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.

Federal PPRA (P	PRA)			Supplier Role	ashirtraders → [→ tion1
HOME 교 Home SUPPLIER MANAGEMENT	 Business Profile OTP Verification Human Resource Registration Bodies Bank Detail(s) Supporting Documents PPRA Registration Board Member(s) Shareholder(s) Address(es) 	BUSINESS PROFILE BUSINESS CLASSIFICATION Business Entity Type ① Government Owned Entity (Private Ltd) Business Category ① Goods Business Industry ① Agriculture, Forestry, Fishing and Hunting License(s) / Dealership ①	~	No. of Employees () 1 * SME Classification () Medium * Business Sub Industry () Soybean Farming Description / Details () 6	(a) Supplier (D) 2022-00197 (a)
Section 2		BASIC INFORMATION • Business Name ① Ashir Traders • Origin Classification ①	Section 3	Business Short Name ① e.g. IBM, HP etc. * Origin Country ①	

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

HOME	- 1
命 Home	- 1
SUPPLIER MANAGEMENT	_
糸 Joint Venture	~
冬 Tenders	^
冬 Active Tender	_
Section 2	

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

F-221100387					
SSSE					
Published Date: Tuesday, November	15, 2022 Closing Date: Wednesday, November 30, 202	2 Location: Rawalpindi	🛃 Download 🛃 PA	Published Documents	, Bid Submission
F-221100386					
TSTE 1					
Published Date: Tuesday, November	15, 2022 Closing Date: Wednesday, November 30, 202	2 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, 202	2 Location: Rawalpindi	Download A PA	Published Documents	, Bid Submission

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

TENDER DOCUMENTS	Q Search Documents
F-221100387 SSSE	
Published Date: Tuesday, November 15, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	bocuments
F-221100386	
TSTE 1 Published Date: Tuesday, November 15, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	cuments
F-221100385	
Purchase of supplies 40M Published Date: Tuesday, November 15, 2022, Closing Date: Wednesday, November 30, 2022, Location: Rawalpindi, J. Download, J. PA Published D	cuments
F-221100384	
consutilng	

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



ownloa	ad Files		×
S.No	Document Name		Action
1	Procurement of Works on Design & Build Basis-Two Stage Two Envelop	Click on this button, to download Bidding	Download
X Cano	cel	download Bidding Document	-

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

S.No	Document Name	Action
1	Procurement of Works on Design & Build Basis-Two Stage Two Envelop	
		ž

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 repute 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:

e	Good morning
යි Home	~ New
🕒 New	
➢ Open	Rater Rate
Info	
Save	Blank document Numbers coloring book Invitation celebration card Traditi
Save As	
Print	, O Search
Share	✓ Recommended for You
Export	
Tran	tex.dorsen186 1. See Se set 196 gef default Law of the de grant after them of the set of the default and the de
Close	Experimentary in the set of a particular and a parti





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:

©	Export	
斺 Home	1	
🗅 New	Create PDF/XPS Document	Create a PDF/XPS Document Preserves layout, formatting, fonts, and images
➢ Open	Change File Type	Content can't be easily changedFree viewers are available on the web
Info		
Save		Create
Save As		PUTAPS
Print		- Zhin
Share		
Export		
Transform		
Close		

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:

Publish as PDF or XPS			×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare « Use	ers > MuhammadAnib.Aslam > Desktop	० २०	
Organize 👻 New folde	r		III • (?)
Ihis PC	Name	Date modified	Type Size
3D Objects	👌 New Microsoft Word Document (2) 11/24/2022 5:08 PM	Adobe Acrobat D 26
🧮 Desktop	둱 This PC - Shortcut	4/19/2022 11:51 AM	Shortcut 1
Documents			
Downloads			
Music			
Pictures			
Videos 📓			
bcal Disk (C:)			
Interpret Service (D: 🗸 🗸	<		>
File name: Techn	ical Bid		~
Save as type: PDF			~
🔽 Оре		for: O Standard (publishing online and printing)	
		 Minimum size (publishing online) 	
		Options	
∧ Hide Folders		Tools 🔻	Publish Cancel
			-1m

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:



Technical Bid.pdf - Adobe Acrobat Reader (64-bit) File Edit View Sign Window Help		
Home Tools Technical Bid.pdf	Technical Bid.pdf ×	
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Certificates	🔗 Digitally Sign 🏾 🌔 Time Stamp 🛛 🏀 Validate All Signatu	
	PREFACE	

