



صندوق أبوظبي للتنمية  
ABU DHABI FUND FOR DEVELOPMENT

# Sourcing RFQ Manual

September 2024

ADFD

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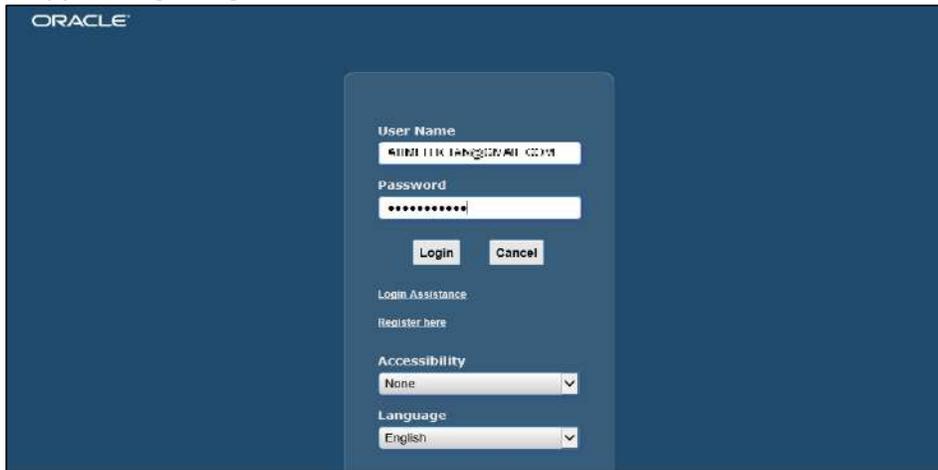
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## 01 Sourcing RFQ

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



The screenshot shows the Oracle Supplier Login Page. The page has a dark blue background with the Oracle logo in the top left corner. The login form is centered and contains the following elements:

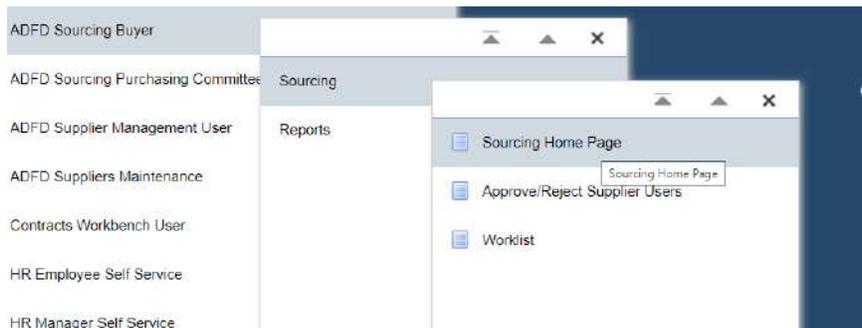
- User Name:** A text input field with the value "KIBRIL HIKI ABU BAKR ALI ALI" entered.
- Password:** A password input field with masked characters "\*\*\*\*\*".
- Login and Cancel buttons:** Two buttons located below the password field.
- Login Assistance:** A link labeled "Login Assistance".
- Register here:** A link labeled "Register here".
- Accessibility:** A dropdown menu currently set to "None".
- Language:** A dropdown menu currently set to "English".

Login Page may get change due to upgrades.

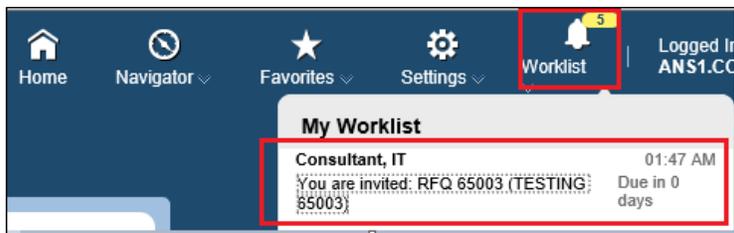
The Login screen is displayed.

- 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)**

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.

