

GREATEST
 LITTLE ISLAND
 ON THE PLANET

CHILD BY CHILD · FAMILY BY FAMILY · VILLAGE BY VILLAGE

BIDDER RFX USER GUIDE

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WELCOME TO E-TENDER!

This manual is intended to provide straightforward, detailed guidance on the process to be followed when responding to tenders on the e-Tender platform. It is designed to be simple to use and understood, by breaking the tendering process down into a series of individual procedures with step-by-step instructions.

SCOPE:

This Training Guide is intended to provide standard procedures and step-by-step instructions on how to navigate the application and participate in tender events.

CONSTRAINTS:

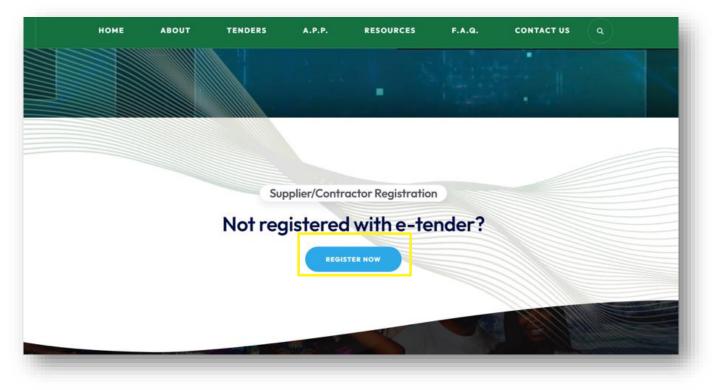
e-Tender is fully compatible with a wide range of leading web browsers. We recommend the following browsers that support the application's robust security protocols:

- Google Chrome
- Mozilla Firefox
- Safari

Registering on e-Tender is quick and easy!

To begin logging on using the e-Tender portal link, type in the company's website address in your preferred recommended browser.

The following page will appear on your screen. Scroll to the end of the page and select, **'Register Now'** as shown below:



You will be directed to the 'Register your Organization' page.

On the **'Register your Organization'** page, ensure that you read and accept the website's Terms and Conditions. Upon completion, click **'Select to Accept'**. You will not be allowed to continue registering if you do not accept the website's Terms and Conditions:

ns and Conditions	Company Information	Account Information	Security Questions	Confirmation
				ion about tendering opportunities a
erms and Conditions	s, inter alia, upcoming, current ar	a closed tendering opportunitie	s that have been of are to be pro	vided by Demo Company.
erms and conditions				•
TERMS AND CONDITIO	NS			
1. Introduction				
	use of Telecommunications Servi ne Vendor is governed by the Terr			ww.etender.tstt.co.tt ("the
(b) These Terms ar	nd Conditions when accepted by t	he Vendor shall constitute an Ag	reement between the Vendor an	d TSTT.
(c) The procureme	nt process may include an Invitat	ion to Tender ("ITT"), a Request f	or Proposal ("RFP") or a Request	for Quotation ("RFQ").
(d) All ITTs, RFPs ar	nd RFQs published by TSTT on the	Website are invitations to treat.		-

After accepting the Terms and Conditions, you will be directed to the 'Company Information' tab on your screen. Here, you will be required to input basic company information in the blank fields provided as shown below:

Terr	ns and Conditions	Company Informat	on Account Information	Security Questions	Confirmation	
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	Organization	Name				
	Organization	n Type Select T	ype			
	Contact Nu	imber				
	Organization Ad	ldress				
				11		
	revious					lext

Once you have finished inputting your basic company data on this screen, select the 'Account Information' tab, to begin entering your User account information as shown below:

rms and Conditions Compar	y Information Account Information Security Questions	Confirmation
Full Name	Full Name	
E-mail	johndoe@email.com	
Username	username	
Password		
Confirm Password		
Upload Company Logo	Choose Files No file chosen	
Previous		Next

- Username must not contain any Capital Letters, Special Characters or Spaces.
- Password must contain: 1 Upper Case, 1 Lower Case, 1 Special character, 1 Number and must be a minimum of 8 Characters in length

PLEASE NOTE THAT THE USERNAME AND PASSWORD YOU ENTER IN THIS SECTION IS CASE SENSITIVE AND WILL BE REQUIRED TO AUTHENTICATE YOUR ACCOUNT AFTER REGISTRATION FOR FUTURE ENTRY INTO THE SYSTEM.

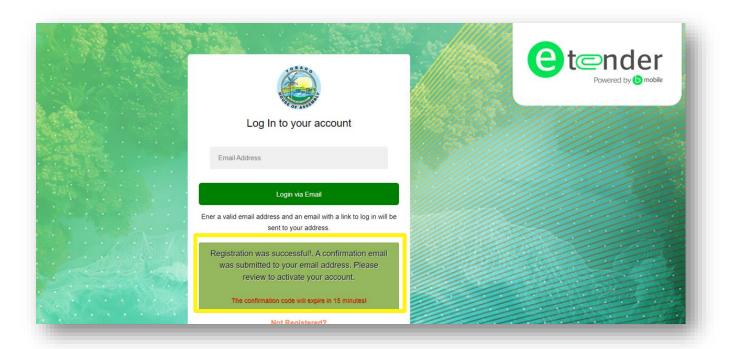
It is imperative that you secure this information so that no one else can have access to your account. Also, when creating your Username, you are not to include special characters and you are to be mindful of including extra spaces or creating hyphenated usernames. Next, answer the 2 security questions listed.

Register your Organization erms and Conditions Company Information elease answer two questions below:	Account Information Security C	Questions Confirmation	
What street did you grow up on?			
What is the name of your first pet? Previous			Next
Forgot your password?	Already have an account? Log	gin Here	

Once you are comfortable with the information submitted, proceed to the **'Confirmation'** tab. Here, select, **'Register e-Tender Account'** to complete the process.

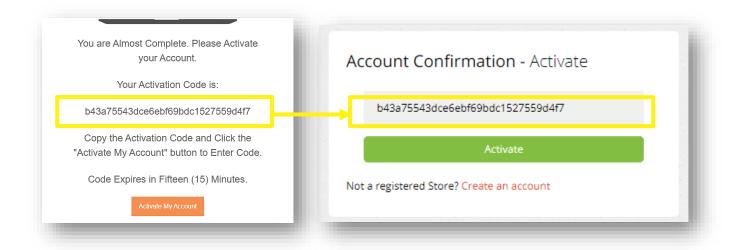
egister your Orgar					
erms and Conditions	Company Information	Account Information	Security Questions	Confirmation	
	l all required information needed formation is correct you can select				
				hoosing the eTender Online A	pplication

Once your registration is successful, you will receive the following confirmation:



Proceed to your email account and verify that you have received the confirmation email. If you do not activate your newly created E-Tender account, you will not be able to access E-Tender. **BE SURE TO CHECK YOUR 'JUNK MAIL' AND 'SPAM' FOLDERS IF YOU HAVE NOT RECEIVED YOUR EMAIL. THE ACTIVATION CODE EXPIRES IN 15 MINUTES.**

When you get the email, copy the activation code, and click 'Activate Account'. You will be directed to a screen prompting you to enter your activation code. Once it is entered correctly, you will be prompted to log in using the credentials you entered when creating the account.



