**Panama Canal Authority**

# *Tender Online System*

# User Guide

### *(Internet)*

*Last revision: August 2017*

# CONTENTS

## Basic Concepts

The **Tender Online System (SLI)** is a tool developed on web technology to assist the Panama Canal Authority (ACP). Its main function is the handling of tenders online.

This system is responsible for:

- Publication of tenders and their various stages

- Registration and updating of bidders

- Bid submittal

- Accesing the bid abstract

- Accesing the evaluation history

- Accesing the Contract Award

The system option allows you to submit a bid and learn the results, including details of the purchase orders awarded. The Bidder link allows you to register in the system (you need to register to participate in the tenders and submit bids).

In addition, the system automatically sends you an email notifying you of the tenders of your interest, when they are published or amended; depending on the categories selected by you at the time of registration.
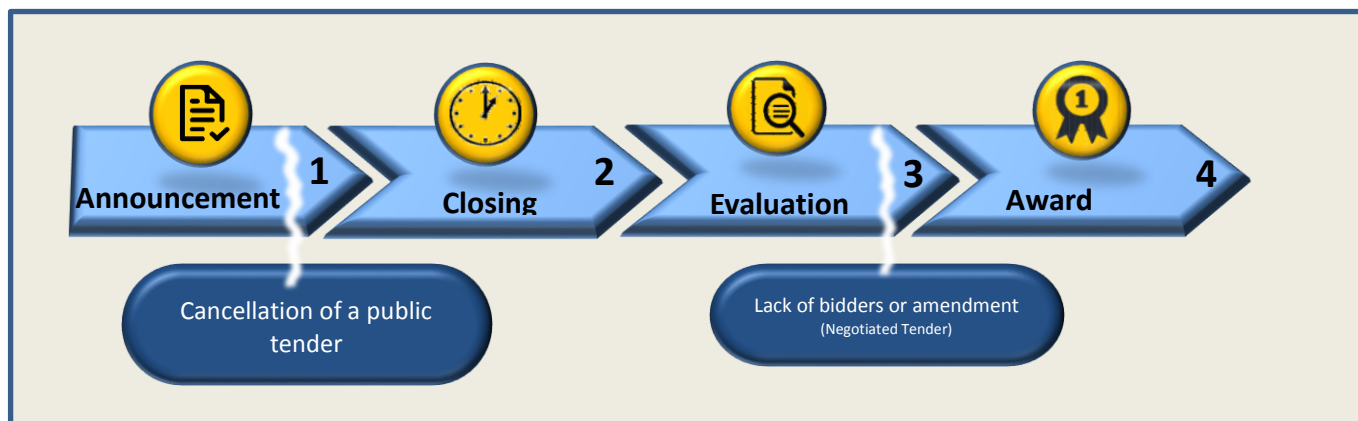
## Tender Types

The system identifies the following tender types:

| Type of Tender | Description |
|---|---|
| Public | 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 Acquisition Regulation. |

| Type of Tender | Description |
|---|---|
| **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, and they are accessible through the Internet, the contracting officer will register the bids in the system at the conclusion of 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. |
| **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 Purchases** | The Bid Opening is not public, rather done in the presence of ACP authorized personnel. Bids are submitted online. The detailed bid abstract with bid information is published after contract award. Please refer to Article 50 of the ACP Acquisition Regulation. |
| **Prequalification / Two-Step Tender** | Bidders shall only submit technical bids, which shall be clarified and negotiated as provided in the tender document (corresponding to the first step, prior to the tender.) |

# Tender Process Steps

The step of the process is identified by the tender status.



