

Bidders Manual Two Envelop Bidding



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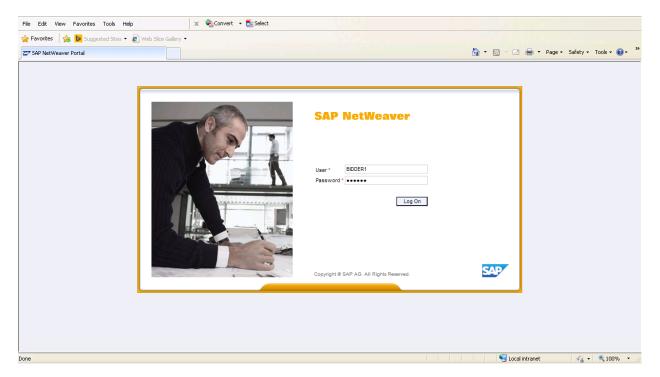
Purpose

The purpose of this document is to illustrate the SRM two envelop RFx response procedure by bidders

Bidding Procedure

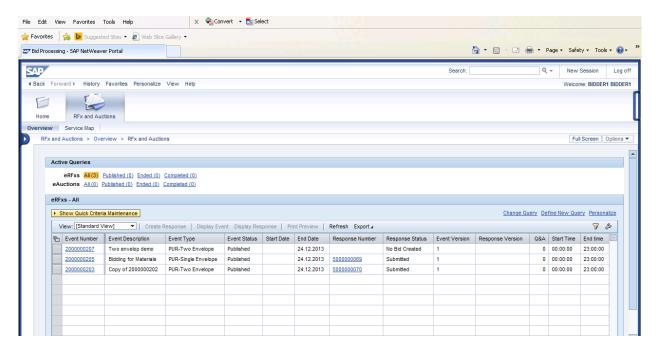
Section 1: View RFx details

1. Logon into the supplier portal by entering the appropriate user name and password

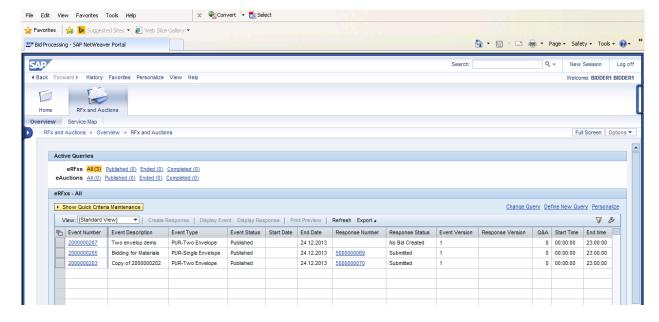




2. Traverse to the "RFx & Auctions" tab and go to the active queries sub-screen to view the RFx that is awaiting bidder participation. The column "Event type" is used to identify is the RFx is a single or two envelop process. Choose on "All', click on "Show Quick Criteria Maintenance" and clear all field, then click on apply.

