

# User Guide

## Respond to Tenders and Quotations

The following steps illustrate how to respond to a tender or quotation and how to make edits to your responses where necessary.

1. At the “Overview” tab of the tender or quotation that you have selected, click “Respond”.

The screenshot shows the 'Overview' tab of a tender. At the top right, there are links for 'Add to Watchlist' and 'Share via Email', and an 'OPEN' button. The main content is a table with the following details:

Tender No.	ALA000ETT15000004
Reference No.	AA/15/0220
Calling Agency	Defence Science and Technology Agency
Agency	Alpha Agency
Published	10 Feb 2015 06:30 PM
Remarks	
Procurement Type	Goods
Two Envelope Bidding	No
Tender Type	Expenditure
Covered under WTO-GPA/FTA	No

On the right side, there is a blue box with the following information: 'Closing on 12 Feb 2015 04:00 PM', 'Electronic Submission', and 'Add to Calendar'. Below this box is a blue button labeled 'Respond', which is highlighted with a red border.

2. This screen shows you the time available before this opportunity closes. No edits or submission will be permitted after the closing time. Always plan and allow sufficient time for your submission to avoid missing the deadline. Take note of the steps involved and click “Continue” to proceed.  
Note: Take note of the acceptable file types and maximum file size per file allowed.

The screenshot shows the 'STEPS TO RESPOND' section. It contains three numbered steps:

- 1. Enter your bid**  
Enter a bid for mandatory items and selected optional items. You may submit no quote for mandatory items.
- 2. Upload documents**  
Upload your file attachments for the quotation.  
Maximum file size : 10 MB per file.  
Maximum file count : No limit.  
16 Supported file types : bmp, csv, doc, docx, gif, jpeg, jpg, pdf, ppt, pptx, rtf, tif, txt, xls, xlsx and zip.  
File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.  
File Name can only be 180 characters or less in length.
- 3. Verify and submit**  
Check the information you entered, add a company contact person, and submit your quotation.

At the bottom of the section, there are two buttons: 'Cancel' and 'Continue'.

- You can now start to bid for the mandatory items in this business opportunity.  
Note: This step will not be displayed if there are no mandatory items.

ITEM

Mandatory to Bid: Yes

Item 1 of 2

### Mirrorless Camera

Unit of Measurement    EACH

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Required Quantity      1.0000

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Remarks                    Able to capture plenty of autofocus points

**DELIVERY INFORMATION**

S/N	Location	Delivery Date	Quantity	Delivery Terms
1	1 Depot Road Singapore 109679	01 Jul 2015	1.0000	Local Delivery

- Under the section “Base Bid”, fill in the quantity and unit price of the item you wish to bid. Include remarks to the buyer, if any.

Note:

- The unit price entered here excludes GST.
- (\*) denotes the mandatory fields.

## BASE BID

[Submit no quote](#)

---

Unit of Measurement    EACH

Quantity \*                   

Unit Price \*                      
Exclusive of GST

Total                            1,900.00

Remarks                      

Branded camera model x-123123.  
 Please refer to Attached Annex A and B

131 Characters Remaining

[+ Add bid in another currency](#)

You can submit a bid for an item in another currency.

5. If the prices are charged in foreign currencies, click “Add bid in another currency”. For more information on how to add bid in another currency, go to the “More Information” tab.

Unit of Measurement	EACH
Quantity *	<input type="text" value="1.0000"/>
Unit Price * Exclusive of GST	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="Singapore Dollar"/> <input type="text" value="1,900.0000"/>
Total	1,900.00
Remarks	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Branded camera model x-123123. Please refer to Attached Annex A and B</div> <span style="float: right; font-size: small;">131 Characters Remaining</span>

[+ Add bid in another currency](#)  
You can submit a bid for an item in another currency.

---

[+ Add sub item](#)  
You can expand the item by adding sub items.

6. If you choose to provide a breakdown of your bid, click “Add sub item”. For more information on how to add sub item, go to the “More Information” tab.

Note: You will not be able to add sub item if item breakdown is not allowed for the item.

