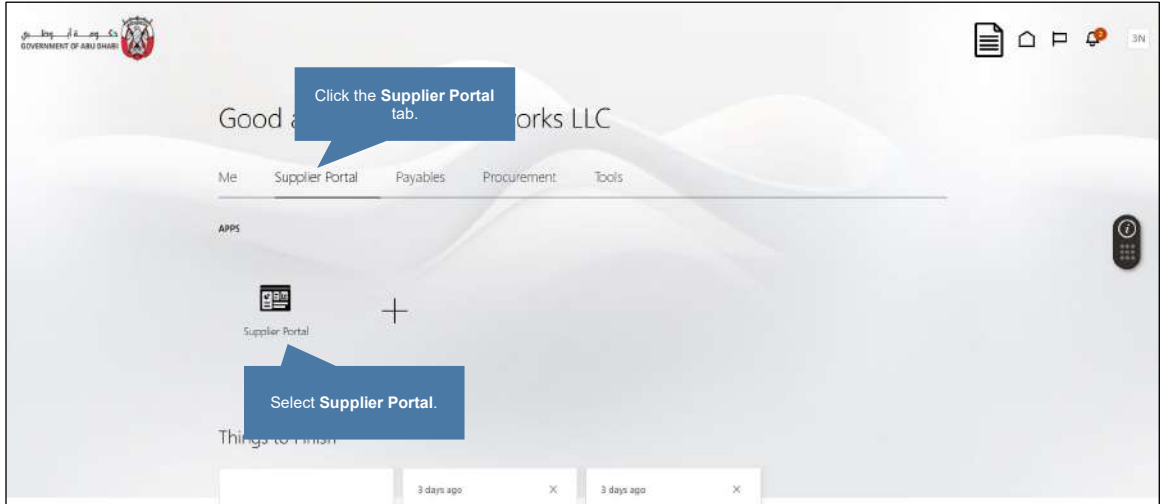


# Supplier Responds to Negotiations/RFQs

This job aid provides instructions to the supplier on how to respond to negotiations/RFQs.

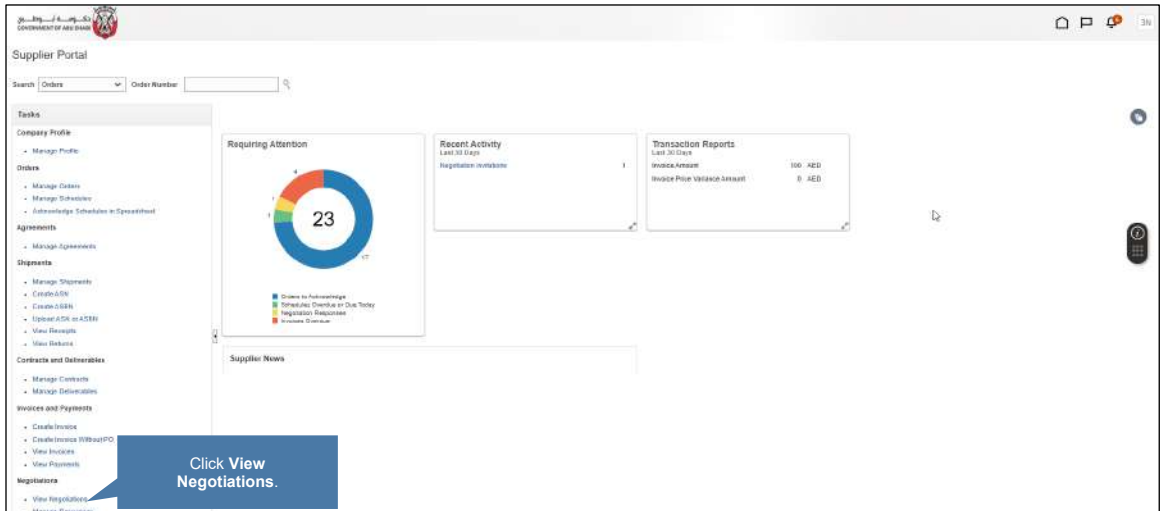
To respond to a negotiation as a supplier through the **Supplier Portal**, perform the following steps:

## STEP 1



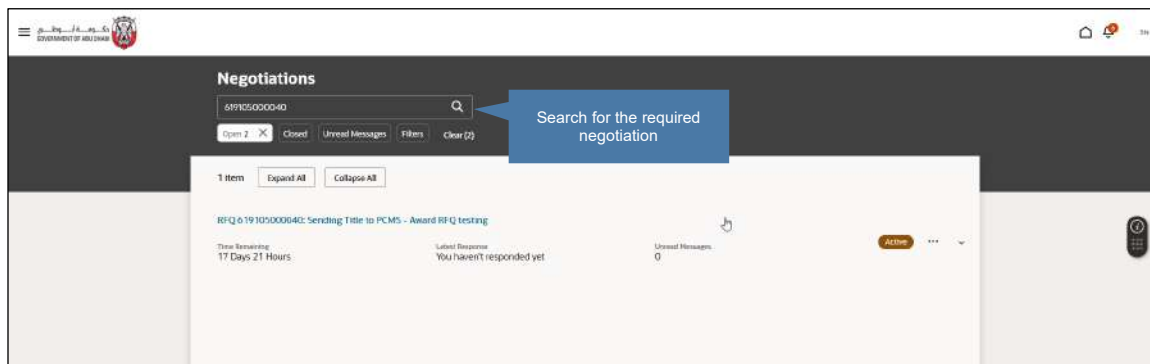
On the Oracle homepage, click the **Supplier Portal** tab and select the **Supplier Portal** app.

## STEP 2



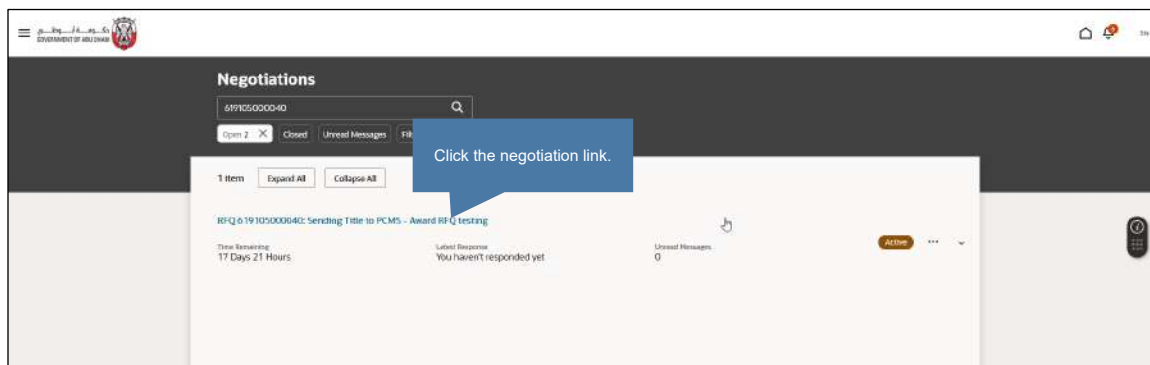
On the **Supplier Portal** screen, click **View Negotiations** in the **Negotiations** section.

### STEP 3



On the **Negotiations** page, enter the required negotiation number or title and click the **Search** icon.

### STEP 4



Click the required negotiation link.

STEP 5



RFQ: 619105000040

Message Create Response Actions Done

Category: UAE Defense

Title: Sending Title to PCMS - Award RFQ testing

Status: Active

Open Date: 13-Nov-2024 2:43 PM

Close Date: 18-Nov-2024 2:28 PM

Time Remaining: 17 Days 21 Hours

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

**Select Contract Terms.**

Procurement of Sending Title to PCMS - Award RFQ testing

Suppliers are requested to submit their quotations for the procurement of Sending Synopsis to PCMS. This project aims to enhance operational efficiency and support our mission of providing excellent public services.

