



Bidder RFx User Guide Desk Instructions Part II

7. Participating in a Tender

You will receive an email notifying you that you have been selected to submit a bid for a specific tender, or when a tender within your prefered good of service catagory is posted. The email will look like the one below. Use the unique Ref# to find the tender in *E-Tender* and to begin the bid submission process:

Selective Tender - Requesting Proposal 💗 I	mi z.			0
eTender Online - Tender Management		(1) 1) 40 (Deleter 40)	†	•
	C-Tender			
	PLEASE BE ADVISED THAT YOU HAVE BEEN SELECTED TO BID FOR SOP191204401612			
	Please log into your account to participate.			

When you have successfully logged on to *E-Tender*, all tenders, both open and closed will be posted on your home screen. If not, feel free to search for the tender using the search box as shown below:

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	253 Fin317	Pre-qualification and Tender for the Supply Of Tel	2014-04-09 2014-04-29	CLOSED	Equipment Purchase
	254 ENT318	PREQUALIFICATION AND TENDER FOR THE SUPPLY AND DEL.	2014-04-09 2014-05-06	CLOSED	Equipment Purchase
	255 TCH319	PREQUALIFICATION AND TENDER FOR THE SUPPLY AND DEL.	2014-04-09 2014-05-01	0.0505	Equipment Purchase
	256 MARK320	PRE-QUALIFICATION & REI FOR THE SUPPLY OF PRINTING	2014-04-10 2014-05-01	0.0500	Supplier Pre-Qualification

When you have located/selected the tender for which you have been invited or wish to participate in, select it. You will see a screen as shown below. This screen gives you preliminary information on the tender. To view additional details about the tender, select **'View RFP info'**. If there is a cost to purchase the tender, it will be displayed here and you would be required to purchase the tender in order to have access to any additional information/the tender package:

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To begin, if there is a cost, you must select 'Purchase RFP (Credit Card)'. If there is no cost, select 'FREE (Select to Own)'. If you have to purchase this tender, the following screen will appear which will prompt you to enter your credit card details:

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Once your credit card payment is successful, you will be directed to the following page:

If there is no cost attached to the tender, and you select 'FREE (Select To Own)' you will be directed to the following page as well:

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On this page, select the specific tender for which you are applying:

The following screen would appear. Select, 'View RFP Info' to see the details of this tender and to download tender documents/pachage:

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On this screen you will see the following:-

- The 'Documents' tab- This contains <u>all pertinent documents related to the tender</u> which you should download and review before submitting your bid. These documents can include but are not limited to: - Invitation to Bids, RFP Packages etc.
- 2. A countdown timer which lets you know how much time (days and hours) there is left before the tender closes
- 3. A list of all your previously purchased RFx's

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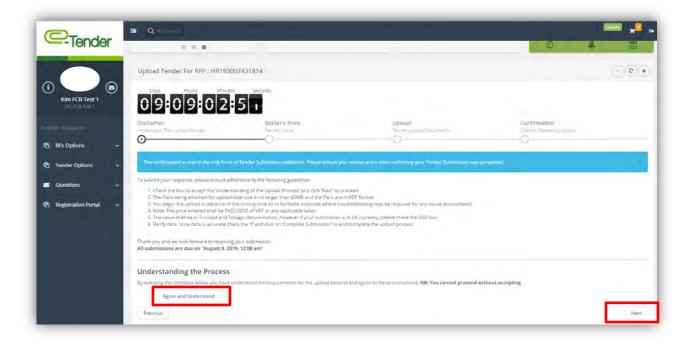
Once you have downloaded all required documents, select 'Upload Tender' as shown below:

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		Showing 1 to 4 of 4 entries	Previous 1 Next
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2) Registration Portal 🗸	 The file/s being attached for uploa You begin the uploait in advance o Note: The price entered shall be D The value shall be in Trinidad and 	KCLUSIVE of VAT or any applicable taxes Tobago denomination, however if your submission is sheck the 'M' and click on 'Complete Submission' to en ing your submission.	n PDF format ublexhisolsing may be required for any issues encountered on US curvency, please check the USD box.		
	Understanding the Process				
		anderstood the requirements for the upload proces	is and agree to these instructions. NB: You cannot proceed w	ithout accepting	
	Agree and Understand				

