

How to Tender for a Bedford River Festival 2020 Contract via In-Tend

Bedford Borough Council uses an electronic tendering portal called In-Tend.

We are inviting tenders for the following contracts for the Bedford River Festival 2020:

- Catering pitches
- Bar pitches
- Sweets/confectionary pitches
- Slush pitches

In order to bid for a contract for this event, you will need to register your business here via this link: <https://in-tendhost.co.uk/bedford>.

This guide will show you the step-by-step process to register with In-Tend and how to submit your tender bid.

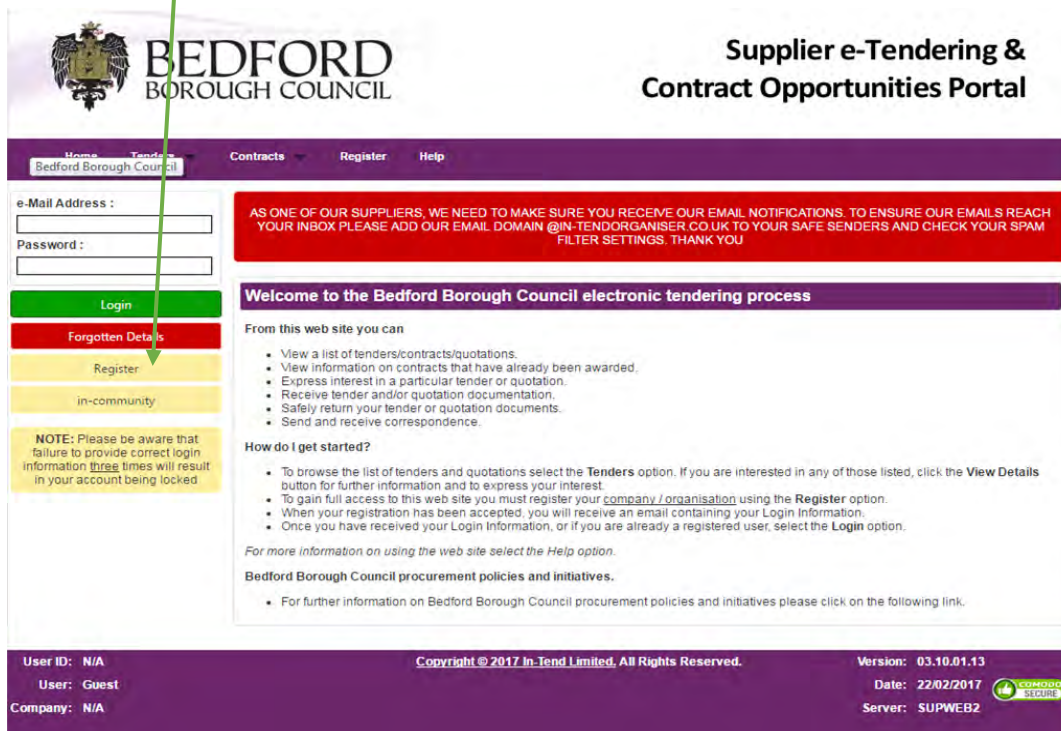
If you are having difficulties registering, please call the In-Tend support desk on **0844 2728810**.

Tender Submission Checklist

- ☐ Read our **Environmental Statement for Event Suppliers**, which can be downloaded here: _____.
- ☐ Register with the In-Tend portal.
- ☐ Find the **Invitation to Tender Project** relevant to your application by _____
- ☐ Carefully read the **contract specification and terms and conditions** in the Invitation to Tender (ITT) Document.
- ☐ Contact the Events Team via the Project Correspondence to arrange a site meeting if required, or for any other queries.
- ☐ Complete and sign a copy of **the ITT Document** and submit via In-Tend.
- ☐ Submit **any other relevant documentation** required for your tender submission (for example a method statement).

Registration

1. Click on Register



BEDFORD BOROUGH COUNCIL

Supplier e-Tendering & Contract Opportunities Portal

Home | **Tenders** | Contracts | Register | Help

e-Mail Address :
 Password :
 Login
 Forgotten Details
 Register
 in-community

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

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 Bedford Borough 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.

