



European Union  
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# North West Network

## Learning and Skills Council Procurement Round 2008/09

### Locating the PQQs

# Location of PQQs

- PQQs can be accessed through the BRAVO portal.
- To view the questionnaires you need to either register on the portal or already have a PQQ

<https://lsc.bravosolution.com/web/login.shtml>

- Log in to the portal and:
  - Click on PQQs Open to All Suppliers
  - Choose the heading of the PQQ you would like to respond to
  - Click on the PQQ NUMBER

## 2. Registration

News What we do Providers Publications Vacancies Regions

**>lsc**  
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### Welcome to Learning and Skills 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

**2.1 To register your organisation on the LSC eTendering Portal, click 'Click here to register'.**

#### Opportunities and notices

- View current opportunities and notices
- View past opportunities and notices
- View current pan-government advertised opportunities

#### Login / Register

username

password  
 **Go**

[Click here to register](#)  
[Forgot your password?](#)

#### Useful links

- OGCbuying.solutions
- OGC
- SIMAP
- Tenders Electronic Daily (TED)
- SOPO
- CIPS
- Constructionline
- Supply2.gov.uk

**For Help Click Here**

## 2. Registration

VISITORID=0000400E-11D3DAFAD60-293

Certificate Error

Live Search

Page Tools



# >lsc

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## User Agreement

### eTendering Portal User Agreement:

General Terms and Conditions for Supplier participation in procurement events conducted through Learning and Skills Council eTendering Portal.  
This Service is provided free of charge by Learning and Skills Council to prospective Suppliers.

#### USER AGREEMENT

##### 1. Introduction

1.1. This User Agreement between Learning and Skills Council (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), a Request for Quotation (RFQ) or an electronic Auction. This User Agreement applies to the Supplier's and its Supplier User accessing the System using the user ID and password provided by this User Agreement.

2.2 All organisations should read through the 'User Agreement'.  
You must then tick the box that states 'I agree' and click the 'GO' button to continue...

1.3. The Supplier User accessing the System 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.

I have read and agree to Learning and Skills Council eTendering Service User Agreement



[View Agreement](#)



I agree



I do not agree

[CONTINUE](#)

[Go](#)



OGCbuying.solutions is an Executive Agency of the Office of Government Commerce in the Treasury



OGCbuying.solutions Managed Service provided by BravoSolution - © BravoSolution - System Requirements - Terms and Conditions

Internet

100%

## 2. Registration

sessionid=F96A67A67393FB376A75DF2027D3CAA5.ogcadm\_lb3

Certificate Error

Live Search

Page Tools



GB

### Registration Data

[ Save ] - [ Reset ] - [ Close Window ]

\* = mandatory fields

| Organisation Details  |                      |
|---|----------------------|
| * Organisation Name   | <input type="text"/> |
| * Address line 1  | <input type="text"/> |
| * City  | <input type="text"/> |
| * County  | <input type="text"/> |
| * Postal Code   | <input type="text"/> |
| * Country   | UNITED KINGDOM       |
| * Main Organisation Phone Number                              | <input type="text"/> |
| Organisation Fax Number (for Accounts)                        | <input type="text"/> |
| * Organisation Email Address (for Accounts)                   | <input type="text"/> |
| Web site  | <input type="text"/> |
| * Organisation Legal Structure                                | <input type="text"/> |
| * Company Registration Number (if not registered enter 'N/A') | <input type="text"/> |
| * VAT Number (if not registered enter 'N/A')                  | <input type="text"/> |
| User Details  |                      |
| Title   | <input type="text"/> |
| * Last Name   | <input type="text"/> |
| * First Name  | <input type="text"/> |

2.3 Please complete ALL the 'Registration Data' and click 'save'. This will generate an auto-alert to the registered email address detailing a unique password.

Note: The Registration form contains two sections: 'Organisation Details' and 'User Details'. You should enter user details for the individual responsible for completing ALL tenders.

TIP: Ensure you have entered a memorable 'username' and a valid 'email address'. All future correspondence regarding tender activities will be sent to this registered email address.

# Location of PQQs

To view a PQQ

- Attachments include:
  - QPF Read me first
  - QPF Specification
  - Additional question Based instructions
  - Supplier guide

## 4. Responding to PQQs

nd\_s.jsp Certificate Error Live Search

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eTendering Service > Supplier Reserved Area [logout >](#)

### Thank you for registering on Learning and Skills eTendering Service.

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 "PQQs Open to All Suppliers"

Once you have expressed interest in a PQQ it will move to your "My PQQs" 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.

