TENDER MANAGEMENT USER GUIDE

Tenderer Portal Navigation
Respond to Tender
Respond to Addenda

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Overview

This User Guide explains to a Tenderer how to use the Tenderer Portal to:

- View a tender package
- Submit a tender response
- Manage questions and answers relatingto the tender
- Review and respond to an Addenda
- Print and download tender attachments
- Withdraw from the tender

Work through this user guide to learn how to navigate the Tenderer Portal and work with a Mirvac Tender Package.

Common Terms

- Bidder Portal also known as Tenderer Portal
- Bidder also known as Tenderer

. The following icons are used to highlight specific information.

Icon	Description
	Information Information, tips and/or details relating to the step or process
	Caution User should take care due to special circumstances, rules, or policy
	Link Links to internal or external sites or documents
	Handoff Steps that need to be completed by another role (an occur at any point of the process)

Tender Invitation

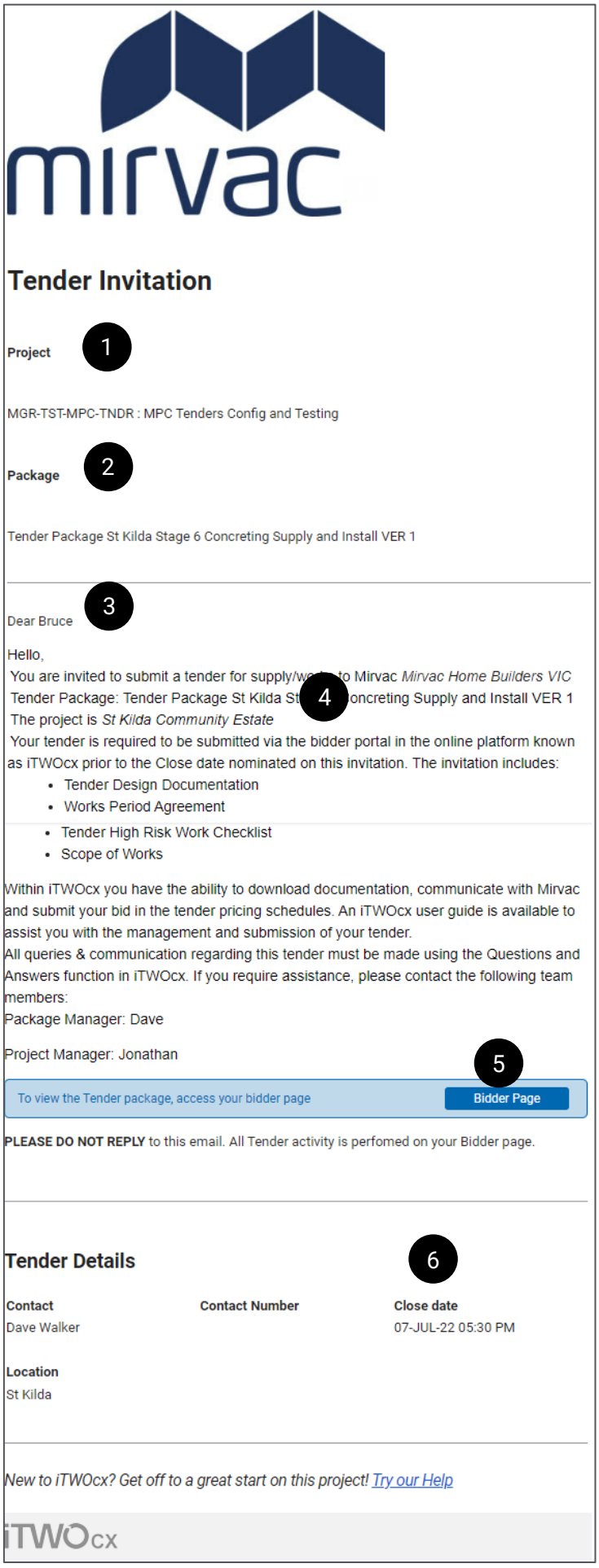
1 Tender Invitation Explained

A Tender invitation is sent to a Tenderer (company/ trade/ organisation) from whom Mirvac seeks to receive a submission.

The invitation is received via email by the nominated Tenderer representative.

Review the sample invitation to learn about the information provided.

Information on the invitation
1. Project name.
2. Tender package name (trade).
3. Name of the nominated Tenderer representative.
4. Tender package description.
5. Click the hyperlink to access the Tenderer Portal. The Tender and associated documents are found here.
6. Close date of the Tender package.



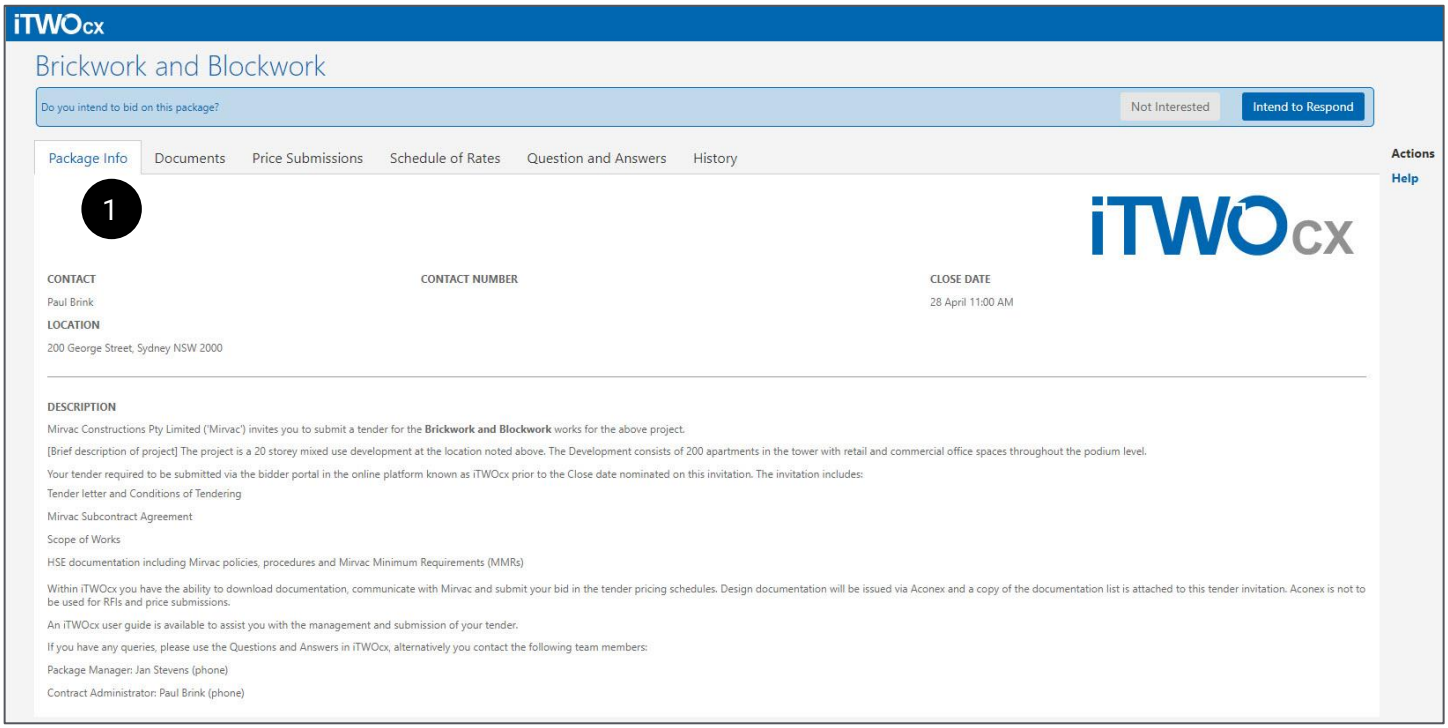
Tenderer Portal Navigation

After following the link in the invitation email, the Tenderer Portal is displayed.

> It is important to keep the invitation email for future access to the Tenderer Portal.

Let's look at the various tabs and options on the Tenderer Portal.