Unit of Measurement	EACH
Quantity *	<input type="text" value="1.0000"/>
Unit Price * Exclusive of GST	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="Singapore Dollar"/> <input type="text" value="1,900.0000"/>
Total	1,900.00
Remarks	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Branded camera model x-123123. Please refer to Attached Annex A and B</div> <span style="float: right; font-size: small;">131 Characters Remaining</span>

[+ Add bid in another currency](#)  
You can submit a bid for an item in another currency.

---

[+ Add sub item](#)  
You can expand the item by adding sub items.

7. Under the section on “Delivery Information”, enter the delivery information as shown.

**DELIVERY INFORMATION**

Delivery Terms \* Local Delivery ▾

Leadtime (Days) \* 30  
After Receipt Of Order.If greater than 0, this will supercede Delivery Date

Delivery Date \* 1 July 2015 ▾

Port of Origin \* Singapore  
141 Characters Remaining

Location \* 1 Depot Road Singapore 109679  
171 Characters Remaining

[+ Add alternative bid](#)  
You can propose an alternative bid.

8. You may also provide an alternative bid for the item by clicking on “Add alternative bid”. For more information on how to add an alternative bid, go to the “More Information” tab.

**DELIVERY INFORMATION**

Delivery Terms \* Local Delivery ▾

Leadtime (Days) \* 30  
After Receipt Of Order.If greater than 0, this will supercede Delivery Date

Delivery Date \* 1 July 2015 ▾

Port of Origin \* Singapore  
141 Characters Remaining

Location \* 1 Depot Road Singapore 109679  
171 Characters Remaining

[+ Add alternative bid](#)  
You can propose an alternative bid.

9. Click “Next” to bid for the next item (if there is more than one item).

supercede Delivery Date

Delivery Date \* 1 July 2015 ▾

Port of Origin \* Singapore  
141 Characters Remaining

Location \* 1 Depot Road Singapore 109679  
171 Characters Remaining

[+ Add alternative bid](#)  
You can propose an alternative bid.

[< Previous](#) Item 1 of 2 - Mandatory Item Mirrorless Camera [Next >](#)

10. For schedule of rates, choose the appropriate options and fill in the adjustment applicable to the price. Include remarks to the buyer, if any.

Note: This step will not be displayed if there is no schedule of rates.

ITEMS				
S/N	Description	Unit of Measurement	Required Quantity	Unit Price
1	Warranty	YEAR	1.0000	10.0000 (SGD)

[Submit no quote](#)

Positive/Negative \*  - (Minus)  + (Plus)

Percentage Adjustment (%) \*

Remarks

200 Characters Remaining

11. Click "Next" to proceed.

[Submit no quote](#)

Positive/Negative \*  - (Minus)  + (Plus)

Percentage Adjustment (%) \*

Remarks

154 Characters Remaining

< Previous

Item 2 of 2 - Mandatory SOR Item  
Warranty ^

[Next >](#)

12. You may bid for optional items.

Note: This step will not be shown if there are no optional items available.

## Bid for Items

Select the optional items you wish to enter a bid.

### SELECT OPTIONAL ITEMS

Expand All Collapse All  Select All

> Lens

Select

< Previous

Select Optional Items ^

[Next >](#)

13. Click “Select” to choose each item individually to bid or choose “Select All” to bid for all optional items listed. Then click “Next” to proceed.

Note: You may skip the selection if you do not wish to bid for any optional item.

Select the optional items you wish to enter a bid.

### SELECT OPTIONAL ITEMS

Expand All Collapse All  Select All

▼ Lens	<input type="checkbox"/> Select
Unit of Measurement	EACH
Required Quantity	2.0000

< Previous Select Optional Items Next > ↑

14. Fill in the bid information for the selected optional item(s).

### BASE BID

Unit of Measurement	EACH
Quantity *	<input type="text" value="2.0000"/>
Unit Price *	<input type="text" value="Singapore Dollar"/>
<small>Exclusive of GST</small>	
Total	0.00
Remarks	<input type="text"/>

200 Characters Remaining

+ Add bid in another currency  
You can submit a bid for an item in another currency.

15. When you are done, click “Next” to proceed.

Remarks

159 Characters Remaining

+ Add bid in another currency  
You can submit a bid for an item in another currency.

