

# **ELECTRONIC BIDDING PROCESS**

## **BY VENDORS FOR THE PUBLISHED E-PROCUREMENTS**

### **IN VERSION 2 OF THE E-GP SYSTEM**

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## 1. SELECTING A PROCUREMENT

In the e-GP system, vendors will receive the procurements in two ways depending on the vendor selection by the procuring entity.

1. Procurements in the category of “Randomly selected vendors” – e-Procurements which have been sent by Procuring Entity to randomly picked vendors who are registered in the e-GP system can be seen by those randomly picked vendors in the “Procurements > My Procurements > Active Procurements” section. Vendors can engage with these e-procurements for quotation submission.

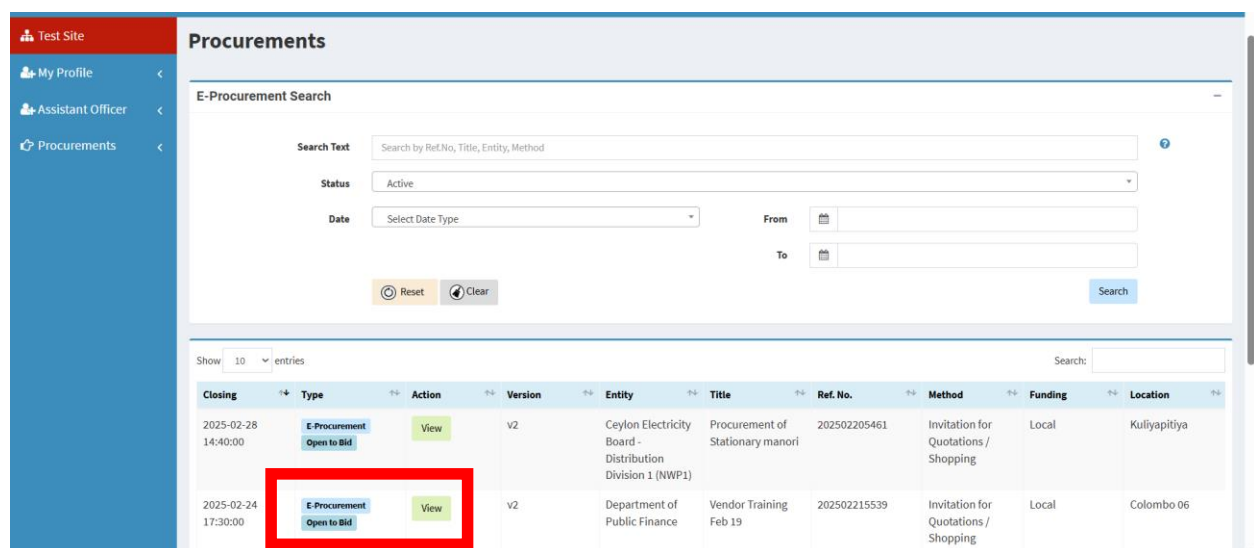
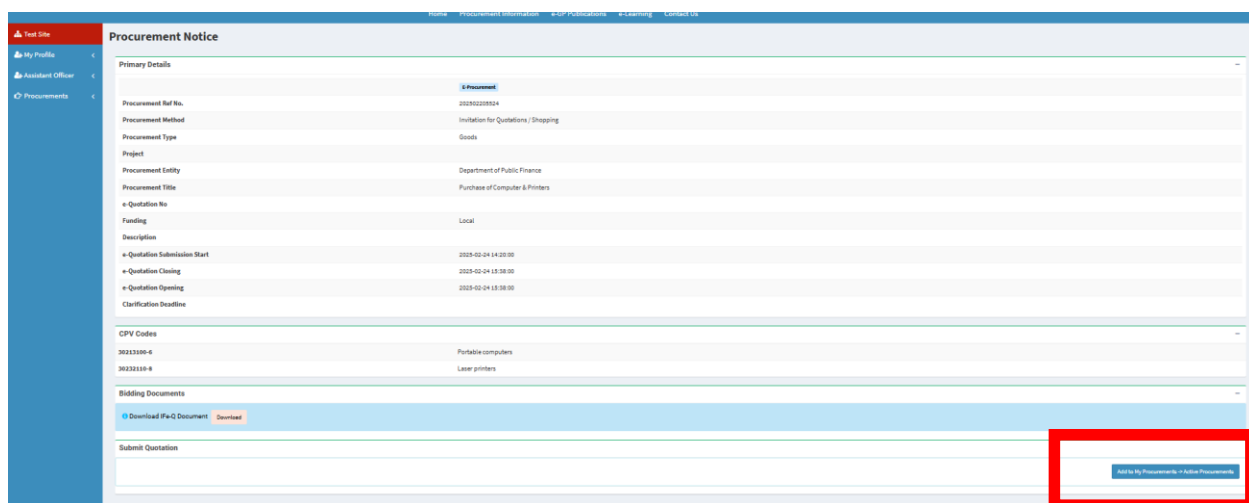


Figure 1 - Viewing the procurement

2. Procurements published for All Vendors – e-Invitations sent by Procuring Entities to all vendors appear in “Procurements > All e-Procurements” section. Some of the procurements appear under “All e-Procurements” can be transferred to “Procurements > My Procurements > Active Procurements” by the vendor. Once it is transferred user can proceed for the quotation submission.

