

Step-by-Step Supplier Guide

to

Asia Pacific Electronic Procurement Network Electronic Government (e-GP) System

Part One - Introduction

This **Step-By-Step Guide** is provided to guide companies in using the In-tend electronic government procurement (e-GP) system. The system is being used by numerous countries across the Asia Pacific. This therefore provides an unrivalled opportunity for accessing bid opportunities for free from across the region. Please be aware that this means that each organisation in each country may be managing the processes in different ways, so precise configuration of each tender may vary.

Another user guide is provided to guide companies through the registration process onto the website.

After registering on the website, you will be able to maintain company information, return tender submissions and maintain company documentation in a secure area via the internet.

This guide is divided into the below parts:

Part One – Introduction

Part Two – Managing Company Details

Part Three – Finding Tender Opportunities

Part Four – Submitting a Bid

Part Five – Revising a Bid

Part Six – Questions and Correspondence

Part Seven – Tender History

If you require any additional information or help, please contact the In-tend Support Desk.

In-tend Support

Tel: +44 114 407 0065

Email: support@in-tend.co.uk

Part Two - Managing Company Details

After registration, any company information can subsequently be modified when logged in to the website, through the **Company Details** section on the top menu bar. From here any company information, contact details, company documents and business classifications can be modified.

Company Details

Details
Regional Information
Documents
Business Categories
Contact Details

Address
Company
Banking
Insurance
Other
Accreditation
Summary

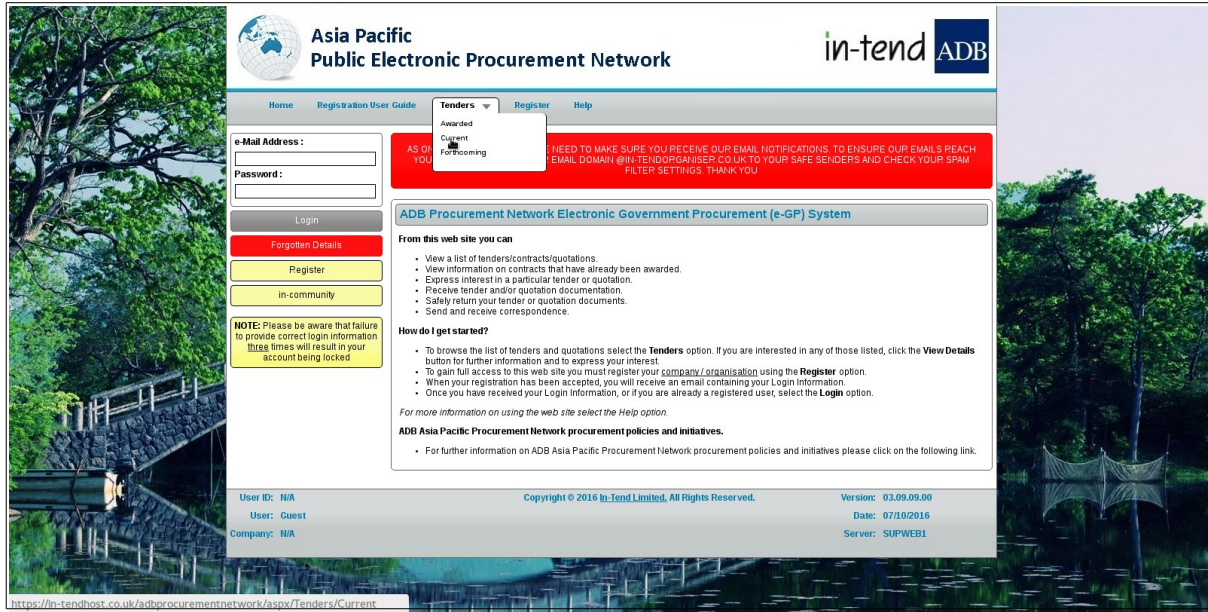
Company Name :	<input type="text" value="In-Tend Support Test Company"/>
Address Line 1 :	<input type="text" value="1 Wood Lane"/>
Address Line 2 :	<input type="text"/>
Town/City :	<input type="text" value="Derby"/>
County/State :	<input type="text"/>
Postcode/Zip :	<input type="text" value="DE3 1KL"/>
Country :	<input style="border-bottom: none; border-top: none; border-left: none; border-right: none; background: none; text-decoration: none; color: inherit; font-family: inherit; font-size: inherit; font-weight: inherit; padding: 0 5px;" type="text" value="United Kingdom"/> ▾
Telephone :	<input type="text" value="0135241874"/>
Fax :	<input type="text"/>
Website :	<input type="text"/>
Company e-Mail :	<input type="text"/>
Publish e-Mail :	<input type="text" value="stsa@in-tend.co.uk"/>
Health and Safety e-Mail :	<input type="text"/>

