# ELECTRONIC BIDDING PROCESS

# BY VENDORS FOR THE PUBLISHED E-PROCUREMENTS

# IN VERSION 2 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 2 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 1 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.
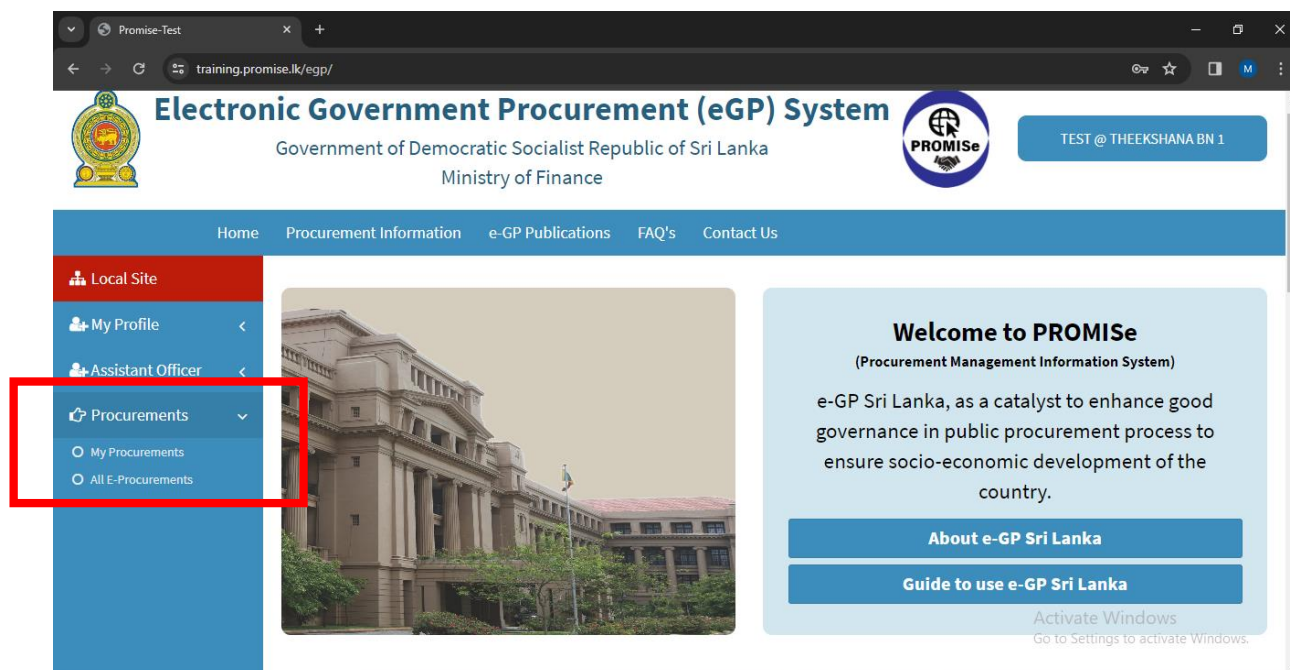


*Figure 1 - Viewing the procurement that the vendor can bid.*

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



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

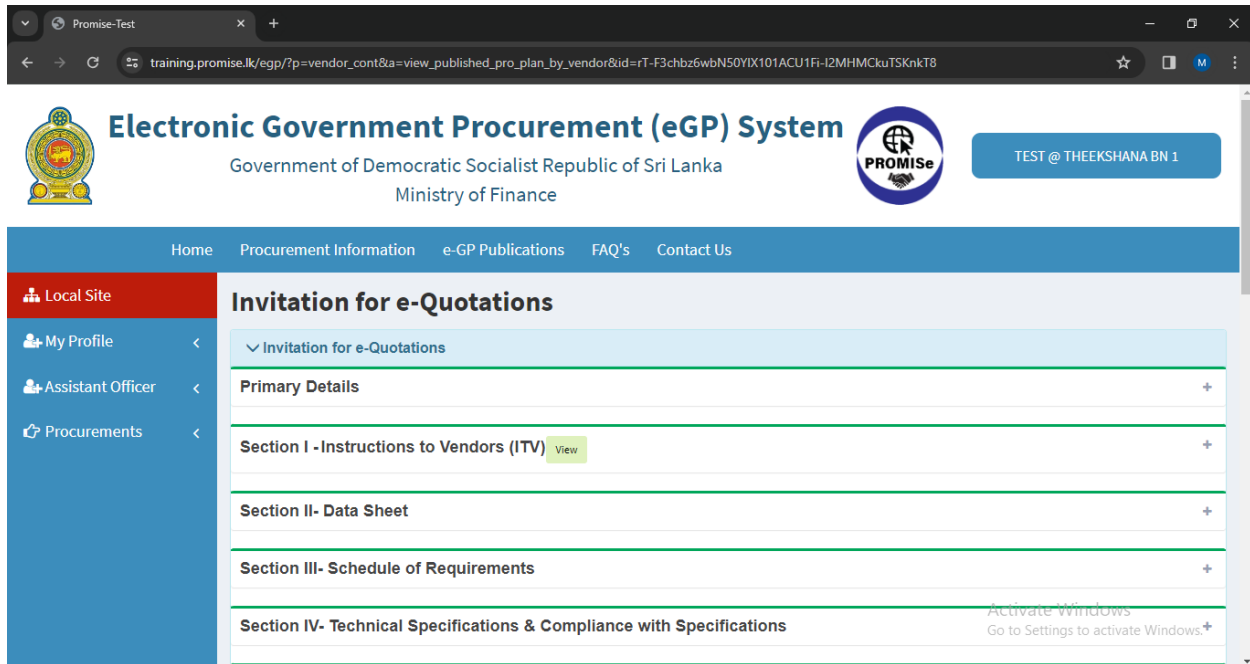Click View to display the procurement in detail. (Figure 4)

