

Government of Saint Lucia Electronic Government Procurement (e-GP) System – Suppliers Portal



Table of Contents

Login to GOSL e-GP system.....	3
Home Page.....	4
Supplier Guidance.....	5
Tenders.....	6
Register.....	7
Help.....	10
Registered Supplier.....	11

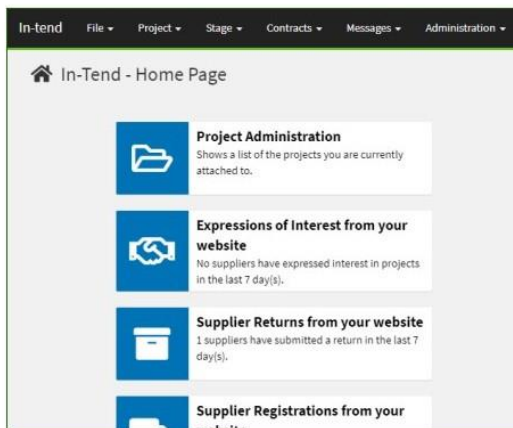
Log-in to GOSL e-GP System

To gain access to the supplier portal use link below:

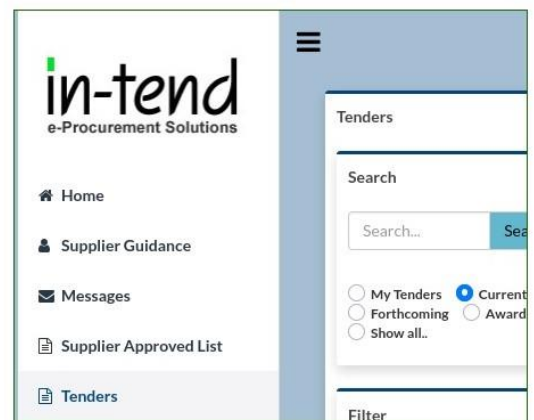
- <http://training.in-tend.co.uk/gosl/procurement> (test site)
- <https://in-tendhost.co.uk/goslprocurement> (live site)
- Select 'Suppliers Portal'