2 Package Info tab

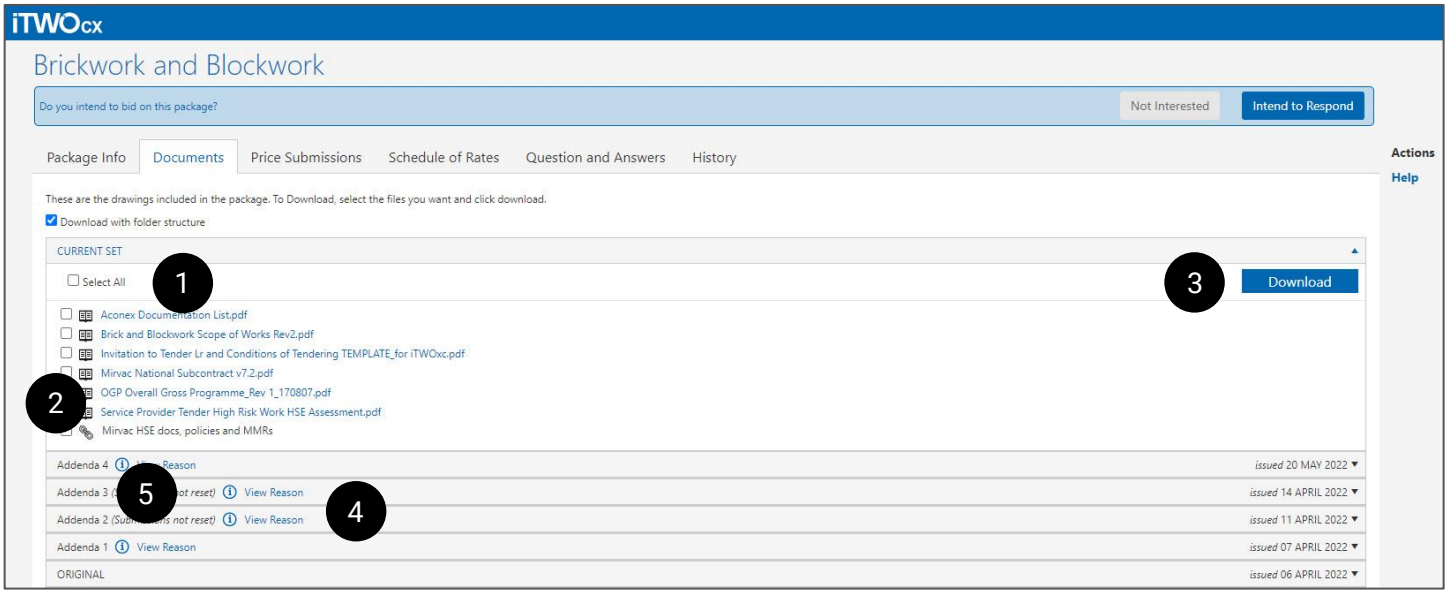


Tab	Description
1. Package Info	Displays the main details of the tender package such as a description, due date, and main contact if any questions arise.

3 Documents tab

The Documents tab houses the Tender documents which can include design documents, scope of works, subcontract agreement templates, Mirvac policies etc. Hyperlinks may also be applicable. Also found in the Documents tab are links associated with Addendums.

3.1 Download Tender Documents



Action	Description
1. Click **Select All**	Selected the entire list of documents to be downloaded.
2. Click check box to select **Individual documents**	Individual documents can be selected to be downloaded
3. Select **Download**	Downloads all or individually selected documents

Check the attachments have been ticked and selected before downloading or an error message will display, notifying what action to take.

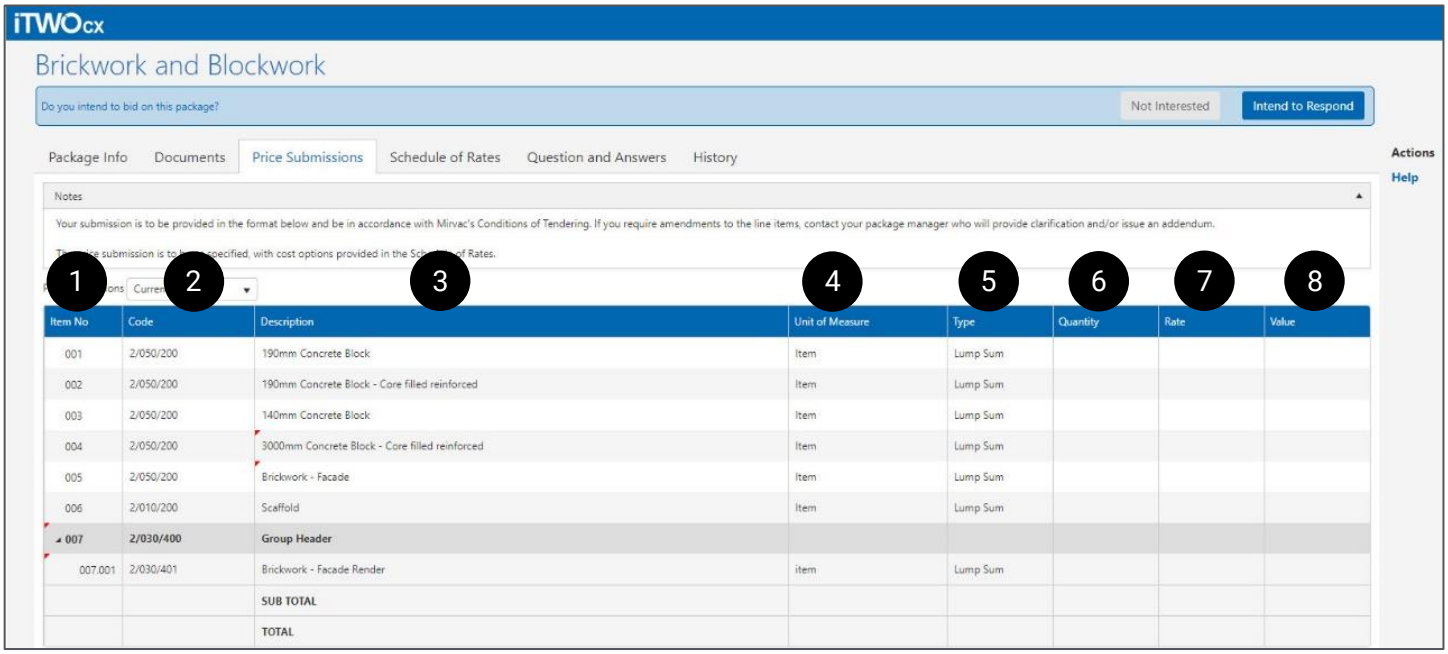
3.2 Review Addendum information

When Mirvac issues a change or update to the Tender Package it will appear as an Addendum in the Documents tab. The issue date and a description of the change is located here.

Action	Description
4. Click **View Reason**	Pop up box with Addenda description displays.
5. Click on the **words Addenda 'number'** for example '**Addenda 2**' to see the details.	Provides the details of the change.

4 Price Submission tab

The Price Submission tab displays the price submissions breakdown required as part of the bid submission.

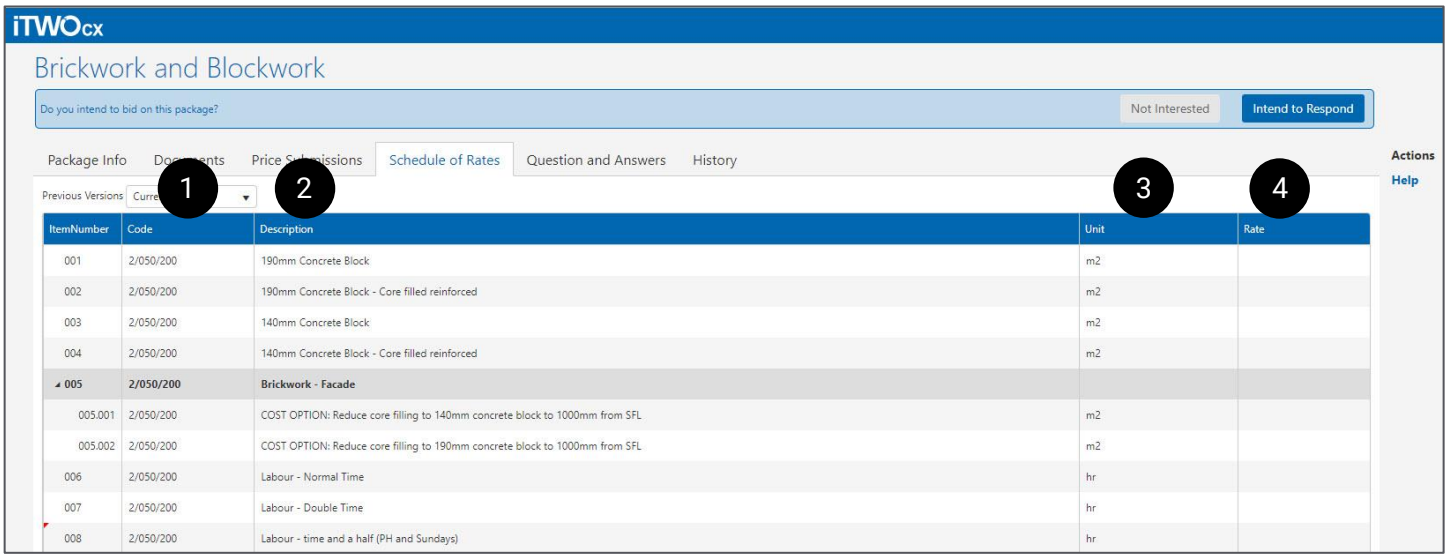


Let's look at the fields on the Price Submission.