The possible status of public tenders is as follows:

| Step / Status | Description |
|---|---|
| **Open or Announcement** | The tender is publicized. During this phase you may submit your bid. Tenders remain with an open status, until the date and hour set for receipt of bid ends or the tender is Cancelled Before Opening. |
| **Tender Cancellation** | The tender was cancelled. Cancellation is only possible before **tender openings**. Cancelled tenders remain published for several days. |
| **Evaluation** | ACP shall review and evaluate bids received in response to the announcement. This phase begins with the date and time of receipt of bids and ends with contract or purchase order award or when the tender is interrupted due to lack of bidders or amended after opening During this phase for Public Tenders, the **bid abstract** and bids can be accessed via Internet. For Presential Public Tenders, bids ca be accessed via Internet after the contracting officer registers the bids in the system at the conclusion of the bid openings. |
| **Cancellation for lack of bidders** | Tenders are cancelled due to lack of bidders. The tender with a notice of lack of bidders remains published for a few days. |

| Step / Status | Description |
|---|---|
| **Amended** | The **Negotiated** tender is amended after bid openings. The process starts again with a new tender number. |
| **Award** | A contract or purchase order has been awarded to one or more of the bidders. Purchase order details are available through the system. The tender, the **bid abstract**, and the respective contracts will remain published for a few days. |
| **Prequalification conclusion** | The contracting officer will determine the bidders who have been prequalified to participate in the respective tender process (according to Step 2, in which only those prequalified will be able to bid) |

> *Tenders can be **Public, Negotiated or Micro-Purchases**. For more details on contracting procedures refer to the **Panama Canal Authority Acquisition Regulation** .*

Once you have accessed our website ***http://micanaldepanama.com,*** selecting the **Tenders** option and the **Suppliers** sub-option, to continue with any of the activities described below.
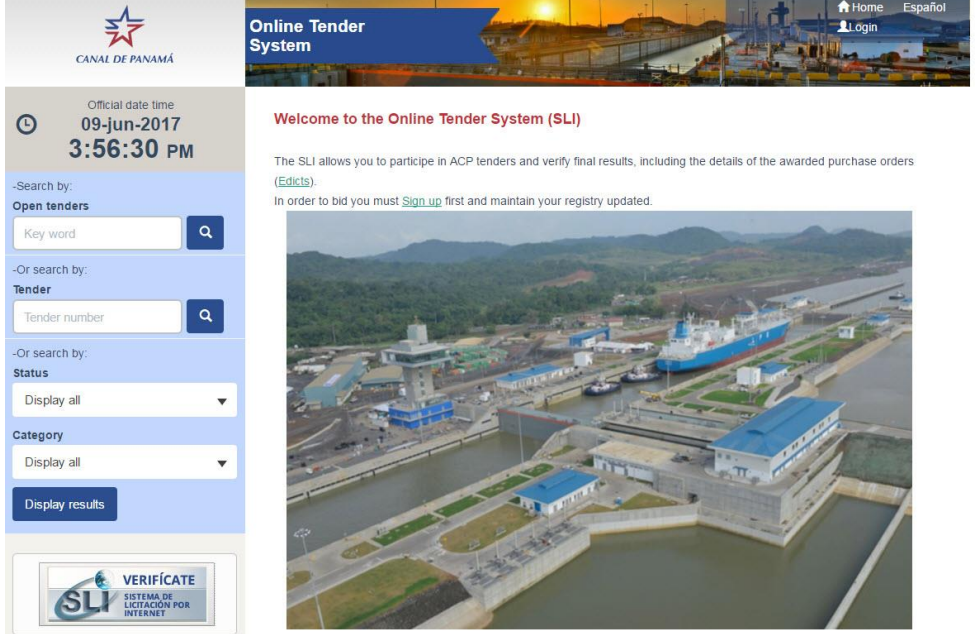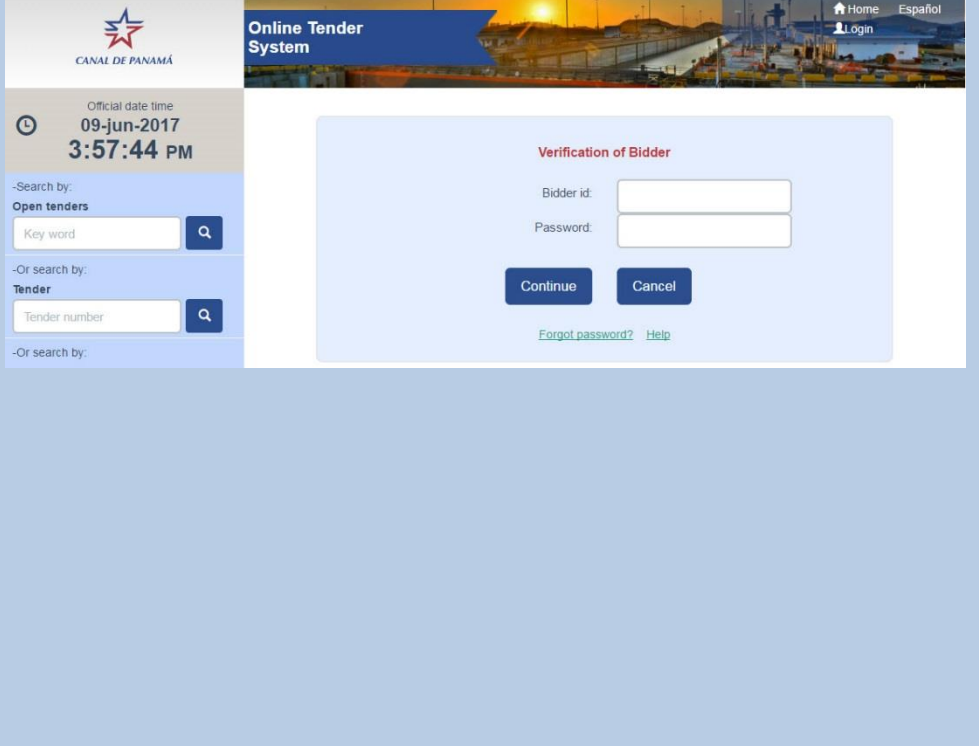
## Bidders Registration

