

Sourcing RFQ Manual

September 2024



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ADFD 2



01 Sourcing RFQ

The RFQ invitation will be received by just one supplier user whose contact details were mentioned in the "RFQ". The other user can participate on behalf of the concerned supplier user in case of non-availability.

Logging in Sourcing RFQ

I supplier Login Page



Login Page may get change due to upgrades. The Login screen is displayed.

- 1- Enter assigned value in the Username field.
- 2- Enter assigned value in the Password field.
- 3- Click the Login button.



• Click on this logo on the top left corner and select "ADFD Supplier User Responsibility" and then select "Isupplier Portal Home Page".



• Go to Worklist to check for the RFQ Invitation Notification. The same RFQ Invitation will also be received by the "supplier user" in their respective email id.



• Click on the Notification to check the same with more details.



	e invited: RFG	2 65003 (TE	STING	65003)						Yes	No
From	Consultant, IT		Company	Default enterprise name							
То	ANS1 COMPANY		Title	TESTING 65003							
Sent	27-Jun-2020 01:47:3	5	Number	65003							
Due	28-Jun-2020 01:06:1	6									
ID	5448980										
Supplie Supplie	er ANS1 COMPANY er Site ANS1 COMPAI	NY, 8389938, 09	8309AE								
Supplie Supplie To ack buyer i Please	er ANST COMPANY er Site ANST COMPAN nowledge your intent t n the space below bef go to Negotiation Det	NY, 8389938, 09 o participate, pre ore acknowledgii ails page if you v	8309AE ss the Yes I ng or declini vant to view	button on this page. To decli ing. the document before acknow	ne the invitat vledging inte	ion, press th nt to particip	e No butto ate and/or	n. You ma to enter a	iy enter a respons	ı note e.	to th
Supplie Supplie To ack buyer i Please Actio	er ANST COMPANY er Site ANST COMPAN nowledge your intent t n the space below bef go to Negotiation Det on History	NY, 8389938, 09 o participate, pre ore acknowledgiu ails page if you w	8309AE ss the Yes I ng or declini vant to view	button on this page. To decli ing. the document before acknow	ne the invitat	ion, press th nt to particip	e No butto ate and/or	n. You ma to enter a	iy enter a respons	ı note e.	to th
Supplie Supplie To ack buyer i Please Actio Num	er ANST COMPANY er Site ANST COMPAN nowledge your intent t n the space below bef go to Negotiation Det on History Action Date	NY, 8389938, 09 o participate, pre ore acknowledgin ails page if you w Action	8309AE ss the Yes I ig or declini vant to view From	button on this page. To decling. the document before acknow To	ne the invitat vledging inte Deta	ion, press th nt to particip Is	e No butto ate and/or	n. You ma to enter a	iy enter a respons	ı note e.	to th



02 Review the RFQ Details

Supplier user will first go through the technical and line level requirements. After reviewing all the information, supplier user will create the quote or create response.

• Step 1: Go to "Your Company's Open Invitation" and click on the RFQ Number.

Search Open Negotiatio	ANY		Go					
Your Active and I	Draft Respons	es						
Press Full List to view all	l your company's res	sponses.						Full List
Response Number R	lesponse Status	Supplier Site	Negotiation Number	Title	Туре	Time Lef	t Monitor	Unread Messages
No results found.								
Your Company's	Open Invitatio	ons						Full List
Your Company's	Open Invitatio	ms						Full List
Supplier Site	Negotiation Nu	mber	Title		T	ype T	ime Left	Full List
Supplier Site	Negotiation Nur	mber	Title TESTING 65003		T	ype T FQ 2	T ime Left 2 hours 26	Full List
Supplier Site ANS1 COMP Quick Links	Negotiation Nu	mber	Title TESTING 65003		T	ype T FQ 2	'i me Lef t 2 hours 26	Full List
Supplier Site ANS1 COMP Quick Links Manage	Negotiation Num 65003 View Respo	mber	Title TESTING 65003		T	ype T FQ 2	' ime Lef t 2 hours 26	Full List
Supplier Site ANSI COMP Quick Links Manage	Negotlation Num 65003 View Respo	mber	Title TESTING 65003		TR	ype T FQ 2	ime Left 2 hours 26	Full List

