

Suppliers – Locate/manage a Tender on Coventry City Council e-tendering portal

All of our procurement opportunities are currently published through the **Coventry City Council Portal**, providing a single, convenient route for suppliers to access and engage with our tendering processes.

Secure access link - <https://sell2.in-tend.co.uk/midlands/home>

A video guide to help you locate and manage a Tender can be found [here](#).

Login to the Homescreen

Sell2 Midlands

Home Tenders Register Help Powered by in-tend

Sell2Midlands

Discover a world of tender opportunities with Sell2UK. Our tender notification and alert platform offers real-time access to thousands of tender opportunities, sourced from In-tend's system portals and a wide array of external sources.

The key differences with Sell2UK to others in the marketplace is that it provides a seamless experience with a Single Supplier Login, granting you access to hundreds of In-tend customer portals (Organisers) and notification in advance of open publishing of In-tend customer opportunities. Instantly receive tender alerts, express interest, and complete your tender submissions - all within the Sell2UK platform.

Furthermore, Sell2UK connects you directly with procurement professionals via the powerful In-tend Organiser, allowing each contracting authority to search for, and potentially invite your organisation to participate in exclusive, closed tenders not available through other services.

Enhance your tendering productivity and engagement with procurement organisations both in the UK and globally with Sell2UK's robust features and user-friendly functionality.

For more information, contact our dedicated Sell2UK team via email at sell2uk@in-tend.co.uk

Log in to your account

procurementcontracts@coventry.gov.uk

***** [Show](#)

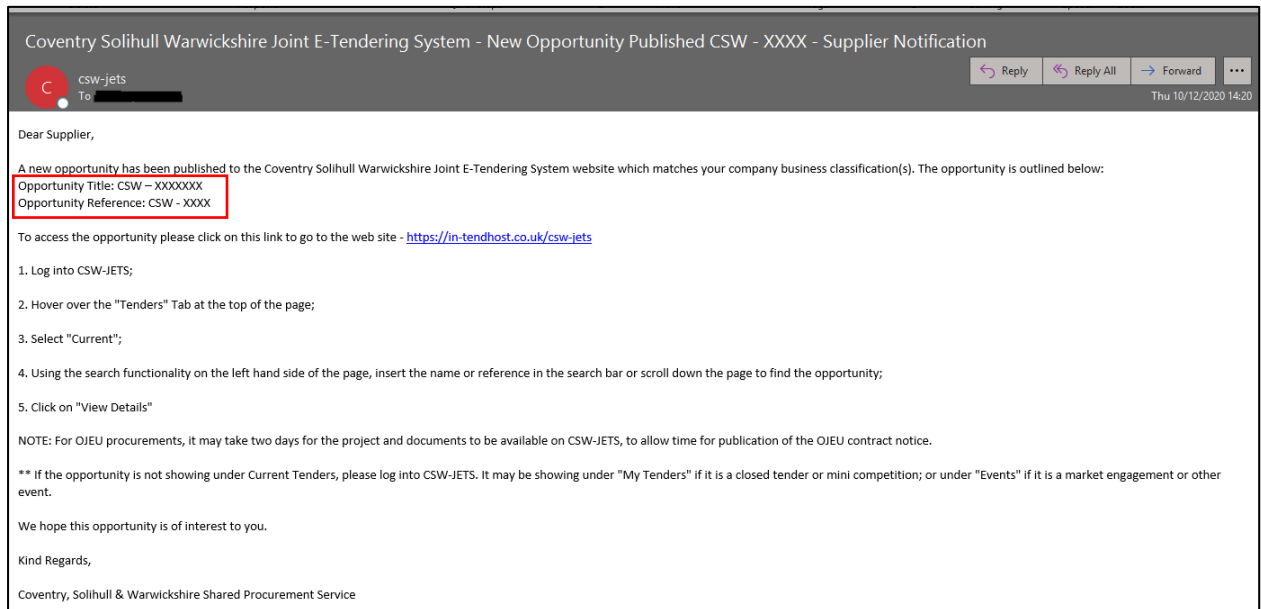
[I've forgotten my password](#)

To access our tender opportunities, when on the main Dashboard, you should be able to select the Coventry City Council portal.

