



Responding to an RFP/RFQ/RFI in the TGF Sourcing Application Supplier Instructions

Version 1.0
The Global Fund

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2. Purpose and Scope

The purpose of the document is to provide guidance to suppliers to respond to RFP/RFQ/RFI through the Global Fund Sourcing Application

Whenever is mentioned RFX, it refers to RFP/RFQ/RFI.

3. Background

TGF Sourcing application is an online platform for The Global Fund (TGF) to publish its Tenders/ Negotiations (Request for Information/ Request for Proposals) and for suppliers to submit their response online. The platform enables all related transactions & communication between the two entities.

This user guide is intended for suppliers to enable them participate in the TGF tendering process.

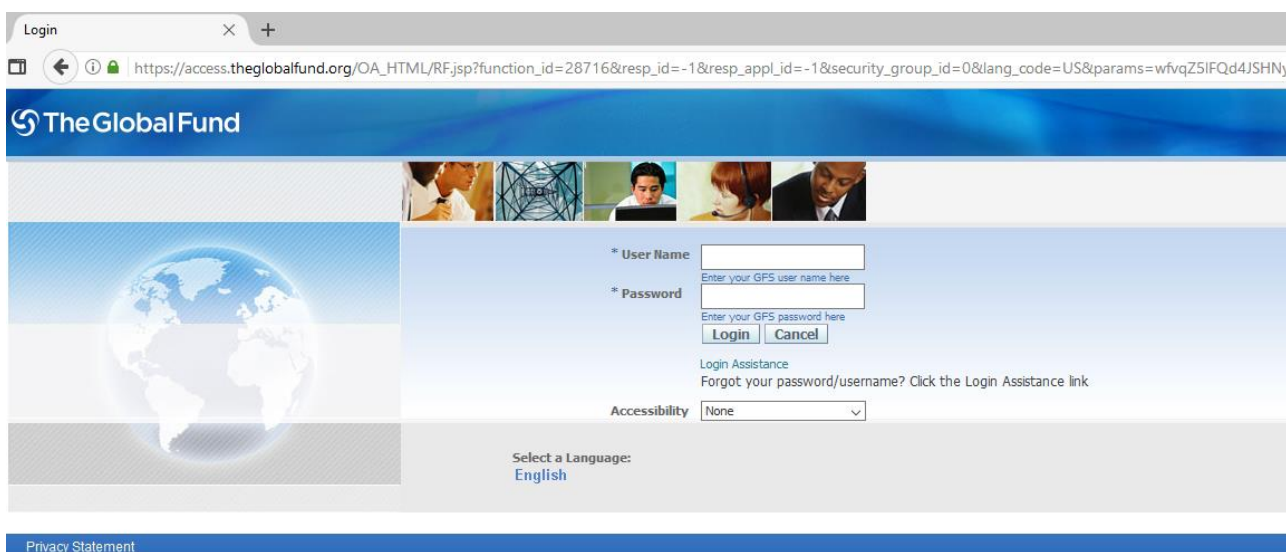
Any general queries or clarifications regarding this online platform may be addressed to solicitation@theglobalfund.org.

Any queries or clarifications regarding a specific RFx may be raised using 'Online Discussions' feature on the TGF Sourcing application (explained in this user guide: [Online Discussions](#)), or by sending a message to the contact notified in the RFx.

4. Login into the Global Fund Sourcing Application

In order to access to the TGF Sourcing application, please use the below URL:

<https://access.theglobalfund.org>



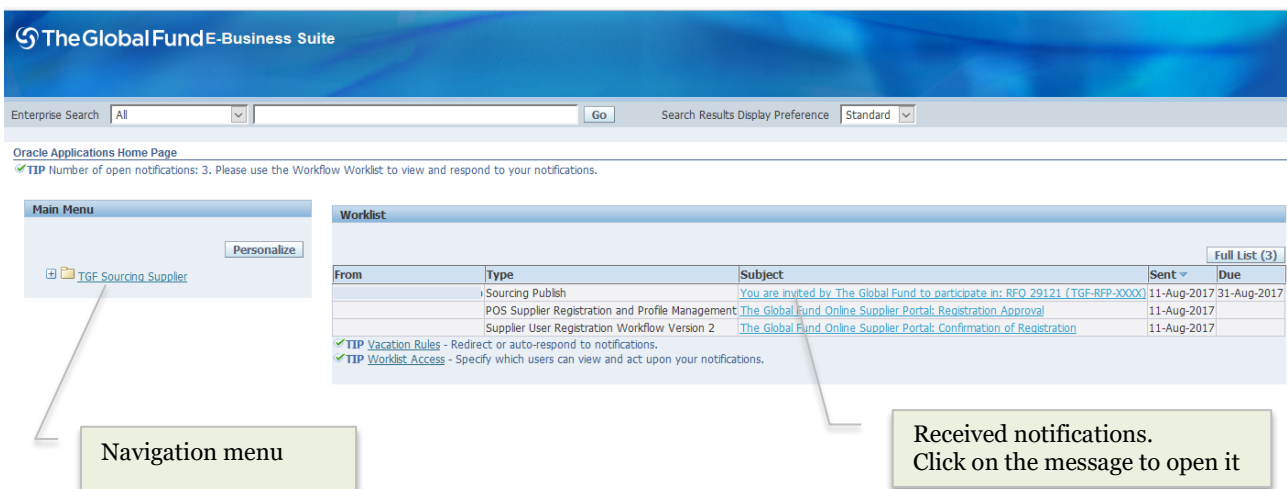
Enter your username and password (this should have been communicated to you earlier by email). Case you don't remember your username or password, you can easily recover them, by clicking on the 'Login Assistance' link.



