ADB ASIAN DEVELOPMENT BANK

How to Submit a Bid for Procurement Event

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Introduction

This Quick Reference Guide (QRG) provides step-by-step instructions for Suppliers and Service Providers on how to review Procurement opportunities and submit bid proposals for Procurement Events in APEX. It serves as a practical and user-friendly reference for participating in procurement processes initiated by ADB through direct invitations or publicly advertised opportunities on ADB.org.

Invited participants will receive an email notification containing the procurement details and a link to the APEX Supplier Portal.

User Role Involved

User Role	Description
Party (Supplier or Service Provider)	Suppliers and Service Providers invited to participate in procurement events who review the opportunity and submit bid proposals in APEX.
ADB Project Team	Automatically notified once a proposal has been successfully submitted. Evaluates all bid submissions and awards the procurement requirement to the selected Supplier.

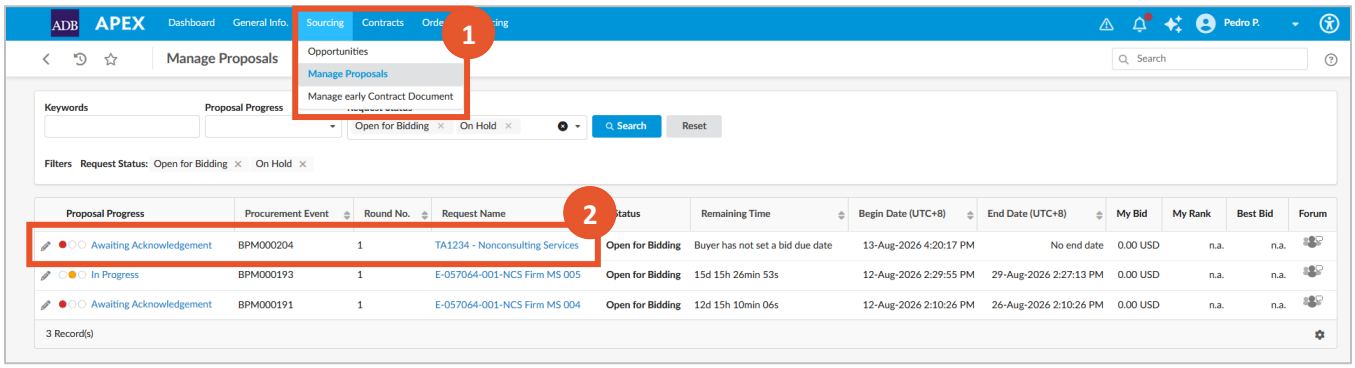
Bidding

Before submitting a bid, ensure that the following requirements are met:

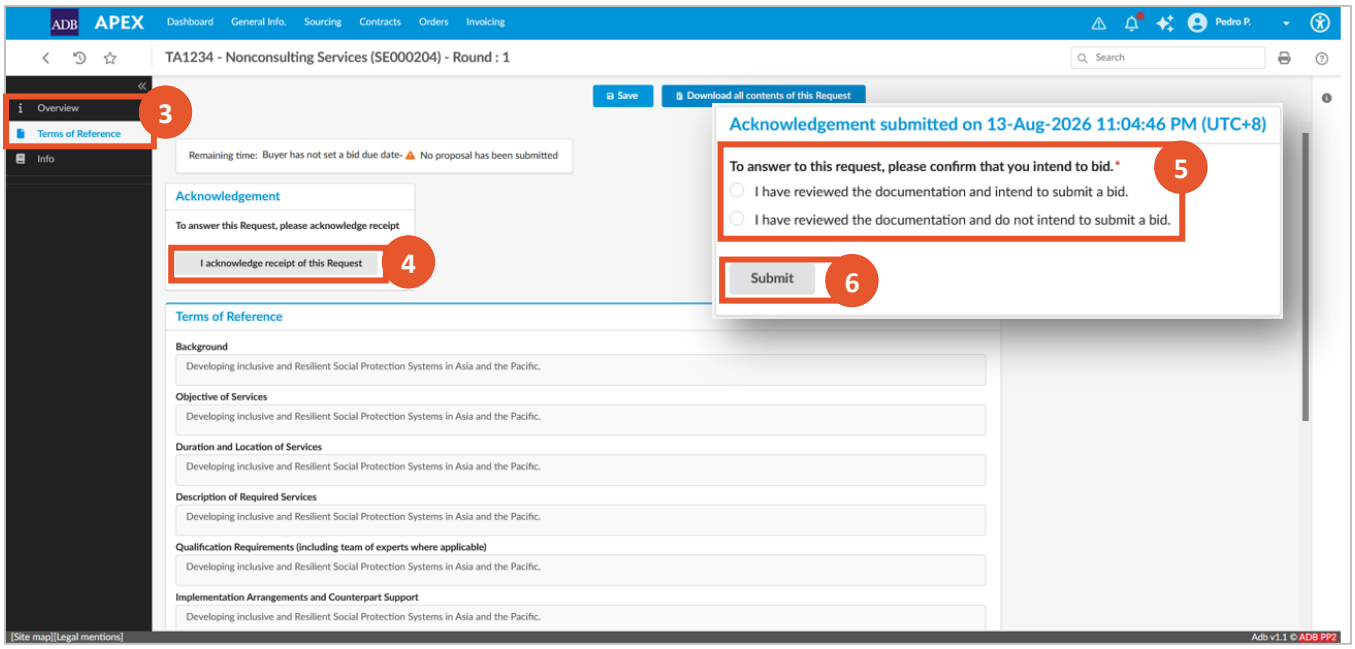
- Suppliers or Service providers must be registered and tagged as active in APEX. Follow this step-by-step guide for the detailed instructions of APEX registration: APEX Quick Reference Guide: Initial Registration and Login in APEX.
- A procurement event must be published and active in APEX

These are the steps:

1. From the **APEX Homepage**, hover over **Sourcing** menu and click **Manage Proposals** to view the list of bidding requests from ADB.
2. Locate the proposals tagged as **Awaiting Acknowledgement**, then click the **edit** icon to proceed with the acknowledgement and respond to the bid request.



3. Review the details in the **Overview** page. Click the **Terms of Reference** to view more information on bid request.
4. Respond to the bid invitation by selecting **I acknowledge that I have reviewed this opportunity**.
5. To place a bid, select the following:
    a. WILL BID – ***I have reviewed the documentation and intend to submit a bid.***
    b. NO BID – ***I have reviewed the documentation and do not intend to submit a bid.***
6. Click the **Submit** button to save the response to the bidding invitation.



7. Upon acknowledging the procurement event and confirming intention to submit a bid, additional tabs will be displayed for participating parties.

   Click the following tabs to review the information provided and respond to the requirements from ADB:

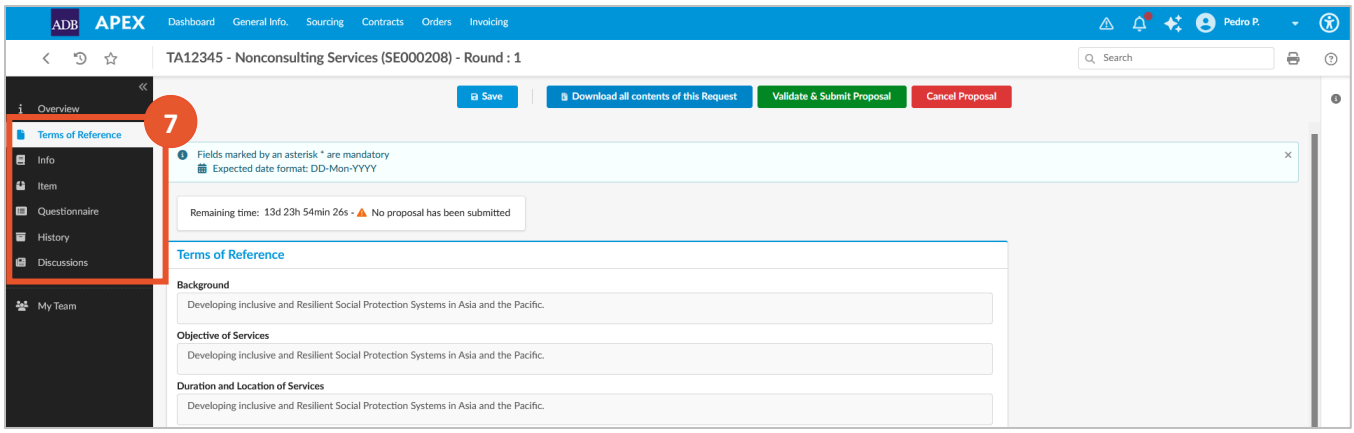
   a. **Info** – Review general event details and instructions

