



USER MANUAL (EXTERNAL)
PUBLIC TENDER PARTICIPATION

SUPPLIER RELATIONSHIP MANAGEMENT
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

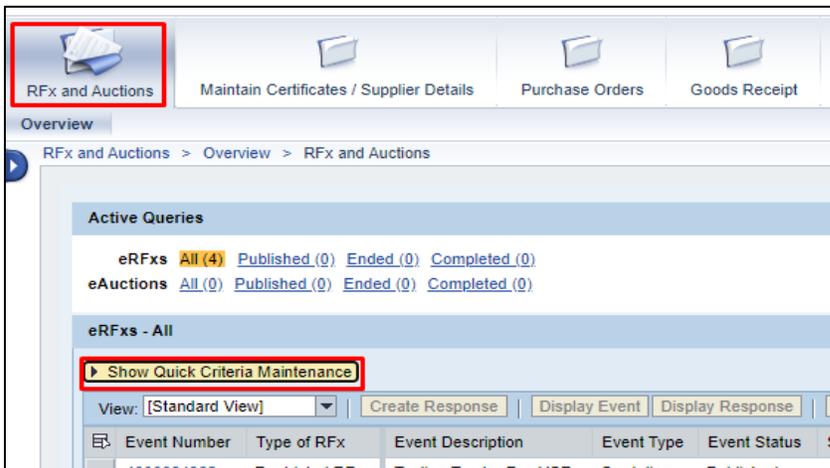
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)
USER MANUALS (SUPPLIER) – PUBLIC TENDER VOL 1/2020

PROCESS	:	PUBLIC TENDER PARTICIPATION
ROLE	:	EXTERNAL USERS (SUPPLIERS)

1. To view Public Tender, go to “RFx and Auctions” and “Overview”.



2. Click on the “Show Quick Criteria maintenance” button.



SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)
USER MANUALS (SUPPLIER) – PUBLIC TENDER VOL 1/2020

3. The default publication type is set to “Restricted RFX”. To proceed with Public Tender, change the publication type to “Public RFX”.

The screenshot shows the 'eRFxs - All' search criteria form. The 'Publication Type' dropdown menu is open, showing 'Restricted RFX' selected with a red box around it. The 'My Eligible RFX' checkbox is unchecked. The 'Apply' button is highlighted.

4. “My Eligible RFX:” checkbox will be set by default to show only the RFX that meet your registered Kod Bidang. Click on the “Apply” button to proceed.

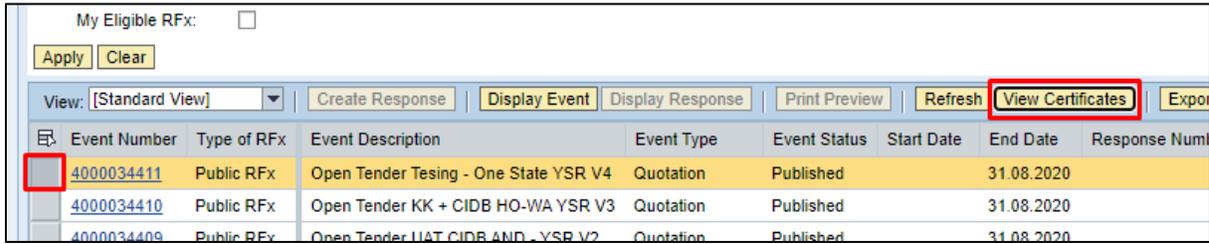
The screenshot shows the 'eRFxs - All' search criteria form. The 'Publication Type' dropdown menu is set to 'Public RFX' and the 'My Eligible RFX' checkbox is checked. The 'Apply' button is highlighted.

5. To view the list of all Public Tender, untick the “My Eligible RFX:” checkbox.

The screenshot shows the 'eRFxs - All' search criteria form. The 'Publication Type' dropdown menu is set to 'Public RFX' and the 'My Eligible RFX' checkbox is unchecked. The 'Apply' button is highlighted.

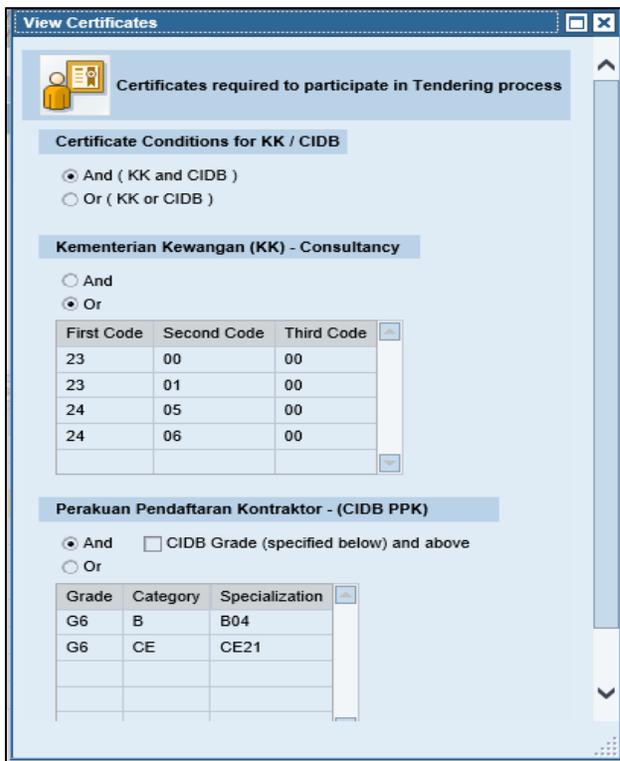
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)
USER MANUALS (SUPPLIER) – PUBLIC TENDER VOL 1/2020

6. To check what Kod Bidang is specified for the particular Public Tender, highlight the RfX and click on the “View Certificates” button.