CONGRATULATIONS! YOU'VE SUCCESSFULLY CREATED AN ACCOUNT ON E-TENDER!

At some point, you may need to update your company's business details on e-Tender. These details may include:

- Full Name
- CompanyName
- Contact Number
- Company Address
- Company Logo

To begin editing/updating these details, select as

shown below:

14 Tender Home > Dashboard TOTAL RFXS (\mathbf{x}) × History 2022-03-10 LAST LOGIN Cvendor4 1 í March 1, 2022, 1:06 pm Θ 鎆 . . . List of All RFXs ~ **2** × RFx Options Show 10 entries C Tender Options Search: ID REF Tender Date Issued Expiration Status ↓ RFx Category Questions 445 EDIT222002232022 Security Services... 2022-02-20 2022-04-13 OPEN Fabrication 2 Registration Portal PictureTest 2.03.2022.. Supplier Pre-Qualification 453 EMERSE220203484114 2022-03-02 2022-03-25 OPEN Contract Portal TST220903100811 459 Two box.. 2022-03-09 2022-03-25 OPEN Systems Furniture 279 TST210107193014 Rate Base Test 1.07.2021.. 2021-07-01 2021-07-01 CLOSED Consultancy 280 TST210107544315 Test Rate Base... 2021-07-01 2021-07-22 CLOSED Agency Services 281 TST210207343412 Test Forward Rate Based Tender.. 2021-07-02 2021-07-09 CLOSED Scrap Sale 282 TST210907423911 Fate Base Reverse Auction Test 9.07.2021. 2021-07-09 2021-07-12 Consultancy CLOSED 283 TST210907134614 Test Fixed Rate Reverse Auction 9.07.2021... 2021-07-09 2021-07-22 CLOSED Consultancy QA211307071808 max bid value.. 2021-07-13 2021-07-31 CLOSED 285 Consultancy

On your business profile, select, **'Edit Business'** to begin the process of editing your company details. You will be directed to the page shown below. Proceed to enter your updated company details.

You can also upload and update your Company logo on this page as well. On the same page entitled 'Business Details', upload and update your logo by selecting 'Choose File'. When you are finished, select, 'Send':

C-Tender	
	🕑 Business Details
Cvendor4 (i) JCvendor4 JCvendor4 Supplier Navigation (2) RFx Options	Coendors Coendors Coendors Coendors Coendors Modify Details of the business. Please ensure you enter correct information Username Coendors Questions Password
객 Tender Options ~	
	Profile Home Full Name
🗹 Questions 🗸 🗸	Edit Business Email Address Email Address
역 Registration Portal 🗸	Enal Address Jeanine.kcharles@gmail.com
✔ Contract Portal ~	Company Name jCvendord Contact Number (123) 456-7590 Company Type Sole Trader Company Address Address Address Address Address Address Modified Contact Number

SELECTING COMPANY PREFERENCES

Selecting Preferences is an important step in completing your Company profile. Preferences are general categories of work of interest to your Company. In order to receive email notifications of public tenders on these preferences, select, **'Preferences'** on the **'Business Details'** screen as shown below:

						Guides 🕌 🕞
	rences					
i JCvendor4	TOTAL INACTIVE 2022-03-10 O	» (6:54 pm Thursday, March 10, 2022	*
Supplier Navigation	• • •		March 1, 2022, 1:06 pm	O	4	#
RFx Options ~	Lis Lis	st of My Prefere	ences			
 ℓ¹ Tender Options ~ ✓ Questions ~ 	JCvendor4	Research & Data Collectio	on Agency Services Insurance Services			
	Tenders Questions	it Preferences				
Contract Portal		Select Your Preference	25			
	ferences 3	List of My Prefe	erences			
		Sesearch & Data C	Collection Agency Services Insurance Services			
the Edit	t Password	Edit Preference	25			
		Select Your Preferences	ata Collection, Agency Services, Insurance Services			
		Nesear CIT & Di	and concluding agency periodes, insurance perifiles	Update Preference	es	
		_				

Select the drop-down arrow and all available preferences will appear. Feel free to select multiple preferences of goods and/or services that your Company may be interested in and would like to receive notifications for.

Contract Portal 🛛 🗸		Select Your Preferences
	Profile Home	List of My Preferences
	🖃 Preferences	
	C Edit Business	Research & Data Collection Agency Services Insurance Services
	Edit Password	
		Edit Preferences
		Solort Your Preferences
		Research & Data Collection, Agency Services, Insurance Services
		Update Preferences

-Tender			Equipment Purchase				
⊖ Prefer	ences		Equipment Disposal Sale				
JCvendor JCvendor4			Evaluation Services	-			
) JCvendor4 🔄	TOTAL ACTIVE 2022-03-10	(×)	Supply Chain Services		7	' 02 pm	(*)
lier Navigation	4		Security Services			ursday, March 10, 2022	00
			Consultancy		0	*	Ê
RFx Options ~	Cvendora	List of	Civil Works				
Tender Options V	JCvendor#		Fabrication				
Questions ~	JCvendor4	Resear	Electrical Works				
	8	Edit Pr	Systems Furniture				
	Questions		Scrap Sale	-			
Contract Portal	e Home						
💌 Prefer	rences 3	Lis	Agency services				
🌣 Edit Bu	usiness		Advertising Services				
Edit Pa	assword		Advertising Services	-			
		Ed	Supplier Pre-Qualification				
			Professional Billing Services				
			Equipment Lease				
			Research & Data Collection, Agency Services, Insurance Services				
			[6			
				Update Pre	ferences		

When you are finished selecting your preferences, select, **'Update Preferences'** to save your preference selection.

SUBMITTING QUERIES FOR LIVE TENDERS

If there are any queries or concerns regarding a live/open tender on e-Tender, there is a message portal available for this purpose.

To submit a query regarding a live tender, select **'Questions'** and select **'Compose New Query'** as shown below. Proceed to fill out the respective fields and once complete, select 'Send Message'.

				Guides 210 G
Comp	oose New Query			
i JCvendor4	COMPOSE	Delete Draft		Send Message
oplier Navigation	OX 0	×	Nothing selected	
		tegory:	Nothing selected	-
] Tender Options 🗸 🕈 Ser	Fro	:mc		Cc
	Cc	ł.	add email	
Questions ^	Su	bject:	Enter Question Subject	
Compose New Query	Att	tachments:	Choose File No file chosen	
Inbox		B I U B	6 12 • A • ≡ ≔ ≡ • Tī•	
Sent				
] Registration Portal 🗸				
Contract Portal 🗸 🗸				
				0
		Delete Draft		Send Message

Please note, the following must be observed when using the query portal:

- no personal information
- no tables in free text field
- no upload of documents with special characters
- no special characters in text field and message subject

To view responses to queries submitted after being notified via email, select 'Questions' and select 'Inbox' as shown below:

€ I	nbox				
i) JCvendor4	COMPOSE	Show 10 entries		Search:	
pplier Navigation	🕰 Inbox 💽	⊖ Inbox		1	
] RFx Options 🗸	Q Unread	AVG210405305010	General - Response Test	2021-05-27 11:45:20	
Tender Options 🗸 🗸	🔮 Sent	QA210605051515	×	2021-06-20 22:17:02	
Questions ^		QA213007264310	Deadline Date - Test	2021-08-03 16:03:09	
		QA210605051515	General - Vendor Query	2021-12-06 12:19:09	
Compose New Query		QA210605051515	Deadline Date - Extend this Tender Please	2021-12-06 12:24:12	
nbox		QA211512111410	General -	2022-02-17 09:58:14	
Sent		Showing 1 to 6 of 6 entrie		Previous 1 Next	

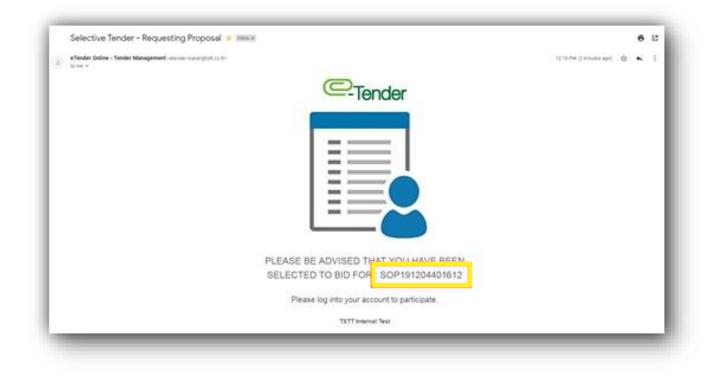
Select the question for which you would like to view the Administrator's response.

C-Tender					Guides 200
) Sent				
JC Vendor1 JC vendor1	TOTAL ACTIVE 2022-03-11 4	History Last LogIN March 2, 2022, 428 pm	(*)	6 40 ar	2
upplier Navigation				•	#
원 Tender Options ~	CMPOSE	Admin Response On 27 Aug 2021, 10:43 am			
Questions ~		Tomorrow			
원 Registration Portal 🗸	Unread	то:	Demo Company demo®etenderworld.tt		
✔ Contract Portal 🗸 🗸	📌 Sent		When is this event closing? 27 Aug 2021, 10:42 am		
		Good Marning When is this event scheduled to close?			

PARTICIPATING IN A TENDER

Selective Tenders

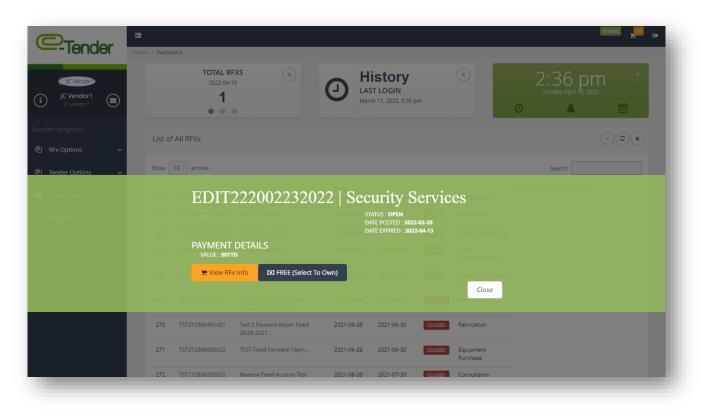
For selective tenders, you will receive an email notifying you that you have been selected to submit a bid for a specific tender, or when a tender within your preferred good of service category is posted. The email will look like the one below. Use the unique Ref# to find the tender in e-Tender.



When you have successfully logged on to e-Tender, all tenders, both open and closed tenders will be visible on your home screen. If not, feel free to search for the tender using the search box.

	н	ome > Dashboard								
			TOTAL RFX 2022-03-11	s (x)		IN	*		3:24 am Friday, March 11, 2022	
					March 11, 20	22, 6:40 am		Θ	A 1	1
upplier Navigation		List of Al	DEVa							2 (x)
RFx Options	~	LIST OF AI	I REAS						O	
연 Tender Options	~	Show 10	entries						Search:	
☑ Questions	~	10 t	REF	Tender		Date Issued	Expiration) ↓ Status	↓ RFx Category	
<u> </u>		445	EDIT222002232022	Security Services		2022-02-20	2022-04-13	OPEN	Fabrication	
(2) Registration Portal	Ť	453	EMERSE220203484114	PictureTest 2.03.2022		2022-03-02	2022-03-25	OPEN	Supplier Pre-Qualification	
Contract Portal	~	458	EMERSE220303334814	reverse auction		2022-03-03	2022-03-31	OPEN	Maintenance Works	
		459	TST220903100811	Two box		2022-03-09	2022-03-25	OPEN	Systems Furniture	
		269	TST212806475016	NIDCO Forward Auction	5imulation 29.06.2021	2021-06-28	2021-06-29	CLOSED	Fabrication	
		270	TST212806451421	Test 2 Forward Action Fix	1 00 00 0001	2021-06-28	2021-06-30	CLOSED	Fabrication	

When you have located/selected the tender for which you have been invited or wish to participate in, select it. You will see a screen as shown below. This screen gives you preliminary information on the tender. To view additional details about the tender, select **'View RFP Info'**. If there is a cost to purchase



the tender, it will be displayed here, and you would be required to purchase the tender in order to have access to any additional information/the tender package:

To begin, select 'FREE (Select to Own)'.

Public Tenders

To view opportunities for public tenders click on the tenders tab of the THA Doing Business Portal.



S	earch ⁻	Tenders						
	Search Tenders							
	Search by Any Division / S	State Company		~	Search by Any Status			÷
	SEARCH TENDERS							
#	Ref No.	RFP Name	RFP Details	▲ Status	Division / State Company	RFX Category	Closing Date	
1	DHWSP241206534514	Test Scott Deployment Spoke 01		Open	Office of the Chief Secretary	Supply and Design	2024-06-13 14:45:00	View
	DHWSP241206390315	Test Scott Spoke02 Deployment		Open	Health, Wellness and Social Protection	Interior Outfitting	2024-06-13 15:03:00	View
2								

Select 'View' to find out more details about the tender opportunity.

