

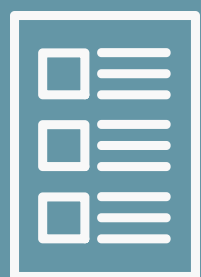
# <how to submit RELIEF offers>

It's a process, but totally worth it.



## Download the Tender documents Pack

The Tender Pack contains all Tender documents needed for preparing and submitting the RELIEF call for tenders.



## Read carefully the Tender documents

It is strongly recommended to read carefully all documents before submitting your tender.



## Register and express your interest in participate on the eTendering Platform

The whole process is managed electronically. To submit an offer it is necessary to register in the eTendering platform.



## Complete all the information required on the different Tender sections

RELIEF Tender is structured in several sections. Through the process, the system will require different information to be completed and downloaded.



## Get support with the eTendering Manual

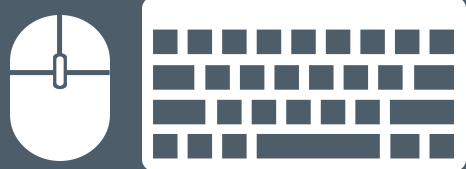
A specific eTendering Manual has been prepared to support the tenderers in preparing and submit the offers electronically. Read it carefully!



## Check that everything has been completed before submitting the tender

You have time for submission. Double check that all the information has been completed as required

**Do not leave the submission by the last moment!**



## Sign electronically and submit the offers in the RELIEF eTendering Platform

Before submission, the supplier has to sign electronically the offers. Follow the instructions given in the eTendering Manual carefully and contact us in case of doubts.

### GET MORE SUPPORT

- **HELPDESK for technical issues related to the platform:**  
Phone +34 91 787 02 25 (from 08:00 to 19:00 CET - Monday to Friday)  
Email RELIEF\_tender@bravosolution.es
- **MESSAGES AREA for any content doubt** (eTendering Platform)
- **GENERAL QUESTIONS:** info-relief@bravosolution.es