

## Suppliers – Locate/manage a Tender on CSW-JETS

**CSW-JETS** stands for Coventry, Solihull and Warwickshire Joint E-Tendering System.

Link for the website: [www.csw-jets.co.uk](http://www.csw-jets.co.uk)

**CSW - JETS**  
Coventry | Solihull | Warwickshire  
Joint E-Tendering System

Home Suppliers

[Register Here](#)  
[Sign In](#)

**All Opportunities**  
Details of current and future tender opportunities

Welcome to Coventry, Solihull and Warwickshire's Joint E-Tendering System (CSW-JETS).

CSW-JETS is the sub-regional e-tendering portal run by In-tend. Since February 2010, Coventry, Solihull, Warwickshire, Nuneaton and Bedworth and Rugby Councils have been working together as a shared procurement service. Along with Solihull Community Housing and other local district councils, we have joined together to bring you a collaborative E-Tendering portal.

CSW-Jets enables us to advertise our opportunities across all authorities through the same system. This means that there is a single point of contact for procurement in the sub-region so you only have to register once to receive notifications for all authorities. Registering on the portal also will make it easier for local suppliers to find, respond to and be alerted to tender opportunities.

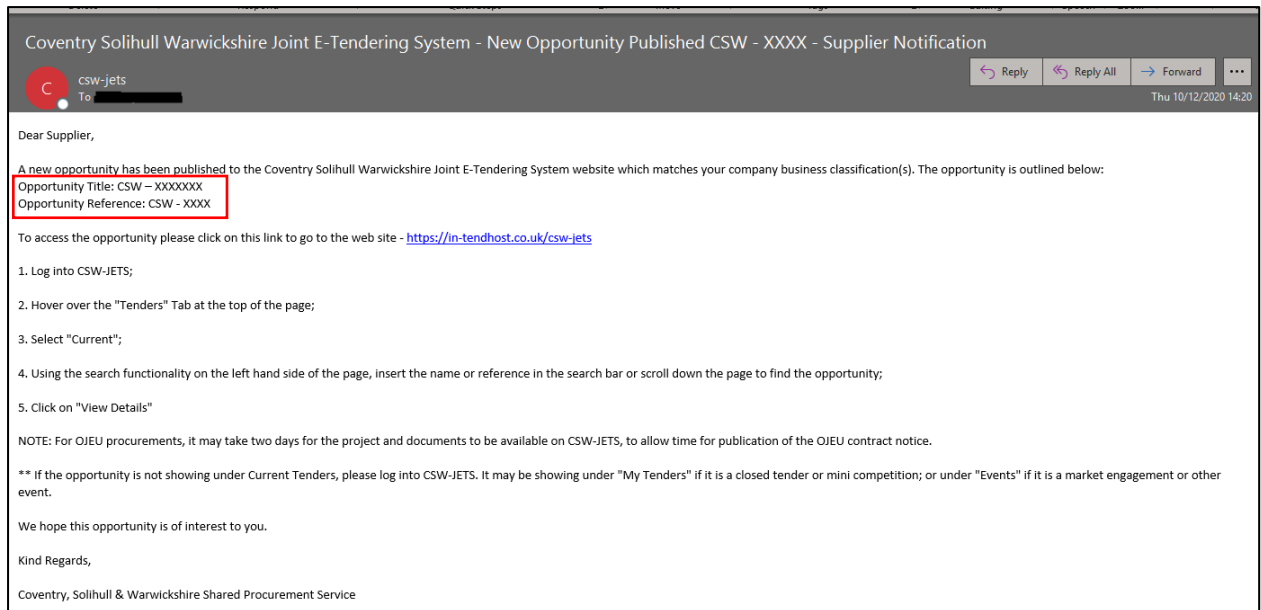
Below is a list of all the postal address, telephone number and website.