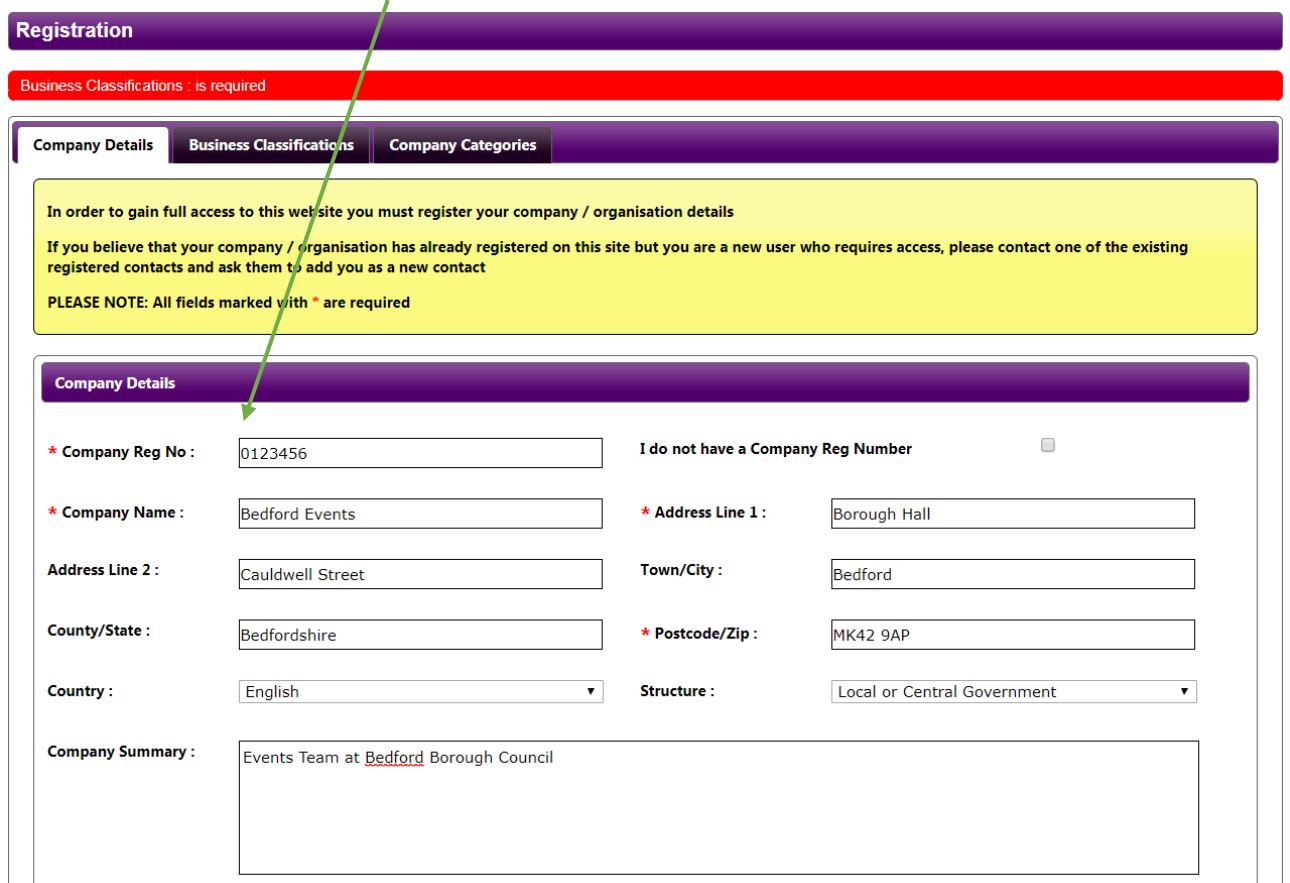
For more information on using the web site select the **Help** option.

Bedford Borough Council procurement policies and initiatives.

- For further information on Bedford Borough Council procurement policies and initiatives please click on the following link.

User ID: N/A Copyright © 2017 In-Tend Limited. All Rights Reserved. Version: 03.10.01.13
 User: Guest Date: 22/02/2017
 Company: N/A Server: SUPWEB2

2. Enter your Company details as prompted (* fields are mandatory):



Registration

Business Classifications : is required

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: All fields marked with * are required

Company Details

* Company Reg No : 0123456 I do not have a Company Reg Number ☐

* Company Name : Bedford Events * Address Line 1 : Borough Hall

Address Line 2 : Cauldwell Street Town/City : Bedford

County/State : Bedfordshire * Postcode/Zip : MK42 9AP

Country : English Structure : Local or Central Government

Company Summary : Events Team at Bedford Borough Council

Contact Details

* Telephone : Fax :

Website :

Any correspondence and alerts will be sent to the email address you provide, so please ensure this is linked to a monitored inbox.

Primary User Details

* Contact First Name : * Contact Last Name :

Telephone :

* Email Address : * Confirm Email Address :

* Password : * Confirm Password :

3. You can also add an additional point of contact at this stage.

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 :

[Register My Company](#)

Key : * Mandatory

4. Return to top of screen and click the Business Classifications tab.

**BEDFORD**
BOROUGH COUNCIL

Supplier e-Tendering & Contract Opportunities Portal

Home Tenders Contracts Register Help

Registration

Business Classifications : is required

[Company Details](#) **[Business Classifications](#)** [Company Categories](#)

In order to gain full access to this website you must register your company / organisation details

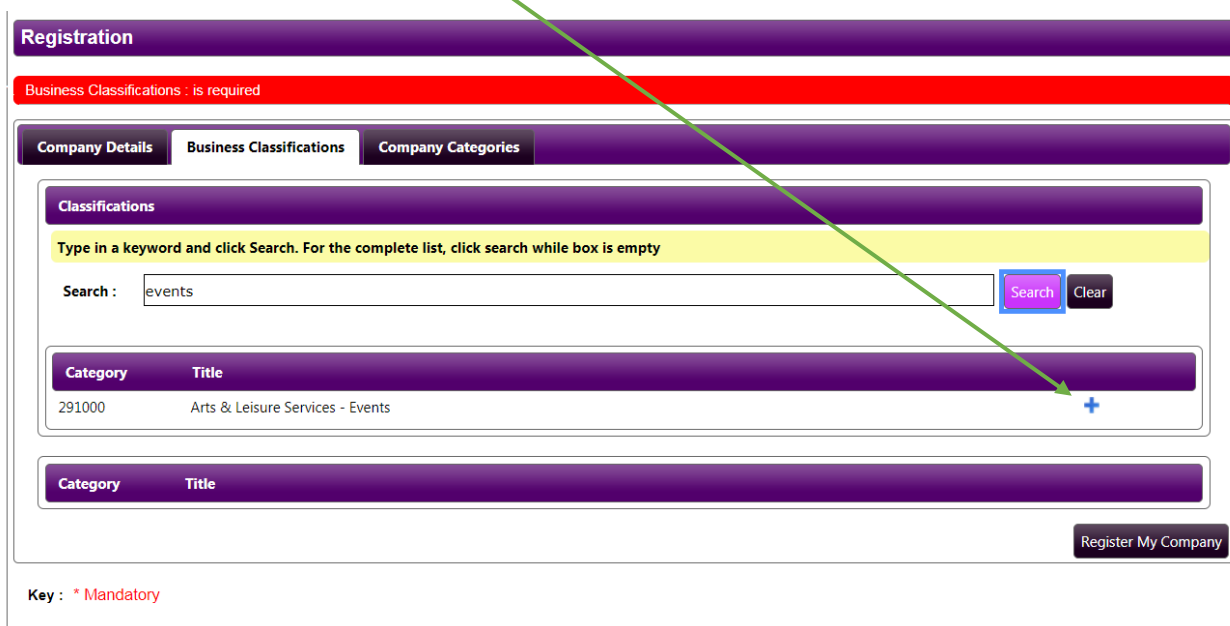
If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact