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

Technical Bid.pdf - Adobe Acrobat Reader (64-bit) Eile Edit View Sign Window Help		-	0 X
Home Tools Technical Bid.pdf	Technical Bid.pdf ×	?	Sign In
🖺 🕁 ନ 🖶 🗨		Ć,	≧ ⊠ Q:
Certificates	🔗 Digitally Sign 🎦 Time Stamp 🖉 Validate All Signatures		Close
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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:

🐣 Save As				×
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 Documents Downloads Music 	 Yesterday (2) mdcontract Scan 	11/24/2022 5:35 PM	Adobe Acrobat D	6
E Pictures	Earlier this week (4)	11/24/2022 5.00 FW	Adoba Acrobat D	5,0
💺 Local Disk (C:) 🥧 New Volume (D: ្	PPRA-EPADS-01-186	11/23/2022 3:23 PM	Adobe Acrobat D	3,7 ~ >
File <u>n</u> ame: Tech Save as <u>t</u> ype: Adob	nical Bid-Signed			~
∧ Hide Folders			<u>Save</u> Car	ncel
			Jup	

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:

Home Tools	f4c1b558-49e3-4eef					Try Acrobat Pro ?	🌲 🛛 Sign In
Q Search tools							
							^
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	Comment	Fill & Sign	Edit PDF 🧧	Export PDF 🧧	Create PDF 🧿	Combine Files 💿	
	Open 🔹	Open 💌	Open 💌	Open 💌	Open 💌	Add 💌	
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	Share	Stamp	Measure	Certificates	Organize Pages 🙎	Redact 🧧	
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	Request E-signatures 🧧	Protect 🧧	Prepare Form 🧧	Compress PDF 🧧	Scan & OCR 😐	Print Production 🧕	
	Open +	Add 💌	Add +	Add	Add 💌	Add •	

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



Technical Bid.pdf - Adobe Acrobat Reader (64-bit) File Edit View Sign Window Help		
Home Tools Technical Bid.pdf	Technical Bid.pdf ×	
🖺 🕁 ନ 🖶 ସ୍	⑦ ④ 2 / 7 🖡 🖑 ⊖ ⊕ 114% • 🛃 🐺 📮	h
Certificates	🔗 Digitally Sign 🏾 🌔 Time Stamp 🛛 🏀 Validate All Signatu	
	PREFACE	

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

Technical Bidpdf - Adobe Acrobat Reader (64-bit) File Filt View Sine Window Hele		-	a x
Home Tools Technical Bid.pdf Technical Bid.pdf ×	?		Sign In
☆ 命		ê I	⊠ 0;
Certificates 🔗 Digitally Sign 🕞 Time Stamp 🄗 Validate All Signatures			Close
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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:

Configure a Digital ID	for signing	· · · · · · · · · · · · · · · · · · ·
A Digital ID is required to	Select the typ	pe of Digital ID:
signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart		Use a Signature Creation Device Configure a smart card or token connected to your computer
card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity	e 1	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
assurance.	0	Create a new Digital ID Create your self-signed Digital ID
9		Cancel Continue

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:

洛 Locate Digital ID File			×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare \land Adobe $>$ Ad	crobat > DC > Security > ~	ර Search Sea	
Organize 👻 New folder		I	= - 🔳 🕐
 This PC 3D Objects Desktop Documents Downloads Music Pictures Redmi 9T Videos Local Disk (C:) 	Name CRLCache	Date modified 6/20/2022 9:40 AM 11/24/2022 5:24 PM	Type File folder Personal Informati
New Volume (D:)	<		 >
File name:		Digital ID Files Open	(*.p12,*.pfx) Cancel .:

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:

Digital ID files generally have a PFX or P12 extension and contain the public key file (Certificate) and the soign with a digital ID waiable as a file, follow the prompts to browse and select the file and type the password protecting the private key.	Find a Digital ID file	×
	Digital ID files generally have a PFX or P12 extension and contain the public key file (Certificate) and the associated private key file. To sign with a digital ID available as a file, follow the prompts to browse and select the file and type the password protecting the private key.	Browse for a Digital ID file. Digital ID files are password protected. You cannot access the Digital ID if you don't know its password. C:\Users\MuhammadAnib.Aslam\AppData\Roaming\A Browse Enter the Digital ID password
(?) Create New Digital ID Back Continue	0	Create New Digital ID Back Continue