Here, you must accept the that you agree and understand the posted disclaimer in order to particiate in the tender. If you do not accept, you would not be able to move furthur in the process and particiapte in the tender. Once you have selected the disclaimer as shown below, select, 'Next':



You will be directed to the following page as shown below: Proceed to enter your price in both figures and words. Once you are finished, select 'Next':

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You will then be required to upload all required documents, in **PDF format**, as specified in the RFP Documents or Instructions to Bidders which were downloaded previously. To upload documents, select the field as shown below:

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You must upload required documents to this section. If you do not upload the documents as requsted by the organization, you will not be able to move forward in the bid submission process. A successful document upload looks like this:

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Once you are finished, select, 'Next':

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	Previous				Next

Please note, that when uploading a submission, kindly ensure;

- 1. The size of the total files is no larger than 60 MB
- 2. The files are in PDF format
- 3. You begin the upload in advance of the closing time so to facilitate instances where troubleshoot may be required.

4. There are no special characters in the name of the document

Once you have finished uploading your bid submission, you will be directed to the following final page:

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IGHGG	0	NEW MESSAGES In your mailbox	U LAST LOGIN July 30, 2019, 6:53 pm	Turnalary, july 20, 2019
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ඳීා Registration Portal	List of tender files upload	ploaded d for submission.		
	Data Veri	ted?		
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You will be instructed to verfiy that all the information submitted and uploaded to your bid submission is complete and correct. To do so you can select the **'Previous'** tab to navigate back through each section. Once you are comfortable with the information:-

- 1. Select the 'Data Verified' tab so that it turns Green
- 2. Select 'Complete Submission'

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(i) Kim FCB Test 1	•	Upload Tender For RFP : HR1930074	31814		
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8. Accessing/Editing Updated Tenders

From time to time, FC may edit/update live or existing tenders with new information such as addendums, closing date and time extensions or include additional documents as part of the tender package.

If a live tender in which you have participated in has been updated/edited, you will receive the following email:



To access the edited tender to view the new/additional documents added to the tender log in to your *E-Tender* account and under 'RFx Options' select 'My Purchased RFx's as shown below: -

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Test Company 1 Test Company	Show	10 entries				Search:	
	ID *	REF	Tender	-	Date Issued	Expiration =	Status = T
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RFx Options	111	IT200605220110	UTT 001- Request for Proposal for the Provision of		2020-05-06	2020-05-06	CLOSED
st of All RFxs	109	Fin200405124616	Testing 04/05/2020		2020-05-04	2020-06-06	OPEN
	98	HR200104375708	APRIL TESTING KMC OE		2020-04-01	2020-04-01	CLOSED
ly Purchased RFxs	99	Fin200104372209	April Testing New KMC TE		2020-04-01	2020-04-01	CLOSED
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	93	MARK203103375715	Testing KMC 31.03.2020 TE		2020-03-31	2020-03-31	CLOSED
Questions ~	94	SAN203103580016	Testing KMC 31.03.2020 OE		2020-03-31	2020-03-31	CLOSED
Registration Portal ~	95	SAN203103352016	TESTING NEW NEW KMC OE		2020-03-31	2020-03-31	CLOSED
	96	MARK203103082516	TESTING NEW NEW KMC TE		2020-03-31	2020-03-31	CLOSED

Select the tender that was edited as outlined by the email:

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		11	IT193008561109	Two Envelope Test 2		2019-08-30	2019-08-30	CLOSED	
Registration Portal	~	13	SOP190309042120	Testing Testing 123		2019-09-03	2019-09-03	CLOSED	
		14	BMOB190309452820	Testing Kim		2019-09-03	2019-09-03	CLOSED	-
		17	SAN190409543415	Testing TWO Envelope FIN	IAL.,,	2019-09-04	2019-09-04	CLOSED	
		6	BSOG192708324107	Tender for Insurance Serv	ices	2019-08-27	2019-11-20	CLOSED	

