Autoridad del Canal de Panamá

Tender Online System

User Guide

(Internet)

Version 3.0 – December 2006

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What is the Tender on Line System or SLI?

The **Tender Online System** (SLI) is a tool developed on web technology to assist the Panama Canal Authority (ACP) procurement system in the tendering process through the use of Internet. The system publicizes the procurement tenders in all its phases, allows your submittal of tenders and makes easy your participation in our procurements. The SLI consists of two options in Internet: Tenders Online and Bidders Registry.

The **Tenders Online** option allows you to submit a bid and learn the results, including the content of contracts and purchase orders awarded. The **Bidders Registry** option allows you to register in the system. It is necessary for you to register in the system in order to submit your bid.

Additionally, it is very important for you to identify the categories at time of registration because the system will automatically send you an e-mail notification upon publication of new procurements and amendments for the categories requested.

The system identifies the following tender types:

Tender Type	Descripción
Publica (Public)	The Bid Opening is public and it is automatically done through the system. The bids are submitted and received through the Internet, and become of public knowledge at the time set for tender opening. Contract award will be made to the tenderer with the lowest price that complies with all terms and conditions of the tender documents. Please refer to Article 75 of the ACP Contracting Regulation.
Publica Presencial (Presential Public Bid Opening)	The Bid Opening is public and is done in the presence of the public at the location indicated in the tender documents. Bids are not submitted through the Internet, but physically at the indicated location. To publish the bids in Internet, the contracting officer will register the bids in the system at the conclusion of tender openings. Contract award will be made to the tenderer with the lowest price that complies with all terms and conditions of the tender documents. Please refer to Article 75 of the ACP Contracting Regulation.
Negociada (Negotiated)	The Bid Opening is not public, rather done in the presence of ACP authorized personnel. Bids may be submitted through the Internet or by other means authorized by the tender documents. The bid abstract is published after contract award. Please refer to Articles 76 and 77 of the ACP Acquisition Regulation.
Micro Compra (Small Purchase)	The Bid Opening is not public, rather done in the presence of ACP authorized personnel. Bids are submitted through the Internet. The bid abstract is published after contract award. Please refer to Article 50 of the ACP Acquisition Regulation.

The phases, in which a tendering process is, are identified by the status of the tender as follows:

Steps / Status	Description
Announcement	The tender is publicized. During this phase you may submit your bid. Tenders remain open under this status, until the date and hour set for receipt of bid ends or the tender is **Cancelled Before Opening**.
Cancelled Before Opening	The tender was cancelled. Cancellation is only possible before tender openings. Cancelled tenders remain published for several days.
Evaluation	Review and evaluation of bids received in response to the announcement. This phase begins with the receipt of bids and ends with contract award or when the tender is cancelled or amended after opening. During this phase for Public Tenders, the bid abstract and bids can be accessed in Internet. For Presential Public Bid OpeningTenders, to publish the bids in Internet, the contracting officer will register the bids in the system at the conclusion of bid openings.
Cancelled After Opening	The tender was cancelled after opening. Cancelled tenders remain published for several days.
Amended	The negotiated solicitation was amended after opening. The selection process is resumed under a new solicitation number.
Awarded	Contract award has been made to one or several awardees, in case of multiple awards. You can access through the system the content of the purchase order or contract. The tender, bid abstract and contracts awarded will remain published for several days.

*Tenders may be **Public, Negotiated or Small Purchase Procurements**. For further description of tendering processes, please refer to the **ACP Acquisition Regulation**.*

How to register in the System?

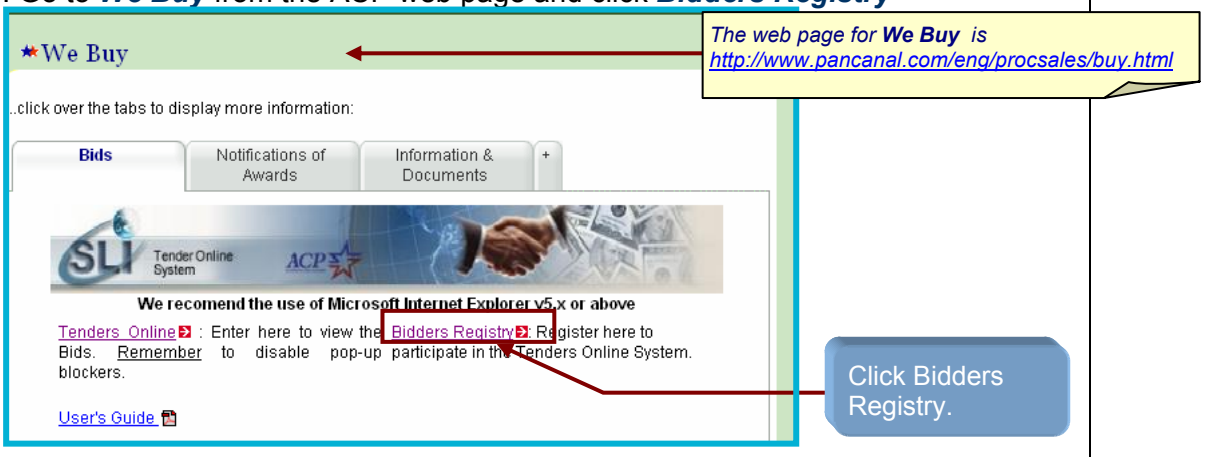
Before you can submit a tender through the SLI, you shall register and complete the Bidders Registry. This registry is free of charge for the tenderer. All registrants will be held responsible for the information submitted. You are responsible for the safeguard of your identification code (ID) and password. If you forgot your password, please register again.

The **tenderer** is **the person or user who creates the entry in the system**, and who represents the company being registered. There may be more than one person or user authorized to bid on behalf of a single company.

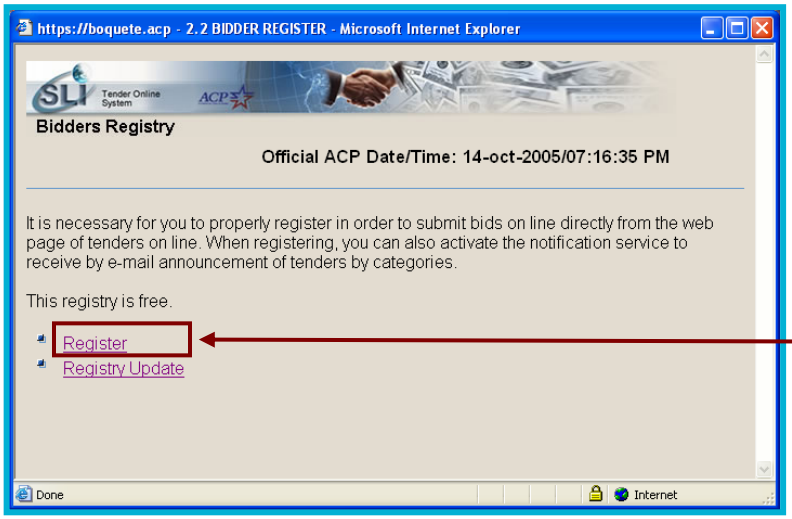
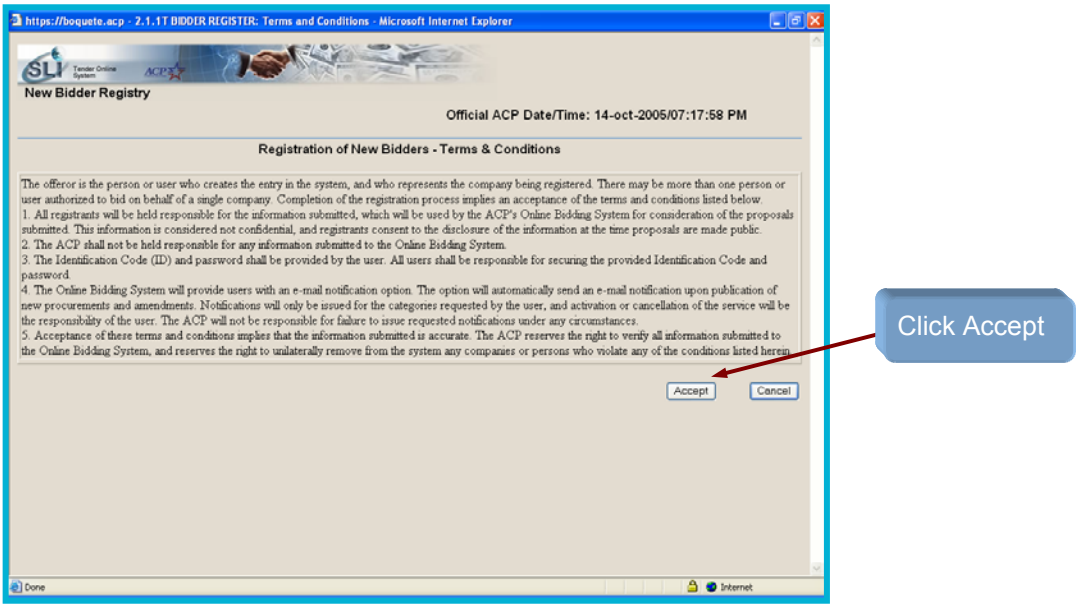
The SLI will automatically use the information submitted at time of registration to complete the bid with company data. The information submitted can be updated at any time by accessing the **Registry Update** option.

