

How to Register on BravoSolution

The following is standard wording you could issue to your suppliers in order for them to register on BravoSolution and register their interest in a tender opportunity

Note: If a requirement is subject to OJEU advertising (and assuming you are using BravoSolution for your procurement, then there is standard wording included in the OJEU Notice that gives details on how suppliers can register on Bravo)

FCO
FOREIGN & COMMONWEALTH OFFICE

ABOUT THE FCO FCO IN ACTION TRAVELLING & LIVING OVERSEAS BUSINESS & TRADE

You are here: Negotiations

Negotiations

- Current Opportunities
- Past Opportunities
- Pan-government advertised opportunities
- Supplier Registration
- Online Assistance

Useful link

- Cabinet Office
- Government Procurement Service
- SIMAP
- Tenders Electronic Daily (TED)
- CIPS
- SOPO
- Constructionline

Better World, Better Britain

Welcome to Foreign & Commonwealth Office eSourcing Portal

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.

Login

Username [Register now](#)
[Click here for details on how to register](#)
[Forgot your password?](#)

Password

GO

Need assistance?

Please contact our eTendering helpdesk:

Phone : 0800 368 4850
E-mail : help@bravosolution.co.uk

Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: <https://fco.bravosolution.co.uk>. This is the BravoSolution homepage. You can click “**Click here for details on how to register**” for video instructions. Otherwise you may use this guide.

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Click **Register now** to start.

Accessibility and Legend? Time Zone GMT + 0:00 DST English

User Agreement

High contrast stylesheet Adobe PDF file

USER AGREEMENT

1. Introduction

1.1 This User Agreement between Foreign and Commonwealth Office eSourcing Portal (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.

1.2 A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (IN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSF), an Invitation to Submit Final Tender (ITSTF), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ), an electronic Auction or an electronic Contract. The above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.

1.3 The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.

1.4 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 further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

2.1 The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.

2.2 The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:

2.2.1 The Supplier commits a material breach of any of its obligations under this User Agreement; and

2.2.2 The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach.

I have read and agree to the eSourcing Service User Agreement

I agree **1**

I do not agree

2

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Kindly read the **USER AGREEMENT**. Once understood, tick **I Agree (1)** then click **Next (2)** button to continue.

Accessibility and Legend? Time Zone GMT + 0:00 DST English

Registration Data

High contrast stylesheet Reset

Save Close

Organisation Details

* Organisation Name

* Address line 1

* City

* State/Country

* Postal Code

* Country

* Main Organisation Phone Number

Organisation Fax Number

* Organisation Email Address

Fill up the **Registration Data**. Fields with **asterisks (*)** are mandatory fields. Once completed click **Save** button.

Accessibility and Legend? Time Zone GMT + 0:00 DST English

In a few minutes you will receive an email containing your password to allow you to log in to the Registered Users Area of the platform.

Close Window

After clicking the **Save** button, you will see this screen. Click **Close** button to continue. Check your email for password to have access to the portal.

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Login

Username

Password

Register now

Click here for details on how to register

Forgot your password?

Need assistance?

Please contact our eTendering helpdesk:

Phone : 0800 368 4850

E-mail : help@bravosolution.co.uk

Login you username and the password that was sent on your email. Another window will appear asking you to change your default password to a new one.

You are now ready to use **BravoSolution**.

Expressing an Interest and Responding to a Tender Opportunity

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Register now
Click here for details on how to register
Forgot your password?

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Phone : 0800 368 4850
E-mail : help@bravosolution.co.uk

Login to the portal with your username & password.

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You are here: Buyer reserved area

Tender Projects Thank you for registering on FCO eSourcing Portal

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

User Profile

Manage Your Profile
Modify Password
Manage Users

Need assistance?
Please contact our eTendering helpdesk:
Phone : 0800 368 4850
E-mail : help@bravosolution.co.uk
Call me back!
Click here for details on how to respond to an online

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 "PQs Open to All Suppliers"

Once you have expressed interest in a PQ it will move to your page, where you can download any documentation 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.