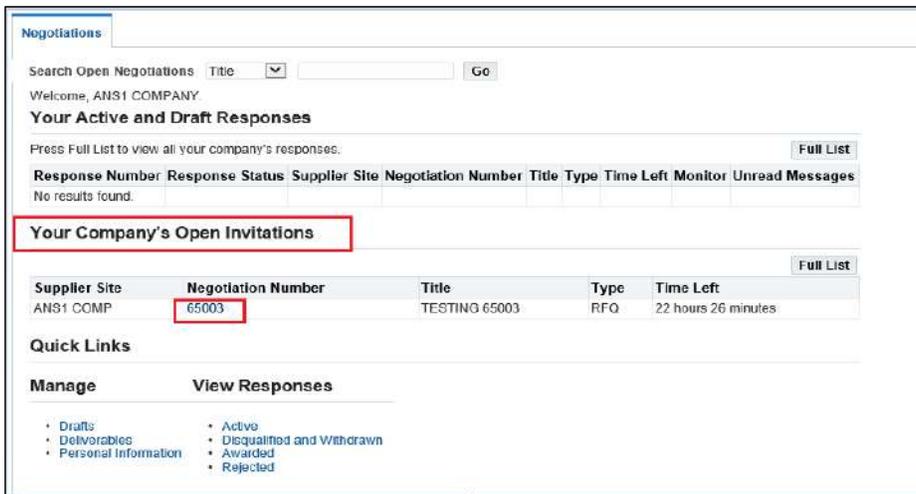
**Action History**

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.**



**Negotiations**

Search Open Negotiations Title

Welcome, ANS1 COMPANY

**Your Active and Draft Responses**

Press Full List to view all your company's responses:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

**Your Company's Open Invitations**

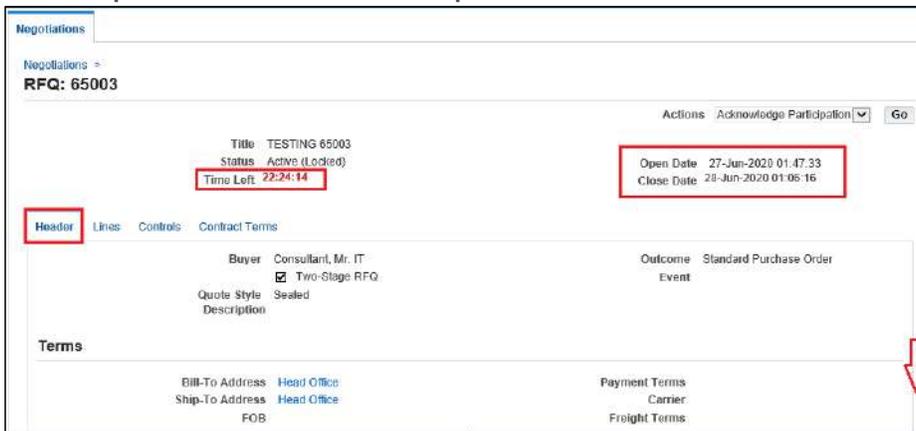
Supplier Site	Negotiation Number	Title	Type	Time Left
ANS1 COMP	65003	TESTING 65003	RFQ	22 hours 26 minutes

**Quick Links**

**Manage**      **View Responses**

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

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



**Negotiations**

Negotiations >  
**RFQ: 65003**

Actions: Acknowledge Participation

Title: TESTING 65003  
 Status: Active (Locked)  
 Time Left: 22:24:14

Open Date: 27-Jun-2020 01:47:33  
 Close Date: 28-Jun-2020 01:06:16

**Header**   Lines   Controls   Contract Terms

Buyer: Consultant, Mr. IT  
 Two-Stage RFQ  
 Outcome: Standard Purchase Order Event

Quote Style: Sealed  
 Description:

**Terms**

Bill-To Address: [Head Office](#)  
 Ship-To Address: [Head Office](#)  
 FOB

Payment Terms:  
 Carrier:  
 Freight Terms:



**Currency**

RFQ Currency AED Price Precision Any

**Requirements**

Show All Details | Hide All Details

Details	Section	RFQ Stage	Weight
Technical	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 - Huawei 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.



### 03 Acknowledge of RFQ

- Go to Sourcing page and find the New Round RFQ in “Your Company’s Open Invitation”.

**Negotiations**

Search Open Negotiations Title  Go

Welcome, ANS1 COMPANY.

