
APPENDIX B: FILE NAMES FOR SUBMISSIONS

FOLDER NAME

Submission should be uploaded to the Delta e-tendering Portal in a single folder. The name of the folder should be the name of the Single Supplier or Lead Member of a Consortium, all with no spaces. For example, a team lead by 'Alpha Beta Design' might create a folder named: **AlphaBetaDesign**.

SUB-FOLDERS

The main folder should contain two separate sub-folders. Continuing with the example of a submission led by 'Alpha Beta Design' these sub-folders should be named as follows:

- Sub-folder 1: **AlphaBetaDesign_PSQ**
- Sub-folder 2: **AlphaBetaDesign_ScoredResponses**

DOCUMENT NAMES AND CONTENTS

The documents in each sub-folder should be no larger than 200MB (max. upload size). The **document names** should start with name of the Single Supplier or Lead Member of a Consortium, all with no spaces, followed by an underscore and the name of the deliverable. So, continuing with the example of a submission led by 'Alpha Beta Design':

SUB-FOLDER 1: **AlphaBetaDesign_PSQ** should contain three PDF documents:

Document 1: **AlphaBetaDesign_PSQ** in PDF format.

Comprising the PSQ document (Appendix A), completed by the Single Supplier or Lead Member of a Consortium.

Document 2: **AlphaBetaDesign_PSQAddenda** in PDF format.

Any addenda to the following questions in the PSQ should be added here – in one single PDF document.

- Q5 Lead Supplier
- Q8 Associated Persons
- Q12 Financial Capacity
- Q14 Guarantors
- Q19 Organisational Capacity to Deliver
- Q20 Organisational Registrations and Qualifications
- Q21 Capability in UK Regulatory Compliance
- Q22 UK Presence
- Q23 Principal Designer Competence

Document 3: **AlphaBetaDesign_NDA** in PDF format.

In response to Q30, the NDA completed and signed by the Lead Supplier should be added here.

SUB-FOLDER 2: **AlphaBetaDesign_ScoredResponses** should contain four PDF documents:

Document 1: **AlphaBetaDesign_VisualPresentation**

Comprising the response to Q24 in the PSQ document. One A1 page, in PDF format, to 300dpi

Document 2: **AlphaBetaDesign_WrittenPresentation**

Comprising the response to Q25 in the PSQ document. No more than two sides of A4 in PDF format

Document 3: **AlphaBetaDesign_Skills**

Comprising the response to Q26 in the PSQ document. No more than four sides of A4 in PDF format

Document 4: **AlphaBetaDesign_Experience**

Comprising the response to Q27 in the PSQ document. No more than three sides of A4 in PDF format (one side per case study)