



SUPPLIER GUIDE

**Prepare RFP Response
on Excel Template.**

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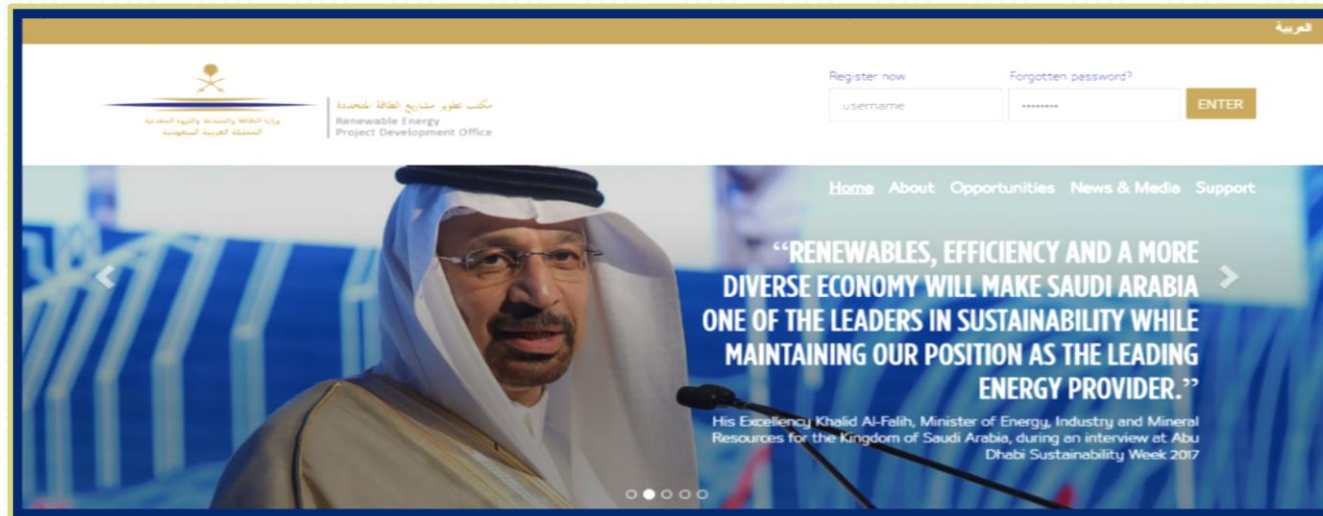
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المملكة العربية السعودية

MODIFY THE RFQ/RFP RESPONSE AFTER SUBMISSION

The platform offers suppliers the flexibility to download their RFQ/RFP response form, so they can conveniently amend and update it offline for more convenience.