To see more information on the tender opportunity. Click on 'Member Access' to download the tender package as shown below:

HOME ABOUT TEN	IDERS A.P.P.	RESOURCES F.	A.Q. CONTAG	CT US Q	
					CLOSE 🗶
DHWSP241206534514: Test	Scott Deployment Spoke C	01			CLUSE A
Division/State Company:	Office of the Chief Secretary				
Status:	Open				
Date Posted:	2024-06-12 14:45:53				
Date Expiring:	2024-06-13				
Time Expiring:	2024-06-13 14:45:00				
	MEMBER ACCESS				

Then select 'FREE (Select to Own)'

Home > Active	
⊖ RFx Details (Supplier)	
TOTAL RFXS 2024-06-17 1	* Histo LAST LOGI June 17, 2024,
RFx Details	\odot
GG Public Test 12.06.24	(DHWSP241206473621)
FREE (Select To Own)	

	Home > Active							
		DTAL RFXS x	Ð	History LAST LOGIN	×		0:38 am	*
oplier Navigation			$\mathbf{\nabla}$	March 11, 2022, 8:25 am	120	0	4	**
] RFx Options	-							
] Tender Options	Success! RFx Purchas	se was successful. A confirmation	email was sei	nt to your account's email. Plea	ase review for link to o	nline receipt		×
Questions	List of All My Purc	ndseu Kras					G)(z)(x)
Registration Portal								
	Show 10 entries						Search:	
Contract Portal	REF	, I Tender		Date Issued	Expiration	Status	Туре	
	MARK220103590513	JC Rev Auc		2022-03-01	2022-03-01 13:14:00	Closed	Equipment Lease	
		Test GG		2022-02-22	2022-02-22 14:00:00	Closed	Systems Furniture	
	EMER5E222202024613	lest GG						
	EMERSE222202024613 QA220802102609	Test 8.02.2022		2022-02-08	2022-02-09 09:24:00	Closed	Supply Chain Services	
					2022-02-09 09:24:00 2022-01-27 14:00:00	Closed	Supply Chain Services	
	QA220802102609	Test 8.02.2022		2022-02-08				
	QA220802102609 MARK222701375113	Test 8.02.2022 Provision of Commercial Equipment		2022-02-08 2022-01-27	2022-01-27 14:00:00	Closed	Equipment Purchase	
	Q4220802102609 MARK222701375113 AVG222501352213	Test 8.02.2022 Provision of Commercial Equipment Reverse auction Test GG 25.01.2021		2022-02-08 2022-01-27 2022-01-25	2022-01-27 14:00:00 2022-01-25 13:35:00	Closed Closed	Equipment Purchase Consultancy	
	Q4220802102609 MARK222701375113 AVG222501352213 EMERSE222401152109	Test 8.02 2022 Provision of Commercial Equipment Reverse auction Test GG 25.01.2021 Test		2022-02-08 2022-01-27 2022-01-25 2022-01-24	2022-01-27 14:00:00 2022-01-25 13:35:00 2022-01-24 09:58:00	Closed Closed Closed	Equipment Purchase Consultancy Advertising Services	

To find your purchased tender, click **'RFX Options'** in the navigation pane to the left of the page and click **'My Purchased RFXs'**:

Torrado		e > Active								
	O	My Pur	chased RFxs							
			TOTAL RFXS 2022-03-11	*		listory AST LOGIN	*		:39 am	×
			• • •		Ma	rch 11, 2022, 8:25 am		0		Ê
쉽 RFx Options	~									
원 Tender Options	~	List of My	y RFXs							(v) (x) (x)
Questions	~	Show 10	entries						Search:	
2 Registration Portal	~	ID .	REF	Tender		Date Issued	↓ Expiration	Status	Resend Invoice	
Contract Portal	~	453	EMER5E220203484114	PictureTest 2.03.2022.		2022-03-02	2022-03-25	OPEN	c	
		450	MARK220103590513	JC Rev Auc		2022-03-01	2022-03-01	CLOSED	c	
		445	EMER5E222202024613	Test GG		2022-02-22	2022-02-22	CLOSED	8	
		441	QA220802102609	Test 8.02.2022		2022-02-08	2022-02-09	CLOSED	c	
		433	MARK222701375113	Provision of Commerc	ial Equipment	2022-01-27	2022-01-27	CLOSED	0	
		426	AVG222501352213	Reverse auction Test G	G 25.01.2021	2022-01-25	2022-01-25	CLOSED	o	
		425	EMER5E222401152109	Test		2022-01-24	2022-01-24	CLOSED	c	

The following screen would appear:

-Tender	202204-10			Guidez M
C Vendor	4	April 10, 2022, 2:23 pm	Θ	A 🗎
i) JC Vendor1	List of My RFXs			
pplier Navigation	Show 10 entries			Search:
] RFx Options ∽	ID TEF	Date Issued Expiration	us 👘 🕴 Resend Involce	. 1. Showing 1 to 10 of 71 entries
1 Tender Options 🗸	445 EDIT222002232022 Security Services	2022-02-20 2022-04-13		
	EDIT22200223202	2 Security Services		
		STATUS : OPEN DATE POSTED : 2022-02- 20		
		DATE EXPIRED : 2022-04- 13		
	RFx STORE DETAILS			
	Resend Invoice			
	325. Elizabeterit etc.		Close	
	292 T5T212807065113 Reverse Auction Test 28.07.2021	2021-07-28 2021-07-31 🚥	sed C	
		2021.00.29 2021.00.20		

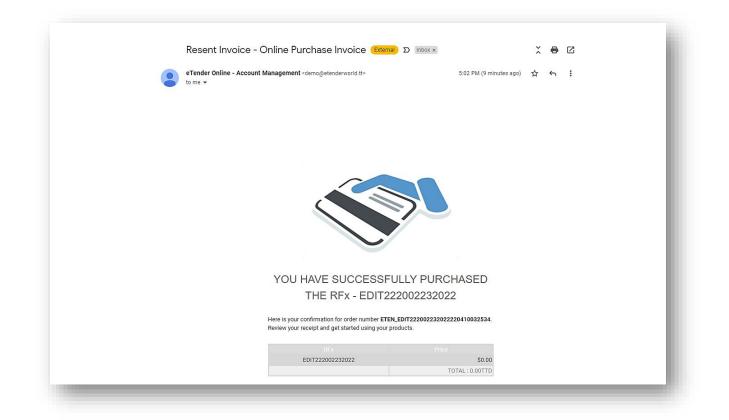
From here you can:

- 1. Resend your invoice to the email address associated with your email account
- 2. View RFP details to access the description, download documents or view your receipt
- 3. Upload your tender response
- 1. To resend the invoice, click on the 'Resend Invoice' button

The following pop-up will appear on screen:

Invoice was resent	×
	ок
ly RFXs	

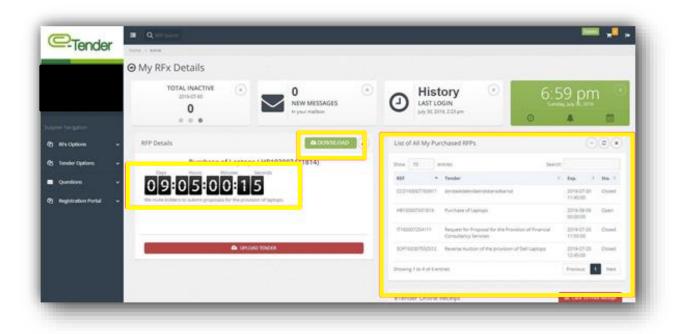
You will then receive another email confirming purchase of tender:



2. To see the details of this tender and to download tender documents/package, click the **'View RFP Info'** button

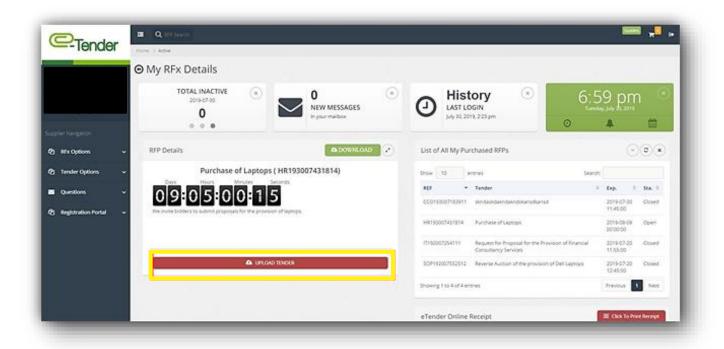
On this screen you will see the following:

- The 'Download' button- This contains all pertinent documents related to the tender which you should download and review before submitting your bid
- A countdown timer which lets you know how much time (days and hours) there is left before the tender closes
- A list of all your previously purchased RFx's
- Online receipt to the bottom right of the page



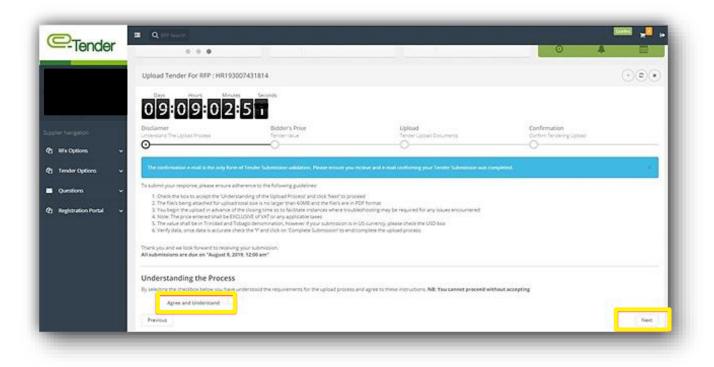
C-Tender	eTender Online Receipt	Guides de la cuide
Jpner Navgation		Tender
] RFx Options	Invoice f #ETEN_EMERSE2202	or purchase : 203484114220311103900
Tender Options	Billing Details	Payment Information
Questions	JC vendor1:	Card Name: FREE Card Number:
Registration Portal	Trinidad and Tobago	Exp Date: Date Purchased: March 11, 2022
	Order	summary
	RFx	Details Doc Price Total
	EMERSE220203484114 Picture	reTest 2.03.2022 \$0TTD \$0TTD

3. Once you have downloaded all required documents, select **'Upload Tender'** as shown below or from the pop-up banner:



2022-04-10	LAST LOGIN	ر سە	xday, April 10, 2022
	April 10, 2022, 2:23 pm	O	A 🗎
List of My RFXs			
Show 10 entries			Search:
10 I REF Tender	Date Issued Expiration Status	Resend Invoice	ring 1 to 10 of 71 entries
445 EDIT222002232022 Security Services	2022-02-20 2022-04-13 CPEN		
EDIT222002232022	Security Services		
	STATUS : OPEN DATE POSTED : 2022-02- 20		
RFx STORE DETAILS			
an regression to the		Close	
292 TST212807065113 Reverse Auction Test 28.07.2021	2021-07-28 2021-07-31 CLOSED	ι _ο	
	List of My RFXs Show 10 entries 10 REF Tender 45 EDIT22200223022 Security Services EDIT22200223022 RFx STORE DETAILS Fx STORE DETAILS View RFx Info	April 10, 2022, 223 pri	April 10, 2022, 223 pm List of My REXs Now 10 entries D REF Tender Date Issued Expiration Status Resend Invoice Stow 445 EDIT222002232022 Security Services. EDIT22002232022 Security Services. EDIT222002232022 Security Services. EDIT22002232022 Security Services. EDIT22002232022 Security Services. EDIT2200223202 Security Services. EDIT220023202 Security Service. EDIT220023202 Security Services. EDIT22002302 Security Service. EDIT22002302 Security Service. EDIT22002302 Security Service. EDIT22002302 Security Service. EDIT22002 Security Service. EDIT2

The following page will appear. Here, you must accept the that you agree and understand the posted disclaimer in order to participate in the tender. If you do not accept, you would not be able to move further in the process and participate in the tender. Once you have selected the disclaimer as shown below, select, **'Next'**.



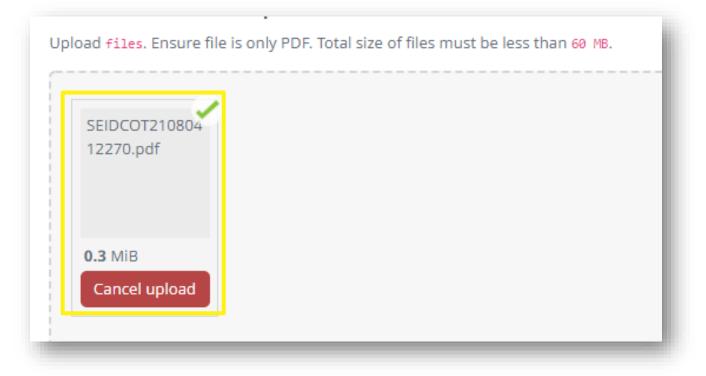
You will be directed to the following page as shown below: Proceed to enter your price in figures. Once you are finished, select 'Next':

C-Tender	E Home > Active			Guides 70 🕞
	⊖ Uploaded Tenders			
	TOTAL INACTIVE (x) 2022-03-11 0		×	12.43 pm ×
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Questions	Days Hours Minutes Seconds			
2 Registration Portal	13:22:22:29			
Contract Portal	Disclaimer Understand The Upload Process Disclaimer Understand The Upload Process Disclaimer Tender Value Disclaimer Tender Value Disclaimer Tender Value Disclaimer Tender Value Disclaimer Tender Value Disclaimer Tender Value	Technical Uplaad Technical Document	Financial Upload Financial Document	Confirm Tendering Upload
	Previous			Next

You will then be required to upload all required documents, in PDF format ONLY, as specified in the RFP Documents or Instructions to Bidders. To upload documents, select the field as shown below:

			: TST220903100811			~ 3 x
plier Navigation		Days Hours M	Seconds			
RFx Options	~	Disclaimer	Bidder's Price	Technical	Financial	Confirmation
Tender Options	~	Understand The Upload Process	Tender Value	Upload Technical Document	Upload Financial Document	Confirm Tendering Upload
Questions	~	A Technical Files U	Jpload			
Registration Portal	~		only PDF. Total size of files must be	e less than 60 MB.		
						i i i i i
			-	Drop files to (or click)	o upload	

You must upload required documents to this section. If you do not upload the documents as requested by the organization, you will not be able to complete the bid submission process. A successful document upload looks like this:



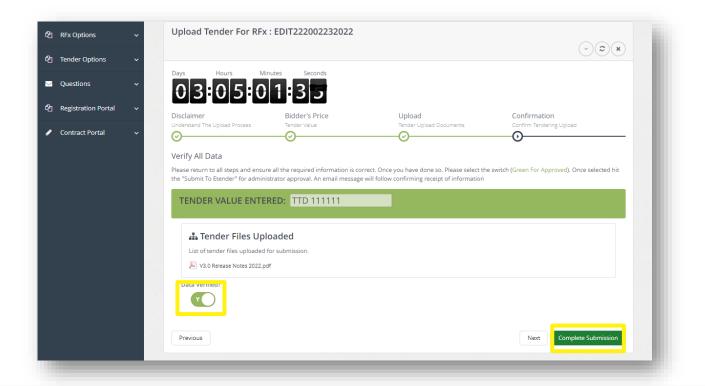
Once you are finished, select, 'Next':