5. TGF Sourcing Application home page

TGF Sourcing application home page contains two main sections:

- On the left side: the Main Menu (Navigation Menu) shows to what you have access
- On the right side: the Worklist
 - This list contains all notifications sent from TGF to you through the system.
 - All messages are also sent to your email
 - You can open and reply to messages directly from here

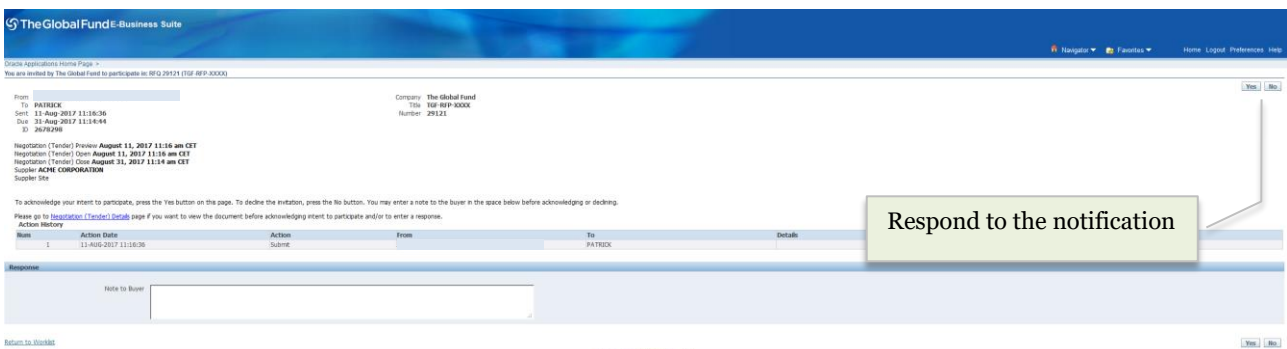


The screenshot shows the Oracle Applications Home Page for The Global Fund E-Business Suite. It features a search bar at the top and a main menu on the left. The main menu includes a 'TGF Sourcing Supplier' link, which is highlighted by a callout box labeled 'Navigation menu'. The right side of the page displays a 'Worklist' table with columns for From, Type, Subject, Sent, and Due. The table contains three rows of notifications, with the first row highlighted by a callout box labeled 'Received notifications. Click on the message to open it'. Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

To read a message, just click on it .

The image below displays an example of an invitation to participate into an RFP.

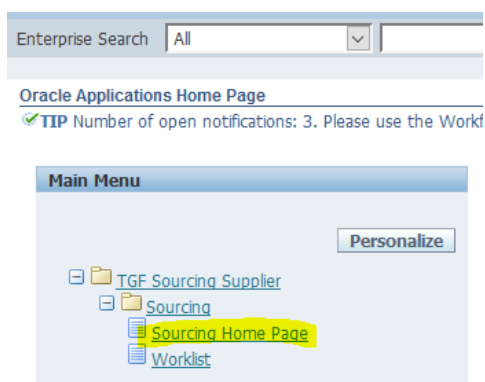
You can respond directly from this notification.



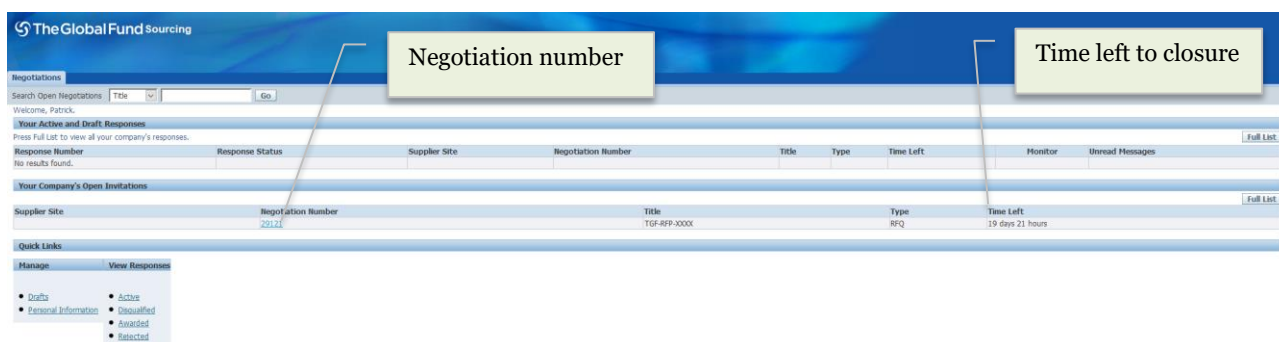
The screenshot shows the Oracle Applications Home Page for The Global Fund E-Business Suite. It displays a notification from PATRICK to the user, dated 11-Aug-2017 11:16:36. The notification is titled 'You are invited by The Global Fund to participate in: RFP 29121 (TGF-RFP-XXXX)'. Below the notification, there is a table with columns for Status, Action Date, Action, From, To, and Details. The table shows one row with the status 'Response' and the action date '11-Aug-2017 11:16:36'. A callout box labeled 'Respond to the notification' points to the 'Response' button in the table.

6. Viewing the details of an RFx

Go to the 'Sourcing Home Page'

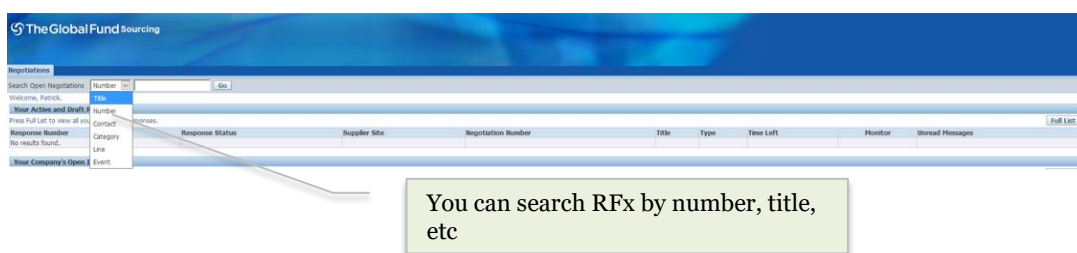


The negotiations home page will display any open RFx that you are invited to participate