PLEASE NOTE: All fields marked with * are required

You can now add the business category codes relevant to your company. Doing so means you will be notified by the In-Tend system when new tender projects you may be interested in are made available.

It also makes it easier for the Council to search for your business to ensure you are invited to Tender Projects if you miss the system's email notification.

5. Enter a keyword or click on the search button to see the full list of available categories. Click the blue + symbol to add a category. You can add multiple categories.



Registration

Business Classifications : is required

Company Details | **Business Classifications** | Company Categories

Classifications

Type in a keyword and click Search. For the complete list, click search while box is empty

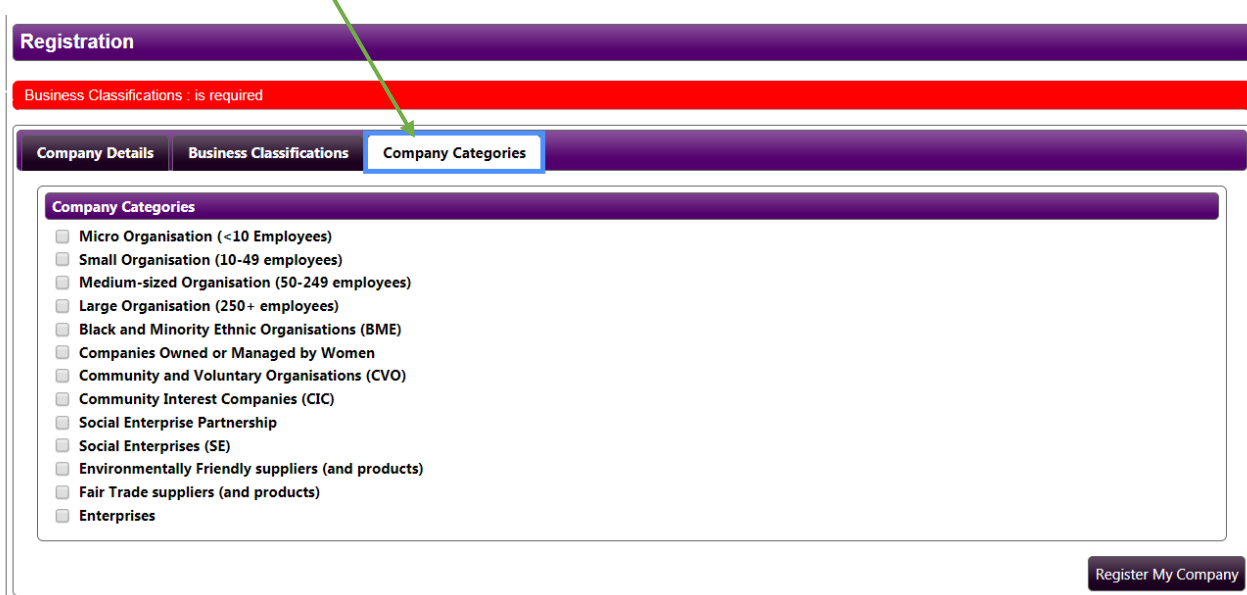
Search :

Category	Title
291000	Arts & Leisure Services - Events

Category **Title**

Key : * Mandatory

6. You can also add Company Categories to define your business. To do so, click the Company Categories tab.



Registration

Business Classifications : is required

Company Details | Business Classifications | **Company Categories**

Company Categories

- ☐ Micro Organisation (<10 Employees)
- ☐ Small Organisation (10-49 employees)
- ☐ Medium-sized Organisation (50-249 employees)
- ☐ Large Organisation (250+ employees)
- ☐ Black and Minority Ethnic Organisations (BME)
- ☐ Companies Owned or Managed by Women
- ☐ Community and Voluntary Organisations (CVO)
- ☐ Community Interest Companies (CIC)
- ☐ Social Enterprise Partnership
- ☐ Social Enterprises (SE)
- ☐ Environmentally Friendly suppliers (and products)
- ☐ Fair Trade suppliers (and products)
- ☐ Enterprises

7. When you have added all the Business Classifications and Company Categories you require, click [Register My Company](#).

The screenshot shows a web form titled 'Registration'. At the top, a red banner states 'Business Classifications - is required'. Below this are three tabs: 'Company Details', 'Business Classifications', and 'Company Categories'. The 'Company Categories' tab is active, displaying a list of checkboxes for various organization types. The 'Large Organisation (250+ employees)' option is selected. At the bottom right of the form is a button labeled 'Register My Company'. A green arrow originates from the text 'click Register My Company' in the instruction above and points directly to this button.