1. LOGIN AS SUPPLIER

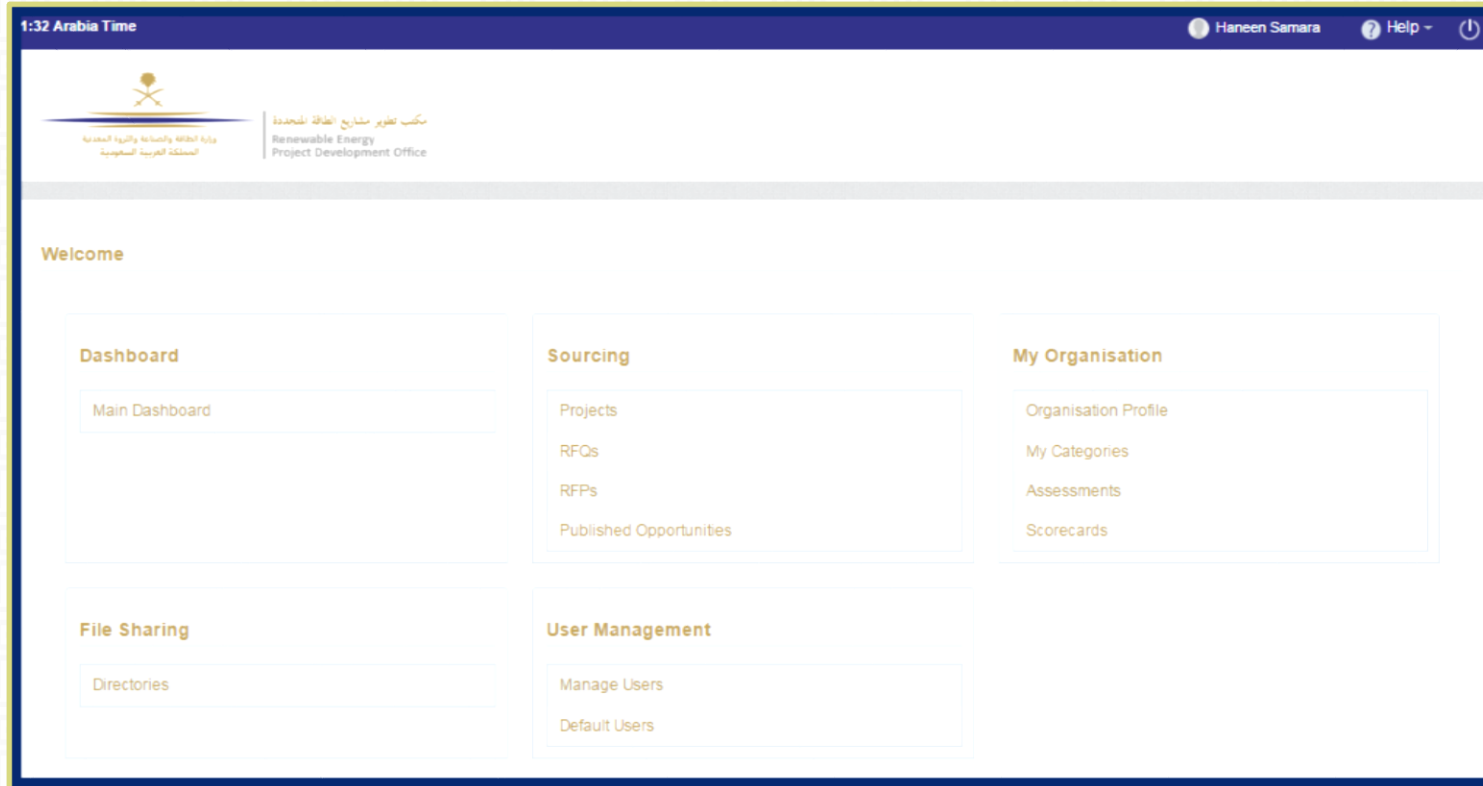
TO BEGIN THE PROCESS, ACCESS THE : www.powersaudiarabia.com.sa.
ENTER YOUR USERNAME & PASSWORD TO ACCESS YOUR ACCOUNT:



This document will guide you through the process of extracting your RFQ/RFP Response Form into an excel format, preparing your response offline (meaning without any need of a web browser or an internet connection), and uploading the completed form back into your response area on REPDO eProcurement Portal.

ENTER YOUR CREDENTIALS
IN THE DESIGNATED AREA
TO LOG INTO YOUR
ACCOUNT:



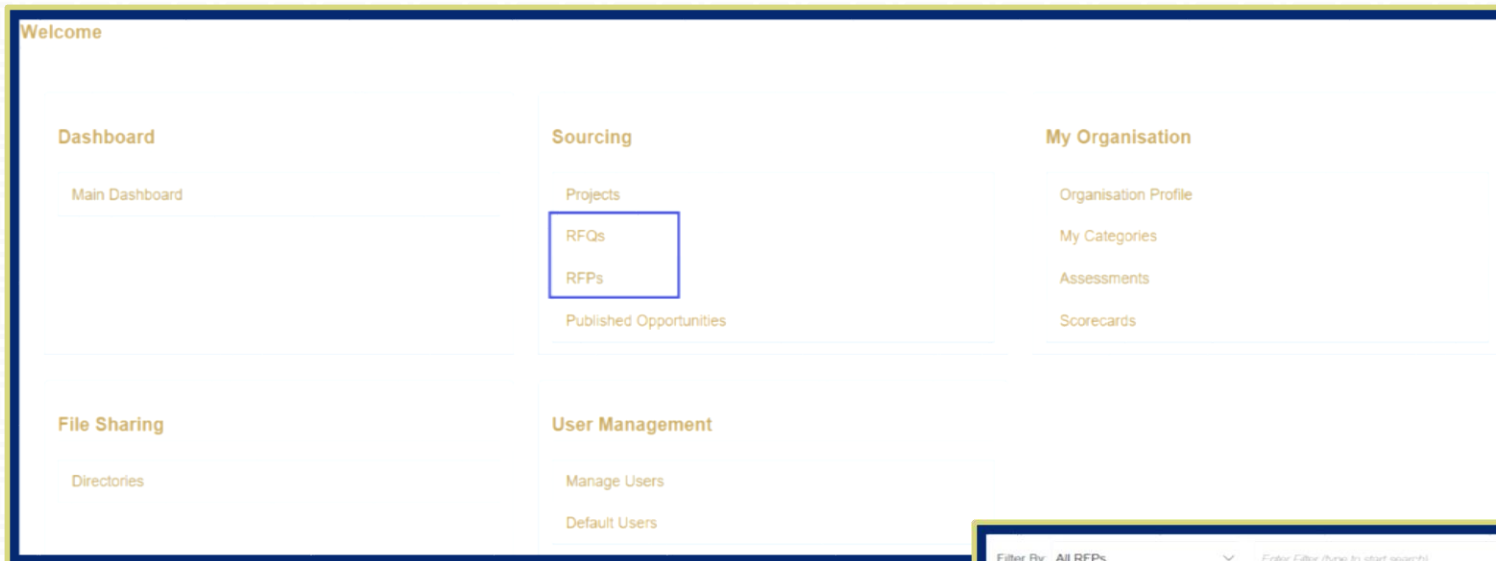


ONCE YOU HAVE SUCCESSFULLY LOGGED IN, YOU WILL BE DIRECTED TO YOUR SUPPLIER HOMEPAGE. THE PROCESS REMAINS THE SAME FOR RFQS/RFPS HOWEVER FOR THE PURPOSE OF THIS VIDEO WE WILL ASSUME WE ARE RESPONDING TO AN RFP.

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).



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Filter By: All RFPs <input type="text" value="Enter Filter (type to start search)"/>						
RFP Code	RFP Title	Project Code	RFP Status	RFP Closing Date/Time	Buyer Organisation	Response Status
1 RFP_38	BOQ Sample 2 - Section Prices and Attachments with Price Details	TENDER_30	Running	03/08/2017 12:04	REPDO	Response Submitted To Buyer
2 RFP_46	RFP Workshop Demo (2)	TENDER_37	Running	31/07/2017 12:00	REPDO	Response Submitted To Buyer
3 RFP_59_1	SAKAKA RFP R1 Workshop Demo - Technical & Commercial	TENDER_31	Running	27/07/2017 12:00	REPDO	No Response Prepared
4 RFP_58_1	SAKAKA RFP Workshop Demo - Super Envelope	TENDER_31	Running	26/07/2017 12:00	REPDO	No Response Prepared
5 RFP_58	SAKAKA RFP Workshop Demo - Super Envelope	TENDER_31	Closed: To Be Evaluated	19/07/2017 12:04	REPDO	Response Submitted To Buyer

CLICK ON RFPs' UNDER THE SOURCING MODULE, FROM YOUR SUPPLIER HOMEPAGE.

And when the RFPs page appears, you will be able to see the list of all RFPs you have either participated in or you have been invited to participate in with their closing date and your response status.



2. ACCESS THE CONCERN RFP

8	RFP_73	Law Firm Contract - RFP	TENDER_38	Closed: To Be Evaluated	22/08/2017 16:00	REPDO	Response Submitted To Buyer
9	RFP_70	R1 Sakaka - Form sheets - review 1	TENDER_30	Closed: To Be Evaluated	31/08/2017 12:00	REPDO	Response Submitted To Buyer
10	RFP_66	R1 Sakaka Form Sheets	TENDER_30	Closed: To Be Evaluated	08/08/2017 12:00	REPDO	Response Submitted To Buyer

LOCATE AND ACCESS THE RFP YOU ARE INTERESTED IN

Click on the concern RFP to open it.



Filter By: All RFPs		Enter Filter (type to start search)				
RFP Code	RFP Title	Project Code	RFP Status	RFP Closing Date/Time	Buyer Organisation	Response Status
1 RFP_38	BOQ Sample 2 - Section Prices and Attachments with Price Details	TENDER_30	Running	03/08/2017 12:04	REPDO	Response Submitted To Buyer
2 RFP_46	RFP Workshop Demo (2)	TENDER_37	Running	31/07/2017 12:00	REPDO	Response Submitted To

▼ RFP: RFP_35 - R1 Sakaka PV RFP

Project: TENDER_29 - R1 Sakaka PV
Closing Date: 11/09/2017 14:00:00
Response Last Submitted On: Not Submitted Yet

Warning: You have 66 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

RFP Details

Messages (Unread 0)

Settings

Buyer Attachments (66)

My Response

User Rights

Create Response

Decline To Respond

ONCE THE RFP YOU ARE INTERESTED IN OPENS,
CLICK ON THE ‘CREATE RESPONSE’ TAB TO
BEGIN THE RESPONSE PREPARATION PROCESS.

Note that you can directly prepare your response online, by clicking on the “Edit Response” button and start completing each of the envelopes configured in the questionnaire; or you can download the Response Form in an Excel Format, and complete it offline, then upload the completed form back onto the portal.



