

# 4

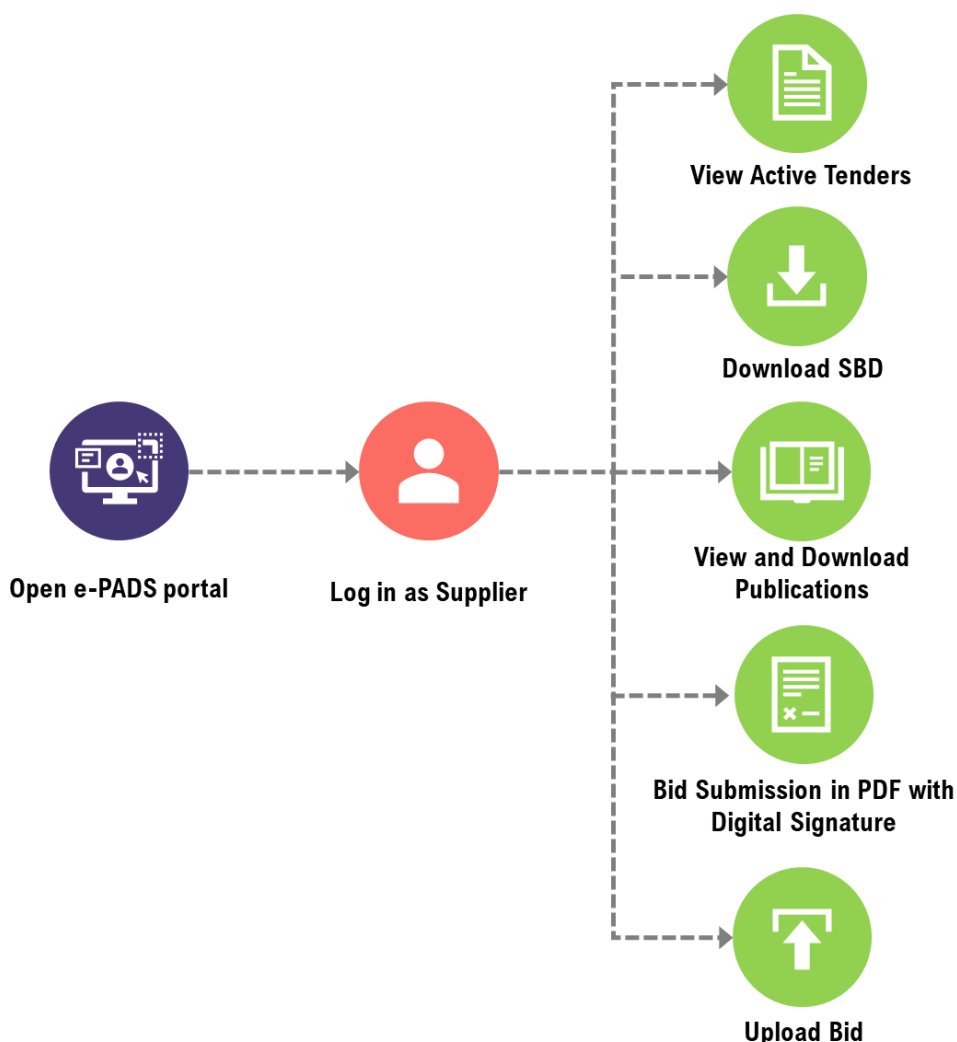
# SUPPLIER SUBMISSION

for e-Pak Acquisition and Disposal System

## TRAINING MODULE THREE: SUPPLIER'S BID SUBMISSION

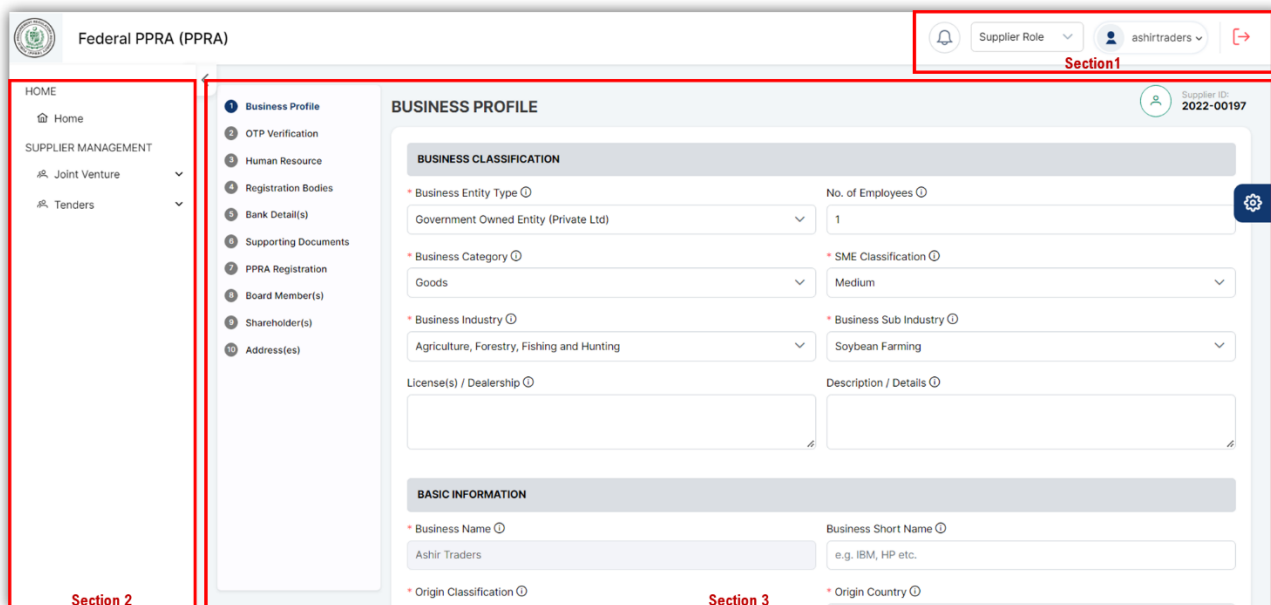
The Supplier Submission module in the e-PADS is robust, comprehensive, and based on functionality that is contained within the commercially available, off the shelf enterprise technology. This will allow registered suppliers to submit their bids against the published tenders. The intended Users for this manual are the suppliers.

This Section will provide step-by-step instructions to users on how to submit bids in e-Pak Acquisition and Disposal System. Below is a high-level process flow diagram for users to have an overview of the module.

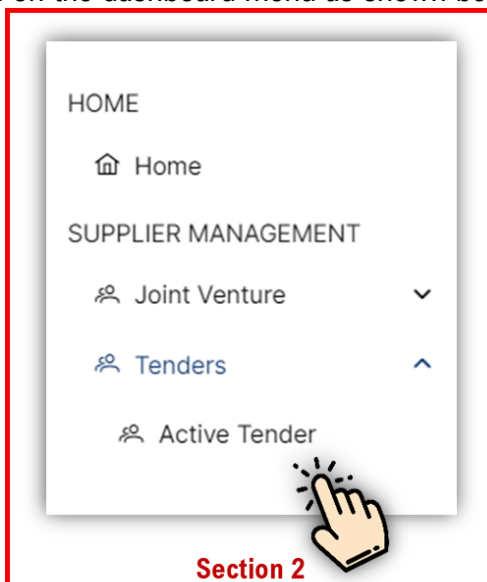


For Supplier's bid Submission please refer to the following steps.

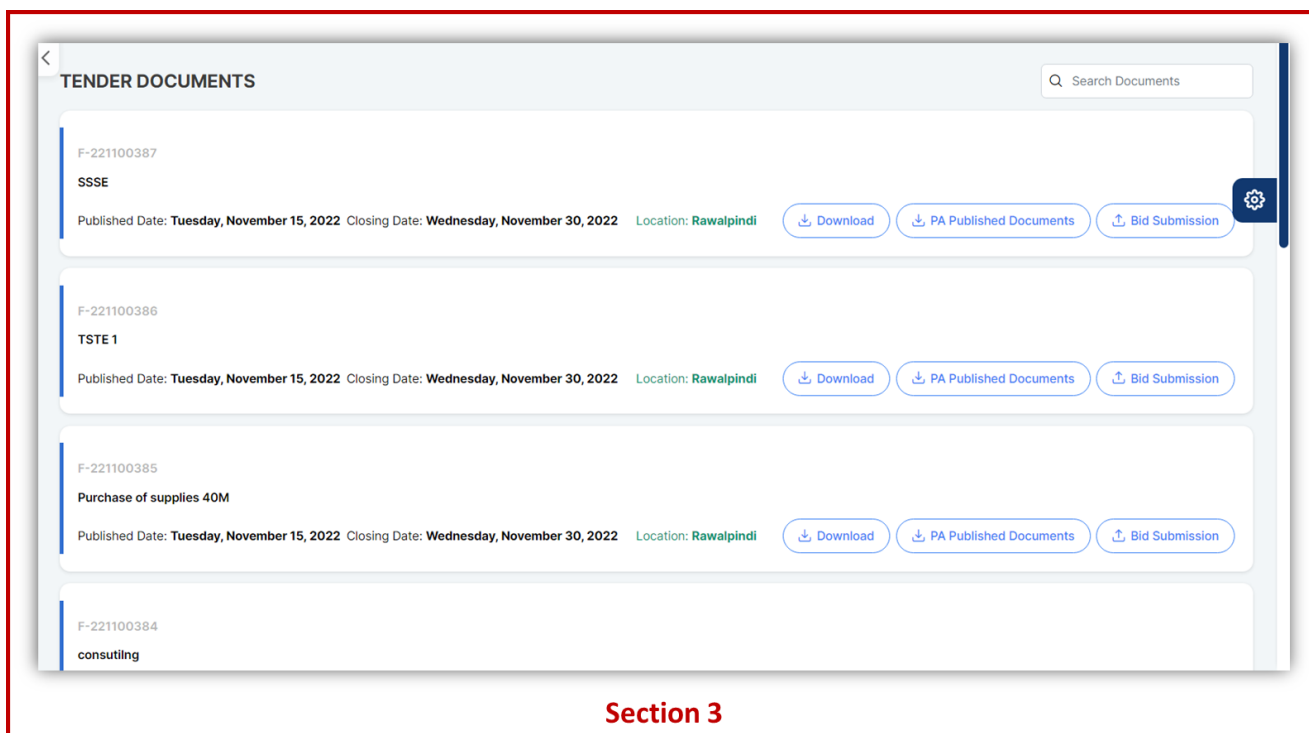
a. After logging into the e-PADS.



b. Click on Active Tenders given on the dashboard menu as shown below:

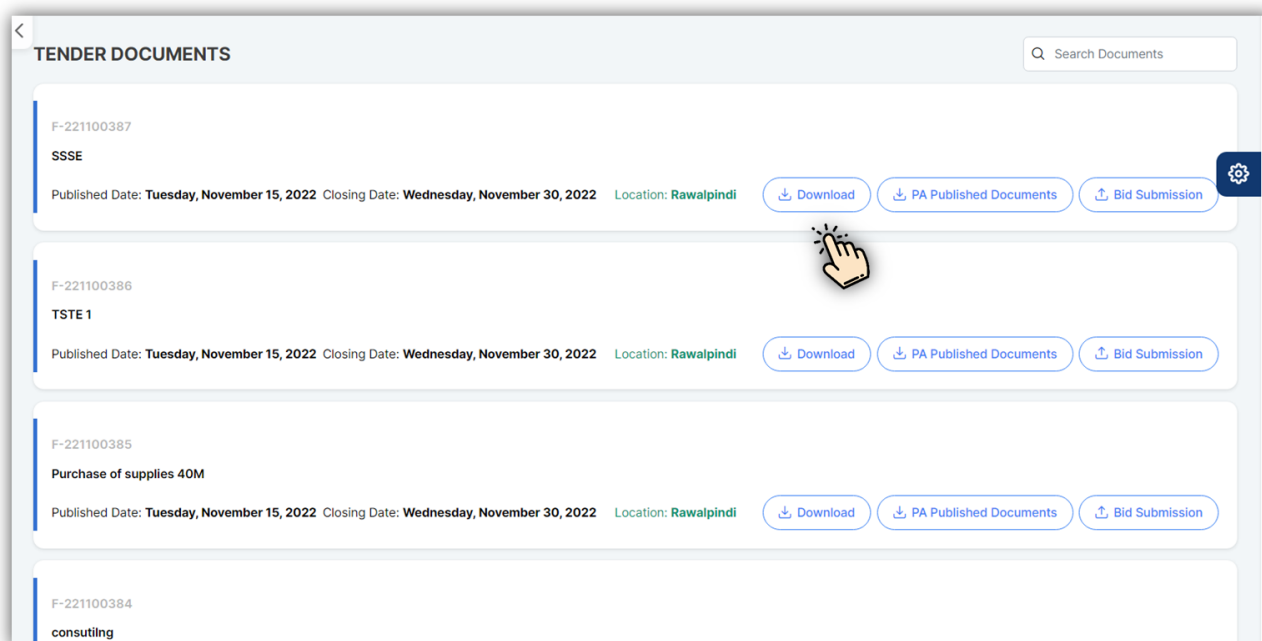


c. After clicking on Active Tenders, the following screen will appear on the right side as shown below:

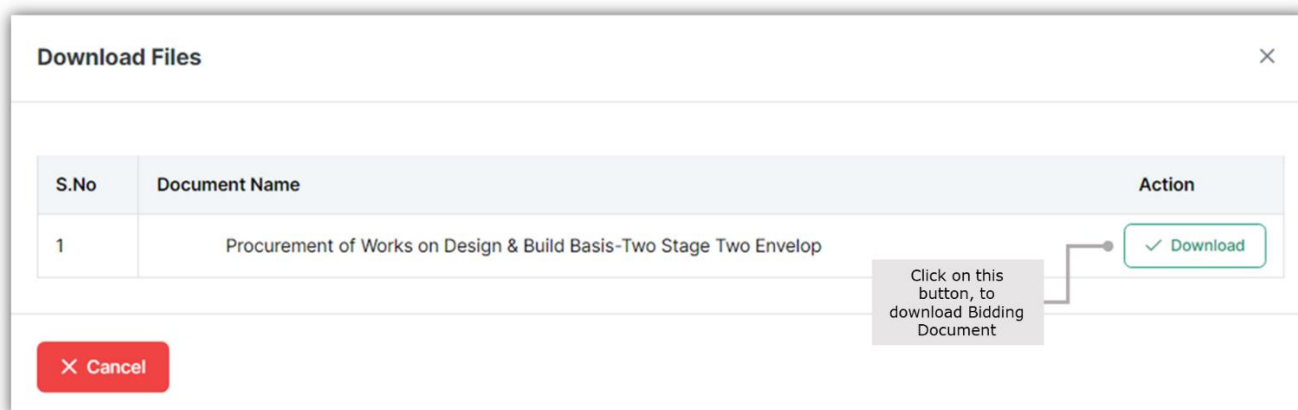


### Section 3

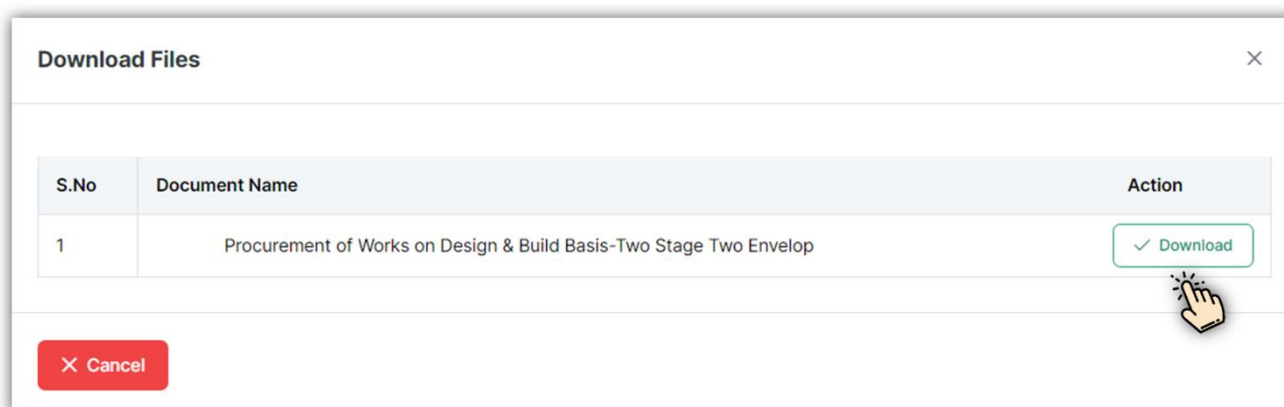
d. Now to download the Tender Document click on the download button as shown below:



e. After clicking the download button, the following screen will appear to the user:



f. To download the tender document, click on the download button as shown below:



g. After downloading the tender document, the supplier would prepare the bid using MS Office tools like Word, Excel, Power Point, etc. Supplier then has to convert the bid submission document as a PDF file and then using Digital Certificate to sign the Bid.

## DIGITAL CERTIFICATE FAQs

### 1. From where should I buy digital certificate?

Supplier and Vendor can procure digital certificate online from any digital certificate provider (locally or international). Digital certificate must be procured from authentic supplier who has good reputation in market and has option to facilitate digital signatures on PDF document.

### 2. How can I check that digital certificate provides digital signature option?

Digital Certificate having "Class 3 DSC" are used for digital signatures.

### 3. Do I need a password protected digital Certificate?

In your best interest, password protected digital certificate would be preferred. As in that case no one else could use your digital certificate.

### 4. What should be validity period of Digital Certificate?

At time of bidding, your digital certificate must be valid for at least six months. If validity of your digital certificate would expire soon, it is advisable to either renew the existing digital certificate or purchase a buy digital certificate.



## **5. How do I sign my bid digitally?**

**Step#1:** Please make sure that you have valid digital certificate on your machine.

**Step#2:** Open your PDF reader (Acrobat is recommended). From menu, select Tools-> Certificates-> Digitally Sign. Select the area where you would like to insert digital signatures. PDF application allows you to select already configured digital certificates and to configure new digital certificate.

If a digital certificate is not configured, press “Configure New Digital ID” , select “New Digital ID from File” , select your digital certificate from your machine.

## **6. Why do I have to provide digital certificate provider name at the time of bid uploading?**

It is to ensure that digital sign is from the same digital provider, and it has at least six months validity.

## HOW TO DIGITALLY SIGN BID (PDF) USING DIGITAL CERTIFICATE?

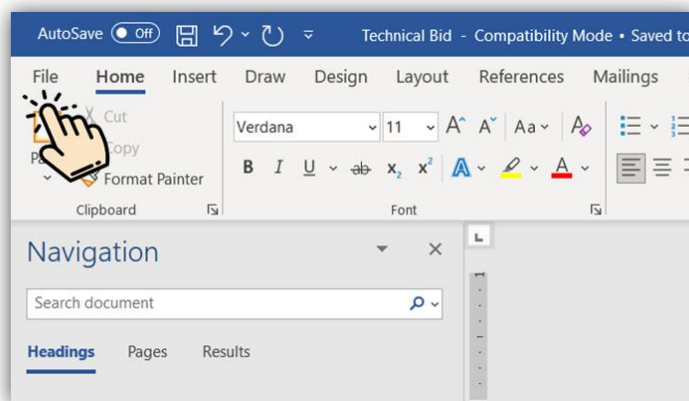
Digital signature is a technique used to validate the authenticity and integrity of a digital document. It's a digital signature equivalent of a handwritten signature or stamped seal, but it offers far more inherent security. A digital signature is intended to solve the problem of tampering and impersonation in digital communications. Digital signatures can provide evidence of origin, identity, and status of electronic documents.



