

Punta Gorda eProcurement Site

How to navigate the Bid System

January 2017

eProcurement Home Page

- <https://punta-gorda.ionwave.net>
- Vendor registration – Refer to Supplier Instructional Guideline to assist in registration
- Log in to system – If you have a vendor account
- Access current, closed and awarded solicitations
- Access active and inactive contracts



The screenshot shows the eProcurement Home Page for Punta Gorda. At the top, there is a logo for PUNTA GORDA with the tagline "It's Happening On The Harbor®" and the word "eProcurement" in a blue font. Below the logo, the text "Welcome to Punta Gorda Bids and Contracts!" is displayed. A horizontal line separates this from the login and registration section. On the left, there is a link for "Need to register?" and "Supplier Registration". On the right, there are input fields for "User Name:" and "Password:", a "Sign In" button, and a link for "Forgot your User Name/Password?". Another horizontal line is below the login section. At the bottom, there are two columns of links: the left column contains "City of Punta Gorda", "Current Bid Opportunities", and "Active Contracts"; the right column contains "Awarded Bid Information", "Closed Bid Opportunities", and "Inactive Contracts".

PUNTA GORDA
It's Happening On The Harbor®

eProcurement

Welcome to Punta Gorda Bids and Contracts!

Need to register?
[Supplier Registration](#)

User Name:

Password:

[Forgot your User Name/Password?](#)

[City of Punta Gorda](#)
[Current Bid Opportunities](#)
[Active Contracts](#)

[Awarded Bid Information](#)
[Closed Bid Opportunities](#)
[Inactive Contracts](#)

Initial Screen

- Initial screens displays solicitations you have been invited to and other bid opportunities
- Vendors may access their profile
- Vendors may click on the tabs to view available solicitations (default), closed solicitations, vendor’s responses, vendor awards
 - Click on the “Bid Number” link to access a solicitation

Help | Log Off
Welcome vmpace!

PUNTA GORDA
It's Happening On The Harbor®

eProcurement

Bid Events | Auction Events | My Profile

Available Bids | Closed Bids | My Responses | My Awards

Welcome to Punta Gorda Bids and Contracts!
To view or respond to a current bid event, click on the **Bid Number below**. To access information about closed events, click the 'Closed Bids' tab.
To view a quick reference guide on how to respond to a bid, [click here](#).

My Invitations ←
No Bid Requests

Other Bid Opportunities ←

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time Δ	Time Left	Response Status
Q2015102	MAT-JANITORIAL/1516/2 Various Janitorial Supplies - REBID Q2014124	Formal Quote	11/06/2015	11/24/2015 3:00:00 PM ET	6 Days	No Response
F2015104	MAT-LIGHTSDECO/1516/2 - REBID F2015101 Holophane Decorative Lighting	Formal Bid	11/18/2015	12/4/2015 3:00:00 PM ET	16 Days	No Response

Items 1-2 shown of 2 1

“BID” is the system term for all types of solicitations – quotes, RFP, RFQ, ITN

Solicitation Main Screen

- Solicitation Header provides:
 - Bid number - If the solicitation has been amended it will identify the Addendum number.
 - Close date & time for submitting a response*
 - Time left for bidding
 - Bidder's Response
 - The response status will advise the vendor on the status of their response, which includes:
 - NOT SUBMITTED (RED)
 - ERRORS (RED)
 - SUBMITTED (GREEN)

Edit Bid Response - F2015104

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number F2015104 (MAT-LIGHTSDECO/1516/2 - REBID F2015101 Holophane Decorative Lighting)

Close Date & Time 12/4/2015 3:00:00 PM Eastern

Time Left 16 days 3 hours 3 minutes 39 seconds

Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event Details | Activities | Participants | Attachments | Attributes | Response Attachments | Response Submission

***The time displayed will depend on the TIME ZONE selected in your supplier record!!
IMPORTANT check your supplier record to verify you have the correct TIME ZONE assigned**

Navigating the System

- Navigation is in a “TAB” format
- All “TAB” are in the general order to responding to a solicitation
- To navigate click on the first tab on left and proceed to clicking on the tabs to view and respond

Edit Bid Response - F2015104

[←Return](#) [✗No Bid](#) [📄Documents](#) [📅Response History](#) [📅Bid History](#) [✔Error Check Response](#)

Bid Number	F2015104 (MAT-LIGHTSDECO/1516/2 - REBID F2015101 Holophane Decorative Lighting)
Close Date & Time	12/4/2015 3:00:00 PM Eastern
Time Left	16 days 3 hours 3 minutes 39 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Activities | Participants | Attachments | Attributes | Response Attachments | Response Submission



General Definitions for each Tab

Event Details – What is the general information on the solicitation?