3. DOWNLOAD THE EXCEL TEMPLATE.

The screenshot displays a web interface for managing RFP responses. At the top, there are tabs for 'RFP Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (66)', 'My Response', and 'User Rights'. Below these tabs, there are two buttons: 'Submit Response' and 'Export/Import Response'. The 'Export/Import Response' button is highlighted with a red box. Below the buttons, there is a section with a 'Back to Response' link and a 'Help To Create & Import Your Response' link. A yellow informational banner states: 'This screen allows you to download an Excel spreadsheet containing the RFP questionnaire. You may use the spreadsheet to compile your RFP response. Once you have completed the spreadsheet you should return to this screen and import the spreadsheet in order to populate the online questionnaire.' At the bottom, there is a 'Select File to Import' field with a 'Browse...' button, an 'Import Excel' button, and a 'Download' button with a download icon, which is also highlighted with a red box.

CLICK THE “EXPORT/IMPORT RESPONSE” BUTTON LOCATED ON THE TOP RIGHT CORNER TO START EXTRACTING THE RESPONSE FORM

On the new screen that opens, click on the “Download” icon and once the file has been completely downloaded, click on it to open it.

ONCE THE EXCEL RESPONSE FORM IS OPENED, YOU CAN REVIEW THE CONTENT OF THE DOCUMENT;

1.12 FORM SHEET E3 - Electrical Equipment					
	Note	Note Details			
1.12.1		Form Sheet E2.1: PV Plant General			
1.12.2		Layout			
	Question	Description	Response Type	Response Guide	Response
1.12.3		Nominal installed AC capacity - in MW (Design Requirements - 300)	Numeric	Enter a numeric value	
1.12.4		Nominal installed DC capacity - in MWp	Numeric	Enter a numeric value	
1.12.5		DC to AC power ratio	Text	Enter plain text	
1.12.6		Solar array configuration (fixed, south or east-west, single axis tracked)	Text	Enter plain text	
	Note	Note Details			
1.12.7		PV Plant Configuration			

THE COLUMN CALLED “RESPONSE” ON THE RIGHT SIDE OF THE EXCEL FORM IS THE AREA WHERE YOU ARE REQUIRED TO PROVIDE YOUR ANSWER(S).

Notice that the exact same questions that are asked online are also captured on the excel form.

Response Type
Numeric
Numeric
Text
Text

THE COLUMN CALLED “RESPONSE TYPE” INDICATES THE TYPE OF RESPONSE THAT NEEDS TO BE PROVIDED,

Response Guide
Enter a numeric value
Enter a numeric value
Enter plain text
Enter plain text

THE COLUMN CALLED “RESPONSE GUIDE” PROVIDES SHORT INSTRUCTIONS/ GIVES A SHORT EXPLANATION ABOUT THE TYPE OF RESPONSE THAT NEEDS TO BE PROVIDED BY THE SUPPLIER.,

The different response types include the following:

Text / alpha numeric : with no formatting possible and a limitation of 2,000 characters only to be entered at most, using only alpha numeric values.

The Numeric only type: where suppliers are required to use only numeric values to form their answers;

The Attachment type: where suppliers are required to upload files directly online through the eProcurement Portal.

The Option list type: where suppliers are required to select one option only from a predefined dropdown menu,

Question	Description
	Nominal installed AC capacity - in MW (Design Requirements - 300)
	Nominal installed DC capacity - in MWp
	DC to AC power ratio

Two more columns that you will notice on your Excel Response spreadsheet are those called Question and Description that respectively contain the title and the body of the questions the supplier is required to provide an answer to.

1.12.1		Form Sheet E2.1: PV Plant General			
1.12.2		Layout			
	Question	Description	Response Type	Response Guide	Response
1.12.3		Nominal installed AC capacity - in MW (Design Requirements - 300)	Numeric	Enter a numeric value	
1.12.4		Nominal installed DC capacity - in MWp	Numeric	Enter a numeric value	
1.12.5		DC to AC power ratio	Text	Enter plain text	
1.12.6		Solar array configuration (fixed, south or east-west, single axis tracked)	Text	Enter plain text	

CELLS MARKED IN YELLOW ARE MANDATORY AND MUST BE COMPLETE

CELLS MARKED IN BLUE ARE OPTIONAL AND CAN BE SKIPPED.