• Step 2: Review the Technical Requirement under "Header Level".

lecollations =			
RFQ: 65003			
		Actions Acknowledge Participation	Ge
Title 7	ESTING 65003		
Status	vctive (Locked)	Open Date 27-Jun-2020 01:47:33	
Time Left 2	Ca29. 14	Close Date 28-Jul-2020 01:08:16	
Header Lines Controls Contract Term	S Occurrent Mar IT	Outcome Observed Darkson Outco	
Duyei	Two-Stage REQ	Event	
Quote Style Description	Sealed		
Terms			
Bill-To Address	Head Office	Payment Terms	
Ship-To Address	Head Office	Carrier	
500		Eminht Torme	



Section			NET 1 819/10			Woight			
rechnical			Technical			70			
rement					Target			Weight	View
u supply us Tablet for Siz	ze 250mm	x 150mm?			250mm × 150mm	n		20	pq
ould be the RAM of the	Tablet?				Require 4 GB R/	λM		20	1001
ill be the Brand of the Ta	ablet you g	oing to supply? (Hu	awei / Lenovo / Ad	er / Dell)	Most Preferable	- Huwaei and	i Lenovo	30	1001
i v	ement supply us Tablet for Si build be the RAM of the II be the Brand of the Ta	ement supply us Tablet for Size 250mm build be the RAM of the Tablet? II be the Brand of the Tablet you g	ement supply us Tablet for Size 250mm x 150mm? build be the RAM of the Tablet? II be the Brand of the Tablet you going to supply? (Hu:	ement supply us Tablet for Size 250mm x 150mm? build be the RAM of the Tablet? Il be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Ac	evention ement supply us Tablet for Size 250mm x 150mm? build be the RAM of the Tablet? If be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell)	Target supply us Tablet for Size 250mm x 150mm? 250mm x 150mm ould be the RAM of the Tablet? Require 4 GB R/ Il be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell) Most Preferable	Target ement Target supply us Tablet for Size 250mm x 150mm? 250mm x 150mm ould be the RAM of the Tablet? Require 4 GB RAM Il be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell) Most Preferable - Huwaei and	Target supply us Tablet for Size 250mm x 150mm? 250mm x 150mm ould be the RAM of the Tablet? Require 4 GB RAM Il be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell) Most Preferable - Huwaei and Lenovo	Permittian Target Weight supply us Tablet for Size 250mm x 150mm? 250mm x 150mm 20 ould be the RAM of the Tablet? Require 4 GB RAM 20 Il be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell) Most Preferable - Huwaei and Lenovo 30

Note –

- 1. Make sure to review the Technical Requirements in the Header Level.
- 2. Also check the Notes and Attachments as ADFD can send the attachment related to Terms and Conditions, Product Specification, etc.



• Step 3: Review Contract Terms.

eader Lines Controls	Contract Terms		Prev	view Contract Term
his negotiation includes Cont	ract Terms. View the terms by clicking	on the Preview Contract Terms buttor	1.	
D - I'				
Deliverables				-
Deliverables Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact

• Click on "Preview Contract Terms" to download the Contract Terms and Condition copy.

Header I This negoti Delivera	Lines Controls Contra lation includes Contract Terr	ct Terms	e Preview Contract Terms button.	Previo	ew Contract Terms
Deliverat	ole Name	Deliverable Type	Responsible Party	Party Name	Contact
No Deliver	ables exist.				
	Do you want to open or s	ave 65003_US_CONTRACT.pdf from	m equep i Hestadolar - Open	Save 🔻 (Cancel

Note –

1. It is not necessary that ADFD will put contract terms. It basically depends on the Nature of ADFD's Purchase.



03 Acknowledge of RFQ

• Go to Sourcing page and find the New Round RFQ in "Your Company's Open Invitation".

