

Submitting a Bid

JGSM-03-D



Accessing the Event – Email Invitation

To **Access the Event** through an email invitation, follow the steps below:

- 1 The buyer invites the Supplier to participate in a sourcing event through a **System Generated Email**. Select the **link** from the invitation email to **View** the sourcing event.

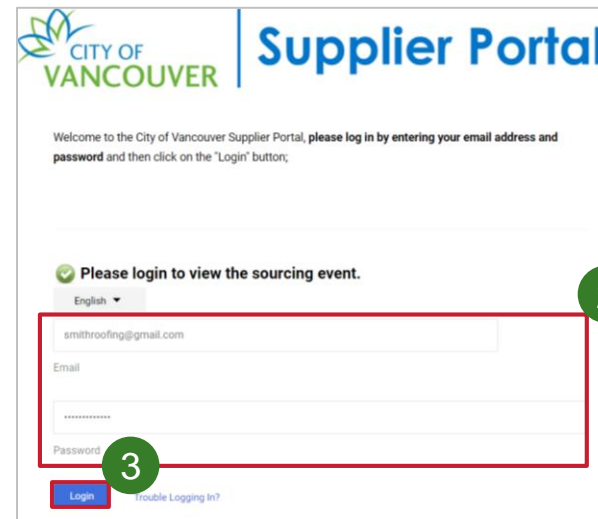
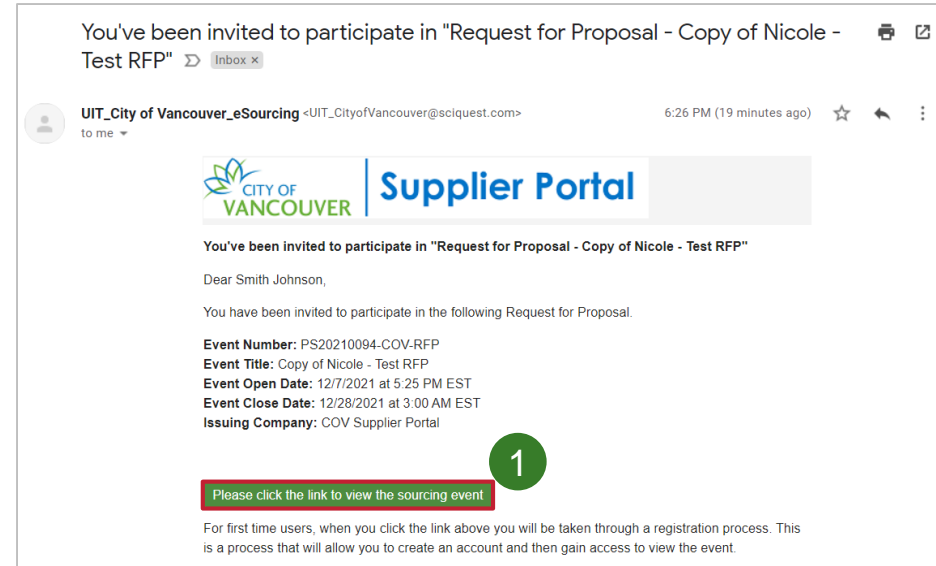
*You are directed to the
Supplier Portal login page.*

- 2 Enter your **Login Credentials** in the appropriate fields.
- 3 Select the **Login** button.

*The **Event Summary** page displays.*



For first time users, clicking the invitation link will take you to a registration process where you need to create an account before getting access to view the event.



Accessing the Event – Public Portal

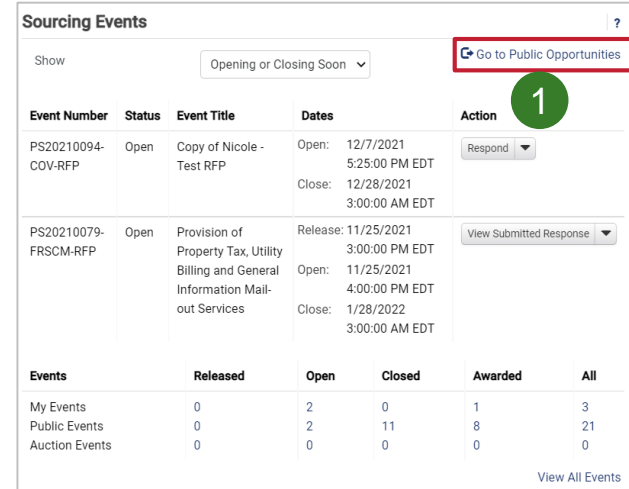
To **Access the Event** through the public portal, login to the **Supplier Portal** and follow the steps below:

- 1 Select the **Go to Public Opportunities** link.

