

BEELAN PORTAL User Guideline for Bidder Role

Date: 12th March 2024

Ministry of Finance Republic of Maldives

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Beelan Portal Guideline for Bidders

Getting Started

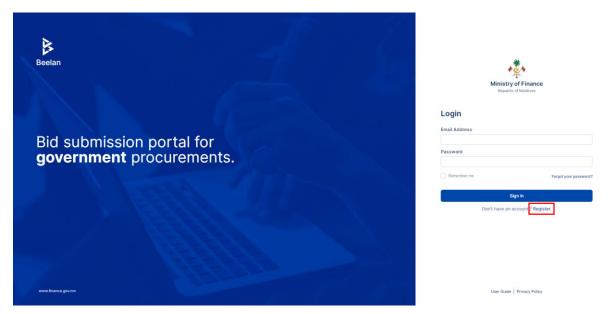
Open your web browser and enter the following URL in the address bar.

https://beelan.finance.gov.mv/

Then, press the Enter key.

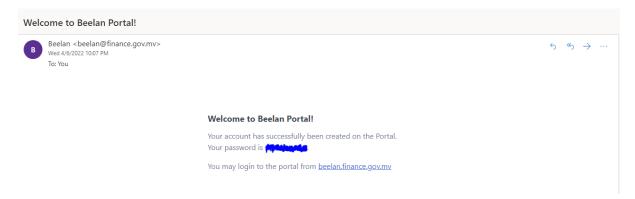
Registering to Portal

To Register to Beelan Portal, bidders are required to fill the form which will appear once they click the "register" on home page of the portal. The form shall be submitted to Ministry of Finance as stated in the form.



This registration process is a one-time registration process which the bidder needs to complete in order to create a login ID for the portal.

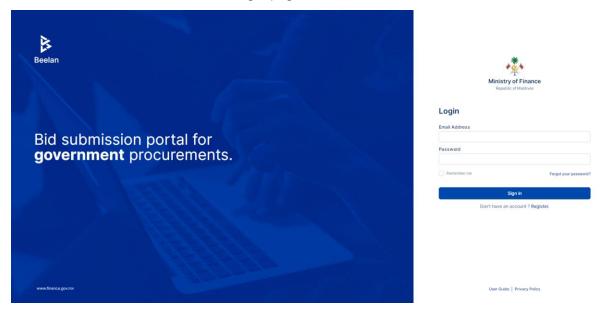
Upon the successful creation of login ID, bidder will receive an email, for the registered email address as shown below.



Note: Please check junk folder of your email if you do not find an email in your inbox.

Logging into the portal

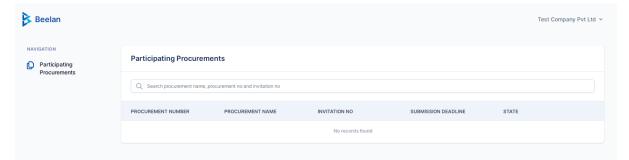
The user will then be directed to the login page for bidders as shown below.



Bidders are required to enter email address and password to the respective fields to log in to the portal.

Main Page once logged in

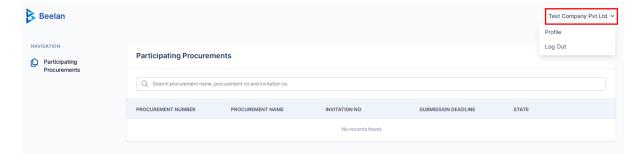
Once you are logged in, you will be directed to the main page where all procurement cases which the bidder has/is participating are listed.



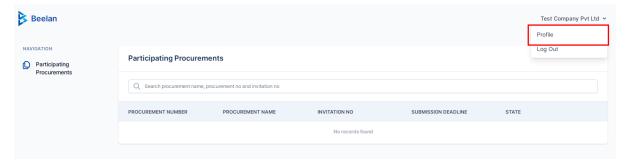
Profile

Viewing & Editing Profile Information

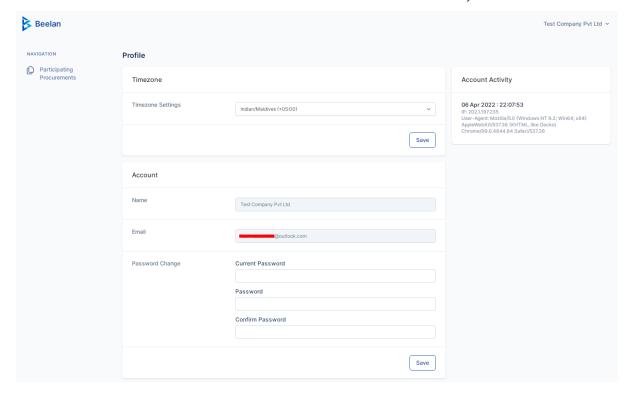
To "view/edit" profile information, click the user name on right corner of the screen. Then a drop down bar will appear.



Select "profile" tab from the drop-down bar.

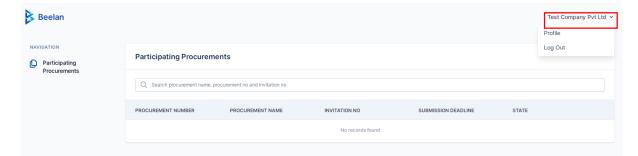


Then the user will be able to view account information and account activity as shown below.

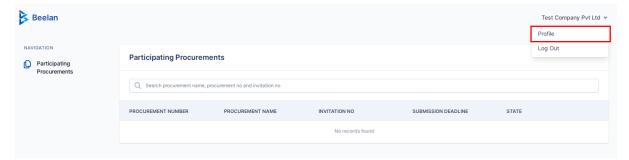


Changing Password

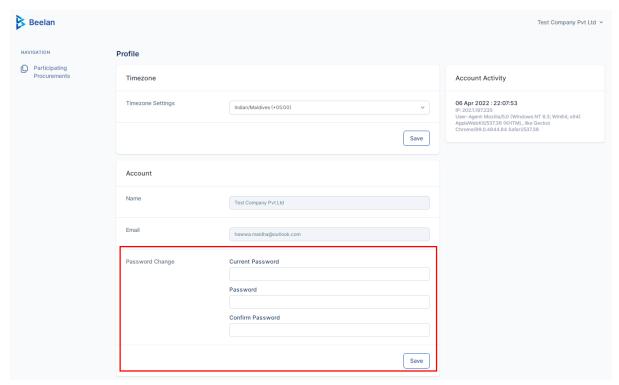
Users may change their password by clicking to the user name on top right corner of the user profile.



Once, you click the name a drop down bar will appear from which users can select "profile" to view their profile from the portal.



Once the profile is viewed account details will appear as shown below. Users may change the password by filling the columns in the red box shown below.



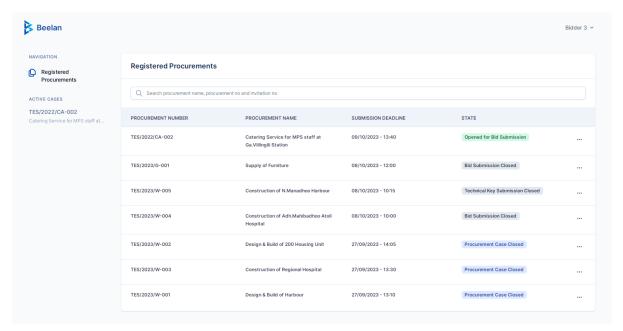
Registering to a Procurement

Paying Registration Fee

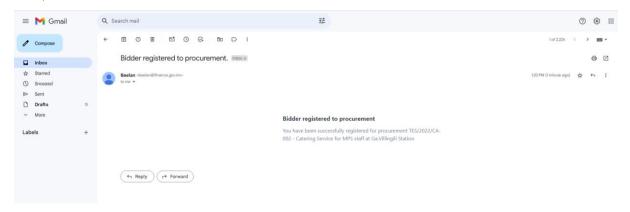
As guided on the Iulaan / Invitation for Bid (IFB), bidder will have to pay a registration fee to the procurement entity via a medium which is stated on the IFB. Once, the bidder have completed the payment registration process, the procurement officer will then register the bidder to the procurement via Beelan portal which will enable them to submit bid proposals through the portal.

Registration for a procurement via Beelan Portal

Once, the procurement officer have registered the bidder to the procurement via Beelan Portal, the bidder will be able to see the registered procurement under "participating procurements" as shown below.



In addition to this, bidder will receive an email to the registered email ID upon successful registration to a procurement as shown below.

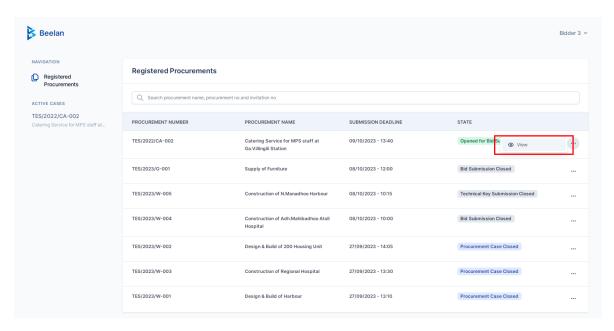


Note: Please check junk folder of your email if you do not find an email in your inbox.

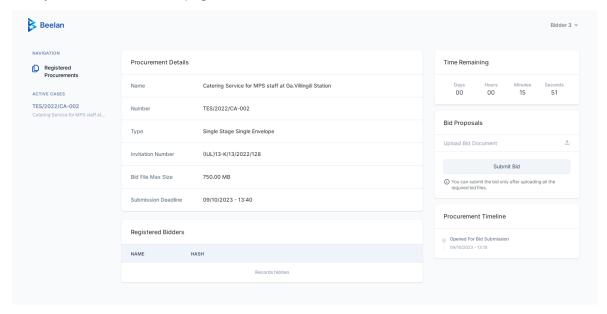
Submitting Bid Proposal (Single Stage – Single Envelope)

Viewing Procurement

To view the procurement, click "..." and when the "view" button appears click on it.

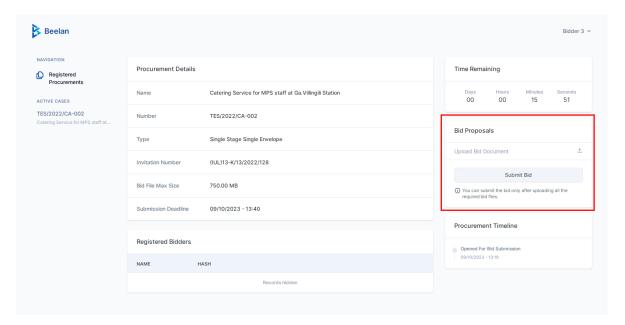


And, you will be directed to page as shown below.

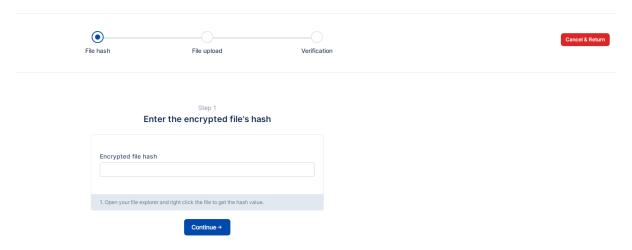


Uploading Bid Document

To upload bid document, click "upload bid document" as shown below.



Once you click the "upload bid document", you will be directed to the page as shown below.



In order to enter the encrypted files hash, please read the directions mentioned under sub headings "Encrypting File" and "Generating Hash".