Search Open Ne	gotiations Title	~	Go	2				
Welcome, ANS1 Your Active	COMPANY. and Draft Resp	onses						
Press Full List to	view all your compan	y's responses.						Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
31012	Active	ANS1 COMP	66004	TESTING 66004	RFQ	0 seconds		0
31011	Active	ANS1 COMP	65003	TESTING 65003	RFQ	0 seconds		0
Your Compa	any's Open Invi	tations						Full List
Supplier Site	Negotiati	on Number	Title		Тур	e Time	e Left	

• Select "Acknowledge Participation" from Action and Click on "Go".

Negotiations	
Negotiations >	
KFW. 00004-2	Actions Acknowledge Participation V Go
Title TESTING 66004 Status Active (Locked) Time Left 23:11:00	Open Date 27-Jun-2020 14:07:22 Close Date 28-Jun-2020 13:26:32
Header Lines Controls Contract Terms	



• Select "Will your company participate?" as "Yes" and click on "Apply".

Negotiations	
Negotiations > RFQ: 66004-2 >	
🔥 Warning	
Your company has already acknowledged participation for 66004-2. Either make modifications and press the Apply buttor	n, or press the Cancel button.
Acknowledge Participation (RFQ 66004-2)	Cancel Apply
Supplier Site ANST COMP Will your company participale? Yes No	
Note to Buyer Yes we will participate in the Tendering.	

Note –

1. It is necessary that to acknowledge participation in RFQ before the closing date

Commented [AA1]: new



04 Create Quote

Commented [AA2]: Add how to attach PDF T and C proposals

Supplier User would require creating a quote after reviewing all the information of RFQ.

Step I. Select Action as create Quote and click on G	Step	1: Select A	ction as "Cre	eate Quote" an	d click on '	"Go".
--	------	-------------	---------------	----------------	--------------	-------

gotiations >	
RFQ: 65003	
	Actions Create Quote 🔽 G
Title TESTING 65003	
Status Active (Locked)	Open Date 27-Jun-2020 01:47:33
Time Lott 21:35:30	Close Date 28-Jun-2020 01:06:16

• Step 2: Accept the Terms and Conditions.

- System will first ask you to acknowledge the RFQ. After going through the information under Terms and Condition.
- Select the checkbox "I have read and accepted the Terms and Conditions" and then click on "Apply".

Terms and Conditions		Cancel Accept
The following terms and conditions must be accepted before a quote is placed in	n this RFQ.	
Abu Dhabi Fund For Development terms and condition	~	



Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

• Step 3: Fill the Technical Requirements.

	50									
eate Quote: 310)6 (RF	Q 65003)			Cancel	View RFQ	Quote By Spre	adsheet	Save Draft	Continue
	Title T	ESTING 65003				Time Le	eft 21:26:35			
	E.	Two-Stage RFQ	I			Close Da	te 28-Jun-2020 01	1:06:16		
eader Lines										
Supplie	ANS1	COMPANY			Quote Vali	id Until (27	Jun-2020 19:45:0	0) 1%		
Supplier Site	ANS1	COMP - ANS1 COM	IPANY, 8389938,	098309AE	Reference N	lumber				
RFQ Currency	AED				Note to	Buver				
Quote Currency	AED									
Price Precision	Any									
ttachments										
177799112912991292 										
Add Attachment										

- Add attachment as PDF file and make sure to select the Category as "From Supplier: Technical".
- Scroll Down and the fill the responses against the technical requirement.



Expand All	Collepse All				
4					
Focus Titl	e	RFQ Stage	Target Value	Quote Value	Weight
	A Requirements				
\$	_it Technical	Technical			75
	Can you supply us Tablet for Size 250mm x 150mm?	Technical	250mm × 150mm	250nm x 150 mm.	2
	What would be the RAM of the Tablet?	Technical	Requira 4 GB RAM	We can able to provide you 4/00	~ ~
	What will be the Brand of the Tablet you going to supply? Charact / Lenovo / Acer / Det)	Technical	Most Preferable - Hunsee and Lenovo	Huzwel Mate Pro	^ x