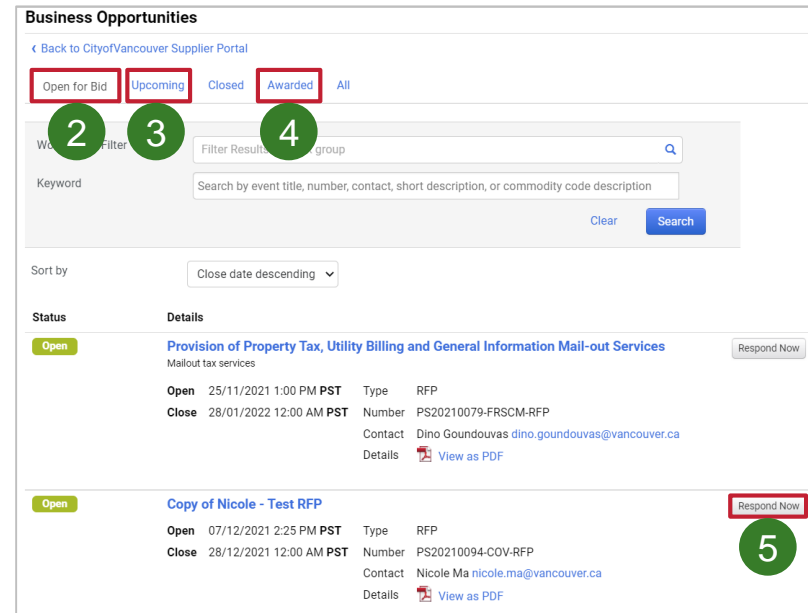
*You will be directed to the **COV Procurement Opportunities** page*

Select the following tabs for more information:

- 2 **Open for Bid**
View events that are currently open for bidding.
- 3 **Upcoming**
View upcoming events.
- 4 **Awarded**
View events that have recently been awarded.
- 5 Select the **Respond Now** button next to the event name to be directed to the **Event Summary** page.



The screenshot shows the 'Sourcing Events' page. At the top right, there is a link 'Go to Public Opportunities' highlighted with a red box and a green circle with the number 1. Below this is a table with columns: Event Number, Status, Event Title, Dates, and Action. Two events are listed: PS20210094-COV-RFP and PS20210079-FRSCM-RFP. The first event has a 'Respond' button in the Action column. The second event has a 'View Submitted Response' button. At the bottom, there is a summary table with columns: Events, Released, Open, Closed, Awarded, and All. The 'Open' column has values 2, 2, and 0 for the three event categories. The 'Awarded' column has values 1, 8, and 0. A 'View All Events' link is at the bottom right.

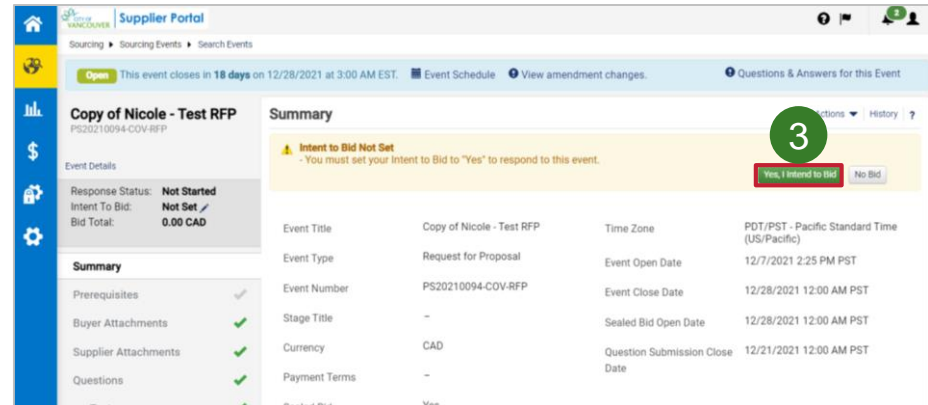


The screenshot shows the 'Business Opportunities' page. At the top, there is a link 'Back to CityofVancouver Supplier Portal'. Below this are tabs: 'Open for Bid', 'Upcoming', 'Closed', 'Awarded', and 'All'. The 'Upcoming' tab is highlighted with a red box and a green circle with the number 2. The 'Awarded' tab is highlighted with a red box and a green circle with the number 4. Below the tabs is a search bar with a 'Search' button. Below the search bar is a table with columns: Status, Details, and a 'Respond Now' button. Two events are listed: 'Provision of Property Tax, Utility Billing and General Information Mail-out Services' and 'Copy of Nicole - Test RFP'. The first event has a 'Respond Now' button highlighted with a red box and a green circle with the number 5. The second event has a 'Respond Now' button highlighted with a red box and a green circle with the number 5.

Submitting a Bid (Contd.)

- 3 Select the **Yes, I Intend to Bid** button.

A message will appear requesting that you complete prerequisites before you can enter a bid.