Portals	Action
CSW-Jets (Coventry Solihull Warwickshire Council)	Login to portal
Warwickshire County Council	Login to portal
Coventry City Council	Login to portal
North Warwickshire Borough Council	Login to portal
Warwick District Council	Login to portal
Nuneaton & Bedworth Borough Council	Login to portal

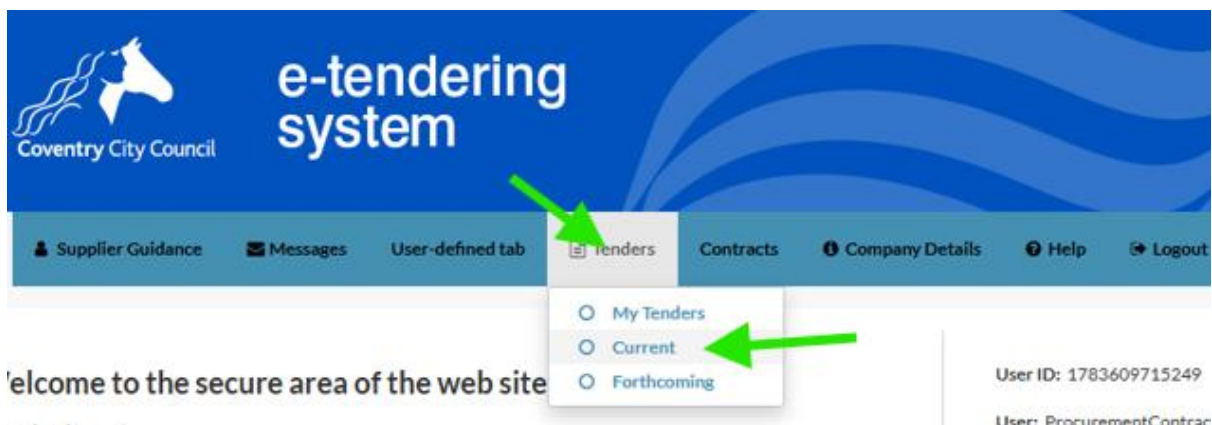
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You will likely have received an automated email from Coventry City Council notifying you that a new tender opportunity has been published. These notifications are sent based on the Business Classification categories selected when your organisation was registered on the e-tendering platform.



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 on the Coventry City Council portal.

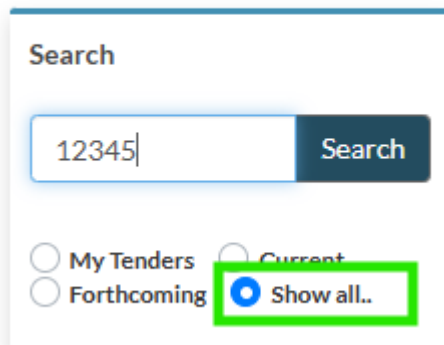
Once you are logged in, you should be able to click on **Tenders** from the top menu bar and then click on **Current**.



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.