Activities – What type of meeting or deadlines for the solicitation?

Participants – Who is potentially bidding on the solicitation?

Attachments – What documentation do I need to view or print?

Attributes – What are the special attributes I need to read or respond to?

Response Attachments – I am in and ready to upload my response attachments

Response Submission – OK lets submit our response (aka submittal package) DONE!

Checking your on-line response for errors

- You may check for errors in your on-line submission two ways
 - Error Check Response [Error Check Response](#) is located at the top portion of the screen and when used will check ALL tabs for errors
 - All errors will be reported based on the TAB name
 - Navigate to the TAB to view the error(s)

Return No Bid Documents Response History Bid History **Error Check Response**

Bid Number R2016103 (SVC-HABITATREST/1536)
Close Date & Time 2/3/2017 03:00:00 PM (ET)
Time Left 21 days 45 minutes 48 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Error Check - There are 3 Error Messages Present in Your Response! Please review the following tabs:

- Response Attachments
- Response Submission

Navigate to the tab to view the actual error.

- The system identifies the error and advises how to correct

Event Details Questions Activities Participants Attachments Attributes Response Attachments Response Submission

Requested Attachments

Error Check

Specified Attachment #1 - "Bidder's Submittal Package Response": You must upload an attachment.

#	Requested Attachments
1 *	Bidder's Submittal Package Response

Bidder must attach their Submittal Package Response, inclusive of all City Forms and other documentation identified and required in the Solicitation Document.

Upload Click "Upload" to select file

Checking your on-line response for errors

- Additional Examples of Errors

Event Details	Questions	Activities	Participants	Attachments	Attributes	Response Attachments	Response Submission
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Supplier Response Summary
Save Error Check

- Digital Signature: You must enter the full name of the individual responding to this event.
- Digital Signature: You must enter the email address of the individual responding to this event.

General/Corporate Address	Your User Profile
Supplier Name VMPace	Title
Address 123 Main Street Punta Gorda, FL 33950	Name Mary Pace
Phone (941) 575-3366	Office Phone
Fax	Fax Phone
Contact Name	Mobile Phone
Email	Email mpace@pgorda.us

Supplier Note to Buyer

Supplier Notes

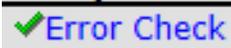
Digital Signature
By submitting your response, you certify that you are authorized to represent and bind your company.

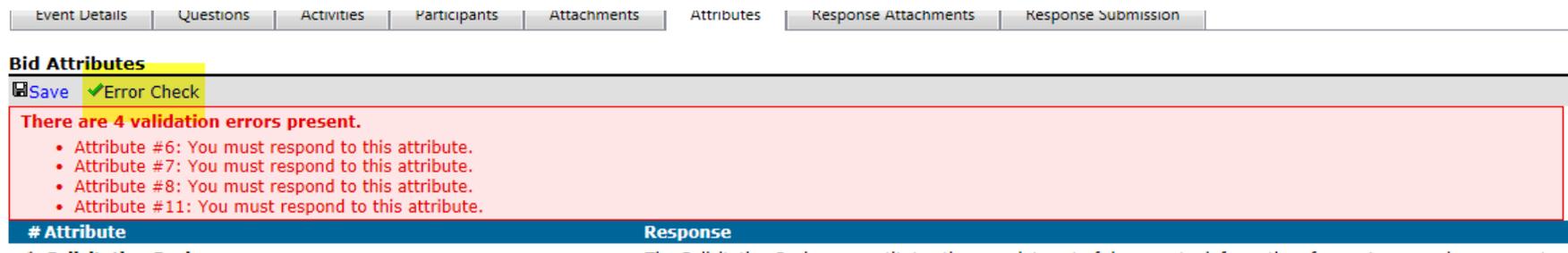
* Your Full Name:

* Your Email Address:

Submit Response

Checking your on-line response for errors

- Error check using the  icon on the TAB which requires a response from the bidder
- This feature when used will advise if you have any errors on the tab
 - Below is the result of errors on a tab and direction how to correct