Encrypting File

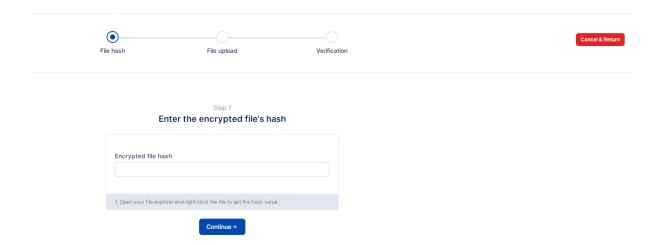
To encrypt the file, the bidder will first need to install the encryption tools to their system. For encryption, **AES standard** shall be used and bidders could use "**AES crypt**" as a tool for encryption.

Please use the guideline on below link as an AES Crypt user guide.

https://www.aescrypt.com/documentation/AES%20Crypt%20User%20Guide.pdf

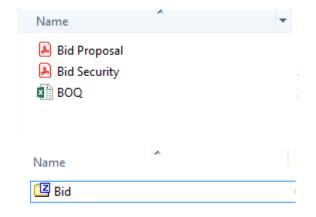
Generating Hash

To generate the **hash of encrypted file**, the bidder will first need to install the hashing tools to their system. To generate Hash, **SHA256** standard shall be used.

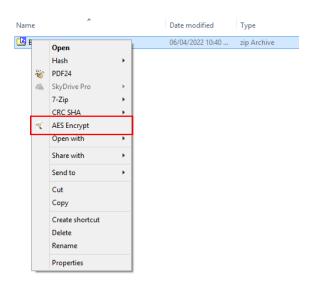


To write the hash of an encrypted file, the bidder will require to sort and identify the bid document which they want to upload. Beelan Portal will only allow 1 file to be uploaded as a "Bid Document".

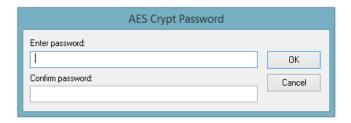
If the bidder has many files (which can be of different file types), they will need to put all the files into 1 zip folder and make it as a single file/folder.



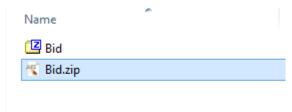
Then, the zip file shall be encrypted. The hash is generated for the encrypted file. So, if the bidder has encryption tool installed on the system, he/she will be able to see "AES Encrypt" as shown below once they right click the file.



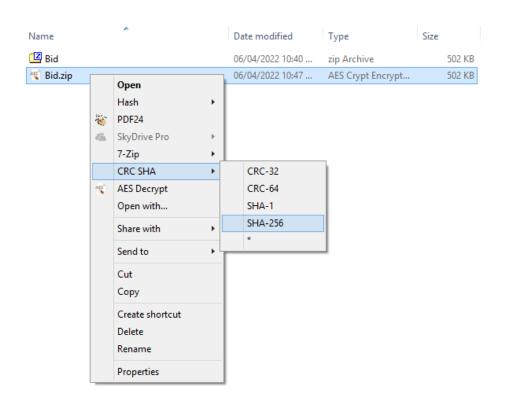
Once the bidder clicks "AES Encrypt" button, a tab will appear on desktop as shown below to enter password to encrypt the file. This password will be used by bidder during bid submission session as a "key" to open bid proposal. Hence, the password shall be securely maintained.



Once, the bidder encrypts the file by entering a password, the file type will change to an AES encrypted file as shown below.

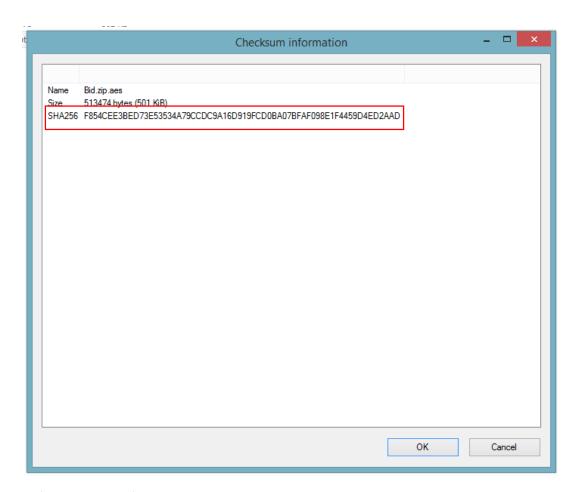


Then, the bidder will have to generate the hash of the encrypted file. For the purpose of explaining the process of generating hash in this guideline, we have used 7-Zip software. To do this, right click the encrypted file, then a drop down bar will appear as shown below.



If the bidder has hashing tool installed on the system, he/she would be able to see "CRC SHA" as shown above. Once, you click "CRC SHA" another menu will open which will state different hashing standard. So, click "SHA-256" as shown on above screenshot, as Beelan Portal requires Hash to be of SHA256 standard.

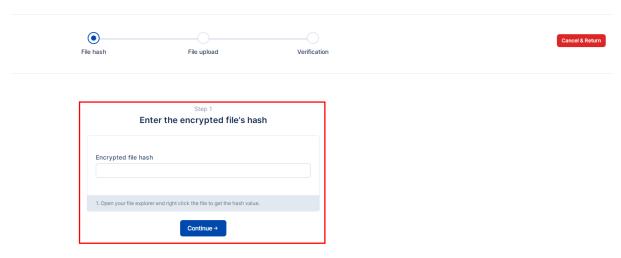
Once the bidder clicks "SHA-256", a tab will appear on screen as shown below, this will show the bidder the hash of the file.



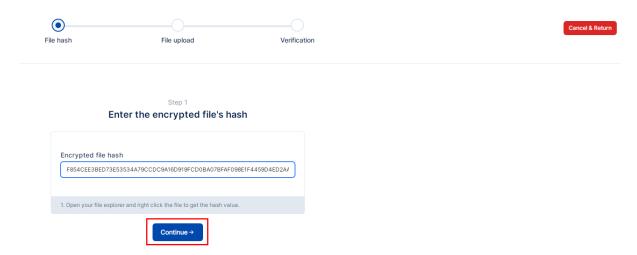
Submitting Hash

Process Flow if Bidder Provides Correct Hash

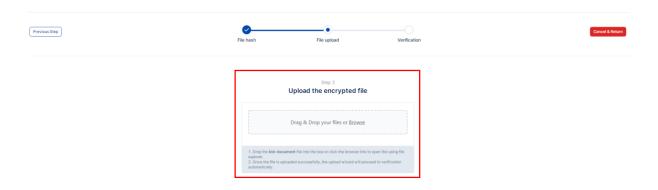
Once the hash is generated, copy the hash and then enter it to Beelan Portal as the step 1 required to upload bid documents is to enter "encrypted file hash" as shown below.



Enter the hash of the file to the field and then click "continue" as shown below.



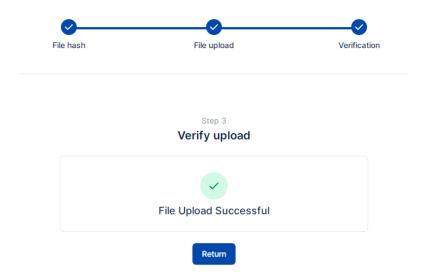
Once the bidder click the "continue" button, bidder will be directed to complete step 2 which is to upload the encrypted file.



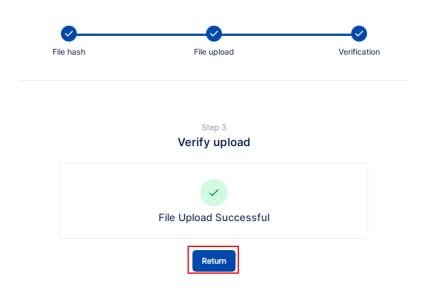
Then, drag and drop the encrypted file as instructed on the below screenshot.



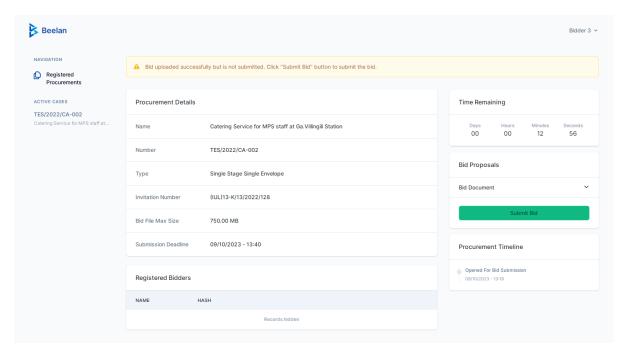
Once the file upload is completed, the screen will show on successful file upload as shown below.



Then click the "return" button as shown below.

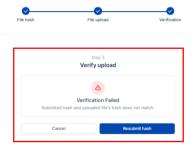


When you click "return" the page will be as shown below.

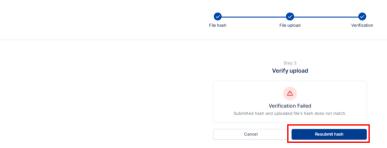


Process Flow if Bidder Provides Incorrect Hash

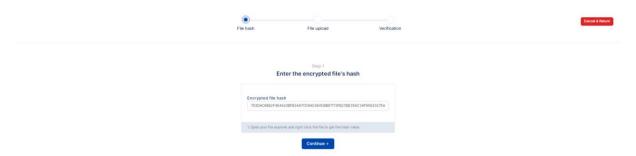
If hash provided by bidder does not match the hash of the file uploaded to the portal, document verification will fail. And, bidder will be required to either Resubmit Hash or to Cancel the upload and start the bid upload process again.



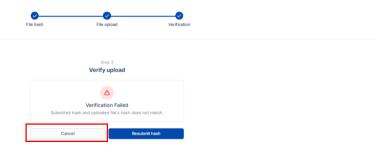
To resubmit the hash of file, click "resubmit hash".



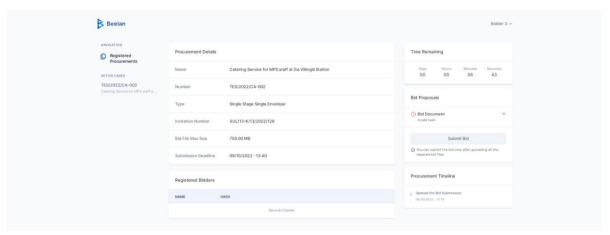
When you click the "Resubmit Hash" button, it will direct you to page where you can submit the hash of uploaded file. And, once you enter the correct hash, upload will be verified.



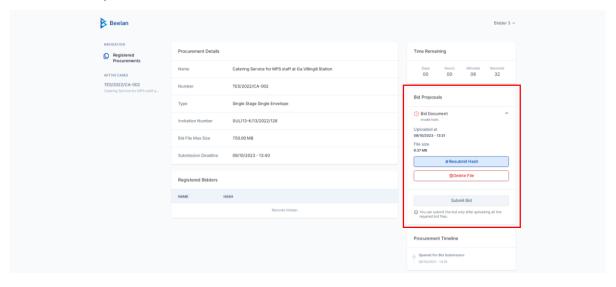
If you click "cancel" in case of document verification fail as shown below.



It will direct you to procurement case.



And from here you can select either "resubmit hash" or "delete file".



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Beelan

NAVISATION

Procurement Details

Name Catering Service for MPS staff at Ga Villingili Station

Days Hours Sciences

TES/2022/CA-002

Catering Service Not MPS staff a.