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Tenders



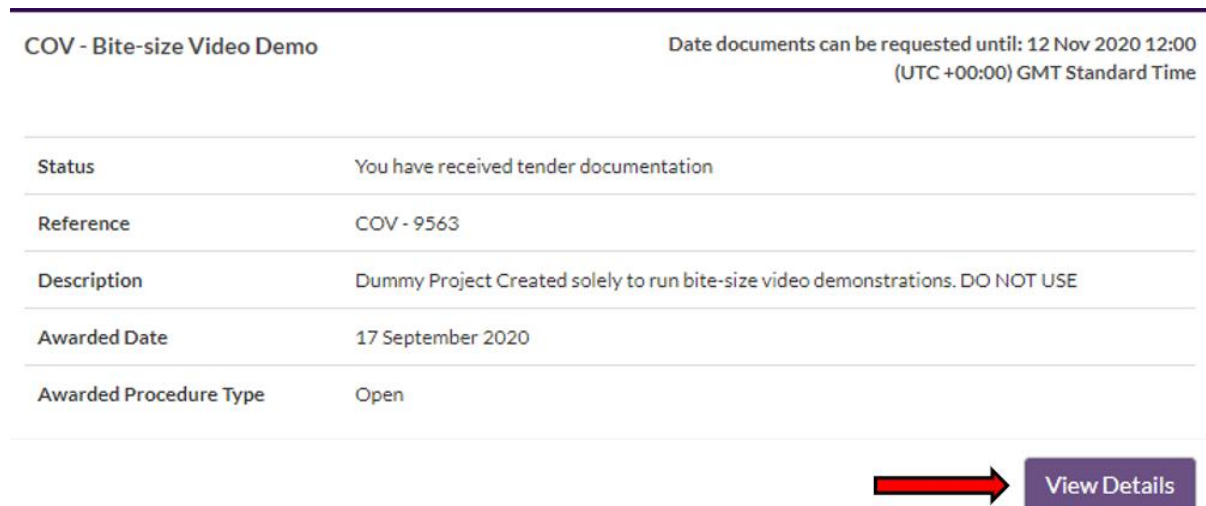
Search

12345 Search

☐ My Tenders ☐ Current
☐ Forthcoming ☒ Show all..

We would suggest clicking on **Show all** first before typing the relevant details in the Search box and enter only the digits from the Tender reference. 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.



COV - Bite-size Video Demo

Date documents can be requested until: 12 Nov 2020 12:00 (UTC +00:00) GMT Standard Time

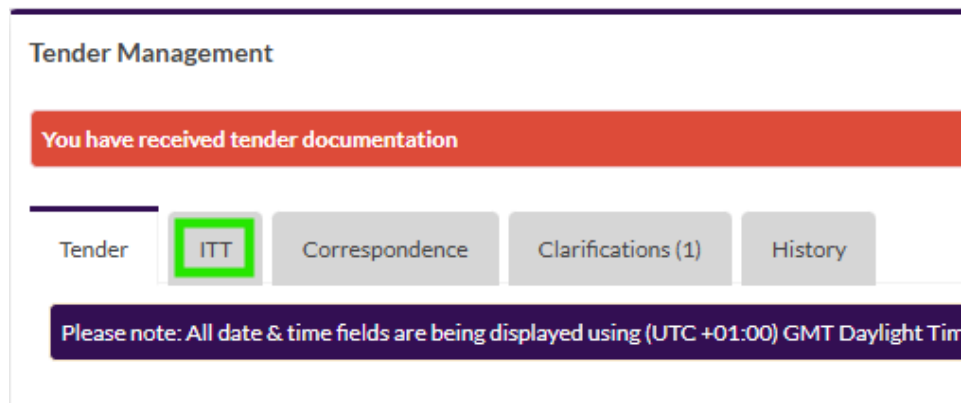
Status	You have received tender documentation
Reference	COV - 9563
Description	Dummy Project Created solely to run bite-size video demonstrations. DO NOT USE
Awarded Date	17 September 2020
Awarded Procedure Type	Open

 [View Details](#)

You will now have access to a number of tabs. The second tab is typically where the tender documents are located. The name of this tab will reflect the procurement process being used, such as **Request for Quotation (RFQ)** or **Invitation to Tender (ITT)**.

If the procurement consists of multiple stages, additional tabs may be displayed. The tabs available to you will depend on the stage of the process that is currently open and accessible to your organisation.