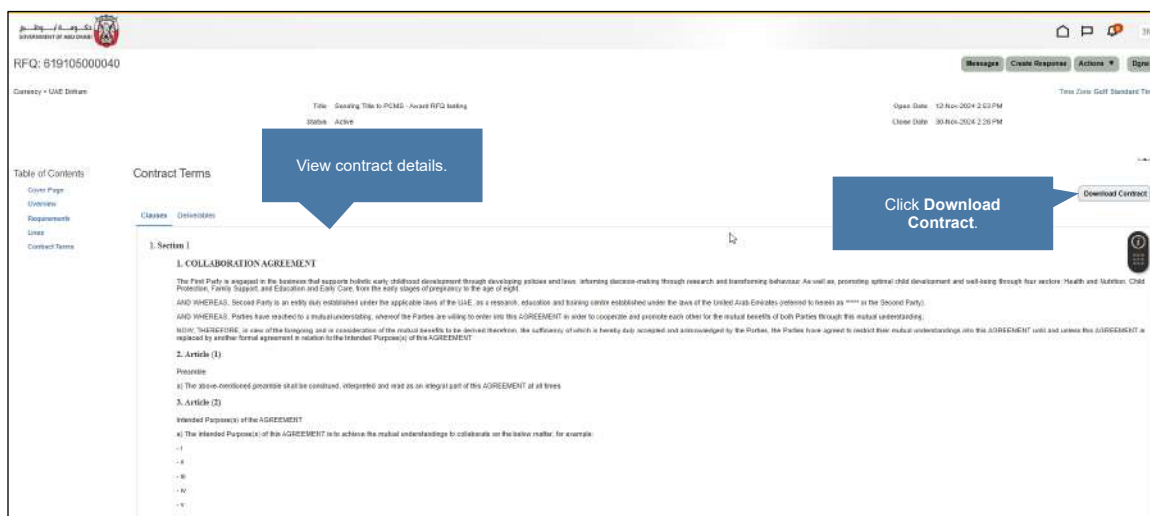
Suppliers are requested to submit their quotations in accordance with the outlined terms provided in the Request for Quotation (RFQ). Please ensure that all submissions are comprehensive and include detailed pricing, service descriptions, warranty information, and any additional terms relevant to the procurement.

Timeline:

Activity Description	Timeline
RFQ Issuance	
Deadline for Submission of Quotes	30-Nov-2024 2:28 PM

Once the negotiation opens, select **Contract Terms** from the **Table of Contents**.

STEP 6



RFQ: 619105000040

Message Create Response Actions Done

Category: UAE Defense

Title: Sending Title to PCMS - Award RFQ testing

Status: Active

Open Date: 13-Nov-2024 2:43 PM

Close Date: 30-Nov-2024 2:28 PM

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

**View contract details.**

**Click Download Contract.**

Contract Terms

1. Section 1

1.1. COLLABORATION AGREEMENT

The First Party is engaged in the business that supports holistic, early, childhood development through developing policies and laws, informing decision-making through research and transferring behaviour. As well as, promoting optimal child development and well-being through four sectors: Health and Nutrition, Child Protection, Family Support, and Education and Early Care, with the goal of improving the life of every child.

AND WHEREAS, Second Party is an entity that establishes under the applicable laws of the UAE, an academic, education and training centre established under the name of the United Arab Emirates (herein as "\*\*\*\*" the Second Party).

AND WHEREAS, Parties have reached to a mutual understanding, whereby the Parties are willing to enter into this AGREEMENT in order to cooperate and promote each other for the mutual benefits of both Parties through this mutual understanding.

NOW, THEREFORE, in view of the foregoing and in consideration of the mutual benefits to be derived therefrom, the Sufficiency of which is hereby duly accepted and acknowledged by the Parties, the Parties have agreed to lock their mutual understanding into this AGREEMENT and unless this AGREEMENT is replaced by another formal agreement in relation to the Intended Purpose(s) of this AGREEMENT.

2. Article (1)

Provision:

1) The above-mentioned provision shall be construed, interpreted and read as an integral part of this AGREEMENT at all times.

3. Article (2)

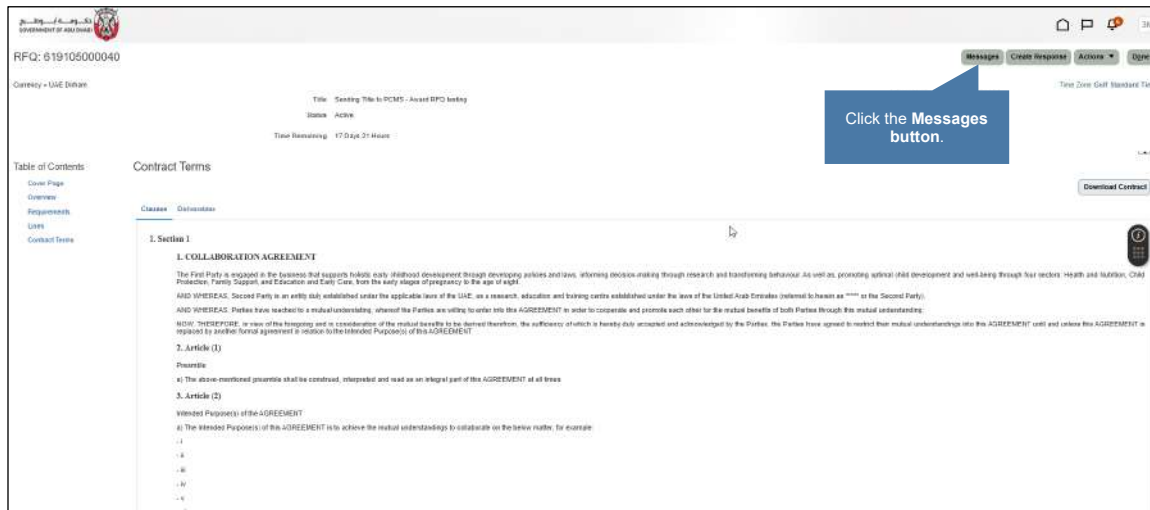
Intended Purpose(s) of the AGREEMENT

1) The Intended Purpose(s) of this AGREEMENT is to achieve the mutual understandings to collaborate on the below matter, for example:

- I-
- II-
- III-
- IV-
- V-
- VI-
- VII-

You can either view the contract on the negotiation page or download it.

**STEP 7**



To create a message, click the **Messages** button.

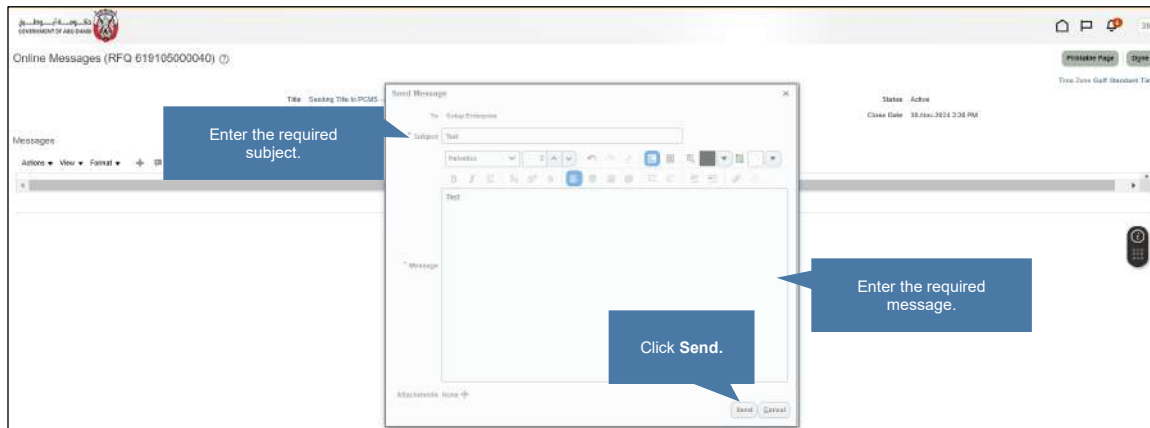
**STEP 8**



On the **Online Messages** page, click the **Create** button.