In-Tend Training Database



Buyers Organisation

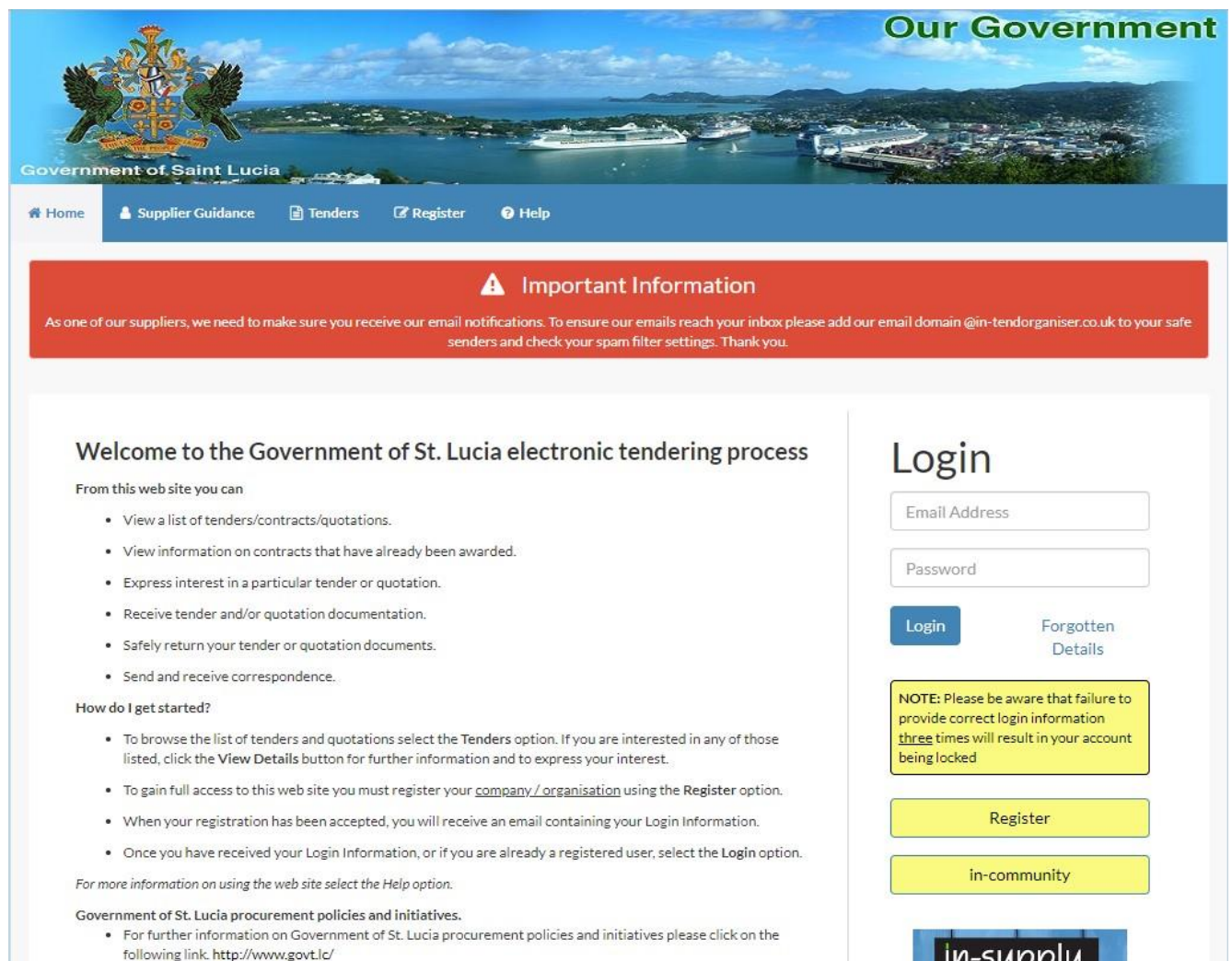


Suppliers Portal

[To Open Both Websites Click Here](#)

Home Page

- This opens up the Suppliers Portal showing 5 tabs. Home, Suppliers Guidance, Tenders, Register, and Help.
- The Home tab gives a brief overview of the site.
- Visitors to this page have the option to register or to browse without registering. Registering allows users to receive email notifications and allows for tender submission. Unregistered users can only view information and notifications.



The screenshot displays the 'Our Government' Suppliers Portal. The header features the Government of Saint Lucia crest and a scenic view of the island. A navigation bar includes links for Home, Supplier Guidance, Tenders, Register, and Help. A red banner below the navigation bar contains 'Important Information' regarding email notifications. The main content area is split into two columns. The left column, titled 'Welcome to the Government of St. Lucia electronic tendering process', lists user capabilities and provides a 'How do I get started?' section with instructions on browsing tenders, registering, and logging in. The right column, titled 'Login', contains input fields for 'Email Address' and 'Password', a 'Login' button, a 'Forgotten Details' link, a yellow 'NOTE' box about login failures, a yellow 'Register' button, a yellow 'in-community' button, and a blue 'in-supply' button.

Our Government

Government of Saint Lucia

Home Supplier Guidance 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 Government of St. Lucia 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.

Government of St. Lucia procurement policies and initiatives.

- For further information on Government of St. Lucia procurement policies and initiatives please click on the following link. <http://www.govt.lc/>

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

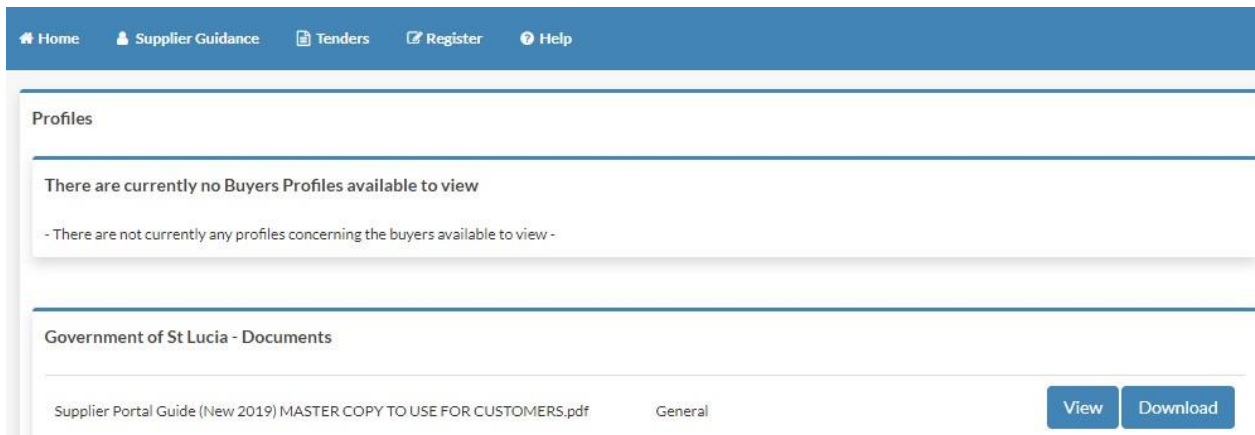
Register

in-community

in-supply

Supplier Guidance

- The Supplier Guidance tab gives access to guidance material for suppliers. User manuals, FAQ on portal use, Procurement legislation, guidelines and other material the government may wish to disclose to suppliers.
- It also shows the profiles of Buyers registered on the portal.



