

# GRP Sourcing User Guide (Suppliers Version)

## *USER & TRAINING MANUAL*

*SDG\_DO.070\_PON\_V1.0*

*Version 1.0*

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## Document Control

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### Document History

Date	Version	Author(s)	Description
13/12/2016	1.0	Mohamed Kafafy	

### Distribution List

Name	Title	Entity
SDG Website (For Suppliers download)		SDG
SDG Procurement Team		SDG – CSD
SDG GRP Support Team		SDG - GRP

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## Glossary

Term	Description
Tender / RFQ / RFP	Refers to the same meaning which represent request for quotation or proposals and the three terms are used interchangeably within the document
Buyer	A member of the organization that is responsible for communication with supplier(s) on behalf of the organization.
SDG	Smart Dubai Government Establishment
Quote	Response to Tender by supplier's representative and commitment to deliver the service in case of awarding the tender fully or partially to the supplier
NDA	Non-Disclosure Agreement
GRP	Refers to Government Resource Planning Systems which is used by SDG and Dubai Government as a unified platform for managing the back office operations
Responsibility	A logical grouping of functions that access the system
Online Discussion	The messaging feature in the tenders in the GRP system

# 1 Introduction

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The User Guide is a documentation of necessary steps required by the supplier who wants to participate in the tenders published by SDG and they are invited to it through public tendering (through the portal <http://sdg.gov.ae>) or by special invitation mail.

## 1.1 Scope

This document is only focused on the tendering process and how to quote for the RFQs or RFPs.

## 1.2 Prerequisites

The prerequisites for this document is that the reader be familiar with the Systems in General and basic spreadsheet knowledge. Also the supplier need to ensure they have an access to the GRP systems.

### 1.2.1 The system requirements recommendations are as follows:

1. Microsoft Windows (Windows 7 or higher)
2. Internet Explorer (version 8 or higher) – Other browser like Firefox are supported but the view might differ. Also ensure that pop-up blocker is turned off for the SDG website.
3. Spreadsheet viewer similar to MS Office (recommend version of MS Office is 2010 or higher)
4. Ensure that your mailer set SDG mail domain as a trusted safe mailer (sdg.gov.ae)

## 1.3 How this is Organized

The document is organized in the form of chapters, where each chapter is representing a particular process and divided into sub-chapters or modules where it will contain a particular operation or group of operations that are logically related and fit within a process.

*All the information of SDG staff (whose names have been used in this user guide) are masked for security and privacy compliance. Also a dummy supplier name was created for the purpose of the illustrations of this document only.*

## 1.4 Suggestions or Clarifications

In case you have any suggestion on the user guide or the contents, or need further clarifications; your feedback and suggestions matters to us and extremely valued. Kindly contact us on: [supplier.information@sdg.gov.ae](mailto:supplier.information@sdg.gov.ae)

## 2 List of processes

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#	Title	Description
1	Search for a Tender (RFQ / RFP)	Explains how to search for a tender whether it was with a special invitation or public
2	Review of Tenders	Explains how to review the tenders and download them into the local PC.
3	Creation of Quotes	Explains how quote creation can happen from supplier side
4	Communication with SDG	Explain how to send message to the buyer about a tender through the GRP system

### 3 Chapter 1 – Tendering

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- Usually tenders handle transactions that has been labeled from the requester through the requisitions as a tender, hence most of these tenders exceed the value of (250,000) AED and the tender will be published on the website and accessed by the supplier online for response.
- **Note:** Supplier must have a username on the GRP in order to access the tender and respond to it. If you don't have a username or password, kindly contact SDG on the mail: [supplier.information@sdg.gov.ae](mailto:supplier.information@sdg.gov.ae)

### 3.1 Login and Search for Tenders

Upon accessing the GRP, the first screen is your login screen and will discuss in the module how to search for published tenders

Step	Description
1	Open the GRP Login Page <a href="http://grp.dubai.gov.ae">http://grp.dubai.gov.ae</a> and put your user name and password



The screenshot shows the GRP Login Page. At the top left is the Government of Dubai logo. At the top right is the GRPS logo. The main content area features a large banner for the 'Smart Employee app' with images of a tablet and a smartphone. Below the banner are four service buttons: 'المورد الإلكتروني Supplier', 'الاقتراحات الإلكترونية Suggest', 'اسأل دبي Ask Dubai', and 'الدفع عبر الموبايل mPay'. On the right side, there is a login form with fields for 'User Name' and 'Password', 'Login' and 'Cancel' buttons, a 'Login Assistance' link, and an 'Accessibility' dropdown menu. At the bottom, there is a language selection option for 'English' and 'العربية', and a footer with copyright information and the Dubai Smart Gov logo.

Step	Description
2	Enter the user name and password (that you have received it by mail, if not click on the <a href="#">Login Assistance</a> link below the login details). Then click on the <i>login</i> button <i>Note: if this is your first login you will be prompted to change the password.</i>






\* User Name

\* Password

[Login Assistance](#)

Accessibility

GRP Supports Arabic and English









3	<p>The home page loads which is divided into main two areas,</p> <ol style="list-style-type: none"> <li>1. The notification area where you receive all the notifications and reminders from SDG and Dubai Government</li> <li>2. The functionality access through what is called as responsibilities</li> </ol>
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Step	Description
------	-------------

تطبيق الموظف الذكي

على الهاتف المتحرك، الأجهزة الذكية والثابتة

Smart Employee app

on Mobile Phone, Tablet & Desktop



متوافر مجاناً

Available Free




 Logged In As **CONTACT@SUPPLIER.COM**

## Government Resources Planning Systems

Main Menu

Access for various functions from here


GRP eSupplier Portal

Personalize

Worklist

All the notifications and invitations from Dubai Government will be shown in this area

Full List

From	Type	Subject	Sent	Due	To	Priority	Status
Buyer Name	Sourcing Publish	You are invited: RFQ 159005-2 (NDA_Gamification implementation on DubaiNow and Smart GRP)	16-12-2016		CONTACT	Normal	Open

✓ **TIP Vacation Rules** - Redirect or auto-respond to notifications.  
✓ **TIP Worklist Access** - Specify which users can view and act upon your notifications.

Step	Description
4	Click on the Responsibility <i>GRP eSupplier Portal</i> , and it will expand a list as a tree, click on <b>Sourcing</b> and click <b>Sourcing home Page</b>

Logged In As **CONTACT@SUPPLIER.COM**

## Government Resources Planning Systems

### Main Menu

GRP eSupplier Portal

- Home Page
- Supplier Registration and Renewal Page

Sourcing

- Sourcing Home Page
- Worklist

Personalize

### Worklist

Full List (1)

From	Type	Subject	Sent ▼	Due	To	Priority	Status
	Sourcing Publish	You are invited: RFQ 159005-2 (NDA_Gamification implementation on DubaiNow and Smart GRP)	16-12-2016		CONTACT	Normal	Open

✓ **TIP Vacation Rules** - Redirect or auto-respond to notifications.  
 ✓ **TIP Worklist Access** - Specify which users can view and act upon your notifications.

5	<p>The Tender page loads which is divided into three main regions as shown below:</p> <ol style="list-style-type: none"> <li>1. <b>Search</b> region: from where you can search for a tender by entering the title or the number of the tender (you can use this option for public tenders for which you did not receive an invitation and you would like to participate in).</li> <li>2. <b>Active and Draft Responses</b> region: from which you can see all the responses you have with the organization and access them (you have to be the contact who submitted those Responses)</li> <li>3. <b>Open Invitation</b> region: which shows to you the tenders from which you were invited to participate and quote the organization for the services or products.</li> </ol>
---	---

Negotiations

Search Open Negotiations

Search for tenders from here by title or numbers

Welcome, contact.