Please note, that when uploading a submission, kindly ensure:

Kim FCB Test 1	Disclaimer Understand The Upload Process	Bidder's Price Tender Value	Upload Server Opload Documents	Confirmation Confirm Service up Upload	
Kon FOB Test 1	➡ Upload Files				
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Questions ~	82.1 100				
legistration Portal +	Cancel uplited				
	Previous				Next

- The size of the total files is no larger than the displayed maximum size threshold
- The files are in PDF format only
- You begin the upload in advance of the closing time so to facilitate troubleshooting if you experience any issues
- There are no special characters in the document names

Once you have finished uploading your bid submission, you will be directed to the following final page:

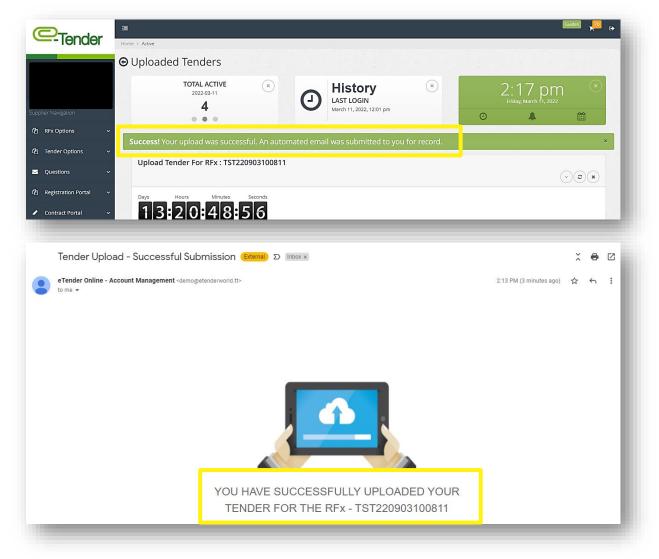


You will be instructed to verify that all the information submitted and uploaded to your bid submission is complete and correct. To do so you can select the **'Previous'** tab to navigate back through each section. Once you are comfortable with the information:

- Select the 'Data Verified' tab so that it turns Green
- Select 'Complete Submission'

If a document is not uploaded or the data verification toggle is not changed to 'Y' (yes), the application will not allow you to submit the tender response.

After completing submission, you will receive an on-screen message and an automatic email confirming the submission was uploaded successfully.



CONGRATULATIONS! YOU'VE SUCCESSFULLY SUBMITTED A TENDER RESPONSE!

ACCESSING AN EDITED OR UPDATED TENDER

From time to time, the Organization may edit/update live or existing tenders with new information such as addendums, closing date and time extensions or include additional documents as part of the tender package.

If a live tender in which you have participated in has been updated/edited, you will receive the following email:



To access the edited tender to view the new/additional documents added to the tender log in to your e-Tender account and under **'RFx Options'** select **'My Purchased RFx's'** as shown below. Select the tender that was edited as outlined by the email.

	Lisev	of My RFPs						\odot
	Show	10 entries					Search:	
	ID 🗘	REF	0	Tender	0	Date Issued	Expiration 0	Status 🗘
pplier Navigation	112	Fin200705081010		ABL #1234- Request for the Provision of Laptops fo		2020-05-07	2020-05-07	CLOSED
] RFx Options	111	IT200605220110		UTT 001- Request for Proposal for the Provision of		2020-05-06	2020-05-06	CLOSED
ist of All RExs	109	Fin200405124616		Testing 04/05/2020		2020-05-04	2020-06-06	OPEN
	98	HR200104375708		APRIL TESTING KMC OE		2020-04-01	2020-04-01	CLOSED
My Purchased RFxs	99	Fin200104372209		April Testing New KMC TE		2020-04-01	2020-04-01	CLOSED
] Tender Options 🛛 🗸	100	PREQFin200104513617		test		2020-04-01	2020-04-23	CLOSED
	93	MARK203103375715		Testing KMC 31.03.2020 TE		2020-03-31	2020-03-31	CLOSED
i Questions 🗸 🗸	94	SAN203103580016		Testing KMC 31.03.2020 OE		2020-03-31	2020-03-31	CLOSED
Registration Portal 🗸 🗸	95	SAN203103352016		TESTING NEW NEW KMC OE		2020-03-31	2020-03-31	CLOSED
	96	MARK203103082516		TESTING NEW NEW KMC TE		2020-03-31	2020-03-31	CLOSED

The following page will appear. Select 'View RFP Info' as shown below:

Test Company 1 (B)	Shaw 10 writing			Search	
fin leven . O	10.1 REF 0	Tandar	Cate Issued	E Expiration 1	Status + Type I
	Fin20040	5124616 Testing 04/05/20 Status offen			
		DATE POSTED : Man May 4 2020	DATE CONICO - Sec. Jun 6 2920		
	PAYMENT DETA	ILS			
	& Upload Tender	The Name APP Date	Close		
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and the second se	Streeting 1 for 12 of 25 errories			Presidente State	2 2 4 March

You will be directed to the following page:

1	● My RFx Details			
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		May 7, 2020, 10:12 am	0	A (1)
2 RFx Options	×			
2 Tender Options	× RFP Details	LOAD List of All My P	urchased RFPs	\odot
Questions	Testing 04/05/2020 (Fin20040512	616) REF	Tender	Exp. Sta.
Registration Portal	Testing 04/05/2020	TCH192808304511	8 Two Envelope Test I	2019- Closed 08-28 19:00:00
		11193008561109	Two Envelope Test 2	2019- Closed 08-30 09:15:00
D English W.		SOP190309042124	0 Testing Testing 123	2019- Closed 09-03 20:25:00
		Based to the second sec	Terrise Ver	2010 Church

Select the **'Download'** tab as shown below and you will be able to access and re-download any additional documents posted by the organization. Also, if there are any new updates posted on the tender it will be posted under the **'RFP Details'** field highlighted below:

Supplier Navigation		TOTAL INACTIVE 2020-05-07 0	×	9	Histo LAST LOG May 7, 2020,	IN
名 RFx Options	~					
4 Tender Options	~	RFP Details	۵	DOWNLOAD		List of A
Questions	~	Testing 04/05/2020 Testing 04/05/2020	🕹 Sample	document 5.pdl	f	REF
C Registration Portal	~					TCH1928
			D TENDER			IT193008

You are free to edit your bid submission as many times as you want before the closing date and time of the tender. Please note that the price and all documents need to be resubmitted as the current submission replaces the previous one.