   b. **Item** – Review the items or scope included in the procurement event

   c. **Questionnaire** – Complete and respond to all required questions

   Notes:

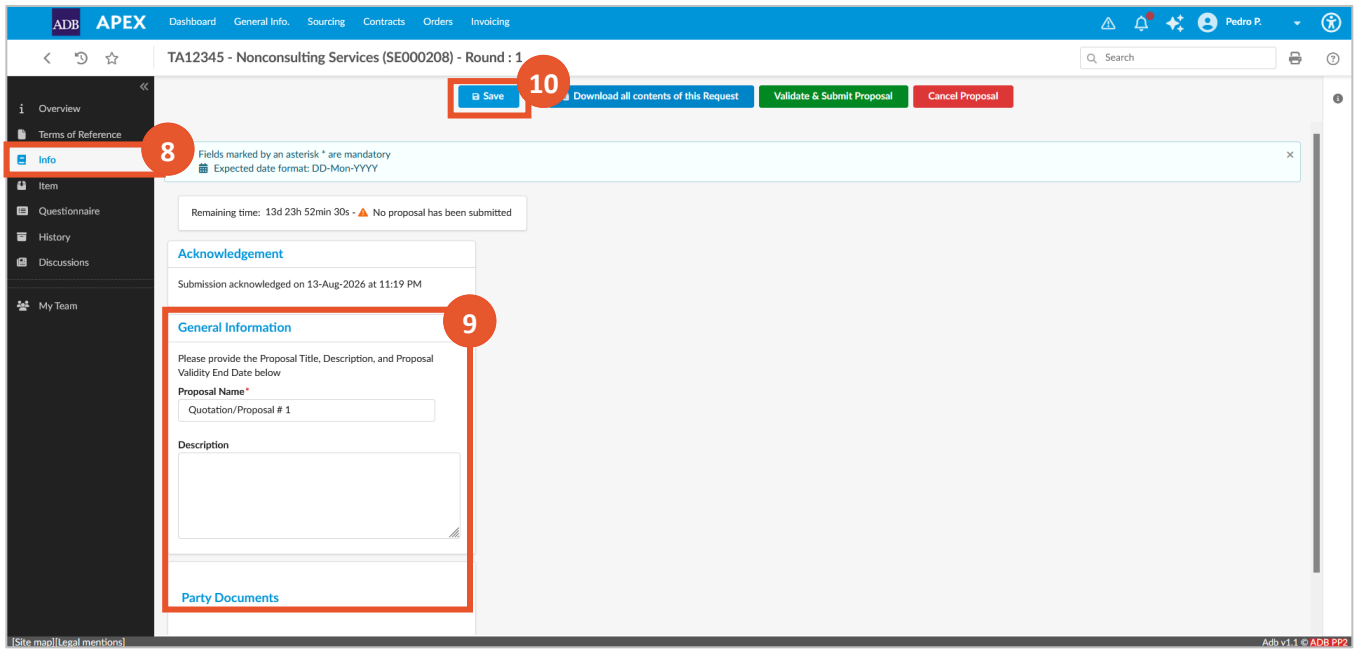
   - The Info, Item, and Questionnaire tabs displayed will vary based on the Procurement Event Type - Request for Information (RFI), Request for Quotation (RFQ), Request for Proposal (RFP), or Invitation for Bids (IFB).
   - Ensure that all required information in each tab is reviewed carefully and completed accurately before proceeding.