The screenshot shows a navigation bar with tabs: Event Details, Questions, Activities, Participants, Attachments, Attributes, Response Attachments, and Response Submission. The 'Attributes' tab is active. Below the navigation bar, the 'Bid Attributes' section is highlighted in yellow. It contains a 'Save' button and an 'Error Check' button with a green checkmark. A red-bordered box contains the message: 'There are 4 validation errors present.' followed by a bulleted list: 'Attribute #6: You must respond to this attribute.', 'Attribute #7: You must respond to this attribute.', 'Attribute #8: You must respond to this attribute.', and 'Attribute #11: You must respond to this attribute.' Below this is a table with two columns: '# Attribute' and 'Response'.

- Below is the result of NO errors on a tab



The screenshot shows the same navigation bar as above. The 'Attributes' tab is active. The 'Bid Attributes' section is highlighted in yellow and contains the message: 'There are no validation errors present.' Below this is a 'Save' button and an 'Error Check' button with a green checkmark. Below that is a table with two columns: '# Attribute' and 'Response'.

# Attribute	Response
1 Solicitation Package	The Solicitation Package constitutes the complete set of documents, inform The Solicitation Package components are defined in the Solicitation Docum

SAVE....SAVE....SAVE your work

- All TABS that require a response will have a  Save button.
- All bidders are STRONGLY urged to use this button when working on your on-line response
- The system does have a time-out function and if you are called away you are automatically signed out and all entries are lost!!

Solicitation Main Screen – Event Details Tab

- Bid Information – Important dates and general information regarding the solicitation
- Question Cutoff Date – Deadline for bidder to submit questions regarding the Solicitation.
- Bid Contact Information – Contact information for the Procurement Office
- Ship to Information – Where to ship commodities to or location for service
- Bill to Information – Billing information

Event Details	Questions	Activities	Participants	Attachments	Attributes	Response Attachments	Response Submission
Bid Information				Bid Contact Information			
Bid Type	Formal Quote			Workgroup	City of Punta Gorda, Florida		
Issue Date & Time	1/3/2017 07:31:24 AM (ET)			Address	Procurement Division		
Close Date & Time	1/20/2017 03:00:00 PM (ET)				326 W Marion Avenue		
Bid Status	Issued				Punta Gorda, FL 33950 USA		
Question Cutoff Date	1/17/2017 03:00:00 PM (ET)			Department	Procurement Division		
Bid Notes	Addendum #1: Extend Due Date and Time and rewrite of the solicitation document.			Contact Phone	(941) 575-3366		
	The City desires to establish a term contract for a licensed and insured Plumbing Contractor for plumbing services as may be required by the City.			Contact Fax	(941) 575-3340		
Ship to Information				Bill to Information			
Workgroup	City of Punta Gorda, Florida			Workgroup	City of Punta Gorda, Florida		
				Address	Attn: Accounts Payable		
					Punta Gorda, FL 33950 USA		
				Department	Finance		
				Floor/Room	2nd Floor		
				Contact Phone	(941) 575-3318		
				Contact Fax	(941) 575-3386		
				Contact Email	ap@pgorda.us		

Solicitation Main Screen – Questions Tab

- This is to be used as a Question and Answer (Q&A) Feature
- All vendors registered or invited to the solicitation will receive notification if a Q&A has been processed
- All questions and inquiries must be in writing. Questions received via email or fax will be processed and answered through the system.
- Vendor are requested to use this feature for asking a question or making an inquiry on the solicitation. Q&A may be emailed but the answer will be processed through this system so all interested bidder will have the ability to view Q&A.
- Once the deadline for Q&A occurs you will not be able to post a question.

Response Status: NOT SUBMITTED To complete your response, you must click "Submit Response" in the Response Submission tab.