ITTs Open to All Suppliers 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.

Click either the **PQs Open To All Suppliers (1)** or **ITTs Open To All Suppliers (2)** link.
(These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier)

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Main Page Logout Accessibility and Legend? Welcome Adam Nicolas Time Zone GMT + 0:00 Select Module

Projects PQs ITTs Auctions Contracts

Locations
My ITTs
My ITTs
ITTs Open to All Suppliers
ITTs Open to All Suppliers

Filter By: All ITTs

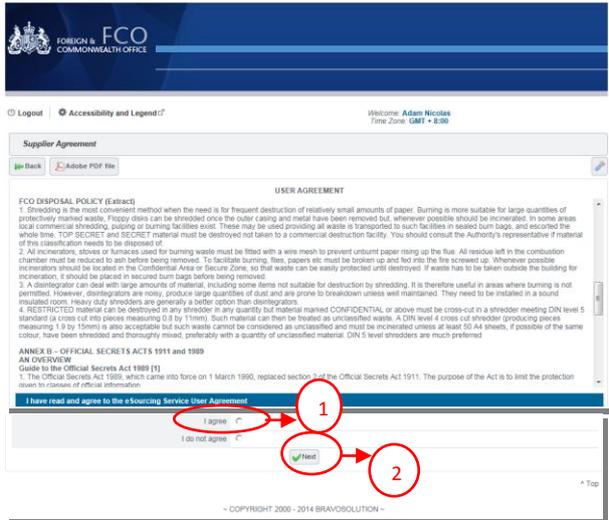
Search/Filter Export List to Excel Help for Suppliers

ITT Code	ITT Title	Project Code	Buyer Organisation	ITT Status	Response Status	ITT Closing Date/Time
1 IL_466	Manila Mobile & Internet Providers (Test)	proj_363	Foreign & Commonwealth Office	Running	Response Not Submitted To Buyer	2010/2014 17:00

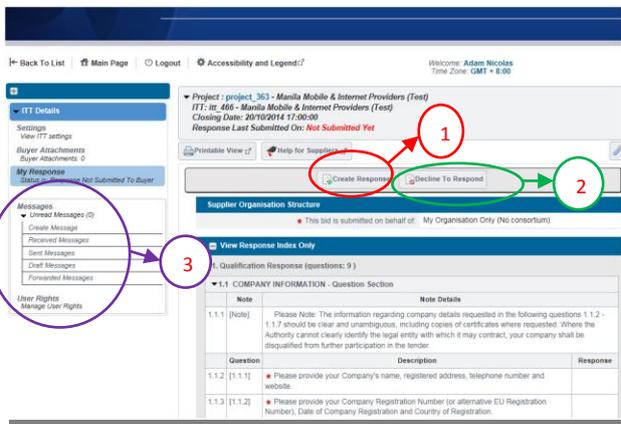
Page 1 of 1 Show 1 elements

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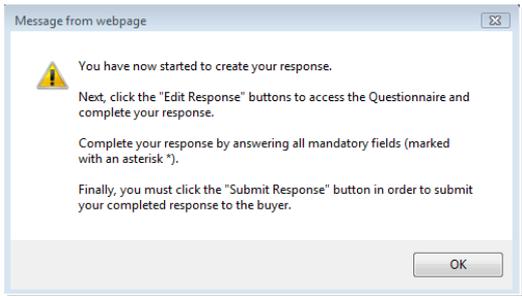
Click on the relevant PQQ/ ITT to access the content.



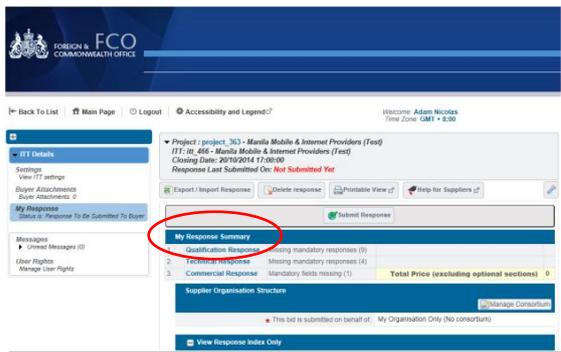
You will see the **Supplier Agreement Page**. Read then once finished, tick **I Agree (1)** then click **Next (2)**.



