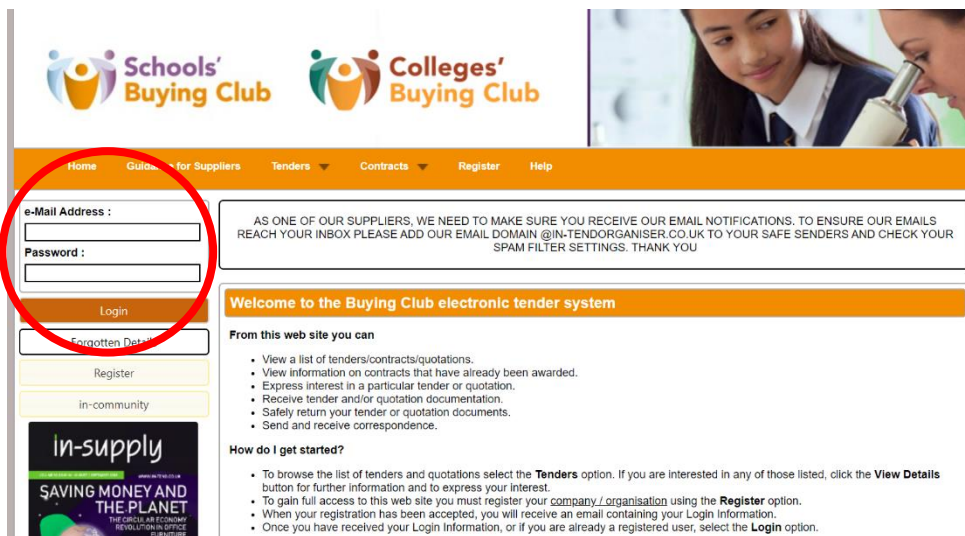


How to access a new Selection Questionnaire (SQ)/Request for Tender (RFT) project on InTend

Step 1: Once you have registered an account, ensure you have entered your login detail in order to be able to express an interest in our current tender projects (you will not be able to express an interest in projects in Step 3 if you are not logged in):



Schools' Buying Club **Colleges' Buying Club**

Home | Guidance for Suppliers | Tenders | Contracts | Register | Help

e-Mail Address :

Password :

Login

Forgotten Details

Register

in-community

in-supply

SAVING MONEY AND THE PLANET
THE CIRCULAR ECONOMY REVOLUTION IN OFFICE PLANNING

AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU

Welcome to the Buying Club electronic tender system

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?

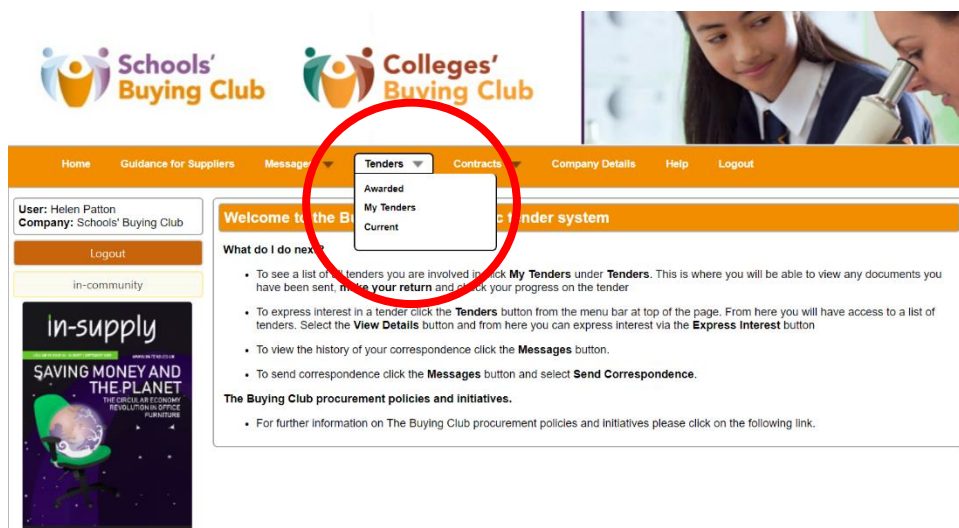
- To browse the list of tenders and quotations select the **Tenders** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- To gain full access to this web site you must register your **company/organisation** using 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.

To check you are definitely logged in, it will state your user and company within the bottom left hand side of the page if you are:

User ID: N/A	= Not logged in
User: Guest	
Company: N/A	

User ID: 145449933876	= Logged in
User: Helen Patton	
Company: Schools' Buying Club	

Step 2: Once logged in, click 'Tenders' in the orange ribbon and then click 'Current' in the drop down box to view all of our current live tenders:



Schools' Buying Club **Colleges' Buying Club**

Home | Guidance for Suppliers | Messages | Tenders | Contracts | Company Details | Help | Logout

User: Helen Patton
Company: Schools' Buying Club

Logout

in-community

in-supply

SAVING MONEY AND THE PLANET
THE CIRCULAR ECONOMY REVOLUTION IN OFFICE PLANNING

Welcome to the Buying Club electronic tender system

What do I do next?