Field	Description
1. Item No	Line-item number.
2. Code	Description of the priced item as specified by Mirvac.
3. Description	Line-item description.
4. Unit of Measure	Unit of measure as specified by Mirvac.
5. Type	Either Lump Sum or Schedule of Rates as specified by Mirvac.
6. Quantity	Enter the quantity of items.
7. Rate	Enter the rate per unit of measure. Do not include a $ symbol.
8. Value	Total of Quantity * Rate.

5 Schedule of Rates tab

Displays the schedule of rates items to be part of the submission.



Let's look at the fields on the Schedule of Rates.

Field	Description
1. Code	Cost code for Mirvac administration purposes.
2. Description	Description of the item.
3. Unit of Measure	Unit of measure as specified by Mirvac.
4. Rate	Enter the rate as per unit of measure. Do not include a $ symbol.

6 Questions and Answers tab

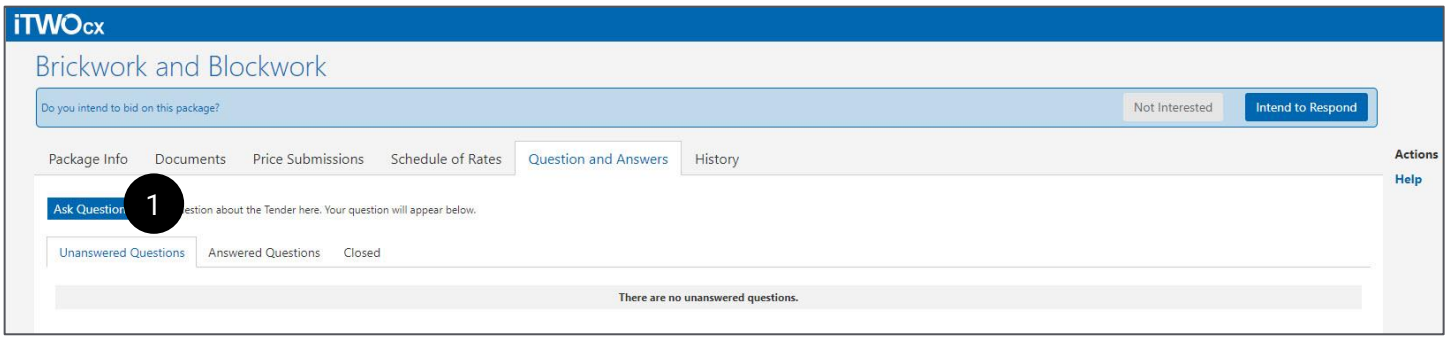
All communication about the Tender is managed via this tab. Find questions and answers posted by the Tenderer or Mirvac here.

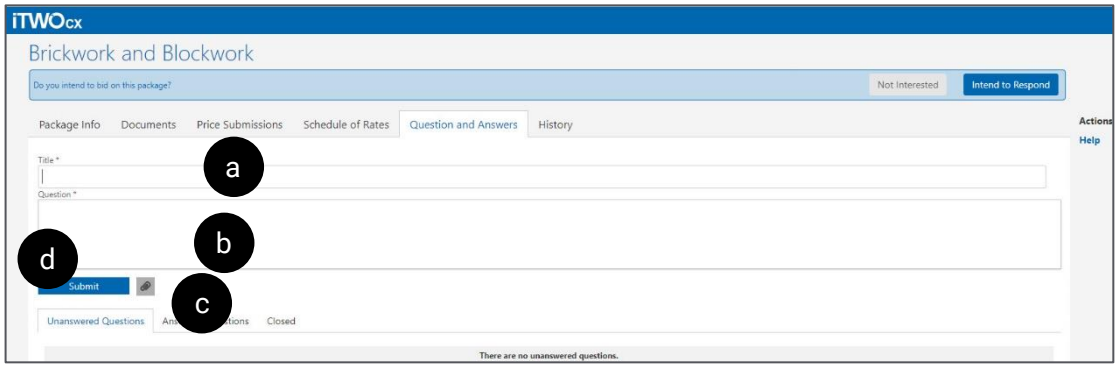
If a request for information (RFI) or a question arises, this is the primary section to communicate with Mirvac. Questions may also be asked by Mirvac, which will also be displayed in this tab.

Questions and Answers can be asked and received both prior to intending to respond and once the b id is being prepared.

An email is issued to both parties when a question and answer has been provided.

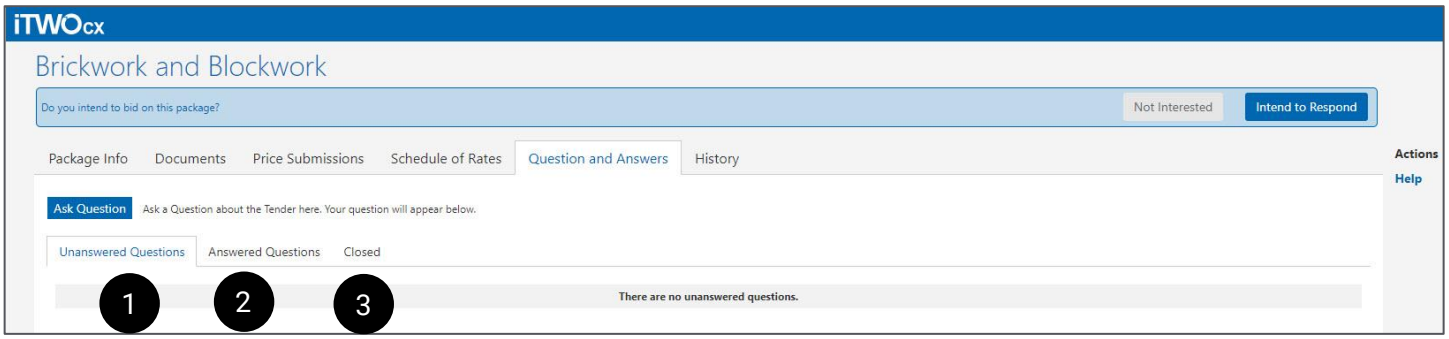
6.1 Ask a question



Action	Description
1. Click **Ask Question**	Post a question to Mirvac by completing the information in the question thread. 

Action	Description
a. Enter the **Title**	Include a title to the question be asked (e.g., subject line in an email).
b. Enter the **Question**	Type the question.
c. Click **Attach**	Attach a document to the question if needed.
d. Click **Submit**	Submit the question to Mirvac.

