

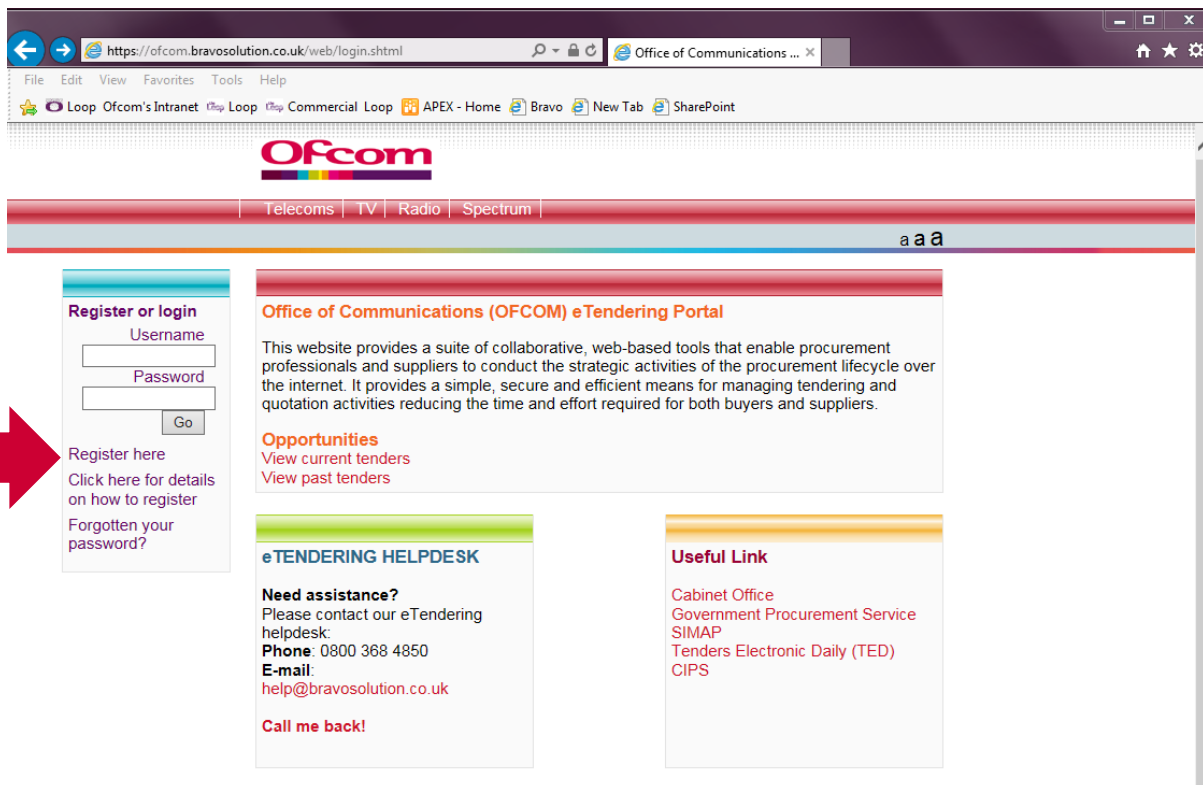
REGISTERING ON THE BRAVOSOLUTION eSOURCING PORTAL

Registering on the portal only takes a few moments and enables you to gain access to Pre-Qualification Questionnaires, Invitation to Tenders and other relevant documentation.

If you experience any problems while registering please telephone the **BravoSolution helpdesk on +44 (0)800 368 4850**.

STEP BY STEP GUIDE

1. Browse to the BravoSolution eSourcing Portal: <https://ofcom.bravosolution.co.uk>
2. Click on the “Register here” hyperlink.



The screenshot shows a web browser window with the URL <https://ofcom.bravosolution.co.uk/web/login.shtml>. The page features the Ofcom logo at the top, followed by navigation links for Telecoms, TV, Radio, and Spectrum. Below this is a search bar with the text 'a a a'. The main content area is divided into several sections:

- Register or login:** A box containing fields for Username and Password, a 'Go' button, and links for 'Register here', 'Click here for details on how to register', and 'Forgotten your password?'. A red arrow points to the 'Register here' link.
- Office of Communications (OFCOM) eTendering Portal:** A section with a description of the portal's purpose and links for 'Opportunities', 'View current tenders', and 'View past tenders'.
- eTENDERING HELPDESK:** A section titled 'Need assistance?' providing contact information for the helpdesk: 'Phone: 0800 368 4850' and 'E-mail: help@bravosolution.co.uk', along with a 'Call me back!' link.
- Useful Link:** A section listing links to 'Cabinet Office', 'Government Procurement Service', 'SIMAP', 'Tenders Electronic Daily (TED)', and 'CIPS'.

3. Please read the user agreement, select “I agree” and click “Next”.

https://ofcom.bravosolution.co.uk/esop/toolkit/initRegistration.do?_ncp=...

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Ofcom

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User Agreement

USER AGREEMENT

1. Introduction

1.1. This User Agreement between OFCOM 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 (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), 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 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:

I have read and agree to the eSourcing Service User Agreement

I agree I do not agree

4. Enter your organisation and user details.
5. Note the username you chose (we recommend the name of your organisation) and click "Save" when complete.
6. When your registration is activated you will receive an email confirming activation and then another email with your unique password to allow you to log into the portal.
7. Please note this has registered your **organisation** not an **individual**. If you wish add additional colleagues as users please contact the BravoSolution helpdesk and they will assist you.
8. Please note that the portal is a secure environment (similar to online banking) and will log you out if you are inactive for longer than 15 minutes. To avoid this happening whilst you are working it is advisable to allow pop-ups for this portal, you will then receive a two minute warning allowing you to refresh the session before you are logged out for inactivity.

If you require any further assistance please contact the BravoSolution helpdesk on +44 (0)800 368 4850 / help@bravosolution.co.uk