SUPPLIER SPACE TRAINING DOCUMENT

I want to bid – What do I need to do?

You have consulted the tender call and you want to bid. Here are the steps to follow:

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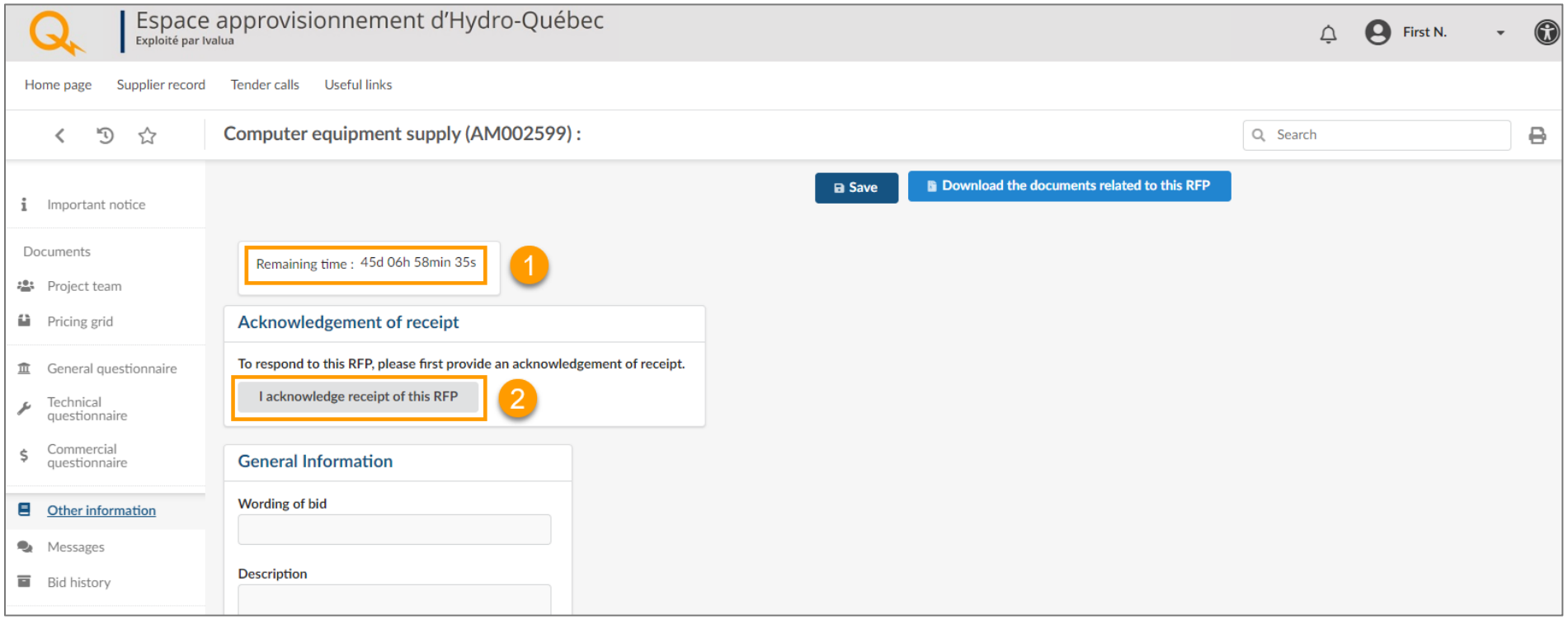
I want to bid – What do I need to do?

Step 1: Acknowledge receipt of the tender call

Take a note of the time remaining to respond to the tender call.

Click on **I acknowledge receipt of this RFP** button.



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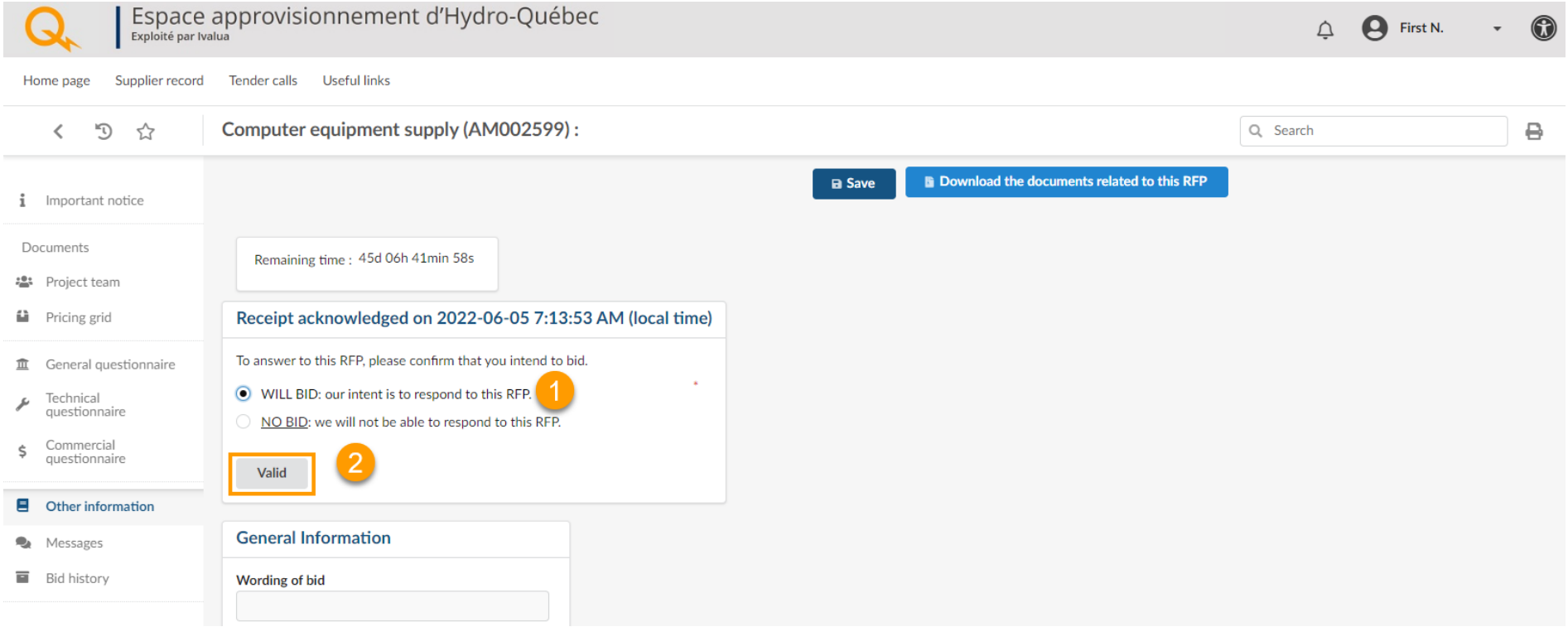
Step 2: Confirm your participation

Check WILL BID: our intent is to respond to this RFP. Then, click on **Valid** button.