*Figure 4 - Viewing the details of e-Quotation.*

## 2. VIEWING OF ACTIVE PROCUREMENTS AND ACKNOWLEDGING

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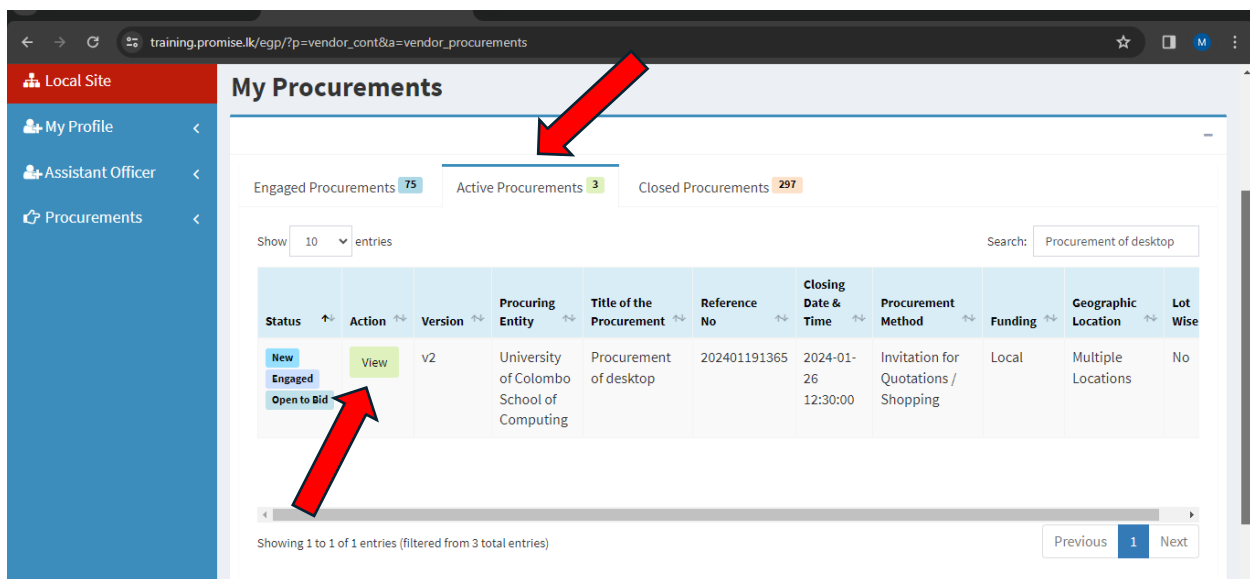


*Figure 5 - Viewing of all the new procurements the vendor can place bids.*

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 6)



*Figure 6 - Entering clarifications.*

4. To Start bidding click on the button "I acknowledge that I received the Invitation for e-Quotation".
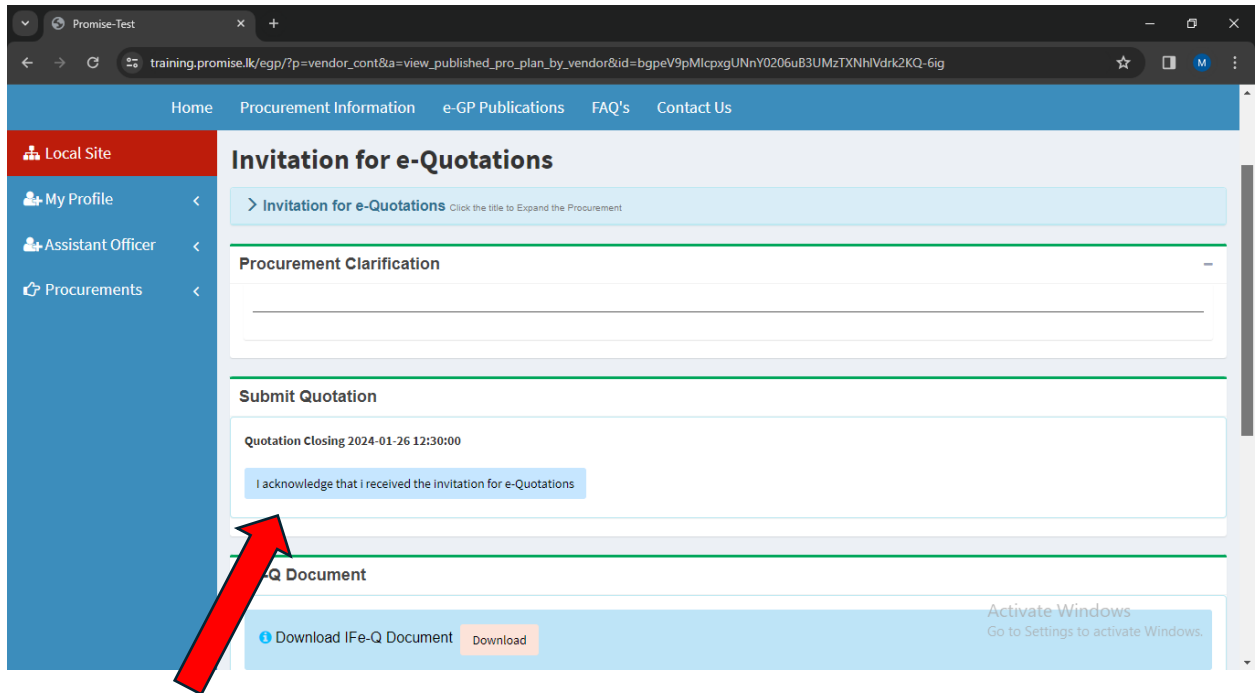