Instruction to Fill Technical Round -

- 1. After reading the requirement, please check the "Target Value". Target value is basically the expectation set by the ADFD against the requirement.
- 2. For every requirement, there is a decided "Weight". If the weight of any requirement is more, then the importance of that requirement is also more. Make sure to answer those requirements precisely.
- 3. All the responses must be filled in the "Quote value" and the quote value must match nearly to the "Target Value".
- 4. You can put the attachment under "Update" option. Make sure to select the Category as "From Supplier: Technical".
- Step 4: Fill the "Quote Price" in the Lines.
 - As per the "Target Price" please fill the "Quote Price".



reate Q	uote: a	01000 (RF	C 050	03)				Cancel	View RFQ	Quote By	/ Spreadsheet	Save Draft	Continue
		Title 1	ESTING	65003					Time Left	20:46:10			
		E	Z Two-S	Stage RFQ 🧕	D				Close Date	28-Jun-20	020 01:06.16		
leader I	lines												
	RF	Q Currency	AED					Quo	te Currency	AED			
	Pric	e Precision	Any										
Line		Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quar	ntity Quote	Quantity	Promised Dat	te Quote	Update
Requiren	nent for a	Head Office	Sealed		200	195	Each		50	50	30-Jun-2020	To Yes	1
	e more infe	mation rooms	stad Clic	k the Lindste	ican								

Instruction to Fill "Line Level – Quote Price".

- 1. The supplier should enter the Quote full price with no VAT.
- 2. Target price is the expected price set by ADFD. Supplier can quote more or less than the target price.
- 3. You cannot change the Quote Quantity as ADFD would expect you deliver full quantity otherwise you must not participate in the RFQ.
- Promise date will let ADFD know about the delivery date for service or product.
- 5. You can put the attachment under "Update" option. Make sure to select the Category as "From Supplier: Commercial".
- Step 6: Click on Continue, Review the Quote and click on Submit. • Click on Continue.

reate	Quote:	31006 (RF	Q 650	903)				Cancel	View RFQ	Quote B	/ Spreadsheet	Save Draft	<u>C</u> ontinu
Handar	Linor	Title 1	Two-	65003 Stage RFQ ()	D				Time Left Close Date	20:38:26 28-Jun-2	020 01.06.16		
	RI	FQ Currency ce Precision	AED Any					Quo	ite Currency	AED			
Line		Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Qua	ntity Quote	Quantity	Promised Dat	e Quote	Update
1 Require	ement for a.	Head Office	Sealed		200	195	Each		50	50	30-Jun-2020	To Yes	2

 \circ Review the Quote.



				a courter cano	Pi Back Validate	Save Drait	Printable view	Subilli
leader								
	Title	TESTING 65003			Time Left 2):35:26		
	Supplier	ANS1 COMPANY			Close Date 28	3-Jun-2020 01 06	16	
	Supplier Site	ANS1 COMP			Quote Valid Until			
	RFQ Currency	AED		R	eference Number			
	Quote Currency	AED			Note to Buyer			
	Price Precision	Any						
ttachm	ents							
fitle	Туре	Description	Category	Last Updated By	Last Update	d Usage	Update	Delete
vo results	found							
Require Show All Details	ments Details Hide All Details Section Technical	S	Weig 70	ht	RFQ St Technica	age al		
Require Show All Details	ments Details Hide All Detail Section Technical irrement	S	Weigl 70	ht Target V	RFQ St Technici Value	age al Quote Value	3	Weight
Requires Show All Details Requ Can y	ments Details Hide All Detail Section Technical irrement ou supply us Tablet for	s • Size 250mm × 150m	Weigl 70 m?	ht Target V 250mm x	RFQ St Technici Value 150mm	age al Quote Value 250mm x 150	e Dimm	Weight 20
Require Show All Details Require Can y What	ments Details Hide All Detail Section Technical itement ou supply us Tablet for would be the RAM of th	s Size 250mm x 150m he Tablet?	Weigl 70 m?	ht Target V 250mm x Require 4	RFQ St Technica Isomm 3 GB RAM	age al 250mm x 150 We can Provi RAM	e Dimm de you 4 GB	Weight 20 20