Supplier Portal

Sourcing > Sourcing Events > Search Events

Open This event closes in 18 days on 12/28/2021 at 3:00 AM EST. Event Schedule View amendment changes. Questions & Answers for this Event

Copy of Nicole - Test RFP
PS20210094-COV-RFP

Event Details

Response Status: Not Started
Intent To Bid: Not Set
Bid Total: 0.00 CAD

Summary

Prerequisites

Buyer Attachments ✓
Supplier Attachments ✓
Questions ✓

Summary

Event Title: Copy of Nicole - Test RFP
Event Type: Request for Proposal
Event Number: PS20210094-COV-RFP
Stage Title: -
Currency: CAD
Payment Terms: -
Sealed Bid: Yes

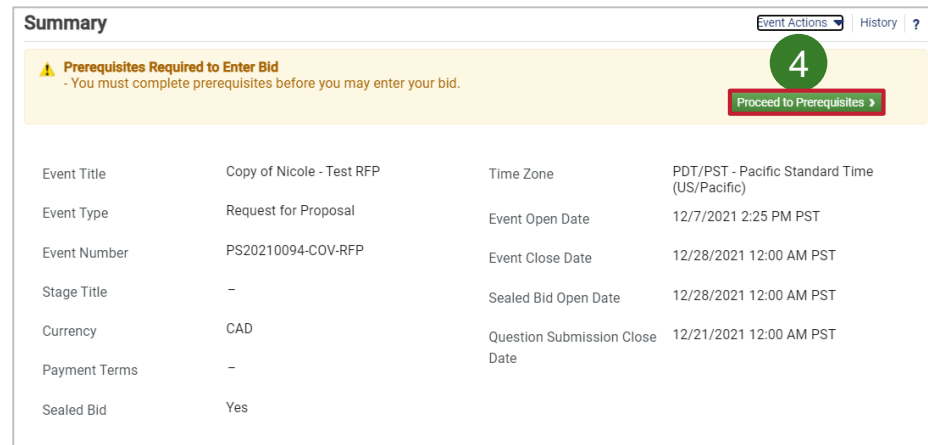
Time Zone: PDT/PST - Pacific Standard Time (US/Pacific)
Event Open Date: 12/7/2021 2:25 PM PST
Event Close Date: 12/28/2021 12:00 AM PST
Sealed Bid Open Date: 12/28/2021 12:00 AM PST
Question Submission Close Date: 12/21/2021 12:00 AM PST

Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event.

Yes, I Intend to Bid No Bid

- 4 Select the **Proceed to Prerequisites** button.

The Prerequisites section displays.



Summary

Event Actions History ?

Prerequisites Required to Enter Bid
- You must complete prerequisites before you may enter your bid.

Proceed to Prerequisites

Event Title: Copy of Nicole - Test RFP
Event Type: Request for Proposal
Event Number: PS20210094-COV-RFP
Stage Title: -
Currency: CAD
Payment Terms: -
Sealed Bid: Yes

Time Zone: PDT/PST - Pacific Standard Time (US/Pacific)
Event Open Date: 12/7/2021 2:25 PM PST
Event Close Date: 12/28/2021 12:00 AM PST
Sealed Bid Open Date: 12/28/2021 12:00 AM PST
Question Submission Close Date: 12/21/2021 12:00 AM PST

Prerequisite Section

1 Select each **Prerequisite** link.

A pop-up window will display.

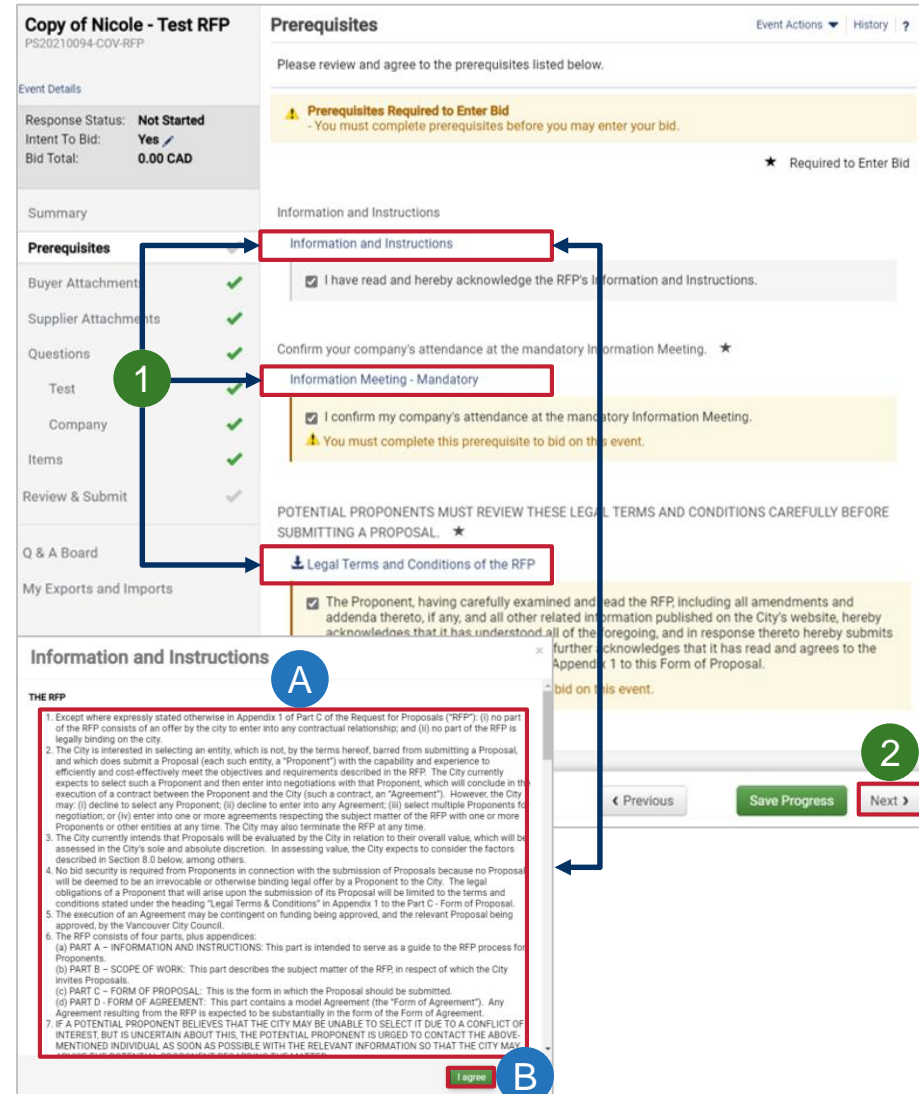
A Read the **Information** from each pop-up window.