Number TES/2022/CA-002

Type Single Stage Single Envirope

Invitation Number UUL/13-K/13/2022/128

Bid File Max Size 750.00 MB

Submission Deadline

On/10/2023 - 13-40

Registered Bidders

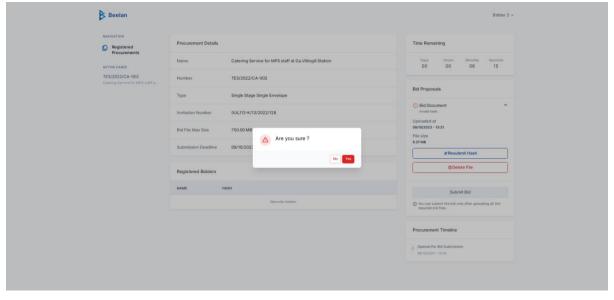
NAME HASH

Submit Size Assistant the lock only of the spreading off the registered bidders

NAME HASH

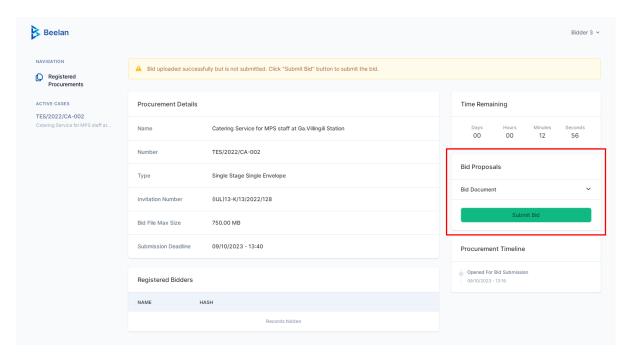
If bidder clicks the delete file button, the bidder will be required to verify file delete.

To verify file delete, bidder is required to submit yes and once the bidder submits yes, the uploaded file will be deleted and bidder will have to start the bid upload process again.

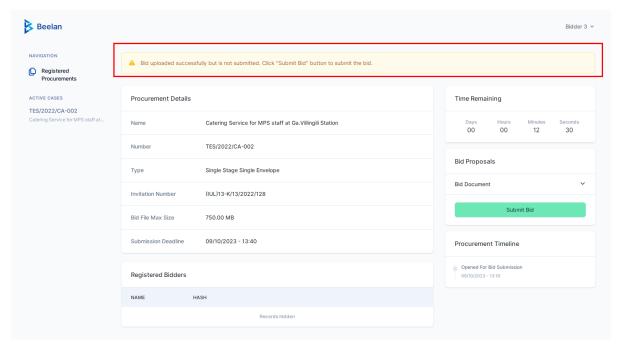


Submitting Bid

Once, the bid document is uploaded successfully, bidder shall click the "submit bid" button. Even if the bid was uploaded, it would not be considered as long as bidder does not submit it.

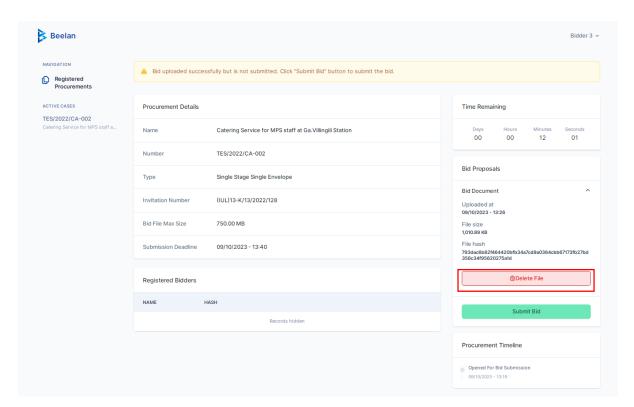


To notify bidders that the bid was uploaded successfully but it has not been submitted, there will be a notification on top of the page as shown below.

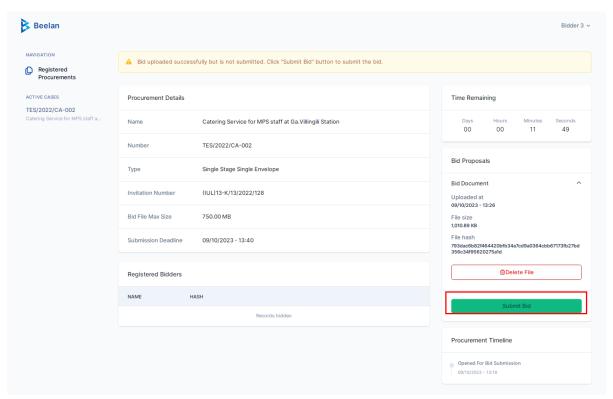


Deleting Bid

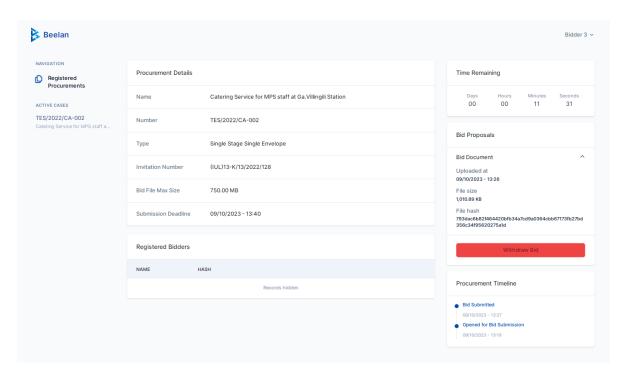
Once the file is uploaded, bidder will be able to delete the file using "delete file" button as shown below. And, this will allow bidders to upload another file if they wish to. And, this button can only be used before the bid submission deadline.



If the bidder does not delete the file and clicks "submit bid" button as shown below, the bid proposal will be submitted as a bid.

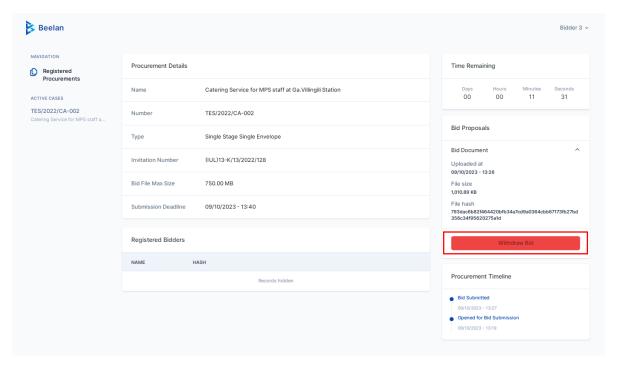


Once the bidder clicks submit button, they will see the screen as below.

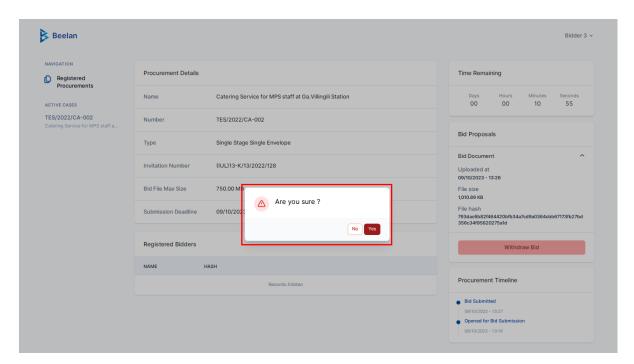


Withdrawing Bid

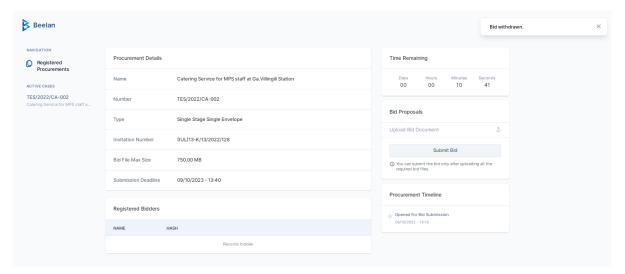
If a bidder wishes to withdraw or wants to upload a new bid proposal, they can click "withdraw bid" button as shown below.



Once the bidder clicks withdraw button, they will be required to confirm the withdrawal as shown below.

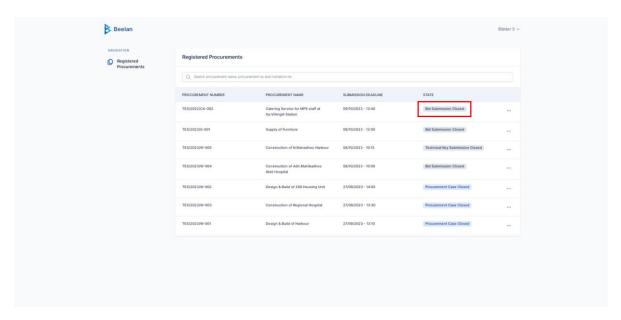


If the bidder submits for withdrawal, the submitted bid document will be removed from the portal. And, it will allow the bidder to upload and submit a new bid document as shown below. To upload bid documents, please follow the instructions under heading "uploading bid document" in this user manual.

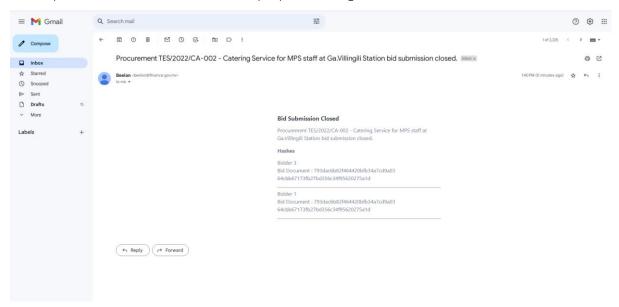


Closing of Bid Submission Deadline

Once, the bid submission deadline is reached, bid submission will be closed. And bidders would not be able to upload / withdraw bid document.

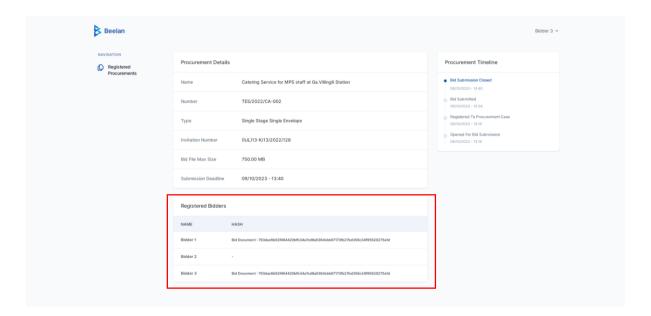


Upon the closing of bid submission, all bidders who have submitted bid proposal will receive an email to the registered email address on closing of bid submission. This email will include the name of companies which have submitted bid proposals along with their Hash.



Note: Please check junk folder of your email if you do not find an email in your inbox.

In addition to this, bidder will be able to identify registered bidders and bidders who have submitted bid proposals along with their hash on Beelan Portal as shown below.



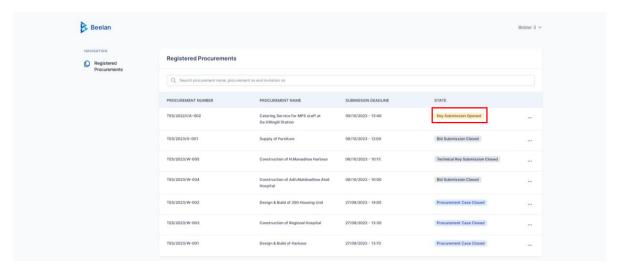
Bid Opening Session (Single Stage – Single Envelope)

Once bid submission is closed, then there will be opening of bids submitted. Bid Opening Session will be held via an online medium via Microsoft Teams, Zoom etc. on the date specified on the bidding document/information sheet for bid opening.

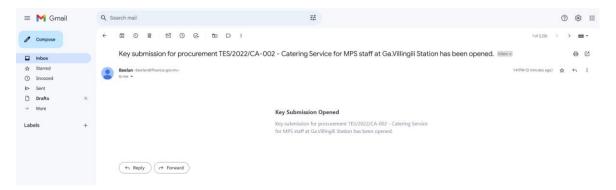
During the Bid Opening session, bidders will be required to submit "key" to open the bid proposal.

Opening for Key Submission

Once the procurement officer opens for key submission, the status of the case will be changed as shown below.

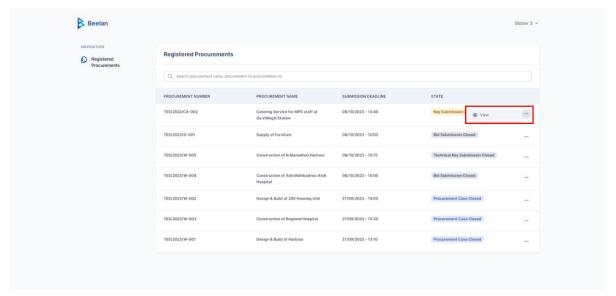


In addition to the portal status being changed, the bidder will also receive an email to the registered email address once key submission has been opened.



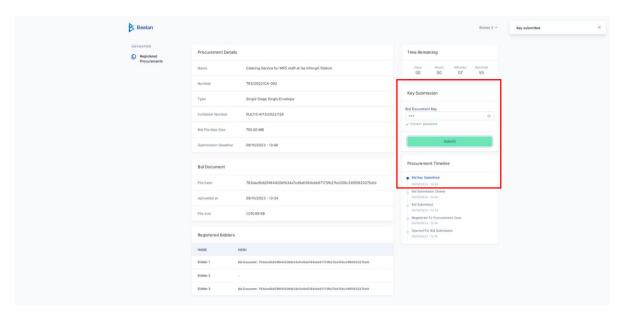
Note: Please check junk folder of your email if you do not find an email in your inbox.

To submit the key, click the "..." and select "view" as shown below.

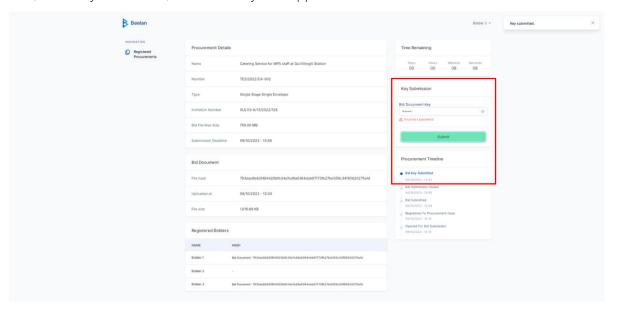


Once the bidder click "view", they will be directed to the below page. Write the "key" of the encrypted file and submit the key. Bidders will be given 10 minutes period to submit "key" of the encrypted file. Once the bidder submits "key", key submitted date and time will appear.

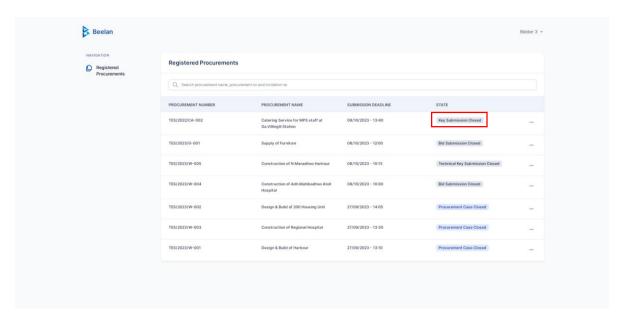
Bidders can also verify through portal if correct key have been submitted. If the key is correct, "correct password" will appear.



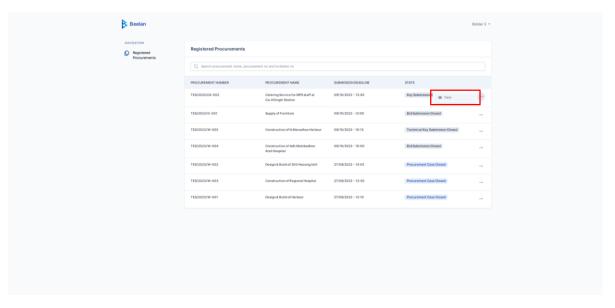
And, if the key is incorrect, "incorrect key" will appear.



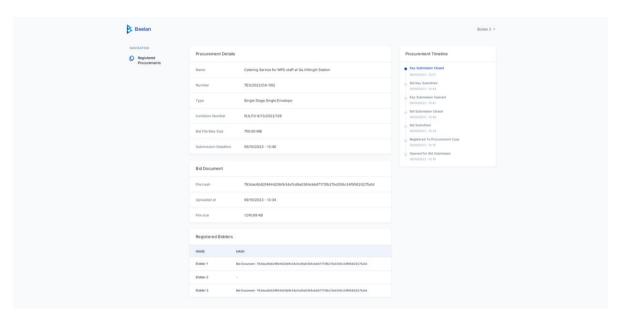
Once the 10 minute deadline given for bidders to submit "key" of the encrypted file is passed, the state of procurement will change to "key submission closed".



Once key submission is closed, bidder can click "view" button to see the details of procurement case.

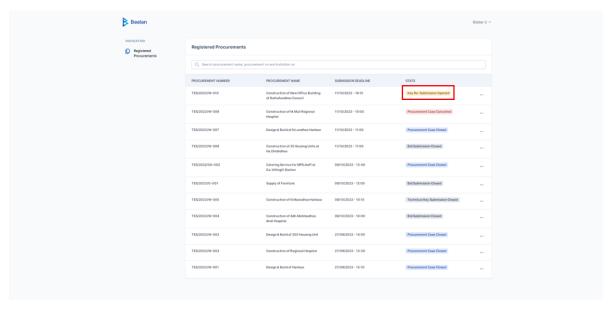


And, the bidder will see the details of procurement case.

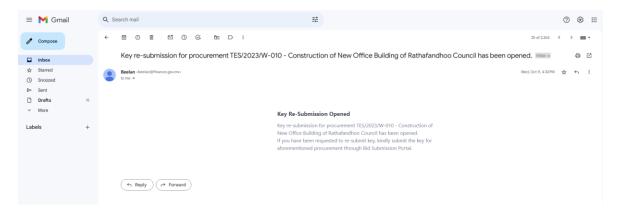


Opening for Key Re-Submission

Once the procurement officer opens for key re-submission, the status of the case will be changed as shown below.

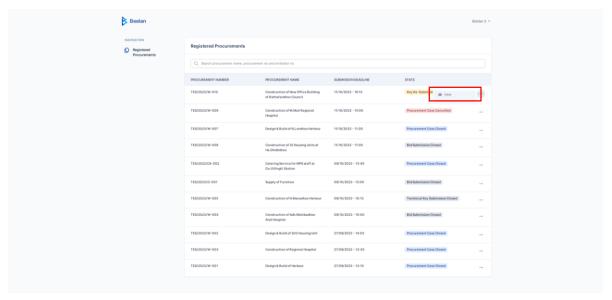


In addition to the portal status being changed, the bidder will also receive an email to the registered email address once key re-submission has been opened.

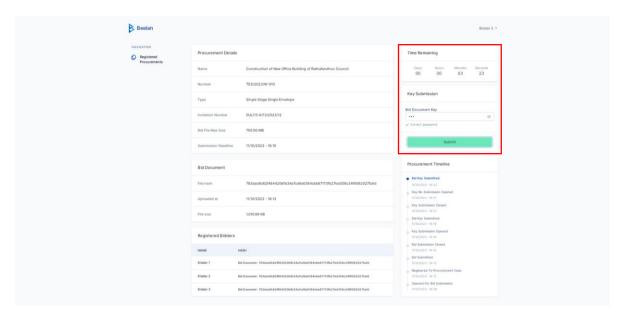


Note: Please check junk folder of your email if you do not find an email in your inbox.

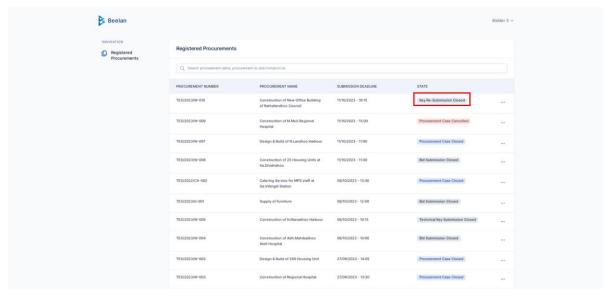
Once, key re-submission is opened, bidders can "view" the procurement case to re-submit key.



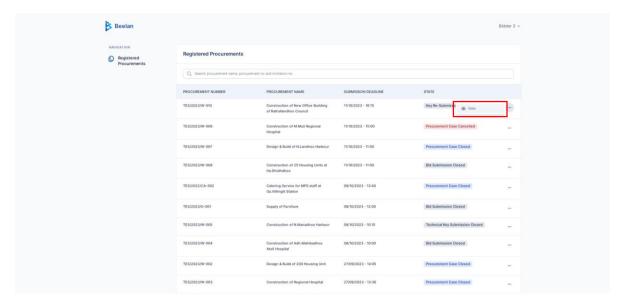
Only the bidders who failed to provide correct password are required to resubmit key. Write the "key" of the encrypted file and submit the key. Bidders will be given 5 minutes period to re-submit "key" of the encrypted file. Once the bidder submits "key", key submitted date and time will appear on procurement timeline.



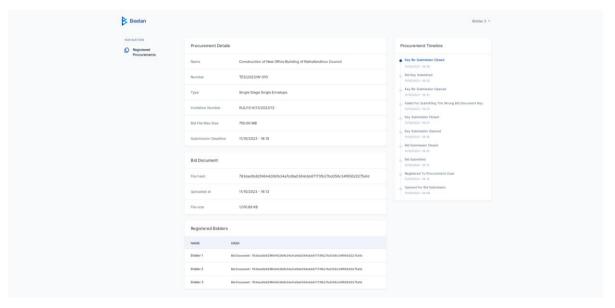
Once the 5 minute deadline given for bidders to re-submit "key" of the encrypted file is passed, state of the procurement will change to "key re-submission closed".



Once key re-submission is closed, bidder can click "view" button to see the details of procurement case.

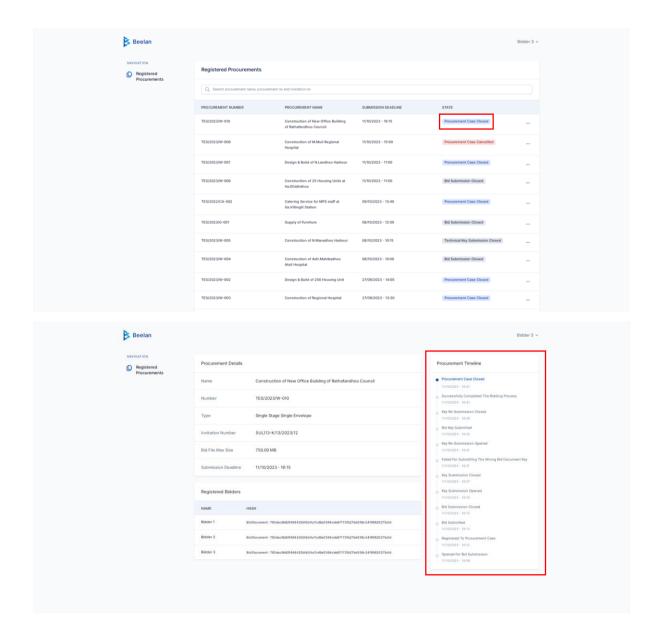


And, the bidder will see the details of procurement case.



Closure of Procurement Case

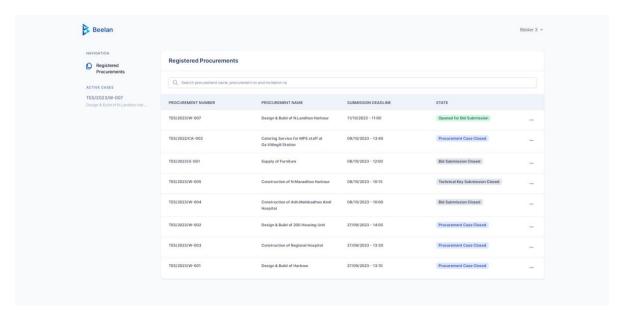
Once the key submission is completed, the procurement officer will conclude the bid submission session and close the procurement case. When the procurement case is closed, bidder will see the status from portal as "procurement case closed".



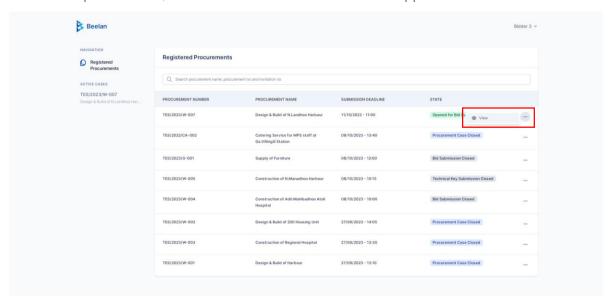
Submitting Bid Proposal (Single Stage – Dual Envelope)

Viewing Procurement

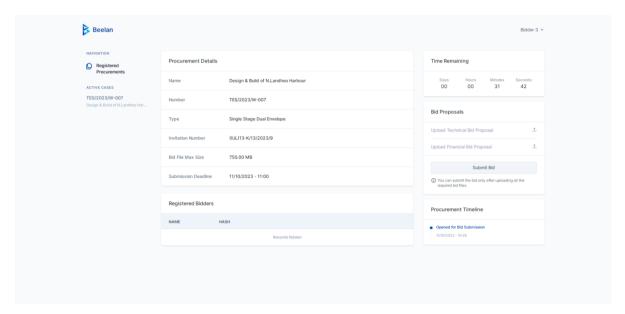
When the bidder logs in to the Beelan Portal, he/she will see all the registered procurements on the first page.



To view the procurement, click "..." and when the "view" button appears click on it.

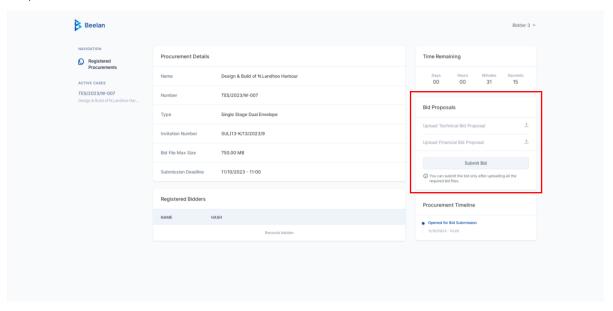


And, the bidder will be directed to page as shown below.

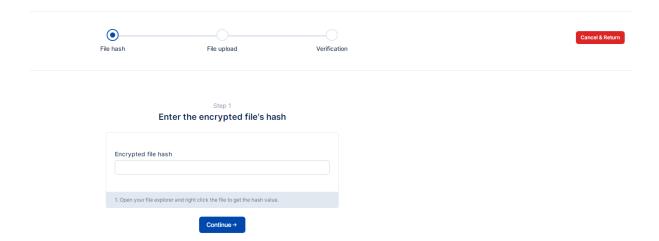


Uploading Bid Document

To submit bids for Single Stage - Dual Envelope, bidders are required to upload both Technical Bid Proposal and Financial Bid Proposal. So, to upload bid document, click "Upload Technical Bid Proposal" as shown below.



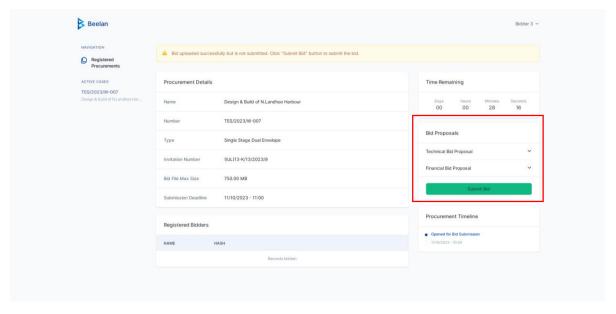
Once you click the "upload Technical Bid Proposal", you will be directed to the page as shown below.



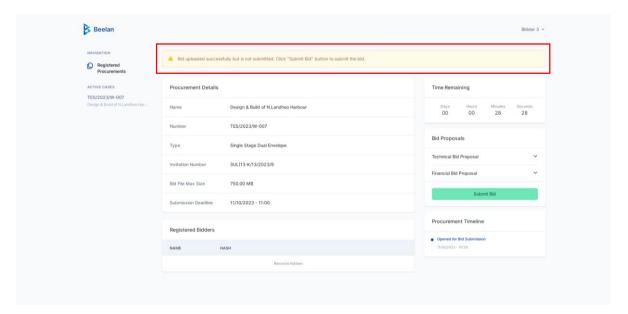
In order to enter the encrypted files hash, please read the directions mentioned under sub headings "Encrypting File", "Generating Hash" and "Submitting Hash".

Submitting Bid

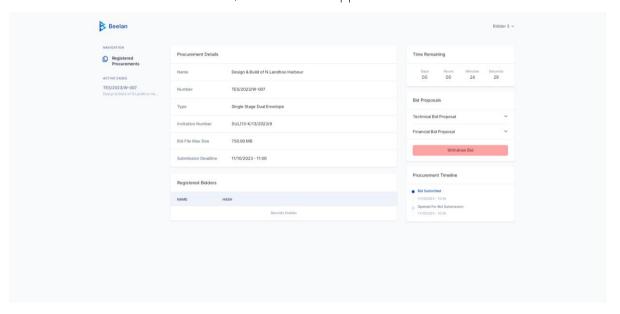
Once, both Technical Bid Proposal and Financial Bid Proposal are uploaded successfully, bidder shall click the "submit bid" button. Even if the bid was uploaded it would not be considered as long as bidder does not submit it.



To notify bidders that the bid was uploaded successfully and that it has not been submitted, there will be a notification on top of the page as shown below.

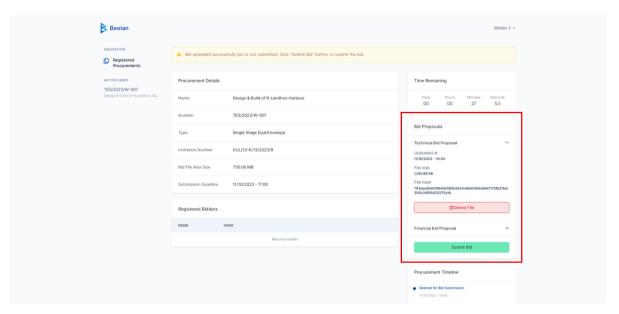


Once the bidder clicks submit button, the screen will appear as below.



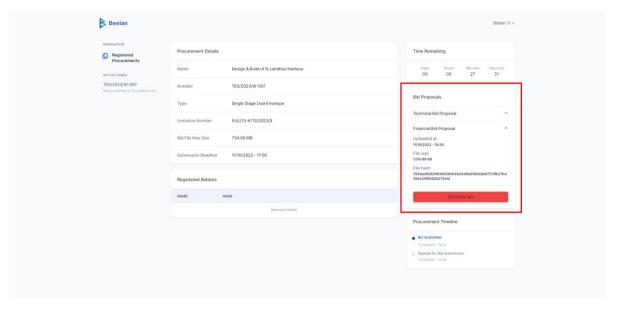
Deleting Bid

Once the technical and/or financial bid proposal are uploaded, bidder will be able to delete the file using "delete file" button as shown below. And deletion of uploaded bid proposal will allow bidders to upload another file if they wish to. And, this button can only be used prior to the bid submission deadline.

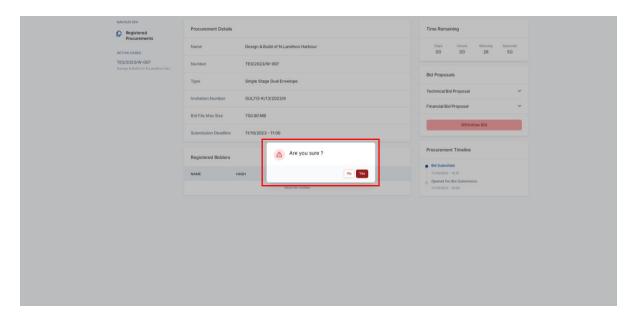


Withdrawing Bid

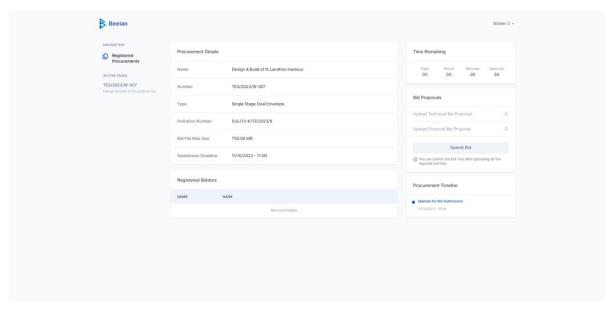
After submitting the bid, prior to bid submission deadline, bidder can withraw the bid proposal at anytime. If a bidder wishes to withdraw or wants to upload a new bid proposal, the bidder can click "withdraw bid" button as shown below.



Once the bidder clicks withdraw button, they will be required to confirm the withdrawal.

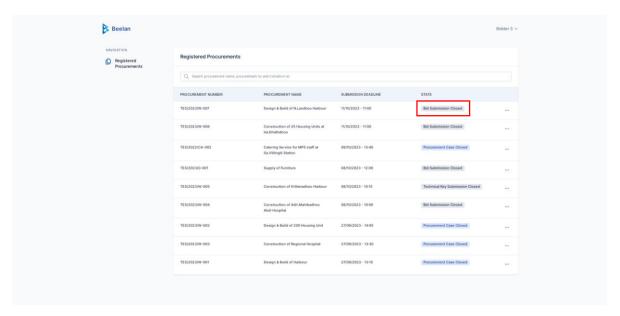


If the bidder submits for withdrawal, the submitted bid document will be removed from the portal. And, it will allow the bidder to upload and submit a new bid document as shown below. To upload bid documents, please follow the instructions under heading "Uploading Bid Document" in this user manual.

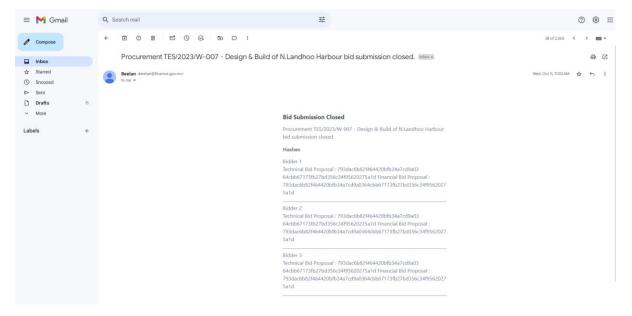


Closing of Bid Submission Deadline

Once, the bid submission deadline is reached, bid submission will be closed. And bidders would not be able to upload / withdraw bid proposal.

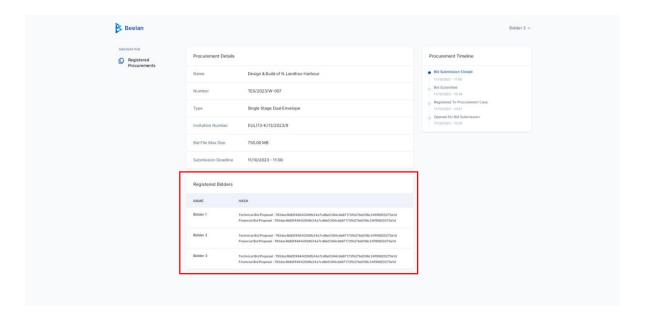


Upon the closing of bid submission, all bidders who have submitted bid proposal will receive an email to the registered email address on closing of bid submission. This email will include the name of companies which have submitted bid proposals along with their Hash for Technical and Financial Bid Proposal.



Note: Please check junk folder of your email if you do not find an email in your inbox.

In addition to this, bidder will be able to identify registered bidders and bidders who have submitted bid proposals along with their hash on Portal as well if they view the procurement case as shown below.



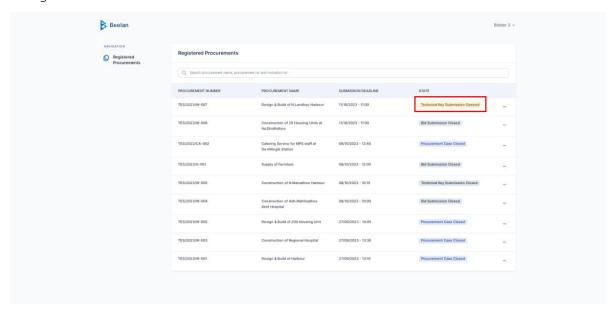
Technical Bid Opening Session (Single Stage – Dual Envelope)

Once bid submission is closed, then there will be opening of technical bid proposals submitted. Technical Bid Opening Session will be held via an online medium via Microsoft Teams, Zoom etc. on the date specified on the bidding document/information sheet for bid opening.

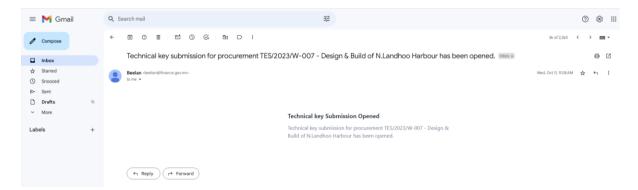
During the Technical Bid Opening session, bidders will be required to submit "key" to open the technical bid proposal.

Opening for Technical Key Submission

Once the procurement officer opens for technical key submission, the status of the case will be changed as shown below.

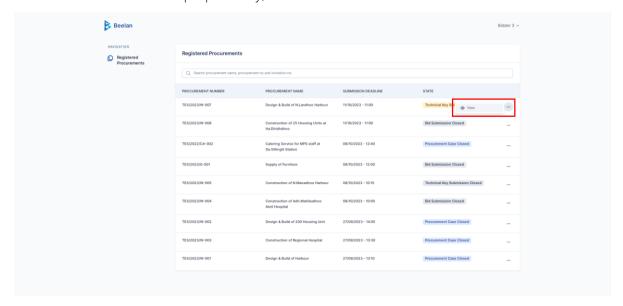


In addition to the portal status being changed, the bidder will also receive an email to the registered email address once technical key submission has been opened.



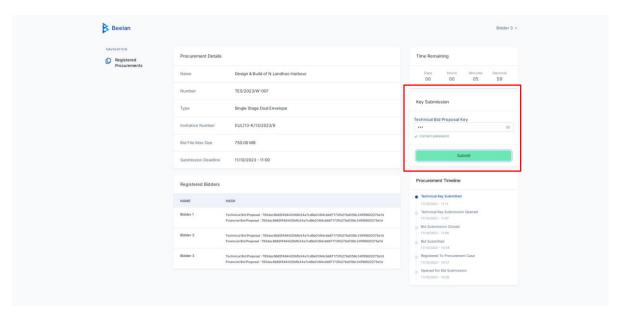
Note: Please check junk folder of your email if you do not find an email in your inbox.

To submit the technical bid proposal key, click the "..." and select "view" as shown below.

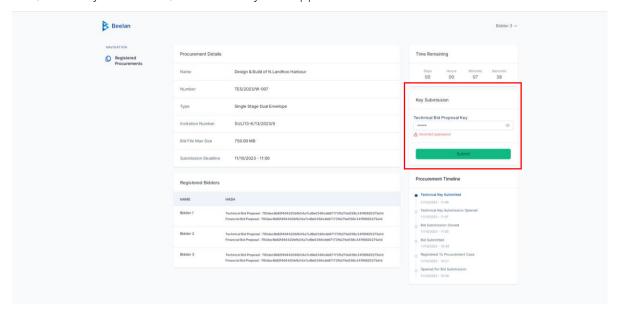


Once the bidder click "view", they will be directed to the below page. Write the "key" of the encrypted file and submit the key. Bidders will be given 10 minutes period to submit "key" of the encrypted file. Once the bidder submits "key", key submitted date and time will appear.

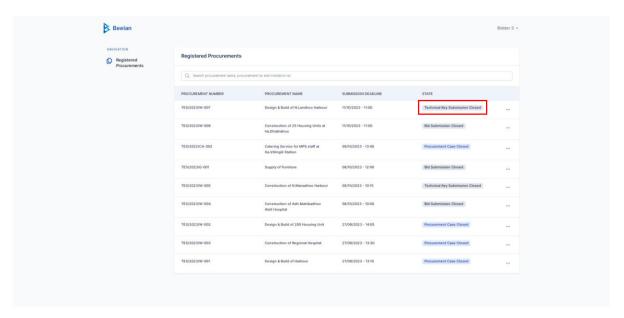
Bidders can also verify through portal if correct key have been submitted. If the key is correct, "correct password" will appear.



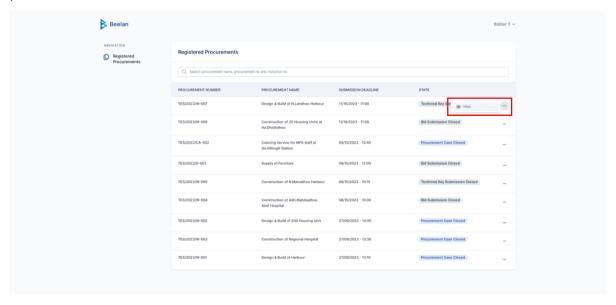
And, if the key is incorrect, "incorrect key" will appear.

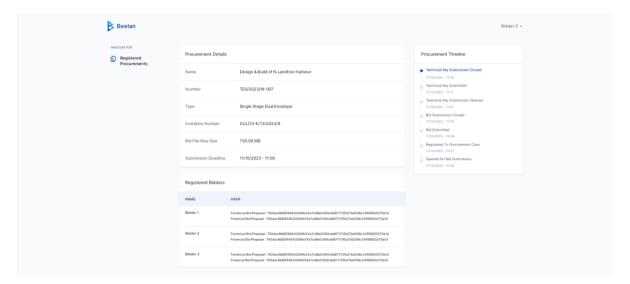


Once the 10 minute deadline given for bidders to submit "Technical Bid Proposal key" of the encrypted file is passed, state of procurement will change to "Technical Key Submission Closed".



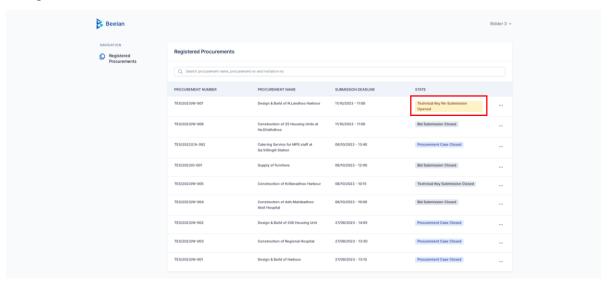
Once Technical Key Submission is closed, bidder can click "view" button to see the details of procurement case.



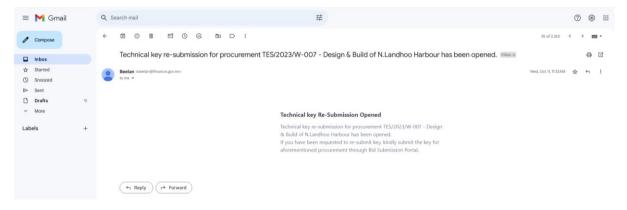


Opening for Technical Key Re-Submission

Once the procurement officer opens for Technical Key Re-Submission, the status of the case will be changed as shown below.



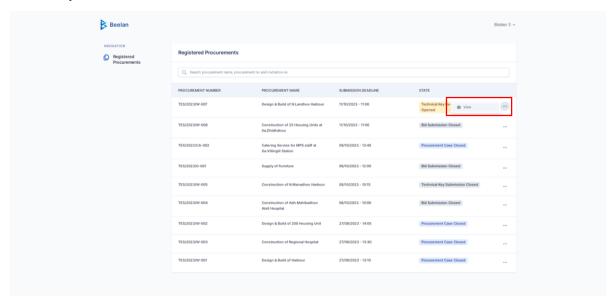
In addition to the portal status being changed, the bidder will also receive an email to the registered email address once Technical Key Re-Submission has been opened.



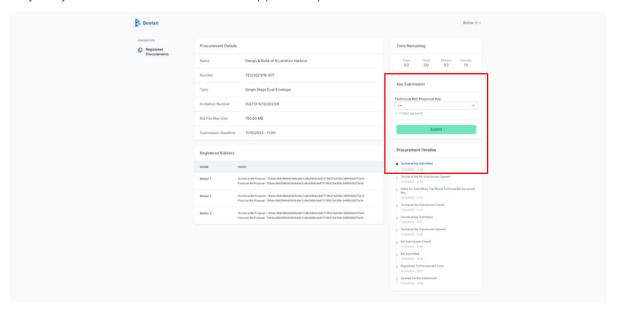
Note: Please check junk folder of your email if you do not find an email in your inbox.

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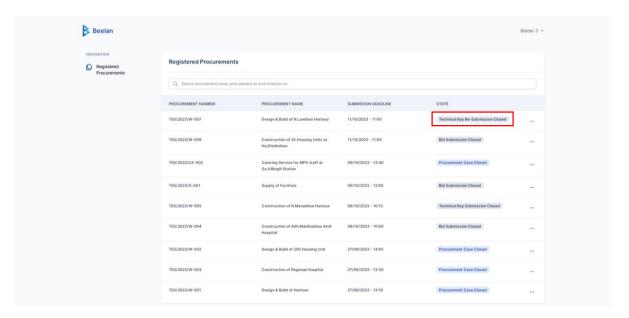
Once, Technical Key Re-Submission is opened, bidders can "view" the procurement case to resubmit key.



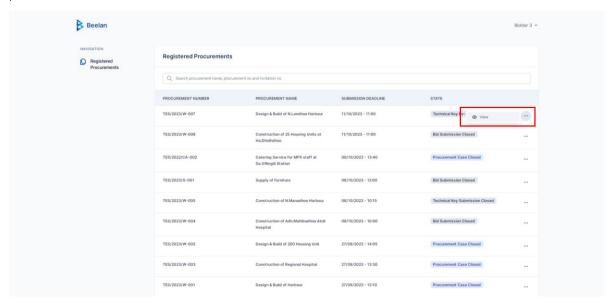
Only the bidders who failed to provide correct key for Technical Bid Proposal are required to Re-Submit Technical Bid Proposal key. Write the "key" of the encrypted file and click "submit". Bidders will be given 5 minutes period to Re-Submit Technical Bid Proposal key. Once the bidder submits "key", key submitted date and time will appear on procurement timeline.

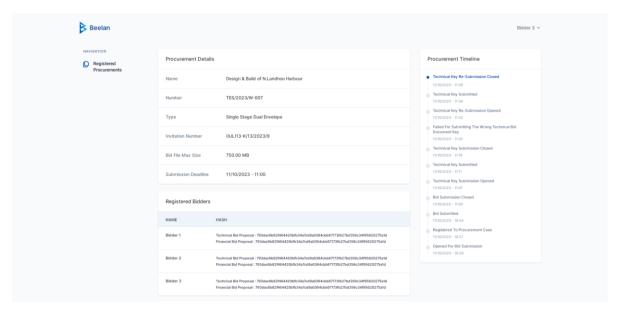


Once the 5 minute deadline given for bidders to Re-Submit Technical Bid Proposal key of the encrypted file is passed, state of procurement will change to "Technical Key Re-Submission Closed".



