



# USER MANUAL

## Bid Submission (Supplier)

### Electronic Government Procurement System – eGP System

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



*The information contained in this document is private and confidential and intended only for the use of eGP System of PRAZ. The contents of this documents should not be used before prior authorization of PRAZ.*

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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	<ul style="list-style-type: none"><li>• Add Bid Notice to My Opportunities</li><li>• Request to Participate</li><li>• Acceptance/Refusal of Award Notice by Supplier</li></ul>

## Getting Started

This section will illustrate the step- by- step walkthrough of the system from initiation through 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.

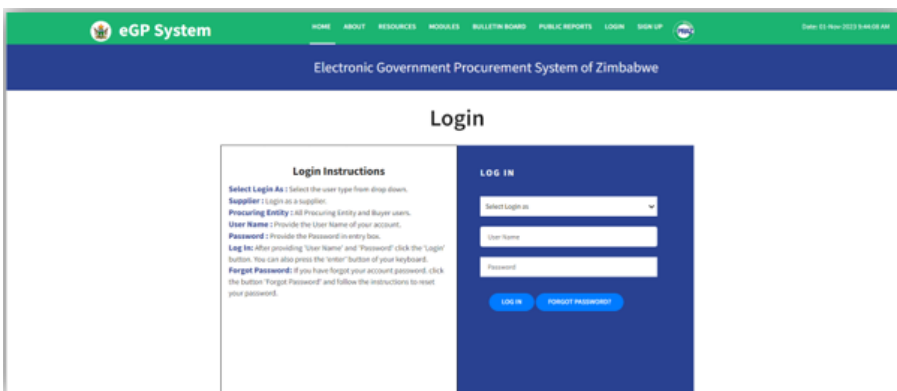
### Part I. Accessing e-GPS.

#### 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://ego.praz.org.zw>.



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



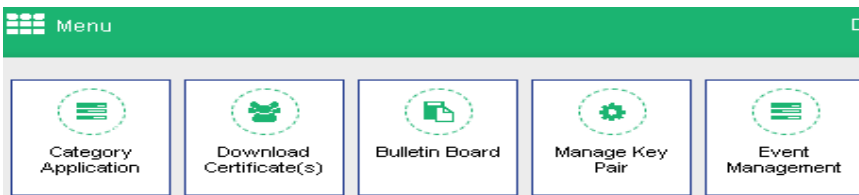
**Step 3:** In first box of drop-down field, choose Log in type as **“Supplier”**. Enter username in the second box and In third box type the password then select **“LOG IN”** button.

The screenshot shows a blue login form titled "LOG IN". It contains three input fields: a dropdown menu labeled "Select Login as", a text box labeled "User Name", and a text box labeled "Password". Below the fields are two buttons: "LOG IN" and "FORGOT PASSWORD?". Red annotations with arrows point to each field: "User needs to select Login type" points to the dropdown, "User needs to enter their Username" points to the User Name field, and "User needs to enter their password" points to the Password field. Red placeholder text is visible below each field: "Please Select login as", "Please enter Username", and "Please enter Password".

**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.

**Bulletin Board**

Latest Tenders | Past Tenders | Annual Procurement Plan

Tender ID: Notice Title: Procurement Method: Class of Procurement: Procuring Entity: Publish Date: Closing Date: Search

Tender ID	Notice Title	Procurement Method	Class of Procurement	Procuring Entity	Publish Date	Closing Date	Status	Action
64	TEST 83	Direct Procurement Method	Work (Complex Works)	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	05-Jan-2024		Published	Select
25	Computer	Restricted Bidding Method	Consulting Services	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	26-Dec-2023		Published	Select

**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.

**Bulletin Board**

Latest Tenders | Past Tenders | Annual Procurement Plan

Reference Number: Notice Title: Mode of Procurement: Classification: Agency Name: Publish Date From: Publish Date To: Closing Date From: Closing Date To: Search

Tender Reference Number	Notice Title	Mode of Procurement	Classification	Agency Name	Publish Date	Closing Date	Status	Action
1	Computer	Restricted Bidding Method	Goods	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	13-Dec-2023		Published	Select Add to My Opportunities

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

**Tender**

Do you want to Add Tender to My Opportunities?

YES NO

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.*

**Tender**

You are not registered for the required Category for this tender. Please register first to proceed for participation.

