

## INSTRUCTION FOR BID SUBMISSION BY SUPPLIERS:

For successful Submission (Upload) of your Bid - Proposal, the following instructions must be followed exactly as stated.

[Failure to follow all the steps as listed will result in an invalid bid submission](#)

### A. Pre-requisites:

Submission (Upload) of Bids in the e-Tendering System is done through a specialized Tender Preparation Tool (TPT) software which validates and encrypts the bid document before upload from the Supplier's computer to the e-GP System?

This tool makes use of 'Java Software' and as such the Java Software Must first be Downloaded, Installed and ACTIVATED in the browser on the computer being used for Bid upload.

If you are not sure how to Install and Activate Java in your Browser, you can 'Google' how to do it. Also, This version of the TPT will only run in Internet Explorer or Mozilla Firefox Browsers.

Your Bid Proposal document should preferably be in a single PDF or Microsoft Word format document or as a Zip file as least option. (If you do not have a licence for PDF Acrobat DC software (which provides functionality to combine multiple PDF files documents into one single PDF document), Google how to find a free Software tool which can provide the same function.

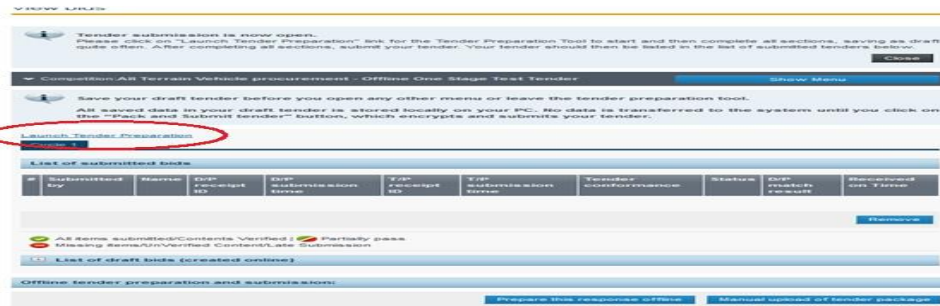
### B. Sequence of Steps:

1. Log in and Select the [List of my Cft](#) option from the [Competition Management](#) section of the site Home Page, and from the list of [My Competitions](#) displayed, Select the Tender for which you intend to submit (Upload) a Bid Proposal.
2. Select the [SHOW MENU](#) option on the View competition details form, which is now displayed and then select the [Bid submission](#) option.
3. You will now be presented with a [View Bids](#) form shown here

Name	Last Name	Username
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Select the prompt [Accept & confirm all of the above](#), if it appears on the screen / form.

4. Next, Select the **Launch Tender Preparation** prompt on the View Bids Form



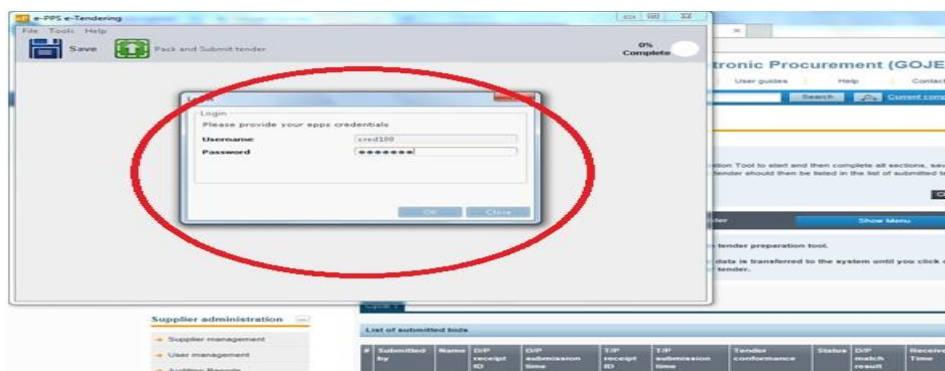
5. This action will cause Java Software to be run and you will receive a prompt 'Opening webstartTPT.jnlp'

Select the option to **Open**.



Also you will receive a series of Security Warning messages, Select the option **Continue** or **Accept**. Additionally, you will receive a message saying 'Do you want to Run this Application?'. Select the option **Run**.

