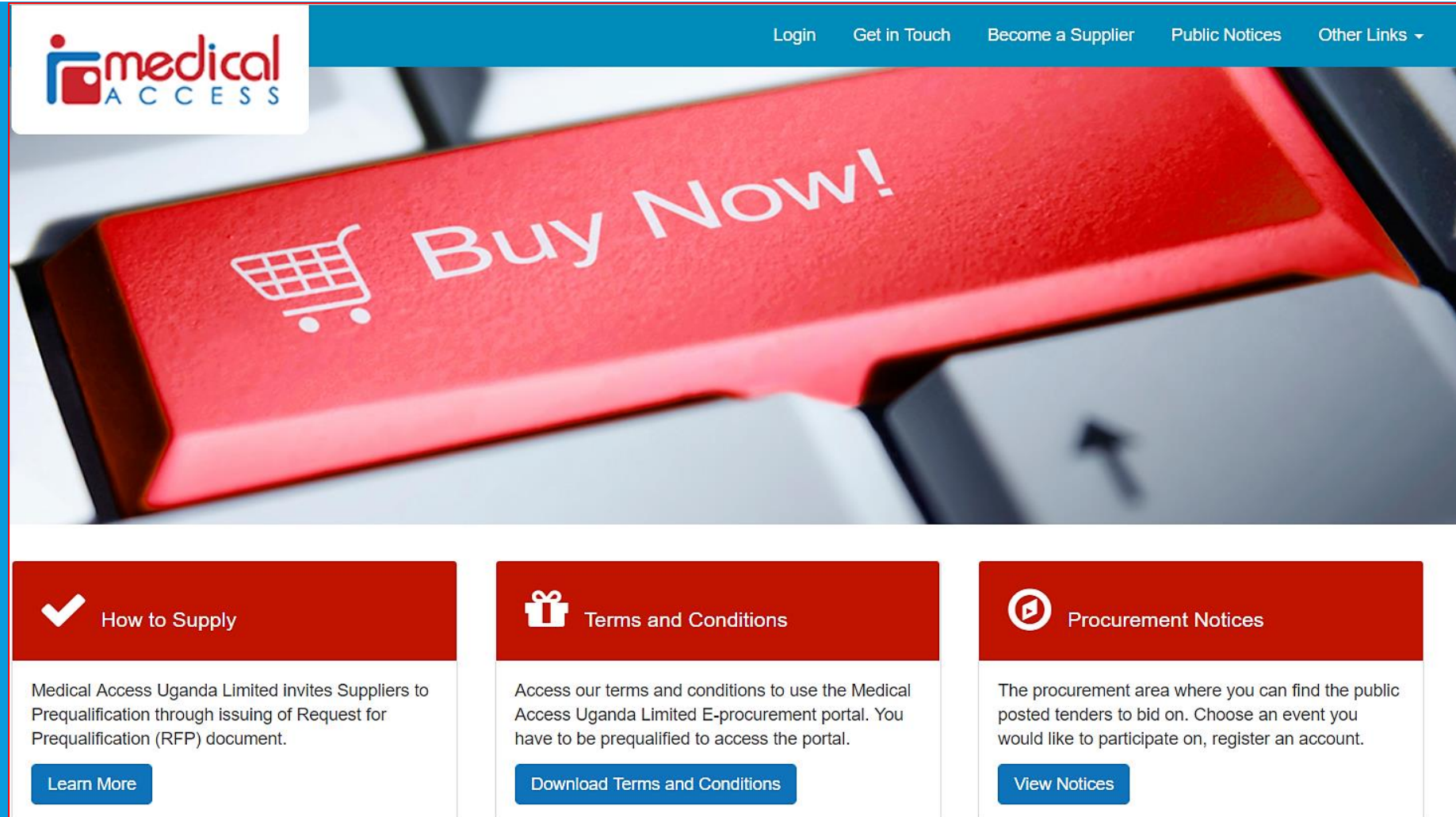


Medical Access Uganda Limited (MAUL) e-Procurement Portal User Manual – For Bidders



The screenshot displays the top section of the MAUL e-Procurement Portal. At the top left is the logo for 'medical ACCESS', with 'medical' in red and 'ACCESS' in blue. To the right of the logo is a navigation menu with the following items: 'Login', 'Get in Touch', 'Become a Supplier', 'Public Notices', and 'Other Links' with a dropdown arrow. Below the navigation is a large red button with a white shopping cart icon and the text 'Buy Now!'. Below this are three red boxes, each containing an icon, a title, a short description, and a blue button with white text.

How to Supply
Medical Access Uganda Limited invites Suppliers to Prequalification through issuing of Request for Prequalification (RFP) document.
[Learn More](#)

Terms and Conditions
Access our terms and conditions to use the Medical Access Uganda Limited E-procurement portal. You have to be prequalified to access the portal.
[Download Terms and Conditions](#)

Procurement Notices
The procurement area where you can find the public posted tenders to bid on. Choose an event you would like to participate on, register an account.
[View Notices](#)

Document Version Control

Document Control	
Title	e-Procurement User Guide for Bidders
Company	Medical Access Uganda Limited (MAUL)
Abstract	This user manual is intended to give assistance to MAUL bidders to help them adapt, gain familiarity, and understand how to work with the MAUL e-Procurement portal.
Author	MAUL and EIM Solutions
Date Created	Friday, 30 April 2018
Current Version	5.0

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Version	Create Date	Submission Date	Author	Comments
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2.0	05/ 09/2018	18/09/2018	MAUL and EIM	Bids Evaluation – Respond to Clarifications
3.0	01/05/2019	10/06/2019	MAUL and EIM	Financial Evaluation – Negotiation Process
4.0	07/11/2019	08/11/2019	MAUL and EIM	Financial Evaluation – Due Diligence Process
5.0	21/09/2020	22/09/2020	MAUL and EIM	System Updates

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3.0 BIDDING	<ul style="list-style-type: none">• 3.1 Receiving a Bid Invitation• 3.2 Locating a Bid Invitation• 3.3 Contents of a Bid• 3.4 Confirm Receipt of Bid• 3.5 Register a Bid• 3.6 Preparing a bid for submission
4.0 EVALUATION	<ul style="list-style-type: none">• 4.1 Request for Clarification• 4.2 Financial Evaluation – Negotiation Process• 4.3 Financial Evaluation – Due Diligence Process

Abbreviations

ARV	Antiretroviral
e-Procurement	Electronic Procurement
HOD	Head of Department
MAUL	Medical Access Uganda Limited
PA	Procurement Agency
RFQ	Request For Quotation
SBD	Standard Bidding Document

1.0 INTRODUCTION

1.1 What is e-Procurement?

Electronic Procurement (e-Procurement) is the use of internet/ web-based technology to acquire goods and services from suppliers.


1.2 Objectives

This user manual is intended to give assistance to MAUL bidders to help them adapt, gain familiarity, and understand how to work with the e-Procurement portal. This manual will assist bidders in performing the following tasks in the system:






1. Create an account/ Profile
2. Receive Bid invitations
3. Locating bids in the portal
4. Confirm receipt of Bids and agree to participate
5. Prepare Bids for submission
6. Seek clarifications from MAUL PA (Procurement Agency) Team
7. Receive responses to clarifications from MAUL PA Team
8. Submitting Bids
9. Respond to request for clarification from MAUL's Evaluation team



How to Use the Guide

 The guide has been divided into various sections to help you use the E-Procurement system optimally. Each section comprises of alphanumeric steps that are sequential. We would recommend you follow the guide in sequential order as indicated in each section.


Below are some of the frequently used conventions/ icons across this user manual


Convention/ Icon	Description
	Important information that must be read carefully
	Tip to advice and help you use the system easily
	Sequential steps and instructions to follow when performing tasks in the system
	Additional information that explains a specific system function or process
	Viewing the system outputs after certain transactions have been executed




2.0 SYSTEM ACCESS



 This section covers basic access to the e-Procurement system.

 Before bidders actively participate and interact with the system, they will be provided with a web address/ link pointing to the e-Procurement portal. This link will be sent to them by MAUL Procurement Agency (PA) via E-mail.

 MAUL suppliers will be able to create their accounts/profiles on the portal.



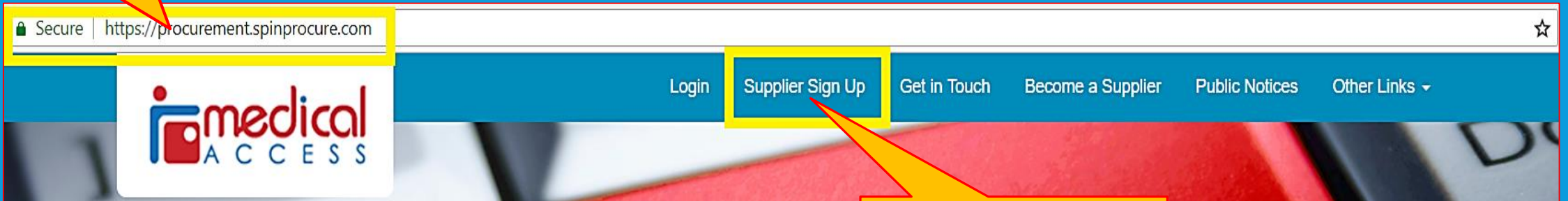
2.1 Creating an Account/ Profile

Step 2.1 (a)

This is the Web Address that points to the e-Procurement home-page.

Note

This is not the exact address.



Step 2.1 (b)

Click the 'Supplier Sign Up' link to create an account.