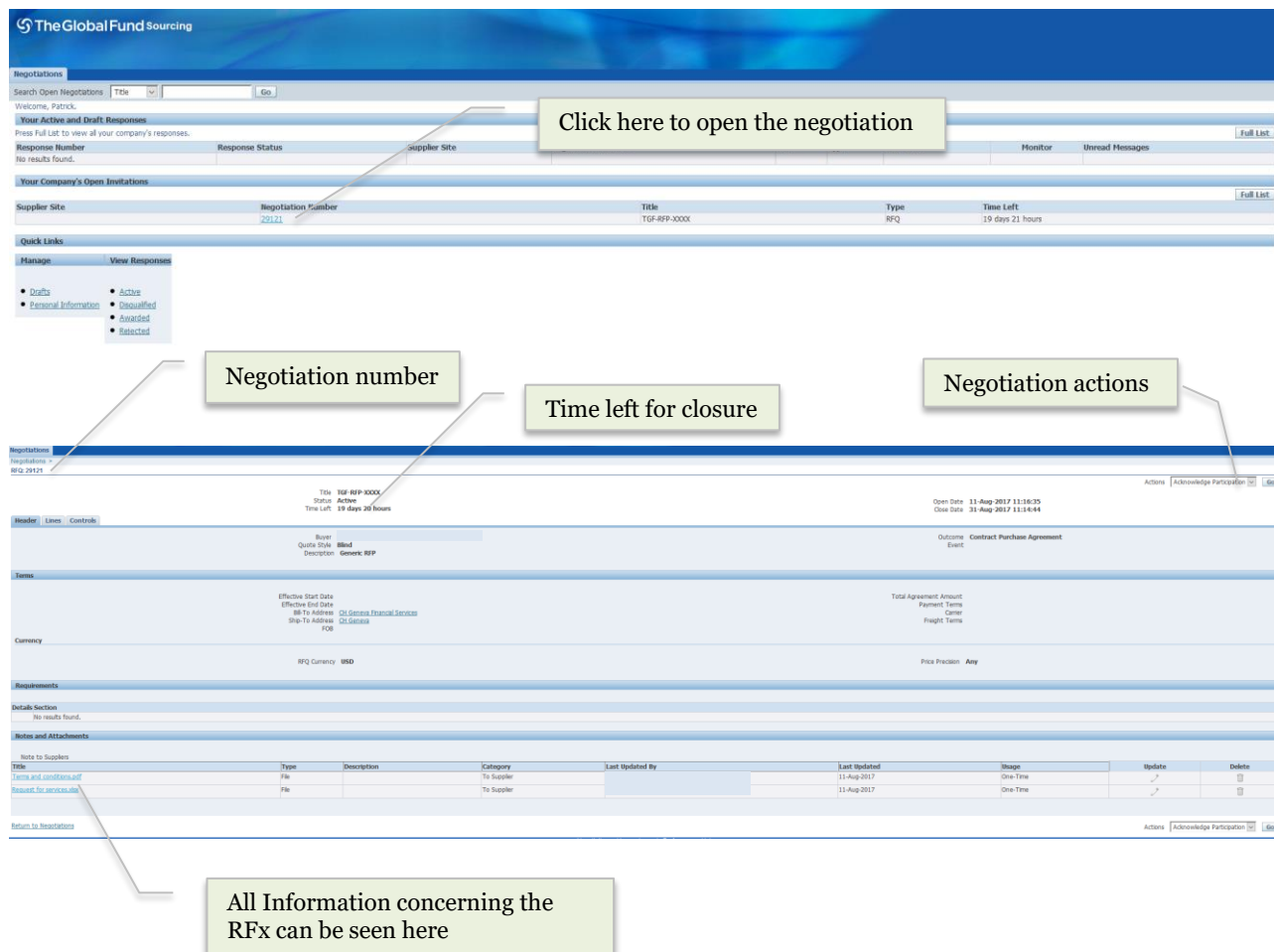
Note: Only the supplier contact entered on the initial invitation will have the negotiation on the home page.

Other supplier contacts that have access to the TGF Sourcing application can search, see and respond to RFx, by searching in the portal:



In case you do not see the RFx number on this page, please contact the Sourcing department:
solicitation@theglobalfund.org

In order to view the negotiation details, just click on the negotiation number



The screenshot displays the 'Your Active and Draft Responses' section of TheGlobalFund Sourcing. A callout points to the 'Negotiation Number' (25121) in the table. Another callout points to the 'Time Left' (19 days 21 hours) for the negotiation. A third callout points to the 'Negotiation actions' (Monitor, Unread Messages). A fourth callout points to the 'RFx details' section, which includes fields for Title, Status, Effective Start Date, Effective End Date, RF To Address, RF From Address, RFQ Currency, and Price Precision. The 'Notes and Attachments' section shows a list of attachments, including 'Terms and conditions.pdf' and 'Request for services.pdf'.

Note: Make sure that you download and read all attachments shared on the RFx.

7. The Actions menu



The screenshot shows the 'Negotiation actions' menu for a specific negotiation. The menu options are: Acknowledge Participation, Create Quote, Online Discussions, View Quote History, and Printable View. The 'Create Quote' option is highlighted.

Negotiation actions

Actions: Acknowledge Participation, Create Quote, Online Discussions, View Quote History, Printable View

Open Date: 11-Aug-2017 11:16:35
Close Date: 31-Aug-2017 11:14:44

Outcome: Contract Purchase Agreement

Event

Effective Start Date: 11-Aug-2017
Effective End Date: 31-Aug-2017

Buyer: TIG RFP XXXX
Status: Active
Time Left: 15 days 20 hours

Quote ID: 1000
Description: Generic RFP

Items

Effective Start Date: 11-Aug-2017
Effective End Date: 31-Aug-2017
Buyer: TIG RFP XXXX
Seller: TIG RFP XXXX
Category: Generic RFP

Currency: USD

Price Precision: Any

Requirements

Details Section

No results found.

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Image	Update	Delete
Terms and conditions of purchase	File		To Supplier		11-Aug-2017	One-Time	Update	Delete
Request for quotation	File		To Supplier		11-Aug-2017	One-Time	Update	Delete

Return to Negotiations

Actions: Acknowledge Participation, Create Quote, Online Discussions, View Quote History, Printable View

Possible actions:

7.1 Acknowledge participation

You can also express your intention to participate on this negotiation from the actions menu:
Note: you only need to acknowledge the participation once.



The screenshot shows the 'Acknowledge Participation' form. It includes a question 'Will your company participate?' with 'Yes' and 'No' radio buttons. Below the question is a text area for 'Note to Buyer'. The form has 'Cancel' and 'Apply' buttons at the bottom right.

1. Select your decision

2. Optionally enter a note to buyer

3. Apply to acknowledge

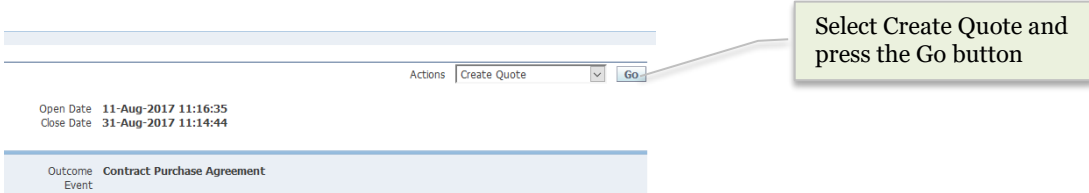
Will your company participate? ☒ Yes ☐ No

Note to Buyer

Cancel Apply

7.2 Create Quote

Use the Create Quote action to respond to the RFX



The screenshot shows the 'Create Quote' action. It includes a dropdown menu with 'Create Quote' selected and a 'Go' button. Below the dropdown are the 'Open Date' and 'Close Date'. The 'Outcome' is 'Contract Purchase Agreement'.