Before you can submit a tender through the SLI, you shall register. For this, the SLI has the link ***"Bidder"***. This registry is free of charge for the tenderer. You are responsible for providing an email and a password, and for keeping your registry information updated. If you forget your password, the system allows you to reset it by means of the email account provided.

The **tenderer**, for the system, is the person or user who creates the entry in the system. The registry contains the information of the company represented by the tenderer. There may be more than one person or user authorized to bid on behalf of a single company, but each registry can only have one associated email.

The information submitted at the time of registration will be used automatically by the system to complete the company information in bids you may submit. The information submitted can be updated at any time by accessing the: ***Tenderer → Registry Update.***

*Steps for verifying old SLI users and the creation of the bidder registry:*

| Steps | Reference |
|---|---|
| 1. Select the link ***Get verified (If you are a user of the previous system)*** If you are a new user, go to page 10 |  |
| 2. Enter the user and password used in the previous SLI. |  |

| Steps | Reference |
|---|---|
| 3. Enter an **email address**, Which will be the new username. Click on **continue**. |  |
| 4. New **email** registry as user account. Click on **SEND VERIFICATION CODE** |  |

| Steps | Reference |
|---|---|
| 5. A **verification code** will be sent to the previously submitted email, which must be entered in the corresponding box. |  |
| 6. Enter the verification code and click on **VERIFY CODE.** <br><br> 7. Then enter new password and confirm it in the field "confirm new password". <br><br> 8. Click on **CREATE** |  |

| Steps | Reference |
|---|---|
| 9. The confirmation screen should appear and with Click on OK (Verify that you are in the application, on the upper right corner) | Online Tender System (SLI)<br><br>Home Tenderer Close session<br><br>Official time and date<br><br>22-may-2017<br>3:09:16 PM<br><br>Usuario registrado correctamente<br><br>OK<br><br>User has been registered correctly<br><br>Search by Open tenders<br><br>Search by Tender<br>Número de licitación<br><br>Search by Tender Status |
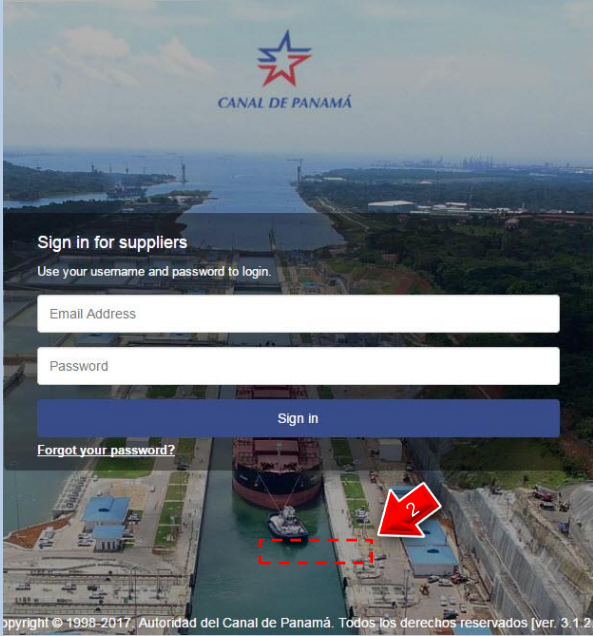
*Steps for creating the bidder registry:*