**Your Active and Draft Responses** [All your Responses to the organization will show here](#)

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
No results found.								

**Your Company's Open Invitations** [All Tenders which you were invited specifically for will show here](#)

3

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left	Description	Tender Fee (AED)	Click here to Pay
SDG	159005-2	NDA_Gamification implementatio...	RFQ	12 days 18 hours	Gamification implementation on DubaiNow and Smart GRP		Click here to Pay

Quick Links

Manage

- > Drafts
- > Deliverables
- > Personal Information

View Responses

- > Active
- > Disqualified
- > Awarded
- > Rejected

Step	Description
4	<p>To search for a tender, from the search region select whether you want to search by Title or Number and then enter the value on the text box next to it. Click on Go button.</p> <p><i>Notes</i></p> <ol style="list-style-type: none"> <li>1. You can search by title (partial value and not case sensitive)</li> <li>2. You can search by Line or contact from the organization as per your convenience, and all the search can be based on partial values</li> <li>3. You can get necessary details from the organization portal in case you were searching for a <b>public</b> tender.</li> </ol>

Negotiations

Search Open Negotiations 1 2 3

Welcome, contact.

Your Active and Responses

Press Full List to view all your responses. Full List

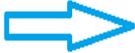
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Your Company's Open Invitations Full List

Supplier Site	Negotiation Number	Title	Type	Time Left	Description	Tender Fee (AED)	Click here to Pay
SDG	159005-2	NDA_Gamification implementatio...	RFQ	12 days 18 hours	Gamification implementation on DubaiNow and Smart GRP		Click here to Pay

Step	Description
5	The result page loads with the appropriate results. You can try to search again if the results were not matching what you were looking for. You can open any tender by clicking on the link in the field <i>Number</i> .

[Negotiations](#) > Active Negotiations

Active Negotiations  The results is only representing active negotiation which your organization can or already responded to

## Search

Note that the search is case insensitive

Number

Title

Category

Search paramters are reflected here and can be adjusted

Contact

Line

Event

Go

Clear

<a href="#">Click on Number to open tender</a>						<u>Your Company's</u>					Tender Fee (AED)	
<u>Number</u>	<u>Title</u>	<u>Contact</u>	<u>Time Left</u> ▲	<u>Close Date</u>	<u>All Responses</u>	<u>Responses</u>	Monitor	Unread Messages	Description			<a href="#">Click here to Pay</a>
193007	PMO Office		2 days 20 hours	25-12-2016 15:14:56	Sealed							<a href="#">Click here to Pay</a>

[Return to Negotiations](#)

6	To open any tender; from the open invitation area, click on the field <b>Negotiation Number</b> .
---	---

Step	Description
------	-------------

Search Open Negotiations

Welcome, contact.

## 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	Description	Tender Fee (AED)	Click here to Pay
SDG	159005-2	NDA_Gamification implementatio...	RFQ	12 days 17 hours	Gamification implementation on DubaiNow and Smart GRP		<input type="button" value="Click here to Pay"/>

Step	Description
7	Once you click on the link, then if it was your first time to access the RFQ / RFP, there will be a list of terms and conditions you must approve before accessing the tender. <i>Note: The Terms and Conditions may differ according to the language you choose (Only translation).</i>

Negotiations

[Negotiations](#) > RFQ: 159005-2

## Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

[Cancel](#) [Accept](#)

This negotiation is subjected to the NDA terms and conditions attached below  
Kindly read them carefully and consent by clicking on the check ox below

### Attachments

Attachments can be downloaded for your references

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
SDG NDA	File	Smart Dubai Government Non-Disclosure Agreement	To Supplier	DSG256	16-12-2016	One-Time			

\*  I have read and accepted the terms and conditions  [Click on the checkbox to declare your consent to the terms and conditions](#)

[Cancel](#) [Accept](#)

Step	Description
8	Upon clicking on the checkbox, the page will reload and the button Accept will be enabled for you and now you can click on it (This is one time action prior to your first access to the tender).

[Negotiations](#) > RFQ: 159005-2

## Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Cancel Accept

This negotiation is subjected to the NDA terms and conditions attached below  
Kindly read them carefully and consent by clicking on the check ox below

## Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
SDG NDA	File	Smart Dubai Government Non-Disclosure Agreement	To Supplier	DSG256	16-12-2016	One-Time			

\*  I have read and accepted the terms and conditions

Cancel Accept

Step	Description																																							
9	The RFQ page will load and you can read through it and prepare for quote creation as we will see in the next module.																																							
<div style="border: 1px solid black; padding: 10px;"> <h2 style="margin: 0;">RFQ: 159005-2</h2> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="color: red; font-weight: bold;">🌱 1 Unread Messages</div> <div style="text-align: right;">             Actions <span style="border: 1px solid gray; padding: 2px;">Acknowledge Participation</span> <span style="background-color: red; color: white; padding: 2px 5px;">Go</span> </div> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Title</td> <td style="width: 40%;"><b>NDA_Gamification implementation on DubaiNow and Smart GRP</b></td> <td style="width: 30%;">Open Date</td> <td><b>06-12-2016 12:31:03</b></td> </tr> <tr> <td>Status</td> <td><b>Active (Locked)</b></td> <td>Close Date</td> <td><b>29-12-2016 17:22:30</b></td> </tr> <tr> <td>Time Left</td> <td><b>12 days 17 hours</b></td> <td></td> <td></td> </tr> </table> </div> <div style="margin-top: 10px; background-color: #f0f0f0; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><b>Header</b></td> <td style="width: 30%;"></td> </tr> <tr> <td>Buyer</td> <td></td> <td>Outcome</td> </tr> <tr> <td>Quote Style</td> <td><b>Sealed</b></td> <td>Event</td> </tr> <tr> <td>Description</td> <td colspan="2"><b>Gamification implementation on DubaiNow and Smart GRP</b></td> </tr> </table> </div> <div style="margin-top: 10px;"> <h3>Terms</h3> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Bill-To Address</td> <td style="width: 40%; color: red;"><b>Smart Dubai Gov, Corporate Support Services Dept</b></td> <td style="width: 30%;">Payment Terms</td> </tr> <tr> <td>Ship-To Address</td> <td style="color: red;"><b>Smart Dubai Gov</b></td> <td>Carrier</td> </tr> <tr> <td>FOB</td> <td></td> <td>Freight Terms</td> </tr> </table> </div> <div style="margin-top: 10px;"> <h3>Currency</h3> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">RFQ Currency</td> <td style="width: 40%;"><b>AED</b></td> <td style="width: 30%;">Price Precision</td> </tr> <tr> <td></td> <td></td> <td><b>Any</b></td> </tr> </table> </div> <div style="margin-top: 10px;"> <h3>Requirements</h3> </div> </div>		Title	<b>NDA_Gamification implementation on DubaiNow and Smart GRP</b>	Open Date	<b>06-12-2016 12:31:03</b>	Status	<b>Active (Locked)</b>	Close Date	<b>29-12-2016 17:22:30</b>	Time Left	<b>12 days 17 hours</b>				<b>Header</b>		Buyer		Outcome	Quote Style	<b>Sealed</b>	Event	Description	<b>Gamification implementation on DubaiNow and Smart GRP</b>		Bill-To Address	<b>Smart Dubai Gov, Corporate Support Services Dept</b>	Payment Terms	Ship-To Address	<b>Smart Dubai Gov</b>	Carrier	FOB		Freight Terms	RFQ Currency	<b>AED</b>	Price Precision			<b>Any</b>
Title	<b>NDA_Gamification implementation on DubaiNow and Smart GRP</b>	Open Date	<b>06-12-2016 12:31:03</b>																																					
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FOB		Freight Terms																																						
RFQ Currency	<b>AED</b>	Price Precision																																						
		<b>Any</b>																																						

### 3.2 Review of the tenders

Review the tenders by the suppliers is a step to ensure you respond properly to the organization and send clear clarification questions to the beneficiary side.