## STEP 9



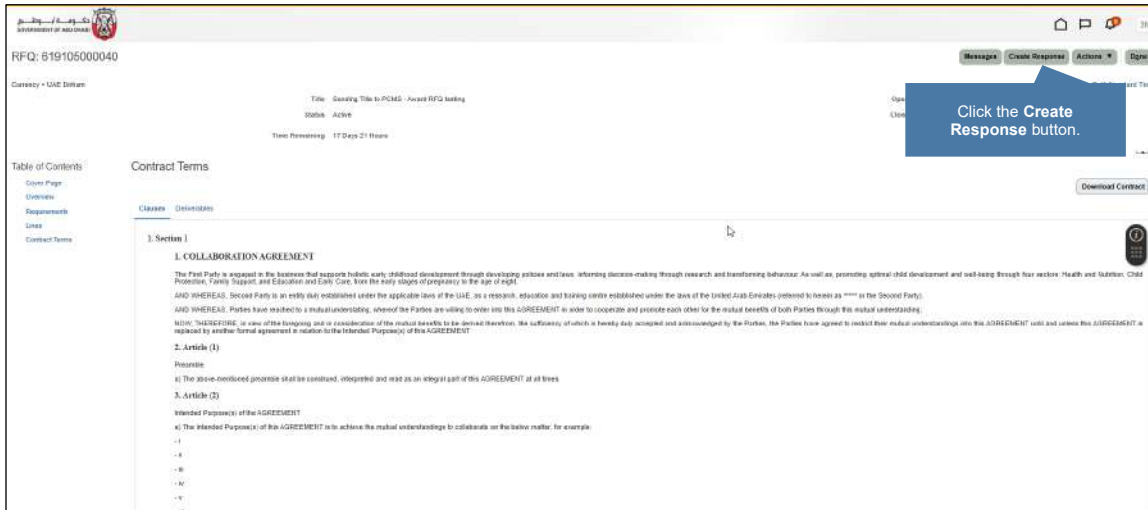
Once the **Send Message** window pops up, enter the required **Subject** and the **Message** body. Click the **Send** button.

## STEP 10



Click the **Done** button.

## STEP 11



RFQ: 619105000040

Category: UAE Duffan

Title: Scoring Title to PCMS - Award RFQ testing

Status: Active

Time Remaining: 17 Days 21 Hours

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

Contract Terms

Classes: Deliverables

1. Section 1

1.1. COLLABORATION AGREEMENT

The First Party is engaged in the business that supports holistic early childhood development through developing policies and laws, informing decision-making through research and transforming behaviour. As well as, promoting optimal child development and well-being through four sectors: Health and Nutrition, Child Protection, Family Support, and Education and Early Care, from the early stages of pregnancy to the age of eight.

AND WHEREAS, Second Party is an entity duly established under the applicable laws of the UAE, as a research, education and training centre established under the laws of the United Arab Emirates (referred to herein as "the Second Party).

AND WHEREAS, Parties have reached to a mutual understanding, whereby the Parties are willing to enter into this AGREEMENT in order to cooperate and provide each other for the mutual benefits of both Parties through this mutual understanding.

NOTE: "WARRANTY" or any other language and/or consideration of the mutual benefits to be derived therefrom, the sufficiency of which is hereby duly accepted and acknowledged by the Parties. No Parties have agreed to conduct their mutual understanding into this AGREEMENT until and unless this AGREEMENT is replaced by another formal agreement in relation to the Intended Purpose(s) of this AGREEMENT.

2. Article (1)

Provision:

a) The above-mentioned provision shall be construed, interpreted and read as an integral part of this AGREEMENT at all times.

3. Article (2)

Intended Purpose(s) of the AGREEMENT

a) The Intended Purpose(s) of this AGREEMENT is to achieve the mutual understandings to collaborate on the below matter, for example:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13

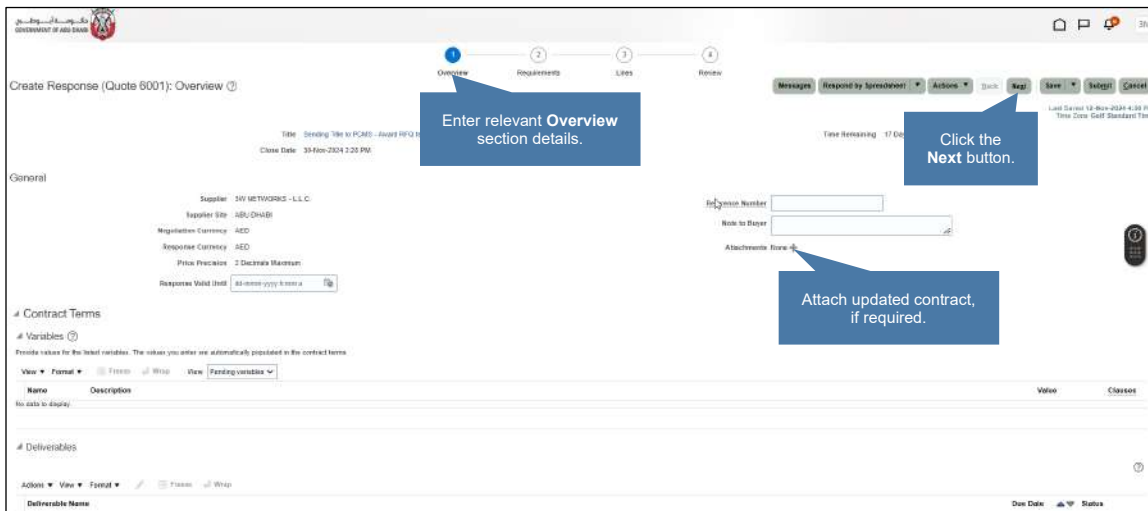
Buttons: Messages, Create Response, Actions, Sign

Click the Create Response button.

Download Contract

On the negotiation page, click the **Create Response** button.

## STEP 12



Create Response (Quote 6001): Overview

Progress: Overview (1) Requirements (2) Lines (3) Review (4)

Buttons: Messages, Respond by brendaweb, Actions, Back, Next, Save, Submit, Cancel

Time Remaining: 17 Days

Time: Scoring Title to PCMS - Award RFQ R

Close Date: 30-Nov-2024 2:20 PM

General

Supplier: HV NETWORKS - L.L.C.

Supplier Site: ABU DHABI

Negotiation Currency: AED

Response Currency: AED

Price Precision: 2 Decimal Maximum

Response Valid Until: 30-Nov-2024 2:20 PM

Response Number: [Field]

Bid to Buyer: [Field]

Attachments: None

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View: Formal, Fixed, Whip, Funding variables

Name	Description	Value	Classes
No data to display.			

Deliverables

Buttons: Addons, View, Formal, Fixed, Whip

Deliverable Name

Due Date

Status

Enter relevant Overview section details.