B Select the **I agree** button to **Acknowledge** and **Agree** with the events **Prerequisite Requirements**.

2 Select the **Next** button after acknowledging all the **Prerequisite Requirements** in this section.



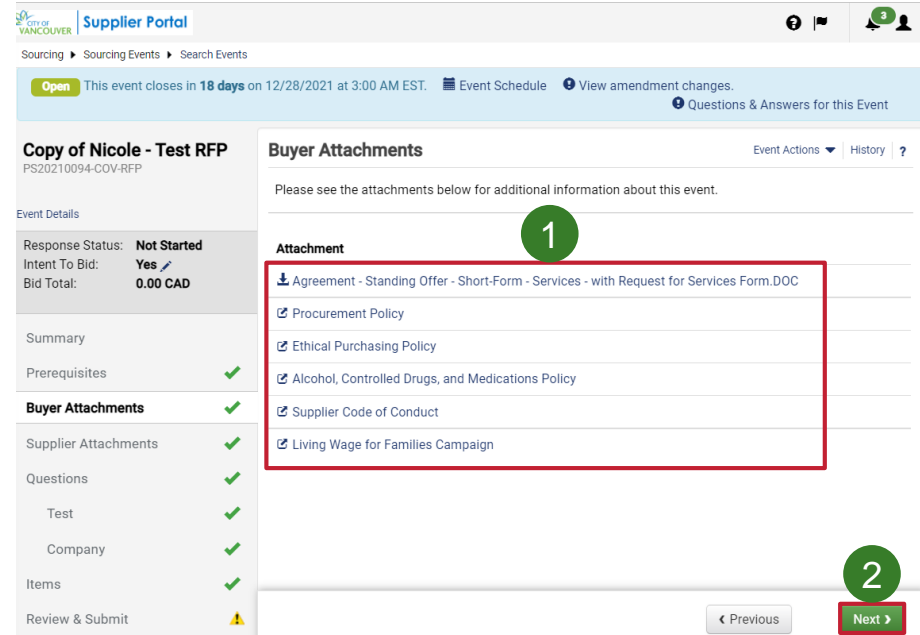
The checkbox will turn green after selecting the **I agree** button for each Prerequisite Requirement.



Buyer Attachment Section

To ensure that **Buyer** and **Supplier** Interests are aligned, follow the steps below:

- 1 Under **Attachment** click on each document link to review it and ensure that buyer and supplier interests are aligned.
- 2 Select the **Next** button to proceed to the **Supplier Attachments** section.



The screenshot displays the 'Supplier Portal' interface for a 'Copy of Nicole - Test RFP' (PS20210094-COV-RFP). The event is 'Open' and closes in 18 days. The left sidebar shows the navigation menu with 'Buyer Attachments' highlighted. The main content area, titled 'Buyer Attachments', lists several attachments for review, each with a checkbox: 'Agreement - Standing Offer - Short-Form - Services - with Request for Services Form.DOC', 'Procurement Policy', 'Ethical Purchasing Policy', 'Alcohol, Controlled Drugs, and Medications Policy', 'Supplier Code of Conduct', and 'Living Wage for Families Campaign'. A red box highlights this list, with a green circle containing the number '1' next to it. At the bottom right, there are 'Previous' and 'Next' buttons. A green circle containing the number '2' is placed over the 'Next' button.

