be Evaluated Response Last Submitted On: 10/05/2012 14:52:03	P
Buyer Attachments: 0 My Response Status is: Response Submitted To	🗑 Download Response 🖨 Printable View 🕈 🗐 Help for Suppliers 🕈	
Buyer	My Response Summary	
Messages ✓ Unread Messages (0) Create Message	1. Qualification Response All questions answered No additional attachments 2. 2. Technical Response All questions answered	
Received Messages Sent Messages Draft Messages	No additional attachments S. Commercial Response All quoted items completed No attachments uploaded Total P	rice (excluding optional sections) GBP 542.64
Forwarded Messages User Rights Magazo User Rights	View Response Details 1. Qualification Response (questions: 3)	
Manage Oser Rights	1.1 section1 - Section of 111 Questions 1.2 section1 - Section of ITT Questions	
	1.3 Additional Attachments Area	
	2. Technical Response (questions: 3)	
	2.1 supplementary sections - Section of ITT Ouestions	
	2.2 pig health - Section of ITT Questions	
	2.3 Additional Attachments Area	
	3. Commercial Response (questions: 3)	
	3.1 prices for eggs	
	3.2 prices for pork	
	3.3 Additional Attachments Area	
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You can also use this system to send the Buyer messages by clicking the Create message menu option.

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Exit and Return to PCS Accessibility and Legendr ² Welcome: Time Zone: GMT + 0:00 DST		
Project : project_183 - Project for demo thursday ITT: itt_197 - demo2 ITT Status: Closed: To Be Evaluated Response Last Submitted On: 10/05/2012 14:52:03		
Save As Draft Send message X Cancel		
Message		
Subject		
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Total : 1		
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Export / Import Response

This option allows you to complete your ITT offline using Microsoft Excel. After completing the ITT you may import the completed offer back into the system.

Please note the imported excel spreadsheet will populate the ITT answers the spreadsheet will NOT be attached.

<u>Export</u>

Click the IMPORT/EXPORT Response.

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	Project : project 202 - Test	1 Billy		
- ITT Details	ITT: itt_192 - ITT Test	2-00-00		
Settings	Response Last Submitted On	: Not Submitted Yet		
View ITT settings				ßa
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My Response Status is: Response To Be Submitted	Export / Import Response	Delete response 🕒 Printable View 🖉 📳 Hel	o for Suppliers 🖉	
To Buyer				
Messages		Submit	Response	
 Unread Messages (0) 	My Response Summary			
Jser Rights Manage User Rights	1. Qualification Response	Missing optional responses (1)		
		No additional attachments		
	2. Technical Response	Missing optional responses (1)		
	3. Commercial Response	Mandatory fields missing (1)	Total Price (excluding ont	ional sections) GBP 0
	Commercial Response Mandatory fields missing (1) Total Price (excluding optional sections) db P			
	View Response Index Only			
	 1. Qualification Response 	nse (questions: 1)		Edit response
	▼ 1.1 questions - Sec	tion of ITT Questions		
	1 Are you bidding		Are you ?	
	▼ 1.2 Additional Attac	hments Area		
	No attachments			
	▼ 2. Technical Response	e (questions: 1)		Edit response
	▼ 2.1 First section - 3	Section of ITT Ouestions		
	1 test question		n/a	
	▼ 2.2 Additional Attac	hments Area		
	No attachments			
	✓ 3. Commercial Response (questions: 1)			
	▼ 3.1 test			
	Item Reference	Description Unit of Measuremen	t Quantity Unit Price Co	mments Price
	1 Price 1	Enter a Price Each	100	
	Section Sub Total			0
	▼ 3.2 Additional Attac	hments Area		
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Then click the Download button as shown below



You will then be shown a pop up screen titled File Download. Select the option to Save and then select an appropriate file location.

File Down	nload	×
Do you	u want to open or save this file?	
×	Name: answerTo_itt_192.xls Type: Microsoft Office Excel 97-2003 Worksheet From: publictendersscotland-prep.bravosolution.co.uk	
	Open Save Cancel	J
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

You can also choose to open the saved file.

Completing the Spreadsheet

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8 questions	Question		Description	Reenonce T
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15 Total errors in sheet: 16 17		0		
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22 23 24 25				
26 27 28 29				
30 II ↓ ↓ ▶ Qualification Envelope Pandy	e Commercial Envelope	1		
Ready				• • • • • • • • • • • • • • • • • • •

The screen shown above is an ITT that has been opened in Excel.

Each envelope becomes a work sheet.

The spreadsheet includes instructions on how to complete the tender correctly at the top of every worksheet.

Answer the questions and please remember to save your spreadsheet.

Importing the Spreadsheet

Using the Export/Import Response button you can import a completed spreadsheet back into the system. Please note you do not have to fully complete the spreadsheet in order to Import the response only your answers will be imported. Please note that this imported spreadsheet will overwrite ALL the ITT answers held in the system.

To import a spreadsheet click the browse button and select your spreadsheet. Then click OPEN



Click the IMPORT EXCEL button to import the spreadsheet into the system.

ITT: itt_192 - ITT Test (Public Contracts Scotland – Ten	der) - Windows Internet Explorer			
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Project : project_202 - Test 1 Billy ITT: itt_192 - ITT Test Closing Date: 11/05/2012 13:00:00 Response Last Submitted On: Not Submitted Yet	1			
Edit Mode				
🗭 Back to Response	Your Response			
This screen allows you to download an have completed the spreads	Excel spreadsheet containing sheet you should return to this Select File to Import C:\Docur	g all the ITT questions. You may us s screen and import the spreadshe ments and Set Browse I Import Exce	ee the spreadsheet to compile y tet in order to populate the onlin a) @Download	our ITT response. Once you ne questionnaire.
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If the spreadsheet is in the correct format you will receive a message that the file has been successfully imported.



Please NOTE you must save the changes in order to complete the import fully. If a mistake has been made in the spreadsheet imports simply DO NOT save the response. Your original response will not be overwritten.

Submitting a Response

When you have completed your response, you are ready to submit. Using the My Response button you can check your submission and submit your tender/ITT response.



Once you have completed this task your response will be submitted for evaluation and you will be contacted at a later date with the evaluation results.