**To transfer procurements to “Active Procurements” vendors must click on the “Add to My Procurements > Active Procurements” button.**



Add to My Procurements -> Active Procurements

Figure 2 – Supplier can transfer procurements from all vendor selection to active procurements

If the related procurement the vendor is viewing under “All e-Procurements” is in the category of “Randomly Selected Vendors” and if the particular vendor is not randomly picked by the Procuring Entity the vendor cannot transfer the procurement to active procurements and instead see the below message at the bottom of the View page.

You have not been selected for this procurement by the Procuring Entity.

Figure 2 – Supplier not get selected from random selection.

## 2. ENGAGING WITH E-PROCUREMENTS

My Procurements – e-Procurements which the currently logged-in vendor can engage. These are also called e-Invitations.

All Procurements – All the e-Procurements that are available at the moment. You cannot submit e-Quotations for the procurements through this category. This is for the viewing and selection purpose only.

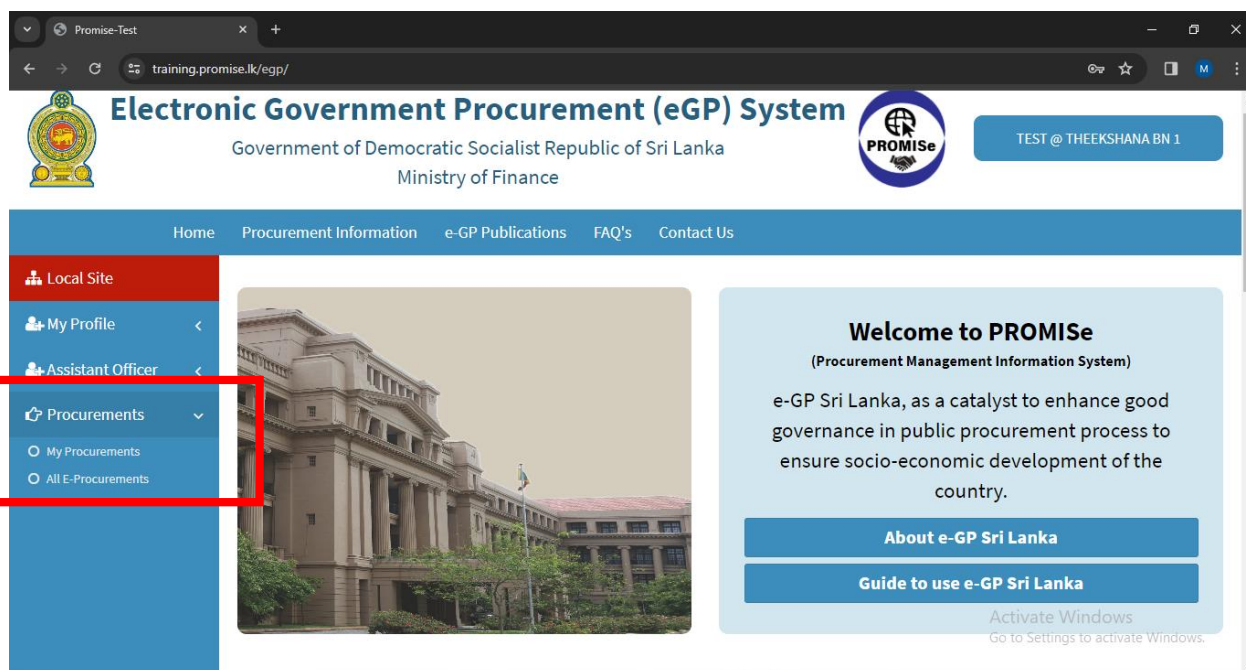


Figure 4 - Viewing the procurement that the vendor can bid.

Under My Procurements, the e-Invitations are divided and be shown under three tabs.

1. Engaged Procurements – Procurements that are engaged by currently logged-in user
2. Active Procurements - Procurements which are open for bidding. (You can engage with these procurements by submitting e-Quotations)
3. Closed Procurements – e-Procurements which have closed for bidding.