Step	Description
1	After Opening the tender as discussed in the previous module ( <a href="#">Login and search for Tenders</a> ) you will be able to view the tender

## RFQ: 159005-2

Actions

Go

1 Unread Messages

**Title** NDA\_Gamification implementation on DubaiNow and Smart GRP

**Status** Active (Locked)

**Time Left** 12 days 17 hours

**Open Date** 06-12-2016 12:31:03

**Close Date** 29-12-2016 17:22:30

Header
Lines
Controls
Contract Terms

**Buyer**

**Quote Style** Sealed

**Description** Gamification implementation on DubaiNow and Smart GRP

**Outcome** Standard Purchase Order

**Event**

### Terms

**Bill-To Address** Smart Dubai Gov, Corporate Support Services Dept

**Ship-To Address** Smart Dubai Gov

FOB

**Payment Terms**

Carrier

Freight Terms

**Currency**

RFQ Currency **AED**

Price Precision **Any**

### Requirements

Step	Description
2	<p>You can navigate the tenders as follows</p> <ol style="list-style-type: none"> <li>1. Header is from where you can see all the attachments of the tender and the requirement.</li> <li>2. Lines to view the scope of work (click on each line link for further details)</li> <li>3. Controls to view the dates and general rules of the tender</li> </ol>

Header | [Lines](#) | [Controls](#) | [Contract Terms](#)

Buyer 

Quote Style **Sealed**

Description **Gamification implementation on DubaiNow and Smart GRP**

Outcome **Standard Purchase Order**

Event

### Terms

Bill-To Address **Smart Dubai Gov, Corporate Support Services Dept**

Ship-To Address **Smart Dubai Gov**

FOB

Payment Terms

Carrier

Freight Terms

Currency

RFQ Currency **AED**

Price Precision **Any**

### Requirements

[Show All Details](#) | [Hide All Details](#)

Details	Section
+ <a href="#">Show</a>	Bidding Requirements
+ <a href="#">Show</a>	Technical Requirements
+ <a href="#">Show</a>	Financial Requirements

### Additional Header Attributes (Buyer & Supplier)

### Notes and Attachments

[Note to Suppliers](#)

Step	Description																				
RFQ: 159005-2																					
<div style="float: right;">           Actions <input type="text" value="Acknowledge Participation"/> <input type="button" value="Go"/> </div>																					
<span style="color: red;">🔔 1 Unread Messages</span>																					
Title <b>NDA_Gamification implementation on DubaiNow and Smart GRP</b> Status <b>Active (Locked)</b> Time Left <b>12 days 16 hours</b>	Open Date <b>06-12-2016 12:31:03</b> Close Date <b>29-12-2016 17:22:30</b>																				
Header <b>Lines</b> Controls Contract Terms																					
Display Rank As <b>1,2,3...</b> Ranking <b>Price Only</b>	Cost Factors <b>None</b> Price Tiers <b>None</b>																				
<h3>Lines</h3> <table border="1"> <thead> <tr> <th>Line</th> <th>Item, Rev</th> <th>Category</th> <th>Unit</th> <th>Quantity</th> <th>Need-By From</th> <th>Need-By To</th> <th>Best Price (AED)</th> <th>Active Responses</th> <th>Time Left</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Gamification implementa...</td> <td>04070-020</td> <td>Each</td> <td>1</td> <td>10-12-2017 23:59:00</td> <td>10-12-2017 23:59:00</td> <td>Sealed</td> <td>Sealed</td> <td>12 days 16 hours</td> </tr> </tbody> </table>		Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (AED)	Active Responses	Time Left	1	Gamification implementa...	04070-020	Each	1	10-12-2017 23:59:00	10-12-2017 23:59:00	Sealed	Sealed	12 days 16 hours
Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (AED)	Active Responses	Time Left												
1	Gamification implementa...	04070-020	Each	1	10-12-2017 23:59:00	10-12-2017 23:59:00	Sealed	Sealed	12 days 16 hours												
Header <b>Lines</b> Controls Contract Terms																					
<a href="#">Return to Notification Details</a>																					
<div style="float: right;">           Actions <input type="text" value="Acknowledge Participation"/> <input type="button" value="Go"/> </div>																					

Step	Description
	<div style="text-align: right; margin-bottom: 10px;"> <p>Title <b>NDA_Gamification implementation on DubaiNow and Smart GRP</b></p> <p>Status <b>Active (Locked)</b></p> <p>Time Left <b>12 days 16 hours</b></p> </div> <div style="text-align: right; margin-bottom: 10px;"> <p>Open Date <b>06-12-2016 12:31:03</b></p> <p>Close Date <b>29-12-2016 17:22:30</b></p> </div> <div style="margin-bottom: 10px;"> <p style="text-align: center;">Header   Lines   <b>Controls</b>   Contract Terms</p> </div> <h3>Schedule</h3> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: right;"> <p>Preview Date <b>06-12-2016 12:31:03</b></p> <p>Close Date <b>29-12-2016 17:22:30</b></p> </div> <div style="text-align: right;"> <p>Open Date <b>06-12-2016 12:31:03</b></p> <p>Award Date</p> </div> </div> <h3>Response Rules</h3> <ul style="list-style-type: none"> <li><input type="checkbox"/> Negotiation is restricted to invited suppliers</li> <li><input type="checkbox"/> Suppliers are allowed to view other suppliers' contract terms, notes and attachments</li> <li><input type="checkbox"/> Suppliers are allowed to respond to selected lines</li> <li><input checked="" type="checkbox"/> Suppliers are required to respond with full quantity on each line</li> <li><input type="checkbox"/> Suppliers are allowed to provide multiple responses</li> <li><input checked="" type="checkbox"/> Buyer may close the negotiation before the Close Date</li> <li><input checked="" type="checkbox"/> Buyer may manually extend the negotiation while it is open</li> </ul> <div style="margin-top: 10px;"> <p style="text-align: center;">Header   Lines   <b>Controls</b>   Contract Terms</p> </div>
3	You can also download the tender as a spreadsheet from Action menu <b>Export to Spreadsheets</b> and then click on <b>Go</b> .

Step	Description							
RFQ: 159005-2								
<span style="color: red;">🌱 1 Unread Messages</span>								
<p>Title <b>NDA_Gamification implementation on DubaiNow and Smart GRP</b></p> <p>Status <b>Active (Locked)</b></p> <p>Time Left <b>12 days 2 hours</b></p>	<p>Open Date</p> <p>Close Date</p>							
<p>Buyer </p> <p>Quote Style <b>Sealed</b></p> <p>Description <b>Gamification implementation on DubaiNow and Smart GRP</b></p>		<p>Outcome Event</p>						
<p>Header   Lines   Controls   Contract Terms</p>		<p>Actions</p> <ul style="list-style-type: none"> <li>Acknowledge Participation</li> <li>Acknowledge Participation</li> <li>Create Quote</li> <li>-----</li> <li>Online Discussions</li> <li>-----</li> <li>View Round Modifications</li> <li>Export to Spreadsheet</li> </ul>						
<p>Terms</p> <p>Bill-To Address <b>Smart Dubai Gov, Corporate Support Services Dept</b></p> <p>Ship-To Address <b>Smart Dubai Gov</b></p> <p>FOB</p> <p>Currency</p> <p>RFQ Currency <b>AED</b></p> <p>Price Precision <b>Any</b></p>		<p>Payment Terms</p> <p>Carrier</p> <p>Freight Terms</p>						
<p>Requirements</p> <p>Show All Details   Hide All Details</p> <table border="1"> <thead> <tr> <th>Details</th> <th>Section</th> </tr> </thead> <tbody> <tr> <td> Show</td> <td>Bidding Requirements</td> </tr> <tr> <td> Show</td> <td>Technical Requirements</td> </tr> </tbody> </table>		Details	Section	 Show	Bidding Requirements	 Show	Technical Requirements	
Details	Section							
 Show	Bidding Requirements							
 Show	Technical Requirements							
4	The Spreadsheet download page loads, accordingly select the export option and then click on the button <b>Export</b> .							

