ELECTRONIC TENDERING AND E-COMMERCE

The University uses an e-tendering system to undertake all of its tendering activities. This is a product called InTend and it is widely used in the Higher Education Sector.

Many Public Sector organisations use electronic tendering systems and it would be beneficial to suppliers to seek to gain familiarity with those systems.

An electronic tendering system processes and produces an audit trail of the Tender process, contributing to the objective of ensuring that the process is transparent, auditable and ensuring fair competition.

Where an electronic tendering system is used:

- Documents are issued electronically
- Documents are received electronically
- Documents are placed in a secure electronic vault until opening date
- There is no transaction cost to the supplier/contractor to obtain or deliver tenders electronically
- Suppliers/Contractors only need to have a computer and connection to the internet to use the system.

You can register as a supplier on InTend and "Express an Interest" in any of the University's tenders by logging onto https://in-tendhost.co.uk/universityofbirmingham/

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.

To use the system follow the following instructions and also the instructions that will be on screen:

- To browse the list of tenders and quotations select the **Current Tenders** option. If you are interested in any of those listed, click the **View Tender Details** button for further information and to express your interest.

- To gain full access to this web site you must register using the **New User Registration** 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.

InTend also offer a service whereby suppliers/contractors can register with InTend and automatically receive alerts when tenders are registered onto the system by organisations that use InTend. This is a chargeable service and if you are interested in taking this service up you should go to www.Intend.com to obtain contact details.