Actions: Create Quote Go

Open Date: 11-Aug-2017 11:16:35
Close Date: 31-Aug-2017 11:14:44

Outcome: Contract Purchase Agreement
Event

Select Create Quote and press the Go button

Optionally enter:
Quote valid until
Your internal reference
A note to buyer

Use this button to upload your responses

You can save your response as draft at any time and continue later on. Please note that the buyer cannot consider a draft response

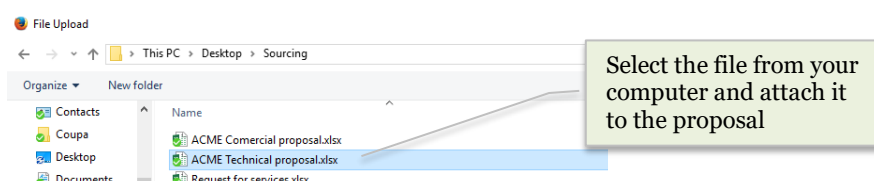
Important: On most responses to RFx, suppliers are asked to provide two documents, at least:

- Technical proposal
- Cost proposal

Please make sure that you attach two distinct documents (files)

Optionally enter a title and a description for this document

Click on Browse to search the document on your computer



Negotiations
Negotiations > RFQ 29121 > Create Quote 49510 (RFQ 29121) >
Add Attachment

Attachment Summary Information

Title: Technical proposal
Description:
Category: From Supplier

Upload Attachment

Type: ☒ File ☐ URL ☐ Text

Browse: ACME Technical proposal.doc

Cancel Add Another Apply

Selected file to be uploaded

You can either hit the 'Add Another' button to upload more documents or Apply to finish the upload task

TheGlobalFund Sourcing

Negotiations
Negotiations > RFQ 29121 >
Confirmation
Commercial proposal attachment has been added successfully.
Create Quote: 49510 (RFQ 29121)

Title: TGF-RFP-XXXX

Time Left: 19 days 19 hours
Close Date: 31-Aug-2017 11:14:44

Supplier: ACME CORPORATION
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Quota Valid Until: 31-Aug-2017
Reference Number:
Note to Buyer:

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Technical proposal	File		From Supplier	ACME@ACME.COM	11-Aug-2017	One-Time		
Commercial proposal	File		From Supplier	ACME@ACME.COM	11-Aug-2017	One-Time		

Cancel View RFQ Save Draft Continue

1. Once finished, make sure that all documents are uploaded

2. Then press the Continue button

This page allows you to review your response

Negotiations
Negotiations > RFQ 29121 >
Create Quote 49510: Review and Submit (RFQ 29121)

Title: TGF-RFP-XXXX
Supplier: ACME CORPORATION
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Time Left: 19 days 19 hours
Close Date: 31-Aug-2017 11:14:44

Quota Valid Until:
Reference Number:
Note to Buyer:

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Technical proposal	File		From Supplier	ACME@ACME.COM	11-Aug-2017	One-Time		
Commercial proposal	File		From Supplier	ACME@ACME.COM	11-Aug-2017	One-Time		

Cancel Back Validate Save Draft Printable View Submit

Press the Submit button to send the Quotation to the buyer

This message confirms that your quotation/proposal is successfully submitted

Negotiations

Confirmation
Quote 49510 for RFQ 29121 (TGF-RFP-XXXX) has been submitted.

[Return to Sourcing Home Page](#)

[Privacy Statement](#)

Click here to return to the home page

Your response number is now visible on the Home page

Negotiations

Search Open Negotiations

Title

Go

Welcome, Patrick.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left
49510	Active		29121	TGF-RFP-XXXX	RFQ	19 days 18 hours

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type
No results found.			

Quick Links

If you click on the response number, you will be able to see all the details

Negotiations

Negotiations - 49510 (RFQ, 29121)

Title

TGF-RFP-XXXX

Time Left

19 days 18 hours

Quote Status

RFQ

Contact

Patrick

Supplier's Quote Number

Note to Buyer

Close Date

31-Aug-2017 11:14:44

Supplier

ALPH CORPORATION

Supplier Site

Quote Valid Until

Actions

Online Discussions

File

Title

Technical proposal

Type

File

Description

From Supplier 11-Aug-2017 One-Time

Category

Last Updated/Change

Update Index

?

Attachments

Title

Commercial proposal

Type

File

Description

From Supplier 11-Aug-2017 One-Time

Category

Last Updated/Change

Update Index

?

Return to Negotiations

Actions

Online Discussions

File

Note: Only submitted quotations are taken into account. Draft Quotations will **not** be considered, because they cannot be seen by the buyer.

As long as the Negotiation is open you can amend as many times as you want your response. You can do this by creating a new quotation. System will archive the previous one and make the latest one active. An RFx will keep only one quotation active. The latest submitted quotation will be the one considered for evaluation.

Important: Once the Negotiation is closed, system will not allow to submit further quotations. We strongly suggest that you create and submit your response ahead before the RFx closure to avoid any last minute issues.

