



# **EBS for vendors**

**(Electronic Bid Submission)**

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## *Quick FAQ*

### **What is an electronic bid submission?**

Electronic bid submission (EBS) is the electronic transfer of proposal bid data between a supplier and a contracting authority. The BidNet Direct EBS feature allows suppliers to submit bids/proposals online via BidNet Direct. The BidNet Direct E-bid submission feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered to [www.BidNetDirect.com](http://www.BidNetDirect.com) to participate in EBS.

### **When do buyers see my submission?**

Submitted documents are stored in a secure fashion with a high level of security. All bids remain encrypted and not readable until bids are opened by the buyer and only after the closing date and time have passed.

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## Submitting Your Bid Using the EBS

### Reminders before submitting a bid:

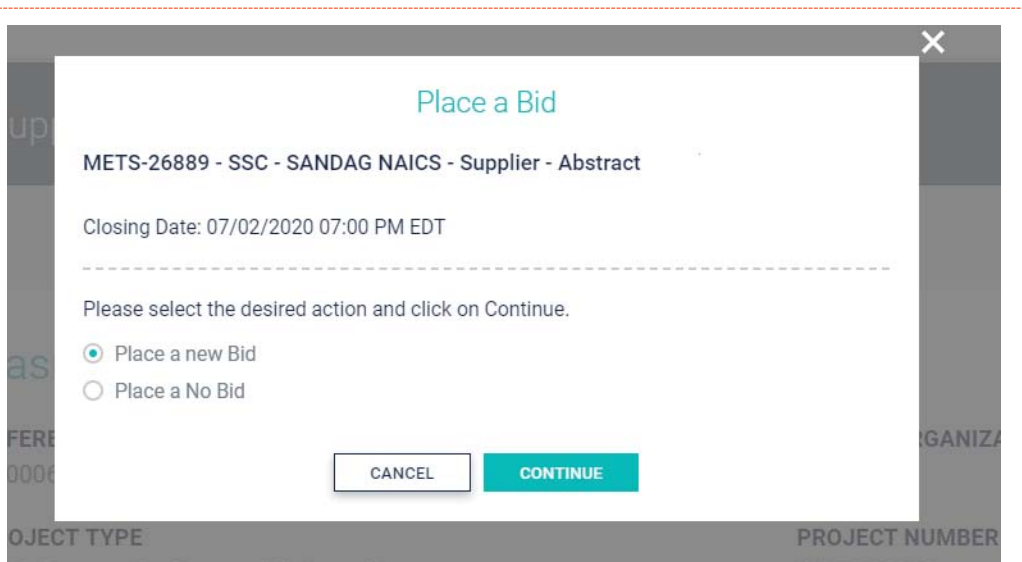
Click on the Documents and Document Request List tabs to verify that you have downloaded the required Documents.

Verify that you are a Follower of this Solicitation (if so, the top button will indicate that you are Following). You should do this to be alerted of ANY addendum or communication regarding the solicitation. Please review the addendum and communication tab for any information that may have already been issued.

You may have to click on Intent to Bid before making a formal Bid. This is an optional, but commonly used, request by buyers.

### To submit a bid:

Click on Place Bid button. The Place a Bid modal window appears.



**Place Bid** pop-up window.

Select the Place a new Bid radio button, and click on Continue. The Create Bid interface opens.

Creating a Bid typically takes place in three steps: the Proposal, the Submission, and the Confirmation. A red "Bid Not Submitted" will show until your bid has been successfully submitted.

**BidNet DIRECT** SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS

**CREATE BID**

METS-26889 - SSC - SANDAG NAICS - SUPPLIER - ABSTRACT **BID NOT SUBMITTED**

Closing Date: 07/02/2020 07:00 PM EDT

1- Proposal 2- Submission 3- Confirmation

Documents Pricing

**BID DOCUMENTS - BID DOCUMENTS (OPTIONAL)**

Documents defining the proposal

Drag & Drop or browse for your file

Drag & Drop or browse for your zip file

| File               | Size | Uploaded Date | Processing Status | Actions |
|--------------------|------|---------------|-------------------|---------|
| No files uploaded. |      |               |                   |         |

CANCEL SAVE & QUIT NEXT

**Create Bid: Proposal - Documents tab.**

Simply drag-and-drop the files one at a time in the Add File area or on the Add File button. If you have many documents in a compressed file, drag-and-drop the file in the Import ZIP File area or on the Import ZIP File button. The files will appear in the File section.

Once the files are uploaded, click on the next tab. This might be the Pricing tab or the Questions tab, depending on the type of Solicitation.

Fill out the information in either lump sum or line item bidding, depending on the fields.