*Figure 7 - Click button to start the bidding.*

5. The vendor must select the option whether you submit the e-Quotation or you do not submit the e-Quotation.
   1. Click "I will submit an e-Quotation."
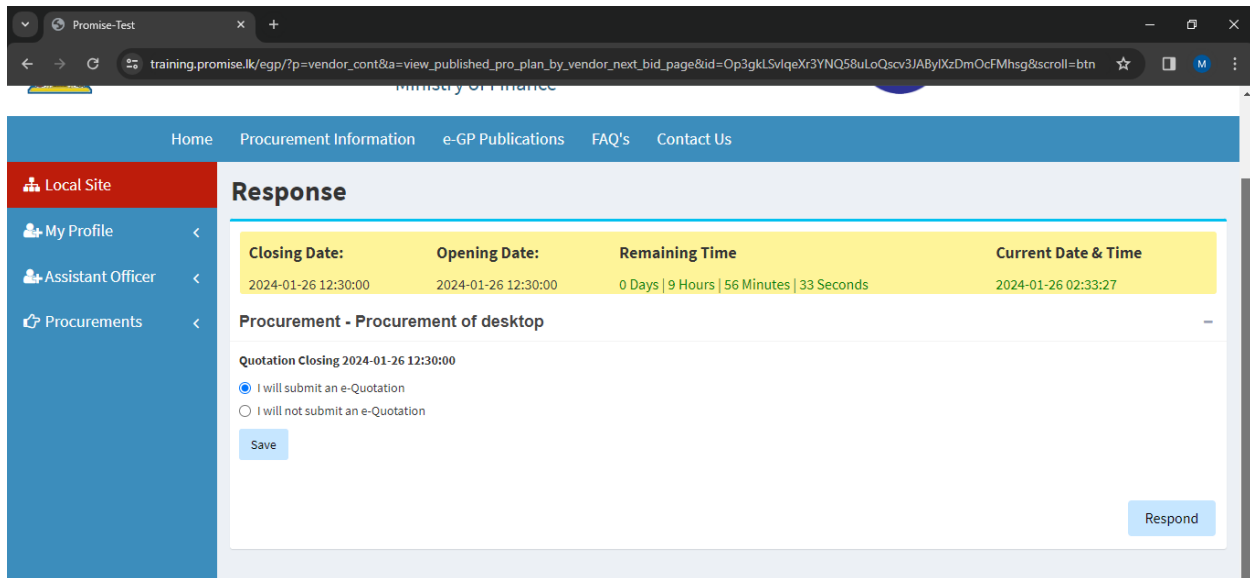   2. Then click "Save" and "Respond" button.

*Figure 8 - Submit the response to the e-quotation.*

3. Then you will get a One Time Password OTP to your registered mobile number. The popup screen will appear and you should enter the OTP and submit.

