



Skills Funding  
Agency

**This document has  
been withdrawn as it is  
out of date.**

## E-tendering Portal Guidance

- Before you start.
- Part A – How to register on the Skills Funding Agency e-tendering portal.
- Part B – How to locate the due diligence questions.
- Part C – How to access the capacity and capability questions.
- Hints and tips.

September 2016

## **Before you start**

First, read the 'Read me First' document available on the [Register of Training Organisations](#) section of our website on [GOV.UK](#).

Make sure that you have a UKPRN (UK Provider Registration Number):

- Check using the [UK Register of Learning Providers](#) (UKRLP) website.
- If you do not have a UKPRN you need to register on the UKRLP) website:
  - You must register your legal name against the UKPRN.
  - If you are a sole trader or partnership make sure that you include your trading name in your registration.
- See Part A below.

## Part A – How to register on the Skills Funding Agency e-tendering portal.

If your organisation is already registered on the e-tendering portal, but you have forgotten the password, user details, or are unsure whether you hold an account, please contact [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) for advice.

1. If your organisation has not already done so, please register on the [e-tendering portal](#).

Home | About us | News | Providers | Employers | Publications | Looking for training?

**Skills Funding Agency**

Welcome to Skills Funding Agency eTendering 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.

An agency of the Department for Business, Innovation & Skills

European Union  
European Social Fund

**Login / Register**  
username  
password  
Go  
Click here to register  
Click here for details on how to register  
Forgot your password?

**Useful links**

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

For Help Click Here

2. Read through the 'User Agreement'.

14:14 WED - Western Europe Time

Skills Funding Agency

User Agreement

High Contrast Stylesheet | Adobe PDF file

**USER AGREEMENT**

1. Introduction  
1.1. This User Agreement between Skills Funding Agency 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 (ITN), an Invitation to Participate in Dialogue (IPD), an Invitation to Submit Offer (ISO), Invitation to Submit Final Tender (ITFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ), an electronic Auction or an electronic Contract. This 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 User's 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, use of 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 User 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 apply):  
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 renew, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy the breach of such breach within a period of ten (10) Working Days.  
2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice to Supplier's legal advisors.

3. Registration  
3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing the required registration details and specifying a user ID and password.

I have read and agree to the eSourcing Service User Agreement

I agree  I do not agree

Next

3. You are then directed to the registration form, which has two sections:
  - i. Organisation details.

## ii. User details.

The screenshot shows a registration form with two main sections: 'Organisation Details' and 'User Details'. The 'Organisation Details' section includes fields for Organisation Name, Address line 1, City, State/County, Postal Code, Country (pre-filled with UNITED KINGDOM), Main Organisation Phone Number, Organisation Fax Number, Organisation Email Address, Web site, Organisation Legal Structure, Company Registration Number, VAT Number, and UK Provider Reference Number. The 'User Details' section includes fields for Title, Last Name, First Name, Phone Number, Mobile Phone Number, Fax Number, Email Address (with a note that it is important for access), Role within Organisation, and Preferred language for use in system interface.

Complete the form and check that all your details are correct, then save the form.

### TIPS:

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

You can add more than one email address to receive alerts by adding a semicolon (;) after each address you enter.

4. You will then receive an email from Bravo Solution containing your chosen username and a unique password. They will send this to the email address you entered as part of your registration.

**TIP:** If you have not received the registration email, check your 'spam' or 'junk' folder: anti-spam software may have blocked it. Add the sender to your 'safe sender' list to prevent blocked messages.

5. When you log into the e-tendering portal for the first time you will need to change your password: you have then successfully registered on the SFA's e-tendering portal.

**NOTE:** If you are registering on the e-tendering portal to enter the Register, this is not the end of the process: you need to complete the pre-qualification questions (please refer to 'Part B – How to locate the due diligence questions'.)