Tenders

- The Tenders tab shows all tenders that have been published on the portal. This includes; Awarded, Current, Forthcoming tenders and also the option to 'Show All'.
 - This allows suppliers to view current tender opportunities, awarded tenders, and also upcoming opportunities.
 - Each tender notification allows for viewing a Tender Summary. To the bottom of each tender notification is a 'View Details' button. By clicking the View Details button the notification expands and gives more information about the tender. It also would display the "express interest" option.
- Unregistered users are not allowed to indicate their interest or participate in tender opportunities.**

The screenshot displays the 'Tenders' section of a web portal. At the top is a navigation bar with links for Home, Supplier Guidance, Tenders (active), Register, and Help. Below this, the 'Tenders' page features a search sidebar on the left and a main listing area on the right.

Search Sidebar:

- Search:** A text input field containing 'naomi.stremy' and a 'Search' button.
- Filters:** Radio buttons for 'Current' (selected), 'Forthcoming', 'Awarded', and 'Show all..'
- Filter:** A button with a plus sign to expand filter options.

Main Listing Area:

- Sort:** A dropdown menu currently set to 'Sort Title'.
- Tender Title:** 'Procurement of Office Equipment'. To the right, it states: 'Date documents can be requested until: 23 Dec 2020 20:01 (UTC -04:00) Atlantic Standard Time'.
- Details Table:**

Title	Procurement of Office Equipment
Description	Office furniture for eGP unit
Estimated Value	XCD 125,000
- Action:** A blue 'View Details' button at the bottom right of the listing.

Register

- The Register tab allows users to register as suppliers on the portal.
- This tab contains three (3) sections; the 'Company Details, Business Classifications and Company Classifications'.
- The 'Company Details' is where basic information about the company goes; name, location, phone number, etc.
- The 'Business Classifications' is where information on the nature of the business comes in; what the business specializes in.
- The 'Company Classifications' is where information on the type of business is specified; micro or macro business, etc.
- **ASTERIX MARK MANDATORY FIELDS.**
- The following diagrams show the different slides.

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 Reference Type : ☐ Company Registration Number ☐ Unique Taxpayer Reference

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

* Company Name :

* Address Line 1 :

Address Line 2 :

Town/City :

[Home](#) [Supplier Guidance](#) [Tenders](#) [Register](#) [Help](#)

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...

Search Clear

Category	Title	
	Unspecified	+
E	Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services	+
A	Audio-Visual & Multimedia	+
C	Catering Supplies & Services	+
K	Computer Supplies & Services	+
W	Estates & Buildings	+
F	Furniture, Furnishings & textiles	+
H	Janitorial & Domestic Supplies & Services	+
L	Laboratory/Animal House Supplies & Services	+

Business classification allows for specific notifications to be sent via email to the user. By indicating their categories of business, registered users would receive notifications whenever a tender notification is published in these categories.

Users are also required to indicate the company category.

[Home](#) [Supplier Guidance](#) [Tenders](#) [Register](#) [Help](#)

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)