The following page will appear. Select 'View RFP Info' as shown below:

	List of My RFPs				c) (x)	
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		STATUS : OPEN DATE POSTED : Moi May 4 2020	DATE EXPIRED : Sat			
	Two Envelope Test 1 PAYMENT DET VALUE : \$0.00 TTD	STATUS : OPEN DATE POSTED : Moi May 4 2020	DATE EXPIRED : Sat Jun 6 2020	2019-09-05		

You will be directed to the following page:

C-Tender	Home > Active				H-
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pplier Navigation		May 7, 2020, 10:12 am	Ø		
Tender Options			of All My Purchased RFPs	00	
Questions	Testing 04/05/2020 (Fin20040	05124616) REF	Tender	Exp. S	Sta,
] Registration Portal	Testing 04/05/2020	тсн	192808304518 Two Envelope	Test 1 2019- C 08-28 19:00:00	Closed
	UPLOAD TENDER	IT19	13008561109 Two Envelope	Test 2 2019- C 08-30 09:15:00	Closed
🌐 English W .		SOP	P190309042120 Testing Testing	123 2019- C 09-03 20:25:00	Closed

Select the **'Download'** tab as shown below and you will be able to access and re-download any additional documents posted by the organization. Also, if there are any new updates posted on the tender it will be posted under the **'RFP Details'** field highlighted below:

Test Company D	INIY KEX Details		
(i) Test Company 1 Test Company	TOTAL INACTIVE 2020-05-07		History
Supplier Navigation	0		AST LOGIN Nay 7, 2020, 10:12 am
역 RFx Options ~			
쉽 Tender Options 🗸 🗸	RFP Details	📤 DOWNLOAD	List of A
Sections V	Testing 04/05/2020	Sample document 5.pdf	REF
쉽 Registration Portal ~			TCH1928(
	🔂 UPLOAD TE	NDER	IT193008

9. Editing your Bid Submission

You are free to edit your bid submission before the closing date and time of the tender. To edit your bid submission, select '**RFx Options**', then select '**My Purchased RFx's**' as shown below:-

C-Tender	Nome a Dashboard						
i) Bidder1 (3)	D	0 NEW MESSAGES In your mailbax	· @	History LAST LOGIN March 6, 2020, 11/47 am		7:35 pm Friday, March 5, 2020	n 6
pplet Hangaturs	100 D 0000						1000
RFx Options	List of All RFPs					G)(\$)(
List of All RFxs	Show 10 entries					Search	
My Purchased REss	ID B REF B	Tender	Date Issued	Expiration	Status	- Туре	
	2 \$CM200603204311	Test Tender 12345	2020-03-06	2020-04-23	OPEN-	Training Equipment	
) Tender Options 🗸 🗸	1. SCM201001471713	Titel.	2020-01-10	2020-01-24	0.0920	Training Equipment	
Questions v	Showing 1 to 2 of 2 entries					Previous	1 Next

You will be directed to the following screen:

C-Tender	Home	Active										
-	Θ	My Purchase	ed RFxs									
Bidder1 bidderone	9	total 2020-03 2	3-06	۲	\geq	O NEW MESSAGES In your mailbox	0	History LAST LOGIN March 6, 2020, 11:47 am	۲	0	7:37 pr	n 👘
2 RFx Options	*											
2 Tender Options	• L	ist of My RFPs										000
Questions	• 5	how 10 entries	e								Search	
		ID REF			Tender		Date Issued	Expiration Expiration	a	Statu	- Тур	e a
2 Registration Portal	*	z SCM2006032	204311		Test Ten	der 12345	2020-03-06	2020-04-	23	OWN		
		SCM2010014	171712		Titel		2020-01-10	2020-01-	14	GLOSE		
		howing 1 to 2 of 2 entries									Previous	1 Next

This page displays all RFx's your would have purchased as well as their status. Remember, you can only edit those RFx's/tenders that are open.