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Tender Management

You have received tender documentation

Tender **ITT** Correspondence Clarifications (1) History

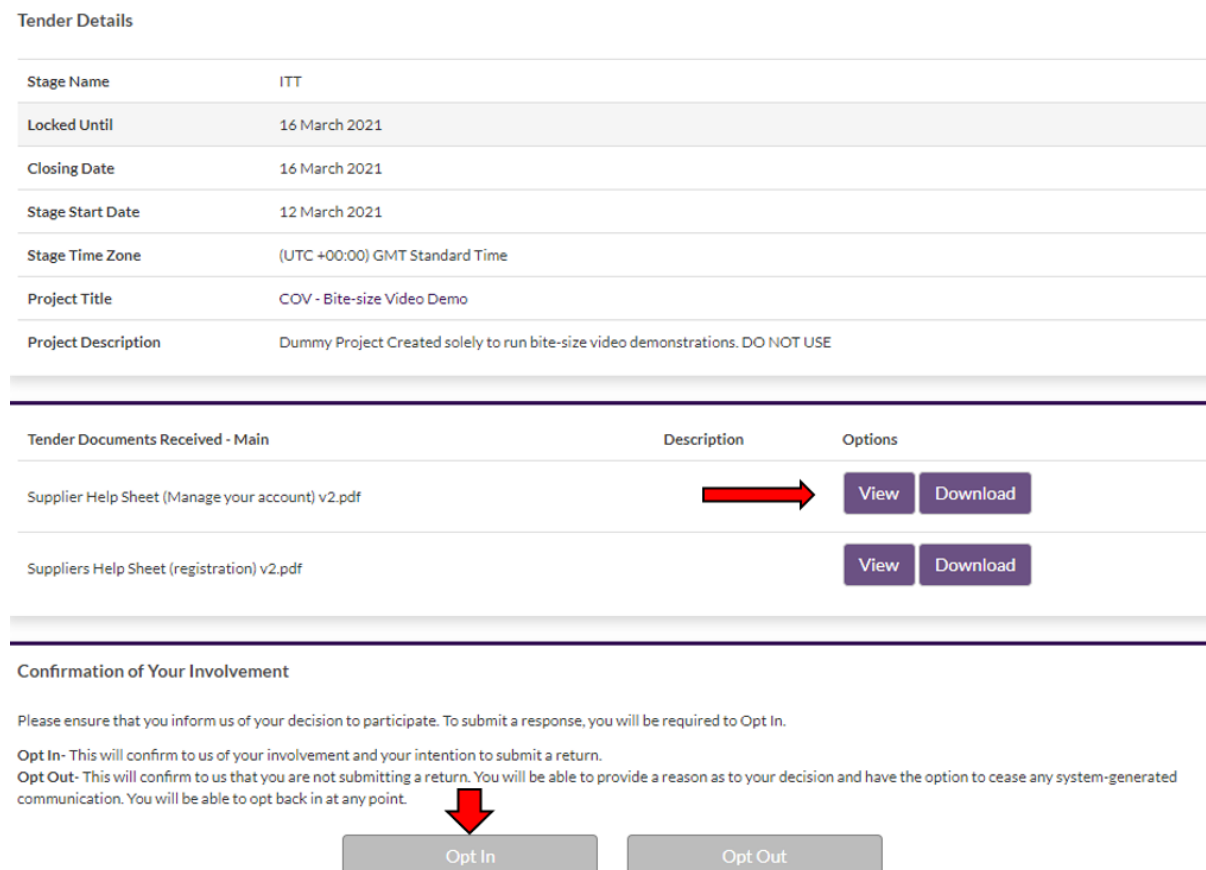
Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time

The red banner displayed above the tabs will indicate whether you have already submitted a return for the current stage or tender.

This section also provides access to:

- **Correspondence and Clarifications**, where you can view and respond to messages relating to the tender; and
- **Tender History**, which records any changes made to the opportunity, such as deadline extensions or document amendments.

To view the tender documents, simply select the relevant **stage tab**. The associated documents will be available to view or download approximately halfway down the page.



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	View Download
Suppliers Help Sheet (registration) v2.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](#)

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We recommend downloading and saving the tender documents to your computer, where you can complete and review them at your own pace. Once you are ready to submit your response, you can upload the completed documents back to the portal.



Please allow sufficient time to upload all required documents before the tender closing date and time. Leaving your submission until the last minute may result in delays caused by slow internet connections, system performance issues, or other technical difficulties, which could prevent your response from being submitted successfully before the deadline. Late submissions cannot be accepted.

Once you are ready to submit your return, return to this section and click **Opt In**. This will unlock the submission area, allowing you to upload your completed tender documents.

You can upload multiple documents within this section. Please ensure that all required documents have been attached before submitting your return.

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.

Upload File

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

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My Tender Return - Main	Description	Options
Supplier Help Sheet (Manage your account) v2.pdf	(Adobe Acrobat Document)	View Download Remove
Suppliers Help Sheet (registration) v2.pdf	(Adobe Acrobat 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.
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.

[Upload File](#)

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.