## Part B – How to access the due diligence questions.

On the main page click on the link 'ITTs 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 "PQQs Open to All Suppliers"

Once you have expressed an interest in the Assurance Gateway online Questionnaire or other PQQs they will move to your "My PQQs" 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 (PQQs)
  - My PQQs
  - PQQs 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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You will now see a list of live ITTs.

15:09 WET - Western Europe Time SFA MEME Help



#### My ITTs

ITTs Open to All Suppliers

Select a Filter

ITT Code	ITT Title	Project Code:	ITT Status	Time limit for Expressing Interest	Buyer Organisation
itt_30006	Register Opening February 2016 - Capacity & Capability	project_17023	Running	02/03/2016 17:00	Skills Funding Agency

Total 1 10 Page 1 of 1

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Select ITT\_30187: Register Opening September 2016 – Capacity & Capability

This will take you to a summary page where you can review the details of the ITT, such as the title, description, current status and closing date.

Skills Funding Agency

ITT: itt\_30006 - Register Opening February 2016 - Capacity & Capability Running

Project: project\_17023 - Register Opening - February 2016  
Closing Date: 02/03/2016 17:00:00

Express Interest X Decide Later Printable View

**Response Status**

Response Status  
Response Not Submitted To Buyer

**Overview**

ITT Code  
itt\_30006

ITT Title  
Register Opening February 2016 - Capacity & Capability

ITT Description  
This is the second opening of the Register of Training Organisations since the annual refresh in June 2015. Candidates that failed either the due diligence and/or the capacity and capability questions MUST review the Read Me First document and follow the instructions on what you need to do in terms of completing the application. This also applies if you wish to complete the capacity and capability questionnaire having only completed the due diligence questionnaire at the refresh.

For other applicants, your organisation should complete this if you are:

- In our supply chain and wish to compete for additional funding
- In our supply chain and want to keep a direct contract
- An organisation which wishes to compete for a direct contract when opportunities become available
- Seeking to operate as a subcontractor with an aggregate value of €100,000 or more
- A new organisation that wants to be listed on the Register
- An organisation seeking to bid for ESF funded provision in the forthcoming procurement rounds

The pre-qualification process includes due diligence questions (itt\_30004) and capacity and capability questions (itt\_30006) both of which are available to complete. This questionnaire must be submitted before the capacity and capability ITT.

You must complete this due diligence questionnaire if you want to enter the Register. You must also complete the capacity and capability questions in itt\_30006 if you want to be invited to tender when opportunities become available. Lead providers wishing to apply for growth in the future should also complete it.

The Due Diligence questions collect important details about your organisation, test compliance with the Public Contract Regulations 2015 and will determine if your organisation is financially robust.

When you have reviewed this information, click 'Express Interest' to register your interest.

Two pop-up screens will appear, click 'OK' for each of them

Back to List

ITT: itt\_30006 - Register Opening February 2016 - Capacity & Capability Running

Project: project\_17023 - Register Opening - February 2016  
Closing Date: 02/03/2016 17:00:00  
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.

ITT Details Multi Lot ITTs (1) Messages (unread 0)

**Multi Lot Project**

Multi Lot Project Title  
Register Opening - February 2016

**Qualification Only ITT - Common to All Lots**

Type	ITT Code	ITT Title	Closing Date	ITT Status	Response Status	Multi Lot Response Status
1	itt_30004	Register Opening February 2016 - Due Diligence	02/03/2016 17:00	Running	Response Not Submitted To Buyer	Multi Lot Response Incomplete

**Lots**

Type	ITT Code	ITT Title	Closing Date	ITT Status	Response Status	Multi Lot Response Status
1	itt_30006	Register Opening February 2016 - Capacity & Capability	02/03/2016 17:00	Running	Response Not Submitted To Buyer	Lot Response Not Set

Total 1 Page 1 of 1

You can now access the questions, and create a response

The due diligence questions will now appear on your 'My ITTs' page.

eTendering Service > Supplier Reserved Area logout >

**Thank you for registering on Skills Funding Agency eTendering Service.**

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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 "PQQs Open to All Suppliers".

