

**ELECTRONIC BIDDING PROCESS
BY VENDORS FOR THE PUBLISHED E-PROCUREMENTS
IN VERSION 1 OF THE E-GP SYSTEM**

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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.

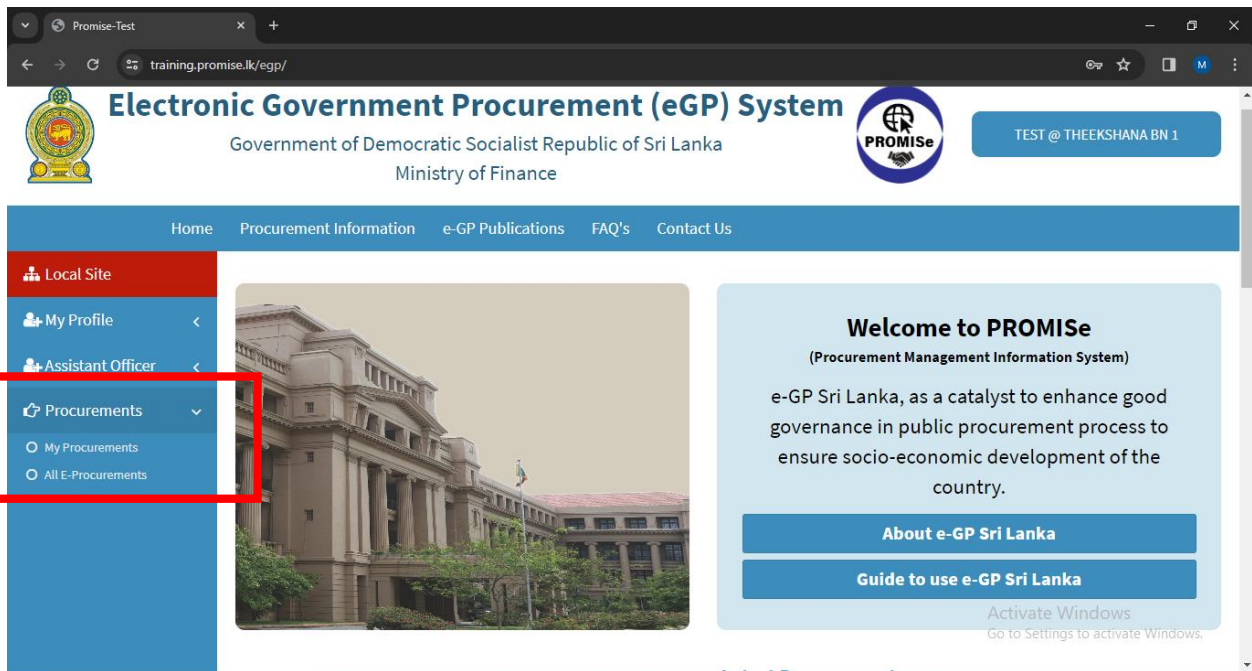


Figure 1 - Viewing the procurement that the vendor can bid.

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.

My Procurements

Engaged Procurements **74**

Active Procurements **1**

Closed Procurements **297**

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

The screenshot shows the 'My Procurements' dashboard. On the left is a navigation sidebar with 'Local Site' at the top, followed by 'My Profile', 'Assistant Officer', and 'Procurements'. Under 'Procurements', there are two sub-items: 'My Procurements' and 'All E-Procurements'. A red arrow points to 'Procurements'. The main content area has a header 'My Procurements' and three tabs: 'Engaged Procurements 74', 'Active Procurements 1', and 'Closed Procurements 297'. Below the tabs is a 'Show 10 entries' dropdown and a search box. A table lists procurement details with columns: Status, Action, Version, Procuring Entity, Title of the Procurement, Reference No, Closing Date & Time, Procurement Method, and Funding. The first row shows an 'Active' status with an 'Open to Bid' badge and a 'View' button. A red arrow points to this 'View' button.