Event Number	Type of RfX	Event Description	Event Type	Event Status	Start Date	End Date	Response Num
4000034411	Public RfX	Open Tender Tesing - One State YSR V4	Quotation	Published		31.08.2020	
4000034410	Public RfX	Open Tender KK + CIDB HO-WA YSR V3	Quotation	Published		31.08.2020	
4000034409	Public RfX	Open Tender UAT CIDB AND - YSR V2	Quotation	Published		31.08.2020	

The list of Kod Bidang specified for the Public Tender will be displayed.



View Certificates

Certificates required to participate in Tendering process

Certificate Conditions for KK / CIDB

And (KK and CIDB)
 Or (KK or CIDB)

Kementerian Kewangan (KK) - Consultancy

And
 Or

First Code	Second Code	Third Code
23	00	00
23	01	00
24	05	00
24	06	00

Perakuan Pendaftaran Kontraktor - (CIDB PPK)

And CIDB Grade (specified below) and above
 Or

Grade	Category	Specialization
G6	B	B04
G6	CE	CE21

In cases where Kod Bidang is expired or did not match with the specified Kod Bidang in this particular Public Tender, vendor need to register/update their new Kod Bidang/ validity in SUS portal (Maintain Certificates) in order to participate in this public tender.

SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)
 USER MANUALS (SUPPLIER) – PUBLIC TENDER VOL 1/2020

- The State Restrictions button is meant for Restricted Tender/Quotation with geographical or regional reasons. To check if there any state restrictions in this public tender, click on the “State Restrictions” button.

Display RFX: 4000034312

Print Preview | Close | Participate | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Export

Number 4000034312 Name Open Tender DEMO Status Published Start Date End Date 31.08.2021 00:00:00 UTC+8 Remaining

RFX Information | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments | Conditions

Start Date: [] 00:00:00 * Tender Fee: 0.00

* Tender Closing Date: 31.08.2021 00:00:00

Tender Validity Date: 31.08.2021

Reference No: []

Currency: MYR

KK Normal Supply/Serv.
 KK Consultancy
 CIDB
 BPKU (BUMI)

And (KK and CIDB)
 Or (KK or CIDB)

States

State Restrictions

If the tender restricted to any state, the state specified will be displayed as below.

States to participate in Tendering process

State Selection

All States selected for this Tender

	Name
<input checked="" type="checkbox"/> Perak	Malaysia

- To participate in the Public Tender, highlight the relevant RFX and click on the “Display Event” button.

Status: []

Response Timeframe: []

Publication Type: Public RFX

My Eligible RFX:

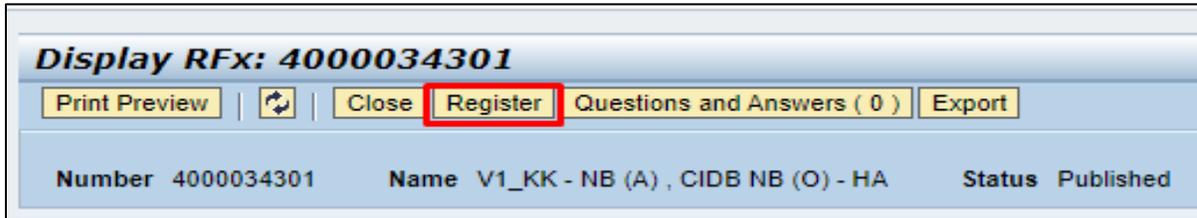
Apply Clear

View: [Standard View] | Create Response | **Display Event** | Display Response | Print Preview | Refre

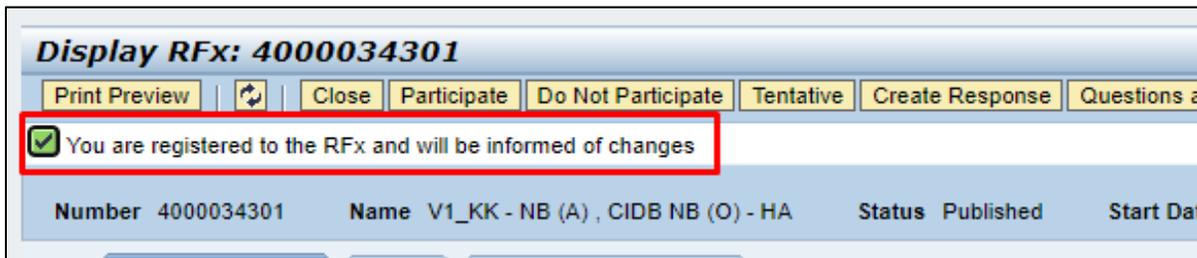
Event Number	Type of RFX	Event Description	Event Type	Event Status	Start Date
4000034410	Public RFX	Open Tender KK + CIDB HO-WA YSR V3	Quotation	Published	
4000034409	Public RFX	Open Tender UAT CIDB AND - YSR V2	Quotation	Published	

Quotation (no tender fees)

9. Once the RfX is displayed, click on the “Register” button to indicate your intention to participate in the Public Tender. This is mandatory step if you wish to participate.



