



وزارة الطاقة والصناعة والثروة المعدنية  
المملكة العربية السعودية

# SUPPLIER GUIDE

Responding to RFQ



وزارة الطاقة والصناعة والثروة المعدنية  
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1. Login as Supplier
2. Review RFQ List
3. Submit Response to RFQ

# NOTIFICATION EMAIL

A notification email will be received to the registered contact when a new RFQ is published:

Invitation to RFQ - Request for Qualification Code RFQ\_22 on National Renewable Energy Program eProcurement Portal

Dear Supplier,

REPDO invites you to participate in the following RFQ - Request for Qualification on National Renewable Energy Program eProcurement Portal:

Type: RFQ - Request for Qualification

Code: RFQ\_22

Title: Respond to RFQ - step by step

Project Code: TENDER\_23

Project Title: Tender Title 123

**IMPORTANT:**

In order to participate in the RFQ - Request for Qualification you must now create and submit a response to the Buyer. Instructions are provided below. The deadline for submitting a response to the RFQ - Request for Qualification is:

Date: 30 Mar, 2017

Time: 13:00 (GST - Gulf Time)

It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this RFQ - Request for Qualification.

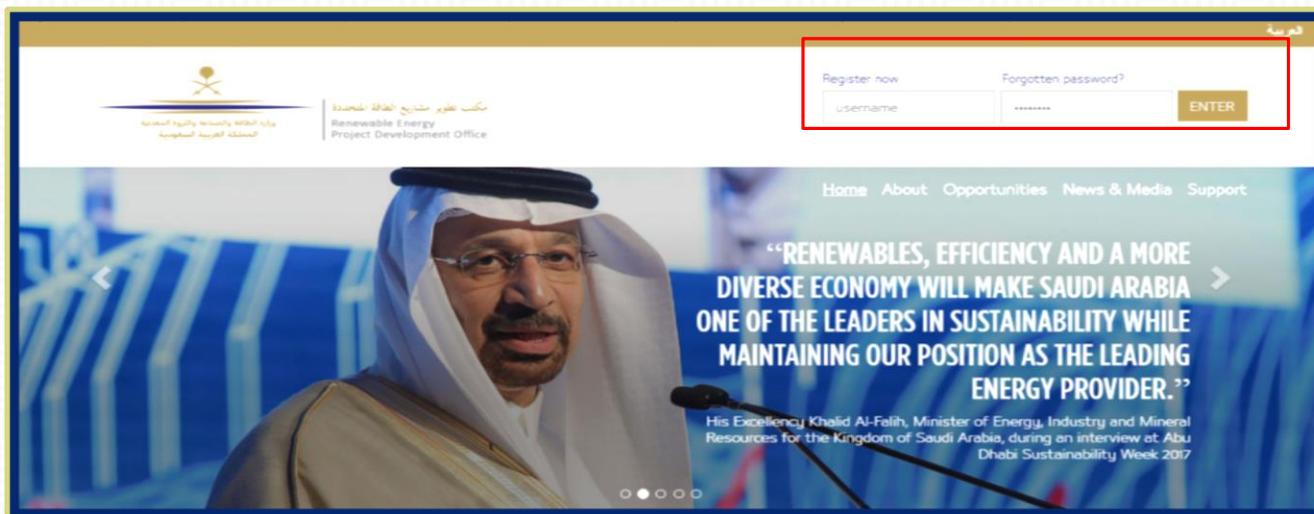
To view the details of the RFQ - Request for Qualification please click the following link and enter your Username and Password:



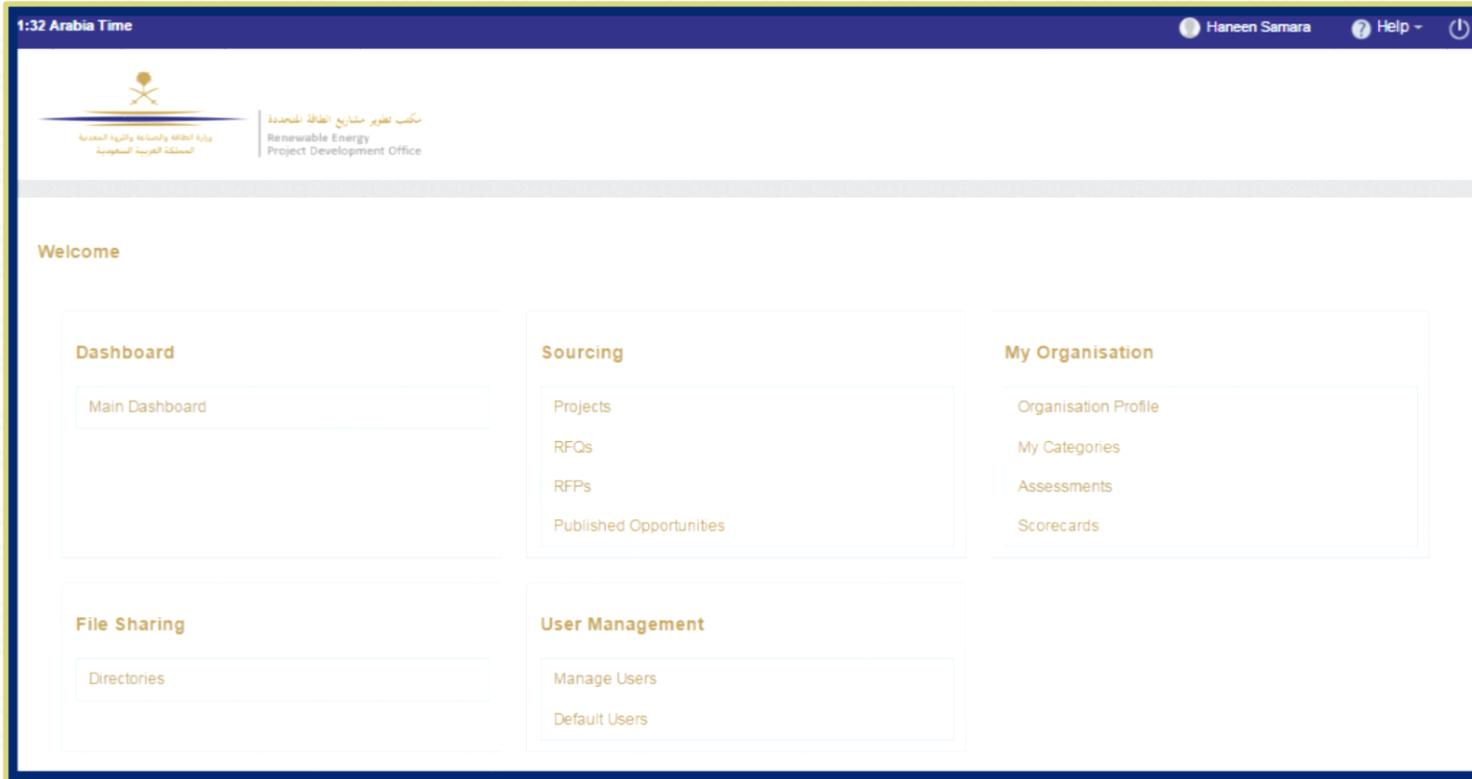
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# 1. LOGIN AS SUPPLIER

START AT THE LOGIN PAGE: [www.powersaudiarabia.com.sa](http://www.powersaudiarabia.com.sa). FILL IN YOUR USERNAME & PASSWORD:



This document will guide you through the process of submitting responses to Request for Qualification 'RFQ'.



**ONCE YOU HAVE SUCCESSFULLY LOGGED IN, YOU WILL BE DIRECTED TO THE MINISTRY'S MAIN PAGE.**

**If this is your first time to login, you will be asked to select a new password (which has to contain both letters and numbers).**

## 2. REVIEW RFQ LIST



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1:32 Arabia Time Haneen Samara Help

مكتب تطوير مشاريع الطاقة المتجددة  
Renewable Energy  
Project Development Office