**CREATE BID**

12345 - RFQ - ADDITIONAL EQUIPMENT 001

Closing Date: 2018-01-31 12:00 AM EST

1- Proposal 2- Submission 3- Confirmation

Documents Pricing

Total Bid Price\*  Corresponds to the Base Price, excluding taxes, as stated on the Bid Form

**BID NOT SUBMITTED**

CANCEL SAVE & QUIT PREVIOUS NEXT

**Create Bid: Proposal - Pricing tab.**

Closing Date: 2020/01/30 10:00:00 AM EST

1- Proposal 2- Submission 3- Confirmation

Documents Pricing

Download Template Import Proposals

1.0 HOURLY LABOUR RATES Item Bids: 0/8

1-CARPENTRY AND MILLWORK UNIT RATE Item Bids: 0/2

| Items   | Bid     |                      |             |
|---|---------|----------------------|-------------|
| 111 - Journeyman<br>UOM: Hourly Rate              | Amount* | <input type="text"/> | Add Comment |
|   | Weight  | 10                   |             |
| 222 - Apprentice/Trade helper<br>UOM: Hourly Rate | Amount* | <input type="text"/> | Add Comment |
|   | Weight  | 5                    |             |

2-ELECTRICIAN UNIT RATE Item Bids: 0/2

| Items                                | Bid     |                      |             |
|--------------------------------------|---------|----------------------|-------------|
| 111 - Journeyman<br>UOM: Hourly Rate | Amount* | <input type="text"/> | Add Comment |
|                                      | Weight  | 10                   |             |

**Create Bid: Proposal - Line Items tab.**

If there are multiple line items, a template will appear that you can simply download the template, fill in your pricing and any comments and then upload the file.

Download Template Import Proposals

You have successfully uploaded bid information for 5 of 5 items.

|   | B     | C           | D                | E        | F       | G       | H          |
|---|-------|-------------|------------------|----------|---------|---------|------------|
| 1 | Code  | Description | UOM              | Quantity | Price * | Comment | Total Cost |
| 2 | J1343 | Painting    | Square Foot/Feet | 100      | 25.25   |         | 2525       |
| 3 | P1234 | Flooring    | Roll             | 250      | 21.34   |         | 5335       |
| 4 | R222  | Lighting    | Unit             | 20       | 45.2    |         | 904        |
| 5 |       |             |                  |          |         |         |            |

Once the template is filled-out, you can upload the file by clicking on the **Import Proposals** button. The list will fill itself out with the information taken from the **XLS** file.

**CREATE BID**

RFP -GC101 - COMMERCIAL GENERAL CONTRACTING SERVICES

Closing Date: 02/12/2020 03:00 PM EST

**BID NOT SUBMITTED**  
07d 00h 37m left to bid

1- Proposal 2- Submission 3- Confirmation

Documents Pricing

Download Template Import Proposals

| Items  | Bid   |
|--|---|
| J1343 - Painting<br>UOM: Square Foot/Feet Qty: 100 | <p>Price* <input type="text" value="25.25"/> <a href="#">Add Comment</a></p> <p>Quantity 100</p> <p>Total Cost \$2,525.00</p> |
| P1234 - Flooring<br>UOM: Roll Qty: 250             | <p>Price* <input type="text" value="21.34"/> <a href="#">Add Comment</a></p> <p>Quantity 250</p> <p>Total Cost \$5,335.00</p> |
| R222 - Lighting<br>UOM: Unit Qty: 20               | <p>Price* <input type="text" value="45.20"/> <a href="#">Add Comment</a></p> <p>Quantity 20</p> <p>Total Cost \$904.00</p>    |
| <b>TOTAL \$8,764.00</b>                            |   |

CANCEL SAVE & QUIT PREVIOUS NEXT

**Line Item template.**

There may, depending on the solicitation, also be a list of questions to be answered on the electronic submission.

**CREATE BID**

123456 - IN BID PRICING

Closing Date: 2018/02/26 12:30:00 PM NST

**BID NOT SUBMITTED**  
11d 00h 04m left to bid

1- Proposal 2- Submission 3- Confirmation

Documents Questions Pricing

1 Delivery Date\*  
When can you delivery?

2 Varieties\*  
How many varieties of products do you have?

3 Bid Price\*  
Please detail your bid price \$

CANCEL SAVE & QUIT PREVIOUS NEXT

**Create Bid: Proposal - Questions tab.**

You will need to re-enter your password for the BidNet Direct platform before officially submitting the bid.

**CREATE BID**

12345 - RFQ - ADDITIONAL EQUIPMENT 001

Closing Date: 2018-01-31 12:00 AM EST

**BID NOT SUBMITTED**

1- Proposal → **2- Submission** → 3- Confirmation

**Exceptions**

Does this bid contain  No  Yes exceptions?

**Bidder Compliance & Authentication**

The Bidder agrees to submit and sign this Bid electronically and agrees that his/her bid is valid, authorized, and binding; and certifies that all required documentation has been completed.

Bidder represents and warrants that the person signing this Bid is an authorized agent who has fulfilled all requirements to possess actual authority to bind Bidder to each and every term, condition, article and obligation of this Bid and any resultant Contract.

I declare that the foregoing is true and correct

Bid Submitted By (Full Name)\*

For security reasons please re-enter your password\*

*Create Bid: Submission interface.*

And finally, you will need to confirm to submit the bid.

**BID SUBMISSION CONFIRMATION**

Submission will make the bid active and submit it to the solicitation owner. Are you sure you want to proceed?

*Bid Submission Confirmation modal window.*