Responding to the tender - You can now choose to **Create Response (1)** or **Decline to Respond (2)** (please give a reason if rejecting). You can now use the **Messages (3)** function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available)



After clicking the Create Response button, you will see the dialog box above. Click OK to start.



Click one of the options under **My Response Summary**. With this we have chosen **Qualification Responses**.

Project : project_363 - Manila Mobile & Internet Providers (Teag)
 ITT #: 466 - Manila Mobile & Internet Providers (Teag)
 Closing Date: 2010/04/17 00:00
 Response Last Submitted On: Not Submitted Yet

1.1 COMPANY INFORMATION - Question Section

Question	Description	Response
1.1.1 [1.1.1]	Please provide your Company's name, registered address, telephone number and website.	<input type="text"/>

Answer the questions with the best of your knowledge. Just follow the instruction.

1.1.4 [1.1.3] Question Not Used (please respond N/A)

1.1.5 [1.1.4] Please provide copies of Certificate of Incorporation. Please also provide any changes of name, registered office and principal place of business, date of incorporation if different from 1.1.1

1.1.6 [1.1.5] Has your organisation been involved in any court action and/or industrial tribunals over the last 5 years?

1.2 MANDATORY GROUNDS FOR REJECTION - Question Section

Question	Description	Response
1.2.1 [1.2.1]	REGULATION 23 - STATEMENT RELATING TO GOOD STANDING- Grounds for obligatory Exclusion (ineligibility) and Criteria for Rejection of Candidates in accordance with Regulation 23 of the Public Contracts Regulations 2006 (as amended) - Attachment 10	<input type="text"/>
1.2.2 [1.2.1]	Please confirm that you have downloaded, read and agreed to Attachment 10 entitled (Statement Relating To Good Standing)	<input type="text"/>

1.3 CONFIDENTIALITY - Question Section

Question	Description	Response
1.3.1 [1.3.1]	Please confirm that confidentiality for the organisation and all staff will be maintained throughout the duration of the contract.	<input type="text"/>

1.4 CERTIFICATE OF BONA FIDE TENDERING - Question Section

If one of the questions, require an attachment, click **Click to attach file**.

1.4.2 [1.4.2] Please upload a signed copy of the attachment entitled 'Certificate of Bona Fide Tendering'. This document can be found in Attachment 8. Please copy the form and upload into the Qualification envelope. If this document is not completed and uploaded then your bid will be disqualified

[Click to attach file](#)

You will see this page. Click **Browse** button to find your file on your computer.

Foreign and Commonwealth Office eSourcing Portal - Windows Internet Explorer

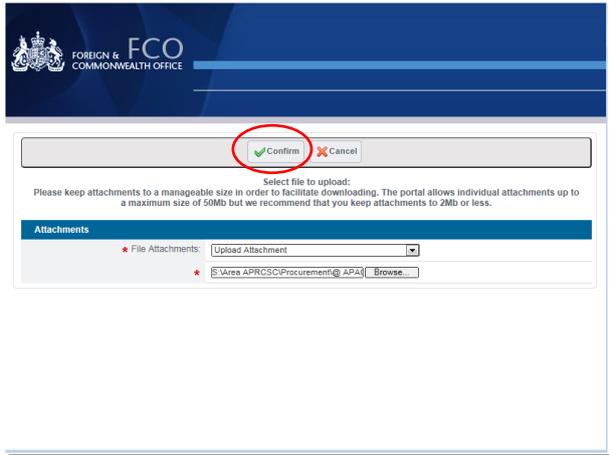
https://fco.bravosolution.co.uk/esop/mdf/attach/upload.do?moduleSessionId=164374708_ncp=1413792486054.347269-1

Confirm Cancel

Select file to upload:
 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.