IT IS IMPOSSIBLE TO RESPOND TO AN “ATTACHMENT” TYPE QUESTIONS USING THE EXCEL FORM. ANY ATTACHMENTS REQUESTED FOR IN THE QUESTIONNAIRE MUST BE UPLOADED DIRECTLY ON REPDO EPROCUREMENT PORTAL.

you will not be able to respond to any particular question without using the specific format type selected for that question.

For example, if a question was configured as a numerical value only question, the system will automatically prevent you from entering an answer containing alphabetical or other non-numeric values.

1.12 FORM SHEET E3 - Electrical Equipment					
	Note	Note Details			
1.12.1		Form Sheet E2.1: PV Plant General			
1.12.2		Layout			
	Question	Description	Response Type	Response Guide	Response
1.12.3		Nominal installed AC capacity - in MW (Design Requirements - 300)	Numeric	Enter a numeric value	320
1.12.4		Nominal installed DC capacity - in MWp	Numeric	Enter a numeric value	291
1.12.5		DC to AC power ratio	Text	Enter plain text	1:30
1.12.6		Solar array configuration (fixed, south or east-west, single axis tracked)	Text	Enter plain text	All
	Note	Note Details			
1.12.7		PV Plant Configuration			

REVIEW YOUR RESPONSE & ENSURE YOU HAVE COMPLETED THE RESPONSE COLUMN ON YOUR EXCEL FORM, AND IF YOU ARE SATISFIED WITH THE ANSWERS, SAVE THE COMPLETED DOCUMENT ON YOUR COMPUTER.

[← Back to Response](#)

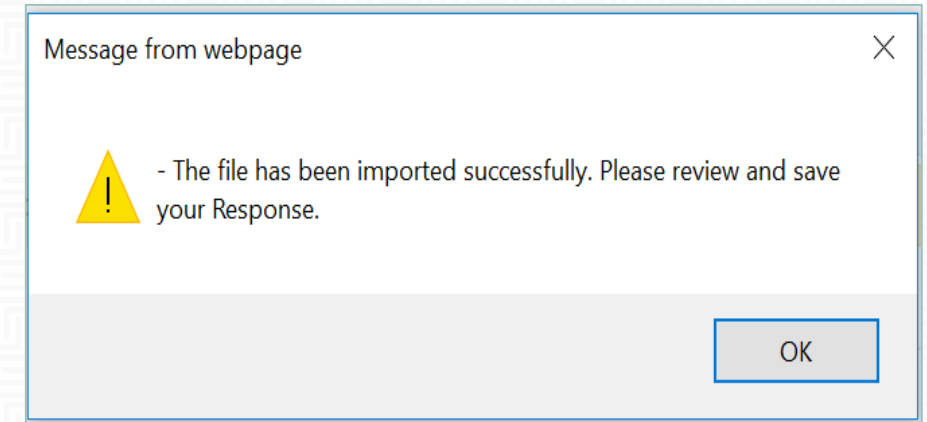
[Help To Create & Import Your Response](#)

① This screen allows you to download an Excel spreadsheet containing the RFP questionnaire. You may use the spreadsheet to compile your RFP response. Once you have completed the spreadsheet you should return to this screen and import the spreadsheet in order to populate the online questionnaire.

Select File to Import: C:\Users\lu958saki\Desktop\ Browse... Import Excel Download

TO UPLOAD YOUR COMPLETED RESPONSE, GO TO THE SAME SCREEN WHERE THE TEMPLATE WAS INITIALLY DOWNLOADED FROM, CLICK THE 'CHOOSE FILE' ICON TO BROWSE AND SELECT THE FILE,

THEN CLICK THE "IMPORT EXCEL" ICON TO UPLOAD THE FILE AND GENERATE YOUR ONLINE RESPONSES.



A confirmation pop-up will appear to notify you that you have successfully uploaded your response once all fields have been populated. Click OK to proceed and review the saved changes

GO THROUGH YOUR RESPONSE AND ENSURE YOU HAVE ANSWERED ALL QUESTIONS AVAILABLE IN THE QUESTIONNAIRE.



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My Response Summary

- | | |
|------------------------|---|
| 1. Technical Response | All questions answered
No additional attachments |
| 2. Commercial Response | All quoted items completed
No additional attachments |

And once all fields have been completed and you are satisfied with your answers,

click on 'Save the Changes' icon

Save changes

, then click on 'Submit Response' button to finalize the process'.

Submit Response

ALSO ENSURE THAT ALL ATTACHMENTS QUESTIONS HAVE BEEN ANSWERED TO DIRECTLY ON REPDO EPROCUREMENT PORTAL, AND ALL ATTACHMENTS HAVE BEEN SUCCESSFULLY UPLOADED



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