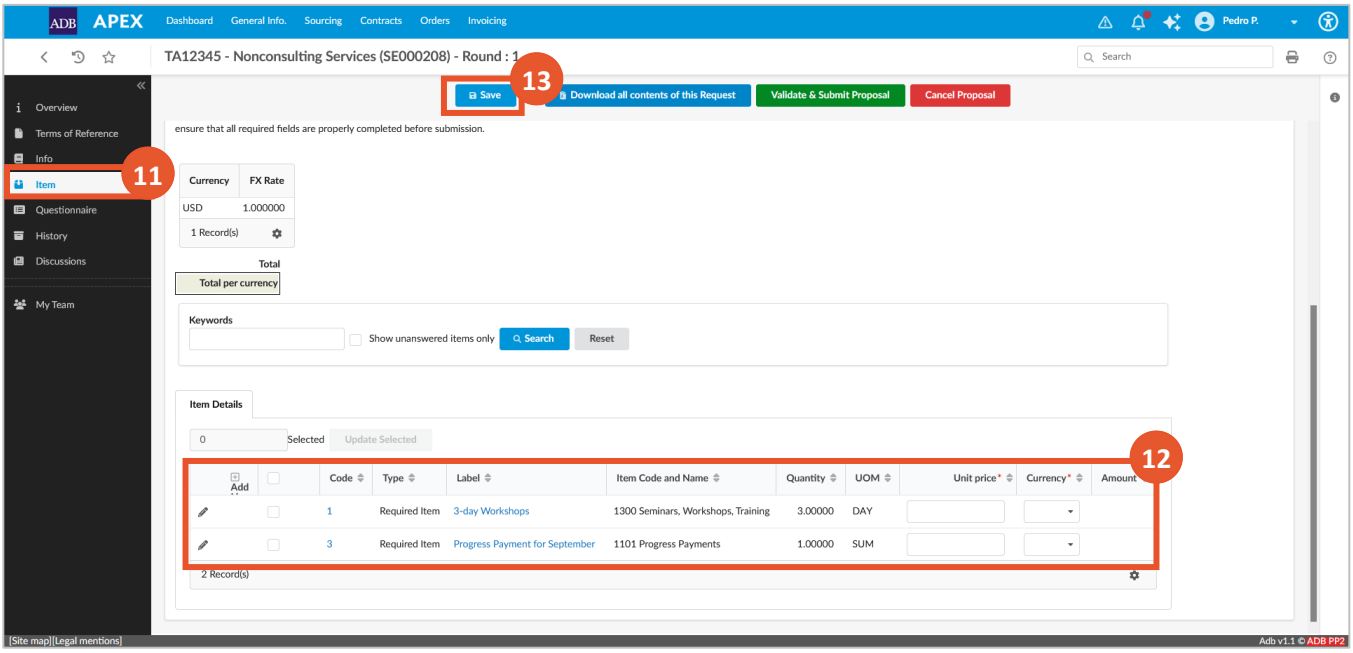
8. From **Terms of Reference** tab, click Info tab. Click the **Proposal Evaluation** tab to display the evaluation form.
9. Accomplish and upload the relevant information:
   a. General Information
   b. Party Documents