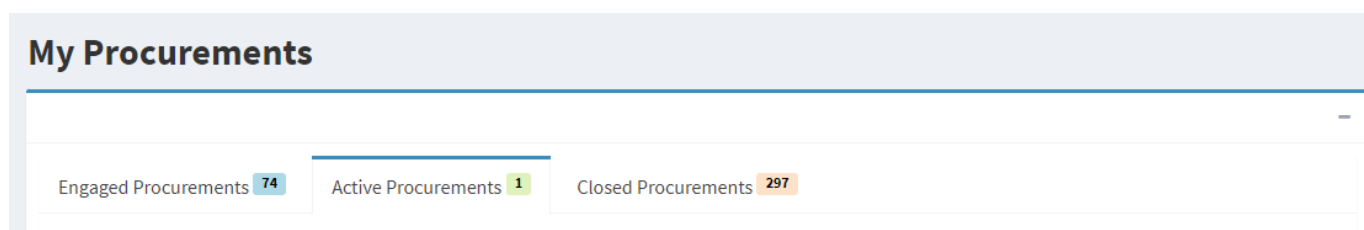


Figure 5 - Division of Procurements under different tabs.

### 3. VIEWING OF ENGAGED PROCUREMENTS

In the dashboard go to the left navigation bar and click Procurements → My Procurements → Engaged Procurements

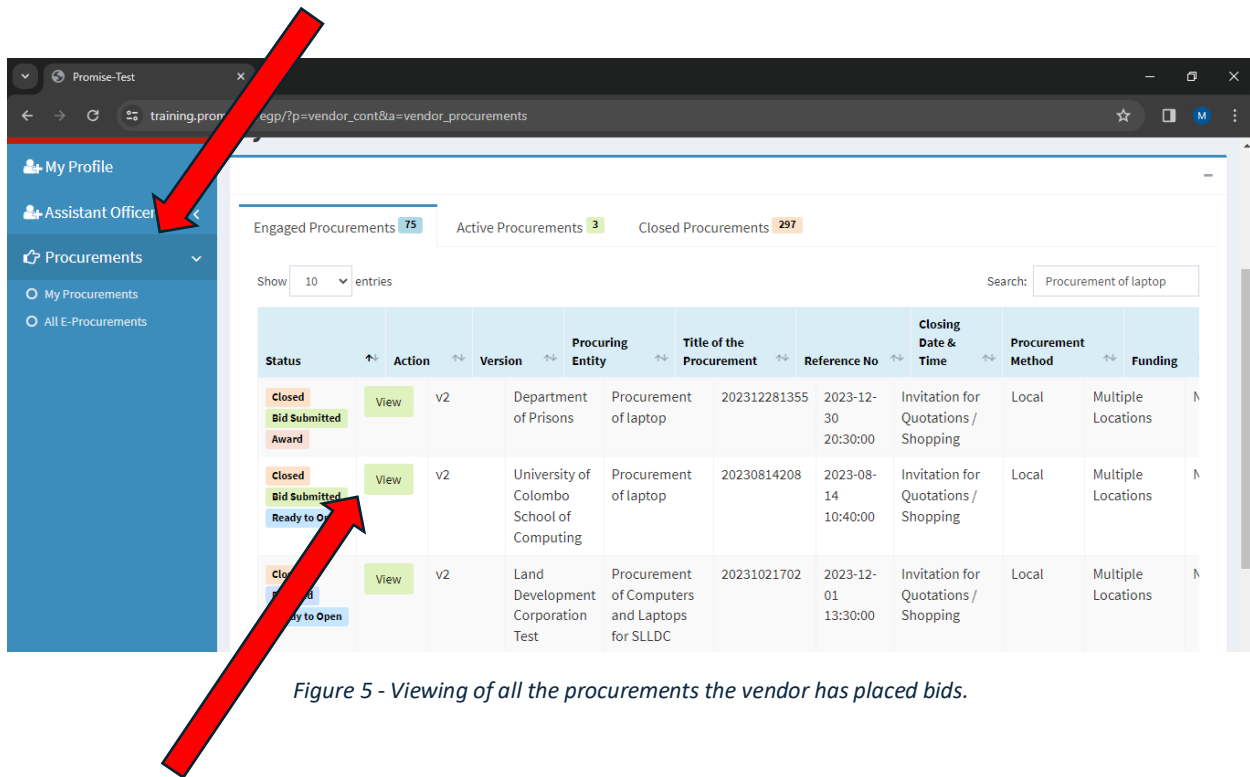


Figure 5 - Viewing of all the procurements the vendor has placed bids.

