

HOW TO LOCATE A SOLICITATION IN eMARKETPLACE

All Commonwealth agency bidding opportunities for materials and services with an estimated cost over \$10,000 are published at the Department of General Services (DGS) **eMarketplace** website.

There are two ways to **Locate a Solicitation**. The first is through **eMarketplace**, which is accessible to the general public. The other way is through the **PA Supplier Portal**. The PA Supplier Portal is for registered suppliers who must log in with their Logon ID and password in order to respond to a solicitation. Navigation instructions for both immediately follow.

To locate current bidding opportunities, go to www.emarketplace.state.pa.us. **eMarketplace** is your one-stop shop for all bidding and contract information.

The screenshot shows the Pennsylvania eMarketplace website homepage. At the top, there is a navigation bar with the PA eMarketplace logo and links to the Supplier Service Center, Bureau of Procurement, and PA Treasury Contract Site. Below the navigation bar, there is a "Welcome" message and a photo of the Capital Dome in Harrisburg, Pa. The main content area features a grid of buttons for various procurement functions: Solicitations, Solicitation Tabulations, Awards, Search Contracts, Sole Source Procurement, Emergency Procurement, ITQ, and Upcoming Procurements. A "Help" button is also visible. At the bottom, there is a footer with a "Ready Set Buy" button.

PA eMarketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

> admin login e-mail

Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.

Capital Dome - Harrisburg, Pa

Solicitations Solicitation Tabulations Awards Search Contracts Sole Source Procurement Emergency Procurement

ITQ Upcoming Procurements

Hover over the buttons for details

PA pennsylvania STATE OF INDEPENDENCE Help

The latest version of [Adobe Acrobat Reader](#) is required to view these files. DGS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack](#) offered by Microsoft.

>Ready >Set >Buy

The main page of **eMarketplace** includes the following menu options (use your mouse to hover over the buttons for details):

- **Solicitations** – Search and view current solicitations;
- **Solicitation Tabulations** – An overview of the suppliers and pricing for previous solicitations. *These tabulations are for information only and do not constitute an official award;*
- **Awards** – A list of all recent awards in response to Solicitations;
- **Search Contracts** – Search the Commonwealth database for state contracts awarded by the PA Department of General Services (DGS) and other agency-selected contracts;
- **Sole Source Procurements** – Includes all agency requests for sole source purchases of supplies and services which require DGS approval;
- **Emergency Procurement** – Includes all agency requests for emergency purchases of supplies and services which require DGS approval;
- **ITQ (Invitation to Qualify)** – Provides a brief description of all the open ITQ contracts and provides guidance on how to become qualified;
- **Upcoming Procurements** – A list of upcoming procurements available for the Commonwealth agencies. Many of these procurements may not yet be advertised. Refer to the Solicitations section for those that are available for response;
- **Pennsylvania –State of Independence** – Connects you to the Pennsylvania home page, www.PA.Gov;
- **Help** – Provides helpful tips and guides on how to use the PA eMarketplace application.

All current advertised solicitations can be found on eMarketplace under the **Solicitations** tab. To locate a solicitation, follow these steps:

A. Select the **Solicitations** tab:



- B. Start your solicitation search by entering the specific search criteria in one or more of the available fields below. Then, click on **Search**.

PA Marketplace Supplier Service Center Bureau of Procurement

> admin login e-mail

Search Solicitations

< Back > B&W Moc

Search Solicitations

All suppliers wishing to do business with the Commonwealth must register at www.pasupplierportal.state.pa.us.
Click the [bookmark link](#) to bookmark the page. (Internet Explorer Only)

Enter Search Criteria

No fields required. The more detail you give, the fewer results will appear.

Solicitation #: Agency:

Solicitation Title or Description: County: Statewide Multiple

Solicitation Type: View Small Business Reserve Procurements (SBR)

Advertisement Type: Service Service & Materials Agency Construction All
 Materials PW Construction Real Estate

Bid Open Date (mm/dd/yyyy): Solicitations Posted Since (mm/dd/yyyy):

Search **Cancel**

View Current Records
View Archived Records

Search Result - Hover your mouse over the Description or Title text to get more details. (Internet Explorer Only)

No. of records per page: **Export Search Results**

- C. The search results are displayed below. You can now view a specific solicitation.
- D. Click on the specific solicitation you want to review found under the **Solicitation #** column. This will open the **Advertisement Information** page.