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



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

Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
	Python Supplier Ltd. (Digital ID file) Issued by: Python Supplier Ltd., Expires: 2027.11.24	View Details
	ABC Supplier (Windows Digital ID) Issued by: ABC Supplier, Expires: 2027.11.15	View Details
	Muhammad Anib (Windows Digital ID) Issued by: Muhammad Anib, Expires: 2027.11.10	View Details
?	Configure New Digital ID Cancel	Continue
		Zhr

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:

🛃 Save As				×
← → × ↑ 📕 « U	isers > MuhammadAnib.Aslam > Downloads	~ ບ ຸ		
Organize - New fold	ler			?
This PC	Name	Date modified	Туре	Size ^
3D Objects	∨ Today (1)			
💻 Desktop	🛓 Technical Bid	11/25/2022 9:27 AM	Adobe Acrobat D	
Documents	✓ Yesterday (2)			
Downloads		11/24/2022 5·35 PM	Adobe Acrobat D	6
Music	🕹 Scan	11/24/2022 3:08 PM	Adobe Acrobat D	5,6
E Pictures	\sim Farlier this week (4)			
🚦 Videos		11/22/2022 4-54 DM		
😓 Local Disk (C:)		11/23/2022 4.34 PW	Adobe Acrobat D	27
🐟 New Volume (D:) 🗸	<	11/23/2022 3.23 FW	Adobe Actobat D	>
File name: Tech	nnical Bid-Signed			~
Save as type: Adol	be PDF Files (*.pdf)			~
~				
∧ Hide Folders			<u>S</u> ave Car	ncel
			¢ .)	

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:



igned.pdf - Adobe Acrobat Reader (64-bit) Sign Window Help		-
pls Technical Bid.pdf	Technical Bid-Signe ×	?
ନ 🖶 🔍	⑦ ④ ₃ /7 ト ⊕ ⊖ ⊕ 100% · 岗· ♥ ₱ ℒ & ₺ ₺ ₪ Ω	
	🔗 Digitally Sign 🗋 Time Stamp 🔗 Validate All Signatures	
		٦
	Python Digitally signed	
	Supplier Supplier Ltd. Date: 2022.11.25	
	Ltd. 09:44:48 +05'00'	



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

TENDER DOCUMENTS	Q Search Documents
F-221100387 SSSE Published Date: Tuesday, November 15, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	ط Download (A Published Documents) (Bid Submission)
F-221100386 TSTE 1 Published Date: Tuesday, November 15, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	L Download L PA Published Documents ① Bid Submission
F-221100385 Purchase of supplies 40M Published Date: Tuesday, November 15, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	Jownload J PA Published Documents T Bid Submission
F-221100384 consutiling	

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

S.No ∨ \	Publication Name 🗸 🏹	Action
I	Award of Contract Click this butto	Download
2	Final Evaluation published document	✓ Download
	Showing 1 to 2 of 2 entries $<<$ $<$ 1 $>$ $>$ 5 \checkmark	

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

3.No ∽ \	Publication Name 🗸 🍸	Action
	Award of Contract	V Download
2	Final Evaluation	V Download
	Showing 1 to 2 of 2 entries $\langle \langle 1 \rangle \rangle > 5 \vee$	-Chin

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:

r

F-221100387		
SSSE		
Published Date: Tuesday, November 15, 2022 Closing Date: Wednesday, November 30, 2022	Location: Rawalpindi	Download A PA Published Documents Bid Submission
		The
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		
consutilng		

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

OUL O	AT AUTHO
Phy (PPRA) LID	/

			attach a declaration certificate for bid submission
S.No	Document Name	Created Date	Certificate
1	Bid		Click on this button to upload bid submission document
Cancel	Click on cancel to discard the		

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 🖌 🍸	Created Date 🗸 🍸	ACT
1	Bid		Vpload
	Showing 1 to 1	of 1 entries $\langle \langle 1 \rangle \rangle \gg 5 \vee$	
Cancel			

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

Digital Contineate fine			×
* Digital Certificate Issuer 🛈			
Name			
* Certificate Issue Date ①			
* Certificate Expiry Date ①			
0			
I hereby declare that all the information valid digital certificate.	n provided is accur	ate and I have digital	ly signed using
I hereby declare that all the information valid digital certificate.	n provided is accur Click on Save, to add certificate	ate and I have digital	ly signed using



,	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 Is	ssue Date 🛈					
<		No	vember 20	022		>
Su	Мо	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	З

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

Certificate Expiry Date 🛈						
<		No	vember 20	022		>
Su	Мо	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.