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 to your "My ITTs" page.

### Supplier Helpcenter

- Online Help Content
- Frequently Asked Questions
- Responding to the ESF 08/09 ITT Stage

### User profile

- Manage Your Profile
- Modify Password
- Manage Users

### 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**

4.1 To view a list of Pre-Qualification Questionnaires that are available, click the 'PQQs Open to All Suppliers' link...

NOTE:  
Open Access PQQs/ITTs is a list of projects that are 'Open' to any registered supplier to view and participate in.

My PQQs/ITTs are projects specific to you – either you have been invited into or have previously expressed interest

Internet 100%

# 4. Responding to PQQs



Main Page | Logout Welcome: test2 x | Time Zone: GMT Language: GB Select Module: Projects

Projects PQQs ITTs Auctions

My PQQs | >> PQQs Open to All Suppliers

## PQQs Open to All Suppliers

4.2 Here you can see the list of PQQ's. (note: this is an example & your screen might have more or less PQQ's)...

| PQQ Code | PQQ Title  | PQQ Closing Date | PQQ Status |
|----------|--|------------------|------------|
| 1        | pqq_13862 Type 2 Questionnaire 15/10/08                              | 31/10/2008 12:00 | Running    |
| 2        | pqq_13873 Type 2 - Learner Focused Non-Accredited Provision 24/10/08 | 31/10/2008 16:00 | Running    |
| 3        | pqq_13872 Type 2 - Employer Focused Provision 24/10/08               | 31/10/2008 16:00 | Running    |
| 4        | pqq_13871 Type 2 - Learner Focused Accredited Provision 24/10/08     | 31/10/2008 16:00 | Running    |
| 5        | pqq_13869 Type 2 Generic 24/10/08                                    | 31/10/2008 16:00 | Running    |
| 6        | pqq_13867 Type 1 Questionnaire 23/10/08                              | 31/10/2008 16:00 | Running    |
| 7        | pqq_13866 Overall DPS - Complete Me First 23/10/08                   | 31/10/2008 16:00 | Running    |

Total PQQs: 7 Page 1 of 1 [ Export to Excel ] - [ Remove Filter ]

4.3 Please select the relevant PQQ that you would like to complete. Then click on the PQQ Title to 'express an interest'...

Search / Filter

|                 |                      |
|-----------------|----------------------|
| Search By       | ---                  |
| Search Criteria | ---                  |
| Value           | <input type="text"/> |
| PQQ Status      | Running              |

[ Search ]

# 4. Responding to PQQs



Main Page | Logout Welcome: test2 x | Time Zone: GMT Language: GB Select Module: Projects

Projects PQQs ITTs Auctions

My PQQs >> PQQs Open to All Suppliers

Project : project\_8737 - TEST DPS Questionnaires  
Event : pqq\_13866 - Overall DPS - Complete Me First 23/10/08

4.4 This will take you to a summary page showing a description, closing date and the current status of the PQQ...

- Details
  - Settings
  - User Rights
  - Actions
- [ Printable View ]  
[ Express Interest ]  
[ Back To List ]

|  |  |   |
|--|--|---|
| Response Status  |  | ? |
| Response Status  | Response Not Submitted To Buyer          |   |
| Overview   |  | ? |
| PQQ Code   | pqq_13866                                |   |
| PQQ Title  | Overall DPS - Complete Me First 23/10/08 |   |
| PQQ Description  |  |   |
| Type of Supplier Access  | PQQ Open to All Suppliers                |   |
| Contract Duration  | 4 years                                  |   |
| Test PQQ   | Yes                                      |   |
| Buyer Organisation   | evmadmin                                 |   |
| Buyer Name   | evmadmin evmadmin                        |   |
| Additional Information   |  | ? |
| Options for Viewing Responses                                    | Unsealed                                 |   |
| End Date for Supplier Clarification Messages - Date (dd/mm/yyyy) |  |   |
| End Date for Supplier Clarification Messages - Time              |  |   |
| Closing - Date (dd/mm/yyyy)                                      | 31/10/2008                               |   |

4.5 Click on 'Express Interest' to register your interest with the LSC and to view the Pre-Qualification Questionnaire...

# 4. Responding to PQQs

Note: Once you Express an Interest the PQQ will automatically move into My PQQs

- This is often referred to as your reserved area on the portal where PQQs will be listed that you have expressed interest in or published a response to the buyer ...

