

More Information

Respond to Tenders and Quotations

Contents

Section 1: View Submitted Responses	1
Section 2: Edit Responses	3
Section 3: Add a Currency	6
Section 4: Add an Alternate Bid	7
Section 5: Item Breakdown (Sub-items)	8
Section 6: Submit "No Quote"	9
Section 7: Upload Document for Two Envelope Tender	10
Section 8: Common Messages	13

Section 1: View Submitted Responses

1. To view your submitted responses, click “Responses” from the “My Stuff” main page.

Note: You may view your submitted response regardless of whether the business opportunity has closed.

The screenshot shows the 'My Stuff' dashboard with a navigation bar at the top containing 'Watchlist', 'Invitations', 'Responses', 'Contracting Instruments', 'Period Contracts', 'Invoicing Instructions', 'Invoices', 'Credit Notes', and 'Payment Status'. Below this are 'My Profile', 'Filters', and 'Company Admin'. The 'Responses' tab is highlighted with a red box.

2. The list of responses is displayed with their corresponding statuses. The possible statuses are:

- Submitted - This indicates that a response has been submitted.
- Saved - This indicates that there is a working copy. This copy will not be considered final unless submitted. (If there was a prior submission, the working copy will become the final version upon submission.)

Note: The responses will be displayed either in the “GeBIZ” tab or the “NextGen GeBIZ” tab.

The screenshot shows the 'GeBIZ (2)' tab with a list of responses. The 'SUBMITTED' status is highlighted with a red box. The response details are as follows:

Qualification		Closing on	Response
Pre-Tender Qualification exercise for Lift Installation		14 Feb 2015 04:00 PM	Edit Submitted Response View Submitted Response
Response No.	5239329	Electronic Submission	Submitted by John Ng Kok Ming on 13 Feb 2015, 09:57 AM
Qualification No.	ALA000EPQ15000002		
Agency	Alpha Agency		
Published	12 Feb 2015		
Procurement Category			

3. To view your submitted response, click on "View Submitted Response".

SUBMITTED

Tender
Purchase of Mirrorless Camera

Response No.	5239334	Closing on	13 Feb 2015 04 : 00 PM
Tender No.	ALA000ETT15000004	Response	Edit Submitted Response View Submitted Response
Agency	Alpha Agency	Submitted by john Ng Kok Ming on 13 Feb 2015, 10 : 56 AM	
Published	11 Feb 2015	Electronic Submission	
Procurement Category	Furniture, Office Equipment & Audio-Visual → AV Equipment, Photographic Equipment & Accessories		

Corrigendum : 12 Feb 2015

ITT closing date has been extended to 13 Feb 2015. Refers to revised specification attached in this corrigendum.

4. This allows you to view the response information you have submitted for this business opportunity.

Your Submitted Response

You can edit your response by clicking on 'Edit Response' button below.

[Print](#)

MANDATORY ITEM

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

MANDATORY SCHEDULE OF RATES

	Expand All	Collapse All
> Warranty	(+ 10.0000%	

OPTIONAL ITEMS

[Edit Response](#)

[↑](#)

Section 2: Edit Responses

1. You may edit a response that you have submitted by clicking “Edit Submitted Response”.
Note: You cannot edit a response if the business opportunity has already closed.

Tender Purchase of Mirrorless Camera		Closing on 13 Feb 2015 04 : 00 PM	Response Edit Submitted Response
Response No.	5239334		View Submitted Response
Tender No.	ALA000ETT15000004	Electronic Submission	Submitted by John Ng Kok Ming on 13 Feb 2015, 10 : 56 AM
Agency	Alpha Agency		
Published	11 Feb 2015		
Procurement Category	Furniture, Office Equipment & Audio-Visual → AV Equipment, Photographic Equipment & Accessories		

Corrigendum : 12 Feb 2015
ITT closing date has been extended to 13 Feb 2015. Refers to revised specification attached in this corrigendum.

First Previous **1** Next Last

2. Read through the instructions on how to respond. Click “Continue” to proceed.

Steps to Respond

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 tender. Maximum acceptable size of each file attachment is 5 MB. Supported file types are doc, txt, rtf, jpeg, xls, csv, tif, gif, jpg, pdf, ppt, bmp, zip, pptx, docx and xlsx.
3. Verify and submit
Check the information you entered, add a company contact person, and submit your tender.

Cancel **Continue**

- Review once again the information that you had previously entered for the response. Make edits where necessary.