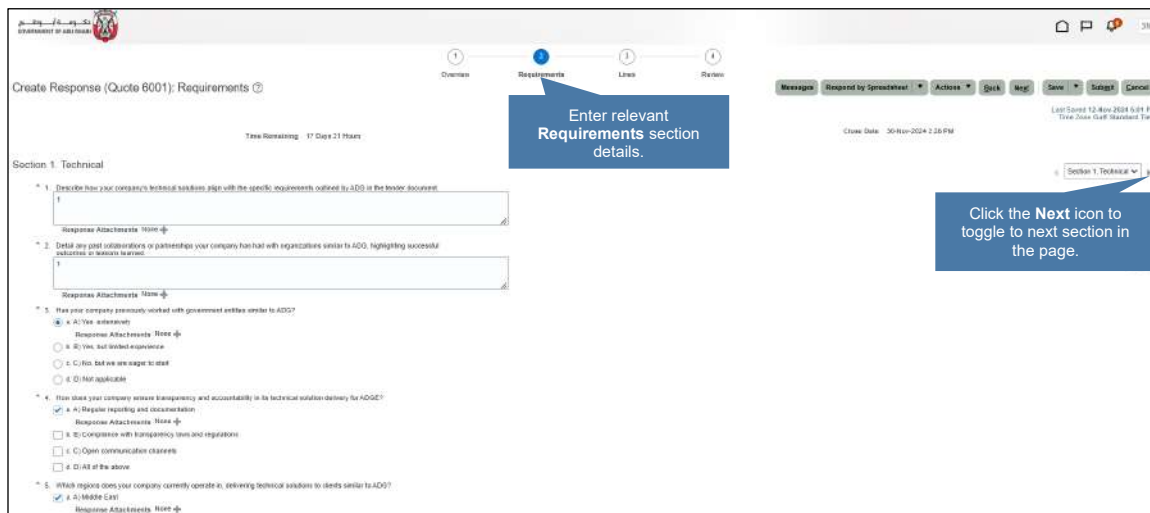
Click the Next button.

Attach updated contract, if required.

Fill in the mandatory fields in the **Overview** section and click the **Next** button.

**Note:** If required, attach the updated contract in the **Attachments** section.

**STEP 13**

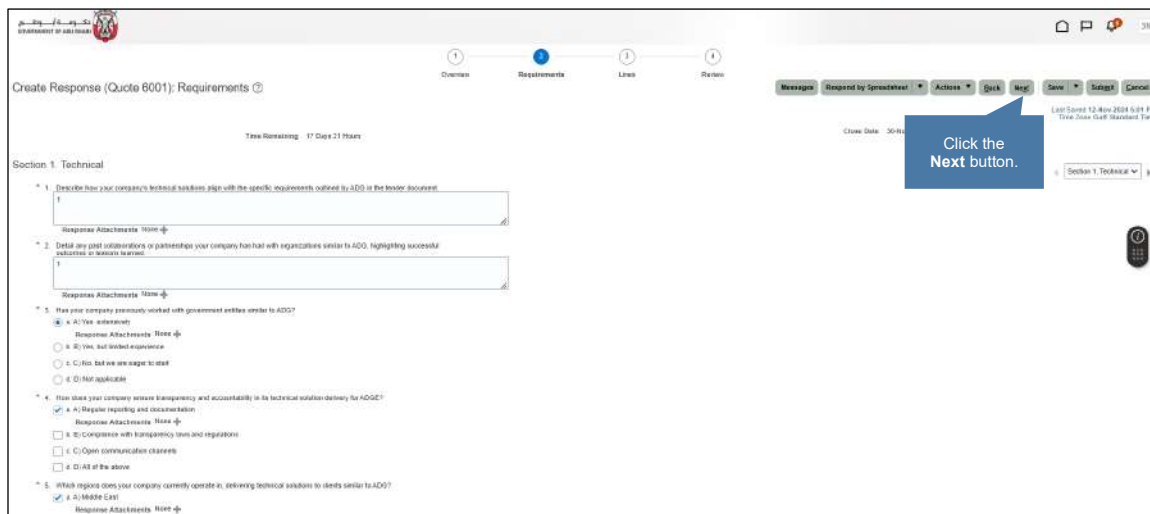


Enter relevant Requirements section details.

Click the Next icon to toggle to next section in the page.

Enter the relevant details and click the **Next** icon to toggle to the next section in the **Requirements** page.  
**Note:** The **Negotiation** response will not be sent until all the sections under **Requirements** page are complete.

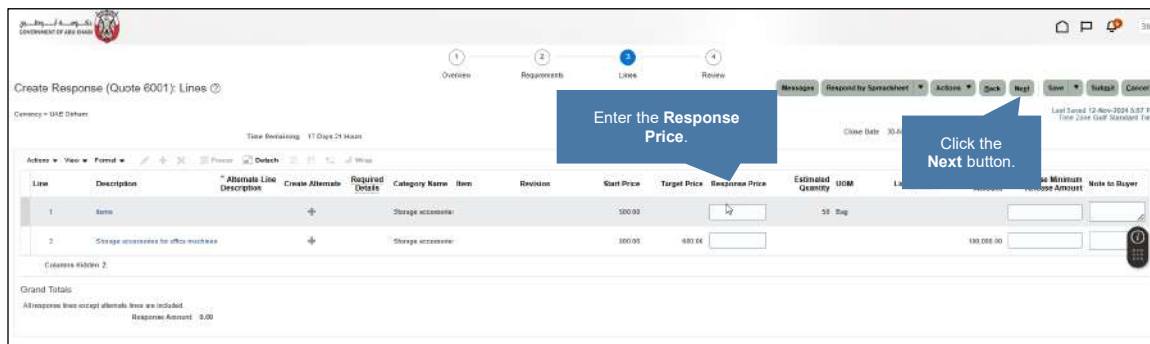
**STEP 14**



Click the Next button.

Click the **Next** button.

## STEP 15



Government of Abu Dhabi

311

1 Overview 2 Requirements 3 Lines 4 Review

Messages | Request by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Time Remaining: 17 Days 21 Hours

Client Date: 30.11.2024

Last Saved: 12-Nov-2024 5:07 PM  
Time Zone: Gulf Standard Time

Create Response (Quote 6001): Lines

Agency: UAE Dham

Enter the Response Price.

Click the Next button.

Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Item	Revisions	Start Price	Target Price	Response Price	Estimated Quantity	UOM	Lot	Minimum Response Amount	Note to Buyer
1	Items		+		Storage accessories			100.00			50	Bag			
2	Storage accessories for office machines		+		Storage accessories			800.00	800.00					100,000.00	

Expand All/Hide 2

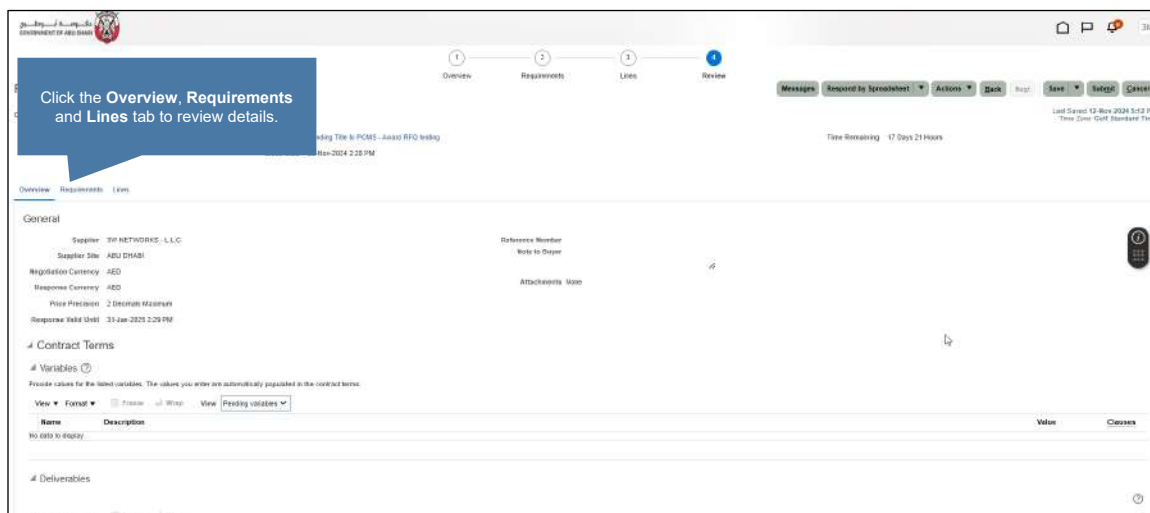
Grand Totals

All response lines except alternate lines are included

Response Amount: 9.00

Enter the required **Response Price** for all line items in the **Lines** page and click the **Next** button.

