ELECTRONIC BIDDING PROCESS

BY VENDORS FOR THE PUBLISHED E-PROCUREMENTS

IN VERSION 1 OF THE E-GP SYSTEM

Contents

This section of the Vendor User Guide provides the instructions on submitting e-Quotations for invited procurements under version 1 of the e-GP system. If the instructions provided here not matches with the process in the system you may please refer the Bidding Process in Version 2 section of the Vendor User Guide.

In the e-GP system the procurements are categorized into two parts for ease.

1. My Procurements – e-Procurements which the currently logged-in vendor can engage. These are also called e-Invitations. You will see e-Invitations only if the procurement entities have selected your organization to receive a quotation.
2. All Procurements – All the e-Procurements that are available at the moment. You cannot submit e-Quotations for the procurements through this category. This is for the viewing purpose only.
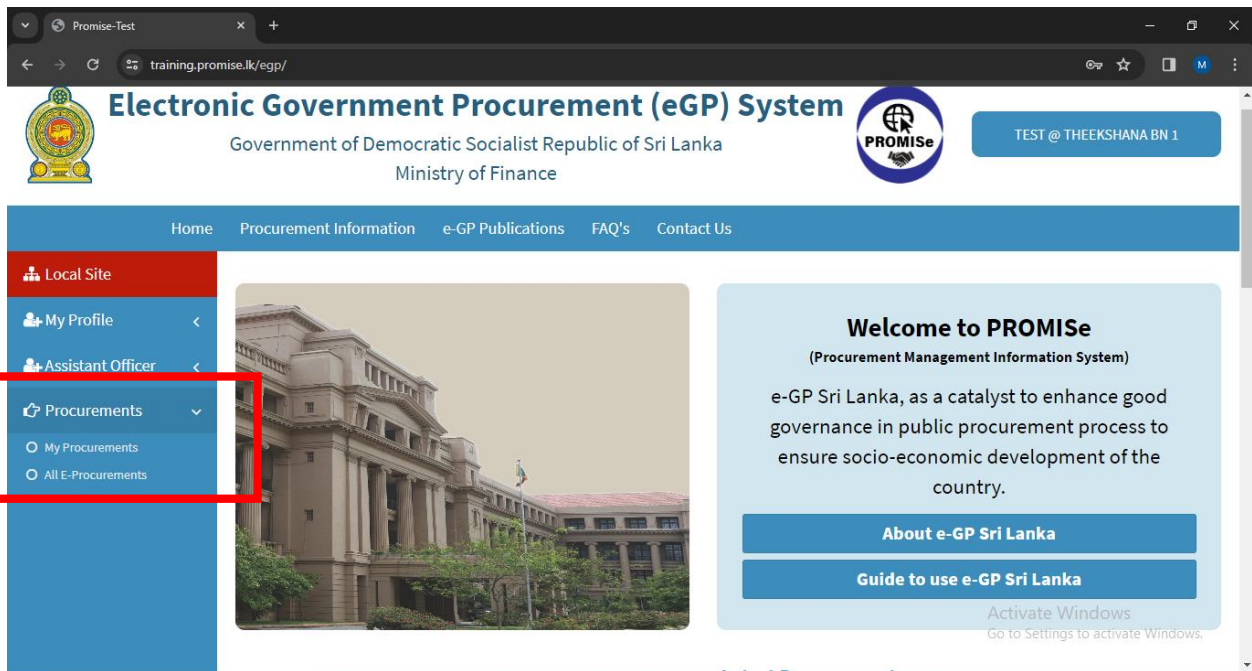

Figure 1 - Viewing the procurement that the vendor can bid.

Under My Procurements, the e-Invitations are divided and be shown under three tabs.

1. Engaged Procurements – Procurements that are engaged by currently logged-in user
2. Active Procurements - Procurements which are open for bidding. (You can engage with these procurements by submitting e-Quotations)
3. Closed Procurements – e-Procurements which have closed for bidding.

Figure 2 - Division of Procurements under different tabs.

1. VIEWING OF ENGAGED PROCUREMENTS

In the dashboard go to the left navigation bar and click Procurements → My Procurements → Engaged Procurements

Click Action →Click View and the vendor can view the procurement in detail.

Figure 3 - Viewing of all the procurements the vendor has placed bids.

2. VIEWING OF ACTIVE PROCUREMENTS

Click the second tab "Active Procurements". The vendor can view all the active procurements available.