Registration

Business Classifications - is required

Company Details **Business Classifications** **Company Categories**

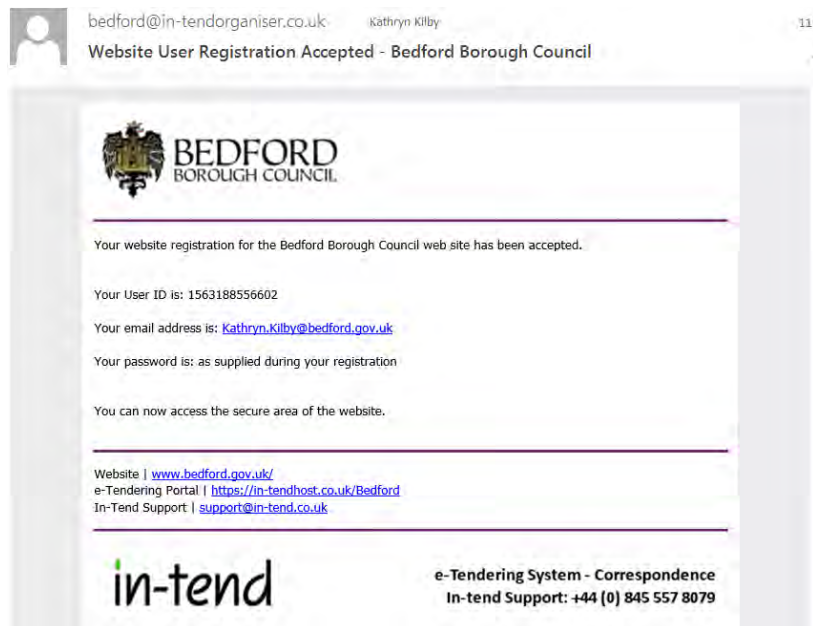
Company Categories

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- ☐ Companies Owned or Managed by Women
- ☐ Community and Voluntary Organisations (CVO)
- ☐ Community Interest Companies (CIC)
- ☐ Social Enterprise Partnership
- ☐ Social Enterprises (SE)
- ☐ Environmentally Friendly suppliers (and products)
- ☐ Fair Trade suppliers (and products)
- ☐ Enterprises

Register My Company

8. You should then receive the following two emails to confirm your registration has been accepted and then approved.





If you do not receive these automated emails, please check your junk/spam inboxes and then contact In-Tend Support: 0845 557 8079.

Using In-Tend

1. Log into In-Tend here: <https://in-tendhost.co.uk/bedford/asp/Home>

BEDFORD BOROUGH COUNCIL

Supplier e-Tendering & Contract Opportunities Portal

Home Tenders Contracts Register Help

e-Mail Address :
Kathryn.Kilby@bedford.gov.uk

Password :

Login

Forgotten Details

Register

in-community

In-supply

PUBLIC PROCUREMENT AND SPONSORSHIP

In-Tend

In-tend will be performing a system release on Saturday 17th of August as part of our development release cycle.

The Live Servers will be upgraded at 08:00 BST and will be down until Sunday whilst maintenance is taking place. We apologise about any inconvenience caused.

Welcome to the Bedford Borough Council electronic tendering process

From this web site you can

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- View information on contracts that have already been awarded.
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- 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.

Bedford Borough Council procurement policies and initiatives.

- For further information on Bedford Borough Council procurement policies and initiatives please click on the following link.

2. Click on the Tenders tab to view tender projects.

BEDFORD BOROUGH COUNCIL

Supplier e-Tendering & Contract Opportunities Portal

Home Messages @SupplierAppraisal Tenders Contracts Company Details Help Logout

User: Kathryn Kilby
Company: Bedford Events

Logout

in-community

In-supply

PUBLIC PROCUREMENT AND SPONSORSHIP

In-Tend

Welcome to the Bedford Borough Council electronic tendering process

What do I do next?

- To see a list of all 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**.

Bedford Borough Council procurement policies and initiatives.

- For further information on Bedford Borough Council procurement policies and initiatives please click on the following link.

User ID: 1563188556602
User: Kathryn Kilby
Company: Bedford Events

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Version: 03.10.2020
Date: 28/06/2019
Server: SUPWEB2

EXTENDED SECURE

On the Current Tenders page you will see a variety of live tender projects issued by Bedford Borough Council. These are 'open' projects, meaning any business/company is able to express their interest and submit a tender offer.

3. Click on [View Details](#) to find out more about a tender project.

BEDFORD BOROUGH COUNCIL

Supplier e-Tendering & Contract Opportunities Portal

Home Messages @SupplierAppraisal Tenders Contracts Company Details Help Logout

Tenders

Search

My Tenders
Current
Forthcoming
Awarded
Show all..

Filter

Customer
All

Sort Title Sort Date documents can be requested until

****TEST PROJECT**: Catering Pitches at Bedford River Festival 2020, 18th & 19th July** Date documents can be requested until: 15 Jul 2019 12:00 (UTC +01:00) GMT Daylight Time

Description TEST PROJECT ONLY

Customer Environment

[View Details](#)

Dynamic Purching System (DPS) for the Provision of Fostering Placements and Specialist Placements as an Alternative to Residential Care (SPARC) Date documents can be requested until: 31 Mar 2022 01:00

Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council wish to receive applications to join our collaborative Dynamic Purchasing System (DPS) for the provision of Independent Fostering Agency (IFA) placements and Specialist Placements as an Alternative to Residential Care (SPARC).