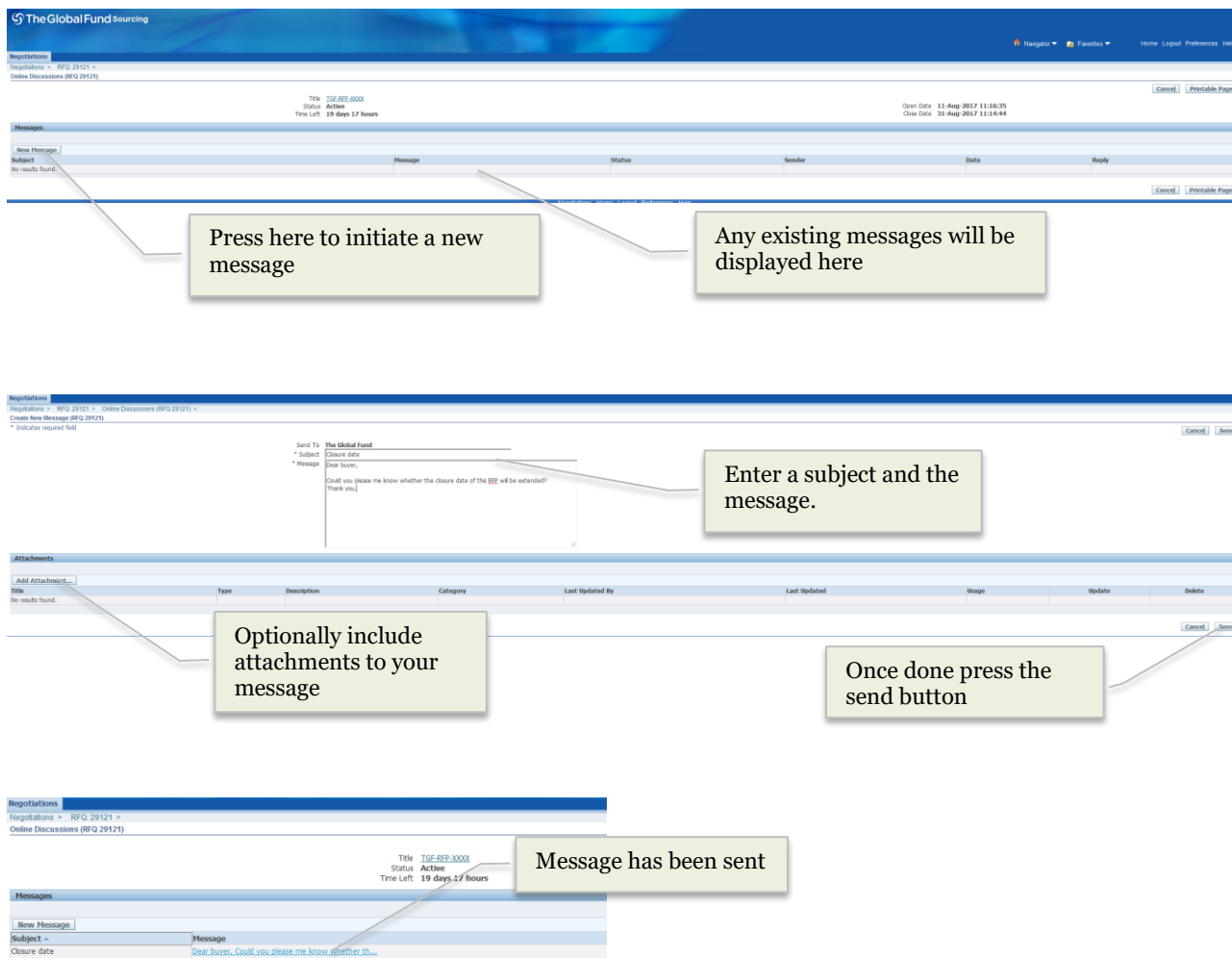
7.3 Online Discussions

Online discussions are used for direct communication with the buyer. You must use this channel to clarify any questions or reply to messages sent by the buyer.

To create a new message:

Negotiations	
<div> Home Logout Preferences Help </div>	
<div> Actions Online Discussions Go </div>	
<div> Open Date: 11-Aug-2017 11:16:35 Close Date: 31-Aug-2017 11:14:44 </div>	
<div> Outcome: Contract Purchase Agreement Event: </div>	

Select Online Discussions and press the Go button



The screenshot displays the 'Online Discussions (RFQ 29121)' page. At the top, there's a header with 'The Global Fund Sourcing' and navigation links. Below, a 'Messages' section shows a table with columns: Message, Status, Sender, Date, and Reply. A callout points to the 'New Message' button, stating: 'Press here to initiate a new message'. Another callout points to the message table, stating: 'Any existing messages will be displayed here'.

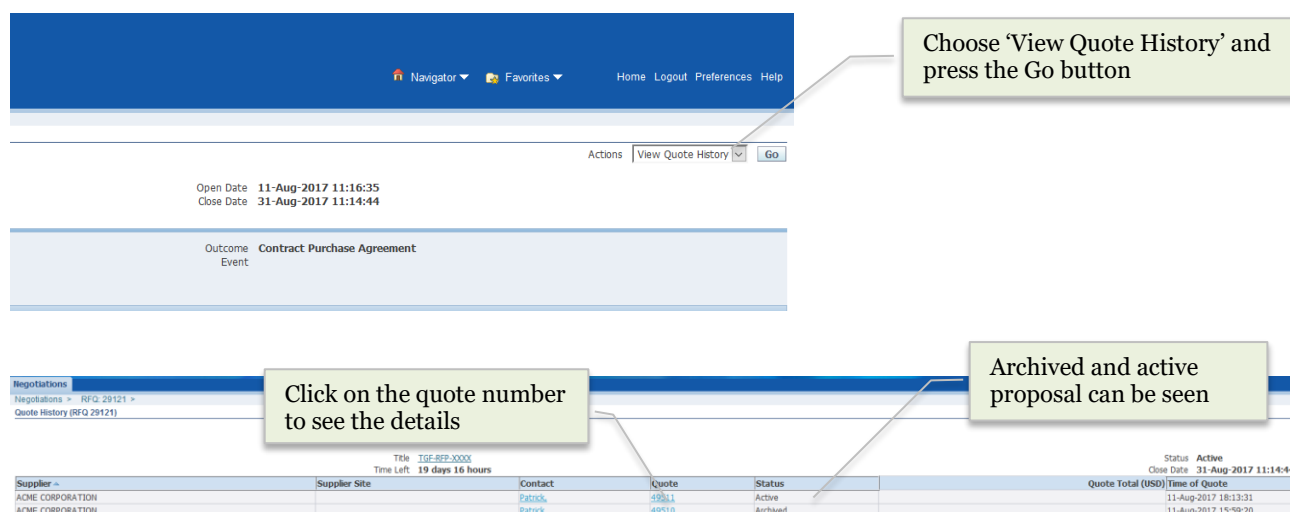
Below the messages section is the 'Create New Message (RFQ 29121)' form. It includes fields for 'Subject' and 'Message'. A callout points to these fields, stating: 'Enter a subject and the message.' Below the message field is an 'Attachments' section with a table for adding attachments. A callout points to this section, stating: 'Optionally include attachments to your message'. At the bottom right of the form is a 'Send' button. A callout points to it, stating: 'Once done press the send button'.

At the bottom of the screenshot, a confirmation message states: 'Message has been sent'. The 'Messages' table now shows a new entry with the subject 'Dear buyer, Could you please me know whether the...'.

Important: Do not use Online Discussions to send quotations/proposals as these will not be taken into account by the buyer.

7.4 View Quote History

As described before you can amend an existing proposal, when you do so, system archives the existing active one and make your latest submitted quotation as active. This page will show all quotations you have submitted for this RFx.