The screenshot shows the 'Bid for Items' form with the following details:

- Navigation:** Bid for Items (selected), Upload Documents, Verify and Submit, Exit, Save.
- Section:** Bid for Items
- Instruction:** Enter your bid price for the selected items. You can add an alternative offer for each item.
- Item Details:**
 - ITEM**
 - Mandatory to Bid:** Yes
 - Item 1 of 2
 - Mirrorless Camera**
 - Unit of Measurement: EACH
 - Required Quantity: 1.0000
 - Remarks: Able to capture plenty of autofocus points
- DELIVERY INFORMATION:** S/N, Location, Delivery Date, Quantity, Delivery Terms
- Footer:** < Previous, Item 1 of 2 - Mandatory Item Mirrorless Camera, Next >, ↑

- Once you have completed your edits, click "Save".
Note: You can also submit your edits without saving. You will still need to submit this response if you want your edits to be your final response.

This screenshot is identical to the previous one, but the 'Save' button in the top right corner is highlighted with a red box.

- Click "Yes" to save your edits.

The screenshot shows a confirmation dialog box overlaid on the bid form. The dialog box contains the following text:

- CONFIRMATION**
- Do you want to save your data?
- Buttons: No, Yes (highlighted with a red box)

The background form is dimmed, showing the 'Bid for Items' title and navigation buttons.

- Back on the “Responses” main page, your edited response which has been saved will be reflected with the status as shown.

Note: You must remember to submit your saved response.

GeBIZ (1) | NextGen GeBIZ (0)

Open (1) | Closed (0) | Sort by Published Date

Show saved responses only.

SAVED | SUBMITTED

Tender
Purchase of Mirrorless Camera

Response No.	5239321	Closing on	12 Feb 2015 04 : 00 PM	Response	Edit Saved Response Saved by John Ng Kok Ming on 12 Feb 2015, 11 : 26 AM
Tender No.	ALA000ETT15000004	Electronic Submission		View Submitted Response	Submitted by John Ng Kok Ming on 11 Feb 2015, 10 : 24 AM
Agency	Alpha Agency				
Published	11 Feb 2015				
Procurement Category	Furniture, Office Equipment & Audio-Visual ⇒ AV Equipment, Photographic Equipment & Accessories				

- Check this box if you wish to view all saved responses only.

GeBIZ (1) | NextGen GeBIZ (0)

Open (1) | Closed (0) | Sort by Published Date

Show saved responses only.

SAVED | SUBMITTED

Tender
Purchase of Mirrorless Camera

Response No.	5239321	Closing on	12 Feb 2015 04 : 00 PM	Response	Edit Saved Response Saved by John Ng Kok Ming on 12 Feb 2015, 11 : 26 AM
Tender No.	ALA000ETT15000004	Electronic Submission		View Submitted Response	Submitted by John Ng Kok Ming on 11 Feb 2015, 10 : 24 AM
Agency	Alpha Agency				
Published	11 Feb 2015				
Procurement Category	Furniture, Office Equipment & Audio-Visual ⇒ AV Equipment, Photographic Equipment & Accessories				

- Note: You may also edit a response that has already been saved by clicking on the “Edit Saved Response” button. (In this case, the response has not been submitted yet.)

OPEN

Tender No.	ALA000ETT15000004	Closing on	12 Feb 2015 04:00 PM
Reference No.	AA/15/0220	Electronic Submission	
Calling Agency	Defence Science and Technology Agency	Add to Calendar	
Agency	Alpha Agency	Edit Saved Response	
Published	10 Feb 2015 06:30 PM	Saved by John Ng Kok Ming on 11 Feb 2015, 09:23 AM	
Remarks			
Procurement Type	Goods		
Two Envelope Bidding	No		
Tender Type	Expenditure		
Covered under WTO-GPA/FTA	No		
Procurement Nature	Non Period Contract		

Section 3: Add a Currency

1. If you wish to place a bid in a foreign currency (in addition to the local currency), click on the “Add bid in another currency” link.

Quantity* 1.0000

Unit Price* Singapore Dollar 1,900.0000
Exclusive of GST

Total 1,900.00

Remarks Branded Camera Model X-123123
Please refer to Attached Annex A and B
132 Characters Remaining

+ 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.

DELIVERY INFORMATION

2. Select the currency from the drop-down list.

Unit of Measurement EACH

Quantity* 1.0000

Unit Price* 1,900.0000
Exclusive of GST

Total 1,900.00

Remarks Branded Camera Model X-123123
Please refer to Attached Annex A and B
132 Characters Remaining

BID IN ANOTHER CURRENCY Delete

Quantity* 1.0000

Unit Price* Singapore Dollar 10,853.5000
Exclusive of GST

Dropdown menu options: Pound Sterling, Hong Kong Dollar, Forint, Rupiah, Shekel, Indian Rupee, Iraqi Dinar, Yen, Won, Sri Lanka Rupee, Norwegian Krone, Nepalese Rupee, New Zealand Dollar, Rial Omani, Philippine Peso, Pakistan Rupee, Qatari Rial, Saudi Riyal, Swedish Krona, Singapore Dollar

3. Next, enter the unit price for the new currency.

BID IN ANOTHER CURRENCY 1 Delete

Quantity* 1.0000

Unit Price* Hong Kong Dollar 10,853.5000
Exclusive of GST

Total 10,853.50

+ 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.