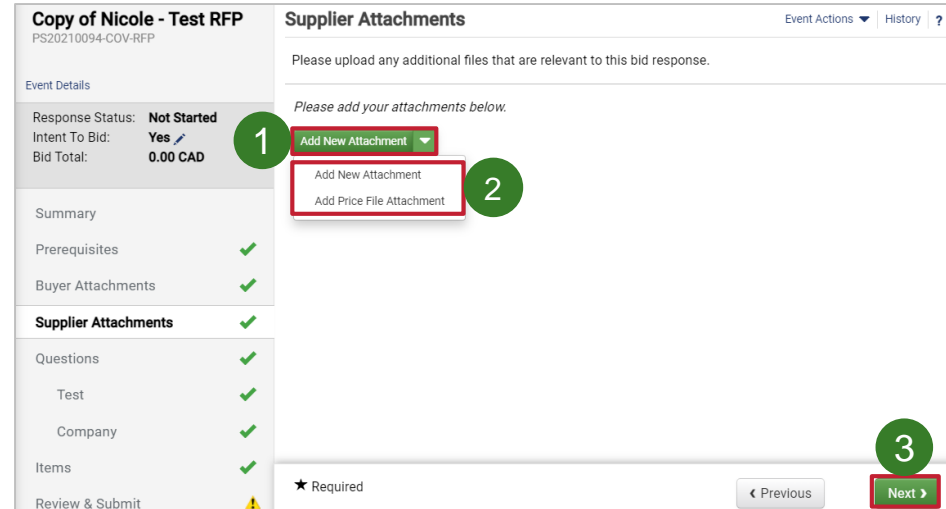
Suppliers Attachment Section

1 Suppliers can click the **Add New Attachment** drop-down button to upload any **Supplementary** documentation they want to provide the buyer.

2 Select an **attachment type** option from the drop-down list.


*An **Attachment** window displays for you to upload any documents.*

3 Select the **Next** button to proceed to the **Questions** Section.





Copy of Nicole - Test RFP
PS20210094-COV-RFP


Event Details


Response Status: **Not Started**
Intent To Bid: **Yes** 
Bid Total: **0.00 CAD**


Summary


Prerequisites 


Buyer Attachments 


Supplier Attachments 

Questions 

Test 

Company 

Items 

Review & Submit 

Supplier Attachments Event Actions ▾ | History | ?

Please upload any additional files that are relevant to this bid response.

Please add your attachments below.

1 **Add New Attachment** ▾

2 Add New Attachment
Add Price File Attachment

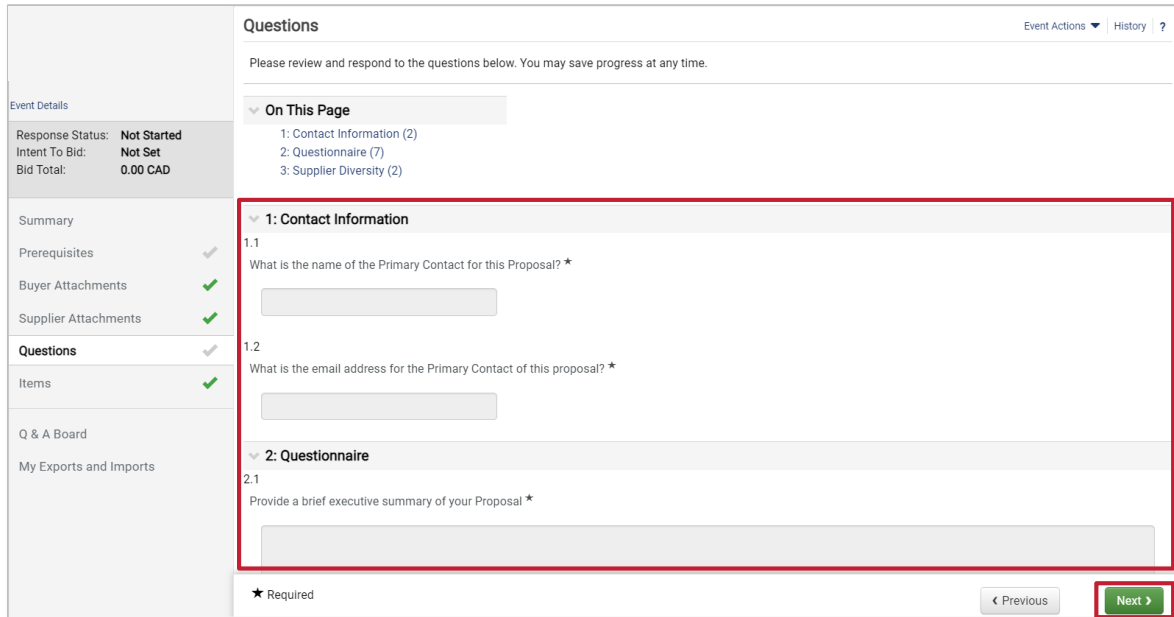
3 **Next** >

★ Required < Previous

Questions Section

To complete the **Questions** section, follow the steps below:

- 1 Complete all the **Mandatory** questions that are marked by **asterisks(*)**.
- 2 Select the **Next** button to proceed to the **Items** Section.



Questions

Event Actions | History | ?

Please review and respond to the questions below. You may save progress at any time.

