

Important Guidance for Tenderers Submitting for Multiple Lots

It has been brought to our attention that where tenderers may be submitting tenders for multiple lots files may end up being overwritten. For example, if you upload the files and submit for Lot 1, and then go back and upload and press submit for Lot 2, your Lot 1 submission will be overwritten.

In order to prevent this the recommendation is as follows:

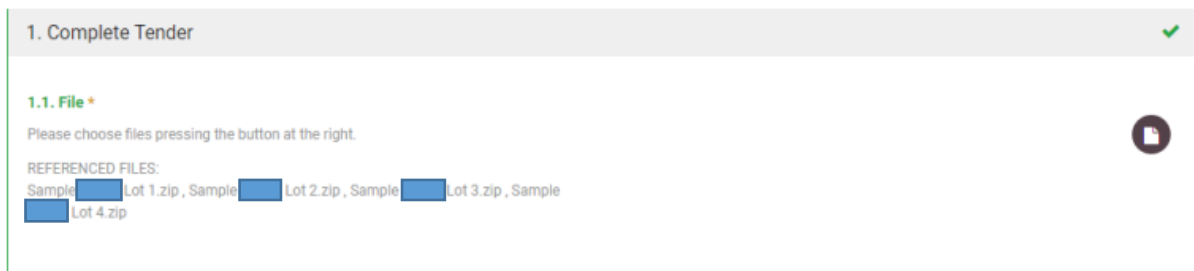
Tenderers must upload all lot submissions at the same time. It is recommended that each lot is uploaded as a separate zip file as part of the single submission. Taking account of the following file size limitations:

- max zip file size: 250MB
- max total submission size: 500MB

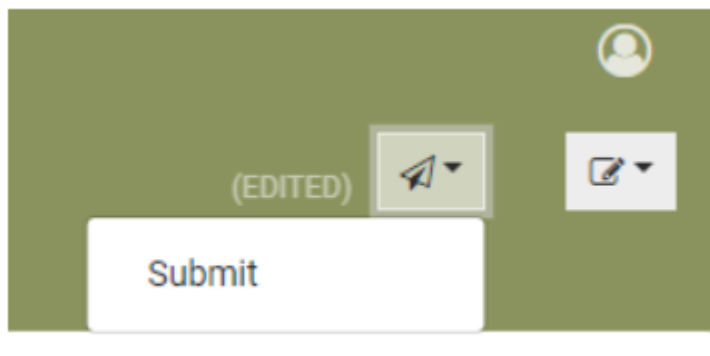
See sample of upload screen below relating to 4 lots: Remember to go through the stages:

- **Edit,**
- **Choose Files (one zip file per lot),**
- **Upload,**
- **Click 0% Offline,**
- **Complete Tender – click on the page icon**
- **Chose Files for Reference (Select All Files), Save.**

You will then see a screen similar to the following:



You are now ready to Press Submit which you find on the top right of the screen, see below.



MAKE SURE TO PRESS SUBMIT.

CAUTION - if you upload new files and press submit again, the original tenders will be over written.