



Department  
for Education

# Jaggaer navigation – how to submit your bid (based on an example itt)

## Jaggaer Access Link (Register/ Log in)

### Jaggaer platform

This is the main page you will see when you follow the registration link from Contracts Finder or Find a Tender Service.

**All potential bidders must be registered on Jaggaer.**

**Register** – if you do not already have a Jaggaer account, or

**Log in** – if you have an existing account.

### Jaggaer Helpdesk.

For all technical queries.

\*The Dept can not assist with system technical issues.

Procurement at DfE

How public procurement will change to improve the way supplies, services and works are procured for the public sector

Crown Commercial Service

Contracts Finder

Find a Tender service (FTS)

Welcome to the DfE eTendering Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering activities, reducing the time

[Click here to register!](#)

[Click here for details on how to register](#)

The Procurement Act 2023 is now in effect, changing the process for bidding on government tenders. If you are responding to an above-threshold procurement under the new Act, you will need to enter a Central Digital Platform (CDP) Share Code before proceeding with your bid submission.

To streamline your bidding process for above-threshold events under the Procurement Act 2023, we recommend you register on the CDP first. You can still express an interest in a tender before registering.

**Login**

beabell

.....

Enter

I cannot access my account

**Need assistance?**

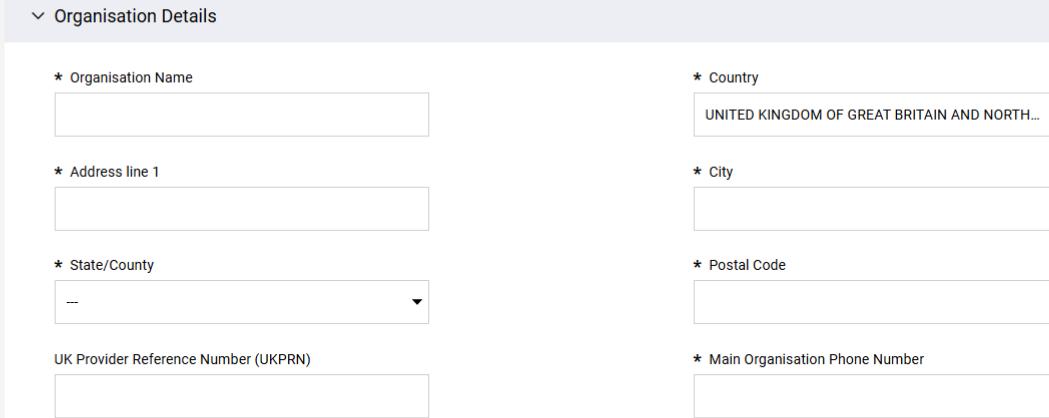
Please contact our eTendering helpdesk.

**Phone:**  
Global Support phone numbers

**Email:**  
Supplier Support/Live Chat

## Registration Data

- Index
- >Main Organisation Data
- Registration Data
- Onboarding Pages
- My Category Selection
- Registration Confirmation

→ |  

Organisation Details

\* Organisation Name

\* Address line 1

\* State/County

UK Provider Reference Number (UKPRN)

\* Country  UNITED KINGDOM OF GREAT BRITAIN AND NORTH...

\* City

\* Postal Code

\* Main Organisation Phone Number

User Details

Title

\* First Name

\* Last Name

\* Telephone

If you have not Jaggaer account – you must register first. This is what the registration form looks like. You must complete all the required fields in each section listed under the Index tab. A completed section will have a green tick. Once you submit your registration form, your Jaggaer account will be created. You will then receive a username and a temporary password, which you will need to change when you first log in. After accessing your Jaggaer account, follow the remaining steps set out in this guidance.

 Close Save

Once you log into your Jaggaer account, click **ITTs Open to All Suppliers** here to view current grant and contract opportunities advertised by the Department.

