

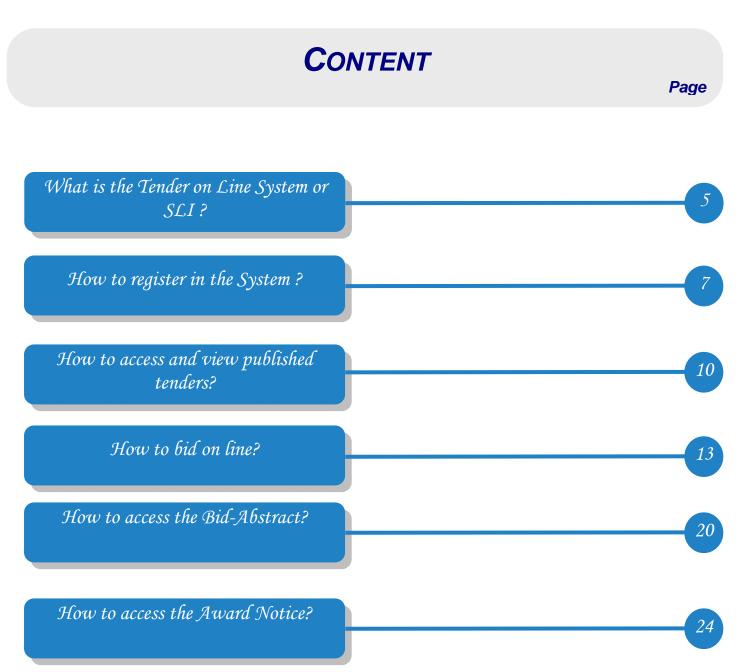
# **Tender Online System**





Version 4.0 - February 2009











# 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.

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

The system identifies the following tender types:

ACP



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 <b>Cancelled Before Opening</b> .
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 <u>the person or user who creates the entry in the system</u>, 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







Steps for creating the bidder's registry

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*Activities* Notes 2. From the Bidders Registry screen, click Register https://boquete.acp - 2.2 BIDDER REGISTER - Microsoft Internet Explorer SLI Tender Online System ACP **Bidders Registry** Official ACP Date/Time: 14-oct-2005/07:16:35 PM It is necessary for you to properly register in order to submit bids on line directly from the web page of tenders on line. When registering, you can also activate the notification service to receive by e-mail announcement of tenders by categories. This registry is free. Click Register. Register Registry Update 🔒 🥑 Internet ど Done 3. Read the Terms & Conditions and Click Accept. It is important that you read and accept https://boguete.acp - 2.1.1T BIDDER REGISTER: Terms and Conditions - Microsoft Internet Explorer - - 🛛 the terms and Contraction of the second SLI Tender Online ACP conditions before New Bidder Registry Official ACP Date/Time: 14-oct-2005/07:17:58 PM continuing. Registration of New Bidders - Terms & Conditions The offeror 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. Completion of the registration process implies an acceptance of the terms and conditions listed below. 1. All registrations will be held regronable for the information unbundled, which will be used by the ACPS Online Bolding System for conductation of the proposal information. This information is considered not confidential, and registration concerts to the disclosure of the information at the time proposals are made public. 2. The ACP shall not be held responsible for any information submitted to the Online Bolding System. 3. The Identification Code (III) and paraword shall be provided by the user. All users shall be responsible for securing the provided Identification Code and 5. Interiormation of our definite provide users with an e-mail notification option. The option will automatically send an e-mail notification upon publication of new procurements and amendments. Notifications will only be isrued for the categories requested by the user, and activations or cancellation of the service will be the responsibility of the user. The ACP will not be responsible for failure to issue requested notifications under any circumstances.
5. Acceptance of there terms and conditions mpker that the information submitted is accurate. The ACP reserves the right to verify all information rubmitted to the Online Bidding System, and reserves the right to unalterally remove from the system any companies or persons who volate any of the conditions listed herein. Click Accept Accept Cancel 🔒 🔮 Internet