| Steps | Reference |
|---|---|
| 1. Select the *link* **Begin session** |  |
| 2. Select the link **register here**, please refer to the the terms |  |

| Steps | Reference |
|---|---|
| 3. Select the textbox to accept the terms and conditions<br><br>4. Once finished, click on *Confirm* |  |
| 1. Check your email and take note of the "*verification code*<br><br>5. Enter your email click "*Send verification code*".<br><br>6. *Check your email and take note of the "verification code"* |  |

| Steps | Reference |
|---|---|
| 7. Enter the "*verification code*". <br><br> 8. Complete the registration with the requested information . Note that the fields with a * are required CHANGE |  |

| Steps | Reference |
|---|---|

**9. Click on Save**

*In case you forget to enter the information for a required field (\*) the system will indicate which are incomplete.*

💡 *The Tender Notification Service consists of the automatic sending of an email listing the new and amended tenders published on the Internet. You will only be notified of the tenders of the categories you have selected.*

**Online Tender System**

🏠 Home    Español
↻ Log out

🔖 Register

**Responsible**

| Name* | [        ] | E-mail address* | calumamill-4159@yopmail.com |
| Area code* | [        ] | Telephone* | [        ] |

*Enter the information for the person responsible and the company's information*

**Company information**

| Name* | [        ] | For panamanian companies only |
| Agent/authorized person | [        ] | Operation notice required? | Select ▾ |
| Address* | [        ] | Operation notice | [        ] |
| | [        ] | Law No.5 (of January 11, 2007). |
| | [        ] | Legal name | [        ] |
| | [        ] | R.U.C. | [        ] |
| Country* | Select ▾ | DV | [        ] |
| Province | [        ] | No. Patronal (SS) | [        ] |
| State | [        ] | |
| City* | [        ] | Web address | [        ] |
| Zip code | [        ] | Fax | [        ] |

**Categories of products offered**

*Select the main categories that your company offers*

Only 20 different categories are allowed

Select ▾    [                    ]

**Observation**

[                              ]

*Indicate whether to activate the notification service*

**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.
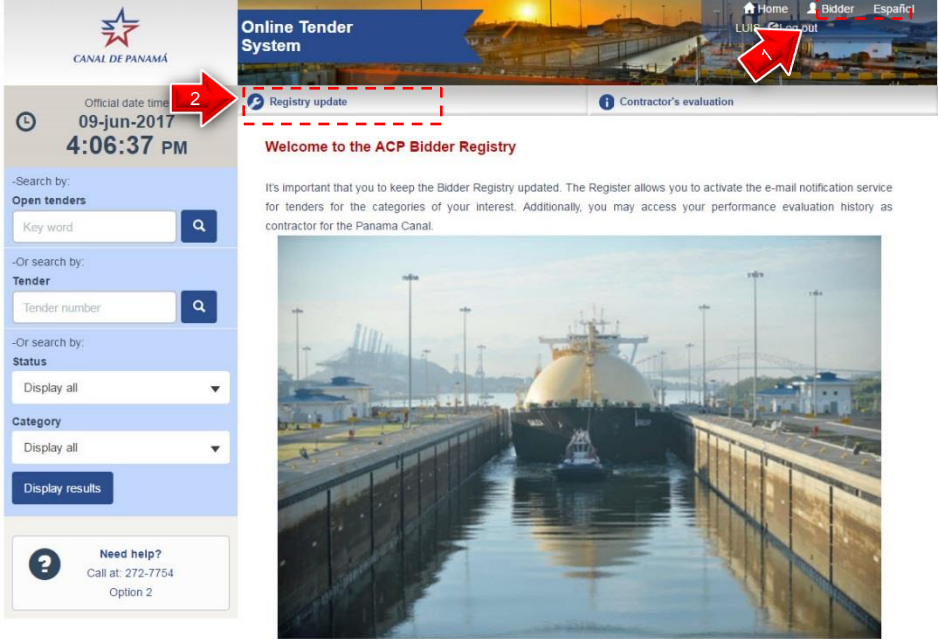
*Enter the text shown in the image*