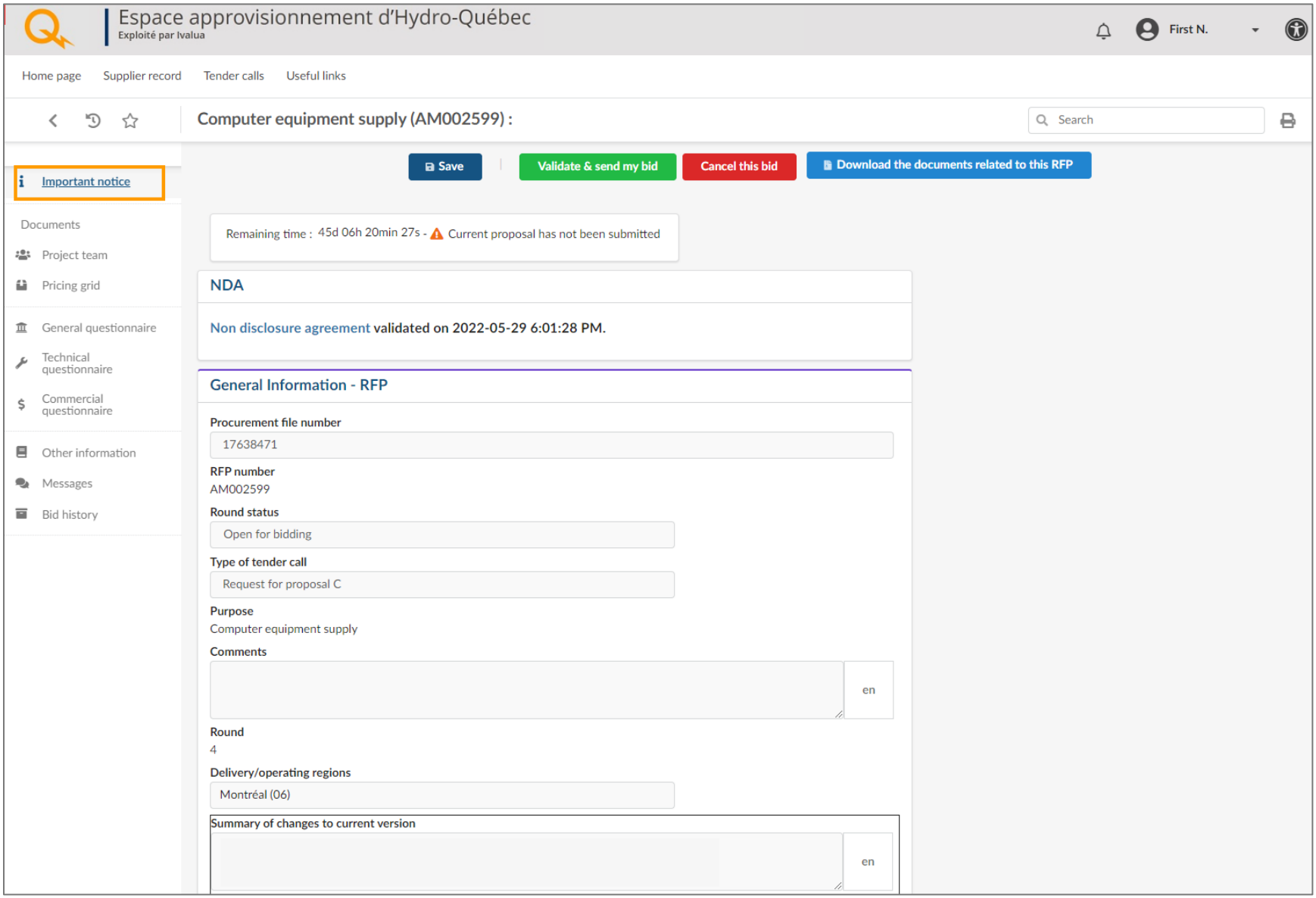


Step 3: Consult the "Important notice"

Read the information included in the "Important notice" section.

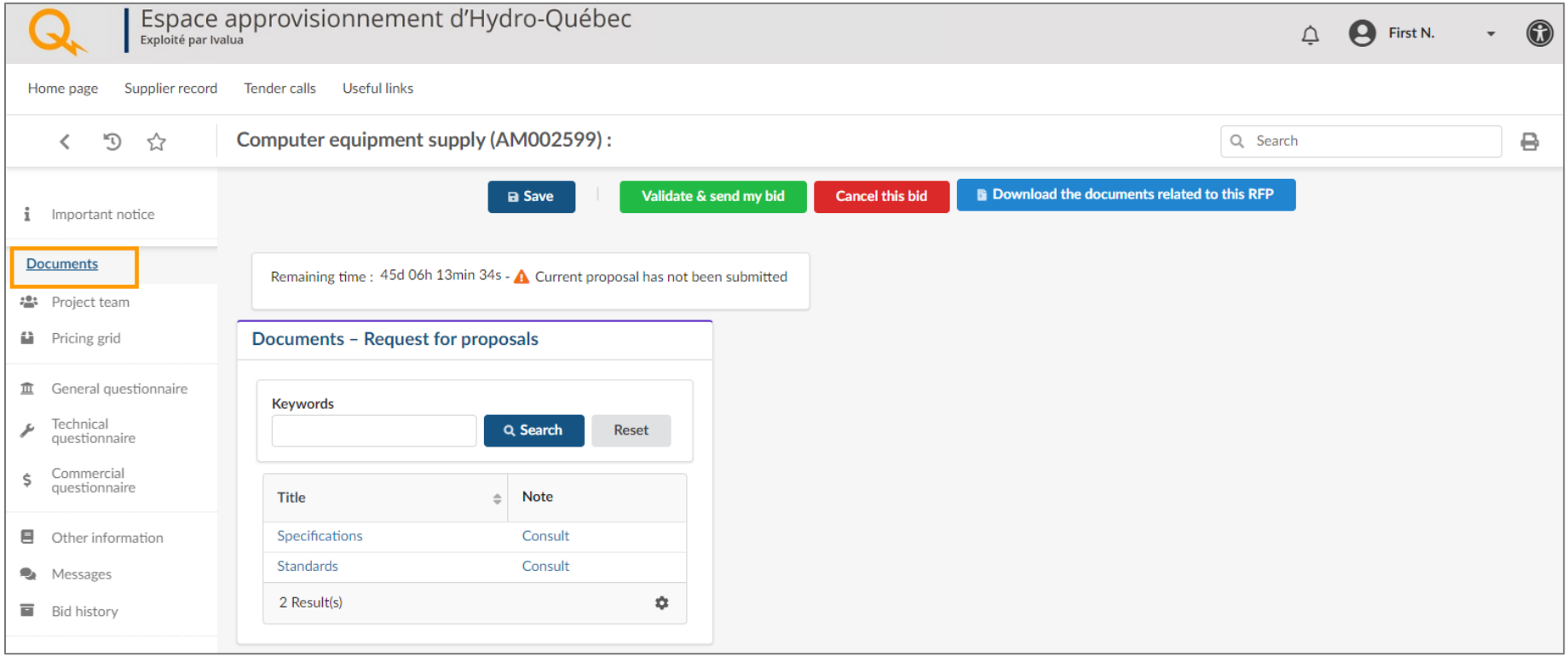
To be authorized to bid on a tender call:

- ✓ Your record must have an "Active" or "Validated prospect" status.
- ✓ The annual subscription must have been paid (if required).
- ✓ Your company must be eligible.


Espace approvisionnement d'Hydro-Québec
Exploité par Ivalua
First N.
Home page
Supplier record
Tender calls
Useful links
Computer equipment supply (AM002599) :
Search
Important notice
Documents
Project team
Pricing grid
General questionnaire
Technical questionnaire
Commercial questionnaire
Other information
Messages
Bid history
Save
Validate & send my bid
Cancel this bid
Download the documents related to this RFP
Remaining time : 45d 06h 20min 27s - Current proposal has not been submitted
NDA
Non disclosure agreement validated on 2022-05-29 6:01:28 PM.
General Information - RFP
Procurement file number
17638471
RFP number
AM002599
Round status
Open for bidding
Type of tender call
Request for proposal C
Purpose
Computer equipment supply
Comments
en
Round
4
Delivery/operating regions
Montréal (06)
Summary of changes to current version
en

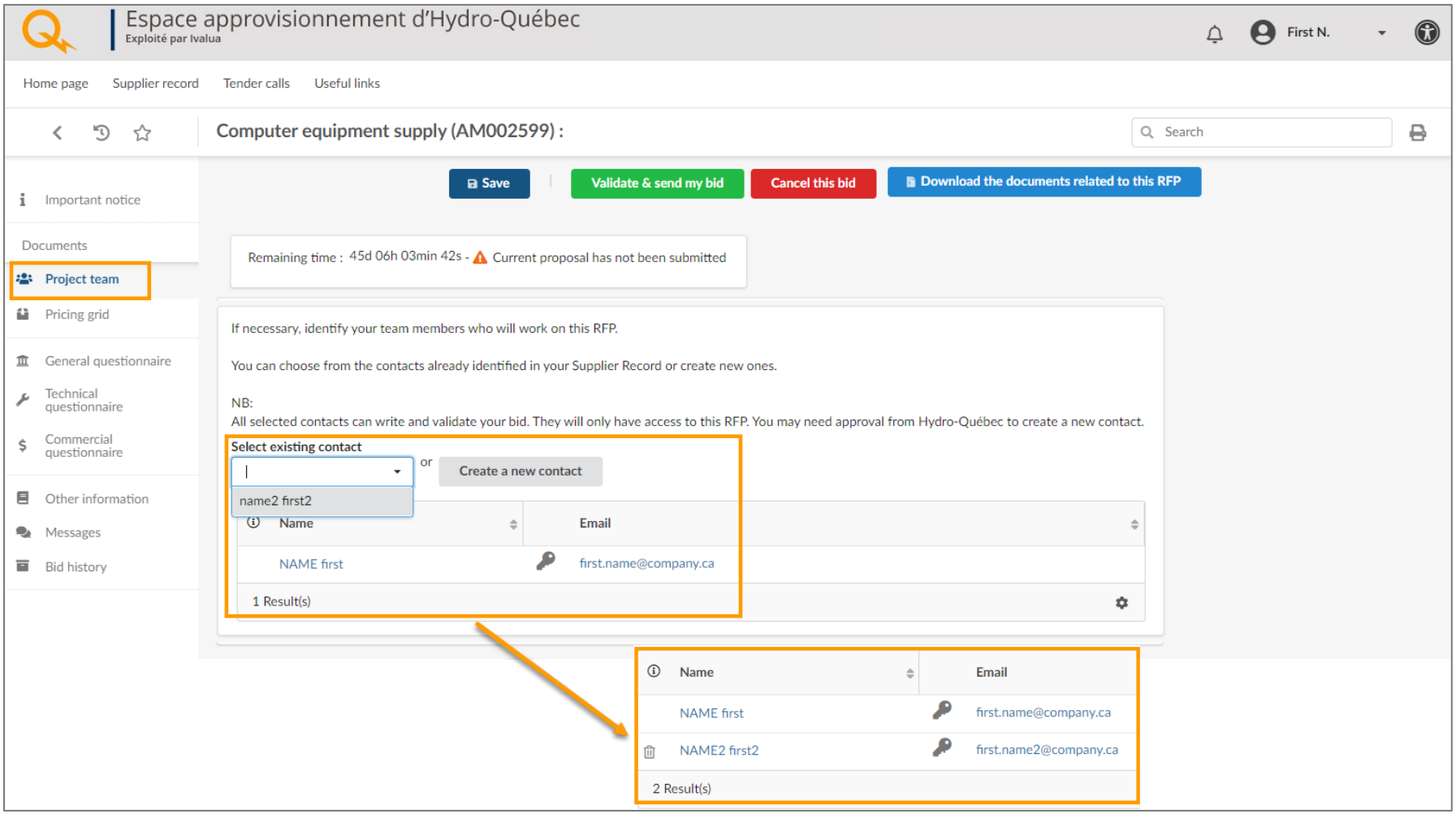
Step 4: Consult the section "Documents"

Consult the "Documents" section. It may contain further details such as technical specifications, drawings, blueprints or regulations.



