

# DFID Supplier Portal

## Guidance for E-Tendering

Please refer to the guidance below when using the DFID Supplier Portal, a list of frequently asked questions is also available [[see 'DFID Supplier Portal – E-Tendering Frequently Asked Questions'](#)]

The DFID Portal is a full electronic tendering process designed to streamline requirements for both supplier and DFID. DFID will no longer accept hard copies or a CD-rom, all tender documents and questionnaires must be submitted online directly to the DFID Portal. All clarification questions must be raised and will be answered via the DFID Portal.

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## DFID Portal Homepage

When you log on to the DFID Portal, you will start at your homepage. The homepage has 4 sections as follows:

### Your Profile

Amend any of the areas of your company profile here.

### Bulletin Board

Search here for contract opportunities (tenders) or to register an interest in forthcoming opportunities. This section is similar to the Public Bulletin Board but is only accessible to suppliers who have registered a company profile on the DFID Portal. You can personalise this page to your needs.

The screenshot shows the DFID Portal Homepage. On the left, there is a 'Links' sidebar with a 'Logout' button. The main content area is titled 'Home Page' and contains a list of four options, each with a green arrow icon:

- Your Profile**: Update your profile (last updated on Fri 05 Aug 2011)
- Bulletin Board**: Search for opportunities to tender
- My Tenders**: Work on tenders you have already registered with (you are currently registered with 0 tender(s))
- Payment Status**: Check the payment status of invoices (you currently have no payment details to display)

Below the list is a 'Please note' section: 'Please note: registering your profile on this system does not guarantee that you will be invited to tender. The likelihood of being considered to tender for a contract will depend on the number of other companies registered on the system offering the same goods or services, and on the frequency with which the goods or services are procured.'

Four red callout boxes with arrows point to the corresponding sections in the screenshot:

- 'Your Profile' box points to the 'Your Profile' link.
- 'Bulletin Board' box points to the 'Bulletin Board' link.
- 'My Tenders' box points to the 'My Tenders' link.
- 'Payment Status' box points to the 'Payment Status' link.

### My Tenders

Work on any current tenders that you are involved in here.

### Payment Status

Find details of any current invoices being processed and payments being made to your organisation.

## Your Profile

All the contact information, expertise and bank details you originally provided on registration are held in your profile. **It is your responsibility to maintain the information held on your Company Profile.**

Please check this information regularly and ensure that it is accurate and up to date. To update the information on this section, please refer to the guidance stated on the [DFID Portal Help and Guidance under for Existing Suppliers/Fund Recipients](#).

## Private Bulletin Board

### Search for contract opportunities

To search for contract opportunities (tenders) or to register an interest in forthcoming opportunities, click on  [Bulletin Board](#). The Private Bulletin Board is similar to the Public Bulletin Board which you will find on the [DFID Portal Welcome page](#), however the Private Bulletin Board is only for suppliers who have created a DFID Company Profile on the DFID Portal. You can also search for current tenders here and register an interest in them – the search can be limited to the categories you listed or all the categories available.

 **You must have set up your company profile to be able to register for a live tender. Unregistered users will not be able to see the complete set of tender documents, including the Terms of Reference.**

You can search for contract/tenders that match the categories that **you** have listed in your profile [for Guidance on creating your profile, please refer to the [DFID Portal Help and Guidance under for Existing Suppliers/Fund Recipients](#)’].

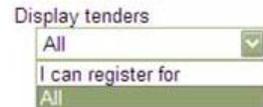
**Step 1:** To search for a contract/tender, simply enter the contract ID in the box provided (if you don’t know what the contract ID is, you can use a keyword e.g health, education etc)

Keyword or Contract ID

Current / Awarded  
Awarded   
D: Current  
Awarded

**Step 2:** Do you want to search for a current or awarded contract/tender? To choose, simply click the dropdown menu and highlight the relevant option

**Step 3:** Do you want to see all tenders or just the tenders that you have been awarded? To choose, click the dropdown menu and highlight the relevant option



**Step 4:** Depending on which countries you have listed in your profile\*\*, the Country box will have been already populated. If you have listed several countries then you will have an option to be able to click a dropdown menu and highlight the relevant option.



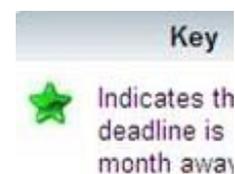
**\*\* If you have not already, please ensure that you have selected 'UK', 'India' and 'Procurement' in your profile.**

**Step 5:** Do you want to choose one matching category or all? To choose, click the dropdown menu and highlight the relevant option



**Step 6:** Click  Search . You will see that a list of contracts/tenders appear on the bottom of the page. If you do not get a result, you may need to amend your search criteria.