Please click on the Councils name to expand the information

<b>Coventry City Council</b>
One Friargate, Coventry, CV1 2GN Tel: 024 7697 5232 <a href="http://www.coventry.gov.uk">www.coventry.gov.uk</a> Email: <a href="mailto:procurement.services@coventry.gov.uk">procurement.services@coventry.gov.uk</a>
<b>Solihull Metropolitan Borough Council</b>
<b>Warwickshire County Council</b>
<b>Nuneaton &amp; Bedworth</b>
<b>Rugby Borough Council</b>
<b>Solihull Community Housing</b>
<b>North Warwickshire Borough Council</b>
<b>Warwick District Council</b>
<b>Stratford on Avon District Council</b>
<b>Urban Growth Company</b>

Coventry City Council  
Solihull Metropolitan Borough Council  
Warwickshire County Council  
Nuneaton & Bedworth  
Rugby Borough Council  
Solihull Community Housing  
North Warwickshire Borough Council  
Warwick District Council  
Stratford on Avon District Council  
Urban Growth Company

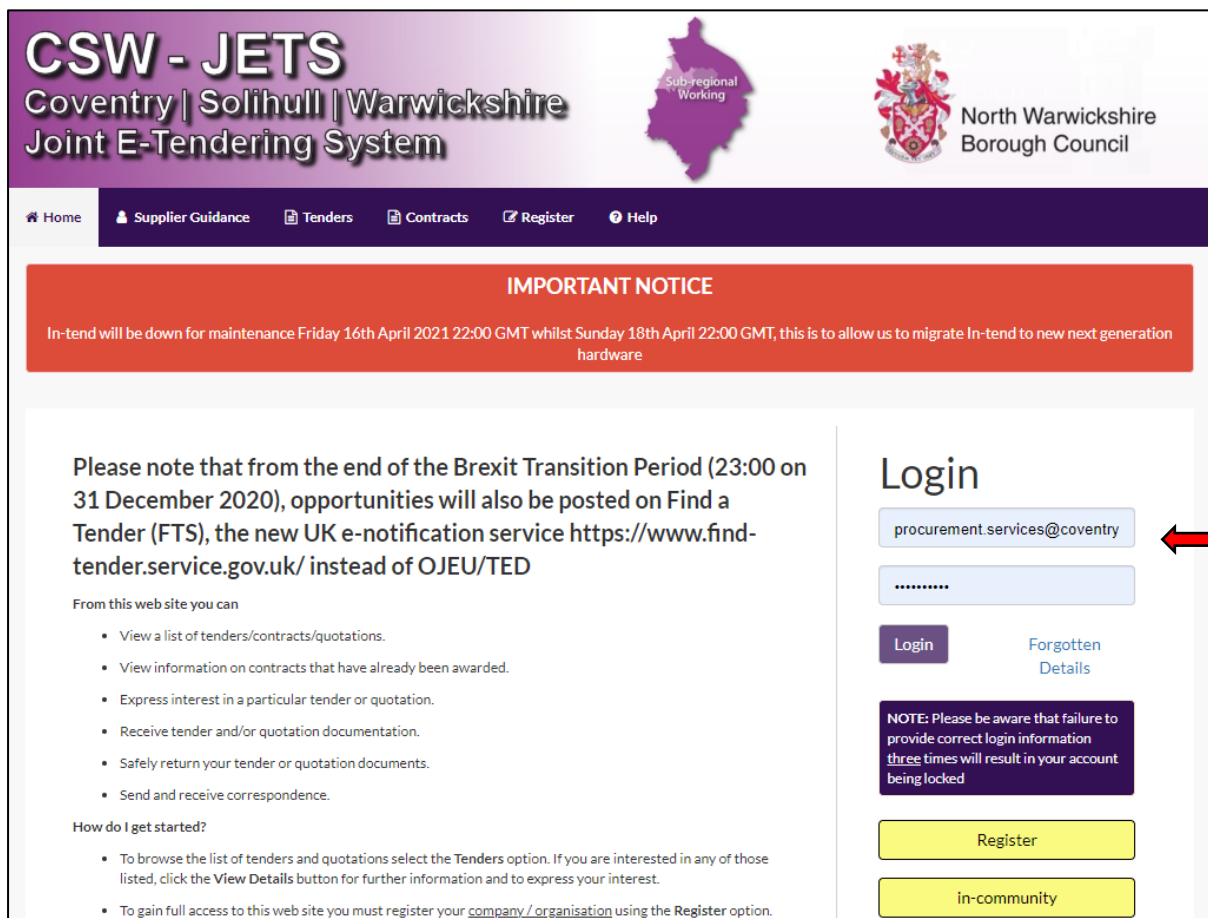
You most likely would have received an automated email from csw-jets advising you that a new opportunity has been published. This will be sent to you depending on the Business Classification you selected when you registered your company.