## STEP 16



Government of Abu Dhabi

311

1 Overview 2 Requirements 3 Lines 4 Review

Messages | Request by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Time Remaining: 17 Days 21 Hours

Last Saved: 12-Nov-2024 5:12 PM  
Time Zone: Gulf Standard Time

Click the Overview, Requirements and Lines tab to review details.

1 Overview 2 Requirements 3 Lines 4 Review

Messages | Request by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Time Remaining: 17 Days 21 Hours

Last Saved: 12-Nov-2024 5:12 PM  
Time Zone: Gulf Standard Time

Click the Overview, Requirements and Lines tab to review details.

Overview | Requirements | Lines

General

Supplier: IM NETWORKS, LLC

Supplier Site: ABU DHABI

Reference Number

Note to Buyer

Regulation Currency: AED

Response Currency: AED

Attachments: None

Price Precision: 2 Decimal Maximum

Response Valid Until: 31-Jan-2025 2:29 PM

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

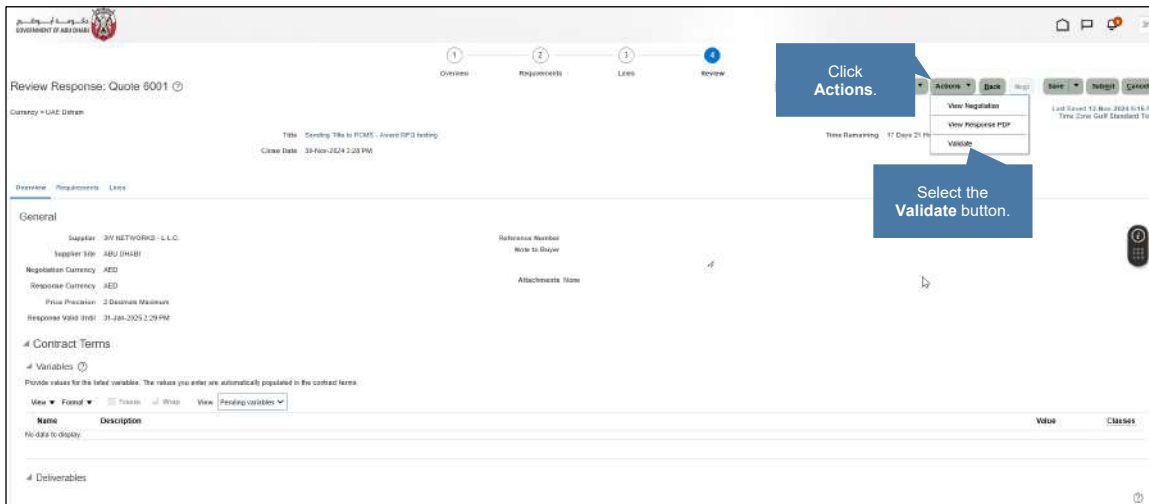
View | Format | Previous | Next | View | Pending variables

Name	Description	Value	Changes
NO. OF TO EQUIP.			

Deliverables

On the **Review** page, click the **Overview**, **Requirements** and **Lines** tab to review the entered details.

## STEP 17



Review Response: Quote 6001

Overview Requirements Lists Review

Click Actions.

Select the Validate button.

General

Supplier: 3W NETWORKS - L.L.C.  
Supplier Site: ABU DHABI  
Negotiation Currency: AED  
Response Currency: AED  
Price Precision: 2 Digits Maximum  
Response Valid Until: 31-Jan-2025 2:29 PM

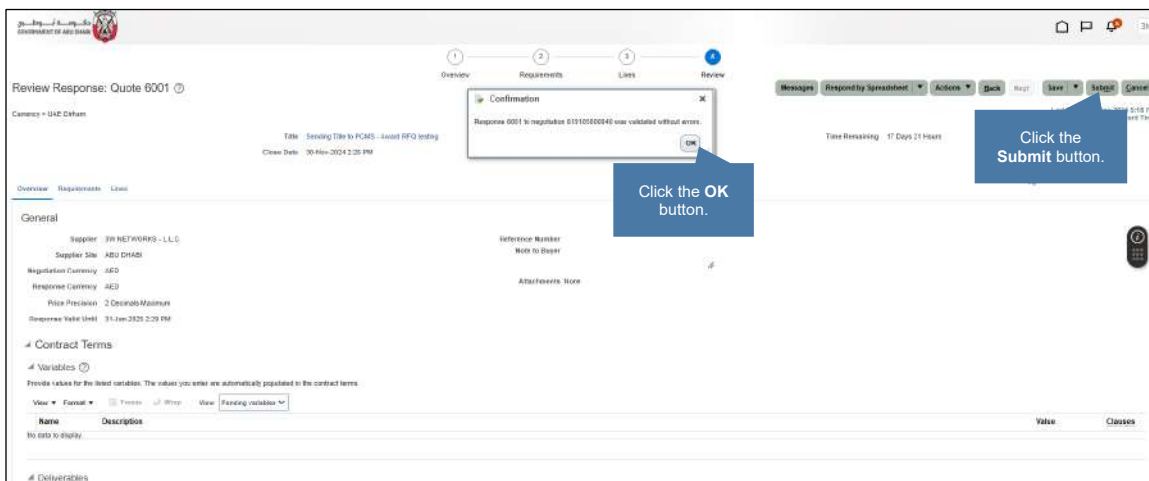
Contract Terms

Variables

Name	Description	Value	Classes
No-CPA To-Display			

On the **Review** page, click the **Actions** button and select the **Validate** button to check for errors and warnings.

## STEP 18



Confirmation

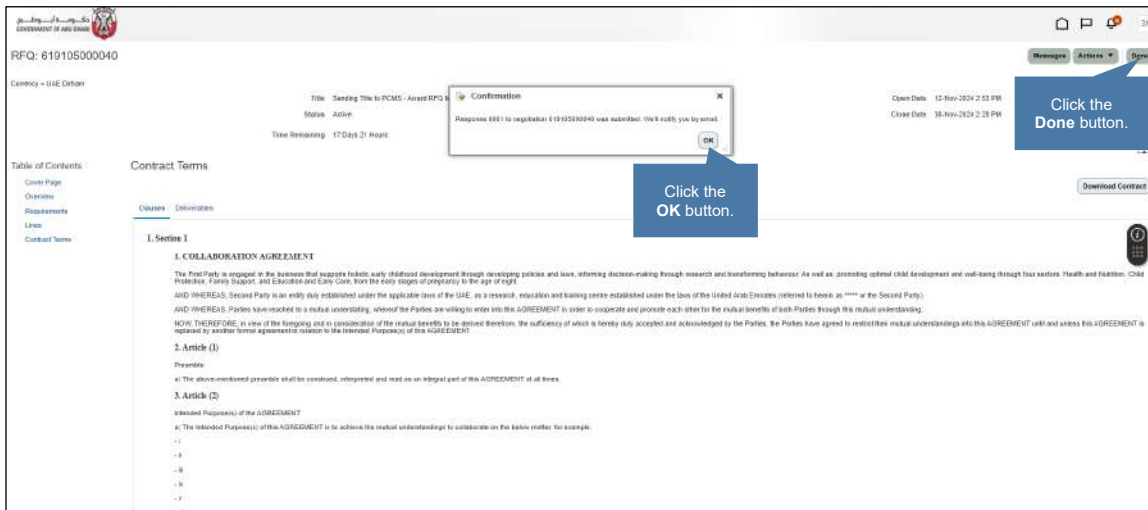
Response 6001 to negotiation 61010500040 was validated without errors.

Click the OK button.

Click the Submit button.