Steps for creating the bidder's registry

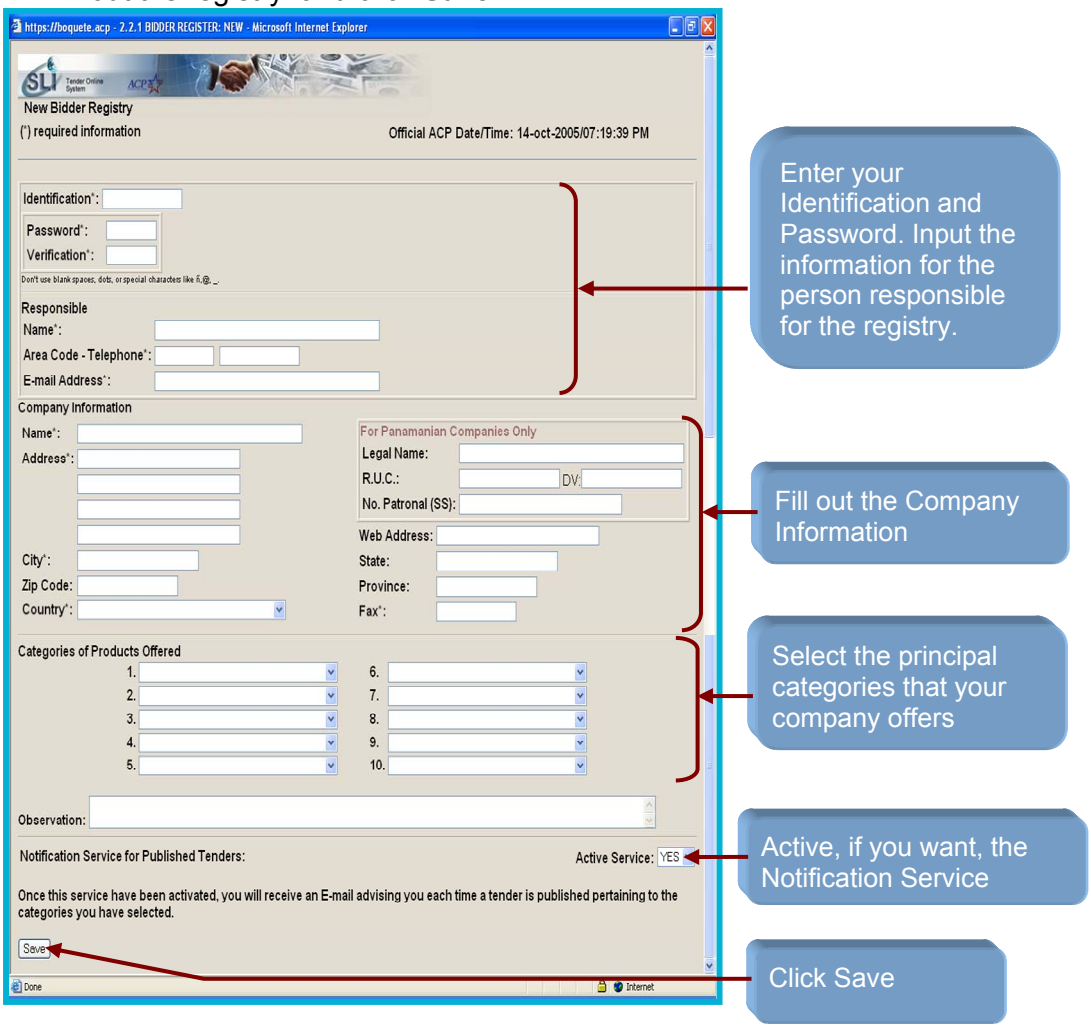
Activities	*Notes*
1. Go to ***We Buy*** from the ACP web page and click ***Bidders Registry***	



Steps for creating the bidder's registry

Activities	*Notes*
2. From the Bidders Registry screen, click **Register**  	
3. Read the Terms & Conditions and Click **Accept**.  	*It is important that you read and accept the terms and conditions before continuing.*

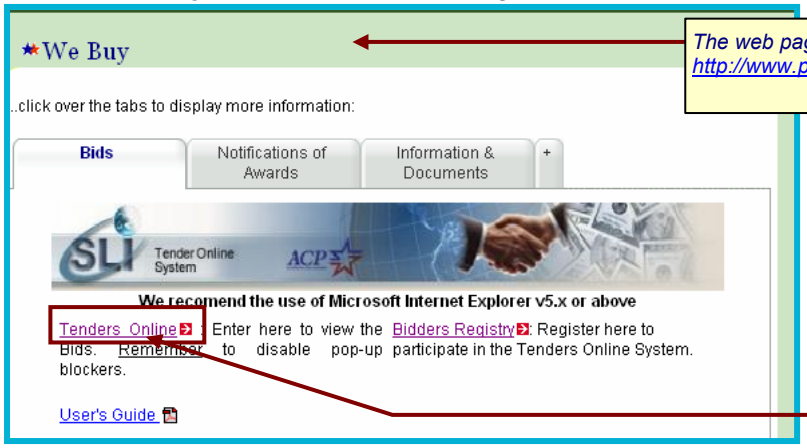
Steps for creating the bidder's registry

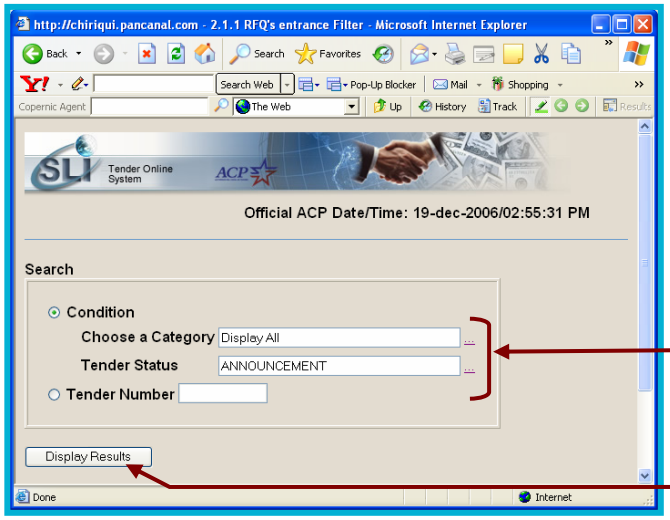
Activities	*Notes*
4. Fill out the registry and click **Save**.  	*The notification service will automatically send an e-mail notification upon publication of new procurements and amendments. Notifications will only be issued for the categories requested by the user, and activation or cancellation of the service will be the responsibility of the user.*
5. The system will issue a message indicating that the information was saved in the data base. 	

How to access and view published tenders for your participation?

Steps for accessing tenders and its contends

Activities	Notes
1. Go to ***We Buy*** from the ACP web page and click ***Tenders Online***	
2. The search can be done by selecting an option (category and status) or the tender number. Select the option status **ANNOUNCEMENT** or type the tender number and click **Display Results**.	