Step	Description
	<p><b>Export To Spreadsheet (RFQ 159005-2)</b></p> <p> <b>1 Unread Messages</b>            RFQ Currency <b>AED</b>            Quote Currency <b>AED</b></p> <p><b>Export Spreadsheet</b></p> <p>✓ <b>TIP</b> Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).</p> <p>Format <input checked="" type="radio"/> XML Spreadsheet - Rich Style (.xml)  <input type="radio"/> XML Spreadsheet - Light-Weight Style (.xml)  <input type="radio"/> Tab-Delimited (.txt)</p> <p></p> <p><a href="#">Return to RFQ: 159005-2</a></p>
5	Download prompt will pop up in the screen ( <i>this option may differ according to your browser – SDG recommends using Internet Explorer 8 or higher</i> )
6	The downloaded file will be in a compressed ZIP Format ( <i>which can open through any modern operating system and does not require special programs</i> )
7	Unzip the file and open the spreadsheet file starts with the prefix “RFQ” – Any spreadsheet viewer will be able to view the file; however, it is recommended to use Microsoft Office Excel 2010 or higher.

Step	Description
1	<b>NDA_Gamification implementation on DubaiNow and Smart GRP</b>
2	
3	RFQ 159005-2 Company Dubai Government
4	Close Date 29/12/2016 17:22 Buyer [Redacted]
5	RFQ Currency AED Phone [Redacted]
6	Quote Currency AED Email [Redacted]
7	Price Precision Any Supplier SDG Supplier
8	Supplier Site SDG
9	
10	<b>Header</b>
11	Quote Valid Until [Input Field] Reference Number [Input Field]
12	<i>example: 17/12/2016</i>
13	
14	Note to Suppliers
15	
16	<b>You can navigate the requirements from here and view them as required</b>
17	Note to Buyer
18	[Input Field]
19	
20	<b>Requirements</b>
21	<b>Title</b>
22	<b>Bidding Requirements</b>
23	Kindly Attach the Bid-Bond as instructed in the
24	of the Quote value in order to avoid disqualification
25	
26	<b>Technical Requirements</b>
27	How many years of experience do you have? [Input Field] (Numeric Value only)
28	Explain how you will support the business requirements and attach [Input Field]

*Note: A callout bubble points to the 'Requirements' section with the text: "You can view the scope of work from lines worksheet"*

6 You need to know that the excel sheet do not contain the attachment (which may include blue prints or details specs for the RFQ). Ensure to download them also if you wanted detailed offline access to the tenders. Attachment can be downloaded from the header as illustrated in the below snapshot:

Step	Description							
<span style="border: 1px solid black; padding: 2px;">Header</span>   Lines   Controls   Contract Terms								
Buyer	[Redacted]							
Quote Style	Sealed							
Description	Gamification implementation on DubaiNow and Smart GRP							
Outcome	Standard Purchase Order							
Event								
<b>Terms</b>								
Bill-To Address	Smart Dubai Gov, Corporate Support Services Dept							
Ship-To Address	Smart Dubai Gov							
FOB								
Payment Terms								
Carrier								
Freight Terms								
<b>Currency</b>								
RFQ Currency	AED							
Price Precision	Any							
<b>Requirements</b>								
<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>								
Details	Section							
<a href="#">+</a> Show	Bidding Requirements							
<a href="#">+</a> Show	Technical Requirements							
<a href="#">+</a> Show	Financial Requirements							
<b>Additional Header Attributes (Buyer &amp; Supplier)</b>								
<b>Notes and Attachments</b>								
<a href="#">Download the attachments from here by clicking on the title</a>								
Note to Suppliers								
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

Step	Description
5	Also there might be <b>Line attachments</b> to check them go to the Lines page and click on each line as in below snapshots



Title **NDA\_Gamification implementation on DubaiNow and Smart GRP**      Open Date **06-12-2016 12:31:03**  
 Status **Active (Locked)**      Close Date **29-12-2016 17:22:30**  
 Time Left **12 days 1 hour**

Header **Lines** Controls Contract Terms

Display Rank As **1,2,3...**      Cost Factors **None**  
 Ranking **Price Only**      Price Tiers **None**

**Lines** [Click on that Line link to review](#)

Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (AED)	Active Responses	Time Left
1	Gamification implementa...	04070-020	Each	1	10-12-2017 23:59:00	10-12-2017 23:59:00	Sealed	Sealed	12 days 1 hour

Header **Lines** Controls Contract Terms

**Line: 1 (RFQ 159005-2)**



Item Rev  
 Description **Gamification implementation on DubaiNow and Smart GRP**  
 Category **04070-020**  
 Unit of Measure **Each**  
 Quantity **1**  
 Ship-To Address **Smart Dubai Gov**

Currency **AED**  
 Price Precision **Any**  
 Start Price  
 Target Price  
 Need-By From **10-12-2017 23:59:00**  
 Need-By To **10-12-2017 23:59:00**

**Notes and Attachments** [From here you can view the attachments](#)

Note to Suppliers

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

### 3.3 Quoting the RFQ

Creation of Quotations to an RFQ is the step if you needed to participate after confirming that your organization is capable of delivering and committing the deadlines of delivery and consent to the terms and conditions of the tender.

Kindly notice unless stated otherwise clearly in the tender, all bid-bonds (if requested) needs to be submitted physically (in hard copy) to SDG office. Attaching the bid bond to the submitted quotation is optional and not mandatory.

Step	Description
1	After Opening the tender as discussed in the previous module ( <a href="#">Login and search for Tenders</a> ) you will be able to view the tender

## RFQ: 159005-2

Actions

Acknowledge Participation

Go

1 Unread Messages

**Title** NDA\_Gamification implementation on DubaiNow and Smart GRP

**Status** Active (Locked)

**Time Left** 12 days 17 hours

**Open Date** 06-12-2016 12:31:03

**Close Date** 29-12-2016 17:22:30

Header
Lines
Controls
Contract Terms

**Buyer**

**Quote Style** Sealed

**Description** Gamification implementation on DubaiNow and Smart GRP

**Outcome Event** Standard Purchase Order

### Terms

**Bill-To Address** Smart Dubai Gov, Corporate Support Services Dept

**Ship-To Address** Smart Dubai Gov

FOB

**Payment Terms**

Carrier

**Freight Terms**

**Currency**

**RFQ Currency** AED

**Price Precision** Any

### Requirements

Step	Description
2	From the Actions menu click on <b>Create Quote</b> and then click on the button <b>Go</b> .

## RFQ: 159005-2

🌱 1 Unread Messages

**Title** NDA\_Gamification implementation on DubaiNow and Smart GRP

**Status** Active (Locked)

**Time Left** 12 days 1 hour

**Actions** Acknowledge Participation Go

**Open Date** -----

**Close Date** -----

Online Discussions

-----

View Round Modifications

-----

Export to Spreadsheet

Header
Lines
Controls
Contract Terms

**Buyer** XXXXXXXXXX

**Quote Style** Sealed

**Description** Gamification implementation on DubaiNow and Smart GRP

### Terms

**Bill-To Address** Smart Dubai Gov, Corporate Support Services Dept

**Ship-To Address** Smart Dubai Gov

FOB

**Payment Terms**

Carrier

**Freight Terms**

### Currency

**RFQ Currency** AED

**Price Precision** Any

Step	Description
3	The quote creation page loads, and note that the system has generated an automatic number for you. The quote is automatically saved as a draft. To review how to access the draft page, kindly review <a href="#">Login and Search for Tenders</a> module.