Figure 4 - Viewing of all the new procurements the vendor can place bids.

1. Click "View" then the vendor can view the procurement in detail.
2. Then you can view the full details of the Invitation for e-Quotation document. You can expand each section and view the details. You can download the Invitation for e-Quotation also known as IFeQ document if you wish. You can hide the expanded Invitation for e-Quotation by clicking the link again.
3. If the liaison officer has allowed clarification and if the clarification deadline is not reached and if you have any clarification regarding the particular procurement after reviewing the IFeQ you can type the clarifications and send to the procuring entity. The responses of procuring entity for clarifications can be seen once they respond. Clarifications can be seen by all the vendors. (Figure 5)

Figure 5 - Entering clarifications.

4. To Start bidding click the "Submit Quotation" button.
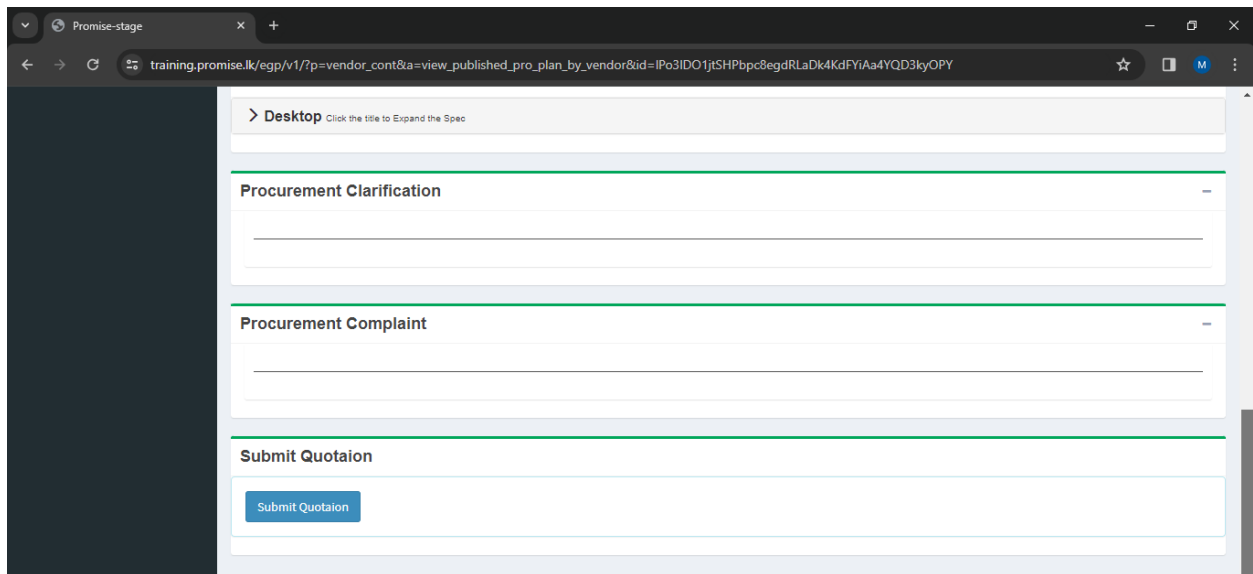

Figure 6 - Viewing the details of e-Quotation.