										Previ	ew Contract Terms
v	ariables										
C	etails Section	r.			Claus	e	Variable	De	escription	1	Value
	No varia	bles found.									
D	eliverables										
	6										
	Indicate	is deliverable is o	verdue	× Indic	ales respon	isible party fa	iled to perform the	e deliverable			
C	eliverable Na	ne				Di	e Date		Statu	5	Alert
D N)eliverable Na Io Deliverables f	me ound.				Di	e Date		Statu	5	Alert
N)eliverable Na Io Deliverables f	ne ound.				Di	e Date		Statu	5	Alert
N	leliverable Nar Io Deliverables f	ne ound.				Dı	e Date		Statu	5	Alert
n in	leliverable Nar lo Deliverables f es	me ound.				Di	e Date		Statu	š	Alert
n in	leliverable Nar lo Delivorables f es	ne ound.	Que	te Total (/	AED) 9.75	D1	ie Date		Statu	5	Alert
n in	beliverable Nar to Deliverables f es Line	ne ound. Line	Quo Ship- To	te Total (/ Start Price	AED) 9,75 Target Price	0.00 Quote Price U (AFD)	nit Target Quantity	Quote Quantity	Statu: Line Total	s Need-By Date	Alert Promised Date

ADFD 15



• Click on "Submit".

Create Quote 31006:	Review and Submit (RFQ 65003)	Cancel	Back	Validate	Save Draft	Printable View	Sub <u>m</u> i
Header							
Title	TESTING 65003		Tin	ne Left 20:	32:41		
Supplier	ANS1 COMPANY		Clos	e Date 28-	Jun-2020 01:0	6:16	
Supplier Site	ANS1 COMP	Qu	iote Vali	d Until			
RFQ Currency	AED	Refe	erence N	umber			
Quote Currency	AED		Note to	Buyer			
Price Precision	Any						

ADFD 16



Create Quote 31	006: Review and Submit (RFQ 65003)	Cancej B	ack Validate	Save Draft	Printable View	Sub <u>m</u> it
Header						
	B Confirmation					
5u Supplie	Quote 31006 for RFQ 65003 (TESTING 65003) has been a	ubmitted.				
RFQ Cur Quote Cur	Return to Sourcing Home Page					
Price Pres	Ision Any					

• Step 7: Click on "Return to Sourcing Home page" to check the Active Response under "Active and Draft Response".

egotiations									
Search Open	Negotiations	Title 🗸		1	Go				
Welcome, AN	S1 COMPANY.								
Your Activ	ve and Draf	t Respons	es						
Press Full List	t to view all your	company's re	sponses.						Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Le	eft	Monitor	Unread Messages
31006	Active	ANS1 COMP	65003	TESTING 65003	RFQ	20 hours	30 minutes		0
Your Com	ipany's Ope	en Invitatio	ons						
									Full List
Supplier Sit	e	Negoti	ation Number			Title	Туре	Time	Left
No results fou	und.								
	ke								
Quick Lin									
Quick Lin Manage	v	iew Respo	onses						



05 Withdraw Quote

There can be scenario when the supplier user has committed some mistake in Technical or Line level requirement and the quote is already submitted. Then Supplier user has an option of "Withdraw Quote" which will allow them to change the values again and also allow them to submit the quote.

- This option will only available when the RFQ is still open. The moment the RFQ will get close, Supplier user will not able to find "Withdraw Quote" option.
- Step 1: Click on the Response Number.

e and Draft	Respons	es					
to view all your	company's re	sponses.					Full List
Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
Active	ANS1 COMP	65003	TESTING 65003	RFQ	20 hours 18 minutes		0
	to view all your Response Status Active	re and Draft Response to view all your company's re- Response Status ANS1 COMP	te and Draft Responses to view all your company's responses. Response Supplier Negotiation Status ANS1 Active ANS1 COMP 65003	te and Draft Responses to view all your company's responses. Response Supplier Negotiation Status Site Number Title Active ANS1 COMP 65003 65003	te and Draft Responses to view all your company's responses. Response Supplier Negotiation Number Title Type Active ANS1 65003 TESTING RFQ	te and Draft Responses to view all your company's responses. Response Supplier Negotiation Title Type Time Left Active ANS1 COMP 65003 G5003 RFQ 20 hours 18 minutes	te and Draft Responses

• Step 2: Select "Withdraw Quote" option from Actions and click on "Go".

