

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:

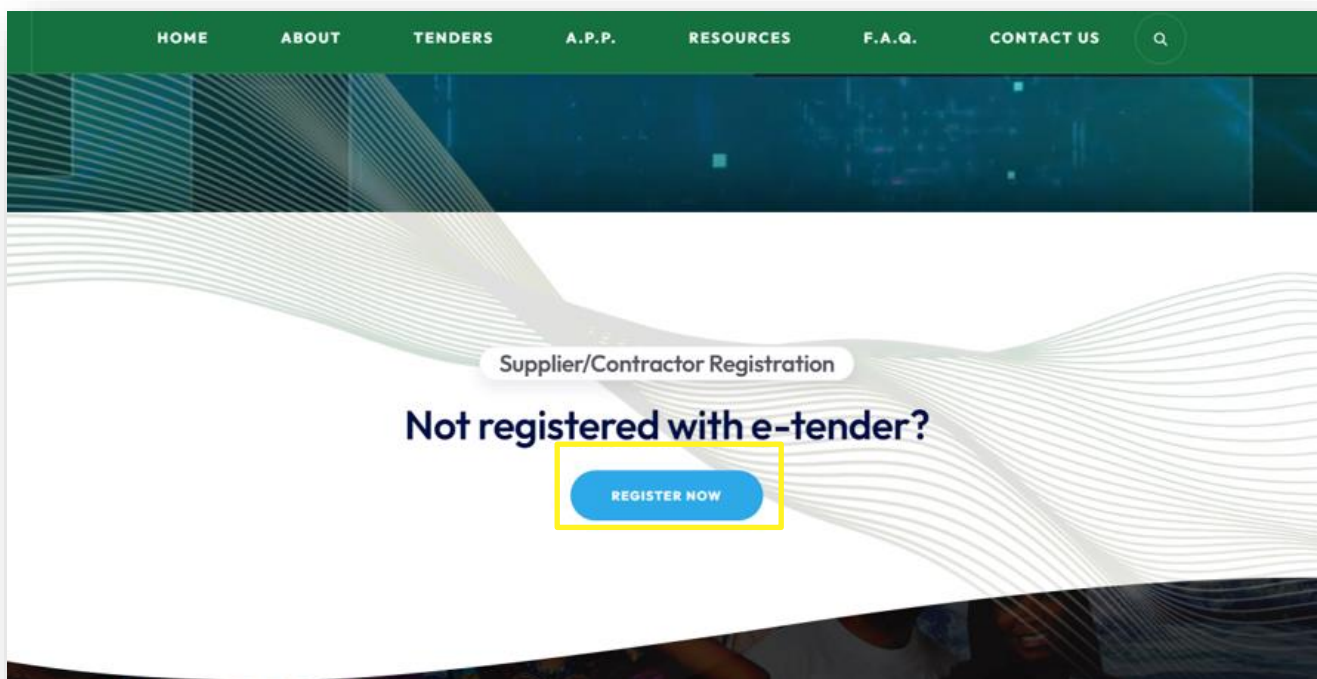
- Google Chrome
- Mozilla Firefox
- Safari

REGISTERING ON E-TENDER

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:

Register your Organization

Terms and Conditions Company Information Account Information Security Questions Confirmation

Welcome to the e-Tender Website of the Demo Company (Demo Company). This website shall provide the most recent information about tendering opportunities at Demo Company and shall lists, inter alia, upcoming, current and closed tendering opportunities that have been or are to be provided by Demo Company.

Terms and Conditions

TERMS AND CONDITIONS

1. Introduction

(a) The access and use of Telecommunications Services of Trinidad and Tobago Limited ("TSTT") e-Tender website – www.etender.tstt.co.tt ("the Website") by the Vendor is governed by the Terms and Conditions listed hereunder.

(b) These Terms and Conditions when accepted by the Vendor shall constitute an Agreement between the Vendor and TSTT.

(c) The procurement process may include an Invitation to Tender ("ITT"), a Request for Proposal ("RFP") or a Request for Quotation ("RFQ").

(d) All ITTs, RFPs and RFQs published by TSTT on the Website are invitations to treat.

Accept Terms and Conditions ☐ Select To Accept

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:

Register your Organization

Terms and Conditions **Company Information** Account Information Security Questions Confirmation

Organization Name

Organization Type Select Type

Contact Number

Organization Address

Previous Next

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:

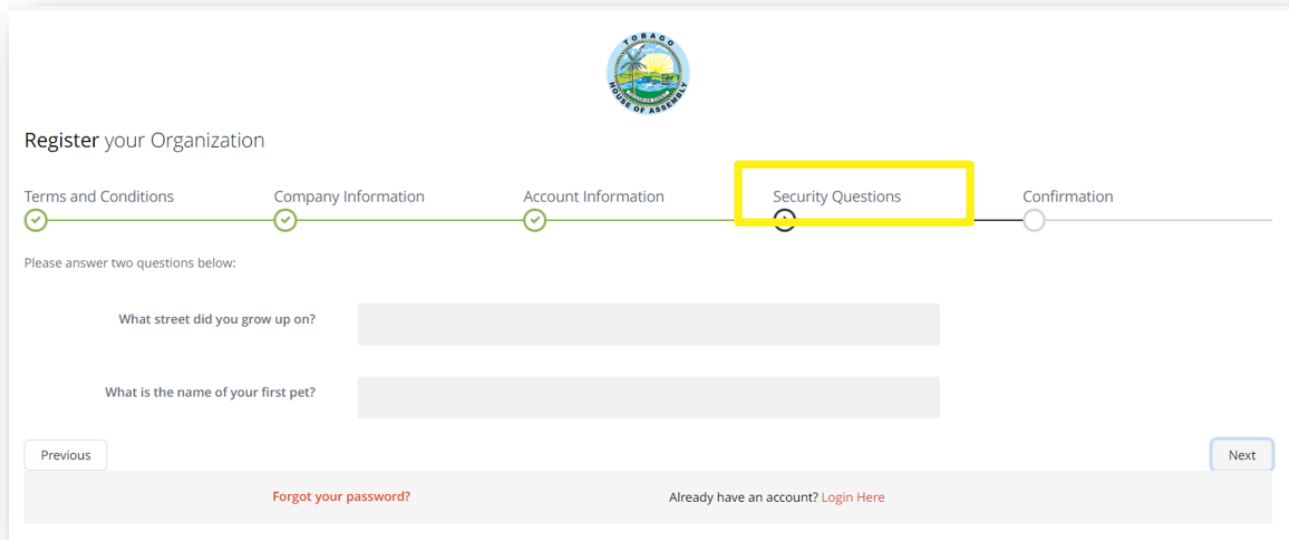
The screenshot shows a registration form titled "Register your Organization". At the top, there is a progress bar with five steps: "Terms and Conditions", "Company Information", "Account Information", "Security Questions", and "Confirmation". The "Account Information" step is currently active and highlighted with a yellow box. Below the progress bar, the form contains several input fields: "Full Name" (placeholder: Full Name), "E-mail" (placeholder: johndoe@email.com), "Username" (placeholder: username), "Password", and "Confirm Password". At the bottom left, there is a section for "Upload Company Logo" with a "Choose Files" button and the text "No file chosen". At the bottom right, there are "Previous" and "Next" buttons.

- **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.

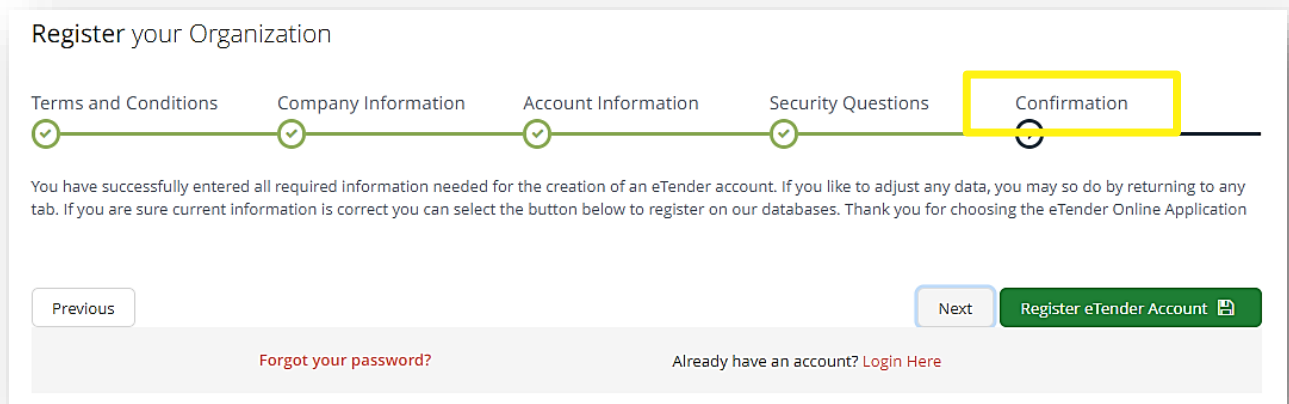
It is imperative that you secure this information so that no one else can have access to your account. Also, when creating your Username, you are not to include special characters and you are to be mindful of including extra spaces or creating hyphenated usernames.

Next, answer the 2 security questions listed.



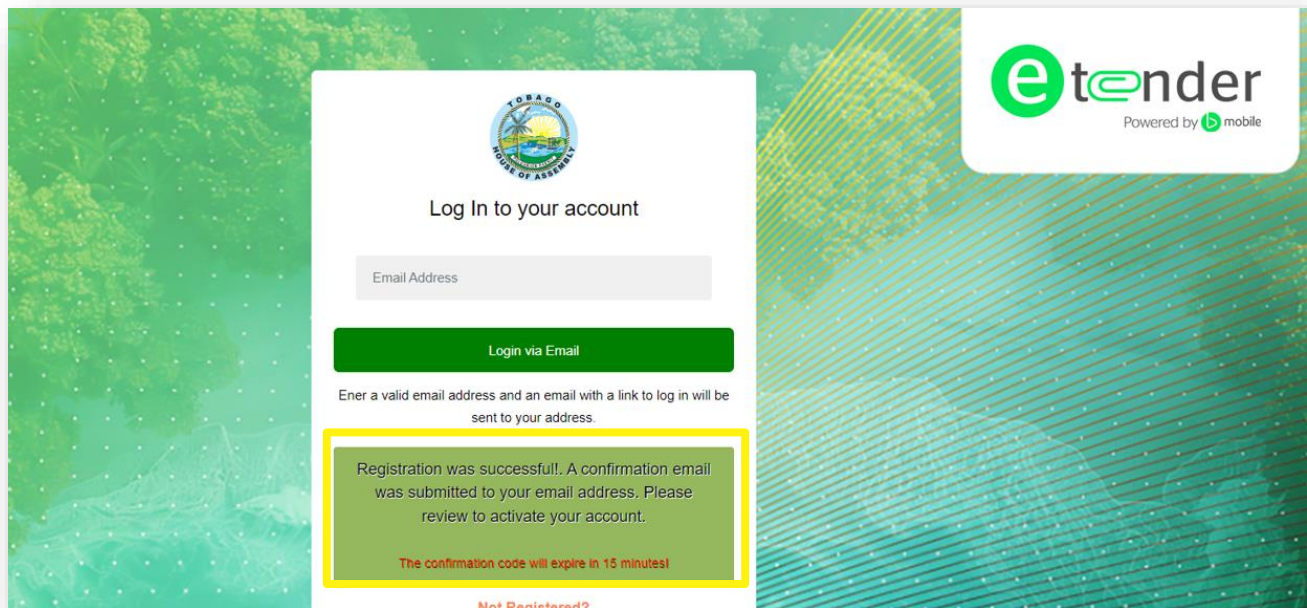
The screenshot shows the 'Register your Organization' page with the 'Security Questions' step highlighted by a yellow box. The progress bar indicates that 'Terms and Conditions', 'Company Information', and 'Account Information' are completed, while 'Security Questions' is the current step and 'Confirmation' is the next. Below the progress bar, the text 'Please answer two questions below:' is followed by two input fields: 'What street did you grow up on?' and 'What is the name of your first pet?'. At the bottom, there are 'Previous' and 'Next' buttons, and links for 'Forgot your password?' and 'Already have an account? Login Here'.

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



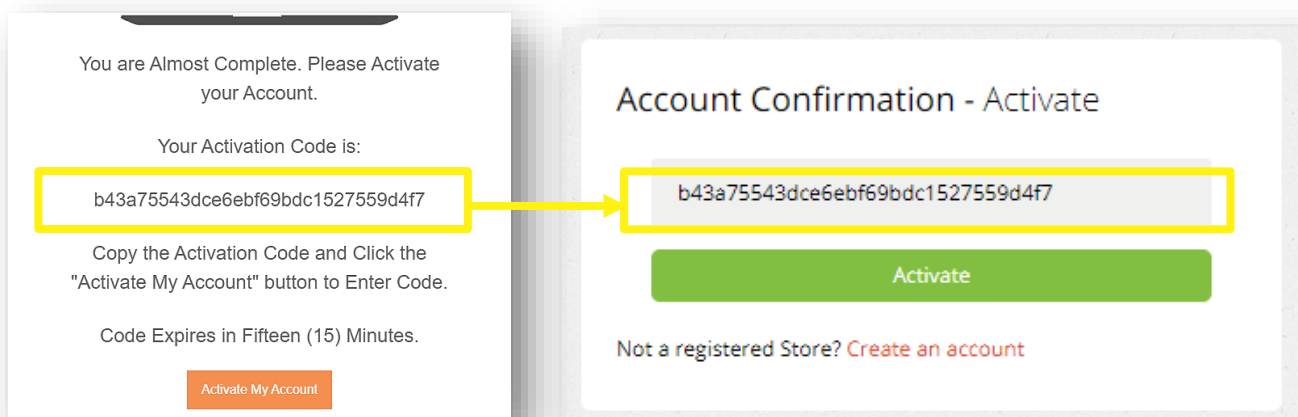
The screenshot shows the 'Register your Organization' page with the 'Confirmation' step highlighted by a yellow box. The progress bar indicates that all previous steps ('Terms and Conditions', 'Company Information', 'Account Information', and 'Security Questions') are completed, and 'Confirmation' is the current step. Below the progress bar, the text states: 'You have successfully entered all required information needed for the creation of an eTender account. If you like to adjust any data, you may so do by returning to any tab. If you are sure current information is correct you can select the button below to register on our databases. Thank you for choosing the eTender Online Application'. At the bottom, there are 'Previous' and 'Next' buttons, and a prominent green button labeled 'Register eTender Account' with a document icon. Links for 'Forgot your password?' and 'Already have an account? Login Here' are also present.

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.



