**Key Points**

* The Council will be using Buckinghamshire Business Portal (the Portal) to run this procurement opportunity - [www.supplybucksbusiness.org.uk](http://www.supplybucksbusiness.org.uk/)
* All procurement documents are available on the Portal. This ensures all providers have equal access to the documents and receive information at the same time.
* Providers must be registered on the Portal in order to obtain details about and express an interest in this opportunity.
* All documentation must be submitted via the Portal.

Guidance is provided to enable providers to use the Portal

Ensure that you read all of the documents. If you do not understand what is being asked of you or any of the information is unclear, use the messaging function on the portal to seek clarification. We want you to submit a good application.

Answer all of the questions in the questionnaire. If you believe that something is not applicable to your organisation please state “N/A” and provide a reason why you believe it is not applicable

Please don’t presume that we know what you or your organisation can do. You need to tell us in the questionnaire.

* Late applications cannot be accepted. Please ensure you submit your documents in a timely manner. If you have any problems uploading your documents you must contact the Portal helpdesk.
* If you have any problems with using the portal or uploading documentation please contact Due North who manage the Portal and provide support to suppliers on 01670 597136.