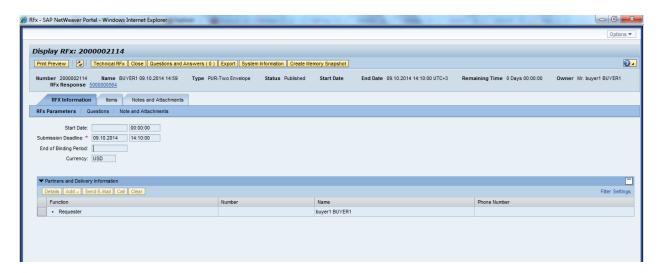


3. To view the active RFx that the bidder has to respond, click on the Refresh button

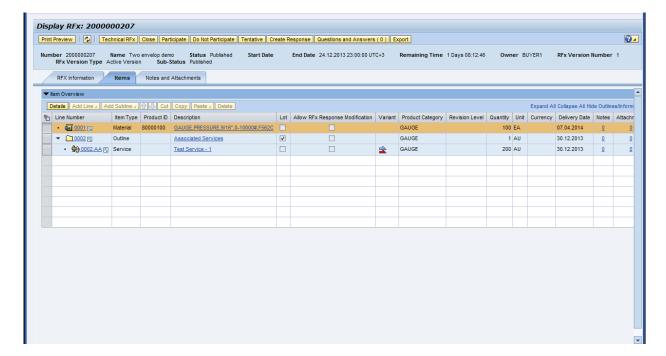




4. Choose the RFx for which RFx response (quotation) is to be placed and click on the RFx details

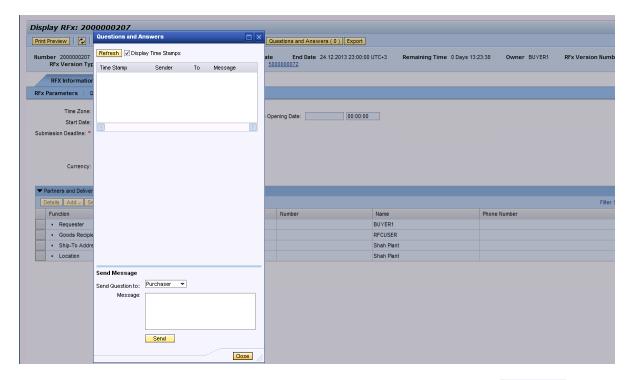


5. To view the line item in the RFx, click on tab



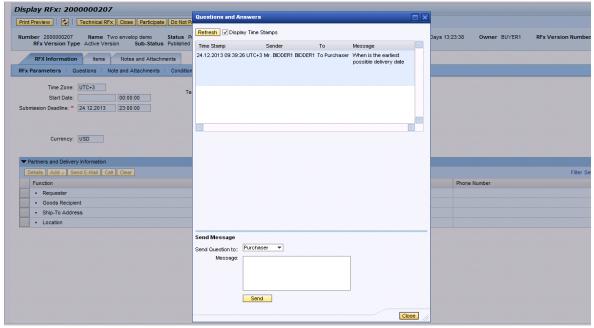


6. To enquire or request any additional information from the Al Hosn Gas buyer click on the Questions and Answers (0) button of the RFx response which will open question window.

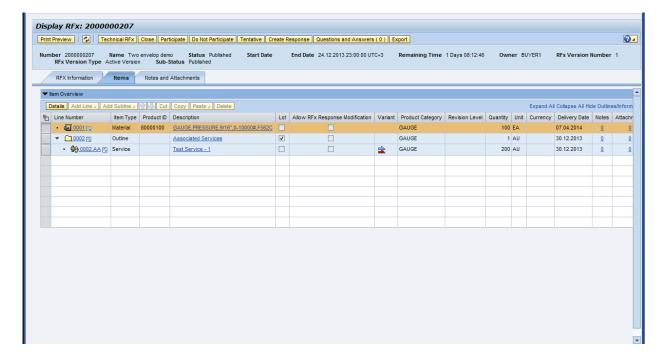


7. Key in the information required from the Al Hosn Gas purchaser and click on Send button



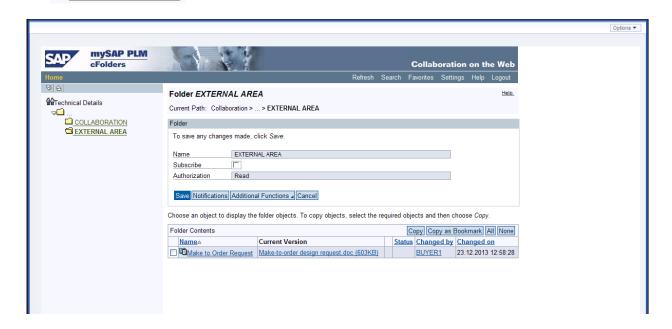


8. Click on the Technical RFx button in the two envelop bid to view the technical specification document showed by the Al Hosn Gas purchaser.