4. After clicking the respond button and entering OTP, you will see in the notice to vendors and steps to respond. This include the instructions to use the e-GP system.
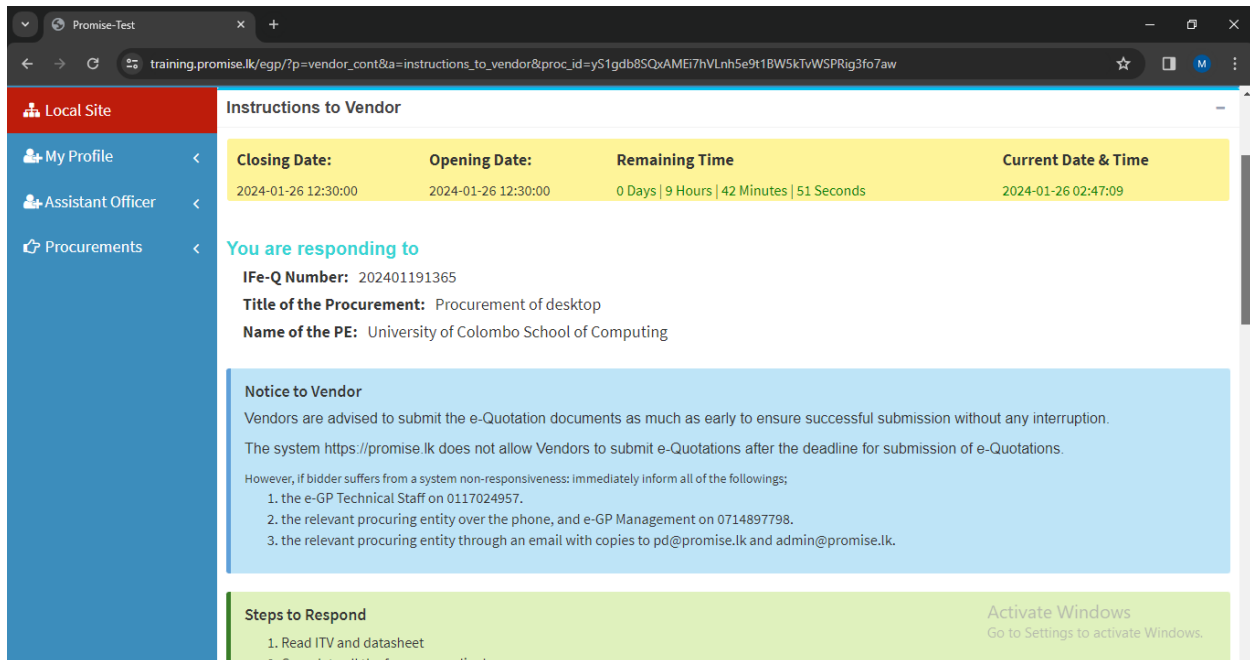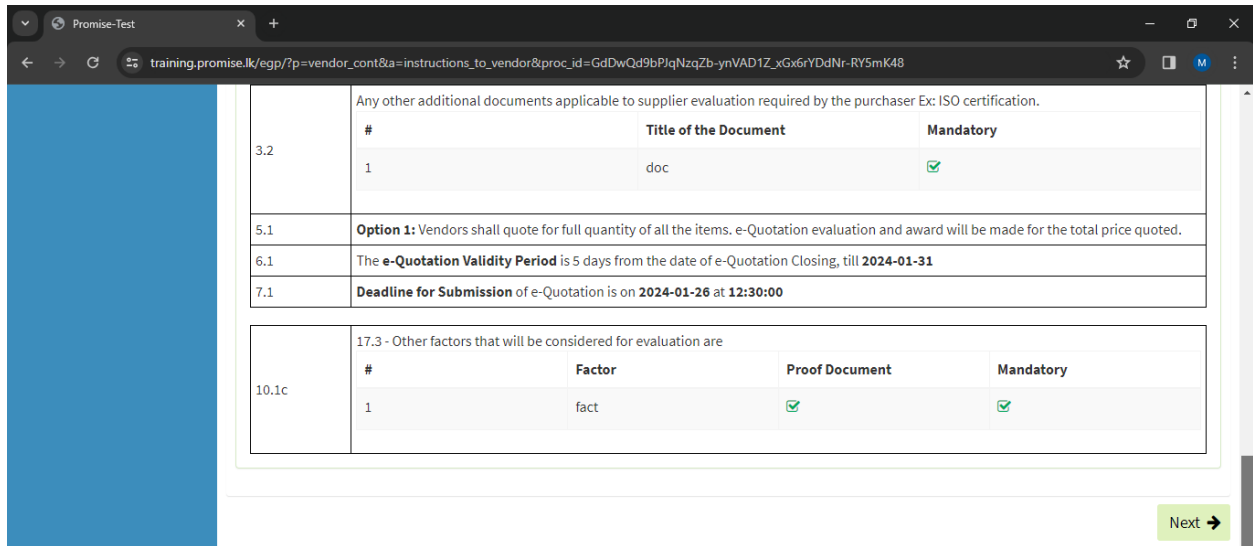


*Figure 9 - Vendor instructions.*

*Figure 10 - Click the next button.*

Click next button to go in to the next screen.

At the top of each page you can see the closing and opening times of the bids. Keep an eye on the remaining time as the system shows the remaining time in days, hours, minutes and seconds.

In the next screen you will see the other factors and post qualification requirements. Click next then, you can will find the "Schedule of Requirements