Supplier Create Account

Step 2.1 (c)

Creating an Account

- Enter Company Name in the 'Vendor Name' field.
- Enter E-mail address in the 'Email address' field. The email address should be valid and active to enable you to receive procurement opportunities from MAUL.
- Use the drop down arrow and select your Country
- Enter your city in the 'City' field
- Enter a username that will be used by your company to log in to the portal
- Enter a **strong** password.
- Click the 'Sign Up' button to complete this process.
- You will receive an E-mail notification on your registration

Note

1. Minimum password length is **Eight (8) characters**. A strong password contains a combination of upper and lower case letters (AbCd), numbers (123), and symbols (@#\$).
2. Creating an account does not mean you are pre-qualified. You will receive an E-mail notification concerning pre-qualification from MAUL.
3. The vendor name, E-mail address, and username need to be unique.



IMPORTANT

After fifteen (15) minutes of inactivity, you will be logged out of the system and will be required to log in again.

When not working with the system, please LOG OUT.



Once you have created an account/ profile, you will receive an email notification confirming registration. The E-mail contains the following details:

- The **username** you created and will use to log in to the e-Procurement portal
- The **email address** that MAUL will use to send you procurement opportunities and other relevant information
- A link to **reset** your e-Procurement password (optional).

You can return to the MAUL Home-page and log in using the credentials you have created.

New E-Procurement Registration - Welcome to MAUL E-procurement portal. A profile has been setup for your company. The username is : optic The email addr 10:17

E-mail notification for new e-Procurement registration.

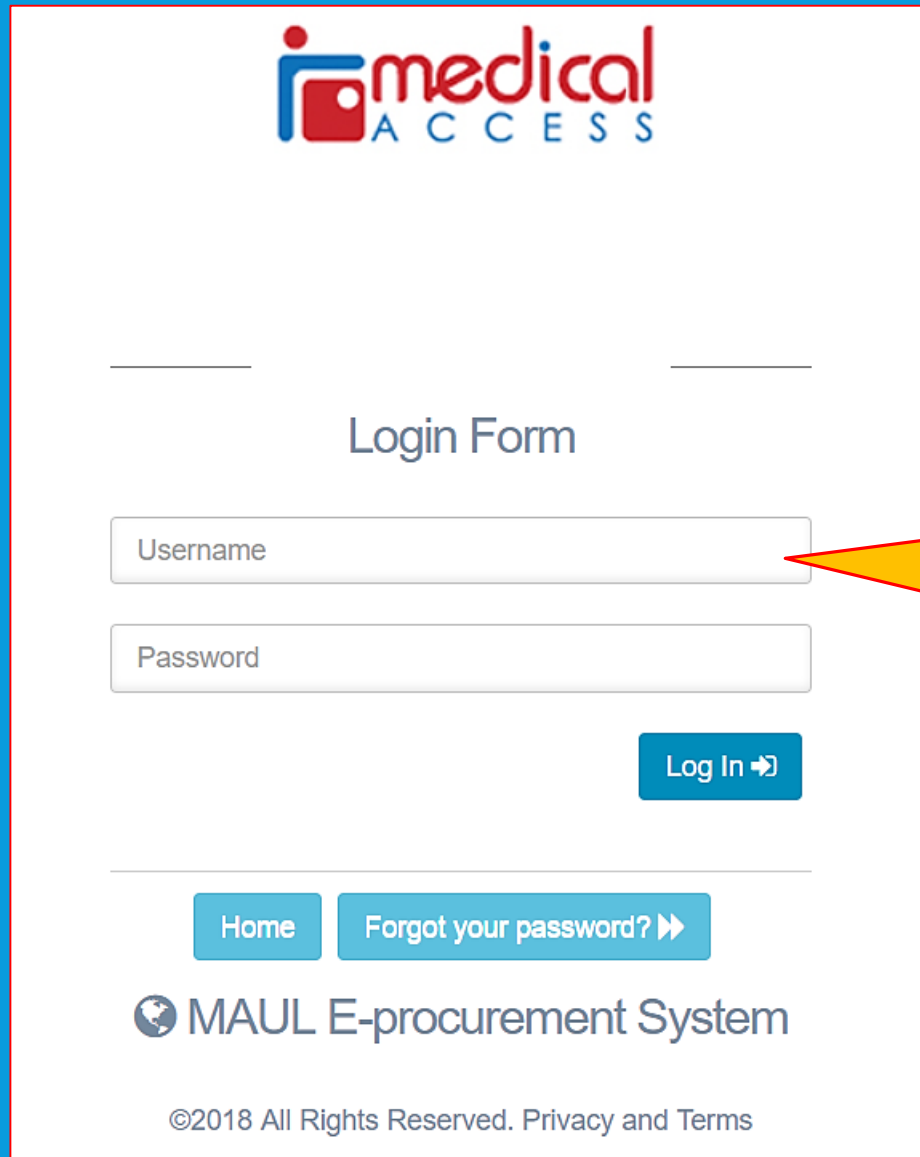


Step 2.1 (d)

On the MAUL Home-page, click the 'Login' link to direct you to the login page



E-Procurement Portal - Access/ Log in



The screenshot shows the login interface for the iMedical ACCESS portal. At the top is the logo for iMedical ACCESS, with 'i' in red and 'medical' in blue, and 'ACCESS' in blue below it. The page is titled 'Login Form' in the center. Below the title are two input fields: 'Username' and 'Password'. To the right of the password field is a blue 'Log In' button with a right-pointing arrow. Below the login fields are two buttons: 'Home' and 'Forgot your password?' with a right-pointing arrow. At the bottom, there is a globe icon followed by the text 'MAUL E-procurement System' and a copyright notice: '©2018 All Rights Reserved. Privacy and Terms'.

Step 2.1 (e)

Use the **username and password** created during Supplier account creation. Click the '**Log in**' button to direct you to your supplier web page.

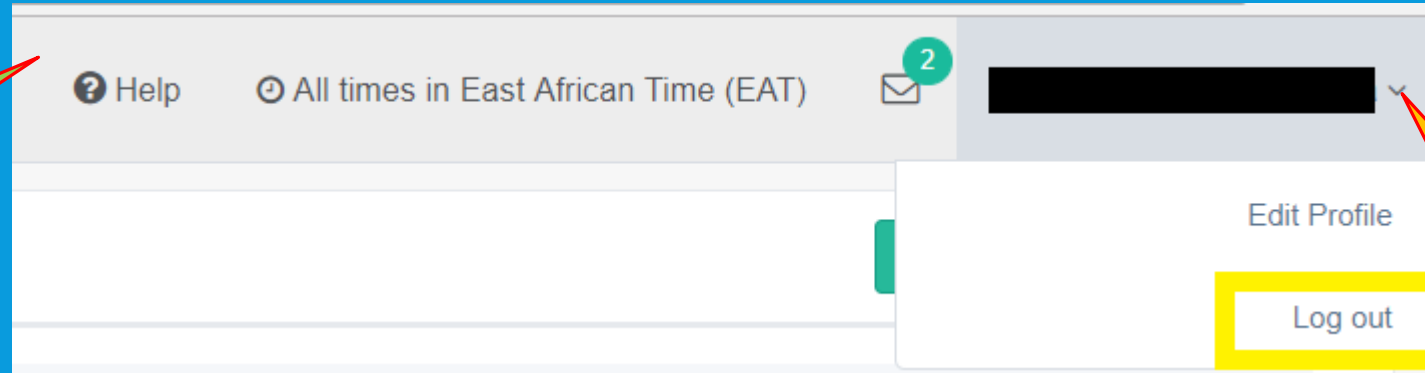
Note

If you cannot remember your password, use the '**Forgot your password**' functionality... you will be notified to change your password via E-mail.



E-Procurement Portal – Log out

The e-Procurement toolbar area



Step 2.1 (f)

On the toolbar area, click the drop down arrow that is adjacent to your profile name. Select 'Log out'



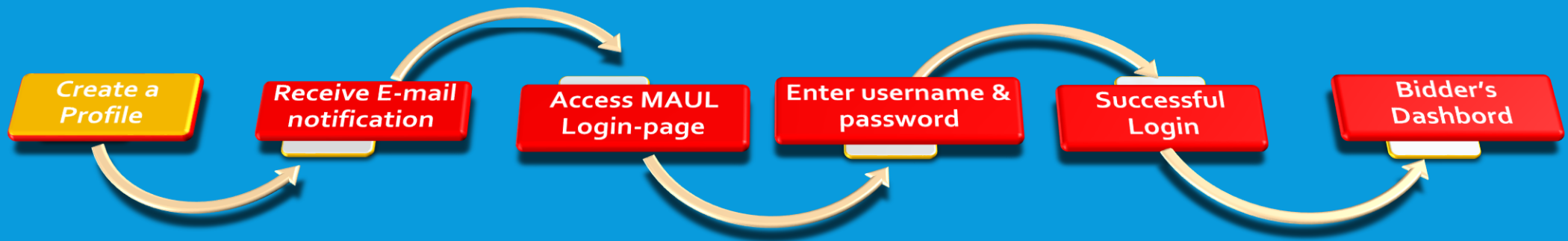
IMPORTANT

After fifteen (15) minutes of inactivity, you will be logged out of the system and will be required to log in again.

When not working with the e-Procurement portal, please LOG OUT.