Step 5: Create a project team

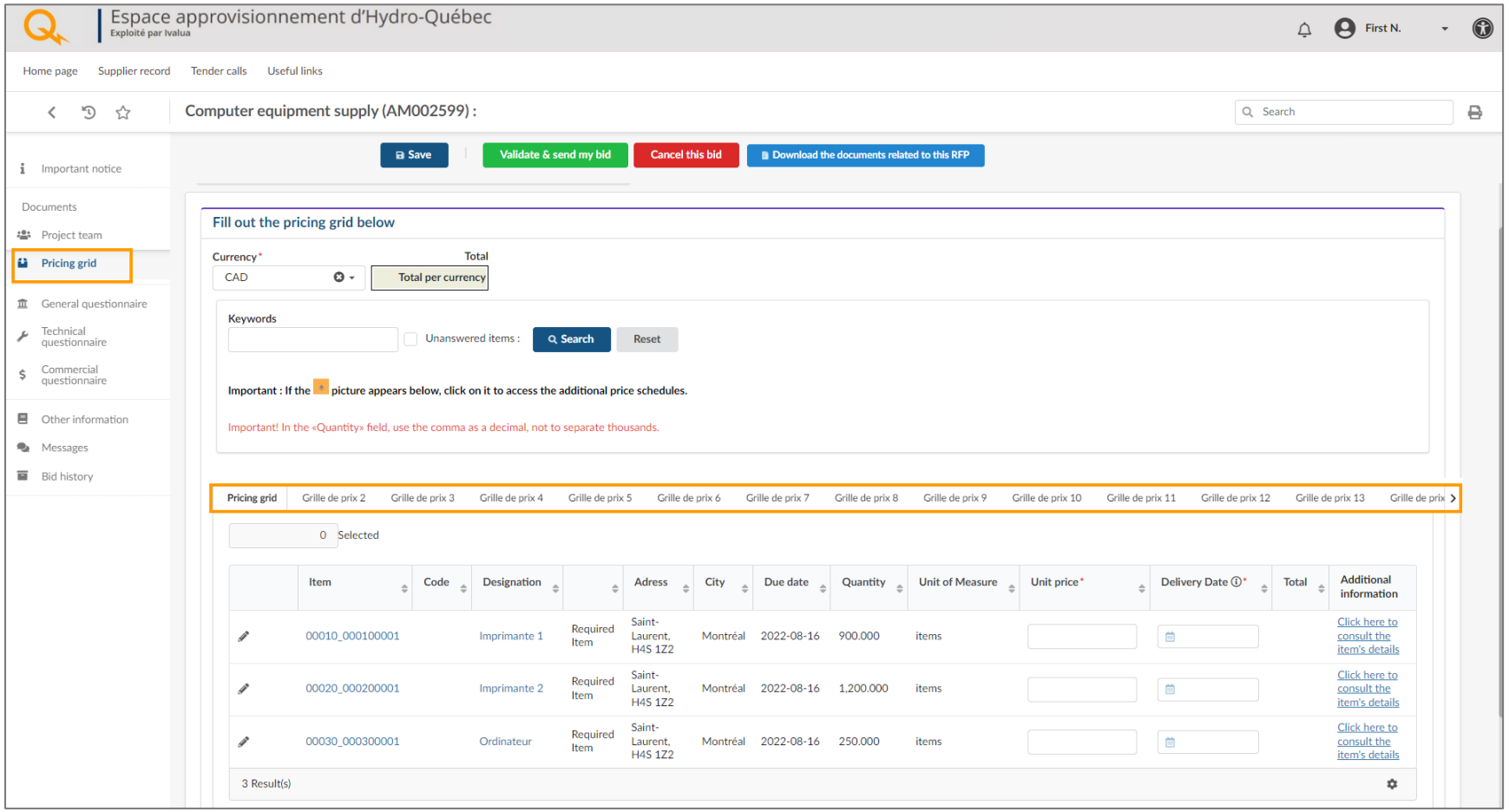
Create a team if necessary. To this end, add contacts by selecting their name from the drop-down list **Select existing contact.**



Step 6: Consult and fill out the pricing grids

Depending on the tender call, you may have to fill out more than one pricing grid. You need to make sure you have access to all the grids. Only one grid is displayed per tab.

The "**>**" icon appears if some grids cannot be displayed at the same time as the others. Click on the icon to visualize the additional grids.