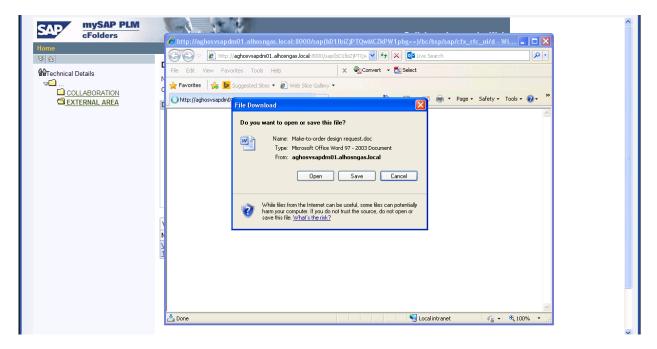




9. The documents shared by the purchaser to the participating bidders are placed under the folder **EXTERNAL AREA**

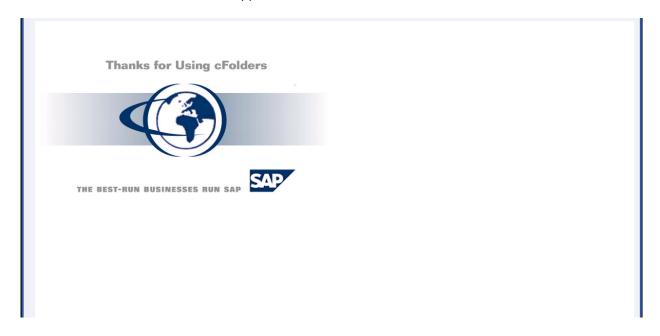


10. To view / save the attachment by the Al Hosn Gas purchaser with respect to that RFx, click on the attachment under external area folder.



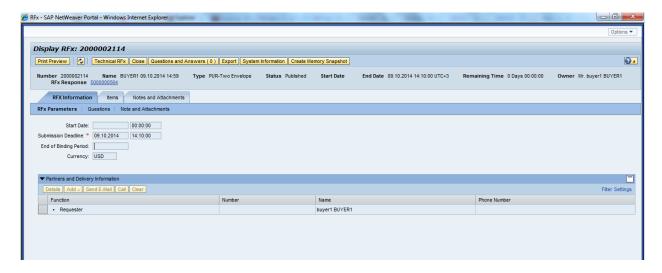


11. After successfully viewing / saving the files attached with the RFx, click on the Logout button of the C-Folders screen to exit the application and close this screen.



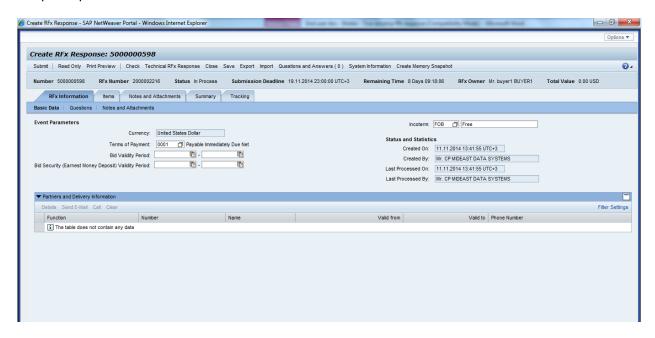
Section 2: Create RFx Response (Creating technical and Commercial Bid)

12. [Optional] Click on either Participate or Do Not Participate button to inform Al Hosn Gas the participation intent.





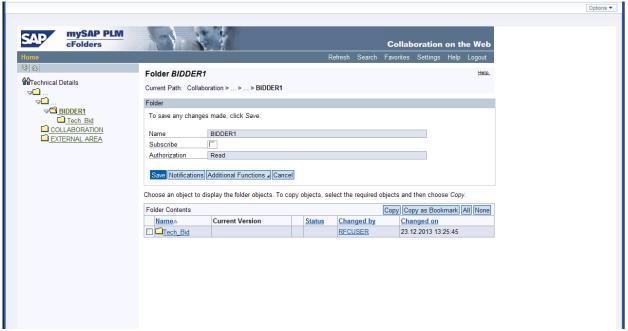
13. Alternately, click on Create Response button to directly create RFx response without informing participation intent



Note: The "Bid Security (Earnest Money Deposit) Validity period" and "Bid Validity Period" are mandatory in RFx response if bid security is required for the RFx.