## 3. COMPLETING THE SCHEDULE OF REQUIREMENTS

1. Select the items by marking a tick in the item selection box if available.
2. Enter the number of delivery dates for the **Vendor's offered Delivery Period**
3. Click the "Save" button.
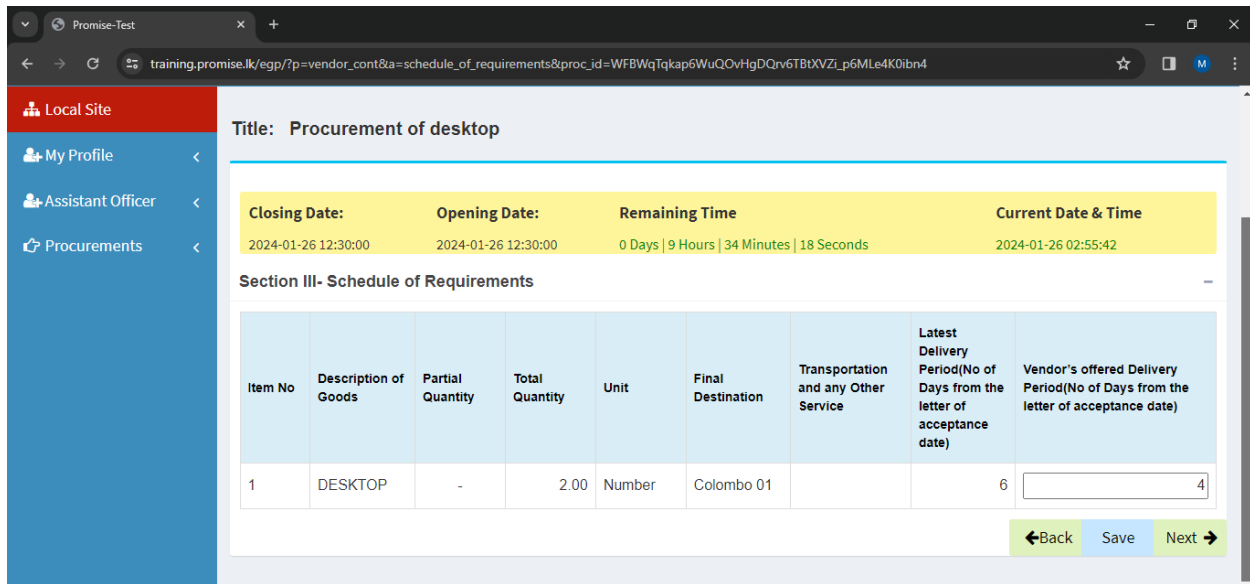4. Then click "Next" button to proceed.

*Figure 11 - Schedule of requirement*

## 4. TECHNICAL SPECIFICATIONS AND COMPLIANCE WITH SPECIFICATIONS

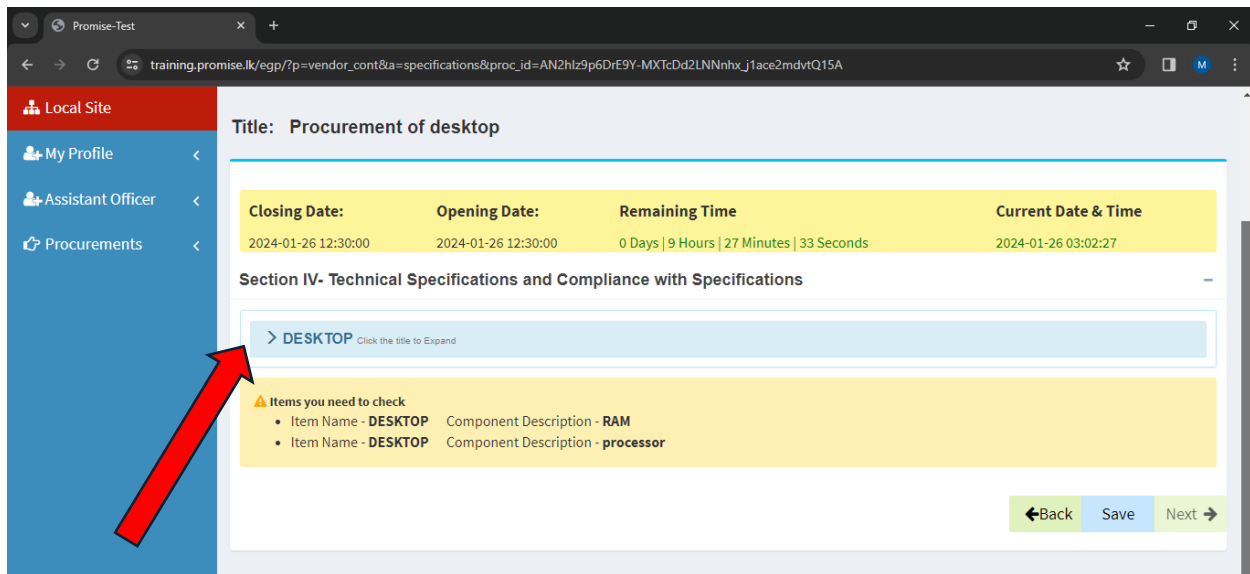Expand the item to view the technical specifications.



*Figure 12 - Expand the technical specifications.*

1. Add the response as "Yes or No".
2. Enter a comment if applicable.
3. Click the "Save" button to save your response.
4. Click the "Next" button to proceed.