Quote: 31006	(REQ (550031						A attemp	Milledraw Ovala	[NOT	Cal
	hu di	50001					- L	Actions	Withdraw Guote	×	GO
	Title	TESTING 650	13								
1	ime Left	20 hours 17 mi	nutes			Close Date	a 28-Ju	n-2020 0	1:06:16		
Qu	ote Style	Sealed				Ranking	Price	Only			
Quote 0	Currency	AED				Supplie	r ANS	1 COMPA	ANY		
	Contact	COMPANY, A	191			Supplier Site	ANS	1 COMP			
Suppliers' Quote	Number					Quote Valid Unti	S				
Quol	te Status	Active									
Note	to Buyer										
	Title	Туре	Description	Category	Last Updated	Usage Update	Delete				
Attachments	No regul	ts found									



• Step 3: Mention the "Withdraw Reason" and click on "Submit".

Negotiations > Quote: 31006 (RFQ 6	<u>5003)</u> >			
This action will permanently withdr	aw the quote from the neg	otiation process and will be archived. An archived	l quot	e will not be eligible for evaluation or award
Withdraw Quote: 31006	(RFQ 65003)			Cancel Submit
	* Withdrawal Reason	Need to make changes in the Technical Requirement.	~	
			~	
				2

* Withdrawal Reason	Need to make changes in the Technical Requirement.	~	
			-
Confirmation			
Quote 31006 has been successful	ly withdrawn.		

• Step 4: Find the "Withdraw Quote" under "Disqualified and Withdraw Quote" option.

Г

Your Company's O	pen Invitations			Full List
Supplier Site	Negotiation Number	Title	Туре	Time Left
Quick Links Manage	View Responses			
Drafts Deliverables Personal Information	Active Disqualified and Withdrawn Awardee Rejected			



is	qualified a	and Witho	drawn Responses								
iele	ct Response	: Revise									
	Response	Number 🔿	Your Response Number 🗠	Status 🔿	Supplier Site	Negotiation Number 🗠	Title 🕰	Туре 🗠	Event Title 🗛	Time Left 🛋	Reason
0	31008			Wilhdrawn	ANS1 COMP	85003	TESTING 65003	RFQ		20 hours 11 minutes	Need to make changes in the Technical Requirement.

- Step 5: Revise or Create a New Quote again.
 - o Revise
 - $\circ~$ Select the Response Number and click on "Revise".

squalified	and Wi	hdrawn Responses								
squalified a	nd Withd	Irawn Responses								
lect Response:	Revise									
Response	Number 🛆	Your Response Number	Status 🗠	Supplier Site	Negotiation Number 44	Title 🛆	Type 🛆	Event Title A	Time Left 🛋	Reason
31006			Withdrawn	ANS1 COMP	65003	TESTING 65003	RFQ		20 hours 4 minutes	Need to make changes in the Technical Requirement.

- $\circ~$ Do the changes and click on "Continue" and then "Submit".
- Create a New Quote -
 - -Click on "Negotiation Number" and select "Create Quote" from Actions.

Dis	qualified a	and Wit	thdrawn Responses								
isc	qualified ar	nd Withd	Irawn Responses								
ele	ct Response:	Revise	N 0		o 11 ou		714	*	C		0
	Response N	umber 🗠	Your Response Number 🗠	Status 🕰	Supplier Site -	A Negotiation Number A	Title 🛆	Type 🕰	Event little 🛆	Time Left 🔺	Reason
0	31006			Withdrawn	ANS1 COMP	65003	TESTING 65003	RFQ		20 hours 11 minutes	changes in the Technical Requirement.

• Select "Create Quote" from Actions and click on "Go".



	Actions Create Quote 🔽 Go
Title TESTING 65003	
Status Active (Locked)	Open Date 27-Jun-2020 01:47:33
Time Left 19:55:41	Close Date 28-Jun-2020 01:06:16

Note –

- 1. Withdraw and new quote creation responses data will be visible to the ADFD team. So, make sure that you withdraw reason must match with the changes you are making in the quote.
- 2. It is suggested that Supplier must "Revise the Quote" instead of "Creating a new quote".



