



## The University of Trinidad and Tobago Online Tendering Platform

The University of Trinidad and Tobago utilizes the online platform, **E-Tender SaaS (SaaS)** for solicitation of tenders, proposals and quotations.

Detailed guidance on registration on SaaS is found in the attached document (**Bidder RFX User Guide**). You can also refer to this training video: <https://youtu.be/vI9xCFeE4yQ>.

### **Creating a User Account SaaS (See Pages 3-7, Bidder RFX User Guide attached)**

- a. To get started, click on this link to take you to the SaaS site: <https://utt.etenderworld.tt/login.php>. If this does not work, copy and paste the link directly into your browser.
- b. Click "Create Account".
- c. Follow the steps from "Accept Terms & Conditions" to entering the "Company Information", "Account Information" and "Confirmation" as requested.
- d. Then click "Register eTender Account". You will receive an automated email from "eTender Admin" directing you to activate your account. Check your junk mail if you do not see it in your inbox.
- e. Click on "Activate My Account" in the email. You will be directed to a screen to enter the activation code. Upon entering it, the system will ask for your username and password to log on.
- f. This completes the registration process.

### **Making changes to your SaaS Account after Registering (See Pages 8-12, Bidder RFX User Guide)**

- a. If you need to make any changes to your account, simply log into your account with your username and password (if you are not logged in) and make the appropriate changes.

**Submitting your bid when you receive a request for quotation in SaaS (See Pages 19 onwards, Bidder RFX User Guide)**

- a. To use the system for submitting your bids, we have attached our bidders' training manual to guide you (Bidder RFX User Guide).

Queries may be sent to [procurement.customercare@utt.edu.tt](mailto:procurement.customercare@utt.edu.tt).