2.2 System Navigation & Configurations

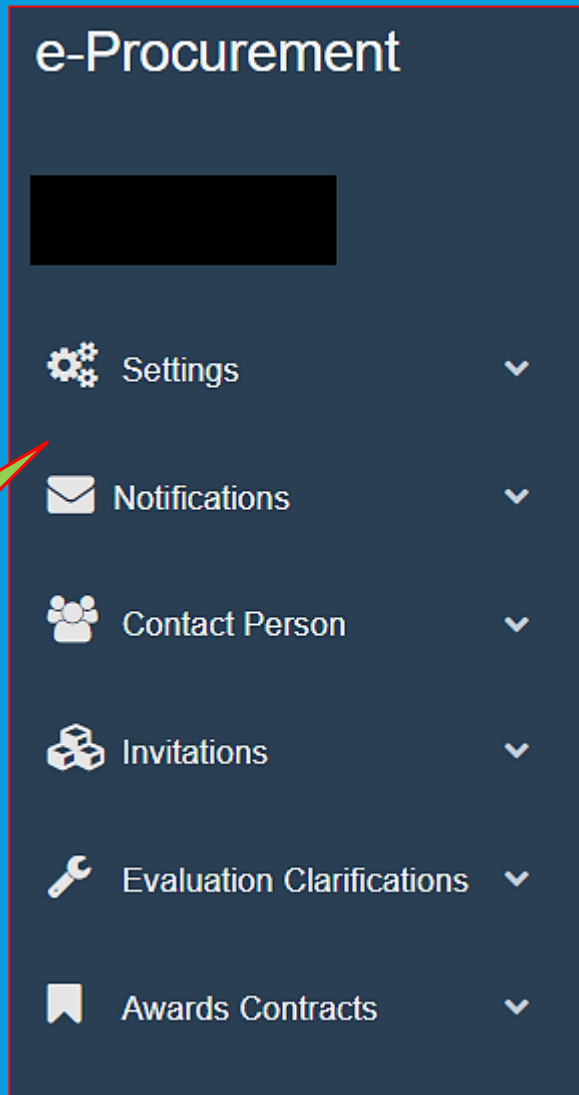


○ After successful login, the supplier/ bidder's dashboard will be visible. This section will cover the following areas:

- The main Navigation menu
- The various sections of the bidder's dashboard
- Supplier data configurations (company details, address, and contact persons)



Main Navigation Menu



This Graphical User Interface (GUI) is intended to assist users to access the various procurement functionalities present in the system in an organized way

- **Settings** – This section of the menu will allow users to assist in adding more details about their company.
- **Notifications** – Bidders will receive system notifications regarding any procurement communication. They will also receive E-mail notifications from MAUL's Procurement Agency
- **Contact Person** - Contact persons can be defined here.
- **Invitations** – Procurement bid invitations will be listed here.
- **Evaluation Clarifications** – If Bidders have any clarifications during evaluation, they can be accessed here or at the system notifications area.
- **Awards and Contracts** – If a bidder has been awarded a bid (s), the list of awards and contracts will be visible here.



Adding Vendor Details

Step 2.2 (a)

Click the **Settings** drop down arrow and select the 'Add Vendor Details'.

Step 2.2 (b)

Enter your company Registration and Tax details as shown below.

The screenshot shows a web interface for adding vendor details. On the left is a dark sidebar with a 'Settings' dropdown menu. The 'Add Vendor Details' option is highlighted in yellow. The main content area is divided into two sections: 'Organization' and 'Tax Details'. The 'Organization' section contains several form fields: 'Date Established' (2000, January, 15), 'Organization Type' (Small/ Medium Enterprise (SME)), 'Business Type' (Manufacturer), 'Company Registration Number' (AB012345), 'Registration Date' (2005, February, 1), 'Registration Expiry Date' (2020, January, 1), and 'Place Of Registration' (Kenya). The 'Tax Details' section contains: 'Corporate Tax Number' (P0123456789Q), 'VAT Registration Number' (P0123456789Q), 'VAT Registration Date' (2005, February, 1), and 'Place Of Issue' (Kenya). A green 'Submit' button is located at the bottom right of the form and is highlighted with a yellow box. Three callout boxes provide instructions: Step 2.2 (a) points to the 'Add Vendor Details' menu item; Step 2.2 (b) points to the 'Tax Details' section; and Step 2.2 (c) points to the 'Submit' button.

Field	Value
Date Established	2000 January 15
Organization Type	Small/ Medium Enterprise (SME)
Business Type	Manufacturer
Company Registration Number	AB012345
Registration Date	2005 February 1
Registration Expiry Date	2020 January 1
Place Of Registration	Kenya
Corporate Tax Number	P0123456789Q
VAT Registration Number	P0123456789Q
VAT Registration Date	2005 February 1
Place Of Issue	Kenya

Step 2.2 (c)

Click the 'Submit' button to save your details.



The vendor details can be edited using the 'Edit' button.

Edit

Organization Type	Small/ Medium Enterprise (SME)
Business Type	Manufacturer
Company Registration Number	AB012345
Corporate Tax Number	P0123456789Q
Vat Registration Number	P0123456789Q
Place Of Registration	Kenya
Place Of Issue	Kenya
Year Established	Saturday, January 15, 2000 at 12:00 AM
Registration Date	Tuesday, February 1, 2005 at 12:00 AM
Registration Expiry Date	Wednesday, January 1, 2020 at 12:00 AM
Vat Registration Date	Tuesday, February 1, 2005 at 12:00 AM

Once you execute **Step 2.2 (c)**, this system window will be displayed.



Adding Vendor Address

Step 2.2 (d)

Click the **Settings** drop down arrow and select 'Add Address'.

Step 2.2 (e)

Enter your company Address details as shown below.

The screenshot shows a web interface for adding a vendor address. On the left, a dark sidebar contains a 'Settings' dropdown menu with 'Add Address' highlighted in yellow. The main content area is titled 'Add Address' and contains several input fields: 'Address' (123456), 'Address 2' (456789), 'District' (Embakasi), 'City' (Nairobi), 'Postal Code' (00100), 'Landline' (+254) (020) 123 456, and 'Mobile Phone' (+254) 720 123 456. A green 'Add' button is highlighted with a yellow box at the bottom right of the form.

Note

A bidder will only be required to fill in these details once. The details will be saved in the system to be used for other bid submissions

Step 2.2 (f)

Click the 'Add' button to save the address details.

System Notifications

Step 2.2 (g)

Click the **Notifications** drop down arrow and select '**System Notifications**'.

System Notifications will appear on the users' dashboard. Most recent notifications are at the top.

#		Time	Created	Actions
1	Bid invitation for procurement MAUL-HSIP/MED/18/0201/06.	3 days, 3 hours ago	7/3/18, 11:44 AM	Unread View
2	Bid invitation for procurement MAUL-HSIP/MED/18/0201/07.	1 week ago	6/29/18, 2:47 PM	Unread View

? Help ⌚ All times in East African Time (EAT) [Notification Icon with 2]

System Notifications can also be accessed using the notification icon.



Adding Vendor Contact Person Details

Step 2.2 (h)

Click the **Contact Person** drop down arrow and select '**Add Contact Person**'.

* shows required

Name *	Blaise Pascal
Designation	Managing Director
Address	123456
Telephone 1 *	(+254) 720 123 456
Telephone 2	(+254) 721 234 567
Cell Phone	(+254) 720 123 456
Fax	(+254) (020) 456 789
Email *	blaisepascal@sme.com
Remarks 1	

Submit

Step 2.2 (i)

Enter your company contact person details as shown below.

Note

You can define as many contact persons as possible. To view all your contact persons, click '**Contact Persons List**' (See next page)

Step 2.2 (j)

Click the '**Submit**' button to save the contact person details.



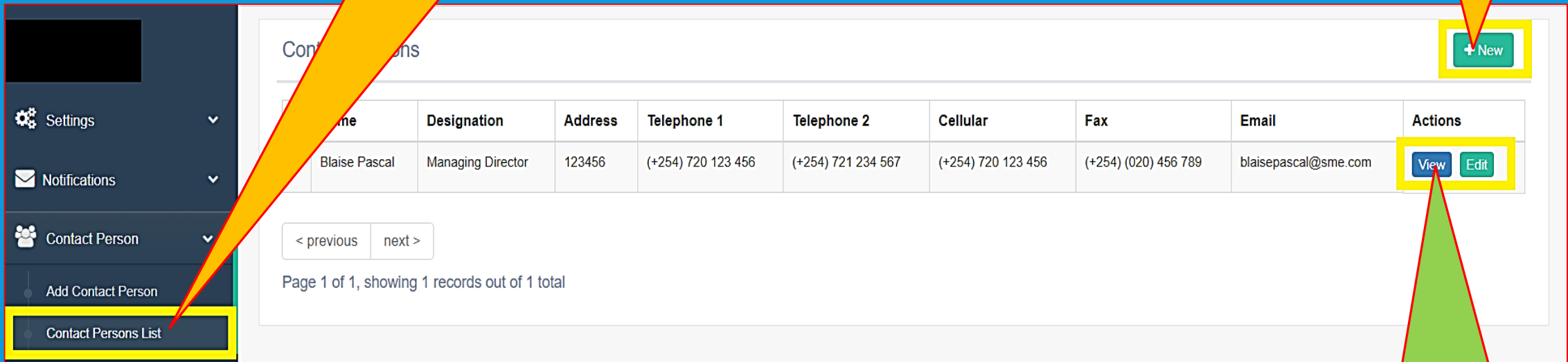
Viewing Vendor Contact Person Details

Step 2.2 (k)

Click the **Contact Person** drop down arrow and select '**Contact Person List**'.

Step 2.2 (l)

Click the '**New**' button to add other **Contact Persons**.