OK

**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.

Event Management

Invitation to Bid | My Opportunities | My Award Notices

Notice Title: Agency Name: Participating User: Make of Procurement: Select Classification: Q

Tender Reference Number	Notice Title	Mode of Procurement	Classification	Agency Budget Contract	Publish Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Action
8	Computer	Restricted Bidding Method	Goods	20000	12-Dec-2023 08:23:46Z	15-Feb-2024 12:00:00Z	PROCUREMENT REGULATORY AUTHORITY OF PUNJAB	Satek Sharma	Published	Eligible Bid Received	Select -
9	Supply of computers	Request For Quotations method	Consulting Services	100000	31-Oct-2023 03:15:46Z	03-Nov-2023 08:00:00Z	PROCUREMENT REGULATORY AUTHORITY OF PUNJAB	Satek Sharma	Closed - Pending Opening		Prepare Response View Summary Report

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

Individual / Joint Supplier Formation

Prepare Response

Response As : \*

Individual  
-- Select Response --  
Joint Venture  
Individual

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.

Terms & Condition

Terms & Condition Tender Number : 8

We, hereby declare that:

1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same.
2. We offer to supply of goods / provide services in conformity with the tender Documents.
3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.
4. Deviations to technical specifications if any, contained in Section-C of the tender documents are detailed in Annexure-A to the Tender Form and compliance proposed to Conditions of Contract contained in Section-B of the tender documents are detailed in Annexure-W to the Tender Form.

Accept & Continue Bidding

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

**Commented [KJ1]:** Bank Gurantee/ Bank Cheque option is missing

Payment Details for Tender : 82 Back

Payment Details	Amount	Validity Period	Mode of Payment	Status	Action
Bid Security Or Bid Bond	4054	90		Pending	Select -
Establishment Fee	350	NA		Pending	Make Payment
SPOC Fee	350	NA		Pending	Select -

Make all Payment for this Tender before bidding

[Continue](#)

**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.**

Payment Details for Tender : 82 Back

Payment Details	Amount	Validity Period	Mode of Payment	Status	Action
Bid Security Or Bid Bond	4054	90		Pending	Select -
Establishment Fee	350	NA		Pending	Make Payment
SPOC Fee	350	NA		Pending	Select -

Make all Payment for this Tender before bidding

[Continue](#)

**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.



**Bid Response For Tender Number 82** Back

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**Tender Details**

Tender ID	82	Tender Reference Number	ZNF09024
Notice Title	Supply of office stationary		
Procurement Method	Competitive Bidding Method	Class of Procurement	Goods
Publish date	20-Feb-2024 12:00 PM	Closing date	28-Feb-2024 12:00 AM
Procuring Entity	AAPC	Status	In-Draft
Response Type	IND-Local	Remaining Time	5 Days, 13 Hours, 20 Minutes, 31 Seconds

---

**Eligibility Template**

Sr. No.	Template Group Name	Organization Name	Document Name	Action	File Name
1	Eligibility	Sunshine Org	Compliance	<a href="#">Upload Document</a>	Pending

---

**Technical**

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

---

**Financial**

Sr. No.	Template Name	Template	Status
1	Price Bid Form-01		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.

[Export Bid Response](#)

**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	<a href="#">Upload Document</a>	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.

**Upload Document** ✕

( Note : File with extension pdf, xls, xlsx, docx, jpg and jpeg having maximum file size 10MB are allowed to upload. )

[Choose File](#)

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[Close](#)

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 Filter Next

Show 10 rows per page.

0	C0	C1	C2	C3	C4
1	SI No	Machinery Required	List of equipment	Minm No Rqpt	Compliance
2	1	Mach 1	eqmmt 1	12	
3	2	Mach 2	eqmmt 2	20	
4	3	Mach 3	eqmmt 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 Filter Next

Show 10 rows per page.

0	C0	C1	C2	C3	C4
1	SI No	Machinery Required	List of equipment	Minm No Rqpt	Compliance
2	1	Mach 1	eqmmt 1	12	
3	2	Mach 2	eqmmt 2	20	
4	3	Mach 3	eqmmt 3	15	

Same way fill the “Price Bid” template and “Encrypt” and “Save”.

Place Bid Back

Template Name : Price Bid From PR

Encrypt Filter Next

Show 10 rows per page.

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	CHAR,monobloc, white, with backrest, wfo armrest	CHAR,monobloc, white, with backrest, wfo 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. \*

**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.

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**

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.