+ Add alternative bid  
You can propose an alternative bid.

< Previous Item 1 of 1 - Optional Item Lens Next > ↑

16. You may bid for optional schedule of rates.

Note: This step will not be shown if there is no optional schedule of rates available.

SELECT OPTIONAL SOR ITEMS

Expand All Collapse All  Select All

Camera Accessories  Select

S/N	Description	Unit of Measurement	Unit Price
1	Camera Case	EACH	10.0000 (SGD)
2	Tripods	EACH	10.0000 (SGD)

< Previous Select Optional SOR Items Next > ↑

17. Click “Select” to choose each schedule of rates individually to bid or choose “Select All” to bid for all optional schedule of rates listed. Then click “Next” to proceed.

Note: You may skip the selection if you do not wish to bid for any optional schedule of rates.

SELECT OPTIONAL SOR ITEMS

Expand All Collapse All  Select All

Camera Accessories  Select

S/N	Description	Unit of Measurement	Unit Price
1	Camera Case	EACH	10.0000 (SGD)
2	Tripods	EACH	10.0000 (SGD)

< Previous Select Optional SOR Items Next > ↑

18. Fill in the bid information for the selected optional schedule of rates. Then click “Next” to proceed.

Positive/Negative \*  - (Minus)  + (Plus)

Percentage Adjustment (%) \*

Remarks

200 Characters Remaining

< Previous Item 1 of 1 - Optional SOR Item Camera Accessories Next > ↑

19. To upload any supporting documents, click “Add Attachments” in the “Upload Documents” section.

Note: If you are responding to a two envelope tender, you are required to submit the technical and price attachments separately. The buyer will assess the technical specification first before considering the price offered. Refer to the “More Information” tab on how to upload documents for a two envelope tender.

## UPLOAD DOCUMENTS

Attach documents to complement your response.

Maximum file size : 10 MB per file.  
Maximum file count : No limit.  
16 Supported file types : bmp, csv, doc, docx, gif, jpeg, jpg, pdf, ppt, pptx, rtf, tif, txt, xls, xlsx and zip.  
File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.  
File Name can only be 180 characters or less in length.

### ATTACHMENTS

[+ Add Attachments](#)


S/N	File Name	File Size
No attachments available.		
<a href="#">Download</a> <a href="#">Remove</a>		

20. You can drag the files you wish to upload and drop them within the grey box shown or click anywhere within this box to select the documents to be uploaded.

MHA HQQ 30 Nov 2019, 11:19 AM

### ADD ATTACHMENTS

Maximum file size : 10 MB per file.  
Maximum file count : No limit.  
16 Supported file types : bmp, csv, doc, docx, gif, jpeg, jpg, pdf, ppt, pptx, rtf, tif, txt, xls, xlsx and zip.  
File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.  
File Name can only be 180 characters or less in length.



**Drag and drop files here or click here to begin upload**  
Maximum file size: 10 MB

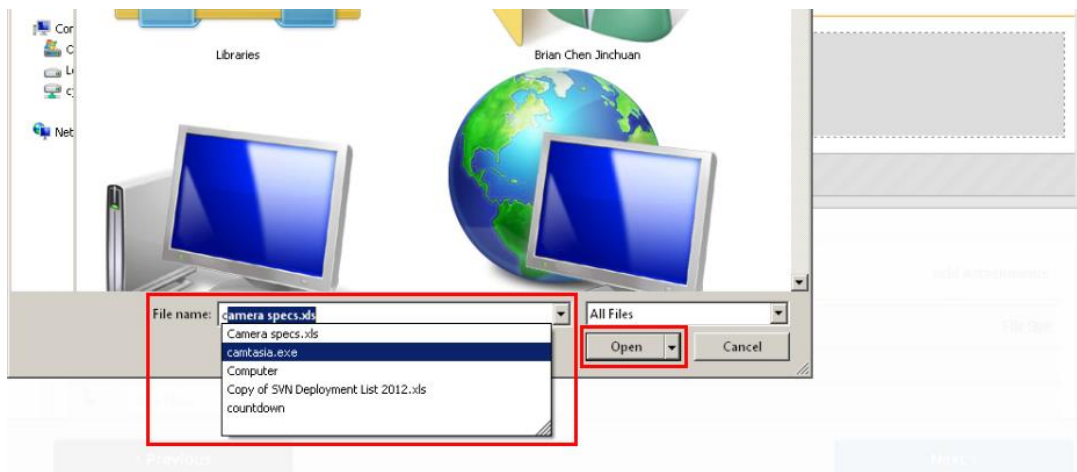
[Done](#)