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Welcome

**Dashboard**

- Main Dashboard

**Sourcing**

- Projects
- RFQs**
- RFPs
- Published Opportunities

**My Organisation**

- Organisation Profile
- My Categories
- Assessments
- Scorecards

**File Sharing**

- Directories

**User Management**

- Manage Users
- Default Users

**CLICK ON 'RFQS' UNDER 'SOURCING' WIDGET.**

My RFQs **RFQs Open to All Suppliers**

Filter By: All RFQs

Code	RFQ Title	Project Code	RFQ Status	Closing Date/Time	Buyer Organisation	Response Status
1	RFQ_22 Respond to RFQ - step by step	TENDER_23	Running	30/03/2017 12:00	REPDO	No Response Prepared
2	RFQ_11 Midyan RFQ Final Draft (For review 18Feb)	TENDER_13	Running	20/03/2017 11:00	REPDO	No Response Prepared
3	RFQ_21 Services	TENDER_18	Closed: To Be Evaluated	23/02/2017 11:00	REPDO	No Response Prepared

Total 3  Page 1 of 1

**REVIEW THE DIFFERENT COLUMNS IN THE RFQ LIST.  
CODE, RFQ TITLE, PROJECT CODE, RFQ STATUS, CLOSING DATE/TIME,  
BUYER ORGANIZATION, AND RESPONSE STATUS.**

Check next page.

## 2. CONTINUED

1. RFQ Code: represents the reference no. for this request for qualification.
2. RFQ title: is the title for this RFQ, typically identical to project title.
3. Project code: all tender activities, such as RFQ, RFP, Clarification, etc., fall under the same project. Hence, the project code is the reference no. for the whole tender.
4. RFQ Status: RFQ could be having the following different statuses:
  - Running: You can submit your responses to the RFQ before the closing date & time.
  - To be Evaluated: deadline has reached, you can no longer submit response to RFQ. If you submit after the closing date & time, your submission might be rejected.
  - Qualification Evaluation: the RFQ is currently being evaluated.
  - Final Evaluation: the evaluation is finalized.
5. Closing date/Time: is the last day & time to submit responses to RFQ (deadline). Submissions after this date & time will be considered late & might be rejected.
6. Response Status: your response status to the specific RFQ. For example, not submitted yet, response submitted to buyer, or to be evaluated.

## 2. CONTINUED

Logo of the Ministry of Energy, Industry and Mineral Resources, Saudi Arabia. Renewable Energy Project Development Office.

My RFQs RFQs Open to All Suppliers

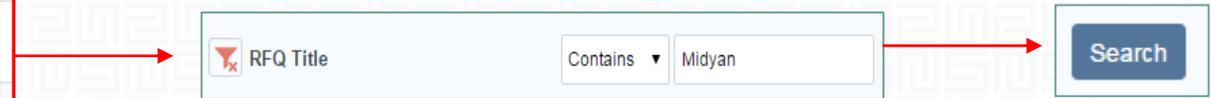
Filter By: All RFQs Select a Filter

	Code	RFQ Title	
1	RFQ_22	Respond to RFQ - step	
2	RFQ_11	Midyan RFQ Final Draft (18Feb)	TENDER_13 Running
3	RFQ_21	Services	TENDER_18 Closed

Total 3

Search

- RFQ Code
- Project Code
- Project Title
- RFQ Title
- Publishing Date
- Closing Date/Time
- Buyer Organisation
- RFQ Status
- Response Status
- RFQ Type



CHECK THE FILTER PARAMETERS IN THE RFQ LIST PAGE.

You can search for RFQ by code, title, publishing date, closing date, status, etc.



# 3. RESPOND TO RFQ

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Project Development Office

My RFQs RFQs Open to All Suppliers

Filter By: All RFQs Select a Filter

Code	RFQ Title	Project Code	RFQ Status	Closing Date/Time	Buyer Organisation	Response Status
1	RFQ_22 Respond to RFQ - step by step	TENDER_23	Running	30/03/2017 12:00	REPDO	No Response Prepared

**SELECT RFQ TITLE FROM RFQ LIST.**

← Back to List

## Summary Box



### RFQ : RFQ\_22 - Respond to RFQ - step by step

Running

Project: TENDER\_23 - Tender Title 123

Closing Date: 30/03/2017 12:00:00

Response Last Submitted On: Not Submitted Yet

RFQ Details

Messages (Unread 0)