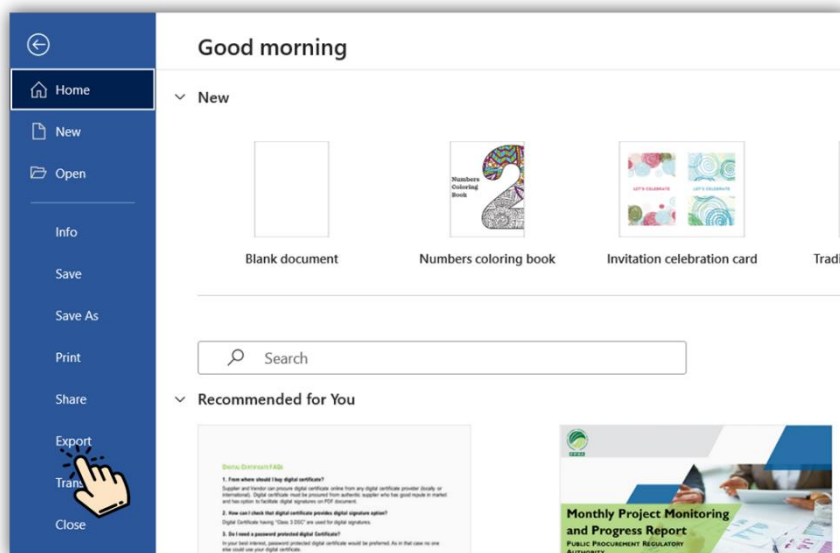
- Digital certificate can be attached in PDF file via ID or attachment of digital certificate, provided by third party.
- After selecting digital certificate, PDF reader allows end user to select place where digital signatures to be marked. Once digital signatures are marked, and file saved.
- Anyone receives the file, can verify the digital certificate by right clicking it.
- Buying digital certificate from authentic firm would be responsibility of Supplier.

Please refer to the below steps for creating your own digital signature on Adobe Acrobat Reader:

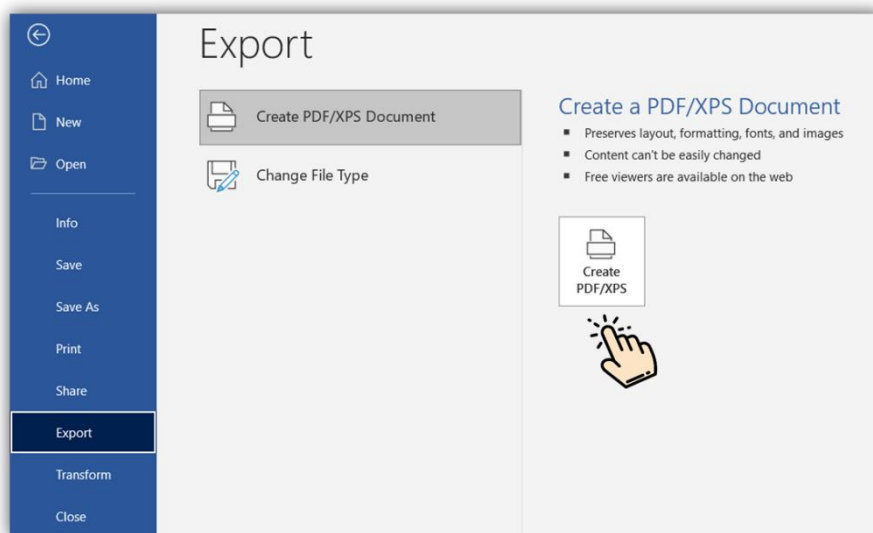
1. First, users are required to convert their bid in PDF. To convert your bid from MS-Word/Excel/Power Point into PDF please refer to the steps given below:



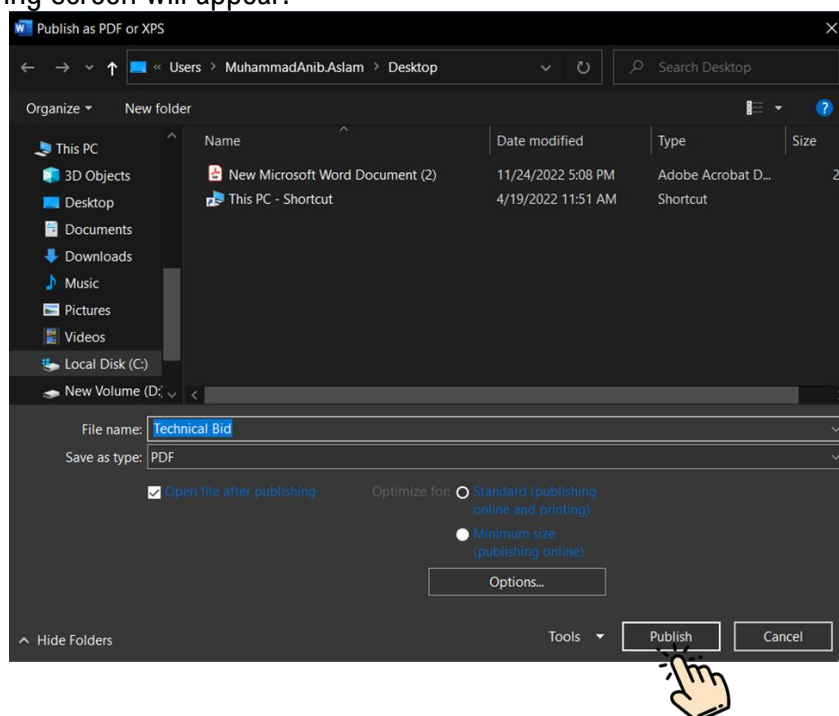
2. Users are required to click on File button as shown above. After clicking on File button, the following screen will appear:



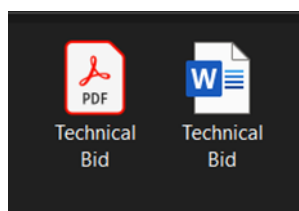
3. Users are required to click on Export button as shown above. After clicking on Export button, the following screen will appear to the users:



4. Users are required to click on Create PDF/XPS button shown above. After clicking on Create PDF/XPS button the following screen will appear:



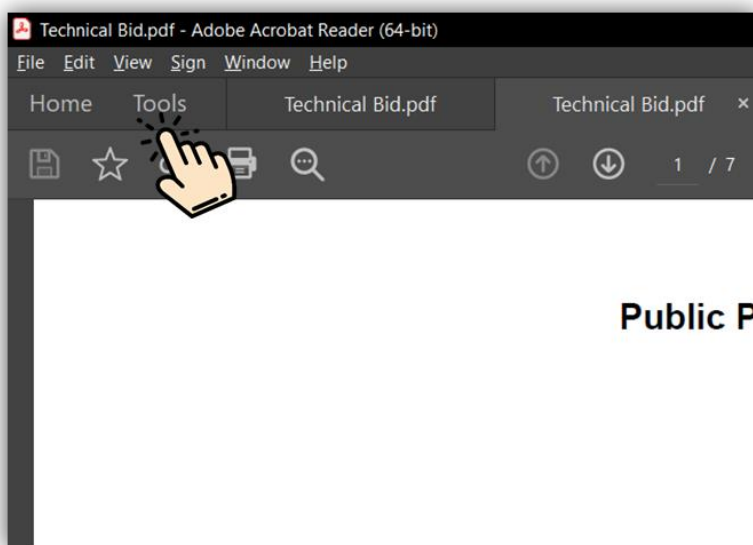
5. Users are required to enter a file name for the PDF, designate a place on the drive where it is easily accessible. After clicking on Publish your file will be converted into PDF file as shown below:



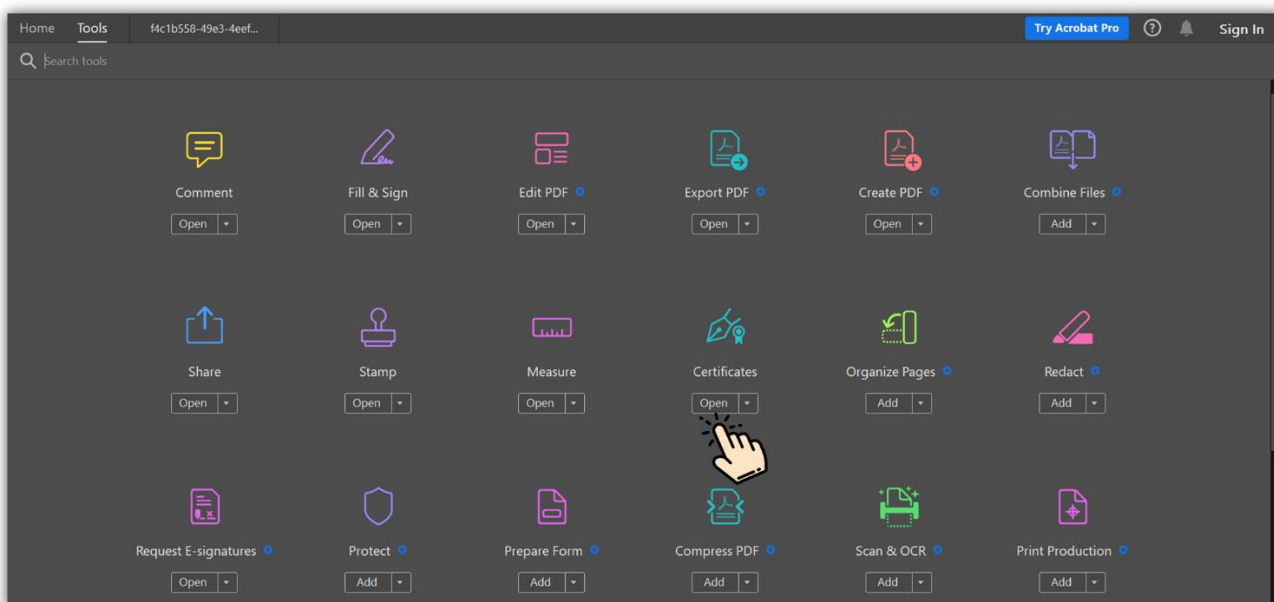
## Steps for Digitally Signing a Bid (PDF)

Please refer to the following steps for digitally signing a bid using **pre-existing digital IDs**.

1. Click on Tools as shown below:

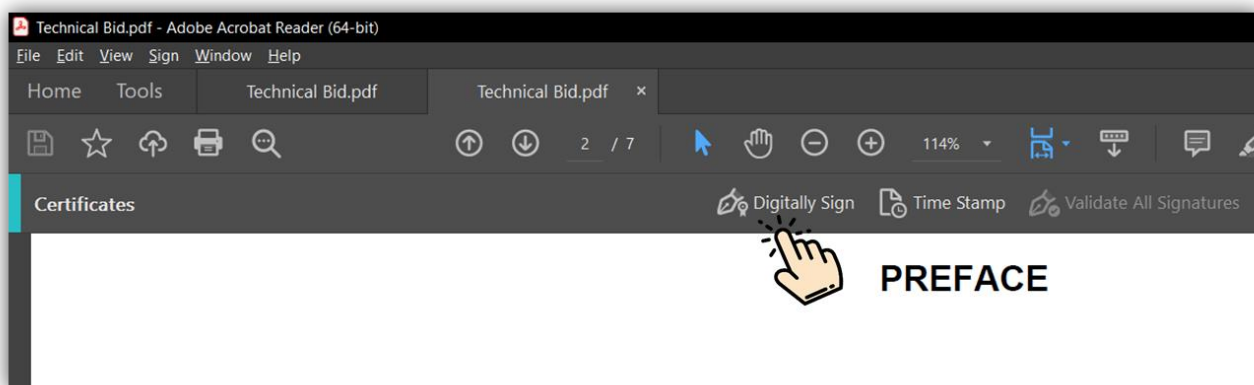


2. After clicking on Tools tab, the following screen will appear:

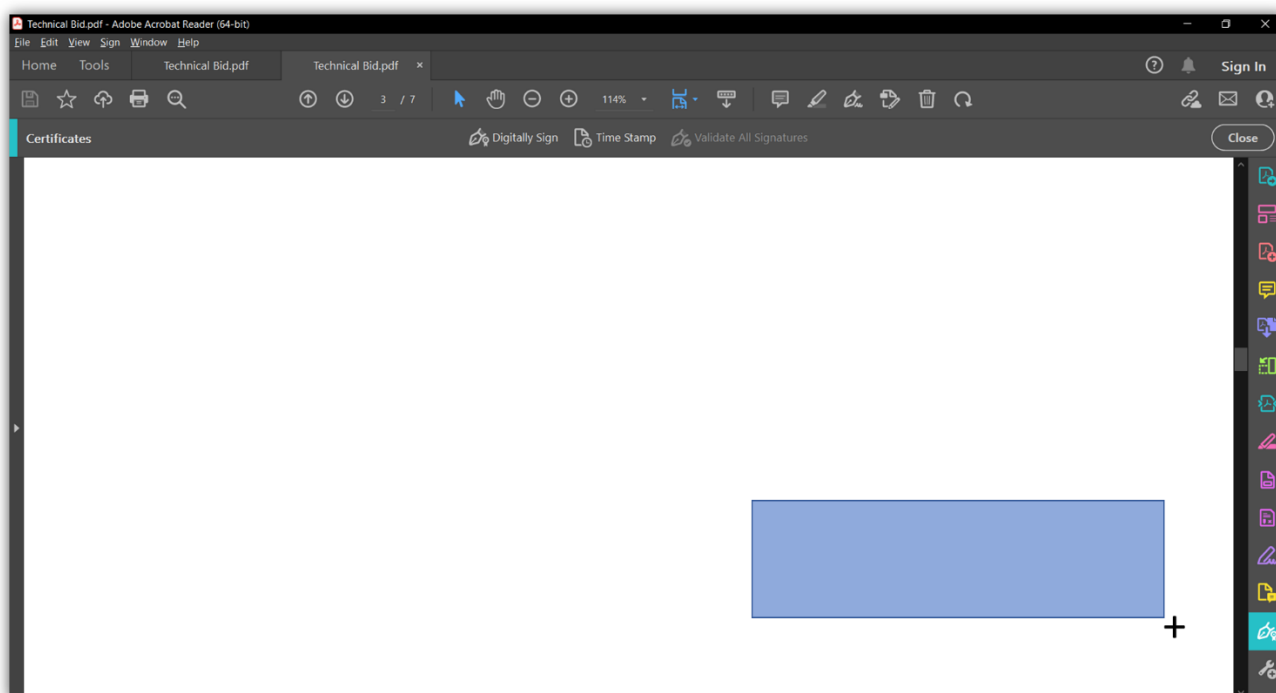


3. After clicking on Certificates icon as shown above, click on Digitally Sign button as shown below:

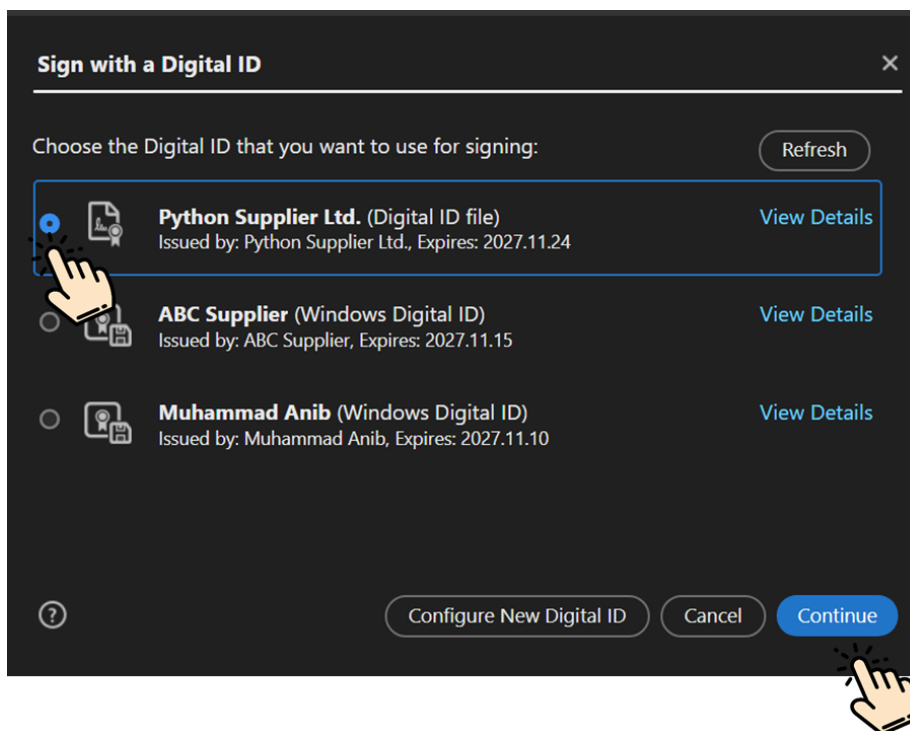




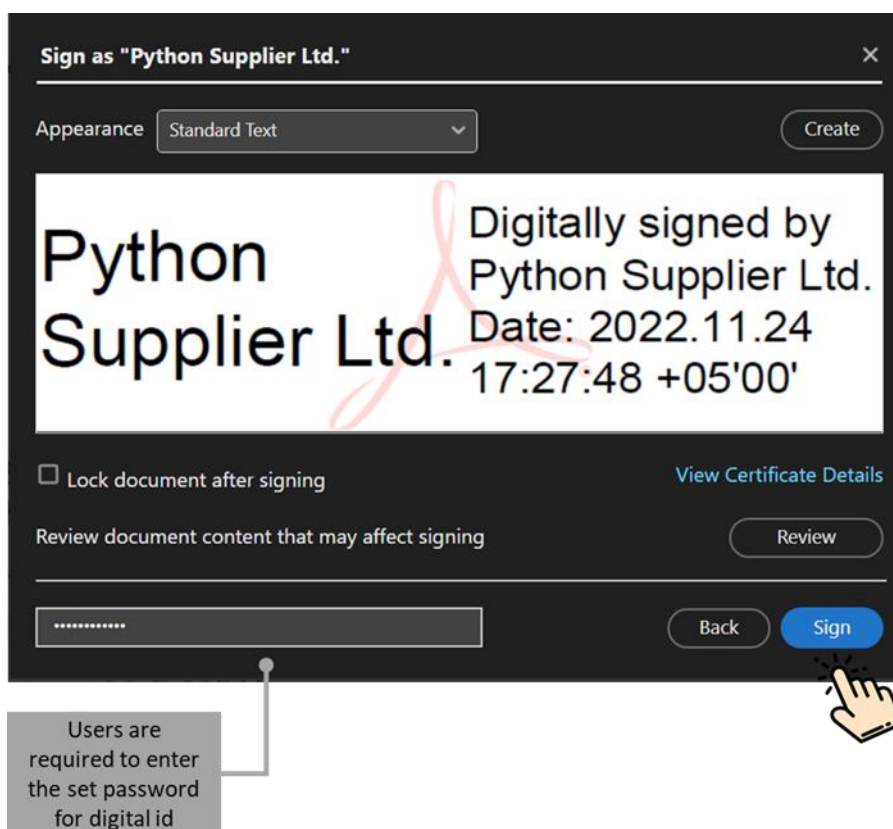
4. After clicking on Digitally Sign, Users are required to highlight a place on the document where they want their digital signature to be incorporated:



5. After the user has highlighted the section where he/she wants to insert a digital signature. The following screen will appear if the user has **pre-existing digital IDs** on their system:

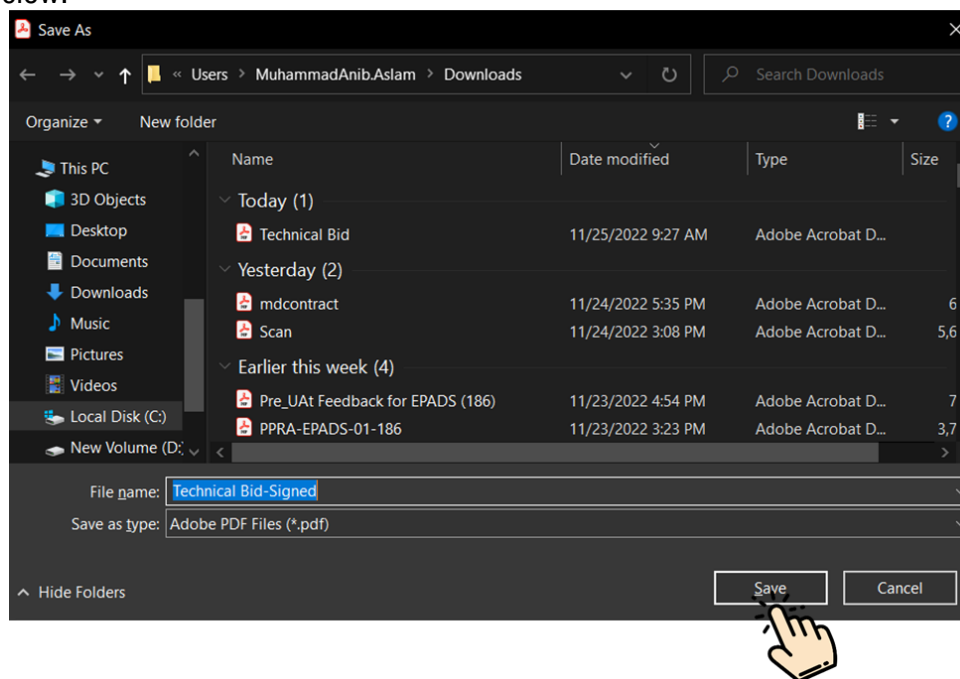


6. After selecting the desired pre-existing digital id, click on Continue and the following screen will appear:

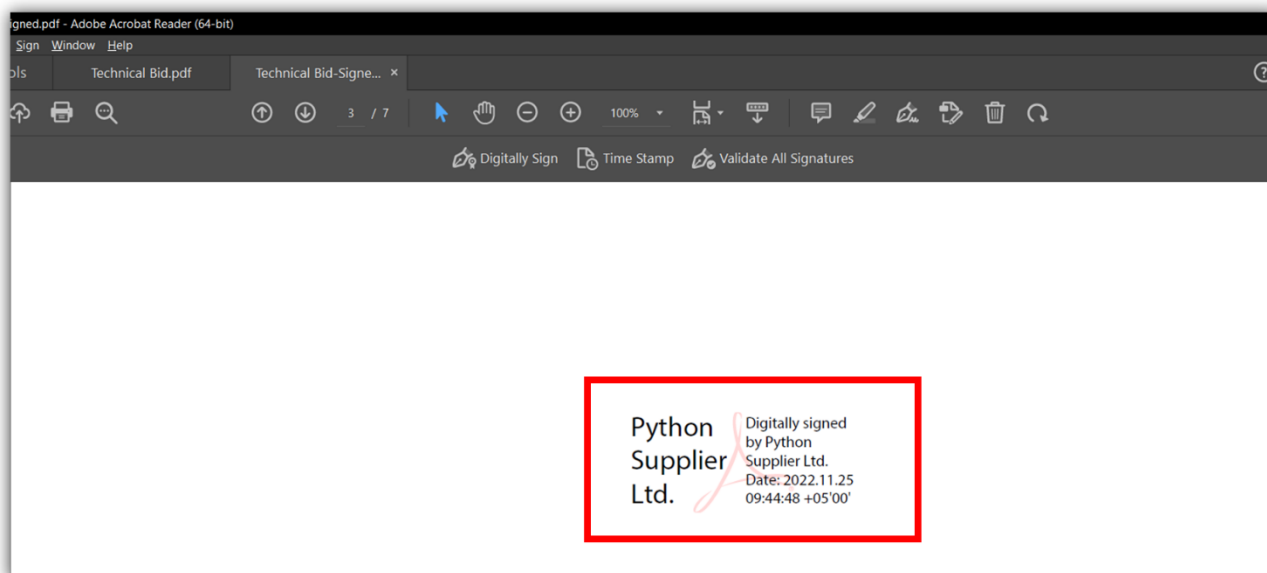


7. After clicking on Continue button, the user can review their digital signature as seen above. After reviewing the signature user will be required to enter the set password for the digital id file. Next, click on Sign button the system will create a new copy of the PDF (digitally signed version) asking

user to rename the file and designate a place on the drive where it can be accessed easily as shown below:

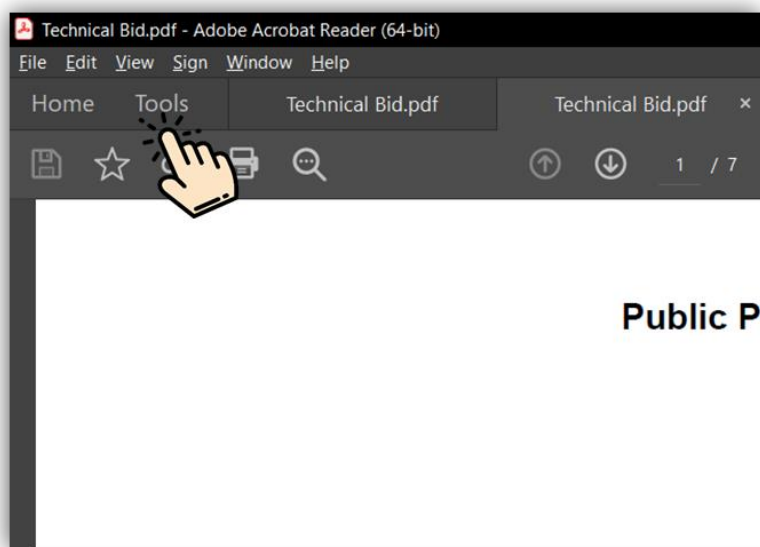


8. After clicking on Save button, your new digitally signed version of the bid will be opened to have a preview of the document, please refer to the screen given below:

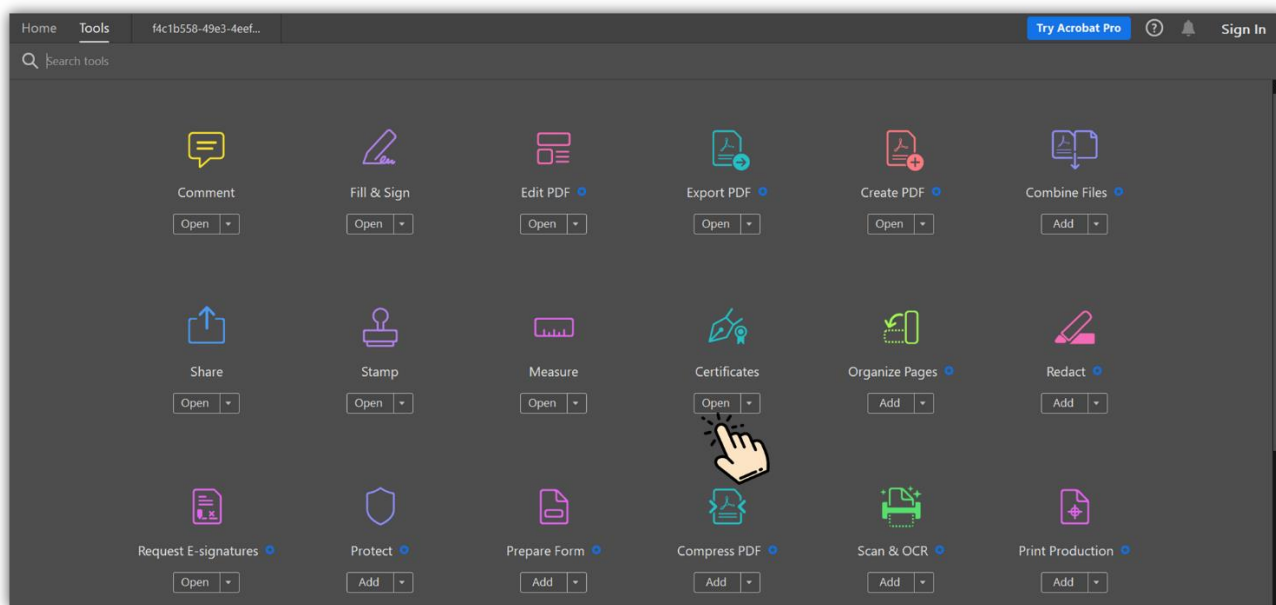


Please refer to the steps given below to configure a **newly procured digitally certificate**:

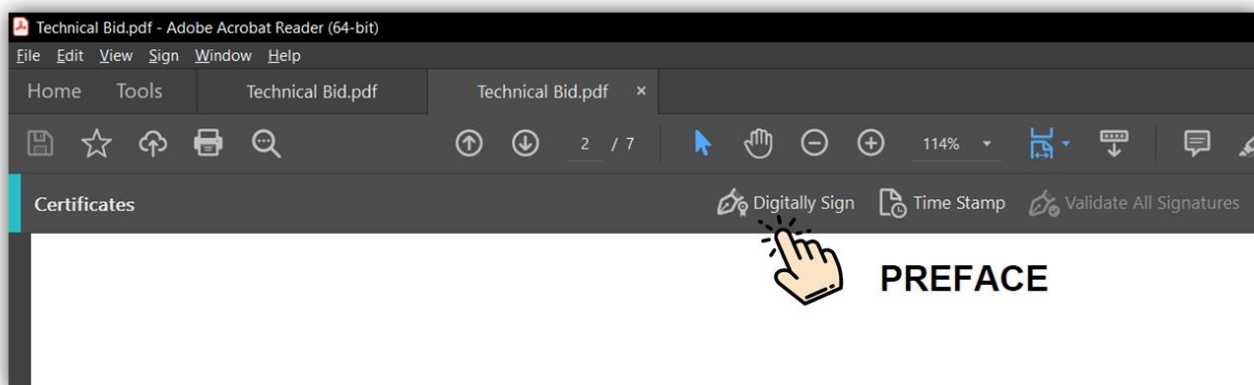
1. Click on Tools as shown below:



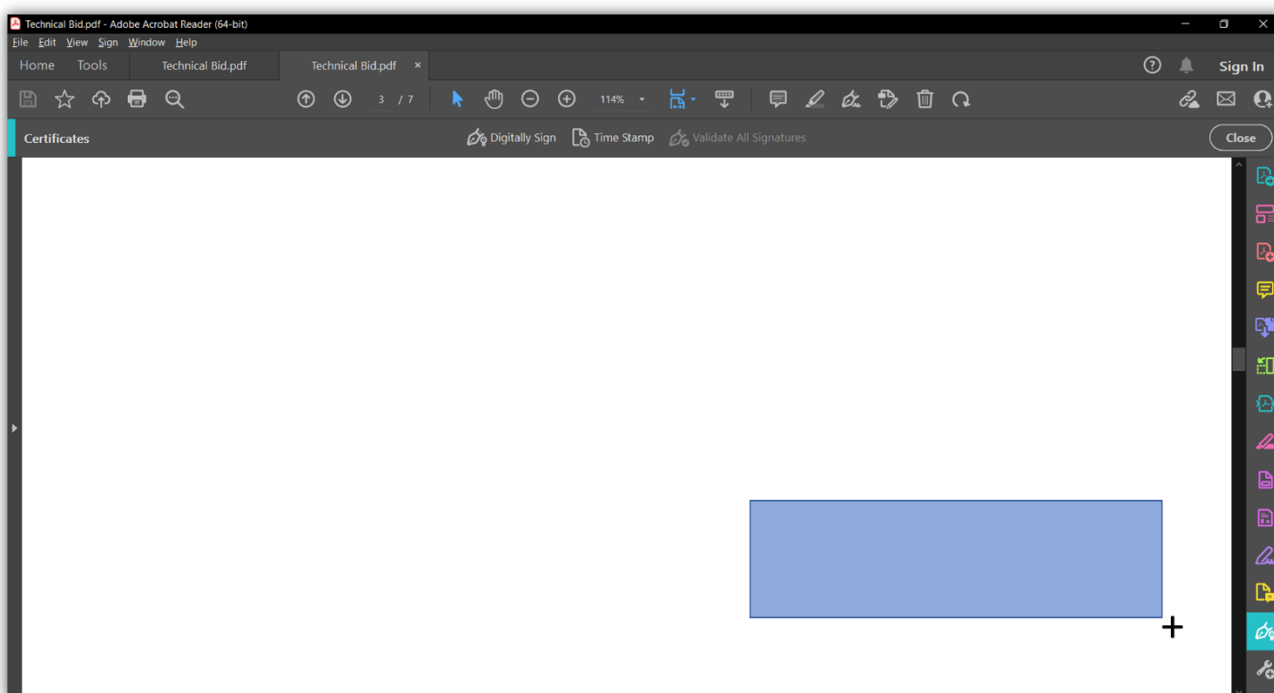
2. After clicking on Tools tab, the following screen will appear:



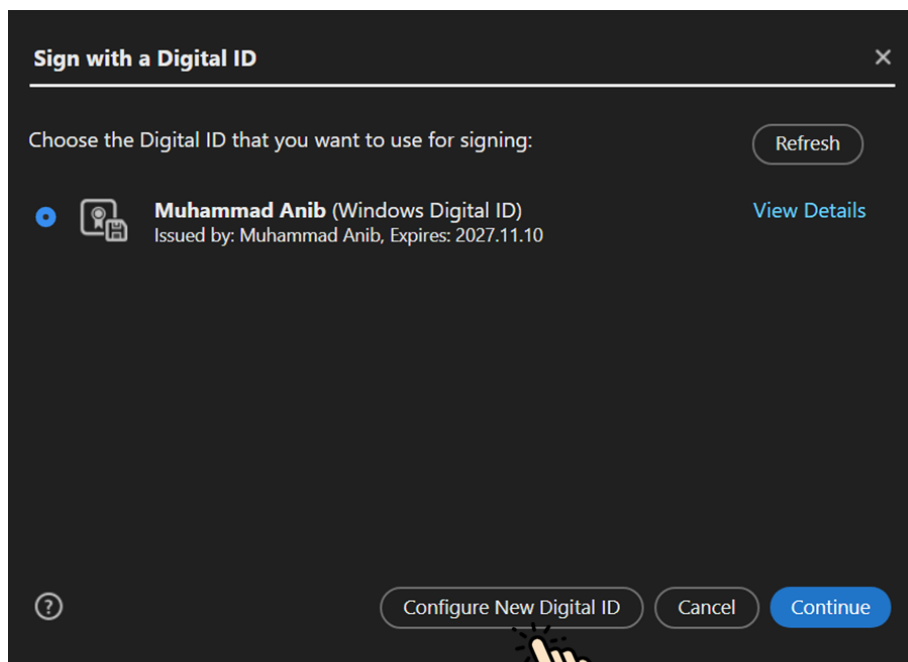
3. After clicking on Certificates icon as shown above, click on Digitally Sign button as shown below:



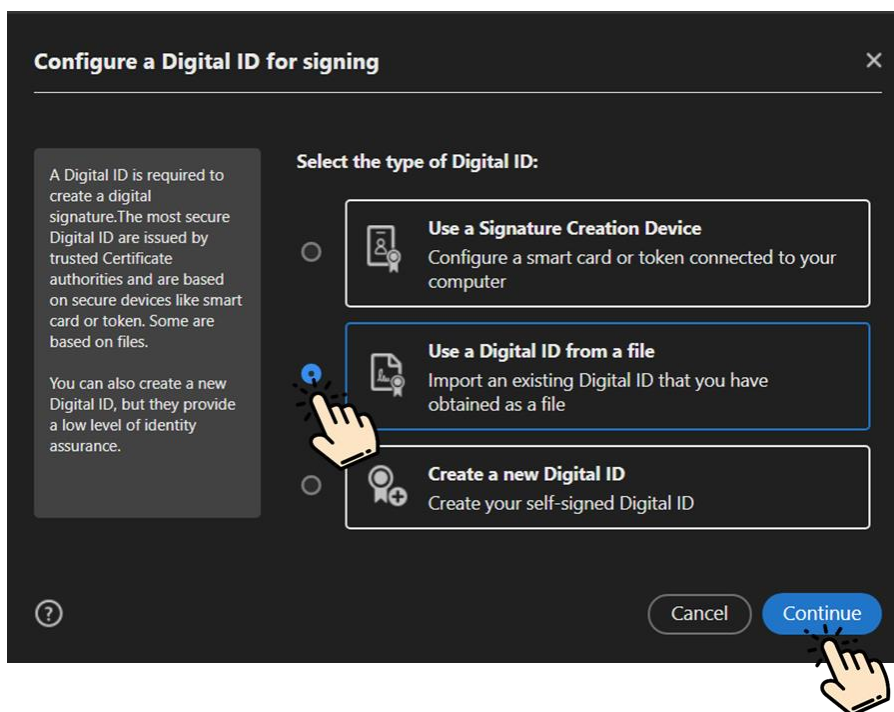
4. After clicking on Digitally Sign, Users are required to highlight a place on the document where they want their digital signature to be incorporated:



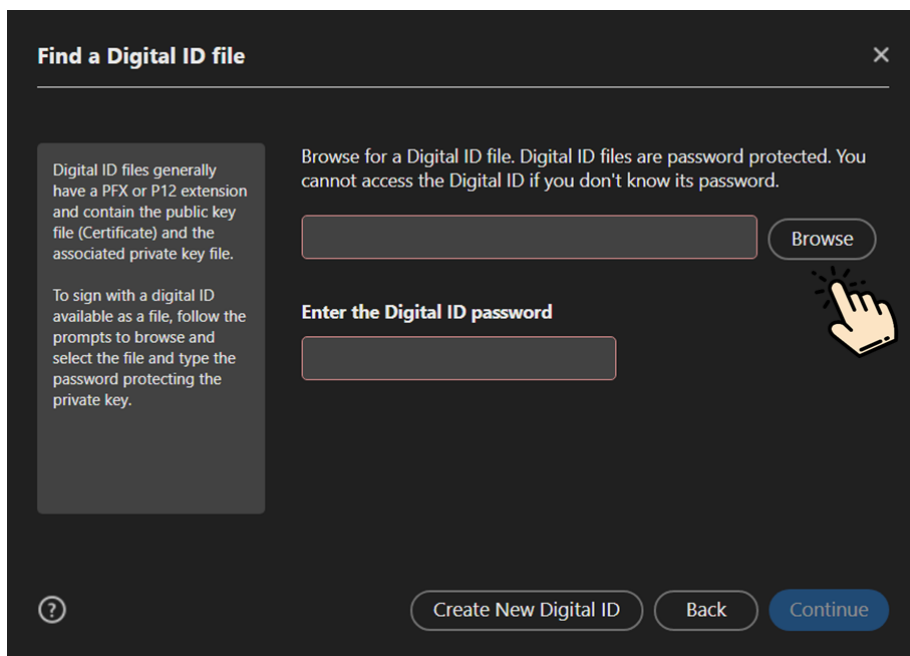
5. After the user has highlighted the section where he/she wants to insert a digital signature. The following screen will appear:



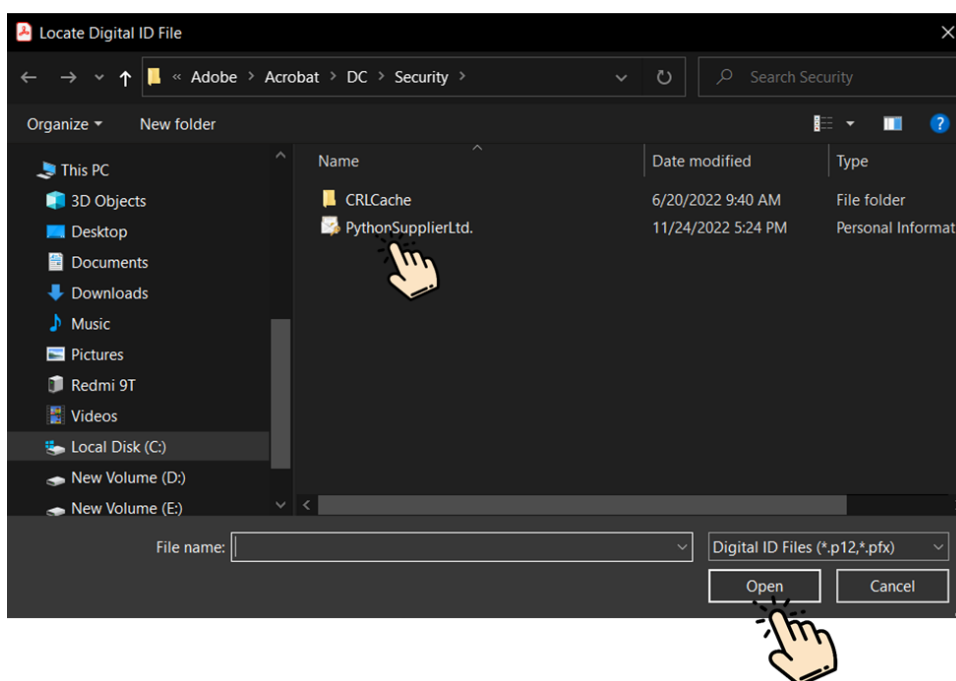
6. After clicking on Configure New Digital ID, the following screen will appear:



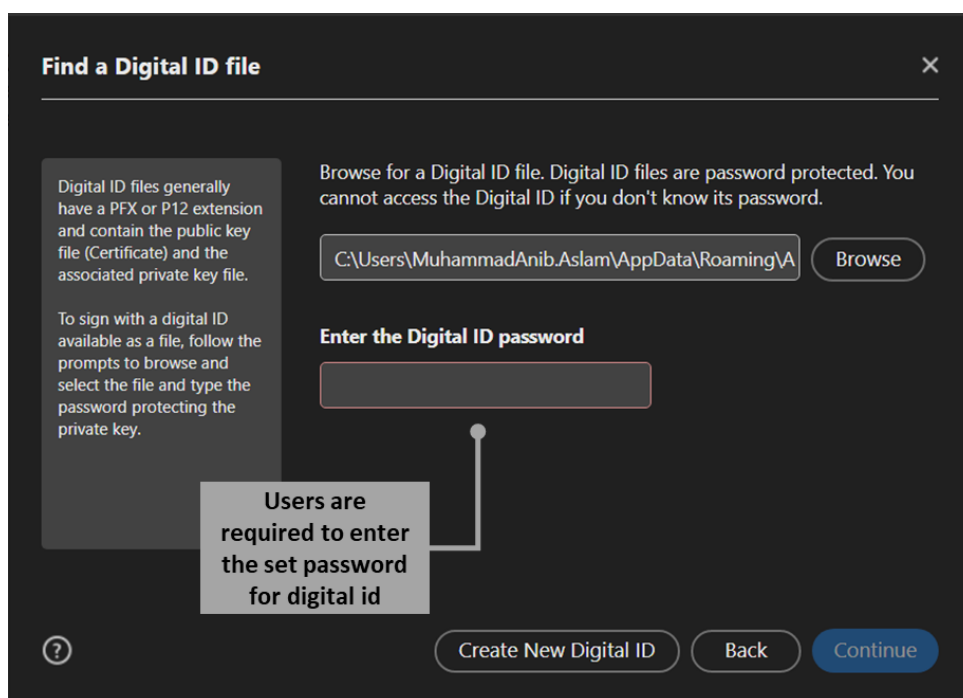
7. Users are required to select Use a Digital ID From a File option as shown above and then click on continue to proceed towards next step. After clicking on Continue button the following screen will appear:



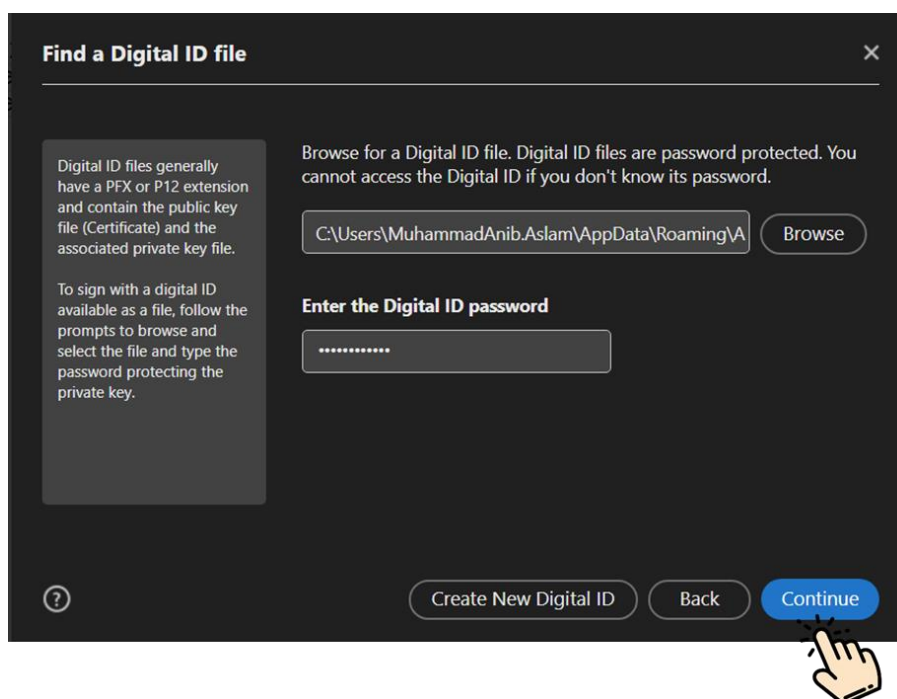
8. User are required to click on Browse button as shown above to select a digital ID file from the system:



9. After selecting the desired digital id, click on Open button and the following screen will appear:

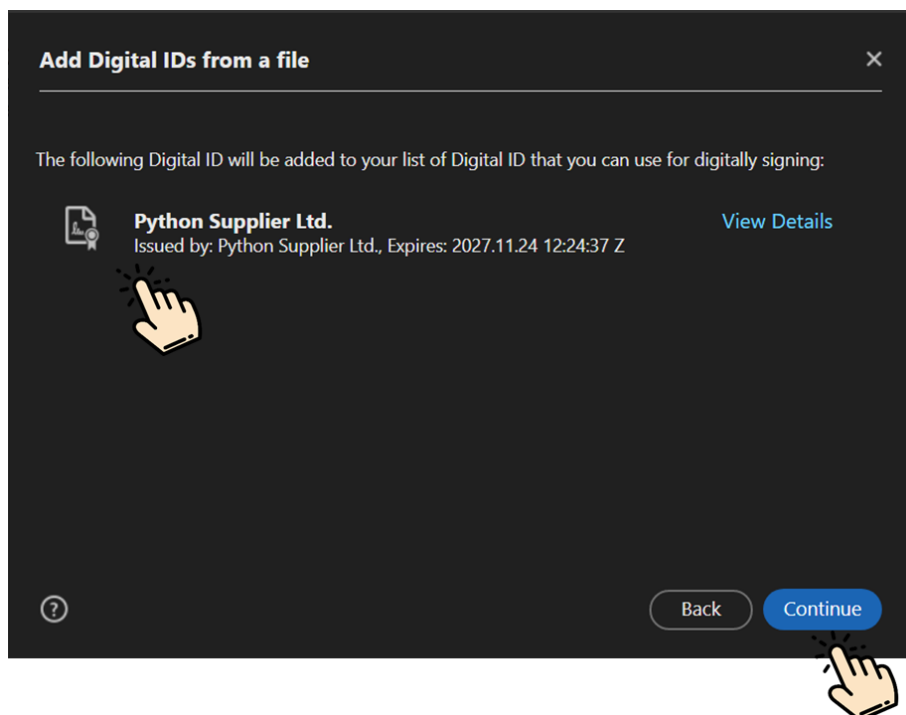


10. After providing the set password for digital id click on Continue button as shown below:

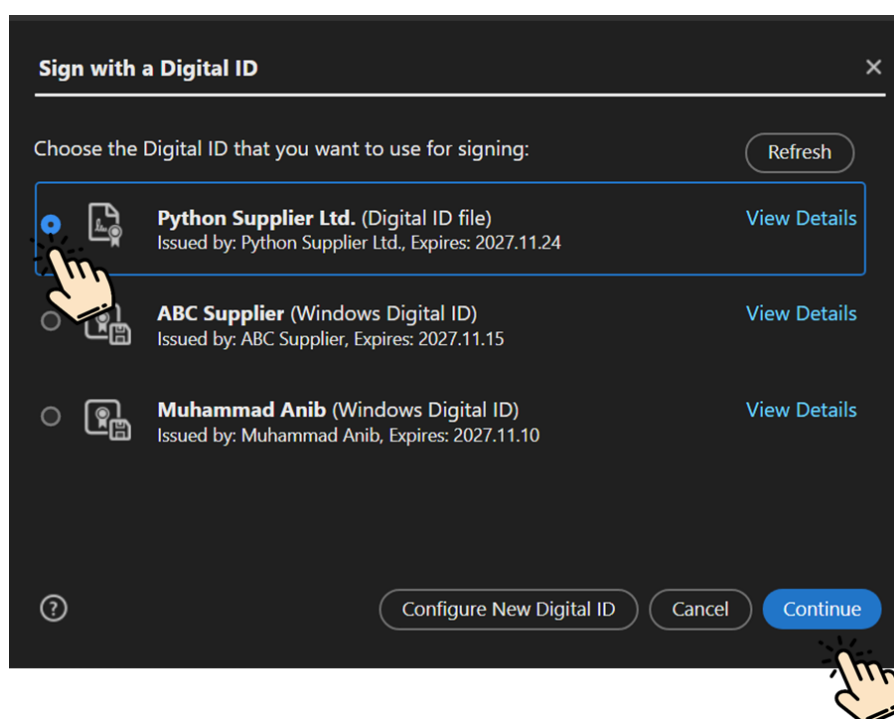


11. After clicking on Continue button, the following screen will appear:

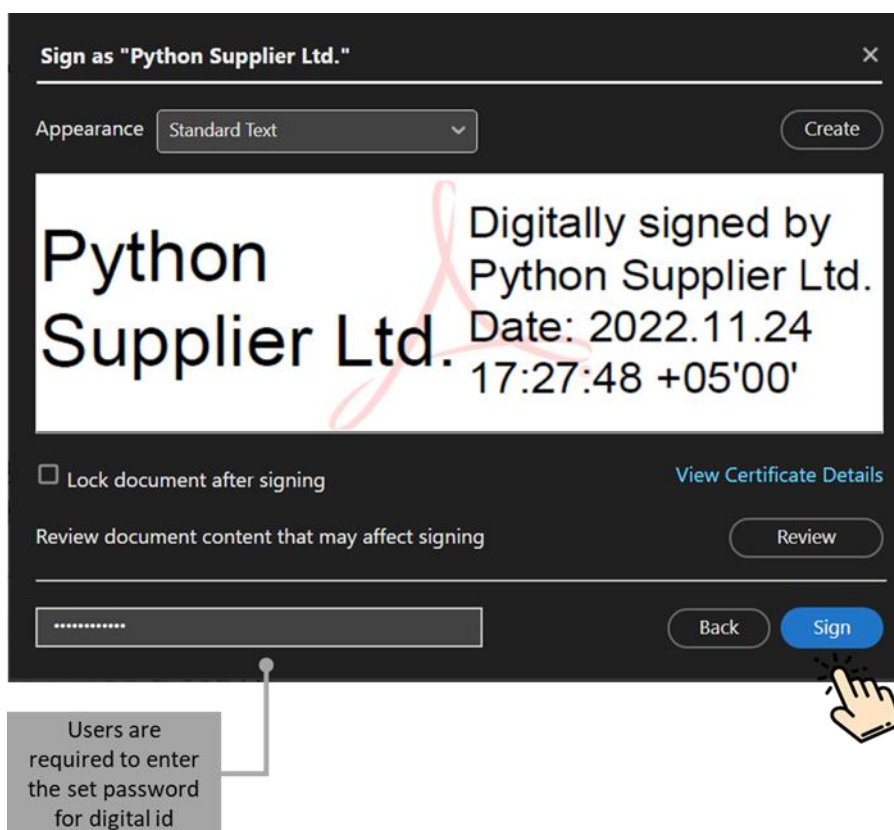




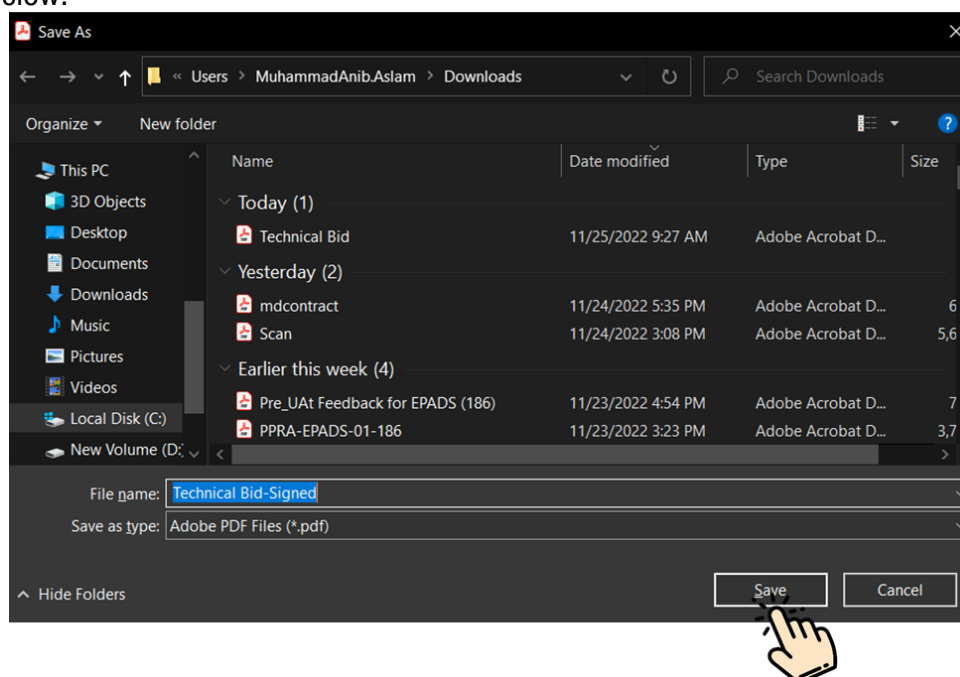
12. After clicking on Continue button, the following screen will appear:



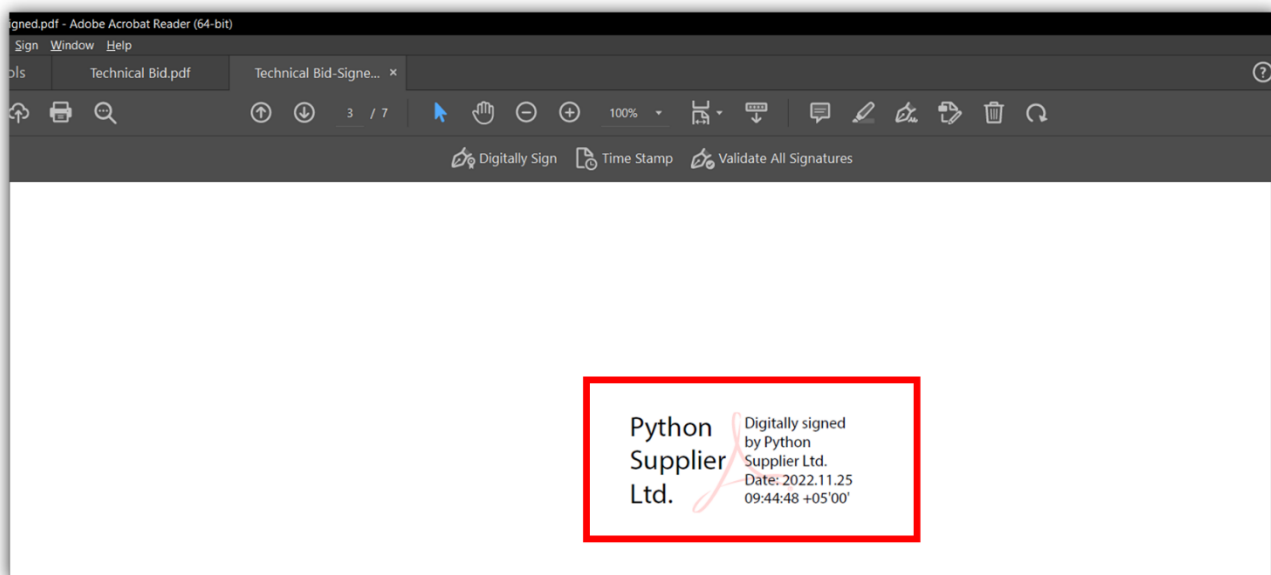
13. After clicking on Continue button, the following screen will appear:



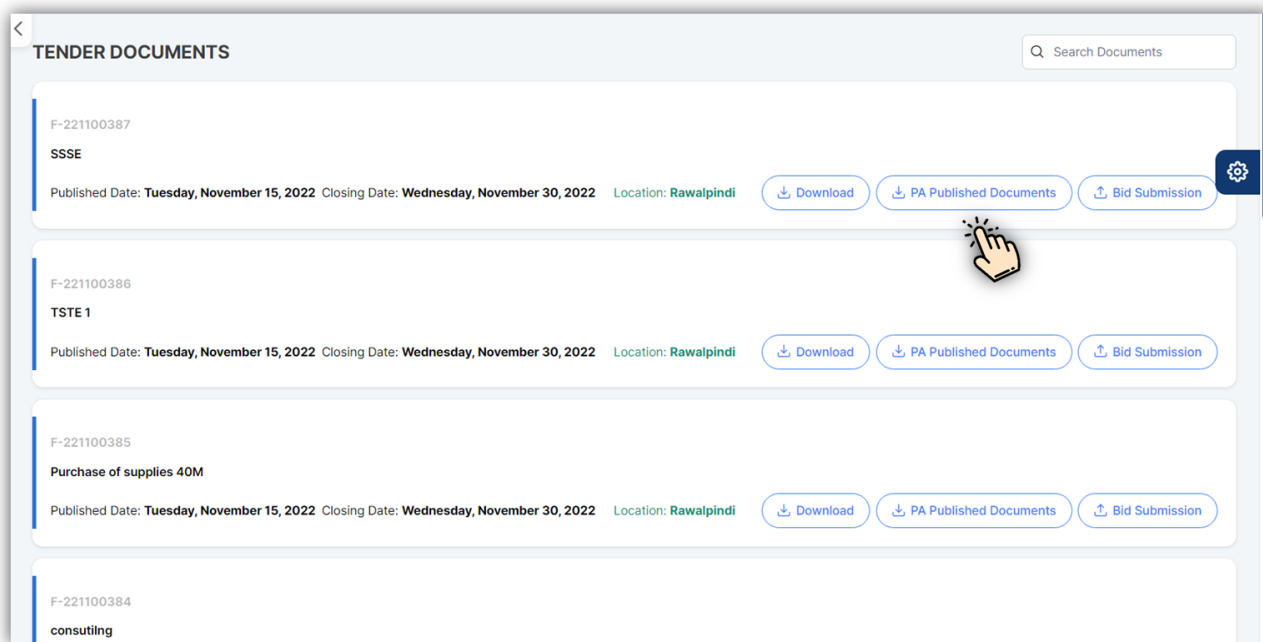
14. After clicking on Continue button, the user can review their digital signature as seen above. After reviewing the signature user will be required to enter the set password for the digital id file. Next, click on Sign button the system will create a new copy of the PDF (digitally signed version) asking user to rename the file and designate a place on the drive where it can be accessed easily as shown below:



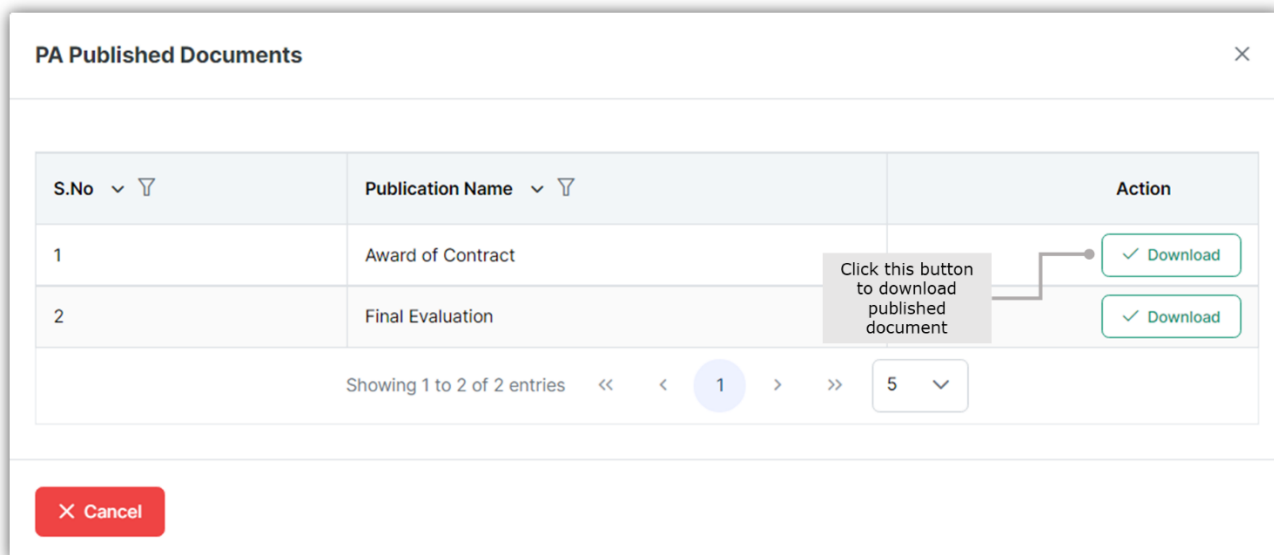
15. After clicking on Save button, your new digitally signed version of the bid will be opened to have a preview of the document, please refer to the screen given below:



h. To view published documents by PA regarding tender, please click on the button as shown below:



i. After clicking the Publication button, the following screen will appear to the users:



j. In this screen user can download all the available published documents regarding the tender by clicking on the download button as shown below:

S.No	Publication Name	Action
1	Award of Contract	<a href="#">Download</a>
2	Final Evaluation	<a href="#">Download</a>

Showing 1 to 2 of 2 entries

1 5

[Cancel](#)

## SUPPLIER'S BID SUBMISSION FOR SINGLE STAGE SINGLE ENVELOPE (SSSE)

This section will demonstrate how supplier will submit bid against Single Stage Single Envelope bidding procedure.

a. Click on Bid submission as shown below:

TENDER DOCUMENTS

F-221100387  
SSSE  
Published Date: **Tuesday, November 15, 2022** Closing Date: **Wednesday, November 30, 2022** Location: **Rawalpindi**

[Download](#)
[PA Published Documents](#)
[Bid Submission](#)

F-221100386  
TSTE 1  
Published Date: **Tuesday, November 15, 2022** Closing Date: **Wednesday, November 30, 2022** Location: **Rawalpindi**

[Download](#)
[PA Published Documents](#)
[Bid Submission](#)

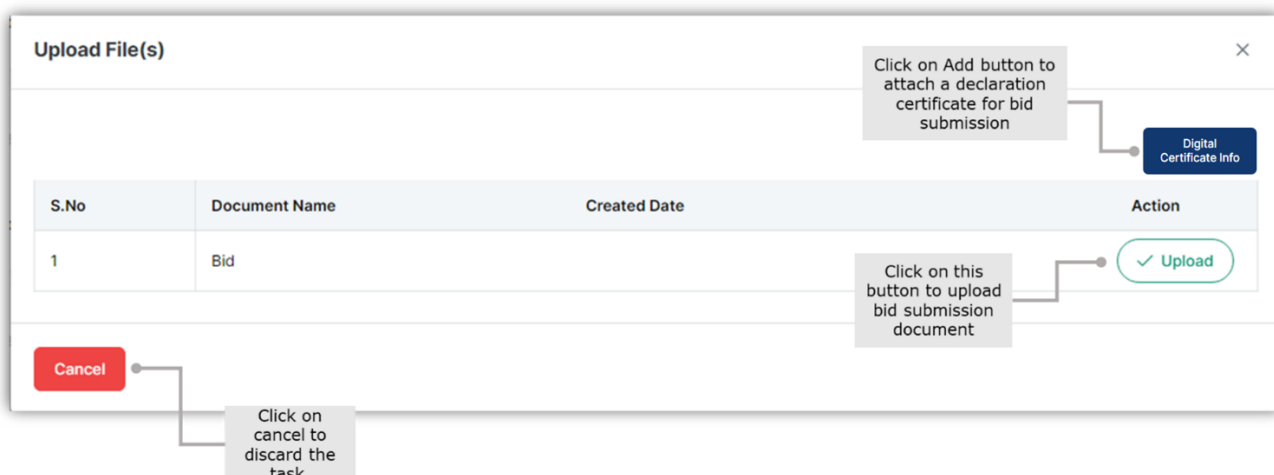
F-221100385  
Purchase of supplies 40M  
Published Date: **Tuesday, November 15, 2022** Closing Date: **Wednesday, November 30, 2022** Location: **Rawalpindi**

[Download](#)
[PA Published Documents](#)
[Bid Submission](#)

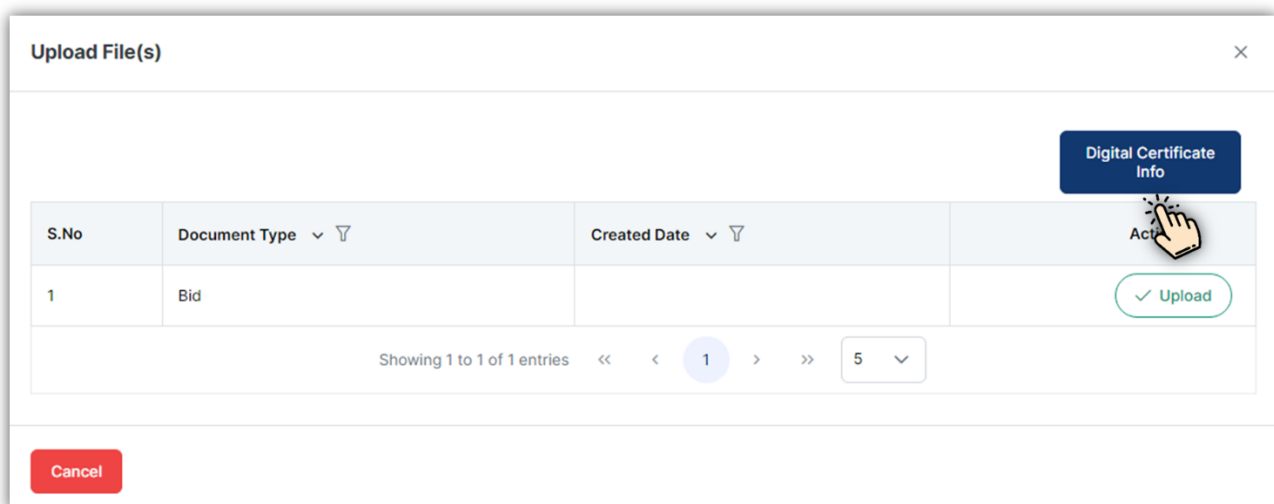
F-221100384  
consulting

Section 3

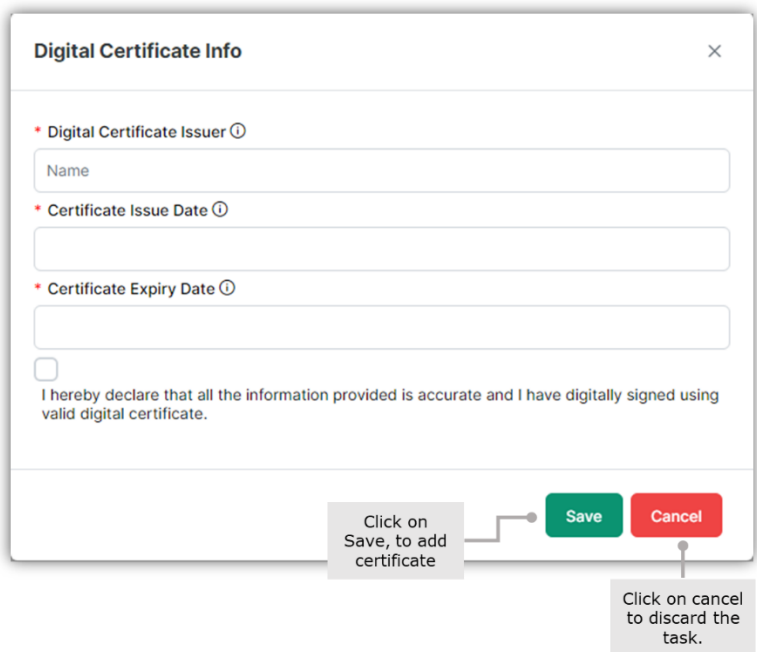
b. After clicking on Bid Submission, the following screen will appear to the user:



c. Before uploading bid submission document(s) the system will require users to add a digital certificate for the declaration of bid submission documents, click on Digital Certificate Info button as shown below.



d. After clicking on Digital Certificate Info button, the following screen will appear to the user:



\* Digital Certificate Issuer ⓘ

- i. Users are required to enter the issuer name. That can be any relevant person of that business i.e., owner of the business.

\* Certificate Issue Date ⓘ

< November 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

- ii. Users are required to select the date of issuance for the certificate.

\* Certificate Expiry Date ⓘ

< November 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

- iii. Users are required to select date of expiry for the certificate.

I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.

- iv. Users are required to tick the above box for declaration and to proceed.

**Digital Certificate Info** ✕

\* Digital Certificate Issuer ⓘ

\* Certificate Issue Date ⓘ

\* Certificate Expiry Date ⓘ

I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.



✓ Action performed successfully.

e. After clicking on Save button, your certificate information will be shown on the screen as given below:

**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022**

S.No	Document Type <span style="font-size: small;">v ▾</span>	Created Date <span style="font-size: small;">v ▾</span>	Action
1	Bid		<input type="button" value="✓ Upload"/>

Showing 1 to 1 of 1 entries    << < 1 > >>    5 ▾

f. Users can update the digital certificate information by clicking on the Digital Certificate Info button as seen below:



**Upload File(s)** ×

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022**

Digital Certificate Info

S.No	Document Type <span style="font-size: small;">v Y</span>	Created Date <span style="font-size: small;">v Y</span>	Action
1	Bid		<span style="border: 1px solid #003366; border-radius: 15px; padding: 5px 15px; color: #003366; font-weight: bold;">✓ Upload</span>

Showing 1 to 1 of 1 entries << < 1 > >> 5 v

Cancel

g. After clicking the Digital Certificate Info, the following screen will appear to change the certificate information if the user wishes to:

**Digital Certificate Info** ×

**\* Digital Certificate Issuer** ⓘ

Name

**\* Certificate Issue Date** ⓘ

08-11-2022

**\* Certificate Expiry Date** ⓘ

30-11-2022

I hereby declare that all the information provided is accurate

Save
Cancel

h. To upload bid submission document, click on Upload button as shown below:

**Upload File(s)** ×

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022**

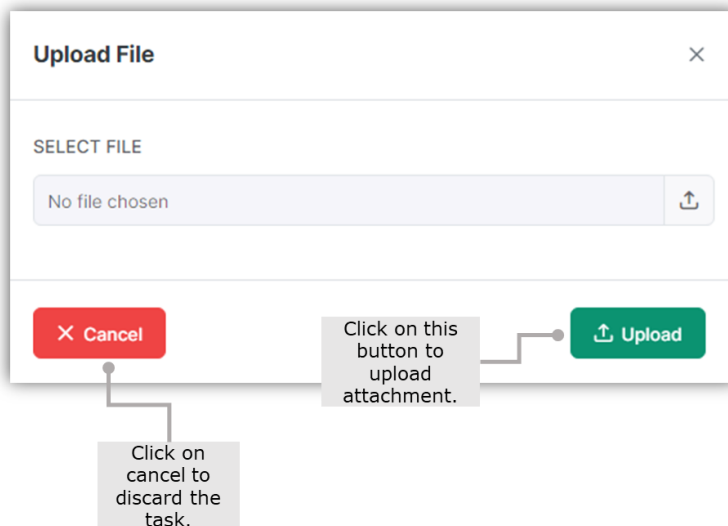
Digital Certificate Info

S.No	Document Type <span style="font-size: small;">v Y</span>	Created Date <span style="font-size: small;">v Y</span>	Action
1	Bid		<span style="border: 1px solid #003366; border-radius: 15px; padding: 5px 15px; color: #003366; font-weight: bold;">✓ Upload</span>

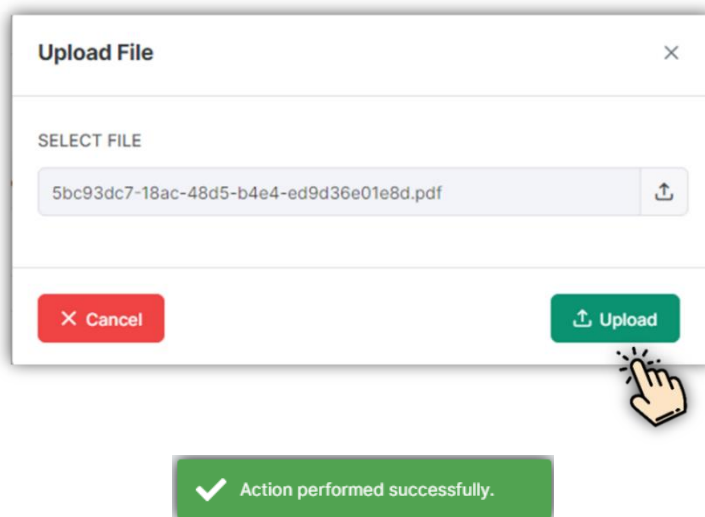
Showing 1 to 1 of 1 entries << < 1 > >> 5 v

Cancel

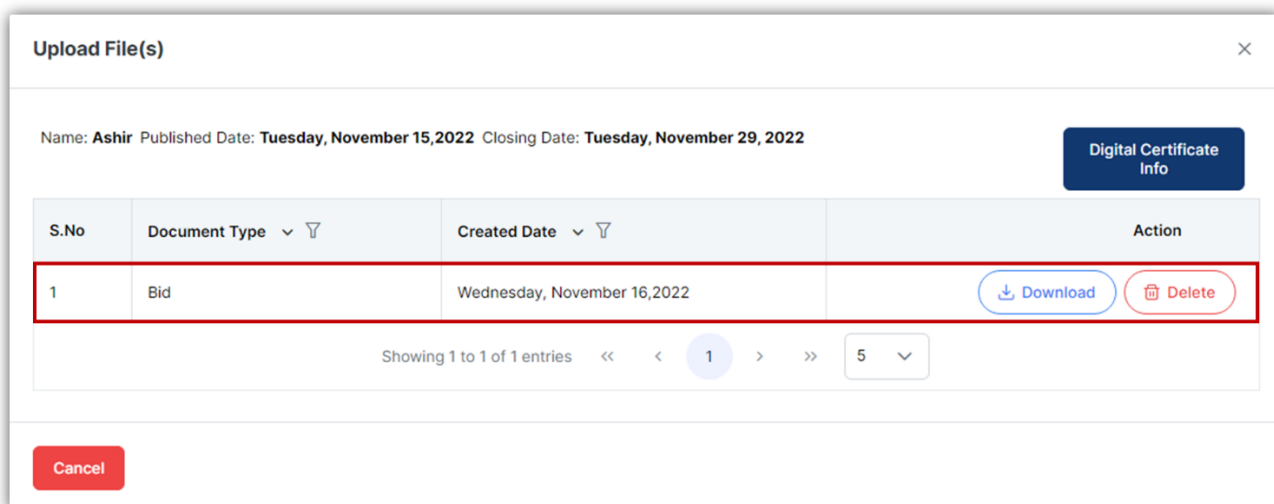
- i. After clicking on Upload button, the following screen will appear for uploading bid submission documents:



- j. After user has uploaded the bid submission document, click on upload button as shown below:



- k. After the bid submission document has been uploaded, it will appear to the user as shown in the screen given below:

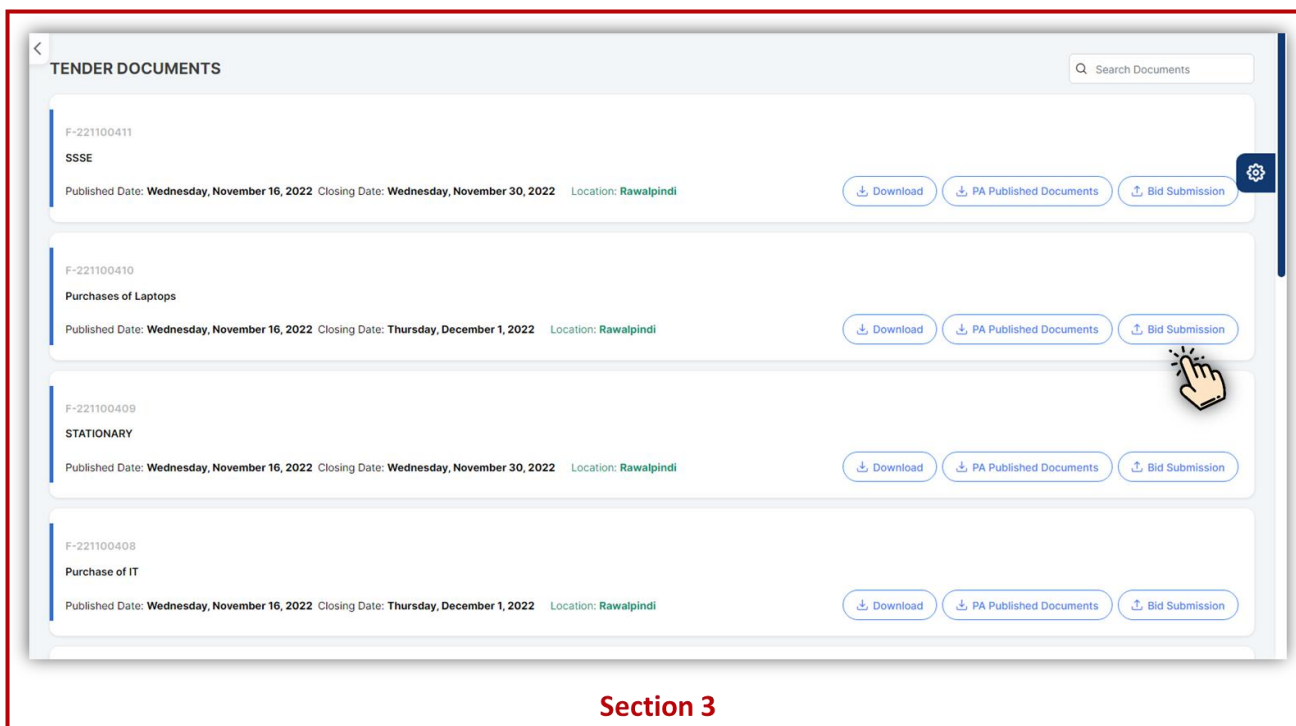


- I. By using the buttons given on the right side of the screen, user can perform the following tasks:
  - i. Download uploaded attachment
  - ii. Delete uploaded attachment

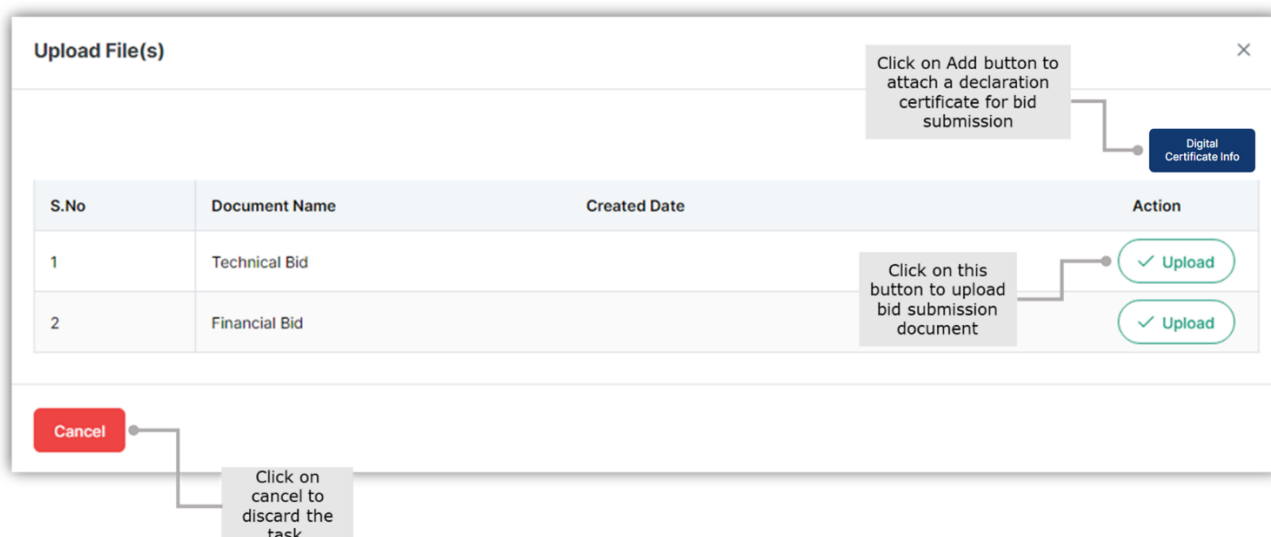
## SUPPLIER'S BID SUBMISSION FOR SINGLE STAGE TWO ENVELOPE (SSTE)

This section will demonstrate how supplier will submit bid against Single Stage Two Envelope bidding procedure.

- a. Click on Bid submission as shown below:



- b. After clicking on Bid Submission, the following screen will appear to the user:



- c. Before uploading bid submission document(s) the system will require users to add a digital certificate for the declaration of bid submission documents, click on Digital Certificate Info button as shown below.