10. An info message will be displayed. The participate, do not participate or tentative button is an option to click.



11. RfX Response can be created now as usual by clicking on the “Create Response” button.

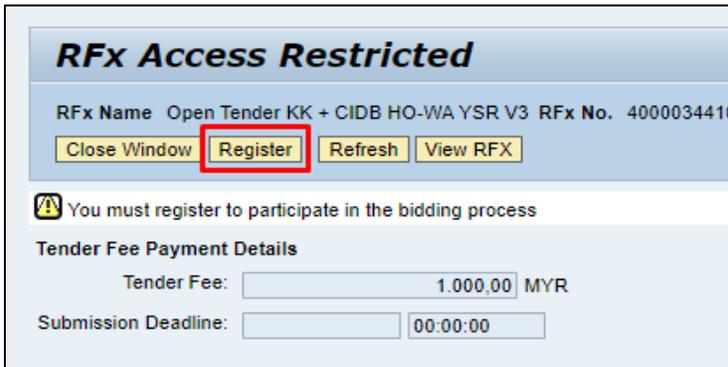


Tender (with fees)

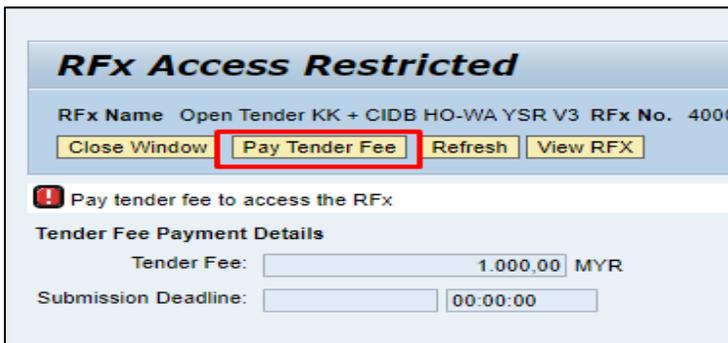
12. For tender with tender fees, the “RFx Access Restricted” page will be displayed after click the “Display Event” button. A message will pop-up, “You must register to participate in the bidding process”. Before continue to register, you can click on the “View RFx” button to display the RFx document.



13. If you want to proceed to participate in the Public Tender, click on the “Register” Button at the “RFx Access Restricted” page. This is mandatory step if you wish to participate.

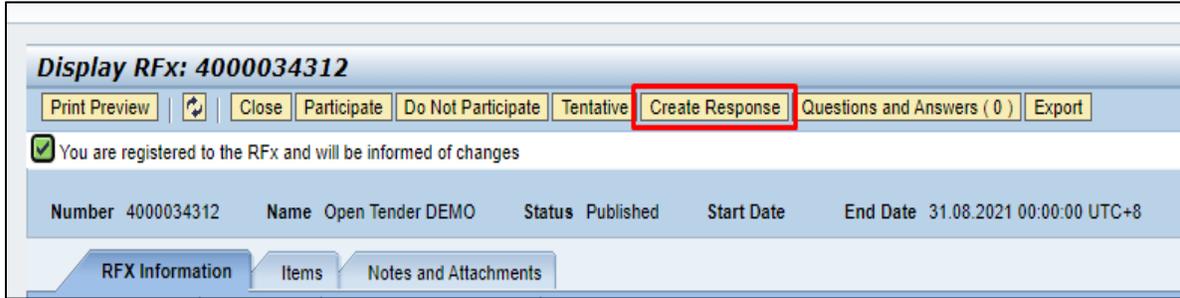


14. Click on the “Pay Tender Fee” button to proceed with tender fee payment before response can be created.



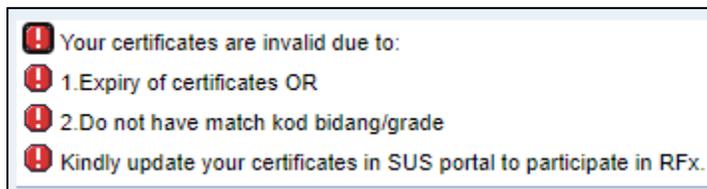
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)
USER MANUALS (SUPPLIER) – PUBLIC TENDER VOL 1/2020

15. Once the tender fee is paid, RFX Response can be created as normal.



Note : For RFX that you are not eligible to participate, there will be 2 types of error message.

1. If certificate expired or not valid, below error message will be displayed



2. If your company is blacklisted, below error message will be displayed

