



CENTRAL PROCUREMENT UNIT

GRENADA

# INTEND SUPPLIER MANUAL



2026



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# Introduction

## WELCOME

The Government of Grenada has implemented an electronic procurement (e-Procurement) system to modernize, streamline, and enhance transparency in public procurement processes. This system provides a centralized, secure, and efficient platform for managing supplier registration, tender publication, bid submission, and ongoing supplier engagement.

## WHY USE THIS MANUAL

This Supplier User Manual provides step-by-step instructions, practical guidance, and key information to help suppliers successfully register, access procurement opportunities, submit bids, and manage their participation in government procurement activities.

## WHO CAN USE THIS MANUAL

The manual is intended for all suppliers, including individuals, small and medium enterprises, and large organizations, who wish to do business with the Government through the e-Procurement system.

## CONTACT US

If you encounter any difficulties while registering, please contact us at 1(473) 435-3797 or via email at [cpu@gov.gd](mailto:cpu@gov.gd)/  
[britneymedford@gov.gd](mailto:britneymedford@gov.gd).



# REGISTRATION

## HOW TO REGISTER

1

### VISIT THE WEBSITE

1. Visit <https://in-tendhost.co.uk/GND/asp/Home> to access the supplier portal.
2. Click the “Register” button on the homepage.

#### Welcome to the Government of Grenada 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.

#### Login

[Forgotten  
Details](#)

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

2

### COMPANY DETAILS

1. On the registration form you will see three (3) tabs: Company Details, Business Classifications and Company Categories. Click “Company Details”.
2. Enter your details in the fields provided. Note that the fields in yellow are mandatory.

## COMPANY DETAILS CONT'

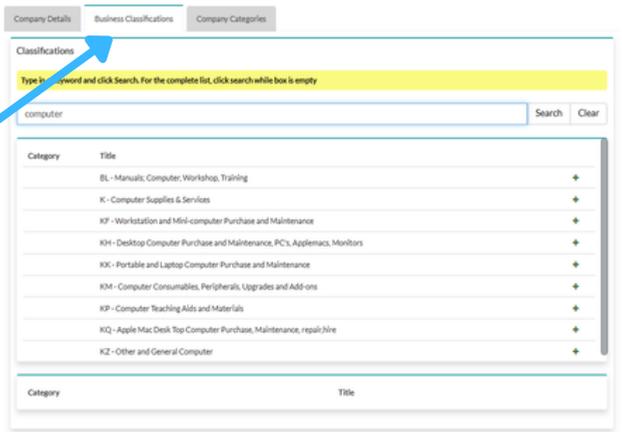
If you are registering as an *individual*, enter your name in the field which say "Company Name" and tick the box stating that you do not have a company registration number.

3. Once you have entered the required information, click on the Business Classifications Tab.

### 3

## BUSINESS CLASSIFICATIONS

1. In the "Business Classifications" tab, you can add the business category codes relevant to your company. Enter a keyword such as "Computer" in the search bar or click on the search button to see the full list of available categories.



Company Details Business Classifications Company Categories

Classifications

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

computer Search Clear

Category	Title
BL	Manuals, Computer, Workshop, Training
K	Computer Supplies & Services
KF	Workstation and Mini-computer Purchase and Maintenance
KH	Desktop Computer Purchase and Maintenance, PC's, Applemacs, Monitors
KK	Portable and Laptop Computer Purchase and Maintenance
KM	Computer Consumables, Peripherals, Upgrades and Add-ons
KP	Computer Teaching Aids and Materials
KQ	Apple Mac Desk Top Computer Purchase, Maintenance, repair/ hire
KZ	Other and General Computer

Category Title

2. Once you have entered the required information, click on the "Company Categories" Tab.

4

## COMPANY CATEGORIES

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1. For "Company Categories" simply select the option that's applicable to your company.

5

## REGISTER

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1. Once you have satisfied all the requirements, and ready to register; click on "Register My Company".
2. Check your email. You will receive an email confirming your registration.

**Note:** You should not register your company more than once unless they are under a separate company registration number. If your company has several locations, register the company against the head office and add contact details for individuals at the different locations.

# VIEWING TENDERS

## HOW TO VIEW TENDER DOCUMENTS

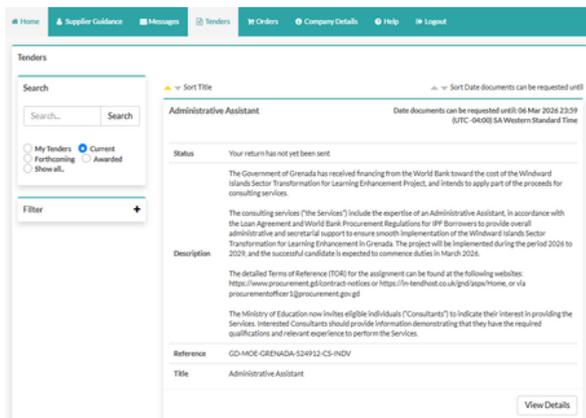
1

From the Supplier Login Portal (<https://in-tendhost.co.uk/GND/asp/Home>), navigate to “Current” under the Tenders tab. There you will see the list of available tenders.



