**URGENT INFORMATION & GUIDANCE**

Please remember to complete and submit your tender response **BEFORE THE TENDER CLOSING DATE.**

When your response is showing as “100% complete” you then need to **SUBMIT** your response.

When you have successfully submitted your bid, your response will state **“submitted”** and you will receive an email notification confirming this.

“Expressing an interest” or “Intend to respond” is not sufficient. Ensure you have completed all questions within the system and downloaded and completed (where required) all relevant attachments.

Please ensure you leave yourself plenty of time to answer all questions and check you have submitted your response correctly.

**DO NOT LEAVE IT UNTIL THE LAST MINUTE TO SUBMIT YOUR RESPONSE**

**LATE SUBMISSIONS ARE NOT ACCEPTED**