Key:

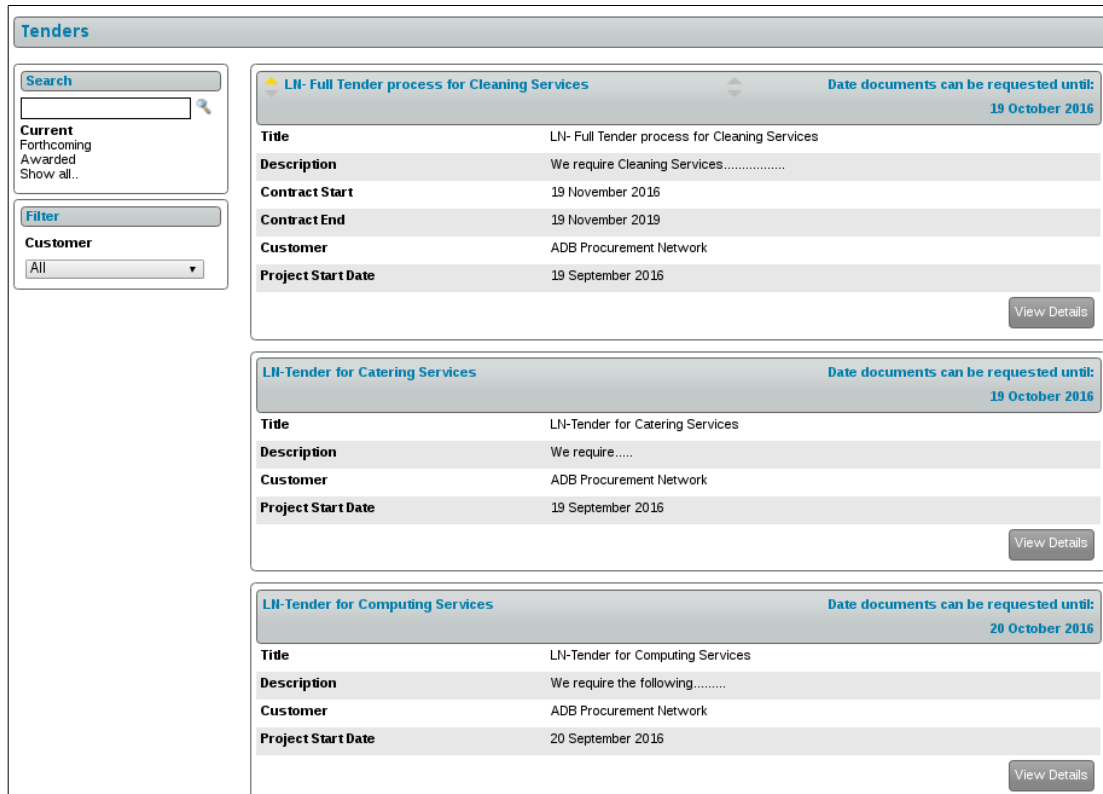
Please note that it is important that company details are kept up to date, particularly contact email addresses – email addresses must be correct in order to receive email notifications of ongoing tender participation and alerts of new tender opportunities.

Part Three - Finding Tender Opportunities

To access tender opportunities, hover over the **Tenders** section at the top menu bar and then click on **Current**. This will present a full list of current tender opportunities that are publicly available from any countries using the e-GP system.



To access the details of any tender that might be of interest, click **View Details**.



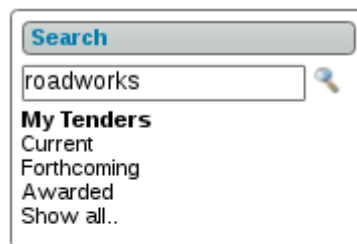
If there is an extensive list of public tenders available, it is possible to search through the database to identify any tenders of interest.

The search filter allows searching by simple keyword. The search can then be filtered based on the tenders that are desired:

Current – all public tenders

Awarded – any tenders that have been completed and the contract has been awarded

My Tenders – all tenders that the company is associated with



The tenders can then also be filtered down based on the specific purchasing entity. Clicking on Customer will bring up a selection of the purchasing entities that are registered to publish tenders through to the website.

