

How to register to in-tend and complete the Expression of Interest – South Yorkshire Mayoral Combined Authority Skills Bank (June 2022)

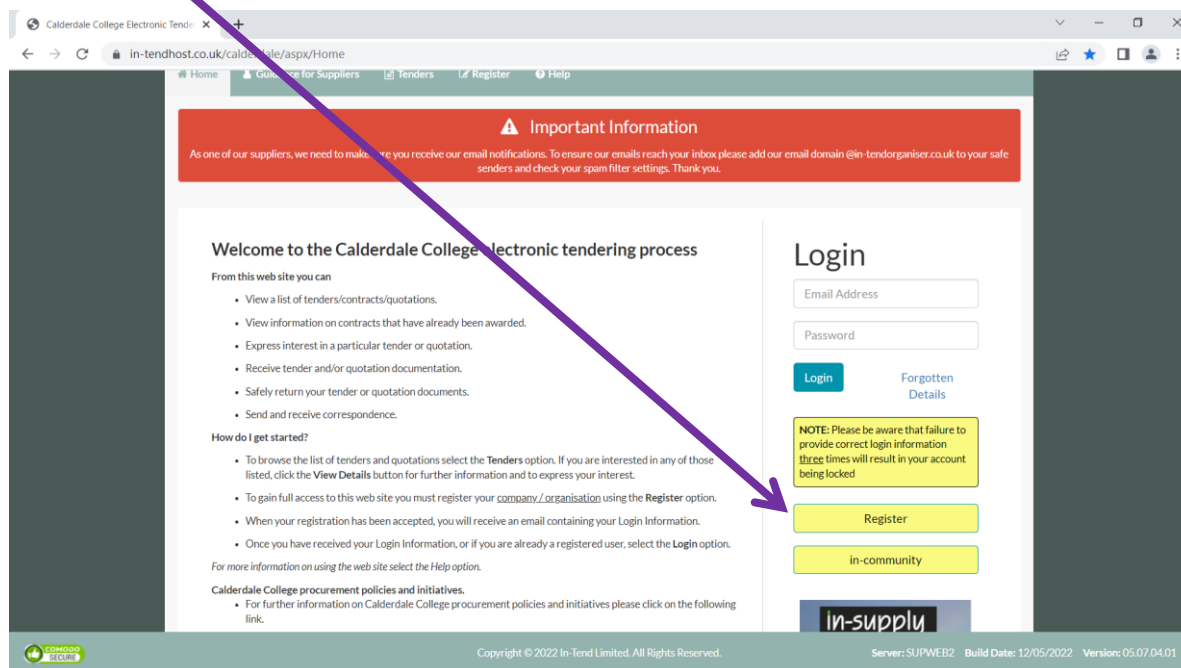
Click on the link - <https://in-tendhost.co.uk/calderdale>

If you have previously registered for Calderdale College in-tend, follow the instructions from section 2 'How do I find the relevant project?'

If you haven't previously registered, go through the following registration process.

1. How do I register on in-tend?

Click 'Register' on the home screen.



Calderdale College Electronic Tenders

in-tendhost.co.uk/calderdale

Home | Guidance for Suppliers | Tenders | Register | Help

Important Information
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 Calderdale College 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.

Calderdale College procurement policies and initiatives.

- For further information on Calderdale College procurement policies and initiatives please click on the following link.

Login

Email Address

Password

Login | Forgotten Details

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

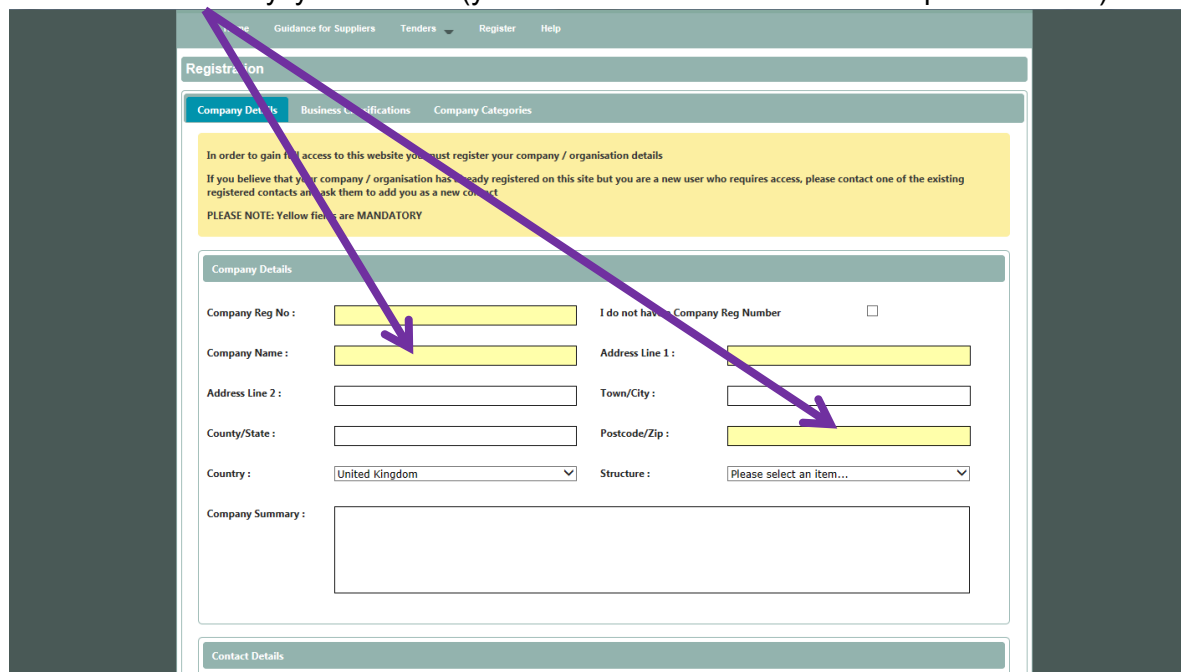
Register

in-community

in-supply

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Fill in the 'mandatory' yellow fields (you will need to scroll down to complete them all)



Home | Guidance for Suppliers | Tenders | Register | Help

Registration

Company Details | Business Certifications | 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: Yellow fields are MANDATORY

Company Details

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

Company Name : Address Line 1 :

Address Line 2 : Town/City :

County/State : Postcode/Zip :

Country : Structure :

Company Summary :

Contact Details

Click and complete the business classification tab.

The screenshot shows the 'Registration' page with the 'Business Classifications' tab selected. The page includes a search bar for classifications, a list of categories (A to Y), and a 'Register My Company' button at the bottom right. A purple arrow points to the 'Business Classifications' tab, and another points to the 'Register My Company' button.

Click 'Register my Company' at the bottom of the screen.

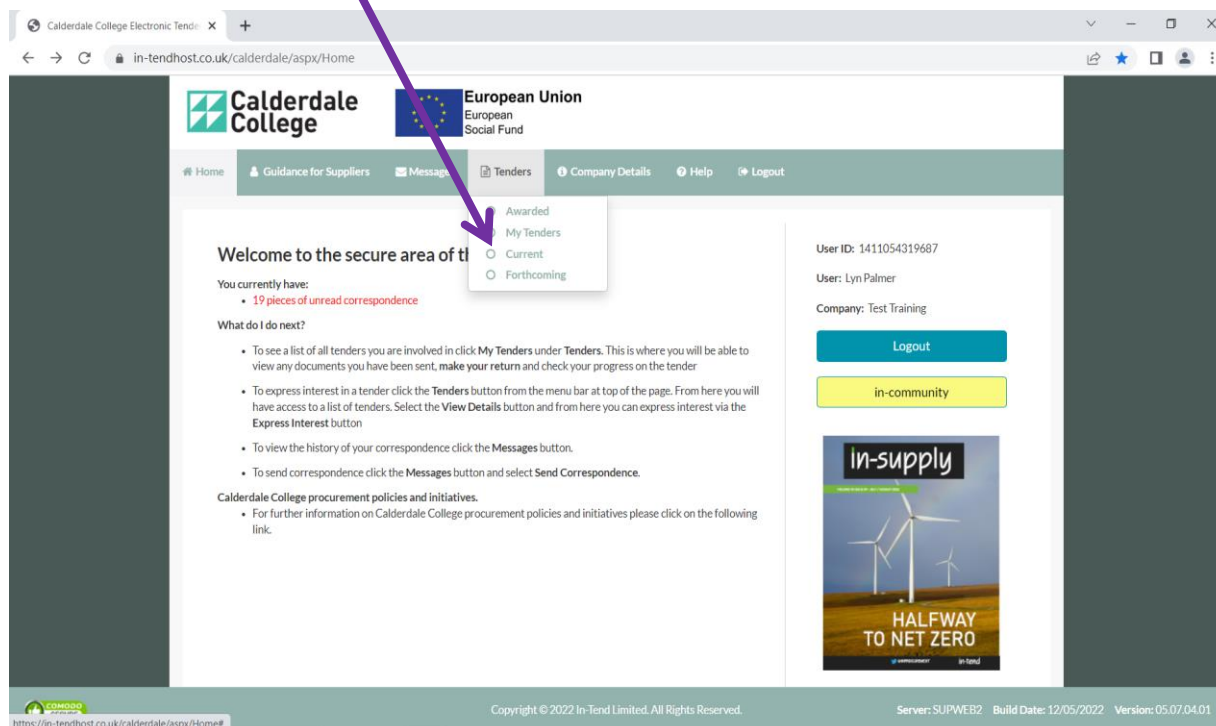
Registration is now complete.

2. How do I find the relevant project?

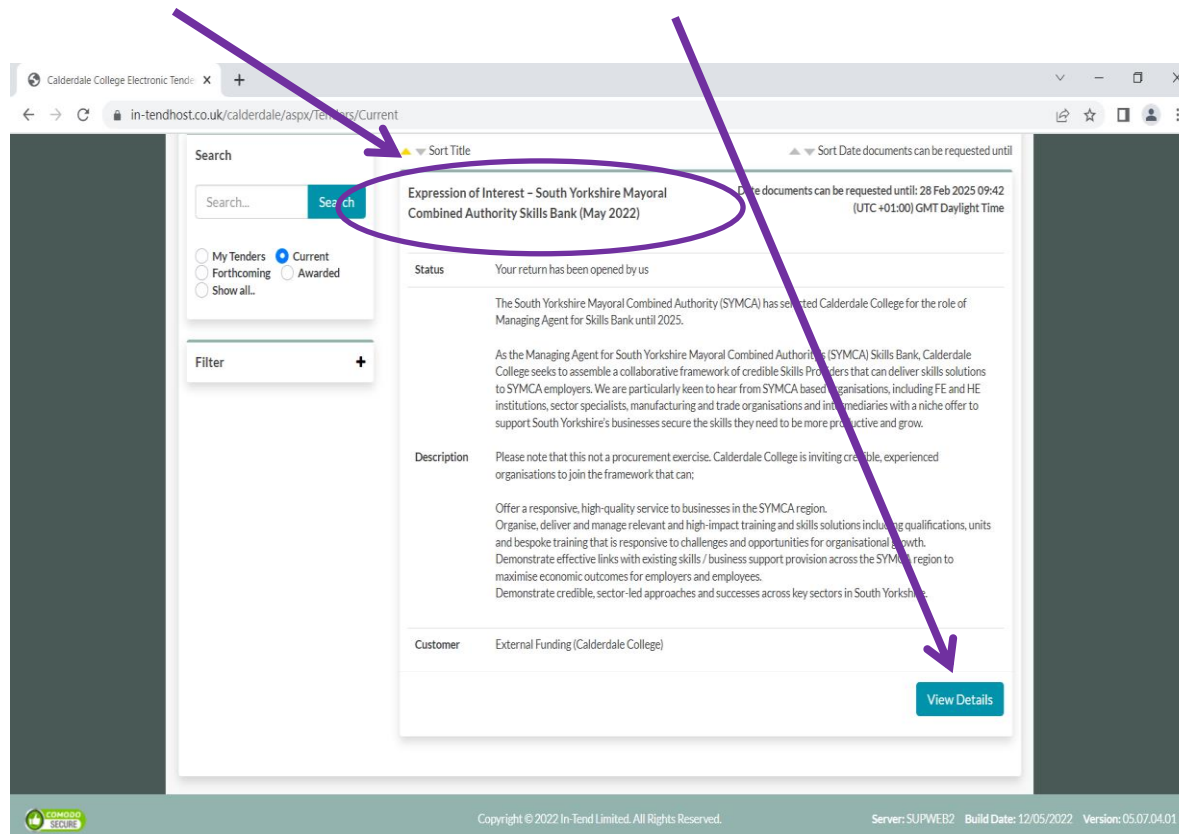
From the home page, log in using the e-mail and password you set up when registering to the system and click on 'Login'.

The screenshot shows the 'Welcome to the Calderdale College electronic tendering process' page. It includes a 'Login' section with fields for 'Email Address' and 'Password', and a 'Login' button. A purple arrow points to the 'Login' button, and another points to the 'Email Address' and 'Password' fields. There is also a 'Register' button and a 'Forgotten Details' link.

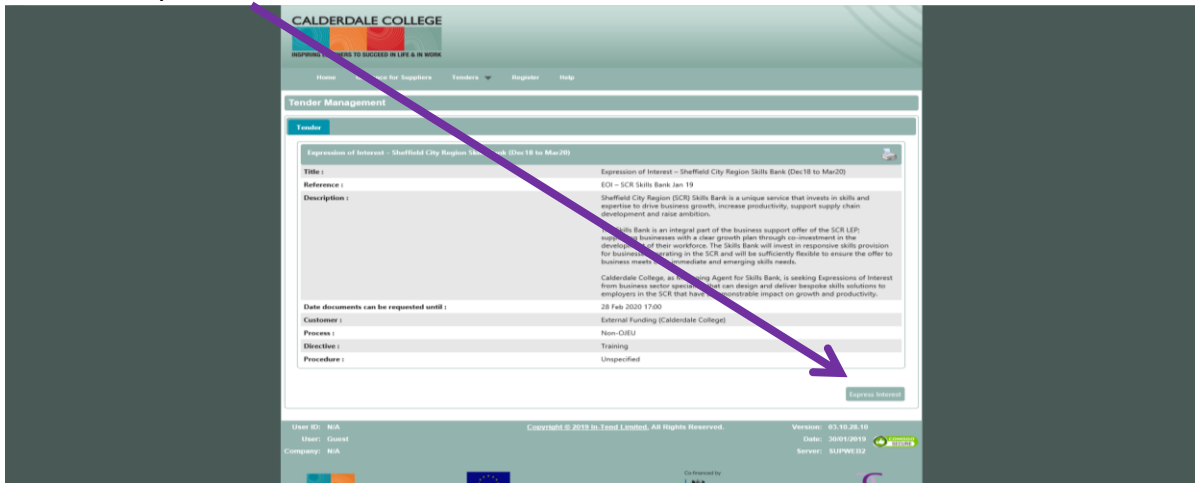
Go to the 'Tenders' tab and select 'Current'.



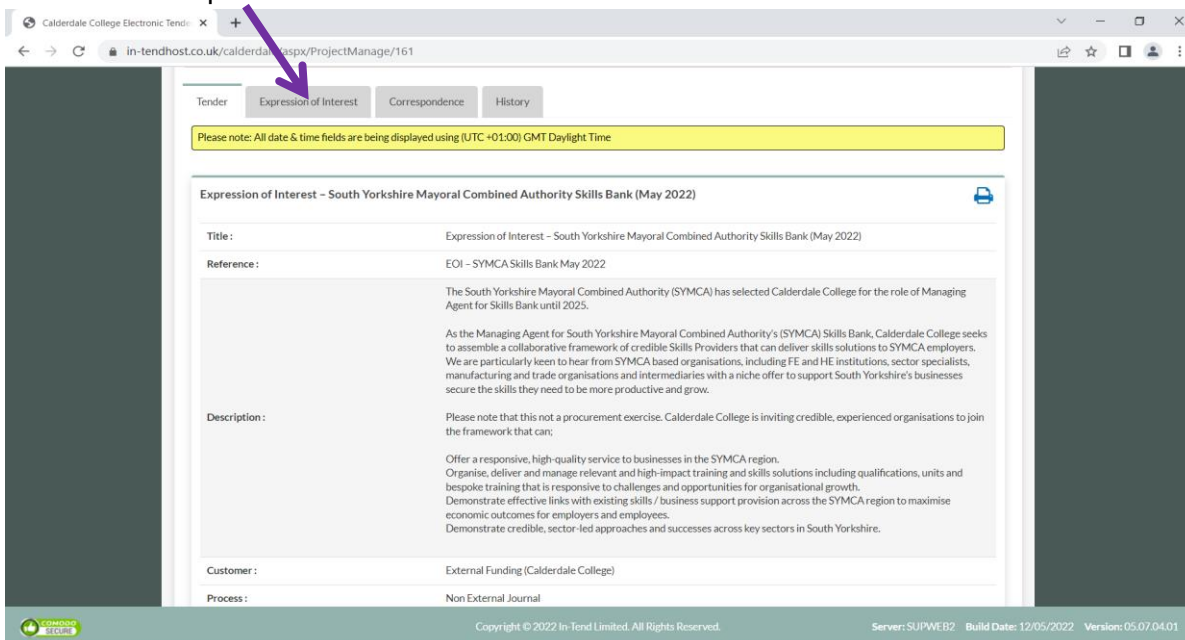
This page provides you with a menu of opportunities currently published by Calderdale College. Find the Skills Bank Expression of Interest and click view details.



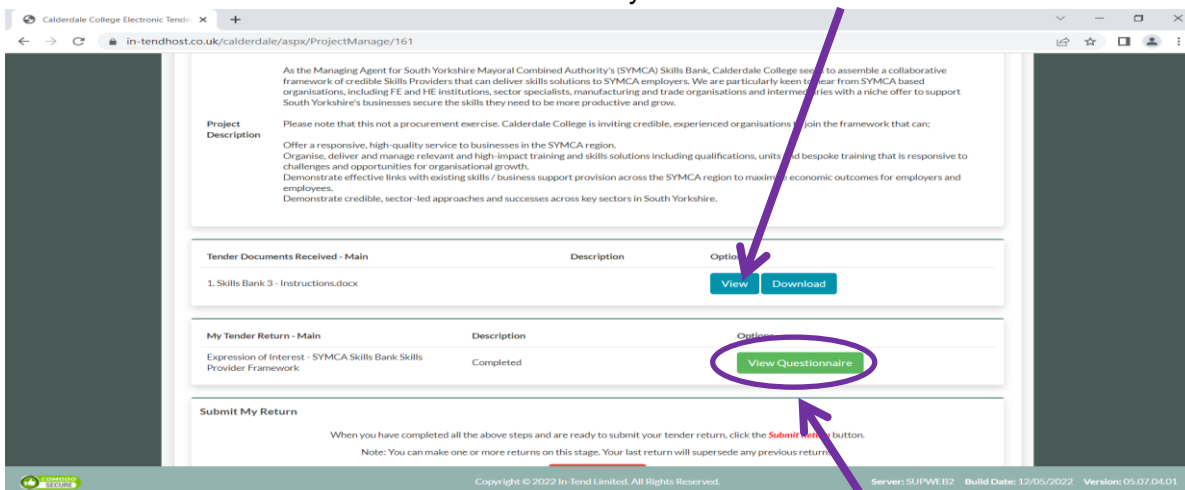
Click on 'Express Interest'



Click on the 'Expression of Interest' tab.



You will now see this screen and should carefully review the 'Instructions' document



If you meet the requirements of the project, complete the Expression of Interest Questionnaire.

Click on 'Save Answers and Close' when you have completed all of the answers.

Questionnaire - Google Chrome
in-tendhost.co.uk/calderdale/asp/Questionnaire.aspx?&WebReturnItemID=54237&StageID=162&LotID=-1

Control Panel

Save Answers
Save Answers and Close
Close

19 In total
12 answered
0 mandatory unanswered

Unanswered Mandatory Questions
Go To Mandatory Question

Go To Question
Go

☒ Backup Question Data

Expression of Interest - SYMCA Skills Bank Skills Provider Framework

To save your answers, click the "Save Answers" button on the left hand menu panel.
Please note: yellow denotes mandatory question

1. I confirm that I have read the information contained in the 'Requirements and Instructions' document.
☒ Yes
☐ No

2. Has your organisation previously worked with Calderdale College?
☐ Yes
☒ No

3. Organisation Name / Trading Name / Sole Trader Name

4. Main contact name

5. Address

6. Website

Click 'Submit Return' when the questionnaire is completed.

Calderdale College Electronic Tendering
in-tendhost.co.uk/calderdale/asp/ProjectManage/161

Project Description

Please note that this is not a procurement exercise. Calderdale College is inviting credible, experienced organisations to join the framework that can:
Offer a responsive, high-quality service to businesses in the SYMCA region.
Organise, deliver and manage relevant and high-impact training and skills solutions including qualifications, units and bespoke training that is responsive to challenges and opportunities for organisational growth.
Demonstrate effective links with existing skills / business support provision across the SYMCA region to maximise economic outcomes for employers and employees.
Demonstrate credible, sector-led approaches and successes across key sectors in South Yorkshire.

Tender Documents Received - Main	Description	Options
1. Skills Bank 3 - Instructions.docx		View Download

My Tender Return - Main	Description	Options
Expression of Interest - SYMCA Skills Bank Skills Provider Framework	Completed	View Questionnaire

Submit My Return

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 tender. Your last return will supersede any previous returns.

[Submit Return](#)

COMODO SECURE

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