Status	Action	Version	Procuring Entity	Title of the Procurement	Reference No	Closing Date & Time	Procurement Method	Funding
Active Open to Bid	View	v1	Sri Lanka Army- RPC Security Force Headquarters MLT	Cameras	202306161118	2024-06-30 09:00:00	Invitation for Quotations / Shopping	Local Multiple Locations

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.

The screenshot shows a web interface titled "My Procurements". On the left is a navigation menu with "Local Site", "My Profile", "Assistant Officer", and "Procurements". The main area has three tabs: "Engaged Procurements 74", "Active Procurements 1", and "Closed Procurements 297". Below the tabs is a search bar and a table of procurements. The table has columns for Status, Action, Version, Procuring Entity, Title of the Procurement, Reference No, Closing Date & Time, Procurement Method, Funding, Geographic Location, and Lot Wise. The first row is highlighted and has a "View" button next to it. A red arrow points to the "Active Procurements" tab, and another red arrow points to the "View" button.

Status	Action	Version	Procuring Entity	Title of the Procurement	Reference No	Closing Date & Time	Procurement Method	Funding	Geographic Location	Lot Wise
Active Open to Bid	View	v1	Sri Lanka Army- RPC Security Force Headquarters MLT	Cameras	202306161118	2024-06-30 09:00:00	Invitation for Quotations / Shopping	Local	Multiple Locations	No

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)

The screenshot shows a form titled "Enter Clarifications". At the top, it displays the user's name "TEST @ THEEKSHANA BN 1" and a timestamp "02024-01-28 02:29:21". Below this is a section for "Clarifications" with a "File" button. At the bottom, there is a text input field, a "Send" button, and another "Send" button.

Figure 5 - Entering clarifications.

4. To Start bidding click the “Submit Quotation” button.

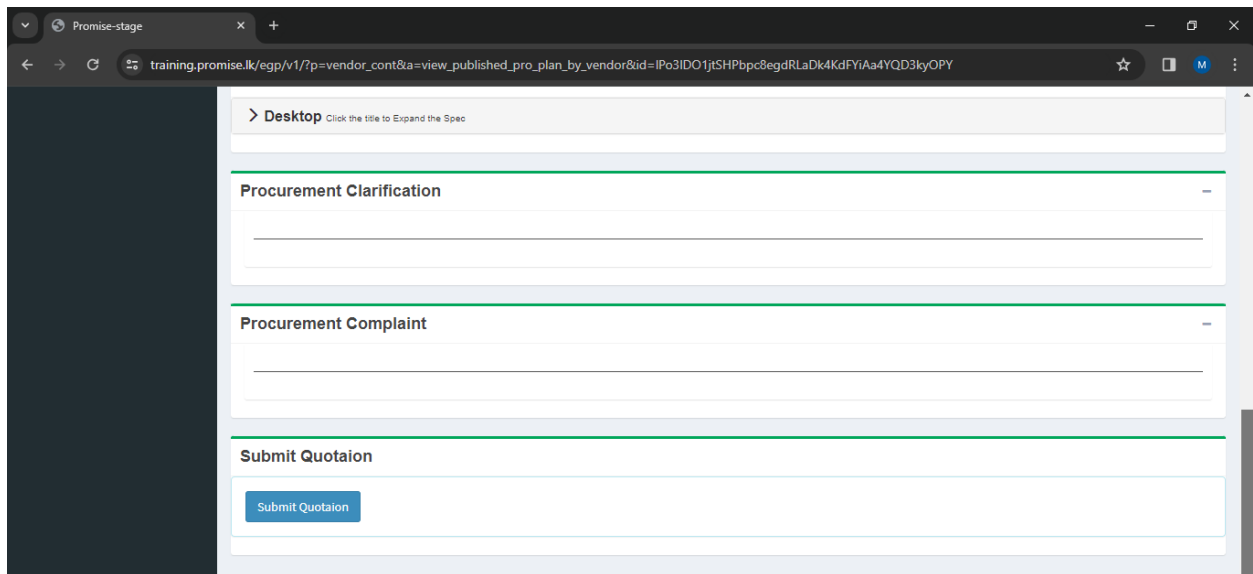


Figure 6 - Viewing the details of e-Quotation.