Click View to display the procurement in detail. (Figure 4)

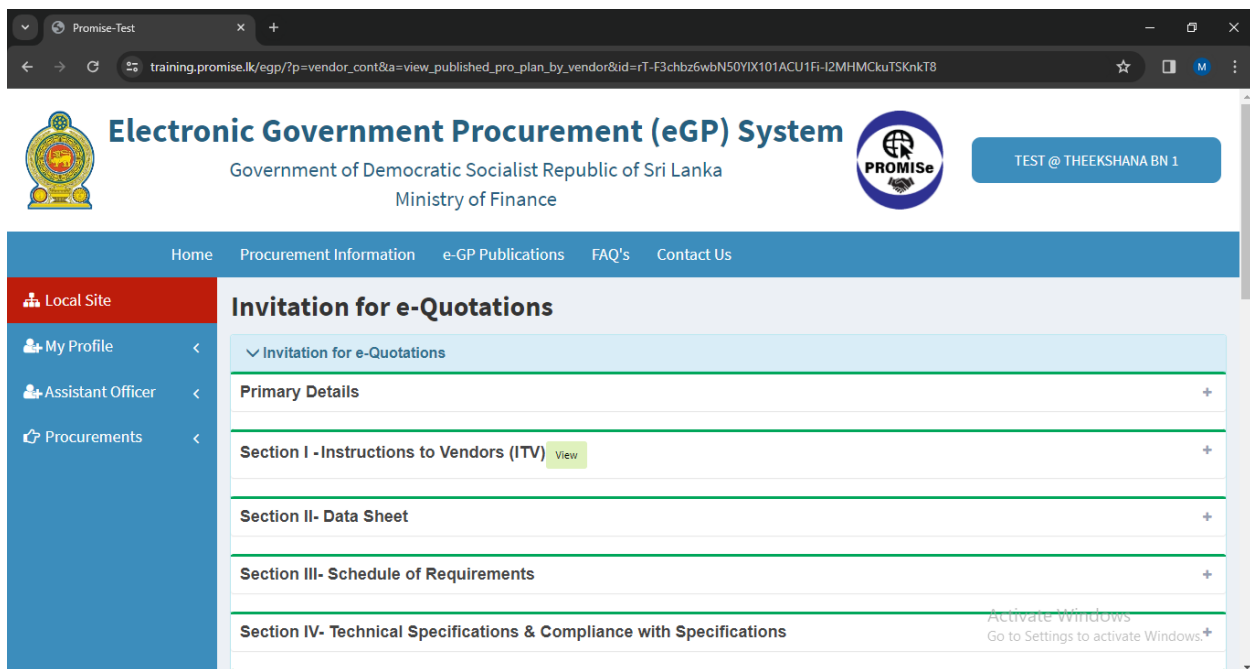


Figure 6 - Viewing the details of e-Quotation.

#### 4. VIEWING OF ACTIVE PROCUREMENTS AND ACKNOWLEDGING

Click the second tab “Active Procurements”. The vendor can view all the active procurements available.

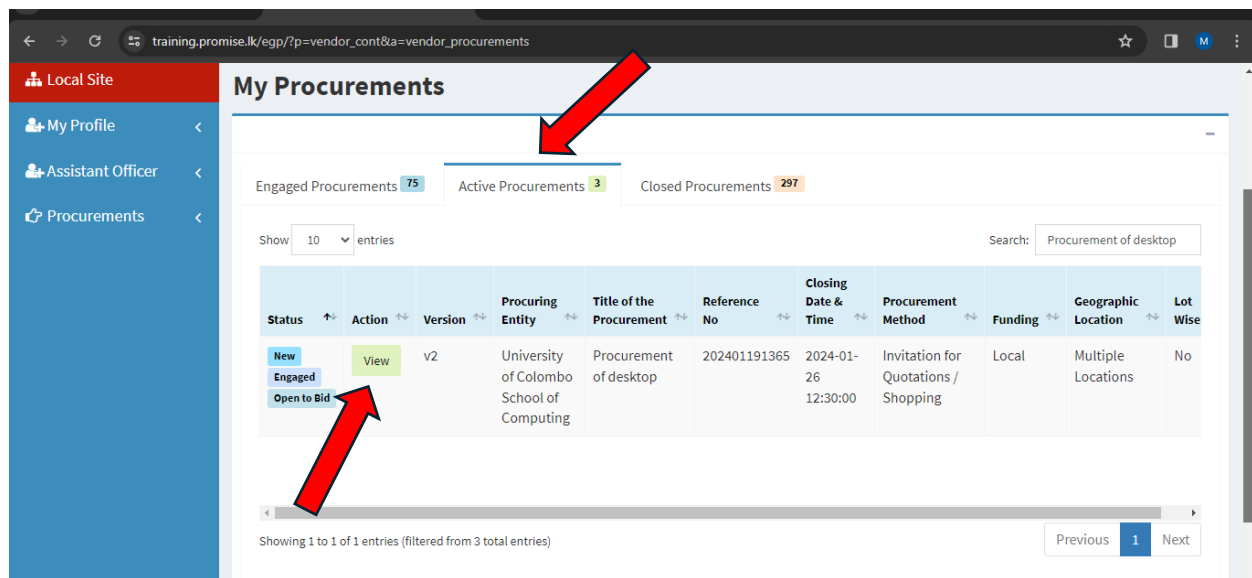


Figure 7 - Viewing of all the new procurements the vendor can place bids.