Choose 'View Quote History' and press the Go button

Click on the quote number to see the details

Archived and active proposal can be seen

Open Date 11-Aug-2017 11:16:35
Close Date 31-Aug-2017 11:14:44

Outcome Contract Purchase Agreement
Event

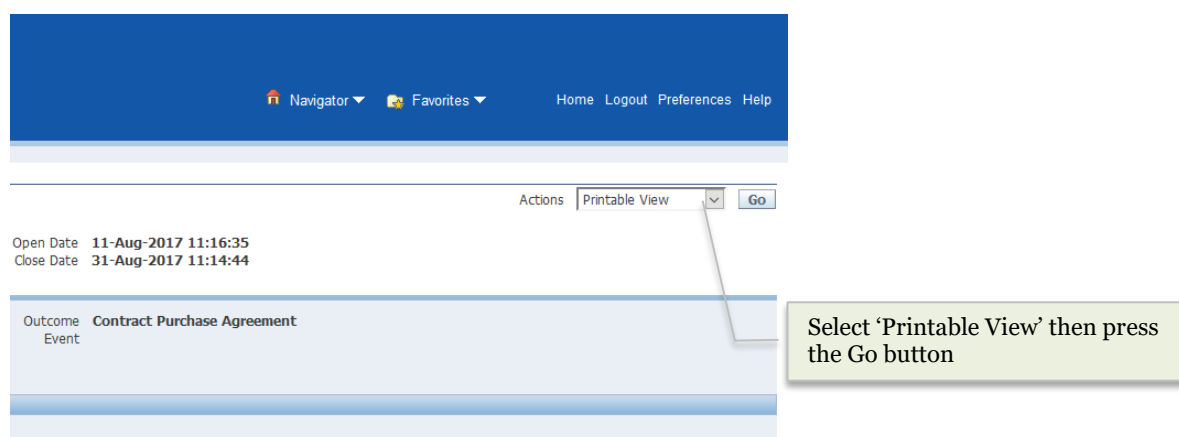
Actions View Quote History Go

Supplier ~ Supplier Site Contact Quote Status Quote Total (USD) Time of Quote

Supplier ~	Supplier Site	Contact	Quote	Status	Quote Total (USD)	Time of Quote
ACME CORPORATION		Patrick	49511	Active		11-Aug-2017 18:13:31
ACME CORPORATION		Patrick	49510	Archived		11-Aug-2017 15:59:20

7.5 Printable View

Use the printable view to see the RFx in pdf format.



Select 'Printable View' then press the Go button

Open Date 11-Aug-2017 11:16:35
Close Date 31-Aug-2017 11:14:44

Outcome Contract Purchase Agreement
Event

Actions Printable View Go

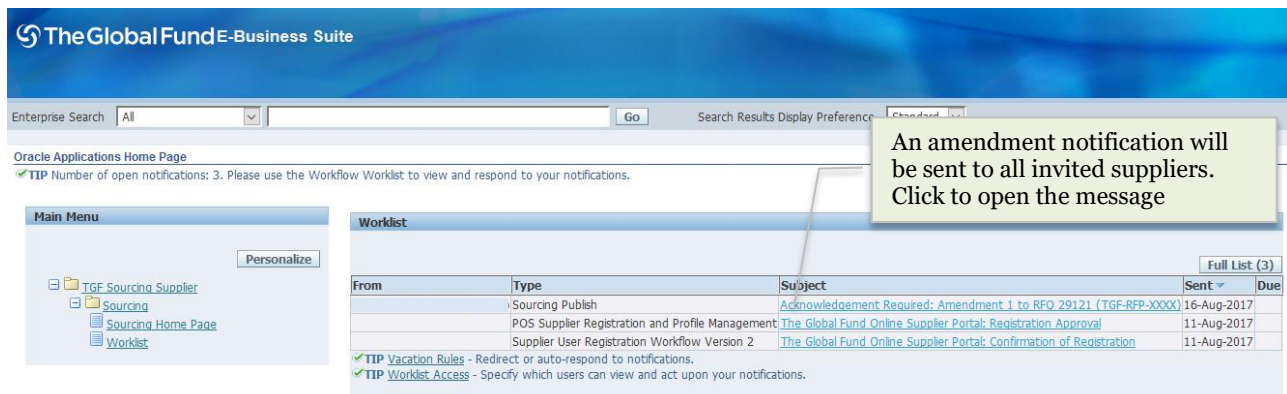
8. Amendments

While the negotiation is open, buyer might need to amend the RFx.

When this occurs suppliers will be notified and invited to accept the amendment to ensure that they are aware of the changes.

You cannot submit a quotation having a pending amendment to accept.

Note: Case you have already submitted a response and the RFx is amended, you must create and submit a new quotation as the existing one will be automatically archived.



The screenshot shows the Oracle Applications Home Page with a notification for an amendment. A callout box points to the notification, stating: "An amendment notification will be sent to all invited suppliers. Click to open the message".

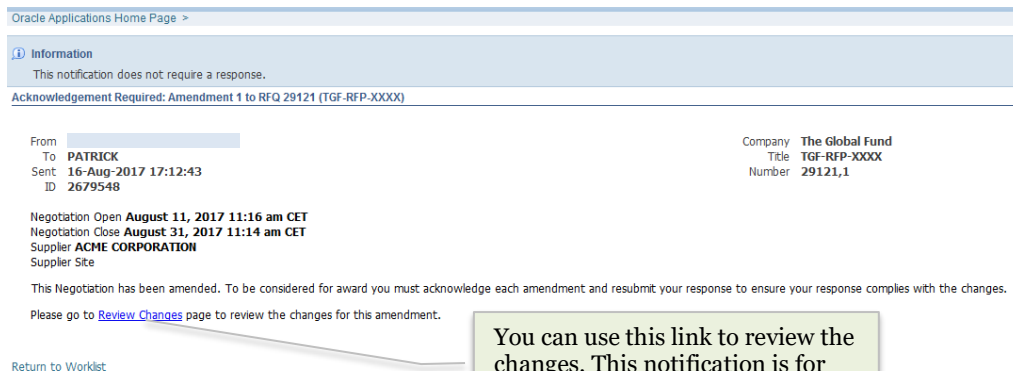
Main Menu:

- TGF Sourcing Supplier
 - Sourcing
 - Sourcing Home Page
 - Worklist

Worklist:

From	Type	Subject	Sent	Due
Sourcing Publish		Acknowledgement Required: Amendment 1 to RFQ 29121 (TGF-RFP-XXXX)	16-Aug-2017	
POS Supplier Registration and Profile Management		The Global Fund Online Supplier Portal: Registration Approval	11-Aug-2017	
Supplier User Registration Workflow Version 2		The Global Fund Online Supplier Portal: Confirmation of Registration	11-Aug-2017	

TIP: Vacation Rules - Redirect or auto-respond to notifications.
TIP: Worklist Access - Specify which users can view and act upon your notifications.