**Upload File(s)** ✕

Digital Certificate Info

S.No	Document Type <span style="font-size: small;">v</span> <span style="font-size: small;">f</span>	Created Date <span style="font-size: small;">v</span> <span style="font-size: small;">f</span>	Action
1	Technical Bid		<span style="border: 1px solid #00a651; border-radius: 15px; padding: 5px 10px; color: #00a651;">✓ Upload</span>
2	Financial Bid		<span style="border: 1px solid #00a651; border-radius: 15px; padding: 5px 10px; color: #00a651;">✓ Upload</span>

Showing 1 to 2 of 2 entries << < 1 > >> 5 v

Cancel

d. After clicking on Digital Certificate Info button, the following screen will appear to the user:

**Digital Certificate Info** ✕

**\* Digital Certificate Issuer** ⓘ

**\* Certificate Issue Date** ⓘ

**\* Certificate Expiry Date** ⓘ

I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.

Click on Save, to add certificate

Save
Cancel

Click on cancel to discard the task.

**\* Digital Certificate Issuer** ⓘ

- i. Users are required to enter the issuer name. That can be any relevant person of that business i.e., owner of the business.

\* Certificate Issue Date ⓘ

< November 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

ii. Users are required to select the date of issuance for the certificate.

\* Certificate Expiry Date ⓘ

< November 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

iii. Users are required to select date of expiry for the certificate.

I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.

iv. Users are required to tick the above box for declaration and to proceed.

**Digital Certificate Info** ×

\* Digital Certificate Issuer ⓘ

Name

\* Certificate Issue Date ⓘ

08-11-2022

\* Certificate Expiry Date ⓘ

30-11-2022

I hereby declare that all the information provided is accurate

Save Cancel

✓ Action performed successfully.

e. After clicking on Save button, your certificate information will be shown on the screen as given below:

**Upload File(s)** [Close]

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** **Digital Certificate Info**

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid		<span>✓ Upload</span>
2	Financial Bid		<span>✓ Upload</span>

Showing 1 to 2 of 2 entries << < 1 > >> 5 ▼

Cancel

f. Users can update the digital certificate information by clicking on the Digital Certificate Info button as seen below:

**Upload File(s)** [Close]

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** **Digital Certificate Info**

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid		<span>✓ Upload</span>
2	Financial Bid		<span>✓ Upload</span>

Showing 1 to 2 of 2 entries << < 1 > >> 5 ▼

Cancel

g. After clicking the Digital Certificate Info button, the following screen will appear to change the certificate information if the user wishes to:

### Digital Certificate Info

\* Digital Certificate Issuer ⓘ  
Name

\* Certificate Issue Date ⓘ  
08-11-2022

\* Certificate Expiry Date ⓘ  
30-11-2022

I hereby declare that all the information provided is accurate

**Save** **Cancel**

h. To upload technical bid submission document, click on Upload button as shown below:

### Upload File(s)

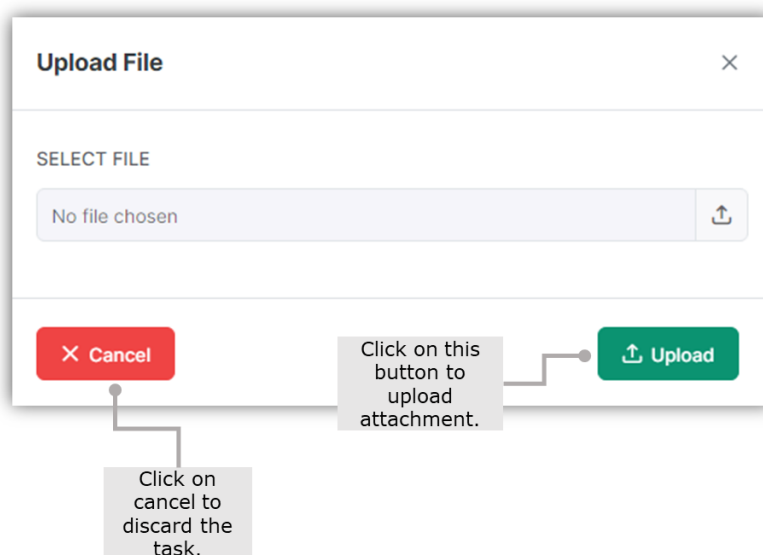
Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** **Digital Certificate Info**

S.No	Document Type	Created Date	Action
1	Technical Bid		<input checked="" type="checkbox"/> Upload
2	Financial Bid		<input checked="" type="checkbox"/> Upload

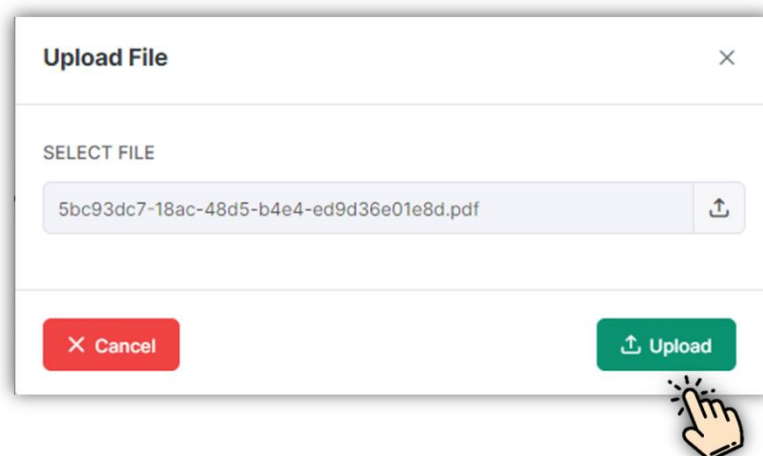
Showing 1 to 2 of 2 entries << < 1 > >> 5

**Cancel**

i. After clicking on Upload button, the following screen will appear for uploading technical bid submission documents:



- j. After user has uploaded the technical bid submission document, click on upload button as shown below:



- k. After the bid submission document has been uploaded, it will appear to the user as shown in the screen given below:



**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
2	Financial Bid		<span>Upload</span>

Showing 1 to 2 of 2 entries << < 1 > >> 5 ▼

Cancel

- i. By using the buttons given on the right side of the screen, user can perform the following tasks:
  - i. Download uploaded attachment
  - ii. Delete uploaded attachment
- m. To upload financial bid submission document, click on Upload button as shown below:

**Upload File(s)** ✕

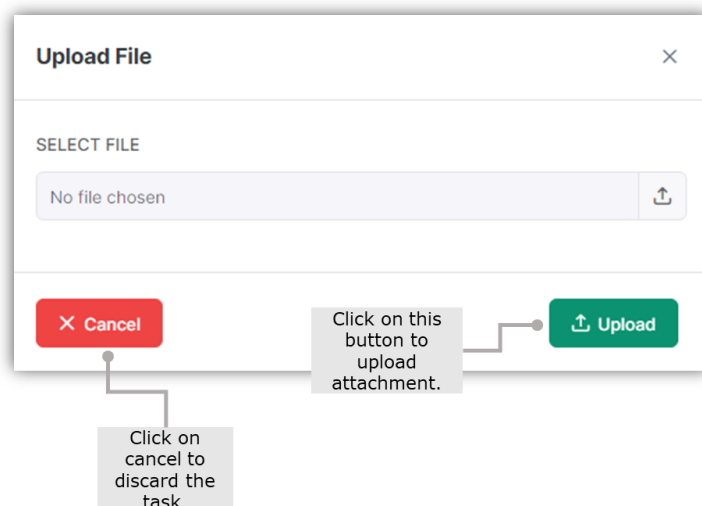
Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
2	Financial Bid		<span>Upload</span>

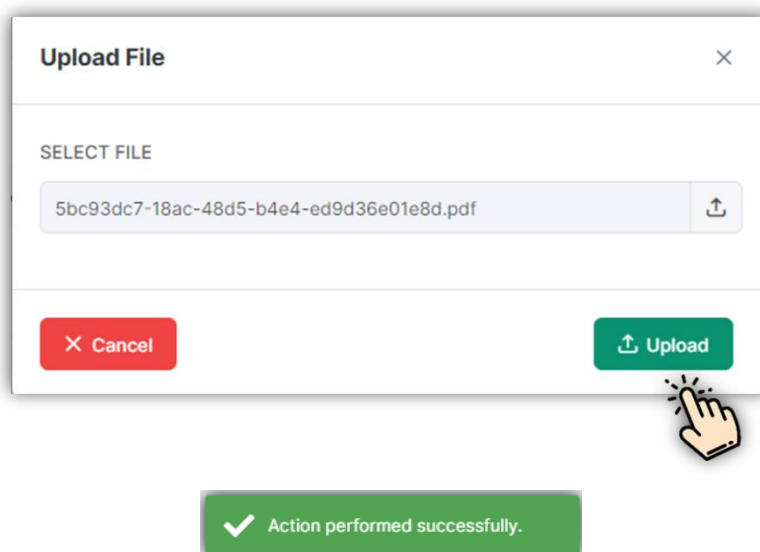
Showing 1 to 2 of 2 entries << < 1 > >> 5 ▼

Cancel

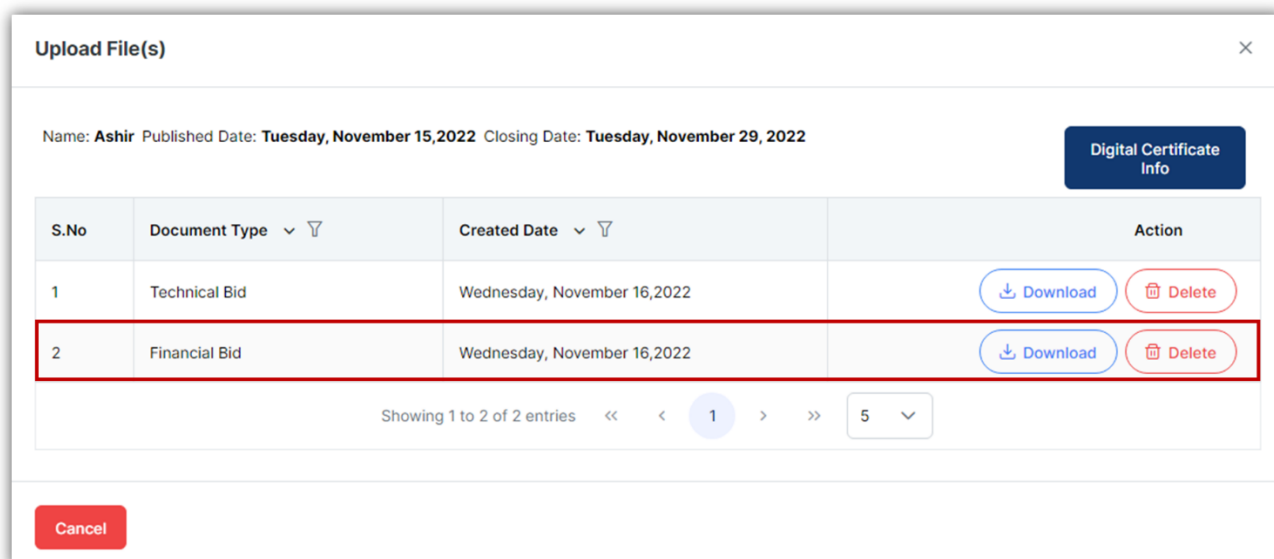
- n. After clicking on Upload button, the following screen will appear for uploading financial bid submission documents:



- o. After user has uploaded the financial bid submission document, click on upload button as shown below:



- p. After the bid submission document has been uploaded, it will appear to the user as shown in the screen given below:



- q. By using the buttons given on the right side of the screen, user can perform the following tasks:
- i. Download uploaded attachment
  - ii. Delete uploaded attachment

## SUPPLIER'S BID SUBMISSION FOR TWO STAGE BIDDING PROCEDURE (TSB)

This section will demonstrate how supplier will submit bid against Two Stage Two Envelope bidding procedure.

- a. Click on Bid submission as shown below:

The screenshot shows a list of procurement items. Each item has a 'Bid Submission' button. A hand cursor is pointing to the 'Bid Submission' button for the item 'Procurement SSTE'.

**Section 3**

- b. After clicking on Bid Submission, the following screen will appear to the user:

The screenshot shows the 'Upload File(s)' dialog box. It contains a table with the following data:

S.No	Document Type	Created Date	Action
1	Technical Bid		Upload

Callouts indicate the following actions:

- Click this button to attach a declaration certificate for bid submission (points to Digital Certificate Info button)
- Click this button to upload bid submission document (points to Upload button)
- Click this button to discard task (points to Cancel button)

- c. Before uploading bid submission document(s) the system will require users to add a digital certificate for the declaration of bid submission documents, click on Digital Certificate Info button as shown below

**Upload File(s)** ✕

**Digital Certificate Info**

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Actions
1	Technical Bid		<span>✓ Upload</span>

Showing 1 to 1 of 1 entries << < 1 > >> 5 ▼

Cancel

d. After clicking on Digital Certificate Info button, the following screen will appear to the user:

**Digital Certificate Info** ✕

\* Digital Certificate Issuer ⓘ

Name

\* Certificate Issue Date ⓘ

\* Certificate Expiry Date ⓘ

I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.

Save Cancel

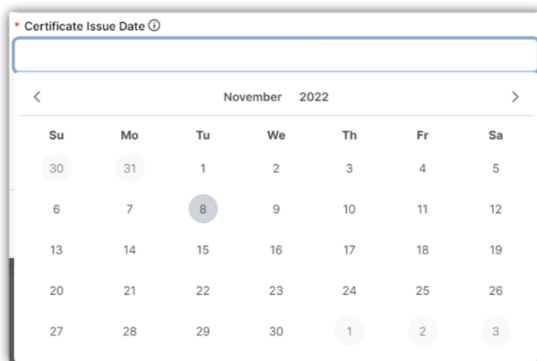
Click on Save, to add certificate

Click on cancel to discard the task.

\* Digital Certificate Issuer ⓘ

Name

- i. Users are required to enter the issuer name. That can be any relevant person of that business i.e., owner of the business.

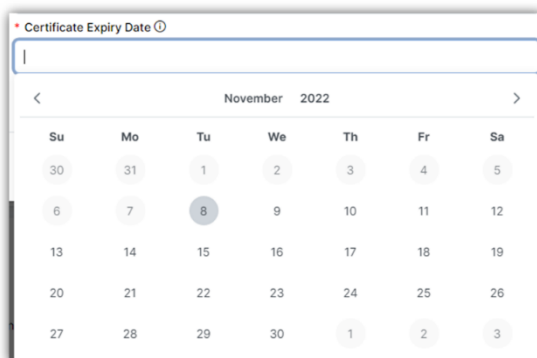


\* Certificate Issue Date ⓘ

< November 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

ii. Users are required to select the date of issuance for the certificate.

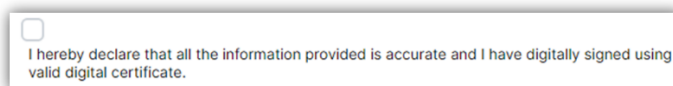


\* Certificate Expiry Date ⓘ

< November 2022 >

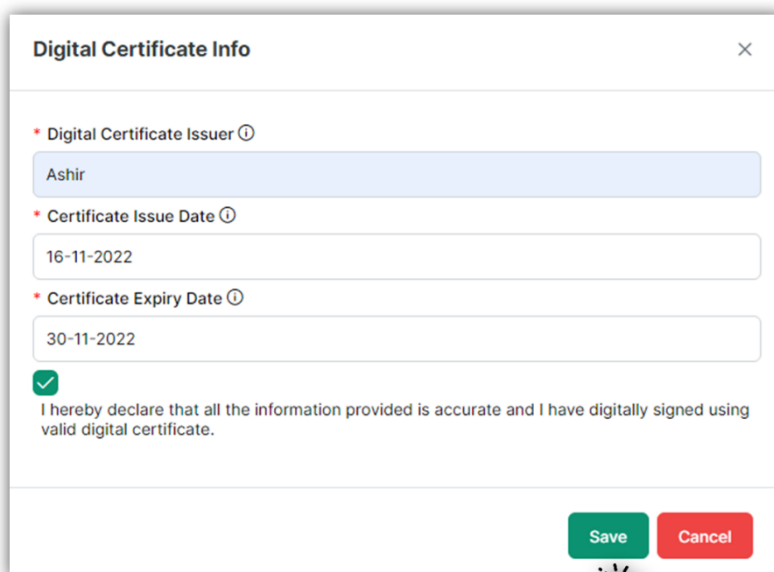
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

iii. Users are required to select date of expiry for the certificate.



I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.

iv. Users are required to tick the above box for declaration and to proceed.



**Digital Certificate Info** [X]

\* Digital Certificate Issuer ⓘ  
Ashir

\* Certificate Issue Date ⓘ  
16-11-2022

\* Certificate Expiry Date ⓘ  
30-11-2022

I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.

**Save** **Cancel**



✓ Action performed successfully.

e. After clicking on Save button, your certificate information will be shown on the screen as given below:

**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span>	Created Date <span>▼</span>	Action
1	Technical Bid		<span>✓</span> Upload

Showing 1 to 1 of 1 entries « < 1 > » 5 ▼

Cancel

f. Users can update the digital certificate information by clicking on the Digital Certificate Info button as seen below:

**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span>	Created Date <span>▼</span>	Action
1	Technical Bid		<span>✓</span> Upload

Showing 1 to 1 of 1 entries « < 1 > » 5 ▼

Cancel

g. After clicking the Digital Certificate Info button, the following screen will appear to change the certificate information if the user wishes to:

**Digital Certificate Info** ✕

\* Digital Certificate Issuer ⓘ

Name

\* Certificate Issue Date ⓘ

08-11-2022

\* Certificate Expiry Date ⓘ

30-11-2022

I hereby declare that all the information provided is accurate

Save Cancel

h. To upload technical bid submission document, click on Upload button as shown below:

**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span style="font-size: small;">v ▾</span>	Created Date <span style="font-size: small;">v ▾</span>	Action
1	Technical Bid		<span style="border: 1px solid #00a651; border-radius: 15px; padding: 2px 10px; color: #00a651;">✓ Upload</span>

Showing 1 to 1 of 1 entries « < 1 > » 5 ▾

Cancel

i. After clicking on Upload button, the following screen will appear for uploading technical bid submission documents:

**Upload File** ✕

SELECT FILE

No file chosen ⬆

✕ Cancel

Click on this button to upload attachment.