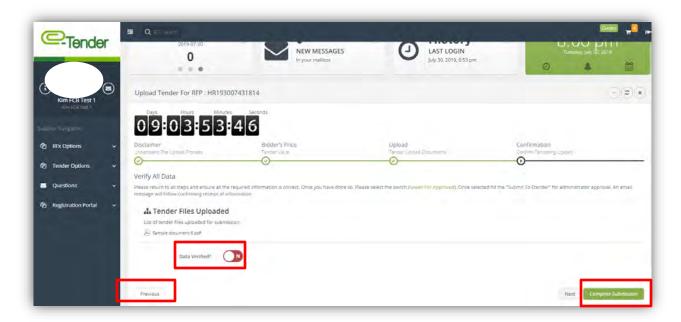
To edit an open RFx/tender, select the tender reference number as shown below:-

C-Tender	Dome Addre					
-						
Bidder1 Bidder1 Bidder1	1007AL RFPS 2029-03-06 2	0 NEW MESSAGES In your multibox	· 0	History LAST LOGIN March 6, 2020, 11:47 am	7:3 Enda	37 pm
2) Tender Options v	List of My RFPs					
Questions 🗸	Show 10 entries				Seu	refr
입 Registration Portal 🗸	2 SCM200603204311	Test Tender 12345	2020-03-06	2020-04-23	diam.	- Туре 3
	L SCM201001471712 Showing 1 to 2 of 2 entries	Titel	2020-01-10	2020-01-24	CLOSED	Previous. 1 Next

The following page will appear. Select 'Upload Tender':

C-Tender	
•	
Bidder1	TOTAL ACTIVE associations 1 0 NEW MESSAGES Ingoer matteer 0 New Messages Ingoer matteer 1 0 1 0 1 1 1 1 1 1 1 1 1 1 1 1 1
	SCM200603204311 Test Tender 12345
	test STATUS : OPEN DATE FXISTED : Pri Mar 6 DATE EXPRIED : This Apr 23 2000 2000
	RFP STORE DETAILS
	Lupload Tender Waw IRFP Infla

Proceed to re-upload your tender as you would have done initially. It is important to note that once you proceed to edit your bid submission by re-entering the tender i.e clicking the **'Upload Tender'** button as shown above, you <u>MUST</u> re-enter the price as well as your bid submission. You must also ensure that you select the **'Data Verified'** tab so that it turns Green as well as the **'Complete Submission'** tab as shown below:



If you intend to edit your bid submission but fail to re-enter both your price as well as re-upload your bid submission, the status of your submission would be **'Incomplete'**. To verify that your re-upload was successful, ensure that you receive the following confirmation as well as email as shown below:

-Tender	Home > Dashboard								
i Bidder1 S	TOTAL ACTIVE 2020-03-05 1	۲	0 NEW MESS In your mailbo		0	History LAST LOGIN March 6, 2020, 11:47	(a) m	8:01 p	2020 #
	Success! Your upload was	successful. An) automated email v	vas submitted to you) for recon	d.			
uppler Halgston (2) RFx Options ~ (2) Tender Options ~	Success! Your upload was	successful. An	automated email v	vas submitted to you	u for recon	d,			
街 RFx Options 🗸 🗸		successful. An	automated email v	vas submitted to you	u for record	d,		Searchr	
RFx Options ~ (2) Tender Options ~ Questions ~	List of All RFPs	successful. An		vas submitted to you		d. • Expiration	Status	Search*	
인 RFx Options ~ 인 Tender Options ~ 필 Questions ~	List of All RFPs Show 10 entries	= T.					Status Oma		

10. Viewing Awarded Tenders

You will receive an email when the tender for which you have applied has been awarded. A sample of this email is shown below:-



To view these details, log in to your *E-Tender* account and select '**RFx Options**' and then select '**My Purchased RFx's**'

-lender	Home / Dashboard						
i) Kim Corporation	107AL RFPS 2020-04-16 2	0 NEW MESSAGES In your malibox	® 🥹	History LAST LOGIN April 16, 2020, 10:38 pm	8	11 02 p Thursday, April 16	om (0)
plier Navigation	List of All RFPs						
RFx Options	Show 10 entries					Search:	
ist of All RFxs	ID t REF Tender		‡ Date	Issued = Expiration	= Status	* Туре	
Purchased RFxs	1 (7201604404519 Test 1: SE FF	REE PUBLIC 16th April, 2020	2020-	04-16 2020-04-16	0.050	Supply Chain Services	
Tender Options 🗸 🗸	2 FH/201604081020 Test 2: TE C	OST SELECTIVE 16th April, 2020	2020-	04-16 2020-04-16	CLOSED	Systems Furniture	
Questions v	Showing 1 to 2 of 2 entries					Pre	vious 1 Next
1) Registration Portal 🗸 🗸							