Attachments

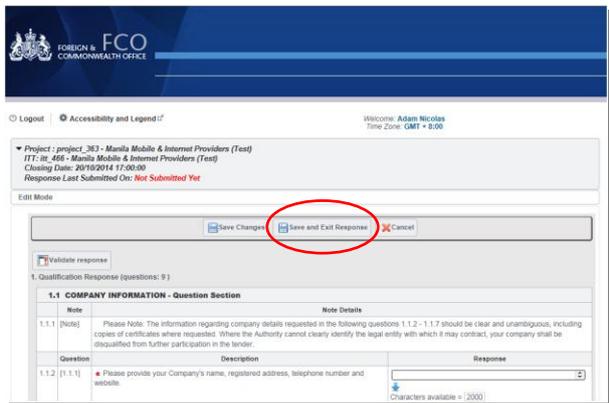
* File Attachments:



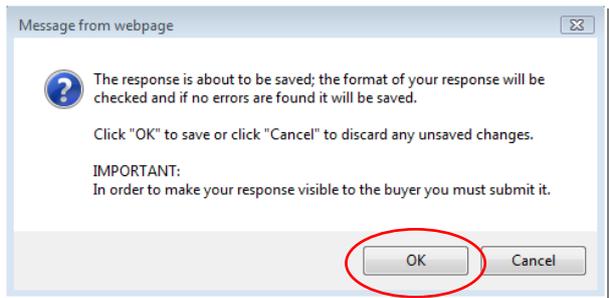
Once file is uploaded, click **Confirm** button to complete.



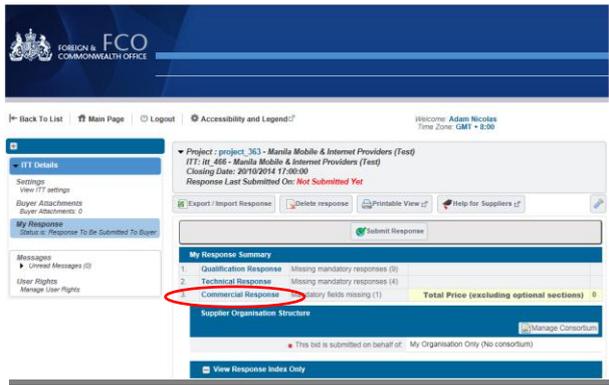
You will see on the question where it is required for the attachment the filename of your file that was successfully uploaded.



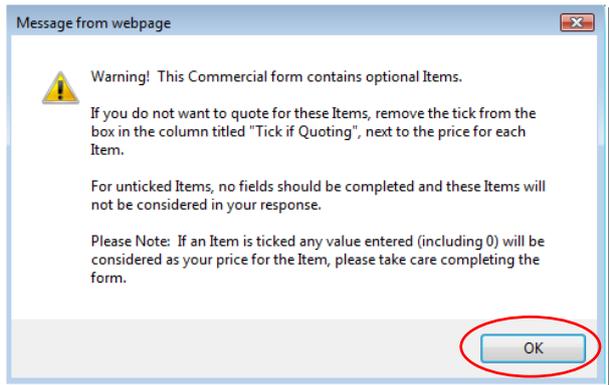
Once all questions have been answered, click **Save and Exit Response** button to proceed with the next set of questions. Or you can just click **Save** button if you want to come back later on.



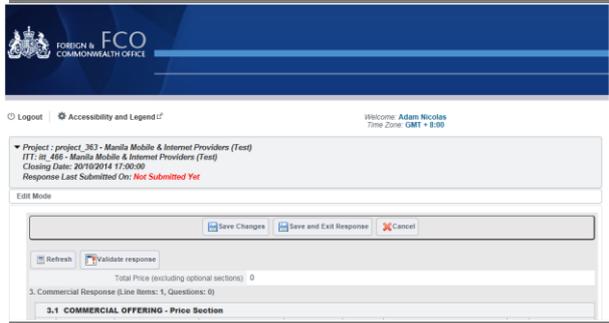
You will see this dialog box after clicking, **Save and Exit Response** button. Just click **OK** to continue. Continue answering the rest of the questions by following all the steps 8-13 as a guide.