The **Confirmation** box validates if there are any errors or warnings. If the errors exist, click the **OK** and make the necessary changes. Otherwise, click the **Submit** button.

## STEP 19



RFQ: 819105000040  
Agency - UAE Default  
Title: Sending Title to PCMS - Award RFQ  
Status: Active  
Time Remaining: 17 Days 21 Hours  
Open Date: 12-Nov-2024 2:53 PM  
Close Date: 18-Nov-2024 2:28 PM

Click the **Done** button.

Click the **OK** button.

Click the **Done** button.

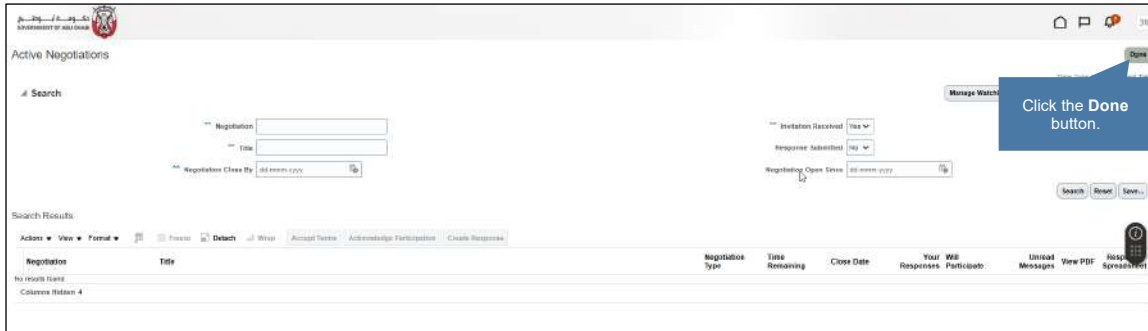
**1. Section 1**  
**1. COLLABORATION AGREEMENT**  
The First Party is engaged in the business that supports holistic early childhood development through developing policies and laws, informing decision-making through research and transforming behaviors. As well as, promoting optimal child development and well-being through four sectors: Health and Nutrition, Child Protection, Family Support, and Education and Early Care, from the early stages of pregnancy to the age of eight.  
AND WHEREAS, Second Party is an entity duly established under the application laws of the UAE, as a research, education and training centre established under the laws of the United Arab Emirates (referred to hence as "the Second Party")  
AND WHEREAS, Parties have reached to a mutual understanding, whereby the Parties are willing to enter into the AGREEMENT in order to cooperate and provide each other for the mutual benefits of both Parties through the mutual understanding.  
NOW, THEREFORE, in view of the foregoing and in consideration of the mutual benefits to be achieved therefrom, the sufficiency of which is hereby duly accepted and acknowledged by the Parties, the Parties have agreed to entrench their mutual understandings into this AGREEMENT and unless this AGREEMENT is replaced by another formal agreement in relation to the Intended Purpose(s) of this AGREEMENT.

**2. Article (1)**  
Parties:  
a) The above-mentioned parties shall be construed, interpreted and read as an integral part of this AGREEMENT at all times.

**3. Article (2)**  
Intended Purpose(s) of the AGREEMENT  
a) The Intended Purpose(s) of this AGREEMENT is to achieve the mutual understandings to collaborate on the below matter for example:

The confirmation box indicates that a response to the negotiation has been submitted, click the **OK** button to acknowledge. Click the **Done** button to proceed.

## STEP 20



Active Negotiations

Search

Negotiation: [ ]  
Title: [ ]  
Negotiation Close By: All items (20)

Invitation Received: Yes  
Response Submitted: No  
Negotiation Open Date: All items (20)

Click the **Done** button.

Search Results:

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Will Responders	Unread Messages	View PDF	Backup Spreadsheet
No results found								
Columns Hidden: 4								

On the **Active Negotiations** page, click the **Done** button.

**STEP 21**

The screenshot shows the Supplier Portal interface. On the left, there is a navigation menu with sections like 'Tasks', 'Company Profile', 'Orders', 'Agreements', 'Shipments', 'Contracts and Deliverables', 'Invoices and Payments', and 'Negotiations'. The 'Negotiations' section is expanded, and 'Manage Responses' is highlighted. A blue callout box points to this option with the text 'Click Manage Responses.'

On the **Supplier Portal** screen, click **Manage Responses** in the **Negotiations** section.

**STEP 22**

The screenshot shows the 'Manage Responses' page. It features a search bar at the top and a table of negotiation records. A blue callout box points to the 'Negotiation Title' column of the first row, with the text 'Click the required Negotiation Title.'

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
1885	Active	24818588828	Validation tool	RFP	17 Days 25 Hours	0	
1891	Active	31731939349	Sendng Mls to PCMG -Award RFP/Inviting	RFP	17 Days 25 Hours	0	
1	Active	847182993916	Talking to end - Negotiation	RFP	Not applicable	0	
11	Active	2481829939221	New contract tool	RFP	Not applicable	0	
17	Active	2481829939372	New round tool	RFP	Not applicable	0	
2657	Active	8471829939379	Round testing	RFP	Not applicable	0	
1817	Pending award	8471829939318	Talking to end - Negotiation2	RFP	Cancelled	0	

The **Manage Responses** page keeps a record of all the responses made to the negotiations. Click the required **Negotiation Title** to view the negotiation details.



## STEP 23

RFQ: 819105000040

Title: Sending Title to PCMS - Award RFQ testing  
Status: Active  
Time Remaining: 17 Days 20 Hours

Open Date: 12-Nov-2024 2:53 PM  
Close Date: 30-Nov-2024 2:28 PM

Table of Contents

- Cover Page
- Contents
- Requirements
- UNSI
- Contract Terms

Cover Page

**Procurement of Sending Title to PCMS - Award RFQ testing**

**Project Overview:**  
The Abu Dhabi Early Childhood Authority is inviting quotations for the procurement of Sending Synopses to PCMS. This project aims to enhance operational efficiency and support our mission of providing excellent public services.

**Submission Requirements:**  
Suppliers are requested to submit their quotations in accordance with the outlined terms provided in the Request for Quotation (RFQ). Please ensure that all submissions are comprehensive and include detailed pricing, service descriptions, warranty information, and any additional terms relevant to the procurement.

**Timeline:**

Activity Description	Timeline
RFQ Issuance	_____
Deadline for Submission of Quotes	30-Nov-2024 2:28 PM

Select the different sections under **Table of Contents** to view the negotiation details.

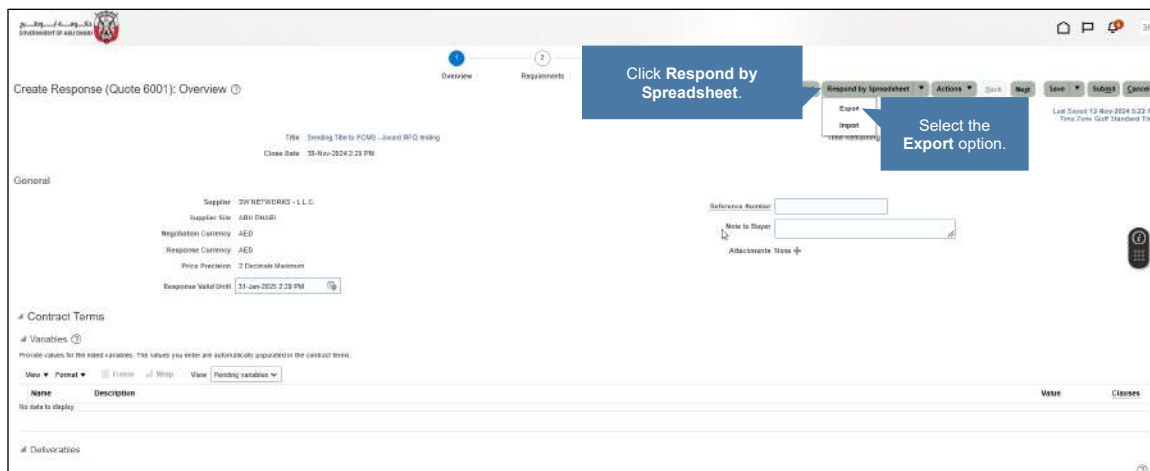
**Note:** Negotiation details from **Manage Responses** page are not editable, since they have already been submitted.