 **Contracts are listed in the order of 'Deadline'. The icons next to the deadline are explained in the key on the left of the screen.**



## Register an interest in a tender

If you want to register an interest in any tender, you simply click on the preferred tender(s) and click  Register . You will automatically see a message on the screen that confirms your interest in the selected tender.

## My Tenders

My Active Tenders			
Tenders you are actively working on are listed below. You currently have 1 active tender(s).			
Tender	Stage	Country	Deadline
5593: Trade Advocacy Fund – Evaluation Manager The Department for International Development (DFID) wishes to engage a Service Provider (SP) to unde ...	Engagement	Procurement	 Thu, 11 Aug 2011 14:00

Once you have expressed an interest in a tender you are eligible to view the full tender, this includes any relevant documents and the Pre Qualification Questionnaire (PQQ) relating to the tender. To do this follow these steps:

**Step 1:** click  [My Tenders](#) on your homepage.

**Step 2:** Click on the heading of the tender you want to view (see example above). A summary of the tender will appear on your screen.

**Step 3:** Click on  [Click here to view full notice including documentation](#) to open the full tender on your screen.

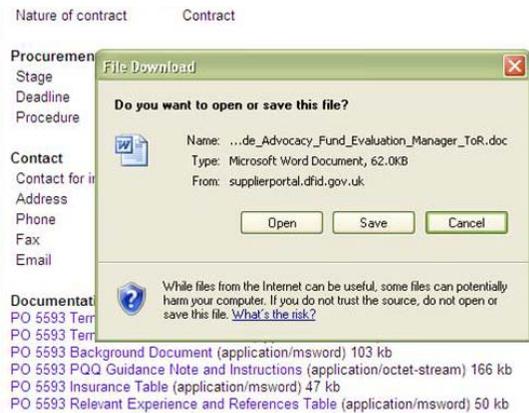
**Step 4:** To view the documentation relating to the procurement exercise, click on the blue hyperlinks.

**Step 5:** A window will open with and give you 3 options. If you wish to view the documents now, you can choose 'open'. To view the documents later choose 'save'. If you do not wish to save the document click 'cancel'.

**Step 5:** If you are content that you have read the summary and saved all the

documentation you need to your pc, click  [Return to Tender Summary](#). As you have expressed an interest in that tender you can return to view it at any time.

If you scroll down the tender page, you will see the following options:



#### View Evaluation Sections

Click here to upload your proposal and answer all pre-qualification questions and upload your proposal

#### Raise a clarification question

Click here if you wish to ask a question regarding this procurement exercise only.



**All queries must be submitted via the DFID Supplier portal**

#### View Messages

Click here to view all replies to clarification questions for this procurement exercise, this includes replies to other organisations that have raised questions.

#### Change Contact

Click here to change the main point of contact in your company for this procurement exercise only

#### Decline interest

If you have decided that you no longer wish to submit a tender for this procurement exercise, click this link.



**Use this link is use wisely. Once the link has been clicked you cannot access the tender details again unless you start the PQQ process again**



## View Evaluation Sections

The Evaluation section is where you enter details of your proposal, or your response to the pre-qualification questions. When you open this page up you will find 15 sections that contain several questions, you can see how many questions are in each section and as you answer each question the system will update so you will see your progress under the '% complete' heading.

Section	Number of Questions	% Complete	Action
1. Organisation Identity	7	100	<a href="#">Review/Respond</a>
2. Organisation Information	12	100	<a href="#">Review/Respond</a>
3. COMPLIANCE WITH EU LEGISLATION, UK PROCUREMENT LEGISLATION	1	0	<a href="#">Review/Respond</a>
4. FINANCIAL (APPLICANT) and			

To take part in any tender opportunities, you must complete each question in full by using the dialogue boxes or drop down menus provided, you may also be required to upload relevant documents. To do this, simply follow these steps:

**Step 1:** Click on [Review/Respond](#) you will see a question and you will either have a box to enter your response and/or the option to add an attachment.

**Step 2:** Some questions require you to attach a relevant attachment. To do this simply click on  [Add Attachment](#)

**Step 3:** A new page will open up to you to attach your document:



Add Document

Please note the maximum file size is: 15Mb

Document title

File to be attached  [Browse...](#)

 Save

Enter the name of your document in the box [Document title](#)

**Step 4:** Click [Browse...](#) and upload the appropriate document from your pc

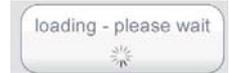


**You cannot upload an attachment that exceeds 15Mb**

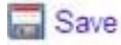
**Step 5:** click  [Save](#) .