You will be directed to the following page, select the tender you would like to view the award details of by selecting the unique reference number as shown below:

	• My Purchased RFxs								
) Kim Flower Shop	TOTAL RFPS 2020-04-16 2	*	0 NEW MESSAGES In your mailbox	(*)	0	History LAST LOGIN April 16, 2020, 10:37 pm	۲	11 05 Thursday, April 1	5, 2020
lier Navgabon								0	1
RFx Options 🗸	List of My RFPs								
Tender Options 🗸 🗸	Show 10 entries							Search:	
Questions ~	Show 10 entries	Tender				Date Issued	Expiration	Status	• Type =
Registration Portal ~	1 /7201604404519	Test 1: SE FREE PU	BLIC 16th April, 2020			2020-04-16	2020-04-16	CLOSED	100
	2 FIN201604081020	Test 2: TE COST SE	LECTIVE 16th April, 2020			2020-04-16	2020-04-16	CLOSED	-
	Showing 1 to 2 of 2 entries							5	Previous 1 Next

The following page will appear. Select 'View RFP info' as shown below:

					Saster 77 Co
• M	y Purchased RFxs				
(i) Kim Rower Shop	TOTAL ACTIVE stopsokie O	NEW MESSAGES	(J) LAST L	tory OGIN 2020-10-37 pm	1107 pm
P RFx Options					
	PAYMENT DE		STATUS: CLOSED DATE POSTED : Thu Apr 16 2020 DATE	DPIRED : Thu Apr 16 2020 Close	

The following page will appear. The area highlighted below will display the Vendor to whom the tender was awarded:

G	My RFx Details						
) Kim Flower Shop (2) Kim FlowerShop (2) Ker Alsingstion	TOTAL ACTIVE 2020-04-16 0		D NEW MESSAGES n your malibox	• •	History LAST LOGIN April 16, 2020, 10:37 pm	0 11:0)9 pm
RFx Options ~	RFP Details		DOWNLOAD	List	of All My Purchased RFPs		
Tender Options 🛛 🗸	Test 2: TE COST SELECTI	VE 16th April, 2020 (FIN201604081020)	Show	10 entries	Sear	
Questions ~	Test 2: TE COST SELECTIVE 16th April, 2020			REF	▼ Tender	÷ Exp.	🗉 Sta. 🖨
] Registration Portal 🗸 🗸	Children and			FIN2	01604081020 Test 2: TE COST SELECTIVE 160	h April, 2020 2020-04	4-16 20:20:00 Closed
inclosed door in or the	Tender Standing			17201	604404519 Test 1: SE FREE PUBLIC 16th A	onil, 2020 2020-04	4-16 20:00:00 Gosed
	(8)	m Corporation Awarded		Showle	ng 1 to 2 of 2 entries		Previous 1 Next
				eTer	ider Online Receipt		E Click To Print Receipt
	Company	Bid Value	Currency		-		
	Kim Corporation	N/A.	N/A		(C)-	Tender	
	Kim Flower Shop	N/A	N/A			lenge	
					Invoice for purchase : #ETE!	V_FIN201604081020200	416081328
				e	silling Details	Payment Information	
					Krystal peter:	Card Name: VISA CARD	

The Tender Standing Graph is also available for viewing as shown below:

Kim Corporation Kim Flower Shop 300,909	\$140,000.00 \$250,000.00	TD TD	Invoice for	Purchase : #ETEN_IT2016044045		
	\$250,000.00	מח	Invoice for	purchase : #ETEN_IT2016044045	10200416075	
900.000					19200416075.	314
900.000						
			Billing Details	Payment Informa	stion	
			Kim FlowerShop:	Card Name: FRE	EE	
225,000				Exp Date:		
			Trinidad and Tobago	pres r or creates	and the second	
150,000						
				Order summary		
15.000						
						Tota
			IT201604404519	Test 1: SE FREE PUBLIC 16th April, 2020		\$0.00770
Bidder1		kaesri				\$0.00TTC
					Total	\$0,00770
	150.00	15.00	15.300	15300 Trinidad and Tobago	15300 Trinidad and Tobago	15.50 Trielded and Tobago

11. Key Things to Note

Usernames and Passwords on E-Tender are case sensitive. It is important that you take note of this when creating your account and entering your account information upon log in. Additionally, to log in, you require your Username and Password, <u>NOT</u> your email address. Also, please <u>do not include</u> special characters in your Username.

The Bidder is responsible for resetting his/her own password. This feature is available on your log in page as shown below:



Only when you have exceeded your log in attempts and are instructed to contact the Administrator are you to send an email to the Procurement representative of the Company, requesting a password reset.

With regard to bid submissions, it is important to give yourself ample time to upload your bid. If the tender closes at 10:00 am, it is ill-advised to start uploading your tender at 9:50 am. If you are uploading your bid submission and the closing time for the tender has passed, the system will <u>not</u> allow you to upload your bid submission even though you have already begun the process. To confirm if your bid submission was uploaded/received, check to see if you would have received an email. Additionally, to check the status of your bid submission in E-Tender, you can do the following:

Select, 'Tender Options' in your Supplier Navigation Pane and then select, 'Uploaded Tenders':

C-Tender	Q inter-				
	Home & Active				
	⊖ Uploaded	Tenders			
i Kim FCB Test 1 Nm FCB Test 1		019-07-30	0 (*) NEW MESSAGES	History LAST LOGIN July 30, 2019, 653 pm	8 29 pm Tuesday, July 30, 2019
	-				0 4 🛱
RFx Options 🗸	List of All RFPs				000
Tender Options	Show 10 e	ntries			Search:
Uploaded Tenders	REF	* Tender	Date Uploaded	a Value	1 Status
	TENDER_2	1192007254111	2019-07-20 11:44:30	\$500,000.00 TTD	complete
Questions 🗸	TENDER_3	SOP192007552512	2019-07-20 12:39:50	\$500,000.00 TTD	complete
2) Registration Portal 🗸	TENDER_7	CC0193007183911	2019-07-30 11:43:16	\$200 00 TTD	complete
	TENDER_8	HR193007431814	2019-07-30 19-55:45	\$2,000,000.00 TTD	incomplete

The status of the all of your tenders would be on display as shown below:

-Tender	Nomia & Active				
	⊖ Uploaded Te	nders			
i) Kim FCB Test 1 Nim FCB Test 1	TOTAL IN 2019-07 0	·30 ···································	NEW MESSAGES	History LAST LOGIN July 30, 2019, 653 pm	8:29 pm Tuenday, July 30, 2019
		•			
RFx Options 🗸 🗸	List of All RFPs				00
Tender Options	Show 10 entries				Search:
Uploaded Tenders	REF	* Tender	Date Uploaded	= Value	1 Status
	TENDER_2	IT192007254111	2019-07-20 11:44:30	\$500,000.00 TTD	complete.
Questions 🗸	TENDER_3	S0P192007552512	2019-07-20 12:39:50	\$500,000 00 TTE	complete
n Registration Portal 🗸	TENDER_7	CE0193007183911	2019-07-30 11:43:16	\$200.00 TTD	complete
	TENDER_S	HR193007431814	2019-07-30 19:55:45	\$2,000,000.00 TTD	incomplete

- 'Complete' means that your bid submission was successfully submitted.
- 'Incomplete' (if the tender is still open) means that no final submission was done i.e. you started the process but did not select 'Complete Submission'.
- **'Incomplete'** (if the tender is closed) means that the submission received is incomplete i.e. you were unable to complete your bid submission.
- 'Not Uploaded' means that no submission was done for that specific tender.

If you have any queries or concerns, please feel free to reach out the Procurement Department.