## Respond to Negotiations/RFQs through Spreadsheet

To respond to a negotiation through spreadsheets, perform the following steps:

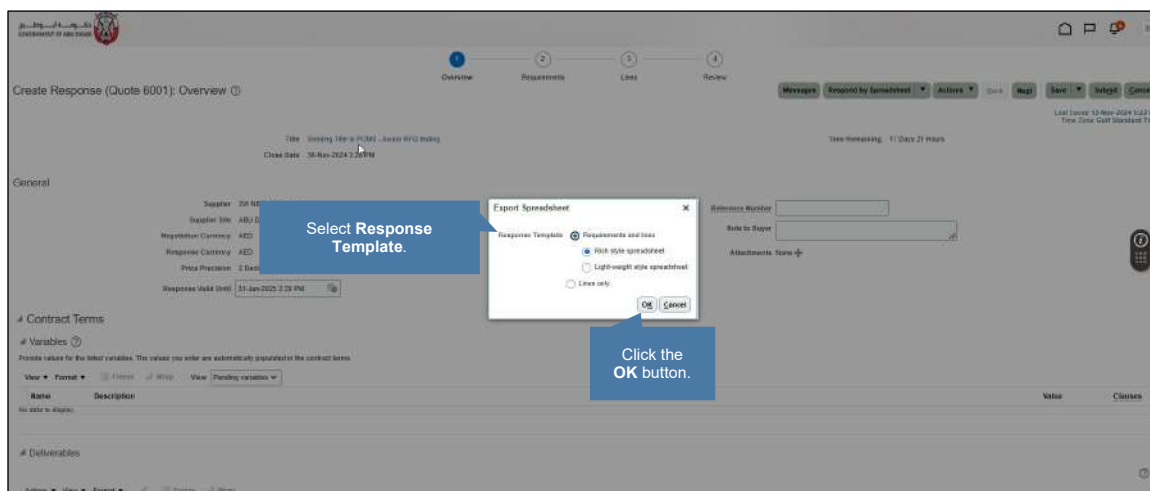
Repeat the steps 1-11 from **Supplier Responds to Negotiations/RFQs through Supplier Portal**, and follow the steps below:

### STEP 12



In the **Create Response** page, click the **Respond by Spreadsheet** button and select the **Export** option.

### STEP 13



Once the **Export Spreadsheet** window pops-up, select the required **Response Template** type and click the **OK** button. A response spreadsheet gets downloaded to the system.

STEP 14

A	B	C	D	E	F	G	H	I	J	K	L	M
<b>Sending Title to PCMS - Award RFQ testing</b>												
Negotiation <b>RFQ 619105000040</b>						Company <b>Abu Dhabi Government</b>						
Close Date <b>11/30/2024 14:28</b>						Buyer <b>SALEM</b>						
Negotiation Currency <b>AED</b>						Phone						
Response Currency <b>AED</b>						Email <a href="mailto:sendmail-test-discard@oracle.com">sendmail-test-discard@oracle.com</a>						
Price Precision <b>2</b>						Supplier <b>3W NETWORKS - L.L.C.</b>						
						Supplier Site <b>ABU DHABI</b>						
<b>General</b>												
Response Valid Until <input type="text" value="1/31/2025 14:28"/>						Reference Number <input type="text"/>						
<i>Example: 11/12/2024 17:22</i>												
Note to Buyer <input type="text"/>												
Enter relevant Requirements section details.												
<b>Requirements</b> <a href="#">(View Scoring Criteria)</a>												
<b>1. Technical</b>												
1. Describe how your company's technical solutions align with the specific requirements outlined by ADG in the tender document.												
<input type="text"/>												
(Response attachments are optional)												
2. Detail any past collaborations or partnerships your company has had with organizations similar to ADG, highlighting successful outcomes or lessons learned.												
<input type="text"/>												
(Response attachments are optional)												
3. Has your company previously worked with government entities similar to ADG? a. A) Yes, extensively (Response attachments are optional)												
4. How does your company ensure transparency and accountability in its technical solution delivery for ADGE? a. A) Regular reporting and documentation (Response attachments are optional) b. B) Compliance with transparency laws and regulations (Response attachments are optional) c. C) Open communication channels (Response attachments are optional) d. D) All of the above (Response attachments are optional)												
5. Which regions does your company currently operate in, delivering technical solutions to clients similar to ADG? a. A) Middle East (Response attachments are optional) b. B) North America (Response attachments are optional) c. C) Europe (Response attachments are optional) d. D) Asia-Pacific (Response attachments are optional) e. E) Other (please specify) (Response attachments are optional)												
<b>2. Financial</b>												
1. Please provide a brief overview of your company, including its history, size, and primary areas of expertise.												
<input type="text"/>												
<span>General</span>   Lines (1 - 2)   Requirements Scoring   <input type="button" value="+"/>												

In the response spreadsheet, enter the required information in the **Requirements** section under the **General** tab.

**Note:** The sections highlighted in yellow are mandatory to be filled out.

## STEP 15

**Sending Title to PCMS - Award RFQ testing**

Negotiation RFQ 619105000640  
 Close Date 11/06/2024 14:28  
 Negotiation Currency: AED  
 Response Currency: AED  
 Price Precision 2

Company: Abu Dhabi Government  
 Buyer: SALEM  
 Phone:  
 Email: [sendmail.fed@cad.gov.ae](mailto:sendmail.fed@cad.gov.ae)  
 Supplier: SW NETWORKS - L.L.C.  
 Supplier Site: ABU DHABI

Response A: AED 510.00

**Enter required Response Price.**

Line	Item	Revision	Start Price	UOM	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Response Price	Response Minimum Release Amount	Note to Buyer	Target Price	Category Name	Note to Suppliers
1	Items		500.00	Bag	50	100,000.00	9,999.00	10.00					
2	Storage accessories for office machines		800.00					10.00			600.00	Storage accessories for office	Sending ticks to supplier

Last Downloaded 11/12/2024 17:22

Enter the required **Response Price** for all **Line** items in the **Lines (1-2)** tab.

**Note:** The **Requirements Scoring** tab is pre-populated when the spreadsheet is downloaded. These scores are used to compare responses while making award decisions.

Once the response spreadsheet is filled out, save it in your system and follow the steps below:

## Step 16

**Create Response (Quote 6001): Overview**

Overview Requirements

**Click Respond by Spreadsheet.**

**Select the Import option.**

Title: Sending Title to PCMS - Award RFQ testing  
 Close Date: 30-Nov-2024 2:23 PM

Supplier: SW NETWORKS - L.L.C.  
 Supplier Site: ABU DHABI  
 Negotiation Currency: AED  
 Response Currency: AED  
 Price Precision: 2 Decimal Maximum  
 Response Valid Until: 31-Jan-2025 2:23 PM