- Event Details
- Questions
- Activities
- Participants
- Attachments
- Attributes
- Response Attachments
- Response Submission

Bid Questions

  Click her to ask a question

Question Cutoff Date 1/27/2017 03:00 PM (ET)

Question	Do you need to be a Florida resident?
Answer	If the bidder is out of state and they are awarded they will to provide the City with a Certificate of Authority as a Foreign Entity to conduct business in the state of Florida.
Submitted	1/9/2017 03:17:52 PM (ET)
Question	Would there be any signage design or procurement involved?
Answer	No, there will no signage design nor signage procurement
Submitted	1/9/2017 03:17:40 PM (ET)

Solicitation Main Screen – Activities Tab

- This tab allows the Procurement staff the ability to notify bidders of events such as Pre-Submittal Meetings, Site Visits, Solicitation Protest Deadlines and Question & Clarification requests Deadlines
- Some activities may require a bidder to respond, while others are notices only
- To view the activity check the box and click view

Edit Bid Response - F2015104

[Return](#)
[No Bid](#)
[Documents](#)
[Response History](#)
[Bid History](#)
[Error Check Response](#)

Bid Number F2015104 (MAT-LIGHTSDECO/1516/2 - REBID F2015101 Holophane Decorative Lighting)
Close Date & Time 12/4/2015 3:00:00 PM Eastern
Time Left 16 days 2 hours 46 minutes 1 seconds
Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

[Event Details](#)
[Activities](#)
[Participants](#)
[Attachments](#)
[Attributes](#)
[Response Attachments](#)
[Response Submission](#)

Event Activities

[View](#)

Date	Activity Name	Description
<input type="checkbox"/> 11/23/2015 3:00:00 PM ET	Solicitation Package Protest Period	a) WRITTEN NOTICE OF PROTEST. Any person or Bidder who is adversely affected by the City's Solicitation Package's contents shall file a written notice of protest with the Procurement Manager within 72 hours after the posting and release of the Solicitation Package by the City. Saturdays, Sundays, and City holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph. b) FORMAL WRITTEN PROTEST. The formal written protest shall be filed within 5 business days after the date the notice of protest is filed. The formal written protest shall state with particularity the facts and laws upon which the protest is based. c) WAIVER OF RIGHTS. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of the vendor's rights to protest the Solicitation Package.
<input type="checkbox"/> 11/30/2015 3:00:00 PM ET	Questions and Clarification Period	Bidders shall address all questions and request clarification for a Solicitation Package to the Purchasing Agent. Questions shall be submitted via the eProcurement questions & answer board, email, fax or hard copy and shall be received by the question and clarification deadline stated above and on page 1 in the Solicitation Document (or as may be amended by Addenda). All answers to questions submitted will be published and answered in a manner that all bidder will be able to view. WAIVER OF RIGHTS. Failure to post a question or request for clarification by the established date and time shall constitute a waiver of the Bidder's rights to protest the Solicitation Package, inclusive of addenda.

Items 1-2 shown of 2 1

Solicitation Main Screen – Participants Tab

- This tab displays the vendor list of vendors who have accessed the solicitation

Edit Bid Response - F2015104

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number F2015104 (MAT-LIGHTSDECO/1516/2 - REBID F2015101 Holophane Decorative Lighting)
Close Date & Time 12/4/2015 3:00:00 PM Eastern
Time Left 16 days 2 hours 43 minutes 45 seconds
Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event Details | **Participants** | Attachments | Attributes | Response Attachments | Response Submission

Event Participation

Supplier Name	City	State	Contact
Fastenal Company	Winona	MN	
Grainger	Fort Myers	FL	
ICON Technologies	Tampa	FL	
Miller Bearings	Fort Myers	FL	
Olameter Corporation	Ann Arbor	MI	
VMPace	Punta Gorda	FL	

Items 1-6 shown of 6 1

If you are a trade contractor or a material supplier..... This is a resource you may use to make contact with the participants to offer a quote for your service or products!!!

Solicitation Main Screen – Attachments Tab

- All CITY documents related to the solicitation will be available on this tab
- Click the “DOWNLOAD” button to down load the document
 - You may print and/or save the document to your computer

Edit Bid Response - F2015104

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number F2015104 (MAT-LIGHTSDECO/1516/2 - REBID F2015101 Holophane Decorative Lighting)

Close Date & Time 12/4/2015 3:00:00 PM Eastern

Time Left 16 days 2 hours 43 minutes

Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event Details | Activities | Participants | **Attachments** | Attributes | Response Attachments | Response Submission

Bid Attachments

#	File Name	Description
1	Download F2015104D.pdf (305KB)	Solicitation Document
2	Download F201510Notice.pdf (57KB)	Notice of Release

