Sourcing RFQ Manual

September 2024

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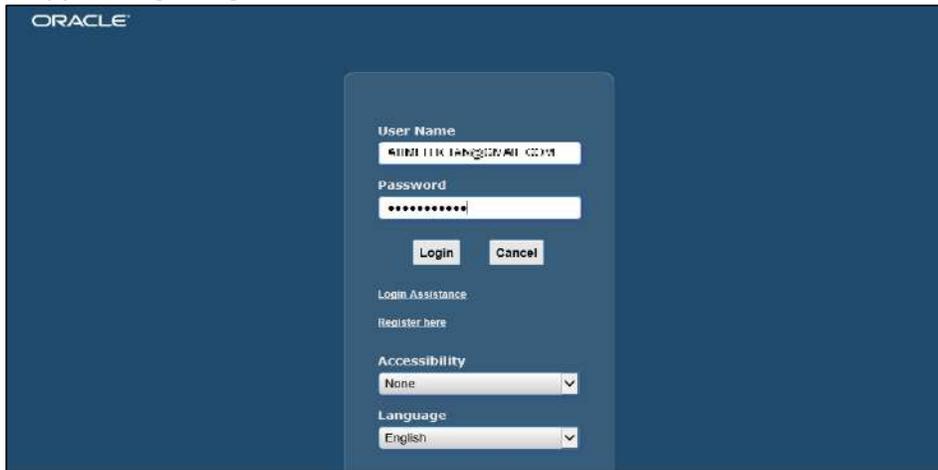
Login Page may get change due to upgrades.
The Login screen is displayed.

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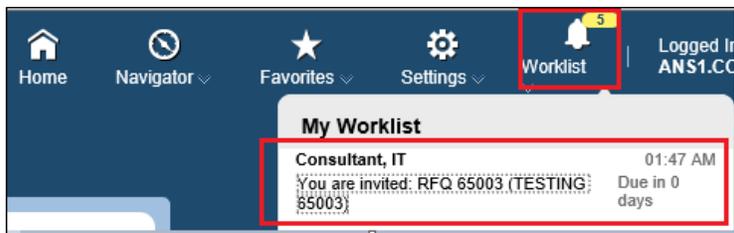3- Click the Login button.

- **Click on this logo** **on the top left corner and select "ADFD Supplier User Responsibility" and then select "Isupplier Portal Home Page".**
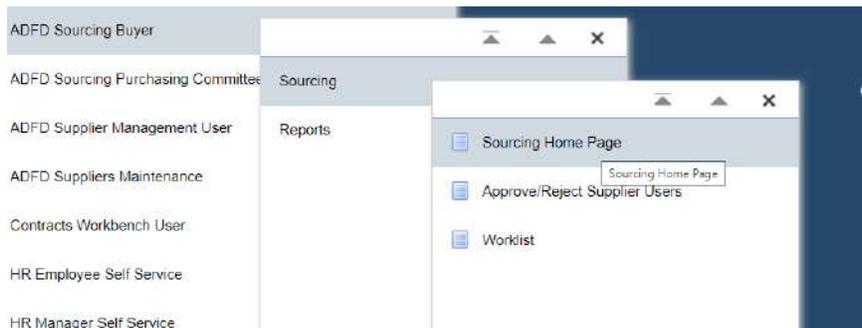
- **Go to Worklist to check for the RFQ Invitation Notification. The same RFQ Invitation will also be received by the "supplier user" in their respective email id.**

- **Click on the Notification to check the same with more details.**

You are invited: RFQ 65003 (TESTING 65003)

`Yes` `No`

From	Consultant, IT	**Company**	Default enterprise name
To	ANS1 COMPANY	**Title**	TESTING 65003
Sent	27-Jun-2020 01:47:35	**Number**	65003
Due	28-Jun-2020 01:06:16		
ID	5448980		

Negotiation Preview **June 27, 2020 01:47 am Dubai**
Negotiation Open **June 27, 2020 01:47 am Dubai**
Negotiation Close **June 28, 2020 01:06 am Dubai**
Supplier **ANS1 COMPANY**
Supplier Site **ANS1 COMPANY, 8389938, 098309AE**

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to Negotiation Details page if you want to view the document before acknowledging intent to participate and/or to enter a response.
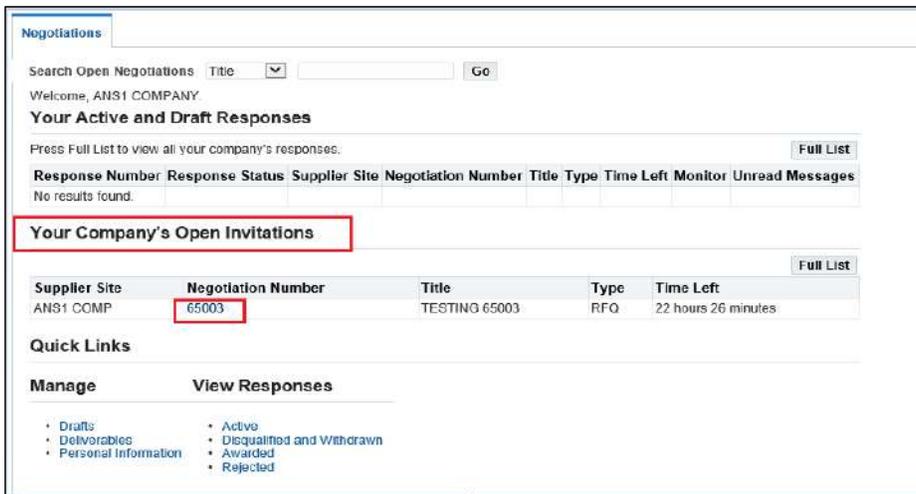
Action History