6.2 View unanswered, answered & closed questions

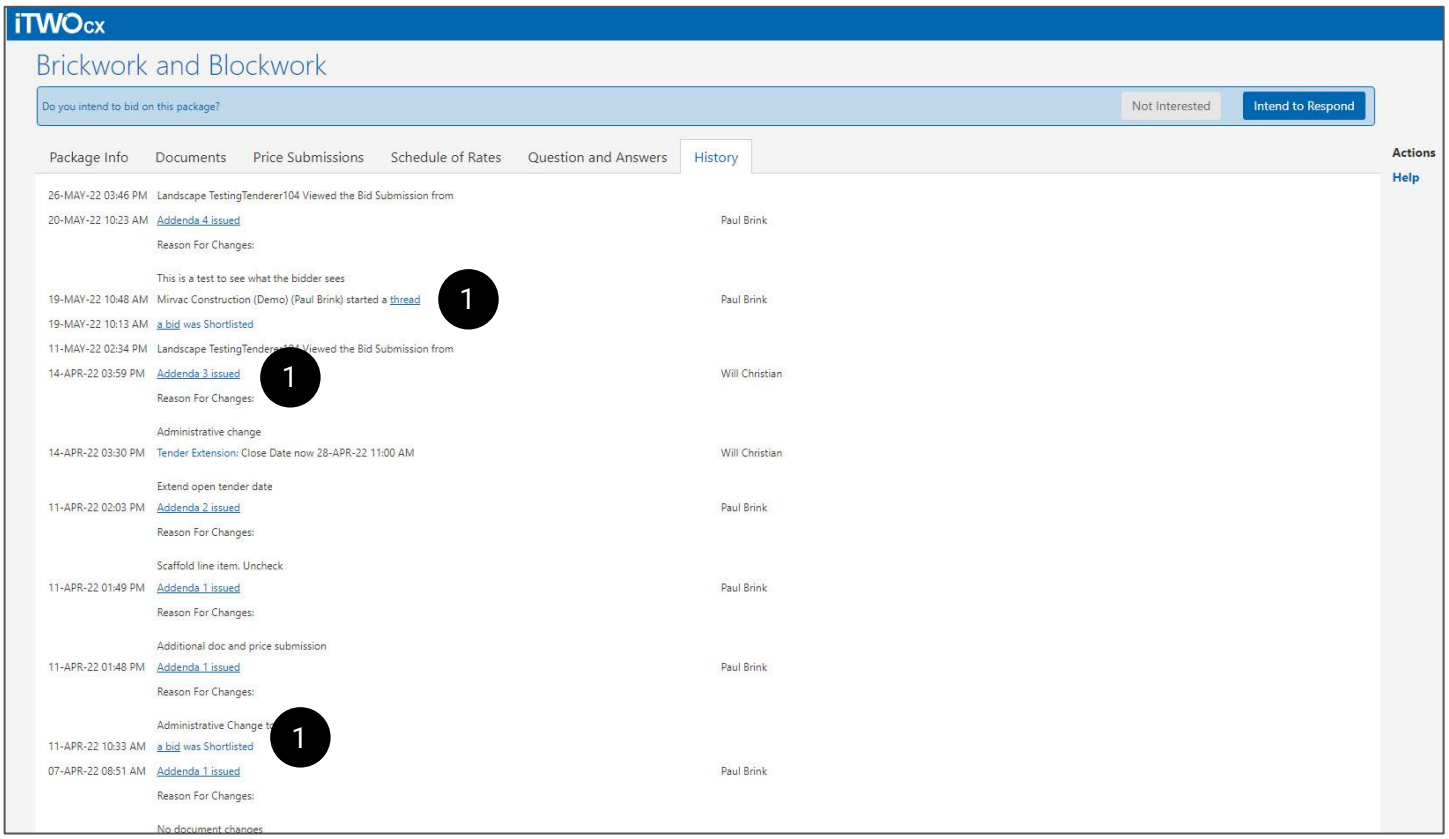


Action	Description
1. Click **Unanswered Questions** tab	View any outstanding items.
2. Click **Answered Questions** tab	View all answered questions.
3. Click **Closed** tab	View all closed questions that have been answered.

7 History tab

Contained in the History tab is a detailed log of activity along with package updates issued by Mirvac, including:

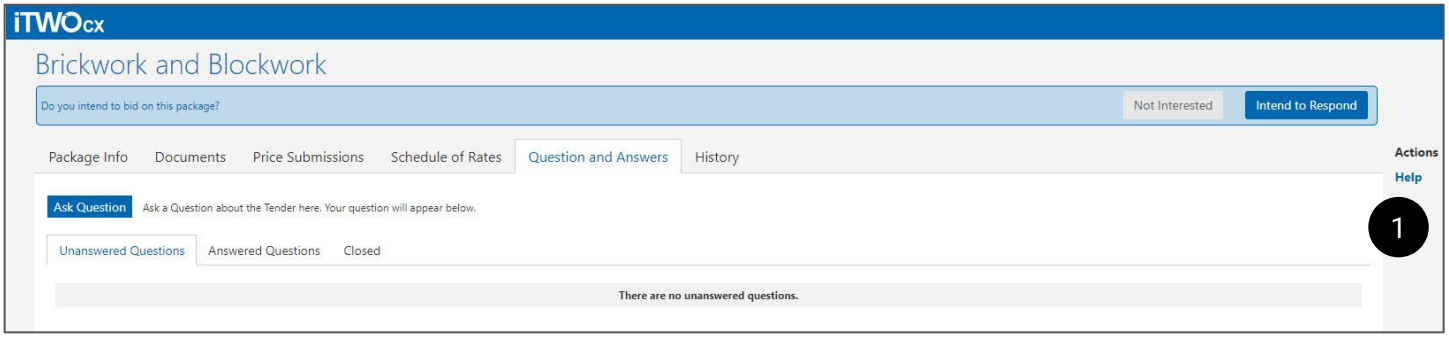
- correspondence
- package updates
- previous price submissions, and
- other information applicable to the bid.



The Tender submission can be downloaded as a .pdf from the History tab.

Elements on History tab	Description
1. Click **Blue links**	Blue links provide access to further details.

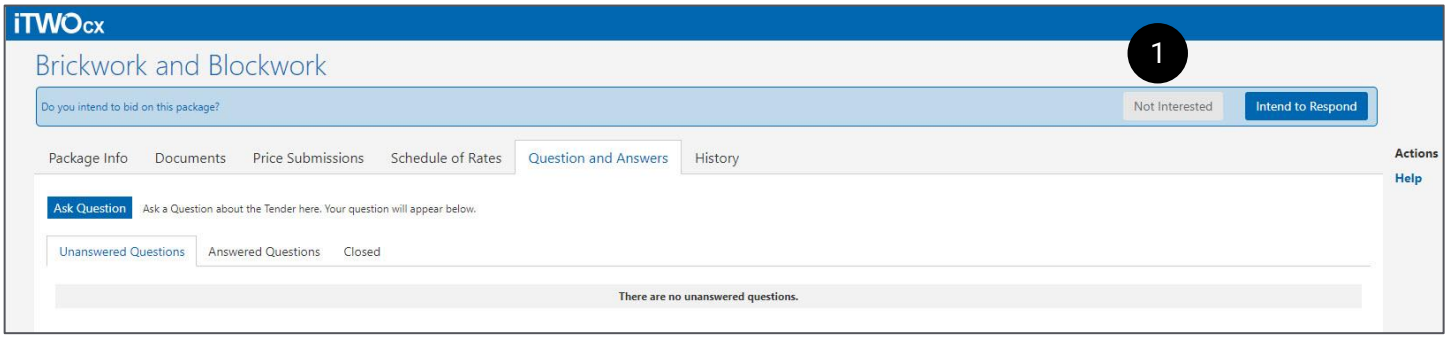
8 Help



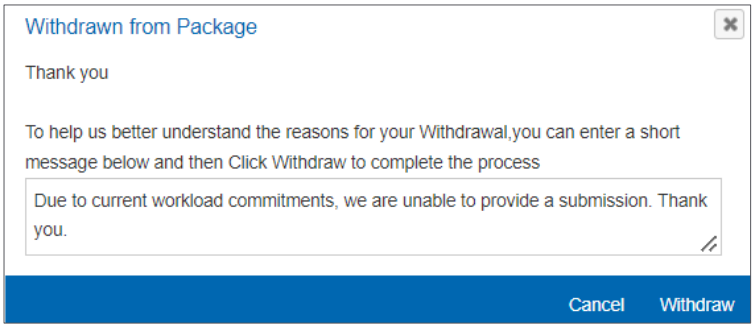
Action	Description
1. Click **Help tab**	Launches the generic system help that provides hints, tips to assist in completing and submitting a Bid.

9 Indicate Not Interested

Opens a dialog box with the option to provide reasons for withdrawing from the Package. This will send a notification to Mirvac.



Action	Description
1. Click **Not Interested**	This is the same as withdrawing from the Tender. A notification is sent to Mirvac to advise that the Tenderer intends to withdraw from the Tender package.

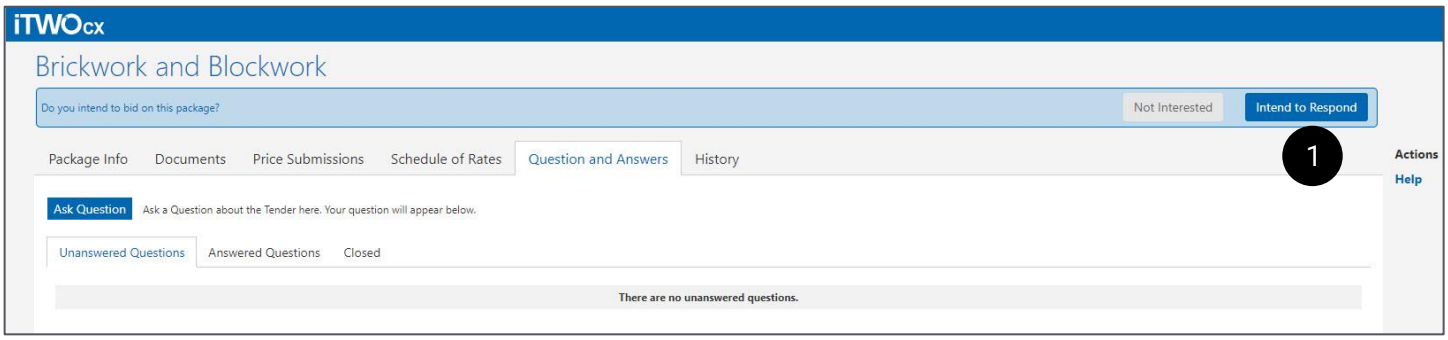


Once Withdrawn from a Package, a **Tenderer can reapply to submit a bid**. The Tenderer clicks on the Reapply to Tender hyperlink. This will navigate back to the Summary screen where the **Tenderer clicks on the Intend To Respond button**.