3. SUBMITTING RESPONSES TO COMMERCIAL REQUIREMENTS

1. The vendor must respond to all the Commercial Requirements to proceed.
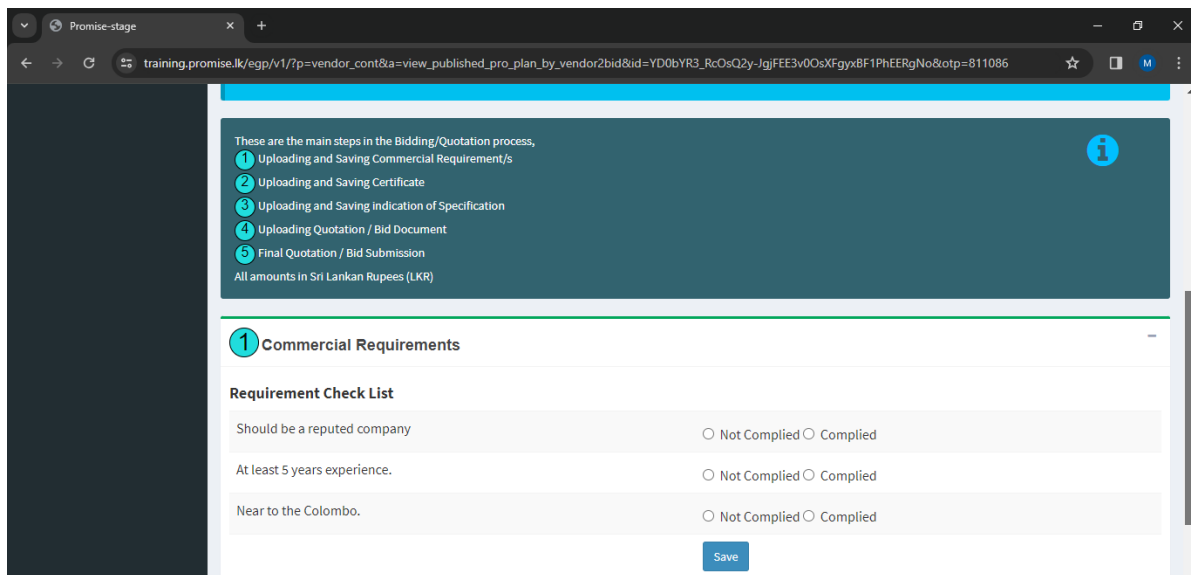2. Click the "Save" button after completing the checklist.

Figure 7 - Selecting commercial requirements.

4. SUBMISSION OF REQUIRED CERTIFICATES

1. If the relevant certificates do not appear in the drop-down list, then
2. Click "My Profile "→View and then select the "Certificates" tab. You can upload the new certificates here by selecting the certificate type from the drop-down and uploading the certificate.
3. Now come back. Here, you can select and submit multiple certificates from the repository of certificates in your Vendor Profile Page.
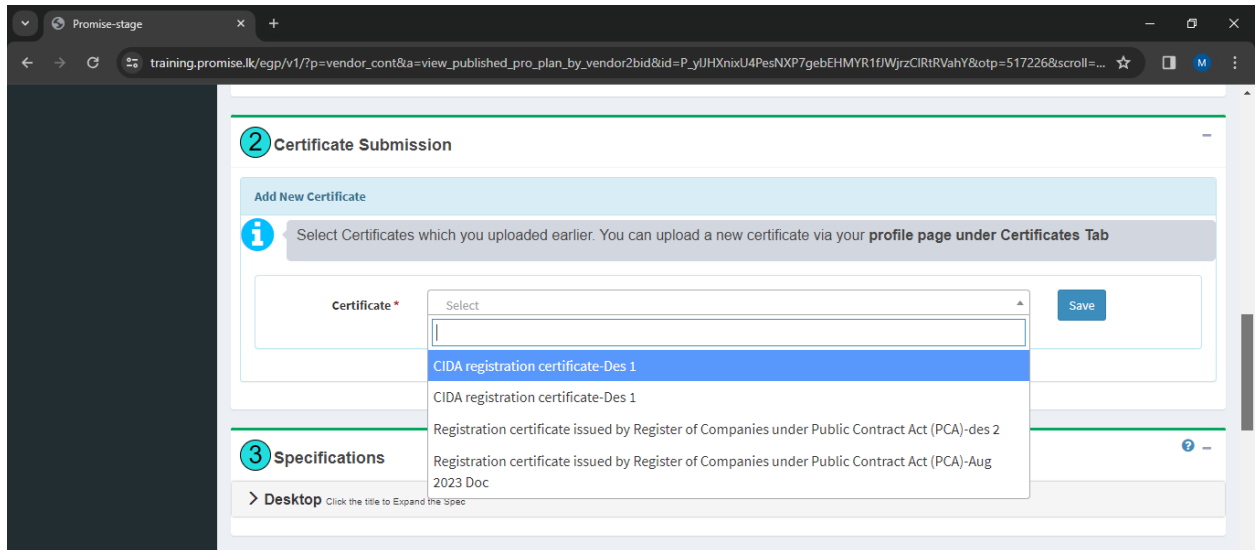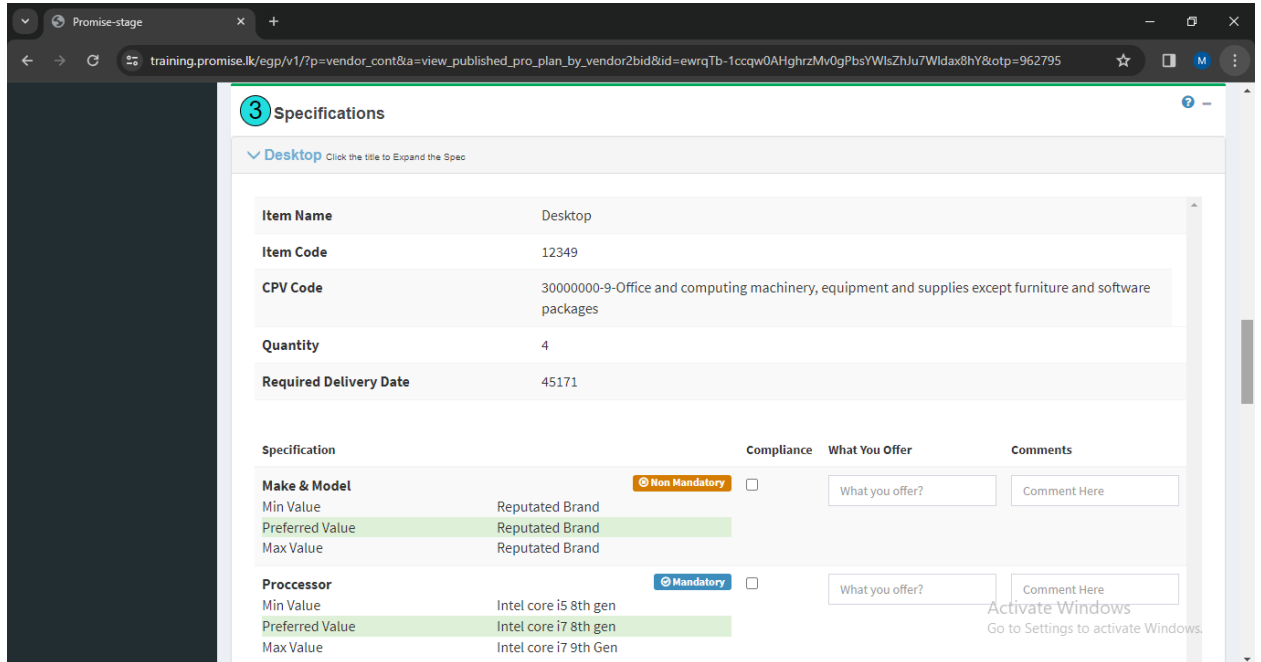