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



Digital Certificate Info	×
* Digital Certificate Issuer ①	
Ashir	
* Certificate Issue Date ①	
16-11-2022	
* Certificate Expiry Date ①	
30-11-2022	
I hereby declare that all the information provided is accurate and I have digitally s valid digital certificate.	igned using

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

Upload File	e(S) Published Date: Tuesday, November 15,2022 Closing Date	: Tuesday, November 29, 2022	C Digital Certificate
S.No	Document Type 🖌 🏹	Created Date →	Action
1	Bid		Vpload
	Showing 1 to 1 of 1 entries	« < 1 > » 5 v	
Cancel			

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



pload File(s)		
lame: Ashir P	Published Date: Tuesday, November 15,2022 Closing Date	: Tuesday, November 29, 2022	Digital Certificate Info
S.No	Document Type 🗸 🏹	Created Date 🗸 🏹	ACTION
1	Bid		Vpload
	Showing 1 to 1 of 1 entries	« < 1 > » 5 v	

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 ①	
Name	
* Certificate Issue Date ①	
08-11-2022	
* Certificate Expiry Date ①	
30-11-2022	
✓ I hereby declare that all the information provided is accurate	
Save	el

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

ame: Ashir	Digital Certificate Info		
S.No	Document Type ∽ ∀	Created Date 🗸 🍸	Action
1	Bid		Vpload
	Showing 1 to 1 o	of 1 entries << < 1 > >> 5 ~	The



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:

Upload File	×
SELECT FILE	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	£
× Cancel	⊥ Upload
	- Chin
Action performed successfully.	

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

Jpload F	ile(s)		:
Name: As ł	ir Published Date: Tuesday, November	15,2022 Closing Date: Tuesday, November 29, 2022	Digital Certificate Info
S.No	Document Type ↓ ∀	Created Date 🗸 🍸	Action
1	Bid	Wednesday, November 16,2022	🛃 Download 🗊 Delete
	Sho	wing 1 to 1 of 1 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

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:

F-221100411	
SSSE	
Published Date: Wednesday, November 16, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	Jownload A Published Documents
F-221100410	
Purchases of Laptops	
Published Date: Wednesday, November 16, 2022 Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	(Download A PA Published Documents) (Bid Submission
F-221100409	
STATIONARY	
Published Date: Wednesday, November 16, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	Lownload A Published Documents
F-221100408	
Purchase of IT	
Published Date: Wednesday, November 16, 2022 Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	🛓 Download 🕹 PA Published Documents 🌔 🕭 Bid Submission

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

			attach a declaration certificate for bid submission
			Digita Certificat
S.No	Document Name	Created Date	Action
1	Technical Bid		Click on this
2	Financial Bid		bid submission document

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.



Jpload File	(s)		
			Digital Certificate Info
S.No	Document Type 🖌 🕅	Created Date 🗸 🏹	Action
1	Technical Bid		Vupload
2	Financial Bid		V Upload
	Showing 1 to 2 of	2 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 ①			
* Certificate Expiry Date 🛈			
0			
I hereby declare that all the information valid digital certificate.	n provided is accur Click on Save, to add	rate and I have digi	itally signed using
I hereby declare that all the information valid digital certificate.	Click on Save, to add certificate	rate and I have dig	itally signed using
I hereby declare that all the information valid digital certificate.	Click on Save, to add	rate and I have digi	re Cancel Click on cance to discard th task.
I hereby declare that all the information valid digital certificate.	Click on Save, to add certificate	rate and I have digi	re Cancel Click on cance to discard th task.
I hereby declare that all the information valid digital certificate. * Digital Certificate Issuer ①	Click on Save, to add certificate	rate and I have digi	re Cancel Click on cance to discard th task.

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



ertificate Issue Date ①						
< November 2022						
Su	Мо	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 E	xpiry Date 🛈						
1							
<	< November 2022						
Su	Мо	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	З	

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 ①	
Name	
Certificate Issue Date 🛈	
08-11-2022	
* Certificate Expiry Date ①	
30-11-2022	
I hereby declare that all the information provided is accurate	
Save	e Cancel
2	m



Action performed successfully.