Asia Pacific Public Electronic Procurement Network

in-tend ADB

Search: roadworks

My Tenders
 Current
 Forthcoming
 Awarded
 Show all..

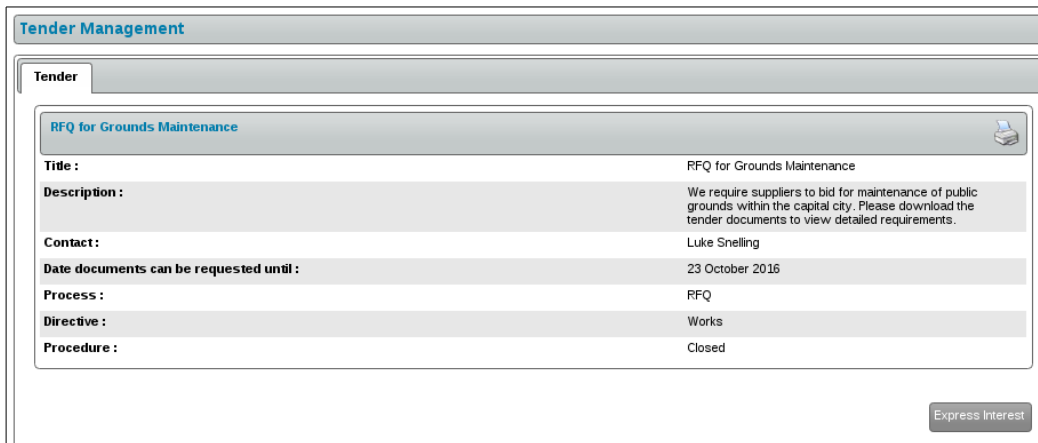
Customer: [Dropdown Menu]

- All
- Asia Pacific Public Electronic Procurement Network
- Cambodia
- Central Procurement Unit
- Cook Islands
- Electric Power Coporation
- Fiji**
- Land Transport Authority
- Marshall Islands
- Micronesia
- Ministry of Natural Resources & Environment
- Myanmar
- Tonga
- Tuvalu
- Vanuatu
- Water and Sanitation
- Western Samoa
- All

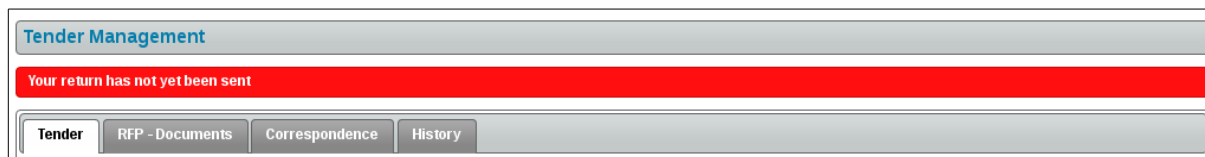
User ID: N/A Copyright © 2016 In-Tend Limited. All Rights Reserved. Version: 03.09.09.00
 User: Guest Date: 07/10/2016
 Company: N/A Server: SUPWEB1

Part Four - Submitting a Bid

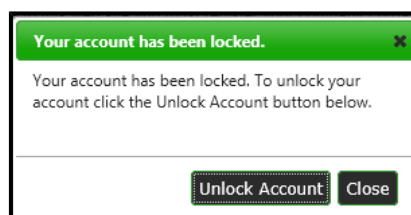
From this area, clicking **Express Interest** will allow more details of the tender to be viewed and will allow the downloading and viewing of any tender documents. Expressing interest can only be completed by companies with an account registered on this website.



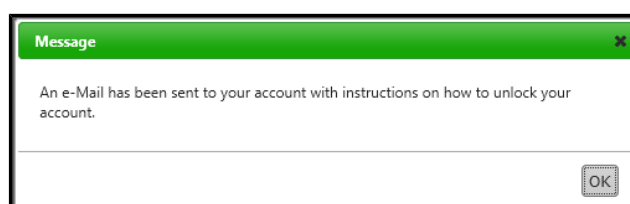
Once expressing interest in the tender, a red bar will provide an instant status of the tender. For example, "Your return has not yet been sent".



When logging in to the website to express interest, please note that three failed log in attempts will lead to the account being locked. Please click the **Forgotten your Password** button to prevent the account being locked. This can be unlocked by clicking the "Unlock Account" button.