Steps for creating the bidder's registry

*Activities* 



4. Fill out the registry and click Save. The notification service will automatically send SU = an e-mail notification New Bidder Regist () required information Official ACP Date/Time: 10-feb-2009/07:29:41 AM upon publication of Enter your new procurements Identification\* and amendments. Password Password. Input the Notifications will only Verification information for the be issued for the person responsible Responsible Name for the registry. categories requested Area Code - Telephon E-mail Address" by the user, and Company Information activation or For Panar Address' Legal Name: cancellation of the RU.C.: Fill out the Company No. Patronal (SS): service will be the Web Address responsibility of the City': State: Zip Code Province user. Country': Fax' Categories of Products Offered Select the principal categories that your 1. 8. company offers 9. Active, if you want, the Observation: Notification Service for Published Tenders: Active Service: YES Once this service have been activated, you will receive an E-mail advising you each time a tender is published pertaining to the categories you have selected. **CAPTCHA** validation continue, please type the text that is displayed in the box SDEAPS See 🚽 **Click Save** ..... CERCENTER C Etheritation Statements Statements anter destas -----5. The system will issue a message indicating that the information was saved in the data base. Microsoft Internet Explorer Register was saved OK





# *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	
*We Buy The web page for <b>We Buy</b> is <u>http://www.pancanal.com/eng/procsales/b</u>	uy.html
click over the tabs to display more information:	
Bids Notifications of Information & + Awards Documents	
Tender Online System ACP	
We recommend the use of Microsoft Internet Explorer v5.x or above <u>Tenders Online</u> Enter here to view the <u>Bidders Registry</u> E: Register here to Bids. <u>Rememser</u> to disable pop-up participate in the Tenders Online System. blockers. Click Tenders	
User's Guide	
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.          Image: Announcement in the image: Announce	
Display Results Click Display Results	





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Steps for accessing tenders and its contends

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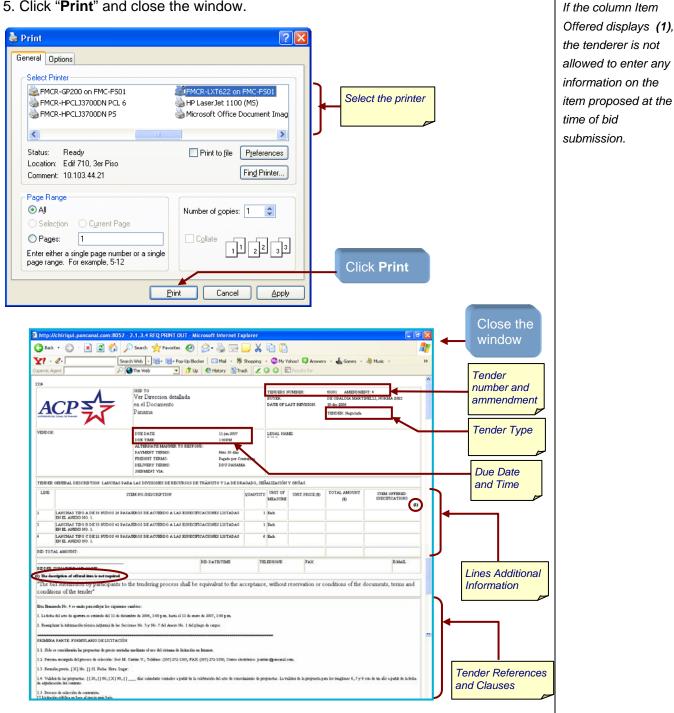


Notes

Steps for accessing tenders and its contends

*Activities* 

#### 5. Click "Print" and close the window.







# How to bid on line?

Steps for submitting a bid on line

ANNOUNCEMENT

Search

🕘 Done

Condition

Display Results

Choose a Category Display All

Tender Status

○ Tender Number

Official ACP Date/Time: 19-dec-2006/02:55:31 PM

		Activia	lades	Notas
1.	Go to We B	uy from the ACP web page	and click Tenders Online	
	₩We Buy		The web page for <b>We Buy</b> is	h fam l
	click over the tabs to d	display more information:	http://www.pancanal.com/eng/procsales/buy.	
ſ	Bids	Notifications of Information & Awards Documents	•	
	We r	1857 to disable pop-up participate in the Ter	Register here to	
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		Al.com - 2.1.1 RFQ's entrance Filter - Microsoft Internet Explorer  Search Web - E- Pop-Up Blocker - Mai - 8 Shoppi  Search Web - D Up @ Hstory 3 Track -		