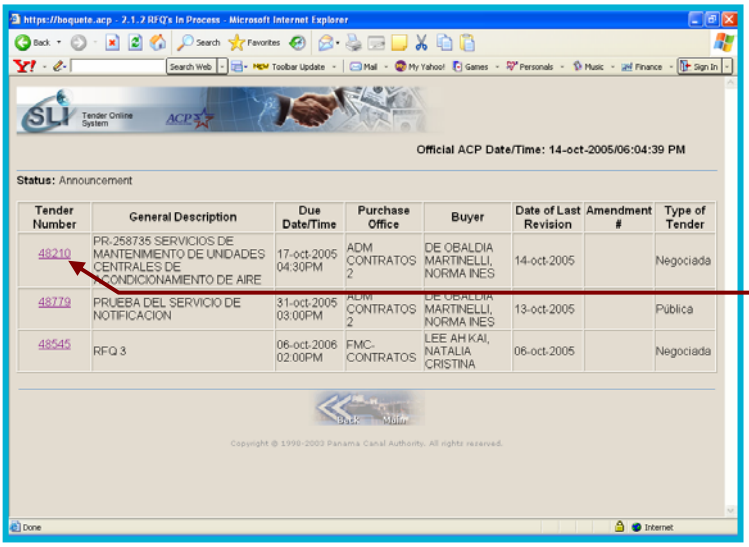




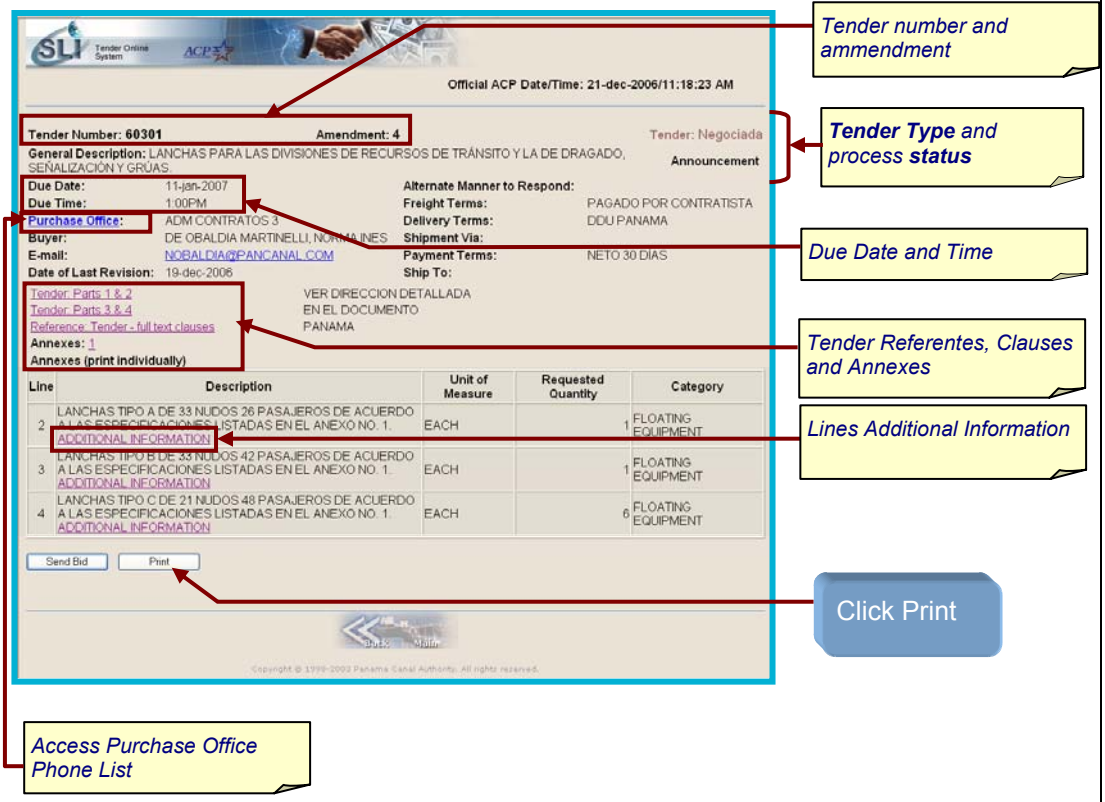
Steps for accessing tenders and its contends

Activities	*Notes*

3. If the search was by Condition, click the **tender number** you wish to view.

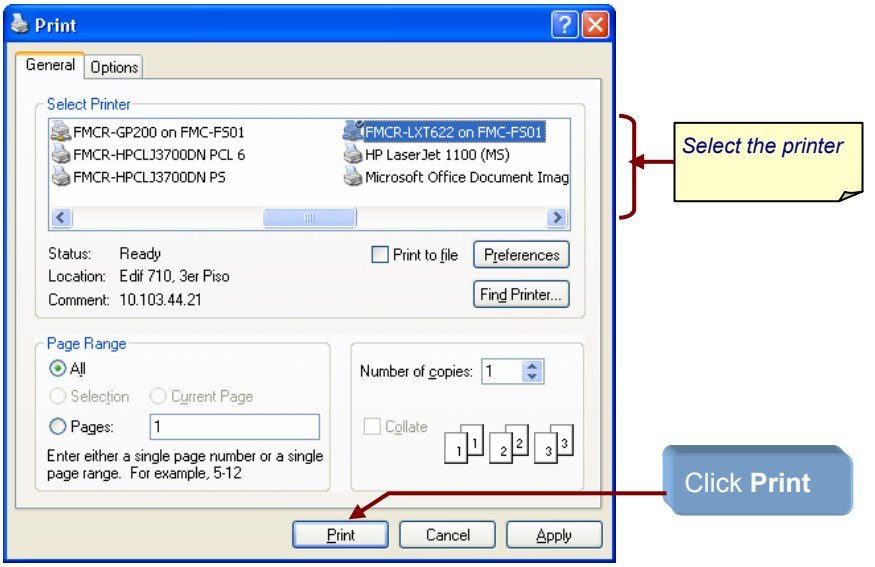


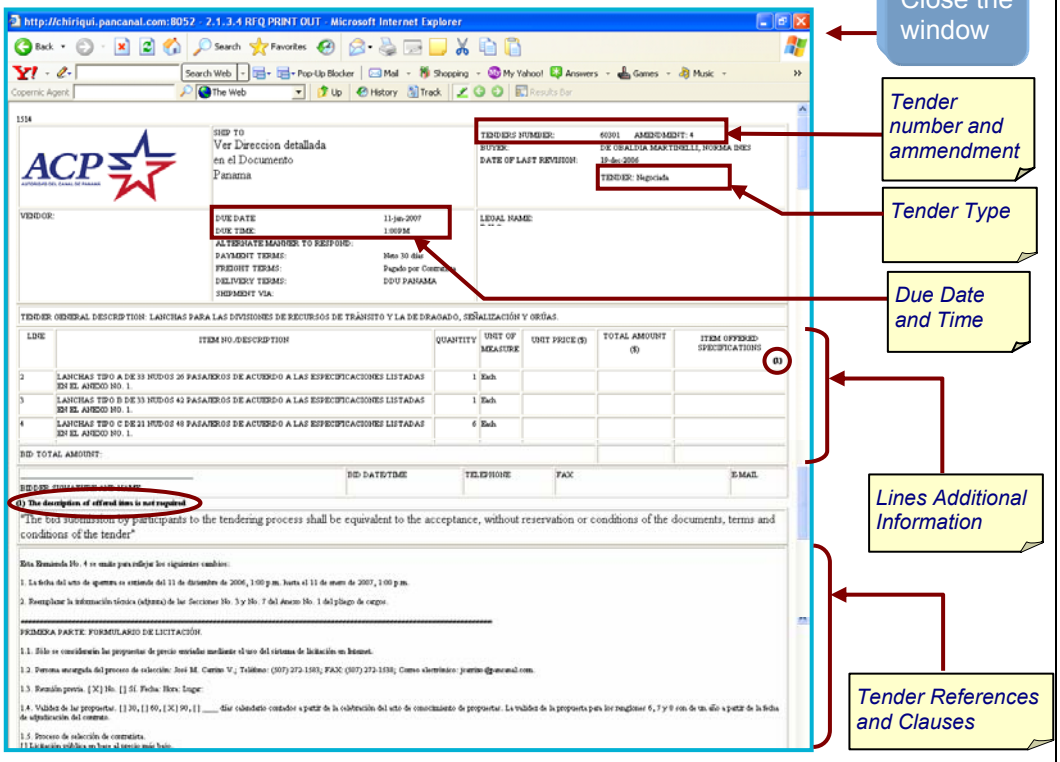
4. Check the tender and links, and if you want click print.



Steps for accessing tenders and its contends

Activities	*Notes*
5. Click "**Print**" and close the window.	*If the column Item Offered displays **(1)**, the tenderer is not allowed to enter any information on the item proposed at the time of bid submission.*





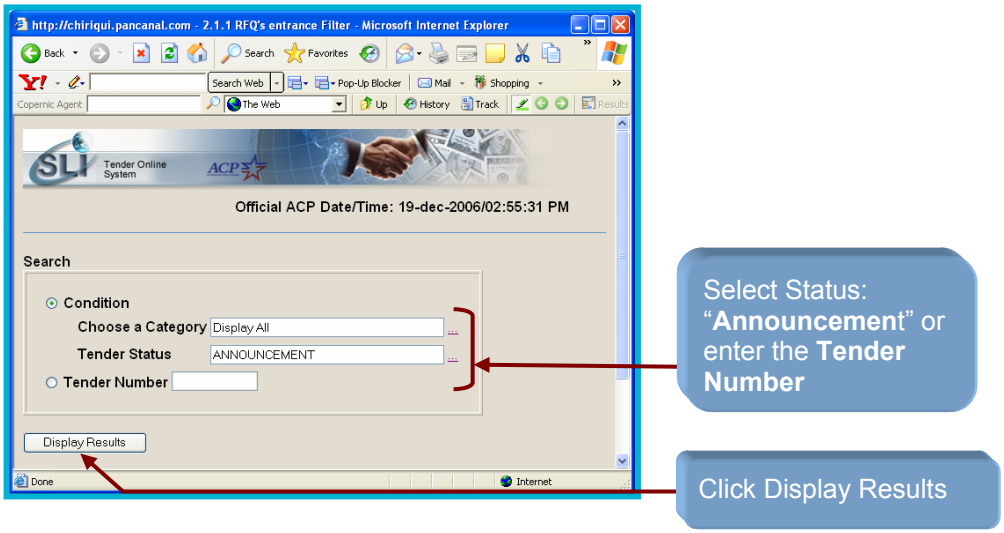
How to bid on line?