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

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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
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- 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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To create a response to the due diligence questions:

Go to the 'My ITTs' page:

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My ITTs ITTs Open to All Suppliers

Filter By: All ITTs Select a Filter

ITT Code	ITT Title	Project Code	ITT Status	ITT Closing Date/Time	Buyer Organisation	Response Status
1	itt_30005 Register Opening February 2016 - Capacity & Capability	project_17023	Running	02/03/2016 17:00	Skills Funding Agency	Response Not Submitted To Buyer
2	itt_30004 Register Opening February 2016 - Due Diligence	project_17023	Running	02/03/2016 17:00	Skills Funding Agency	Response Not Submitted To Buyer

Total 2 10 Page 1 of 1

Select 'Due diligence'.  
(ITT 30186)

Back to List

ITT: itt\_30004 - Register Opening February 2016 - Due Diligence

Project: project\_17023 - Register Opening - February 2016  
Closing Date: 02/03/2016 17:00:00  
Response Last Submitted On: Not Submitted Yet

Warning You have 7 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

ITT Details Multi Lot ITTs (1) Messages (Unread 0)

Settings Buyer Attachments (7) My Response User Rights

View Response Index Only

1. Qualification Response (questions: 1)

1.1 MANDATORY REQUIREMENTS - Question Section

Note	Note Details
1.1.1 NOTE	The Register - Due Diligence
1.1.2 NOTE	Before you commence completion of this online Questionnaire please ensure the following takes place: We will check whether your organisation is a legal entity as the Secretary of State for Business Innovation and Skills acting through the Skills Funding Agency (SFA) will only contract with legal entities. Your organisation is included in the UK

Create Response

Now create your response.

Remember to 'submit' your final responses before the closing date and time.

### Part C – How to access the capacity and capability questions.

In order to access the capacity and capability questions please ensure you have completed 'part B' of this document.

On the main page, select the My ITTs option.



Select 'Capacity and capability'.  
(ITT 30187)



ITT Code	ITT Title	Project Codes	ITT Status	ITT Closing Date/Time	Buyer Organisation	Response Status
itt_30006	Register Opening February 2016 - Capacity & Capability	project_17023	Running	02/03/2016 17:00	Skills Funding Agency	Response Not Submitted To Buyer
itt_30004	Register Opening February 2016 - Due Diligence	project_17023	Running	02/03/2016 17:00	Skills Funding Agency	Response Not Submitted To Buyer



You can now create your response.

Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

[Create Response](#)

1. Qualification Response (questions: 1)

1.1 MANDATORY REQUIREMENTS - Question Section

Remember to 'submit' your final responses before the closing date and time. You cannot submit your response to the capacity and capability questions until you have submitted a response to the due diligence questions.



## Hints and Tips

Here you will find some useful hints and tips when accessing the e-tendering portal.

### How to retrieve username details and a forgotten password:

If you have forgotten your username or password, you will need to send an email to [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) as Bravo Solution manage the e-tendering portal. A member of the team will then help you get back into the system.

### How to send or respond to a message through the message board:

If you have any queries regarding the pre-qualification questions, please refer to the 'Read me First' guidance in the first instance. For further information, contact us through the ITT message board.

We also send messages to you through the message board, and you are able to respond in the following way:

1. Log on to the e-tendering portal and select '**My ITTs**' then select the relevant ITT.

To view your received messages, hover your mouse over the '**Messages Unread**' tab and click '**Received Messages**'

The screenshot shows the Skills Funding Agency e-tendering portal. At the top left is the Skills Funding Agency logo. The main content area displays the details for an ITT: 'itt\_30006 - Register Opening February 2016 - Capacity & Capability'. Below this, there is a yellow warning banner: 'Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.' The 'Messages Unread' tab is selected, and the 'Received Messages' sub-tab is highlighted. Below the tabs, there is a 'Create Response' button. The main content area displays a list of messages, including a '1.1 MANDATORY REQUIREMENTS - Question Section'.

2. You will then be able to view your messages, including when the message was sent, when the message was opened and when you replied.