Prepare and Submit a Tender

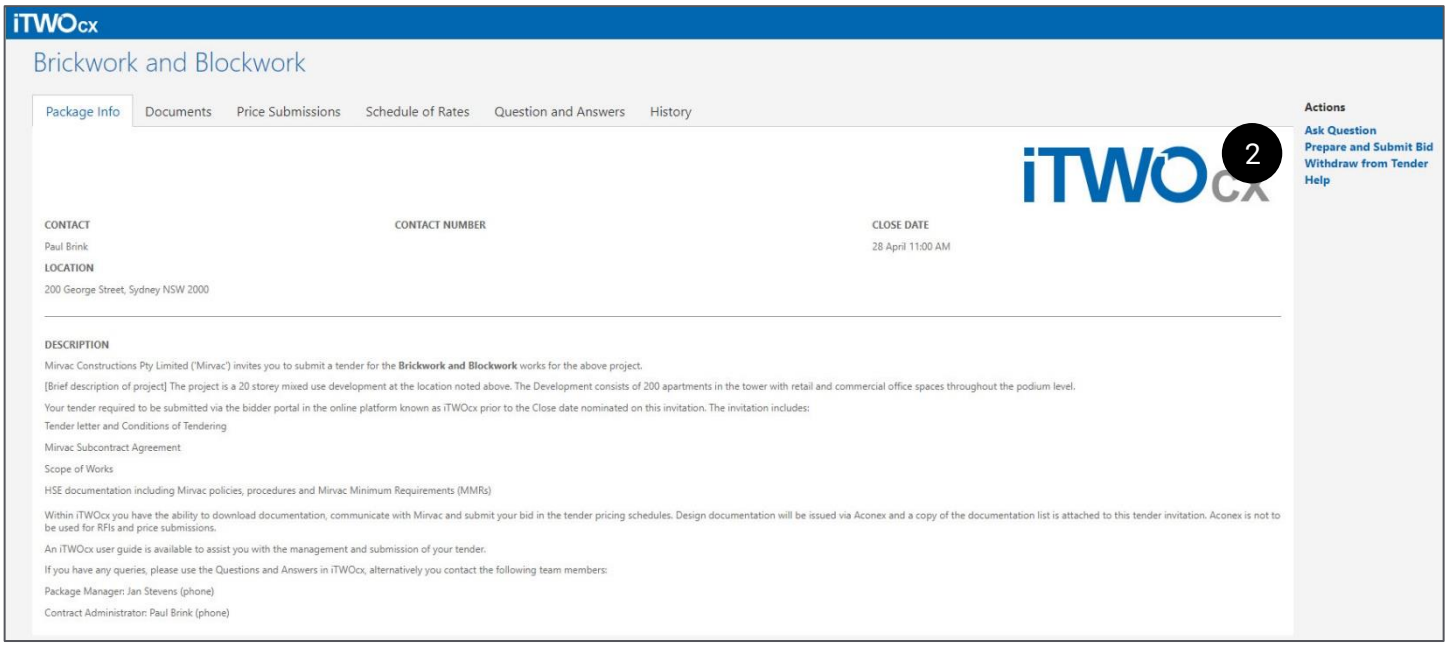
10 Indicate intent to respond to Tender

As a first step a Tenderer communicates their intent to proceed with a bid submission.

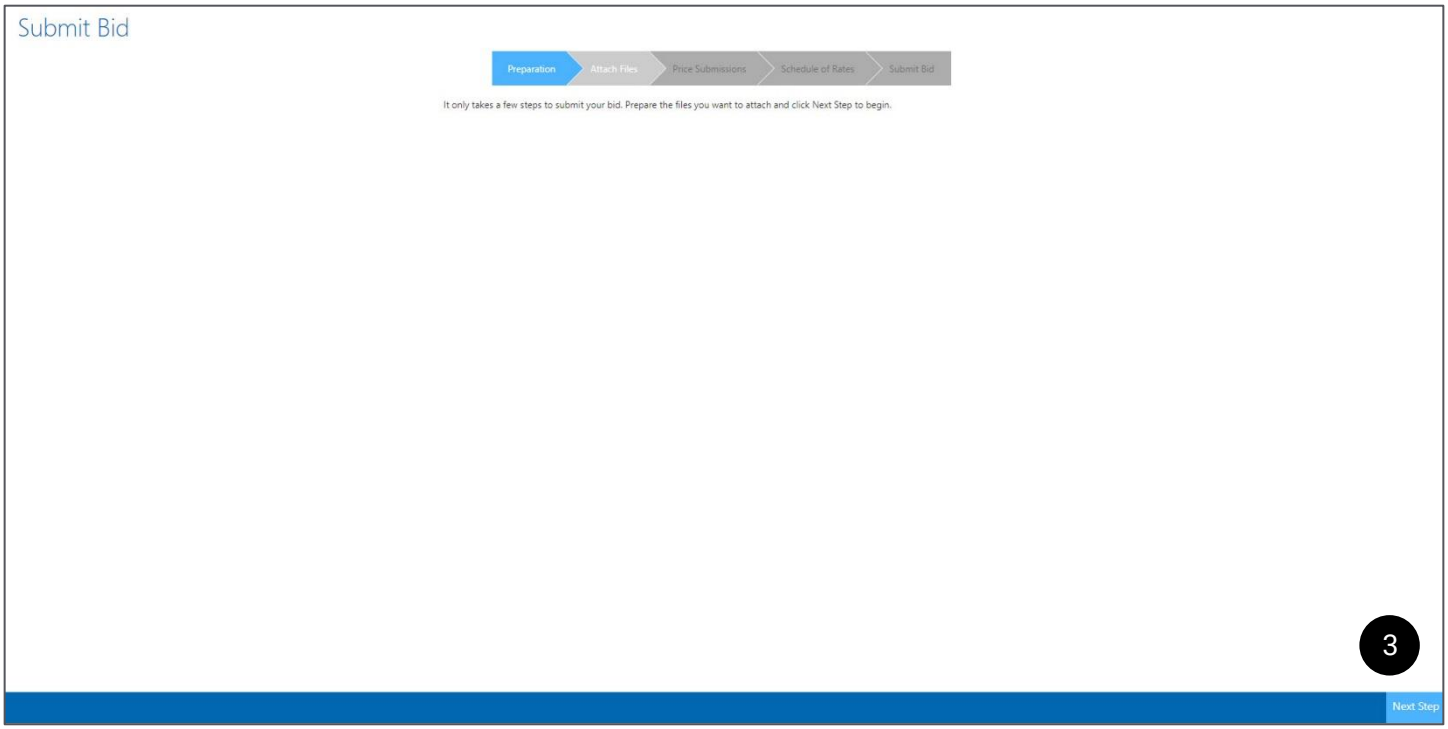


Action	Description
1. Click **Intend to Respond**	A notification is sent to Mirvac to advise that the Tenderer intends to respond. The Tenderer Portal is refreshed to include additional functions under the Actions menu. These include: • Ask Question – navigates to the Questions and Answers section. • Prepare and Submit Bid – preparation and submission process of the bid. Drafts can be saved. • Withdraw from Tender – allows for the option to withdraw from the Package with a dialogue box provided to provide further information to Mirvac. • Help – Launches the iTWOcx help web page.

Once **Intend to Respond** has been selected, the Tenderer clicks **Prepare and Submit Bid** to move through the bid submission steps.