1. Click “View” then the vendor can view the procurement in detail.
2. Then you can view the full details of the Invitation for e-Quotation document. You can expand each section and view the details. You can download the Invitation for e-Quotation also known as IFeQ document if you wish. You can hide the expanded Invitation for e-Quotation by clicking the link again.
3. If the liaison officer has allowed clarification and if the clarification deadline is not reached and if you have any clarification regarding the particular procurement after reviewing the IFeQ you can type the clarifications and send to the procuring entity. The responses of procuring entity for clarifications can be seen once they respond. Clarifications can be seen by all the vendors. (Figure 6)

Figure 8 - Entering clarifications.

4. To Start bidding click on the button “I acknowledge that I received the Invitation for e-Quotation”.

Figure 9 - Click button to start the bidding.

5. The vendor must select the option whether you submit the e-Quotation or you do not submit the e-Quotation.
  1. Click “I will submit an e-Quotation.”
  2. Then click “Save” and “Respond” button.

Ministry of Finance

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## Response

Closing Date:	Opening Date:	Remaining Time	Current Date & Time
2024-01-26 12:30:00	2024-01-26 12:30:00	0 Days   9 Hours   56 Minutes   33 Seconds	2024-01-26 02:33:27

**Procurement - Procurement of desktop**

Quotation Closing 2024-01-26 12:30:00

☒ I will submit an e-Quotation

☐ I will not submit an e-Quotation

Save

Respond

Figure 10 - Submit the response to the e-quotation.

- Then you will get a One Time Password OTP to your registered mobile number. The popup screen will appear and you should enter the OTP and submit.
- After clicking the respond button and entering OTP, you will see in the notice to vendors and steps to respond. This include the instructions to use the e-GP system.

training.promise.lk/egp/?p=vendor\_cont&a=instructions\_to\_vendor&proc\_id=y51gdb85QxAME7hVhLn5e9t1BW5kTvWSPRig3fo7aw

Local Site

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## Instructions to Vendor

Closing Date:	Opening Date:	Remaining Time	Current Date & Time
2024-01-26 12:30:00	2024-01-26 12:30:00	0 Days   9 Hours   42 Minutes   51 Seconds	2024-01-26 02:47:09

**You are responding to**

**IFe-Q Number:** 202401191365

**Title of the Procurement:** Procurement of desktop

**Name of the PE:** University of Colombo School of Computing

**Notice to Vendor**

Vendors are advised to submit the e-Quotation documents as much as early to ensure successful submission without any interruption.

The system <https://promise.lk> does not allow Vendors to submit e-Quotations after the deadline for submission of e-Quotations.

However, if bidder suffers from a system non-responsiveness: immediately inform all of the followings;

- the e-GP Technical Staff on 0117024957.
- the relevant procuring entity over the phone, and e-GP Management on 0714897798.
- the relevant procuring entity through an email with copies to [pd@promise.lk](mailto:pd@promise.lk) and [admin@promise.lk](mailto:admin@promise.lk).

**Steps to Respond**

- Read ITV and datasheet
- Complete all the forms accordingly

Activate Windows  
Go to Settings to activate Windows.

Figure 11- Vendor instructions.



The screenshot shows a web browser window with the URL `training.promise.lk/egp/?p=vendor_cont&a=instructions_to_vendor&proc_id=GdDwQd9bPjqNzqZb-ynVAD1Z_xGx6rYDdNr-RY5mK48`. The form contains the following sections:

- 3.2**: Any other additional documents applicable to supplier evaluation required by the purchaser Ex: ISO certification.
 

#	Title of the Document	Mandatory
1	doc	<input checked="" type="checkbox"/>
- 5.1**: **Option 1:** Vendors shall quote for full quantity of all the items. e-Quotation evaluation and award will be made for the total price quoted.
- 6.1**: The **e-Quotation Validity Period** is 5 days from the date of e-Quotation Closing, till **2024-01-31**
- 7.1**: **Deadline for Submission** of e-Quotation is on **2024-01-26 at 12:30:00**
- 10.1c**: 17.3 - Other factors that will be considered for evaluation are
 

#	Factor	Proof Document	Mandatory
1	fact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A green **Next** button with a right arrow is located at the bottom right of the form.

Figure 2 - Click the next button.

Click next button to go in to the next screen.