Num	Action Date	Action	From	To	Details
1	27-JUN-2020 01:47:35	Submit	Consultant, IT	ANS1 COMPANY	

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.**

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

Currency

RFQ Currency   AED   Price Precision   Any

Requirements

Show All Details | Hide All Details

Details	Section	RFQ Stage	Weight
◢	Technical	Technical	70

Requirement	Target	Weight	View
Can you supply us Tablet for Size 250mm x 150mm?	250mm x 150mm	20	∞
What would be the RAM of the Tablet?	Require 4 GB RAM	20	∞
What will be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell)	Most Preferable - Huwaei and Lenovo	30	∞

Notes and Attachments

Note to Suppliers

Title △	Type △	Description △	Category △	Last Updated By △	Last Updated △	Usage △	Update	Delete
Sourcing RFQ to Supplier.txt	File		To Supplier	IT.CONSULTANT	27-Jun-2020	One-Time	🖉	🗑

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.**

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

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".**

- **Select "Acknowledge Participation" from Action and Click on "Go".**

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

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

Commented [AA1]: new

04 Create Quote

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

Step 1: Select Action as "Create Quote" and click on "Go".

- **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".

- **Step 3: Fill the Technical Requirements.**

- 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.**

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.**
  - o **As per the "Target Price" please fill the "Quote Price".**

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.
4. 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.**

  - **Review the Quote.**

Negotiations >

Create Quote 31006: Review and Submit (RFQ 65003)

Cancel | Back | Validate | Save Draft | Printable View | Submit

Header

Title	TESTING 65003	Time Left	20:35:26
Supplier	ANS1 COMPANY	Close Date	28-Jun-2020 01:06:16
Supplier Site	ANS1 COMP	Quote Valid Until	
RFQ Currency	AED	Reference Number	
Quote Currency	AED	Note to Buyer	
Price Precision	Any		

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found								

Requirements

Show All Details | Hide All Details

Details	Section	Weight	RFQ Stage
◢	Technical	70	Technical

Requirement	Target Value	Quote Value	Weight
Can you supply us Tablet for Size 250mm x 150mm?	250mm x 150mm	250mm x 150 mm	20
What would be the RAM of the Tablet?	Require 4 GB RAM	We can Provide you 4 GB RAM	20
What will be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell)	Most Preferable - Huwaei and Lenovo	Huawei Mate Pro	30

Contract Terms

Preview Contract Terms

Variables

Details	Section	Clause	Variable	Description	Value
	No variables found.				

Deliverables

⚠ Indicates deliverable is overdue   ✗ Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert
No Deliverables found.			

Lines

Quote Total (AED) 9,750.00

	Line	Line	Ship-To	Start Price	Target Price	Quote Price Unit (AED)	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
⦿	Requirement for a...	1 Requirement for a...	Head Office		200	195 Each	50	50	9,750.00	On or after 30-Jun-2020 10:59:00	30-Jun-2020 10:59:00

o **Click on "Submit".**

Negotiations >

Create Quote 31006: Review and Submit (RFQ 65003)   Cancel   Back   Validate   Save Draft   Printable View   Submit

Header

Title	TESTING 65003
Supplier	ANS1 COMPANY
Supplier Site	ANS1 COMP
RFQ Currency	AED
Quote Currency	AED
Price Precision	Any

Time Left	20:32:41
Close Date	28-Jun-2020 01:06:16
Quote Valid Until	
Reference Number	
Note to Buyer	

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

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.**

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

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

Negotiations > Quote: 31006 (RFQ 65003) >

⚠ Warning

This action will permanently withdraw the quote from the negotiation process and will be archived.An archived quote 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.

Negotiations > Quote: 31006 (RFQ 65003) >
Withdraw Quote: 31006 (RFQ 65003)   Cancel Submit

* Withdrawal Reason | Need to make changes in the Technical Requirement.

🔲 **Confirmation**

Quote 31006 has been successfully withdrawn.
Return to Previous page

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

Your Company's Open Invitations

					Full List
Supplier Site	**Negotiation Number**	**Title**	**Type**	**Time Left**	
No results found.					

Quick Links

Manage   **View Responses**

- Drafts   • Active
- Deliverables   • Disqualified and Withdrawn
- Personal Information   • Awarded
                             • Rejected

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

  - o **Do the changes and click on "Continue" and then "Submit".**

- **Create a New Quote –**
  - o **-Click on "Negotiation Number" and select "Create Quote" from Actions.**

- **Select "Create Quote" from Actions and click on "Go".**

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 –

Acknowledge the New Round of RFQ.

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

- **Select "Acknowledge Participation" from Action and Click on "Go".**

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

Create Quote for New Round

- **Select "Create Quote" and click on "Go".**

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

Step 1: Fill the "Header" level information.

Step 2: Fill the "Line" level information.

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

Step 3: Submit the quote.

- **Click on "Continue".**

- **Click on "Submit".**

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.