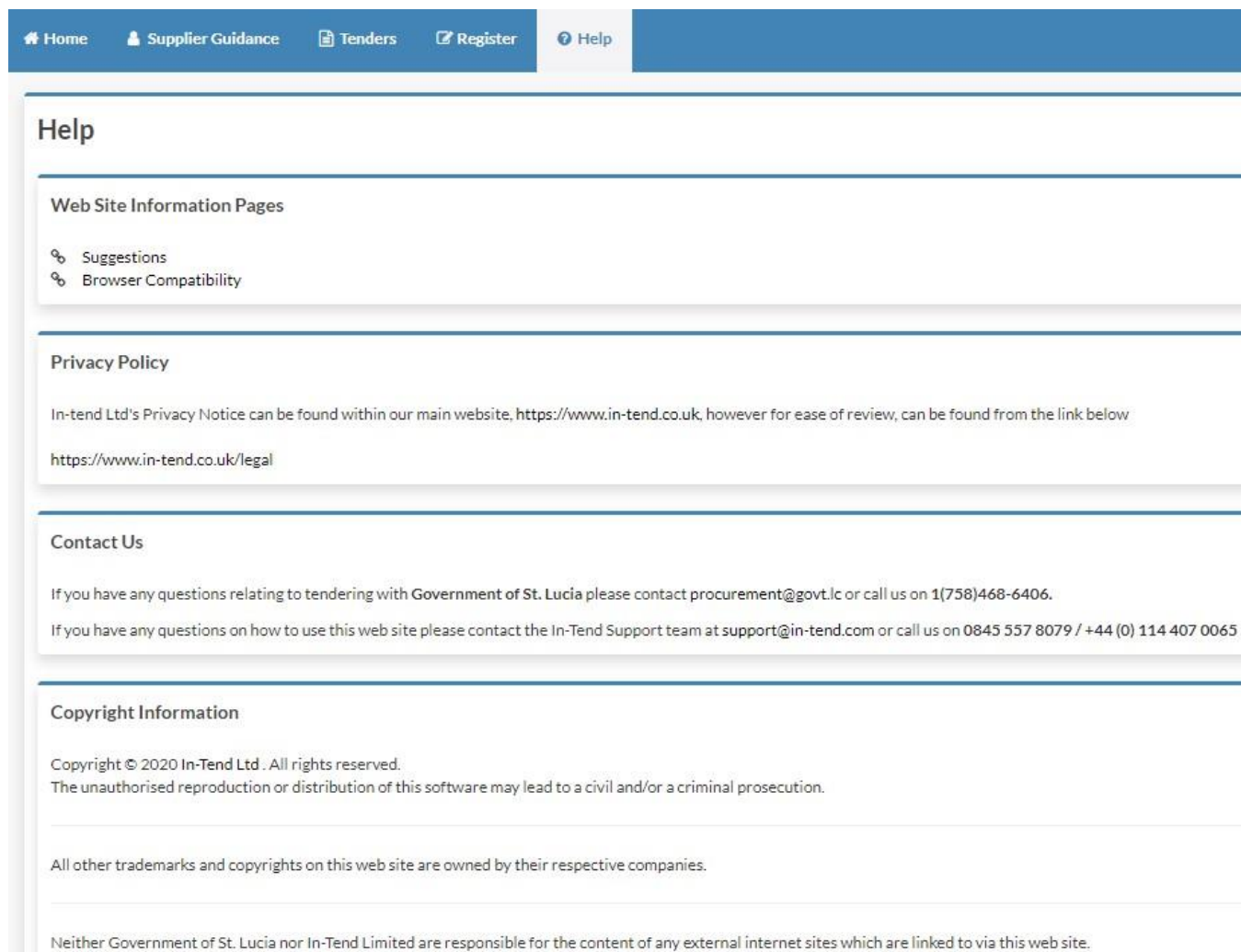
☐ Enterprises

Register My Company

Key : *Mandatory

Help

- The Help tab gives website information and contact information.



The screenshot shows the 'Help' page of the In-Tend website. At the top is a blue navigation bar with links: Home, Supplier Guidance, Tenders, Register, and Help. The 'Help' page content is organized into sections: 'Web Site Information Pages' with links for Suggestions and Browser Compatibility; 'Privacy Policy' with a link to the full notice; 'Contact Us' with email and phone contact details; and 'Copyright Information' with a disclaimer. The page has a clean, professional layout with blue headers and light gray backgrounds for content areas.

Home **Supplier Guidance** **Tenders** **Register** **Help**

Help

Web Site Information Pages

- [Suggestions](#)
- [Browser Compatibility](#)

Privacy Policy

In-tend Ltd's Privacy Notice can be found within our main website, <https://www.in-tend.co.uk>, however for ease of review, can be found from the link below

<https://www.in-tend.co.uk/legal>

Contact Us

If you have any questions relating to tendering with Government of St. Lucia please contact procurement@govt.lc or call us on 1(758)468-6406.

If you have any questions on how to use this web site please contact the In-Tend Support team at support@in-tend.com or call us on 0845 557 8079 / +44 (0) 114 407 0065

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Registered Suppliers

Upon successful registration, registered users can log in using the username and password specified at registration. The following screen is displayed upon log-in.