Steps for submitting a bid on line

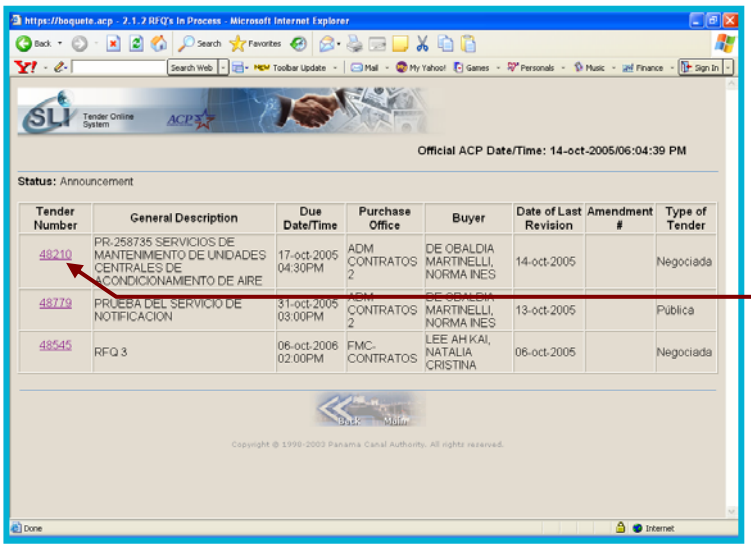
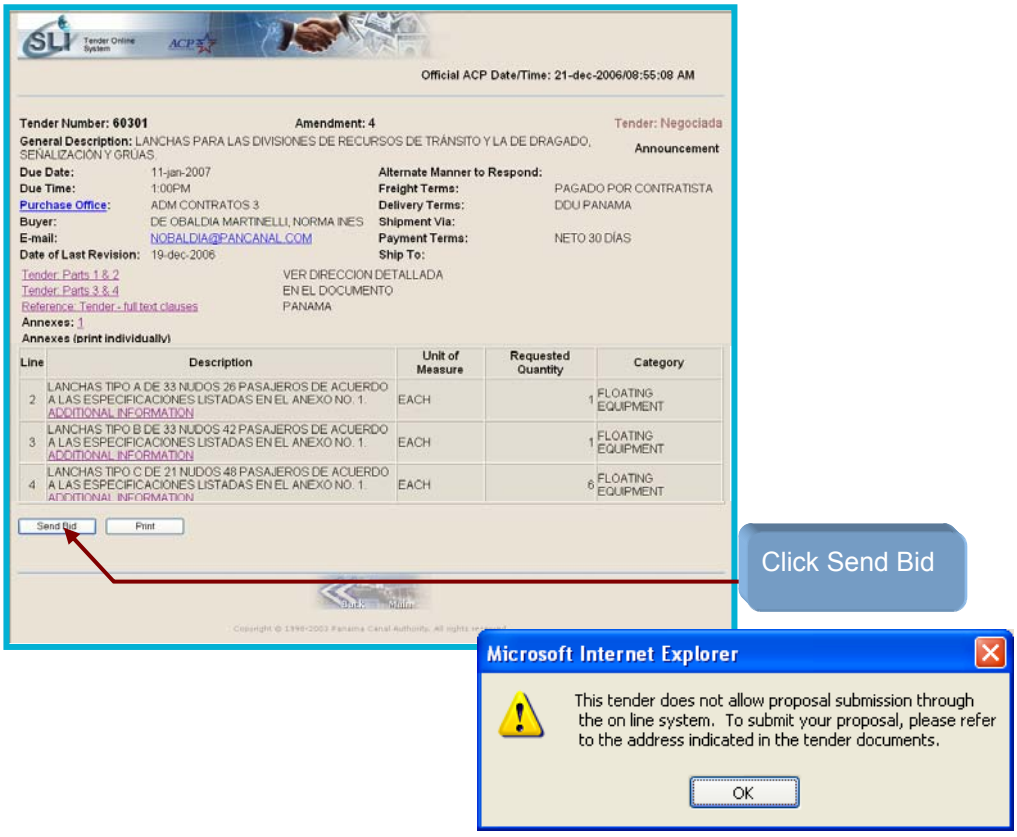
Actividades	*Notas*

1. Go to ***We Buy*** from the ACP web page and click ***Tenders Online***

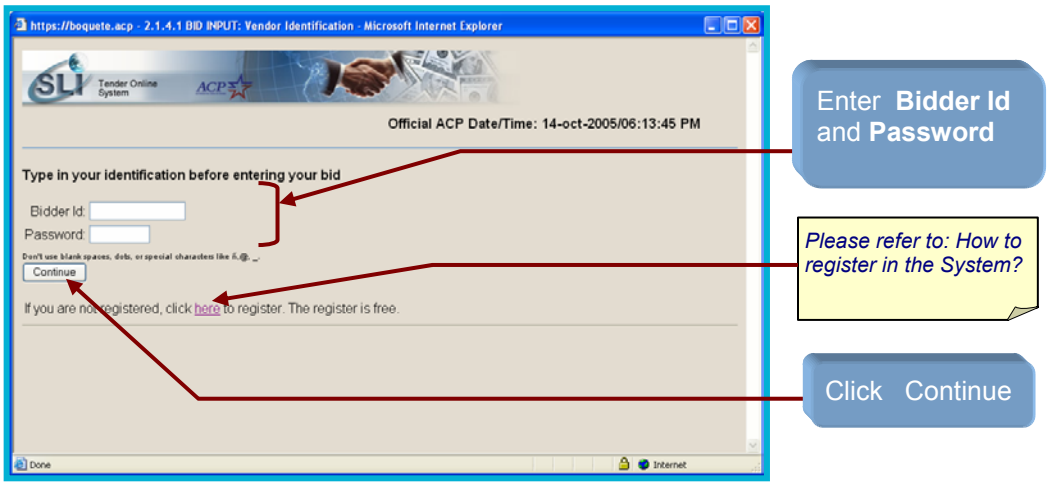
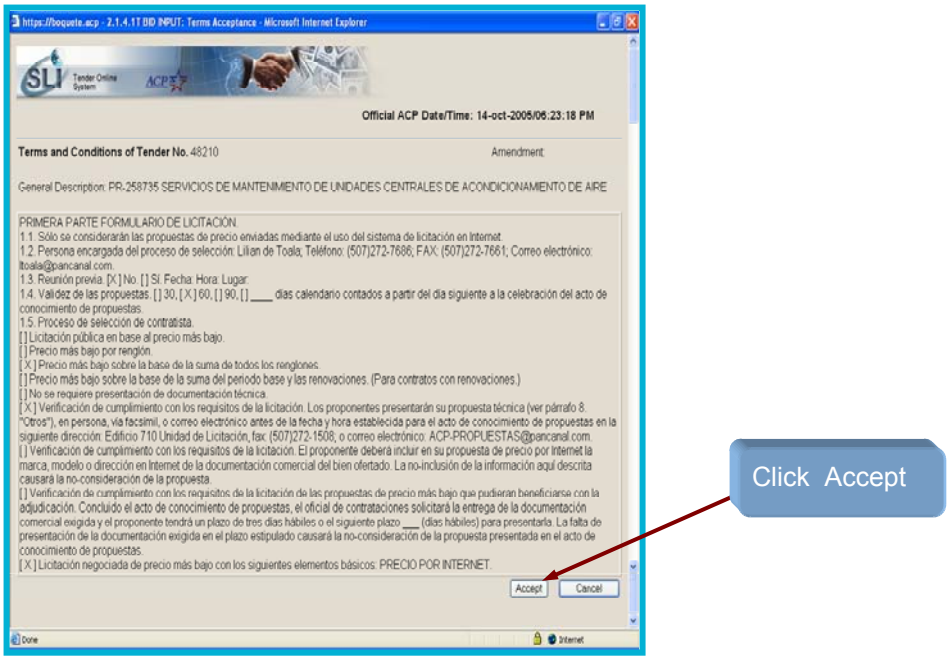
2. The search can be done by selecting an option (category and status) or the tender number. Select the option status **ANNOUNCEMENT** or type the tender number and click **Display Results**.



Steps for submitting a bid on line

Actividades	*Notas*
3. If the search was by Condition, click the **Tender Number** you wish to participate.  	
4. Click **Send Bid**  	*If the tender was configured not to allow for the submission of bids on line, when the key **Send Bid** is pressed a message will be displayed indicating that tenders on line are not allowed and to see the tender document for instructions on bid submittals.*