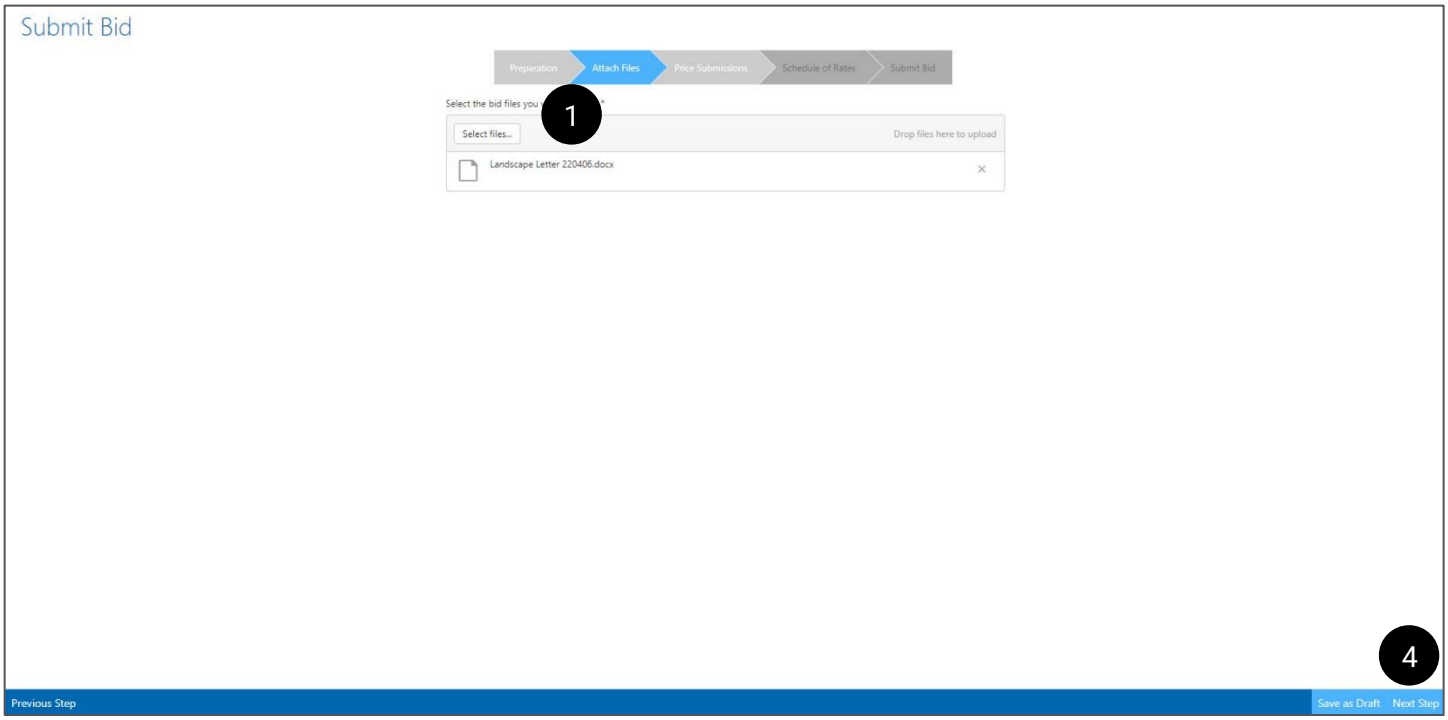
Action	Description
2. Click **Prepare and Submit Bid**	The **Submit Bid screen displays, and the Preparation chevron is highlighted.** This is the opportunity to collate the information required for the submission.

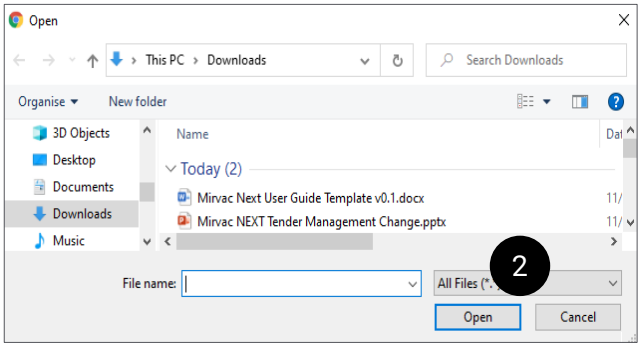
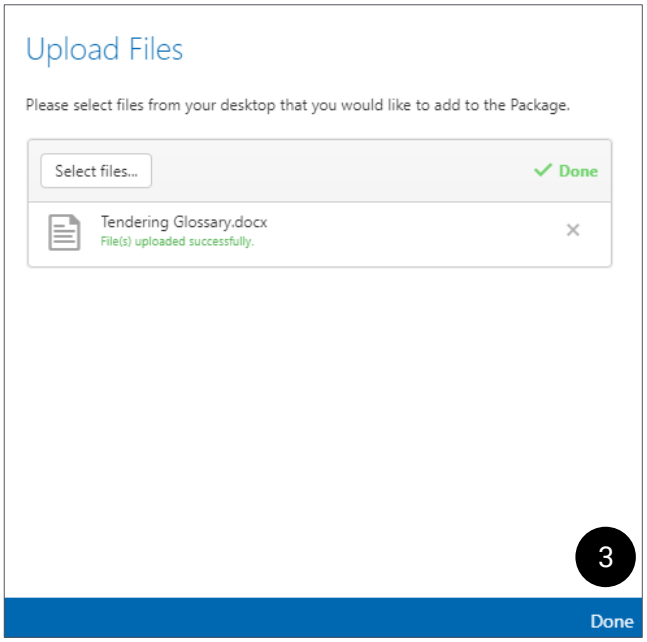


Action	Description
3. Click **Next Step**	Progress to **Attach Files** chevron.

11 Attach Files

Documents can be attached to the bid submission which should include a letterhead and any other supporting documentation.



Action	Description
1. Click **Select Files…**	Navigate to the location of the required file.
2. Click **Open**	Once the required file is located, click **Open** to add. Repeat steps 1 and 2 to attach multiple files. 
3. Click **Done**	This attaches the selected document(s) to the package. 
4. Click **Next Step**	Progress to the **Price Submission** step.

Click the Click Previous Step tab to return to the previous screen.

Click Save as Draft to save the progress on the Tender submission and return to it later.

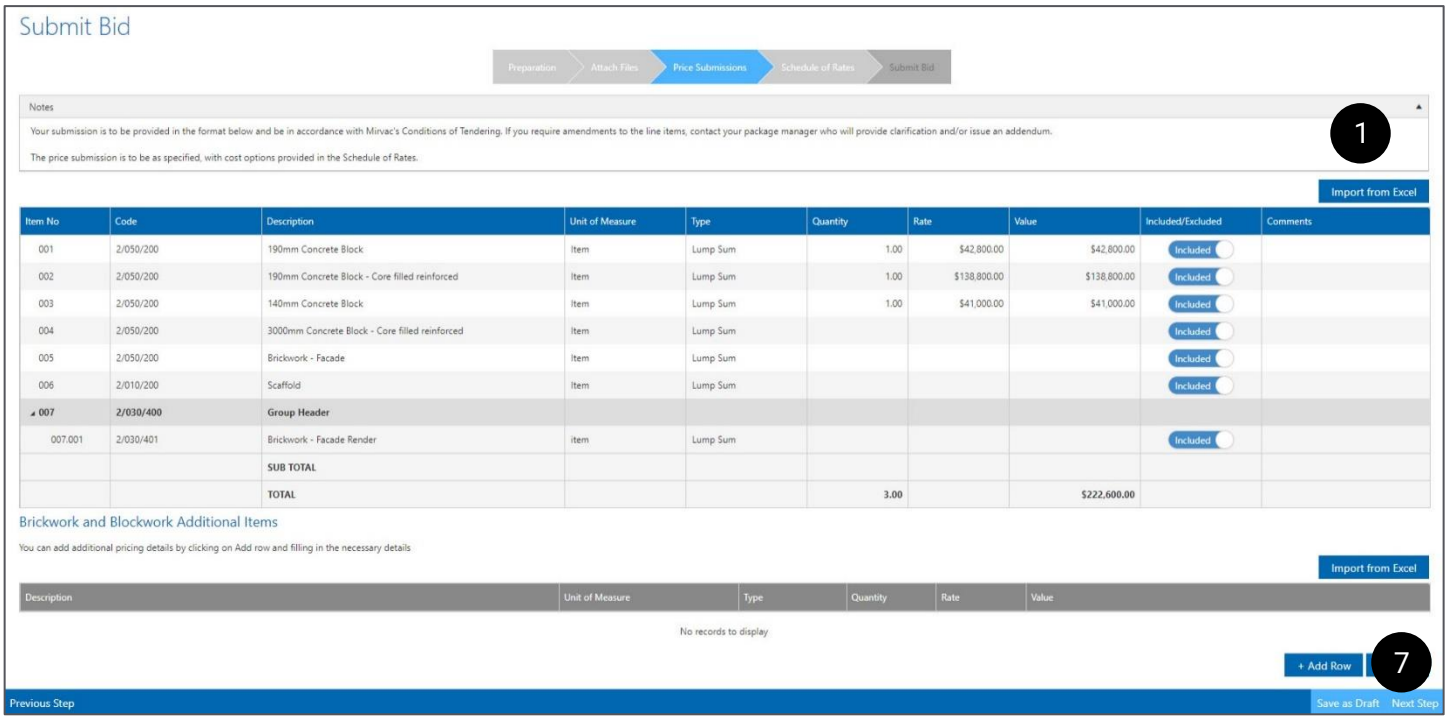
12 Price Submission

Prices are to be submitted in the format provided on the Bidder Page. There are two ways in which price submissions can be added to a bid submission:

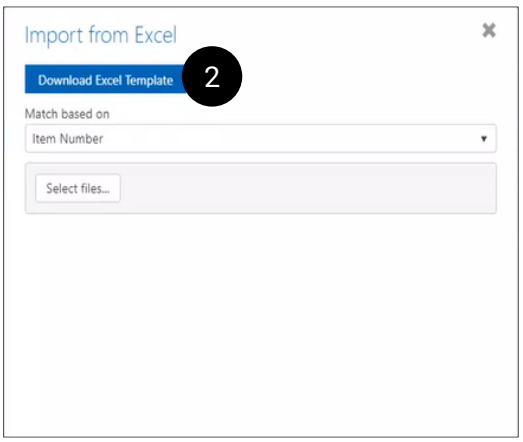
- Import from Excel – where the price breakdown template is downloaded, the information added, and the file re-uploaded to the system.
- Manually – where the information can be added directly into the Price Submission screen, row by row.

