USER MANUAL

Bid Submission (Supplier)

Electronic Government Procurement System – eGP System

Provider: *Joint Venture of Tenece Professionals and Nextenders (India) Pvt. Ltd.*

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Introduction

This document serves as a manual for supplier users, providing step-by-step instructions for each function within the Electronic Government Procurement System (e-GPS) – Bid Notice Module.

Bid Notice Module is part of e-GPS. This manual focuses on process of Bid Notice for supplier users. This manual guides the supplier users to view, download, print, send request to participate and add bid notice to my opportunities for different the modes of procurement.

System Structure

e-GPS – Bid Notice is a module of larger web application Electronic Government Procurement System (e-GPS) that can be accessed anywhere in Zimbabwe as long as an internet connection is available.

Web Browsers that can Access the System:
- Google Chrome
- Mozilla Firefox
- Edge
- Safari

Main Users of the System:

Bid Notice module form Supplier two Types of users; (1) Supplier Coordinator (2) Supplier User.

Login Access:

Suppliers Coordinator can sign up and create their usernames. The Supplier Coordinator will in turn create logins for Supplier Users. A valid login ID and password is required before they can perform any of the items listed below. For sign up and creation of supplier user login ID, please refer User Manual – Supplier Registration.

User Access Rights:

The users are entitled to perform the following access or commands in Bid Notice modules:

Stakeholder Name	Role
Supplier	• Add Bid Notice to My Opportunities • Request to Participate • Acceptance/Refusal of Award Notice by Supplier

Getting Started

This section will illustrate the step- by- step walkthrough of the system from initiation trough exit. The logical arrangement of the information shall enable the procuring entity users, Oversight Users, Auditors users to fully understand the flow and functionality of the system.
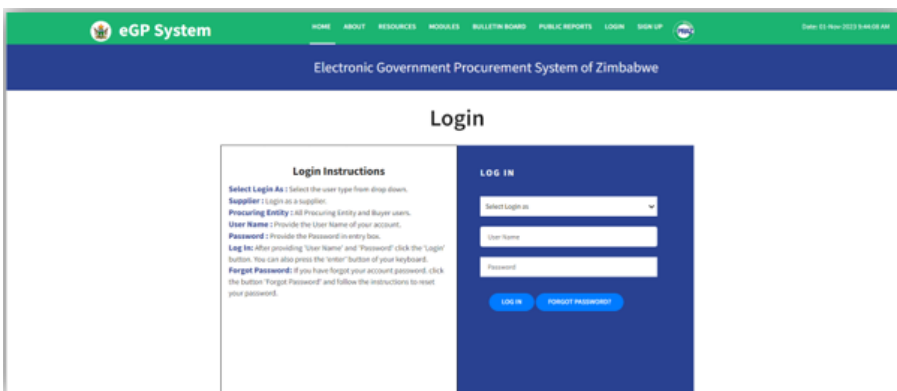
Part I. Accessing e-GPS.

Landing Page and Login of Suppliers Users

Step 1: User intended to participate in a tender for the matching registered category need to visit website https://egp.praz.org.zw .

Step 2: Click on "**LOGIN**" option.

Step 3: In first box of drop-down field, choose Log in type as "**Supplier**". Enter username in the second box and In third box type the password then select "**LOG IN**" button.

Part II. Bid Notice Access and participation.

   A. _Add Tender to My Opportunity & Prepare Response_

Step 1: Supplier User/Supplier coordinator login into system and click on "**Menu**" and then select "**Bulletin Board**" menu.
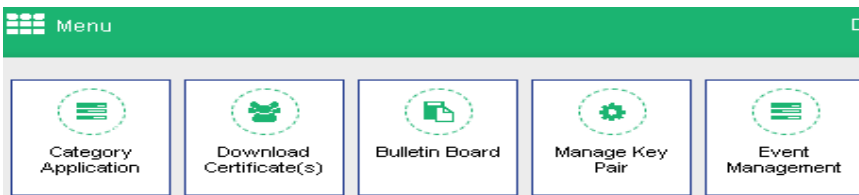
Step 2: Click on "**Latest Tenders**" sub menu. System will display open tenders list.

Step 3: select "**Latest Tenders**". This will display open opportunities tab bulletin board page.

Step 4: User either can search the tender or can directly go to the tender. Click on "**Add to My Opportunities**" option from action column.

Step 5: Clicking Add to My Opportunities, The System will ask for confirmation "Do you want to Add Tender to My Opportunities?".

Click YES to confirm. The tender will be available in "My Opportunities" tab under the "Event Management".

*If not registered under the required category, system will **STOP** you to add the tender to the "My opportunity" list. Click on "OK" to close the box.*

Step 6: Once the tender is added to "My Opportunities" select the tender to participate and click "**Prepare Response**" from dropdown under Action column. System will redirect to prepare response page.