Steps for submitting a bid on line

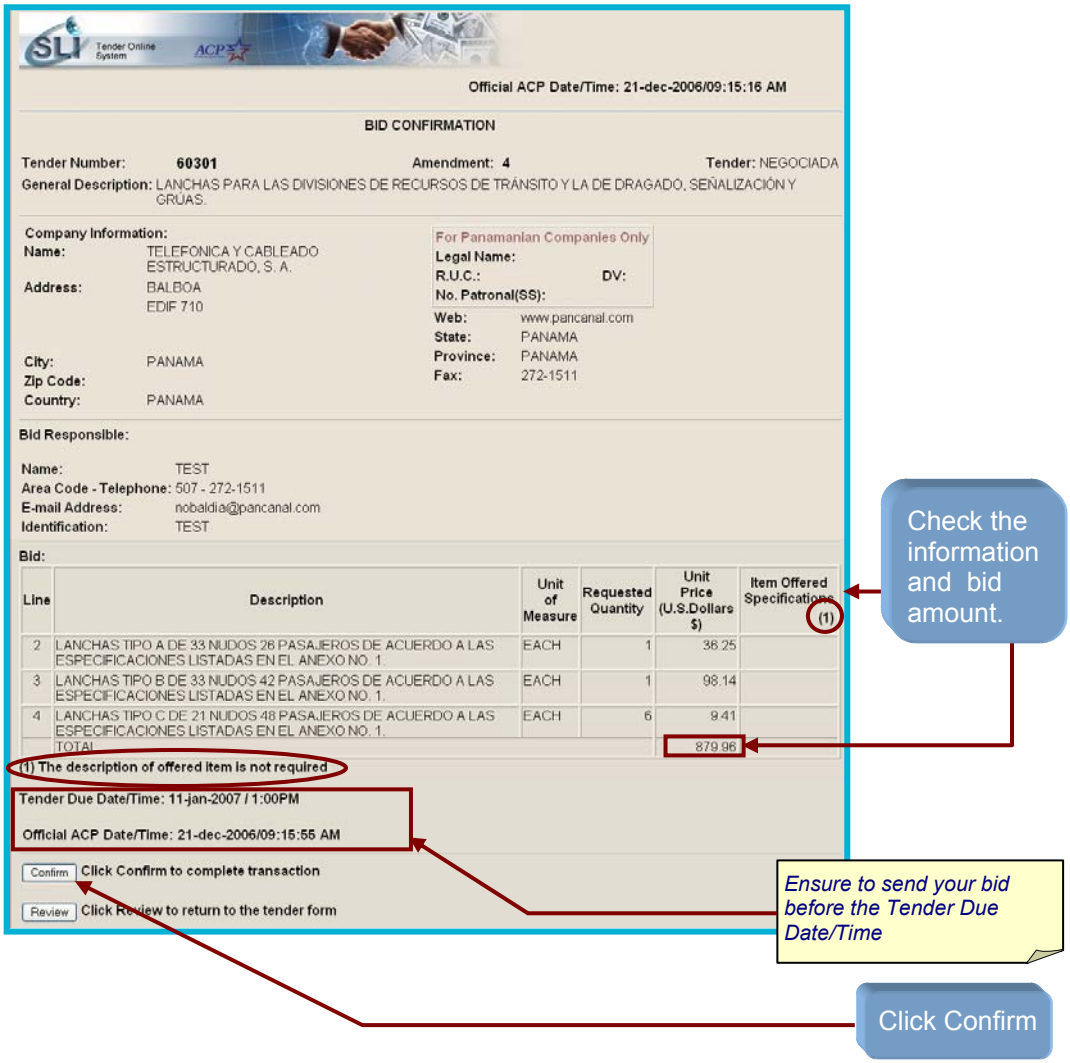
Actividades	*Notas*
5. Enter your **Bidder Id** and **Password,** and click **Continue**.  	*Before you can submit a bid through the SLI, you shall have registered. Please refer to:* ***How to register in the System?***
6. Read the Tender Terms and Conditions and click **Accept**.  	

Steps for submitting a bid on line

Actividades	*Notas*
7. Enter the bid.	*The SLI will automatically use the information submitted at time of registration to complete the bid with company data.* *If the item offered column is blocked, the tenderer is not allowed to enter any information on the item proposed at the time of bid submission. The note (1) reads: "The description of offered item is not required.*

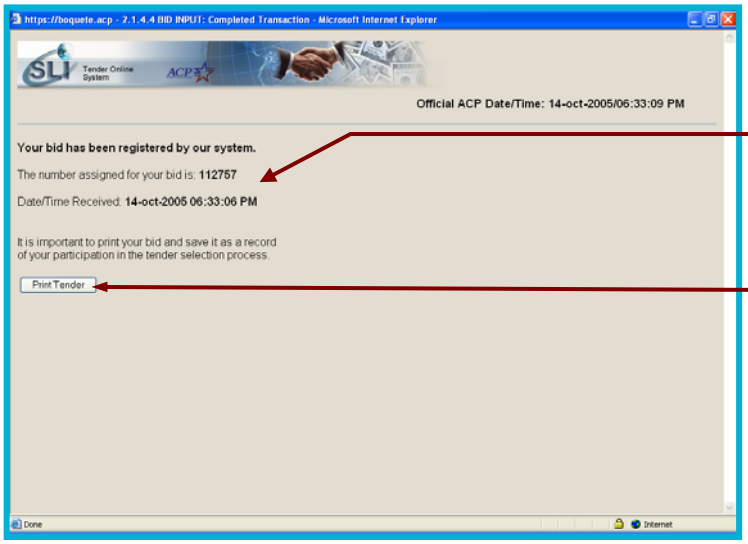
Steps for submitting a bid on line

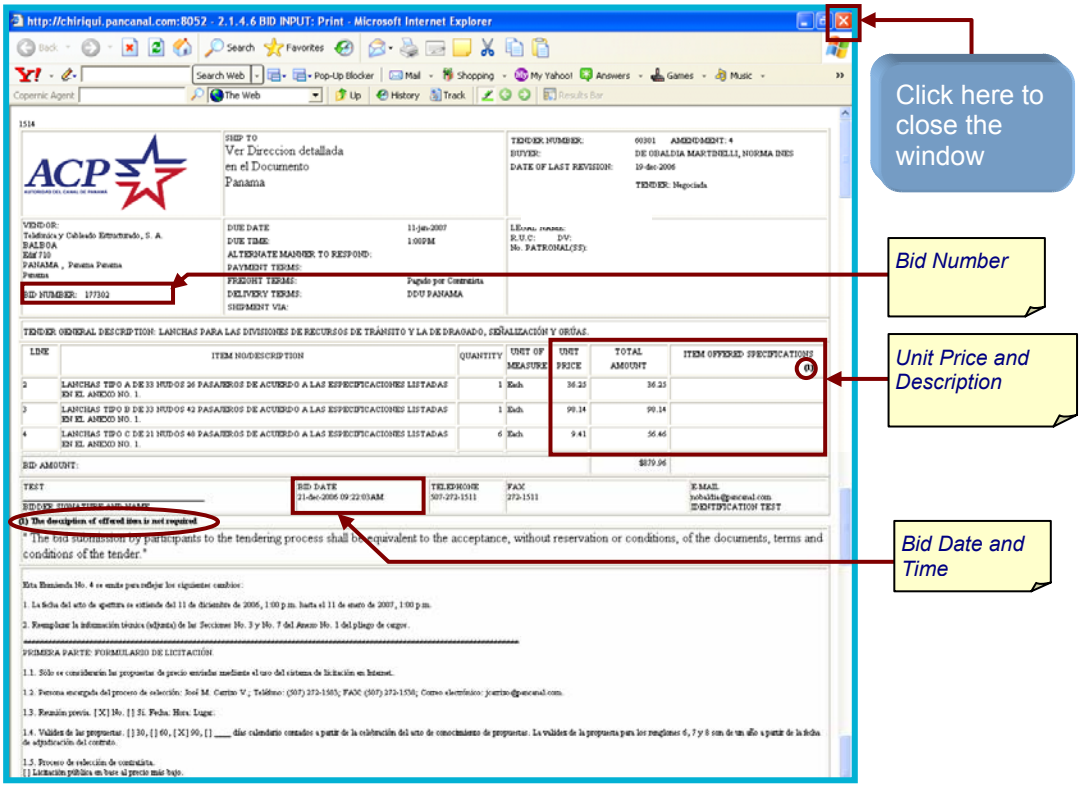
Actividades	*Notas*
8. Check the information and the bid amount, click **Confirm**	*The total amount is automatically calculated by the SLI. Please ensure to send your bid before the due date and hour for bid opening.*



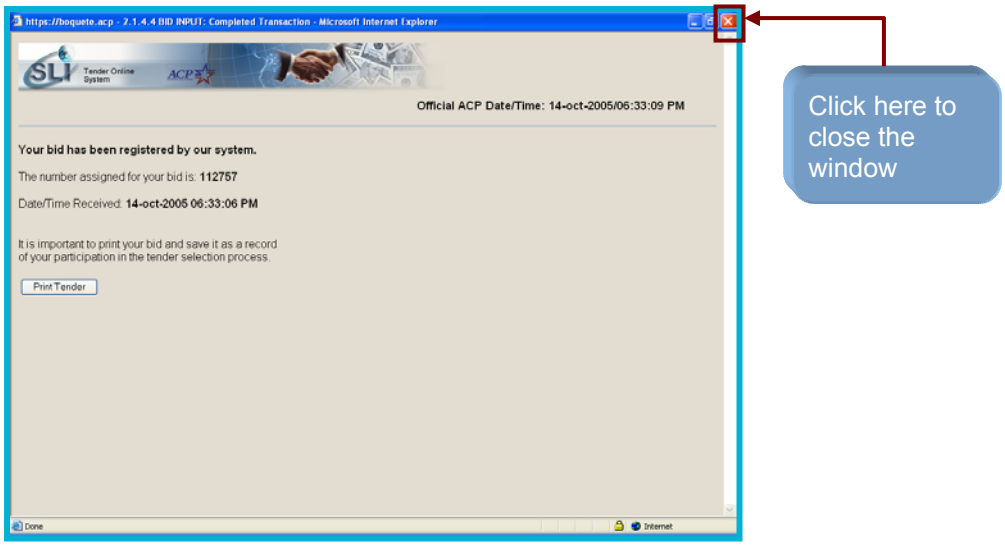
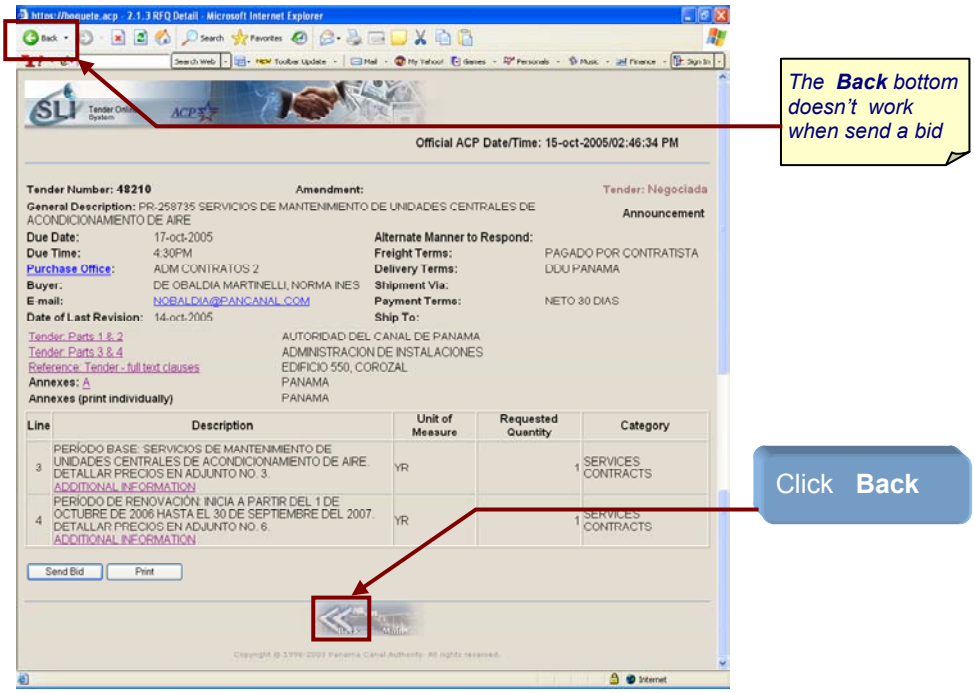
Steps for submitting a bid on line