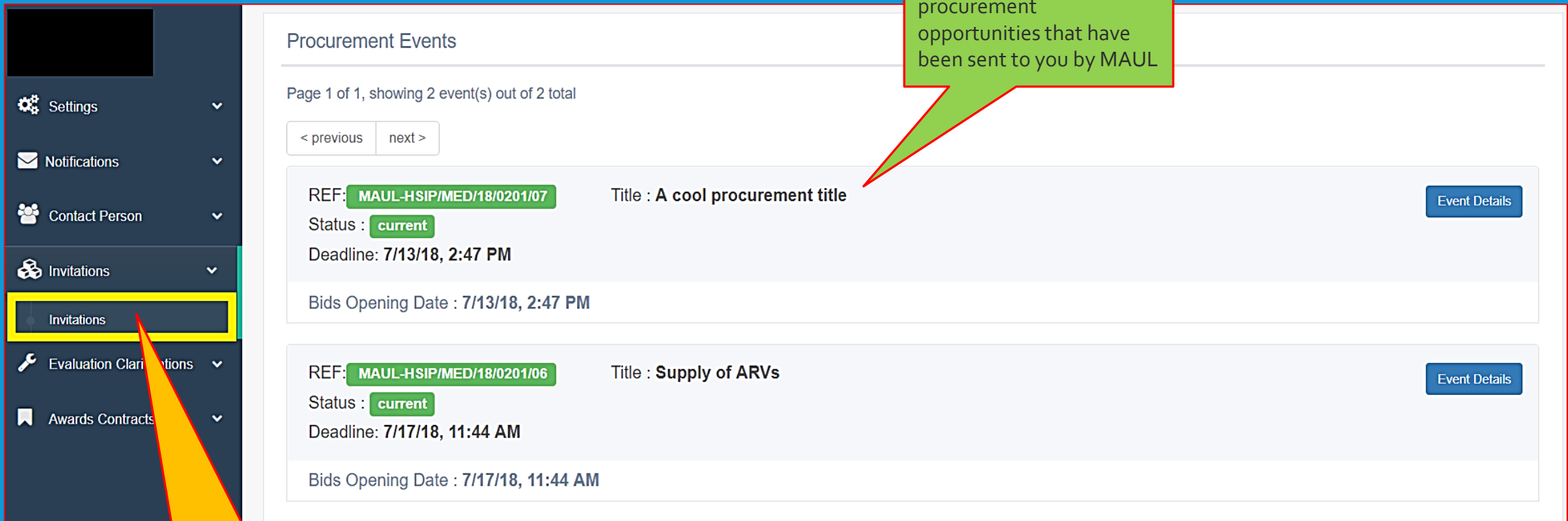
The screenshot shows a web application interface for managing vendor contact persons. On the left is a dark sidebar with navigation options: Settings, Notifications, Contact Person (with a dropdown arrow), Add Contact Person, and Contact Persons List (highlighted with a yellow box). The main content area is titled 'Contact Persons' and features a '+ New' button in the top right corner (highlighted with a yellow box). Below the title is a table with the following columns: Name, Designation, Address, Telephone 1, Telephone 2, Cellular, Fax, Email, and Actions. A single record is displayed for 'Blaise Pascal', 'Managing Director', with various contact numbers and the email 'blaisepascal@sme.com'. The 'Actions' column for this record contains 'View' and 'Edit' buttons (both highlighted with a yellow box). Below the table are navigation controls: '< previous' and 'next >' buttons, and a status message: 'Page 1 of 1, showing 1 records out of 1 total'.

Name	Designation	Address	Telephone 1	Telephone 2	Cellular	Fax	Email	Actions
Blaise Pascal	Managing Director	123456	(+254) 720 123 456	(+254) 721 234 567	(+254) 720 123 456	(+254) (020) 456 789	blaisepascal@sme.com	View Edit

- The View button shows the Contact person details in a vertical layout.
- The edit button allows editing of contact person details



Viewing Bid Invitations



The screenshot shows a web interface for viewing bid invitations. On the left is a dark sidebar with navigation options: Settings, Notifications, Contact Person, Invitations (highlighted with a yellow box), Evaluation Clarifications, and Awards Contracts. The main content area is titled 'Procurement Events' and shows 'Page 1 of 1, showing 2 event(s) out of 2 total'. Below this are two event cards. Each card displays a reference number (REF: MAUL-HSIP/MED/18/0201/07 and MAUL-HSIP/MED/18/0201/06), a title, a status of 'current', a deadline, and a bids opening date. An 'Event Details' button is located on the right of each card. A green callout bubble points to the first event card with the text: 'You will be able to view procurement opportunities that have been sent to you by MAUL'. A yellow callout bubble points to the 'Invitations' menu item in the sidebar with the text: 'Step 2.2 (m) Click the Invitations drop down arrow and select 'Invitations'.'

Step 2.2 (m)
Click the **Invitations** drop down arrow and select 'Invitations'.



Evaluation Clarifications

Step 2.2 (o)

Click the 'Select Procurement to load Clarifications' drop down arrow and select the procurement for which you require clarifications.

Step 2.2 (p)

Click the 'Select Clarification Type' drop down arrow and select the evaluation type that you require clarification. The system will present you with the following evaluation types: **Preliminary, Technical, and financial.**

Evaluation Clarifications Requests for the Procurements

Filter Clarifications by Procurement and clarification type

Select Procurement to Load Clarifications

Select Clarification Type

All Clarification Types

#	Type	Procurement Reference	Subject	Responded?	Actions
---	------	-----------------------	---------	------------	---------

< previous next >

Page 1 of 1, showing 0 record(s) out of 0 total

Step 2.2 (n)

Click the **Evaluation Clarifications** drop down arrow and select 'Clarification Requests'.



2.3 Dashboard Contents

- Other than the main menu, bidders are able to view the following contents on their dashboards.
 - Basic details and activation status
 - Preferred and Pre-qualified item groups
 - Public procurements
 - Invitation to Procurement opportunities



Dashboard

Provider Name	[REDACTED]
Company Email	[REDACTED]
Username	pascale
Status	active
City	Nairobi
Country	Kenya

[View Public Procurement List](#)

Step 2.3 (a)

This section contains basic information about the bidder.

Note

The 'Active' status implies that a supplier is able to login in to the system. It does not mean **pre-qualification**.

[+ Choose Item Group](#)

[Refresh](#)

Pre-qualified Item Group

#	Name
1	SMC
2	OIs & STIs
3	ARVs
4	Laboratory Reagents and Consumables

You will be notified when you are invited to bid from the items under these groups.

Invited Procurement Events

Page 1 of 1, showing 2 event(s) out of 2 total

[< previous](#) [next >](#)

REF: **MAUL-HSIP/MED/18/0201/07**

Title : **A cool procurement title**

[Event Details](#)

Status : **current**

Deadline: **7/13/18, 2:47 PM**

Bids Opening Date : **7/13/18, 2:47 PM**

Step 2.3 (b)

This section will enable a bidder to view any public procurements advertised by MAUL.

Dashboard

Provider Name

Company Email

Username

Status

City

Country

View Public Procurement

Step 2.3 (d) (i)

This section will enable a bidder to choose the item groups that they are licensed to supply to MAUL.

Note

- The selected item groups will appear on the 'Preferred Item Group' section.
- MAUL reserves the right to fully or partially pre-qualify the listed items in the preferred item group section.
- During bidder pre-qualification in the e-Procurement portal, bidders' preferred item groups are also pre-qualified.

Item Groups

+ Choose Item Group

Refresh

Preferred Item Group

#	Name
1	Ols & STIs
2	ARVs

Pre-qualified Item Group

#	Name
1	SMC
2	Ols & STIs
3	ARVs
4	Laboratory Reagents and Consumables

You will be notified when you are invited to bid from the items under these groups.

Invited Procurement Events

Page 1 of 1, showing 2 event(s) out of 2 total

< previous

next >

REF: MAUL-HSIP/MED/18/0201/07

Title : A cool procurement title

Status : current

Deadline: 7/13/18, 2:47 PM

Bids Opening Date : 7/13/18, 2:47 PM

Step 2.3 (c)

This section will enable a bidder to view procurement opportunity invitations sent to them via E-mail by MAUL

Event Details



Selecting Preferred Item Groups

Step 2.3 (d) (ii)

Click the 'Choose Item Group' button.

Item Groups

+ Choose Item Group Refresh ^

Use Control Key and click to choose preferred Item Groups to supply.

Item Categories

- ARVs
- OIs & STIs
- Laboratory Reagents and Consumables
- SMC
- Vehicles

Submit

Step 2.3 (e)

Select the item group(s) that you are able to supply to MAUL.

Note

To select multiple item groups, press **CTRL** button and click on the various item groups

Step 2.3 (f)

Click the 'Submit' button to save your preferred item groups in the system.



3.0 BIDDING PROCESS

- Once a bidder has created a profile/ account, MAUL will reserve the right to pre-qualify the bidder. Bidders will receive E-mail notifications on pre-qualification.
Pre-qualified bidders will be able to receive procurement bids via E-mail and the e-Procurement portal system notifications

- This section deals with the following activities:
 - Receiving a bid invitation via E-mail
 - Locating the invitation in the portal
 - Viewing the contents of the bid
 - Confirming receipt of bid and subsequent participation
 - Register Bid
 - Adding and submitting a bid
 - Seeking Clarification on details of a bid




3.1 Receiving a Bid Invitation

Step 3.1 (a)

A pre-qualified bidder will receive procurement invitations via E-mail.

Procurement Event Invitation: Supply of ARVs .Procurement Reference MAUL-HSIP/MED/18/0201/06 Inbox x

Medical Access Uganda Limited via bnc3@mailjet.com

to me 

Dear **MAUL Bidder**,

Medical Access Uganda Limited is inviting you to submit bids for the procurement: MAUL-HSIP/MED/18/0201/06.

Please [Login here](#) to take action.

Regards,

MAUL e-procurement

Step 3.1 (b)

Click the 'Login' link to log in to the e-Procurement portal.





Login Form

Log In →

Home

Forgot your password? ▶▶

MAUL E-procurement System

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Step 3.1 (c)

Enter your e-Procurement credentials to log in.



3.2 Locating a Bid Invitation

- Once bidders have successfully logged in to the portal, they will be able to view the bid invitations sent to them by MAUL via E-mail.

