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REGISTER

1. Click "Register"

The screenshot shows the In-Tend website interface. At the top left is the British Council logo. A navigation bar contains links for Home, Buyers Profiles, Tenders, Contracts, Register, and Help. On the left side, there are input fields for 'e-Mail Address' and 'Password', followed by buttons for 'Login', 'Forgotten Details', 'Register', and 'in-community'. Below these is an 'in-supply' banner with the text 'PUBLIC PROCUREMENT AND SPONSORSHIP'. A red maintenance notice is displayed in the center, stating that the system will be down from March 7th to 8th, 2020. A 'Welcome to the British Council electronic tendering process' section follows, detailing user capabilities and how to get started. A 'NOTE' box at the bottom left warns that three failed login attempts will lock the account. The footer contains user information (User ID: N/A, User: Guest, Company: N/A), copyright notice (© 2020 In-Tend Limited), version (04.02.02.02), build date (11/02/2020), server (SUPWEB1), and a Comodo Secure logo. A row of international flags is at the very bottom.

2. Fill-out all Mandatory Fields (yellow boxes).



Home Buyers Profiles Tenders ▼ Contracts ▼ Register Help

Registration

Company Details Business Classifications Company Categories

In order to gain full access to this website you must register your company / organisation details
If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact
PLEASE NOTE: Yellow fields are MANDATORY

Company Details

Company Reg No : I do not have a Company Reg Number

Company Name : Address Line 1 :

Address Line 2 : Town/City :

County/State : Postcode/Zip :

Country : Structure :

Company Summary :

Contact Details

Telephone : Fax :

3. Click “Register My Company”

Primary User Details

Contact First Name : Contact Last Name :

Telephone :

Email Address : Confirm Email Address :

Password : Confirm Password :

It is recommended for situations where the primary contact is not available, additional points of contact are registered as they would still be able to gain access. While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

Additional User Details

Contact First Name : Contact Last Name :

Telephone :

Email Address : Confirm Email Address :


Password : Confirm Password :

Key :

4. Wait for an email confirmation from britishcouncil@in-tendorganiser.co.uk

LOG-IN

1. Go back to Home Page and log-in “e-Mail Address” and “Password”.



Home Buyers Profiles Tenders Contracts Register Help

e-Mail Address :

Password :

Login

Forgotten Details

Register

in-community



PUBLIC PROCUREMENT AND SPONSORSHIP

NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked

Please note that the In-tend system will be down for maintenance from the 7th to the 8th March 2020, if there are any queries during this period please contact our support team at support@in-tend.co.uk.

However, we only anticipate the In-tend system to be down for 4 hours (between 8am GMT to 12pm GMT) on Saturday 7th March.

Welcome to the British Council electronic tendering process

From this web site you can


- View a list of tenders/contracts/quotations.
- View information on contracts that have already been awarded.
- Express interest in a particular tender or quotation.
- Receive tender and/or quotation documentation.
- Safely return your tender or quotation documents.
- Send and receive correspondence.

How do I get started?

- To browse the list of tenders and quotations select the **Tenders** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- To gain full access to this web site you must register your company / organisation using the **Register** option.
- When your registration has been accepted, you will receive an email containing your Login Information.
- Once you have received your Login Information, or if you are already a registered user, select the **Login** option.

For more information on using the web site select the Help option.

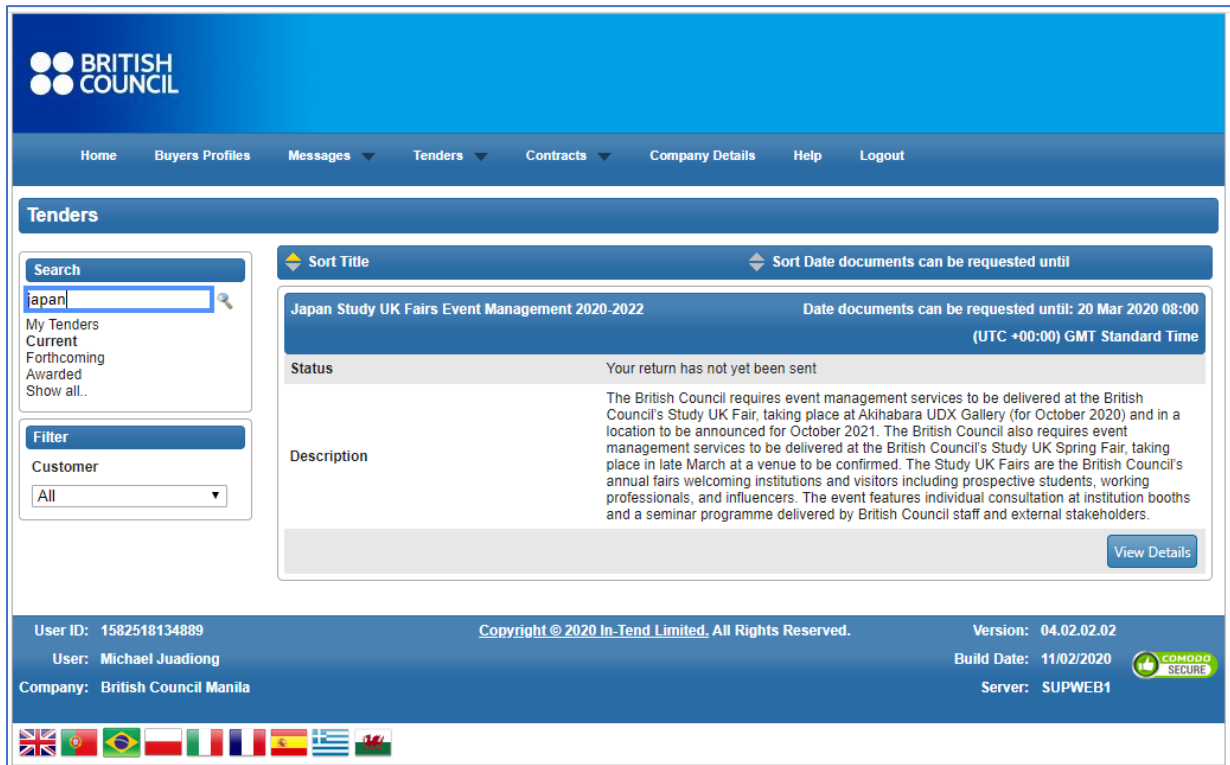
User ID: N/A Copyright © 2020 In-Tend Limited, All Rights Reserved. Version: 04.02.02.02
User: Guest Build Date: 11/02/2020 COMODO SECURE
Company: N/A Server: SUPWEB1