Step 7: Click Select Response Dropdown to select the response type options either as "**Individual**" or "**Joint Venture**" and click on "**Submit**".

Step 6: The system will ask for confirmation as "Are you sure you want to response as Individual or Joint Venture" with Yes or No options.

Click YES to save the option and the system confirmed as "Response type saved successfully".

Step 8: Clicking "OK" system will redirect to terms and condition page where user needs to mandatorily accept. Click "**Accept & Continue Bidding**". System will redirect to the bidding page where user need to fill bidding templates (technical & Price) along with the different fees.

Step 9: Pay the different fees by clicking "Make Payment" option. (Option for Bank guarantee/Bank Check is missing)

Step 10: Select your desired payment currency(USD/ZWL) and check the disclaimer. Then click on proceed to payment.

Complete all the required Payment and click on "Continue" button. System will redirect to the bid response page.

Step 11: In bid response page, user needs to fill up the response templates or upload the response in the uploadable templates as required. The possible template contains eligibility, technical and financial information to be filled out.

Step 12: i) Click on Upload Document under action column to upload the file.

Sr. No.	Template Group Name	Organization Name	Document Name	Action	File Name
1	Eligibility	Sunshine Org	Compliance	Upload Document	Pending

ii) System will display a menu to upload the file. Click on "Choose File" to select and upload the file. File with extension mentioned will only be allowed to upload.

iii) Click on template icon under "**Template**" action column. System will display the template as given below.

Sr. No.	Template Name	Template	Status
1	List of Equipment	📄	Pending
2	Technical	📄	Pending

Financial

Sr. No.	Template Name	Template	Status
1	Price Bid From PR	📄	Pending

Template View:

Place Bid   Back

Template Name : List of Equipment

Encrypt

Show 10 ∨ rows per page.   Prev 1 Next

0	C0	C1	C2	C3	C4
1	Sl No	Machinery Required	List of equipment	Minm No Rqd	Compliance
2	1	Mach 1	eqpmnt 1	12	
3	2	Mach 2	eqpmnt 2	20	
4	3	Mach 3	eqpmnt 3	15	

iv) Fill the required fill and click on "**Encrypt**" and then "**Save**" to save the template.

Place Bid   Back

Template Name : List of Equipment

Encrypt

Show 10 ∨ rows per page.   Prev 1 Next

0	C0	C1	C2	C3	C4
1	Sl No	Machinery Required	List of equipment	Minm No Rqd	Compliance
2	1	Mach 1	eqpmnt 1	12	
3	2	Mach 2	eqpmnt 2	20	
4	3	Mach 3	eqpmnt 3	15	

Same way fill the "**Price Bid**" template and "**Encrypt**" and "**Save**".

Place Bid   Back

Template Name : Price Bid From PR

Encrypt

Show 10 ∨ rows per page.   Prev 1 Next

0	C0	C1	C2	C3	C4	C5	C6	C7	C8	C9
1	Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	VAT	Total Price	Total Rate
2	1	56101504-CM-W01	CHAIR,monobloc, white, with backrest, w/o armrest	CHAIR,monobloc, white, with backrest, w/o armrest	20	No				
3	2	56101504	Chairs	Chairs	15	No				
4	3	56111806	Swiveling barber chair	Swiveling barber chair	40	No				
5									Total = 0.0000	

Step 13: Click on the mandatory disclaimer checkbox and then click on "**Submit Bid Response**".

Sr. No.	Template Name	Template	Status
1	Price Bid From PR	📄	Pending

☑ I certify that each of the documents uploaded in satisfaction of the bidding requirements is complete, and all statements and information provided herein are true and correct. *

Submit Bid Response

Step 14: Clicking "**Submit Bid Response**" button, System responds with the message as shown below.

Bid Submission Confirmation

Please confirm if you want to submit the bid. After submission, you will allowed to withdraw and rework up to tender closing schedule.

YES   **NO**

Click "YES" to submit the bid for which the system responds with a message as "**Bid submitted successfully**". Click "OK" to close the message box.

Successful

Bid Submitted Successfully. Please View/Print your bid receipt and click on Done to complete

OK

Click on NO to reject the submission.

Step 15: System will redirect to the submission "View" page from where user can take a printout (If required). Click on "Done" at the bottom of the page to complete the bid submission.

The System redirect to My Opportunities under Event management and the Status changed to "Submitted".

Once submitted the bid, users can Change Response Type, Modify Bid, Withdraw Bid and View Summary report.

B. *Modify, Withdraw and Change response type of a Bid Response*

I. *MODIFY BID.*

Step 1: Click "**Modify Bid**" action available under action column of "**My Opportunity**" tab. The system will ask for confirmation. Once confirmed, system will allow to modify the submitted bid and will enforce to accept the Terms & Conditions again.

Step 2: Click Accept & Continue Bidding.