Select Status:

Number

"Announcement" or

Click Display Results

enter the **Tender** 

🥝 Internet

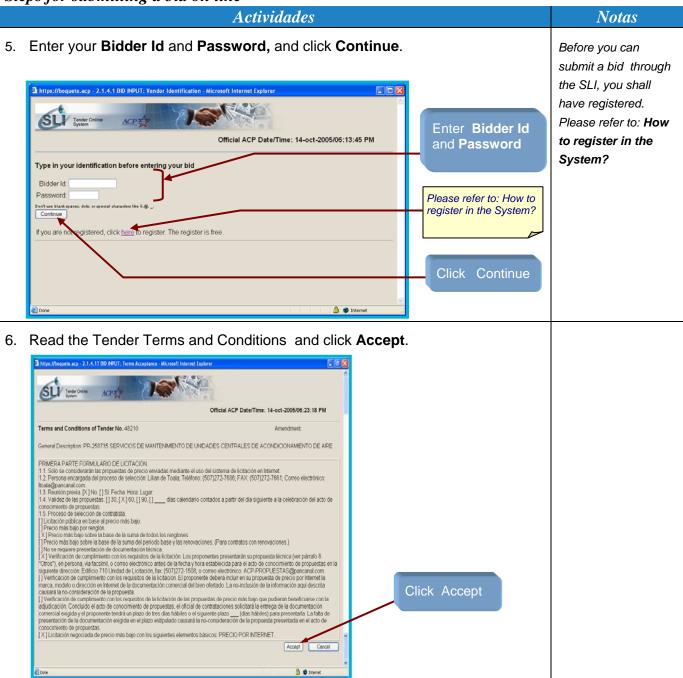




Steps for submitting a bid on line Activ	vidades	Notas
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Tender Number: 60301     Amendment: 4       General Description: LANCHAS PARA LAS DIVISIONES DE RECURSOS DE TRANSITO'S SENALIZACION Y GRUAS       Due Date:     11-jan-2007       Alternate Manner to Due Time:     100PM       Purchase Office:     ADM CONTRATOS 3       Delivery Terms:     Delivery Terms:       Buyer:     DE OBALDIA MARTINELLI, NORMA INES       Shipment Via:     Payment Terms:       Date Tlast Revision: 18-dec-2006     Ship To:       Tender: Parts 18-2     VER DIRECCION DETALLADA Tender: Parts 38-4       Tender: Parts 38-4     EN EL DOCUMENTO Reference: Tender-Initient clauses       Annexes: (1 Annexes (print Individually)     Tender (1)	Respond: PAGADO POR CONTRATISTA DOU PANAMA NETO 30 DÍAS	allow for the submission of bids on line, when the key <b>Send Bid</b> is pressed a message will be displayed indicating that tenders on line are not allowed and to see the tender
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	This tender does not allow proposal s the on line system. To submit your p to the address indicated in the tende	roposal, please refer