## How to add a user to your Bravo e-tendering account:

To ensure you do not miss any information sent through the e-tendering portal, we recommend that you add another user/s to your organisation's registered account. These users will then receive any automated email alerts.

To add a user to your account:

On the main page, click **'Manage Users'**.

eTendering Service > Supplier Reserved Area logout >

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#### Tender Projects


- Projects
- Pre-Qualification Questionnaires (PQs)

**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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Click **'Create'**.

Skills Funding Agency

Users Roles Divisions

Create ...

Filter By: All Users Select a Filter

No Users to display

New User

Save Cancel

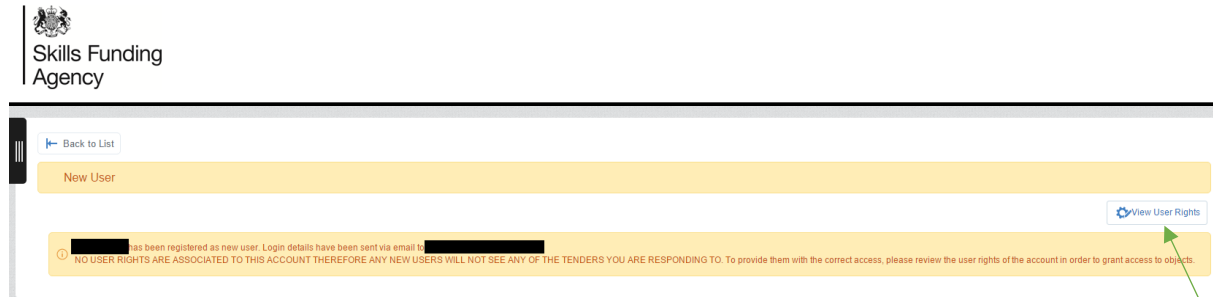
**User Details**

- Last Name
- First Name
- User Tag for Codes
- Email
- Telephone Number
- Mobile Phone Number (please enter "+<sup>+</sup>" "country code" and "your mobile phone number" with no spaces)
- Division Name
- Department
- Role
- Choose your Username and check it is not already in use
- Preferred Language
- Time Zone

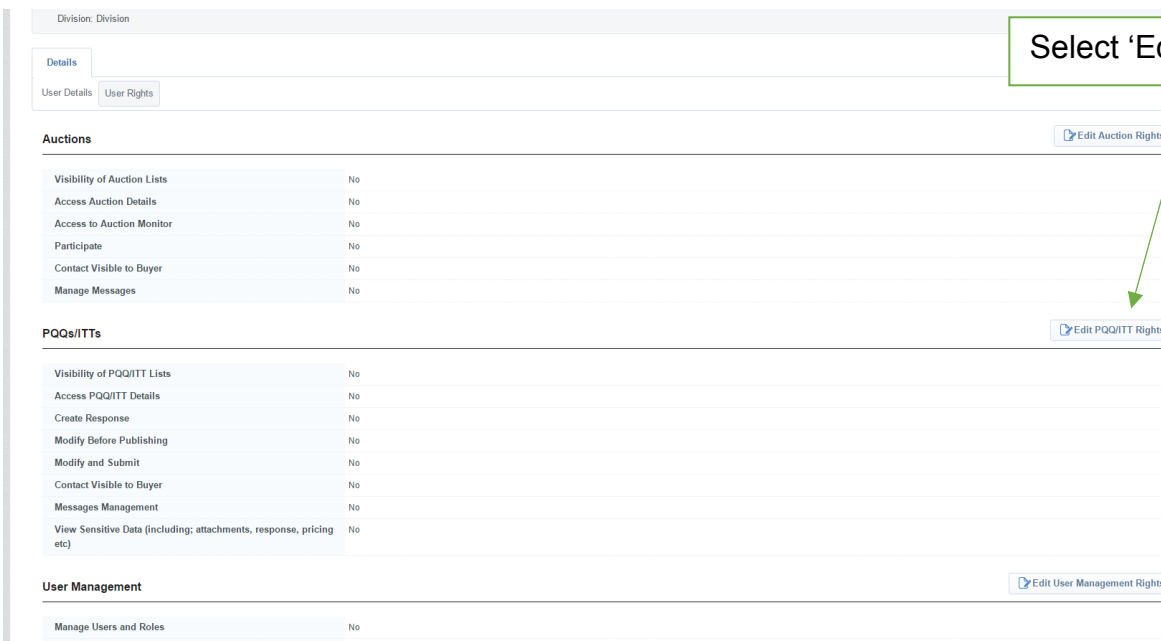
(GMT 0.00) Western Europe Time, London, Lisbon