## Create Quote: 188028 (RFQ 159005-2)

1 Unread Messages

Quote Number

[Cancel](#)
[View RFQ](#)
[Quote By Spreadsheet](#)
[Save Draft](#)
[Continue](#)

Title **NDA\_Gamification implementation on DubaiNow and Smart GRP**

Time Left **12 days 1 hour**  
Close Date **29-12-2016 17:22:30**

		Header	Lines
Supplier	<b>SDG Supplier</b>	Quote Valid Until	<input type="text"/> <a href="#">Enter the validity of quote</a> <small>(example: 17-12-2016)</small>
Supplier Site	<b>SDG - SDG, DUBAI, Dubai, AE</b>	Reference Number	<input type="text"/> <a href="#">Put internal quote Number</a>
RFQ Currency	<b>AED</b>	Note to Buyer	<input type="text"/>
Quote Currency	<b>AED</b>		
Price Precision	<b>Any</b>		

### Attachments

[Add Attachment...](#)

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

### Bid Bond Attachment

[Add Attachment...](#)

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

### Requirements

[Expand All](#) | [Collapse All](#)

Requirements
--------------

Step	Description
3.1	<b>Optionally</b> , you can set the quote validity date ( <i>Validity date must be after the close date, and must follow SDG published rules to avoid disqualification</i> )
3.2	<b>Optionally</b> , enter your internal reference number of the quote.
4	You can add any attachments such as the design, manuals, reference documents that might be required for the quote by clicking on the <b>Add Attachments</b> button

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title **NDA\_Gamification implementation on DubaiNow and Smart GRP**      Time Left **12 days 1 hour**  
 Close Date **29-12-2016 17:22:30**

Header		Lines
Supplier	<b>SDG Supplier</b>	Quote Valid Until <input type="text" value=""/>
Supplier Site	<b>SDG - SDG, DUBAI, Dubai, AE</b>	<small>(example: 17-12-2016)</small>
RFQ Currency	<b>AED</b>	Reference Number <input type="text" value=""/>
Quote Currency	<b>AED</b>	Note to Buyer <input type="text" value=""/>
Price Precision	<b>Any</b>	

### Attachments

Add Attachment...

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

### Bid Bond Attachment

Add Attachment...

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

### Requirements

Step	Description
5	<p>The attachment page loads. Set <b>Title</b> for the attachment, and a <b>Description</b> and select the <b>Type</b> of attachment.</p> <div data-bbox="191 292 1904 1312"> <h3>Add Attachment</h3> <div style="text-align: right;"> <span>Cancel</span> <span>Add Another</span> <span>Apply</span> </div> <h4>Attachment Summary Information</h4> <p>Title <input type="text" value="Product brochure"/> <b>Set a title for your attachment</b></p> <p>Description <input type="text" value="A brief about the product features and specifications along with references from the top 10 clients using it."/> <b>Also a brief description</b></p> <p>Category <b>From Supplier</b></p> <h4>Define Attachment</h4> <p>Type <input checked="" type="radio"/> File <input type="text" value="Browse... Gramafication brochure 2016.pdf"/> <b>You can choose the type of attachments: File, URL link, or Text</b></p> <p><input type="radio"/> URL <input type="text"/></p> <p><input type="radio"/> Text <input type="text"/></p> <div style="text-align: right;"> <span>Cancel</span> <span>Add Another</span> <span>Apply</span> </div> </div>
6	<p>You can Add more attachments by clicking on the button <b>Add Another</b> or if you have done all the attachments, click on <b>Apply</b> button</p>

Step	Description
7	After clicking on Apply, the main page loads and you can continue reviewing the tender.

## Attachments

[Add Attachment...](#) [All the list of attachments shows here](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Product brochure	File	A brief about the product features and specifications along with references from the top 10 clients using it.	From Supplier	CONTACT@SUPPLIER.COM	17-12-2016	One-Time		

## Bid Bond Attachment

[Add Attachment...](#)

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

## Requirements

[Expand All](#) | [Collapse All](#)

Requirements

Focus	Title	Target Value	Quote Value
	<input type="checkbox"/> Requirements		
	<input checked="" type="checkbox"/> Bidding Requirements		
	Kindly Attach the Bid-Bond as instructed in the RFP (10% at least) of the Quote value in order to avoid disqualification.		
	<input checked="" type="checkbox"/> Technical Requirements		
	How many years of experience do you have?		<input type="text"/> (Numeric Value only)

Step	Description
8	<p>Now you need to answer the header requirements which shows in the requirements region.</p> <p><i>Notes:</i></p> <ol style="list-style-type: none"> <li>The requirements can be informative or directive which is only displayed and expect no direct response from supplier (i.e. Attach all the product specs, or financial statements) which there are no direct response, but only to inform the supplier regarding some actions to take.</li> <li>Other Requirements are mandatory for the supplier to answer and the system will show what data to put (Numerical, date, or text)</li> </ol>

## Requirements This is the last section of the header page and answering requirements is Mandatory if found

[Expand All](#) | [Collapse All](#)

Requirements

Focus	Title	Target Value	Quote Value
	Requirements		
	Bidding Requirements		
	Kindly Attach the Bid-Bond as instructed in the RFP (10% at least) of the Quote value in order to avoid disqualification.		This is a Display only Requirement - No answer needed
	Technical Requirements		
	How many years of experience do you have?		<input type="text"/> <span style="color: blue;">You need to answer this</span> <small>(Numeric Value only)</small>
	Explain how you will support the business needs and attach necessary documents		<input type="text"/>
	Financial Requirements		
	Attach all the Financial Document		<input type="text"/>