**Your Active and Draft Responses**

Press Full List to view all your company’s responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	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 Company’s Open Invitations** [Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
ANS1 COMP	66004-2	TESTING 66004	RFQ	23 hours 15 minutes

- Select “Acknowledge Participation” from Action and Click on “Go”.

**Negotiations**

Negotiations >

**RFQ: 66004-2**

Actions Acknowledge Participation

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 button, or press the Cancel button.

**Acknowledge Participation (RFQ 66004-2)** Cancel Apply

Supplier Site: ANS1 COMP

Will your company participate?  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 1: Select Action as “Create Quote” and click on “Go”.**



The screenshot shows the 'Negotiations' tab in a system interface. The main heading is 'RFQ: 65003'. Below this, there are several fields: 'Title: TESTING 65003', 'Status: Active (Locked)', and 'Time Left: 21:35:30'. To the right, there are 'Open Date: 27-Jun-2020 01:47:33' and 'Close Date: 28-Jun-2020 01:05:16'. A red box highlights the 'Actions' dropdown menu, which is currently set to 'Create Quote', and a 'Go' button next to it. At the bottom, there are tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'.

- **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”.



The screenshot shows a 'Terms and Conditions' dialog box. The title bar says 'Negotiations > Terms and Conditions'. There are 'Cancel' and 'Accept' buttons. Below the title, it says 'The following terms and conditions must be accepted before a quote is placed in this RFQ.' A text area contains the text 'Abu Dhabi Fund For Development terms and condition'. A red arrow points to the bottom right corner of the dialog box.



**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									
<input checked="" type="checkbox"/> I have read and accepted the terms and conditions									

Cancel Accept

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

Negotiations

Negotiations > RFQ: 65003 -

**Create Quote: 31006 (RFQ 65003)** Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: TESTING 65003 Time Left: 21:28:35  
Close Date: 28-Jun-2020 01:06:16  
 Two-Stage RFQ

**Header** Lines

Supplier: ANS1 COMPANY  
Supplier Site: ANS1 COMP - ANS1 COMPANY, 8389938, 098309AE  
RFQ Currency: AED  
Quote Currency: AED  
Price Precision: Any

Quote Valid Until: (27-Jun-2020 18:45:00)  
Reference Number:  
Note to Buyer:

**Attachments**

Add Attachment...

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

- 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.**

Focus Title	RFQ Stage	Target Value	Quote Value	Weight
Requirements				
Technical	Technical			70
Can you supply us Tablet for Size 250mm x 150mm?	Technical	250mm x 150mm	250mm x 150 mm	20
What would be the RAM of the Tablet?	Technical	Requires 4 GB RAM	We can able to provide you 4GB	20
What will be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell)	Technical	Most Preferable - Huawei and Lenovo	Huawei Mate Pro	30

#### 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”.



Negotiations >  
**Create Quote: 31006 (RFQ 65003)** Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: TESTING 65003 Time Left: 20:46:10  
 Two-Stage RFQ (i) Close Date: 28-Jun-2020 01:06:16

Header | **Lines**

RFQ Currency: AED Quote Currency: AED  
Price Precision: Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	Requirement for a...	Head Office	Sealed	200	195	Each	50	50	30-Jun-2020	Yes	

Indicates more information requested. Click the Update icon.

### 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.

Negotiations >  
**Create Quote: 31006 (RFQ 65003)** Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: TESTING 65003 Time Left: 20:38:20  
 Two-Stage RFQ (i) Close Date: 28-Jun-2020 01:06:16

Header | **Lines**

RFQ Currency: AED Quote Currency: AED  
Price Precision: Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	Requirement for a...	Head Office	Sealed	200	195	Each	50	50	30-Jun-2020	Yes	

Indicates more information requested. Click the Update icon.

- Review the Quote.



Negotiations >

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

**Header**

Title	TESTING 05003	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
<input type="checkbox"/>	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 - Huawei 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 (AED)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
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



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- Click on "Submit".

Negotiations >

**Create Quote 31006: Review and Submit (RFQ 65003)**

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**Header**

Title	TESTING 65003	Time Left	20:32:41
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		



**Negotiations**

Negotiations >

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

**Header**

**Confirmation**

Quote 31006 for RFQ 65003 (TESTING 65003) has been submitted.