Actividades	*Notas*
9. The SLI assigns a number to your bid and saves it in the data base. Click: Print Bid to keep a copy of your bid for your files.	
10. Print your bid and click to close the window.	*Keep this copy for your files. If the tender did not require the item offered specification, the footnote (1) will be displayed.*





Steps for submitting a bid on line

Actividades	*Notas*
11. Click to close the window and return to the tender contend. 	
12. Click Back botton at the end of the window to return to the tenders list 	*It is important to use the option **BACK button** at the end of the window to return to the tenders list, after sending your bid. The Back or Return button of the navigator does not work after sending a bid.*

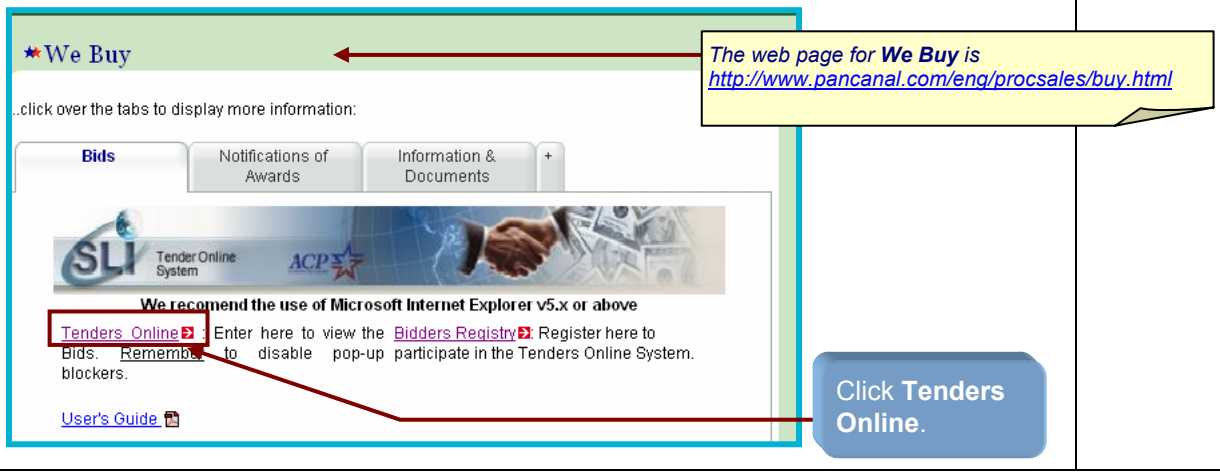
How to access the Bid-Abstract?

The Bid-Abstract (ACR) contains a summary of bids received in the tendering process and the results of their evaluations.

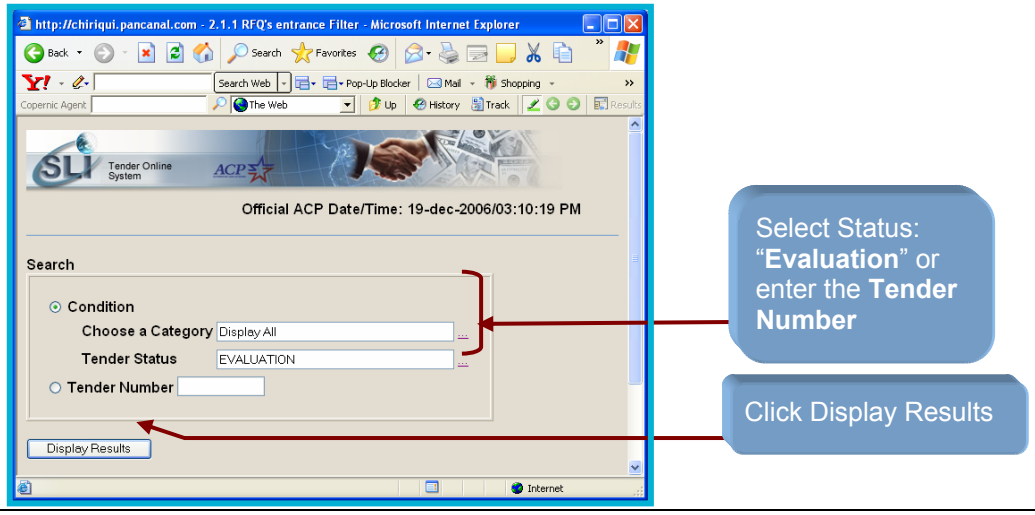
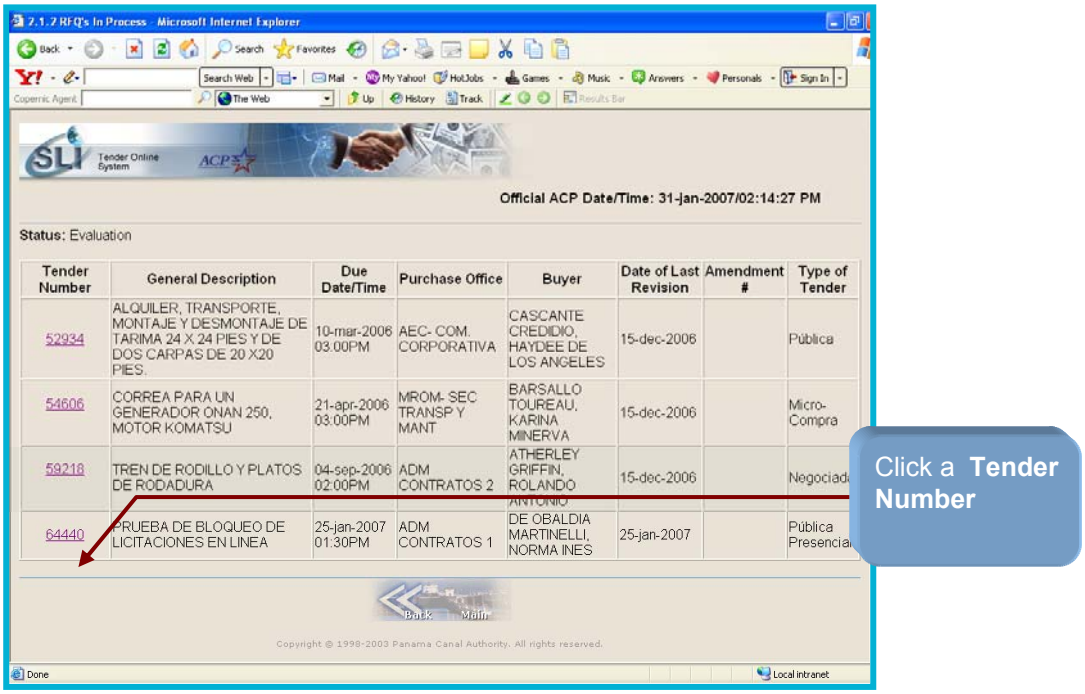
Access to the BA (Bid Abstract) and the details of the proposals by the bid number will depend upon the type of solicitation process used. The following figure shows the different situations.

