

**The documents are ready for DOWNLOADING as soon as you have registered an interest.**

**How to Register an Interest:** To register your expression of interest for the above tender you are required to comply with the following:-

- 1) Be registered on the eTendering system – it takes no more than 15 minutes to register and there are no costs involved at all in the process. If you are already registered then go to stage 2
- 2) Once registered, express an interest in the tender (done so by clicking the ‘register interest’ button available at the bottom of the tender information page).
- 3) Once you have completed the above two steps you can **download** the tender documents.

**Downloading tender documentation:**

1. Go to [www.tenders.gov.je](http://www.tenders.gov.je)
2. Click ‘login’ under the ‘Supplier Area’ section on the left of the screen
3. Enter your username and password
4. From the ‘Activities’ section click on the title of the Activity you wish to work on.
5. To view the relevant stage of the project click Open Event within the relevant stage, in this instance ‘Example ITT’.
6. You will now have access to the tender information and documents for downloading.

**Any documents which need details or prices to be entered by you should be saved on your own computer first – they are not saved within the eTendering system.**