[Main Page](#) | [Logout](#)

[Projects](#) | [PQQs](#) | [ITTs](#) | [Auctions](#)

>> [My PQQs](#) | [PQQs Open to All Suppliers](#)

## My PQQs

| PQQ Code                    | PQQ Title                                | PQQ Closing Date | PQQ Status          | Response Status                 |
|-----------------------------|--|------------------|---------------------|---------------------------------|
| 1 <a href="#">pqq_13866</a> | Overall DPS - Complete Me First 23/10/08 | 31/10/2008 16:00 | Running             | Response Not Submitted To Buyer |
| 2 <a href="#">pqq_13860</a> | Hannah & Asif's Test                     | 17/10/2008 12:00 | Closed: Invalidated | Response Submitted To Buyer     |

Total PQQs: 2

Page 1 of 1

[ [Export to Excel](#) ] - [ [Search / Filter](#) ]

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4.6 Please select the appropriate PQQ and click on the Title to begin completing your response...

**Microsoft Office Outlook**  
Connection to Microsoft Exchange has been lost. Outlook will restore the connection when possible.

# 4. Responding to PQQs



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4.7 This will take you to a summary page showing a description, closing date and the status of the PQQ...

Also note the number of attachments shown in the 'Attachments' button on the left-hand side of this page (to download these attachments, please refer to the 'supplier attachments guide')...

It is important to download ALL attachments before completing your response. Attachments contain key information and instructions on how to publish a fully complete response.

Please click 'Buyer Attachments'...

4.8 To respond to the PQQ click 'Reply'. You can choose not to respond by clicking 'Reject' and providing a reason as to why you do not wish to respond...

# 4. Responding to PQQs

tailRfq.do?userAct=answer

Certificate Error Live Search

**>lsc**  
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Main Page | Logout Welcome: test2 x | Time Zone: GMT

Projects PQQs ITTs Auctions

>> My PQQs | PQQs Open to All Suppliers

Project : project\_8737 - TEST DPS Questionnaires  
Event : pqq\_13866 - Overall DPS - Complete Me First 23/10/08

Response Details

**Technical Response**

PQQ Details

Settings, Buyer Attachments & Messages

Actions

[ Publish ]  
[ Reject ]  
[ Export / Import Response ]  
[ Back To List ]

Legend

\* = Mandatory Field  
abc = Enter text (2000 characters max.)  
123 = Enter Numbers (e.g. 123,456,78)

| Technical Envelope                 |   |
|------------------------------------|---|
| Response status                    | Response Not Submitted  |
| Technical Attachments >>>          | [ 0 ] [ Add Technical At  |
| Organisation Details - eVM Section |   |
| Question                           | Description   |
| 1                                  | IMPORTANT NOTE<br>Please be advised that a successful application will result in Qualified Provider Framework (QPF) to receive invitations to tender for educational services.  |
| 2                                  | NOTE<br>Inclusion on the list does not represent a quality mark nor will it necessarily result in an LSC contract. Accordingly, inclusion on the list cannot be used as a quality mark or to generate business from other government or private funding sources. If the LSC determines that a provider has used inclusion on the list in this manner the LSC reserves the right to remove them from the list. |
| 3                                  | NOTE<br>Inclusion in the list will not qualify providers to receive invitations to tender for 'priority services'; that is, Part A services as defined in The Public Contracts Regulations 2006 (for example skills brokerage services, information and guidance services or community grants).   |
| 4                                  | NOTE<br>This section requires ALL providers to provide details about the organisation.  |
| 5                                  | * [OD] Main Contact<br>Please provide the name and job title of the person within the organisation who can be contacted regarding this application process.   |
| 6                                  | * [OD] Main Contact Address<br>Please provide the address of the person within the organisation who can be contacted regarding this application process.  |

4.9 This takes you to the next screen, known as the 'Technical Response' screen, it is here that you will answer the questionnaire...

...note the following:

- The form is constructed in sections with questions below, work your way through the sections/questions observing the red asterisks indicating mandatory questions.
- Regularly click the 'Save' button to ensure that your information is saved and not lost if your connection is lost.
- For security purposes the portal will log you out after 15-20 minutes of inactivity.
- Text fields are limited to 2000 characters for brief responses only.

Note: If a question refers you to an attachment that needs to be completed, ensure it is downloaded and saved on your own pc, and once complete - upload the attachment back into technical parameters ...