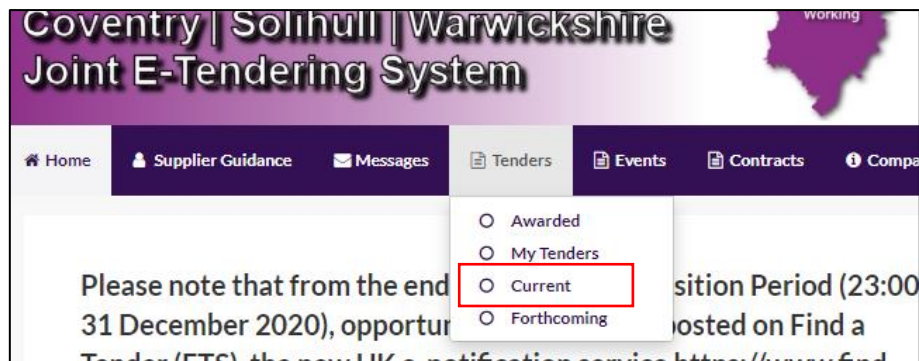
If you have not received an email but know the reference or title of a Tender that has been published, you will still be able to locate it.

Click on **Sign in** and it will take you to the homepage.

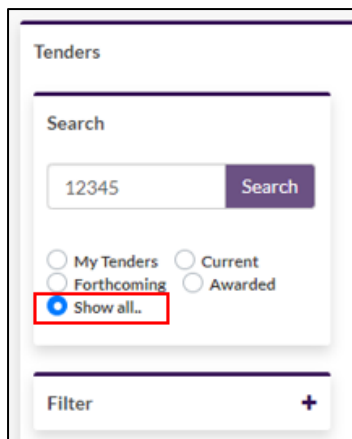
From the homepage, enter your log-in details in the below field.



Once you are logged in, you should be able to click on **Tenders** from the top menu bar and then click on **Current**.