At the top of each page you can see the closing and opening times of the bids. Keep an eye on the remaining time as the system shows the remaining time in days, hours, minutes and seconds.

In the next screen you will see the other factors and post qualification requirements. Click next then, you can will find the “Schedule of Requirements

## 5. COMPLETING THE SCHEDULE OF REQUIREMENTS

1. Select the items by marking a tick in the item selection box if available.
2. Enter the number of delivery dates for the **Vendor’s offered Delivery Period**
3. Click the “Save” button.
4. Then click “Next” button to proceed.

**Title: Procurement of desktop**

Closing Date:	Opening Date:	Remaining Time	Current Date & Time
2024-01-26 12:30:00	2024-01-26 12:30:00	0 Days   9 Hours   34 Minutes   18 Seconds	2024-01-26 02:55:42

**Section III- Schedule of Requirements**

Item No	Description of Goods	Partial Quantity	Total Quantity	Unit	Final Destination	Transportation and any Other Service	Latest Delivery Period(No of Days from the letter of acceptance date)	Vendor's offered Delivery Period(No of Days from the letter of acceptance date)
1	DESKTOP	-	2.00	Number	Colombo 01		6	4

Back Save Next

Figure 13 - Schedule of requirement

## 6. TECHNICAL SPECIFICATIONS AND COMPLIANCE WITH SPECIFICATIONS

Expand the item to view the technical specifications.

**Title: Procurement of desktop**

Closing Date:	Opening Date:	Remaining Time	Current Date & Time
2024-01-26 12:30:00	2024-01-26 12:30:00	0 Days   9 Hours   27 Minutes   33 Seconds	2024-01-26 03:02:27

**Section IV- Technical Specifications and Compliance with Specifications**

> DESKTOP Click the title to Expand

Items you need to check

- Item Name - DESKTOP Component Description - RAM
- Item Name - DESKTOP Component Description - processor

Back Save Next

Figure 14 - Expand the technical specifications.

1. Add the response as "Yes or No".
2. Enter a comment if applicable.
3. Click the "Save" button to save your response.
4. Click the "Next" button to proceed.

5. Complete the compliance for the specifications for all the items in the same manner. Click save and next.

The screenshot shows a web browser window with the URL `training.promise.lk/egp/?p=vendor_cont&a=specifications&proc_id=AN2hlz9p6DrE9Y-MXTcDd2LNNnhx_j1ace2mdvtQ15A`. The page title is 'Procurements'. The main content area is titled 'Section IV- Technical Specifications and Compliance with Specifications'. Below this, there is a section for 'DESKTOP' with a table for item specifications.

Serial No	Component Description	Purchaser's Requirement	Mandatory/Non-Mandatory	Vendor's Response (Yes/No)	Comments/Remarks
1	RAM	16GB	Mandatory	<input checked="" type="radio"/> Yes <input type="radio"/> No	32GB
2	processor	i5	Mandatory	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Below the table, there is a yellow box with the text 'Items you need to check' and a list of items:

- Item Name - **DESKTOP** Component Description - **RAM**
- Item Name - **DESKTOP** Component Description - **processor**

At the bottom right, there are three buttons: 'Back', 'Save', and 'Next'.

Figure 15 - Technical specifications.

## 7. COMPLETING THE PRICE SCHEDULE

1. For each item you have to select Country of Origin and Country of manufacture.
2. Enter the Unit Price Excluding VAT, Inland Transportation and Other service charges and discounts. To include VAT tick the box. The system will show you the total price for the particular item.
3. Then click the save button. Then move on to the next item and complete the same process.

**Title: Procurement of desktop**

Closing Date:	Opening Date:	Remaining Time	Current Date & Time
2024-01-26 12:30:00	2024-01-26 12:30:00	0 Days   9 Hours   11 Minutes   56 Seconds	2024-01-26 03:18:04

**Price Schedule**

All prices are in LKR

Item No	Description of Goods	Country of Origin	Country of Manufacture	Quantity	Unit	Unit Price Excluding VAT
1	2	3	4	5	6	7
1	DESKTOP	Select	Select	2.00	Number	
<b>Total</b>						

Figure 16- Price schedule

## 8. FILLING THE QUOTATION SUBMISSION FORM

1. Then scroll down, read and check all the checkboxes in the quotation submission form if you agree with the statements.
2. Click on the “Save” button.
3. Click on the “Next” button.

**Quotation submission Form/s**

To: University of Colombo School of Computing

I/We, declare that:

☐ I/We have examined and have no reservations to the e-Quotation document issued.

☐ I/We offer to supply in conformity with the e-Quotation document issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods/services.

Item No / Lot No	Description of Goods
1	DESKTOP

The total price of our quotation excluding VAT and after any discounts offered is: Rs. **FOUR HUNDRED** only.