Header Lines

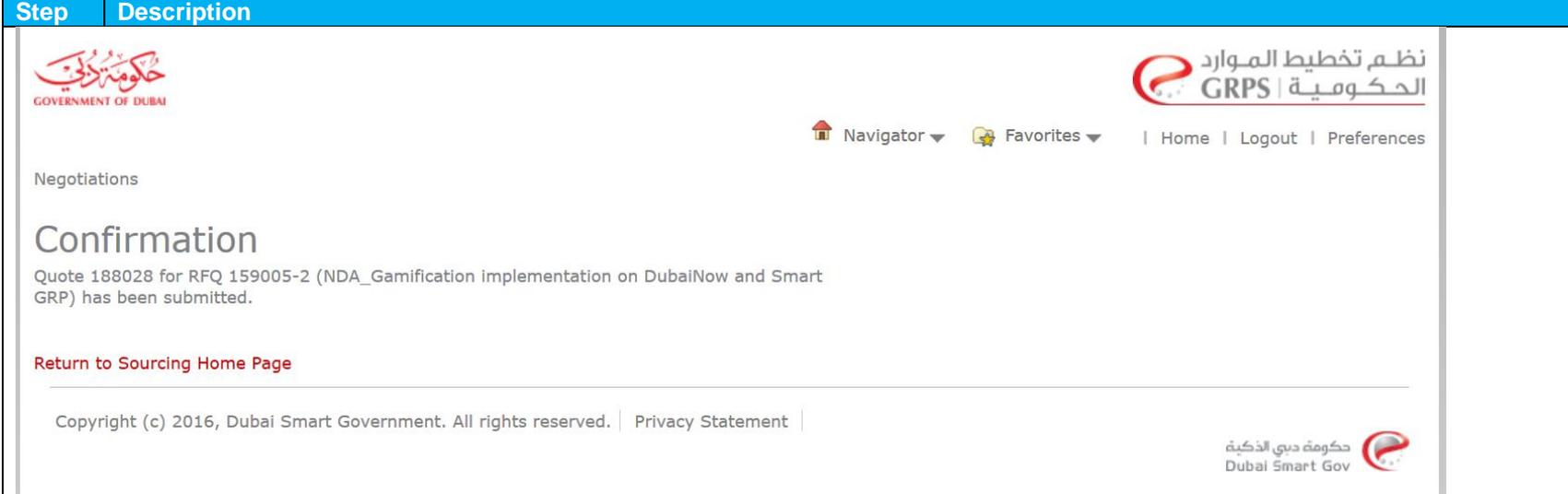
Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Step	Description																						
9	Upon filling the requirements, click on the <b>Lines</b> tab to set the quoting price (you have to click on the lines Tab to move to view the lines)																						
<div style="border: 1px solid black; padding: 10px;"> <h3>Create Quote: 188028 (RFQ 159005-2)</h3> <p> 1 Unread Messages</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Title <b>NDA_Gamification implementation on DubaiNow and Smart GRP</b></p> </div> <div style="text-align: right;"> <p>Time Left <b>12 days 1 hour</b> Close Date <b>29-12-2016 17:22:30</b></p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <span>Cancel</span> <span>View RFQ</span> <span>Quote By Spreadsheet</span> <span>Save Draft</span> <span>Continue</span> </div> <div style="margin-top: 10px;"> <p style="text-align: center;">Header <span style="border: 1px solid blue; border-radius: 5px; padding: 2px 5px;">Lines</span></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>RFQ Currency <b>AED</b> Price Precision <b>Any</b></p> </div> <div> <p>Quote Currency <b>AED</b></p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Line</th> <th>Update</th> <th>Ship-To</th> <th>Rank</th> <th>Start Price</th> <th>Target Price</th> <th>Quote Price</th> <th>Unit</th> <th>Target Quantity</th> <th>Quote Quantity</th> <th>Promised Date</th> </tr> </thead> <tbody> <tr> <td>1 Gamification impl...</td> <td></td> <td>Smart Dubai Gov</td> <td>Sealed</td> <td></td> <td></td> <td><input type="text"/></td> <td>Each</td> <td>1</td> <td>1</td> <td><input style="width: 50px;" type="text"/> </td> </tr> </tbody> </table> <p> Indicates more information requested. Click the Update icon.</p> <div style="margin-top: 10px;"> <p style="text-align: center;">Header <span style="border: 1px solid blue; border-radius: 5px; padding: 2px 5px;">Lines</span></p> <div style="display: flex; justify-content: center; margin-top: 10px;"> <span>Cancel</span> <span>View RFQ</span> <span>Quote By Spreadsheet</span> <span>Save Draft</span> <span>Continue</span> </div> </div> </div> </div>		Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	1 Gamification impl...		Smart Dubai Gov	Sealed			<input type="text"/>	Each	1	1	<input style="width: 50px;" type="text"/> 
Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date													
1 Gamification impl...		Smart Dubai Gov	Sealed			<input type="text"/>	Each	1	1	<input style="width: 50px;" type="text"/> 													
5	Set the <b>Quotes Price</b> and <b>Promise Date</b> ( <i>Promise Date will be defaulted as per the organization's requirements, but you can update it by entering the delivery date</i> )																						

Step	Description																						
	<h2>Create Quote: 188028 (RFQ 159005-2)</h2> <p> 1 Unread Messages</p> <p style="text-align: right;"> <span>Cancel</span> <span>View RFQ</span> <span>Quote By Spreadsheet</span> <span>Save Draft</span> <span>Continue</span> </p> <p>Title <b>NDA_Gamification implementation on DubaiNow and Smart GRP</b>      Time Left <b>12 days 1 hour</b> Close Date <b>29-12-2016 17:22:30</b></p> <p style="text-align: center;">Header <b>Lines</b></p> <p>RFQ Currency <b>AED</b>      Quote Currency <b>AED</b> Price Precision <b>Any</b></p> <table border="1"> <thead> <tr> <th>Line</th> <th>Update</th> <th>Ship-To</th> <th>Rank</th> <th>Start Price</th> <th>Target Price</th> <th>Quote Price</th> <th>Unit</th> <th>Target Quantity</th> <th>Quote Quantity</th> <th>Promised Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Smart Dubai Gov</td> <td>Sealed</td> <td></td> <td></td> <td>300000</td> <td>Each</td> <td>1</td> <td>1</td> <td>10-12-2016 </td> </tr> </tbody> </table> <p> Indicates more information requested. Click the Update icon.</p> <p style="text-align: center;">Header <b>Lines</b></p> <p style="text-align: right;"> <span>Cancel</span> <span>View RFQ</span> <span>Quote By Spreadsheet</span> <span>Save Draft</span> <span>Continue</span> </p>	Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	1		Smart Dubai Gov	Sealed			300000	Each	1	1	10-12-2016
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1		Smart Dubai Gov	Sealed			300000	Each	1	1	10-12-2016													
6	After updating the lines, you can click on the <b>Continue</b> button																						

Step	Description																						
	<p><b>Create Quote: 188028 (RFQ 159005-2)</b></p> <p> 1 Unread Messages <span style="float: right;"><a href="#">Click her to finalize</a></span></p> <p style="text-align: center;"> <span>Cancel</span> <span>View RFQ</span> <span>Quote By Spreadsheet</span> <span>Save Draft</span> <span style="border: 1px solid blue;">Continue</span> </p> <p>Title <b>NDA_Gamification implementation on DubaiNow and Smart GRP</b> Time Left: <b>12 days 1 hour</b> Close Date: <b>29-12-2016 17:22:30</b></p> <p style="text-align: center;">Header <b>Lines</b></p> <p>RFQ Currency: <b>AED</b> Price Precision: <b>Any</b> Quote Currency: <b>AED</b></p> <table border="1"> <thead> <tr> <th>Line</th> <th>Update</th> <th>Ship-To</th> <th>Rank</th> <th>Start Price</th> <th>Target Price</th> <th>Quote Price</th> <th>Unit</th> <th>Target Quantity</th> <th>Quote Quantity</th> <th>Promised Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Smart Dubai Gov</td> <td>Sealed</td> <td></td> <td></td> <td style="border: 1px solid blue;">300000</td> <td>Each</td> <td>1</td> <td>1</td> <td style="border: 1px solid blue;">10-12-2016 </td> </tr> </tbody> </table> <p> Indicates more information requested. Click the Update icon.</p> <p style="text-align: center;">Header <b>Lines</b></p> <p style="text-align: center;"> <span>Cancel</span> <span>View RFQ</span> <span>Quote By Spreadsheet</span> <span>Save Draft</span> <span style="border: 1px solid blue;">Continue</span> </p>	Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	1		Smart Dubai Gov	Sealed			300000	Each	1	1	10-12-2016
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1		Smart Dubai Gov	Sealed			300000	Each	1	1	10-12-2016													
7	You will see the final review page																						