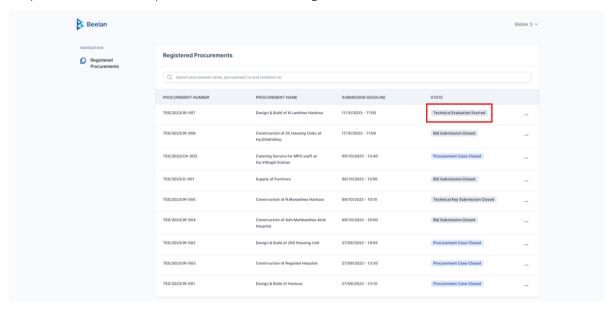
Once Technical Key Re-Submission is closed, bidder can click "view" button to see the details of procurement case.



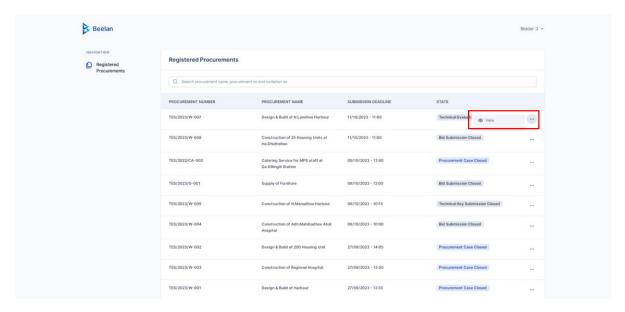


Evaluation of Technical Bid Proposal

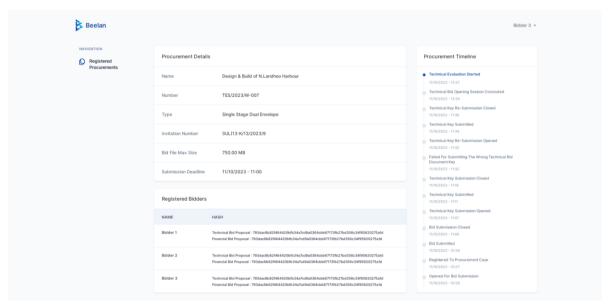
Evaluation process of the Technical Bid Proposal will not be carried out through the portal. However, to inform the bidders of the status of the procurement, once the evaluation process of Technical Proposal starts, state of procurement will be changed to "Technical Evaluation Started".



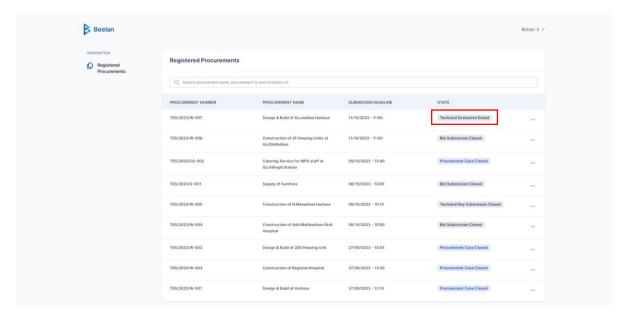
Bidder can click "view" button to see the details of procurement case.



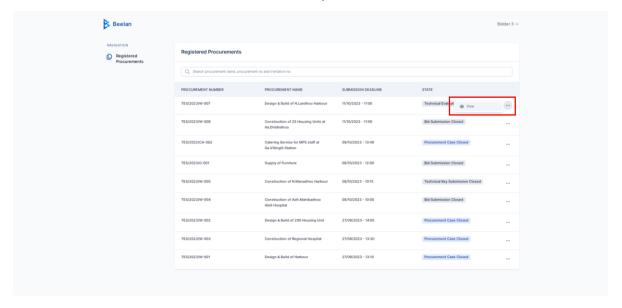
And, the bidder will see the details of procurement case.

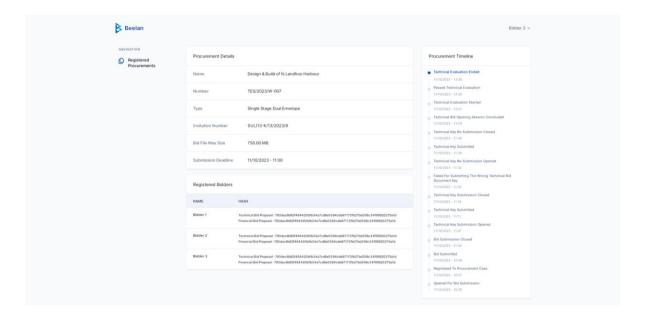


And once the evaluation process of Technical Proposal is ended, state of procurement will be changed to "Technical Evaluation Ended".



Bidder can click "view" button to see the details of procurement case.





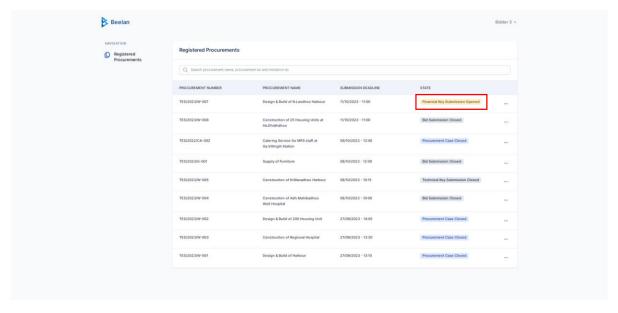
Financial Bid Opening Session (Single Stage – Dual Envelope)

Once Technical Evaluation is ended, then there will be opening of financial bid proposals submitted. Financial Bid Opening Session will be held via an online medium via Microsoft Teams, Zoom etc. on a date informed by the procurement officer to the bidders who have passed the Technical Evaluation.

During the Financial Bid Opening session, bidders will be required to submit "key" to open the Financial Bid Proposal.

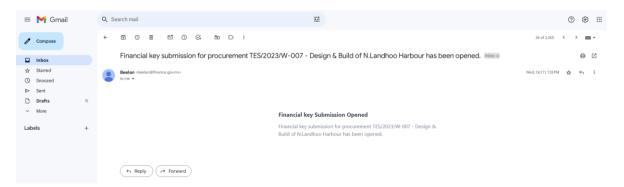
Opening for Financial Key Submission

Once the procurement officer opens for Financial Key Submission, the status of the case will be changed as shown below.



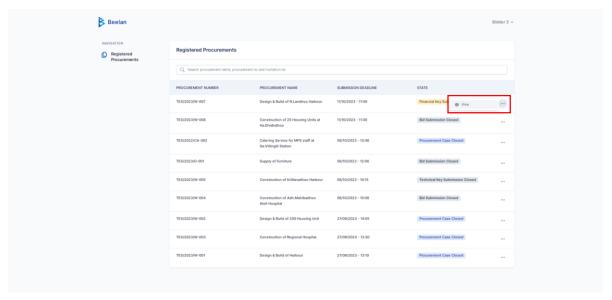
In addition to the portal status being changed, the bidder will also receive an email to the registered email address once financial key submission has been opened.

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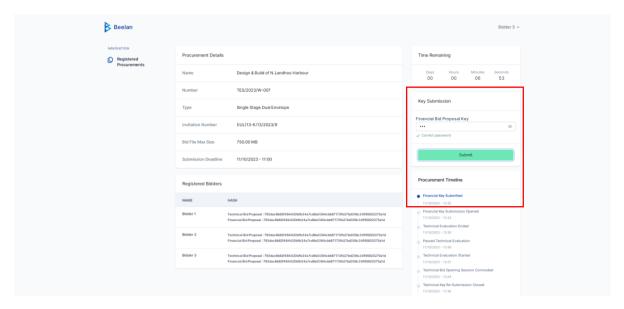
Note: Please check junk folder of your email if you do not find an email in your inbox.

To submit the Financial Bid Proposal Key, click the "..." and select "view" as shown below.

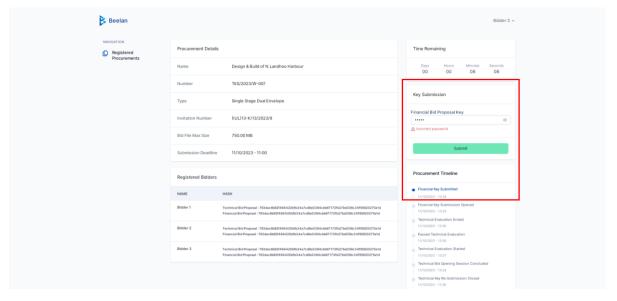


Once the bidder click "view", they will be directed to the below page. Write the "key" of the encrypted file and submit the key. Bidders will be given 10 minutes period to submit "key" of the encrypted file. Once the bidder submits "key", key submitted date and time will appear.

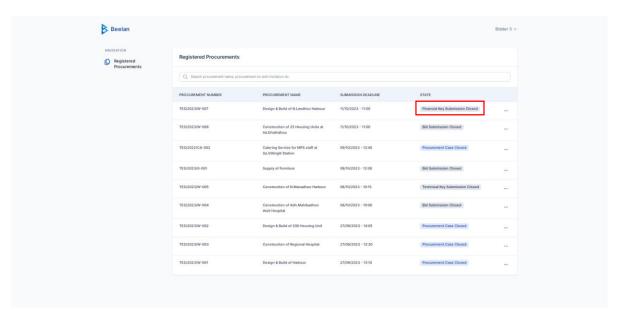
Bidders can also verify through portal if correct key have been submitted. If the key is correct, "correct password" will appear.



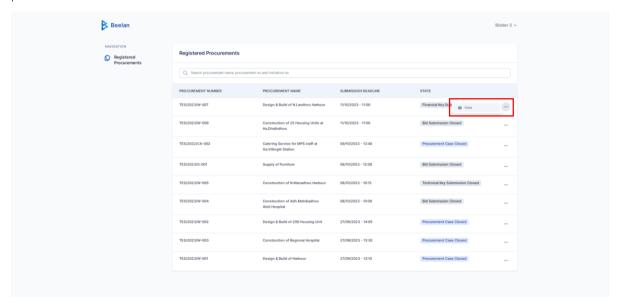
And, if the key is incorrect, "incorrect key" will appear.

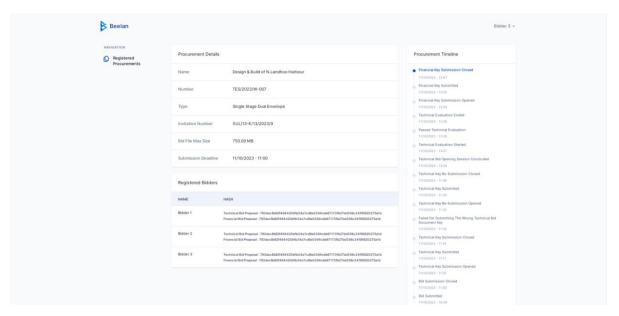


Once the 10 minutes deadline given for bidders to submit "Financial Bid Proposal key" of the encrypted file is passed, state of procurement will change to "Financial Key Submission Closed".



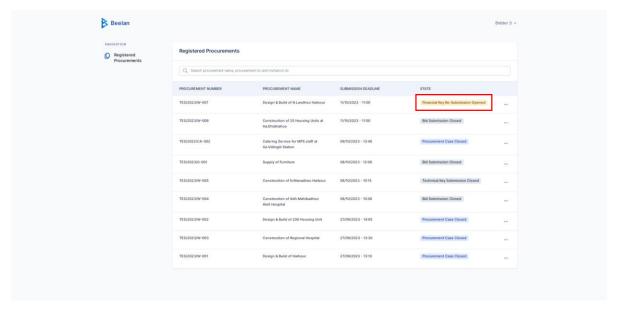
Once Financial Key Submission is closed, bidder can click "view" button to see the details of procurement case.



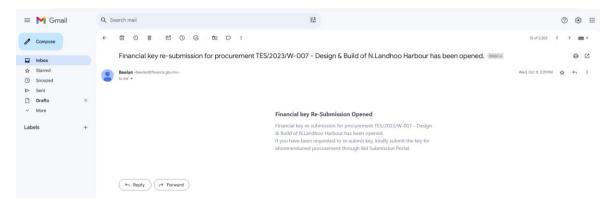


Opening for Financial Key Re-Submission

Once the procurement officer opens for Financial Key Re-Submission, the status of the case will be changed as shown below.