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

No. Asim	Digital Certificate		
No	Document Type 🗸 🕅	Created Date 🗸 🏹	Action
	Technical Bid		V Upload
	Financial Bid		V Upload
	Showing 1 to 2	of 2 entries << < 1 > >> 5 ~	

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

Upload File	e(s)		×
Name: Ashir	Published Date: Tuesday, November 15,2022 Closing Dat	e: Tuesday, November 29, 2022	Digital Certificate Info
S.No	Document Type 🗸 🍸	Created Date → ¥	Action
1	Technical Bid		Vpload
2	Financial Bid		Vpload
	Showing 1 to 2 of 2 entrie	s « < 1 > » 5 v	
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 Issue	0		
Name			
Certificate Issue Date)		
08-11-2022			
Certificate Expiry Date	D		
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)		×
Name: Ashir	Published Date: Tuesday, November 15,2022 Closing	g Date: Tuesday, November 29, 2022	Digital Certificate Info
S.No	Document Type ↓ ⑦	Created Date → Y	Action
1	Technical Bid		Vpload
2	Financial Bid		~ Zhi
	Showing 1 to 2 of 2 e	$untries < (1) \gg 5 \checkmark$	
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	Ţ
X Cancel	Click on this button to upload attachment.
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	Ĵ
× Cancel	土 Upload
 Action performed successfully. 	

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

ame: As	hir Published Date: Tuesday, Novemb	per 15,2022 Closing Date: Tuesday, November 29, 2022	Digital Certificate Info
.No	Document Type 🗸 🏹	Created Date → Ÿ	Action
	Technical Bid	Wednesday, November 16,2022	🛃 Download 🗊 Delete
	Financial Bid		V Upload
	S	howing 1 to 2 of 2 entries << < 1 > >>	5 ~

- 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:

ame: As	hir Published Date: Tuesday, Novemb	er 15,2022 Closing Date: Tuesday, November 29, 2022	Digital Certificate Info
S.No	Document Type ↓ ∑	Created Date → 🕅	Action
ĺ.	Technical Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
2	Financial Bid		Vpload
	SI	howing 1 to 2 of 2 entries << < 1 > >>	5 V

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



Upload File	×
SELECT FILE	
No file chosen	Ĵ
× Cancel	Click on this button to upload attachment.
Click on cancel to discard the	

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

Upload File	×
SELECT FILE	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	£
× Cancel	土 Upload
	- Em
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:

Upload File(s)			
Name: Ashi	r 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	Wednesday, November 16,2022	🖢 Download 🗇 Delete
2	Financial Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
	Showing	g 1 to 2 of 2 entries 《 〈 1 〉 》	5 🗸
Cancel			



- 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:

TSTE2		
Published Date: Wednesday, November 16,	, 2022 Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	🛓 Download 🗳 PA Published Documents 🗘 Bid Submissio
F-221100426		
TSBP		
Published Date: Wednesday, November 16,	, 2022 Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	L Download A PA Published Documents
		Zu
F-221100425 Procurement SSTE		
Published Date: Wednesday, November 16,	, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	(J. Download) (J. PA Published Documents) (J. Bid Submission
F-221100423		
Laboratory equipment TSTE		
Published Date: Wednesday, November 16,	, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	L Download A PA Published Documents

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

bload File(s)				
			Click this button to attach a declaration certificate for bid	Digital Certificate
.No	Document Type 🗸 🕅	Created Date → 🍸	submission	Action
	Technical Bid		Click this button	Upload
	Showing 1 to 1 of 1 en	itries << < 1 >	>> 5 submission document	

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



pload File(s)					
						Digital Certificate Info
S.No	Document Type → 𝑘		Created Date	e 🗸 🏹		ACLE
1	Technical Bid					Vpload
		Showing 1 to 1 of 1 entries	<< <	1 >	» 5 v	

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

Digital Certificate Info			×
* Digital Certificate Issuer ①			
Name			
* Certificate Issue Date ①			
Certificate Expiry Date ①			
I hereby declare that all the information valid digital certificate.	provided is accur	ate and I have digita	Ily signed using
	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.



<		November 2022				
Su	Мо	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

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

Certificate E	xpiry Date 🛈)					
<	K November 2022						
Su	Мо	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.