Complete the **'user details'** fields. Once you have checked the details are correct, click **'save'**.

Now that you have added a new user, you will need to assign the appropriate rights to their user account:

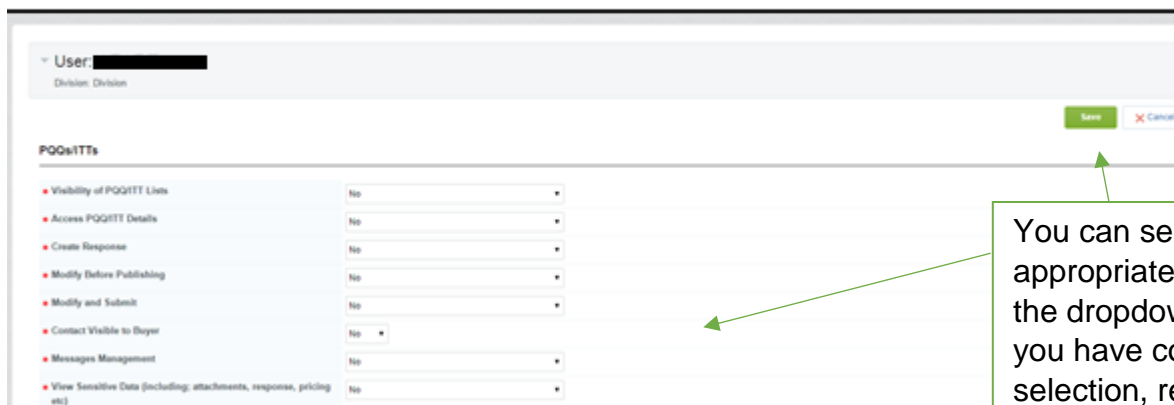


Select 'View User Rights'.



Select 'Edit PQQ/ITT Rights'.

**NOTE:** The 'edit auction rights', 'edit supplier management rights' and 'edit directories rights' are not relevant and do not need to be amended



PQQs/ITTs	
• Visibility of PQQ/ITT Lists	No
• Access PQQ/ITT Details	No
• Create Response	No
• Modify Before Publishing	No
• Modify and Submit	No
• Contact Visible to Buyer	No
• Messages Management	No
• View Sensitive Data (including: attachments, responses, pricing etc)	No

You can select the appropriate user rights from the dropdown lists. Once you have completed your selection, review the rights you have selected and click 'Save'.

**TIP: Access rights explanation**

**See PQQ/ITT:** Ability to view active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' links. [Note: If there are no opportunities available at a certain point in time, nothing will be visible.]

**View PQQ/ITT Details:** Ability to click on active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' menu, and view details.

**Create response:** Ability to express an interest and begin the process of completing a PQQ/ITT.

**Modify before publishing:** Ability to log in and make amendments to active PQQ/ITT responses.

**Publish and modify:** Ability to submit a response on behalf of your organisation and make amendments to PQQs/ITTs.

**Contact visible to the buyer:** If we need to contact you, the contact details of this user will be visible to us.

**Messages management:** Ability to access message boards of a PQQ/ITT. The user will be able to review messages that we send and also send messages to us.

**View sensitive data:** Ability to view attachments that you upload as part of your responses to PQQs/ITTs. For example, organisations charts that you upload when completing an application to the Register of Training Organisations.