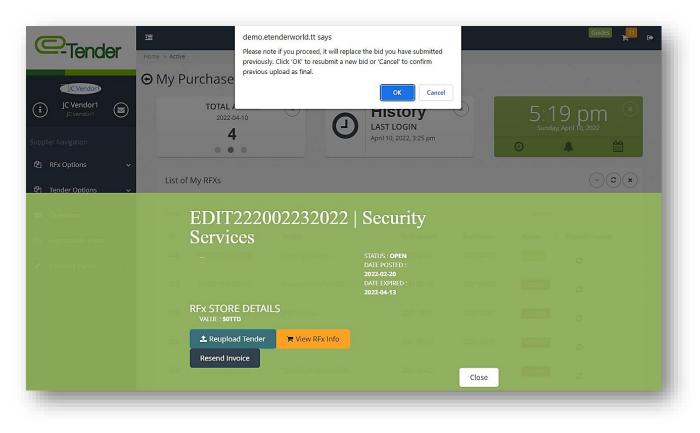
To edit your bid submission, select 'RFx Options', then select 'My Purchased RFx's' as shown below:

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1) 1000	1	OTAL INACTIVE		0 NEW MESSAGES	۲	0	History LAST LOGIN Meth 6, 2025, 11:47 are	۲		7:35 pr	
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Begistration Portal 🗸 🗸											

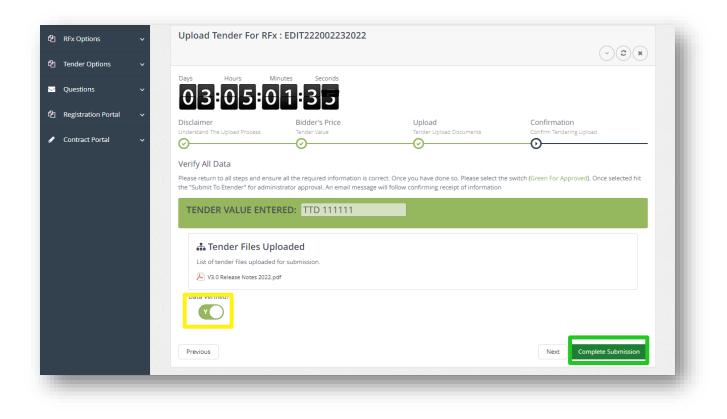
You will be directed to the following screen. This page displays all RFx's your would have purchased as well as their status. Remember, you can only edit those RFx's/tenders that are open. To edit an open RFx/tender, select the tender reference number as shown below:

C-Tender	mine 1 Adm					
-	O My Purchased RFxs					
 Biddert Biddert Biddert 	1007AL RSPS 2005-02-06 2	O New Messages Hyper mallex	(J) LAST	story (*)	7:37 pm	0
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	1 SENQERVERATION	Tasi_	2025-01-10	2020-01-24	Outside -	
	Showing 1 to 2 of 2 mitting				Preistant.	Next

The following page will appear. Select **'Re-Upload Tender'**. A pop-up message will appear on screen, notifying you that if you proceed with the resubmission, it will replace the bid submitted previously. You must complete the submission.

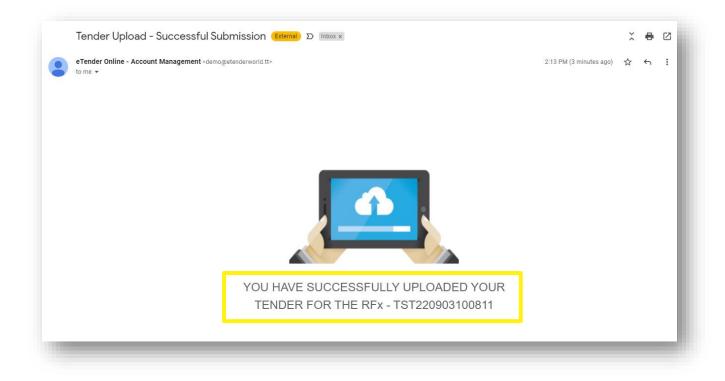


Proceed to re-upload your tender as you would have done initially. It is important to note that once you proceed to edit your bid submission by re-entering the tender i.e clicking the **'Re-Upload Tender'** button as shown above, you <u>MUST</u> re-enter the price as well as your bid submission. You must also ensure that you select the **'Data Verified'** tab so that it turns Green as well as the **'Complete Submission'** tab as shown below:



To verify that your re- upload was successful, ensure that you receive the following confirmation as well as email as shown below:

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Q) HrxOptions. →	Success! You	ir upload was suc	cessful. A	in automated	i email was subri	litted to you	for recon	d.					
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(2) Registration Portal +	10 1 815			Tender		Date Issued		Expiration	1.1	Status		Туре	
Marcaldae A	2 90M	200403204311		Test Tender 12545		2020-03-06		2020-04-23		-		Training Equipment	
	1 504	201001471713		Titet.		2020-01-10		2020-01-04		0.040		Training Equipment	



VIEWING AWARDED & CANCELLED TENDERS

You will receive an email when the tender for which you have applied has been awarded or cancelled. Samples of this email are shown below: -



To view these details, log in to your e-Tender account and select 'RFx Options' and then select 'My Purchased RFx's':

		2004	416	•		۲	Θ	History LAST LOGIN April 2021, 12		۲			02 pr	
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Question -		Drawing 1 to 2 of 2 minutes											Preside	a a had
	Questons ~													

You will be directed to the following page. Select the tender you would like to view the award details of by selecting the unique reference number as shown below:

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The following page will appear. Select 'View RFP info' as shown below:

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	Now choose date	r and some first of statement of the April 2006.		Gell Collins, The April 20			
	Now choose date	r and some first of statement of the April 2006.		Gell Collins The April 1996			

For tenders which have been awarded the following page will appear. The area highlighted below will display the Vendor to whom the tender was awarded:

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	O My RFx Details								
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	(Xin (urpratin lognite)				seed	1 to 2 of 2 ertries		Period	1 have
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					-	ngbewis	Fayment in	formation	
						yital peter:	Continue	W VSA CARD	

The Tender Standing Graph is also available for viewing as shown below:

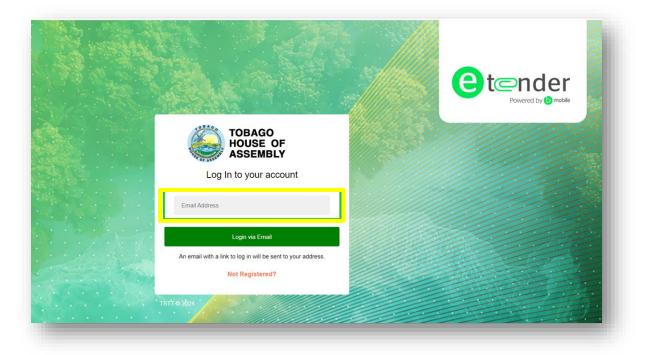
	Company	Bid Value	Currency		C-Tende	er	
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	and a		teat			Subtotal	80.00110
						Total	\$3.007D
					Copyright & 2011 effender tatt co.tt. Al Rights Re	anar l	
	10				Disating Greater Visibility Privacy, You have girt 8.		

For tenders that are not awarded the following page will appear and the reason for non-award of the tender indicated as seen below:

Θ	My RFx Details						
	TOTAL RFXS 3003-00-38	۲			•	5 27 pm	-0
1000			 Network 26, 2023, 522 pm 		0	4	-
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and -	Tender Award Status			G4203901544713	ALL	2022-01-31 13-4600	Onet
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		nder Cancelled		Q421110/2000/06	-errora Fac	2521-0-21-04-2010	Over
		index Candeled		10121041035715	furbiden	2121-12-25-15 98-90	Cost
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				717210212074008	Ourtony Homa Service	2525-52-02 10:00:00	Cost

KEY THINGS TO NOTE

To log in, you require your email address.