	Publica (Public)	Publica Presencial (Presential Public Bid Opening)	Negociada (Negotiated)	Micro Compra (Small Purchase)
When is it Published?	Bid opening date and time	BA Publication	Contract award	Contract award
When is the content of the bid accessible?	Yes	Yes	No	Yes

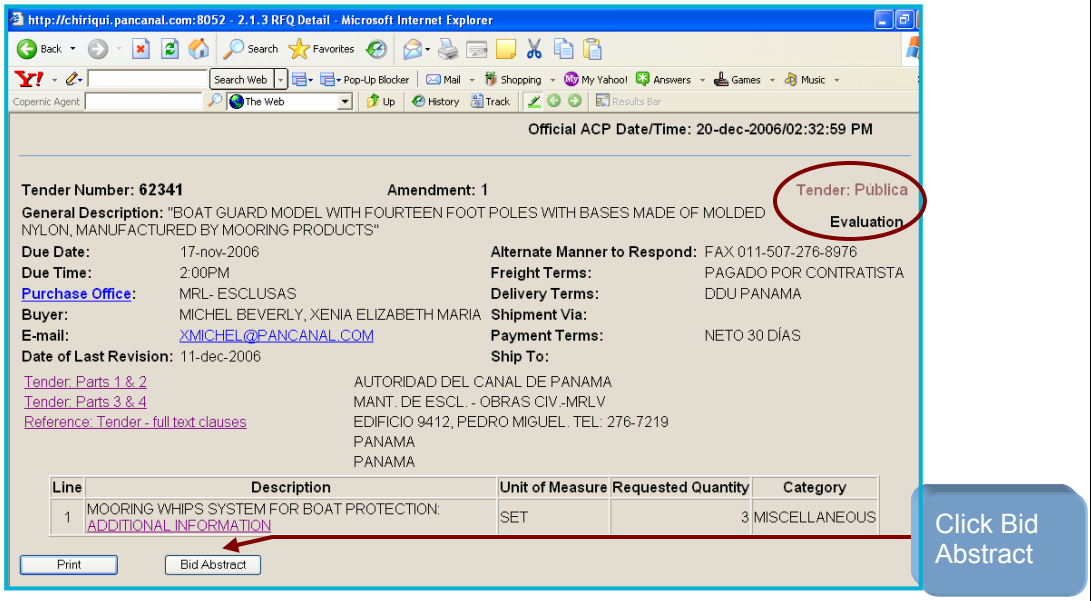
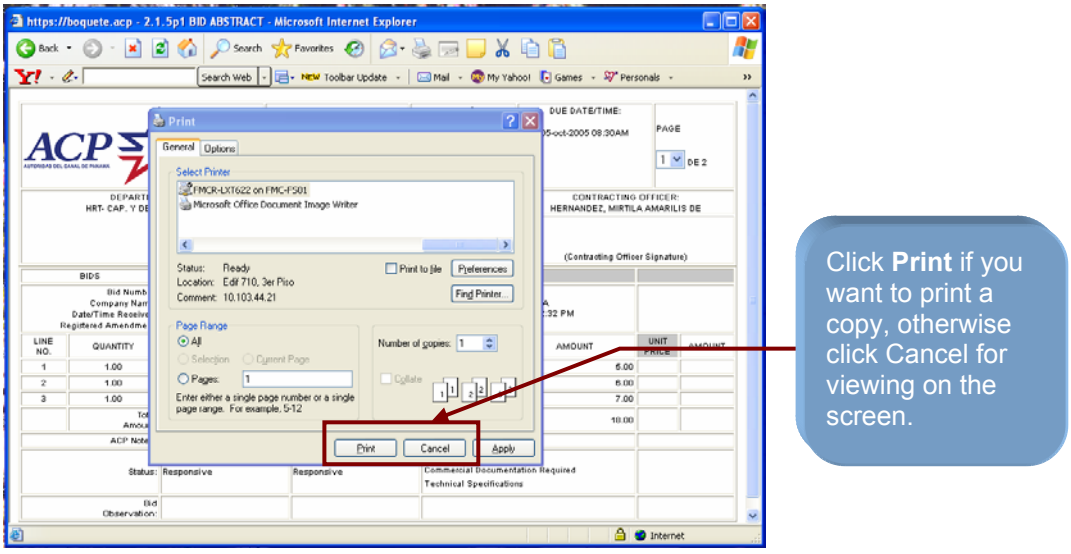
Steps for accessing the ACR

Activities	*Notes*
1. Go to ***We Buy*** from the ACP web page and click ***Tenders Online*** 	

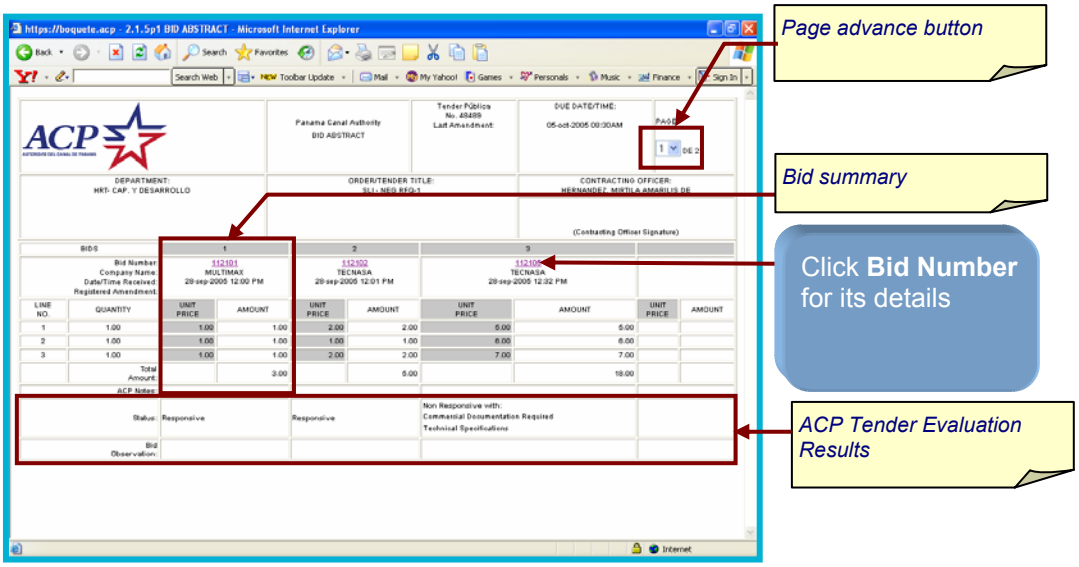
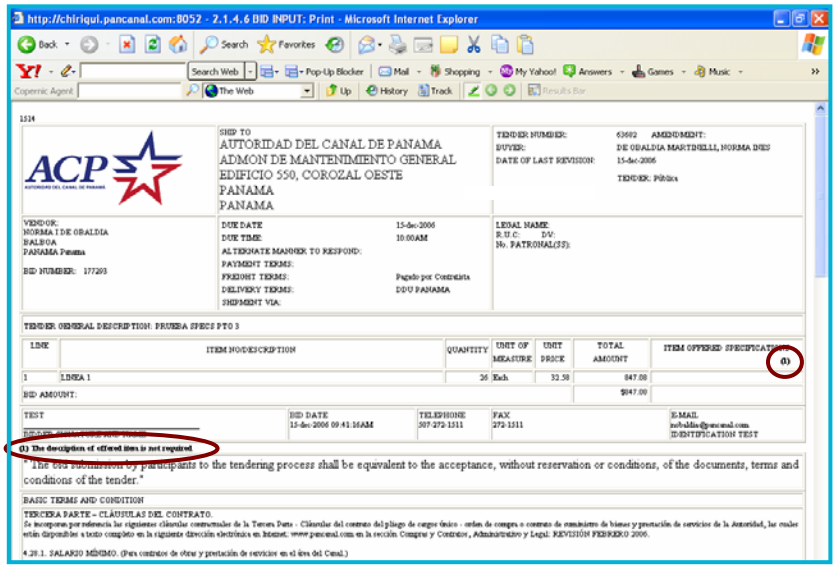
Steps for accessing the ACR

Activities	*Notes*
2. The search can be done by selecting an option (category and status) or the tender number. Select the option status **EVALUATION** or type the tender number and click **Display Results**.  	
3. If the search was by Condition, click a **Tender Number**. Follow step No. 5  	*When tenders are under **Evaluation**, you can only access the ACR for Public Tenders.* *For Presential Public Bid Opening tenders, the bid abstract will be published as soon as the purchasing agent inputs the bids and proceed to publish it.* *For negotiated and small purchase procurements, the ACR is published the date and time of contract award. Please refer to: **How to access the Bid-Abstract?***

Steps for accessing the ACR

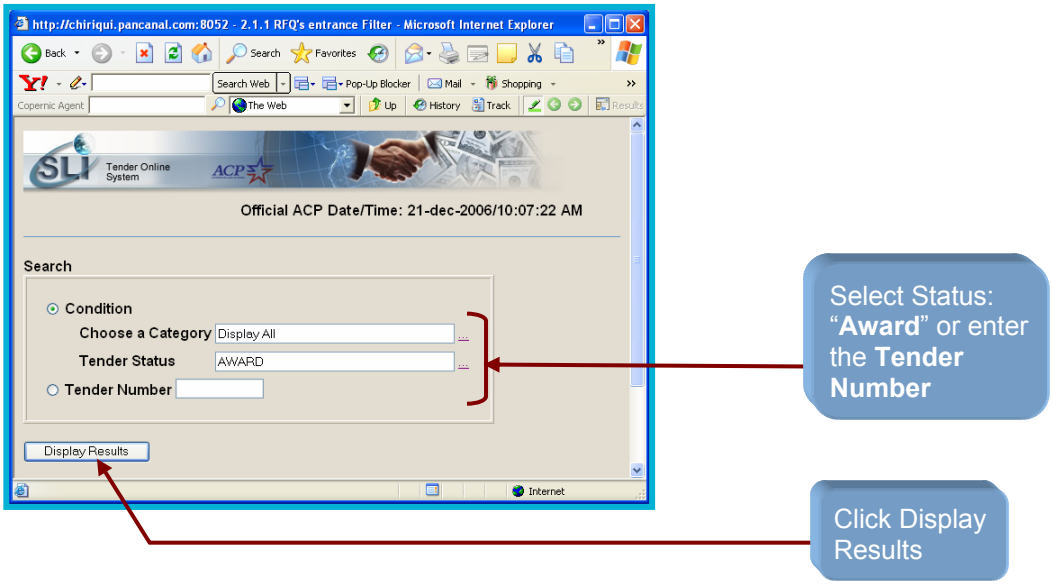
Activities	*Notes*
4. If the search was by Tender Number, you can see the tender detail. Click on **Bid Abstract** to access the ACR.  	*The Bid Abstract key, will appear for Public Tenders under Evaluation or Cancellation After Opening Status.*
5. If you want to print the ACR, click **Print** , otherwise, click **Cancel**.  	