Figure 8 - Submitting certificate.

4. If you want to remove the document, you uploaded click on the "Remove" button.

5. COMPLIANCE WITH THE SPECIFICATIONS

You can add specifications by filling in these inputs.

Figure 9 - Submitting specifications.

Then enter the unit price without VAT and click "Save".

Figure 10 - Submitting VAT price.

6. UPLOADING QUOTATION DOCUMENTS

1. Upload the relevant quotation documents here.

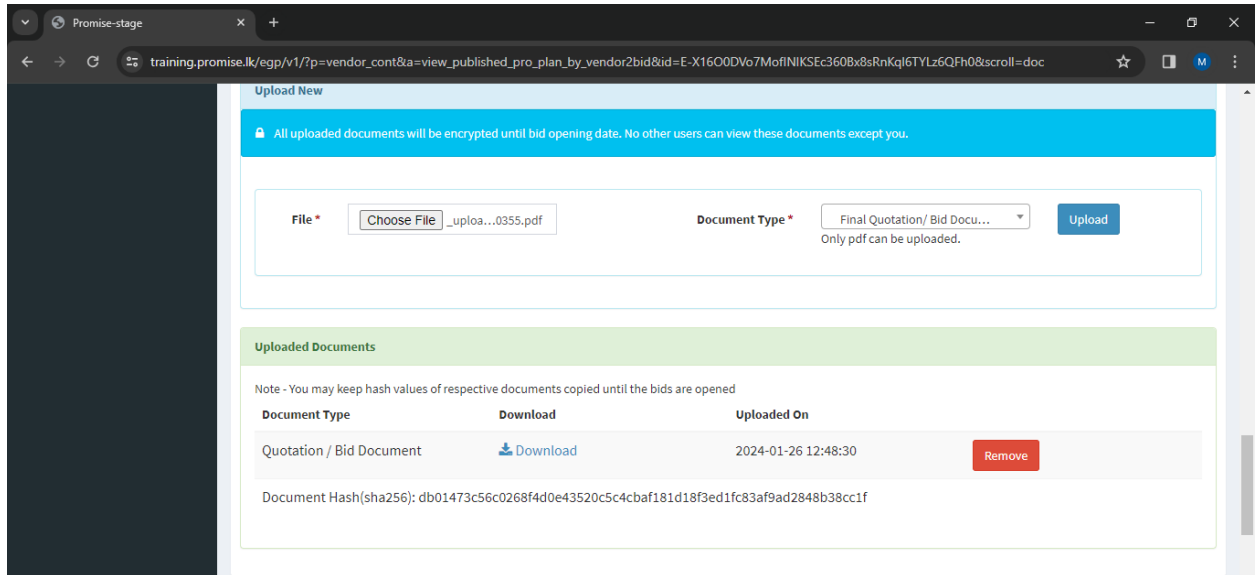2. If you want to remove the document you uploaded, click on the "Remove" button.