Reference Number:  
 Note to Buyer:  
 Attachments: None

**Respond by Spreadsheet** | **Import** | **Export** | **Actions** | **Save** | **Submit** | **Cancel**

**Contract Terms**

**Variables**

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

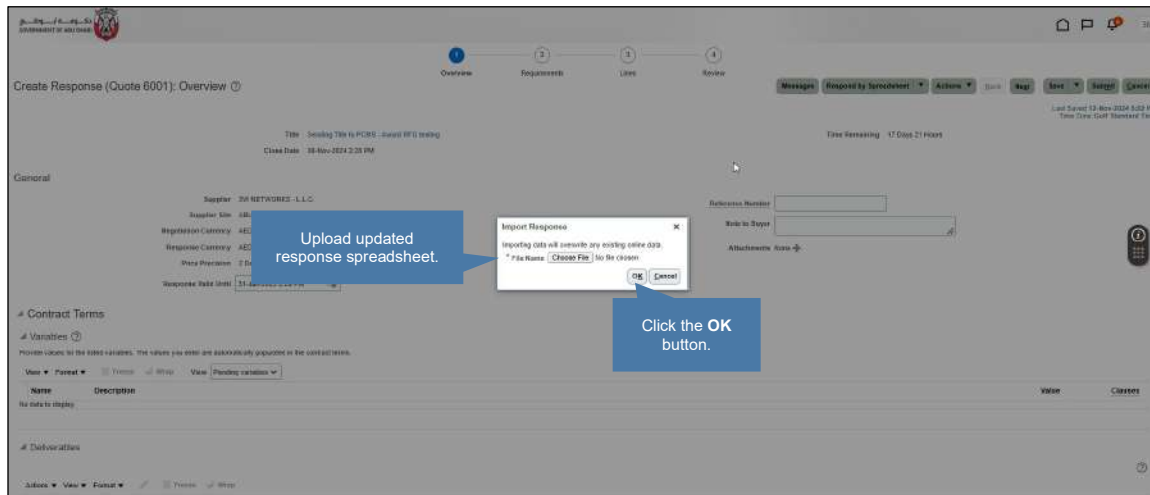
View: Parent | Filter: Pending variables

Name	Description	Value	Classes
No data to display.			

**Deliverables**

In the **Create Response** page, click the **Respond by Spreadsheet** button and select the **Import** option.

### Step 17



**Create Response (Quote 6001): Overview**

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Quit Save Submit Cancel

Time Remaining 17 Days 21 Hours

Supplier: 3M NETWORKS - L.L.C.

Supplier Site: AED

Registration Currency: AED

Response Currency: AED

Price Precision: 2

Response Valid Until: 31-Jan-2024 2:29 PM

Reference Number

Notes to Buyer

Attachments: None

**Import Response**

Importing data will overwrite any existing online data.

File Name: **C2000 File** (to be chosen)

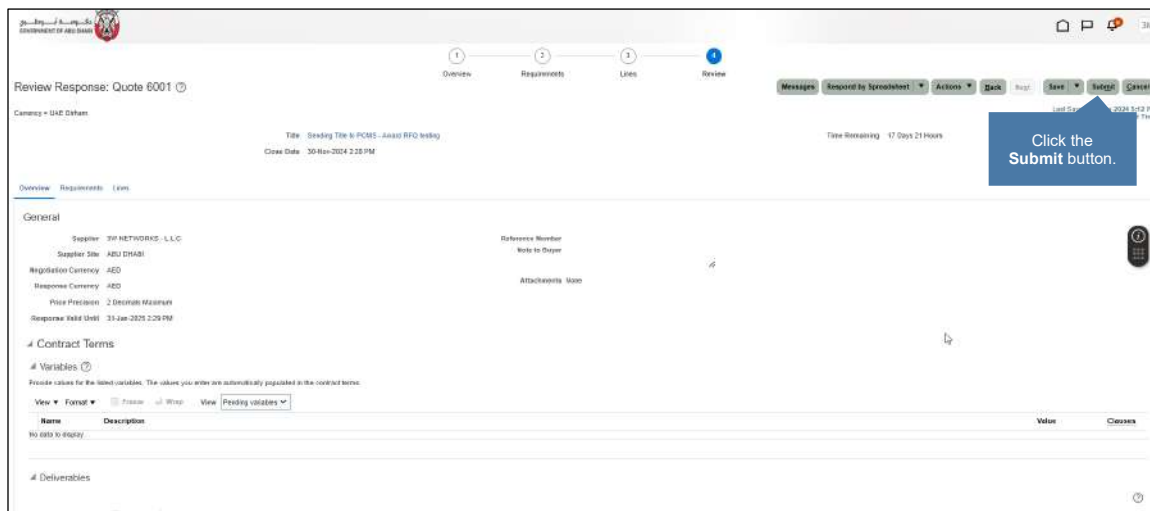
OK Cancel

Upload updated response spreadsheet.

Click the OK button.

Once the **Import Spreadsheet** window pops up, attach the updated response spreadsheet under the **File Name** section and click the **OK** button.

### Step 18



**Review Response: Quote 6001**

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Quit Save Submit Cancel

Time Remaining 17 Days 21 Hours

Supplier: 3M NETWORKS - L.L.C.

Supplier Site: ABU DHABI

Registration Currency: AED

Response Currency: AED

Price Precision: 2

Response Valid Until: 31-Jan-2024 2:29 PM

Reference Number

Notes to Buyer

Attachments: None

**Contract Terms**

**Variables**

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

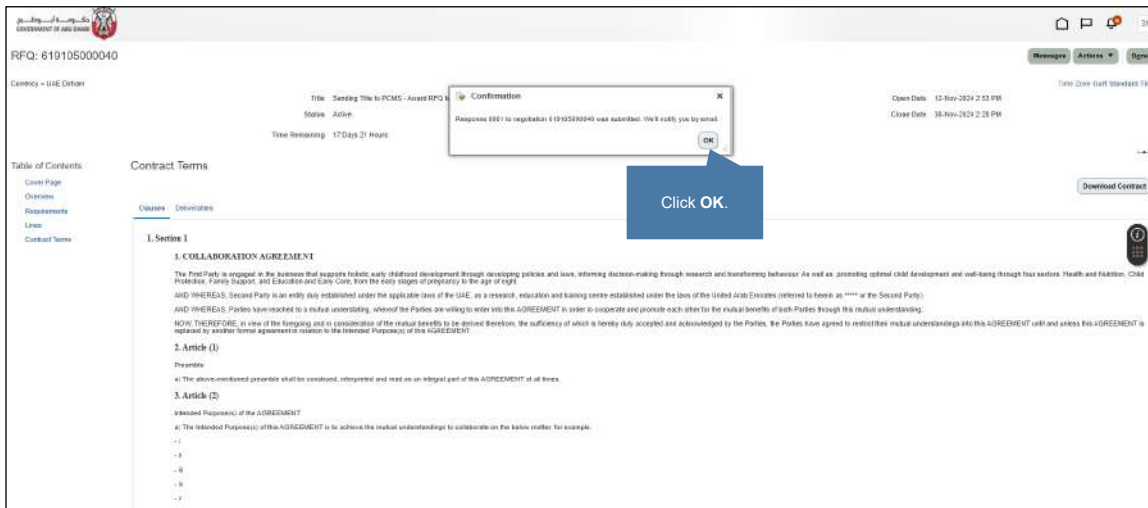
Name	Description	Value	Cancel
No data to display.			

**Deliverables**

Click the Submit button.

Click the **Submit** button.

## STEP 19



The screenshot displays a procurement portal interface. At the top left, the Government of Abu Dhabi logo and the RFQ number 819105000040 are visible. The main content area shows a 'Contract Terms' document with a 'Confirmation' dialog box overlaid. The dialog box contains the text: 'Response 0011 to negotiation (1910500040) was submitted. We'll notify you by email.' and an 'OK' button. A blue callout box with the text 'Click OK.' points to the 'OK' button. The background document is titled 'Sending Title to PCMS - Award RFP' and has a status of 'Active'. A 'Time Remaining' of '17 Days 21 Hours' is shown. On the right side, there are fields for 'Open Date' (12-Nov-2024 2:53 PM) and 'Close Date' (18-Nov-2024 2:28 PM), along with a 'Download Contract' button. The document content includes sections for '1. Section 1', '1. COLLABORATION AGREEMENT', '2. Article (1)', and '3. Article (2)'. A 'Table of Contents' sidebar is visible on the left.

The **Confirmation** box validates that a response to the negotiation has been submitted. Click **OK**.