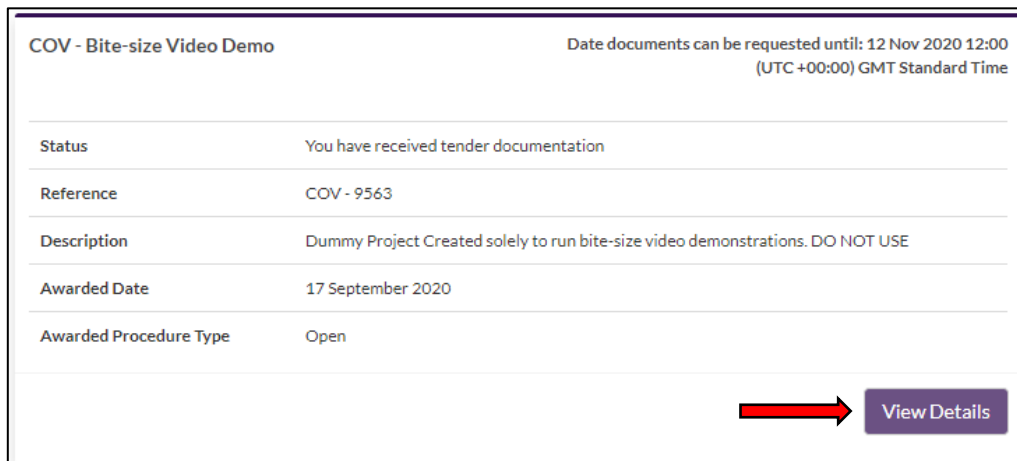


You can now decide to browse through all the published tenders or if you know the reference or title of the Tender you are looking for, you can look for it using the search box on the left of the screen.



We would suggest clicking on [Show all](#) first before typing the relevant details in the Search box. Now click on [Search](#).

Once you locate the Tender in question, click on [View Details](#) and this will take you to the Tender summary page.



You will now have access to various tabs. The first one is usually where the tender documents are held. The tab will be named after the Tender process used. For example, Selection Stage (SQ) or Tender Stage (ITT). If there are multiple stage, then you may have multiple tabs depending on which stage of the process you are on.

Tender Management

Your return has not yet been sent

Tender

Selection Stage

ITT

Correspondence (1)

Clarifications (1)

History

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

It will also show you in the red band above the tabs if you have already submitted a Return for this stage/tender or not.

This also gives you access to the Correspondence and clarifications or the history of the tender (any changes made to it being extensions or document amendments).

To view the documents, simply click on the [stage's tab](#). You will be able to view/download the documents.

Tender Details

Stage Name	ITT
Locked Until	16 March 2021
Closing Date	16 March 2021
Stage Start Date	12 March 2021
Stage Time Zone	(UTC +00:00) GMT Standard Time
Project Title	COV - Bite-size Video Demo
Project Description	Dummy Project Created solely to run bite-size video demonstrations. DO NOT USE

Tender Documents Received - Main

Description	Options
Supplier Help Sheet (Manage your account) v2.pdf	<div>View</div> <div>Download</div>
Suppliers Help Sheet (registration) v2.pdf	<div>View</div> <div>Download</div>

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

Save the documents into your machine until you are ready to submit them.


**We would always advise to allow sufficient time for you to upload all the requested documents before the closing time/date as you may experience slow systems/systems issues and may risk missing out on the chance to complete your submission.**

Once you are ready to upload your Return, get back to this section and click on **Opt In**. This will unlock the section where you can upload your documents. You can upload multiple documents in this section.


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.

NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.



Drag file here or click 'Upload File' below.



Once you click on **Submit Return**, you will get a pop-up receipt and email confirmation to confirm that your submission has been received.


My Tender Return - Main	Description	Options
Supplier Help Sheet (Manage your account) v2.pdf	(Adobe Acrobat Document)	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>
Suppliers Help Sheet (registration) v2.pdf	(Adobe Acrobat Document)	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>

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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.

NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.




Drag file here or click 'Upload File' below.