View Bid For Tender Number : 34 Bid Receipt Time Stamp: 19-Dec-2023 11:14:23 Print Back

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.

Tender Summary Details			
Tender ID	24	Tender Reference Number	
Notice Title	Project 02 for Dents in Tlokweng		
Procurement Method	Competitive Bidding Method	Class ID Procurement	94484
Published Date	19-Dec-2023 11:00 AM	Closing Date	20-Dec-2023 06:00 AM
Procuring Dept	ENERGY AND MINERAL RESOURCES	Status	Submitted
Response Type	Individual		
Bid Transaction Number	20	Submitted By	Andy Vithal

Payment Details					
Payment Details	Amount	Period	Mode Of Payment	Status	Invoice / Payment Receipt
Bid Security Or Bid Bond		60		Pending	<span style="border: 1px solid gray; padding: 2px;">Select</span>

Eligibility Template			
Sr No.	Template Name		Status
1	Eligibility Item List	Completed	

Technical			
Sr No.	Template Name		Status
1	Technical Requirements and Drawings Manual	Completed	

Financial			
Sr No.	Template Name		Status
1	Price Bid Form PR	Completed	

Done

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

Event Management														
<span style="border: 1px solid gray; padding: 2px;">Invitation to Bid</span> <span style="border: 1px solid gray; padding: 2px; background-color: #f0f0f0;">My Opportunities</span> <span style="border: 1px solid gray; padding: 2px;">My Award Notices</span>														
Publish Date From		Publish Date To		Closing Date From		Closing Date To		Approve Budget Contract From		Approve Budget Contract To		Reference Number		
Notice Title			Agency Name		Participating User		Mode of Procurement					--Select Classification--	<span style="border: 1px solid gray; padding: 2px;">Q</span>	<span style="border: 1px solid gray; padding: 2px;">P</span>
Tender Reference Number	Notice Title	Mode of Procurement	Classification	Approve Budget Contract	Publish Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Actions			
2	Computer	Restricted Bidding Method	Goods	20000	13-Dec-2023 08:23 AM	15-Feb-2024 12:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabeko Standa	Published	Submitted	<span style="border: 1px solid gray; padding: 2px;">Select</span>			
3	Supply of computers	Request For Quotations method	Consulting Services	100000	31-Oct-2023 03:16 AM	03-Nov-2023 06:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabeko Standa	Closed - Pending Opening	In-draft	<span style="border: 1px solid gray; padding: 2px;">Select</span>			

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**

Event Management

[Home](#) | [Addition to Bid](#) | [My Opportunities](#) | [My Award Notices](#)

Publish Date From:  Publish Date To:  Closing Date From:  Closing Date To:  Agency Budget Contract No:  Agency Budget Contract No:  Reference Number:

Notice Title:  Agency Name:  Participating User:  Subject Classification:

Tender Reference Number	Notice Title	Mode of Procurement	Classification	Agency Budget Contract	Publish Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Action
1	Computer	Restricted Bidding Method	Goods	10000	12-Dec-2023 08:23 AM	12-Feb-2024 12:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabere Sibanda	Published	Notified	<a href="#">Cancel</a>
2	Supply of computers	Request For Quotation method	Consulting Services	100000	31-Oct-2023 03:15 AM	05-Nov-2023 08:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabere Sibanda	Closed - Pending Opening	Notified	<a href="#">Feedback</a> <a href="#">Bid Revoke</a> <a href="#">Change Response Type</a> <a href="#">Modify Bid</a> <a href="#">Withdraw Bid</a> <a href="#">View Summary Report</a>

**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.

Terms & Condition

Terms & Condition Tender Number : 8

We, hereby declare that,

1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same.
2. We offer to supply of goods / provide services in conformity with the tender Documents.
3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.
4. Deviations to technical specifications if any, contained in Section-C of the tender documents are detailed in Annexure-A to the Tender Form and compliance proposed to Conditions of Contract contained in Section-B of the tender documents are detailed in Annexure-B to the Tender Form.