The following are some of the ways you can locate a bid invitation in the e-Procurement portal:

1. Bidder's Dashboard – Invited Procurement Events Section
2. System Notifications
 1. Notifications Icon on the toolbar
 2. Main Navigation Menu – System Notifications
3. Main Navigation Menu - Invitations



3.2.1 Locating a Bid invitation in the portal

Bidder's Dashboard – Invited Procurement Events Section

Provider Name	[REDACTED]
Company Email	[REDACTED]
Username	pascale
Status	active
City	Nairobi
Country	Kenya

[View Public Procurement List](#)

Preferred Item Group	
#	Name
1	Ols & STIs
2	ARVs

Pre-qualified Item Group	
#	Name
1	SMC
2	Ols & STIs
3	ARVs
4	Laboratory Reagents and Consumables

You will be notified when you are invited to bid from the items under these groups.

Invited Procurement Events

Page 1 of 1, showing 2 event(s) out of 2 total

< previous next >

REF: MAUL-HSIP/MED/18/0201/07	Title : A cool procurement title	Event Details
Status : current		
Deadline: 7/13/18, 2:47 PM		
Bids Opening Date : 7/13/18, 2:47 PM		
REF: MAUL-HSIP/MED/18/0201/06	Title : Supply of ARVs	Event Details
Status : current		
Deadline: 7/17/18, 11:44 AM		

Step 3.2.1 (a)
Click the 'Event Details' button to view and confirm receipt of your procurement invitation.

3.2.2 Locating a Bid invitation in the portal

System Notifications – Notifications Icon

Step 3.2.2 (a)

Click Notifications Icon → See All Alerts.

#	Title	Time	Created	Actions
1	Bid invitation for procurement MAUL-HSIP/MED/18/0201/06.	6 days, 4 hours ago	7/3/18, 11:44 AM	Unread View
2	Bid invitation for procurement MAUL-HSIP/MED/18/0201/07.	1 week, 3 days ago	6/29/18, 2:47 PM	Read View

Step 3.2.2 (b)

Click the 'View' button to view and confirm receipt of your procurement invitation.



Notification Details ×

Bid invitation for procurement MAUL-HSIP/MED/18/0201/06.

You have been invited to bid for the procurement MAUL-HSIP/MED/18/0201/06.

[View Procurement](#) [Mark as Read](#)

[Close](#)

Step 3.2.2 (c)
Click the 'View Procurement' button to view and confirm receipt of your procurement invitation.



System Notifications – Main Navigation menu

Step 3.2.2 (d)
Click the **Notifications** drop down arrow and select '**System Notifications**'.

System Notifications will appear on the users' dashboard. Most recent notifications are at the top.

The screenshot shows a user dashboard with a dark navigation menu on the left. The menu items are: Settings, Notifications, System Notifications (highlighted in yellow), and Contact Person. The main content area displays a table of system notifications. The table has columns for #, Time, Created, and Actions. There are two notification rows, both for 'Bid invitation for procurement MAUL-HSIP/MED/18/0201/06'. The first row is from 3 days, 3 hours ago (7/3/18, 11:44 AM) and the second is from 1 week ago (6/29/18, 2:47 PM). Each row has 'Unread' and 'View' buttons. A 'Mark all as Read' button is in the top right. Navigation links '< previous' and 'next >' are at the bottom left.

#		Time	Created	Actions
1	Bid invitation for procurement MAUL-HSIP/MED/18/0201/06.	3 days, 3 hours ago	7/3/18, 11:44 AM	Unread View
2	Bid invitation for procurement MAUL-HSIP/MED/18/0201/07.	1 week ago	6/29/18, 2:47 PM	Unread View



3.2.3 Locating a Bid invitation in the portal

Main Navigation Menu - Invitations

Procurement Events

Page 1 of 1, showing 2 event(s) out of 2 total

< previous next >

REF: **MAUL-HSIP/MED/18/0201/07** Title : A cool procurement title [Event Details](#)

Status : **current**

Deadline: 7/13/18, 2:47 PM

Bids Opening Date : 7/13/18, 2:47 PM

REF: **MAUL-HSIP/MED/18/0201/06** Title : Supply of ARVs [Event Details](#)

Status : **current**

Deadline: 7/17/18, 11:44 AM

Bids Opening Date : 7/17/18, 11:44 AM

You will be able to view procurement opportunities that have been sent to you by MAUL

Step 3.2.3 (a)

Click the **Invitations** drop down arrow and select 'Invitations'.



3.3 Contents of a Bid

Once bidders are able to locate their bids, they will be required to confirm receipt of the bid, confirm participation, and register the bid.

When viewing a bid, the following tabs will be available to bidders:

- **Description Tab** – This segment will give a brief description and purpose of the procurement bid and what is expected of bidders.
- **Bidding Documents Tab** – This segment contains the Standard Bidding Documents (SBDs) that pertain to the bid. Bidders will be able view and download the documents. Documents will be divided into various categories. Some documents are to be filled and uploaded back to the e-Procurement portal.
- **Statement of Requirements** – This segment contains the list of items or services that MAUL Procurement Agency requires bidders to supply.
- **Clarifications** – In case bidders require any clarification on the bid contents (documents, statement of requirements, and bid description), they will be able to submit their queries to the MAUL PA HOD and will be able to receive feedback via email and also through the system notifications.

Note: The Clarifications tab is only visible when a clarification request is sent by a bidder. Bidders can only send clarifications after they have confirmed receipt, confirmed participation, and registered for the bid. This area will be described in detail in a later section.



3.3.1 Countdown Timer



A countdown timer is a sequence of backward counting numbers to indicate the time remaining before an event occurs.

Procurement Ref: **MAUL-HSIP/MED/18/0201/06** Title: **Supply of ARVs**

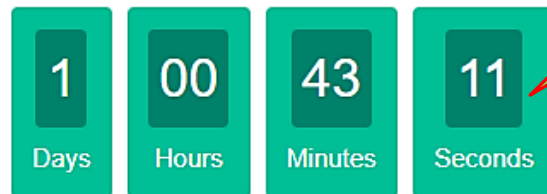
Procurement Status

Type: **Request for Quotation (RFQ)**

Procurement Status: **current**

Deadline Date : **17-07-2018 11:44:54**

Opening Date: **17-07-2018 11:44:54**



The portal has a timer that starts counting down from the moment a bid is submitted to the bidders.





Note

When the countdown timer completes. The actions below cannot be executed.

- A bidder will not be able to edit a bid
- A bidder will not be able to submit clarification requests
- A bidder will not be able to upload documents
- A bidder will not be able to submit a bid
- MAUL Procurement Agency HOD will not be able to respond to clarifications.

When the countdown timer completes. The actions below can only be executed.

- A bidder will be able to view the bid submitted

Invited Procurement Events

Page 1 of 1, showing 2 event(s) out of 2 total

< previous next >

REF: MAUL-HSIP/MED/18

Status : **closed**

Deadline: 7/13/18, 2:47 PM

Bids Opening Date : 7/13/18, 2:47 PM

When the time in the countdown timer elapses, the Status of the procurement bid changes from 'Current' to 'Closed'.



3.3.2 Description Tab

Procurement Ref: **MAUL-HSIP/MED/18/0201/06** Title: **Supply of ARVs** Confirm Procurement Receipt

Procurement Status

Type: **Request for Quotation (RFQ)**
Procurement Status: **current**
Deadline Date : **17-07-2018 11:44:54**
Opening Date: **17-07-2018 11:44:54**

1
Days

01
Hours

07
Minutes

20
Seconds

This section gives an overview description or background of the bid

Description

Bidding Documents

Statement of Requirements

Overview

Maul hereby invites you to submit a bid to this invitation for the above referenced object. Please find attached documents for the bid. Download, fill and upload returnable documents



3.3.3 Bidding Documents Tab

Description **Bidding Documents** Statement of

Bidding Documents Attached

Bidding and Contractual Information

The documents in this category include:

1. Instruction to Bidders
2. Proposal Data Sheet
3. Evaluation methodology Criteria
4. General Conditions of Contract
5. Eligible Countries

Note
The documents will be divided into various categories. Pay close attention to instructions.

1 .	Instructions to Bidders	View	Download
2 .	Bid Data Sheet	View	Download
3 .	Evaluation Methodology and Criteria	View	Download
4 .	General Conditions of Contract	View	Download
5 .	Eligible Countries	View	Download

Returnable/ Editable Forms

This category has documents that the bidder must fill and upload back to the e-Procurement system

1 .	Bid Submission Sheet	View	Download
2 .	Bid Securing Declaration	View	Download
3 .	Code of Ethical Conduct	View	Download



3.3.4 Statement of Requirements

Description Bidding Documents **Statement of Requirements**

List of requirements

#	Product	Pack Size	Quantity	Specifications	Bidder Specifications
1	Abacavir 60mg, Tablets, 30 Tabs	30	1,000	Abacavir 60mg, Tablets, 30 Tabs This drug can come in 20 Tabs or in 30 Tabs	
2	Efavirenz 50mg, Capsules, 30 Caps	30	1,000		
3	Atazanavir 300mg, Capsules, 30 Caps	30	1,000		

This section contains a list of items or services that MAUL's procurement agency wants to procure from bidders



3.4 Confirm Receipt of Bid

 This section deals with the following:

- Confirming receipt of bids
- Confirm bidding participation
 - Bidders can accept to participate
 - Bidders can reject participation; a reason should be provided for this.