Step	Description																																																
	<p><b>Warning</b> <a href="#">This Warning indicates that once Response is submitted,you can't update it</a></p> <p>Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.</p>																																																
	<p><b>Create Quote 188028: Review and Submit (RFQ 159005-2)</b> <a href="#">To download the Quote from here</a></p> <p>1 Unread Messages</p> <p> <a href="#">Cancel</a> <a href="#">Back</a> <a href="#">Validate</a> <a href="#">Save Draft</a> <a href="#">Printable View</a> <a href="#">Submit</a> </p> <p><a href="#">Click here to Edit the Quote</a></p> <p><b>Header</b></p> <table> <tr> <td>Title</td> <td><b>NDA_Gamification implementation on DubaiNow and Smart GRP</b></td> <td>Time Left</td> <td><b>12 days</b></td> </tr> <tr> <td>Supplier</td> <td><b>SDG Supplier</b></td> <td>Close Date</td> <td><b>29-12-2016 17:22:30</b></td> </tr> <tr> <td>Supplier Site</td> <td><b>SDG</b></td> <td>Quote Valid Until</td> <td><b>31-12-2016</b></td> </tr> <tr> <td>RFQ Currency</td> <td><b>AED</b></td> <td>Reference Number</td> <td></td> </tr> <tr> <td>Quote Currency</td> <td><b>AED</b></td> <td>Note to Buyer</td> <td></td> </tr> <tr> <td>Price Precision</td> <td><b>Any</b></td> <td></td> <td></td> </tr> </table> <p><a href="#">Click here to submit the quote</a></p> <p><b>Attachments</b></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Description</th> <th>Category</th> <th>Last Updated By</th> <th>Last Updated</th> <th>Usage</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Product brochure</td> <td>File</td> <td>A brief about the product features and specifications along with references from the top 10 clients using it.</td> <td>From Supplier</td> <td>CONTACT@SUPPLIER.COM</td> <td>17-12-2016</td> <td>One-Time</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Requirements</b></p> <p><a href="#">Show All Details</a>   <a href="#">Hide All Details</a></p> <table border="1"> <thead> <tr> <th>Details</th> <th>Section</th> </tr> </thead> <tbody> <tr> <td></td> <td>Bidding Requirements</td> </tr> <tr> <td><a href="#">Show</a></td> <td></td> </tr> </tbody> </table>	Title	<b>NDA_Gamification implementation on DubaiNow and Smart GRP</b>	Time Left	<b>12 days</b>	Supplier	<b>SDG Supplier</b>	Close Date	<b>29-12-2016 17:22:30</b>	Supplier Site	<b>SDG</b>	Quote Valid Until	<b>31-12-2016</b>	RFQ Currency	<b>AED</b>	Reference Number		Quote Currency	<b>AED</b>	Note to Buyer		Price Precision	<b>Any</b>			Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Product brochure	File	A brief about the product features and specifications along with references from the top 10 clients using it.	From Supplier	CONTACT@SUPPLIER.COM	17-12-2016	One-Time			Details	Section		Bidding Requirements	<a href="#">Show</a>	
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<a href="#">Show</a>																																																	
8	Upon Submission you will receive a confirmation message																																																

Step	Description
	 <p>The screenshot shows the GRPS Sourcing Home Page. At the top, there is a navigation bar with the Government of Dubai logo on the left and the GRPS logo on the right. Below the navigation bar, there are links for 'Navigator', 'Favorites', 'Home', 'Logout', and 'Preferences'. The main content area displays 'Negotiations' and a 'Confirmation' message: 'Quote 188028 for RFQ 159005-2 (NDA_Gamification implementation on DubaiNow and Smart GRP) has been submitted.' Below the confirmation, there is a link 'Return to Sourcing Home Page'. At the bottom, there is a copyright notice: 'Copyright (c) 2016, Dubai Smart Government. All rights reserved.' and a 'Privacy Statement' link. The Dubai Smart Gov logo is also present in the bottom right corner.</p>

9 In the sourcing home Page you will see the response you submitted, and to view it just click on the link of **Response Number**

Welcome, contact.

## 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
<a href="#">188028</a>	Active	SDG	159005-2	NDA_Gamification implementation on DubaiNow and Smart GRP	RFQ	12 days		1

### 3.4 Communications and messaging

In order to provide an organized manner for communications regarding tender with SDG, the GRP is providing a mechanism for messaging which is similar to mail and hopefully will keep all communications focused regarding particular tender only. The mechanism introduced is known as “Online Discussion”. This communication can happen at any point of time during the negotiation.

Step	Description
1	After Opening the tender as discussed in the previous module ( <a href="#">Login and search for Tenders</a> ) you can view the following:

## RFQ: 159005-2

 **1 Unread Messages**

Actions:  Go

**Any unread or new message will be displayed here**

Title	NDA_Gamification implementation on DubaiNow and Smart GRP	Open Date	06-12-2016 12:31:03
Status	Active (Locked)	Close Date	29-12-2016 17:22:30
Time Left	12 days 17 hours		

Header	Lines	Controls	Contract Terms
--------	-------	----------	----------------

Buyer 	Outcome	Standard Purchase Order
Quote Style	Sealed	Event
Description	Gamification implementation on DubaiNow and Smart GRP	

### Terms

Bill-To Address	Smart Dubai Gov, Corporate Support Services Dept	Payment Terms
Ship-To Address	Smart Dubai Gov	Carrier
FOB		Freight Terms

### Currency

RFQ Currency	AED
	Price Precision
	Any

### Requirements

Step	Description
2	From the Actions menu, click on <b>Online Discussion</b> then click on the button <b>Go</b> .
	<p>RFQ: 159005-2</p> <p>1 Unread Messages</p> <p>Actions: <input type="text" value="Online Discussions"/> <input type="button" value="Go"/></p> <p>Title: <b>NDA_Gamification implementation on DubaiNow and Smart GRP</b></p> <p>Status: <b>Active (Locked)</b></p> <p>Time Left: <b>12 days</b></p> <p>Open Date: <b>06-12-2016 12:31:03</b></p> <p>Close Date: <b>29-12-2016 17:22:30</b></p> <p>Header   Lines   Controls   Contract Terms</p> <p>Buyer: </p> <p>Quote Style: <b>Sealed</b></p> <p>Description: <b>Gamification implementation on DubaiNow and Smart GRP</b></p> <p>Outcome Event: <b>Standard Purchase Order</b></p> <p>Bill-To Address: <b>Smart Dubai Gov, Corporate Support Services Dept</b></p> <p>Ship-To Address: <b>Smart Dubai Gov</b></p> <p>FOB</p> <p>Currency</p> <p>RFQ Currency: <b>AED</b></p> <p>Payment Terms</p> <p>Carrier</p> <p>Freight Terms</p> <p>Price Precision: <b>Any</b></p>
3	The Online discussion page loads, and you will see a list of all communications has been conducted with the organization.

Step	Description																				
	<h2>Online Discussions (RFQ 159005-2)</h2> <div style="text-align: right;"> <a href="#">Cancel</a> <a href="#">Printable Page</a> </div> <p>           Title <b>NDA_Gamification implementation on DubaiNow and Smart GRP</b>            Status <b>Active (Locked)</b>            Time Left <b>12 days</b> </p> <p>           Open Date <b>06-12-2016 12:31:03</b>            Close Date <b>29-12-2016 17:22:30</b> </p> <hr/> <h3>Messages</h3> <div style="text-align: center;"> <a href="#">New Message</a> </div> <table border="1"> <thead> <tr> <th>Subject ▲</th> <th>Message</th> <th>Status</th> <th>Sender</th> <th>Date</th> <th>Reply</th> </tr> </thead> <tbody> <tr> <td>Meeting for Clarifications</td> <td>Kindly confirm your attendance for the clarificati...</td> <td>Unread</td> <td>Dubai Government</td> <td>16-12-2016 23:34:18</td> <td></td> </tr> </tbody> </table> <div style="text-align: right;"> <a href="#">Cancel</a> <a href="#">Printable Page</a> </div>	Subject ▲	Message	Status	Sender	Date	Reply	Meeting for Clarifications	Kindly confirm your attendance for the clarificati...	Unread	Dubai Government	16-12-2016 23:34:18									
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Meeting for Clarifications	Kindly confirm your attendance for the clarificati...	Unread	Dubai Government	16-12-2016 23:34:18																	
4	To view a message click on the Link message to view the message																				
	<h2>Message (RFQ 159005-2)</h2> <div style="text-align: right;"> <a href="#">Reply</a> <a href="#">Print</a> </div> <p>           Subject <b>Meeting for Clarifications</b>            From <b>Dubai Government</b>            To <b>All Participants</b>            Date <b>16-12-2016 23:34:18</b>            Message <b>Kindly confirm your attendance for the clarifications meeting on Sunday 20/12/2020</b> </p> <hr/> <h3>Attachments</h3> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Description</th> <th>Category</th> <th>Last Updated By</th> <th>Last Updated</th> <th>Usage</th> <th>Update</th> <th>Delete</th> <th>Publish to Catalog</th> </tr> </thead> <tbody> <tr> <td colspan="10">No results found.</td> </tr> </tbody> </table> <div style="text-align: right;"> <a href="#">Reply</a> <a href="#">Print</a> </div> <p><a href="#">Return to Online Discussions (RFQ 159005-2)</a></p>	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog	No results found.									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog												
No results found.																					