⬆ Upload

Click on cancel to discard the task.

j. After user has uploaded the technical bid submission document, click on upload button as shown below:

**Upload File** ✕

SELECT FILE

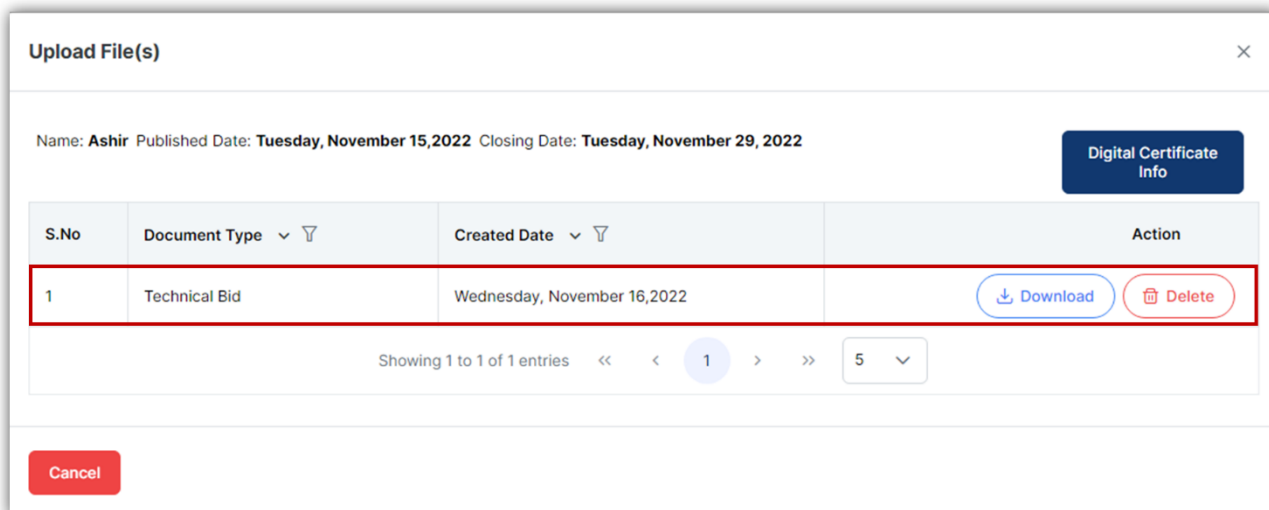
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf ⬆

✕ Cancel

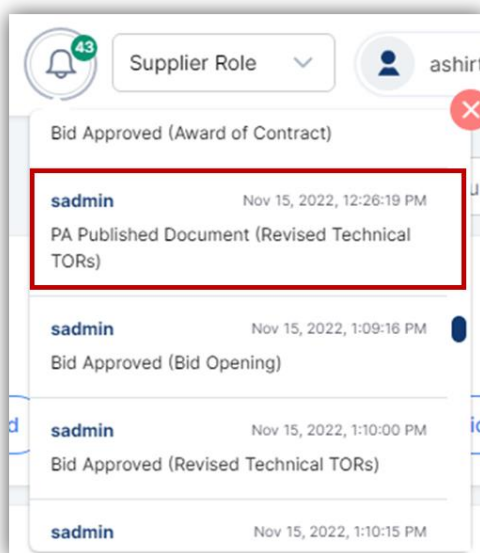
⬆ Upload

✓ Action performed successfully.

k. After the technical bid submission document has been uploaded, it will appear to the user as shown in the screen given below:



- l. By using the buttons given on the right side of the screen, user can perform the following tasks:
  - i. Download uploaded attachment
  - ii. Delete uploaded attachment
- m. After the user has finished uploading technical bid submission document, the system will notify user to upload revised technical bid and financial bid after the PA has uploaded and published Revised TORs, please see below screen for reference:



n. To upload revised technical bid submission document, click on Bid Submission as shown below:



**Section 3**

o. After clicking on Bid Submission button, the following screen will appear requiring user to upload revised technical bid:

**Upload File(s)**

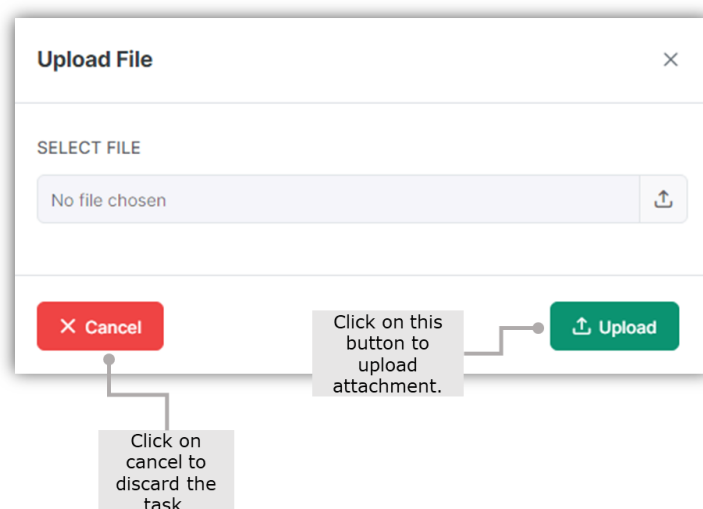
Name: Ashir Published Date: Tuesday, November 15, 2022 Closing Date: Tuesday, November 22, 2022 Digital Certificate Info

S.No	Document Type	Created Date	Action
1	Technical Bid	Wednesday, November 16, 2022	<a href="#">Download</a> <a href="#">Delete</a>
2	Revised Technical Bid		<a href="#">Upload</a>
3	Financial Bid		<a href="#">Upload</a>

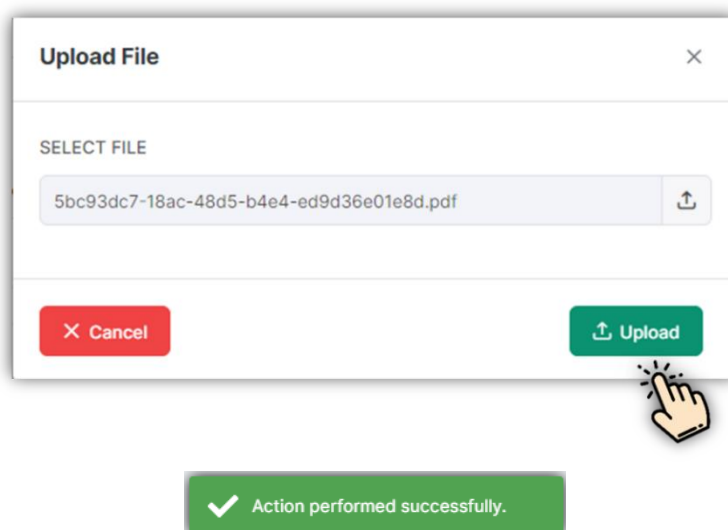
Showing 1 to 3 of 3 entries << < 1 > >> 5

[Cancel](#)

p. After clicking on Upload button, the following screen will appear for uploading revised technical bid submission documents:



- q. After user has uploaded the revised technical bid submission document, click on upload button as shown below:



- r. After the revised technical bid submission document has been uploaded, it will appear to the user as shown in the screen given below:

**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 22, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
2	Revised Technical Bid	Thursday, November 17, 2022	<span>Download</span> <span>Delete</span>
3	Financial Bid		<span>Upload</span>

Showing 1 to 3 of 3 entries << < 1 > >> 5 ▼

Cancel

- s. By using the buttons given on the right side of the screen, user can perform the following tasks:
  - i. Download uploaded attachment
  - ii. Delete uploaded attachment
- t. To upload financial bid submission document, click on Upload button as shown below:

**Upload File(s)** ✕

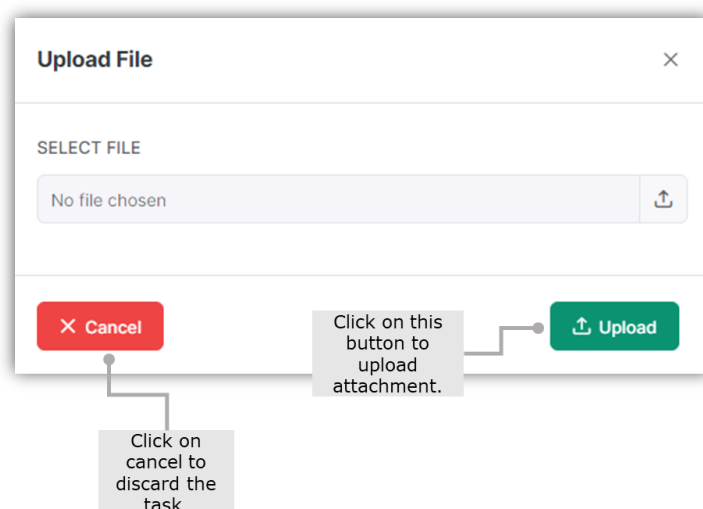
Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 22, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
2	Revised Technical Bid	Thursday, November 17, 2022	<span>Download</span> <span>Delete</span>
3	Financial Bid		<span>Upload</span>

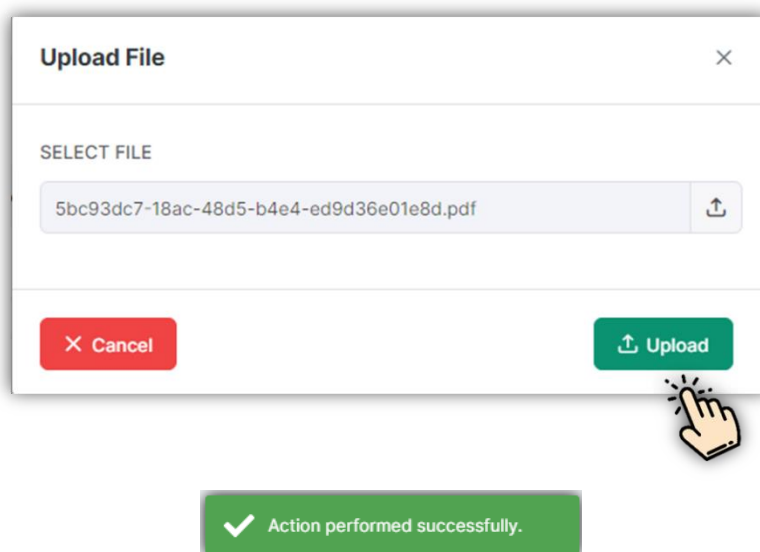
Showing 1 to 3 of 3 entries << < 1 > >> 5 ▼

Cancel

- u. After clicking on Upload button, the following screen will appear for uploading financial bid submission documents:



- v. After user has uploaded the financial bid submission document, click on upload button as shown below:



- w. After the bid submission document has been uploaded, it will appear to the user as shown in the screen given below:

**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 22, 2022** Digital Certificate Info

S.No	Document Type <span style="font-size: small;">v ▾</span>	Created Date <span style="font-size: small;">v ▾</span>	Action
1	Technical Bid	Wednesday, November 16, 2022	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; margin-right: 5px;">Download</span> <span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; margin-right: 5px;">Delete</span>
2	Revised Technical Bid	Thursday, November 17, 2022	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; margin-right: 5px;">Download</span> <span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; margin-right: 5px;">Delete</span>
3	Financial Bid	Thursday, November 17, 2022	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; margin-right: 5px;">Download</span> <span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; margin-right: 5px;">Delete</span>

Showing 1 to 3 of 3 entries « < 1 > » 5 ▾

Cancel

- x. By using the buttons given on the right side of the screen, user can perform the following tasks:
- i. Download uploaded attachment
  - ii. Delete uploaded attachment

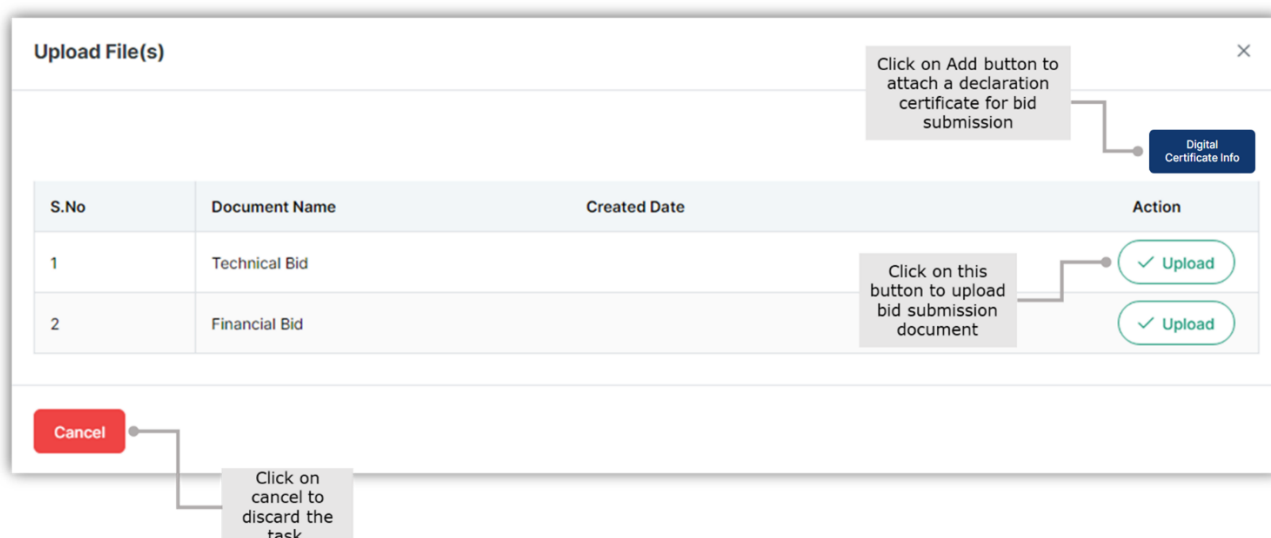
### SUPPLIER'S BID SUBMISSION FOR TWO STAGE TWO ENVELOPES (TSTE)

This section will demonstrate how supplier will submit bid against Two Stage Two Envelope bidding procedure.

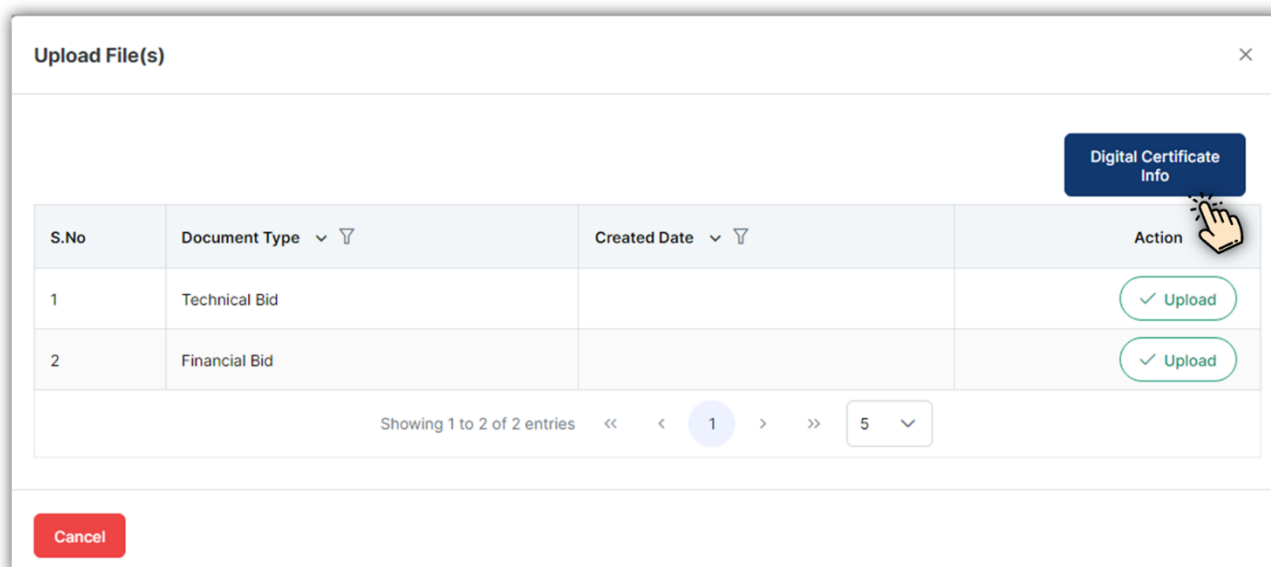
- a. Click on Bid submission as shown below:

Section 3

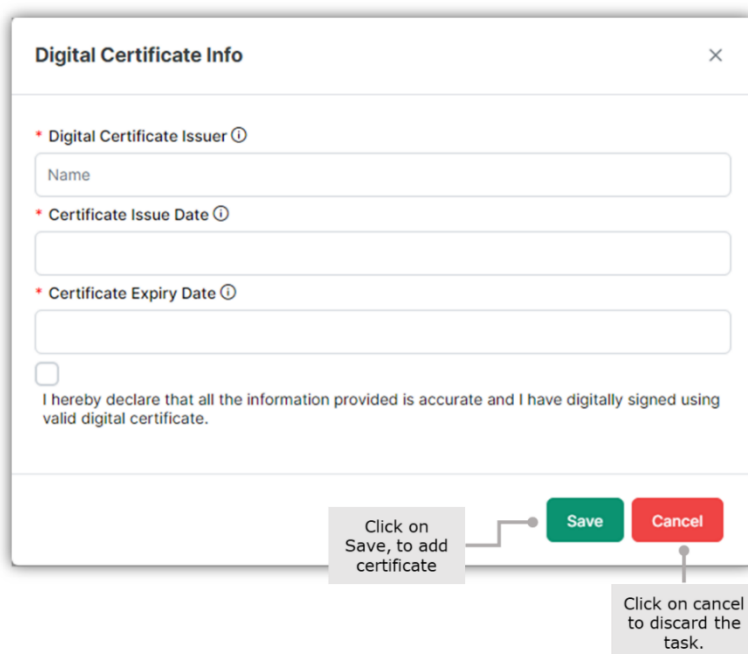
- b. After clicking on Bid Submission button, the following screen will appear:



- c. Before uploading bid submission document(s) the system will require users to add a digital certificate for the declaration of bid submission documents, click on Digital Certificate Info button as shown below



- d. After clicking on Digital Certificate button, the following screen will appear to the user:



**Digital Certificate Info** [X]

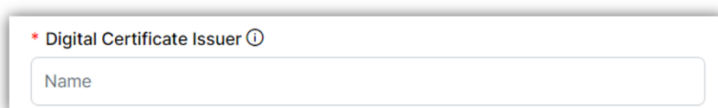
\* Digital Certificate Issuer ⓘ  
Name

\* Certificate Issue Date ⓘ  
[ ]

\* Certificate Expiry Date ⓘ  
[ ]

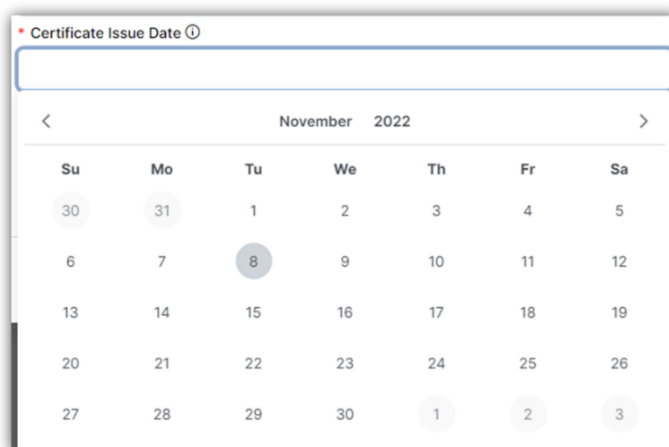
I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.

Click on Save, to add certificate [Save] [Cancel]  
Click on cancel to discard the task.



\* Digital Certificate Issuer ⓘ  
Name

- i. Users are required to enter the issuer name. That can be any relevant person of that business i.e., owner of the business.



\* Certificate Issue Date ⓘ

< November 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

- ii. Users are required to select the date of issuance for the certificate.

\* Certificate Expiry Date ⓘ

|

< November 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

iii. Users are required to select date of expiry for the certificate.

I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.

iv. Users are required to tick the above box for declaration and to proceed.

**Digital Certificate Info** ×

\* Digital Certificate Issuer ⓘ

Ashir

\* Certificate Issue Date ⓘ

16-11-2022

\* Certificate Expiry Date ⓘ

30-11-2022

I hereby declare that all the information provided is accurate and I have digitally signed using valid digital certificate.