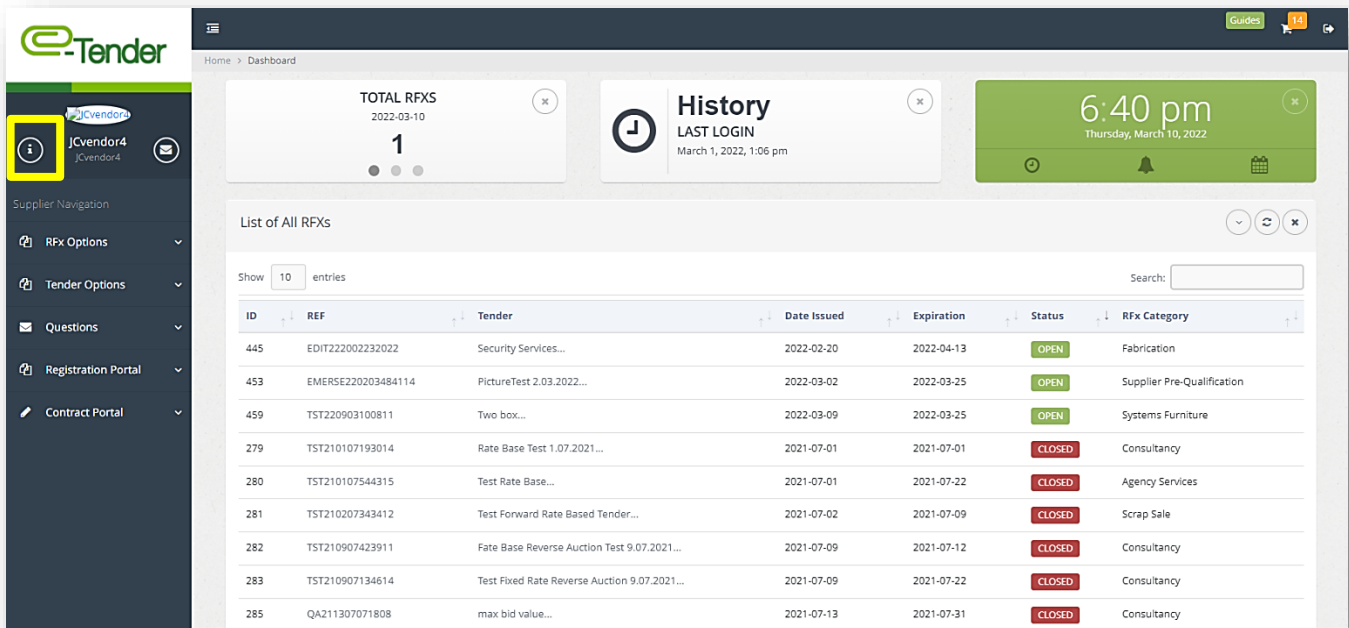
CONGRATULATIONS! YOU'VE SUCCESSFULLY CREATED AN ACCOUNT ON E-TENDER!

UPDATING COMPANY DETAILS

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:



The screenshot shows the e-Tender dashboard. On the left, the 'Supplier Navigation' menu is visible, with an information icon (a circle with an 'i') highlighted by a yellow box. The main content area displays a 'List of All RFXs' table. The table has columns for ID, REF, Tender, Date Issued, Expiration, Status, and RFX Category. The status column shows 'OPEN' in green and 'CLOSED' in red. The table lists 10 entries.

ID	REF	Tender	Date Issued	Expiration	Status	RFX Category
445	EDIT222002232022	Security Services...	2022-02-20	2022-04-13	OPEN	Fabrication
453	EMERSE220203484114	PictureTest 2.03.2022...	2022-03-02	2022-03-25	OPEN	Supplier Pre-Qualification
459	TST220903100811	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	CLOSED	Consultancy
283	TST210907134614	Test Fixed Rate Reverse Auction 9.07.2021...	2021-07-09	2021-07-22	CLOSED	Consultancy
285	QA211307071808	max bid value...	2021-07-13	2021-07-31	CLOSED	Consultancy

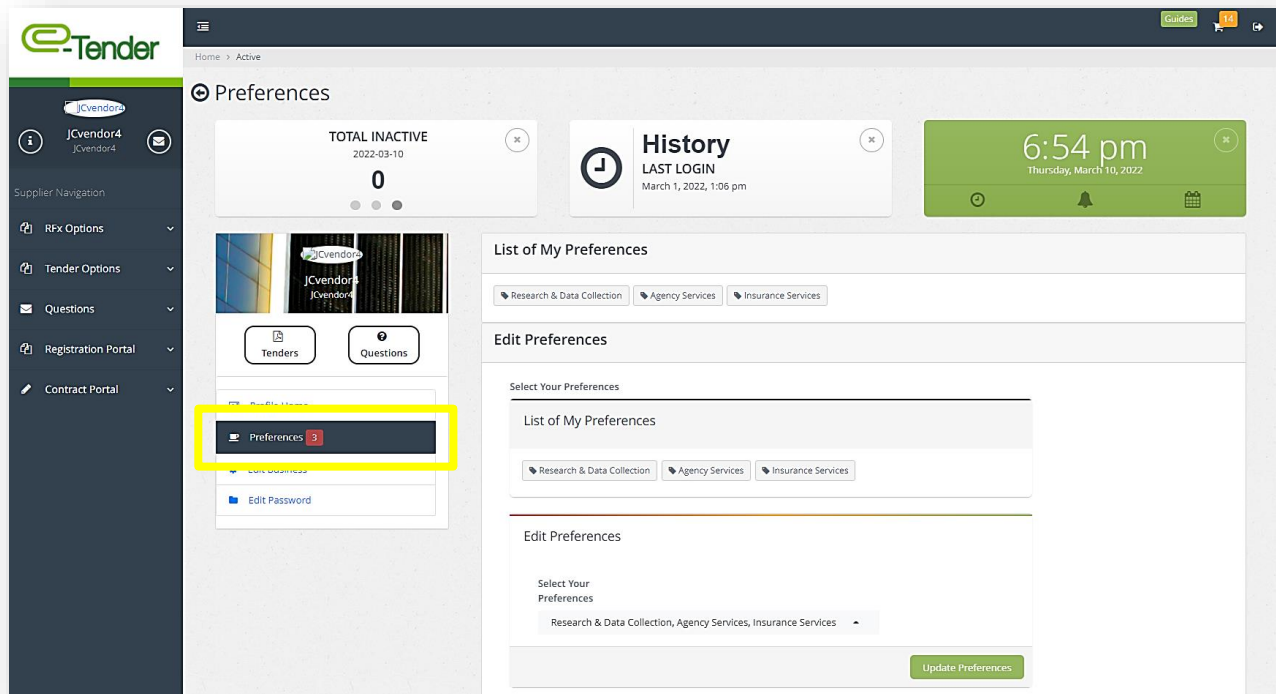
On your business profile, select, **'Edit Business'** to begin the process of editing your company details. You will be directed to the page shown below. Proceed to enter your updated company details.

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'**:

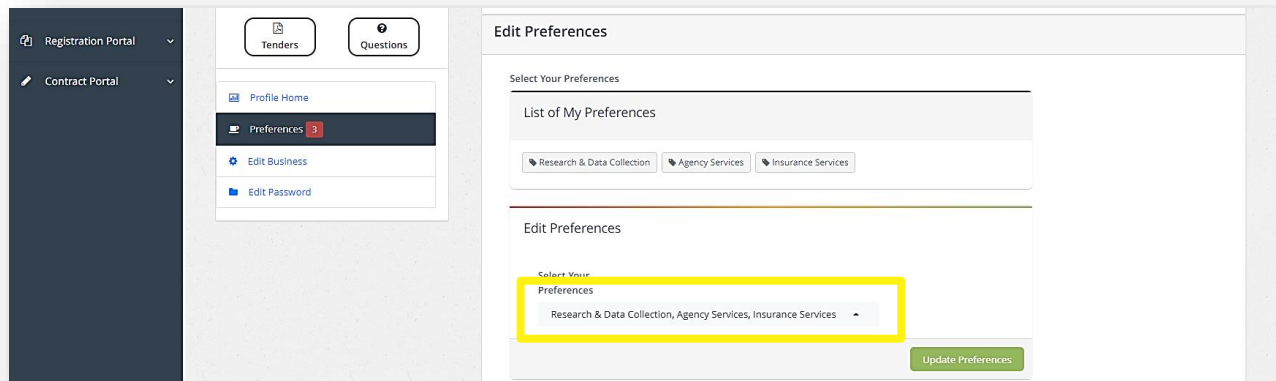
The screenshot displays the 'e-Tender' web application interface. On the left, a dark sidebar contains a 'Supplier Navigation' menu with options like 'RFX Options', 'Tender Options', 'Questions', 'Registration Portal', and 'Contract Portal'. The 'Edit Business' option is highlighted with a yellow box. The main content area is titled 'Business Details' and 'Edit Business Details'. It includes a sub-header 'Modify Details of the business. Please ensure you enter correct information' and a form with fields for Username, Password, Full Name, Email Address, Company Name, Contact Number, Company Type, and Company Address. The 'Logo Upload' section at the bottom is also highlighted with a yellow box, showing a 'Choose File' button and the text 'No file chosen'.

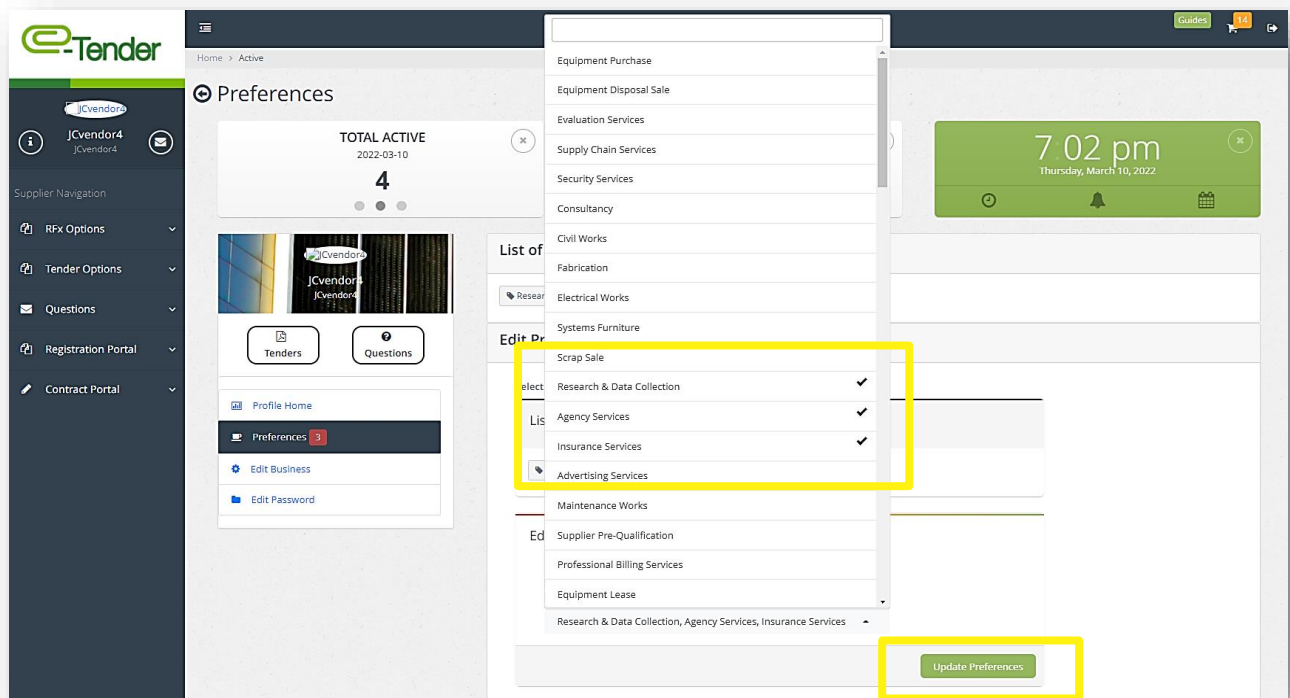
SELECTING COMPANY PREFERENCES

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:



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.



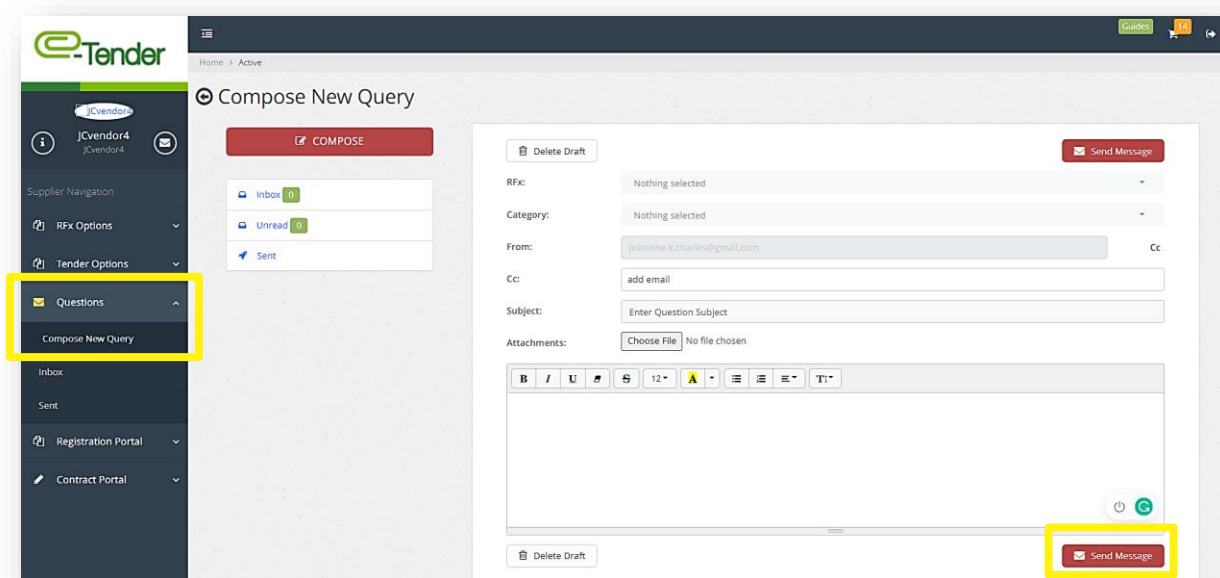


When you are finished selecting your preferences, select, '**Update Preferences**' to save your preference selection.

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.

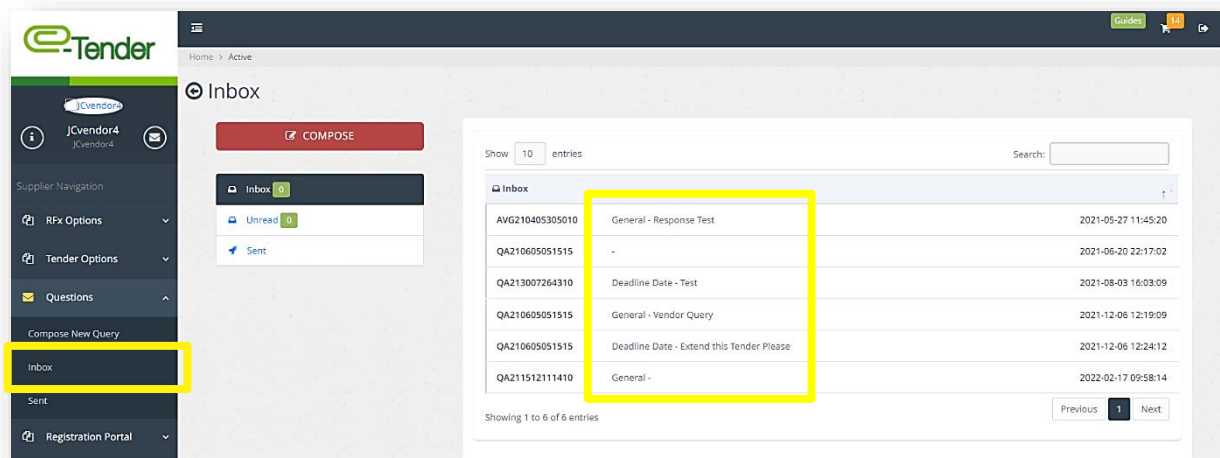
To submit a query regarding a live tender, select **'Questions'** and select **'Compose New Query'** as shown below. Proceed to fill out the respective fields and once complete, select **'Send Message'**.