[Accept & Continue Bidding](#)

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

Eligibility Template

Sl. No.	Template Group Name	Organization Name	Document Name	Action	File Name
1	Eligibility	Sunshine Org	Compliance	<a href="#">Upload Document</a>	170895477_16181c.pdf X <b>Completed</b>

Technical

Sl. No.	Template Name	Template	Status
1	List of Equipment		<b>Completed</b>
2	Technical		<b>Completed</b>

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

Sl. No.	Template Name	Template	Status
1	List of Equipment		Completed
2	Technical		Completed

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

Place Bid

Template Name : List of Equipment

Show 10 rows per page. Print 1 Next

0	C0	C1	C2	C3	C4
1	Sl No	Machinery Required	List of equipment	Minm No Rqpt	Compliance
2	1	March 1	egpmnt 1	12	J3CHFGcAA07YhgqHszv49w3cH0wY9kEmSdM0zgzK7Sv8
3	2	March 2	egpmnt 2	20	LWPg26X09wCk9d0mK8M7DM8BhE9H0OAgQz782XoQ8RC
4	3	March 3	egpmnt 3	15	WsbHUE6p3D6xONBzrk3y+AB22HGBkmt.0VPCDw718y7Tb

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

Place Bid

Template Name : List of Equipment

Show 10 rows per page. Print 1 Next

0	C0	C1	C2	C3	C4
1	Sl No	Machinery Required	List of equipment	Minm No Rqpt	Compliance
2	1	March 1	egpmnt 1	12	A.Ew16ma6L59Oa1Knc.Bjg15sr+grVUJWadWnmST77PE30X1
3	2	March 2	egpmnt 2	20	RlgndkpcAurqfWkUJWwHdY7Qd1QlB4mdg/Eduv4KJnegG
4	3	March 3	egpmnt 3	15	WwXbBj9PUJED00wboQV9JA3zZU0G0HSMNE0yEbwghyV

**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.

Event Management

Invitation to Bid
  My Opportunities
  My Award Notices

Publish Date From:  Publish Date To: 
 Closing Date From:  Closing Date To: 
 Approve Budget Contract Fr:  Approve Budget Contract To: 
 Reference Number:

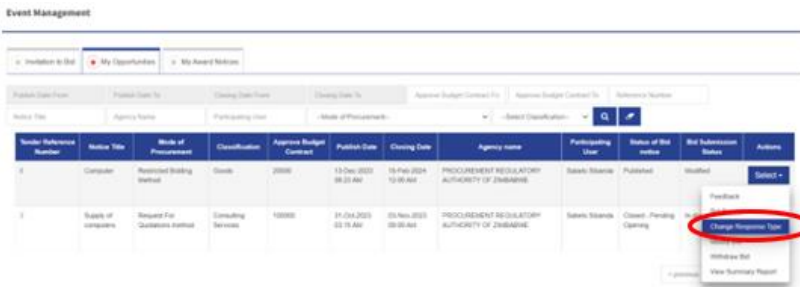
Notice Title:  Agency Name:  Participating User: 
 --Mode of Procurement--  --Select Classification--

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Agency Budget Category	Public Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Actions
2	Computer	Auctioneering Method	Goods	20000	13-Oct-2023 09:23 AM	16-Feb-2024 12:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabwv8tawda	Published	Modified	<input type="button" value="Select -"/>
3	Supply of computers	Request For Quotations method	Consulting Services	100000	31-Oct-2023 03:15 AM	03-Nov-2023 08:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabwv8tawda	Closed / Pending Opening	In draft	<input type="button" value="Select -"/>

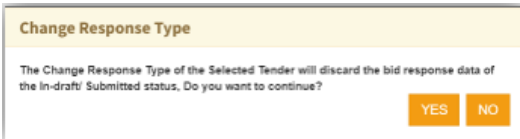
## II. CHANGE RESPONSE TYPE

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.

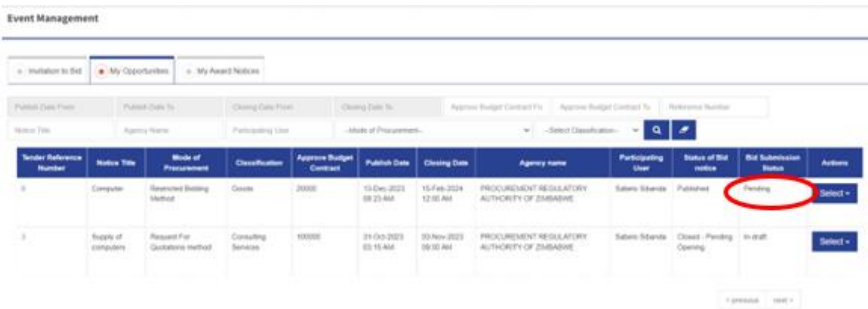
**Step 1:** Click “Change Response Type” action available in the action column