Save Cancel



✓ Action performed successfully.

e. After clicking on Save button, your certificate information will be shown on the screen as given below:



**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid		<span>✓ Upload</span>
2	Financial Bid		<span>✓ Upload</span>

Showing 1 to 2 of 2 entries << < 1 > >> 5 ▼

Cancel

- f. Users can update the digital certificate information by clicking on the Digital Certificate Info button as seen below:

**Upload File(s)** ✕

Digital Certificate Info

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid		<span>✓ Upload</span>
2	Financial Bid		<span>✓ Upload</span>

Showing 1 to 2 of 2 entries << < 1 > >> 5 ▼

Cancel

- g. After clicking the Digital Certificate Info, the following screen will appear to change the certificate information if the user wishes to:

**Digital Certificate Info** ✕

\* Digital Certificate Issuer ⓘ

Name

\* Certificate Issue Date ⓘ

08-11-2022

\* Certificate Expiry Date ⓘ

30-11-2022

I hereby declare that all the information provided is accurate

h. To upload technical bid submission document, click on Upload button as shown below:

**Upload File(s)** ✕

S.No	Document Type <span style="font-size: small;">v ▾</span>	Created Date <span style="font-size: small;">v ▾</span>	Action
1	Technical Bid		<input type="button" value="✓ Upload"/>
2	Financial Bid		<input type="button" value="✓ Upload"/>

Showing 1 to 2 of 2 entries << < 1 > >> 5 ▾

i. After clicking on Upload button, the following screen will appear for uploading technical bid submission documents:

**Upload File** ✕

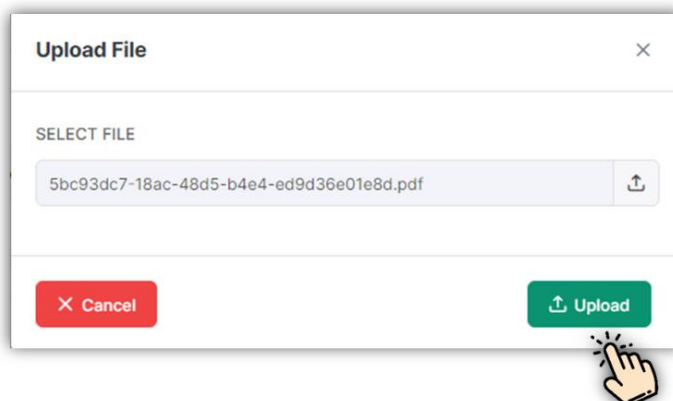
SELECT FILE

No file chosen

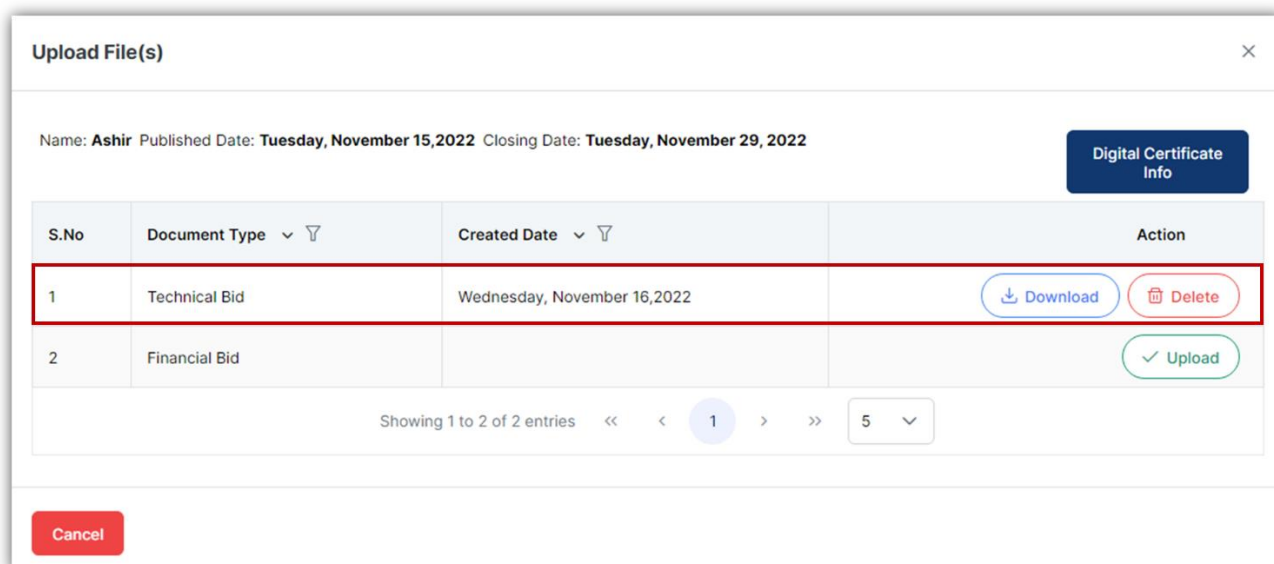
Click on cancel to discard the task.

Click on this button to upload attachment.

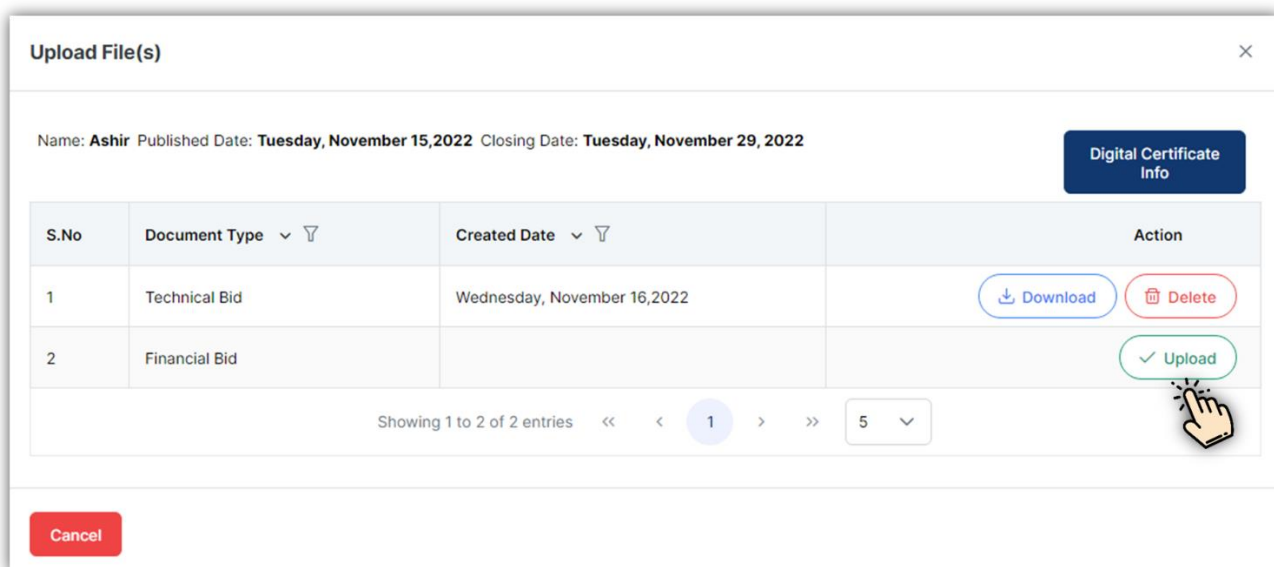
- j. After user has uploaded the technical bid submission document, click on upload button as shown below:



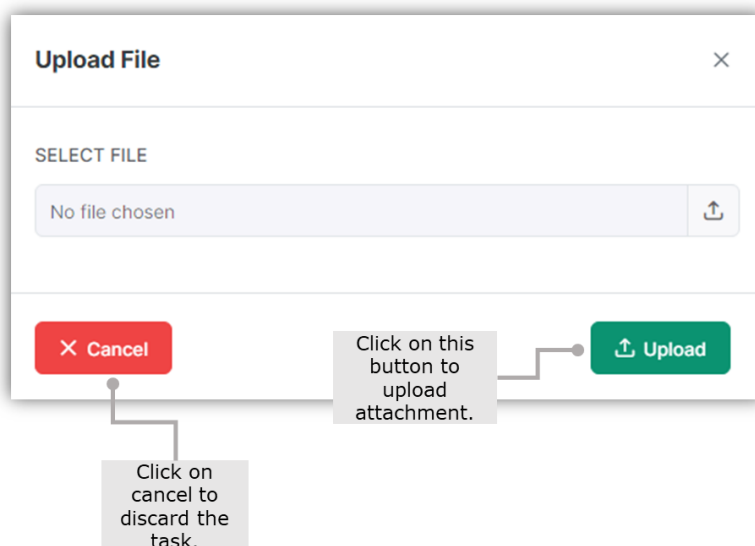
- k. After the technical bid submission document has been uploaded, it will appear to the user as shown in the screen given below:



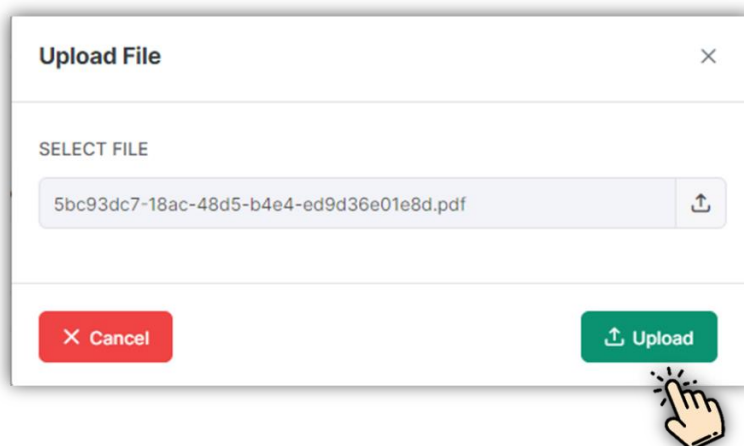
- l. By using the buttons given on the right side of the screen, user can perform the following tasks:
- Download uploaded attachment
  - Delete uploaded attachment
- m. To upload financial bid submission document, click on Upload button as shown below:



n. After clicking on Upload button, the following screen will appear for uploading financial bid submission documents:

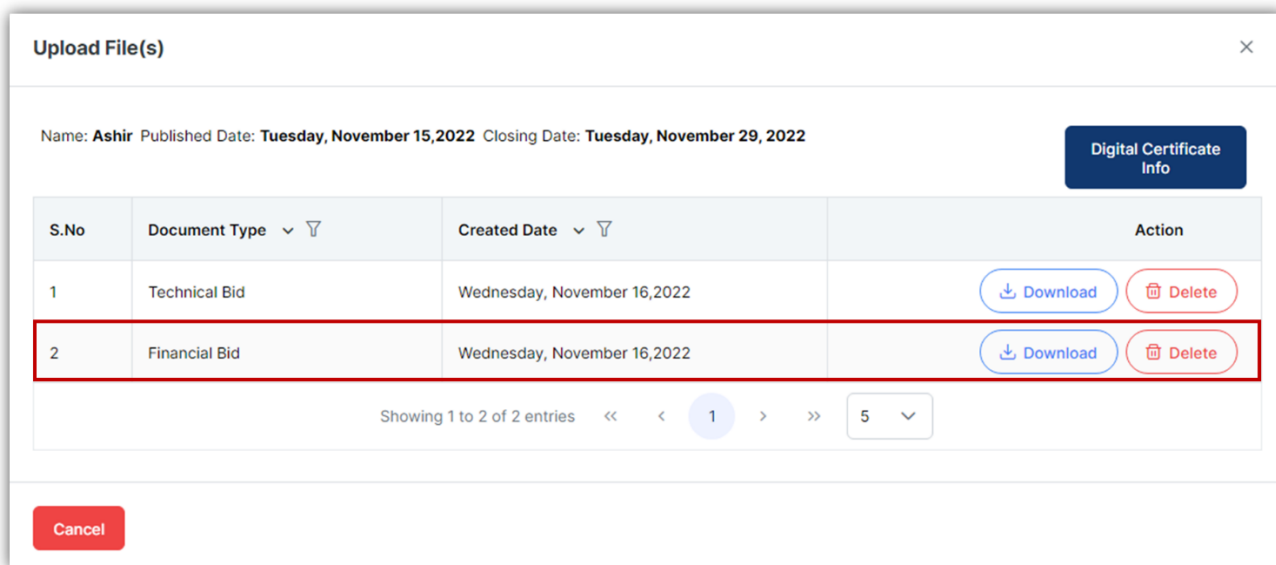


o. After user has uploaded the financial bid submission document, click on upload button as shown below:



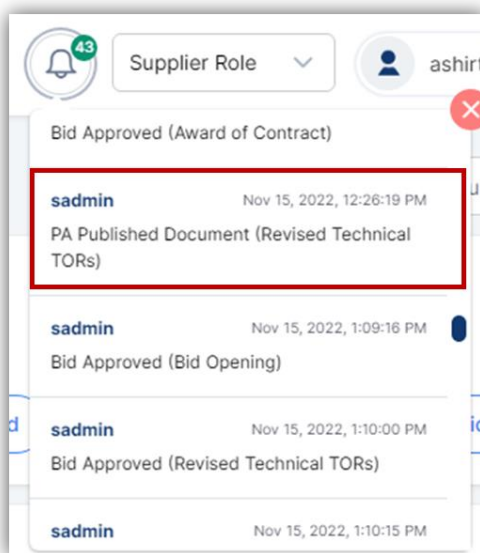
✓ Action performed successfully.

p. After the bid submission document has been uploaded, it will appear to the user as shown in the screen given below:



- q. By using the buttons given on the right side of the screen, user can perform the following tasks:
  - i. Download uploaded attachment
  - ii. Delete uploaded attachment

r. After the user has finished uploading technical and financial bid submission documents, the system will notify user to upload revised technical bid and supplementary financial bid after the PA has uploaded and published Revised TORs, please see below screen for reference:



s. To upload revised technical bid submission document, click on Bid Submission as shown below:

**Section 3**

t. After clicking on Bid Submission button, the following screen will appear requiring user to upload revised technical bid:

**Upload File(s)** ✕

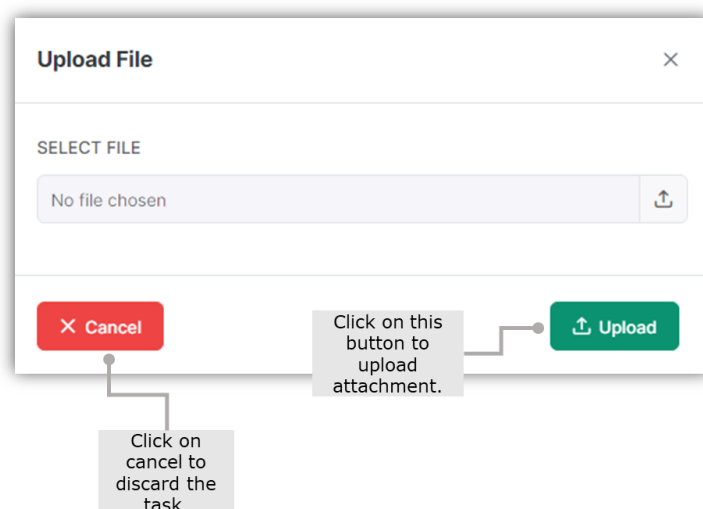
Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span>	Created Date <span>▼</span>	Action
1	Technical Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
2	Financial Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
3	Revised Technical Bid		<span>Upload</span>
4	Supplementary Financial Bid		<span>Upload</span>

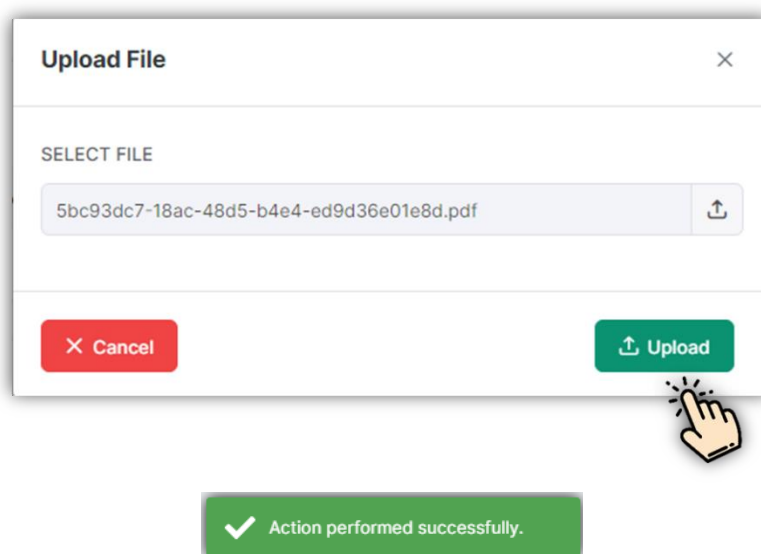
Showing 1 to 4 of 4 entries « < 1 > » 5 ▼

Cancel

u. After clicking on Upload button, the following screen will appear for uploading revised technical bid submission documents:



- v. After user has uploaded the revised technical bid submission document, click on upload button as shown below:



- w. After the revised technical bid submission document has been uploaded, it will appear to the user as shown in the screen given below:

**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
2	Financial Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
3	Revised Technical Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
4	Supplementary Financial Bid		<span>Upload</span>

Showing 1 to 4 of 4 entries « < 1 > » 5 ▼

Cancel

- x. By using the buttons given on the right side of the screen, user can perform the following tasks:
  - i. Download uploaded attachment
  - ii. Delete uploaded attachment
- y. To upload supplementary financial bid submission document, click on Upload button as shown below:


**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span>▼</span> <span>🔍</span>	Created Date <span>▼</span> <span>🔍</span>	Action
1	Technical Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
2	Financial Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
3	Revised Technical Bid	Wednesday, November 16, 2022	<span>Download</span> <span>Delete</span>
4	Supplementary Financial Bid		<span>Upload</span>

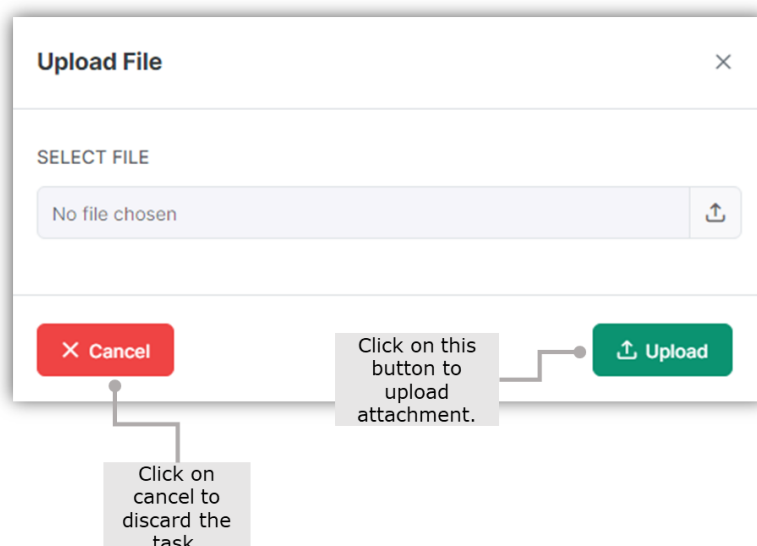
Showing 1 to 4 of 4 entries « < 1 > » 5 ▼

Cancel

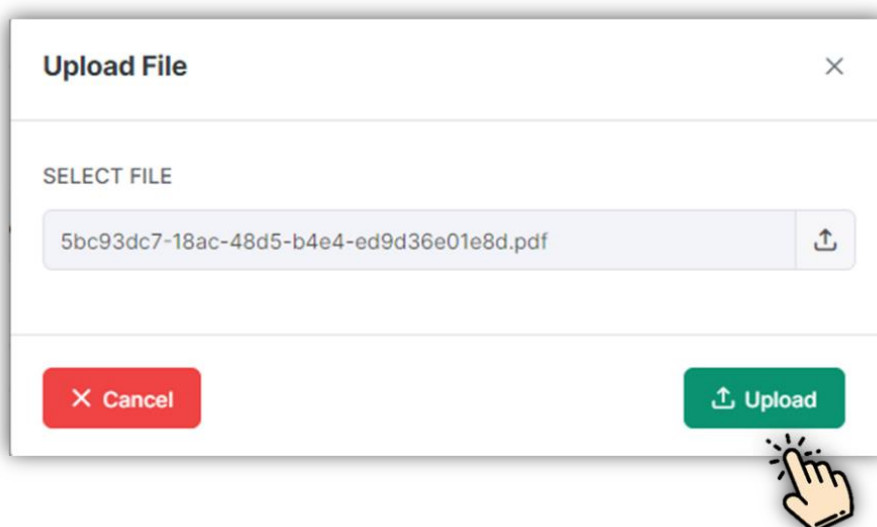


- z. After clicking on Upload button, the following screen will appear for uploading supplementary financial bid submission documents:





aa. After user has uploaded the supplementary financial bid submission document, click on upload button as shown below:



bb. After the supplementary financial bid document has been uploaded, it will appear to the user as shown in the screen given below:

**Upload File(s)** ✕

Name: **Ashir** Published Date: **Tuesday, November 15, 2022** Closing Date: **Tuesday, November 29, 2022** Digital Certificate Info

S.No	Document Type <span style="font-size: small;">v Y</span>	Created Date <span style="font-size: small;">v Y</span>	Action
1	Technical Bid	Wednesday, November 16, 2022	<span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 10px; background-color: #e6f2ff;">Download</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 10px; background-color: #ffe6e6; margin-left: 10px;">Delete</span>
2	Financial Bid	Wednesday, November 16, 2022	<span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 10px; background-color: #e6f2ff;">Download</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 10px; background-color: #ffe6e6; margin-left: 10px;">Delete</span>
3	Revised Technical Bid	Wednesday, November 16, 2022	<span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 10px; background-color: #e6f2ff;">Download</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 10px; background-color: #ffe6e6; margin-left: 10px;">Delete</span>
4	Supplementary Financial Bid	Wednesday, November 16, 2022	<span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 10px; background-color: #e6f2ff;">Download</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 10px; background-color: #ffe6e6; margin-left: 10px;">Delete</span>

Showing 1 to 4 of 4 entries << < 1 > >> 5 v

Cancel

- cc. By using the buttons given on the right side of the screen, user can perform the following tasks:
- i. Download uploaded attachment
  - ii. Delete uploaded attachment

# TRAINING EVALUATION FORMS

# 5

for e-Pak Acquisition and Disposal System

## TRAINER'S POST-TEST EVALUATION FORM

1. Did you: