



المشتري الرئيسي  
PRINCIPAL BUYER  
طاقة للفد

SPPC eProcurement Portal (ePP)

# SUPPLIER GUIDE – Prepare RFQ-RFP Response using Excel Template

August - 2024



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# INTRODUCTION

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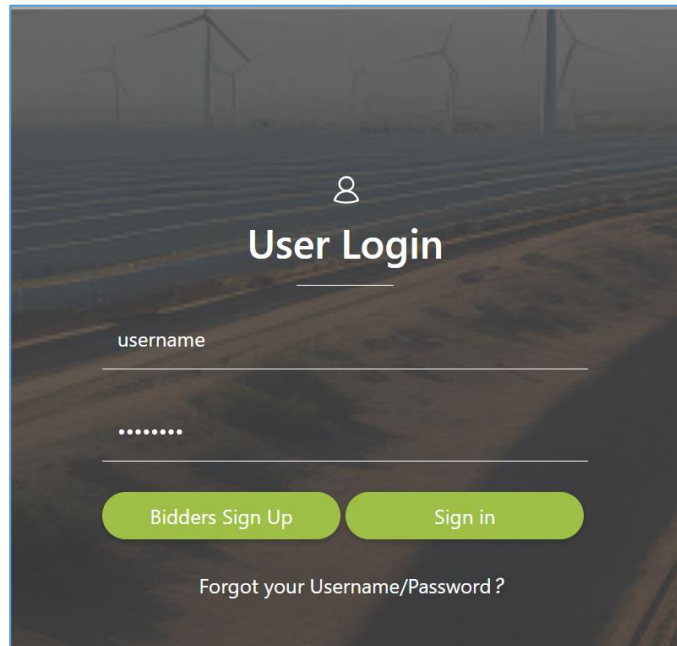
**This document will guide you through the process of extracting your RFQ-RFP response form into an Excel template, allowing you to prepare your response offline (without the need for a web browser or internet connection) and upload the completed form back into your RFQ-RFP response area on the SPPC eProcurement Portal.**

SPPC eProcurement Portal (ePP)



# 1. LOGIN AS A SUPPLIER

Access the SPPC eProcurement Portal link <https://powersaudi Arabia.com.sa/> and login using your username and password.



User Login

username

.....

Bidders Sign Up Sign in

Forgot your Username/Password?

*If you've forgotten your login details, please use the 'Forgot your username/password?' option.*

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# 1. LOGIN AS A SUPPLIER

After successfully logging in, you will be directed to the main page/homepage of ePP.

The screenshot displays the main page of the SPPC eProcurement Portal (ePP). At the top left, it says "Welcome". To the right is a search bar with the placeholder text "Type to search in menu". Below this, there are six main menu categories, each with a list of sub-items:

- Dashboard** (grid icon): Main Dashboard
- Sourcing** (globe icon): Projects, RFI/RFQs, RFPs, Published Opportunities
- My Organisation** (person icon): Organisation Profile, My Categories, Assessments, Scorecards
- File Sharing** (document icon): Directories
- User Management** (person icon): Manage Users
- Help** (question mark icon):

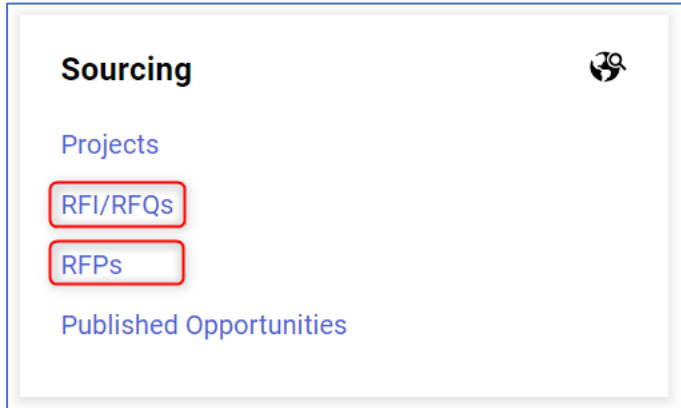
*If this is your first time to login, you will be asked to set a new password (which must be at least 8 characters long and include both letters and numbers, as well as a special character).*

SPPC eProcurement Portal (ePP)



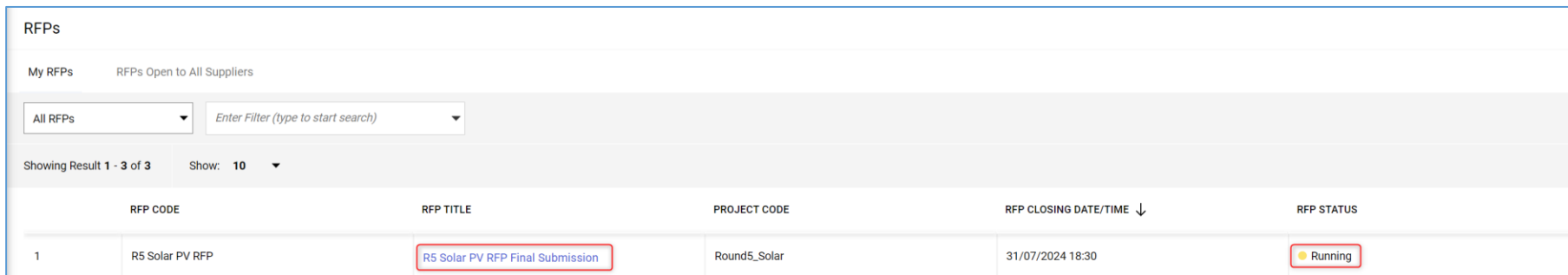
## 2. ACCESS RUNNING RFP

Click on 'RFI/RFQs' or 'RFPs' under "Sourcing"



*The process remains similar for both RFI/RFQs and RFPs. However, for the purpose of this guide, we will assume we are submitting RFP response. To review and upload or change response to an RFP using excel template, navigate to 'RFPs' under the "Sourcing" module from your supplier homepage.*

Click on the 'RFI/RFQs or RFPs' title where the RFP Status is "Running"

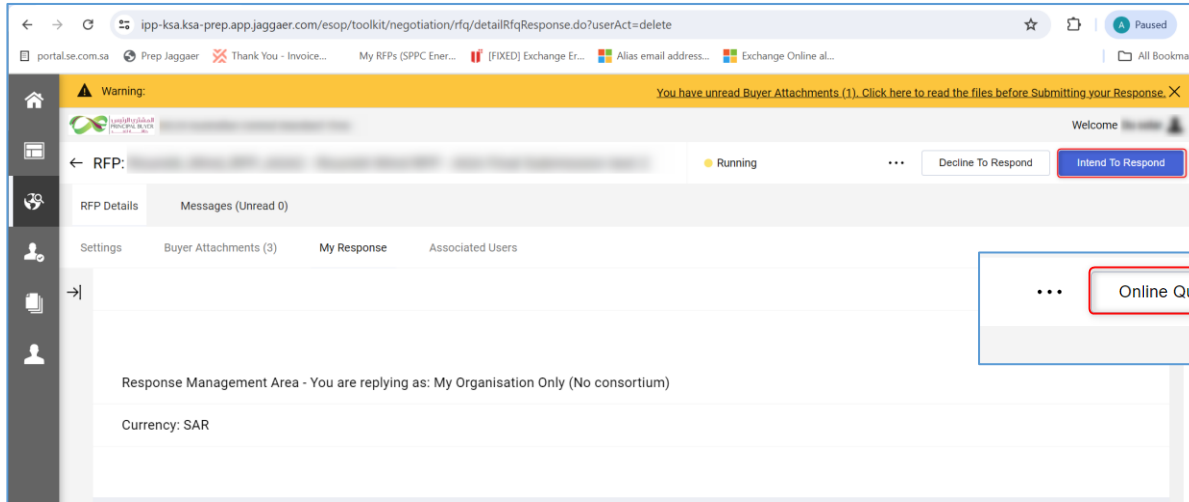


The image shows a table of RFPs with the following columns: RFP CODE, RFP TITLE, PROJECT CODE, RFP CLOSING DATE/TIME, and RFP STATUS. The first row is highlighted, and the 'RFP TITLE' and 'RFP STATUS' cells are circled in red.

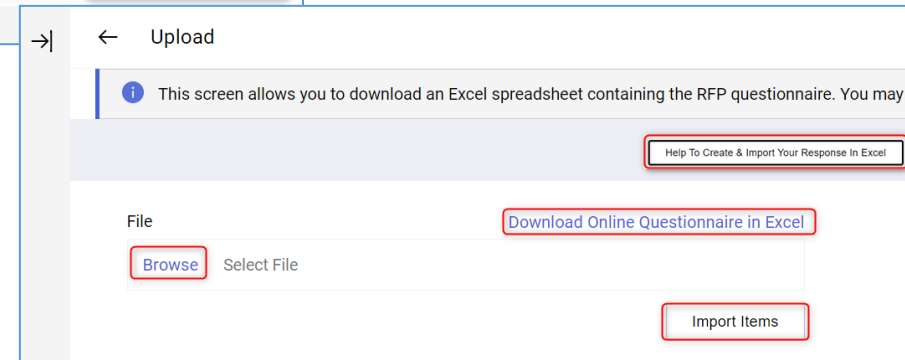
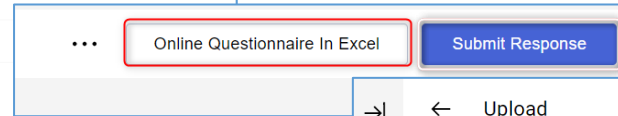
	RFP CODE	RFP TITLE	PROJECT CODE	RFP CLOSING DATE/TIME ↓	RFP STATUS
1	R5 Solar PV RFP	R5 Solar PV RFP Final Submission	Round5_Solar	31/07/2024 18:30	Running