[Return to Sourcing Home Page](#)

Supplier Site: ANS1 COMP  
RFQ Cur: 65003  
Quote Cur: 31006  
Price Precision: Any

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
-------	------	-------------	----------	-----------------	--------------	-------	--------	--------

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

**Negotiations**

Search Open Negotiations  Title  [Go](#)

Welcome, ANS1 COMPANY.

**Your Active and Draft Responses**

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
31006	Active	ANS1 COMP	65003	TESTING 65003	RFQ	20 hours 30 minutes		0

**Your Company's Open Invitations**

[Full List](#)

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

**Quick Links**

**Manage** **View Responses**

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

## 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.**

**Your Active and Draft Responses**

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
31006	Active	ANS1 COMP	65003	TESTING 65003	RFQ	20 hours 18 minutes		0

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

Negotiations >

**Quote: 31006 (RFQ 65003)** Actions Withdraw Quote

Title: TESTING 65003  
 Time Left: 20 hours 17 minutes  
 Close Date: 28-Jun-2020 01:06:16  
 Quote Style: Sealed  
 Ranking: Price Only  
 Quote Currency: AED  
 Supplier: ANS1 COMPANY  
 Contact: COMPANY, ANS1  
 Supplier Site: ANS1 COMP  
 Suppliers' Quote Number:   
 Quote Status: Active  
 Quote Valid Until:   
 Note to Buyer:   
 Attachments: 

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



- 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
- Deliverables
- Personal Information
- Active
- **Disqualified and Withdrawn**
- Awarded
- Rejected

Negotiations >

### Disqualified and Withdrawn Responses

Disqualified and Withdrawn Responses

Select Response: **Revise**

Response Number	Your Response Number	Status	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Reason
<input type="radio"/> 31006		Withdrawn	ANS1 COMP	65003	TESTING 65003	RFQ		20 hours 11 minutes	Need to make changes in the Technical Requirement.

[Return to Negotiations](#)

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

Negotiations >

### Disqualified and Withdrawn Responses

Disqualified and Withdrawn Responses

Select Response: **Revise**

Response Number	Your Response Number	Status	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Reason
<input checked="" type="radio"/> 31006		Withdrawn	ANS1 COMP	65003	TESTING 65003	RFQ		20 hours 4 minutes	Need to make changes in the Technical Requirement.

[Return to Negotiations](#)

- Do the changes and click on “Continue” and then “Submit”.
- **Create a New Quote –**
  - -Click on “Negotiation Number” and select “Create Quote” from Actions.

Negotiations >

### Disqualified and Withdrawn Responses

Disqualified and Withdrawn Responses

Select Response: **Revise**

Response Number	Your Response Number	Status	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Reason
<input type="radio"/> 31006		Withdrawn	ANS1 COMP	<b>65003</b>	TESTING 65003	RFQ		20 hours 11 minutes	Need to make changes in the Technical Requirement.

[Return to Negotiations](#)

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



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Negotiations > Disqualified and Withdrawn Responses >  
**RFQ: 65003**

Actions: Create Quote

Title: TESTING 65003  
Status: Active (Locked)  
Time Left: 19:55:41

Open Date: 27-Jun-2020 01:47:33  
Close Date: 26-Jun-2020 01:06:16

**Header** | Lines | Controls | Contract Terms

**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 –

**You are invited: Additional round of RFQ 66004-2 (TESTING 66004)**

From Consultant, IT                      Company Default enterprise name  
 To ANS1 COMPANY                      Title TESTING 66004  
 Sent 27-Jun-2020 14:07:23              Number 66004-2  
 Due 28-Jun-2020 13:26:32  
 ID 5451032

Negotiation Preview June 27, 2020 02:07 pm Dubai  
 Negotiation Open June 27, 2020 02:07 pm Dubai  
 Negotiation Close June 28, 2020 01:26 pm 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 [Round Modifications](#) page if you want to review the changes before acknowledging your intent to participate and/or responding.