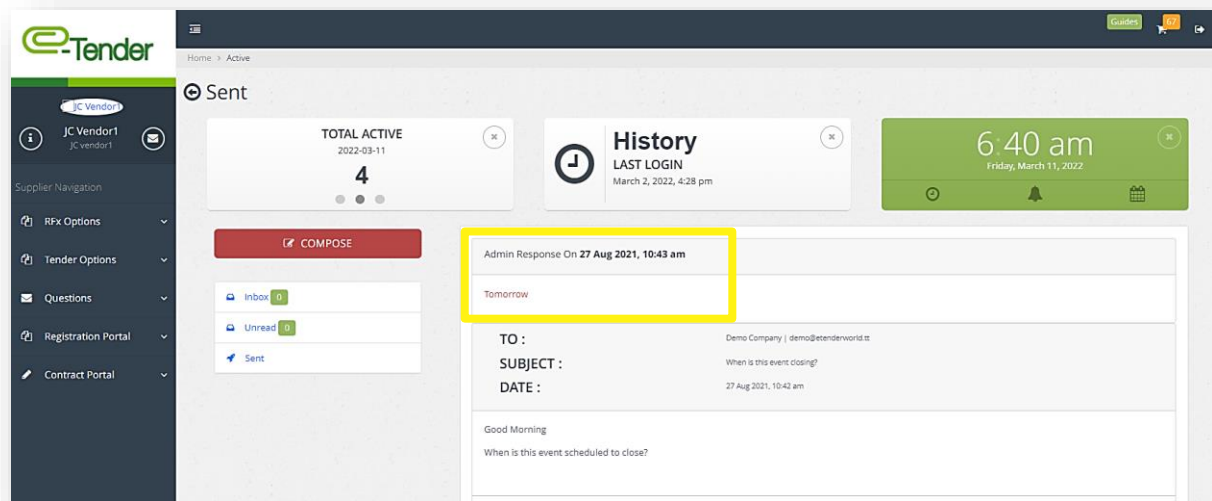
Please note, the following must be observed when using the query portal:

- 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:



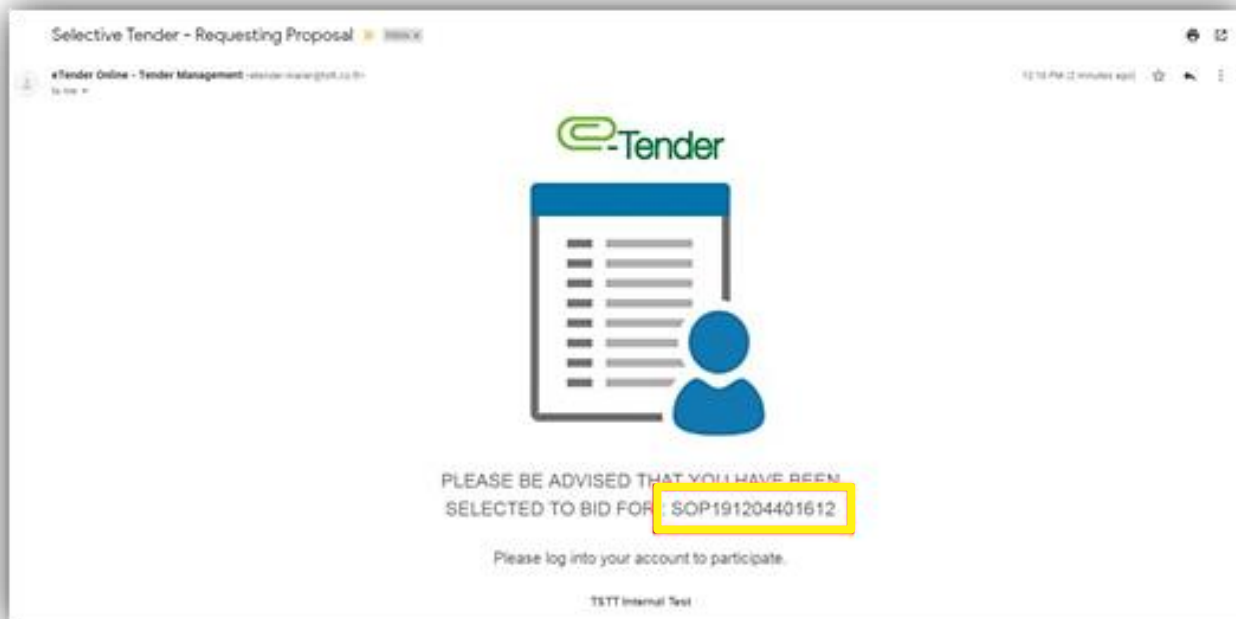
Select the question for which you would like to view the Administrator's response.



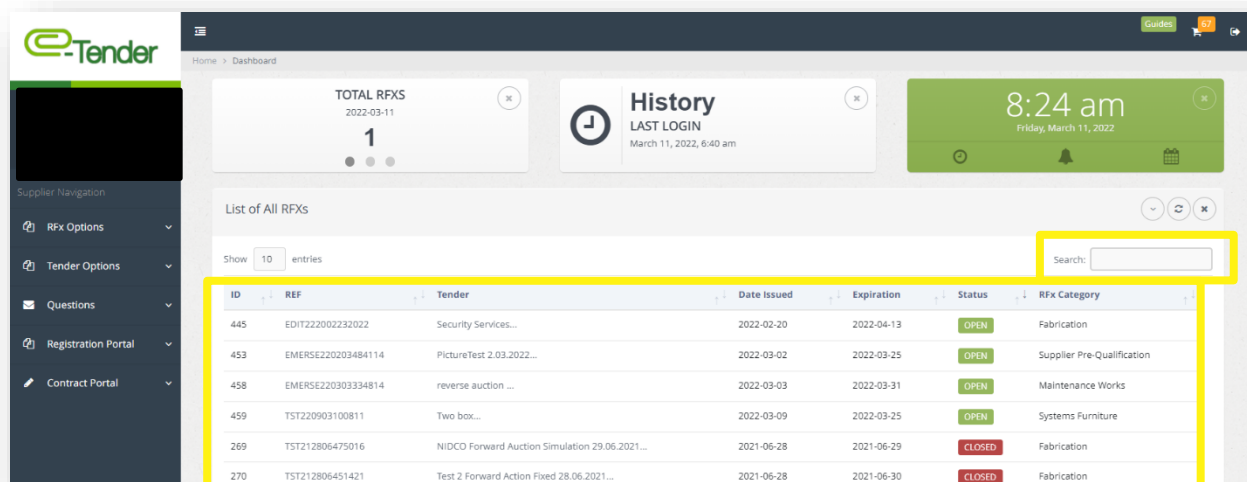
PARTICIPATING IN A TENDER

Selective Tenders

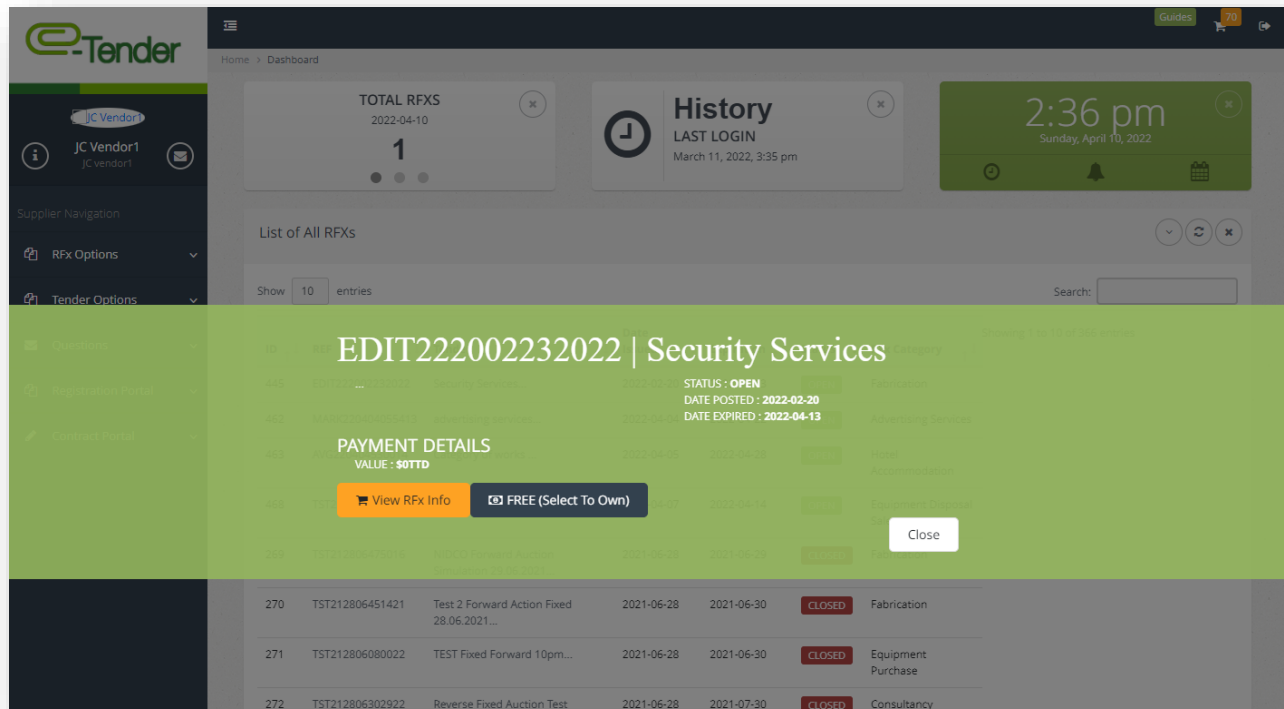
For selective tenders, you will receive an email notifying you that you have been selected to submit a bid for a specific tender, or when a tender within your preferred good of service category is posted. The email will look like the one below. Use the unique Ref# to find the tender in e-Tender.



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.



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.



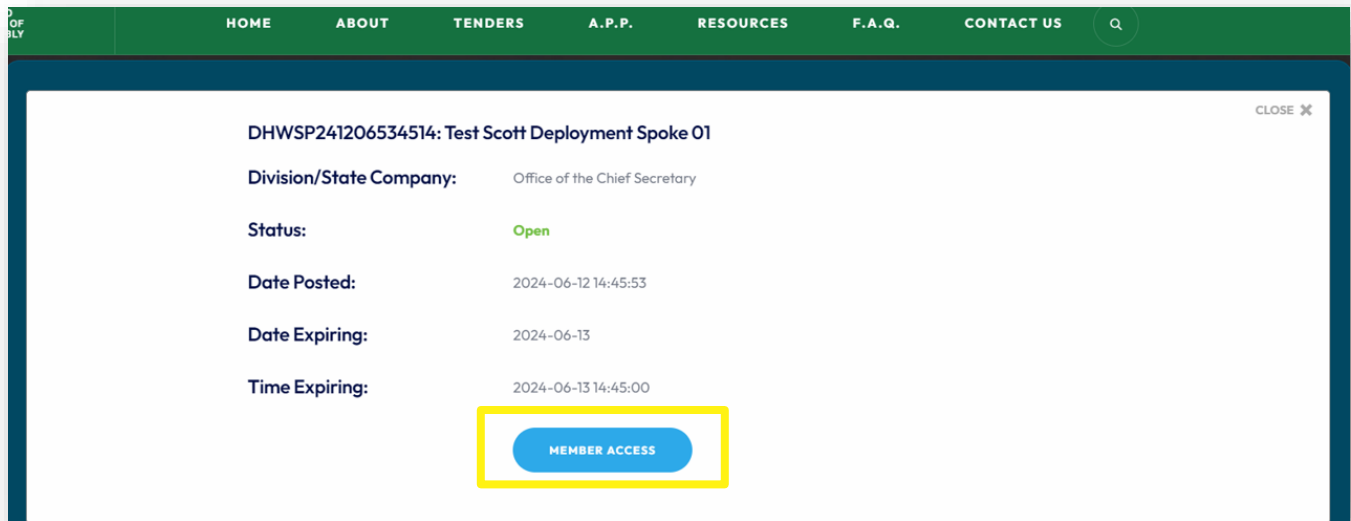
Search Tenders

[SEARCH TENDERS](#)

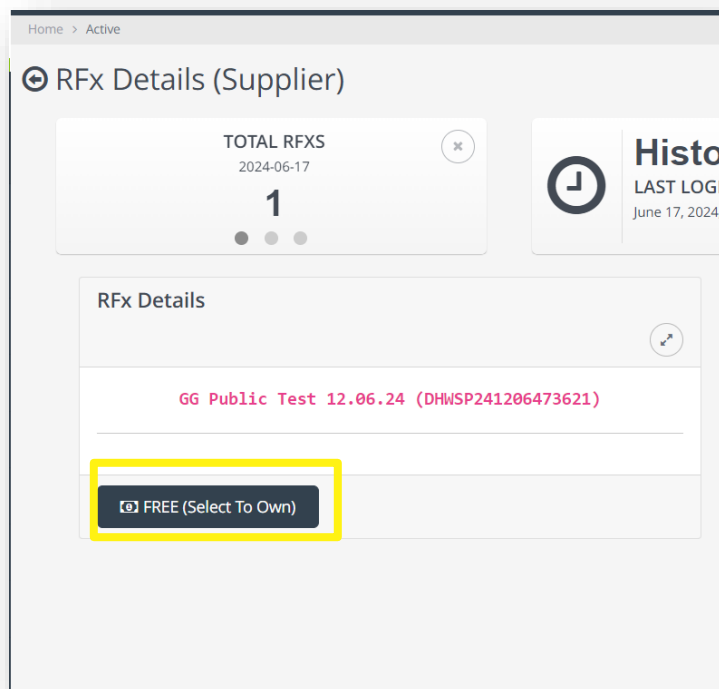
#	Ref No.	RFP Name	RFP Details	▲ Status	Division / State Company	RFX Category	Closing Date	
1	DHWSP241206534514	Test Scott Deployment Spoke 01		Open	Office of the Chief Secretary	Supply and Design	2024-06-13 14:45:00	View
2	DHWSP241206390315	Test Scott Spoke02 Deployment		Open	Health, Wellness and Social Protection	Interior Outfitting	2024-06-13 15:03:00	View
3	DHWSP241206473621	GG Public Test 12.06.24		Open	Health, Wellness and Social Protection	Interior Outfitting	2024-06-26 21:36:00	View

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:



Then select **'FREE (Select to Own)'**



Success

TOTAL RFXS
2022-03-11
1

History
LAST LOGIN
March 11, 2022, 8:25 am

10:38 am
Friday, March 11, 2022

Success! RFX Purchase was successful. A confirmation email was sent to your account's email. Please review for link to online receipt