# 4. Responding to PQQs

tailRfq.do?userAct=answer

Certificate Error

Live Search



# >lsc

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[Main Page](#) | [Logout](#)

Welcome: test2 x | Time Zone: GMT

Language: GB

Select Module: Projects

- Projects
- PQQs
- ITTs
- Auctions

4.10 Once you have entered your response and attached all the requested documents, please click 'Publish'

>> [My PQQs](#) | [PQQs Open to All Suppliers](#)

Project : project\_8737 - TEST DPS Questionnaires  
Event : pqq\_13866 - Overall DPS - Complete Me First 23/10/08

[ Save ] - [ Reset ]

- Response Details
- Technical Response**
- PQQ Details
- Settings, Buyer Attachments & Messages
- Actions
- [ Publish ]
- [ Reject ]
- [ Export / Import Response ]
- [ Back To List ]
- Legend
- \* = Mandatory Field
- = Enter text (2000 characters max.)
- = Enter Numbers (e.g. 123,456,78)

| Technical Envelope        |   | ? |
|---------------------------|---|---|
| Response status           | Response Not Submitted To Buyer                     |   |
| Technical Attachments >>> | [ 0 ] [ <a href="#">Add Technical Attachments</a> ] |   |

| Organisation Details - eVM Section |                             |   | ?                    |
|------------------------------------|-----------------------------|---|----------------------|
| Question                           | Description                 | Response  |                      |
| 1                                  | IMPORTANT NOTE              | Please be advised that a successful application will result in the organisation being listed on the Qualified Provider Framework (QPF) to receive invitations to tender for the direct delivery of educational services.  |                      |
| 2                                  | NOTE                        | Inclusion on the list does not represent a quality mark nor will it necessarily result in an LSC contract. Accordingly, inclusion on the list cannot be used as a quality mark or to generate business from other government or private funding sources. If the LSC determines that a provider has used inclusion on the list in this manner the LSC reserves the right to remove them from the list. |                      |
| 3                                  | NOTE                        | Inclusion in the list will not qualify providers to receive invitations to tender for 'priority services'; that is, Part A services as defined in The Public Contracts Regulations 2006 (for example skills brokerage services, information and guidance services or community grants).   |                      |
| 4                                  | NOTE                        | This section requires ALL providers to provide details about the organisation.  |                      |
| 5                                  | * [OD] Main Contact         | Please provide the name and job title of the person within the organisation who can be contacted regarding this application process.  | <input type="text"/> |
| 6                                  | * [OD] Main Contact Address | Please provide the address of the person within the organisation who can be contacted regarding this application process.   | <input type="text"/> |

## 4. Responding to PQQs

The screenshot shows the LSC website header with the logo and tagline "Leading learning and skills". Below the header is a navigation bar with tabs for "Projects", "PQQs", "ITTs", and "Auctions". The "PQQs" tab is active, showing a sub-menu with "My PQQs" and "PQQs Open to All Suppliers". The main content area displays a response summary for a specific PQQ, including project details and action buttons like "Export to Excel", "Confirm", and "Edit Response".

4.11 The system will summarise your response, please review and click 'Confirm' to submit it

**IMPORTANT: Please review your response for completeness (including any file attachments), and then click on "Confirm" to submit your response to the buyer.**

| Response Summary |                                 |
|------------------|---------------------------------|
| Supplier         | LSC Supplier Test 2             |
| Response status  | Response Not Submitted To Buyer |

  

| Organisation Details - eVM Section |  |
|------------------------------------|--|
| Question                           | Description  |
| 1                                  | <b>IMPORTANT NOTE</b> Please be advised that a successful application will result in the organisation being listed on the Q educational services.  |
| 2                                  | <b>NOTE</b> Inclusion on the list does not represent a quality mark nor will it necessarily result in an LSC contract from other government or private funding sources. If the LSC determines that a provider has used |
| 3                                  | <b>NOTE</b> Inclusion in the list will not qualify providers to receive invitations to tender for 'priority services'; t brokerage services, information and guidance services or community grants).                   |
| 4                                  | <b>NOTE</b> This section requires ALL providers to provide details about the organisation.   |
| 5                                  | [OD] Main Contact Please provide the name and job title of the person within the organisation who can be contacted   |
| 6                                  | [OD] Main Contact Address Please provide the address of the person within the organisation who can be contacted regarding t  |
| 7                                  | [OD] Main Contact Telephone Please provide the telephone number of the person within the organisation who can be contacted   |
| 8                                  | [OD] Main Contact Email Please provide the email of the person within the organisation who can be contacted regarding this application process.  |
| 9                                  | [OD] Region of Head Office Please confirm in which region your head office is located.   |

Note: This screen will display your response to both qualification and technical parameters and any attachments that you have successfully completed. It is strongly recommended that you double check your response is complete before confirming it and submitting it to the LSC.

