

LAA eTendering Quick Guides

QG03: Responding to PQQs and/or ITTs

1. Viewing PQQs/ITTs Open to all suppliers

Opportunities

Projects

Pre-Qualification questionnaires (PQQs)

- [My PQQs](#)
- [PQQs open to all suppliers](#)

Invitations to tender (ITTs)

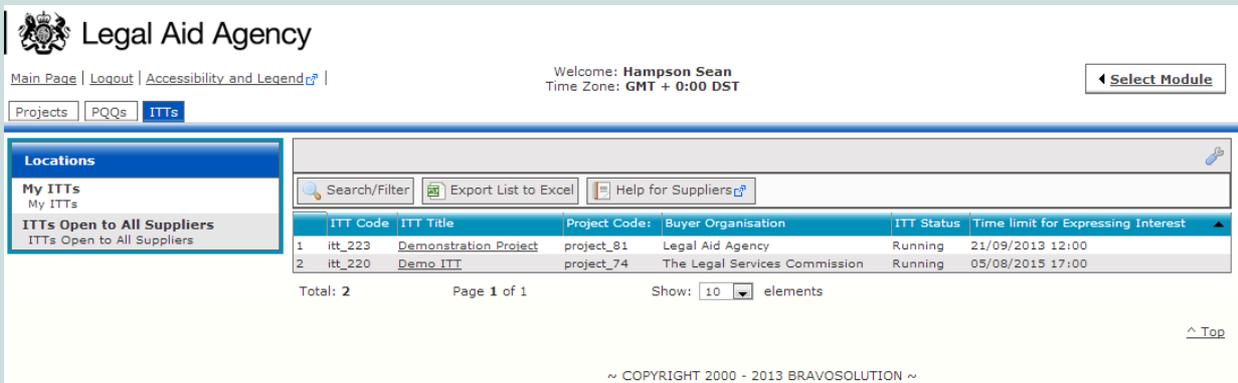
- [My ITTs](#)
- [ITTs open to all suppliers](#)

If you have been directly invited to respond to a PQQ/ITT it will appear in the 'My PQQs' or 'My ITTs' area.

Any registered organisation/supplier may 'Express interest' in a PQQ or ITT which is 'Open to all suppliers'.

To view a list of PQQs/ITTs that are open to all suppliers, click the 'ITTs/PQQs open to all suppliers' link.

2. Select a PQQ/ITT you're interested in...



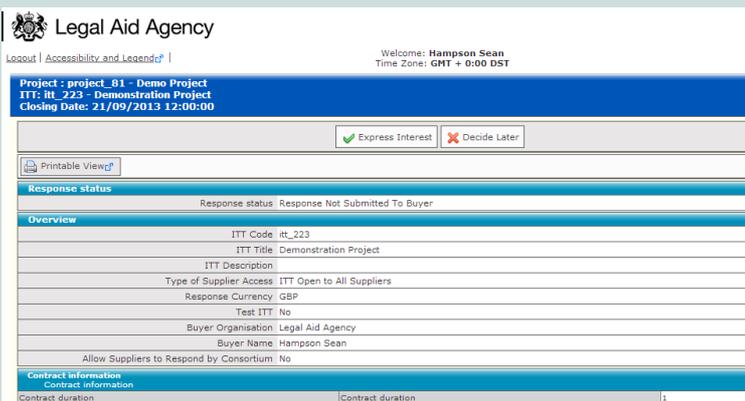
The screenshot shows the Legal Aid Agency eTendering interface. The user is logged in as Hampson Sean. The 'ITTs' tab is selected, and the 'ITTs Open to All Suppliers' section is active. A table lists two ITTs:

ITT Code	ITT Title	Project Code	Buyer Organisation	ITT Status	Time limit for Expressing Interest
itt_223	Demonstration Project	project_81	Legal Aid Agency	Running	21/09/2013 12:00
itt_220	Demo ITT	project_74	The Legal Services Commission	Running	05/08/2015 17:00

Total: 2 Page 1 of 1 Show: 10 elements

Select a PQQ/ITT that you would like to view. Then click on the PQQ/ITT title to view the details.