An email will be automatically sent to the registered email address containing a link which can be used to unlock the account.



After logging in to the website, clicking on the My Tenders area (by hovering over Tenders) will bring up the list of tenders that the company is participating in. Clicking **View Details** will present the details of the selected tender.

Tender Management

Your bid has been reopened to allow a subsequent return.

Tender | Quote Documents | Correspondence | Clarifications | History

How To Attach & Submit Documents

1. If any mandatory documents have been requested, they will be shown in the My Tender Return section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the My Tender Return section. It is mandatory that any Questionnaire's must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the My Tender Return section (if available). These will then appear in the My Tender Return section.

NOTE : Large files may take some time to upload.

4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Server Time : Due Date : Time Remaining :

Tender Details

Stage Name	Quote Documents
Closing Date	19 October 2016
Project Title	<u>LN-Tender for Catering Services</u>
Project Description	We require

Tender Documents Received - Main	Description	Options
Quotation Request.docx		<input type="button" value="View"/> <input type="button" value="Download"/>
Standard Terms of Engagement.docx		<input type="button" value="View"/> <input type="button" value="Download"/>

My Tender Return - Main	Description	Options
Health And Safety	Please upload your Company Health and Safety policy	<input style="background-color: #ff0000; color: white;" type="button" value="Upload Document"/>

Select documents you wish to add to the My Tender Return section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

The below tabs will be visible:

Tender: Basic overview of tender details.

Second tab (e.g. "Quote Documents" - name may be specific to tender): Tender documents and bid submission area.

Correspondence: Feature for sending questions or messages to the purchasing entity.

History: Brief overview of the company's historical involvement in this tender.

The screenshot shows a web interface for 'Tender Management'. At the top, a red banner states 'Your return has not yet been sent'. Below this are four tabs: 'Tender', 'RFP - Documents', 'Correspondence', and 'History'. The 'Tender' tab is active, displaying details for a tender titled 'RFP - Security'. The description includes a placeholder '[INSERT TEXT]' and instructions for suppliers to submit quotations. Key details include: 'Date documents can be requested until: 15 May 2016', 'Process: RFQ', 'Directive: Works', and 'Procedure: Open'.

Clicking on the second tab (e.g. "Quote Documents") presents a few key areas:

How to Attach and Submit Documents: Brief guidance on how to upload any documents required and submit the bid.

The screenshot shows a section titled 'How To Attach & Submit Documents' with the following instructions:

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.

NOTE : Large files may take some time to upload.

4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Server Time: The server time will display the current time and time of the bidding deadline. This will be in the local time of the purchasing entity, but the time zone may also be shown.

The screenshot displays the following information:

- Server Time:** 20 Oct 2016 02:54:59
- Due Date:** 23 Oct 2016 17:00:00
- Time Remaining:** 3 Days 14 Hours 5 Minutes 1 Second
- Time Zone:** (12) NZDT - New Zealand Daylight Time

Tender Documents Received: View and/or download tender documents provided by the purchasing entity, e.g. technical specifications, etc

Tender Documents Received - Main	Description	Options
Quotation Request.docx		View Download
Standard Terms of Engagement.docx		View Download

My Tender Return*: The bidding documents that will be submitted. Please note that if any specific bidding documents have been requested by the purchasing entity, they will be shown in this section with a **Red** upload button. These are mandatory, so a document must be uploaded before the bid can be submitted. Any other documents can be provided through the Attach Documents button within the My Tender Return section at the bottom of the screen. If a questionnaire or online form is required for completion, it will be shown in **Red** and marked as Not Started in the My Tender Return section. It is mandatory that any questionnaires or online forms are completed before the bid can be submitted.

My Tender Return - Main	Description	Options
General	Please upload your technical proposal	Upload Document
Quotation document	Please upload your pricing proposal	Upload Document

Attach Documents (if available): Any additional documents may be uploaded as part of the bid. These will be uploaded into the My Tender Return section.

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

Attach Documents

Submit Return: The bid can be submitted once all required documents have been uploaded. A bid value might be required to be provided – the purchasing entity may simply request this is provided within the bid documents submitted.

Submit My Return

Bidding Details:

Value:

Currency:

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

Submit Return

*If the My Tender Return area is not visible, a confirmation of involvement may be required.