14. To submit the technical RFx response for the bid, click on the button transfer you to the C-folders system where the technical specifications can be uploaded for review.





15. Click on the folder to traverse to the folder where the technical specifications document can be uploaded

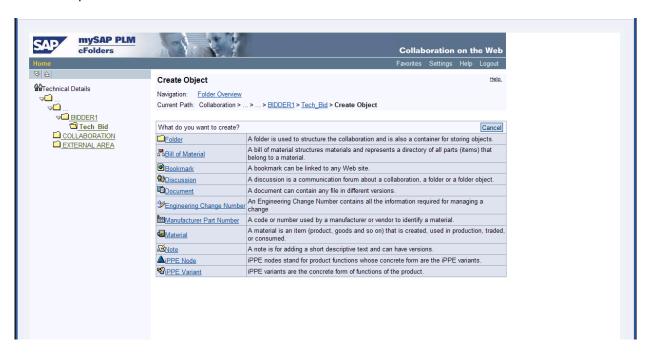




16. Inside the "Tech_Bid" folder click on the Create button to upload the technical specifications document.

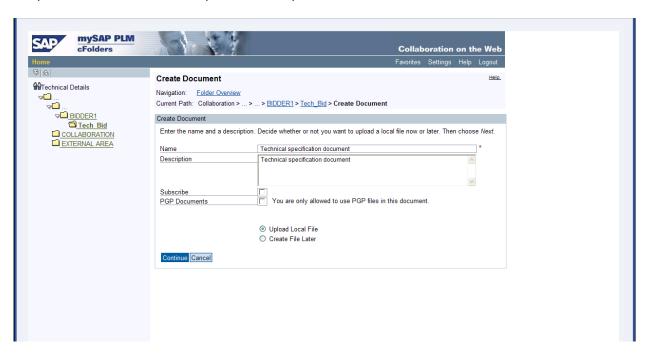


17. Choose option to attach the technical specification file available in the local desktop.





18. Enter the name and description of the file that you are going to attach and click Continue button to proceed with the technical specifications upload.

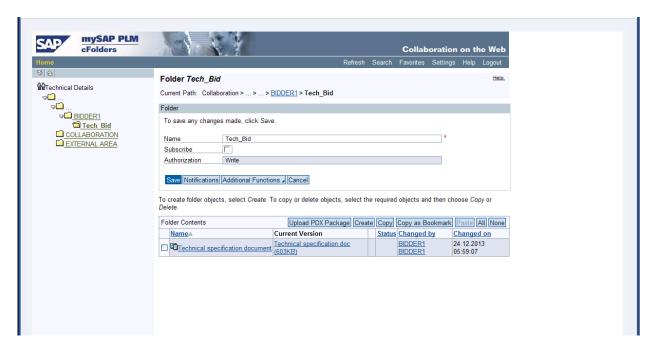


19. Click on the Browse... button to locate the technical specifications that need to submitted for review and click on the Save button to save the technical specifications to the RFx response