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



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



		×
Dished Date: Tuesday, November 15,2022 Closing Date:	Tuesday, November 29, 2022	Digital Certificate Info
Document Type 🗸 🗑	Created Date 🗸	Action
Technical Bid		 ✓ Upload
Showing 1 to 1 of 1 entries	« < 1 > » 5 v	
	lished Date: Tuesday, November 15,2022 Closing Date: Document Type → Technical Bid Showing 1 to 1 of 1 entries	lished Date: Tuesday, November 15,2022 Closing Date: Tuesday, November 29, 2022 Document Type ~ ♡ Created Date ~ ♡ Technical Bid Showing 1 to 1 of 1 entries <<<

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

Upload File(s)		×
Name: Ashir Pu	blished Date: Tuesday, November 15,2022 Closing Date	: Tuesday, November 29, 2022	Digital Certificate Info
S.No	Document Type 🗸 🏹	Created Date 🐱 🕅	ACTI
1	Technical Bid		✓ Upload
	Showing 1 to 1 of 1 entries	« < 1 > » 5 v	
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 ①	
Name	
* Certificate Issue Date ①	
08-11-2022	
Certificate Expiry Date	
30-11-2022	
I hereby declare that all the information provided is accurate	
Save	ancel

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



Upload File(s)				
Name: Ashir Pe	ublished Date: Tuesday, November 15,2022 Closing Date	: Tuesday, November 29, 2022	Digital Certificate Info	
S.No	Document Type 🗸 🕅	Created Date 🗸 🏹	Action	
1	Technical Bid		✓ Upload	
	Showing 1 to 1 of 1 entries	« < 1 > » 5 v	The	
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	٦
× Cancel	Click on this button to upload attachment.
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	Ĵ
× Cancel	土 Upload
	- (in



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:

Upload Fi	pload File(s) ×					
Name: Ash	ir Published Date: Tuesday, Novembe	15,2022 Closing Date: Tuesday, November 29, 2022	Digital Certificate Info			
S.No	Document Type 🖌 🍸	Created Date 🗸 🍸	Action			
1	Technical Bid	Wednesday, November 16,2022	Download 🗇 Delete			
Cancel	Shi	owing 1 to 1 of 1 entries << < 1 > >>	5 🗸			

- 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. 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:

Q	Supp	olier Role 🗸 👤 ash	ir
Bid	Approved ((Award of Contract)	×
sad	min	Nov 15, 2022, 12:26:19 PM	4
PA F TOF	Published D	Document (Revised Technical	
sad	min	Nov 15, 2022, 1:09:16 PM	
Bid	Approved ((Bid Opening)	
sad	min	Nov 15, 2022, 1:10:00 PM	i
1	Approved	(Revised Technical TORs)	
Bid	Approved (ł

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

F-221100427	
TSTE2	
Published Date: Wednesday, November 16, 2022 Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	Download A PA Published Documents
F-221100426	
TSBP	
Published Date: Wednesday, November 16, 2022 Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	Download PA Published Documents
	Im
F-221100425	
Procurement SSTE	
Published Date: Wednesday, November 16, 2022 Closing Date: Wednesday, November 50, 2022 Closing Cate: New Approx	
1	
F-221100423	
Published Date: Wednesday, November 16, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	L Download
E-221400.418	
Construction material SSTE	Ŵ
Continu 2	

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

ame: Ash i	ir Published Date: Tuesday, November 15,20	22 Closing Date: Tuesday, November 22, 2022	Digital Certificate Info
S.No	Document Type → ∀	Created Date → ¥	Action
	Technical Bid	Wednesday, November 16,2022	Download 🗊 Delete
2	Revised Technical Bid		Vpload
3	Financial Bid		~ u lin
	Showing 7	1 to 3 of 3 entries $\langle \langle 1 \rangle \rangle$ 3 v $5 \vee$	

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



Uploa	ad File		×
SELEC	T FILE		
No fil	e chosen	,	<u>↑</u>
×	Cancel	Click on this button to upload attachment.	
	Click on cancel to discard the		

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

Upload File	×
SELECT FILE	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	Ţ
× Cancel	1 Upload
 Action performed successfully. 	

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

ime: Ash	hir Published Date: Tuesday, Novembe	er 15,2022 Closing Date: Tuesday, November 22, 2022	Digital Certificate Info
.No	Document Type →	Created Date 🗸 🍸	Action
	Technical Bid	Wednesday, November 16,2022	🛃 Download 🗊 Delete
	Revised Technical Bid	Thursday, November 17,2022	🛃 Download 🗊 Delete
	Financial Bid		✓ Upload
	Sh	owing 1 to 3 of 3 entries << < 1 >	> 5 ~

- 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:

ame: Ast	ir Published Date: Tuesday, Novemb	er 15,2022 Closing Date: Tuesday, November 22, 2022	Digital Certificate Info
S.No	Document Type 🗸 🍸	Created Date ↓ ∀	Action
	Technical Bid	Wednesday, November 16,2022	上 Download 🗇 Delete
2	Revised Technical Bid	Thursday, November 17,2022	🛃 Download 🗇 Delete
3	Financial Bid		V Upload
	SI	nowing 1 to 3 of 3 entries	5 ~

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



Upload File	×
SELECT FILE	
No file chosen	٦
X Cancel	Click on this button to upload attachment.
Click on cancel to discard the	

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

Upload File	×
SELECT FILE	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	Ţ
× Cancel	亡 Upload
	Tim
 Action performed successfully. 	