DELIVERY INFORMATION

Delivery Terms* Local Delivery

Section 4: Add an Alternate Bid

1. Under the "Bid for Items" section, you may wish to place an alternative bid in addition to a base bid for an item.

Bid for Items | Upload Documents | Verify and Submit | Exit | Save

Bid for Items

Enter your bid price for the selected items. You can add an alternative offer for each item.

ITEM

Mandatory to Bid: Yes
Item 1 of 2
Mirrorless Camera
Unit of Measurement: EACH
Required Quantity: 1.0000
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

2. Click "Add alternative bid".

DELIVERY INFORMATION

Delivery Terms *

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

Delivery Date *

Port of Origin * 141 Characters Remaining

Location * 171 Characters Remaining

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

3. Enter the information for the alternative bid.
Note: If you wish to add more alternative bids, click on the "Add alternative bid" link again.

ALTERNATIVE BID 1

[Delete](#)

Unit of Measurement *

Quantity *

Unit Price *
Exclusive of GST

Total: 1,500.00

Remarks: 174 Characters Remaining

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

Section 5: Item Breakdown (Sub-items)

1. To provide a breakdown of the bid, click "Add sub item".

Unit of Measurement	EACH
Quantity *	<input type="text" value="1.0000"/>
Unit Price *	<input type="text" value="Singapore Dollar 1,900.0000"/>
<small>Exclusive of GST</small>	
Total	1,900.00
Remarks	<input type="text" value="Branded Camera Model X-123123
Please refer to Attached Annex A and B"/>
	132 Characters Remaining

[+ 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 subitems.

2. Fill in all the relevant information for this sub item.

BASE BID - SUB ITEM 1 Delete	
Sub Item Description *	<input type="text" value="Sub Item 1 description."/>
	231 Characters Remaining
Unit of Measurement	EACH
Quantity *	<input type="text" value="1.0000"/>
Unit Price *	<input type="text" value="Singapore Dollar 1,900.0000"/>
<small>Exclusive of GST</small>	
Total	1,900.00
Remarks	<input type="text" value="Branded Camera Model X-123123
Please refer to Attached Annex A and B"/>

3. To add more sub items, click on the "Add sub item" link again.

Unit of Measurement	EACH
Quantity *	<input type="text" value="1.0000"/>
Unit Price *	<input type="text" value="Singapore Dollar 1,500.0000"/>
<small>Exclusive of GST</small>	
Total	1,500.00
Remarks	<input type="text" value="Branded Camera Model X-123123
Please refer to Attached Annex A and B"/>
	132 Characters Remaining

[+ 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.

Section 6: Submit “No Quote”

1. In your base bid, you may choose not to submit a quote. To do so, click “Submit no quote”.

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

BASE BID		Submit no quote
Unit of Measurement	EACH	
Quantity *	<input type="text" value="1.0000"/>	
Unit Price *	Singapore Dollar <input type="text" value="100.0000"/>	
<small>Exclusive of GST</small>		
Total	100.00	
Remarks	<input type="text" value="Original Brand carrier with limited warranty."/>	

2. In the “Remarks” field, include an appropriate explanation as shown.

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

BASE BID	
You have chosen to 'Submit no quote' for this item. If you wish to add a quote, click Submit a quote	
Remarks *	<input type="text" value="Price of this item is included in the 2nd item."/>
	153 Characters Remaining

[+ Add alternative bid](#)

3. If you wish to reverse your decision on submitting a no quote, then click on the “Submit a quote” link as shown.

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

BASE BID	
You have chosen to 'Submit no quote' for this item. If you wish to add a quote, click Submit a quote	
Remarks *	<input type="text" value="Price of this item is included in the 2nd item."/>
	153 Characters Remaining

[+ Add alternative bid](#)

Section 7: Upload Document for Two Envelope Tender

1. When responding to a two envelope tender, you are required to submit the technical and price attachments separately. Under the “Upload Documents” section, click “Add Attachments”.

✓ Bid for Items
✓ Upload Documents
✓ Verify and Submit

Exit
Save

UPLOAD DOCUMENTS

Attach documents to complement your response.