Also note: that prior to the deadline, if needed, you can re-publish your existing response. (i.e. if you need to change a response to a question that you originally entered incorrectly)...

## 4. Responding to PQQs

do?from=detail&rfi=true

Certificate Error

Live Search

Home RSS Print Page Tools

**>lsc**

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Main Page | Logout

Welcome: test2 x | Time Zone: GMT

Language: GB Select Module: Projects

Projects PQQs ITTs Auctions

>> My PQQs | PQQs Open to All Suppliers

### My PQQs

| PQQ Code                    | PQQ Title                                | PQQ Closing Date | PQQ Status          | Response Status             |
|-----------------------------|--|------------------|---------------------|-----------------------------|
| 1 <a href="#">pqq_13866</a> | Overall DPS - Complete Me First 23/10/08 | 31/10/2008 16:00 | Running             | Response Submitted To Buyer |
| 2 <a href="#">pqq_13860</a> | Hannah & Asif's Test                     | 17/10/2008 12:00 | Closed: Invalidated | Response Submitted To Buyer |

Total PQQs: 2

Page 1 of 1

[ [Export to Excel](#) ] - [ [Search / Filter](#) ]

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^ Top

4.12 The response window will then close and the 'My PQQs' screen will refresh and show the new 'Response status' as 'Response Submitted to Buyer'...

NOTE: The registered email address will also receive confirmation that your response has been successfully published...

# How to respond to a PQQ

To respond to a PQQ:

- Click on Express interest to register your interest with the LSC and to view the PQQ
- Click on buyer attachments to access guidance
- Complete the online questionnaires in the Technical and Commercial Response screens
- Always save your work, when you click on 'express interest' the PQQ is moved to 'My PQQs' section on the initial screen

# Messaging service

To view messages:

- Click on the number of the PQQ you wish to respond to
- On the left hand side click on the 'Settings, Buyer Attachments & Messages' tab.
- Click on messages.

To send a message (regarding PQQ content):

- On the same screen, click in the created message link, underneath the list of messages.

To send a message (regarding BRAVO portal/technical difficulties):

- Email BRAVO solutions directly on [Help@BravoSolution.co.uk](mailto:Help@BravoSolution.co.uk)



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# Hints and tips

# Hints and Tips

- Ensure that you read and digest all documentation thoroughly
- Always use the secure messaging tool for communicating with the LSC.
- Only upload attachments when requested. Try to avoid uploading very large files.
- Answer all questions not just the mandatory ones.
- Ensure that you follow all instructions carefully – it is critical that you thoroughly review the advice given in all Supplier Help Guides and READ ME FIRST documents within the online tender.
- Please treat your username and password securely – if you lose or forget your password there is a link on the portal homepage where it can be emailed to the registered email address.
- Consistently **SAVE** your work – security protocols will automatically “time-out” after 20 minutes of inactivity

# Summary

- Register / Login to portal
- Complete Category Tree
- Complete the appropriate PQQs according to your Categorisation
- Upload ONLY requested attachments as part of your indicative tender response
- Interact with the LSC commercial team using the messaging service
- Publish your responses back to the LSC
- Receive a shortlist or exclusion notification
- Receive Invitation to Tender
- Complete and publish your ITT responses

# Contact details

- For questions regarding content of tenders: use BRAVO messaging system
- If you require any assistance use the online messaging service, or the BravoSolution help desk is available Mon – Fri (8am – 6pm) on:  
email: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)  
Phone: 0800 011 2470 / Fax: 020 7080 0480



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# Questions ?

# GET IN TOUCH!

PROJECT DEVELOPMENT

TRAINING SEMINARS

HELP TO LOCATE SUPPORTING DOCUMENTATION

TECHNICAL SUPPORT - APPLICATION SOFTWARE

BID IMPROVEMENT SERVICE

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TELEPHONE ADVICE LINE - 0161 236 6493

FAX SERVICE - 0161 228 6137

E-MAIL SERVICE - [info@nwnetwork.org.uk](mailto:info@nwnetwork.org.uk)

WEBSITE - [www.nwnetwork.org.uk](http://www.nwnetwork.org.uk)

BID IMPROVEMENTS - Ongoing