Settings

Buyer Attachments (0)

My Response

User Rights

Create Response

Decline To Respond

Currency: SAR

View Response Index Only

#### 1. Qualification Response (Questions: 7 )

##### 1.1 Section 1 - Introduction - Question Section

**CAREFULLY REVIEW THE SUMMARY BOX TO KNOW THE RFQ TITLE, CLOSING DATE & TIME, YOUR RESPONSE STATUS, AND THE STATUS OF THE RFQ.**

**Review summary box carefully.**

Logo of the Ministry of Energy and Industry and the Saudi Renewable Energy Project Development Office.

← Back to List

RFQ : RFQ\_22 - Respond to RFQ - step by step Running

Project: TENDER\_23 - Tender Title 123  
Closing Date: 30/03/2017 12:00:00  
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response User Rights

### RFQ details Tab

Create Response Decline To Respond

Currency: SAR

View Response Index Only

- 1. Qualification Response (Questions: 7)
  - 1.1 Section 1 - Introduction - Question Section

**REVIEW RFQ DETAILS TAB TO KNOW THE DEFINED SETTINGS, ATTACHMENTS BY THE BUYER, YOUR RESPONSE AREA, AND USER RIGHTS (IN CASE YOU WANTED TO ASSIGN A USER FROM YOUR ORGANIZATION TO RESPOND TO THIS SPECIFIC RFQ).**

**Review 'RFQ details' tab carefully.**



← Back to List



▼ RFQ : RFQ\_22 - Respond to RFQ - step by step

Running

Project: TENDER\_23 - Tender Title 123

Closing Date: 30/03/2017 12:00:00

Response Last Submitted On: Not Submitted Yet

RFQ Details

Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

**REVIEW MESSAGES TAB, WHERE YOU CAN REVIEW RECEIVED MESSAGES, SENT MESSAGES, AND CREATE NEW MESSAGE.**

**Review 'Supplier Guide – Messaging Tool' for more details.**

Create Response

Decline To Respond



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Currency: SAR

View Response Index Only

### 1. Qualification Response (Questions: 7 )

#### 1.1 Section 1 - Introduction - Question Section

Question	Description	Response
1.1.1 Yes /No Question Example	* Do you have ISO no. 9001?	
1.1.2 HQ Location	* Option List example - Location of HQ	
1.1.3 Multi-Choice - Languages Spoken	* Select one of more languages spoken by your staff.	
1.1.4 Company Name as per Trade License	* Provide company name as per trade license	
1.1.5 Office Area	Specify area of your offices in Jeddah in square meters.	
1.1.6 Date of Establishment	* specify company date of establishment.	
1.1.7 Trade License	* Attach a copy of your company's Valid Trade License.	(no file attached)

**YOU CAN VIEW RFQ QUESTIONS BEFORE TAKING DECISION TO RESPOND OR DECLINE.**

Carefully review questions, and decide whether to 'Create Response' or 'Decline'.

Currency: SAR

[View Response Index Only](#)

1. Qualification Response (Questions: 7)

1.1 Section 1 - Introduction - Questions (7)

Question

1.1.1 Yes /No Question Example

1.1.2 HQ Location

1.1.3 Multi-Choice - Languages Spoken

1.1.4 Company Name as per Trade License

1.1.5 Office Area

1.1.6 Date of Establishment

1.1.7 Trade License

[Create Response](#) [Decline To Respond](#)

Submit Response [Export/Import Response](#)

### My Response Summary

1. Qualification Response	Missing mandatory responses (6)
---------------------------	---------------------------------

Currency: SAR

[View Response Index Only](#)

1. Qualification Response (Questions: 7)

[Edit Response](#)

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**TO RESPOND TO RFQ, CLICK 'CREATE RESPONSE' THEN 'EDIT RESPONSE'.**