Maximum file size : 5 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	Document Type
No attachments available.				
		Download	Remove	

2. 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.

Note: Remember to separate the technical specification and the price information into different files.

ADD ATTACHMENTS

Maximum file size : 5 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.

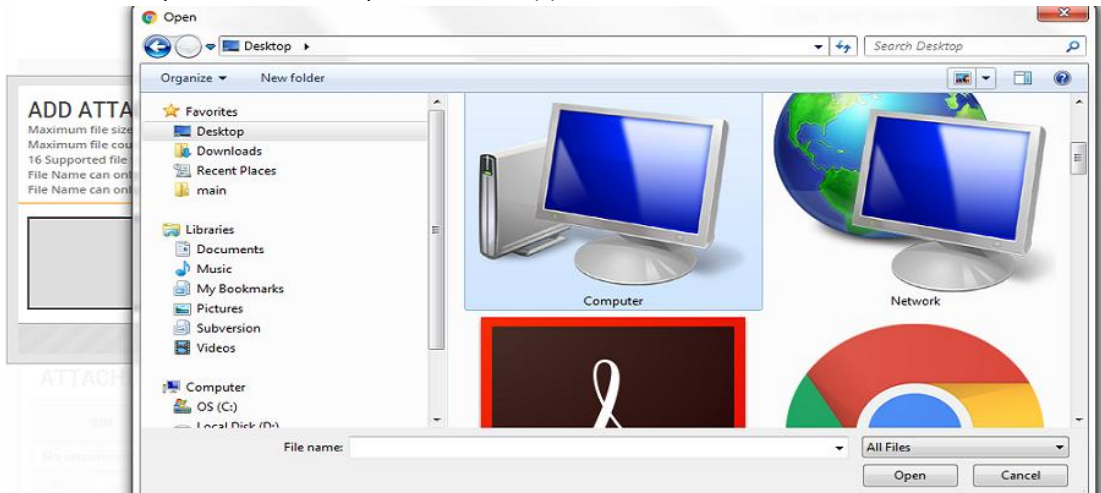


Drag and drop files here or click here to begin upload
 Maximum file size: 5 MB

Done

ATTACHMENTS + Add Attachments


- Locate and open the technical specification file(s).



- The technical specification file(s) will be uploaded automatically. Next, click on the box again and follow the same steps 3 and 4 to locate and upload the price information file(s).

ADD ATTACHMENTS

Maximum file size : 5 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: 5 MB

FILENAME	FILE SIZE	PROGRESS (%)
Gebiz_Price_A.pdf	42.28 kB	✔ Uploaded

- When both types of files have been uploaded, click “Done” to proceed.

ADD ATTACHMENTS

Maximum file size : 5 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: 5 MB

FILENAME	FILE SIZE	PROGRESS (%)
Gebiz_Tech_A.pdf	37.90 kB	✔ Uploaded
Gebiz_Price_A.pdf	42.28 kB	✔ Uploaded

- For each file, specify whether it is a technical or price document using the document type drop-down boxes as shown. Then click “Next” to continue with the rest of the steps for responding to the tender.

✓ Bid for Items
✓ Upload Documents
✓ Verify and Submit

Exit
Save

UPLOAD DOCUMENTS

Attach documents to complement your response.

Maximum file size : 5 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

<input type="checkbox"/>	S/N	File Name	File Size	Document Type
<input type="checkbox"/>	1.	Gebiz_Price_A.pdf	42.28 kB	PRICE
<input type="checkbox"/>	2.	Gebiz_Tech_A.pdf	37.90 kB	Document Type


Download
Remove

Document Type
PRICE
TECHNICAL

Section 8: Common Messages

1. The counter on the top right of the “Response” section indicates how much time is left before the business opportunity closes.

Note: You will not be allowed to respond to a business opportunity after it has closed.

 You are responding to
Tender - ALA000ETT15000004
Purchase of Mirrorless Camera
Alpha Agency


Closing			
0	0	5	17
Days	Hours	Minutes	Seconds

12 Feb 2015, 4:00 PM

Steps to Respond

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 tender. Maximum acceptable size of each file attachment is 5 MB. Supported file types are doc, txt, rtf, jpeg, xls, csv, tif, gif, jpg, pdf, ppt, bmp, zip, pptx, docx and xlsx.

2. You will see this message when there is less than 5 minutes left on the counter.

 You are responding to
Tender - ALA000ETT15000004
Purchase of Mirrorless Camera
Alpha Agency

Closing			
Please submit your response immediately. You have less than 5 minutes remaining.			

12 Feb 2015, 4:00 PM

Steps to Respond

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