Items 1-2 shown of 2 1

Solicitation Main Screen – Attributes Tab

- The “Attributes” tab allows Procurement to:
 - Provide general terms related to the solicitation; or

Event Details | Activities | Participants | Attachments | **Attributes** | Response Attachments | Response Submission

Bid Attributes

Save Error Check

#	Attribute	Response
1	Solicitation Package The Solicitation Package constitutes the complete set of documents, information, forms, terms and components. The Solicitation Package components are defined in the Solicitation Document attached. The Solicitation Package provided shall be used in preparing response. The City does not assume any responsibility for errors or misinterpretations resulting from the Vendor's lack use of provided Solicitation information. City, in making Solicitation information available does so only for the purpose of obtaining responses and does not confer a license or grant for any other use. Bidders must download and read the attached documents. Failure to submit the submittal package component(s), deemed material, prior to the established due date and time shall result in the rejection of the Bidder's submittal package. Additional instructions for submitting a submittal package are stated in the Solicitation Document.	
2	Contact Prohibition (AKA Cone of Silence) All prospective Bidders are prohibited from indirectly or directly communicating with any member of the City of Punta Gorda, City Council, City Manager, or City of Punta Gorda staff member other than the Authorized City Contact Person identified in the Solicitation document, or their designated Procurement staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. FORMAL AWARD is defined as the issuance of a NOTICE OF AWARD document or the issuance of a PURCHASE ORDER to the awarded bidder. Any such contact prior to the formal award shall be cause for rejection of your submittal. The authorized contact person is also defined in the eProcurement Bid Request Contact Information.	
3	Solicitation Contact Period (EO/Sealed)	

- State requirements for which the bidder must respond to

award based on this solicitation package whichever is deemed to be in the best interest of the City.

10	Binding Offer The submission of a Submittal Package to this Solicitation Package will constitute an incontrovertible representation by Bidder that Bidder has read, understands, is in compliance with every requirement of this Solicitation Package and is legally authorized to bid the company, and that without exception the Submittal Package is premised upon performing the services and/or furnishing the commodities and materials and such means, methods, techniques, sequences or procedures as may be indicated in or required by the Solicitation Package and terms and conditions provided. The Bidder through their Submittal Package certifies the Solicitation Package provided is sufficient in scope and detail to indicate understanding of all requirements stated. Bidder's Submittal Package is submitted with full knowledge and understanding of the requirements and time constraints stated.	* [Please Select] v
11	City Forms and Response BIDDER UNDERSTANDS WHEN SUBMITTING THEY MUST COMPLETE AND SUBMIT ALL REQUIRED CITY FORMS. INCLUSION OF ADDITIONAL TERMS AND CONDITIONS, SUCH AS THOSE WHICH MAY BE ON YOUR COMPANY'S STANDARD FORMS, SHALL RESULT IN YOUR RESPONSE BEING DECLARED NON-RESPONSIVE AND REJECTED, AS THESE CHANGES WILL BE CONSIDERED A COUNTEROFFER TO THE CITY'S SOLICITATION.	* [Please Select] v

Items 1-11 shown of 11

Solicitation Main Screen – Response Attachments Tab

- This is the tab to upload your documents related to your response (aka Submittal Package), which includes REQUIRED ATTACHMENTS* and other response attachments
- *Required Attachments are those the City is requiring the bidder to submit. (i.e. Bidder's Response Form, City Forms, etc)
 - Click UPLOAD to attach the required forms from your computer
 - Bidder may click on Error Check to see if a document is attached to each requirement.
NOTE: The system does not check to verify the correct document is attached
- Other Response Attachments – Click on NEW and select the documents from your computer

Requested Attachments

✓ Error Check

Requested Attachments

1 * Bidder's Response Form

Bidder shall complete and submit the Bidder's Response Form and City Forms, which are pages 20 through 24 of the Solicitation Document #F2015104D

Upload

Click "Upload" to select file

Items 1-1 shown of 1

Other Response Attachments

*New

No Other Response Attachments

Solicitation Main Screen – Participi...

Solicitation Main Screen – Response Submission Tab

- This is the final tab in your response.
 - Bidder may update the Bidder company profile and user profile
 - Add Bidder notes;
 - Digitally sign the submission. NOTE: The signer must be authorized to represent and bind your company
 - Run and ERROR check on tab
 - Submit Response

Supplier Response Summary

Save Error Check

When you have completed your response, click the 'Submit Response' button below.

