



How to respond to an invitation to tender (ITT)

A guide to help you with ITTs.



How to respond to an invitation to tender



no-reply@bloom.services
To: You

Dear Supplier,

Bloom invites you to participate in the following ITT - Invitation to Tender on Pro-Vide 2.0.

Type : ITT - Invitation to Tender

Code: itt_I092

Title: NEPRO - LB441

Project code: project_1844

Project title: NEPRO - LB441

IMPORTANT

In order to participate in the ITT - Invitation to Tender you must now create and submit a response to the Buyer.

1

When you are invited to respond to an ITT, you will receive an email to inform you of this. The email will include the name of the project and also the deadline.

When you login to Pro-Vide 2.0, you can see any ITTs that are awaiting your response from the Main Dashboard. There is also a countdown timer next to the ITT to show how long you have left to respond.

If you click into the ITT, you will automatically be directed to the response form.

2

The screenshot shows the 'Main Dashboard' with a section titled 'MY ITTS WITH PENDING RESPONSES'. A red box highlights a row for an ITT titled 'NEPRO3 - LB 22.1 test CR'. The row includes columns for ITT Title, Buyer Organisation (Bloom), Time to Close (04:56:53), ITT Closing Date/Time (18/03/2022 15:00), and Response Status (No Response Prepared). A mouse cursor is pointing at the ITT title. To the right, there are sections for 'QUICK LINKS', 'STANDARD LINKS', 'CUSTOM LINKS', and 'SERVICE UPDATES ACTIONS'.

	IN PROGRESS	COMPLETED	CANCELLED	NOT STARTED	TOTAL
Buyer	74	33	2		109
Supplier	65	39	2	2	108



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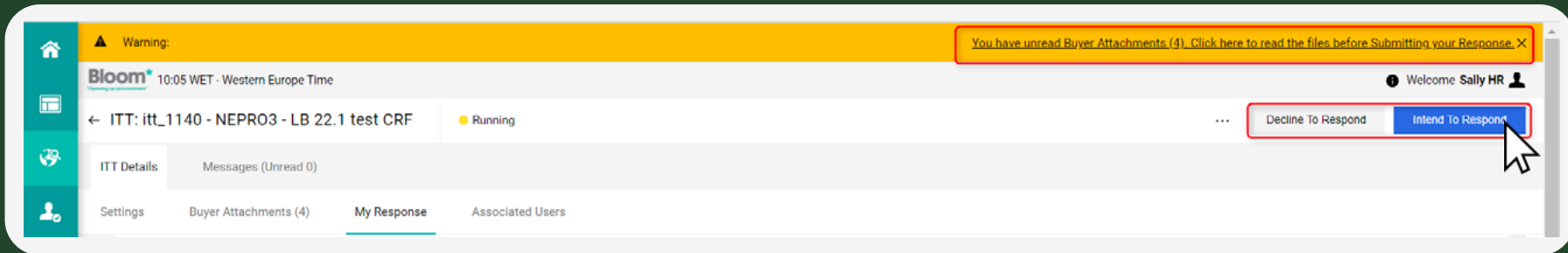




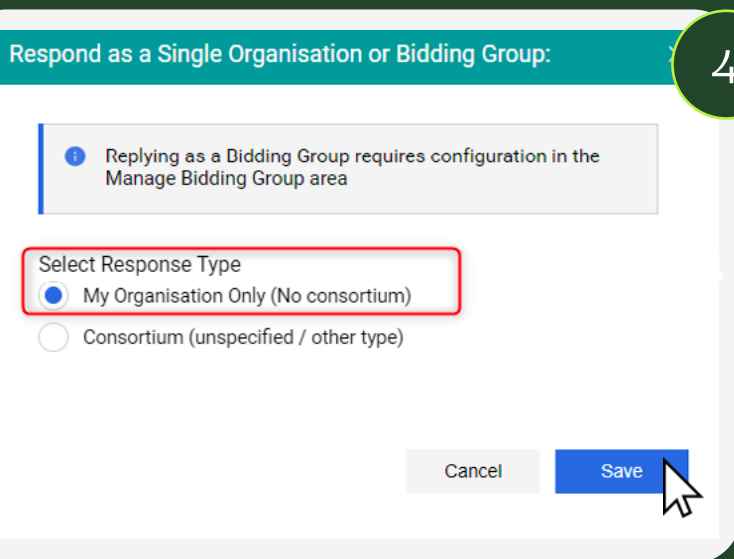
How to respond to an invitation to tender

3

Across the top of the page, you will have a bar to say you have unread attachments, these include any guidance notes to help you respond to the ITT.



4



There are also two buttons, one for you to Decline to Respond, if you chose not to respond you will be given a selection of auto responses as to why you wouldn't like to take part, you can also add any additional notes if needed. There is a button to Intend to Respond, you can press this button if you would like to respond and continue with the process, or if you would like to respond at a later time.

Once you press the Intend to Respond button, you will be asked if you would like the response type to be: My Organisation, or Consortium. At the moment we only use My Organisation so please select that. Consortium is something that can be used in future releases.

If there are any questions, or you need clarification on any questions, it is possible to message through Pro-Vide 2.0 If you are unsure on how to do this, please follow the Supplier Guide How to Submit clarification questions this can be found on our website, under the Supplier Resource's page:

Visit the Supplier Resources Page



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How to respond to an invitation to tender

5

Each ITT is split in to separate envelopes, the QUALIFICATION, TECHNICAL and COMMERCIAL.