List of All My Purchased RFXs

Show 10 entries

REF	Tender	Date Issued	Expiration	Status	Type
MARK220103590513	JC Rev Auc	2022-03-01	2022-03-01 13:14:00	Closed	Equipment Lease
EMERSE22202024613	Test GG	2022-02-22	2022-02-22 14:00:00	Closed	Systems Furniture
QA220802102609	Test 8.02.2022	2022-02-08	2022-02-09 09:24:00	Closed	Supply Chain Services
MARK222701375113	Provision of Commercial Equipment	2022-01-27	2022-01-27 14:00:00	Closed	Equipment Purchase
AVG222501352213	Reverse auction Test GG 25.01.2021	2022-01-25	2022-01-25 13:35:00	Closed	Consultancy
EMERSE222401152109	Test	2022-01-24	2022-01-24 09:58:00	Closed	Advertising Services
QA221901130512	GG Test 19.01.2021	2022-01-19	2022-01-31 12:04:00	Closed	Electrical Works
TST212611251200	RA with Max and Decrement	2021-11-26	2021-11-30 00:12:00	Closed	Civil Works
TST212611371000	RA no Max With Decrement	2021-11-26	2021-11-26 08:56:00	Closed	Civil Works

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

My Purchased RFXs

TOTAL RFXS
2022-03-11
1

History
LAST LOGIN
March 11, 2022, 8:25 am

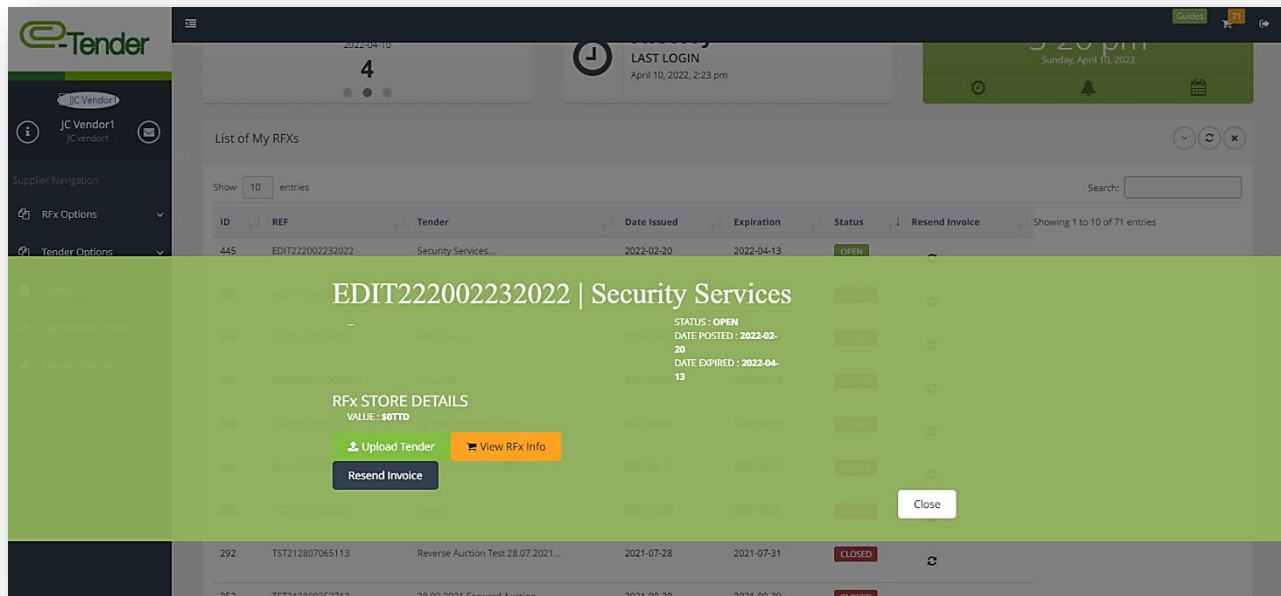
10:39 am
Friday, March 11, 2022

List of My RFXs

Show 10 entries

ID	REF	Tender	Date Issued	Expiration	Status	Resend Invoice
453	EMERSE220203484114	PictureTest 2.03.2022...	2022-03-02	2022-03-25	OPEN	
450	MARK220103590513	JC Rev Auc...	2022-03-01	2022-03-01	CLOSED	
446	EMERSE22202024613	Test GG...	2022-02-22	2022-02-22	CLOSED	
441	QA220802102609	Test 8.02.2022...	2022-02-08	2022-02-09	CLOSED	
433	MARK222701375113	Provision of Commercial Equipment...	2022-01-27	2022-01-27	CLOSED	
426	AVG222501352213	Reverse auction Test GG 25.01.2021...	2022-01-25	2022-01-25	CLOSED	
425	EMERSE222401152109	Test...	2022-01-24	2022-01-24	CLOSED	

The following screen would appear:

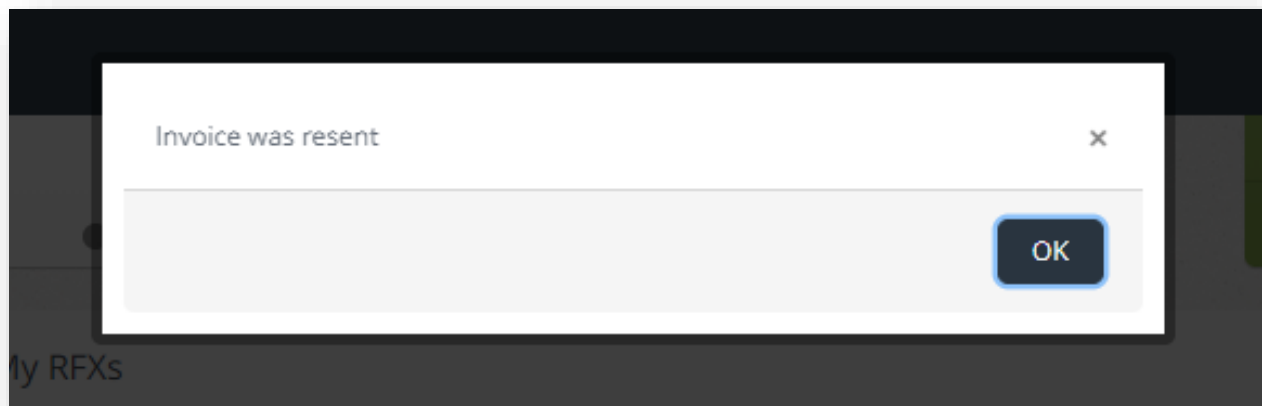


From here you can:

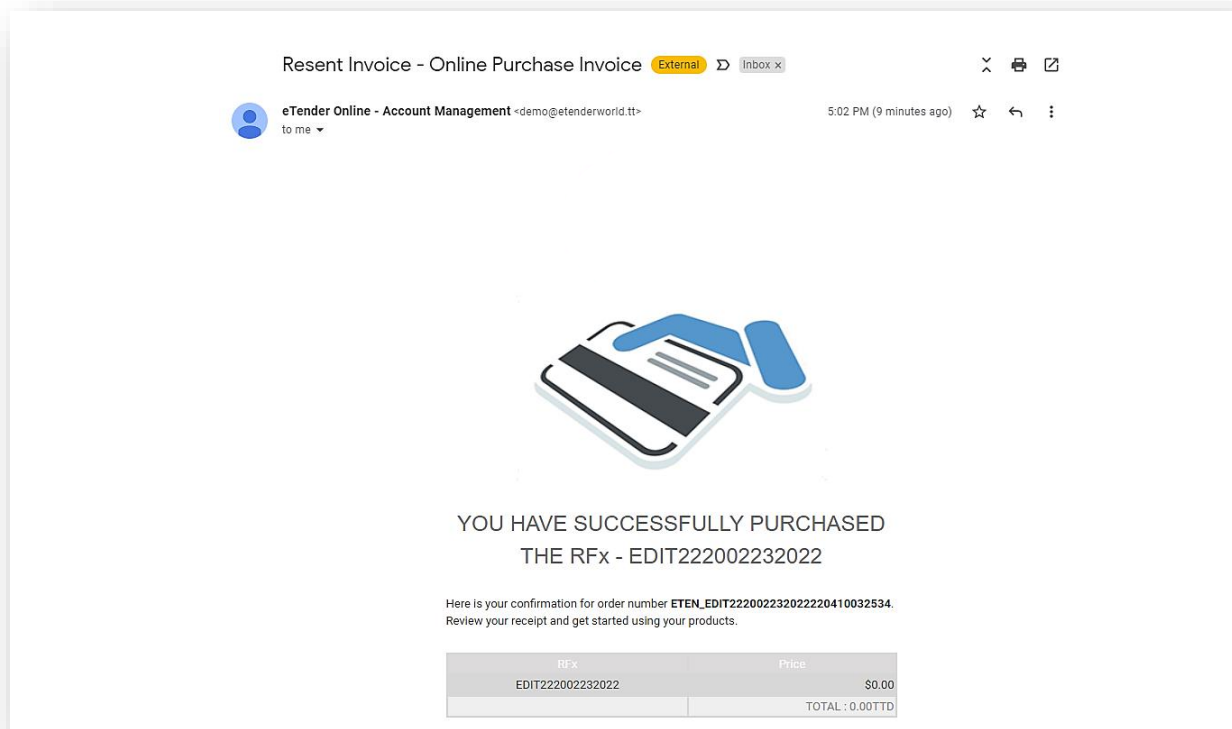
1. Resend your invoice to the email address associated with your email account
2. View RFP details to access the description, download documents or view your receipt
3. Upload your tender response

1. To resend the invoice, click on the **'Resend Invoice'** button

The following pop-up will appear on screen:



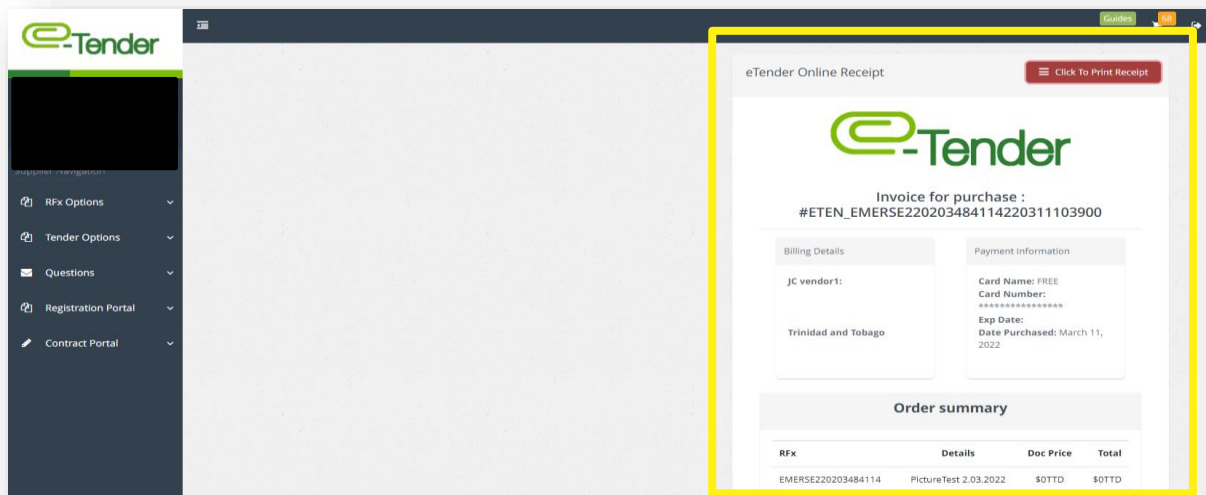
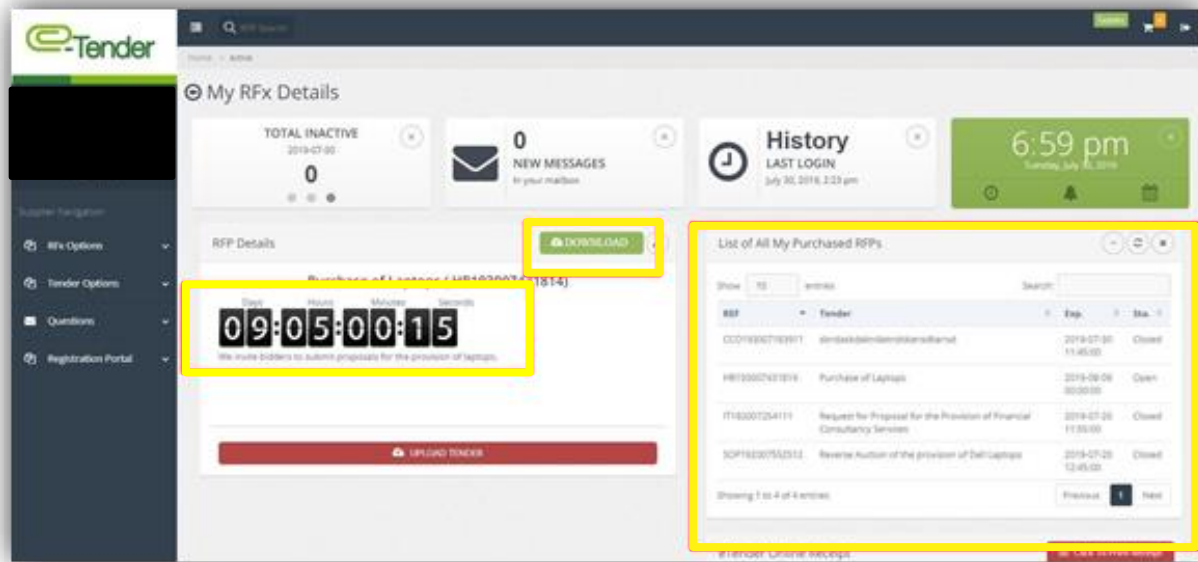
You will then receive another email confirming purchase of tender:



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



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

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'**.

Upload Tender For RFP : HR193007431814

Days: 09:09:02:51

Disclaimer: Understand The Upload Process

Bidder's Price: Tender Value

Upload: Tender Upload Documents

Confirmation: Confirm Tendering Upload

The confirmation e-mail is the only form of Tender Submission validation. Please ensure you receive and e-mail confirming your Tender Submission was completed.

To submit your response, please ensure adherence to the following guidelines:

1. Check the box to accept the 'Understanding of the Upload Process' and click 'Next' to proceed
2. The file's being attached for upload total size is no larger than 60MB and the file's are in PDF format
3. You begin the upload in advance of the closing time so as to facilitate instances where troubleshooting may be required for any issues encountered
4. Note: The price entered shall be EXCLUSIVE of VAT or any applicable taxes
5. The value shall be in Trinidad and Tobago denomination, however if your submission is in US currency, please check the USD box
6. Verify data, once data is accurate check the 'Y' and click on 'Complete Submission' to end/complete the upload process

Thank you and we look forward to receiving your submission.
All submissions are due on "August 9, 2019, 12:00 am"

Understanding the Process

By selecting the checkbox below you have understood the requirements for the upload process and agree to these instructions. **Alt: You cannot proceed without accepting**

☐ Agree and Understand

Previous 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'**:

Home > Active

Uploaded Tenders

TOTAL INACTIVE 2022-03-11: 0

History LAST LOGIN: March 11, 2022, 10:38 am

12:43 pm Friday, March 11, 2022

Upload Tender For RFX : TST220903100811

Days: 13:22:22:29

Disclaimer: Understand The Upload Process

Bidder's Price: Tender Value

Technical: Upload Technical Document

Financial: Upload Financial Document

Confirmation: Confirm Tendering Upload

\$ 100,000.00 TTD

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:

Upload Tender For RFX : TST220903100811

Days Hours Minutes Seconds
13:22:03:58

Disclaimer Understand The Upload Process
Bidder's Price Tender Value
Technical Upload Technical Document
Financial Upload Financial Document
Confirmation Confirm Tendering Upload

Technical Files Upload
Upload files. Ensure file is only PDF. Total size of files must be less than 60 MB.