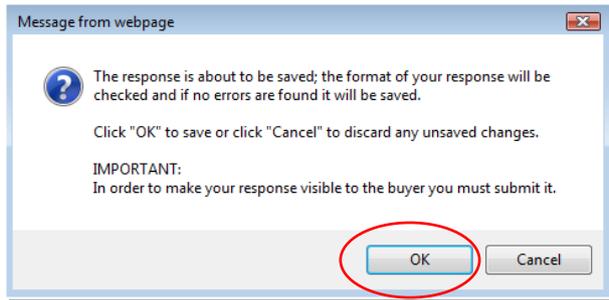
When it comes to the **Commercial Response** link, after clicking you will see the dialog box below:



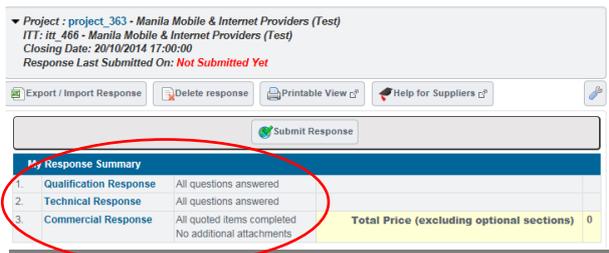
Just click **OK**



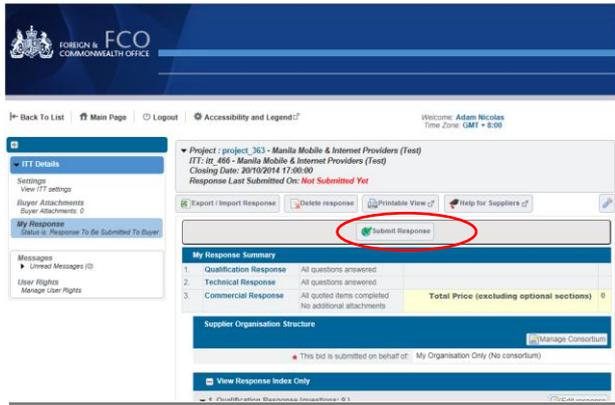
Answer the required field once more. Once completed, click **Click and Exit Response** button to complete and continue.



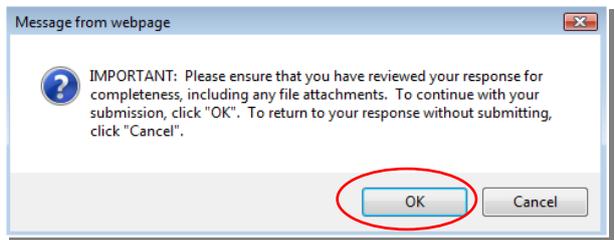
Another dialog box will appear, click **OK** to continue.



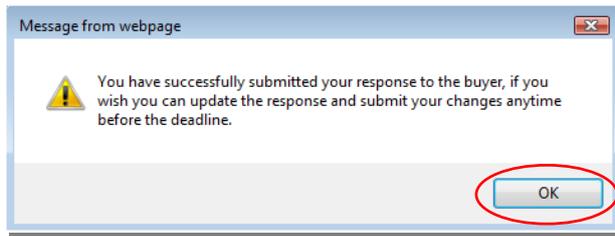
Once all questions have been answered and completed, you will see on your **My Response Summary** list that **All questions answered**.



Click **Submit Response** button to publish your reply.



You will then see this dialog box, click **OK** to continue. Another dialog box will appear to inform you that you have successfully submitted your response to the buyer. Click **OK** then wait for the buyer to contact you.



If you require any further assistance please consult the online help, or contact the eTendering helpdesk.