Confirm Receipt & Participation

Step 3.4 (a)

Click the **Confirm Procurement Receipt** button

Procurement Ref: MAUL-HSIP/MED/18/0201/06 Title: Supply of ARVs

Confirm Procurement Receipt

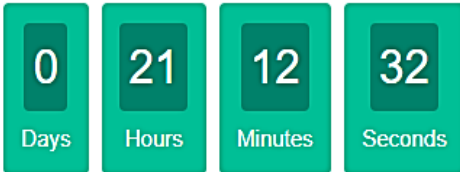
Procurement Status

Type: **Request for Quotation (RFQ)**

Procurement Status: **current**

Deadline Date : 17-07-2018 11:44:54

Opening Date: 17-07-2018 11:44:54



Confirm Receipt of Procurement and need to respond

Confirm Procurement Receipt

Confirm Procurement Participation Yes

Feedback if you selected No above

Confirm Receipt **Close**

Step 3.4 (b)

- Tick the check box to **Confirm Procurement Receipt**
- Click the drop down arrow and select either **Yes** or **No** to indicate your status of participation
- If your selection above is 'No', give brief explanation for selection in the field provided

Step 3.4 (c)

Click the **Confirm Receipt** button to complete the confirmation process.



3.5 Register a Bid

Step 3.5 (a)
Click the 'Add Bid' button

Procurement Ref: MAUL-HSIP/MED/18/0201/06 Title: Supply of ARVs

Add Bid

Procurement Status

Type: **Request for Quotation (RFQ)**

Procurement Status: **current**

Deadline Date : **17-07-2018 11:44:54**

Opening Date: **17-07-2018 11:44:54**



Confirm the details to Register Bid ×

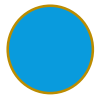
Reference Number	MAUL-HSIP/MED/18/0201/06
Request Title	Supply of ARVs
Provider Name	Pascale Khayeri Mwavaga

Step 3.5 (b)
Click the 'Register Bid' button to register your details.

Bid Registered successfully



3.6 Preparing a Bid for Submission



In this section, bidders will perform the following actions:

- Send Clarification Requests to MAUL Procurement team
- Add a price schedule for the statement of requirements
- Upload Bidding documents in the portal to be used during the evaluation process.
- Input their vendor details before submitting bid
- Submitting a bid



3.6.1 Sending Clarification Requests

In case bidders require any clarifications concerning a specific bid, they can submit such requests via the e-Procurement portal. Request for clarification can only be done if bidders have confirmed receipt of bid, agreed to participate in the bid, registered their details for the bid, and are within the allocated time for submitting a bid (bidding period) as displayed by the **Countdown Timer**.

Step 3.6.1 (a)

Click the 'Document Menu' drop down arrow and select 'Request/ View Clarifications'

Bid Document

Procurement Reference: MAUL-HSIP/MED/18/0201/06

Contact Details

Reference Number	MAUL-HSIP/MED/18/0201/06
Request Title	Supply of ARVs
Provider Name	[REDACTED]
Address	

Document Menu ▾

- View Bid
- Request / View Clarifications



Request / View Clarifications

Request Clarifications Procurement Clarifications

Subject Efavirenz 50mg, Capsules, 30 Caps

Description Dear MAUL Procurement Agency,
We are only able to provide the mentioned drug in pack size of 20 Caps
Kind Regards,

Request Clarification

Close

All clarifications sent by other bidders and MAUL Procurement Team's responses to these requests can be found here.

Step 3.6.1 (b)
Click the 'Request Clarifications' tab to open the window where response can be typed.

Step 3.6.1 (c)

- Enter your request subject in the field provided.
- Enter your clarification request in the description field provided.

Step 3.6.1 (d)
Click the Request Clarification button to send your clarification to the MAUL Procurement Agency Team members.





Once bidders execute **Step 3.6.1 (d)**, the confirmation pop-up window below will appear.

procurement.spinprocure.com says

The clarification request has been sent successfully.

OK



A request for clarification will be sent to the MAUL Procurement Team. Notifications will be sent to the team via E-mail and they will also be able to view the requests via the e-Procurement system notifications functionality.

After the MAUL Procurement Team has made internal considerations on bidders' requests for clarification, they will complete a system response which will be submitted to ALL bidders.

Bidders will get notifications of the clarification responses from the MAUL Procurement Agency through E-mail and the e-Procurement portal . See next page.



New Clarification for MAUL-HSIP/MED/18/0301/08 has been posted. Inbox x

 **Medical Access Uganda Limited** ngashpoll@gmail.com [via](#) bnc3.mailjet.com
to me ▾

Dear 

The procurement team has posted a new clarification for the procurement reference MAUL-HSIP/MED/18/0301/08.

Login to view the clarifications under the bidding area.

Regards

MAUL e-procurement

E-mail notification



Receiving Clarification Responses from MAUL PA Team



Clarification response notifications will be received via E-mail and the e-Procurement portal system notifications. Bidders will be required to log in to the portal to view the responses from the MAUL team. **All bidders will receive a clarification response from MAUL Procurement Team**

#	Title	Time	Created	Actions
1	MAUL-HSIP/MED/18/0301/08 clarification has been posted.	about an hour ago	8/1/18, 6:05 PM	Unread View
2	Bid invitation for procurement MAUL-HSIP/MED/18/0301/08.	1 week ago	7/25/18, 9:56 AM	Unread View
3	Bid invitation for procurement MAUL-HSIP/MED/18/0201/06.	4 weeks, 1 day ago	7/3/18, 11:44 AM	Unread View

Step 3.6.1 (e)

Click the **Notifications** drop down arrow and select **System Notifications** option.

System notification on the Bidders' dashboard.



Step 3.6.1 (g)

Click the **Event Details** button to navigate to the bid.

Note

Keep the bid Reference number in mind so that you view the correct SBD.

Procurement Events

Page 1 of 1, showing 3 event(s) out of 3 total

< previous next >

REF: **MAUL-HSIP/MED/18/0301/08** Title : **Supply of ARVs for 2018 Q3**
Status : **current**
Deadline: **8/8/18, 9:56 AM**

Bids Opening Date : **8/8/18, 9:56 AM**

Event Details

REF: **MAUL-HSIP/MED/18/0201/07** Title : **A cool procurement title**
Status : **closed**
Deadline: **7/13/18, 2:47 PM**

Bids Opening Date : **7/13/18, 2:47 PM**

Event Details

Settings

Notifications

Contact Person

Invitations

Invitations

Evaluation Verifications

Awards Con

Step 3.6.1 (f)

Click the **Invitations** drop down arrow and select **Invitations** option.



Procurement Status

Type: **Request for Information (RFI)**

Procurement Status: **current**

Deadline Date : **08-08-2018 09:56:32**

Opening Date: **08-08-2018 09:56:32**

6	15	08	01
Days	Hours	Minutes	Seconds

Step 3.6.1 (h)
Click the 'Clarifications' Tab to access clarification responses as shown in this image.

- Description
- Bidding Documents
- Statement of Requirements
- Clarifications**

Clarifications

Subject: Efavirenz 50mg, Capsules, 30 Caps

Dear Pascale, Pack size of 20 Caps is in order. Kindly note that for distribution purposes, we prefer 30 Caps. Kind Regards, MAUL Procurement Team



3.6.2 Editing Bidders' Specifications



In case bidders may have additional or different specification details from what MAUL has described about an item or service, they will be able to indicate their variations using the Edit Specification function provided.

Additional information

Supplies Required

Step 3.6.2 (a)

Click the **Supplies Required** Tab

#	Product	Pack Size	Quantity	Specifications	Variation From Specifications(if any)	Actions
1	Abacavir 60mg, Tablets, 30 Tabs	30	1,000	Abacavir 60mg, Tablets, 30 Tabs This drug can come in 20 Tabs or in 30 Tabs		Edit Specifications
2	Efavirenz 50mg, Capsules, 30 Caps	30	1,000			Edit Specifications
3	Atazanavir 300mg, Capsules, 30 Caps	30	1,000			Edit Specifications

Step 3.6.2 (b)

Click the **Edit Specifications** button



Step 3.6.2 (c)
Click the Add New button

Viewing / Editing Abacavir 60mg, Tablets, 30 Tabs - specifications

Add New

Label	Additional Information / Specifications	Actions

MAUL e-Procurement System by EIMs

Close



Label

Abacavir 60mg, Tablets, 30 Tabs

Specification / Content

Each dispersible tablet contains Abacavir Sulfate equivalent to 60mg Abacavir
Each pack comes with Warning Card

Submit

Step 3.6.2 (e)
Click the **Submit** button to complete the process.

Step 3.6.2 (d)

- Add a **Label/ Subject** for the Specification
- Enter the **specification details** in the field provided.

The specification has been saved.

Close

ment System by EIMs



Additional information

Supplies Required


Upload Attachments

The bidders' specifications (if any), will appear here.

#	Product	Pack Size	Quantity	Specifications	Variation From Specifications(if any)	Actions
1	Abacavir 60mg, Tablets, 30 Tabs	30	1,000	Abacavir 60mg, Tablets, 30 Tabs This drug can come in 20 Tabs or in 30 Tabs	Abacavir 60mg, Tablets, 30 Tabs Each dispersible tablet contains Abacavir Sulfate equivalent to 60mg Abacavir Each pack comes with Warning Card	Edit Specifications
2	Efavirenz 50mg, Capsules, 30 Caps	30	1,000			Edit Specifications
3	Atazanavir 300mg, Capsules, 30 Caps	30	1,000			Edit Specifications



3.6.3 Uploading Forms/ Documents

 Bidders will be required to fill out documents/forms and upload them back into the e-Procurement portal.

These forms/ documents are found in the **Bidding Documents** section as explained in **section 3.3.3**.

Bidders can download these documents, fill the required sections, and submit them via the attachments tab provided in the e-Procurement portal.

This section will guide bidders on how to upload bidding documents in the system.