   Note: This page will also display the remaining time of procurement event

10. Click **Save** to record the changes logged.

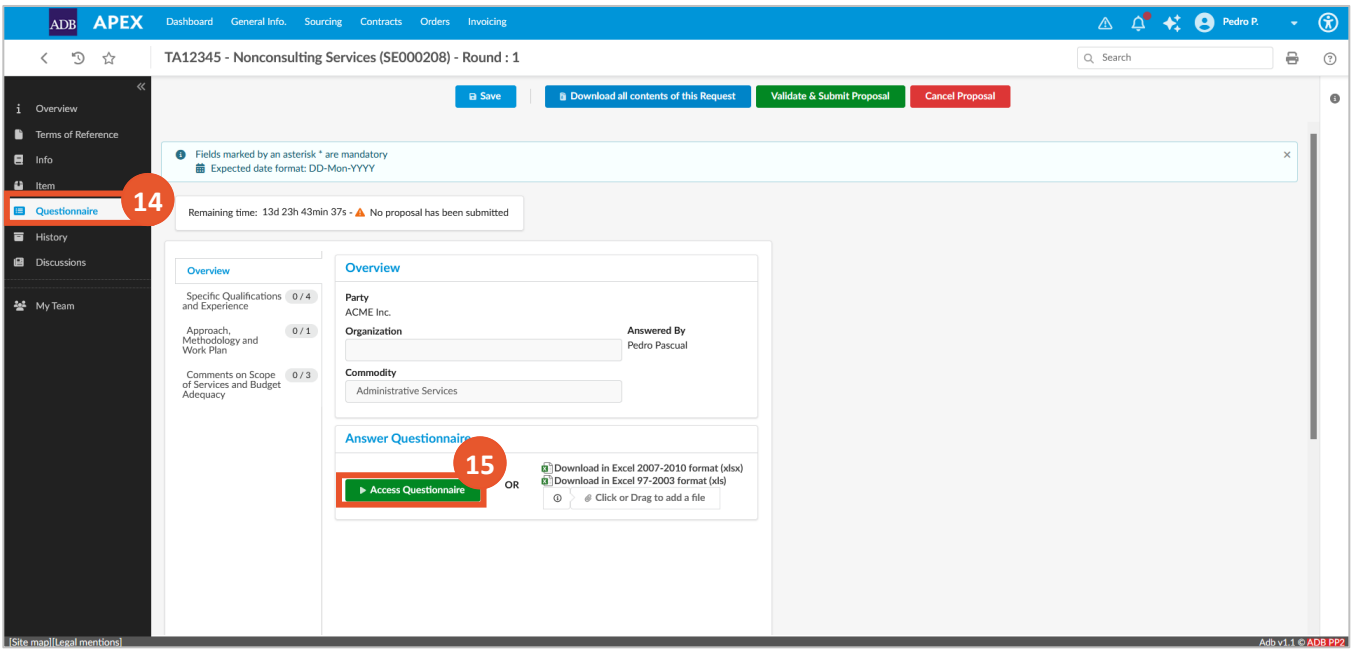


11. From the **Info** tab, click the Item tab to display the details of the procurement item requested in the event.
12. Review the item details and provide the proposed quotation using the available fields:
    a. *Unit Price*
    b. *Currency*
13. Click the **Save** button to record the change logged.