On This Page

- 1: Contact Information (2)
- 2: Questionnaire (7)
- 3: Supplier Diversity (2)

1: Contact Information

1.1

What is the name of the Primary Contact for this Proposal? *

1.2

What is the email address for the Primary Contact of this proposal? *

2: Questionnaire

2.1

Provide a brief executive summary of your Proposal *

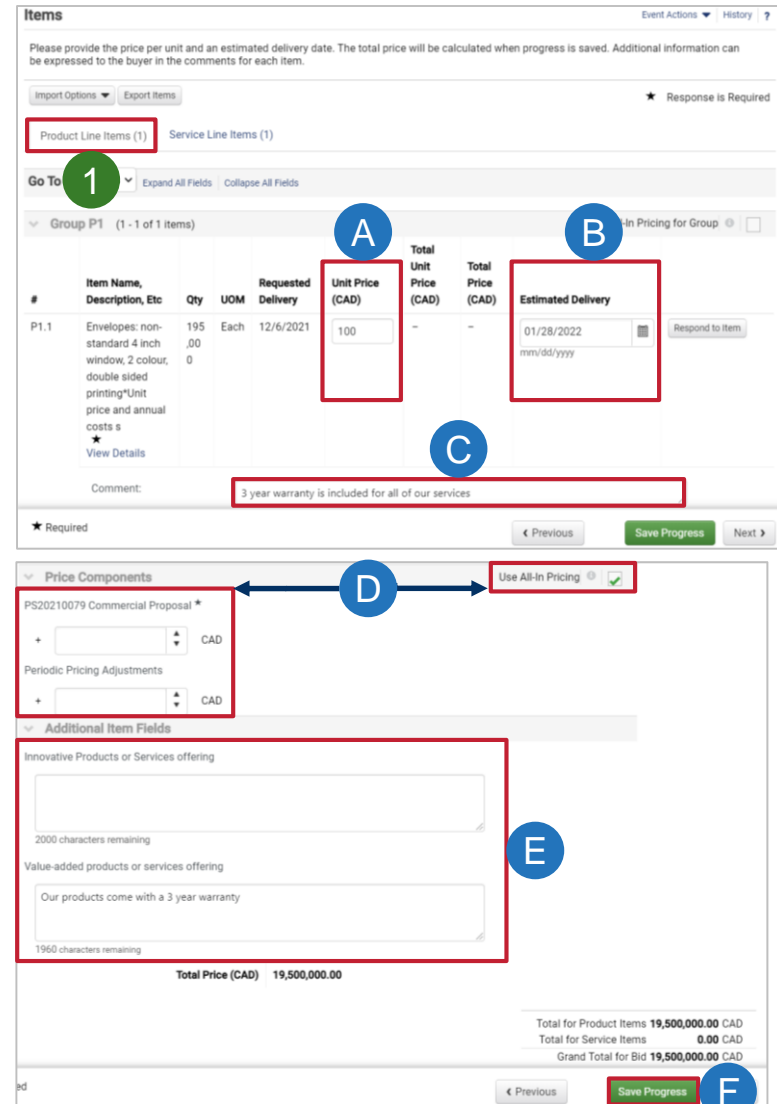
★ Required

Previous Next

Items Section – Product Line Items

To complete the **Items** section, follow the steps below:

- 1 Select the **Product Line Items** tab.
- A Enter the **Unit Price** for the product(s) being sourced.
- B Select the Calendar icon and select the **Estimated Delivery** date.
- C Enter any **Comments** you wish to leave for the **Buyer**.
- D Enter the **Commercial Proposal** and **Periodic Pricing Adjustment** amount or click the **Unit All-In Pricing** checkbox to eliminate individual allowance and fee fields.
- E Enter additional product or service offerings in the **Comments** field.
- F Select the **Save Changes** button.



The screenshot shows the 'Items' section of a procurement system. It includes a table for 'Product Line Items' with columns for Item Name, Qty, UOM, Requested Delivery, Unit Price (CAD), Total Unit Price (CAD), Total Price (CAD), and Estimated Delivery. A red box labeled '1' highlights the 'Product Line Items (1)' tab. A red box labeled 'A' highlights the 'Unit Price (CAD)' field. A red box labeled 'B' highlights the 'Estimated Delivery' field. A red box labeled 'C' highlights the 'Comments' field. A red box labeled 'D' highlights the 'Price Components' section, which includes 'PS20210079 Commercial Proposal' and 'Periodic Pricing Adjustments'. A red box labeled 'E' highlights the 'Additional Item Fields' section, which includes 'Innovative Products or Services offering' and 'Value-added products or services offering'. A red box labeled 'F' highlights the 'Save Progress' button. The 'Use All-In Pricing' checkbox is also highlighted with a red box.