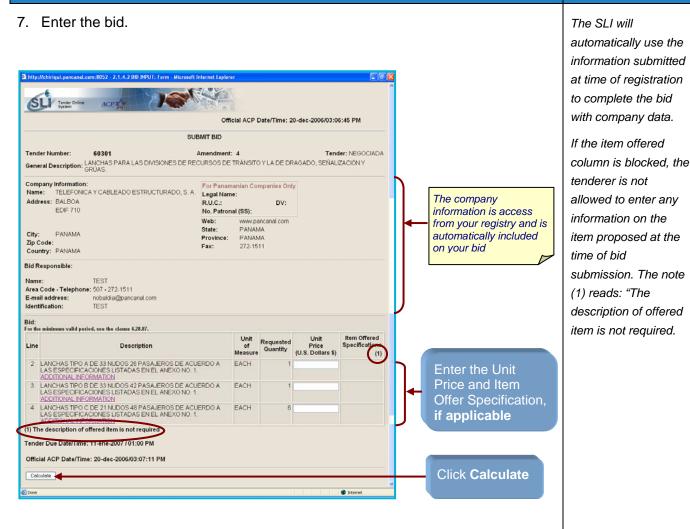






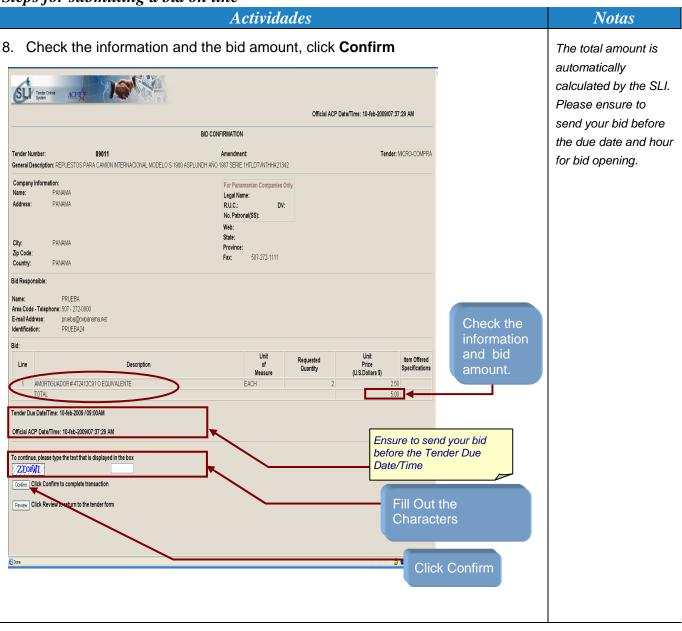
#### **Actividades**

#### Notas



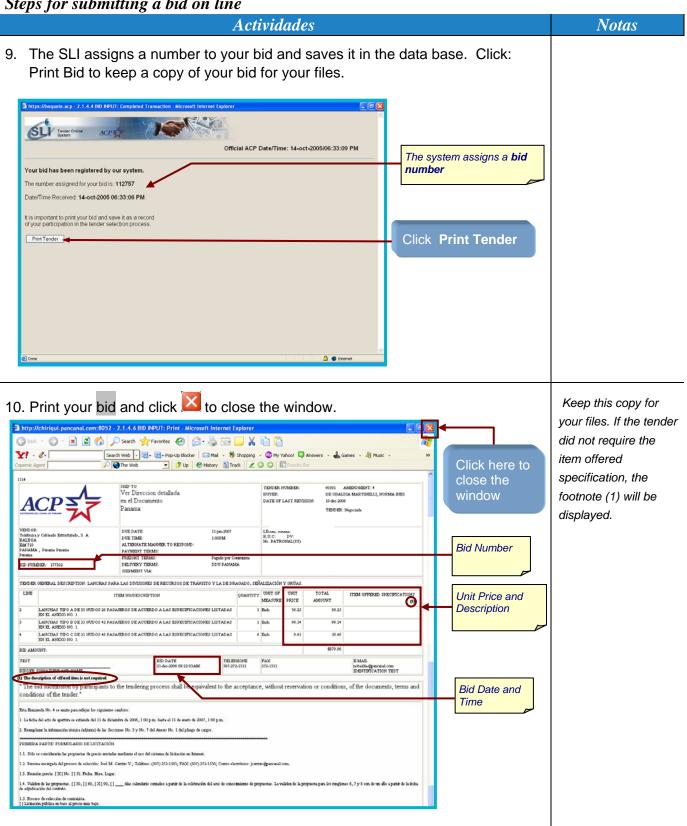






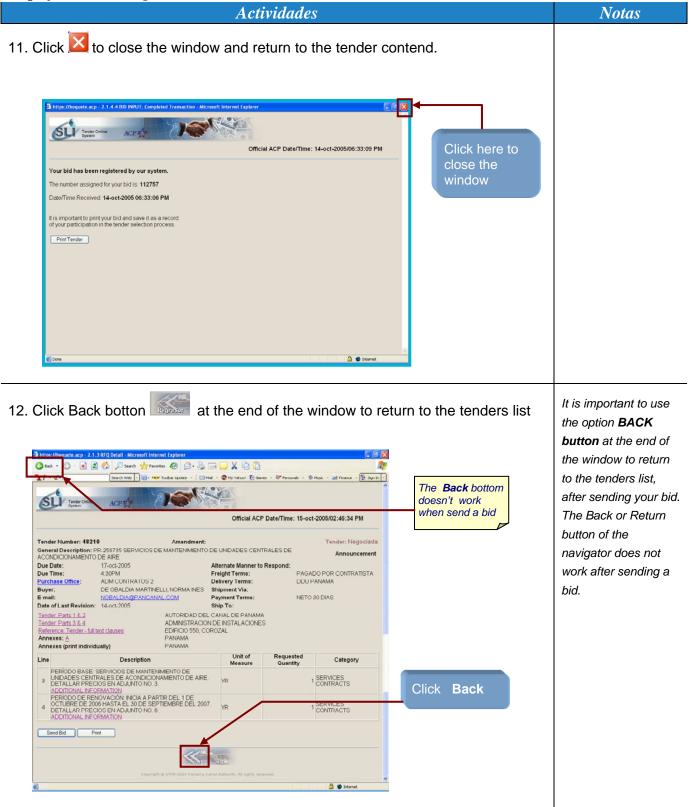
















# How to access the Bid-Abstract?

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







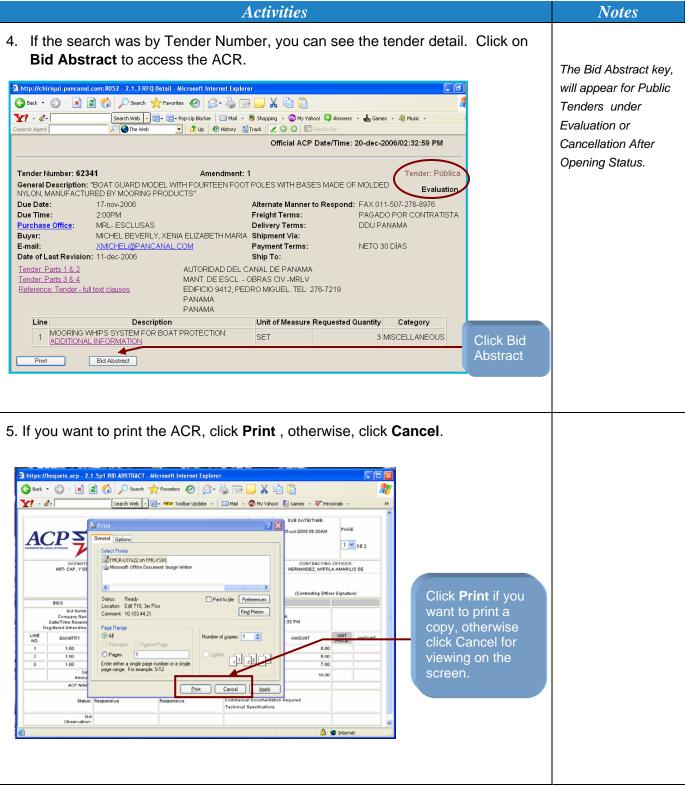
Steps for accessing the ACR

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ACP



## Steps for accessing the ACR







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Notes

# Steps for accessing the ACR

Activities

6. View the ACR and click on the bid number for its details.

Mign://boyuete.acg2,1.5/p1 IIIP AI     Bak.      Correct and a second and a	Search         ************************************	Contractor officer Signature	Page advance button Bid summary Click <b>Bid Number</b> for its details	The bid details can only be accessed for Public Tenders, Presential Public Bid Opening Tenders and Small Purchase Tenders.
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# How to access the Award Notice?