Search Result - Hover your mouse over the Description or Title text to get more details. (Internet Explorer Only)

No. of records per page: **Export Search Results**

1 2 3 4 5 6 7 8 9 10 ... >>

Solicitation #	Types	Solicitation Title	Description	Agency	County	Amended Date	Solicitation Start Date	Solicitation End Date	Bid Opening Date	Status	Contact Person
6100018092	IFB	High Pressue Rinse Sy Bellefonte 2011	High Pressure Rinse System For A H ...	Fish and Boat Commission	Centre	3/18/2011	3/22/2011	4/7/2011	4/8/2011 8:00:00 AM	Created	Debbie Rose
6100018027	IFB	Se Road Killed Deer Buds County	Removal Disposal Of Road Killed ...	Game Commission	Buds	3/18/2011	3/21/2011	5/11/2011	5/11/2011 2:00:00 PM	Created	Carol Klein
6100018100	IFB	Maitnenance On Boats Motors	Routine Maintenance And Reapir Of ...	Fish and Boat Commission	Dauphin	3/18/2011	3/21/2011	4/12/2011	4/13/2011 8:00:00 AM	Created	Gay Cartwright
6100018107	IFB	7841250000 Portable Toilets Septic Tank Cleaning	This Requirement Encompasses Pumpi ...	Transportation	Westmoreland	3/18/2011	3/21/2011	4/4/2011	4/4/2011 11:00:00 AM	Created	Jennifer Suter
6100018060	IFB	Psp Norristown Cdc Lawn Care	Furnish All Labor Materials And E ...	State Police	Montgomery	3/17/2011	3/18/2011	4/6/2011	4/6/2011 1:35:00 PM	Open	Kathleen Kulp
6100018063	IFB	Psp Hamburg Station Lawn Care	Furnish All Labor Materials And E ...	State Police	Berks	3/17/2011	3/18/2011	4/6/2011	4/6/2011 1:35:00 PM	Open	Kathleen Kulp

ADVERTISEMENT INFORMATION	
General Information Help	
Department for this solicitation: Procurement	
Date Prepared: 03/15/11	Type(s): IFB
Advertisement Type: Service	Solicitation Title: Fire Alarm Inspect/Maintenance
Solicitation #: 6100018075	
Description: Test & inspect the Notifier Fire Alarm System at SCI Forest, Marienville, PA 16239; three year contract starting July 11, 2011 to June 30, 2014	
Department Information	
Department/Agency: Corrections	
Delivery Location: (limit of 300 characters) Sci Forest 286 Woodland Drive Marienville Pa 16239	
County (if applicable):	
Duration: 3 years, 7/1/11 to 6/30/14	
Contact Information	
First Name: Nancy Last Name: Keller	
Phone Number: 814-621-2110 Ext: 1109	Email: nkeller@state.pa.us
Solicitation Information	
Solicitation Start Date: 03/18/11	Solicitation End Date: 04/06/11
Opening Date: 04/06/11	Opening Time: 1:00 PM
Opening Location: Sci Forest 286 Woodland Drive Marienville Pa 16239	
No. of Addendums: (# of versions)	
You must go to www.pasupplierportal.state.pa.us to complete this bid.	
Amended Date: 03/15/11	
<input type="button" value="Print Advertisement"/> <input type="button" value="Return To Search"/>	
Go to Solicitation Tabulations	No Tabulations exist for 6100018075.
Go to Awards	No Awards exist for 6100018075.
Go to Contracts	No Contracts exist for 6100018075.

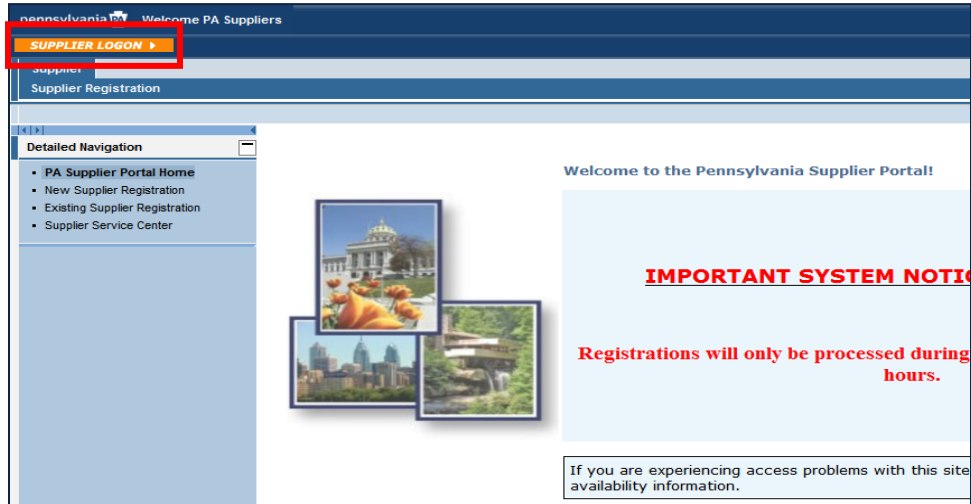
The **Advertisement Information** page provides a general overview of the solicitation. It will also tell you if the solicitation is electronic. If electronic, it must be completed in the **PA Supplier Portal** (instructions immediately follow on next page).

If you need further help, please contact the **Customer Service Center**
by dialing toll-free (877) 435-7363 and select Option 2.

HOW TO LOCATE A SOLICITATION IN THE PA SUPPLIER PORTAL

Open your web browser and enter www.pasupplierportal.state.pa.us.