**Action History**

Num	Action Date	Action	From	To	Details
1	27-JUN-2020 14:07:23	Submit	Consultant, IT	ANS1 COMPANY	

## Acknowledge the New Round of RFQ.

- Go to Sourcing page and find the New Round RFQ in “Your Company’s Open Invitation”.

**Negotiations**

Search Open Negotiations Title

Welcome, ANS1 COMPANY.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	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 Company's Open Invitations**

Supplier Site	Negotiation Number	Title	Type	Time Left
ANS1 COMP	66004-2	TESTING 66004	RFQ	23 hours 15 minutes

- Select “Acknowledge Participation” from Action and Click on “Go”.

**Negotiations**

Negotiations >

**RFQ: 66004-2**

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

Actions Acknowledge Participation

[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 button, or press the Cancel button.

**Acknowledge Participation (RFQ 66004-2)**

Supplier Site ANS1 COMP

Will your company participate?  
 Yes  
 No

Note to Buyer Yes we will participate in the Tendering

## Create Quote for New Round

- Select “Create Quote” and click on “Go”.

Negotiations

Negotiations >  
**RFQ: 66004-2**

Actions: Create Quote

Title: TESTING 66004  
 Status: Active (Locked)  
 Time Left: 23:07:01

Open Date: 27-Jun-2020 14:07:22  
 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.

Negotiations

Negotiations > RFQ: 66004-2 >  
**Create Quote: 31013 (RFQ 66004-2)**

Title: TESTING 66004  
 Time Left: 23:04:39  
 Two-Stage RFQ ⓘ  
 Close Date: 28-Jun-2020 13:26:32

**Header** Lines

Supplier: ANS1 COMPANY  
 Supplier Site: ANS1 COMP - ANS1 COMPANY, 8389938, 098309AE  
 RFQ Currency: AED  
 Quote Currency: AED  
 Price Precision: Any

Quote Valid Until: (27-Jun-2020 19:45:00) ⓘ  
 Reference Number:   
 Note to Buyer:

**Attachments**

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



Focus Title	RFQ Stage	Target Value	Quote Value	Weight
Requirements	Technical			70
Can you supply us Tablet for Size 250mm x 150mm?	Technical	250mm x 150mm	250 mm x 150 mm	20
What would be the RAM of the Tablet?	Technical	Require 4 GB RAM	We can provide you 4GB RAM	20
What will be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell)	Technical	Most Preferable - Huawei and Lenovo	Huawei Mate Pro.	30

Details	Section	Clause	Variable	Description	Value
No variables found.					
Deliverables					
No Deliverables found.					

Step 2: Fill the "Line" level information.

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

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update	
1	Requirement for a...	Head Office	Sealed	195	200	195	Each	50	50	30-Jun-2020	Yes	

Step 3: Submit the quote.

- Click on “Continue”.

Negotiations > RFQ: 66004-2 >  
**Create Quote: 31013 (RFQ 66004-2)** Cancel | View RFQ | Quote By Spreadsheet | Save Draft | **Continue**

Title: TESTING 66004 Time Left: 22:56:26  
 Two-Stage RFQ Close Date: 28-Jun-2020 13:26:32

Header | Lines

RFQ Currency: AED Quote Currency: AED  
 Price Precision: Any

Power Quote: % Recalculate

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update	
1	Requirement for a...	Head Office	Sealed	195	200	195	Each	50	50	30-Jun-2020	Yes	

ⓘ Indicates more information requested. Click the Update icon.

- Click on “Submit”.

Negotiations > RFQ: 66004-2 >  
**Warning**  
 This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

**Create Quote 31013: Review and Submit (RFQ 66004-2)** Cancel | Back | Validate | Save Draft | Printable View | **Submit**

Header

Title: TESTING 66004 Time Left: 22:53:09  
 Supplier: ANS1 COMPANY Close Date: 28-Jun-2020 13:26:32  
 Supplier Site: ANS1 COMP Quote Valid Until  
 RFQ Currency: AED Reference Number  
 Quote Currency: AED Note to Buyer  
 Price Precision: Any

Attachments

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

### Note –

- 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.
- ADFD Team can amend the RFQ before closing it. So, if supplier has submitted any quote, then they need to resubmit the quote again.