



GREATEST LITTLE ISLAND ON THE PLANET

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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:

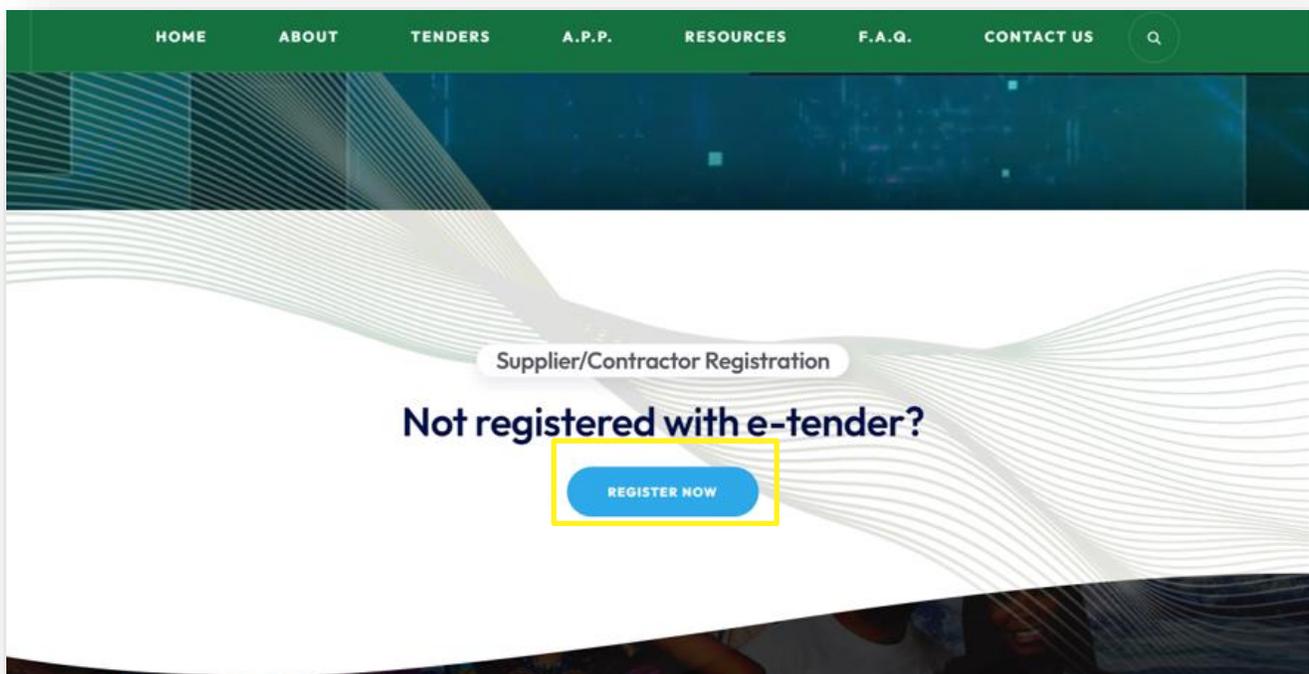
- Google Chrome
- Mozilla Firefox
- Safari

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

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" (with a placeholder "Full Name"), "E-mail" (with the value "johndoe@email.com"), "Username" (with a placeholder "username"), "Password", and "Confirm Password". At the bottom left, there is a "Previous" button. At the bottom right, there is a "Next" button. Below the "Account Information" tab, there is an "Upload Company Logo" section with a "Choose Files" button and the text "No file chosen".

- **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.