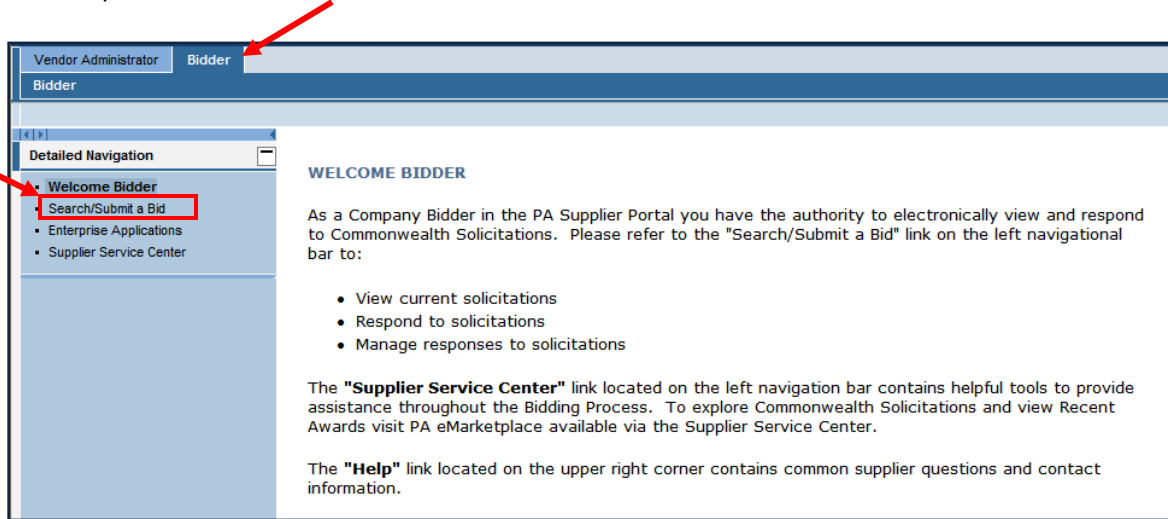
A. Select the **Supplier Logon** button.



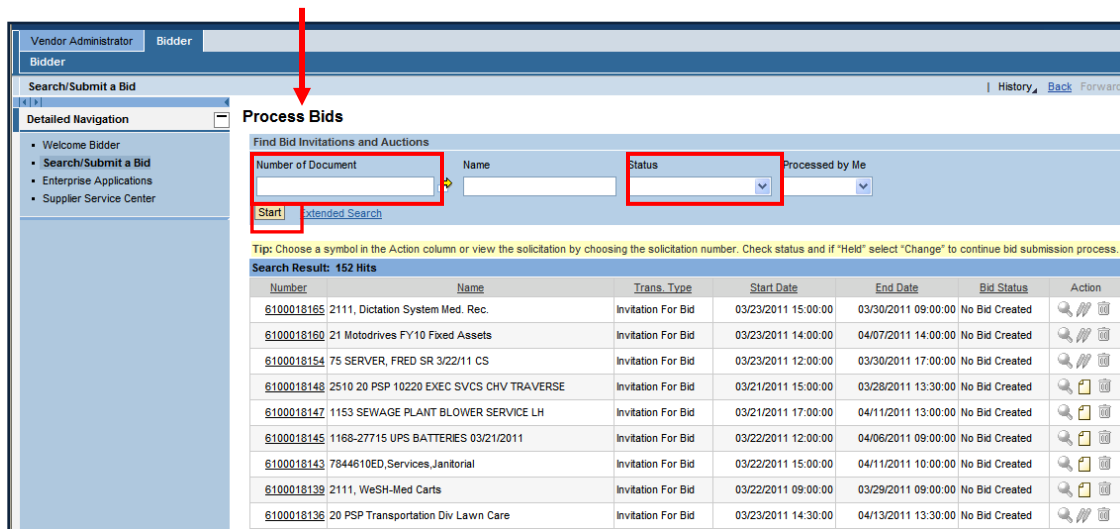
B. Enter the **Logon ID and Password** you created when you registered as a supplier, and click the **Log In** button. The PA Supplier Portal Welcome Screen will then display.

The screenshot shows the 'Log In' form on the Pennsylvania Supplier Portal. The form has a title 'Log In' and a message: 'If you are experiencing access problems with this site, please select [status](#) for system availability information.' Below this, there are two input fields: 'Logon ID:' with the value 'cyanderson' and 'Password:' with a masked password '*****'. A 'Log In' button is located below the password field. To the right of the form, there are three decorative images: the Pennsylvania State Capitol building, a city skyline, and a waterfall. At the bottom left, there are links for 'Logon Problems?' and 'Reset Password'. A password requirement notice is displayed at the bottom: 'Passwords require: a minimum of 7 characters, including 1 Special Character (pressing shift and a number key simultaneously, e.g. %, ^, &), 1 Uppercase Letter, 1 Lowercase Letter, and 1 Number.'





- C. If you have been assigned both the **Administrator** and **Bidder** roles for your organization, the **Vendor Administrator** tab will be selected by default. Select the **Bidder** tab to proceed.
- A window box will appear asking permission to display non-secure items: **Yes or No**. Click **“Yes.”**
- D. To begin your search for solicitations, select the **Search/Submit a Bid** link in the left navigation panel.