☐ My/Our quotation shall be valid for the period of time specified in the Data SheetSub-Clause 11.1, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.

☐ I/We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.

☐ I/We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

**VAT registration number** (if applicable):

**Name:** TEST @ THEEKSHANA BN 1

Figure 3 - Quotation submission form.

If the PE has requested to submit the Quotation Security Declaration, as the next screen you will see the Quotation Security Declaration form. Read the terms and conditions and tick the check box. Click save and next.

## 9. UPLOADING OF DOCUMENTS

1. Then you will see the next screen “Upload Documents”
2. Select the related document from the drop down.
3. Choose the document from your computer and upload.
4. If you select the document type as other, you should type the document name.
5. The documents you upload will get encrypted and it will get decrypted at the time of bid opening. You will also get a hash value for the documents you upload.

Serial No	Document Name	Mandatory / Non Mandatory
1	doc	Mandatory
2	fact -	Mandatory

**Attachments**

- Maximum file size is **9MB** per file
- Maximum file count – **No limit**
- File types: **bmp, doc, docx, gif, jpeg, jpg, pdf, ppt, pptx, tif, txt, xls, xlsx, Zip**

☒ Upload File    ☐ Attach File from Profile

Document Type \* doc

Choose File \_uploads\_vendo...f1699560532.pdf Upload

Only  
bmp,doc,docx,gif,jpeg,jpg,pdf,ppt,pptx,tif,txt,xls,xlsx,Zip  
can be uploaded.

100%

Figure 18 - Uploading documents.

6. If you want to remove the document you uploaded, click on “Remove” button.
7. After uploading all the required documents click on the next button.

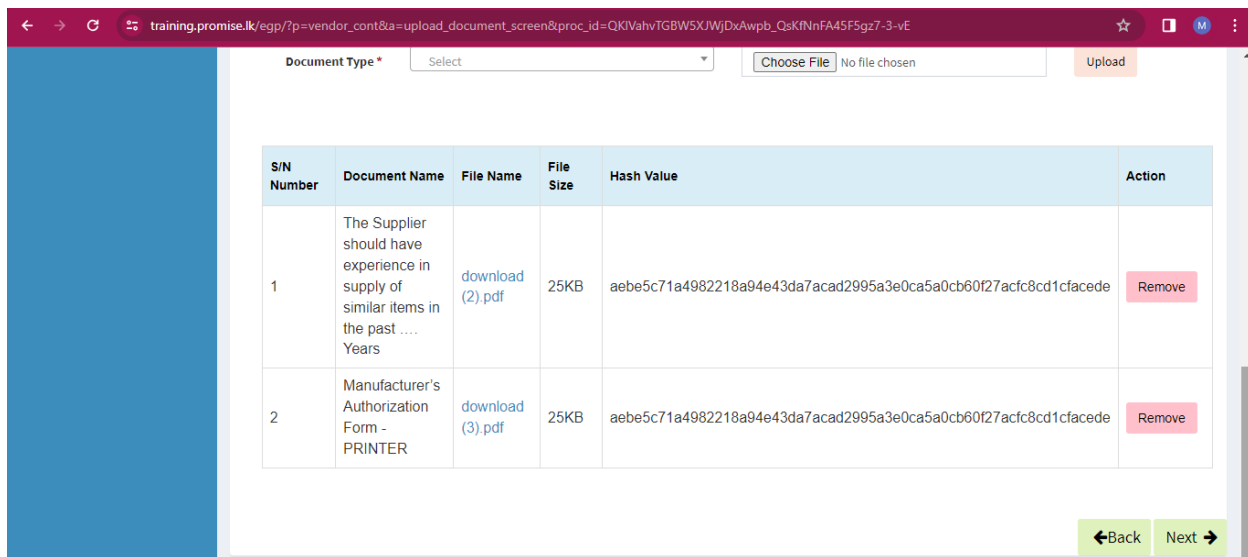


Figure 19 - Removing documents.

## 10.SUBMISSION OF THE E-QUOTATION

1. This is the final screen before you submit your e-Quotation.
2. Click on “submit e-Quotation” button to submit the e-Quotation. Then you will receive another OTP. Enter it in the popup screen and submit.