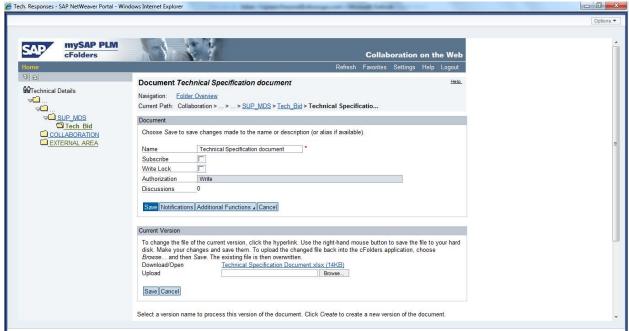


20. The uploaded technical specification can be viewed in the "Tech_Bid" Folder.

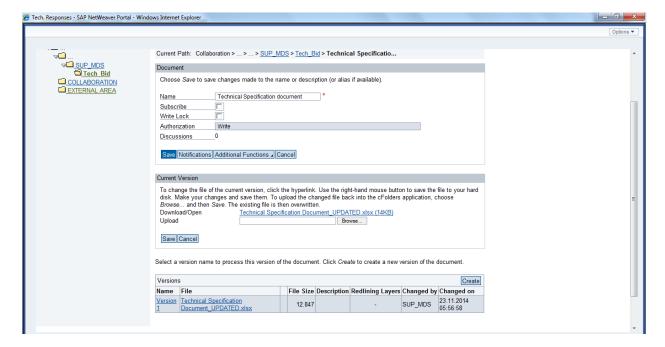


21. [Optional] The technical specification attached cannot be deleted but however the file attached can be replaced with a new file. To replace the attached file click on the "Name" of the file attached.



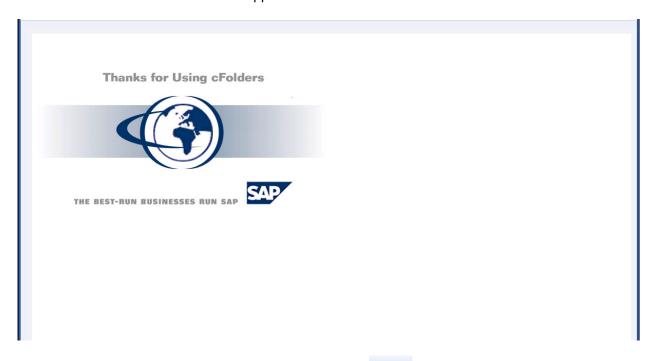


22. [Optional] Click on the Browse... button to choose the new file that needs to be attached and click on the Save button to save the new attachment. The old file will be replaced by the new file.

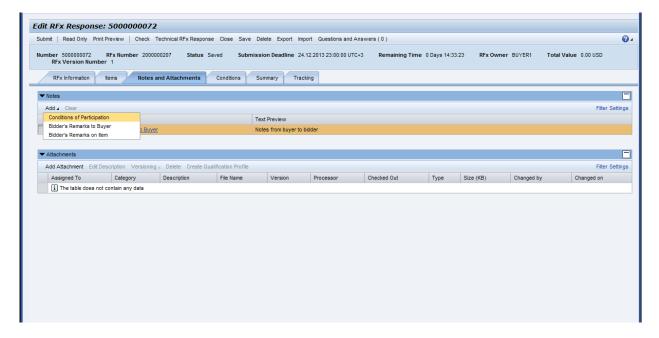




23. After successful saving the technical specification to the Rfx response, click on the Logout button of the C-Folders screen to exit the application and close this screen.

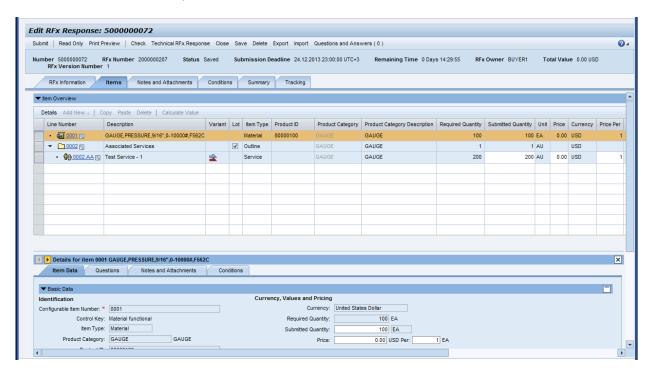


24. To add notes to the Al Hosn Gas purchaser click on the Add button and choose the appropriate type of text to be added within the Notes and Attachments tab of the RFx response.