- E. The **Process Bids** screen will display. It contains search fields to assist you in locating solicitations.
- When the Bid Document number is known, enter it into the **Number of Document** field and select the **Start** button to initiate the search.
 - When the Bid Document number is **not** known, select the drop-down list in the **Status** field and choose one of the available options. Then select the **Start** button to initiate the search.



F. A list of search results will display by using any search method.

- The **Display** icon  **Display Bid** displays basic data and detailed information of the selected solicitation, as well as the bidder's response after it is created.
- The **Bid Document** number is a link. When selected, it will open the solicitation for viewing.
- The **Change** or **Edit** icon  **Change Bid** allows the bidder to change information on a previously *held* or *submitted* bid to be changed by the bidder.
- The **Create** icon  **Create Bid** allows the bidder to create a bid response on behalf of their company on any open solicitation.
- The **Trash** or **Delete** icon  **Delete Bid** is used by the bidder to delete a bid response.

G. Select the appropriate icon and proceed with your bid.

H. The **Display Invitation for Bid** screen opens for viewing.

- To exit this screen, select the **Back to Initial Screen** link. You will be returned to the search results list where you may continue to look for additional bidding opportunities.

If you need further help, please contact the **Customer Service Center**
by dialing toll-free (877) 435-7363 and select Option 2.

HOW TO RESPOND TO A SOLICITATION

Before you respond, please carefully review the entire solicitation document and understand both the specifications and (if applicable) any special conditions. Additionally, take careful note of the solicitation's **End Date & Time** and **Opening Date & Time**.

The **End Date & Time** is when the solicitation officially expires. You may make changes to your submitted bid responses until this time. The **Opening Date & Time** is when the solicitation responses will be opened and evaluated. To begin the **Bid Responses** process, follow these directions:

A. In **Search/Submit a Bid**, locate the solicitation that you want to respond to.

Process Bids

Find Bid Invitations and Auctions


Number of Document: Name: Status: Processed by Me:

[Start](#) [Extended Search](#)

Tip: Choose a symbol in the Action column or view the solicitation by choosing the solicitation number. Check status and if "Held" select "Change" to continue bid submission process.

Search Result: 152 Hits

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
6100018165	2111, Dictation System Med. Rec.	Invitation For Bid	03/23/2011 15:00:00	03/30/2011 09:00:00	No Bid Created	
6100018160	21 Motodrives FY10 Fixed Assets	Invitation For Bid	03/23/2011 14:00:00	04/07/2011 14:00:00	No Bid Created	
6100018154	75 SERVER, FRED SR 3/22/11 CS	Invitation For Bid	03/23/2011 12:00:00	03/30/2011 17:00:00	No Bid Created	

B. Select the **Create** icon  for the solicitation that you want to respond to.

C. The **Process Bid** screen will display (below).

Process Bid

[Submit](#) [Hold](#) [Delete](#) [Check](#) [Refresh](#) [Output Preview](#) [Back to Initial Screen](#)

Invitation For Bid: Name 1153 SEWAGE PLANT BLOWER SERVICE LH Number 6100018147 External Version Number 1

[General Data \(1\)](#) [Item Data](#)

TIPS: 1. SELECT THE CHECK BUTTON AND THEN SCROLL TO THE BOTTOM OF THE SCREEN FOR REQUIRED ACTIONS. 2. Enter item price in numeric format without a dollar sign. 3. Enter item per unit of measure in numeric format (i.e., Per 1). 4. Users must respond to Attributes by selecting the "General Data" tab > "Attributes".

Display Documents

Item Overview

Find Item

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)	Price	Required	Action
1	Other Utility Services	Material	FACILITIES MANAGEMEN	2.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
2	Other Utility Services	Material	FACILITIES MANAGEMEN	50.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
3	Other Utility Services	Material	FACILITIES MANAGEMEN	5.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
4	Other Utility Services	Material	FACILITIES MANAGEMEN	2.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
5	Other Utility Services	Material	FACILITIES MANAGEMEN	50.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
6	Other Utility Services	Material	FACILITIES MANAGEMEN	5.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	

Legend: Display item details Change price

- D. On the **General Data** tab, complete the **Attributes** sub-tab.
- E. **Attributes** are a series of questions that require a response. Read each question carefully. Select the drop-down button in the **Reply** field and choose your response from the list.
- Where directed, enter any additional information associated with the question into the comment field. If you do not reply to every **Mandatory Attribute Question**, you will receive an error message when submitting your Bid Response.

General Data | **Item Data**

Basic Data | **Attributes** | Information from Purchaser | My Notes | Partner/Delivery Address | Conditions | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

TIPS: 1. SELECT THE CHECK BUTTON AND THEN SCROLL TO THE BOTTOM OF THE SCREEN FOR REQUIRED ACTIONS. 2. Enter item price in numeric format without a dollar sign. 3. Enter item per unit of measure in numeric format (i.e., Per 1). 4. Users must respond to Attributes by selecting the "General Data" tab > "Attributes".