2

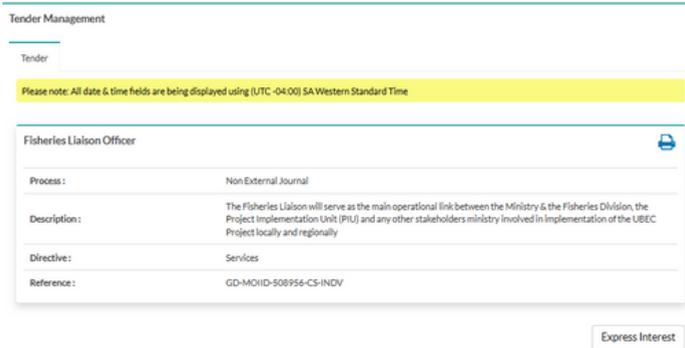
Click on the “View Details” button on a tender. You should see the basic information relating to the activity once you have done so.



## VIEWING TENDERS CONT'

3

Click on the button which says “Express Interest” to view the tender documents.



Tender Management

Tender

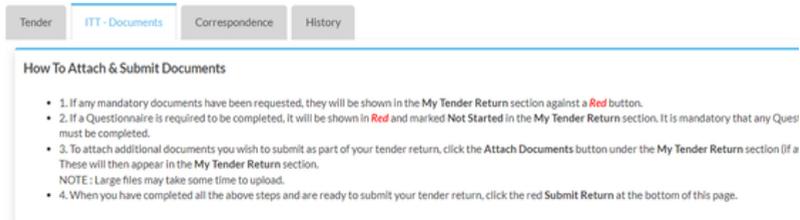
Please note: All date & time fields are being displayed using (UTC-04:00) SA Western Standard Time

Fisheries Liaison Officer	
Process :	Non External Journal
Description :	The Fisheries Liaison will serve as the main operational link between the Ministry & the Fisheries Division, the Project Implementation Unit (PIU) and any other stakeholders ministry involved in implementation of the UBEC Project locally and regionally
Directive :	Services
Reference :	GD-MOIID-508956-CS-INDV

Express Interest

After doing so, you will see three additional tabs at the top of the tender: **ITT- Documents**, **Correspondence**, and **History**.

- In the **History tab** you can view the list of actions you have taken thus far.
- In the **Correspondence tab** you can ask questions pertaining to the tender.
- In the **ITT- Documents tab** you will see all the important details pertaining to the tender such as how to Attach and Submit Documents, and Tender Deadlines.



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 Quest 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 a 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.

## VIEWING TENDERS CONT'

4

**Scroll** to the bottom of the **ITT- Documents** page to the section called "Tender Documents Received – Main".

There you will see all the tender documents for the activity, including clarifications and addendums.

Tender Documents Received - Main	Description	Options
TOR - Fisheries Liaison final.pdf		<a href="#">View</a> <a href="#">Download</a>
REC - Individual Liaison 2.docx		<a href="#">View</a> <a href="#">Download</a>

# SUBMITTING A BID

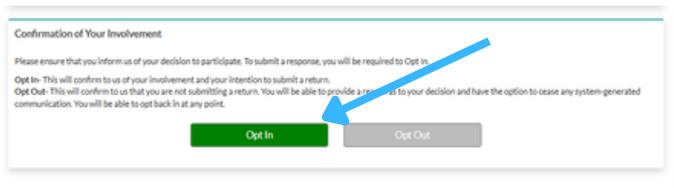
## HOW TO SUBMIT A BID

1

Click on the Tender you are interested in, and navigate to the “**ITT-Documents** ” tab and scroll to the bottom of the page.

2

You may see a section which says “**Confirmation of Your Involvement**”. If you intend to submit a bid select the “**Opt in**” option.



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 response to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

3

You will then see the submission section. , click on Upload File. Multiple documents can be uploaded.

For two stage processes (Financial & Technical), ensure to select the correct envelope when uploading files.

## SUBMITTING A BID CONT'

Select documents you wish to add to the **My Tender Returns** 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

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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.

Submit Return

4

Once you are ready to submit your bid, click on **“Submit Return”**.

You will receive a receipt with your submission details that you can print. You will also receive an email confirming that your bid was successfully submitted.

# FREQUENTLY ASKED QUESTIONS

## **How do I register as an individual ?**

Enter your name instead of a company name.

## **Where can I see the issued clarifications ?**

Clarifications can be found under the **ITT-Documents** section of a tender.

## **I have already registered, can I change my contact information?**

Yes. Once you have logged in, you can edit your information under the **Company Details** tab.

## **The deadline has passed, can I still submit ?**

Late submissions will not be accepted.



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## **CONTACT US**

Ministry of Finance, 2nd Floor Galleria Mall, Grand Anse,  
Grenada

1473-435-3797 | <https://procurement.gov.gd/>  
cpu@gov.gd | [britneymedford@gov.gd](mailto:britneymedford@gov.gd)