Step 3: System will display the submitted filled templates on the response page with completed status.

Step 4: Click on the template icon to required to modify. System will display the template in encrypted form.

Step 5: Click on "**Decrypt**" to decrypt the filled template data.

Step 6: Modify the required field and click on "**Encrypt**" again followed by "**Save Bid**".

Step 7: Click on the mandatory disclaimer checkbox and then click on "**Submit Bid Response**". System will ask for a confirmation and will redirects to View page.

Step 8: Click Done and the System redirects to My Opportunities page and the Status changes to Modified.

II. CHANGE RESPONSE TYPE

User intended to change the response type from Individual to Joint Venture or vice a versa is allowed in the system even after submission of the response before the closing date. To avail the facility, following steps need to be performed.
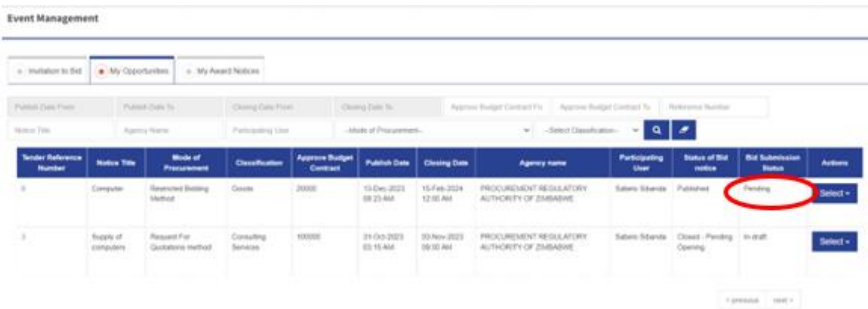
Step 1: Click "**Change Response Type**" action available in the action column
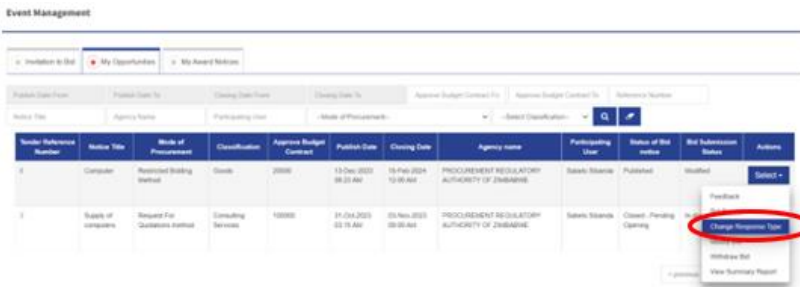
Step 2: The system responds with a message "The Change Response Type Selected Tender will discard the bid response data of the In-draft/Submitted status. Do you want to continue?"
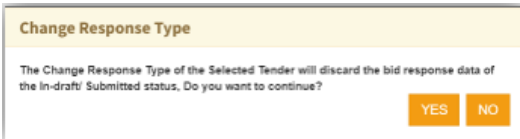
click "**YES**" to continue and the System redirects to the "**My Opportunities**" page with the Bid Submission Status changes to "**Pending**".

Step 3: Click Select dropdown and select Prepare Response.

Step 4: Click Prepare Response.

Step 5: Refer to Step 7 to 15 of section *A: Add Tender to My Opportunity & Prepare Response*

III.   WITHDRAW BID

A successfully submitted bid can be withdrawn before the closing date and time. Once withdrawal, the bid cannot be rework or resubmit. Status will change to "Withdrawn" To withdraw bid following steps need to be performed.

Step 1: Click "**Withdraw Bid**" from the list of dropdowns under action column

Step 2: The system will ask for confirmation as "Are you sure you want to withdraw your bid? By clicking YES, your bid will be withdrawn and you will not be allowed to participate in the tender again".

Step 3: If yes click YES and the System redirects to My Opportunities with the Bid Submission Status changed to "**Withdrawn**".

IV. VIEW SUMMARY REPORT

A summary of the tender once opened can be viewed by the suppliers who has participated in the tender process. To view the tender summary report, follow the steps below.

Step 1: Click "**View Summary Report**" from the dropdown available under action column against a opened tender.

Step 2: The System responds with the summary report.

Tender Id	32
Notice Title	Project4 for Demo in Training session
Estimated Value	US$ 4,500,000.00

Lot Item Details

UNSPSC Code	Lot Name	Lot Description	Quantity	Unit of Measure
43211522	Laptops	Laptops	45	Each
43211523	Laptops	Laptops	56	Each

Bid Opening (LCS) Summary View

S.No.	Organization Name	Bid Form Fee	Bid Received	Opening	Remarks
1	asdfv		19-Dec-2023 11:04 AM	FAIL	no tax clearance
2	Sun Shine PBC		19-Dec-2023 11:23 AM	PASS	good

Step 3: User can take a printout of the same or click on back to go back to dashboard.

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