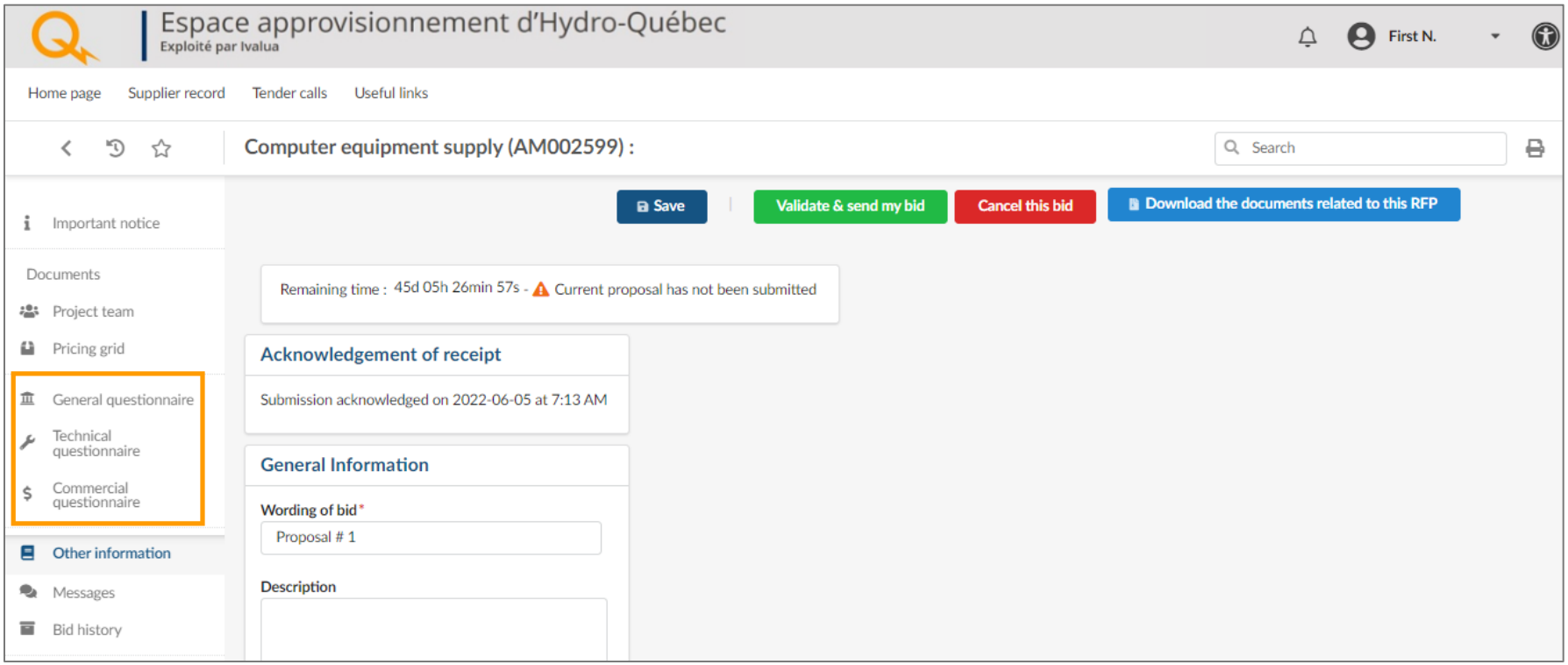


Step 7: Consult and fill out the questionnaires

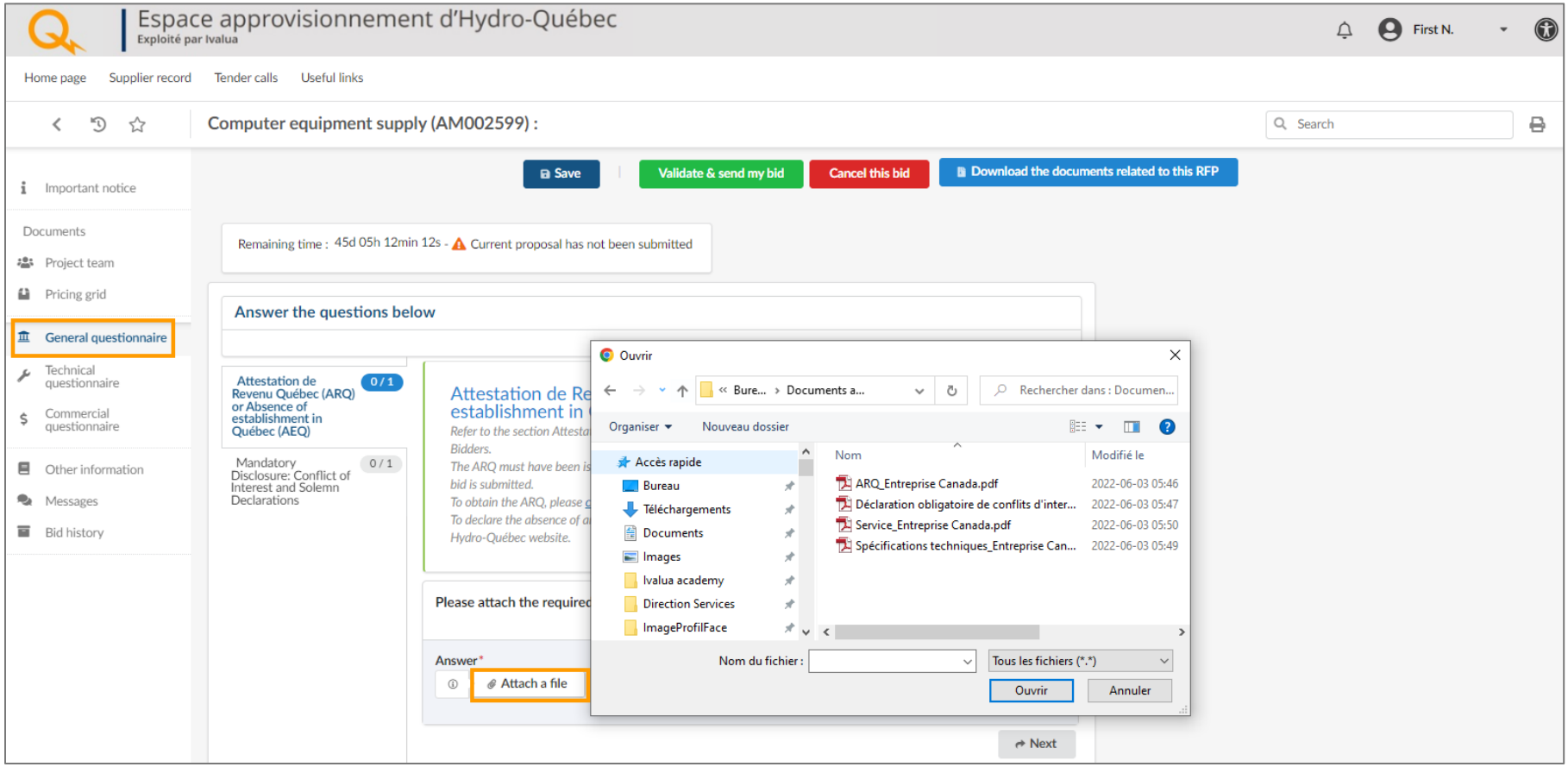
Depending on the tender call, you will have to fill out one, two or three types of questionnaires. You have to click on each of the three sections to consult and respond to the questions of the selected questionnaire.

In each of the questionnaires:

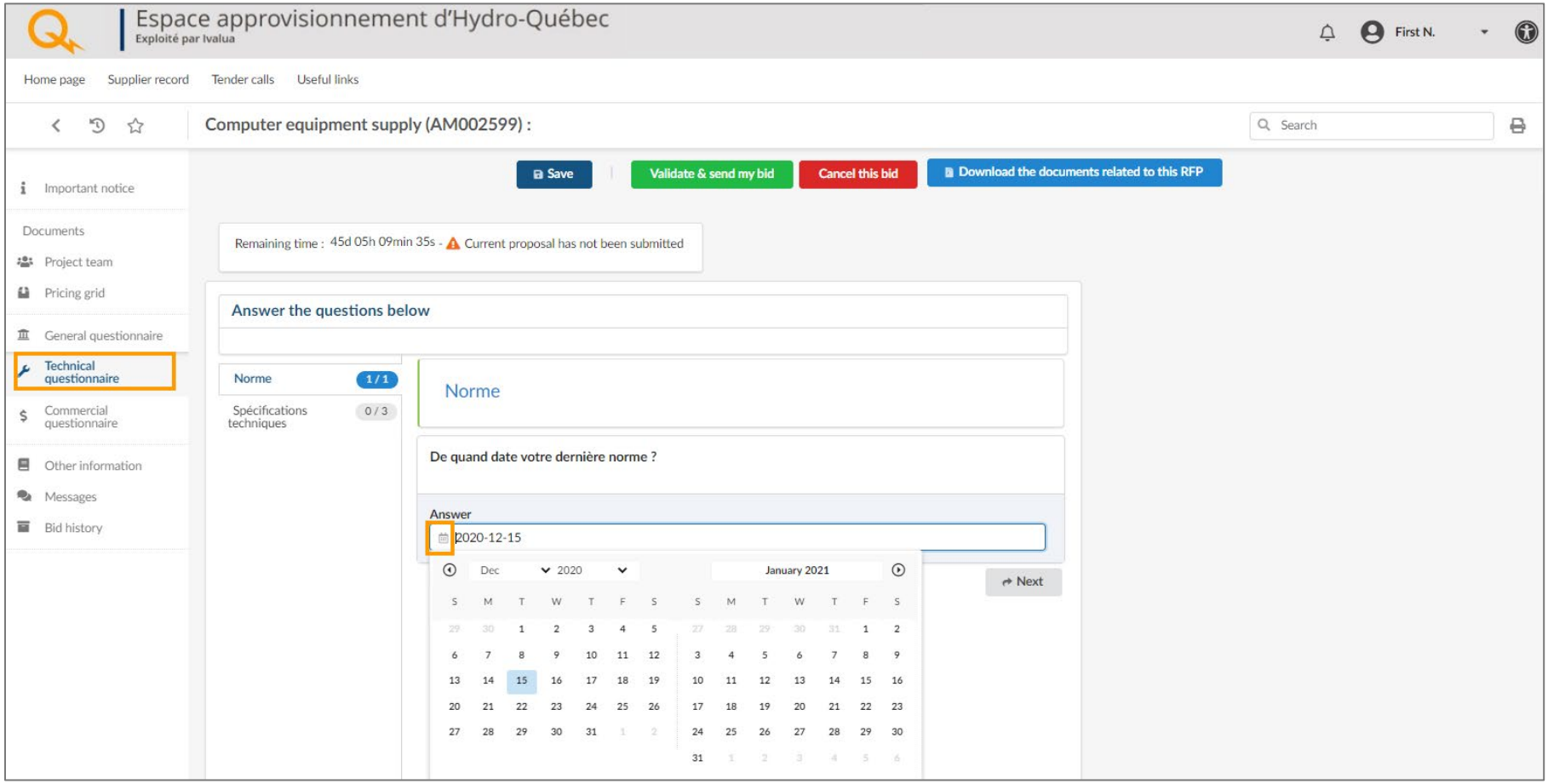
- ✓ You may have to respond to four types of questions: file to attach, date to enter, checkbox and number or text to enter.
- ✓ Fields marked with an asterisk (*) are mandatory.