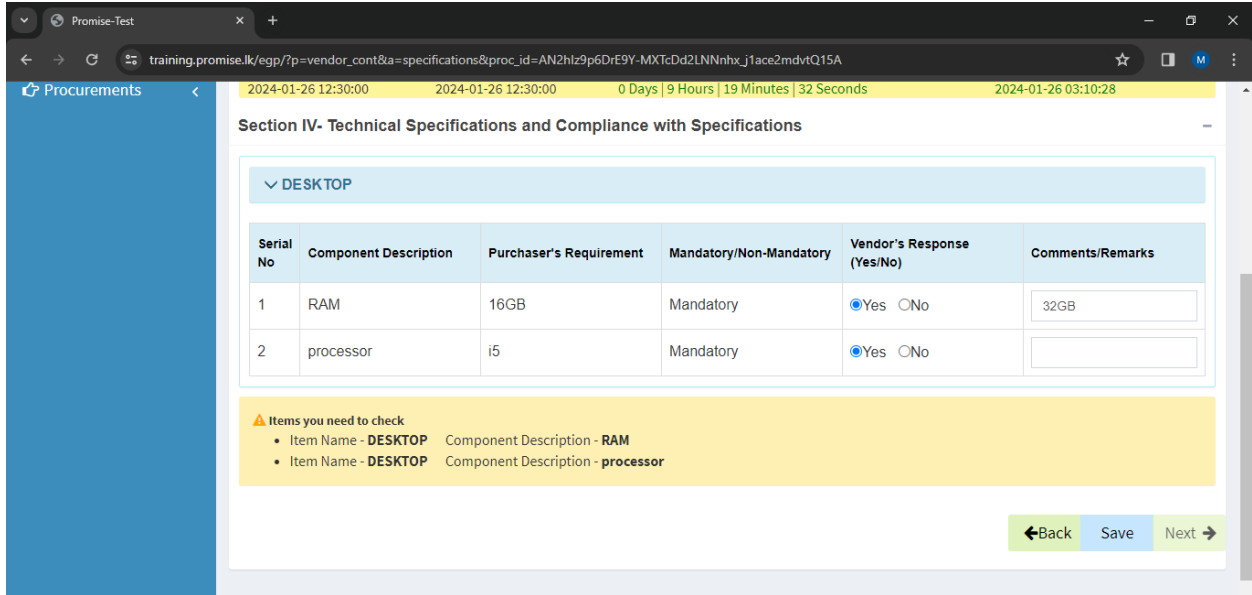5. Complete the compliance for the specifications for all the items in the same manner. Click save and next.



*Figure 13 - Technical specifications.*

## 5. COMPLETING THE PRICE SCHEDULE

1. For each item you have to select Country of Origin and Country of manufacture.
2. Enter the Unit Price Excluding VAT, Inland Transportation and Other service charges and discounts. To include VAT tick the box. The system will show you the total price for the particular item.
3. Then click the save button. Then move on to the next item and complete the same process.
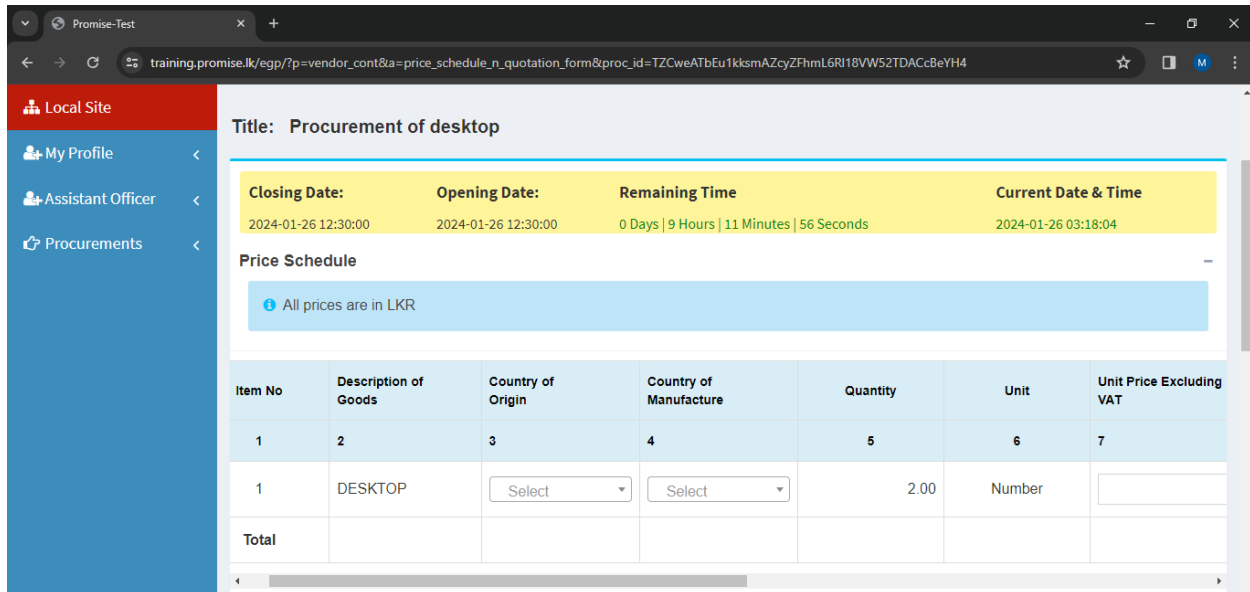
*Figure 14 - Price schedule*