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.

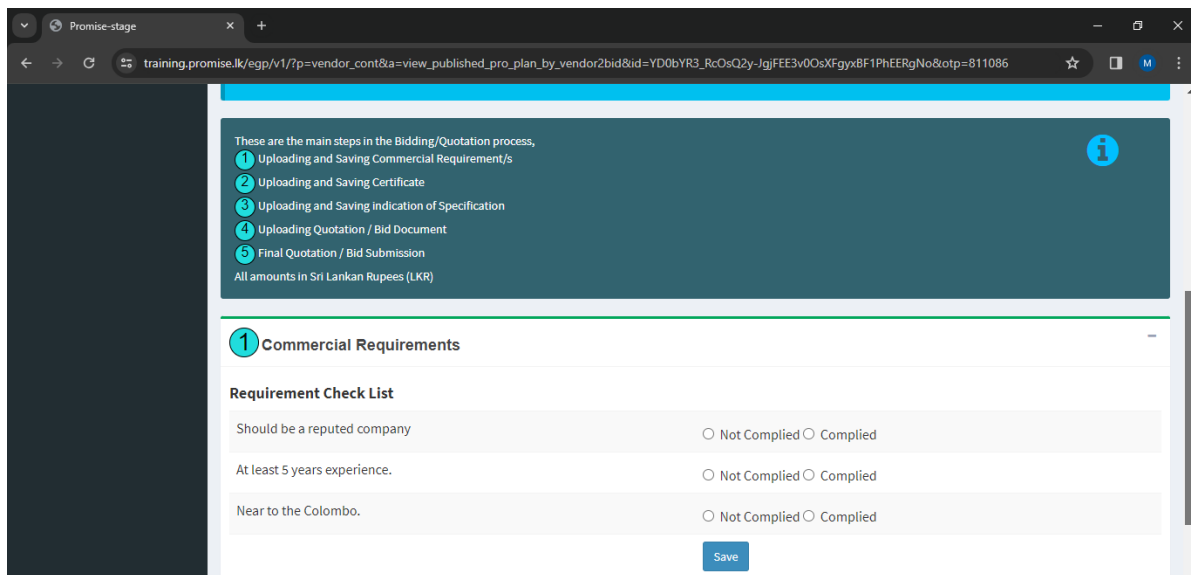


Figure 7 - Selecting commercial requirements.

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.