**You will see the message on your screen before you are taken back to the notice - this is a feature of the system, do not press any keys.**



**Step 6:** Once you have completed all the questions in that section, click



**Step 7:** Your questions have been saved. Click [Go back to Sections List](#) to proceed with the next question. Click [Add/Review Answers](#) if you want to check or amend the answers.



**Click [Return to notice](#) from the evaluations sections page at any time if you want to go back to the full tender page containing the summary and documentation.**

### Raise a clarification question

All queries relating to tenders must be submitted via the DFID Suppliers portal. If you have selected to receive alerts in your company profile, DFID will automatically advise you by email of any questions that have been raised and responded to. To raise a clarification question follow these steps:

**Step 1:** simply go to the tender page and click on [Raise a clarification question](#)

**Step 2:** On the new page you will see the following:

**Step 3:** Create a relevant title for your question e.g start date. Enter this in the [Subject](#) box

**Step 4:** Draft your question, give us as much detail as possible. **Your question will be visible to all organisations who have also expressed an interest.** Please ensure that your question is not 'company specific' – anonymity is advised.

 **Before submitting a question, take some time to view messages that have already been submitted as you may find that other interested organisations have asked the same question**

**Step 5:** Enter your question in the **Question** box. Click  **Send** to submit your question.

**Step 6:** You will receive an email alert to the email address you registered to confirm that your question has been received. To return to the Contract Notice click  **Continue**

 **The maximum character limit is 8000. If this is exceeded the system will not allow your question to be submitted to the Contract Manager.**

## View Messages

All queries relating to tenders are submitted via the DFID Suppliers portal. To view a clarification question that you have submitted or that other interested organisations have submitted, simply follow these steps:

**Step 1:** On the tender page, click on  **View Messages**

**Step 2:** You will be taken to a new page listing questions that have been submitted. If this page is not populated then no messages or clarification questions have been issued yet.

View Messages for 5593: Trade Advocacy Fund – Evaluation Manager

 [Return to notice](#)

Listed below are all messages relating to this procurement exercise including all the published responses to clarification questions that have been raised.

Message	Submitted on	Published	Published on	Action
	Tue, 26 Jul 2011 09:38		Tue, 26 Jul 2011 09:41	<a href="#">view</a>
	Tue, 26 Jul 2011 09:49		Tue, 26 Jul 2011 09:54	<a href="#">view</a>
Contract Duration	Wed, 27 Jul 2011 13:21		Wed, 27 Jul 2011 13:22	<a href="#">view</a>
Consortium	Thu, 04 Aug 2011 07:55		Thu, 04 Aug 2011 11:52	<a href="#">view</a>
Clarification Questions and Decline Option	Thu, 04 Aug 2011 11:58		Thu, 04 Aug 2011 12:02	<a href="#">view</a>

**Step 3.** To view a question simply scroll down to any question and click [view](#). A new page will open up which looks similar to this:



To add comment or an additional query to a question that has been submitted, simply click [Respond](#) and submit a reply.

**Step 4:** To go back to the messages homepage for that tender, click [Return to messages](#).

### Change Contact

If you want to change the name of the person who will be the first point of contact in your organisation for this tender you need to ensure that **you have more than one name and contact details listed in your company profile**. To add another contact person simply follow the steps listed in the DFID Portal Help and Guidance.

To change the name of the contact person on this tender follow these steps:

**Step 1:** On the tender page, click on [Change Contact](#)

**Step 2:** using the dropdown menu, select another contact and click [Continue](#) to return to the contract notice

**Step 3:** The new main contact has been saved. You will **not** receive any alerts to confirm this action, however all communications regarding this procurement exercise will now be directed to the new main contact.

### Decline Interest

If you have changed your mind about a tender and wish to decline an interest, simply follow these steps:

**Step 1:** On the tender page, click on [Decline interest](#)

**Step 2:** You will be taken to a new page which asks you to confirm that you no longer wish to take any further part in this procurement exercise – this includes receiving question alerts and access to the tender documentation

Click [Confirm](#) if you are sure that you to want to decline any more involvement in this Procurement exercise.

**Please note that once you have declined an interest in a tender, you will not be able to re-register.** Click [Cancel](#) if you still wish to continue taking part in this procurement exercise.

 **DFID encourages the use of the [Decline interest](#)** option as this enables Contract Managers to anticipate how many PQQs they will potentially receive.

## Payment Status

All invoices and current orders are available to view on via your homepage.

Simply click on [Payment Status](#).

Invoice Payment Status						
This page displays the status of your current orders and invoices.						<a href="#">Back</a>
Order No.	Invoice No.	Currency	Invoice Total	Status	Paid Date	Amount Outstanding