Figure 11 - Uploading documents.

7. FINAL QUOTATION SUBMISSION

1. Tick on the conditions.
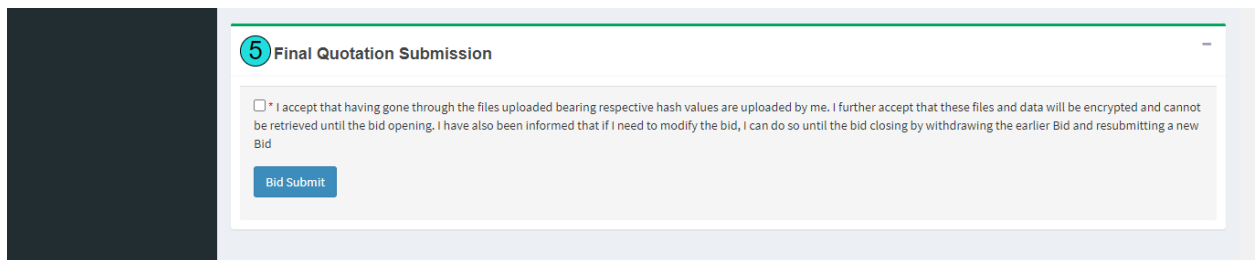2. Click on the "Bid Submit" button to submit the final quotation.

Figure 12 - Submitting the bid.

3. Enter the OTP and submit.
4. After you submit the e-Quotation successfully you will navigate to this page in *Figure 13*
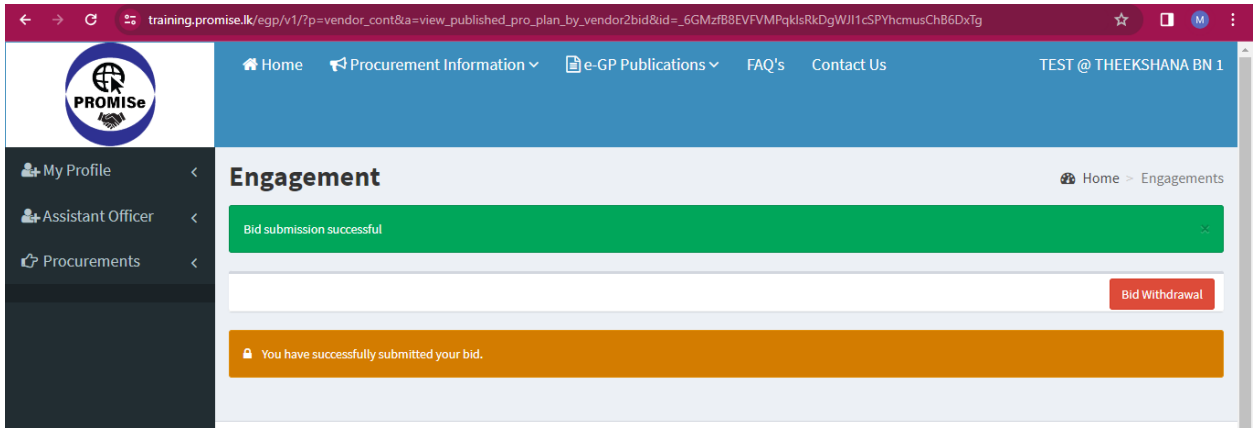5. If you want to withdraw the e-quotation you can click on "Bid Withdraw."

Figure 13 - Successfully submit the e-quotation.