The QUALIFICATION is a pass/fail section, so you must meet the minimum requirements to be able to progress to the next envelope, the responses in this envelope will auto populate from your Supplier Profile, which was completed at the time of registration.

You can however click the pencil icon to edit any questions as required. For instance if you have updated your Professional Indemnity insurance limit, you can re upload your documentation in the QUALIFICATION envelope. This response will pull the updated response into your Supplier profile, and it will be used for any future ITTs.

Ensure all questions are completed within the QUALIFICATION envelope. Once you have completed the responses, click save and move down to the TECHNICAL envelope.

The screenshot displays the '1. Qualification Response (Questions: 4)' section. A red box highlights the '1.1.1' question ID. Another red box highlights the 'RESPONSE' column for the first question, showing a file upload button and the filename 'Persona[5693].png (21 KB)'. A mouse cursor is pointing at the pencil icon in the top right corner of the response area.

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Nepro3 Standard Framework Terms	<p>* Description in Default Language</p> <p>Please download the attached terms and conditions for signature ensuring that the person signing has authority to sign and agree.</p> <p>Please ensure you complete all sections highlighted in Yellow.</p> <p>You must then upload a signed copy of the full agreement (signature pages only are not acceptable).</p> <p>Please get in touch with suppliers@bloom.services if you have any queries related the these terms and conditions.</p>	<div> User Persona[5693].png (21 KB)</div>
1.1.2 Provide a supporting case study using the template provided.	<p>* Please download the attached case study template, complete and upload here.</p>	<div> User Persona[5693].png (21 KB)</div>



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How to respond to an invitation to tender

6

The TECHNICAL envelope includes the quality questions that have been defined in the ITT to establish the credentials, experience and / or approach to the delivery of the requirement. You should respond to these questions as completely and comprehensively as you can.

Click the pencil icon to enter edit mode and complete each question. Some require attachments, which can be uploaded within the responses.

Ensure all questions are completed within the TECHNICAL envelope. Once you have completed the responses, click save. Move down to the COMMERCIAL envelope.

2. Technical Response (Questions: 4)

2.1 TECHNICAL ENVELOPE RESPONSES - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
2.1.1 Ability to meet the requirements: Project Plan	<p>* Please provide a project plan aligned to your proposed milestones, that details how you would deliver the required outcome.</p> <p>Upload a Gantt Chart that details all tasks, duration and resources (max 5MB file size)</p>	(no file attached)
2.1.2 Ability to meet the requirements: Please confirm that you can meet all requirements within the required timescales	<p>* Response of Yes will be taken as a confirmation that you can meet all required milestone dates as described in the statement of works</p>	
2.1.3 ▲ Evidence of Providing Similar Services: Case Study and Referee.	<p>* Please provide two case studies (which include contact details for referees associated with the project) taken from recent (within the last five years) and relevant engagements describing a similar output to the requirements of the proposed project</p> <p>Please use the template attached to this question providing a brief description of the work that was conducted and the benefits that were delivered. (max 5MB file size).</p>	(no file attached)



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How to respond to an invitation to tender

7

The COMMERCIAL envelope includes the commercial responses to the payment schedule as outlined by the statement of work. There are two sections to this, with the first section being for information and reporting only and the second section providing the value expected to be invoiced at each payment schedule being used as the basis of the scoring.

Click the pencil icon to edit and complete the questions.

Ensure you input the price for each schedule and input any expenses to be included.

Please note the Planned SDP Submission date within the Payment Schedule must be in the date format of DD/MM/YY. Once all responses are completed, press save. If awarded this envelope will form the Work Order.

QUESTION	DESCRIPTION	RESPONSE
3.1.1 When do you propose to deliver Milestone 1	* Enter the date proposed to complete full delivery of milestone 1	
3.1.2 Milestone 1 - Value	* Enter the value of milestone 1	
3.1.3 When do you propose to deliver Milestone 2	* Enter the date proposed to complete full delivery of milestone 2	



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How to respond to an invitation to tender

8

Now that all of the questions within the ITT have been answered, click Submit Responses in the top right corner of the page. This is a very important step, if you do not press this button, Bloom cannot see your response and you may not be included within the evaluation process.

Submit Response

The screenshot shows the Bloom ITT response interface. At the top, there is a header bar with the ITT title 'ITT: itt_1140 - NEPRO3 - LB 22.1 test CRF' and a status indicator 'Running'. On the right side of the header, there is a 'Submit Response' button highlighted with a yellow circle. Below the header, there are tabs for 'ITT Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (4)', 'My Response', and 'Associated Users'. The 'My Response' tab is selected. Below the tabs, there is a table with three columns: 'QUESTION', 'DESCRIPTION', and 'RESPONSE'. The first row shows a question '1.1.1 ▲ Nepro3 Standard Framework Terms' and a description 'Description in Default Language Please download the attached terms and conditions for signature ensuring that the person signing has authority to sign and agree. Please ensure you complete all sections highlighted in Yellow'. The response column shows a user profile icon and the text 'User Persona[5693].png (21 KB)'.

You have now successfully submitted your ITT response. Once the ITT has closed and the deadline has passed, Bloom and the Buyer will evaluate all Supplier responses. If successful Bloom will be in touch to confirm the next steps. If unsuccessful, you will be emailed with reasoning on why.



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