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (CAD)	Total Unit Price (CAD)	Total Price (CAD)	Estimated Delivery
P1.1	Envelopes: non-standard 4 inch window, 2 colour, double sided printing*Unit price and annual costs \$	195.00	Each	12/6/2021	100	-	-	01/28/2022

Comment: 3 year warranty is included for all of our services

Price Components: PS20210079 Commercial Proposal *

Periodic Pricing Adjustments

Additional Item Fields

Innovative Products or Services offering

Value-added products or services offering

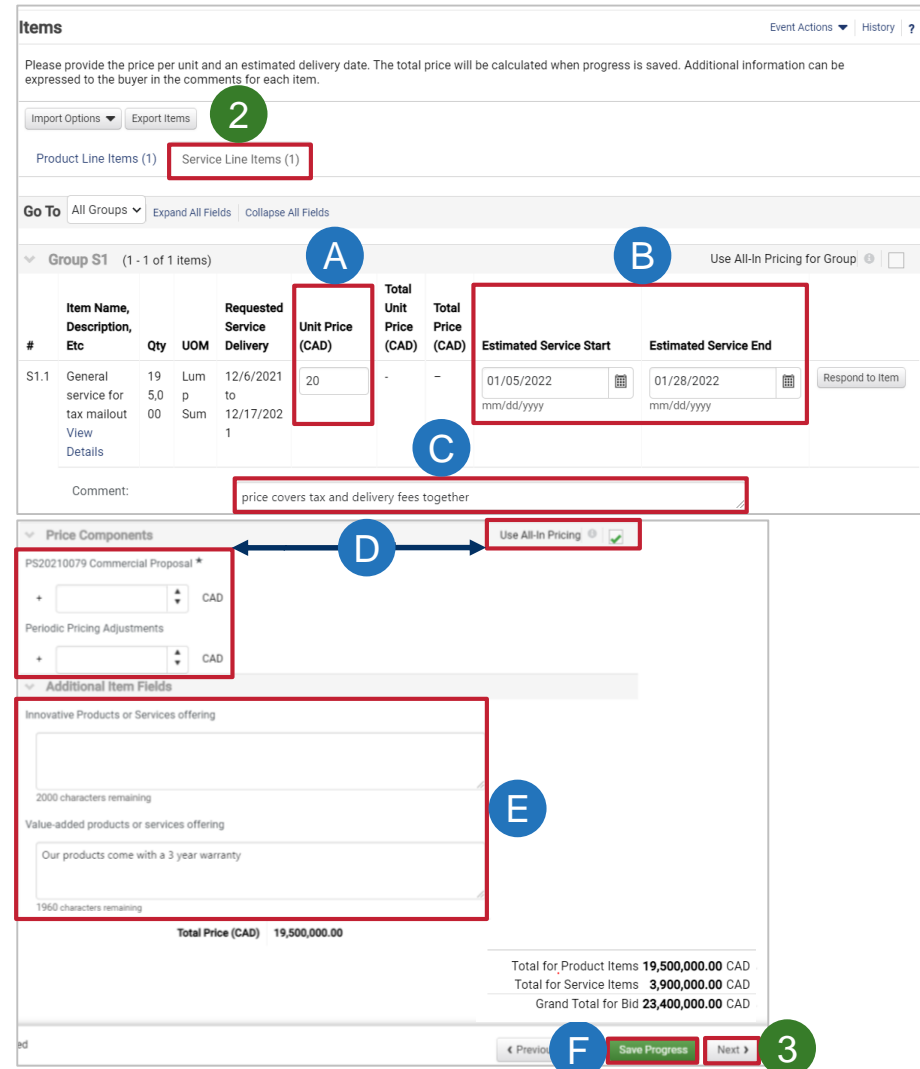
Our products come with a 3 year warranty

Total Price (CAD) 19,500,000.00

Total for Product Items 19,500,000.00 CAD
Total for Service Items 0.00 CAD
Grand Total for Bid 19,500,000.00 CAD

Items Section – Service Line Items

- 2 Select the **Service Line Items** tab.
- A Enter the **Unit Price** for the services being sourced.
- B Select the **Calendar** icon and select the **Estimated Delivery** date.
- C Enter any **Comments** you wish to leave for the **Buyer**.
- D Enter the **Commercial Proposal** and **Periodic Pricing Adjustment** amount or click the **Unit All-In Pricing** checkbox to eliminate individual allowance and fee fields.
- E Enter additional service offerings in the **Comments** field.
- F Select the **Save Progress** button.
- 3 Select the **Next** button.



Items Event Actions History ?

Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.

Import Options Export Items

Product Line Items (1) **Service Line Items (1)**

Go To All Groups Expand All Fields Collapse All Fields

Group S1 (1 - 1 of 1 Items) Use All-In Pricing for Group ☐

#	Item Name, Description, Etc	Qty	UOM	Requested Service Delivery	Unit Price (CAD)	Total Unit Price (CAD)	Total Price (CAD)	Estimated Service Start	Estimated Service End	
S1.1	General service for tax mailout	19	Lum p	12/6/2021 to 12/17/2021	20	-	-	01/05/2022 mm/dd/yyyy	01/28/2022 mm/dd/yyyy	Respond to Item