To continue, please type the text that is displayed in the box

**KIZSWY**    [                ]
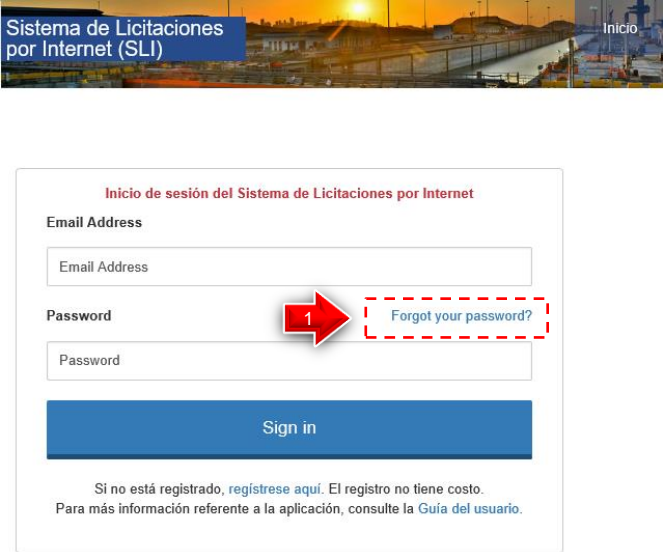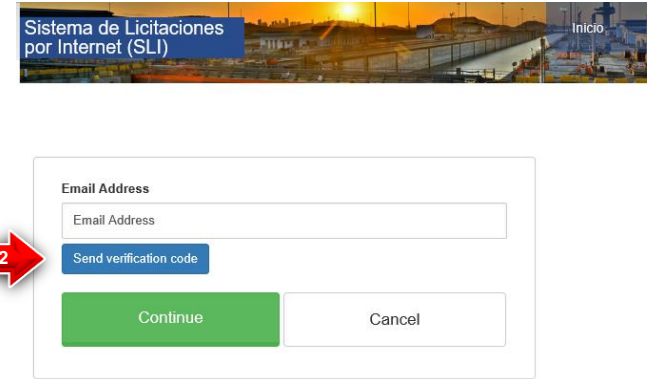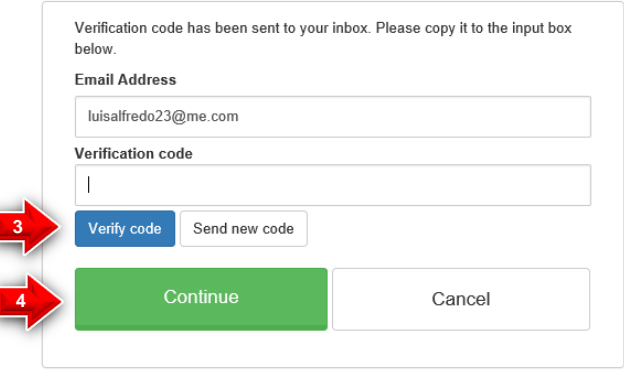
9 ➡    [ Save ]    [ Cancel ]

## Steps to update bidder registration

| Steps | Reference |
|---|---|
| 1. Select the link **Bidder**<br><br>2. Select the link **Registry Update**<br><br>Your registration will be displayed and you can then proceed to make the desired changes. Remember to click on **SAVE** when you finish. |  |