Submitter Profile		Your User Profile	
Update your Information		Update your Information	
Supplier Name	VMPace	Name	Mary Pace
Address	123 Main Street Punta Gorda, FL 33950	Title	
Contact Name		Phone	1
Phone	1 (941) 575 3366	Fax	1
Fax	1	Email	mpace@pgorda.us
Email			

Supplier Note to Buyer

Supplier Notes

Digital Signature

By submitting your response, you certify that you are authorized to represent and bind your company.

* Your Full Name:

* Your Email Address:

Submit Response

Guidelines for Navigating

- If Procurement has attached an “INTENT ACTIVITY” on a solicitation, the system will request you to respond with your intent on bidding or not once you access the solicitation
 - If you are unsure if you are going to bid or attend a pre-submittal meeting you may close out the window
 - This window will keep appearing until you respond to the intent activity
- View the event details – Are you interested? – Yes... keep going – No.... Leave the solicitation
 - Note since you have accessed the solicitation you will receive notices. We are not able to stop notices for the specific solicitation.

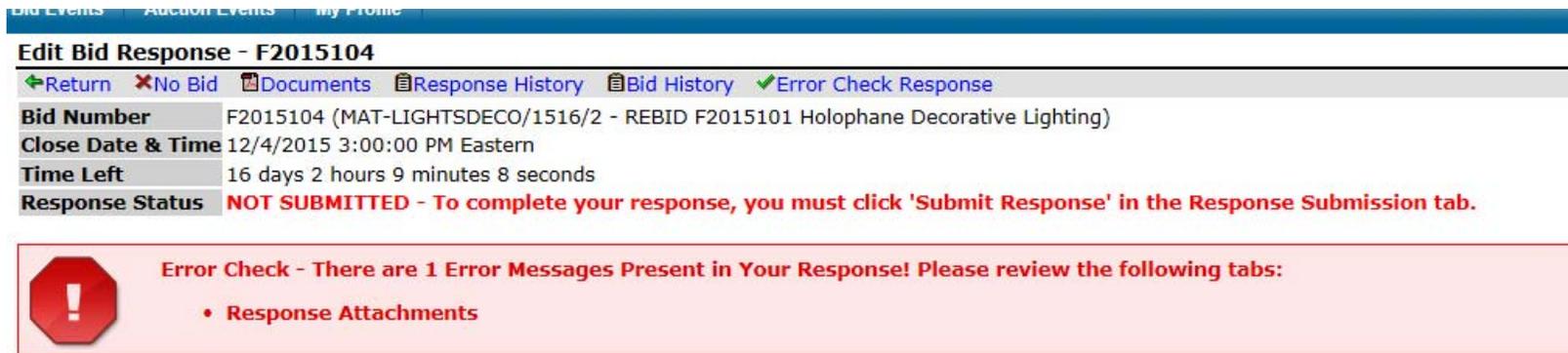
Guidelines for Navigating

- Click on the Activities tab to view activities and deadlines
- Click on Participants to see who was invited
- Click on Attachments to download the solicitation's documents
 - Read the documents
- Click on Attributes tab, read and answer the attributes
- Ready to respond? Make sure:
 - All attributes are answered
 - Attach all required attachments on the Response Attachments tab
 - If allowed attach other response attachments
 - Click on the Response submission tab and complete the digital signature and CLICK “SUBMIT RESPONSE”

Verify your RESPONSE STATUS states **SUBMITTED** in green

Example of a Failed Submission

Failed Submission - In addition to the ERROR message you will receive an email advising your response FAILED
The sections failing the ERROR check will be identified



The screenshot shows a web interface for editing a bid response. At the top, there are navigation tabs: "Bid Events", "Auction Events", and "My Profile". Below this is a header "Edit Bid Response - F2015104". A secondary navigation bar contains links: "Return", "No Bid", "Documents", "Response History", "Bid History", and "Error Check Response". A table of bid details follows, including Bid Number (F2015104), Close Date & Time (12/4/2015 3:00:00 PM Eastern), Time Left (16 days 2 hours 9 minutes 8 seconds), and Response Status (NOT SUBMITTED). A red error banner at the bottom states: "Error Check - There are 1 Error Messages Present in Your Response! Please review the following tabs:" followed by a bullet point for "Response Attachments".