## Steps to access the Award Notice

	Activities		Notes
1.	Go to <i>We Buy</i> from the ACP web page and click	Tenders Online	
	₩We Buy	The web page for <b>We Buy</b> is http://www.pancanal.com/eng/procsales/	buy.html
	click over the tabs to display more information:		
	Bids Notifications of Information & + Awards Documents		
	Tender Online ACP		
	We recomend the use of Microsoft Internet Explorer v5.x or above <u>Tenders Online</u> Enter here to view the <u>Bidders Registry</u> B. Register here to Bids. <u>Remember</u> to disable pop-up participate in the Tenders Online Sys	tem.	
	blockers. <u>User's Guide</u> 🛍	Click Tenders Online.	
2.	The search can be done by selecting an option (c tender number. Select the option status AWARD and click DISPLAY RESULTS.	•	
1	🗿 http://chiriqui.pancanal.com:8052 - 2.1.1 RFQ's entrance Filter - Microsoft Internet Explorer 💦 🗐 🔀		
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	Condition     Choose a Category Display All     Tender Status     AWARD	Select Status: " <b>Award</b> " or enter the <b>Tender</b>	
	• Tender Number	Number	
	Display Results		
		Click Display Results	





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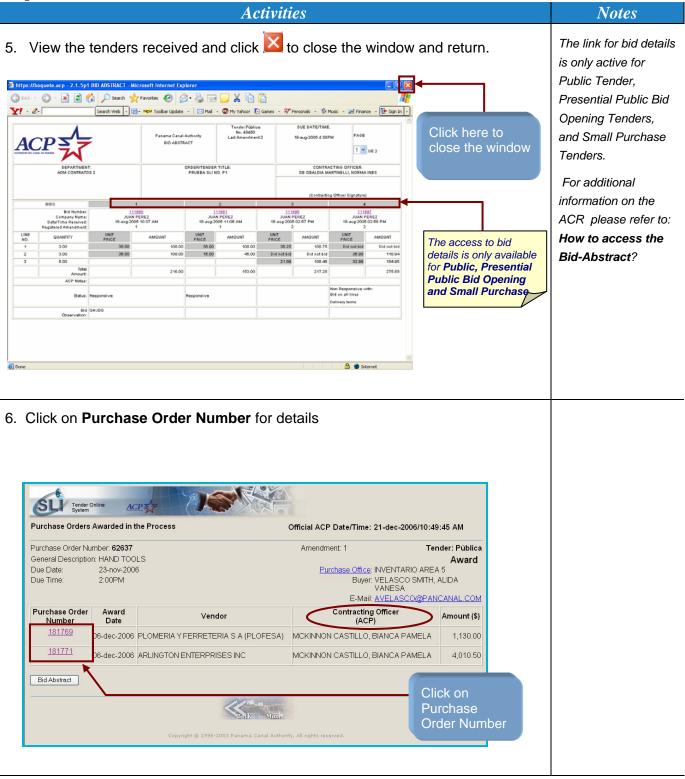
## Steps to access the Award Notice

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64918	PRUEBA CATEGORIA		ADM CONTRATOS	DE OBALDIA MARTINELLI,	19-jan-2007		Pública Presencial					
64724	PARTES PARA EL BANCO DE PRUEBA HIDRAULICO. ENMIENDA NO. 1: PARA CAMBIAR LA FECHA DE ENTREGA DE 10 DÍAS A 5 DÍAS CALENDARIO.		MRL-ESCLUSAS	ARIAS, HILDRED LUCIA DE	11-jan-2007	1	Pública					
64732	CENEFAS	15-jan-2007 10:00AM	IPIL MANT. Y OBRAS CIV.	DICKSON DODGE, DAVID ARTURO	11-jan-2007		Micro- Compra					
<u>61490</u>	COR-COPIADO RÁPIDO	01-nov-2006 10:00AM	ADM CONTRATOS	CASTILLERO CALVO, MYRNA ISABEL	15-dec-2006		Negociada					
<u>59218</u>	TREN DE RODILLO Y PLATOS DE RODADURA	04-sep-2006 02:00PM	ADM CONTRATOS 2	ATHERLEY GRIFFIN, ROLANDO ANTONIO	15-dec-2006		Negociada					
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Steps to access the Award Notice







# Steps to access the Award Notice

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