Steps for accessing the ACR

Activities	*Notes*
6. View the ACR and click on the bid number for its details.  	*The bid details can only be accessed for Public Tenders, Presential Public Bid Opening Tenders and Small Purchase Tenders.*
7. Details 	*If the column Item Offered displays **(1)**, the tenderer is not allowed to enter any information on the item proposed at the time of tender submission.*

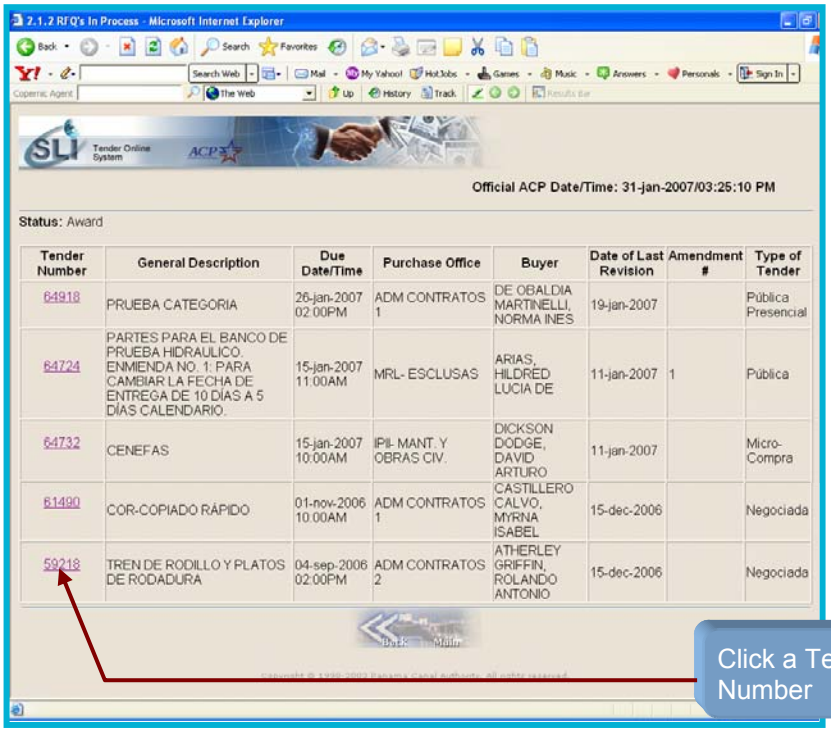
How to access the Award Notice?

Steps to access the Award Notice

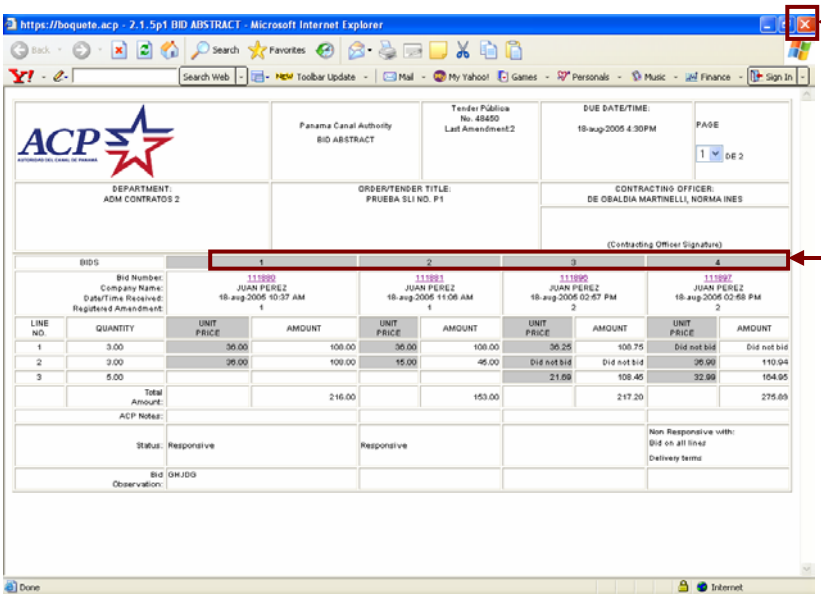
Activities	*Notes*
1. Go to ***We Buy*** from the ACP web page and click ***Tenders Online***	
2. The search can be done by selecting an option (category and status) or the tender number. Select the option status AWARD or type the tender number and click DISPLAY RESULTS. 	

Steps to access the Award Notice

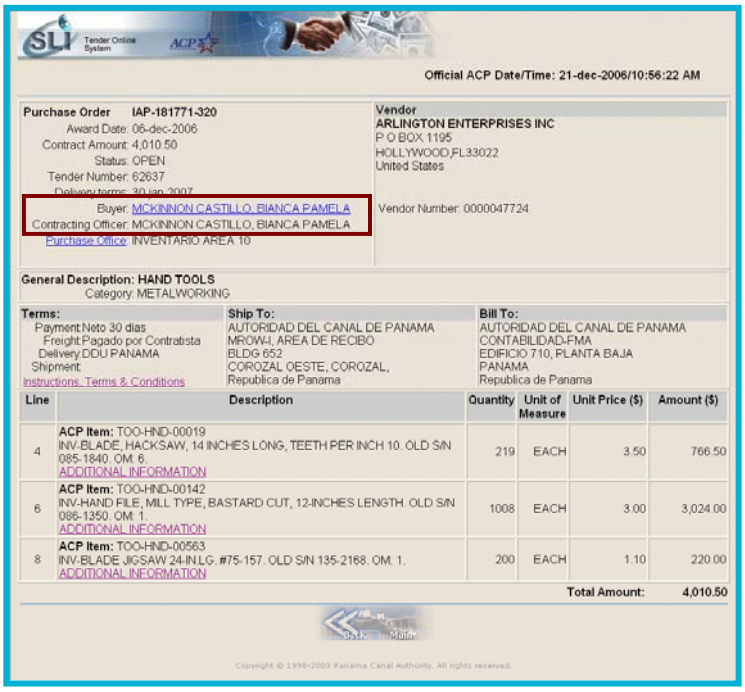
Activities	*Notes*
3. Click a **Tender Number**.	
4. The SLI lists the purchase orders awarded under the tender. Click: **Bid Abstract** if you wish to view it, otherwise continue with **step # 6**.	*The corresponding contracting officer´s name is displayed.*



Steps to access the Award Notice

Activities	*Notes*
5. View the tenders received and click to close the window and return.  	*The link for bid details is only active for Public Tender, Presential Public Bid Opening Tenders, and Small Purchase Tenders.* *For additional information on the ACR please refer to:* ***How to access the Bid-Abstract****?*
6. Click on **Purchase Order Number** for details 	

Steps to access the Award Notice

Activities	*Notes*
7. Details of the purchase order are shown 	

Official ACP Date/Time: 21-dec-2006/10:56:22 AM

Purchase Order IAP-181771-320
Award Date: 06-dec-2006
Contract Amount: 4,010.50
Status: OPEN
Tender Number: 62637
Delivery terms: 30 jan 2007
Buyer: MCKINNON CASTILLO, BIANCA PAMELA
Contracting Officer: MCKINNON CASTILLO, BIANCA PAMELA
Purchase Office: INVENTARIO AREA 10

Vendor
ARLINGTON ENTERPRISES INC
P O BOX 1195
HOLLYWOOD,FL33022
United States
Vendor Number: 0000047724

General Description: HAND TOOLS
Category: METALWORKING

Terms:
Payment:Neto 30 dias
Freight:Pagado por Contratista
Delivery:DDU PANAMA
Shipment:
Instructions, Terms & Conditions

Ship To:
AUTORIDAD DEL CANAL DE PANAMA
MROW-I, AREA DE RECIBO
BLDG 652
COROZAL OESTE, COROZAL,
Republica de Panama

Bill To:
AUTORIDAD DEL CANAL DE PANAMA
CONTABILIDAD-FMA
EDIFICIO 710, PLANTA BAJA
PANAMA
Republica de Panama

Line	Description	Quantity	Unit of Measure	Unit Price ($)	Amount ($)
4	**ACP Item:** TOO-HND-00019 INV-BLADE, HACKSAW, 14 INCHES LONG, TEETH PER INCH 10. OLD S/N 085-1840. OM: 6. ADDITIONAL INFORMATION	219	EACH	3.50	766.50
6	**ACP Item:** TOO-HND-00142 INV-HAND FILE, MILL TYPE, BASTARD CUT, 12-INCHES LENGTH. OLD S/N 086-1350. OM: 1. ADDITIONAL INFORMATION	1008	EACH	3.00	3,024.00
8	**ACP Item:** TOO-HND-00563 INV-BLADE JIGSAW 24-IN LG. #75-157. OLD S/N 135-2168. OM: 1. ADDITIONAL INFORMATION	200	EACH	1.10	220.00
				Total Amount:	**4,010.50**

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