# Password Change

In case you have forgotten your password you can do the following:

| Steps | Reference |
|---|---|
| 1. Select the link *Forgot your password?* |  |
| 2. Enter your email and click on "*Send verification code*" |  |
| 3. Enter the verification code sent to you by email and click on "*Verify code*".<br><br>4. Click on "*Continue*" |  |

| Steps | Reference |
|---|---|
| 5. You must enter a new password<br><br>6. Click on *Continue* | **New Password**<br>[ New Password ]<br><br>**Confirm New Password**<br>[ Confirm New Password ]<br><br>⬅5<br><br>6➡ [ **Continue** ]  [ Cancel ] |

# Tender Announcements

The published tenders are presented by page, are sorted by date and closing time, and you will be able to navigate until you find what you are looking for. There are 4 options to find tenders in the system:

1. By keyword, which must be contained in the description of the tender.
2. By tender number
3. By tender status
4. By purchase category

It may be that the number of bids exceeds the amount that fit the screen, so it may be the case that you will have to search several pages

*Keep in mind that you can select the number of tenders per page you want to see by clicking on the bid quantity selected:*
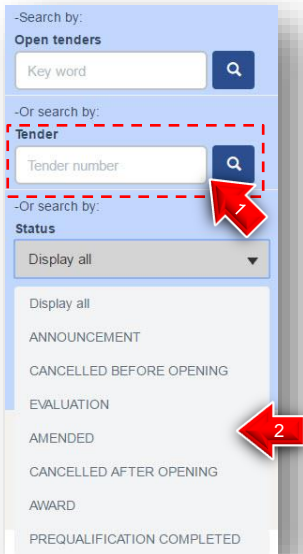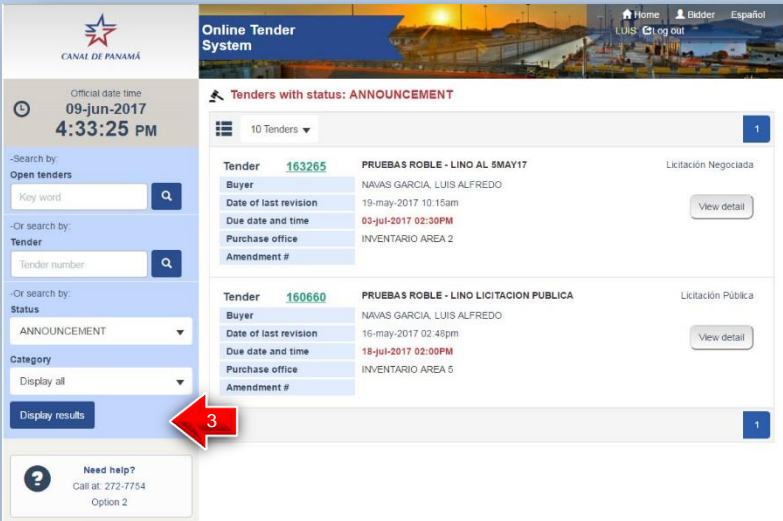
## Steps to find tenders by keyword:

| Steps | Reference |
|---|---|
| 1. Click on the *Open Tenders* field and enter the keyword of the tenders you want to find.<br><br>2. Click on the 🔍 corresponding tender button and open tenders containing the keyword in the description will come up. |  |

## Steps to find tenders by tender number:

| Steps | Reference |
|---|---|
| 1. Click on the **Tender** field and enter the number of the bid you want to find<br><br>2. Click on the corresponding button, and then the information of the requested tender will appear and if you wish you can submit your bid. 🔍 |  |