The DPS is split into the two (2) lots as described below;

Lot 1: General Fostering Placements (this will comprise both standard and enhanced placements); and

Lot 2: Specialist Placements as an Alternative to Residential Care (SPARC)

We are happy to receive tenders for either lot of the DPS or for both. Please make sure that you have read and understood the requirements set out in the Invitation to Tender documents (including but not limited to the Specification of Services) and respond to the appropriate

4. Click [Express Interest](#) to begin the tendering process.

Tender Management

Tender

Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time

****TEST PROJECT**: Catering Pitches at Bedford River Festival 2020, 18th & 19th July**

Title : **TEST PROJECT**: Catering Pitches at Bedford River Festival 2020, 18th & 19th July

Reference : BBC EN 00857

Description : TEST PROJECT ONLY

Contact : Kathryn Kilby

Customer : Environment

Process : Non-OJEU

Directive : Services

Procedure : Unspecified

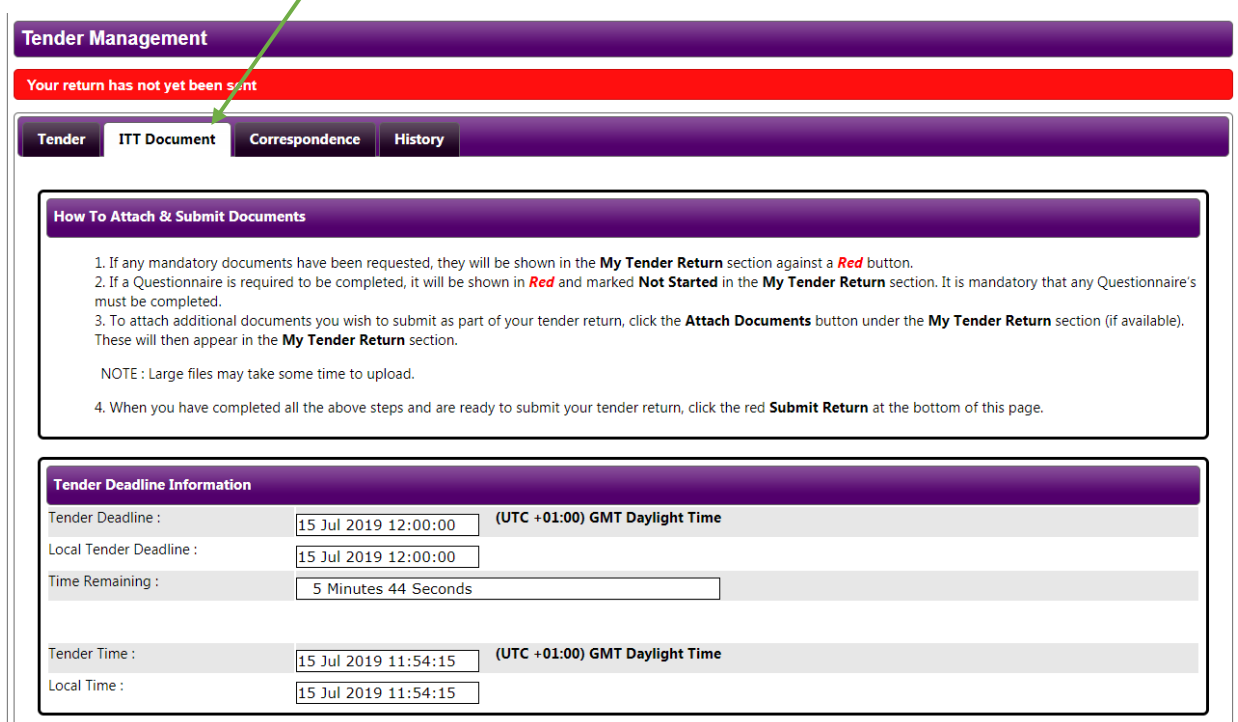
[Express Interest](#)

Once you have expressed an interest in a project, you will see four tabs:

- **Tender** → the basic information about the project
- **ITT Document** → this is the section that contains the Invitation to Tender document and our contract specification
- **Correspondence** → In-Tend's messaging facility
- **History** → A history of the current project's actions and status

Submission Process

1. Click on the ITT Document tab.



The screenshot displays the 'Tender Management' interface. At the top, a purple header bar contains the text 'Tender Management'. Below this, a red banner states 'Your return has not yet been sent'. A navigation bar with four tabs is visible: 'Tender', 'ITT Document' (which is selected and highlighted), 'Correspondence', and 'History'. A green arrow points from the text 'Click on the ITT Document tab.' to the 'ITT Document' tab.

Below the tabs, there are two main sections:

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 :	15 Jul 2019 12:00:00	(UTC +01:00) GMT Daylight Time
Local Tender Deadline :	15 Jul 2019 12:00:00	
Time Remaining :	5 Minutes 44 Seconds	
Tender Time :	15 Jul 2019 11:54:15	(UTC +01:00) GMT Daylight Time
Local Time :	15 Jul 2019 11:54:15	

2. Please read the instructions at the top of the page. You will also see the deadline information for the project.

3. You can view the ITT Document file and other relevant documents provided by the Council here.

You will also need to 'Opt In' to the project to be able to submit a tender offer (also known as a 'return').