3. 'Expressing Interest'



The screenshot shows the 'Expressing Interest' page for the ITT 'itt_223 - Demonstration Project'. The page includes a 'Printable View' button and two buttons: 'Express Interest' (with a green checkmark) and 'Decide Later' (with a red X). Below this is a 'Response status' section showing 'Response Not Submitted To Buyer'. The 'Overview' section provides details:

- ITT Code: itt_223
- ITT Title: Demonstration Project
- ITT Description: [Blank]
- Type of Supplier Access: ITT Open to All Suppliers
- Response Currency: GBP
- Test ITT: No
- Buyer Organisation: Legal Aid Agency
- Buyer Name: Hampson Sean
- Allow Suppliers to Respond by Consortium: No

The 'Contract information' section shows 'Contract duration' as 1.

If you were directly invited to the PQQ/ITT this step is not required.

If you are interested in responding to a PQQ or ITT, click on 'Express Interest' to register your interest with the LAA and to view the entire PQQ or ITT, including any supporting documentation that the LAA has attached relating to the PQQ/ITT.



4. Replying to the PQQ/ITT

Project : project_74 - Face to face Services from April 2013
 ITT: itt_220 - Demo ITT
 Closing Date: 05/08/2015 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.

Printable View Help for Suppliers

Create Response Decline To Respond

View Response Index Only

1. Technical Response (questions: 11)

1.1 Types of Pens - Section of ITT Questions

1	Red Pens	* Can you supply red biro's?
2	Green Pens	* Can you supply green biro's?
3	Pencils	* Can you supply pencils?

If you are responding to a PQQ or ITT open to all suppliers, once you express an interest in a PQQ or ITT it will move into the 'My PQQ or ITT' list.

If you have been invited by the LAA to respond to a specific PQQ or ITT, it will only be available from the 'My PQQ or ITT' list.

Click 'My Response' and 'Create Response' to respond to a PQQ/ITT. You can choose not to respond by clicking 'Decline to Respond'.

5. Completing and Submitting your Response

Submit Response

My Response Summary

1.	Technical Response	Missing optional responses (2)		
2.	Commercial Response	All quoted items completed No attachments uploaded	Total Price (excluding optional sections)	GBP 23,800

View Response Index Only

1. Technical Response (questions: 11) Edit response

1.1 Types of Pens - Section of ITT Questions

1	Red Pens	* Can you supply red biro's?	Yes
2	Green Pens	* Can you supply green biro's?	Yes
3	Pencils	* Can you supply pencils?	Yes
4	Additional Colours	* Can you supply any additional colours?	
5	Catalogue	* Please attach a copy of your catalogue	zellyfish.jpg (758 Kb)

1.2 Supply - Section of ITT Questions

1	Locations	* Can you deliver to any of the following locations?	Astor West
2	Lead Times	* Please select your lead time for delivery	Less than 4 working days

You should work your way through each section of the PQQ/ITT by clicking on 'Edit Response'.

If any questions with a red asterisk are left blank the system will not allow you to Submit your response.

Always click the 'Save Changes' button to save your changes.

When the response is complete, click the 'Submit Response' button to make the response visible to the LAA.

6. Checking and Confirming your Response

Submit Response

My Response Summary

1.	Technical Response	Missing optional responses (2)		
2.	Commercial Response	All quoted items completed No attachments uploaded	Total Price (excluding optional sections)	GBP 23,800

View Response Index Only

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ITT Details

Settings
View ITT settings

Buyer Attachments
Buyer Attachments: 1

My Response
Status is: Response Submitted To Buyer

Messages
Unread Messages (0)

User Rights
Manage User Rights

After selecting 'Submit' the system will ask you to confirm you are satisfied with your response, please click 'OK' to submit it to the LAA.

Your response status will show 'Response Submitted to Buyer' and you will receive an auto-receipt to the registered email address confirming the response has been submitted to the LAA.

If you wish to amend your submitted response prior to the deadline you can do so by clicking on the PQQ/ITT, clicking 'Edit Response', make the changes then click 'Keep Changes' and 'Submit Changes' to re-submit your response.