*Steps to find tenders by status:*

| Steps | Reference |
|---|---|
| 1. Click on the **Tender Status** field, the list of the different statuses will appear.<br><br>2. Select the desired status. |  |
| 3. Click on the **display results** button. Open tenders that are in the indicated status will appear. |  |
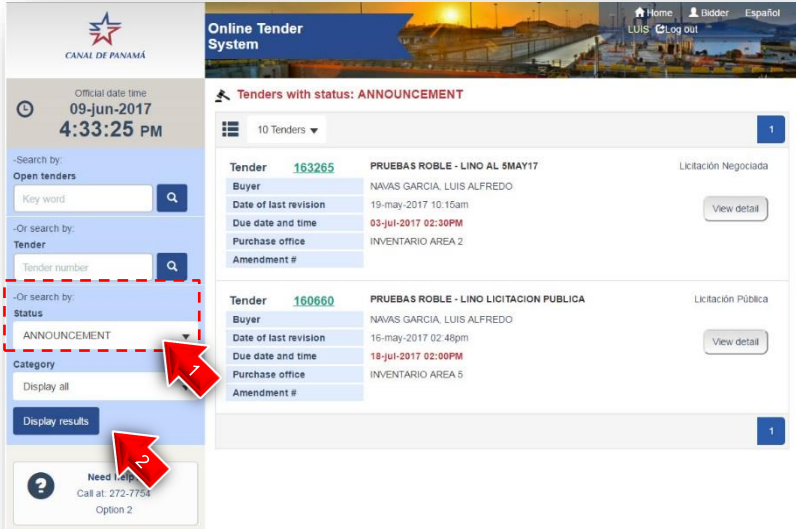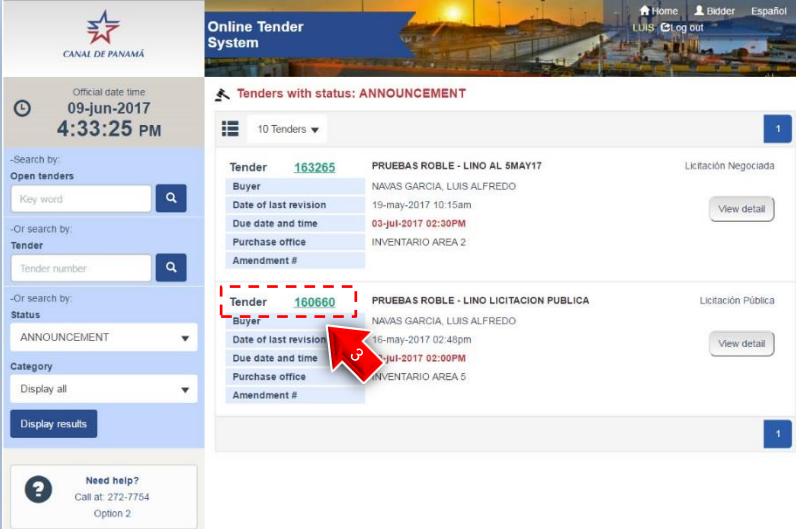
*Pasos para localizar licitaciones por categoría de compra:*

| Steps | Reference |
|---|---|
| 1. Click on the field Category of purchase, a list of the different **purchase categories** will appear. <br><br> 2. Select the desired one. |  |
| 3. Click on the **display results** button. Open tenders that match the selected category will appear. |  |

# Bid Submittal

The system allows the participation in tenders that are in Open status, only the desired tenders must be located and the corresponding bids submitted.

*Pasos para acceder a las licitaciones y el detalle de los pliegos de cargo*

| Steps | Reference |
|---|---|
| 1. Use any of the 4 open tender search options. Search for open tenders. In this example, in the **Tender Status** field we select **OPEN**.<br><br>2. Click on the **display results** button. |  |
| 3. Find the tender that you want to submit your bid for and click on the tender number to open it, and then access the details published for the tender.<br><br>You can obtain additional information by clicking on the number of the tender or the button. **See details** of the corresponding tender. |  |

| Steps | Reference |
|---|---|
| Once the tender information is displayed, you should check it carefully before submitting a proposal to verify that you can comply with all terms and conditions.<br><br>Pay special attention to the bid information:<br><br>- Bid information : Parts 1 and 2<br>- Bid information : Parts 3 and 4<br>- Complete text in the clauses<br><br>And the link to additional information in each tender line.<br><br>4. Click on *send bid.* |  |
| 5. Enter your email and password.<br>6. Click on *sign in*. |  |

| Steps | Reference |
|---|---|
| The terms and conditions of the tender appear, you must read them.<br><br>7. Click on *accept the terms and conditions*<br><br>8. Click on *confirm* |  |

| Steps | Reference |
|-------|-----------|
| 9. Enter the unit price.<br><br>If you wish and if the tender allows it, you also can enter the description of the proposed item.<br><br>The system will automatically display the total of the amounts entered.<br><br>10. Enter the text in the box (captcha).<br><br>11. Click on *confirm*. |  |
| 12. Click on *Send bid*. |  |
| 13. Click on *View bid Close*, depending on your election. |  |

## Accessing the Evaluation Summary

The Bid Evaluation Summary contains a summary of the bids received during the tender process and the results of the evaluations made by ACP. This step must be in evaluation.