2. Go to "Tenders", then "Current"



3. Search the name of the tender



4. Click "View Details" then click "Express Interest"
5. Go to "RFQ Documents" tab, then click "Download" for each Tender Document Received.

The screenshot displays the British Council Tender Management interface. At the top, the British Council logo is visible, followed by a navigation menu with links for Home, Buyers Profiles, Messages, Tenders, Contracts, Company Details, Help, and Logout. The main heading is "Tender Management". A red banner indicates "Your return has not yet been sent". Below this, there are tabs for Tender, RFQ Documents (selected), Correspondence, and History. A section titled "How To Attach & Submit Documents" provides instructions on submitting documents and a note about large files. Another section, "Tender Deadline Information", shows the tender deadline as 20 Mar 2020 17:00:00 (UTC +00:00) GMT Standard Time, with a local deadline of 21 Mar 2020 01:00:00 and 3 weeks, 4 days, 11 hours, 37 minutes, and 2 seconds remaining. The tender time is shown as 24 Feb 2020 05:22:57 (UTC +00:00) GMT Standard Time, with a local time of 24 Feb 2020 13:22:57. At the bottom, a table lists the tender documents under the heading "My Tender Return - Main".

My Tender Return - Main	Description	Options
Annex 2 - Qualification Questionnaire.docx	(Microsoft Word Document)	View Download Remove
Annex 3 - Supplier Response.doc	(Microsoft Word Document)	View Download Remove
Annex 4 - Pricing Approach.xls	(Microsoft Excel Worksheet)	View Download Remove

6. Read the tender documents completely
7. Under "Confirmation of Your Involvement," Click "Opt In".

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In- This will confirm to us of your involvement and your intention to submit a return.

Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

Opt In

Opt Out

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

Attach Documents

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

Submit Return

CLARIFICATIONS

1. If you want to message Procurement for any questions or clarifications, you can do this through In-tend instead of sending an email
2. Go to “Correspondence” tab
3. Click “Create Correspondence”

The screenshot shows the 'Correspondence' tab in the In-tend system. At the top, there are navigation tabs: 'Tender', 'RFQ Documents', 'Correspondence', and 'History'. Below the tabs, there are two yellow warning messages: 'Please note: All date & time fields are being displayed using (UTC +00:00) GMT Standard Time' and 'Please note: The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details.' On the left side, there is a search bar with a magnifying glass icon, a list of filters (Received, Sent, Unread, Read, Show all..), a filter dropdown menu set to 'None', and a 'Create Correspondence' button. The main content area shows a table with columns 'Date' and 'Subject'. Below the table, it says '- there is no correspondence that matches your criteria -'.

4. Write “Subject” and “Message” then click “Send”

The screenshot shows the 'Create Correspondence' form in the In-tend system. At the top, there are navigation tabs: 'Tender', 'RFQ Documents', 'Correspondence', and 'History'. Below the tabs, there are two yellow warning messages: 'Please note: All date & time fields are being displayed using (UTC +00:00) GMT Standard Time' and 'Please note: The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details.' On the left side, there is a search bar with a magnifying glass icon, a list of filters (Received, Sent, Unread, Read, Show all..), a filter dropdown menu set to 'None', and a 'View Correspondence' button. The main content area shows the 'Create Correspondence' form. It has a 'Create Correspondence Regarding...' section with a 'Stage' dropdown menu set to 'None'. Below that, there is a 'Subject' field with the text 'Clarification' and a 'Message' field with the text 'Please clarify if...'. At the bottom, there is an 'Attachment' section with the text '- There are currently no attachments for this correspondence -' and an 'Add Attachments' button. A 'Send' button is located at the bottom right of the form.

SUBMIT PROPOSAL

1. Complete Annex 2 Qualification Questionnaire, Annex 3 Supplier Response, and Annex 4 Pricing Approach.
2. Once your proposal is complete, click “Attach Documents” then attach the completed files.

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

My Tender Return - Main	Description	Options
Annex 2 - Qualification Questionnaire.docx	(Microsoft Word Document)	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>
Annex 3 - Supplier Response.doc	(Microsoft Word Document)	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>
Annex 4 - Pricing Approach.xls	(Microsoft Excel Worksheet)	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.


NOTE : Large files can take some time to upload.

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

3. Click “Submit Return”
4. You will see a confirmation saying “The return has been received by us”



Home Buyers Profiles Messages Tenders Contracts Company Details Help Logout

Tender Management

Your return has been received by us