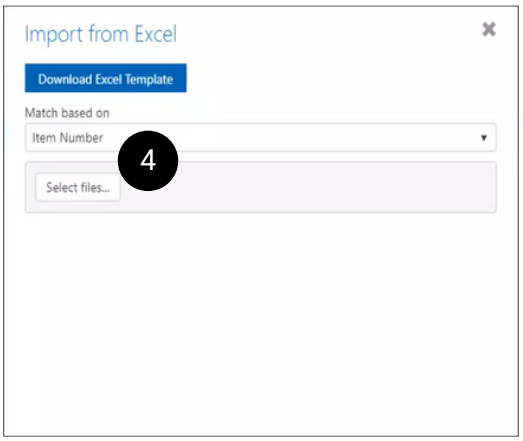
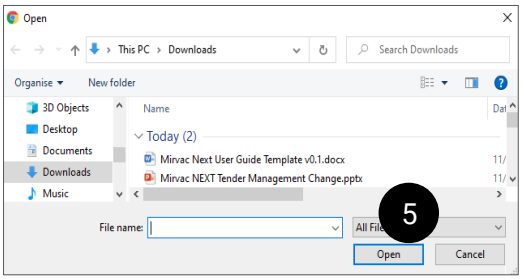
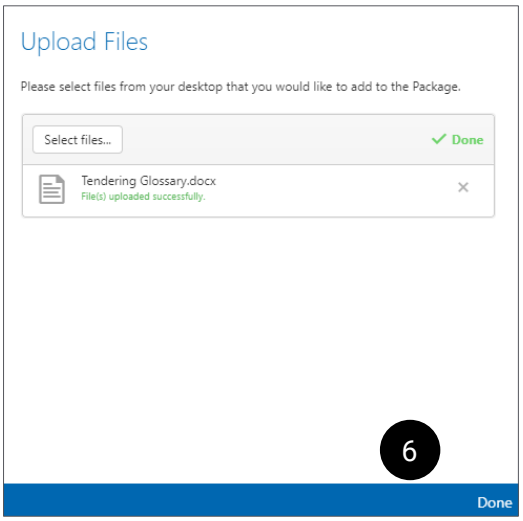
The price submission breakdown items can only be amended by Mirvac via an addendum. If a line item is missing, issue a question to Mirvac to amend.

12.1 Import from Excel



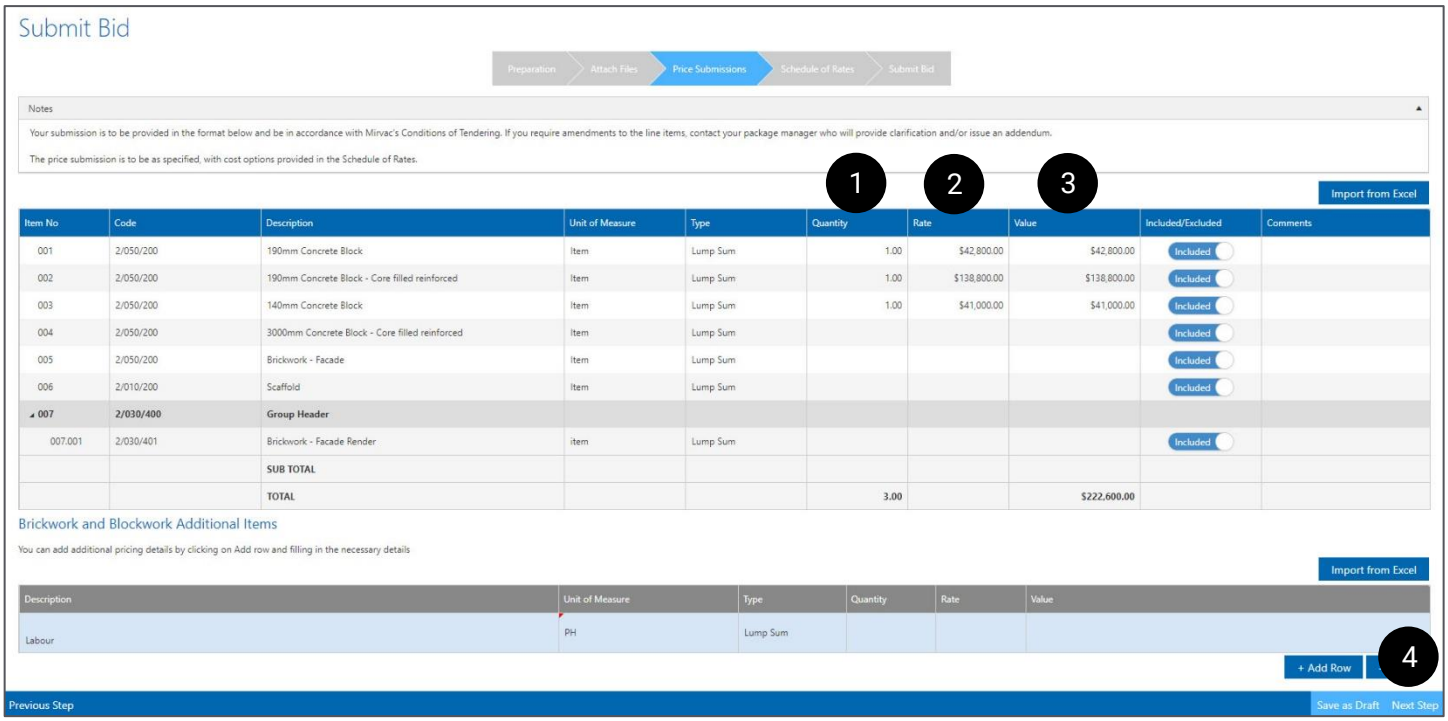
The default for the **Included / Excluded** column is **Included**. If the price line item is not needed this can be changed to Excluded to remove it from the tender. Where **Excluded** is selected, a prompt to complete a mandatory comment is displayed.

Action	Description
1. Click **Import from Excel**	The **Import from Excel** window is displayed.
2. Click **Download Excel Template**	The price submission breakdown is automatically populated in the excel file. This can be saved on a local drive for import later. 

3. Complete **Excel Spreadsheet**	Complete the spreadsheet in the format provided. Only **Qty** and **Rate** can be entered in the excel import. Any additional lines or amendments to descriptions will not be recognised when importing. Once completed, save the file.
4. Click **Select files…**	Navigate to the location of the saved Excel file. 
5. Click **Open**	Once the selected file is located, click **Open** to add. 
6. Click **Done**	The Excel information is imported into the body of the table. Refinements can be made manually on the screen after import. 
7. Click **Next Step**	Progress to the Schedule of Rates chevron.

12.2 Manually Enter Information

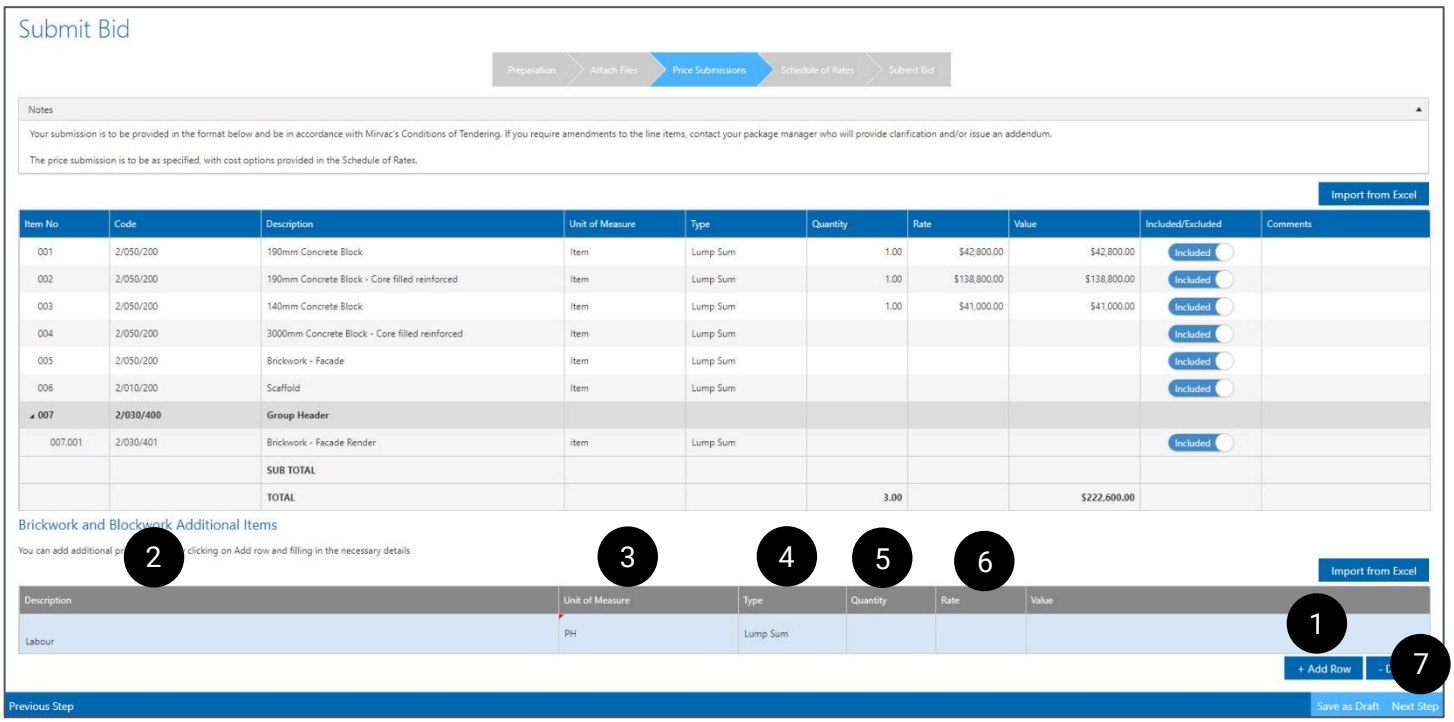
Enter information into the Price Submission row by row.