Step	Description																				
5	To reply to a message, click on the button <b>Reply</b> , and the Reply page will show. Enter the updated message and attach the documents if required. After done, click on <b>Send</b> button.																				
<div data-bbox="210 324 1890 1218"> <h3>Reply To Message (RFQ 159005-2)</h3> <p>* Indicates required field</p> <div style="text-align: right;"> <span>Cancel</span> <span>Send</span> </div> <p>Send To Dubai Government Subject <b>Meeting for Clarifications</b></p> <p>* Message</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>-----Original Message-----Kindly confirm your attendance for the clarifications meeting on Sunday 20/12/2020</p> <p>I am confirming my attendance on time at 10:00 AM and attaching all security documents</p> </div> <h3>Attachments</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>Add Attachment...</span> </div> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Description</th> <th>Category</th> <th>Last Updated By</th> <th>Last Updated</th> <th>Usage</th> <th>Update</th> <th>Delete</th> <th>Publish to Catalog</th> </tr> </thead> <tbody> <tr> <td colspan="10">No results found.</td> </tr> </tbody> </table> <div style="text-align: right;"> <span>Cancel</span> <span>Send</span> </div> </div>		Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog	No results found.									
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6	Once clicked "Send", you will return back to the messages page, and view all messages sent and received.																				

Step	Description																		
	<h2>Online Discussions (RFQ 159005-2)</h2> <div style="text-align: right;"> <span>Cancel</span> <span>Printable Page</span> </div> <p>           Title <b>NDA_Gamification implementation on DubaiNow and Smart GRP</b>            Status <b>Active (Locked)</b>            Time Left <b>11 days 23 hours</b> </p> <p>           Open Date <b>06-12-2016 12:31:03</b>            Close Date <b>29-12-2016 17:22:30</b> </p> <h3>Messages</h3> <div style="text-align: right;"> <span>Cancel</span> <span>Printable Page</span> </div> <div style="margin-bottom: 10px;"> <span>New Message</span> </div> <table border="1"> <thead> <tr> <th>Subject ▲</th> <th>Message</th> <th>Status</th> <th>Sender</th> <th>Date</th> <th>Reply</th> </tr> </thead> <tbody> <tr> <td>Meeting for Clarifications</td> <td>-----Original Message-----Kindly confirm your ...</td> <td>Read</td> <td>contact,</td> <td>17-12-2016 18:05:52</td> <td></td> </tr> <tr> <td>Meeting for Clarifications</td> <td>Kindly confirm your attendance for the clarificati...</td> <td>Replied</td> <td>Dubai Government</td> <td>16-12-2016 23:34:18</td> <td></td> </tr> </tbody> </table>	Subject ▲	Message	Status	Sender	Date	Reply	Meeting for Clarifications	-----Original Message-----Kindly confirm your ...	Read	contact,	17-12-2016 18:05:52		Meeting for Clarifications	Kindly confirm your attendance for the clarificati...	Replied	Dubai Government	16-12-2016 23:34:18	
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7	To create a New message, click on the button <b>New Message</b> to send a new message.																		

Step	Description																				
	<div data-bbox="247 264 1008 310"> <h3>Create New Message (RFQ 159005-2)</h3> </div> <div data-bbox="247 316 493 341"> <p>* Indicates required field</p> </div> <div data-bbox="283 402 1402 738"> <p>Send To: Dubai Government</p> <p>* Subject: <input type="text"/> <b>Set the Subject of the message</b></p> <p>* Message: <div style="border: 1px solid #ccc; padding: 10px; min-height: 150px;"> <b>Put the Message contents in the text area here</b> </div></p> </div> <div data-bbox="1617 332 1848 511"> <p>Cancel Send</p> <p>↑</p> <p>Click here to send the message</p> </div> <div data-bbox="247 771 987 812"> <h4>Attachments <b>Add the Attachments, if needed</b></h4> </div> <div data-bbox="262 820 1837 933"> <p><a href="#">Add Attachment...</a></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Description</th> <th>Category</th> <th>Last Updated By</th> <th>Last Updated</th> <th>Usage</th> <th>Update</th> <th>Delete</th> <th>Publish to Catalog</th> </tr> </thead> <tbody> <tr> <td colspan="10">No results found.</td> </tr> </tbody> </table> </div> <div data-bbox="1617 958 1848 1006"> <p>Cancel Send</p> </div>	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog	No results found.									
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8	Once the button is clicked, the buyer will be notified, and he will work on your message to process it soon.																				
9	Any new message will be delivered to the notification area in the GRP home page ( <i>Usually you receive an email of the notification, but it is highly recommended to check the system notification to avoid any technical error due to mailers, especially if you are not using a private mailer system</i> )																				

Step	Description																
	<p>  Logged In As <b>CONTACT@SUPPLIER.COM</b> </p> <h2>Government Resources Planning Systems</h2> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <h3>Main Menu</h3> <p style="text-align: right;"><a href="#">Personalize</a></p> <ul style="list-style-type: none"> <li>[-] <a href="#">GRP eSupplier Portal</a> <ul style="list-style-type: none"> <li><a href="#">Home Page</a></li> <li><a href="#">Supplier Registration and Renewal Page</a></li> </ul> </li> <li>[-] <a href="#">Sourcing</a> <ul style="list-style-type: none"> <li><a href="#">Sourcing Home Page</a></li> <li><a href="#">Worklist</a></li> </ul> </li> </ul> </div> <div style="width: 65%;"> <h3>Worklist</h3> <p>The notifications shows the online message sent from the organization <a href="#">Full List (1)</a></p> <table border="1"> <thead> <tr> <th>From</th> <th>Type</th> <th>Subject</th> <th>Sent ▼</th> <th>Due</th> <th>To</th> <th>Priority</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Sourcing Negotiation</td> <td><b>Sent: Online Discussion Message for RFQ 159005-2 (NDA_Gamification implementation on DubaiNow and Smart GRP)</b></td> <td>17-12-2016</td> <td></td> <td>CONTACT@SUPPLIER.COM</td> <td>Normal</td> <td>Open</td> </tr> </tbody> </table> <p>                     ✓ <b>TIP Vacation Rules</b> - Redirect or auto-respond to notifications.                      ✓ <b>TIP Worklist Access</b> - Specify which users can view and act upon your notifications.                 </p> </div> </div>	From	Type	Subject	Sent ▼	Due	To	Priority	Status		Sourcing Negotiation	<b>Sent: Online Discussion Message for RFQ 159005-2 (NDA_Gamification implementation on DubaiNow and Smart GRP)</b>	17-12-2016		CONTACT@SUPPLIER.COM	Normal	Open
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