The screenshot shows the Oracle Applications Home Page with a notification for an amendment. A callout box points to the notification, stating: "You can use this link to review the changes. This notification is for your information only."

Information:

This notification does not require a response.

Acknowledgement Required: Amendment 1 to RFQ 29121 (TGF-RFP-XXXX)

From: PATRICK
To: PATRICK
Sent: 16-Aug-2017 17:12:43
ID: 2679548

Company: The Global Fund
Title: TGF-RFP-XXXX
Number: 29121.1

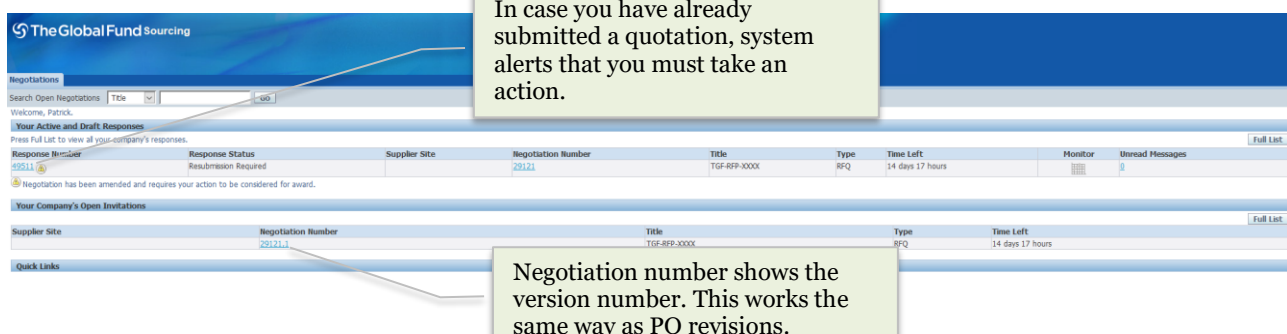
Negotiation Open: August 11, 2017 11:16 am CET
Negotiation Close: August 31, 2017 11:14 am CET
Supplier: ACME CORPORATION
Supplier Site:

This Negotiation has been amended. To be considered for award you must acknowledge each amendment and resubmit your response to ensure your response complies with the changes.

Please go to [Review Changes](#) page to review the changes for this amendment.

[Return to Worklist](#)

Go to the Sourcing Home Page



The screenshot shows the The Global Fund Sourcing page with a notification for an amendment. A callout box points to the notification, stating: "In case you have already submitted a quotation, system alerts that you must take an action."

Your Active and Draft Responses:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
29511	Resubmission Required		29121	TGF-RFP-XXXX	RFQ	14 days 17 hours		0

Your Company's Open Invitations:

Supplier Site	Negotiation Number	Title	Type	Time Left
	29121.1	TGF-RFP-XXXX	RFQ	14 days 17 hours

Quick Links:

Negotiation number shows the version number. This works the same way as PO revisions.

Negotiations >

Warning
RFQ 29121 has been amended. To be considered for award you must acknowledge each amendment and resubmit your response to ensure it complies with the changes.
View Amendment History

Quote: 49511 (RFQ 29121)

Title
TGF-RFP-XXXX
Time Left
N/A
Style
Blind
Quote Currency
USD
Contact
Patrick,
Suppliers' Quote Number
Quote Status
Resubmission Required

Title
Type Description Category Last Updated Usage Update Delete

Attachments
No results found.

Return to Negotiations

To acknowledge the amendment:

Negotiations										
Search Open Negotiations		Title	or		Go					
Welcome, Patrick.										
Your Active and Draft Responses										
Press Full List to view all your company's responses.										
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor Unread Messages			
45011 ⚠️	Resubmission Required		29121.1	TGF-RFP-XXXX	RFPQ	14 days 17 hours	0			
⚠️ Negotiation has been amended and requires your action to be considered for award.										
Your Company's Open Invitations										
Supplier Site	Negotiation Number	Title	Type	Time Left						
	29121.1	TGF-RFP-XXXX	RFPQ	14 days 17 hours						

Click on the negotiation number

The screenshot displays the 'The Global Fund Sourcing' portal. At the top, a navigation bar includes the logo, 'The Global Fund Sourcing' text, and user links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below the navigation bar, a 'Regulations' section shows a 'Warning' message: 'RFQ 29121 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.' A link 'View Amendment History' is provided. Below this, a table lists amendments. The first row shows 'RFQ 29121.1' with details: Title 'SOF RFP-XXXX', Status 'Active', Time Left '14 days 17 hours', Open Date '11 Aug 2017 11:38:35', and Close Date '31 Aug 2017 11:38:44'. A 'Terms' link is at the bottom left. On the right, an 'Actions' menu is open, showing options like 'Acknowledge Amendments', 'Create Quote', 'Online Discussions', 'View Quote History', 'Acknowledge Amendments' (highlighted), 'View Amendment History', and 'Resubmit Quote'.

Warning
RFQ 29121 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.
[View Amendment History](#)

RFQ 29121.1

Title	Status	Time Left	Open Date	Close Date
SOF RFP-XXXX	Active	14 days 17 hours	11 Aug 2017 11:38:35	31 Aug 2017 11:38:44

[Terms](#)

Actions

- Acknowledge Amendments
- Create Quote
- Online Discussions
- View Quote History
- Acknowledge Amendments**
- View Amendment History
- Resubmit Quote

You can see the amendment reason

A warning message alerts you.

Choose 'Acknowledge Amendments' and press Go

1. Select this check box to accept the changes

2. Then click on the Acknowledge button

Capability to see what has changed

the changes

Regulations RFQ 29121.1
 Acknowledge Amendment (RFQ 29121.1)
 To be enabled for (edit) you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

Header

Label	RFQ 29121	RFQ 29121.1
Amendment Description	Generic RFP	Updated terms and conditions
Description	Generic RFP	Generic RFP Amended

Notes and Attachments

RFQ 29121

Capability to see what has changed

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Terms and conditions.pdf	File		To Supplier		11-Aug-2017	One-Time	<input type="button" value="↶"/>	<input type="button" value="✕"/>
Request for services.xls	File		To Supplier		11-Aug-2017	One-Time	<input type="button" value="↶"/>	<input type="button" value="✕"/>

RFQ 29121.1

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Terms and conditions.pdf	File		To Supplier		16-Aug-2017	One-Time	<input type="button" value="↶"/>	<input type="button" value="✕"/>
Request for services.xls	File		To Supplier		16-Aug-2017	One-Time	<input type="button" value="↶"/>	<input type="button" value="✕"/>

Lines

No changes exist.

