



Responding to Best and Final Offers (BAFO)

A guide to help you to respond
to a BAFO request.



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When a client has requested a Best and Final Offer, you will have the opportunity to submit a new price. You will receive notification by email if the client requests this.

Alternatively you can log in and find the relevant ITT on your dashboard.

The screenshot displays the Bloom dashboard interface. On the left, under 'NEW MESSAGES (LAST 30 DAYS)', there is a notification 'No Unread Messages'. Below this, the 'MY ITTS WITH PENDING RESPONSES' section features a table with the following data:

| ITT TITLE | BUYER ORGANISATION | TIME TO CLOSE | ITT CLOSING DATE/TIME | RESPONSE STATUS |
|---------------------------|--------------------|---------------|-----------------------|--------------------|
| NEPRO3 - LB 22.1 test CRF | Bloom | 00:32:57 | 18/03/2022 11:50 | New Offer Required |

On the right side of the dashboard, the 'QUICK LINKS' section includes 'STANDARD LINKS' such as 'My Auctions', 'My Contracts', 'Projects', 'My RFIs', 'My ITTs', 'List of Directories', 'Organisation Profile', and 'My Categories'. Below this is the 'CUSTOM LINKS' section. At the bottom right, the 'SERVICE UPDATES ACTIONS' table provides a summary of progress:

| | IN PROGRESS | COMPLETED | CANCELLED | NOT STARTED | TOTAL |
|----------|-------------|-----------|-----------|-------------|-------|
| Buyer | 74 | 33 | 2 | | 109 |
| Supplier | 65 | 39 | 2 | 2 | 108 |



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Once in the ITT you will be redirected to my response. Scroll down to the Commercial envelope and click the pencil icon to go into edit mode. This page will give you the option to change your pricing. Once completed, press Keep Changes at the top right corner.

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| DESCRIPTION | REMARKS | UNIT OF MEASUREMENT | QUANTITY | UNIT PRICE | PRICE | * PLANNED SDP SUBMISSION DATE (DD/MM/YY) |
|---|--|---------------------|----------|------------|--------|--|
| * Payment Schedule 1 | Please enter the fixed price to be paid for delivery of the specified outcome and enter the date receipt of service delivery for this payment is expected in format dd/mm/yy in the comments field | Each | 1 | 7000 | 10,000 | 18/03/22 |
| * Payment Schedule 2 | Please enter the fixed price to be paid for delivery of the specified outcome and enter the date receipt of service delivery for this payment is expected in format dd/mm/yy in the comments field | Each | 1 | 10,000 | 10,000 | 19/03/22 |
| * Payment Schedule 3 | Please enter the fixed price to be paid for delivery of the specified outcome and enter the date receipt of service delivery for this payment is expected in format dd/mm/yy in the comments field | Each | 1 | 8,000 | 8,000 | 20/03/22 |
| * The maximum expenses allowed by the customer is £2000. Please enter the maximum value of expenses you will charge within these specified limits | | Each | 1 | 2,000 | 2,000 | 20/03/22 |
| Section Sub Total | | | | | 30,000 | |

Total Price (excluding optional sections) 30,000

Press Submit Best and Final offer in the top right corner. This will be sent to the approver. If you don't wish to change your pricing, just select Submit Best and Final Offer and this will also send to the approver.

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Undo All Changes

Submit Best and Final Offer