- To see a list of tenders you are involved in click **My Tenders** under **Tenders**. This is where you will be able to view any documents you have been sent, make **your return** and check your progress on the tender
- To express interest in a tender click the **Tenders** button from the menu bar at top of the page. From here you will have access to a list of tenders. Select the **View Details** button and from here you can express interest via the **Express Interest** button
- To view the history of your correspondence click the **Messages** button.
- To send correspondence click the **Messages** button and select **Send Correspondence**.

The Buying Club procurement policies and initiatives.

- For further information on The Buying Club procurement policies and initiatives please click on the following link.

Step 3: Click 'view details' on the project that you are interested in:

The screenshot shows the 'Tenders' section of a website. At the top, there is a navigation bar with links: Home, Guidance for Suppliers, Messages, Tenders, Contracts, Company Details, Help, and Logout. Below this is a 'Tenders' header. On the left, there is a search box and a filter section for 'Customer' with a dropdown menu set to 'All'. The main content area shows a list of tenders. The first tender is 'BC-10631 Exceed Learning Partnership Cleaning'. To its right, it says 'Date documents can be requested until: 07 Nov 2019 12:00 (UTC +01:00) GMT Daylight Time'. Below the tender title, there are fields for Status, Title, Reference, and Description. The 'View Details' button at the bottom right of the tender card is circled in red.

Step 4: This will then take you through to the Tender Management page for that project. Scroll to the bottom of the page and click 'express an interest' if you would like to view the documents and timeframes for this project:

The screenshot shows the 'Tender Management' page for the tender 'BC-10627 Uffculme School Cleaning'. At the top, there is a navigation bar with links: Home, Guidance for Suppliers, Messages, Tenders, Contracts, Company Details, Help, and Logout. Below this is a 'Tender Management' header. The main content area shows the details of the tender. At the bottom of the page, there is a section for 'OJEU Notices' with a 'View New Contract Notice' button. The 'Express Interest' button at the bottom right of the page is circled in red.

Step 5: Once the 'express interest' button has been pressed, a new ribbon will appear at the top of the project page. To be able to view the documents in relation to this project stage, please click the following at the top of the project page:

- the 'Selection Stage (Name of Project)' tab for a project at SQ stage; or
- the 'RFT (Name of Project)' tab for a project at Request for Tender stage

Please then scroll down to the bottom of the page where you will be able to view and download the documents in relation to this project stage. Our SQ documents comprise of two parts:

1. SQ Request Doc (this contains the instructions on the requirement and how to respond)
2. SQ Response Form (this is the main form you need to complete and return as part of your submission by the specified deadline)

Tender Management

Your return has not yet been sent

Tender: **Selection Stage Uffculme Cleaning** | Correspondence | History

How To Attach & Submit Documents

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.

NOTE: Large files may take some time to upload.

4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Tender Deadline Information

Tender Deadline:	06 Nov 2019 12:00:00	(UTC +01:00) GMT Daylight Time
Local Tender Deadline:	06 Nov 2019 12:00:00	
Time Remaining:	3 Weeks 6 Days 1 Hour 13 Minutes 51 Seconds	
Tender Time:	10 Oct 2019 10:46:08	(UTC +01:00) GMT Daylight Time
Local Time:	10 Oct 2019 10:46:08	

Tender Details

Stage Name	Selection Stage Uffculme Cleaning
Closing Date	06 November 2019
Stage Time Zone	(UTC +01:00) GMT Daylight Time
Project Title	BC-10627 Uffculme School Cleaning
Project Description	Uffculme School is a special needs school in Birmingham with roughly 200 pupils spread over 3 separate sites. The Contract period will be for 3 years initially with the option to extend for two further one year periods. The contract will be for the provision of outsourced cleaning services to the Client, including daily cleaning and out of term deep cleaning, for spaces including but not limited to teaching, office, circulation, and rest room spaces. The current provision is provided by a mix of inhouse and outsourced staff. Estimated full contract value is expected to be in the region of £350k.

Tender Documents Received - Main

Description	Options
Uffculme Cleaning SQ Request Doc.docx	View Download
Uffculme Cleaning SQ Response Form.docx	View Download

We manage all of our procurements through the InTend portal so if you have any further queries or requests for clarification in relation to the SQ documents then this must be made in writing using the 'Correspondence' ribbon (which can be found by following the blue arrow above).