Question	Reply	Comment
1. HAS THE SUBMITTER READ, AND DOES THE SUBMITTER UNDERSTAND, THE TERMS AND CONDITIONS OF THIS SOLICITATION? *	<input type="button" value="v"/>	
2. IS THE OFFER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS SOLICITATION? *	<input type="button" value="v"/>	
3. DO ALL ITEMS OFFERED BY SUBMITTER CONFORM TO THE SPECIFICATIONS OF THIS SOLICITATION? *	<input type="button" value="v"/>	
4. WERE THE PRICE(S) AND AMOUNT ARRIVED AT INDEPENDENTLY AND WITHOUT CONSULTATION, COMMUNICATION OR AGREEMENT WITH ANY OTHER CONTRACTOR, SUBMITTER OR POTENTIAL SUBMITTER? *	<input type="button" value="v"/>	
5. WERE THE PRICE(S), AMOUNT, APPROXIMATE PRICE(S) OR THE APPROXIMATE AMOUNT DISCLOSED TO ANY FIRM OR PERSON WHO IS A SUBMITTER OR POTENTIAL SUBMITTER? *	<input type="button" value="v"/>	
6. WAS AN ATTEMPT MADE TO INDUCE ANY FIRM OR PERSON TO REFRAIN FROM RESPONDING TO THE SOLICITATION? *	<input type="button" value="v"/>	
7. WAS AN ATTEMPT MADE TO INDUCE ANY FIRM OR PERSON TO SUBMIT AN OFFER HIGHER THAN THE SUBMITTER'S OFFER? *	<input type="button" value="v"/>	
8. WAS AN ATTEMPT MADE TO INDUCE ANY FIRM OR PERSON TO SUBMIT ANY OTHER FORM OF COMPLEMENTARY OFFER? *	<input type="button" value="v"/>	
9. DID THE SUBMITTER MAKE THE OFFER IN GOOD FAITH? *	<input type="button" value="v"/>	
10. IS A GOVERNMENTAL AGENCY INVESTIGATING THE SUBMITTER, ITS AFFILIATES, SUBSIDIARIES, OFFICERS, DIRECTORS OR EMPLOYEES? IF YES, PROVIDE EXPLANATION IN COMMENT FIELD OR AS AN ATTACHMENT. *	<input type="button" value="v"/>	<input type="text"/>

F. Click to complete the **Information from Purchaser** sub-tab.

General Data | **Item Data**

Basic Data | Attributes | **Information from Purchaser** | My Notes | Partner/Delivery Address | Conditions | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.
TIPS: 1. SELECT THE CHECK BUTTON AND THEN SCROLL TO THE BOTTOM OF THE SCREEN FOR REQUIRED ACTIONS. 2. Enter item price in numeric format without a dollar sign. 3. Enter item per unit of measure in numeric format (i.e., Per 1). 4. Users must respond to Attributes by selecting the "General Data" tab > "Attributes".

Texts
 To Display / Edit the Texts, Choose the Appropriate Text Type

Text Overview

Text Type	Text Preview (60 Chars.)
Tendering text	ANTICIPATED ORIGINAL TERM OF CONTRACT IS 7/1/11 THROUGH 6/30...
Purchaser's Remarks	

Tendering text

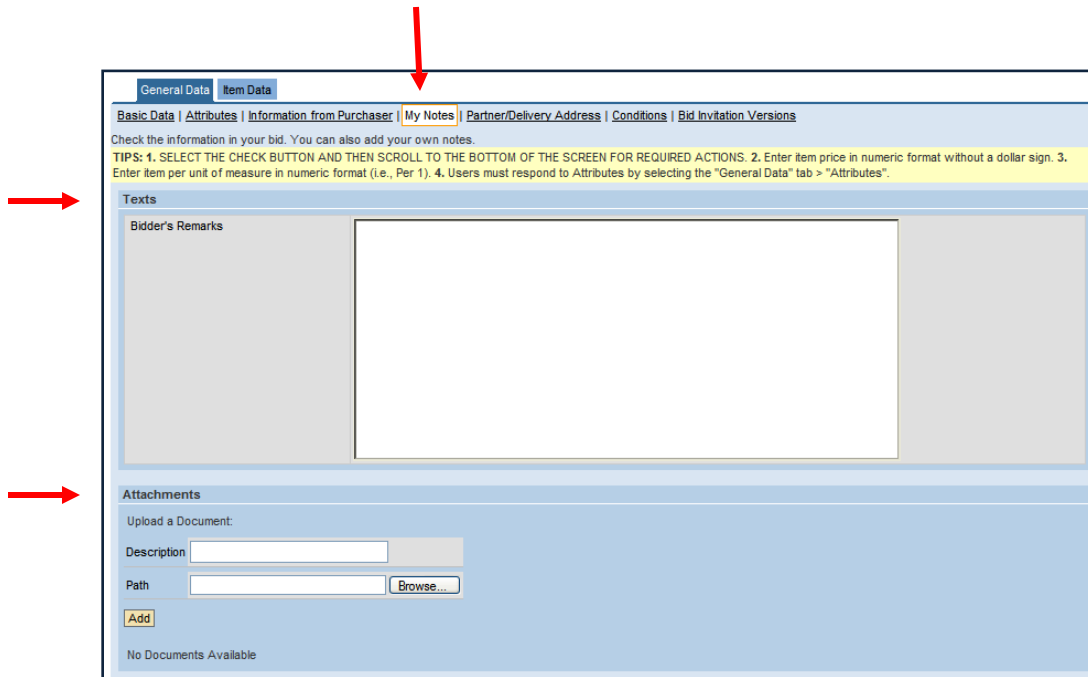
ANTICIPATED ORIGINAL TERM OF CONTRACT IS 7/1/11 THROUGH 6/30/13
 PLEASE SEE ATTACHED WORK STATEMENT FOR BLOWER SERVICES.
 PLEASE SEE ATTACHED SECURITY PROCEDURES FOR CONTRACTORS.
 STANDARD TERMS & CONDITIONS ARE INCORPORATED IN THE BID DOCUMENT.
 "THIS BID MUST BE RETURNED BY PAPER"
 "BID RESULTS WILL BE POSTED TO THE DGS E MARKET PLACE WEBSITE
 (www.emarketplace.state.pa.us) UNDER SOLICITATION TABULATIONS ON
 THE DAY FOLLOWING THE BID OPENING. BID TABS ARE FOR INFORMATIONAL