6. The TPT will now be opened on your desktop (as per image below), and you are required to Login to this tool, with your e-GP System Username and Password. Once you are logged in, it is recommended that you *maximise* the Screen to see all information.



7. At this point, the TPT will be displayed as either of the following two options depending on how the Tender was configured by the Procuring Entity:

A. **Offline Evaluation Submission option** - Tenders configured as such, simply requires that you follow the steps to *Attach* your single Bid proposal document followed by Selecting the *Pack and Submit* option.

Follow Step 8 below for instructions on how to upload Bid for Tenders configured for Offline Evaluation.

B. **Online Evaluation Submission option** - Tenders configured as such, requires that you *Answer* one or a series of questions in three Sections (Eligibility, Technical and Financial) in the TPT, as well as to *Attach* relevant supporting documents (e.g. Price sheet affidavit) to support the responses.

At Tender Opening, Tenders configured for On-Line Evaluation will be partially scored / evaluated by the e-GP System using the responses entered, hence Bidders must be vigilant in their answers / responses.

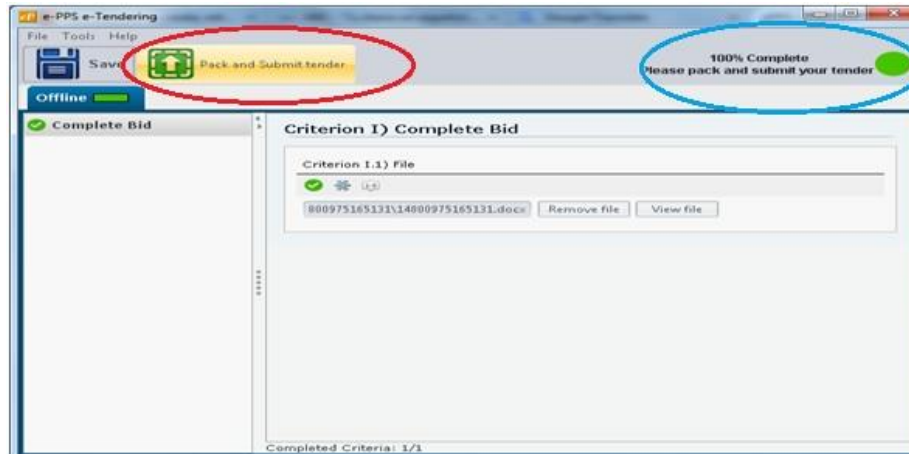
Follow Step 9 below for instructions on how to respond and upload Bid documents for Tenders configured for On-Line Evaluation.

## 8. Offline Evaluation Response

Offline Evaluation configured Tenders will be displayed with a Section / Envelope labelled 'Offline' as follows:



- i. Select the *Attach File* option (as shown in the diagram above) and Navigate / Search (on your computer) to find your proposal document and then *Attach* it.



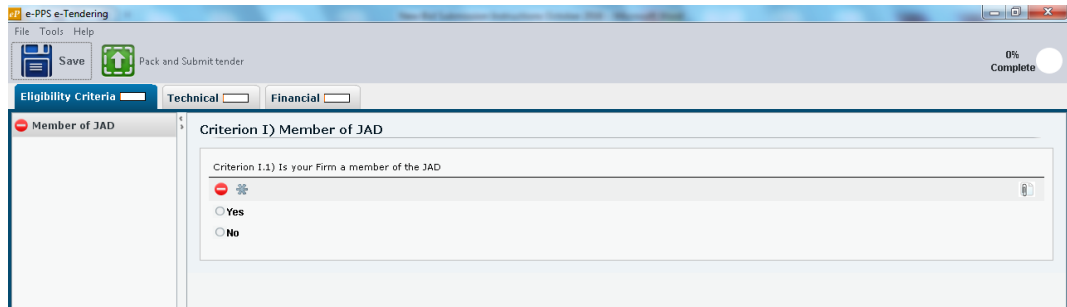
- ii. Once you have attached your proposal document, the *Pack and Submit tender* option will become yellow, as in the diagram above. **Select this Pack and Submit tender option.** This will execute all the programs to *inspect, validate and pack your bid as well as to securely upload it to the e-GP System.*

If you had previously uploaded a Bid for this Tender, you will receive a warning message as well as an option to overwrite the previously uploaded Bid.