**You can export the questionnaire on an excel sheet, fill in your answers then 'import' again.**

Save and Return

Save and Continue

Cancel

Validate Response

## 1. Qualification Response (Questions: 7 )

### 1.1 Section 1 - Introduction - Question Section

Question	Description	Response
1.1.1 Yes /No Question Example	* Do you have ISO no. 9001?	<input type="text"/>
1.1.2 HQ Location	* Option List example - Location of HQ	<input type="text"/>
1.1.3 Multi-Choice - Languages Spoken	* Select one of more languages spoken by your staff.	<input type="text"/>
1.1.4 Company Name as per Trade License	* Provide company name as per trade license	<input type="text"/>
1.1.5 Office Area	Specify area of your offices in Jedda in square meters.	<input type="text"/>
1.1.6 Date of Establishment	* specify company date of establishment.	<input type="text"/>
1.1.7 Trade License	* Attach a copy of your company's Valid Trade License.	<input type="text"/>



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**NOTICE THE DIFFERENT COLUMNS. QUESTION COLUMN IS 'QUESTION TITLE', DESCRIPTION IS THE QUESTION CONTENT, THEN RESPONSE COLUMN IS WHERE YOU SHOULD PROVIDE AN ANSWER IN THE SPECIFIED FORMAT PROVIDED BY THE BUYER.**

**Notice the different question types. Option list, multi-choice, text, date, numeric, attachment, and yes/no.**

Save and Return

Save and Continue

Cancel

Validate Response

## 1. Qualification Response (Questions: 7 )

### 1.1 Section 1 - Introduction - Question Section

Question	Description	Response
1.1.1 Yes /No Question Example	* Do you have ISO no. 9001?	<input type="text"/>
1.1.2 HQ Location	* Option List example - Location of HQ	<input type="text"/>
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1.1.4 Company Name as per Trade License	* Provide company name as per trade license	<input type="text"/>
1.1.5 Office Area	Specify area of your offices in Jedda in square meters.	<input type="text"/>
1.1.6 Date of Establishment	* specify company date of establishment.	<input type="text"/>
1.1.7 Trade License	* Attach a copy of your company's Valid Trade License.	<input type="text"/>

Mandatory

Non-Mandatory

**QUESTIONS MARKED WITH AN ASTERISK ARE MANDATORY.**

**You will not be able to submit your response unless you answer to all mandatory questions.**

Save and Return
Save and Continue
Cancel
  
Validate Response

**1. Qualification Response (Questions: 7 )**

**1.1 Section 1 - Introduction - Question Section**

Question	Description	Response
1.1.1	Yes /No Question Example * Do you have ISO no. 9001?	Yes ▾
1.1.2	HQ Location * Option List example - Location of HQ	Australia ▾
1.1.3	Multi-Choice - Languages Spoken * Select one of more languages spoken by your staff.	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Type to start search <span style="float: right;">📄</span></p> <p><input type="checkbox"/> Select All <input type="checkbox"/> Deselect All</p> <p>Arabic ✓</p> <p>English ^</p> <p>French ✓</p> <p>Duetch ✓</p> <p>Urdo <small>Others available 2000</small></p> </div>
1.1.4	Company Name as per Trade License * Provide company name as per trade license	<input type="text"/>
1.1.5	Office Area Specify area of your offices in Jeddah in square meters.	<input type="text"/> 123 ✓
1.1.6	Date of Establishment * specify company date of establishment.	<input type="text"/> dd/MM/yyyy 📅



Submit Response

**ONCE YOU COMPLETE ANSWERING TO ALL QUESTIONS CLICK 'SAVE & RETURN' THEN 'SUBMIT RESPONSE'.**

**Click 'Save & Continue' to save answers you've entered so far; to avoid losing the data.**

- You have successfully submitted your response to the buyer, if you wish you can update the response and submit your changes anytime before the deadline.

OK

▼ RFQ : RFQ\_22 - Respond to RFQ - step by step

Project: TENDER\_23 - Tender Title 123

Closing Date: 30/03/2017 12:00:00

Response Last Submitted On: 07/03/2017 09:27:25



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**CLICK 'OK' TO THE POP-UP NOTIFICATION CONFIRMING SUCCESSFUL SUBMISSION, AND NOTICE THAT YOUR RESPONSE STATUS CHANGED TO 'RESPONSE LAST SUBMITTED ON...'**

**You can still modify your submission before the closing date & time**



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# NEED HELP?

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