Attachments
 Overview of Attachments

	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
<input type="radio"/>	Standard Terms and Conditions	Legal Document	1		pdf	83	XIAPPLUSER	03/21/2011 14:10:56

- Within the **Information from Purchaser** sub-tab, you will find information from the Commonwealth which describes the specifications and conditions of the solicitation. The information may be entered as text in the **Tendering Text** or **Purchaser's Remarks** fields, as a document attached to the solicitation.
- Open all attachments by selecting the document name link and carefully review them before submitting your response. Many solicitations require an **attachment** (such as a form, for example) which must be completed and returned with your bid response. In this case, you must first open the document and save it to your computer desktop or another electronic file. Then complete the document as required and re-save the document with your updated information. To re-attach this document to the bid, you will need to go to the **My Notes** sub-tab found on the next page.

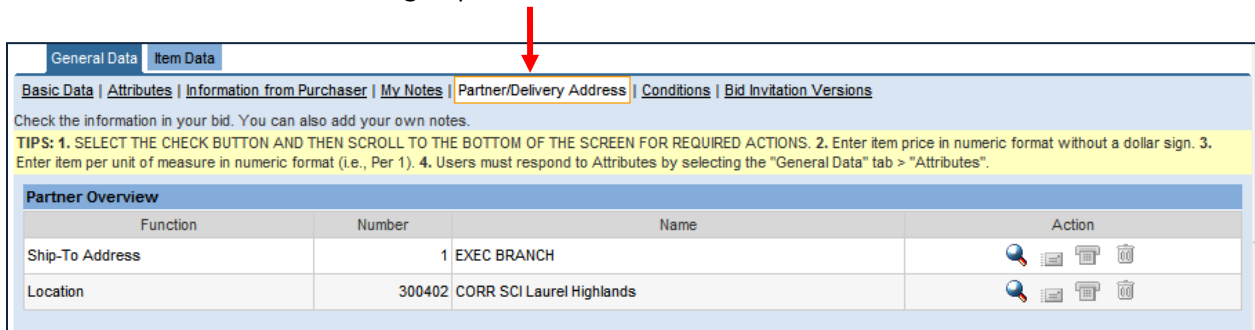
G. Click and complete the **My Notes** sub-tab.



My Notes contains two areas: **Texts** and **Attachments**.

- Within **Texts** is **Bidder's Remarks**. This allows you to type any comments or information associated with your bid response. When entering comments in this field, be careful not to include any statements that would conflict with the specifications or terms and conditions of the solicitation. *If this occurs, your bid response could be rejected.*
- The **Attachments** area provides the ability to attach any documents to your bid response. Be careful not to attach anything that would indicate a change or conflict with the specifications or terms and conditions of the solicitation. *If this occurs, your bid response could be rejected.*

H. Review the **Partner/Delivery Address** sub-tab for any delivery address information for the materials or services being requested for the solicitation.



- I. Review the **Conditions** sub-tab for any conditions such as discounts off of gross price or surcharges that are associated with a specific line item.
 - If you respond to a bid solicitation that includes a discount off a manufacturer's price list or catalog, the percent discount must be entered on the **Conditions** screen for the associated line item. You must also enter the percent discount that your company is offering for the manufacturer's price list or catalog in the **Amount** column.

General Data | **Item Data**

Basic Data | Attributes | Information from Purchaser | My Notes | Partner/Delivery Address | **Conditions** | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

TIPS: 1. SELECT THE CHECK BUTTON AND THEN SCROLL TO THE BOTTOM OF THE SCREEN FOR REQUIRED ACTIONS. 2. Enter item price in numeric format without a dollar sign. 3. Enter item per unit of measure in numeric format (i.e., Per 1). 4. Users must respond to Attributes by selecting the "General Data" tab > "Attributes".