### ATTACHMENTS

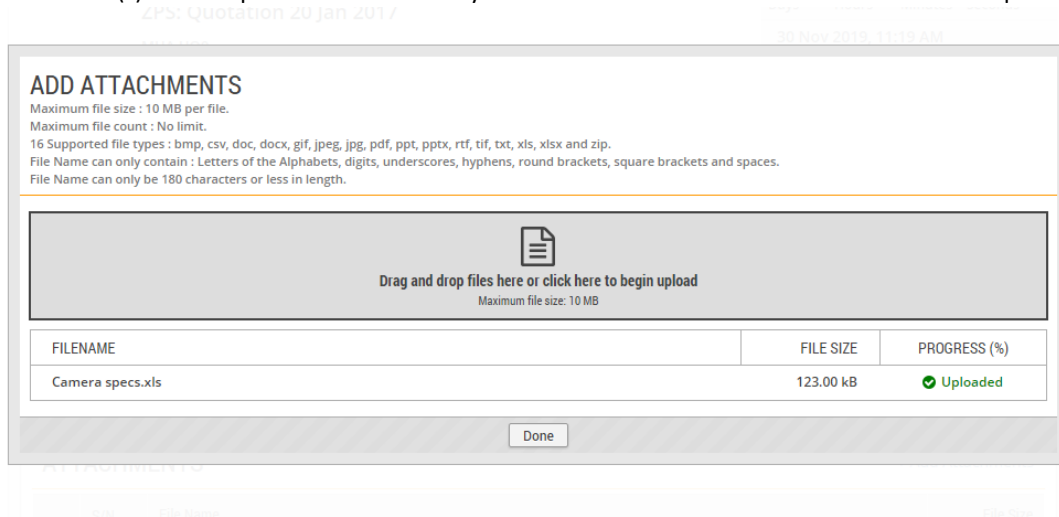
[+ Add Attachments](#)



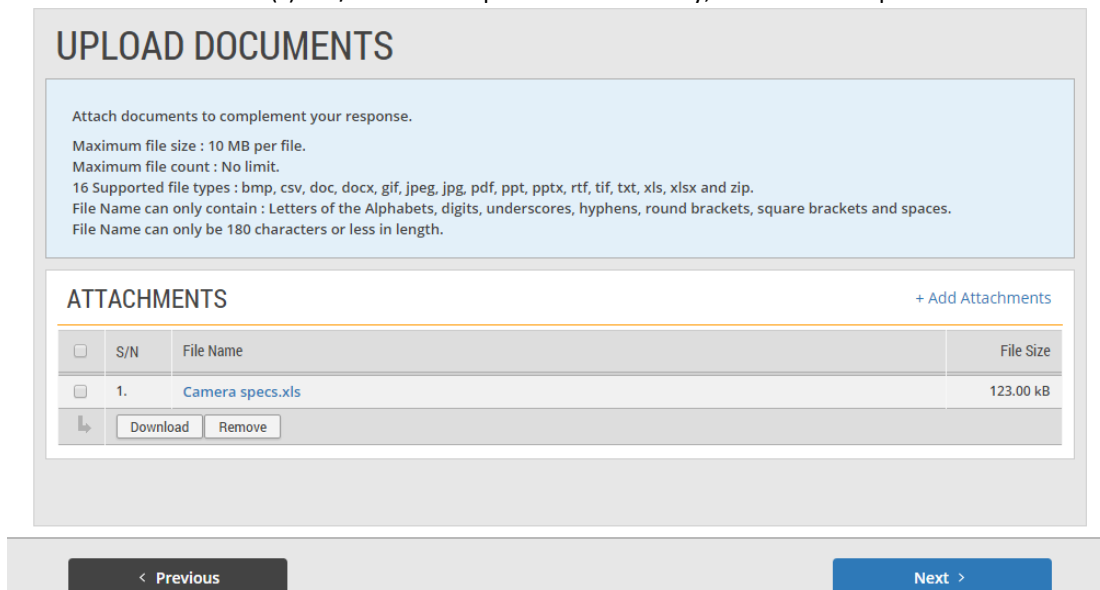
21. Locate the file to be uploaded. You may choose to upload multiple files at any one time. Then click “Open”.