Controls

No changes exist.

Amendment acknowledged successfully.

Choose Yes to resubmit your quotation or No to do this later.

The Global Fund Sourcing

Registrations

Confirmation

All amendments of Negotiation 20121 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

Yes No

Privacy Statement

Negotiations Home Logout Preferences

Copyright © 2006 Oracle All Rights Reserved

Note: You are not obliged to create your quotation immediately. In case you need to revise your response, just click on the 'No' button. You will be able to submit your response while the RFX is still open by following the steps described on the [Create Quote](#) section

Proceed to create quote as described on [Create Quote](#) section

Registrations

Registrations > RFX 20121 > Create Quote 45012 (RFX 20121, 1)

Title: 10E-RFX-0000

Time Left: 14 days 17 hours
Close Date: 31-Aug-2017 11:14:44

Cancel View RFX Save Draft Continue

Supplier: ACME CORPORATION
RFX Currency: USD
Quote Currency: USD
Price Precision: Any

Quote Valid Until:
Reference Number:
Note to Buyer:

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Technical proposal	File		Open Supplier	ACHEBAGNE.COM	16-Aug-2017	One-Time		
Commercial proposal	File		Public Supplier	ACHEBAGNE.COM	16-Aug-2017	One-Time		

Cancel View RFX Save Draft Continue

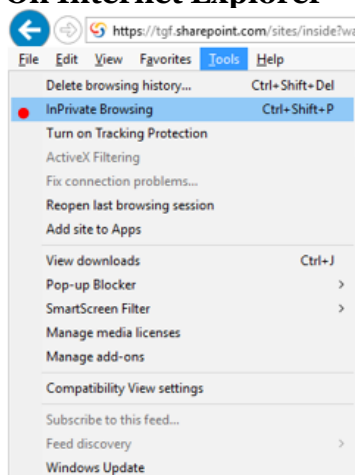
9. Common Issues

9.1 Login difficulties

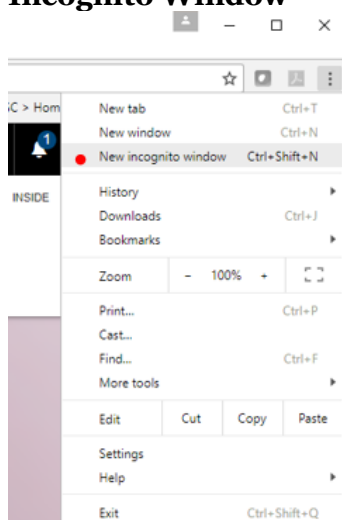
Most of the time, the login problems are due to browser cookies.

Case you are facing the error message saying ‘Session is no longer valid’ or something similar, please try the following steps:

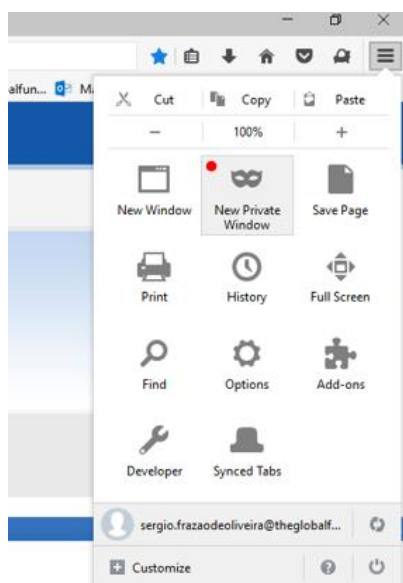
1. Open a new private browser window:
 - a. **On Internet Explorer** – Go to Tools and pick ‘**InPrivate Browsing**’



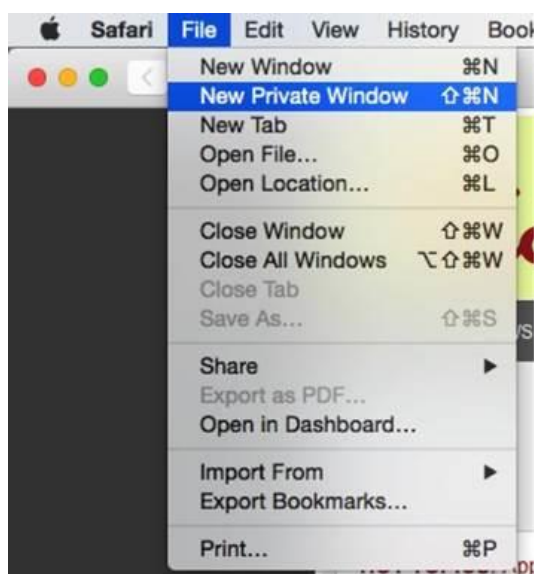
- b. **On Chrome** – From the three points located on the upper right corner, pick ‘**New Incognito Window**’



- c. **On Firefox** – from the menu located on the upper right corner, pick ‘**New Private Window**’



- d. **On Safari** – Go to File > **New Private Window**



2. Then enter the following URL: <https://access.theglobalfund.org/>

3. Login page will be displayed:
 - a. Enter the username and latest password received



The screenshot shows the login page of TheGlobalFund. At the top, there is a blue header with the logo and name. Below the header, there is a row of five small images showing diverse people. The main content area has a light blue background. On the left, there is a large, semi-transparent globe. On the right, there is a login form with the following fields and buttons:

- * User Name: (with a small hint "Enter your GPS user name here")
- * Password: (with a small hint "Enter your GPS password here")
- Buttons: and
- Link: [Login Assistance](#) (with a hint "Forgot your password/username? Click the Login Assistance link")
- Accessibility: (with a dropdown arrow)
- Language: [Select a Language: English](#)

9.2 Key point of contact out of the office

If the key point of contact for your company is out of this office and you need to access the RFx, please send a message to request to be added to the contact directory on the portal. You can then search for the RFx as detailed in paragraph 5 above.

9.3 Late bids

Late bid: once the RFx is closed, it cannot be re-opened by the buyer, so we cannot accept proposals. If you are experiencing any issues with the system you need to notify us ahead of the closing time, so we can identify and solve the problem

We strongly recommend that you familiarize yourself with the system before the deadline, and anticipate potential internet issues by submitting your response ahead of the closing time.

Bidders requesting assistance for system problems within 24 hours of the RFx closure risk not being able to submit a quotation/proposal.

9.4 Missing documents

Before submitting, check the final clean version of all relevant documents have been uploaded. Buyer will not be able to accept changes after the closing time.