Overview of Conditions

Condit. Type	Amount	Price Unit	Unit	Valid From	Valid To	Actions
<input type="text" value=""/>	0.00					
<input type="text" value=""/>	0.00					
<input type="text" value=""/>	0.00					
<input type="text" value=""/>	0.00					
<input type="text" value=""/>	0.00					
<input type="text" value=""/>	0.00					
<input type="text" value=""/>	0.00					
<input type="text" value=""/>	0.00					
<input type="text" value=""/>	0.00					
<input type="text" value=""/>	0.00					

Add New Conditions

- J. After selecting the **Item Data** tab, you will be defaulted to the **Item Overview** screen. This screen displays basic information about each of the line items in the bid solicitation.



General Data (!)
Item Data




TIPS: 1. SELECT THE CHECK BUTTON AND THEN SCROLL TO THE BOTTOM OF THE SCREEN FOR REQUIRED ACTIONS. 2. Enter item price in numeric format without a dollar sign. 3. Enter item per unit of measure in numeric format (i.e., Per 1). 4. Users must respond to Attributes by selecting the "General Data" tab > "Attributes".

Display Documents

Item Overview

▶ Find Item

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)	Price	Required	Action
1	Other Utility Services	Material	FACILITES MANAGEMEN	2.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
2	Other Utility Services	Material	FACILITES MANAGEMEN	50.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
3	Other Utility Services	Material	FACILITES MANAGEMEN	5.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
4	Other Utility Services	Material	FACILITES MANAGEMEN	2.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
5	Other Utility Services	Material	FACILITES MANAGEMEN	50.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	
6	Other Utility Services	Material	FACILITES MANAGEMEN	5.000 Each	0 / 0	1 / 0	<input type="text"/> USD Per <input type="text"/>	On	

General Data (1) Item Data	
Basic Data Schedule Lines Information from Purchaser My Notes Conditions Partner/Delivery Address Back Continue > Back to Item Overview 	
Item Detail 1: Other Utility Services	
Item Category	Material
Vendor Product Number	<input type="text"/>
Manufacturer	<input type="text"/> 
Manufacturer Part Number	<input type="text"/> 
Product Category	FACILITIES MANAGEMEN
Submitted Quantity	2.000 Each
Price	<input type="text"/> United States Dollar Per <input type="text"/> Each
Delivery Time (Duration)	<input type="text"/> Days
Required	at 00:00:00
Incoterm	<input type="text"/>  <input type="text"/>
Origin Acceptance	<input type="checkbox"/>
Origin Acc. in Bid Invitation	<input type="checkbox"/>
Guaranteed Minimum Amount	0.00

- **Vendor's Product Number:** If applicable, enter your company's product number in this field.
- **Manufacturer:** If your product is produced by a manufacturer, you may enter it in this field. You may also perform a search for the manufacturer by selecting the **Find** icon.
- **Manufacturer Part Number:** If the manufacturer's part number is different than your company's part number, enter it in this field.
- **Price:** Enter your company's price in this field.
- **Per and Target Value Bid:** These two fields are to remain blank. The Per field defaults as per the solicitation.
- **Delivery Time (Duration):** Enter your estimated lead time for delivery in this field. Notice that the Duration (days, weeks) defaults into the bid response based upon what was entered in the solicitation.
- **Incoterm:** Review this field to ensure that it displays **FOB Destination** as the delivery term. If it does not, select the **Find** icon and correct it by selecting the FOB from the results page.
- **Origin Acceptance:** This field is to remain blank.

If the bid solicitation contains more than one line item, repeat the steps described to complete each line item.

- K. The remaining sub-tabs on the **Item Data tab** are very similar to those on the **Basic Data** tab, and should be completed accordingly for the applicable line item.

General Data (1) Item Data

Basic Data | Schedule Lines | Information from Purchaser | My Notes | Conditions | Partner/Delivery Address [Back](#) [Continue](#) [Back to Item Overview](#)

Item Detail 1: Other Utility Services

Item Category	Material
Vendor Product Number	<input type="text"/>
Manufacturer	<input type="text"/>
Manufacturer Part Number	<input type="text"/>
Product Category	FACILITIES MANAGEMEN
Submitted Quantity	2.000 Each
Price	<input type="text"/> United States Dollar Per <input type="text"/> Each
Delivery Time (Duration)	<input type="text"/> Days
Required	at 00:00:00
Incoterm	<input type="text"/> <input type="text"/>
Origin Acceptance	<input type="checkbox"/>
Origin Acc. in Bid Invitation	<input type="checkbox"/>
Guaranteed Minimum Amount	0.00

- **Schedule Lines:** This sub-tab relates to delivery schedules, and should only be addressed if applicable.