Drop files to upload
(or click)

Previous Next

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:

Upload files. Ensure file is only PDF. Total size of files must be less than 60 MB.

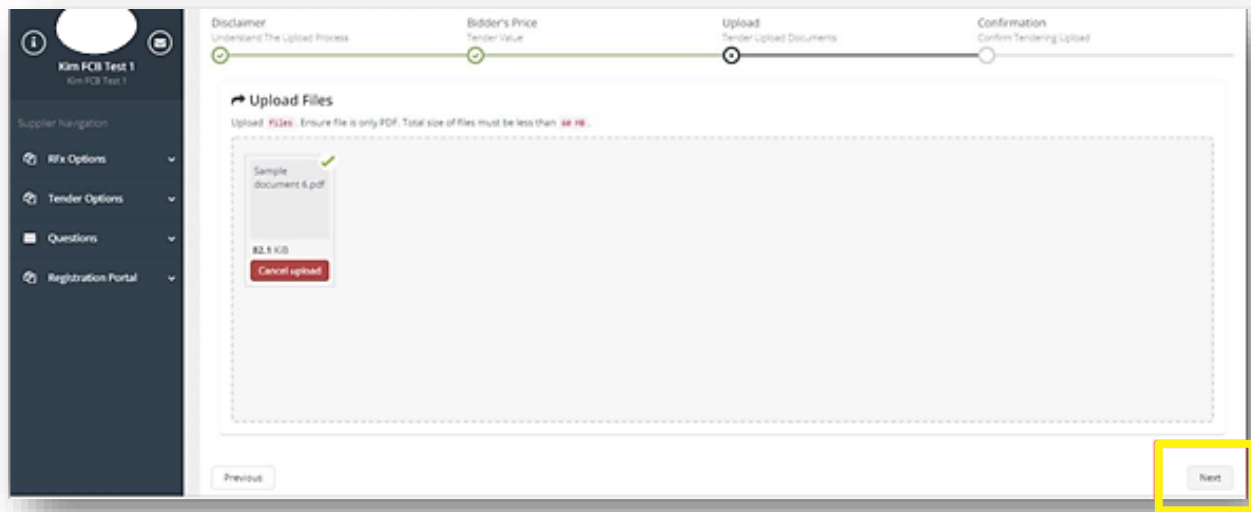
SEIDCOT210804 12270.pdf

0.3 MiB

Cancel upload

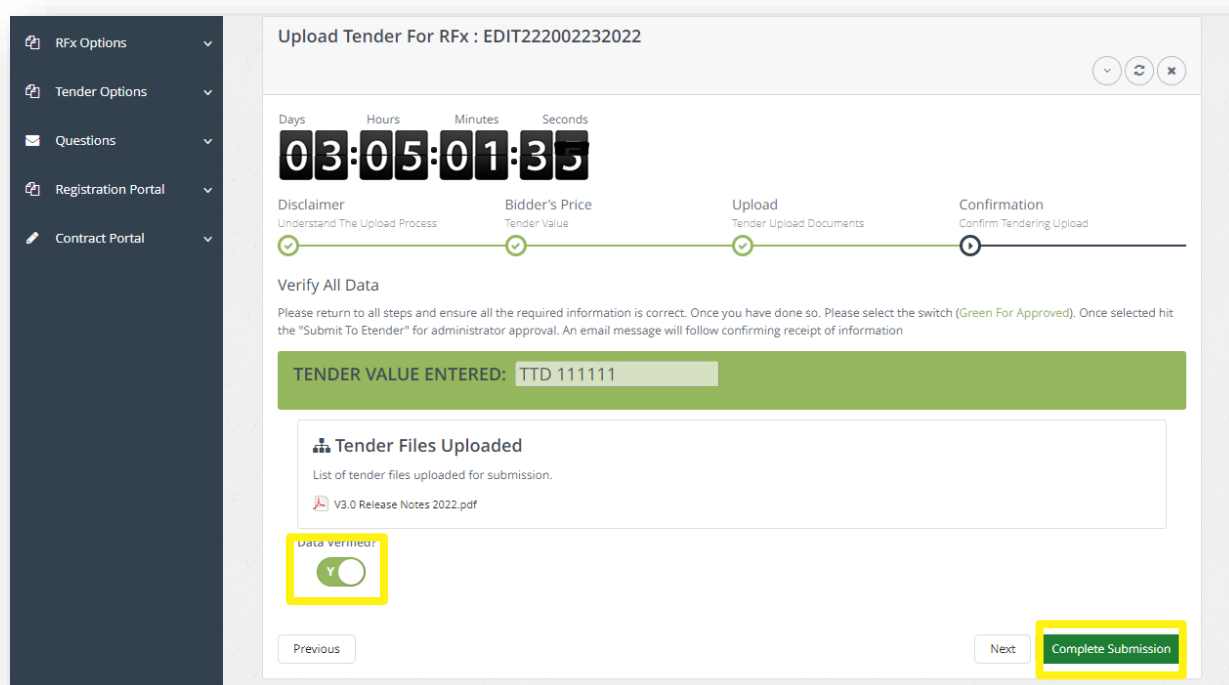
Once you are finished, select, **'Next'**:

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



- 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:

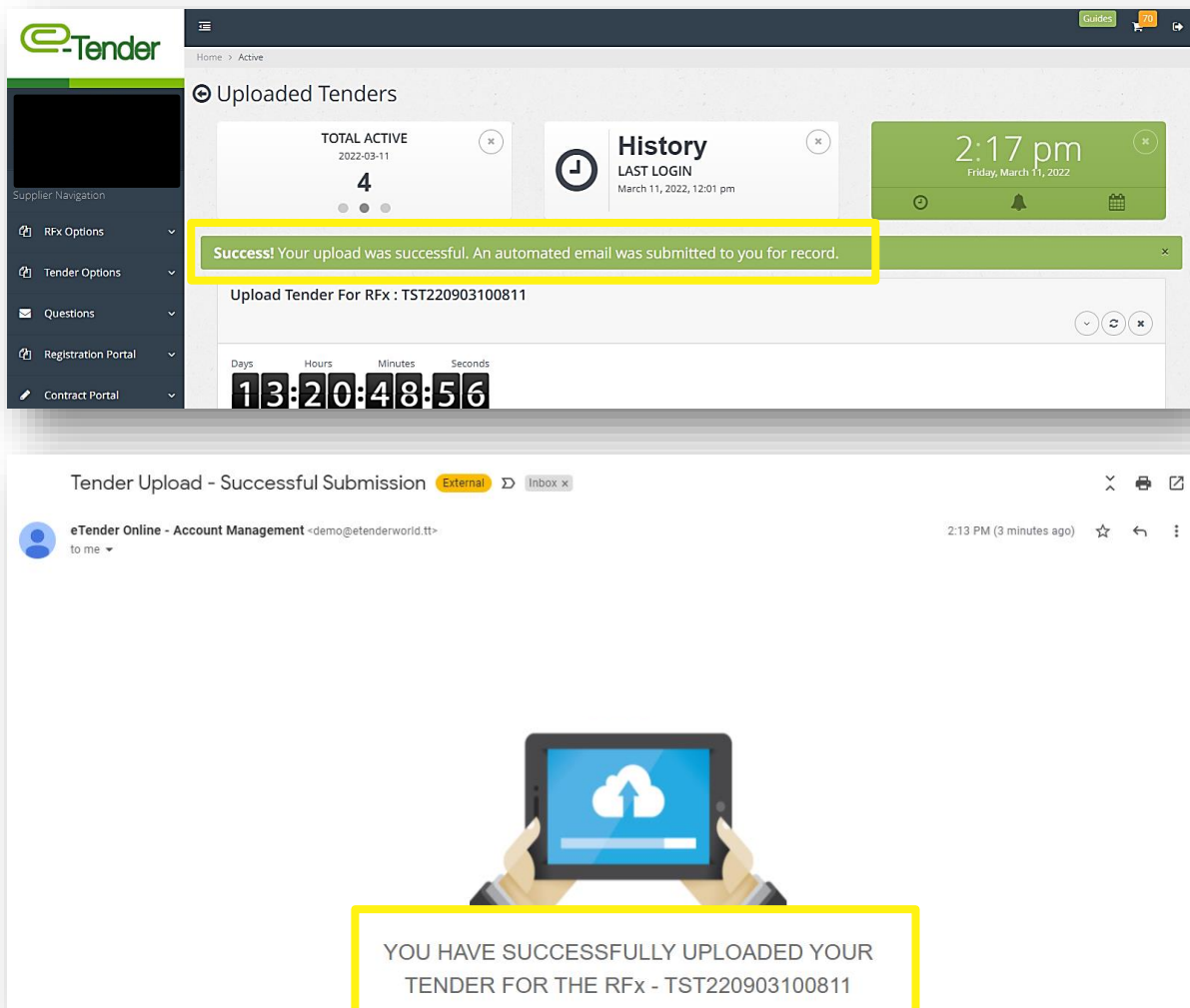


You will be instructed to verify that all the information submitted and uploaded to your bid submission is complete and correct. To do so you can select the **'Previous'** tab to navigate back through each section. Once you are comfortable with the information:

- **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.

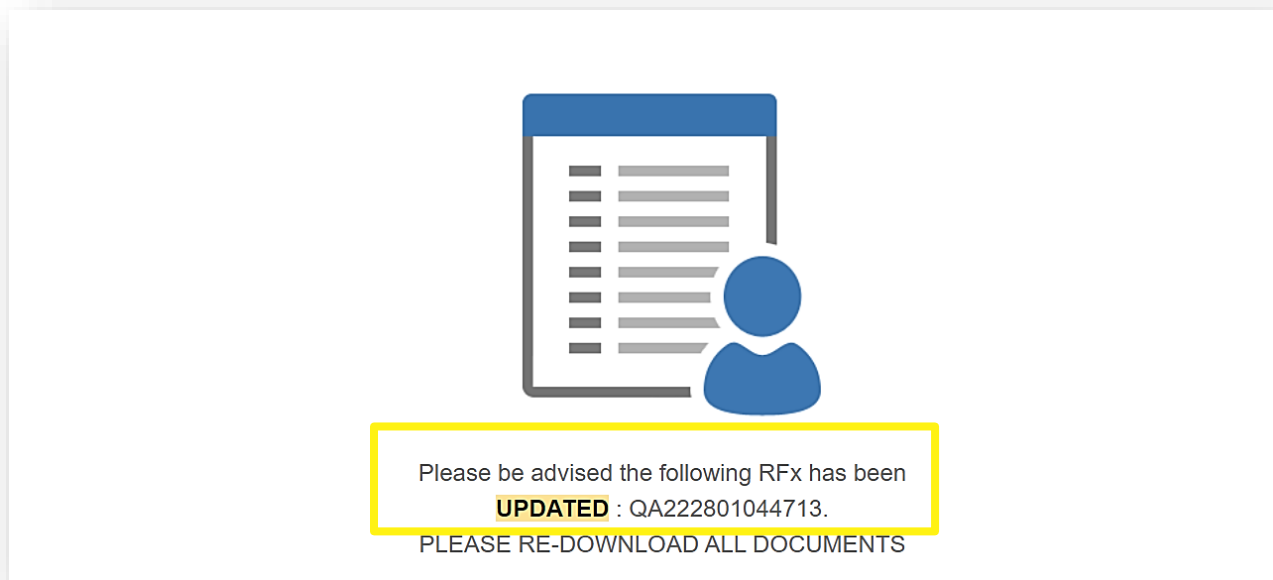


CONGRATULATIONS! YOU'VE SUCCESSFULLY SUBMITTED A TENDER RESPONSE!

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.

Supplier Navigation

- RFX Options
- List of All RFXs
- My Purchased RFXs
- Tender Options
- Questions
- Registration Portal

List of My RFPs

Show 10 entries

Search:

ID	REF	Tender	Date Issued	Expiration	Status
112	Fin200705081010	ABL #1234- Request for the Provision of Laptops fo...	2020-05-07	2020-05-07	CLOSED
111	IT200605220110	UTT 001- Request for Proposal for the Provision of...	2020-05-06	2020-05-06	CLOSED
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
99	Fin200104372209	April Testing New KMC TE...	2020-04-01	2020-04-01	CLOSED
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
94	SAN203103580016	Testing KMC 31.03.2020 OE...	2020-03-31	2020-03-31	CLOSED
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:

List of My RFPs

Show 10 entries

Search:

Fin200405124616 | Testing 04/05/2020

Two Envelope Test 1...