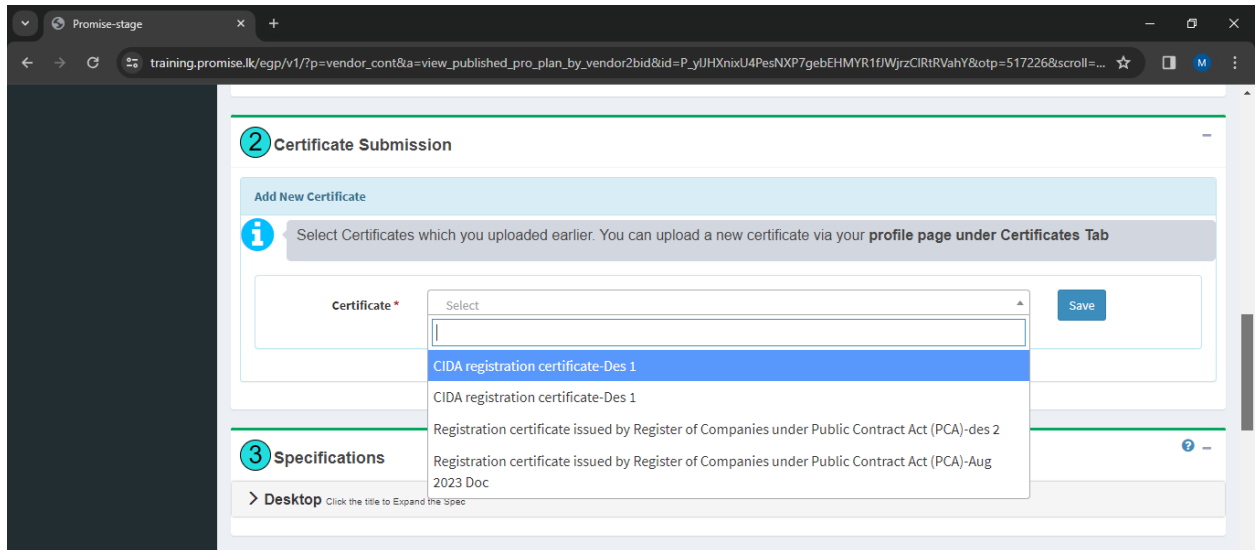
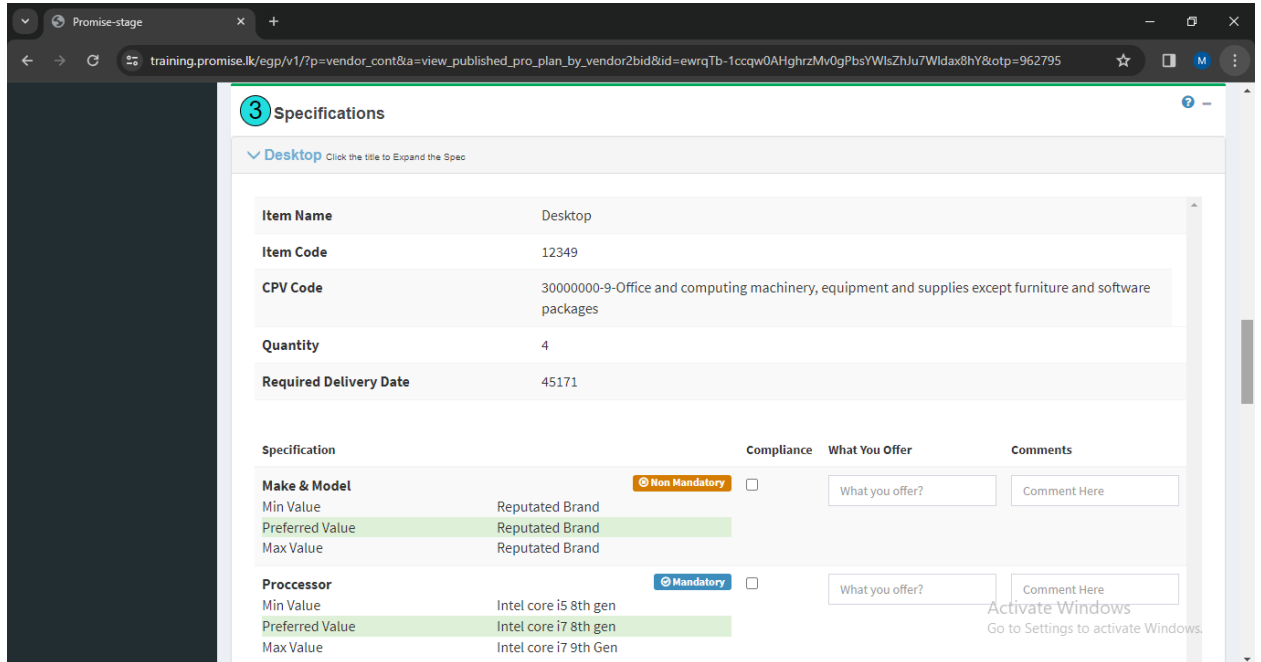


Figure 8 - Submitting certificate.

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.



The screenshot shows a web browser window with the URL `training.promise.lk/egp/v1/?p=vendor_cont&a=view_published_pro_plan_by_vendor2bid&id=ewrqTb-1ccqw0AHghrzMv0gPbsYWlsZhJu7Wldax8hY&otp=962795`. The page title is "3 Specifications". Under the "Desktop" section, the following item details are listed:

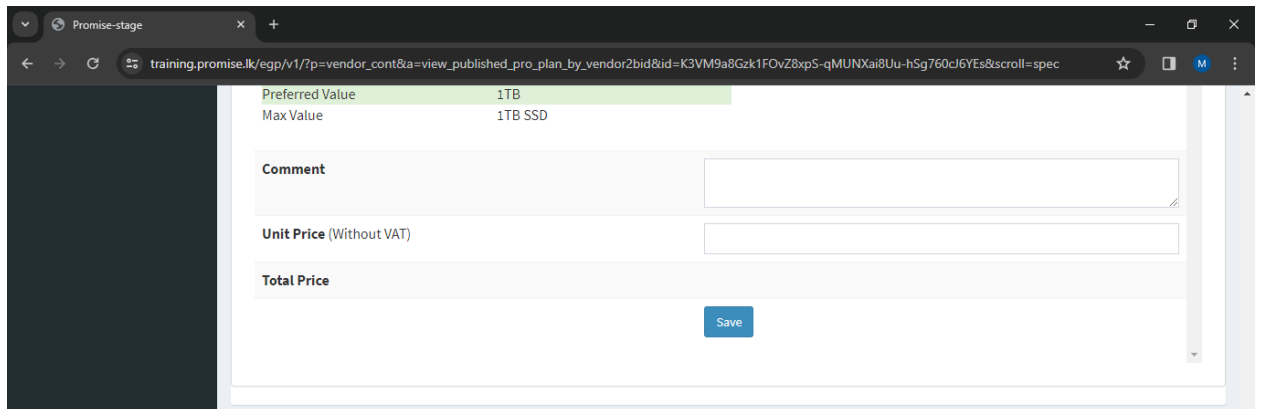
Item Name	Desktop
Item Code	12349
CPV Code	30000000-9-Office and computing machinery, equipment and supplies except furniture and software packages
Quantity	4
Required Delivery Date	45171

Below the item details, there are two specification sections:

Specification	Compliance	What You Offer	Comments
Make & Model Min Value Reputed Brand Preferred Value Reputed Brand Max Value Reputed Brand	<input type="checkbox"/> Non Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>
Processor Min Value Intel core i5 8th gen Preferred Value Intel core i7 8th gen Max Value Intel core i7 9th Gen	<input type="checkbox"/> Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>

Figure 9 - Submitting specifications.

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



The screenshot shows a web browser window with the URL `training.promise.lk/egp/v1/?p=vendor_cont&a=view_published_pro_plan_by_vendor2bid&id=K3VM9a8Gzk1FOvZ8xpS-qMUNXai8Uu-hSg760cl6YEs&scroll=spec`. The form contains the following fields:

Preferred Value	1TB
Max Value	1TB SSD
Comment	<input type="text"/>
Unit Price (Without VAT)	<input type="text"/>
Total Price	<input type="text"/>

A "Save" button is located at the bottom right of the form.

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.