# 3. Download RFQ/RFP Excel Template

Click on 'Intend to Respond' (if you haven't done so already),



Click on "Online Questionnaire in Excel"



For any help required on how to create and import response via excel, please refer to the option "Help to Create & Import Your Response in Excel"



Click "Download Online Questionnaire in Excel" and fill the excel with your response, save it on your computer and attach it back using "Browse" option and click "Import Items"

# 3. Fill RFQ/RFP Excel Template

Cells marked in yellow are mandatory and must be completed.

Cells marked in blue are optional and should be filled as much as possible

It is not possible to respond to "Attachment" type questions using the Excel form. Any attachments requested in the questionnaire must be uploaded directly on the SPPC eProcurement portal by navigating into each RFQ or RFP.

*you will not be able to respond to any 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.*

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THIS SPREADSHEET.

RFP Response Questionnaire for: Round4\_Wind\_RFP\_AGA2

**COLOUR LEGEND**

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency:SAR

**1 Technical Envelope**

**1.1 Volume 2 - Technical Envelope**

Note	Note Details
1.1.1	The Technical Envelope (Volume 2) must be submitted electronically on ePP. There will be no need for hard or printed copies of the Technical Envelope to be submitted.

**1.2 Section 2.01.1: Technical Performance Data**

Question	Description	Response Type	Response Guide	Response
1.2.1	Annual performance guarantee data for the Project (Form Sheet D);	Attachment	The applicable attachment must be uploaded online	

**1.3 Section 2.01.1: Form Sheet D1 - Guaranteed Plant Power Curve**

Note	Note Details
1.3.1	Bidder shall provide a sector wise Guaranteed Plant Power Curve in the form provided in this Form Sheet D (see above) indicating the Guaranteed Plant Power Curve.

Question	Description	Response Type	Response Guide	Response
1.3.2	Distinctive Met Mast of Sector at Wind Direction Sector: ≥345° - <15°	Numeric	Enter a numeric value	
1.3.3	Distinctive Met Mast of Sector at Wind Direction Sector: ≥15° - <45°	Numeric	Enter a numeric value	



# 3.Import RFQ/RFP Excel Template

To import your response using excel, navigate again to the “Online Questionnaire in Excel ”option, “browse” the file, then click “Import Items”

The image shows two overlapping screenshots from the SPPC eProcurement Portal. The left screenshot displays the 'My Response Summary' for an RFP titled 'RFP: test for consortium - test for consortium'. It features a table with two rows: 'Technical Response' and 'Commercial Response'. The 'Commercial Response' row indicates 'Mandatory fields missing (30)' and 'Total Price (excluding optional sections)'. Below the table, it states 'Response Management Area - You are replying as: My Organisation Only (No consortium)' and 'Currency: SAR'. The right screenshot shows the 'Upload' screen with a message: '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.' It includes a 'Download Online Questionnaire in Excel' link, a 'Browse Select File' button, and an 'Import Items' button.

A confirmation will appear on the top of the page 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

This screenshot shows the top of the portal interface. A yellow banner at the top contains the message: 'EDIT MODE: Imported changes need to be reviewed and saved'. Below this, the header includes the SPPC logo, the time '13:08 Gulf Standard Time', and the user 'Welcome SMBC 1'. The main content area shows the RFP title 'RFP: R5 Solar PV RFP - R5 Solar PV RFP Final Submission' and the status 'Running'. There are 'Undo All Changes' and 'Save Changes' buttons. A message box states: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Below the message is the 'My Response Summary' section.

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## 4. Review and Submit Response

Go through your response and ensure you have answered all questions available in the response questionnaire.

EDIT MODE: Imported changes need to be reviewed and saved

18:02 Australian Central Standard Time

Welcome Du solar

RFP: R5 Solar PV RFP - R5 Solar PV RFP Final Submission

Running

Undo All Changes Save Changes

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

	ENVELOPE	INFO PARAMETERS		
1.	Technical Response	Missing optional responses (327) No additional attachments		
2.	Commercial Response	Mandatory fields missing (30)	Total Price (excluding optional sections)	0

Response Management Area - You are replying as: My Organisation Only (No consortium)

Currency: SAR

Online Questionnaire In Excel Submit Response

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

Click on 'Save Changes' icon, then click on 'Submit Response' button to submit your response to SPPC .

Also, ensure that all attachment questions have been successfully uploaded directly on the SPPC eProcurement portal.

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