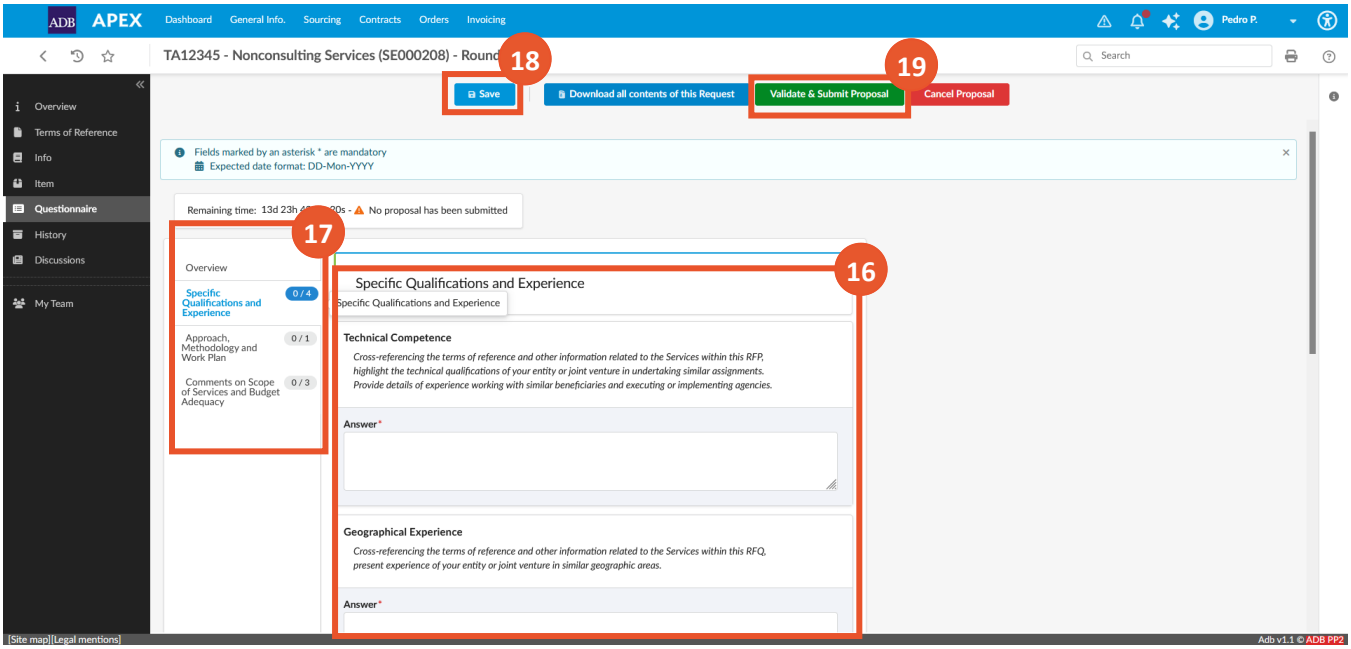


14. From the Item tab, click the Questionnaire tab to display the summary of questions required to be answered for the procurement event.
15. Click the *Access Questionnaire* button to view the list of questions and begin providing feedback.

    Note: The questionnaire can also be downloaded in an excel format for offline completion. Ensure that the completed file is uploaded back into the APEX system using the *Attachment* function.



16. Review the questions and provide feedback on the **Answer** field provided.
17. Navigate the questionnaire tabs to ensure all questions are displayed and answered.
18. Once all questions are answered, click the **Save** button to record the changes made.
19. Review all feedback provided in the *Terms of Reference, Info, Item, and Questionnaire* tabs. Once all information is accurate, click the *Validate & Submit Proposal* button to complete the submission.

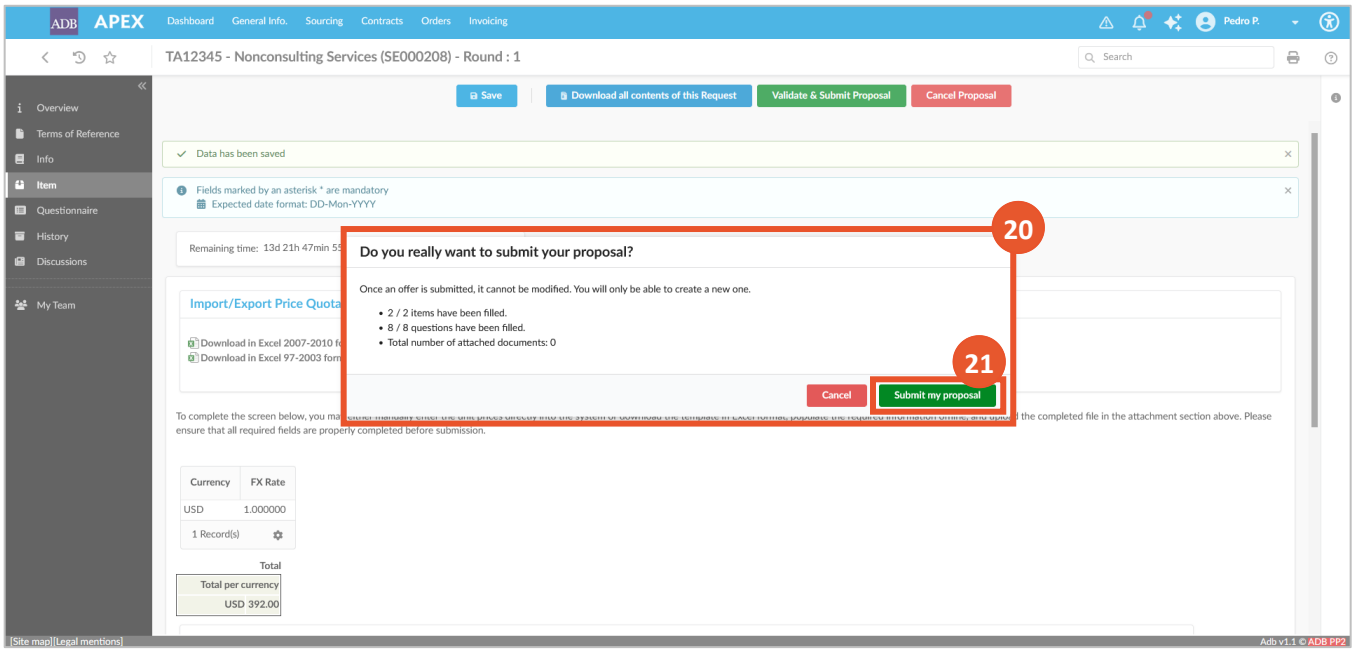


20. Review the summary of response and check whether all the content types such as items, questionnaires, documents have been completed.

