

Information for if you have any problems downloading the Tender Information Form

For reasons of compatibility, some Applicant Organisations may be unable to complete the TIF that must be completed to submit a valid tender in response to the ITT because the computer will not enable macros. This problem may affect Applicant Organisations that:

- use Apple Mackintosh computers
- have computers with security settings that forbid the use of macros within documents
- do not use Microsoft Office.

Steps to take to access and complete the Tender Information Form(s)

Applicant Organisations that find themselves unable to complete a TIF may:

- (1) follow the steps under Option 1 below to try to rectify the technical problem or, if Option 1 is not possible
- (2) follow the steps under Option 2 below to request a TIF, which does not contain macros.

Option 1)

Some Applicant Organisations' computer settings may forbid the use of macros and disable them in all cases. The steps below can be followed for the applicable Excel version in order to change the settings to disable macros. Whilst this action will disable macros, it will still provide security alerts if there are macros present and allow the choice of when to enable macros on a case-by-case basis.

Office 2007	Office 2002/3	Office 2000
1) Open Excel	1) Open Excel	1) Open Excel
2) Click the Microsoft Office button -	2) Click on Tools > Options in the toolbar	2) Click on 'Tools' in the toolbar, then click on 'Macro' > 'Security'
3) Click on 'Excel Options'	3) Click on the 'Security Tab'	3) Click OK then restart Excel
4) Click 'Trust Center' > 'Trust Center Settings' > 'Macro Settings'.	4) Under 'Macro Security', click on 'Macro Security'	4) Open the Tender Information Form and choose to enable macros
5) Click on 'Disable all macros with notification'	5) Click the 'Security Level' tab, then select the medium security level.	
6) Open the Tender Information Form and choose to enable macros	6) Open the Tender Information Form and choose to enable macros	

Applicant Organisations wishing to revert their computer back to the original settings must note the default level of security used at 'Macro Settings' or 'Macro Security' (at step 4 above for Office 2007 and Office 2002/3 and at step 2 for Office 2000) to allow them to re-set their security level after completing the TIF.

Option 2)

Applicant Organisations can send a message to the message board within the ITT requesting a TIF without macros. You must indicate in this message the number of offices you will be including in your application.

We will respond by sending you an email containing an alternative version of the TIF entitled 'Tender Information Form without macros.'

Applicant Organisations using this alternative TIF should then complete and upload it into the appropriate question in the ITT.