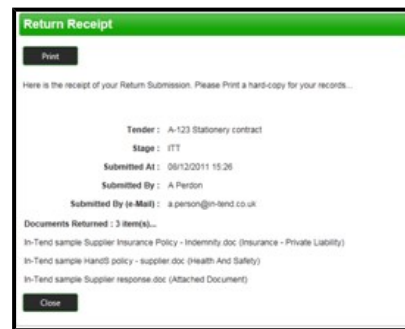
Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

By clicking Opt In, the My Tender Return area will now be available. This should only be done with the intention of submitting a bid. Opting out then ensures that future communication will not be received regarding this tender.

Once the bid has been submitted, a **Return Receipt** will be presented, which confirms all the details of the bid submission. This will always be available to view within the **History** tab of each individual tender.



Part Five - Revising Bid

Returning to this screen in future will present the bid that has been submitted, with the submitted documents available.

If for any reason the bid needs to be revised, this can be achieved on this page by clicking on Modify Return. This will allow the documents and bid value to be replaced. Please be aware that this will override the initial bid, so any documents that should be considered as part of the bid must be submitted as part of the new bid. When revising the bid, make sure to click Submit Return again to send the revised bid.

Return Submitted

You have made a previous return for this tender on **21 September 2016**

It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.

You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

Part Six – Correspondence and Questions

The correspondence feature allows any sending or receiving of communication with the purchasing entity. Correspondence can be conducted at any time, but may be used for asking questions during the tender process or for receiving any further information or documents from the purchasing entity.

On the homepage of the website when logged in, any unread correspondence will be highlighted in red – this link can be clicked on to view any messages. Whenever correspondence is received, an email notification will be sent to the registered email address. However, the content of the message can only be viewed upon logging in to the website.

User: Luke Snelling
Company: Barter Trading

Logout

in-community

Asia Pacific Public Electronic Procurement Network e-GP System

You currently have:

- **2 pieces of unread correspondence**

What do I do next?

- To see a list of all tenders you are involved in click **My Tenders** under **Tenders**. This is where you will be able to view any documents you have been sent, **make your return** and check your progress on the tender
- To express interest in a tender click the **Tenders** button from the menu bar at top of the page. From here you will have access to a list of tenders. Select the **View Details** button and from here you can express interest via the **Express Interest** button
- To view the history of your correspondence click the **Messages** button.
- To send correspondence click the **Messages** button and select **Send Correspondence**.

To send any questions to the purchasing entity, click on the Correspondence tab when viewing the tender.

Tender | Quote Documents | Correspondence | History

Within this area, click Create Correspondence on the bottom of the screen.

Tender Management

Your return has not yet been sent

Tender | Quote Documents | Correspondence | History

Search

Received
Sent
Unread
Read
Show all..

Filter

Stage
None

Options

Create Correspondence

Please note : The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details.

Date Subject

- there is no correspondence that matches your criteria -

The creation of a message is very similar to sending an email – it requires a subject line and a message. Any documents can then be attached and the message sent by clicking Send.

When messages are then received, this can be viewed. Separate tabs are available for viewing/downloading any documents received or replying to the message.

Part Seven - Tender History

Within each individual tender, the final tab is dedicated to highlighting the entire history of the company within each individual tender. This includes all key actions and dates. When bids have been submitted, the receipt provided as evidence will be available and can be re-downloaded from here at any time.

Date	Description
03 Oct 2016 09:56	Supplier contact 'Luke Snelling' has Viewed/Downloaded tender level attachments
03 Oct 2016 09:56	Supplier contact 'Luke Snelling' has Viewed/Downloaded tender level attachments
03 Oct 2016 09:55	Supplier contact 'Luke Snelling' has sent us your return for Stage 'Tender Invitation'
03 Oct 2016 09:55	You have opted in for Stage 'Tender Invitation'
03 Oct 2016 09:55	Your return was opened by us for Stage 'Tender Invitation'
03 Oct 2016 09:54	Supplier contact 'Luke Snelling' has Viewed/Downloaded tender level attachments
03 Oct 2016 09:54	Supplier contact 'Luke Snelling' has Viewed/Downloaded tender level attachments
03 Oct 2016 09:51	Supplier contact 'Luke Snelling' has Viewed/Downloaded tender level attachments
03 Oct 2016 09:48	Supplier contact 'Luke Snelling' has Viewed/Downloaded tender level attachments
03 Oct 2016 09:48	Supplier contact 'Luke Snelling' has Viewed/Downloaded tender level attachments

If you require any additional information or help, please contact the In-tend Support Desk.

In-tend Support
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