## 6. FILLING THE QUOTATION SUBMISSION FORM

1. Then scroll down, read and check all the checkboxes in the quotation submission form if you agree with the statements.
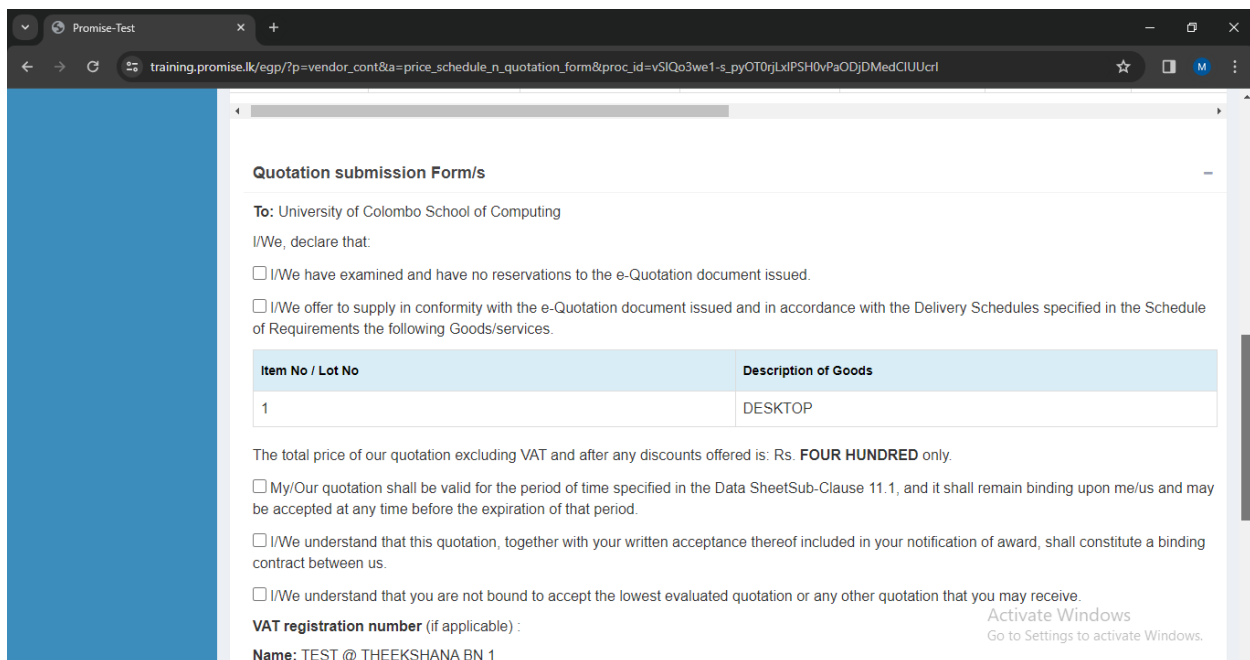2. Click on the "Save" button.
3. Click on the "Next" button.



*Figure 15 - Quotation submission form.*

If the PE has requested to submit the Quotation Security Declaration, as the next screen you will see the Quotation Security Declaration form. Read the terms and conditions and tick the check box. Click save and next.

## 7. UPLOADING OF DOCUMENTS

1. Then you will see the next screen "Upload Documents"
2. Select the related document from the drop down.
3. Choose the document from your computer and upload.
4. If you select the document type as other, you should type the document name.
5. The documents you upload will get encrypted and it will get decrypted at the time of bid opening. You will also get a hash value for the documents you upload.



*Figure 16 - Uploading documents.*

6. If you want to remove the document you uploaded, click on "Remove" button.
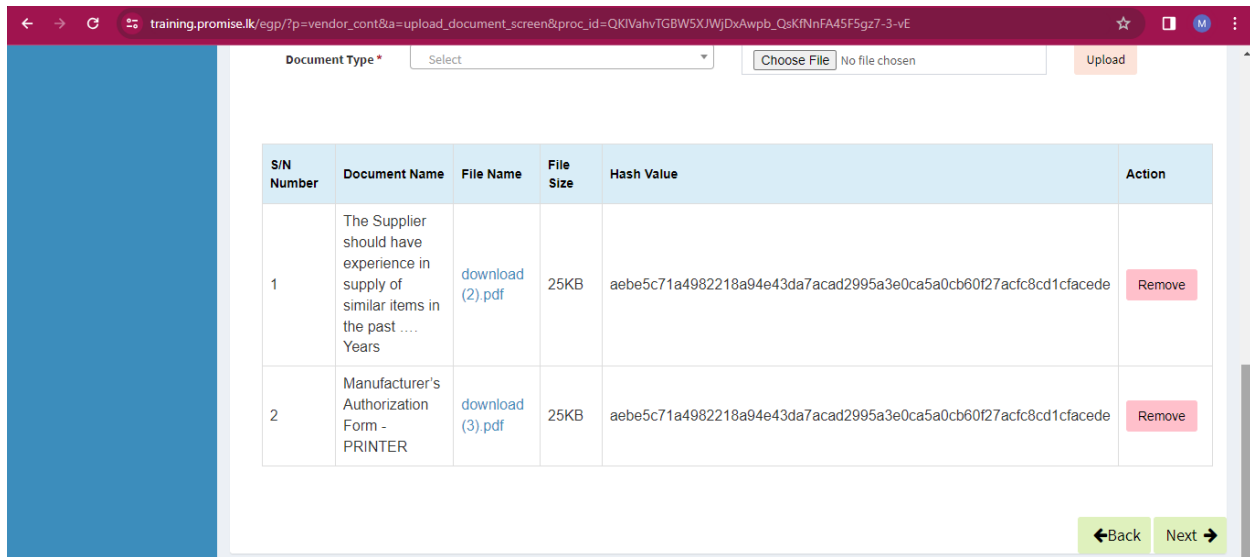7. After uploading all the required documents click on the next button.