STATUS: OPEN
DATE POSTED: Mon May 4 2020
DATE EXPIRED: Sat Jun 6 2020

PAYMENT DETAILS
VALUE: \$8.00 USD

Upload Tender

View RFP Info

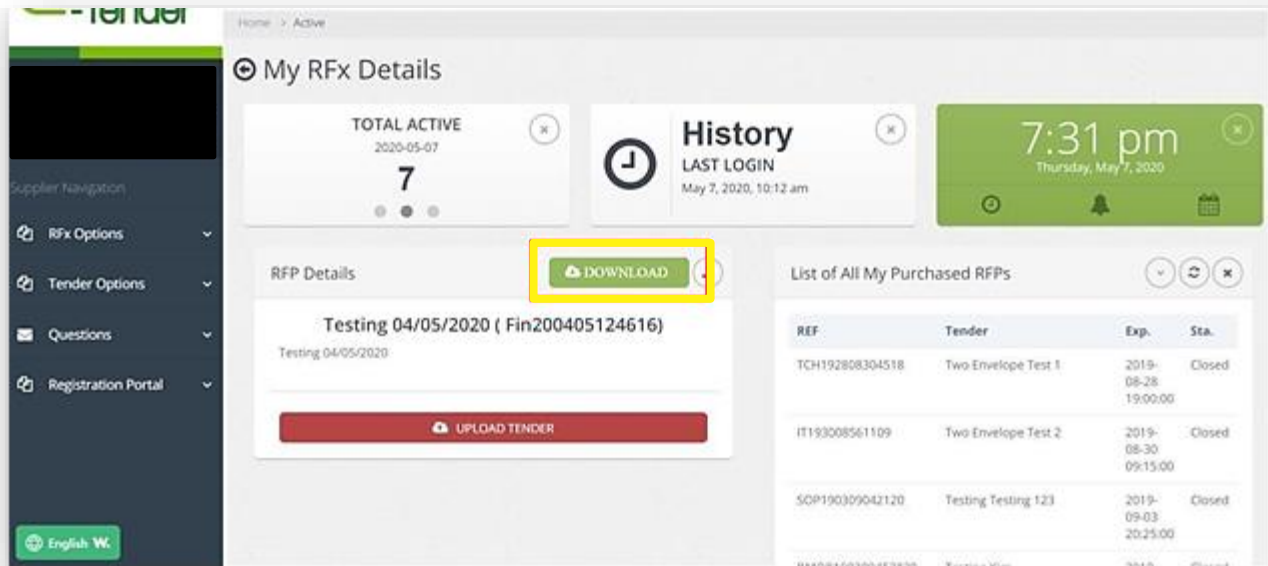
Close

21	SAN100505412154	Testing Testing KMC...	2019-05-05	2019-05-05	CLOSED
22	CS01R0202044714	TESTING TWO ENVELOPE ENRL...	2019-05-05	2019-05-05	CLOSED

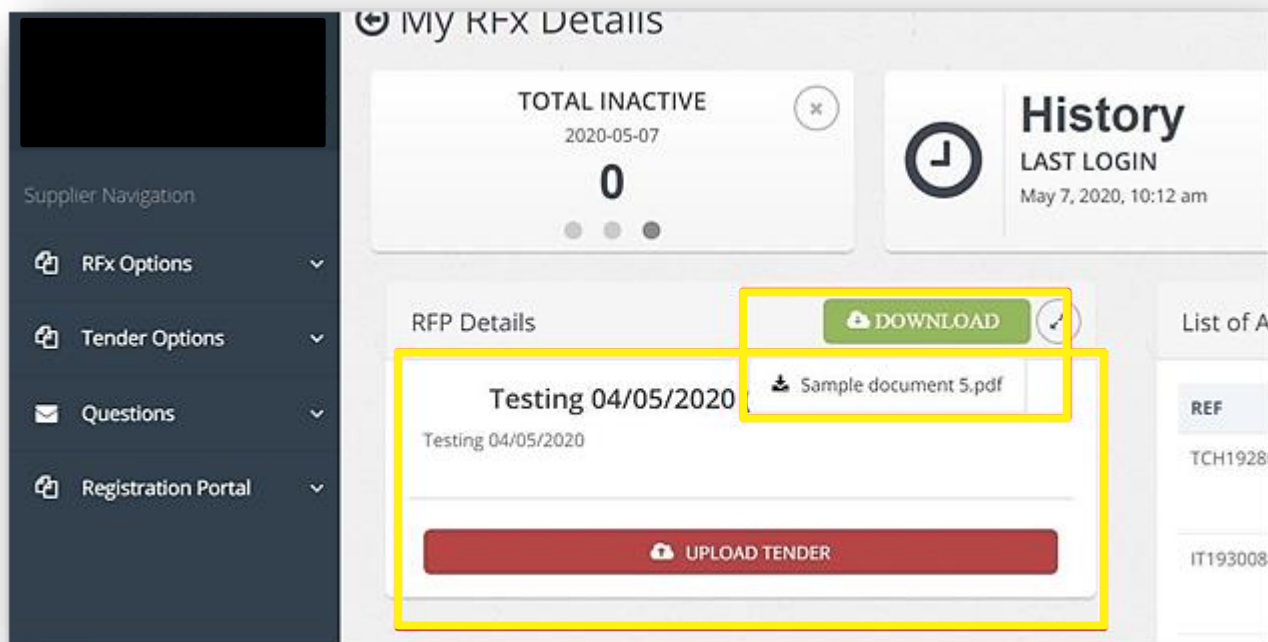
Showing 1 to 10 of 39 entries

Previous 1 2 3 4 Next

You will be directed to the following page:



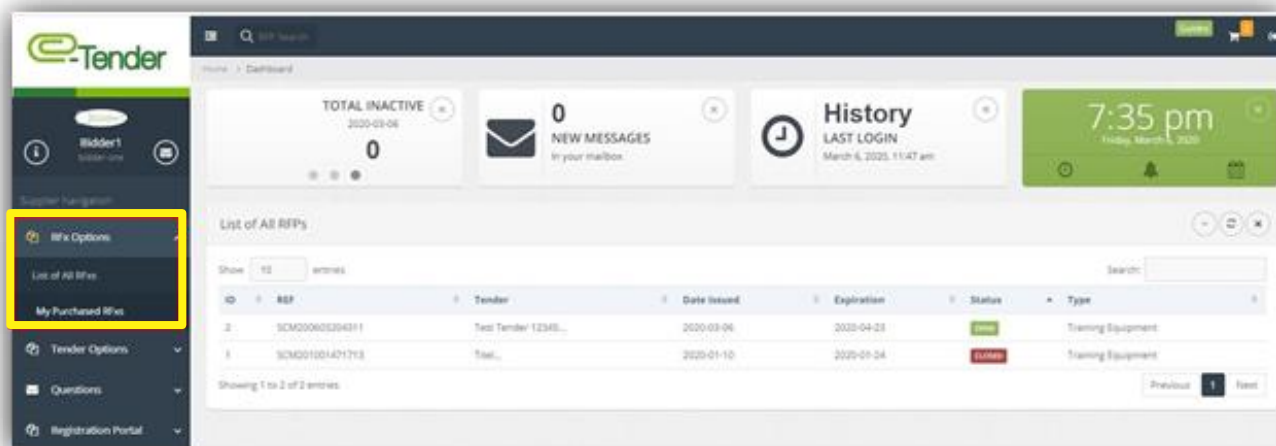
Select the '**Download**' tab as shown below and you will be able to access and re-download any additional documents posted by the organization. Also, if there are any new updates posted on the tender it will be posted under the '**RFP Details**' field highlighted below:



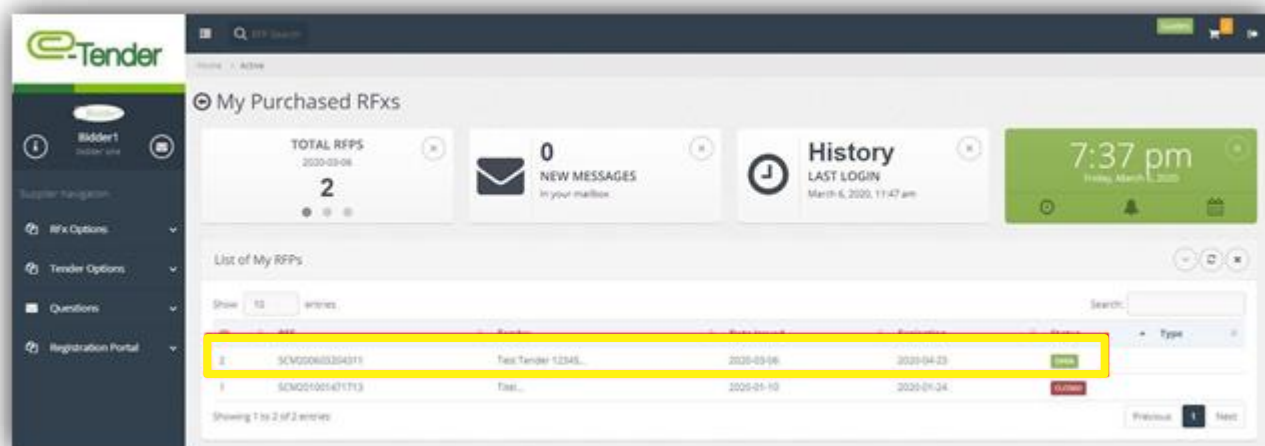
EDITING YOUR BID SUBMISSION

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.

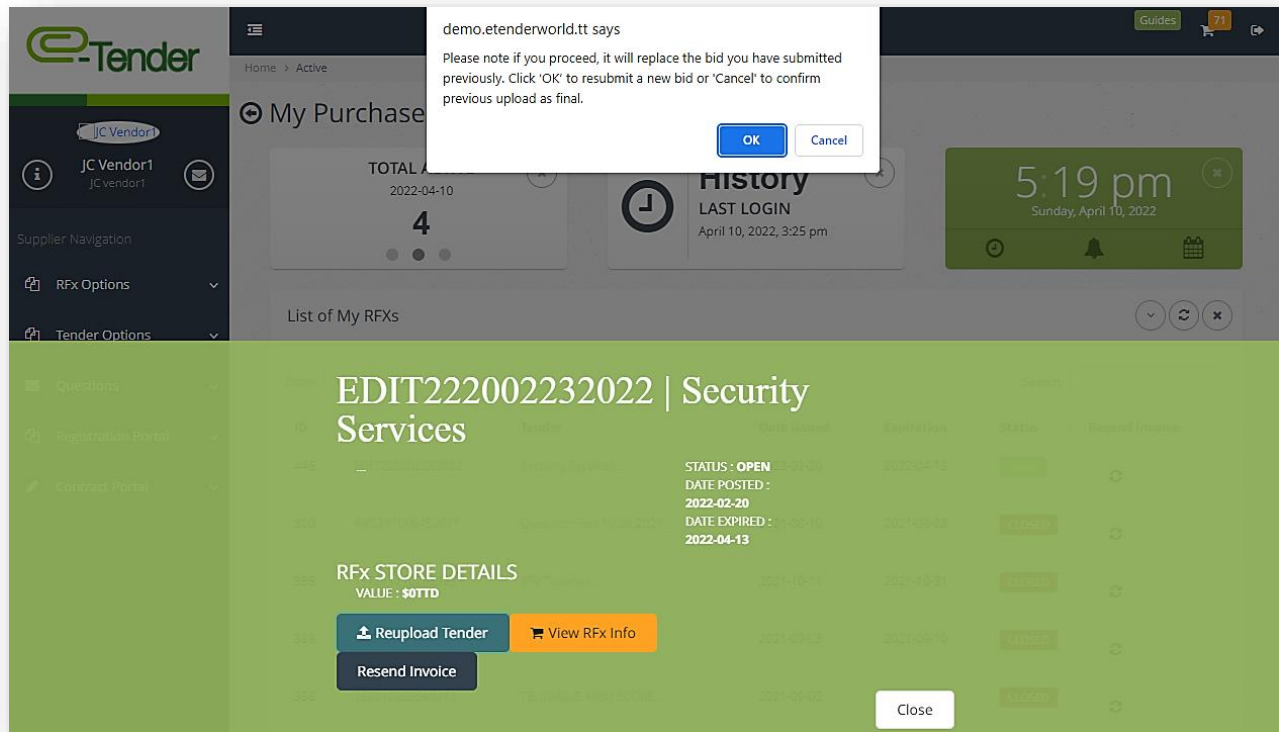
To edit your bid submission, select 'RFx Options', then select '**My Purchased RFx's**' as shown below:



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:



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 **MUST** 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:

RFx Options

Tender Options

Questions

Registration Portal

Contract Portal

Upload Tender For RFx : EDIT222002232022

Days

Hours

Minutes

Seconds

03:05:01:35

Disclaimer

Bidder's Price

Upload

Confirmation

Understand The Upload Process

Tender Value

Tender Upload Documents

Confirm Tendering Upload

Verify All Data

Please return to all steps and ensure all the required information is correct. Once you have done so, Please select the switch (Green For Approved). Once selected hit the "Submit To Etender" for administrator approval. An email message will follow confirming receipt of information

TENDER VALUE ENTERED: TTD 111111

Tender Files Uploaded

List of tender files uploaded for submission.

V3.0 Release Notes 2022.pdf

Data verified

Y

Previous

Next

Complete Submission

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

e-Tender

Bidder1

Supplier Navigation

RFx Options

Tender Options

Questions

Registration Portal

TOTAL ACTIVE

2020-03-06

1

0 NEW MESSAGES

In your mailbox

History

LAST LOGIN

March 6, 2020, 11:47 am

8:01 pm

Friday, March 6, 2020

Success! Your upload was successful. An automated email was submitted to you for record.

List of All RFP's

Show 10 entries

Search

ID	RFP	Tender	Date Issued	Expiration	Status	Type
2	SCM20060204011	Test Tender 12345...	2020-03-06	2020-04-28	Open	Training Equipment
1	SCM201001471713	Test...	2020-01-18	2020-01-24	Closed	Training Equipment