06 Respond to New Round

ADFD Team can create a new round of the RFQ in case of any issue. Creation of new round will take place after RFQ close. Please follow the below procedure to respond on same.

You will receive a notification in the worklist for the new round as below -

ou ar	e invited: Addition	nal round of RFQ	66004-2 (TESTIN	(G 66004) Yes No
From	Consultant, IT	Compa	y Default enterprise nar	me
To	ANS1 COMPANY	TI	e TESTING 66004	
Sent	27-Jun-2020 14:07:23	Numb	er 66004-2	
Due	28-Jun-2020 13:26:32			
ID	5451032			
To ack before Please	nowledge your intent to part acknowledging or declining a go to Round Modifications (icipate, press the Yes button page if you want to review th	on this page. To decline t e changes before acknowl	he invitation, press the No button. You may enter a note to the buyer in the space below ledging your intent to participate and/or responding.
Acti	on History			
Acti Num	Action Date	Action From	To	Details



Acknowledge the New Round of RFQ.

• Go to Sourcing page and find the New Round RFQ in "Your Company's Open Invitation".

Velcome, ANS1	COMPANY.	oonses							
Press Full List to	view all your company	y's responses.							Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Message	es
31012	Active	ANS1 COMP	66004	TESTING 66004	RFQ	0 seconds	翻	0	
31011	Active	ANS1 COMP	65003	TESTING 65003	RFQ	0 seconds	齫	0	
Your Compa	any's Open Invi	tations							Full Liet
Supplier Site	Negotiati	ion Number	Title		Туре	e Time	e Left		T un Eloc
	00004.2		терти	IC 66004	BEO	22 h	uro 15 mi	nutee	

• Select "Acknowledge Participation" from Action and Click on "Go".

Negotiations		
Negotiations RFQ: 66	5 5004-2	
		Actions Acknowledge Participation Go
	Title TESTING 66004	
	Status Active (Locked)	Open Date 27-Jun-2020 14:07:22
	Time Left 23:11:00	Close Date 28-Jun-2020 13:26:32
Header	Lines Controls Contract Terms	

• Select "Will your company participate?" as "Yes" and click on "Apply".

Negotiations		
Negotiations > RFQ: 66004	-2 >	
A Warning		
Your company has alrea	dy acknowledged participation for 66004-2. Either make modifications and press the Apply but	ton, or press the Cancel button.
Acknowledge Part	icipation (RFQ 66004-2)	Cancel Apply
Will your c	Supplier Site ANS1 COMP company participate?	
	Note to Buyer Yes we will participate in the Tendering	



Create Quote for New Round

• Select "Create Quote" and click on "Go".

legotiations	
Negotiations >	
RFQ: 66004-2	
	Actions Create Quote 🔽 Go
Title TESTING 66004	
Status Active (Locked)	Open Date 27-Jun-2020 14:07:22
Time Left 23:07:01	Close Date 28-Jun-2020 13:26:32

• Supplier again need to submit the Technical and Line details and submit the quote.

Step 1: Fill the "Header" level information.

egotiations > RFQ: 66004	2 >										
reate Quote: 310		Cancel	View 6	ted Da	ote By Spread	sheet	Save Draft	Continu			
		Time Left 23:04:39 Close Date 28-Jun-2020 13:26:32									
Contraction of the second											
Header Lines											
Suppl	M ANS1	COMPANY			Quote Vall	id Until	(27-Jun-2	020 19-45-00)	16		
Supplier Si	Supplier Site ANS1 COMP - ANS1 COMPANY, 8389938, 098309AE REQ Currency AED				Reference N	lumber					
RFQ Curren					Note to Buyer						
Quote Curren	y AED										
Price Precisio	n Any										
Attachments											
Add Attachment											
Title	Type	Description	Category	Last Update	i By	Last	Jpdated	Usage		Update	Delete