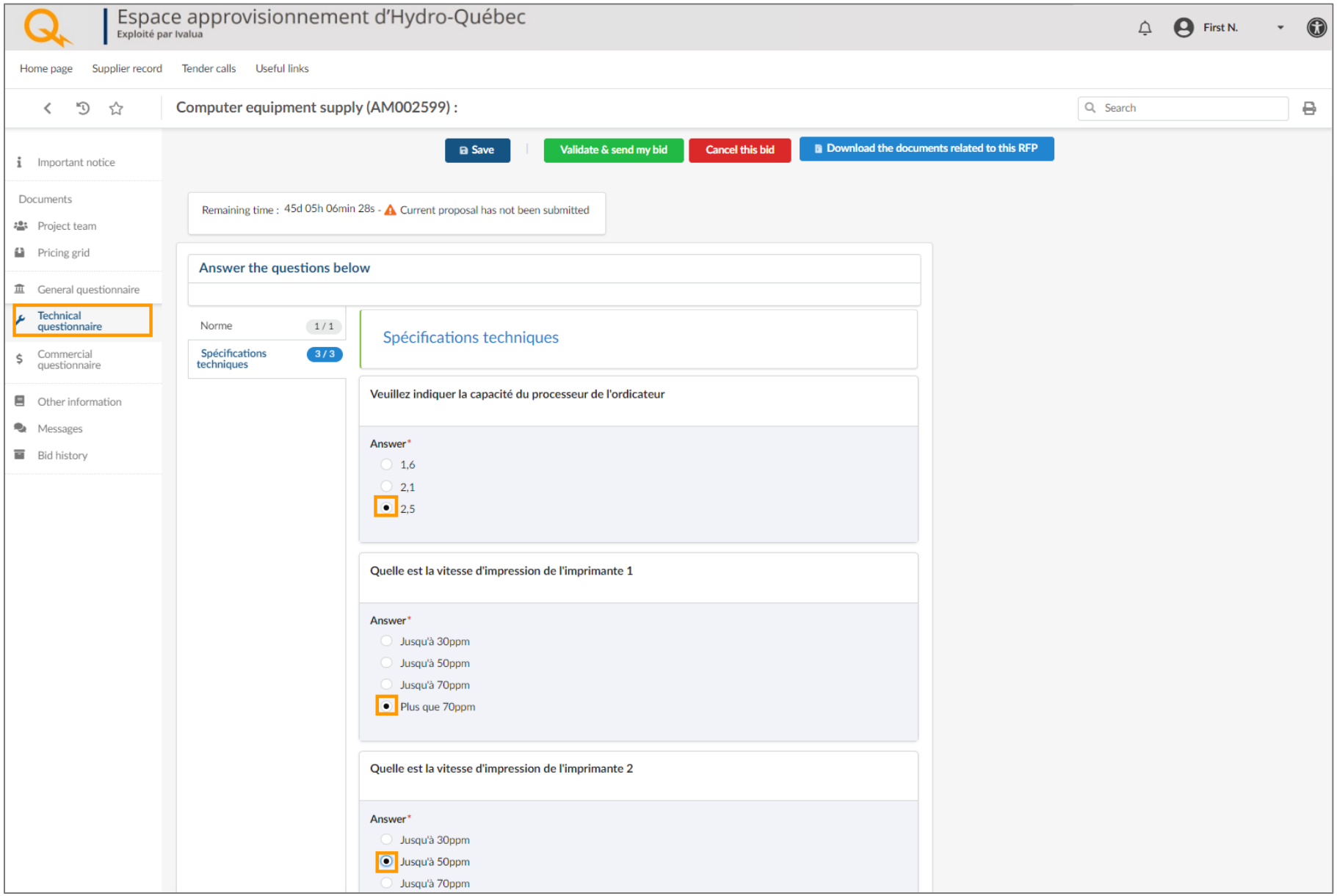


Consult and fill out the "**General questionnaire**".



Consult and fill out the "**Technical questionnaire**".

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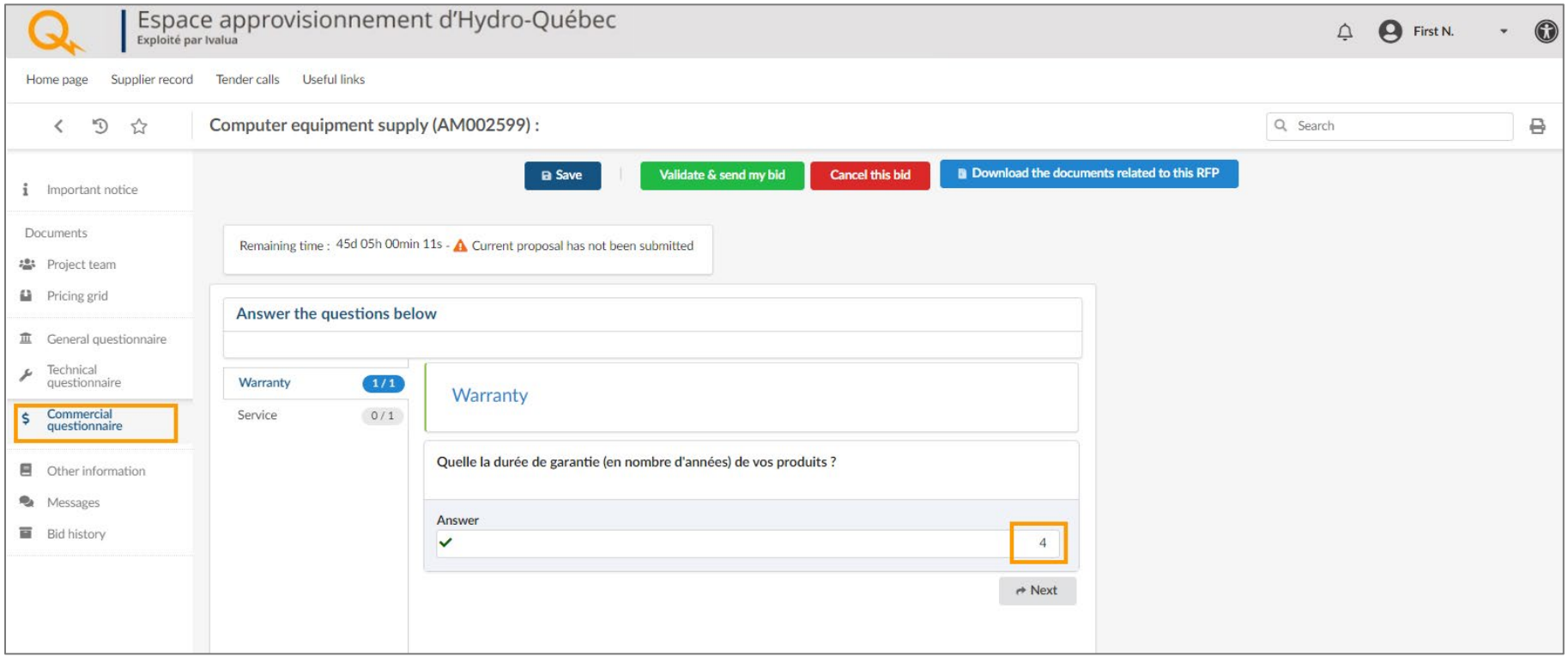
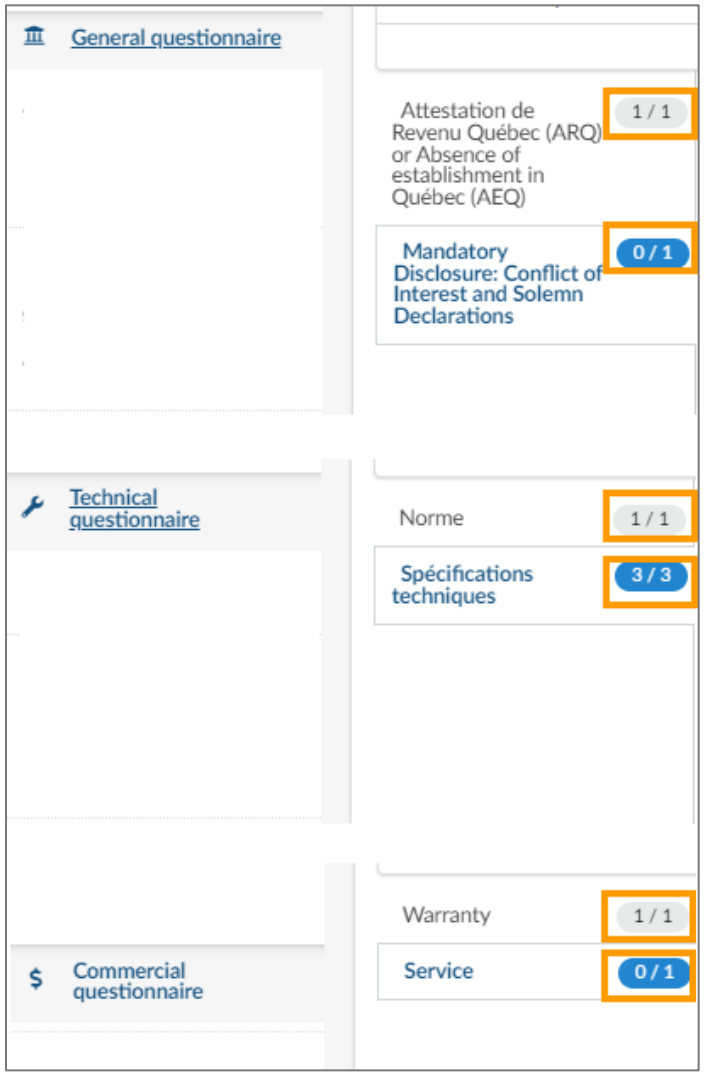
Other information
Messages
Bid history
Save
Validate & send my bid
Cancel this bid
Download the documents related to this RFP
Remaining time : 45d 05h 06min 28s - Current proposal has not been submitted
Answer the questions below
Norme 1 / 1
Spécifications techniques 3 / 3
Spécifications techniques
Veuillez indiquer la capacité du processeur de l'ordicateur
Answer*
1,6
2,1
2,5
Quelle est la vitesse d'impression de l'imprimante 1
Answer*
Jusqu'à 30ppm
Jusqu'à 50ppm
Jusqu'à 70ppm
Plus que 70ppm
Quelle est la vitesse d'impression de l'imprimante 2
Answer*
Jusqu'à 30ppm
Jusqu'à 50ppm
Jusqu'à 70ppm

Consult and fill out the "**Commercial questionnaire**".



In each questionnaire, you probably noticed the progress report. This report indicates your progress in filing out the proposal.