Showing 1 to 2 of 2 entries

Previous 1 Next

Tender Upload - Successful Submission External ⓘ Inbox x



eTender Online - Account Management <demo@etenderworld.tt>
to me ▾

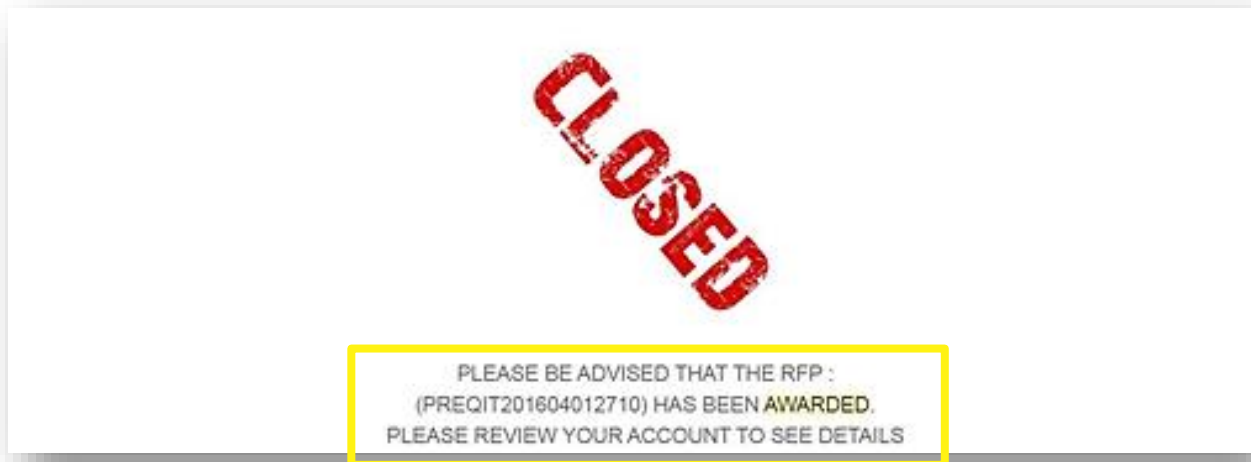
2:13 PM (3 minutes ago) ☆ ↶ ⋮



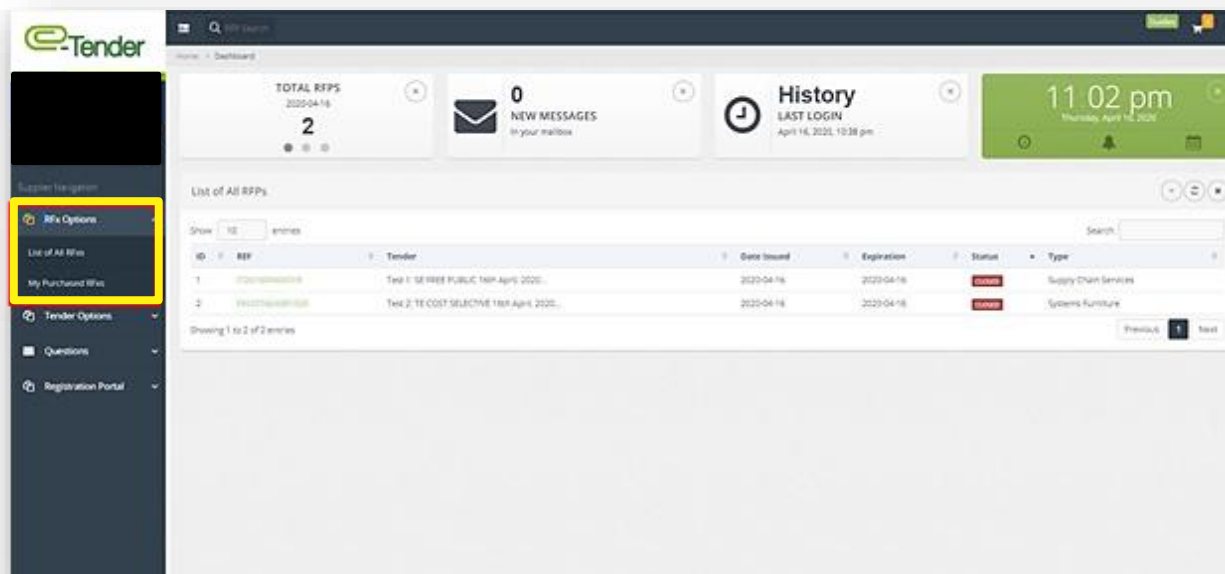
YOU HAVE SUCCESSFULLY UPLOADED YOUR
TENDER FOR THE RFx - TST220903100811

VIEWING AWARDED & CANCELLED TENDERS

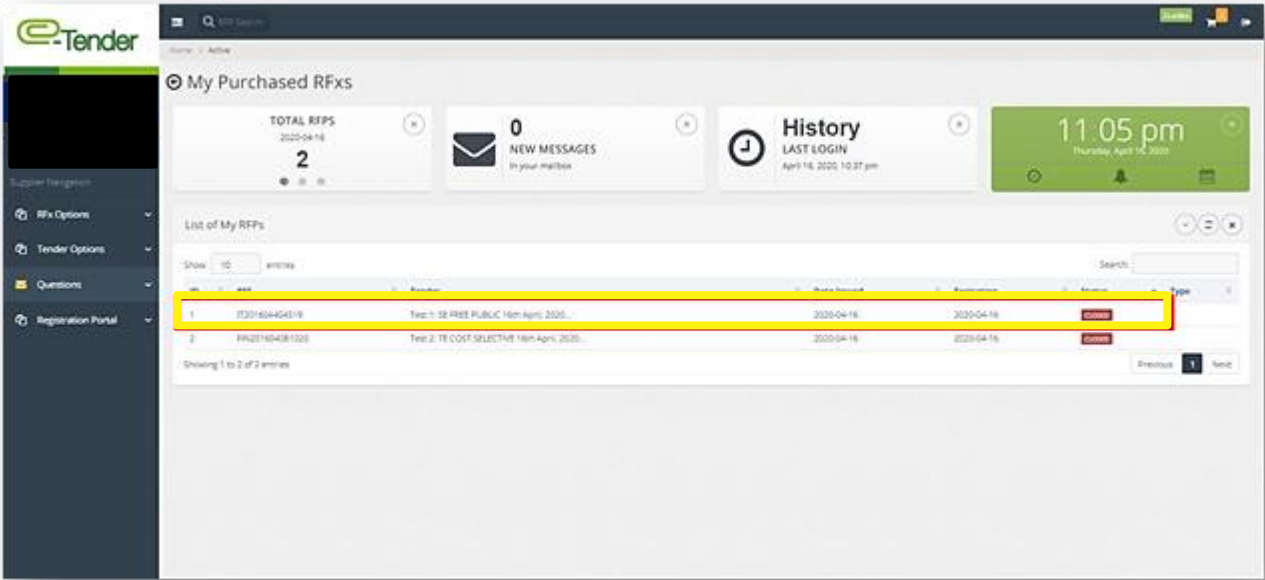
You will receive an email when the tender for which you have applied has been awarded or cancelled. Samples of this email are shown below: -



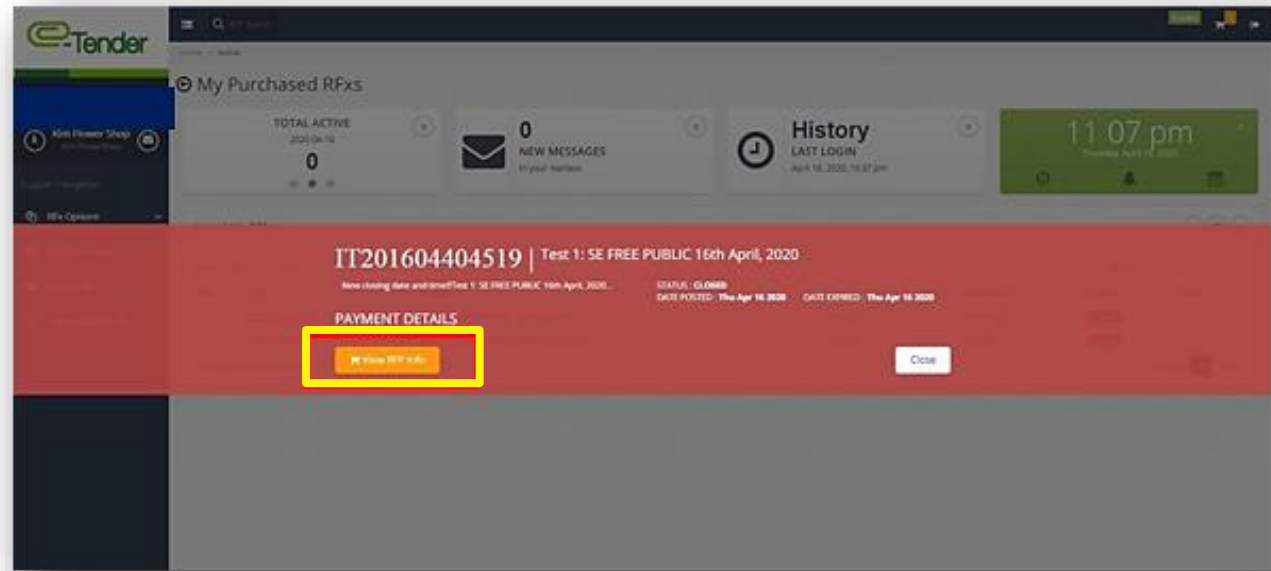
To view these details, log in to your e-Tender account and select '**RFx Options**' and then select '**My Purchased RFx's**':



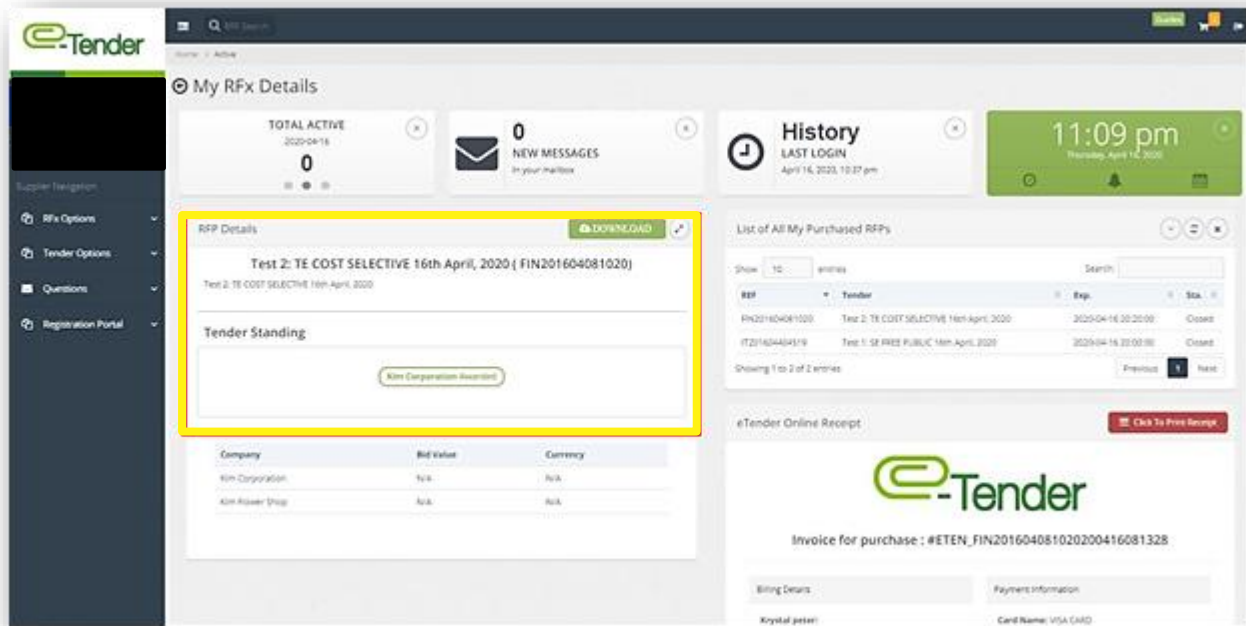
You will be directed to the following page. Select the tender you would like to view the award details of by selecting the unique reference number as shown below:



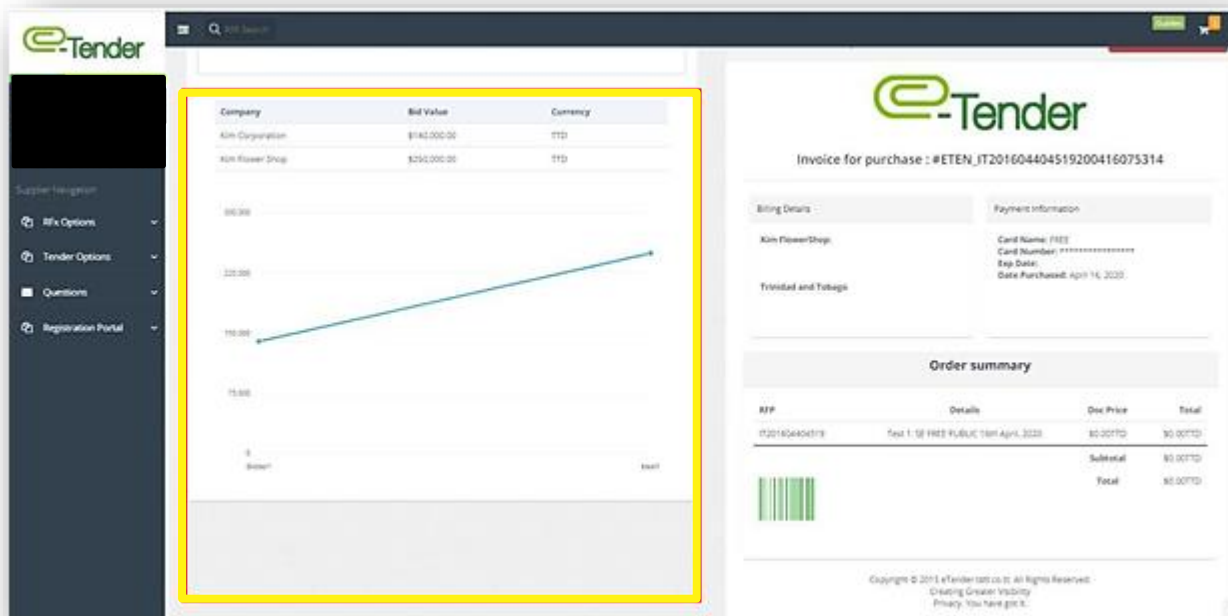
The following page will appear. Select '**View RFP info**' as shown below:



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:



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



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

My RFX Details

TOTAL RFXS

2022-02-28

1

History

LAST LOGIN

February 26, 2022, 5:22 pm

5:27 pm

Monday, February 28, 2022

RFx Details

[Download](#)

Forward (EMERSE210309205413)

Please be advised:
All equipment details and charges should be reviewed before bid submission.

Tender Award Status

Tender Not Awarded

Reason: Tender Cancelled

[Quotation NOT Available](#)

List of All My Purchased RFXs

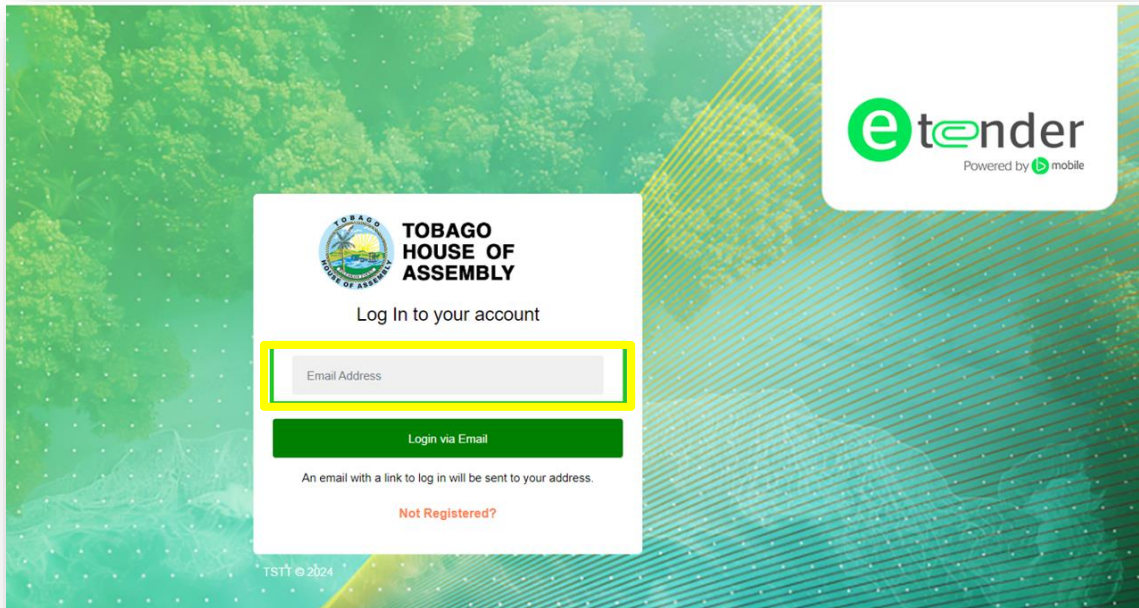
Show 10 entries

Search: EMERSE210309205413

RFX	Tender	Exp.	Sta.
T37211312471114	3 Sykes	2022-02-10 07:09:00	Closed
Q4222901044713	All	2022-01-31 13:46:00	Closed
T37211312541819	Jackie Fies	2022-01-28 13:19:00	Closed
Q4211312033009	Removal Fee	2021-12-31 09:28:00	Closed
T37211311236513	Kurubalen	2021-12-25 15:56:00	Closed
T37210212445211	ArisePa 2	2021-12-03 11:57:00	Closed
Q4210312424811	ArisePa walkthrough	2021-12-03 11:47:00	Closed
Q4210312175711	Civil Record	2021-12-03 11:40:00	Closed
ACT210212030711	Test Unloading Error	2021-11-07 15:47:00	Closed
T37210212174308	Outfiring Works & Services	2021-12-02 10:06:00	Closed

KEY THINGS TO NOTE

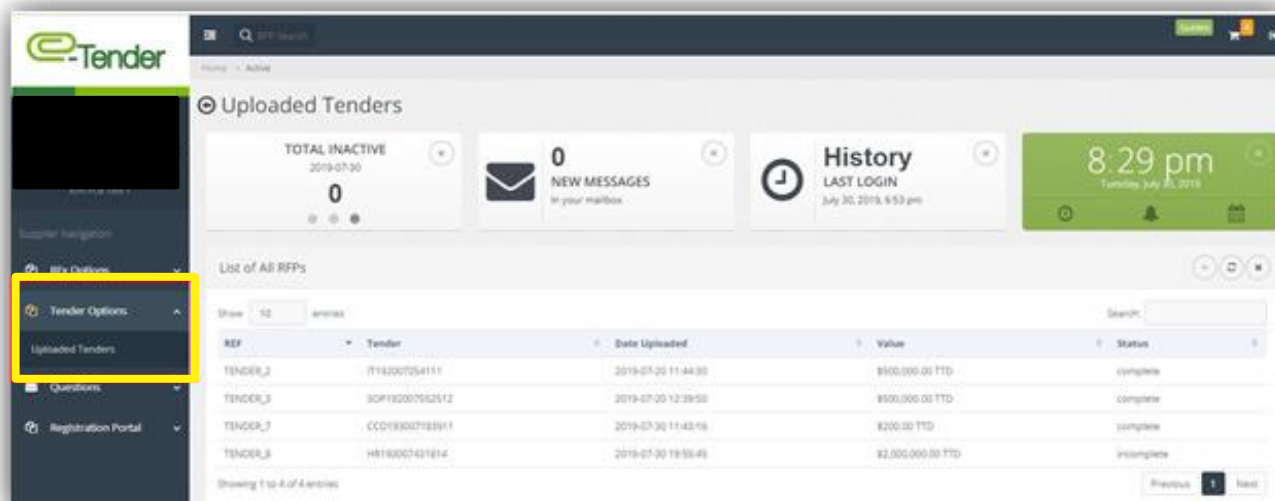
To log in, you require your email address.