With regard to bid submissions, it is important to give yourself ample time to upload your bid. If the tender closes at 10:00 am, it is ill-advised to start uploading your tender at 9:50 am. If you are uploading your bid submission and the closing time for the tender has passed, the system will not allow you to upload your bid submission even though you have already begun the process. To confirm if your bid submission was uploaded/received, check to see if you would have received an email.

Additionally, to check the status of your bid submission in e-Tender, you can do the following:

Select, 'Tender Options' in your Supplier Navigation Pane and then select, 'Uploaded Tenders':

C-Tender	Print - Addied								
	⊖ Uploaded	Tenders							
		UNACTIVE (*)		GES	Ø	History LAST LOGIN	۲	8 29	pm 🍳
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Questions V	TENDOR(3	30#180207582012	20	19-07-0012:39:50		#503,000.00 TTD		compt	atian
👌 Registration Portal 🔍	TUNOSH,7	CCD1900071839(1	20	19-07-00 11-02-06		\$200.00 TTD		compti	eta .
	TENDERLE	Helensupportabilities	20	19-07-00 19-59-49		#2,000,000.00 77D		1000	piece .
	Showing the April Am	tial.							Perms 1 her

The status of all of your tenders would be on display as shown below:

C-Tender	Frome in Adhve					
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h Wateplans v	List of All RFPs					000
Tender Options	Show 10 er	tries .			Secon	
Uploaded Tenders	REF	* Tender	8 Date Uploaded	9 Value	E Status	1.1
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Questions -	TENDER	809192007552512	2019-07-2012:39:50	\$500,000.00 TTD	complete	
Registration Portal 🗸	10/064,7	000193007183911	2019-07-30 11:43:14	\$200.00 TTD	compliese	
	TINDERS	H8190007431814	2019-07-00 19:58-45	\$2,000,000.00 TTD	incomplete	

- 'Complete' means that your bid submission was successfully submitted.
- 'Incomplete' (if the tender is still open) means that no final submission was done i.e., you started the process but did not select 'Complete Submission'.
- 'Incomplete' (if the tender is closed) means that the submission received is incomplete i.e., you were unable to complete your bid submission.
- 'Not Uploaded' means that no submission was done for that specific tender.

IF YOU HAVE ANY QUERIES OR CONCERNS, PLEASE FEEL FREE TO REACH OUT THE PROCUREMENT DEPARTMENT OR THE HELPDESK.

USER SUPPORT

CHALLENGE #1: SUSPICIOUS ACTIVITY RECORDED

This challenge is experienced during the registration process when Vendors take too long to complete the registration process. This is an enhanced security feature that protects the system from malicious bots and intrusion.

If you do experience this challenge, you have the following options available to you to complete the registration process: -

- 1. Try another browser for registration
- 2. Clear your browser's Cache
- 3. Try again later
- 4. Try another laptop/desktop
- 5. Complete the registration in a timely manner

If the above aforementioned options do not result in successful registration, please email the Procurement Helpdesk for further details.



CHALLENGE #2: EMAIL ADDRESS NOT FOUND

This challenge is experienced when Vendors do not enter the correct username and password required to successfully login to the system.

It is important to note that your username is NOT your email address.

If you cannot remember your password, select the 'Forgot Password' tab as shown below and proceed to following the instructions.

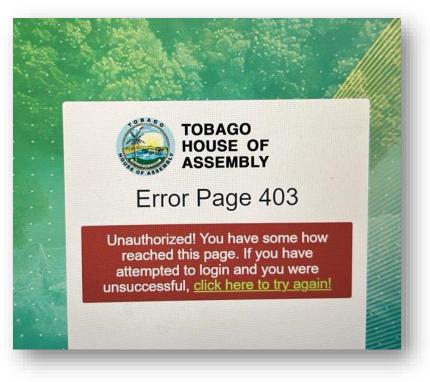
If you cannot remember your Username, request your username on the application or please email the Procurement Helpdesk for further details.

Log In to your account
TSTT@gmail.com
Login via Email
Ener a valid email address and an email with a link to log in will be sent to your address.
We could not find your account. Please contact eTender adminsitrator! Click here to try again!
Not Registered?

CHALLENGE #3: ERROR UNAUTHORIZED ACCESS

This challenge is experienced when users attempt to login via a link not generated from the same browser as the browser used to access the link.

Please ensure that you use the same browser when attempting to login to the application.



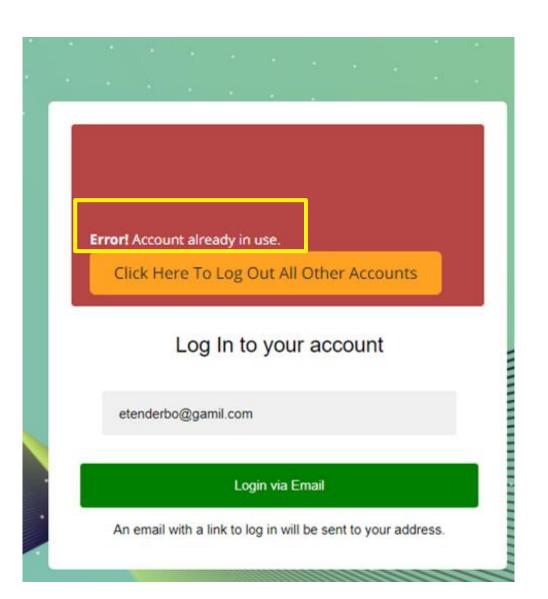
CHALLENGE #4: ACCOUNT ALREADY IN USE

This challenge is experienced when users do not actively and properly log out of the application by selecting the log out tab as shown below:



If you do experience this challenge, simply follow the instruction on the orange tab and proceed to enter your credentials again.

To prevent this challenge from occurring, please actively and properly log out of the application using the log out tab as shown above.



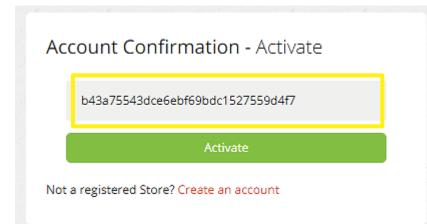
CHALLENGE #5: ACCOUNT ACTIVATION

Log in challenges are often experienced when vendors do not activate their account before attempting to log in to the application.

After creating your account, check the inbox or spam/junk folder of the email address used to locate your confirmation email.

Copy the activation code before clicking on the **'Activate My Account'** button. After clicking the button, paste the code into the empty Account Confirmation field. When done, click the 'Activate' button to complete activation.

If you experience challenges receiving the activation email, please email the Procurement Helpdesk for assistance.



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You are Almost Complete. Please Activate your Account.

Your Activation Code is:

b43a75543dce6ebf69bdc1527559d4f7

Copy the Activation Code and Click the "Activate My Account" button to Enter Code.

Code Expires in Fifteen (15) Minutes.

Activate My Account