ADFD 24



Expand	All I Collabse All				
Focus	Title	RFQ Stage	Target Value	Quote Value	Weight
	A Requirements				
\$	Technical	Technical			70
	Can you supply us Tablet for Size 250mm % 150mm?	Technical	250mm x 150mm	250 mm × 150 mm	20
	What would be the RAM of the Table?	Technical	Require 4 GB RAM	We can provide you 408 RAM	20
	What will be the Brand of the Tablet you going to supply? (Huawer)	Technical	Most Preferable - Huwaet and	Huawei Mato Pro	30

					Preview Contract Terms
Variables					
Details Section	Clause	Variable	Description		Value
No variables found:					
Deliverables					
A Indicates deliverable is overdue × Ind	cates responsible party failed to p	erform the deliverable			
Deliverable Name	Due Date	s St	atus	Alert	Update
No Deliverables found					

Step 2: Fill the "Line" level information.

• Put the Quote Price which must be equal or less than the start price.

agottations > REQ: 660	04-2 >									
reate Quote: 31	1013 (RFQ	66004-	2)			Cancel	View RFQ	Quote By Spreadsheet	Save Draft	Continu
Header Lines	Title	Two-Sta	<u>3004</u> age RFQ <u>(</u>)			Tir Clos	me Left 22:5 se Date 28-Ji	<mark>6:26</mark> un-2020 13:26:32		
P	RFQ Currency rice Precision	AED Any				Quote Cu	mency AED			
Line	Shin To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Que	antity Promised Date	Quote	Undate
The second second second			400		105 Fach			60 30 km 3030 /5	Manifedi	

ADFD 25



Step 3: Submit the quote.

• Click on "Continue".

formation and an o	0004-2 -									
reate Quote:	31013 (RFG	66004-2	2)			Cancel	View RFQ	Quote By Spreadsheet	Save Draft	Continu
	Title	TESTING 66	004			TI	me Left 22:5	6:26		
		Two-Sta	ge RFQ 🕕			Clos	se Date 28-J	un-2020 13:26:32		
leader Lines										
	RFQ Currency Price Precision	AED Any				Quote Cu	rrency AED			
Power Quote	56	Recalculate								
Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Qu	antity Promised Date	Quote	Update
Stand enconversion	Mand Officia	Penind	106	200	195 Each	50		50 30-Jun.2020 Ga	Ves	

• Click on "Submit".

vegotiations × rcr G. 00004-2 ×							
1 Warning							
This quote is in response to an F	8FQ where the submitted quote will be evaluated in two stage	s - Technical and Co	mmercia	ι.			
Create Quote 31013: Re	eview and Submit (RFQ 66004-2)	Cancej	Back	Validate	Save Draft	Printable View	Submi
Header							
Title	TESTING 66004	3	Fime Left	22:53:09			
Supplier	ANS1 COMPANY	CI	ose Date	28-Jun-20	20 13:26:32		
Supplier Site	ANS1 COMP	Quote V	alid Until	E			
REQ Currency	AED	Reference	Number				
Quote Currency	AED	Note	to Buyer				
Drice Precision	Any						



07 List of Notification receive by Supplier

Below is the list of notification which supplier will receive after supplier submit the Quote -

Stage	Notification Name	Information
RFQ Close	RFQ Closed	This notification indicates that RFQ has been closed now and supplier will no more able to withdraw or revise the quote.
Technical Round	Two-Stage RFQ Complete	This notification will inform supplier whether their quote is qualified for the commercial round or not.
Commercial Round	Commercial Quote Disclose	The notification will reveal the Quote value submitted by another supplier.
Awarding	Award or Regret Notification	This notification will inform supplier whether they have been awarded or rejected for the RFQ.

Note –

- 1. Supplier can also receive notification related to "Close Early" or "Extension" of RFQ.
- **Close Early** when ADFD Team will close the RFQ early. The closure of RFQ will not let you withdraw or revise the quote.
- **Extend RFQ** will revise the close date and supplier will get more time to submit their quote.
- 2. ADFD Team can amend the RFQ before closing it. So, if supplier has submitted any quote, then they need to resubmit the quote again.