22. The file(s) will be uploaded automatically. Click “Done” when the status is indicated as “Uploaded”.



23. Once the document(s) has/have been uploaded successfully, click “Next” to proceed.



24. Read through and verify all the information you have entered. Make edits where necessary.

**Verify and Submit**

Check the information you entered, add a supplier contact person, and submit your response.

[Print](#)

**MANDATORY ITEM**

	Expand All	Collapse All
> Mirrorless Camera		1,900.00 (SGD)

Total: 1,900.00 (SGD)

[< Previous](#) [Submit your Response >](#)

Waiting for devpartner...

25. If you do not have any edits to make, click on the "Submit Your Response" button.

Note: You may also click on "Save" to save your response at any time during the bidding process if you are not ready to submit your response.

Consortium\*  No  Yes

No. of Companies 0

**CONTACT PERSON'S DETAILS**

Name\*

Email\*

Contact No.\*

Fax No.

[< Previous](#) [Submit your Response >](#)

<https://devpartner/doradus-partner/faces/responseportal/ikt/ITTResponseConfirmation.xhtml#>

26. If your response has been submitted successfully, you will see this message on screen.  
 Note: You can make changes and resubmit your response as long as it is before the closing date of the tender or quotation. For more information on editing your response go to the “More Information” tab.

Your response has been submitted.  
**Good Luck!**

We have sent an email confirmation to john@beta.com. We will notify you of any changes to the tender and the award.

[Print](#)

You can make changes to your response before the closing date - 12 Feb 2015, 04:00 PM.

Response No.	5239321
Tender Title	Purchase of Mirrorless Camera
Agency	Alpha Agency
Tender No.	ALA000ETT15000004

27. After responding to a tender or quotation, you may track your response via “My Stuff”. Click on “Responses” on the “My Stuff” main page.

## My Stuff

View, track and manage all your opportunities, responses and invoices. Update your personal or company details.

<p><b>Watchlist</b> View and manage opportunities added to your watchlist.</p> <p><b>Contracting Instruments</b> View and download formal contracts, letters of acceptance or purchase orders issued to you.</p> <p><b>Invoices</b> Create and manage your electronic invoices using information in the invoicing instructions.</p> <p><b>My Profile</b></p>	<p><b>Invitations</b> View all opportunities that your company has been invited to participate in.</p> <p><b>Period Contracts</b> View your period contracts.</p> <p><b>Credit Notes</b> Create and manage credit notes for your electronic invoices.</p> <p><b>Filters</b></p>	<p><b>Responses</b> Track your open and closed responses.</p> <p><b>Invoicing Instructions</b> View and use the information in the invoicing instructions to create your invoices</p> <p><b>Payment Status</b> View payment status of your electronic invoices and credit notes.</p> <p><b>Company Admin</b></p>
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28. The list of all your responses is displayed with their corresponding status. Refer to the “More Information” tab for information on how to view your submitted responses.

GeBIZ (2) NextGen GeBIZ (0)

Open (2) Closed (0) Sort by Published Date

Show saved responses only.

**SUBMITTED**

Qualification  
**Pre-Tender Qualification exercise for Lift Installation**

Response No.	5239329	Closing on	14 Feb 2015 04 : 00 PM	Response	<a href="#">Edit Submitted Response</a>
Qualification No.	ALA000EPQ15000002	Electronic Submission			<a href="#">View Submitted Response</a>
Agency	Alpha Agency				Submitted by John Ng Kok Ming on 13 Feb 2015, 09 : 57 AM
Published	12 Feb 2015				
Procurement Category					