\*After you have expressed interest in an opportunity it can be accessed from the **My ITTs** button



Department  
for Education

<a href="#">Projects</a>
<a href="#">My PQQs</a>
<a href="#">PQQs Open to All Suppliers</a>
<a href="#">My ITTs</a>
<a href="#">ITTs Open to All Suppliers</a>
<a href="#">Auctions</a>
<a href="#">Obtaining a UKPRN</a>
<a href="#">How public procurement will change to improve the way supplies, services and works are procured for the public sector</a>

[Logout](#) » [Supplier reserved area](#)

## Welcome to the DfE eTendering portal

### Delivering Procurement Excellence

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers.

### User Profile

[Manage Your Profile](#)  
[Modify Password](#)  
[Manage Users](#)

### Need assistance?

Please contact our eTendering helpdesk:

**Phone:**  
[Global Support phone numbers](#)  
**Email:**  
[Supplier Support/Live Chat](#)  
[Buyer Support:](#)  
[help\\_UK@jaggaer.com](mailto:help_UK@jaggaer.com)

Department for Education 12:08 Greenwich Mean Time

ITTs

My ITTs ITTs Open to All Suppliers

Filters:

Showing Result 1 - 8 of 8 Show: 25

	ITT Code	ITT Title	Project Code:	Time Limit For Expressing Interest ↑	ITT Status	Buyer Organisation
1	itt_3826	Blaydon West - Capital CF21-MVB LOT 3 ITT Template	project_10167	03/02/2026 17:00	Running	Department for Education
2	itt_3856	Social Work National Professional Development Offer (SWNPDO) Market Engagement Events	project_10342	06/02/2026 12:00	Running	Department for Education
3	itt_3805	Subject Matter Experts - Early Years Language, Maths and Personal Social Emotional Development Leads	project_10146	06/02/2026 12:00	Running	Department for Education
4	itt_3833	Lot 12 - Free Breakfast Club (ECSC Framework)	project_10277	23/02/2026 17:00	Running	Department for Education
5	itt_3814	Technical and vocational subject teaching professional development	project_9825	04/03/2026 12:00	Running	Department for Education
6	itt_3862	ITT for Lot 13_Quality Assurance Proof Readers - ECSC Framework (joining a new lot 13)	project_10360	13/03/2026 12:00	Running	Department for Education

Click on the opportunity title (blue text) to access the full opportunity and all associated documents

To access the competition documents, you must first express interest.  
Click the **Express Interest** button

Department for Education 11:30 Greenwich Mean Time

ITT: itt\_3850 - Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund

Running

Decide Later

Printable View

Express Interest

→ | **Response Status**

**Response Status**  
Response Not Submitted To Buyer

→ | **Overview**

<b>ITT Code</b> itt_3850	<b>ITT Title</b> Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund
<b>ITT Description</b> Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund - Competitive Grant Process	<b>Type of Supplier Access</b> ITT Open to All Suppliers
<b>Test ITT</b> No	<b>Buyer Organisation</b> Department for Education
<b>Buyer Name</b> Bea Bell	
<b>Categories</b>	<a href="#">❖ 80000000-4 - Education and training services.</a>

A message will appear at the top of your screen confirming that you've expressed interest. You can now download documents and send or receive messages

You have now Expressed Interest and invited yourself to participate in this ITT. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the ITT.

Department for Education 11:33 Greenwich Mean Time

← ITT: itt\_3850 - Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund

Running

ITT Details Messages (Unread 3)

Settings Buyer Attachments (9) My Response Associated Users

→ Response Status

Response Status Response Not Submitted To Buyer

Click **Buyer Attachments** to view all competition documents shared by the Department. These include the bidding instructions, award criteria, evaluation methodology, and declaration documents.