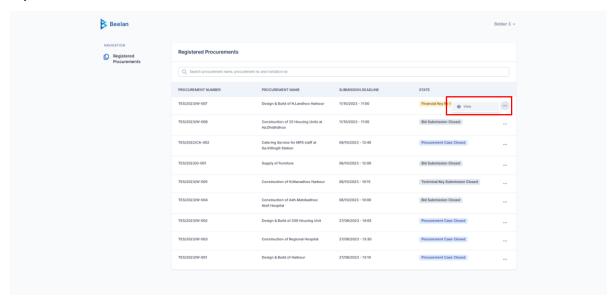


In addition to the portal status being changed, the bidder will also receive an email to the registered email address once Financial Key Re-Submission has been opened.

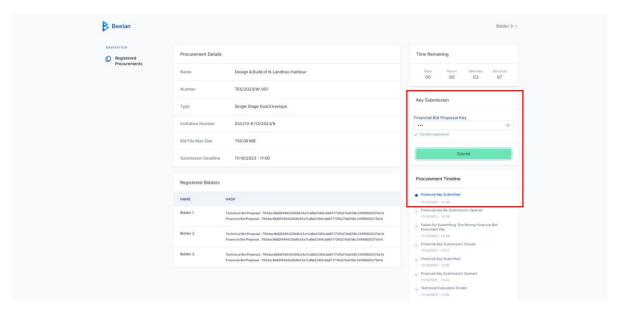


Note: Please check junk folder of your email if you do not find an email in your inbox.

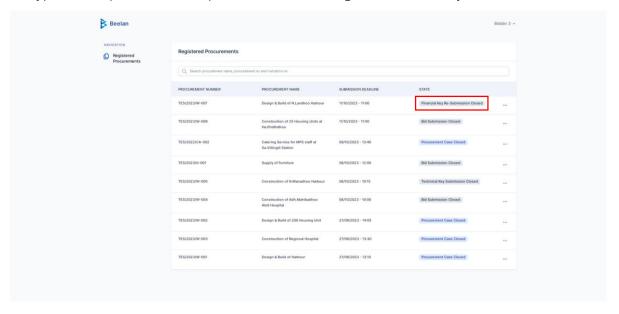
Once, Financial Key Re-Submission is opened, bidders can "view" the procurement case to re-submit key.



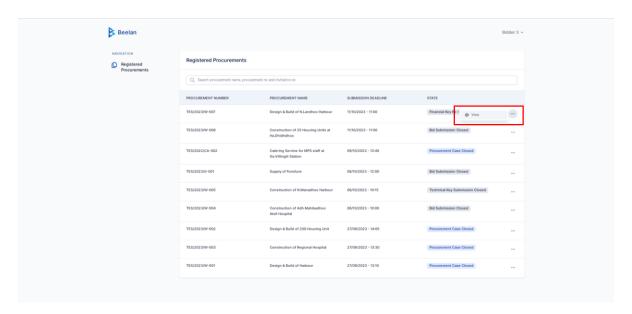
Only the bidders who failed to provide correct key for Financial Bid Proposal are required to Re-Submit Financial Bid Proposal key. Write the "key" of the encrypted file and click "submit". Bidders will be given 5 minutes period to Re-Submit Financial Bid Proposal key. Once the bidder submits "key", key submitted date and time will appear on procurement timeline.



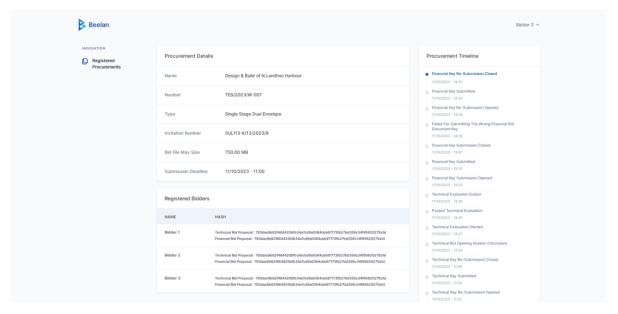
Once the 5 minute deadline given for bidders to Re-Submit Financial Bid Proposal key of the encrypted file is passed, state of procurement will change to "Financial Key Re-Submission Closed".



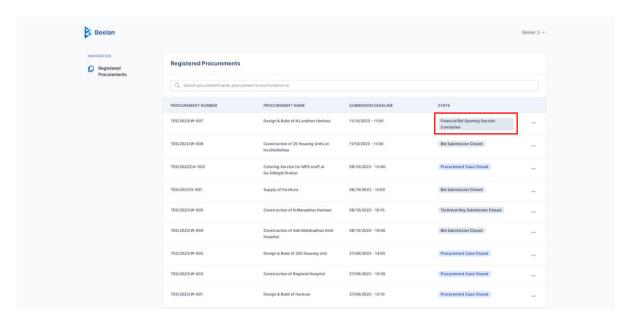
Once Financial Key Re-Submission is closed, bidder can click "view" button to see the details of procurement case.



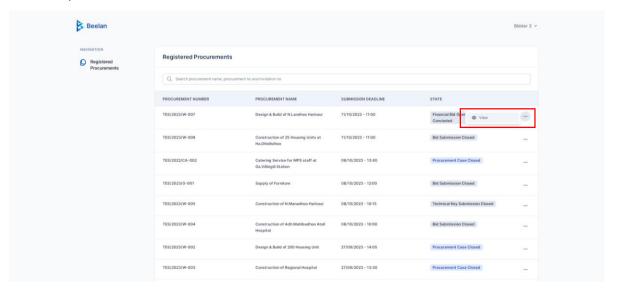
And, the bidder will see the details of procurement case.

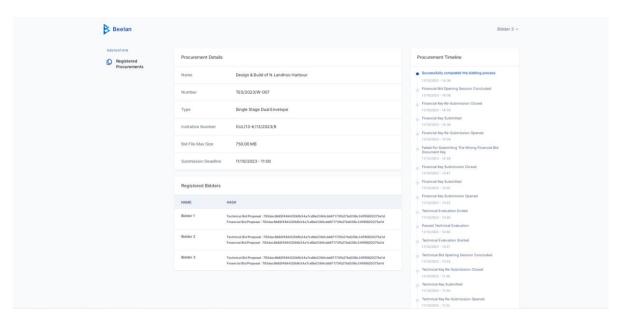


Once the Financial Key Submission process is completed, then the procurement officer will conclude the financial bid opening session. When this is done, the bidder can see from the state of procurement that Financial Bid Opening Session has been concluded.



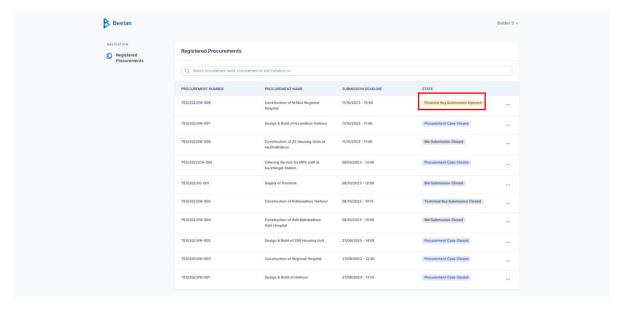
Once Financial Bid Opening Session has been concluded, bidder can click "view" button to see the details of procurement case.



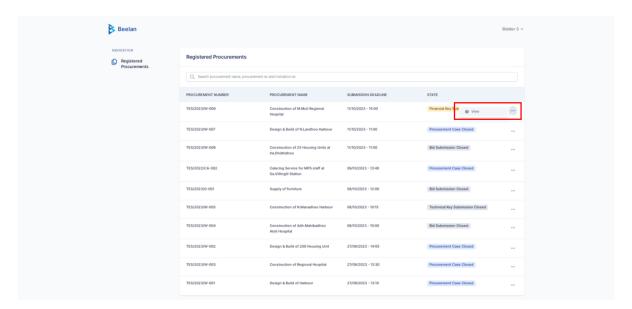


If a Bidder Fails Technical Evaluation

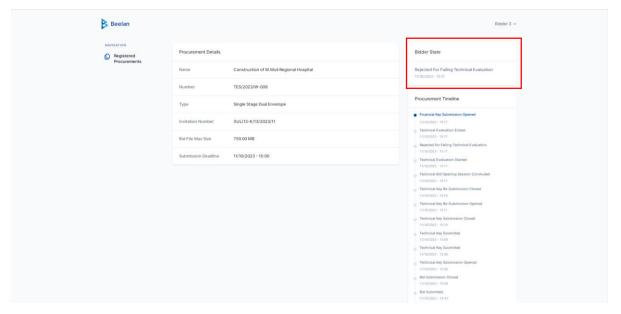
Even if a bidder fails Technical Evaluation, bidder will be able to see the state of procurement when it is opened for financial key submission.



However, when the procurement case is viewed the bidder will not be able to submit key of Financial Bid Proposal.

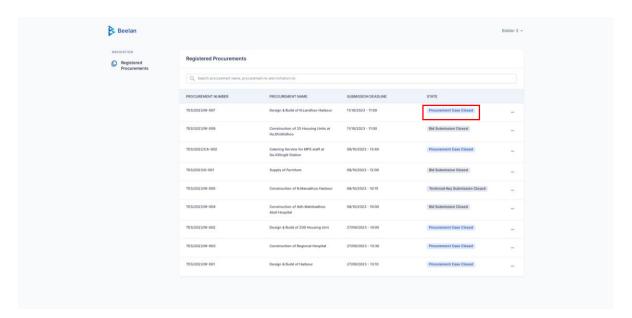


The bidder will only be able to see the state of bidder as Rejected for Failing Technical Evaluation

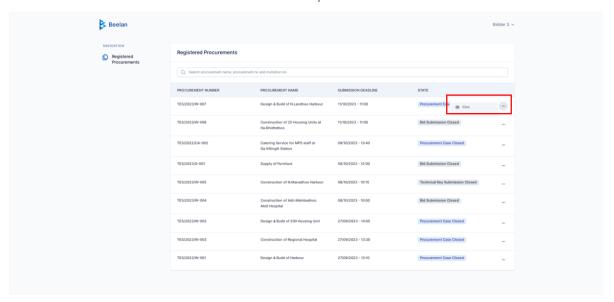


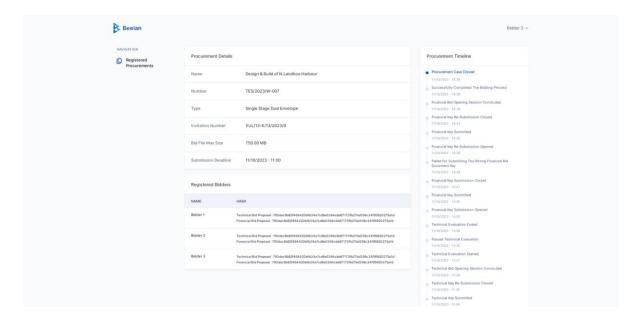
Closure of Procurement Case

Once the Financial Key Submission is completed, the procurement officer will conclude the bid submission session and close the procurement case. When the procurement case is closed, bidder will see the status from portal as "procurement case closed".



Bidder can click "view" button to see the details of procurement case.





Re-Evaluation (Single Stage – Dual Envelope)

If due to any reason, the procurement officer is to conduct a re-evaluation of Technical Bids and a bidder who was failed at initial passed during re-evaluation, the Financial Bid Proposal of the bidder will be opened.

If this process is to be carried out, in order to submit key of Financial Bid Proposal the bidder will have to follow the directions mentioned under the heading "Financial Bid Opening Session (Single Stage – Dual Envelope)".