 [Submit Return](#)

Return Receipt

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

[Print](#)

Tender :	COV - Dummy Project for notice guidance (Dec 25)
Stage :	RFQ Documents
Submitted At :	18 Dec 2025 11:37 (UTC +00:00) GMT Standard Time
Submitted By :	CSW Jets
Submitted By (e-Mail) :	Supplier2@coventry.gov.uk
Documents Returned : 1 item(s)...	
Supplier Set Up and Amendment Form v15_Sep_2025.docx (Attached Document)	

[Close](#)

erso | Guides | Procurement Bill | CommunitiesStrate... | Proj

RFQ Documents

18 December 2025

18 December 2025

(UTC +00:00) GMT Standard Time

COV - Dummy Project for notice guidance (Dec 25)

Blah

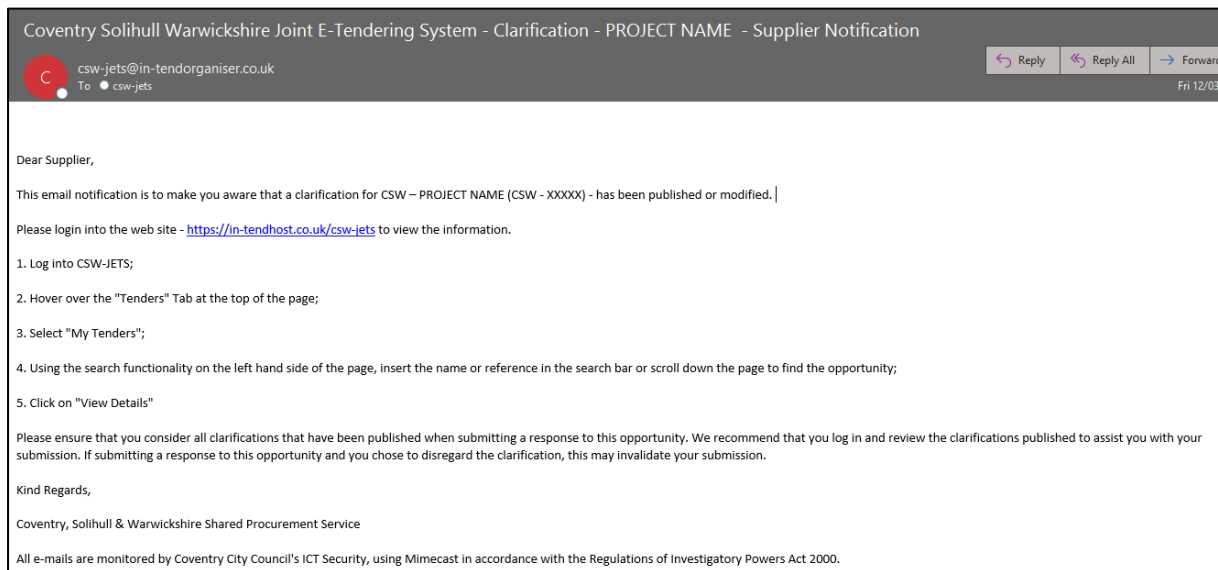
Description	Opti
2025.docx	Vi

Description	Options
(Microsoft Word Document)	View

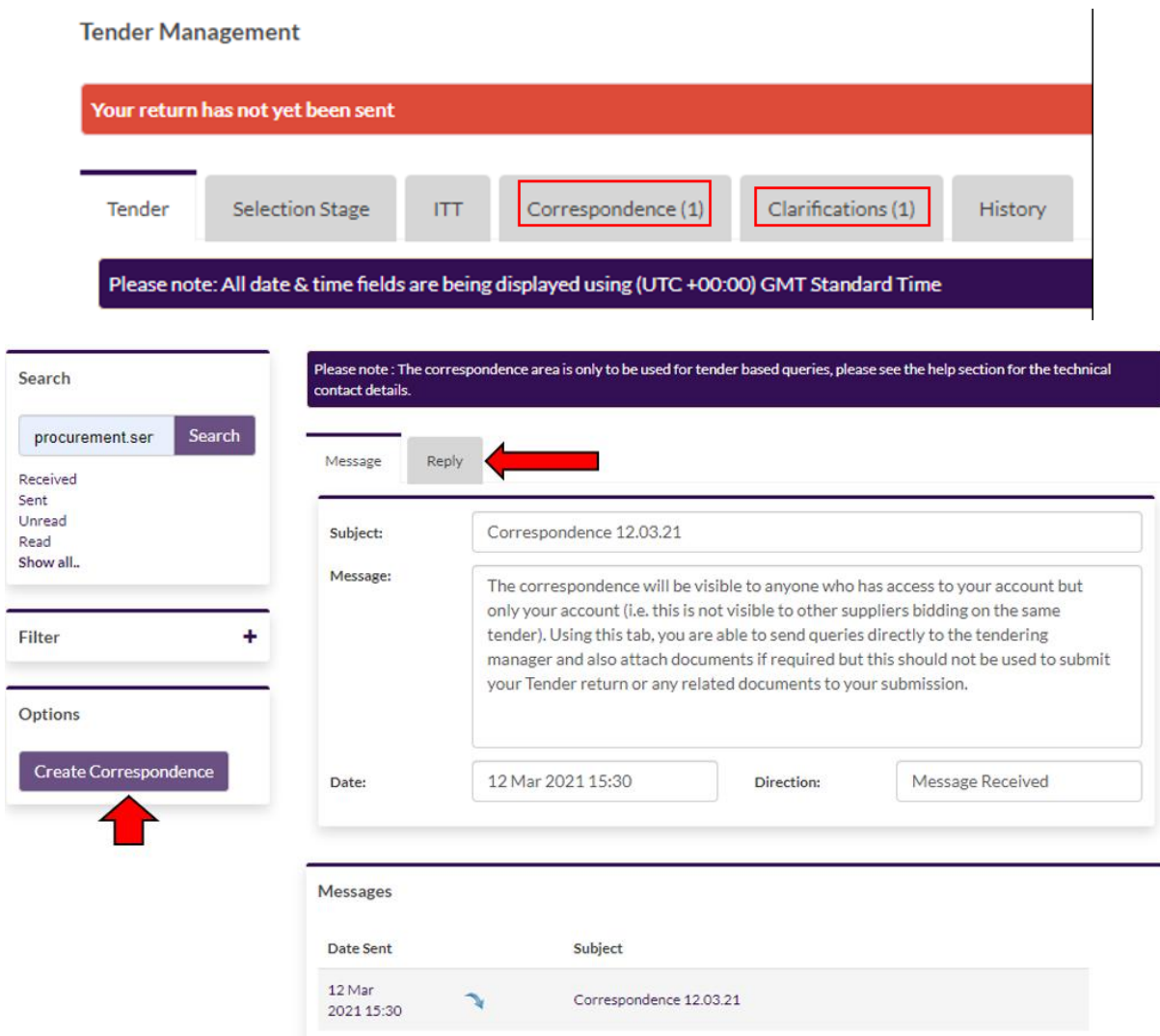
If any **Correspondence** or **Clarifications** are issued for the tender, and you have linked yourself to the opportunity by selecting **View Details**, you will receive automated email notifications advising you that a new communication has been posted.

We recommend monitoring these notifications regularly, as they may contain important information, updates, or responses that could affect your tender submission.

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To view them, simply click on the relevant tabs.



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If there is 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.

The screenshot displays the 'Clarifications' tab of the e-tendering portal. At the top, there are three tabs: 'Correspondence', 'Clarifications' (which is active), and 'History'. Below the tabs, there is a search bar and a 'Show 10 entries' dropdown. A table lists the clarifications, with one entry visible: '12 March 2021' and 'Clarification 12.03.2021'. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons. Below the table, there is a 'Clarification' section with a 'Name' field containing 'Clarification 12.03.2021', a 'Description' field containing a message about the availability of the tab, and a 'Date' field containing '12 March 2021'. A 'View Project' button is located at the bottom right of the clarification details.

Added	Title
12 March 2021	Clarification 12.03.2021

Showing 1 to 1 of 1 entries

Previous 1 Next

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



Support contacts

For any portal account and access support – please contact In-Tend Limited on: support@in-tend.com or on 0845 557 8079 / +44 (0) 114 407 0065

For any other queries, please contact Coventry City Council e-Tendering support on: procurementcontracts@coventry.gov.uk or on 024 7697 5539