Overview

ITT Code	ITT Title
itt_3850	Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund
ITT Description	Type of Supplier Access
Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund - Competitive Grant Process	ITT Open to All Suppliers

[← ITT: itt\\_3850 - Invitation to Bid \(ITB\) for Tackling Antisemitism in Education Innovation Fund](#)

Running

[ITT Details](#) [Messages \(Unread 3\)](#)[Settings](#) [Buyer Attachments \(9\)](#) [My Response](#) [Associated Users](#)[Buyer Attachments \(9\)](#)

Folders and Files List

## Buyer Attachments (9)

Filters: 

Showing Result 1 - 9 of 9

Show: 25

Folder/File Name ↑

1	<a href="#">9684_Doc 1_TAE Innovation_Fund__Bidding instructions.pdf</a>
2	<a href="#">9684_Doc 3_TAE_Innovation_Fund__Evaluation Criteria.pdf</a>
3	<a href="#">9684_Doc 4_TAE_Innovation_Fund_Declarations.docx</a>

Use the **Mass Download** function to download all documents in a single zipped folder

...

[Mass Download](#)

There may be multiple documents available. Scroll down to view them all. Click the document title (blue text) to download

27/01/2026 11:11:11

[...](#)

27/01/2026 11:09:46

[...](#)

27/01/2026 11:09:46

[...](#)

← ITT: itt\_3850 - Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund

Running

...

ITT Details

Messages (Unread 3)

Settings

Buyer Attachments (9)

My Response

Associated Users

Click **Messages** tab to access all communications with the Department, including important updates and to raise and respond to clarification messages.

\*This is the only way the Department can communicate with potential bidders during a live competition.

Buyer Attachments (9)

Folders and Files List

...

Mass Download

Buyer Attachments (9)

Filters:

Showing Result 1 - 9 of 9

Show: 25

	Folder/File Name ↑	Description	Last Modification Date		
1	 <a href="#">9684_Doc 1_TAE_Innovation_Fund__Bidding instructions.pdf</a>		27/01/2026 11:11:11		
2	 <a href="#">9684_Doc 3_TAE_Innovation_Fund__Evaluation Criteria.pdf</a>		27/01/2026 11:09:46		
3	 <a href="#">9684_Doc 4_TAE_Innovation_Fund_Declarations.docx</a>		27/01/2026 11:09:46		

It is the responsibility of the bidder to monitor this message function. The Department will not be responsible if a bidder misses information that has been issued.

⚠ Warning: You have unread Buyer Attachments (8). Click here to read the files before Submitting your Response.

X

Department for Education 11:35 Greenwich Mean Time

...

← ITT: itt\_3850 - Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund

Running

...

ITT Details

Messages (Unread 3)

Create Message

Received Messages

Sent Messages

Draft Messages

Forwarded Messages

→ Received Messages

Filters: Enter Filter (type to start search)

Showing Result 1 - 3 of 3

	Sender	Date	Subject	Opened By Me	Opened	Replied
1	Department for Education	29/01/2026 12:18	Issue with accessing updated version of Document 2 (Specification)			
2	Department for Education	27/01/2026 15:32	Competitive Grant Process – Walkthrough Session			
3	Department for Education	27/01/2026 15:23	Updated version of Document 2			

To create a message to the Department click Create.



...

Create

All correspondence and updates shared by the Department will appear here.

\*Jaggaer will send an email alert to the registered bidder when new messages are received. Bidders must log into Jaggaer and respond via Jaggaer.

## ITT: itt\_3850 - Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund

Running

Cancel

Save As Draft

Send Message



Messages

Compose your message in the **Subject** and **Message** fields. Attachments can be added using the **Attachments** button

Click **Send Message** when

Message

\*You can only send messages to the Department; your messages are not visible to any other bidders.

you are ready to send to the Department

Subject

Message

Attachments

Attachments

	Filename	File Description	Comments
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 No Attachments

Department for Education 11:36 Greenwich Mean Time

← ITT: itt\_3850 - Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund Running

... Decline To Respond **Intend To Respond**

ITT Details Messages (Unread 3)

Settings Buyer Attachments (9) **My Response** Associated Users

Click **My Response** tab to view all Award Criteria and decide whether this opportunity is right for you. Make sure you read the competition documents thoroughly before making your decision.

- If you wish to participate in the competition, click '**Intend to Respond**'.

- If you do not wish to bid, click '**Decline to Respond**'.

- If you choose to decline, you will be asked to tell us why (this is optional).