Contact Details

Reference Number	MAUL-HSIP/MED/20/0301/19
Request Title	Supply of ARVs for Financial Year 2020
Provider Name	EIM Solutions
Contact Person	Cecilia Wambui ▼ Add New from Contact Person Menu

Telephone	0710434157
Email	cess@mtungi.com
Authorized Signing Officer	Cecilia Wambui
Title of Authorized Official	Specialist

Submit

Step 3.6.3 (a)
Click the **Upload Attachments** Tab

Additional information

Supplies Required

Upload Attachments

Requested Documents :-

Bidding and Contractual Information

This category contains standard documents that do not require editing

1 .	Evaluation Methodology and Criteria	View	Download
2 .	Instruction to Bidders (ITB)	View	Download
3 .	Bid Data Sheet	View	Download



2 .	Instruction to Bidders (ITB)	View	Download
3 .	Bid Data Sheet	View	Download
4 .	General Conditions of Contract	View	Download
5 .	Eligible Countries	View	Download

Returnable/ Editable Forms

These documents need to be downloaded and uploaded back into the system after they are properly filled.

1 .	Bid Submission Sheet	View	Download
2 .	Bid Securing Declaration	View	Download
3 .	Code of Ethical Conduct	View	Download
4 .	Specification Compliance Sheet	View	Download

Step 3.6.3 (b)
 Scroll down to the bottom of the page and click the **New Attachment** button to begin uploading the returnable forms

[+ New Attachment](#)

#	Attachment Name	Actions
---	-----------------	---------



Step 3.6.3 (c)

- Enter the Title of the Bidding Document in the **Description** field provided.
- Click on the **Choose File** button to browse the file you are required to upload.



TIP

Make sure your files are in PDF format

+ New Attachment

File Description Bid Submission Sheet

Attachment Choose file Bid Submission Sheet.pdf

Upload

Step 3.6.3 (d)

Click the Upload button

#

Actions

Bid Submission Sheet - file has been uploaded successfully.



Repeat **Steps 3.6.3 (b) to (d)** to upload more documents. You can upload as many documents as possible into the system. Your attachments tab will look like the image below once you have completed the upload process. You can perform the following actions to the uploaded documents: **View, Download, and Delete.**

#	Attachment Name	Actions
1	Bid Submission Sheet	View Download Delete
2	Code of Ethical Conduct	View Download Delete
3	Specification Compliance Sheet	View Download Delete
4	Bid Securing Declaration	View Download Delete



3.6.4 Generating a Price Schedule

Bidders will be able to input their item prices for the statement of requirements/ supplies required by MAUL Procurement Team.

Bid Document Document Menu ▾

Procurement Reference: MAUL-HSIP/MED/18/0201/06

Contact Details

Reference Number MAUL-HSIP/MED/18/0201/06

Price Schedule

Step 3.6.4 (a)
Scroll to the top of the page and click the **Price Schedule** button to commence input of prices.



Price schedule submission

 Refresh

#	Description	Quantity	Pack Size	Unit Price FOB	Unit Price Air EBB	Unit Price CIF Sea	DDP Price	Lead Time Air Weeks	Lead Time Sea Weeks	Actions
1	Atazanavir 300mg, Capsules, 30 Caps	1000								
2	Efavirenz 50mg, Capsules, 30 Caps	1000								
3	Abacavir 60mg, Tablets, 30 Tabs	1000								

Step 3.6.4 (b)

Click the **Add** button to commence input of incoterm prices for each item.



Price Schedule Details ×

Product Name: **Atazanavir 300mg, Capsules, 30 Caps**
Quantity: **1000**

Pack Size	<input type="text" value="30"/>
Unit Price FOB	<input type="text" value="3.00"/>
Unit Price Air EBB	<input type="text" value="3.75"/>
Unit Price CIF Sea	<input type="text" value="3.5"/>
DDP Price	<input type="text" value="4.00"/>
Lead Time Air Weeks	<input type="text" value="2"/>
Lead Time Sea Weeks	<input type="text" value="4"/>

Step 3.6.4 (c)

Enter the relevant prices with regards to various Incoterms



IMPORTANT

ALL Price Currencies should be as instructed by MAUL. Seek clarification on currencies if this has not been clearly communicated.

Step 3.6.4 (d)

Click the **Submit** button to save the incoterm prices.



Price Schedule Details ×

Product Name: **Atazanavir 300mg, Capsules, 30 Caps**
Quantity: **1000**

The price schedule details has been saved.

Close

Step 3.6.4 (e)
Click the **Close** button.

Repeat **Steps 3.6.4 (b) – 3.6.4 (e)** for the other items on the listing





Once all items have their prices, the bidder price schedule should like the image below . Use the refresh button to refresh the prices and keep them up to date.

Bid Document Document Menu ▾

Price schedule submission [Refresh](#)

#	Description	Quantity	Pack Size	Unit Price FOB	Unit Price Air EBB	Unit Price CIF Sea	DDP Price	Lead Time Air Weeks	Lead Time Sea Weeks	Actions
1	Atazanavir 300mg, Capsules, 30 Caps	1000	30	3.00	3.75	3.5	4.00	2	4	+ Add
2	Efavirenz 50mg, Capsules, 30 Caps	1000	30	2.80	3.20	3.15	3.50	3	6	+ Add
3	Abacavir 60mg, Tablets, 30 Tabs	1000	30	2.5	2.75	2.60	3.00	3	5	+ Add

Bid Document Document Menu ▾

Price schedule submission

Step 3.6.4 (f)
Once you are comfortable with the price schedule, click the 'Document Menu' drop down arrow and select 'View Bid' button. To continue editing the bid

Document Menu ▾

- [View Bid](#)
- [Request / View Clarifications](#)



3.6.5 Submitting a Bid

Saving successful.

Bid Document **Document Menu** ▾

Procurement Reference: MAUL-HSIP/MED/18/0101/01 [Price Schedule](#)

Contact Details

Refer to Telephone

Step 3.6.5 (a)
Click the 'Submit' button for final submission.

Authorized Signing Officer

Authorized Signing Officer Email

Authorized Signing Officer Title of Authorized Official

Provider

Contact Person [Add New from Contact Person Menu](#)

Submit

Additional information

[Supplies Required](#) [Upload Attachments](#)

After executing Step 3.6.4 (a), the system will display the 'Saving Successful Message' to indicate that the bid has been successfully submitted.

Step 3.6.5 (a)
Click the 'Submit' button for final submission.

Submit

4.0 EVALUATION OF BIDS

Once the stipulated bidding period has elapsed, the MAUL PA Team will be able to access supplier bids in the e-Procurement portal. An evaluation team was already assigned to a specific requisition and will undertake the evaluation process.

The MAUL evaluation team will perform tasks with regards to the following Evaluation stages:

1. Preliminary Evaluation
2. Commercial Evaluation
3. Technical Evaluation
4. Financial Evaluation



4.1 Bids Evaluation – Request for Clarification

During the evaluation stages (Preliminary, Commercial, Technical, or Financial), the MAUL evaluation team will seek to ascertain whether the pre-qualified suppliers/ vendors have complied with the requirements and guidelines as stipulated in the Standard Bidding Documents. In case the evaluation team may require clarifications from bidders, they will submit a request for clarification to a bidder and a bidder will be alerted via Email and e-Procurement notifications and will respond via the portal.

This section will show bidders the process of how to respond to a request for clarification.



TIP

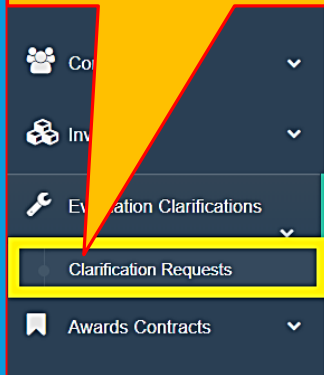
The request for clarification process is the same for all evaluation stages. The system provides drop down options for users to select the stages that are applicable for the request

A bidder will receive both E-mail and system notifications informing them that a request for clarification has been sent by MAUL Procurement Agency. Bidders will be required to log in and respond to the requests.



Step 4.1 (a)

After logging in, click the 'Evaluation Clarifications' drop down arrow and select 'Clarification Requests' option provided.



The sidebar contains several menu items: 'Collaboration', 'Inventory', 'Evaluation Clarifications', 'Clarification Requests' (highlighted with a yellow box), and 'Awards Contracts'. Each item has a dropdown arrow.

Clarification Requests for the Procurements

Filter by Procurement and clarification type

Procurement to
Filter by Procurement

MAUL-HSIP/MED/18/0301/11

Select Clarification Type

All Clarification Types

#	Type	Procurement Reference	Subject	Responded?	Actions
1	Preliminary clarification	MAUL-HSIP/MED/18/0301/11	Request for proper signatories in bidding documents	No	View Details View Bid

< previous next >

Page 1 of 1, showing 1 records out of 1 total

ALL evaluation requests for clarification will be displayed here.

Step 4.1 (b)

- Click the 'View Details' button to view the request sent by MAUL evaluation team.
- Click the 'View Bid' button to view the bidding documents you submitted to MAUL.



Clarifications Selection Criteria

Evaluation Clarifications Requests for the Procurements

Filter Clarifications by Procurement and clarification type

Select Procurement to Load Clarifications

MAUL-HSIP/MED/18/0301/11

MAUL-HSIP/MED/18/0301/11

MAUL-HSIP/MED/18/0301/10

MAUL-HSIP/MED/18/0301/08

MAUL-HSIP/MED/18/0201/06

MAUL-HSIP/MED/18/0201/07

All Clarification Types

#	Type
---	------

In case you want to search for a specific request, click on the drop down arrow and select the relevant bid reference number.

Select Clarification Type

Preliminary

Technical

Financial

Click on the drop down arrow and select the evaluation type (Preliminary, Technical, or Financial).