The screenshot displays the Government of Saint Lucia e-procurement portal. At the top, there is a banner with the coat of arms and the text "Government of Saint Lucia" and "Our Government". Below the banner is a navigation bar with links: Home, Supplier Guidance, Messages, Spare Tab 1, Tenders, Company Details, Help, and Logout. The main content area is divided into two columns. The left column contains a welcome message: "Welcome to the secure area of the web site". Below this, it states "You currently have:" followed by a list item: "1 piece of unread correspondence". Underneath, it asks "What do I do next?" and provides a list of instructions: "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.", and "To send correspondence click the Messages button and select Send Correspondence." Below this, it mentions "Government of St. Lucia procurement policies and initiatives." and provides a link: "For further information on Government of St. Lucia procurement policies and initiatives please click on the following link. http://www.govt.lc/". The right column displays user information: "User ID: 1600104889461", "User: Naomi St. Remy", and "Company: NS Security Services". Below this is a blue "Logout" button and a yellow "in-community" button. At the bottom right, there is a small image of a person on a scissor lift with the text "in-supply" and "THE RELATIONSHIP BETWEEN FACILITIES MANAGEMENT AND PROCUREMENT IN THE UK".

Registered users can now not only view procurement notification details but they can now 'Opt In'. ie. indicate their willingness to submit a tender.

Registered users also have the ability to submit a tender as per the submission specifications of the interested project.

Registered Users can now view the following tenders tab.

Tenders

Search

Search... Search

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

Filter +

Sort Title Sort Date documents can be requested until

Naomi- Tender for Insurance (AWARDED) Date documents can be requested until: 15 Oct 2020 16:00 (UTC -04:00) Atlantic Standard Time

Status	Congratulations, you have been successful in winning this tender
Title	Naomi- Tender for Insurance (AWARDED)
Description	Request for Insurance Coverage
Estimated Value	XCD \$60,000

View Details

Procurement of Office Equipment Date documents can be requested until: 23 Dec 2020 20:01 (UTC -04:00) Atlantic Standard Time

Title	Procurement of Office Equipment
Description	Office furniture for eGP unit
Estimated Value	XCD 125,000

View Details

The tenders tab now has a section for 'My Tenders' to allow a user to view notifications on tenders they have indicated interest and or have made a submission.

As a registered user, viewing tender notification details now have the option to 'Express Interest'.

[Home](#) [Supplier Guidance](#) [Tenders](#) [Register](#) [Help](#)

Tender Management

Tender

Please note: All date & time fields are being displayed using (UTC -04:00) Atlantic Standard Time

Procurement of Office Equipment

Title :

Procurement of Office Equipment

Description :

Office furniture for eGP unit

Reference :

ITT 01-2021

Estimated Value :

XCD 125,000

Contact :

Anthony Jean

Customer :

Government of St Lucia

Process :

Non-OJEU/Find a Tender (External Journal)

Directive :

Supplies

Procedure :

Open

Project Start Date :

23 November 2020

Tender Security Value

Tender Validity Period

Express Interest

- If the supplier would like to continue participating in the tendering process, he/she would select 'Express Interest' to the bottom of the tender. This will then give the details of the tender in depth.
- The following is an illustration of the process.

Upon selecting 'Express Interest' the user now has access to the tender management function. In addition to tender information, it displays ITT documents, Correspondence and History.

Tender

ITT - Documents

Correspondence

History

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 :	23 Dec 2020 20:01:00	(UTC -04:00) Atlantic Standard Time
Local Tender Deadline :	23 Dec 2020 20:01:00	
Time Remaining :	1 Week 6 Days 8 Hours 54 Minutes 13 Seconds	

Tender Time :	10 Dec 2020 11:06:46	(UTC -04:00) Atlantic Standard Time
Local Time :	10 Dec 2020 11:06:46	

Tender Details

Stage Name	ITT - Documents
Locked Until	24 December 2020
Closing Date	23 December 2020
Stage Start Date	23 November 2020
Deadline for clarifications	01 Jan 1970 00:00
Stage Time Zone	(UTC -04:00) Atlantic Standard Time
Project Title	Procurement of Office Equipment
Project Description	Office furniture for eGP unit

Tender Documents Received - Main	Description	Options
Terms & Conditions.docx		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](#)

Here users can view and/or download the tender documents.

To submit a tender a user must first 'Opt In' to confirm their involvement in the tender.

After selecting to 'Opt In' users now have the option of uploading the required documents as per the tender instructions.

After all documents required have been uploaded, the 'Submit Return' button is selected. This completes the tender submission process.

The user would continue to monitor for any notifications concerning the process.

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

Envelope (None) ▼

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