Tender Documents Received - Main	Description	Options
TEST PROJECT ITT Document.docx		View Download
Conditions of Contract 2018 (2).pdf		View Download

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](#)

User ID: 156318856602 Copyright © 2019 In-Tend Limited, All Rights Reserved. Version: 03.10.29.20

User: Kathryn Kilby Date: 28/06/2019

Company: Bedford Events Server: SUPWEB2

COMODO SECURE

4. Once you have opted in, you will need to complete the two compulsory questionnaires.

You can also see where to attach supporting documents to your submission.

My Tender Return - Main	Description	Options
Anti-Collusion and Canvassing Certificate	Not Started	View Questionnaire
Tender Certificate v2	Not Started	View Questionnaire

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](#)

5. To complete the questionnaires in order to progress, you will need to be able to answer Agree to all of the questions. You then Save Answers and Close to complete the questionnaires.

Questionnaire - Google Chrome

https://in-tendhost.co.uk/bedford/asp/Questionnaire.aspx?WebReturnItemID=13166&StageID=821&LotID=1

Control Panel

Save Answers

Save Answers and Close

Close

4 in total

0 answered

4 mandatory unanswered

Unanswered Mandatory Questions

Question 1

Go To Mandatory Question

Go To Question

Go

Anti-Collusion and Canvassing Certificate

To save your answers, click the "Save Answers" button on the left hand menu panel.

Please note: All fields marked with * are required

1. I/we declare that a bona fide bid has been submitted, intended to be competitive and I/we have not fixed or adjusted any responses or information provided in accordance with any agreement with any other person other than a member of our consortium (if applicable).

☐ Agree

☐ Disagree

2. I/We have not and are not aware that any employee, consultant, adviser, agent, officer or consortium member/key sub-contractor (if applicable and as defined in the ITT Pack) have:

(a) Entered into any agreement with any other person with the aim of preventing bids being made or fixing or adjusting the amount of any bid or the conditions on which any bid is made; or

(b) Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was required to obtain quotations necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or

(c) Caused or induced any person to enter into such an agreement as is mentioned in Paragraph (a) and (b) above, or to inform us of the amount or the approximate amount of any rival bid for the Contract; or

(d) Committed any offence under the Bribery Act 2010 nor under Section 117 of the Local Government Act 1972; or

(e) Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other bid or proposed bid any act or omission; or

(f) Canvassed any other persons in connection with the contract; or

(g) Contacted any officer of the Council about any aspect of the Contract including (but without limitation) for the purposes of discussing the possible transfer to the employment of the bidder of such officer for the purpose of the Contract or for soliciting information in connection with the Contract.

☐ Agree

☐ Disagree

3. I/We also undertake that we shall not procure the doing of any of the acts mentioned in Paragraphs (a) to (g) above.

☐ Agree

6. Once you have completed the questionnaires and uploaded your completed ITT Document, plus any supporting documents, you will be able to view them on the screen.

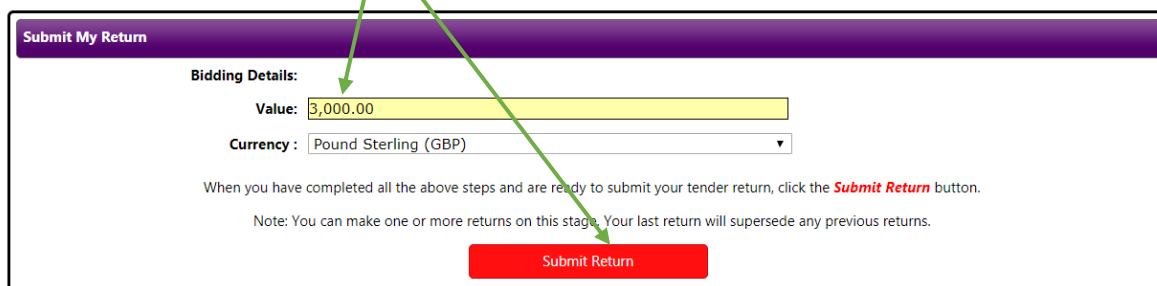
My Tender Return - Main	Description	Options
Anti-Collusion and Canvassing Certificate	Completed	View Questionnaire
Tender Certificate v2	Completed	View Questionnaire
Bedford Events - Method Statement.docx	(Microsoft Word Document)	View Download Remove
Bedford Events - Public Liability Insurance 2020.docx	(Microsoft Word Document)	View Download Remove
Bedford Events - River Festival ITT Return.docx	(Microsoft Word Document)	View Download 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.

[Attach Documents](#)

7. Please enter **the total value of your contract offer(s) excluding VAT**. You can then finish the process by clicking Submit Return.



Submit My Return

Bidding Details:

Value:

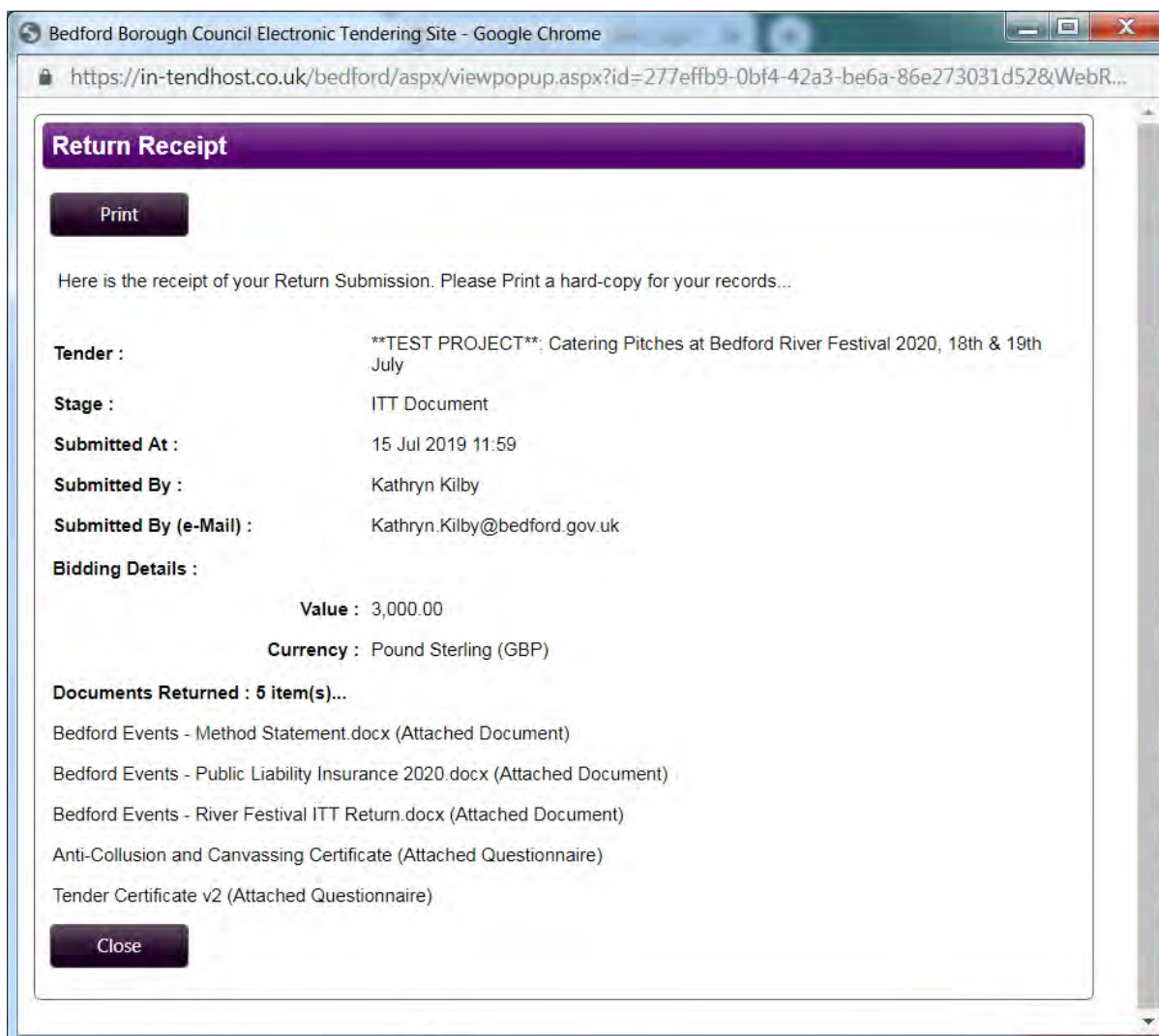
Currency:

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

You will then receive a receipt for your Return Submission. Your submission is completed!



Bedford Borough Council Electronic Tendering Site - Google Chrome

https://in-tendhost.co.uk/bedford/asp/viewpopup.aspx?id=277effb9-0bf4-42a3-be6a-86e273031d52&WebR...

Return Receipt

Print

Here is the receipt of your Return Submission. Please Print a hard-copy for your records...

Tender : **TEST PROJECT**: Catering Pitches at Bedford River Festival 2020, 18th & 19th July

Stage : ITT Document

Submitted At : 15 Jul 2019 11:59

Submitted By : Kathryn Kilby

Submitted By (e-Mail) : Kathryn.Kilby@bedford.gov.uk

Bidding Details :

Value : 3,000.00

Currency : Pound Sterling (GBP)

Documents Returned : 5 item(s)...

- Bedford Events - Method Statement.docx (Attached Document)
- Bedford Events - Public Liability Insurance 2020.docx (Attached Document)
- Bedford Events - River Festival ITT Return.docx (Attached Document)
- Anti-Collusion and Canvassing Certificate (Attached Questionnaire)
- Tender Certificate v2 (Attached Questionnaire)

Close

Project Correspondence

Bedford Borough Council uses In-Tend to ensure that tender procedures are carried out in line with the Council's Procurement Strategy.

Therefore there is a need to ensure any correspondence between the bidder and the Council forms part of an auditable trail. Using the In-Tend Correspondence facility will achieve this.

1. Click on the Correspondence tab within the tender project you are viewing.

The screenshot displays the In-Tend web application interface. At the top is a navigation bar with links: Home, Messages, @SupplierAppraisal, Tenders, Contracts, Company Details, Help, and Logout. Below this is a 'Tender Management' header. A red banner states 'Your return has been received by us'. The main content area has tabs for 'Tender', 'ITT Document', 'Correspondence' (which is highlighted with a green arrow), and 'History'. A yellow note indicates that all date and time fields are in UTC +01:00 GMT Daylight Time. Another yellow note states that the correspondence area is only for tender-based queries. On the left, there is a search box, a list of filters (Received, Sent, Unread, Read, Show all..), a filter dropdown set to 'None', and an 'Options' section with a 'Create Correspondence' button (highlighted with a green arrow). The main area shows a table with columns 'Date' and 'Subject', but it is empty, displaying the message '- there is no correspondence that matches your criteria -'. The footer contains user information (User ID: 1563188556602, User: Kathryn Kilby, Company: Bedford Events), copyright notice (Copyright © 2019 In-Tend Limited. All Rights Reserved.), version (03.10.29.20), date (28/06/2019), server (SUPWEB2), and a 'COMODO SECURE' logo.

