SUMMARY INSTRUCTIONS FOR BID SUBMISSION

Suppliers must complete the upload of their Bid before the defined,'Tender deadline for Bid Submission' otherwise the system will terminate the upload process once the tender deadline has been reached.. As upload of a Bid may take some time (30 minutes for a 50 MB bid document, depending on bandwidth), it is strongly recommended that the Bid upload process be conducted at least two hours before the defined deadline.

Also first time User of the system should ensure that their Desktop Computer / Laptop is prepared for Bid Submission (As per instructions below) well in advance of the bid deadline. A Supplier can also conduct a test upload in advance, as the system allows for a bid to be uploaded multiple times.

PREPARING YOUR COMPUTER FOR BID SUBMISSION:

1. **Browser compatibility:**
   a. Only Internet Explorer and Mozilla Firefox Browsers are supported by the Bid submission tool. **Google Chrome browser and Microsoft Edge browser will NOT work.**

2. **Java software installation and activation:**
   a. Java software must be downloaded and installed on the computer / laptop which will be used to submit the bid. Visit the website: https://www.java.com/download/ to download the Java software.
   b. Next, you must **ACTIVATE** the java software. To know how to do so, please Google '**How to activate Java software'** for the browser you are using.

SUBMISSION (UPLOAD) OF YOUR BID:

1. **Bid documents(s) preparation:**
   a. Bids setup by a Procuring entity to use the 'Off-Line Evaluation' functionality of the system will necessitate that the Supplier Submit (Upload) their Bid proposal document as a a single electronic document (**preferably PDF format**) consisting of **all** the various sheets and documents of your proposal (technical specs, price sheet, copy of certificates etc.). It is advisable to try and limit the size of this single bid document, so as to facilitate easier upload. The System has a bid maximum size of 99Mb , but it is recommended to try and keep the Bid proposal document below 50MB size. Options for combining the multiple documents into one bid document are:

      i. Use of Acrobat PRO or Acrobat Writer software (you will have to purchase this); or
      ii. You can Google to find a free software that can combine multiple PDF documents into one PDF file; for example the one available from www.pdfmerge.com, or
      iii. You can arrange and scan the pages of the documents using a Multi–function printer, e-mail it to yourself (it should be in PDF form) and then download it from your e-mail. If using this option, make sure to use the 'low resolution' scan option of the machine, to limit the size of the file generated by the machine; or
      iv. As a last resort you can Zip the files into one zip file bit this option is STRONGLY discouraged.
      v. **After your Bid Document has been prepared, please ensure that it is valid (i.e. not corrupted) and can be opened by the relevant program you had used to create it (e.g. if 'PDF' format, ensure it can be opened by Acrobat Reader. Page through the entire document to ensure everything is intact and in order.**

2. Login to the e-GP System at: www.gojep.gov.jm

3. Select **List of my CfTs** from the Competition Management section of the page and from the list of tender(s) displayed. Select the tender for which you intend to submit a bid.

4. Select the **Show Menu** tab then Select **Bid Submission** from the drop down list, which will open the View bids form /page.

5. In this View bids form, Select **Accept & confirm all of the above** prompt.

6. **Select Launch Tender Preparation lin**k (in the centre left of the form / page). This action will run Java software and you will receive a series of Security prompts. Select the options to **Open**, **Allow**, **Continue**, **Run**, **Accept** etc. as they appear. You will then see a notice saying '**Downloading application'**.

7. The Tender Preparation Tool application will appear on your desktop, you will have to login again (using your e-GP system credentials which was created on initial registration (your Username and Password).

8. After logging in, a screen with a prompt button **attach file** will appear. Click this button and browse to where you have your single bid proposal document saved on your computer / laptop and then click **attach.**

9. Once your Bid document has been attached, you will see a prompt Pack and submit highlighted in yellow at the top of the tool. **Select this Pack and submit, thereafter a message 'Uploading tender' will display.**

10. **Once the Tender upload has been completed,** a message *'Tender submission 'Your tender was submitted..'* will be displayed and an e-mail confirmation will be sent to you.. **Depending of the Size of your Bid document, this upload could take up to 60 Minutes (for a 99MB file), so you will have to wait for the process to complete.** This is why it is also important to start the upload way in advance of the Tender closure. You can now close the Tender tool and logout of the e-GP system.

11. **If there was an interruption in the Tender upload the process will have to be restarted.**