Evaluation Clarification Request

[Back to Bid](#)[Back to Evaluation Clarifications](#)

Clarification Type: **Preliminary**

Procurement Reference: **MAUL-HSIP/MED/18/0301/11**

Clarification Subject: **Request for proper signatories in bidding documents**

Description

Dear Supplier,

We are currently conducting the Preliminary Evaluation of pre-qualified suppliers' bids. We have noted that you have complied with some of the evaluation criteria however some of your bidding documents have a discrepancy in signatories. Please check all your submitted attachments and make sure relevant signatories have been included. Re-submit the documents with issues.

Kind Regards,
MAUL Evaluation Team.

Response Details

[New Clarification](#)

MAUL's evaluation team's request for clarification will be displayed here.

Step 4.1 (c)

Once you click on the 'View Details' button in **Step 4.1 (b)**, the Evaluation Clarification Request window will appear.

Click on the 'New Clarification' button to send your response to MAUL.



New Clarification

Message

Dear MAUL Evaluation Team,
Thank you for the clarification. Attached please find
all returnable bidding documents with relevant
signatories.
Kind Regards,

Attachment

Bid Submission Sheet.pdf

Attach more files after adding the response

Save as draft?

Add

Close

Step 4.1 (d)

- Enter your response in the message box provided.
- Attach relevant documents with respect to the response. The system allows attachment of several files.



TIP

Make sure your files are in PDF format.

Step 4.1 (e)

Click the 'Add' button to submit your response to the MAUL Procurement Team. If saved as draft, the response will not be submitted.



IMPORTANT

If you have more than one document to attach, make sure to save as draft to be able to return to this window to add more documents.

Evaluation Clarification Request

[Back to Bid](#)[Back to Evaluation Clarifications](#)

Clarification Type: **Preliminary**

Procurement Reference: **MAUL-HSIP/MED/18/0301/11**

Clarification Subject: **Request for proper signatories in bidding documents**

Description

Dear Supplier,

We are currently conducting the Preliminary Evaluation of pre-qualified suppliers' bids. We have noted that you have complied with some of the evaluation criteria however some of your bidding documents have a discrepancy in signatories. Please check all your submitted attachments and make sure relevant signatories have been included. Re-submit the documents with issues.

Kind Regards,
MAUL Evaluation Team.

After executing **Step 4.1 (e)**, the bidder's response will be displayed in the Evaluation Clarification Request – Response details area.

Response Details

Clarification Description

Dear MAUL Evaluation Team,

Thank you for the clarification. Attached please find all returnable bidding documents with relevant signatories.

Kind Regards,

#	Attachment name	Actions
1	Bid Submission Sheet.pdf	View Download



4.2 Financial Evaluation – Negotiation Process

During the Financial evaluation stage, the MAUL evaluation team can recommend price negotiations with bidders who have progressed to this stage. This process will follow MAUL's Procurement Policies and guidelines on negotiation.

This section will show bidders the process of how to take part in the negotiation process provided they have progressed to the Financial Evaluation Stage. Using the portal, bidders will be able to receive and send messages concerning negotiation, and also submit negotiated prices to MAUL.

A bidder will receive both E-mail and system notifications informing them that a process of negotiation has been initiated by the MAUL Procurement Agency. Bidders will be required to log in to the portal and take part in the process.



Invited Procurement Events

Page 1 of 3, showing 5 event(s) out of 14 total

< previous 1 2 3 next > last >>

REF: MAUL-HSIP/MED/18/0101/01

Title : Supply of Medical Supplies -
ARVs

Event Details

Status : closed

Deadline: 4/10/19, 11:00 AM

Bids Opening Date : 4/10/19, 11:00 AM



TIP

You can also access the relevant procurement document going through the negotiation process via the **System Notification** functionality. See **Page 18** on how to access System Notifications.

Step 4.2 (a)

A bidder will be required to log in to the system and locate the relevant procurement reference. Click the **'Event Details'** button.

Procurement Ref: MAUL-HSIP/MED/18/0101/01 Title: Supply of Medical Supplies - ARVs

[View Bid](#)

Procurement Status

Type: **Request for Quotation (RFQ)**

Submission Closed

Procurement Status: **closed**

Deadline Date : **4/10/19, 11:00 AM**

Opening Date: **4/10/19, 11:00 AM**

Step 4.2 (b)
Click the 'View Bid' button.

Description

Bidding Documents

Statement of Requirements

Overview

MAUL hereby invites you to submit a bid to this invitation for the above referenced object.

The attached documents will be divided in to two:

1. Bidding and Contractual information
2. Returnable forms

Bid for Procurement: MAUL-HSIP/MED/18/0101/01

Price Negotiation

 Bid

Creation Date: 4/9/19, 11:31 AM

Title: Supply of Medical Supplies - ARVs

Contact Person: Cecilia Wambui

Provider Name: EIM Solutions

Signing Official: Cecilia Wambui

Address: Kampala Rd

Authorized Official Title: Specialist

Telephone: 0710434157

Fax: 710434157

Last Edit Date: 4/9/19, 12:18 PM

Step 4.2 (c)
Click the 'Price Negotiation' button.

Details 

- Price Schedule Details
- Attachments
- Clarifications Requests

#	Description	Quantity	Pack Size	FOB Price	Unit Price Air EBB	Unit Price CIF	DDP Price	Lead Time Air Weeks	Lead Time Sea Weeks
1	Abacavir 60mg, Tablets, 30 Tabs	1000	30	3.00	3.97	3.75	4.05	1	4
2	Efavirenz 50mg, Capsules, 30 Caps	1000	30	1.75	2.50	2.35	2.60	2	5
3	Atazanavir 300mg, Capsules, 30 Caps	1000	30	15.75	16.90	16.50	17.50	4	7

Sending and Receiving Messages from MAUL Procurement Team

Price Negotiations for Items

[Back](#)[Send Message](#)

Items and Prices

Item Details		Quantity		Price as per quotation ()									
Item	UOM	Lower Limit	Upper Limit	Supplier Pack Size	Lead Time Sea Weeks	DDP Price	Lead Time Air Weeks	FOB Price	Supplier Pack Size	Lead Sea V	B	ce	Actions
1	Atazanavir 300mg, Capsules, 30 Caps	200	1,000	30	7	17.50	4	15.75	-				New

Step 4.2 (d)

Click the 'Send Message' button to check whether MAUL procurement team has sent any messages concerning the negotiation process. You can also send messages back to MAUL using this functionality provided the negotiation is still open.

The system will display the bidder's earlier quoted price for the product.

Price Negotiations for Items

Back

Messages

Subject Atazanavir 300mg, Capsule, 30 Caps

Message Dear MAUL Procurement Team,
Thank you for the opportunity to negotiate prices for the mentioned drug.
Kindly communicate your deadline for submission of negotiated prices

Send

Negotiation Timeline

Atazanavir 300mg, Capsule, 30 Caps

3 hours, 27 minutes ago by procurement team

Dear EIM Solutions,
MAUL Procurement Team hereby invites you to negotiate your price for the above mentioned drug.
MAUL Procurement Team

The message has been sent.

Step 4.2 (e)

To send a message to MAUL:

- Enter the subject matter of your message on the **Subject** field provided.
- Enter your **message** as shown on the image.
- Click on the **Send** button to complete the process.

If the MAUL Procurement team has sent a message, you can be able to view it on the right hand side of this window.

Adding Negotiation Prices

Price Negotiations for Items

[Back](#)[Send Message](#)

Items and Prices

Item Details		Quantity		Price as per quotation ()							Negotiated Prices ()							
Item	UOM	Lower Limit	Upper Limit	Unit Price Air EBB	Lead Time Sea Weeks	Lead Time Air Weeks	DDP Price	Pack Size	FOB Price	Unit Price CIF	Unit Price Air EBB	Lead Time Sea Weeks	Lead Time Air Weeks	DDP Price	Pack Size	FOB Price	Unit Price CIF	Actions
1	Atazanavir 300mg, Capsules, 30 Caps	180	900	16.90	7	4	17.50	30	15.75	16.50	-	-	-	-	-	-	-	New

Step 4.2 (f)

Click the 'New' button to add your new negotiated price.

Price Negotiations for Items

Back

Send Message

Item : Atazanavir 300mg, Capsules, 30 Caps
Price Currency : USD

Unit Price Air EBB 16.45

Lead Time Sea Weeks 6

Lead Time Air Weeks 4

DDP Price 17.25

Pack Size 30

FOB Price 15.70

Unit Price CIF 16.25

Add

Step 4.2 (g)

Enter your negotiated prices in the fields provided. Click on the **Add** button to complete the process

procurement.spinprocure.com says

The prices provided have been added successfully.

OK

Medical Access Uganda Limited Target Prices

Price Description	Value (USD)
Unit Price Air EBB	16.00
Lead Time Sea Weeks	6
Lead Time Air Weeks	3
DDP Price	17.00
Pack Size	30
FOB Price	15.70
Unit Price CIF	15.97

Quotation Prices

Price Description	Value (USD)
Unit Price Air EBB	16.90
Lead Time Sea Weeks	7
Lead Time Air Weeks	4
DDP Price	17.50
Pack Size	30
FOB Price	15.75
Unit Price CIF	16.50

The section on the right hand side shows MAUL's target prices (Top) and the initial quoted prices submitted by the bidder (Bottom).

4.3 Financial Evaluation – Due Diligence Process

During the Financial evaluation stage, the MAUL evaluation team can recommend conducting due diligence to verify a supplier's capability to deliver goods or services in order to mitigate procurement risks . This process will follow MAUL's Procurement policies and guidelines on due diligence.

The due diligence process will be executed by an approved MAUL due diligence team. The process will involve answering a questionnaire based on a specific assessment criteria. The questionnaire will have standard Yes/ No answers.

Bidders will be contacted by MAUL procurement team to provide relevant proof, documentation or any other form of verification based on the assessment criteria. The due diligence functionality is currently available on the MAUL side and will therefore be executed in the system by the MAUL due diligence team.