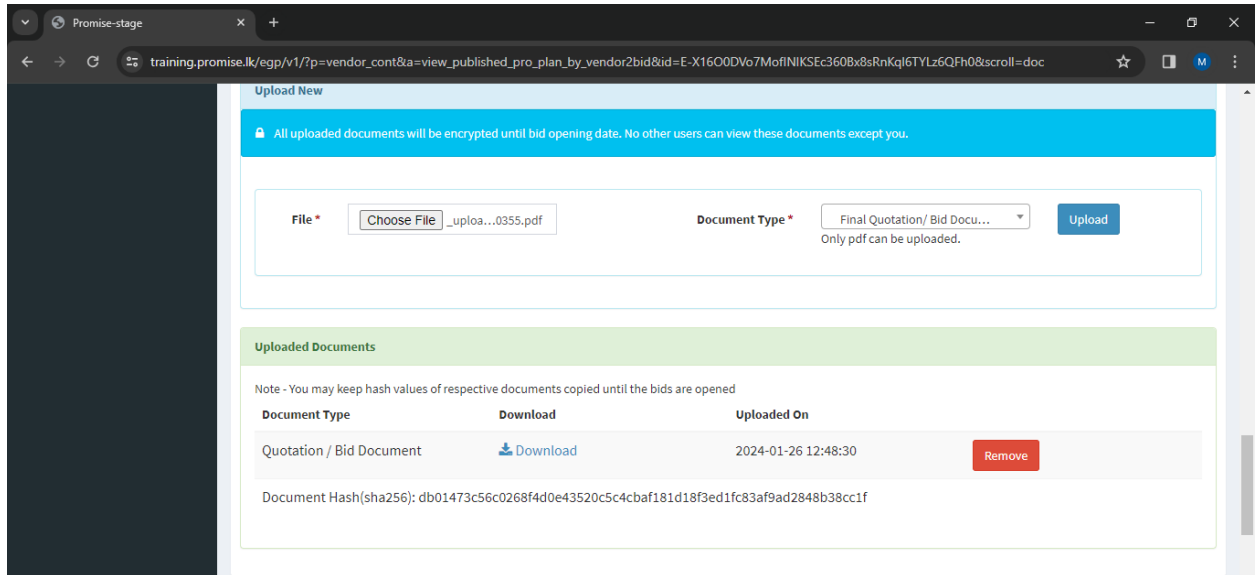


Figure 11 - Uploading documents.

7. FINAL QUOTATION SUBMISSION

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

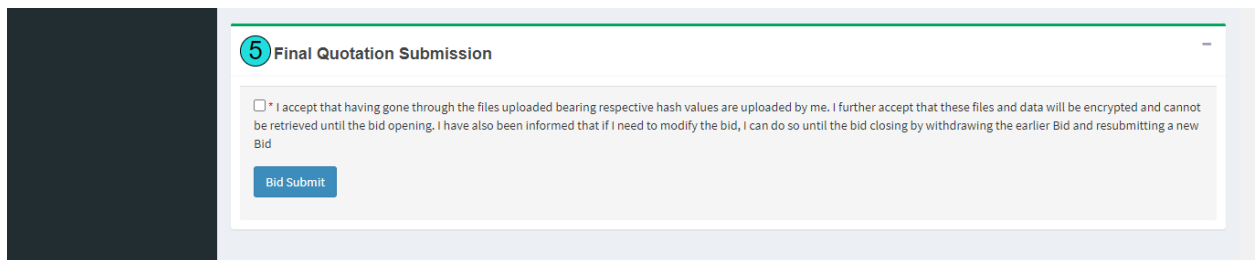


Figure 12 - Submitting the bid.

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.”

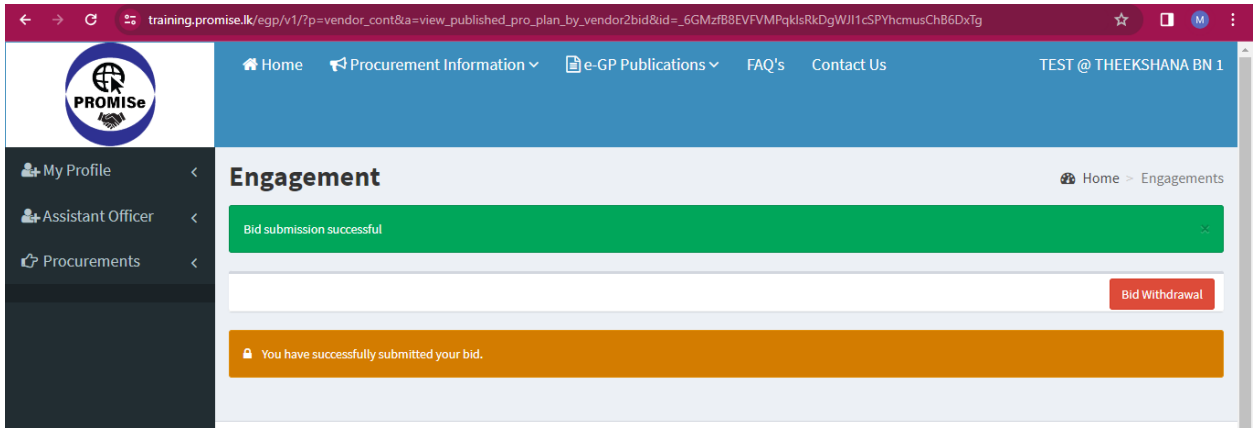


Figure 13 - Successfully submit the e-quotation.