Comment: price covers tax and delivery fees together

Price Components Use All-In Pricing ☒

PS20210079 Commercial Proposal *

+ CAD

Periodic Pricing Adjustments

+ CAD

Additional Item Fields

Innovative Products or Services offering

2000 characters remaining

Value-added products or services offering

Our products come with a 3 year warranty

1960 characters remaining

Total Price (CAD) 19,500,000.00

Total for Product Items 19,500,000.00 CAD
Total for Service Items 3,900,000.00 CAD
Grand Total for Bid 23,400,000.00 CAD

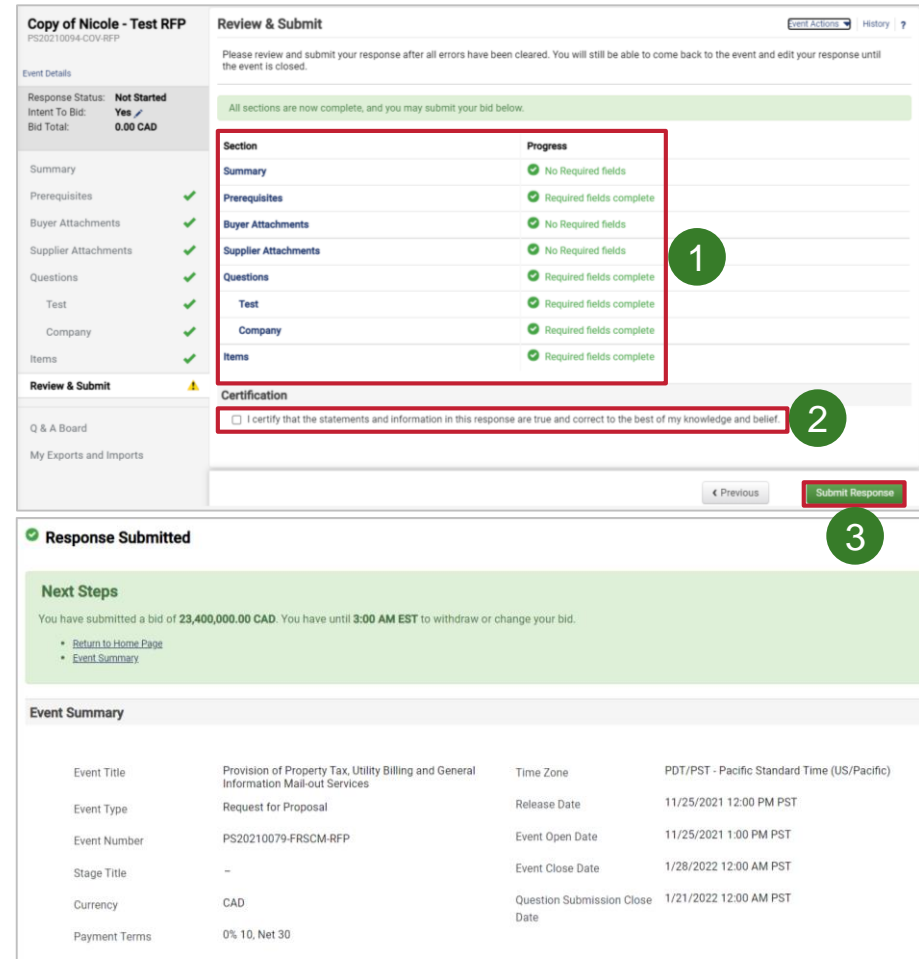
Previous **Save Progress** Next

Review & Submit Section

- 1 **Review** all the sections to check for completion.
- 2 Select the **Certification** checkbox to acknowledge that the statements in the bid application are true.
- 3 Select the **Submit Response** button.

*A **Confirmation Screen** will display to notify the supplier that the bid has been successfully **Submitted**.*

*On this confirmation screen, suppliers will be able to see the events' **release, open and close** Dates to either review or withdraw their Bid Submission.*



Section	Progress
Summary	✓ No Required fields
Prerequisites	✓ Required fields complete
Buyer Attachments	✓ No Required fields
Supplier Attachments	✓ No Required fields
Questions	✓ Required fields complete
Test	✓ Required fields complete
Company	✓ Required fields complete
Items	✓ Required fields complete

Certification

☐ I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

[Previous](#) [Submit Response](#)

Response Submitted

Next Steps

You have submitted a bid of 23,400,000.00 CAD. You have until 3:00 AM EST to withdraw or change your bid.

- [Return to Home Page](#)
- [Event Summary](#)

Event Summary

Event Title	Provision of Property Tax, Utility Billing and General Information Mail-out Services	Time Zone	PDT/PST - Pacific Standard Time (US/Pacific)
Event Type	Request for Proposal	Release Date	11/25/2021 12:00 PM PST
Event Number	PS20210079-FRSCM-RFP	Event Open Date	11/25/2021 1:00 PM PST
Stage Title	-	Event Close Date	1/28/2022 12:00 AM PST
Currency	CAD	Question Submission Close Date	1/21/2022 12:00 AM PST
Payment Terms	0% 10, Net 30		



The Bid can be adjusted and resubmitted prior to the event close date even after initial submission.