2. To send a message to the Council's Events Team, please click Create Correspondence.

3. Enter your message and add attachments if necessary. ****Please do not submit your tender submission via Correspondence – it will automatically be disqualified from the process****

Please note : The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details.

Search

Received
Sent
Unread
Read
Show all..

Filter

Stage
None

Options

View Correspondence

Create Correspondence

Create Correspondence Regarding...

Stage: ITT Document

* Subject: Catering Pitches

* Message: Please can you clarify how many pitches I can bid for?

Attachment **Options**

- There are currently no attachments for this correspondence -

Add Attachments

Send

Project History

This page simply breaks down the actions completed thus far in the project.

Home
Messages
@SupplierAppraisal
Tenders
Contracts
Company Details
Help
Logout

Tender Management

Your return has been received by us

Tender
ITT Document
Correspondence
History

Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time

Date	Description
15 Jul 2019 11:59	Your return was received by us for Stage 'ITT Document'
15 Jul 2019 11:59	Your return has been sent to us for Stage 'ITT Document'
15 Jul 2019 11:55	You have opted in for Stage 'ITT Document'
15 Jul 2019 11:52	You started processing the tender documentation for Stage 'ITT Document'
15 Jul 2019 11:52	You received tender documentation for Stage 'ITT Document'
15 Jul 2019 11:52	A new Stage has been published
15 Jul 2019 11:52	Your Expression of Interest is being considered for the next Stage
15 Jul 2019 11:52	Your Expression of Interest has been received
15 Jul 2019 11:52	Your Expression of Interest has been sent

User ID: 156318856602
User: Kathryn Kilby
Company: Bedford Events

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Version: 03.10.29.20
Date: 28/06/2019
Server: SUPWEB2

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jectManage/857#tab_History

Tender Evaluation Process

The tender evaluation process will be carried out as soon as practicable after the tender project has closed. Until the process is complete, the **Status** of your submission will read 'Your return is being considered by us'.

The screenshot shows the Bedford Borough Council Supplier e-Tendering & Contract Opportunities Portal. The header includes the council logo and navigation links: Home, Messages, @SupplierAppraisal, Tenders, Contracts, Company Details, Help, and Logout. The main section is titled 'Tenders' and features a search bar, a list of 'My Tenders' (Current, Forthcoming, Awarded, Show all...), and a filter section for Customer and Involvement. The central table displays a tender titled '**TEST PROJECT**': Catering Pitches at Bedford River Festival 2020, 18th & 19th July, with a deadline of 15 Jul 2019 12:00 (UTC +01:00) GMT Daylight Time. The status is highlighted as 'Your return is being considered by us'. The description is 'TEST PROJECT ONLY' and the customer is 'Environment'. A 'View Details' button is present. The footer shows user information (User ID: 156318856602, User: Kathryn Kilby, Company: Bedford Events), copyright notice (Copyright © 2019 In-Tend Limited, All Rights Reserved.), version (03.10.29.20), date (28/06/2019), server (SUPWEB2), and a 'COMODO SECURE' logo.

Once the evaluation process has been carried out, the Events Team will upload the results to the tender project. You should receive a notification via email regarding the update.

This screenshot shows the same portal as above, but the status of the tender '**TEST PROJECT**': Catering Pitches at Bedford River Festival 2020, 18th & 19th July has updated to 'Congratulations, you have been successful in winning this tender'. All other details, including the description 'TEST PROJECT ONLY', customer 'Environment', and the 'View Details' button, remain the same. The footer information is also consistent with the previous screenshot.

As soon as practicable, we will contact all bidders via the In-Tend Correspondence facility to notify them formally of the tender outcome. This will include a formal letter for the bidders' records.

The screenshot displays the 'Tender Management' interface. At the top, a red banner reads 'Congratulations, you have been successful in winning this tender'. Below this, a navigation bar includes 'Tender', 'ITT Document', 'Correspondence' (highlighted), and 'History'. A yellow note states: 'Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time'. Another yellow note says: '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, there is a 'Search' box, a list of message statuses (Received, Sent, Unread, Read, Show all..), a 'Filter' section with a 'Stage' dropdown set to 'None', and an 'Options' section with a 'Create Correspondence' button. The main area shows a 'Message' and 'Reply' tab. The 'Message' tab is active, displaying: 'Subject: Award of Contract', 'Message: Please see attached letter for confirmation of your successful bid and the awarding of this contract.', 'Date: 15 Jul 2019 12:03', and 'Direction: Message Received'. Below this is a table of messages:

Date	Subject
15 Jul 2019 12:03	Award of Contract
15 Jul 2019 12:00	Catering Pitches

The footer contains user information: 'User ID: 1563188556602', 'User: Kathryn Kilby', 'Company: Bedford Events', 'rojectManage/857#tab_Correspondence', 'Copyright © 2019 In-Tend Limited, All Rights Reserved.', 'Version: 03.10.29.20', 'Date: 28/06/2019', 'Server: SUPWEB2', and a 'COMODO SECURE' logo.

Individual feedback can be requested regarding the bidder's submission, however the Council is not obliged to share contractual financial details with unsuccessful bidders.