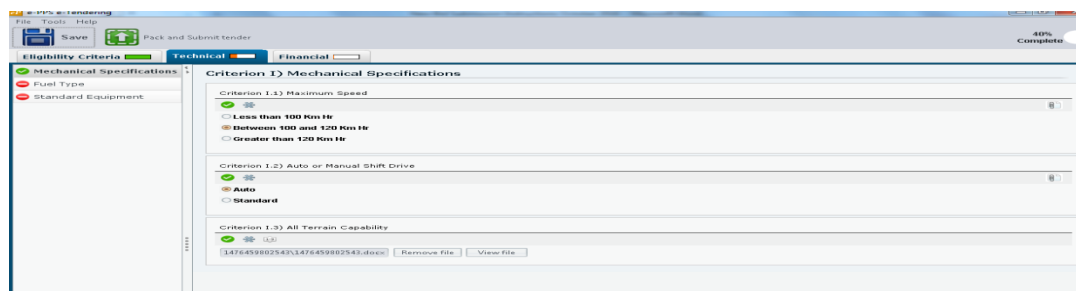
- iii. A progress prompt / button on the top right of the TPT, will indicate the percentage status of the upload process. **You MUST WAIT until a message is displayed indicating 100% Complete.**
- iv. After successful (100%) upload of the Bid, a Message will be displayed indicating Your *Bid was successfully uploaded*. The system will also e-mail you a Tender Receipt ID .You can now close the TPT Tool (click on the X on the Top Right corner).
- v. To reconfirm the success of your uploaded Bid, you will need to 'Refresh' the *View Tenders* form (or Select Show Menu -> Bid Submission). The *List of Submitted Bids* form will display information on your Bid, and a green tick under the *Tender Conformance* column serves as confirmation of successful upload.

## 9. On-Line Evaluation Response:

Online Evaluation configured Tenders will be displayed with three Sections, Eligibility, Technical and Financial as follows:



- i. First you should answer the Tender Eligibility Questions. As per the example above, the question is 'Are you (your firm) a member of the JAD ?'. You are presented with two options 'Yes' or 'No' and so you will have to Select the correct response. You may also attach supporting documentation by Selecting the Clip icon on the right of the question. Once you have answered the question(s), the **Red** icon will turn **Green**.
- ii. Next Select the 'Technical' Tab / Envelope to answer the Technical questions as per the example below. You will notice for this 'Truck' Tender example that there are three Sub-sections (Mechanical, Fuel Type and Standard Equipment) and so the Supplier has to answer the questions for each section and once all the questions are answered in all the sections, the **Red** icons will turn to **Green**.



- iii. Next Select the Financial Tab / Envelope, to input your Price / Cost amount. It is important that you first select the Currency of your price proposal and then type in the Bid amount. You may also be required to attach a supporting price confirmation document or Bill of Quantity Sheet.
- iv. Once you have answered all the questions in the three envelopes and made relevant attachments, the TPT will now display a Green bar above the three envelopes and the *Pack and Submit Tender* button at the top should be highlighted in yellow. Select (Click) the *Pack and Submit Tender* button which will execute all the programs to inspect, validate and pack your bid as well as to upload it. If you had previously uploaded a Bid for this Tender, you will be given a warning notice as well as an

option to overwrite the previously uploaded Bid. Also there is a progress button on the Right of the yellow bar, indicating the % upload status of your Bid. **You MUST WAIT until a message is displayed indicating 100% complete** for full upload of the Bid.

- v. After successful (100%) upload of the Bid, a Message will be displayed indicating Your *Bid was successfully uploaded*. The system will also e-mail you a Tender Receipt ID .You can now close the TPT Tool (click on the X on the Top Right corner). You can now close the TPT Tool (click on the X on the Top Right corner).
- vi. To reconfirm the success of your uploaded Bid, you will need to 'Refresh' the *View Tenders* form (or Select Show Menu -> Bid Submission). The *List of Submitted Bids* form will display information on your Bid, and a green tick under the *Tender Conformance* column serves as confirmation of successful upload.