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

ame: Asl	hir Published Date: Tuesday, Novemb	er 15,2022 Closing Date: Tuesday, November 22, 2022	Digital Certificate Info
S.No	Document Type ↓ ∀	Created Date 🗸 🕅	Action
	Technical Bid	Wednesday, November 16,2022	Lelete
2	Revised Technical Bid	Thursday, November 17,2022	🛃 Download 🗇 Delete
3	Financial Bid	Thursday, November 17,2022	🛃 Download 🗇 Delete
	SI	nowing 1 to 3 of 3 entries << < 1 > >	» 5 v

- 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:

F-221100427	
Published Date: Wednesday, November 16, 2022. Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	Jownload PA Published Documents
	The
F-221100426	
Published Date: Wednesday, November 16, 2022 Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	🛓 Download 🔄 PA Published Documents 🗘 Bid Submission
F-221100425	
Procurement SSTE Published Date: Wednesday, November 16, 2022. Closing Date: Wednesday, November 30, 2022. Location: Rawalaindi	. Download . A Published Documents
· · · · · · · · · · · · · · · · · · ·	
F-221100423	
Laboratory equipment TSTE	
Published Date: Wednesday, November 16, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	(2 Download (2 PA Published Documents (2 Bid Submission
F-221100418	

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



			attach a declaration certificate for bid submission
.No	Document Name	Created Date	Certifice
	Technical Bid		Click on this button to upload
	Financial Bid		bid submission document

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			
			Digital Certificate Info
S.No	Document Type ∽ ∀	Created Date → ¥	Action
1	Technical Bid		✓ Upload
2	Financial Bid		Vpload
	Showing 1 to 2	of 2 entries $\langle \langle 1 \rangle \rangle \gg 5 \checkmark$	
Cancel			

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



Digital Certificate Info			×
* Digital Certificate Issuer 🛈			
Name			
* Certificate Issue Date ①			
* Certificate Expiry Date ③			
I hereby declare that all the information valid digital certificate.	Click on Save, to add certificate	rate and I have digit	Cancel
			Click on cancel to discard the task.
* Digital Certificate Issuer ①			
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 I	ssue Date 🛈					
<		No	vember 20	22		>
Su	Мо	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 E	xpiry Date 🛈					
<		No	vember 20	22		>
Su	Мо	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 ①	
Ashir	
* Certificate Issue Date 🛈	
16-11-2022	
* Certificate Expiry Date ①	
30-11-2022	
I hereby declare that all the information provided is accurate and I have digitally signed us valid digital certificate.	sing
Save Canc	el
 Action performed successfully. 	

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



ime: Ashir	Digital Certificate Info		
.No	Document Type 🗸 🏹	Created Date 🗸 🏹	Action
	Technical Bid		V Upload
	Financial Bid		V Upload
	Showing 1 to 2 c	of 2 entries $\langle \langle 1 \rangle \rangle > 5 \vee$	

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

Jpload File			
			Digital Certificate Info
S.No	Document Type ∽ ∀	Created Date 🗸 🕅	Action
1	Technical Bid		✓ Upload
2	Financial Bid		✓ Upload
	Showing 1 to 2 of	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 Cartificate Issuer	
Digital Certificate Issuer ()	
Name	
Certificate Issue Date 🛈	
08-11-2022	
Certificate Expiry Date 🛈	
30-11-2022	
I hereby declare that all the information pr	ovided is accurate

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

Jpload File			
			Digital Certificate Info
S.No	Document Type ∽ ∀	Created Date 🗸 🕅	Action
1	Technical Bid		Vpload
2	Financial Bid		vu Ztin
	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:

Upload File	×
SELECT FILE	
No file chosen	٦
× Cancel	Click on this button to upload attachment.
Click on cancel to discard the task.	