Edit Bid Response - F2015104

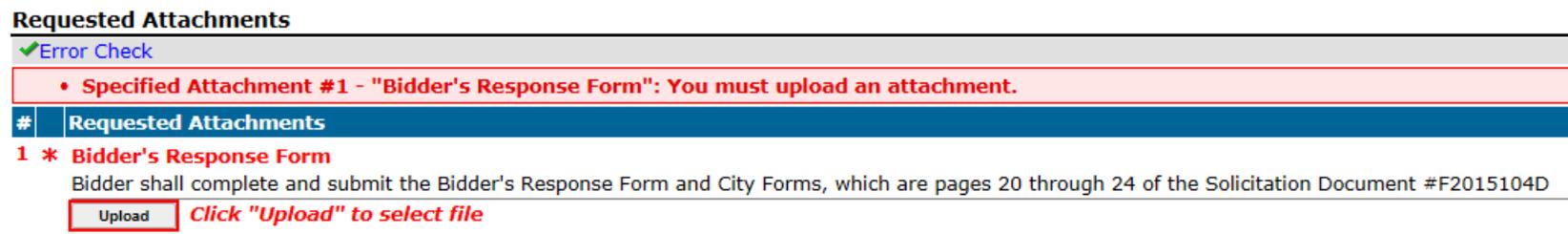
[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number	F2015104 (MAT-LIGHTSDECO/1516/2 - REBID F2015101 Holophane Decorative Lighting)
Close Date & Time	12/4/2015 3:00:00 PM Eastern
Time Left	16 days 2 hours 9 minutes 8 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Error Check - There are 1 Error Messages Present in Your Response! Please review the following tabs:

- Response Attachments

Return to the sections and respond to correct as directed.



The screenshot shows the "Requested Attachments" section. It starts with a "Return" link and a "Specified Attachment #1 - 'Bidder's Response Form': You must upload an attachment." message. Below is a table with one row for the attachment. The table has columns for "#", "Requested Attachments", and "Upload". The "Bidder's Response Form" row is marked with a red asterisk and includes instructions for the bidder to complete and submit the form, along with a red "Upload" button and a link to click "Upload" to select the file.

Requested Attachments

[Return](#)

- Specified Attachment #1 - "Bidder's Response Form": You must upload an attachment.

#	Requested Attachments	Upload
1 *	Bidder's Response Form Bidder shall complete and submit the Bidder's Response Form and City Forms, which are pages 20 through 24 of the Solicitation Document #F2015104D	Upload <i>Click "Upload" to select file</i>

Example of a Failed Submission

Return to the RESPONSE SUBMISSION TAB and click SUBMIT RESPONSE

Successful Submission - In addition to the ERROR message you will receive an email advising your **Response Submitted**

Response Detail - F2015104

←Return	↕Retract	📄Documents	📅Response History	📅Bid History
Bid Number	F2015104 (MAT-LIGHTSDECO/1516/2 - REBID F2015101 Holophane Decorative Lighting)			
Close Date & Time	12/4/2015 3:00:00 PM Eastern			
Time Left	16 days 2 hours 1 minutes 16 seconds			
Response Status	Response Submitted - 11/18/2015 12:58:42 PM Eastern			

Response History

- Bidder's may view their Response History.
- History will advise when viewed, errors, attachments, response submissions and retractions.

Response History

[Return](#)

#	Date	Description
6	11/18/2015 1:00:45 PM ET	[Supplier] Bid Response retracted by the vendor. By User Login: VMPACE
5	11/18/2015 12:58:42 PM ET	[Supplier] Bid Response submitted by the vendor. By User Login: VMPACE
4	11/18/2015 12:58:03 PM ET	[Supplier] Required Response Attachment 'F201510Notice.pdf' added by VMPACE
3	11/18/2015 12:50:51 PM ET	[Supplier] Response submission failure by VMPACE. ***** Response Submission Failure Log ***** Errors Present: 1 Response Attachments: Specified Attachment #1 - "Bidder's Response Form": You must upload an attachment.
2	11/18/2015 11:55:12 AM ET	[Supplier] Response View created by VMPACE.
1	11/18/2015 11:55:12 AM ET	[System] Bid viewed by the vendor.

Items 1-6 shown of 6

1