The image shows a login interface for the Tobago House of Assembly's eTender system. The background is a green abstract pattern. In the top right corner, there is a logo for 'etender' with the text 'Powered by mobile' below it. The main login area is a white box containing the Tobago House of Assembly logo and the text 'TOBAGO HOUSE OF ASSEMBLY'. Below this, it says 'Log In to your account'. There is a text input field labeled 'Email Address' which is highlighted with a yellow border. Below the input field is a green button labeled 'Login via Email'. Underneath the button, a small line of text states 'An email with a link to log in will be sent to your address.' At the bottom of the white box, there is a red link that says 'Not Registered?'. In the bottom left corner of the white box, it says 'TST © 2024'.

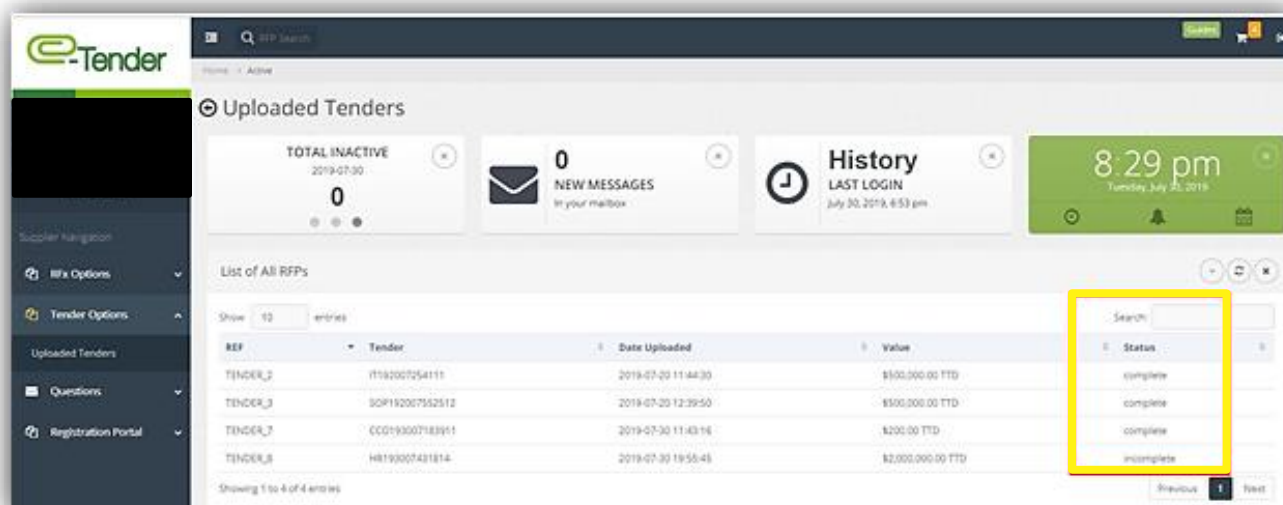
With regard to bid submissions, it is important to give yourself ample time to upload your bid. If the tender closes at 10:00 am, it is ill-advised to start uploading your tender at 9:50 am. If you are uploading your bid submission and the closing time for the tender has passed, the system will not allow 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'**:



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



- '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.

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.



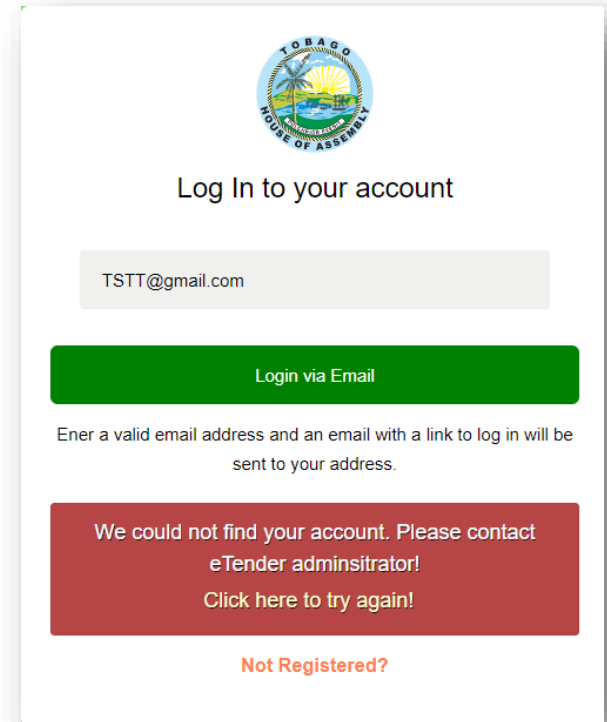
CHALLENGE #2: EMAIL ADDRESS NOT FOUND

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.

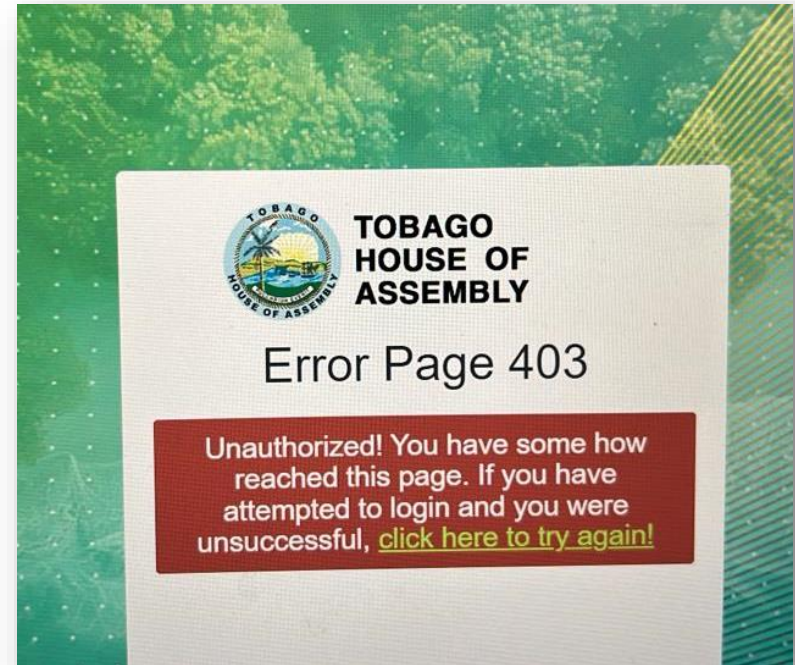


The screenshot displays the login interface for the Tobago House of Assembly eTender system. At the top is the official seal of the Tobago House of Assembly. Below the seal, the text "Log In to your account" is centered. A text input field contains the email address "TSTT@gmail.com". A green button labeled "Login via Email" is positioned below the input field. Underneath the button, a message states: "Enter a valid email address and an email with a link to log in will be sent to your address." A red error box contains the text: "We could not find your account. Please contact eTender administrator! Click here to try again!". At the bottom of the form, there is a link labeled "Not Registered?" in red text.

CHALLENGE #3: ERROR UNAUTHORIZED ACCESS

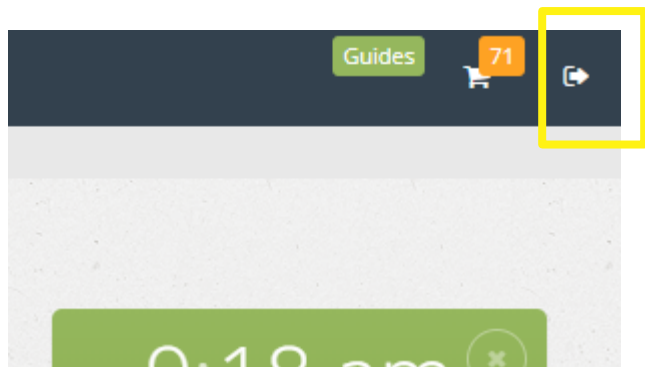
This challenge is experienced when users attempt to login via a link not generated from the same browser as the browser used to access the link.

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



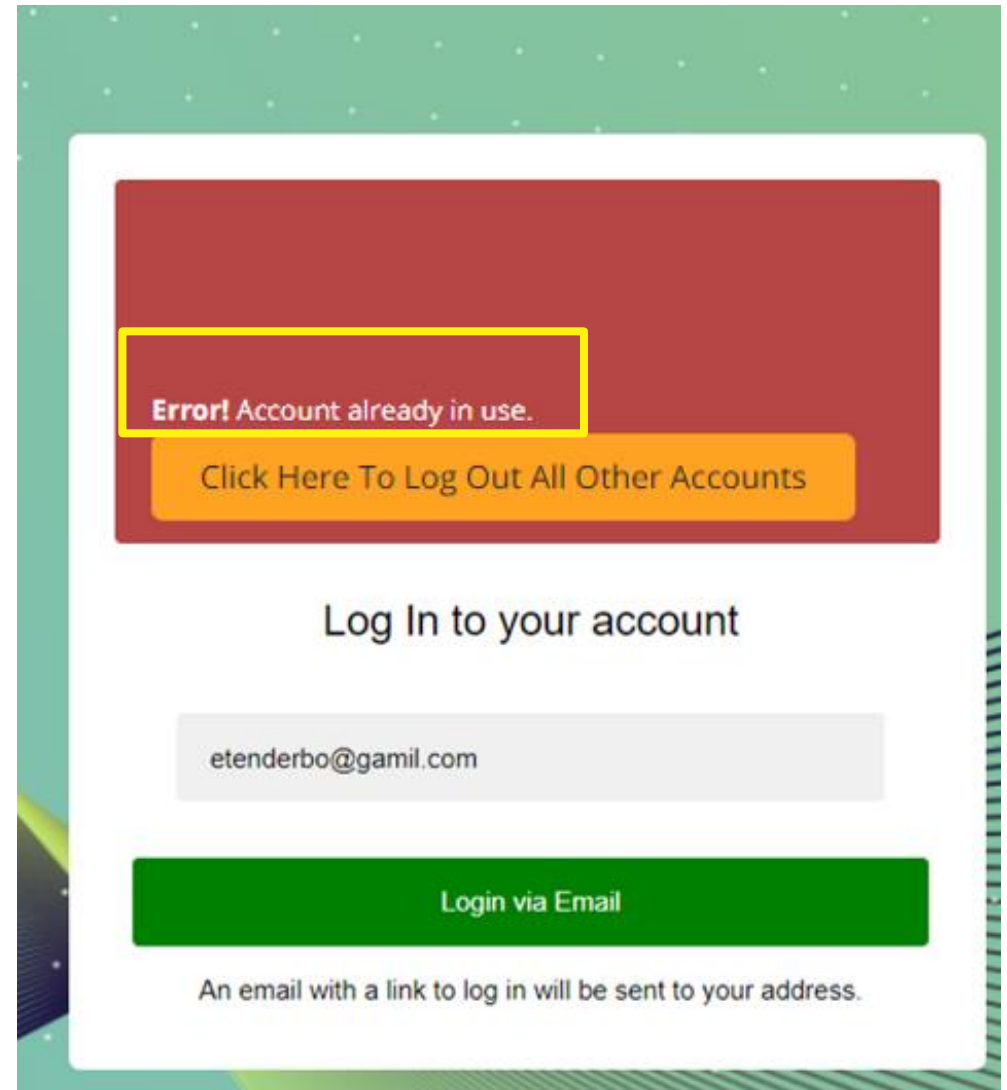
CHALLENGE #4: ACCOUNT ALREADY IN USE

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.



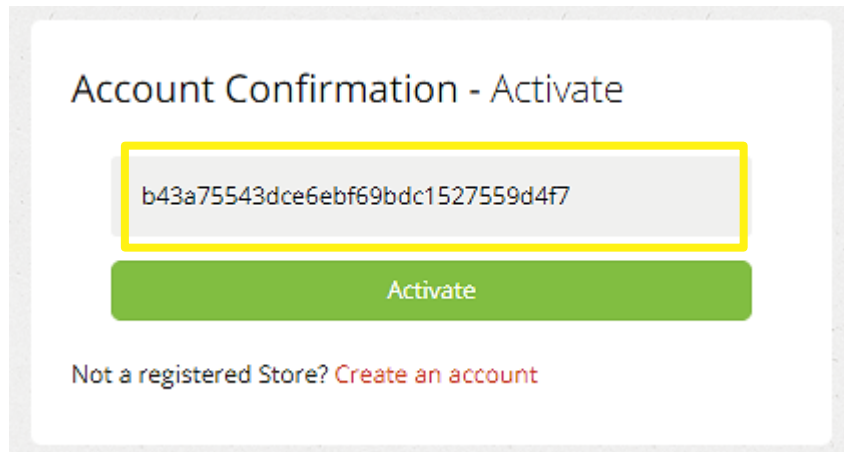
CHALLENGE #5: ACCOUNT ACTIVATION

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.

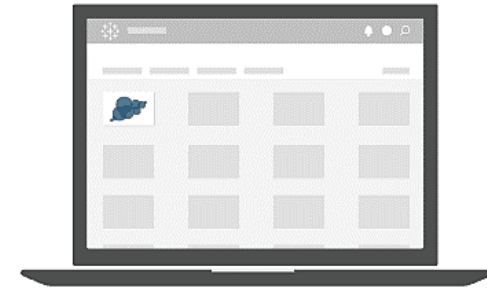


Account Confirmation - Activate

b43a75543dce6ebf69bdc1527559d4f7

Activate

Not a registered Store? [Create an account](#)



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