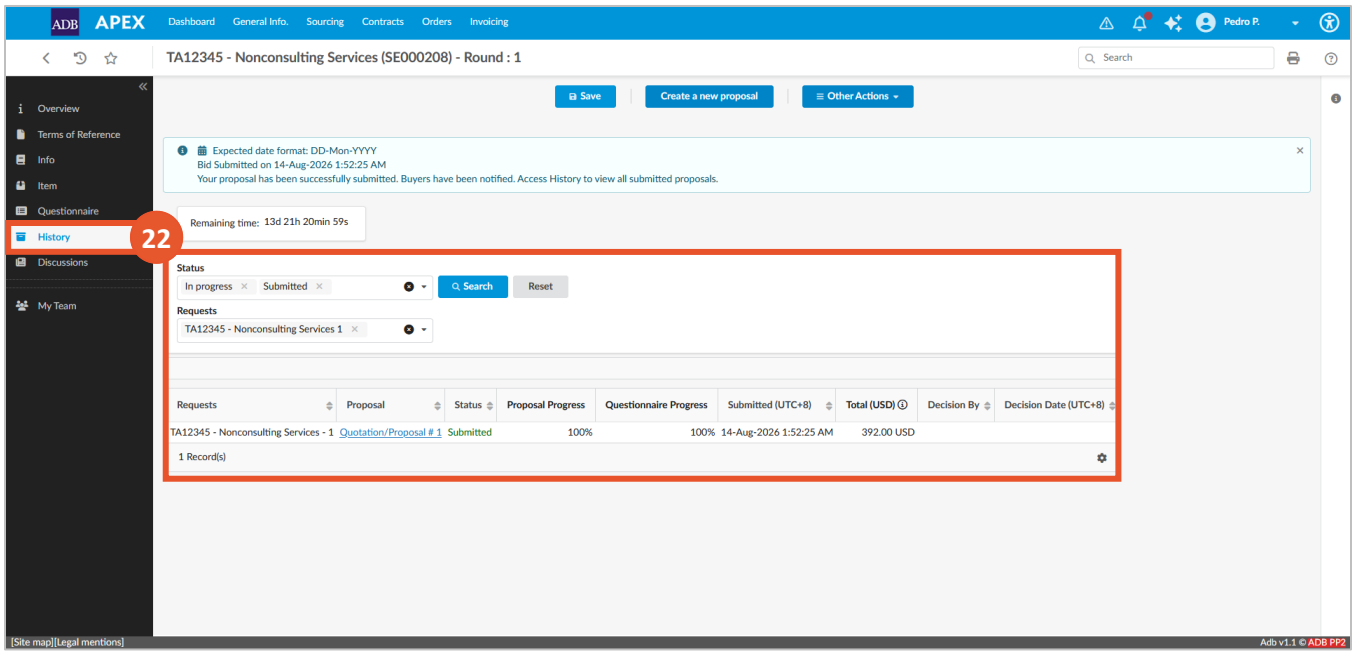
21. Click the **Submit my proposal** button to complete and finalize the proposal submission.

Notes:

- Once submitted, parties can no longer edit the proposal. All submitted information, documents, and questionnaire responses will be accessible in *View-Only* mode.
- The *ADB Project Team* will be automatically notified once the proposal has been successfully submitted by the party.



22. From the *Questionnaire* tab, click the History tab to display the status of the proposal submitted.



23. The ADB TA Project Team will evaluate all bid submissions and award the procurement requirement to the selected Supplier. An automated notification will be sent to the successful Supplier once the evaluation and award process is completed.