*Figure 17 - Removing documents.*

## 8. SUBMISSION OF THE E-QUOTATION

1. This is the final screen before you submit your e-Quotation.
2. Click on "submit e-Quotation" button to submit the e-Quotation. Then you will receive another OTP. Enter it in the popup screen and submit.
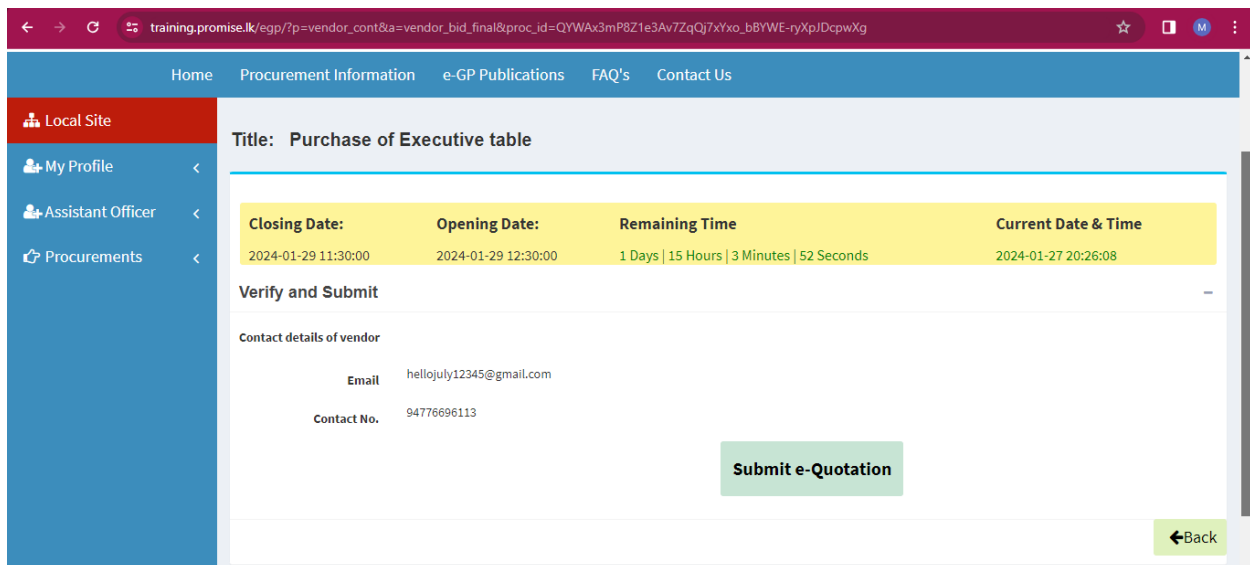


*Figure 18 - Submitting e-Quotation.*

3. After you submit the e-Quotation successfully you will navigate to this page in *Figure 18*

4. If you want to withdraw the e-quotation you can click on "Withdraw Quotation."
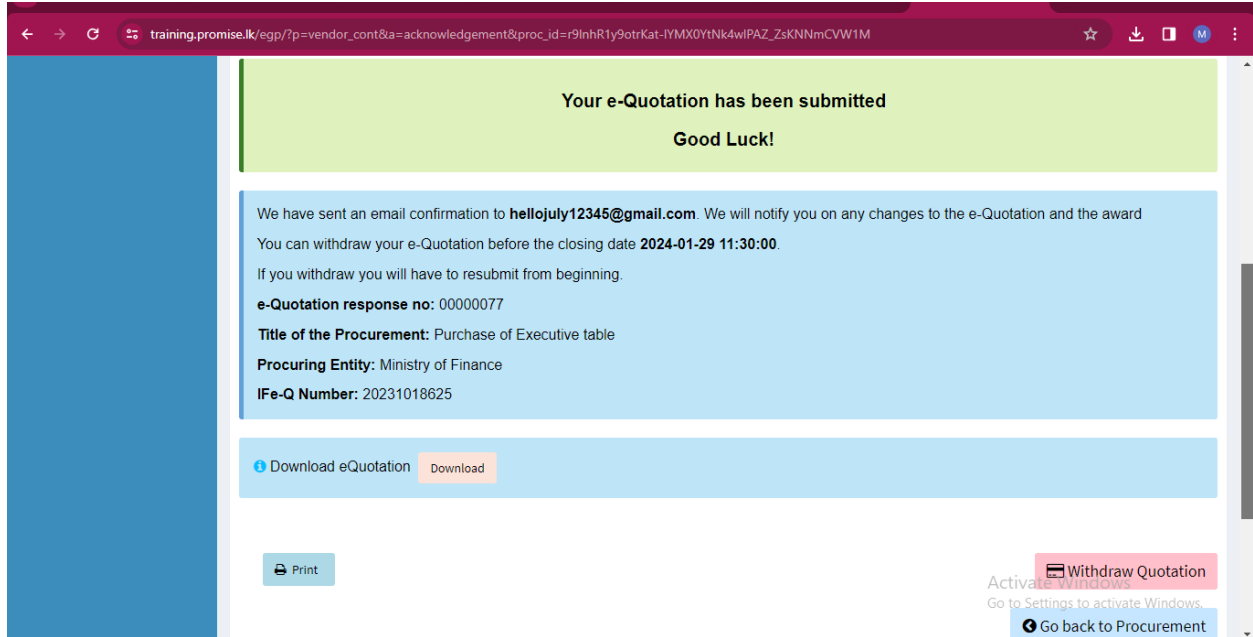5. If you want to go back to the procurement you can click "Go back to Procurement".



*Figure 18 - Successfully submit the e-quotation.*