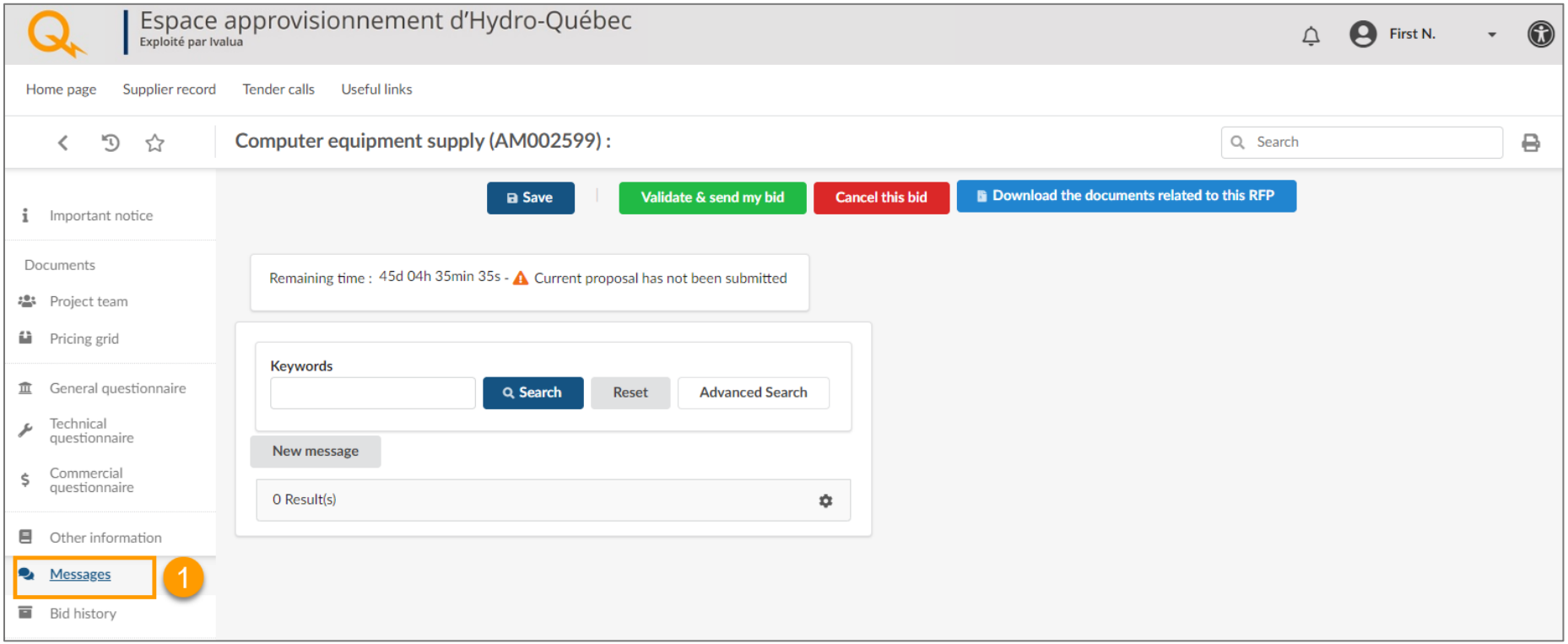
Click on **Save** button to save the information entered.

Note: Click on **Download the document related to this RFP** button to download all the documents associated with the tender call.

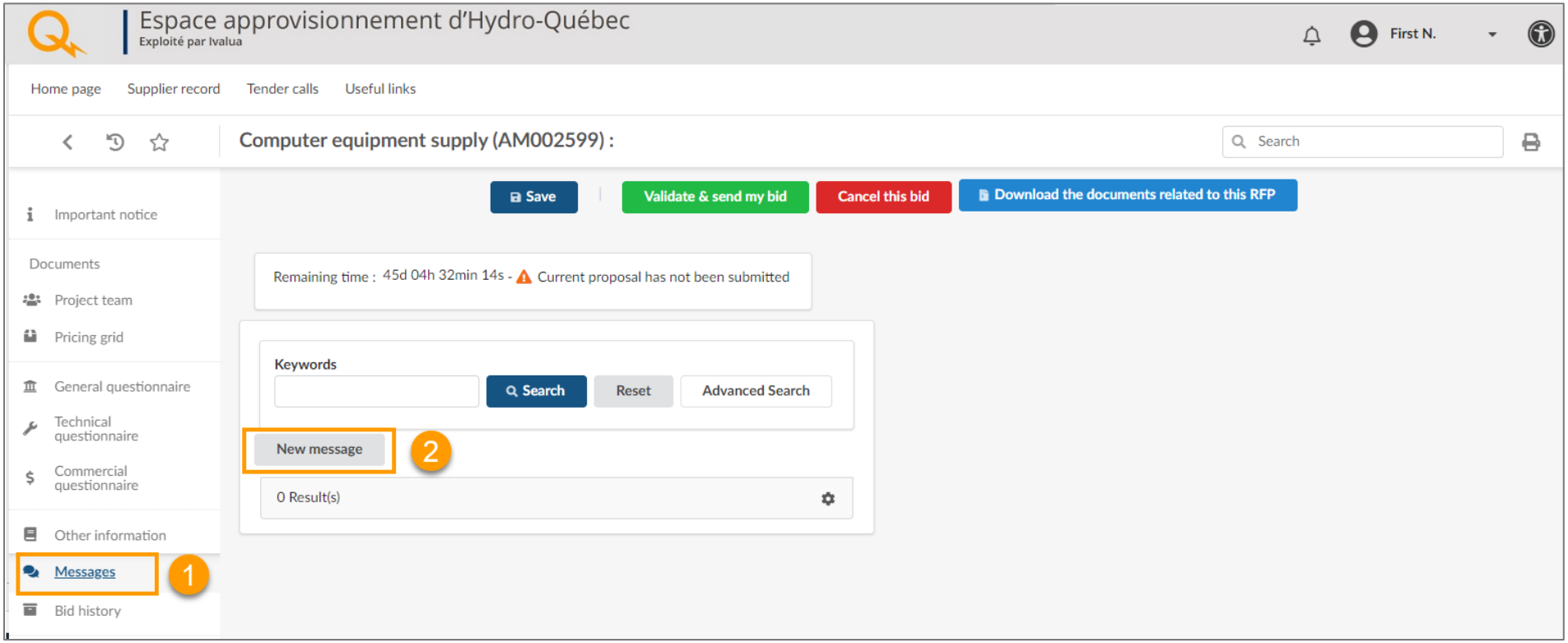
Section "Messages"

At any time, you can communicate with the Hydro-Québec representative of members of your team.

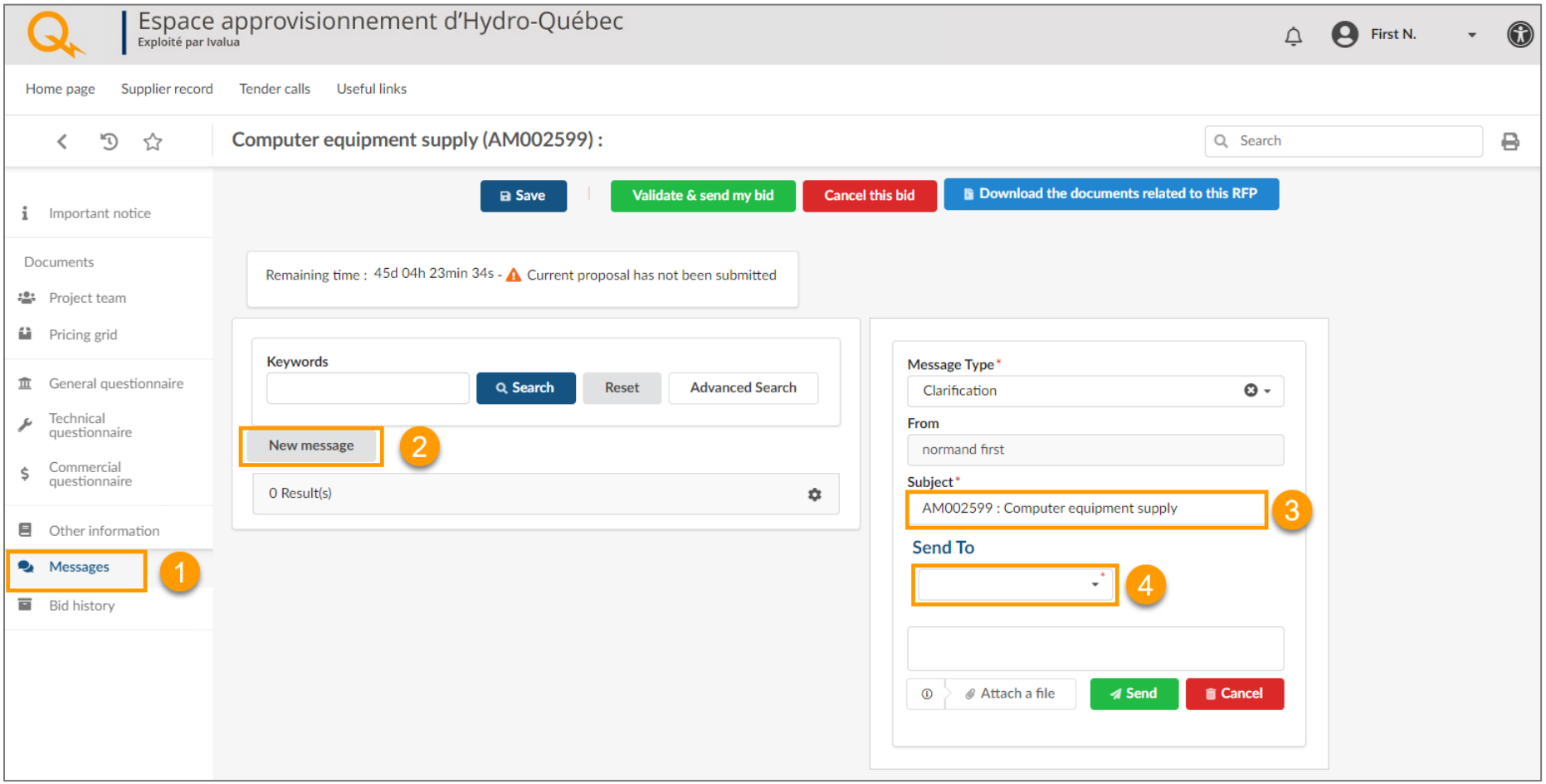
1. Click on "Messages" section.



