

Working with East Suffolk Council

You can find current and upcoming East Suffolk Council tenders at the following websites:

In Tend E-Sourcing

https://in-tendhost.co.uk/eastsuffolk/aspx/Home

Contract Finder

https://www.gov.uk/contracts-finder

Find a Tender

https://www.find-tender.service.gov.uk

In Tend E-Sourcing Website

How to find upcoming tenders:

- 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 <u>company /</u> <u>organisation</u> using the **Register** option. (see below for how to do this)
- 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

Please Note: All Bids will need to be submitted via the In Tend E-Sourcing Website.

How to Register on the In Tend E-Sourcing Website

Complete the following sections online (which are listed as a reference below) – mandatory sections are asterisked:

Registration				
Company Details Co	ompany Categories			
	mpany / organisation ha add you as a new contac	t	vho requires access, please cor	ntact one of the existing registered
Company Details				
* Company Name :				
Company Reference Type :	Company Regis	stration Number er Reference		
* Company Ref No :				I do not have a Company Reg Number
Website :				
Structure :	Please select a	n item		
Tax identification code: Company Summary :				
[°] Are you an SME?	∪ Yes ∪ No			
	∪ Yes ∪ No			
Address	○ Yes ○ No			
Address Address Line 1 :	○ Yes ○ No			
Address Address Line 1 : Address Line 2 :	() Yes () No			
Address Address Line 1: Address Line 2: own/City:	○ Yes ○ No			
Address Address Line 1 : Address Line 2 : Fown/City : County/State :	Yes () No			
Address Address Line 1 : Address Line 2 : Fown/City : County/State :	Ves No	tem		
Address Address Line 1 : Address Line 2 : Town/City : County/State : Postcode/Zip : Country :		tem		
 Are you an SME? Address Address Line 1 : Address Line 2 : Fown/City : County/State : Postcode/Zip : Country : Contact Details Telephone : 		tem		

User Details - Main Ad		
Main Contact:		
Title		
* Contact First Name :		
Contact Last Name :		
Telephone :	•	
Fax :		
Mobile :	×	
lob Title :		
Department :		
Email Address :		
Confirm Email		
Address :		
Confirm Password :		
end a copy of all e- Aails to this user		

Remove Contact	Add New Contact
Key : * Mandatory	Register My Company

For any further help or assistance in registering on InTend, please feel free to contact Procurement on: <u>Procurement@eastsuffolk.gov.uk</u>

Contract Finder Website

Contracts Finder lets you search for information about contracts worth over £12,000 (including VAT) with the government and its agencies.

Suppliers can use Contracts Finder to:

- search for contract opportunities in different sectors
- find out what's coming up in the future
- look up details of previous tenders and contracts

Suppliers can create an account to get email updates and save their searches. Suppliers can still search and apply for contracts without an account.

Find a contract

Explo	re and search business opportunities				
Keywo					
Can include contract title, description and buyer					
► <u>Hov</u>	v can I do an advanced search?				
Contr	actlocation				
igodoldoldoldoldoldoldoldoldoldoldoldoldol	All locations				
Ο	Region				
Ο	Postcode				
Procu	rement stage				
✓	Early engagement				
~	Future opportunity				
~	Opportunity				
	Awarded contract				
Sear	Reset				

Find a Tender Website

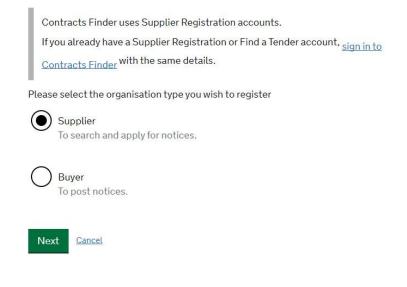
You can use Find a Tender to search for high-value opportunities or awarded contracts, typically over £138,760 including VAT but varying in some cases, across the whole of the UK.

BETA This is a new service - your <u>feedback</u> will help us improve it.	<u>Register</u> Sign i
	What is the Find a Tender service?
Search public sector notices	The UK-wide noticing service for public procurement
	Public procurement regulations
Can include the title, contracting authority, awarded supplier, description and document number	Find out about the <u>regulations that govern</u> UK public procurement
How can I do an advanced search?	
 To search for any of the keywords, use an OR search. For example, <i>radio television</i> 	Review services
 To search for all the keywords, use an AND search by placing a + with no spaces. For example, administration+defence To search for a phrase or exact match, use quotes. For 	If you have any concerns about procurement practices, including late payment, you can contact a <u>review service</u>
example, " <i>Department of Health</i> "	Service support team
	If you are experiencing problems using the Find a Tender service you can <u>contact our</u> service support team

How to Register for Contracts Finder or Find a Tender

(Suppliers can sign into both websites with the same details).

Step 1 - Choose type of organisation



Home > Step 1 - Choose type of organisation

Step 2 - Register as a supplier Organisation name) D-U-N-S® number Postcode To register on Supplier Registration Service you can either use your Organisation Name or organisation's postcode or Dun & Bradstreet (D&B) DUNS number. Enter name If you do not have a DUNS Number and would like to obtain one, then please visit:-<u>www.dnb.co.uk</u> There is no charge to obtain a Address line 1 DUNS number for your organisation. City Postcode Headquarter country United Kingdom - GBR Next Cancel

Step 3 - If your organisation appears in the list choose it otherwise go to the 'I can't find my organisation in the list' page

Step 4 - If you go to 'I can't find my organisation' enter your organisation details and press 'Next'

Step 5 - You can now enter your user details and confirm acceptance of the platform terms of use and press 'Register'

Step 6 - You will receive an activation email which will take you to a page where you can set up your password and access the Dashboard for your organisation account.

For further information on the Council's Procurement policy please see the below website:

https://www.eastsuffolk.gov.uk/yourcouncil/supplying-the-council/