

Guidance for Applicant Organisations unable to access the Tender Information Form due to macros

Some Applicant Organisations may have difficulty in opening the Tender Information Forms (TIF) 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; or
- 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 should follow the steps under Option 1 below to try to rectify the technical problem.

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 their 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(s).

If having followed the steps set out in Option 1 above, you are still experiencing difficulty in accessing the form, you should undertake Option 2 below.

Option 2)

For each ITT you are submitting a tender for, Applicant Organisations can send a message to the relevant message board requesting a TIF without macros.

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

Applicant Organisations using the 'Tender Information Form –without macros' should complete this form(s) and upload with the relevant ITT(s).

Please note that we recommend that you start to complete your tender response early so that you identify any areas where you need help as soon as possible as the Helpdesk providing technical support is likely to be busy in the days leading up to the tender deadline.

The deadline for submitting tenders is 12 noon on 4 May 2010.