1. TECHNICAL RESPONSE (QUESTIONS: 4)

1.1 INFORMATION ONLY - QUESTION SECTION

Question	Description	Response
1.1.1 Grant Value	* Please indicate which grant you are applying for. If you are bidding for multiple grants of different values, please select all applicable options.	

→ Answer all questions in the format requested. You can save your progress at any time by clicking **Save Changes** allowing you to return later to complete the remaining questions.

Once all responses are completed, click **Save and Exit Response**

#### 1. TECHNICAL RESPONSE (QUESTIONS: 4 )

##### 1.1 INFORMATION ONLY - QUESTION SECTION

	Question	Description	Response
1.1.1	Grant Value	* Please indicate which grant you are applying for. If you are bidding for multiple grants of different values, please select all applicable options.	<input type="checkbox"/> Grant of £100K <input checked="" type="checkbox"/> Grant of £200K <input type="checkbox"/> Grant of £500K

##### 1.2 QUALITY CRITERIA - QUESTION SECTION

	Question	Description	Response
1.2.1	Bidder's Response	* Please upload your response to the Quality Questions in this section using "Applicant Response Template" provided.  Note: If you are applying for multiple grants, please zip your response and upload it as a single attachment.	<a href="#">Responses to technical questions - BB.docx</a>   14 KB  

[← ITT: itt\\_3850 - Invitation to Bid \(ITB\) for Tackling Antisemitism in Education Innovation Fund](#)

Running

...

[Online Questionnaire In Excel](#)[Submit Response](#)[ITT Details](#)[Messages \(Unread 3\)](#)[Settings](#)[Buyer Attachments \(9\)](#)[My Response](#)[Associated Users](#)

Press this tab to submit your bid response.

 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

▼ My Response Summary

Envelope	Question Information
1.	Technical Response

All questions answered  
No additional attachments

At this stage, you have answered all questions and uploaded your attachments. **My Response Summary** section will indicate whether all questions have been completed. If any questions are outstanding; the number of incomplete items will appear in brackets.

\*You must answer every question before the system will allow you to submit your response.

When you are content that your response is complete, click **Submit Response**.

Confirmation message will display at the top of your screen once your bid is submitted. An email notification will also confirm receipt of your response.

You have successfully submitted your response to the Buyer.

Department for Education 11:40 Greenwich Mean Time

← ITT: itt\_3850 - Invitation to Bid (ITB) for Tackling Antisemitism in Education Innovation Fund

Running

...

Withdraw Response

Online Questionnaire In Excel

ITT Details Messages (Unread 3)

Settings Buyer Attachments (9) My Response Associated Users

→

My Response Summary

Envelope Question Information

1.	Technical Response	All questions answered No additional attachments
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You may **Withdraw Response** at any time. You can use this option if you need to withdraw your submission, or if you want to amend your response and resubmit later. You can withdraw and resubmit your tender any time before the submission deadline. Once the deadline has passed, you will no longer be able to make changes.

## Bidder's Checklist

1. (Login / Register on Jaggaer)
2. View Bidding Opportunities – locate and select the opportunity (itt\_3850)
3. Express interest
4. Download and read all ITT documents
5. Check for any published Messages
6. If required - Raise Clarification messages
7. Complete your response using the relevant Response template
8. Check and upload your response to Jaggaer
9. Submit your response
10. Check for confirmation message
11. Monitor messages to for any updates

## • **Communicating with the Department**

- ALL communication must be strictly via the Jaggaer system
- Any attempt to contact the Department outside of the system will be rejected and re-directed through Jaggaer.
  - There is no obligation on the Department to respond to any communications regarding this competition if received outside of the Jaggaer system
- All clarification questions will be answered by the Department
- Technical questions relating to the Jaggaer system e.g., navigation, uploading, accessing, submitting etc must be resolved ahead of the submission deadline directly with Jaggaer support services (Jaggaer home page)
- All questions (and Department responses) are subject to publication in the Clarification Log, shared with all potential bidders
- The Clarification Log will be updated when there is new information to share