General Data (1) Item Data

Basic Data | Schedule Lines | Information from Purchaser | My Notes | Conditions | Partner/Delivery Address [Back](#) [Continue](#) [Back to Item Overview](#)

Item Detail 1: Other Utility Services

Schedule Lines

Item Number	Quantity	Unit of Measure	Delivery Date	Action
1	<input type="text"/>	EA	<input type="text"/>	
2	<input type="text"/>	EA	<input type="text"/>	
3	<input type="text"/>	EA	<input type="text"/>	
4	<input type="text"/>	EA	<input type="text"/>	
5	<input type="text"/>	EA	<input type="text"/>	
6	<input type="text"/>	EA	<input type="text"/>	
7	<input type="text"/>	EA	<input type="text"/>	
8	<input type="text"/>	EA	<input type="text"/>	
9	<input type="text"/>	EA	<input type="text"/>	
10	<input type="text"/>	EA	<input type="text"/>	
11	<input type="text"/>	EA	<input type="text"/>	
12	<input type="text"/>	EA	<input type="text"/>	
13	<input type="text"/>	EA	<input type="text"/>	

Total Quantity: 0.000 EA « < 1 - 13 From 13 > »

[Add New Schedule Lines](#) [Delete All Schedule Lines](#) [Generate Schedule Lines](#)

- **Information from Purchaser:** This sub-tab should contain details and attachments specific to that particular line item. Review and address any instruction, as necessary.

The screenshot shows a software interface with a top navigation bar containing 'General Data (1)' and 'Item Data'. Below this is a sub-navigation bar with 'Basic Data', 'Schedule Lines', 'Information from Purchaser' (highlighted with a red box), 'My Notes', 'Conditions', and 'Partner/Delivery Address'. On the right, there are links for '< Back', 'Continue >', and 'Back to Item Overview'. The main content area is titled 'Item Detail 1: Other Utility Services' and has a 'Texts' section. A sub-section 'Text Overview' contains a table with two columns: 'Text Type' and 'Text Preview (60 Chars.)'. The first row shows 'Tendering text' with a preview of 'PREVENTATIVE MAINTENANCE AND MAJOR OPERATING INSPECTIONS FOR...'. Below this is a 'Purchaser's Remarks' section with a larger text area containing the full text: 'PREVENTATIVE MAINTENANCE AND MAJOR OPERATING INSPECTIONS FOR SEWAGE PLANT BLOWERS LOCATED AT THE STATE CORRECTIONAL INSTITUTION AT LAUREL HIGHLANDS AS DESCRIBED IN THE ATTACHED WORK STATEMENT. TWO PER YEAR AT SIX MONTH INTERVALS. SERVICE PERIOD 7/1/11 THROUGH 6/30/12.' At the bottom, there is an 'Attachments' section with the text 'No Documents Available'.

- **My Notes:** Enter any notes for the Commonwealth in the **Bidders Remarks** section.

The screenshot shows the same software interface as above, but with the 'My Notes' tab selected and highlighted with a red box. The 'Texts' section now features a 'Bidder's Remarks' field, also highlighted with a red box, which is currently empty. The 'Attachments' section below it includes an 'Upload a Document:' area with a 'Description' text input field, a 'Path' text input field, and a 'Browse...' button. To the right of the 'Path' field is a button labeled 'Area Attachments'. At the bottom, it says 'No Documents Available'.

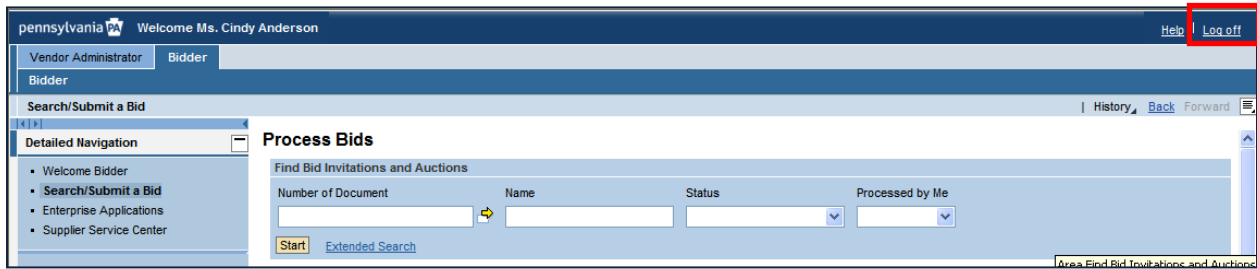
- **Conditions:** If applicable, enter the percent discount off of a manufacturer's price list or catalog for the associated line item.

- **Partner/Delivery address:** Review the address delivery information.

- L. Select the **Check** button to review any resulting errors and/or messages and fix as needed.
- M. Select the **Submit** button to submit your bid response. If you are not ready to submit, select the **Hold** button.
 - A message confirming your actions will display.
- N. After you have submitted your bid response, you will have the option to print a copy by selecting the **Output Preview** button.

Process Bid

- O. If you do not want to respond to any additional solicitations, select the **Log Off** button to end your session in the Supplier Portal.



If you need further help, please contact the **Customer Service Center** by dialing toll-free (877) 435-7363 and select Option 2.