**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.

Event Management

[Invitation to Bid](#)
[My Opportunities](#)
[My Award Notices](#)

Publish Date From:  Publish Date To: 
 Closing Date From:  Closing Date To: 
 Agency Budget Contract From:  Agency Budget Contract To: 
 Reference Number:

Notice Title:  Agency Name:  Participating User: 
 Mode of Procurement:  Select Classification:

Tender Reference Number	Notice Title	Mode of Procurement	Classification	Approved Budget Contract	Publish Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Actions
5	Computer	Restricted Bidding Method	Goods	20000	19-Oct-2023 08:23 AM	15-Feb-2024 12:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabere Sibanda	Published	Pending	<input type="button" value="Set aside"/>
3	Supply of computers	Request For Quotations method	Consulting Services	100000	31-Oct-2023 03:15 AM	03-Nov-2023 09:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabere Sibanda	Closed - Pending Opening	<input type="button" value="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

Event Management

[Invitation to Bid](#)
[My Opportunities](#)
[My Award Notices](#)

Publish Date From:  Publish Date To: 
 Closing Date From:  Closing Date To: 
 Agency Budget Contract From:  Agency Budget Contract To: 
 Reference Number:

Notice Title:  Agency Name:  Participating User: 
 Mode of Procurement:  Select Classification:

Tender Reference Number	Notice Title	Mode of Procurement	Classification	Approved Budget Contract	Publish Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Actions
5	Computer	Restricted Bidding Method	Goods	20000	15-Dec-2023 08:23 AM	15-Feb-2024 12:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabere Sibanda	Published	Submitted	<input type="button" value="Set aside"/>
3	Supply of computers	Request For Quotations method	Consulting Services	100000	31-Oct-2023 03:15 AM	03-Nov-2023 09:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabere Sibanda	Closed - Pending Opening	In Bid	<input type="button" value="Feedback"/> <input type="button" value="Bid Request"/> <input type="button" value="Change Response Type"/> <input type="button" value="Withdraw Bid"/>

**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".



**Event Management**

[Invitation to Bid](#)
[My Opportunities](#)
[My Award Notices](#)

Publish Date From:  Publish Date To:  Closing Date From:  Closing Date To:  Agency Budget Contract From:  Agency Budget Contract To:  Reference Number:

Notice Title:  Agency Name:  Participating User:  Mode of Procurement:  Select Classification:

Tender Reference Number	Notice Title	Mode of Procurement	Classification	Agency Budget Contract	Publish Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Actions
8	Computer	Restricted Bidding Method	Goods	20000	13-Dec-2023 08:33 AM	15-Feb-2024 12:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabino Sibanda	Published	Withdrawn	<a href="#">Select</a>
9	Supply of computers	Request For Quotations method	Consulting Services	100000	31-Oct-2023 03:19 AM	05-Nov-2023 08:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabino Sibanda	Closed - Pending Opening	In-Bid	<a href="#">Select</a>

1 previous next

#### 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.

**Event Management**

[Invitation to Bid](#)
[My Opportunities](#)
[My Award Notices](#)

Publish Date From:  Publish Date To:  Closing Date From:  Closing Date To:  Agency Budget Contract From:  Agency Budget Contract To:  Reference Number:

Notice Title:  Agency Name:  Participating User:  Mode of Procurement:  Select Classification:

Tender Reference Number	Notice Title	Mode of Procurement	Classification	Agency Budget Contract	Publish Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Actions
8	Computer	Restricted Bidding Method	Goods	20000	13-Dec-2023 08:33 AM	15-Feb-2024 12:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabino Sibanda	Published	Withdrawn	<a href="#">Select</a> <a href="#">View Summary Report</a>
9	Supply of computers	Request For Quotations method	Consulting Services	100000	31-Oct-2023 03:19 AM	05-Nov-2023 08:00 AM	PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE	Sabino Sibanda	Closed - Pending Opening	In-Bid	<a href="#">Select</a>

1 previous next

**Step 2:** The System responds with the summary report.

**View Summary Report** [Print](#) [Back](#)

Tender Id	32
Notice Title	Project14 for Demo in Training session
Estimated Value	USD 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 (1 CS) Summary View**

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

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

===== End of Document =====