At the time the Bid Evaluation Summary is published, the possibility of accessing the details of the proposals through their number will depend on the type of bid. The following table shows these variations:

|  | Public | Presential Public- | Negotiated | Micro Purchases |
|---|---|---|---|---|
| Moment or stage when it is published | Opening of bid | Publish the Bid Summary | Award | Award |
| Can you access the bid details? | Yes | Yes | No | Yes |

*Steps to access the Bid Evaluation Summary and the bids details*
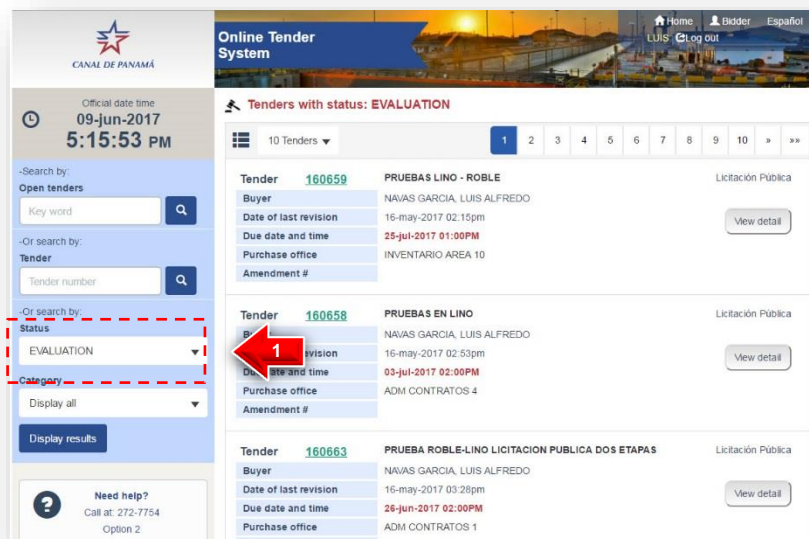
| Steps | Reference |
|---|---|
| 1. Find the tender. The search can be done by *Bid Number* or by *Bid Status*, which should be Evaluation.<br><br>🔔 *Remember to click on* 🔍 *If you decide to Search for a tender number or to display results by entering the tender number.* |  |
| 2. Select the tender number<br><br>3. Click on **View details** |  |

| Steps | Reference |
|-------|-----------|

The image of the Bid Evaluation Summary will come up.

It can be saved, printed or enlarged accordingly by clicking on the corresponding button.

💾 🖨 | ⊖ ⊕ | 📄

*Your computer must have the Acrobat Reader application properly installed.*

The system also allows you to see the bids details for each of the bidders, just click on the number of the bid you want to see.

4. To finish, click on *Close*.

## Evaluation History

The steps to access the history of the goods and services purchased and received are evaluated by users, you can see the results of your evaluations through the system, once you have accessed our website http://micanaldepanama.com through the links **Tenders → Suppliers**.

The information of the **evaluation history** can be reviewed at any time, by accessing the links: **Bidder → Evaluation History**.

*Steps to access the evaluation history:*

| Steps | Reference |
|---|---|
| 1. Select the link **Bidder** once you are logged in |  |

| Steps | Reference |
|---|---|
| 2. You must enter the search information for your evaluations. The search can be done by:<br><br>  a.  Award date<br><br>  b.  Contract number<br><br>3. When you finish, click on *Display evaluation* corresponding to the selected search. |  |
| Evaluations are presented in page format and are sorted by award date, and you can search until you find the one you are looking for.<br><br>  4.  To enter the details of the evaluation you must select the contract number, or you can also obtain a summary of the evaluations by selecting the **view summary** button. |  |

| Steps | Reference |
|---|---|
| Selecting the Contract link presents the details of the contract and the respective evaluation criteria by factor. |  |
| In the evaluation summary, two tables are presented in descending order by award date: Distribution by qualification and evaluation by factor. |  |