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:

pload F	Digital Certificate		
S.No	Document Type 🗸 🏹	Created Date ∨	Action
1	Technical Bid	Wednesday, November 16,2022	🛃 Download 🔟 Delete
2	Financial Bid		V Upload
Cancel	s	showing 1 to 2 of 2 entries << < 1 > >>	5 ~

- 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:



ame: Asl	hir Published Date: Tuesday, Noveml	per 15,2022 Closing Date: Tuesday, November 29, 2022	Digital Certificate Info
.No	Document Type ↓ ∀	Created Date ↓ ⑦	Action
	Technical Bid	Wednesday, November 16,2022	🛓 Download 🗇 Delete
	Financial Bid		Vpload
	s	ihowing 1 to 2 of 2 entries << < 1 > >> 5	~

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

Upload File	×
SELECT FILE	
No file chosen	٦
× Cancel	Click on this button to upload attachment.
Click on cancel to discard the task.	

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:

Ipload File(s) Name: Ashir Published Date: Tuesday, November 15,2022 Closing Date: Tuesday, November 29, 2022			
S.No	Document Type 🗸 🏹	Created Date → ¥	Digital Certificate Info Action
1	Technical Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
2	Financial Bid	Wednesday, November 16,2022	Download Delete
	Showi	ng 1 to 2 of 2 entries << < 1 > >>	5 ~
Cancel			

- 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:

<	
F-221100427	
TSTE2	
Published Date: Wednesday, November 16, 2022 Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	Download A PA Published Documents
	1mg
F-221100426	
100	
Published Date: Wednesday, November 16, 2022 Closing Date: Thursday, December 1, 2022 Location: Rawalpindi	Download PA Published Documents
F-221100425	
Procurement SSTE	
Published Date: Wednesday, November 16, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	Download A Published Documents Did Bid Submission
F-221100423	· · · · · · · · · · · · · · · · · · ·
Laboratory equipment TSTE	
Published Date: Wednesday, November 16, 2022 Closing Date: Wednesday, November 30, 2022 Location: Rawalpindi	Download A PA Published Documents
F-221100418	
Generation matched of t	
Section 3	

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

ame: Ash	ir Published Date: Tuesday, November 15,20	22 Closing Date: Tuesday, November 29, 2022	Digital Certificate Info
S.No	Document Type → 🕅	Created Date 🗸 🍸	Action
1	Technical Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
2	Financial Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
3	Revised Technical Bid		V Upload
4	Supplementary Financial Bid		
	Showing 1	to 4 of 4 entries << < 1 > >>	5 ~

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



Upload File		×
SELECT FILE		
No file chosen		٦
× Cancel	Click on this button to upload attachment.	1 Upload
Click on cancel to discard the		

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

Upload File	×
SELECT FILE	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	Ţ
× Cancel	土 Upload
	- Ching
 Action performed successfully. 	

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

ame: Asl	hir Published Date: Tuesday, November 15,202	2 Closing Date: Tuesday, November 29, 2022	Digital Certificate Info
.No	Document Type ↓ ♡	Created Date → ¥	Action
	Technical Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
	Financial Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
	Revised Technical Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
	Supplementary Financial Bid		V Upload
	Showing 1 t	0 4 of 4 entries << < 1 > >>	5 ~

- 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:

ame: Asl	III 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	Wednesday, November 16,2022	🛓 Download 🗇 Delete
2	Financial Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
3	Revised Technical Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
4	Supplementary Financial Bid		Vpload
	Showir	ng 1 to 4 of 4 entries << < 1 > >>	5 ~

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



Upload File	×
SELECT FILE	
No file chosen	٦
× Cancel	Click on this button to upload attachment.
Click on cancel to discard the task.	

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

Upload File	×
SELECT FILE	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	Ţ
× Cancel	土 Upload
	- Zm
Action performed successfully.	

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

ame: As l	hir Published Date: Tuesday, November 15	,2022 Closing Date: Tuesday, November 29, 2022	Digital Certificate Info
S.No	Document Type 🗸 🏹	Created Date 🖌 🏹	Action
	Technical Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
2	Financial Bid	Wednesday, November 16,2022	Jownload Delete
3	Revised Technical Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
ļ	Supplementary Financial Bid	Wednesday, November 16,2022	🛃 Download 🗇 Delete
	Showin	ng 1 to 4 of 4 entries << < 1 > >> 5	5 ~

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



for e-Pak Acquisition and Disposal System

TRAINER'S POST-TEST EVALUATION FORM