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**Submit My Return**

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

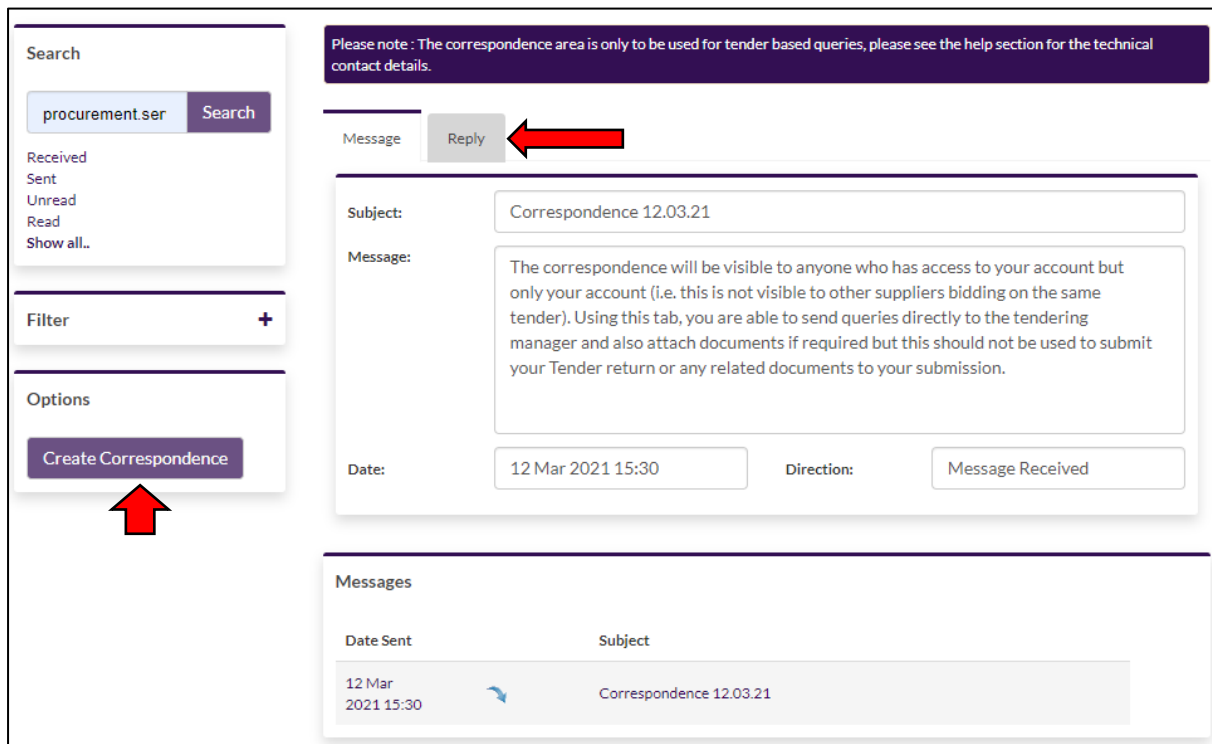
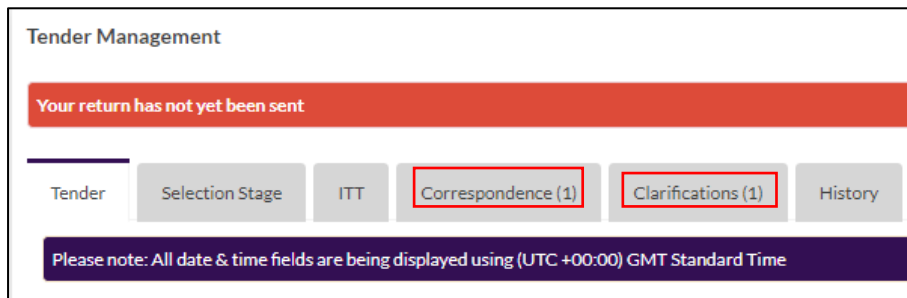
Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.



If any correspondence or clarifications are published under the Tender (and you have linked yourself to the Tender by clicking on **View Details**), you will receive notifications emails advising you that a new item has been posted under the Tender.



To view them, simply click on the relevant tab.



If there a no correspondence to view, you can click on **Create Correspondence** to send your queries to the Tendering manager. If you wish to reply to a correspondence sent to you, click on the **Reply** tab.

Correspondence

Clarifications

History

Show 10 entries

Search:

Added

Title

12 March 2021

Clarification 12.03.2021

Showing 1 to 1 of 1 entries

Previous1Next

Clarification

Name:

Clarification 12.03.2021

Description:

This tab and the various clarifications will be available to anyone viewing this tender regardless of when this is viewed. If you have looked at the tender after a few clarifications have been published, you will still be able to view what has been published here before you joined.

Date:

12 March 2021

View Project