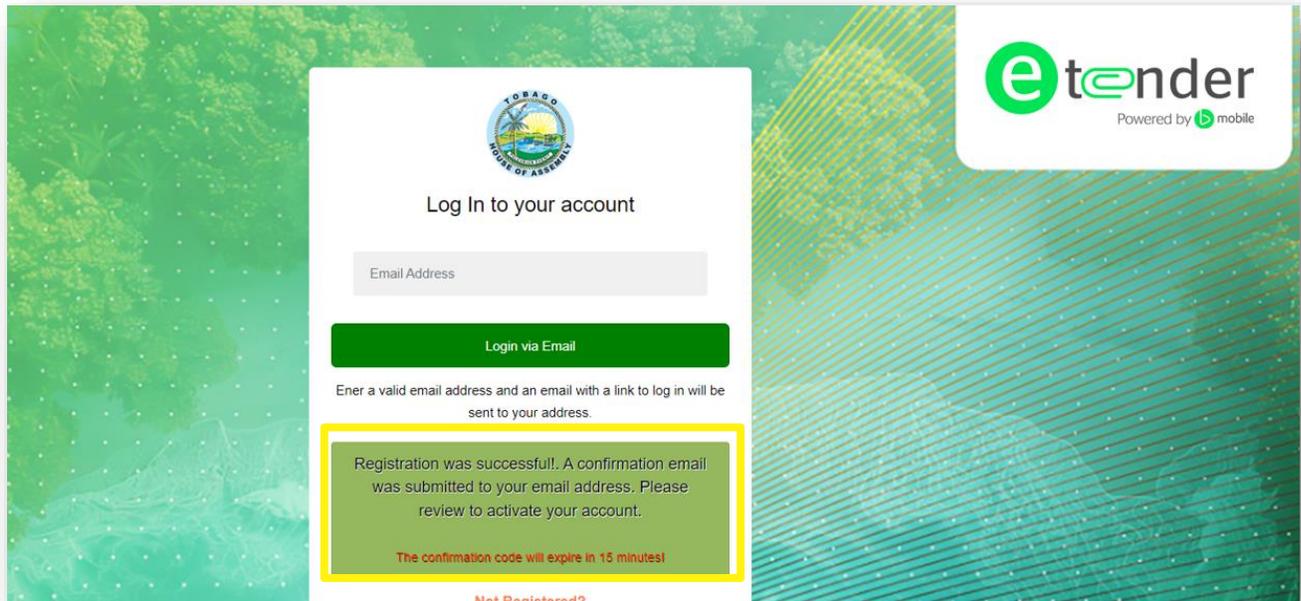
Next, answer the 2 security questions listed.

The screenshot shows the 'Register your Organization' page with the 'Security Questions' step highlighted in yellow. The progress bar indicates that 'Terms and Conditions', 'Company Information', and 'Account Information' are completed, while 'Security Questions' is the current step. Below the progress bar, there are two text input fields for security questions: '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, along with 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.

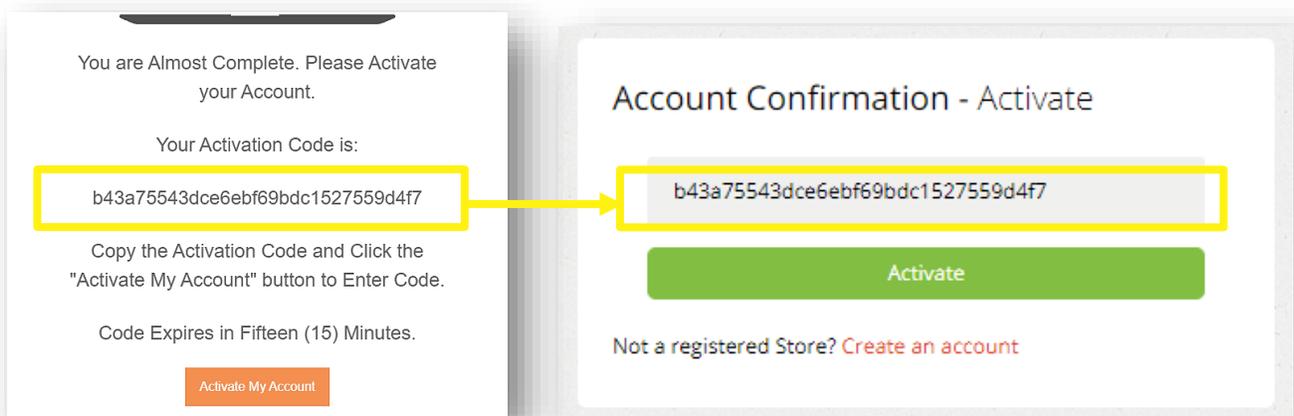
The screenshot shows the 'Register your Organization' page with the 'Confirmation' step highlighted in yellow. The progress bar indicates that all previous steps ('Terms and Conditions', 'Company Information', 'Account Information', and 'Security Questions') are completed. Below the progress bar, there is a message: '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, along with a green button labeled 'Register eTender Account' with a document icon. There are also links for 'Forgot your password?' and 'Already have an account? Login Here'.

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!