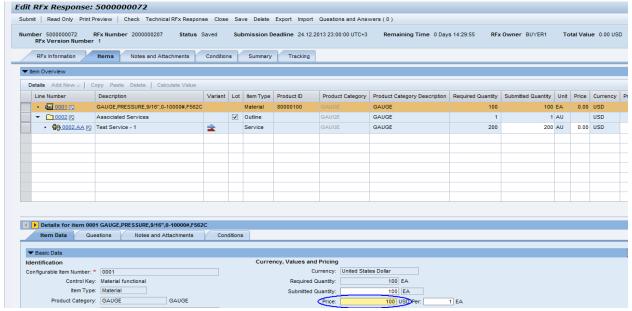


25. Click on tab to view the line items that are contained in the published RFx. To view the details of the line items published in the Rfx, choose the desired line item and click on Details

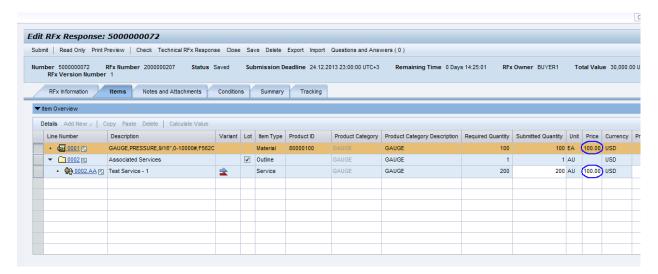


26. Enter the quotation price against the corresponding bid line items by inputting quote amount in the field "Price". (This method will allow entering price for each item individually)



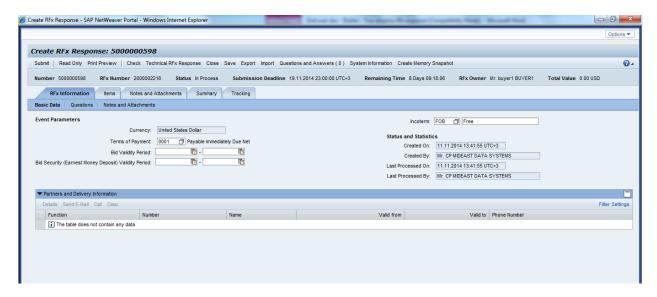


27. Alternately, if price can be entered at the overview level without viewing the details of each line item, enter the quote price in the field "Price" as shown below

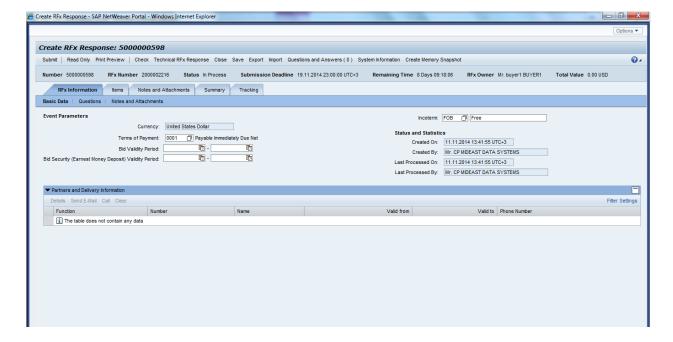




28. Click on the Save button to save the RFx response process temporarily. The Rfx response once saved can be edited at a later point of time and completed.

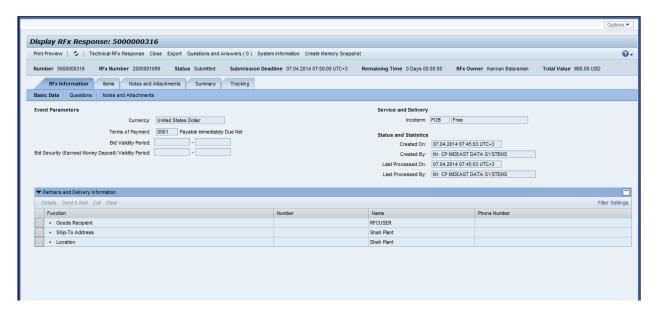


29. Once the RFx response has been completed, click on the errors. If there are no errors, the system will prompt that RFx response does not contain any error





30. After checking the RFx response click on the buyer. The system will inform successful RFx response submission



Result

You have successfully submitted the RFx response for two envelop bidding process.