Submit Response

Note: You will only be able to submit response after you have completed the questionnaire or by invitation only.

Before You Begin...

Things to keep in mind..

❖ **NOTE:** There are 2 ways to be directed to the posting details page.

    ❖ 1. By email invitation (Limited tender).

        You will need to click on "Click Here to access event" and login to your Ariba account

    ❖ 2. By Ariba discovery posting, where you need to click on "Respond to posting"

        You will only be able to view the posting details after questionnaire has been approved by NTU

❖ Once a bid has been submitted, it can **NOT** be removed, only amended.

❖ If you intend to **withdraw** your submission, you may request via **email to the contact person** captured on the published tender.

Responding to an Event

You have arrived at the event posting on the sourcing portal.

1. Click on "Download Content" to download the posting content.

Note: If CD is provided, you may skip this portion.

Responding to an Event

You will be redirected to the download page.

2. Click on *"Download Content"* to download the entire attachment.

Note: You may download the files selectively by clicking on *"Download Attachments"*.

3. After you have downloaded the attachment, click on *"Done"*.

Responding to an Event

In order to view the whole event:

4. Click on 'Intend to Participate' to continue.

5. If you want to decline you can click on 'Decline to Participate'.

> **NOTE:** Should you change your mind, provided its within the publication period, you may still participate by returning to the event page and click 'Intend to Respond'.

Responding to an Event

You will now arrive at the "Select Lots" page.

6. First select the currency you would want to bid in. You may submit bid for different currencies for different lot by checking the box for [use different currencies for different lots]. **Note:** Once selected, currency cannot be amended.

7. Select the Lots you intend to bid for.

8. Click "Submit Selected Lots" to proceed.

Responding to an Event

Once you've arrived at the 'Submit Bids' page, follow the steps below.

9. Accept NTU's 'Terms and Conditions' before submitting any bids.

10. Go through all relevant information and attach all necessary documents as specified under "Requirement Specifications and Evaluation Criteria".

Responding to an Event

You will need to expand the pricing schedule section to view all the bidding line items and follow the steps below:

11. Enter your bid for each line item in the box provided. You may choose to provide alternative bids for individual line items (Refer to next page for more information on alternative pricing)

12. Next attach the "Form of Tender and Particulars of Contractors".   The form template is provided under the "References" icon (highlighted in a yellow box below).

Responding to an Event

13. You may also submit your proposal, brochures and any additional supporting documents relevant to your bids.

Note: The total upload size is 100MB. The valid file types are: txt, xls, xlsx, doc, htm, html, pdf, ppt, jpeg, jpg, bmp, gif, rtf, ps, csv, docx, png, pptx, ppsx, dotx, potx, sldx, xltx.

If you have multiple files, please zipped them together and attached as one.

Submitting Response

14. Once you have inputted the bids and attached all necessary files, you may click 'Submit Entire Response'

NOTE:

❖ Once a bid has been submitted it can **NOT** be removed, only amended.

❖ If you intend to **withdraw** your submission, you may request via **email to the contact person** captured on the published tender.

Submitting Response

15. After you have submitted your response, there will be a green notice that indicates the successful attempt of submission.

Note: NTU will not be able to know whether have you submitted the response until the events closed. Also, there won't be any email notification sent to you to inform the successful submission.