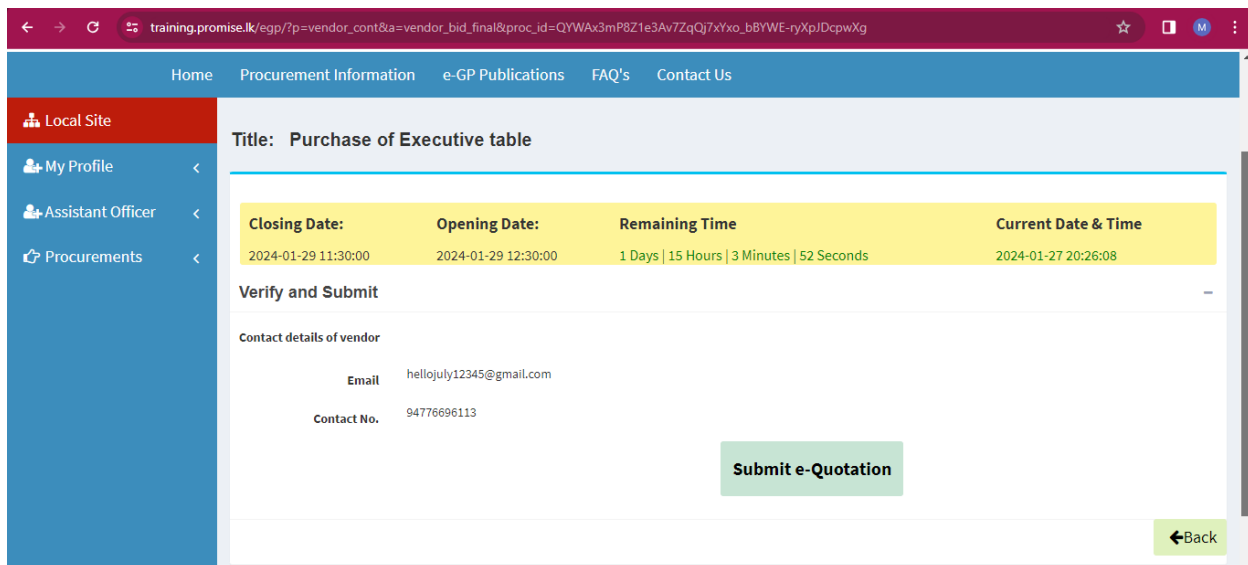


Figure 20 - Submitting e-Quotation.

3. After you submit the e-Quotation successfully you will navigate to this page in Figure 18

4. If you want to withdraw the e-quotation you can click on “Withdraw Quotation.”
5. If you want to go back to the procurement you can click “Go back to Procurement”.

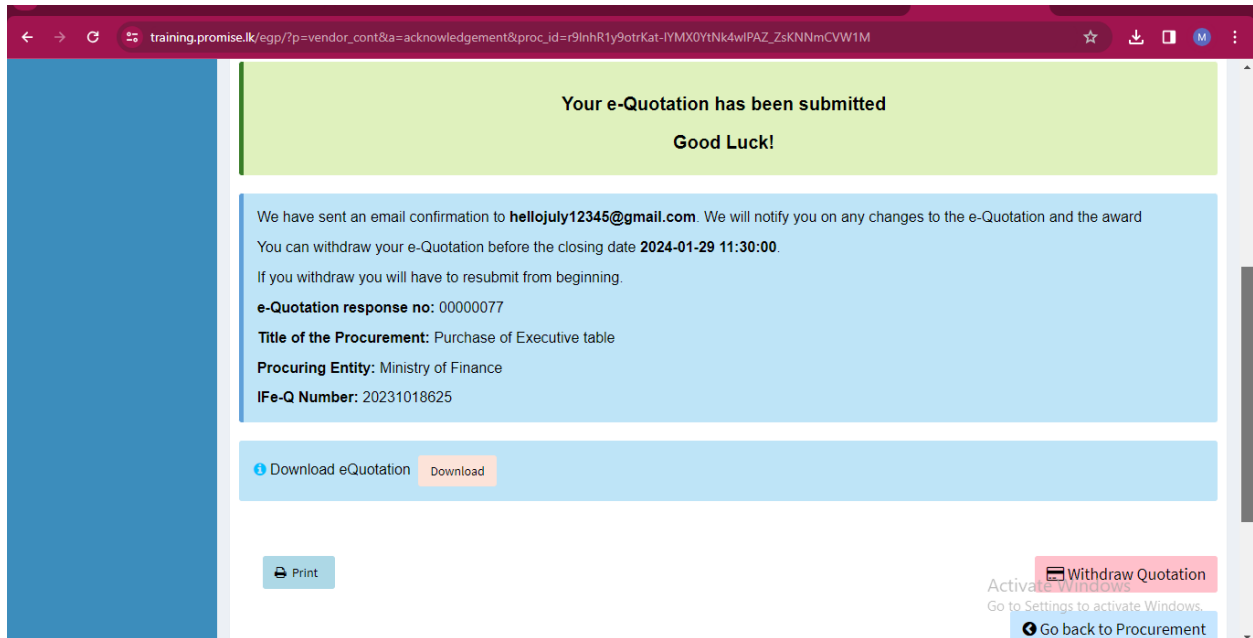


Figure 21 - Successfully submit the e-quotation.