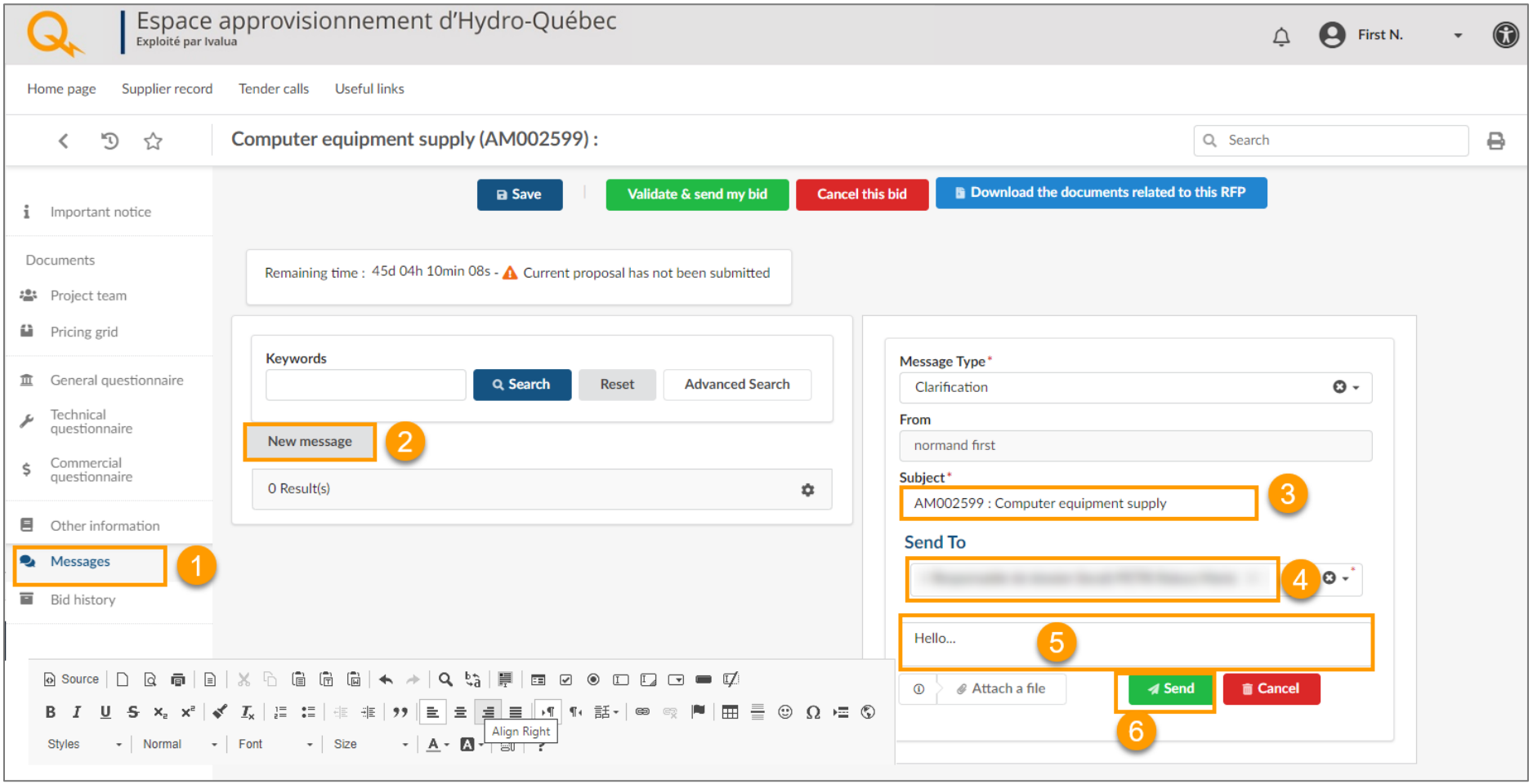
2. Click on **New message** button.



