



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/asp/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 company / organisation 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

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: All fields marked with * are required

Company Details

* Company Name :

Company Reference Type :

☐ Company Registration Number

☐ Unique Taxpayer Reference

* Company Ref No :

☐ I do not have a Company Reg Number

Website :

Structure :

Please select an item...

Tax identification code:

Company Summary :

* Are you an SME?

☐ Yes ☐ No

Address

* Address Line 1 :

Address Line 2 :

Town/City :

County/State :

* Postcode/Zip :

Country :

Please select an item...

Contact Details

* Telephone :

Fax :

User Details - Main Address

Main Contact: ☐

Title

* Contact First Name :

* Contact Last Name :

Telephone :

Fax :

Mobile :

Job Title :

Department :

* Email Address :

* Confirm Email
Address :

* Password :

* Confirm Password :

Send a copy of all e-
Mails to this user

☐

Remove Contact

Add New Contact

Register My Company

Key : * Mandatory

For any further help or assistance in registering on InTend, please feel free to contact
Procurement on: Procurement@eastsoffolk.gov.uk

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

Explore and search business opportunities

Keywords

Can include contract title, description and buyer

► [How can I do an advanced search?](#)

Contract location

☒

All locations

☐

Region

☐

Postcode

Procurement stage

☒

Early engagement

☒

Future opportunity

☒

Opportunity

☐

Awarded contract

Search

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 [feedback](#) will help us improve it.

[Register](#) [Sign in](#)

Search public sector notices

Can include the title, contracting authority, awarded supplier, description and document number

▼ [How can I do an advanced search?](#)

- To search for any of the keywords, use an OR search. For example, **radio television**
- 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 example, "**Department of Health**"

What is the Find a Tender service?

The [UK-wide noticing service for public procurement](#)

Public procurement regulations

Find out about the [regulations that govern UK public procurement](#)

Review services

If you have any concerns about procurement practices, including late payment, you can contact a [review service](#)

Service support team

If you are experiencing problems using the Find a Tender service you can [contact our 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

Contracts Finder uses Supplier Registration accounts.

If you already have a Supplier Registration or Find a Tender account, [sign in to Contracts Finder](#) with the same details.

Please select the organisation type you wish to register

☒ Supplier
To search and apply for notices.

☐ Buyer
To post notices.

Next

[Cancel](#)

[Home](#) > [Step 1 - Choose type of organisation](#)

Step 2 - Register as a supplier

☒ Organisation name ☐ D-U-N-S® number ☐ Postcode

Enter name

Address line 1

City

Postcode

Headquarter country

Next

[Cancel](#)

To register on Supplier Registration Service you can either use your Organisation Name or organisation's postcode or Dun & Bradstreet (D&B) DUNS number.

If you do not have a DUNS Number and would like to obtain one, then please visit: www.dnb.co.uk
There is no charge to obtain a DUNS number for your organisation.

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/>