3. Edit the subject of our question if desired.
4. Select the recipient from the list.

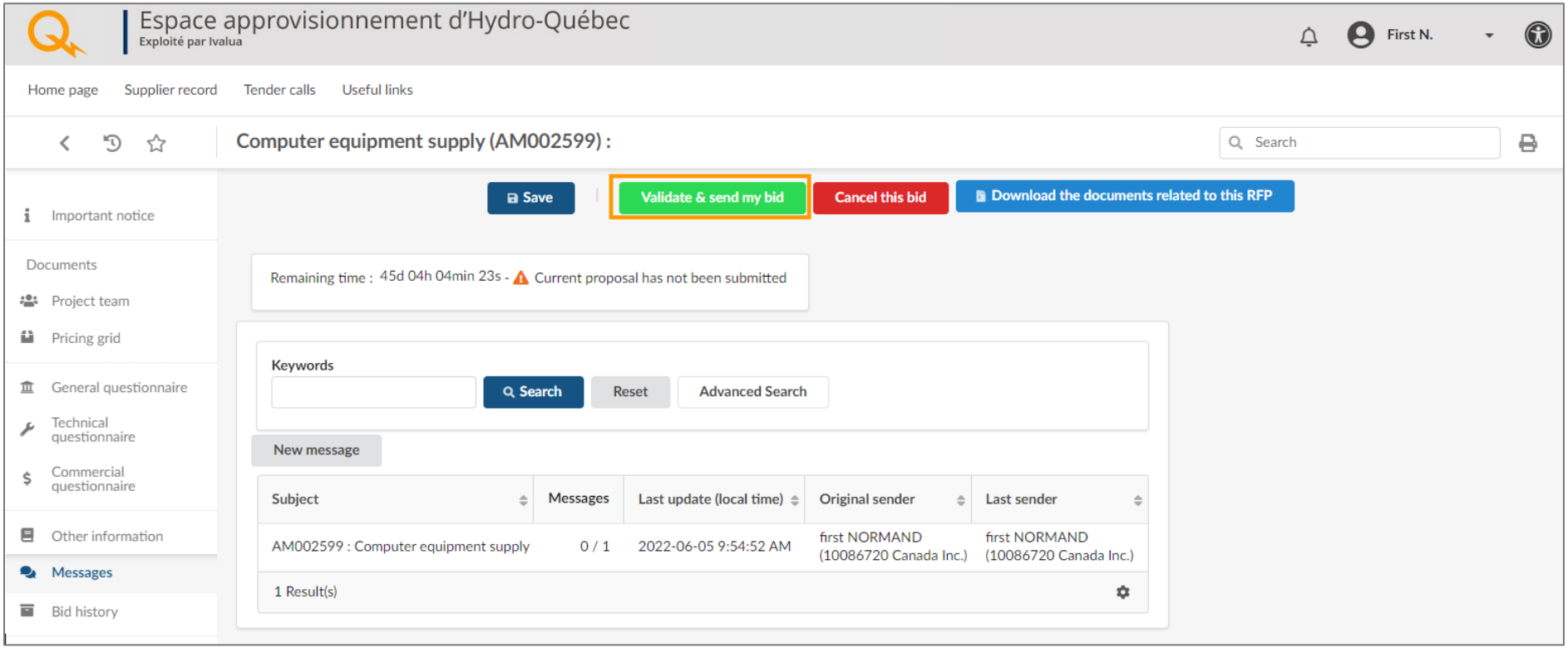


5. Type and format your message as desired.
6. Click on **Send** button.

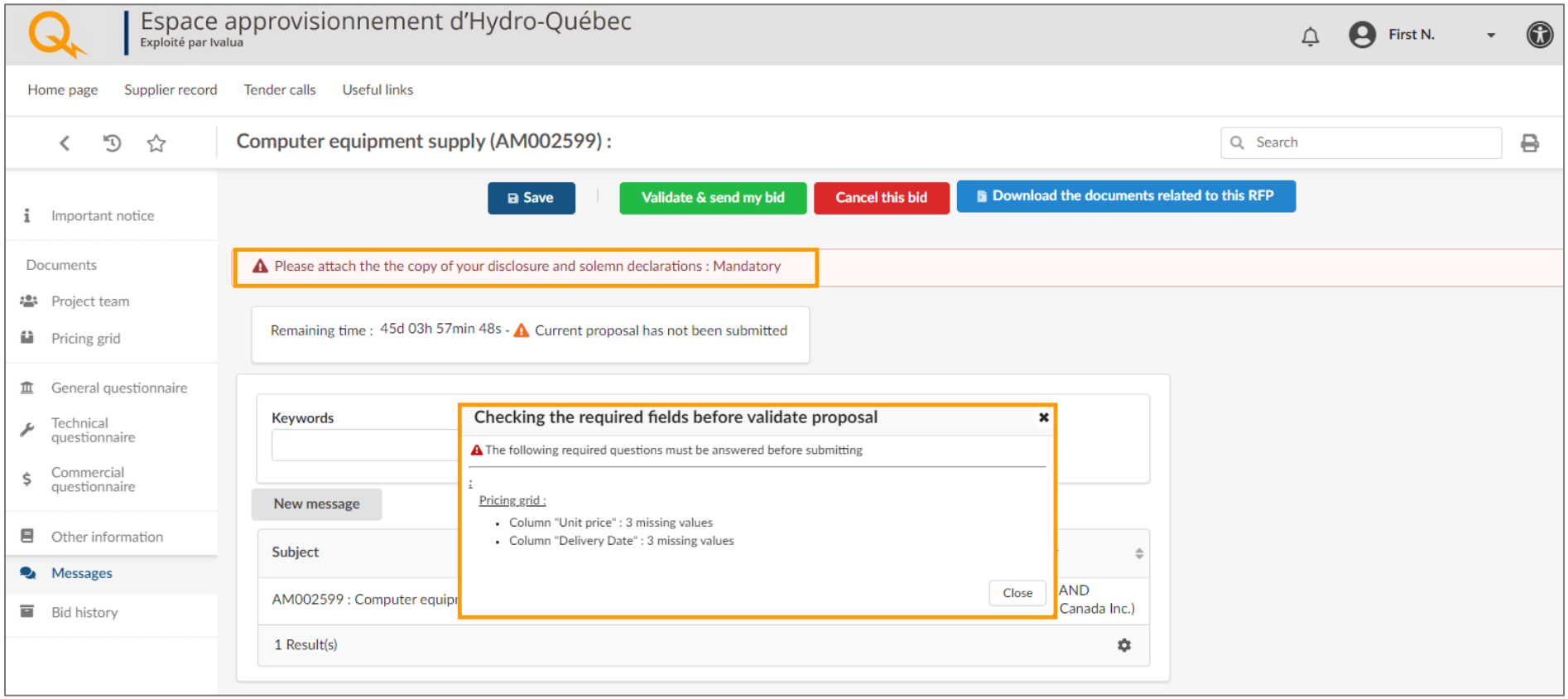


Step 8: Submit your proposal

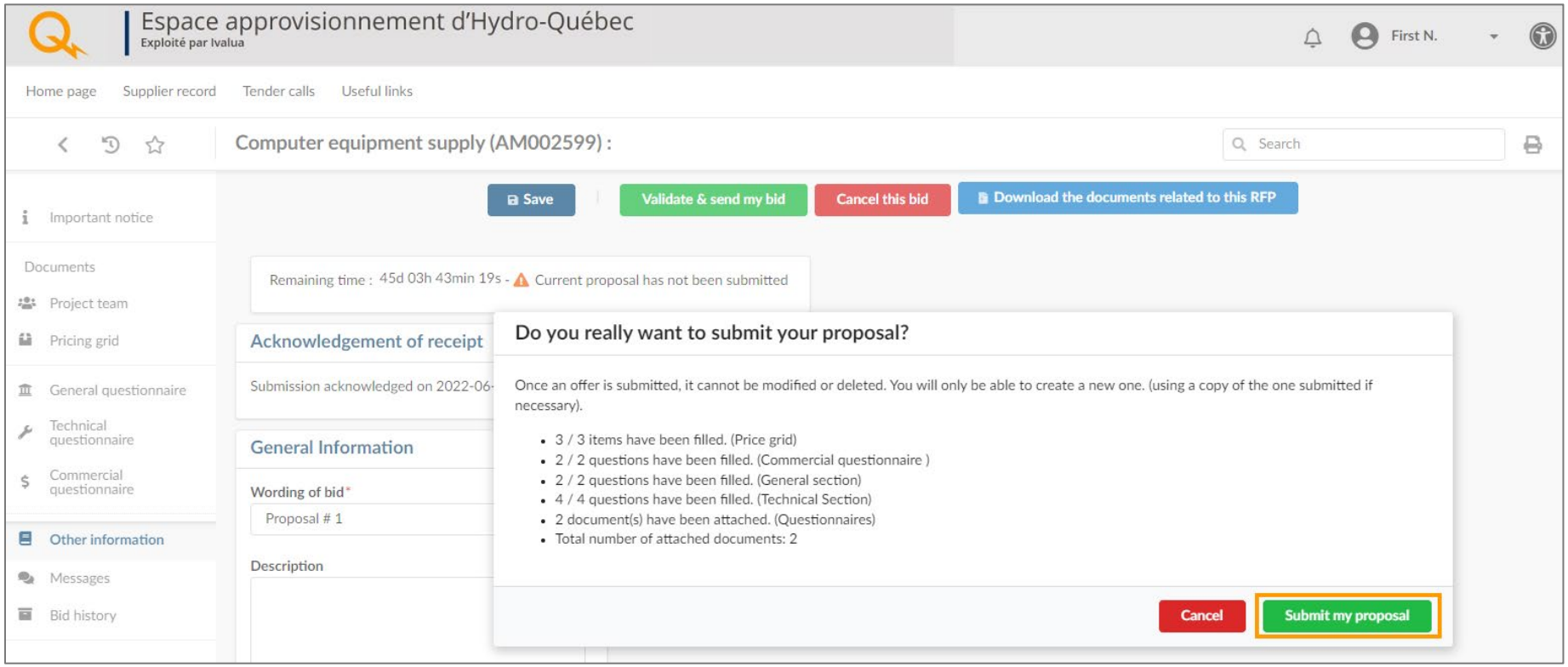
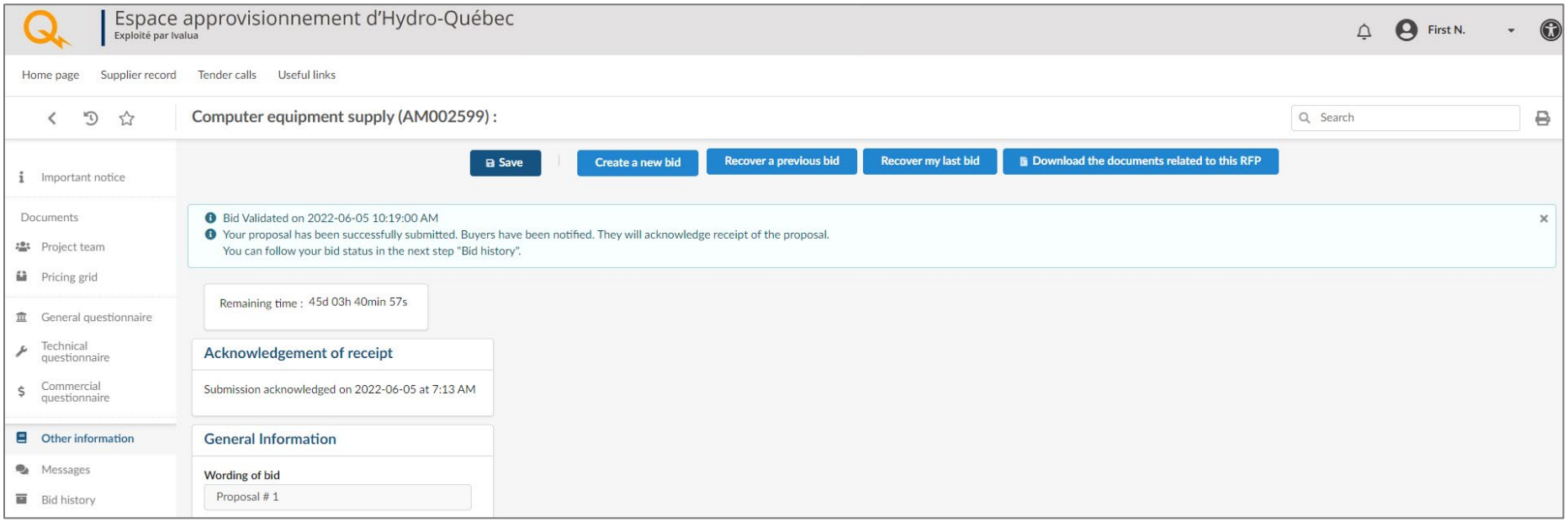
Once you are ready to bid, click on **Validate & Send my bid** button.



If you forgot to answer a mandatory question or provide a required price, you won't be able to submit your proposal.



When everything is properly field out, clock on **Submit my proposal** button.



Hydro-Québec representative will acknowledge receipt of your proposal when he begins its analysis.