Action	Description
1. Insert **Quantity**	Manually insert the Quantity relating to the description of the item and use the arrows to increase or decrease the value entered.
2. Insert **Rate**	Manually insert the Rate relating to the description of the item and use the arrows to increase or decrease the value entered.
3. Value auto-calculates	No action required.
4. Click **Next Step**	Progress to the **Schedule of Rates** chevron.

12.3 Manually Enter Additional Items

Requesting an addendum is the primary method of getting the price structure amended which will result in an update of the price submission breakdown for all tenderers. Additional items can be added in the section below the price submission breakdown that specifically relate to the submission, for example, cost options can be provided here.



Action	Description
1. Click **Add Row**	A new row is added where additional information can be added e.g., item or cost option. This Information is entered manually.
2. Insert **Description**	Manually enter a description.
3. Insert **Unit of Measure**	For example, m2, m3, hourly.
4. Select the **Type**.	Defaults to **Lump Sum**. There is an option to select **Schedule of Rates** if required.
5. Insert **Quantity**	Manually insert the Quantity relating to the description of the item and use the arrows to increase or decrease the value entered.
6. Insert **Rate**	Manually insert the Rate that relates to the description of the item and use the arrows to increase or decrease the value entered. Value automatically calculates. Repeat steps 1 – 6 where multiple rows are to be manually added.
7. Click **Next Step**	Progress to the **Schedule of Rates** chevron.

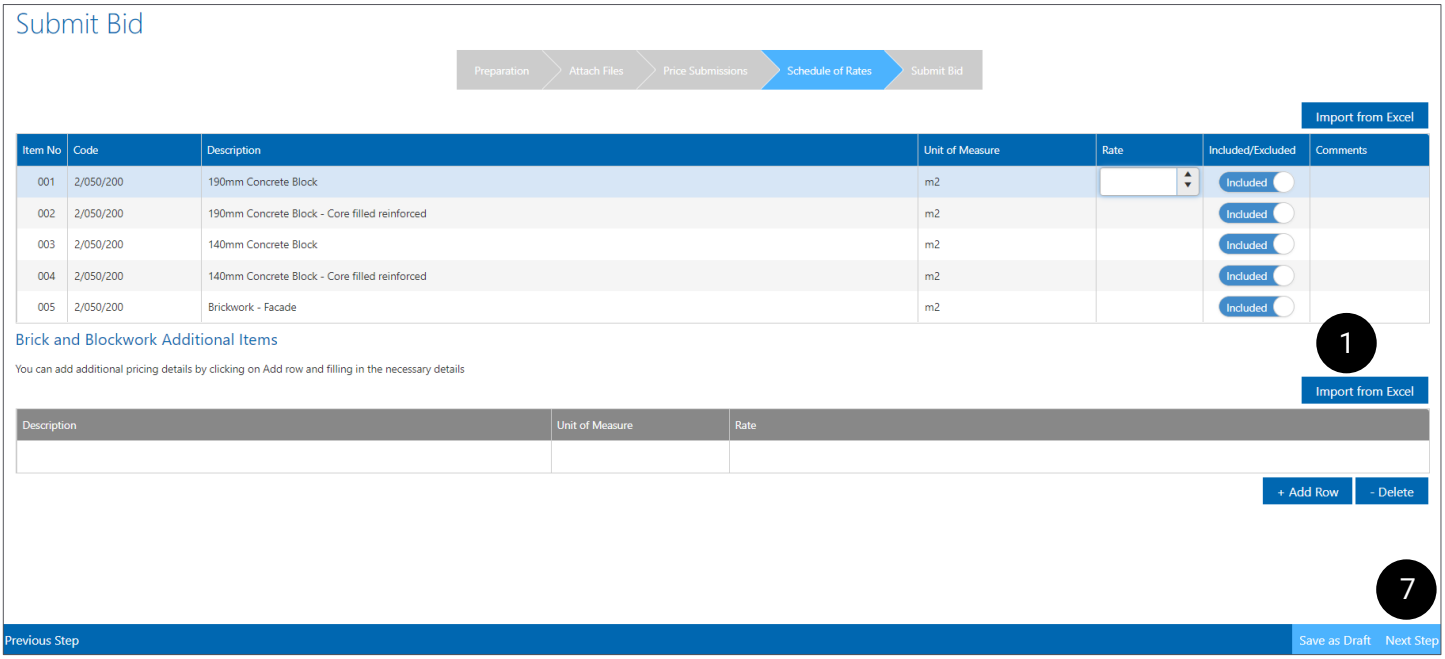
Additional rows / items should only be used for cost options. If there is a requirement to change the breakdown, an addendum should be requested.

13 Schedule of Rates

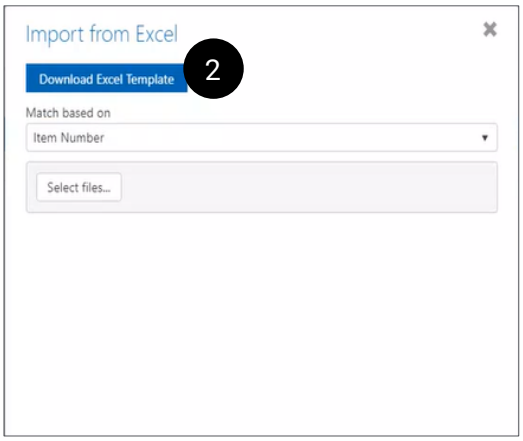
There are two ways in which Schedule of Rates can be added to a bid submission:

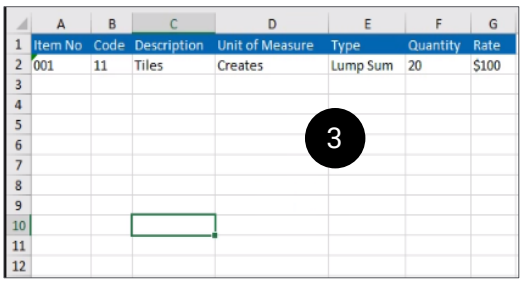
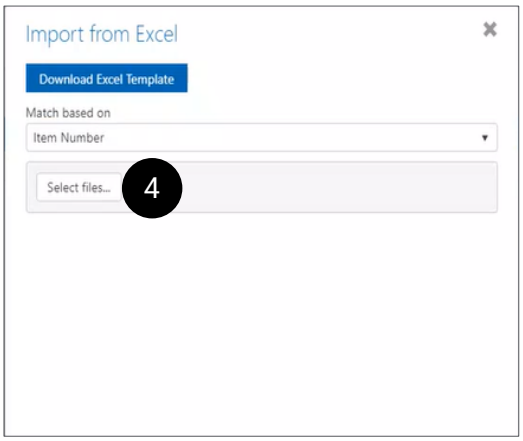
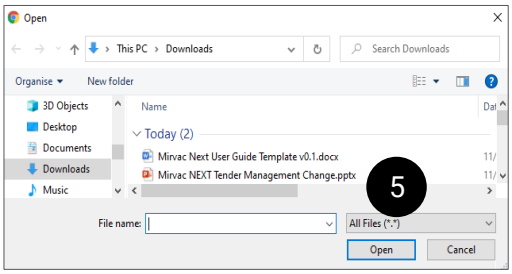
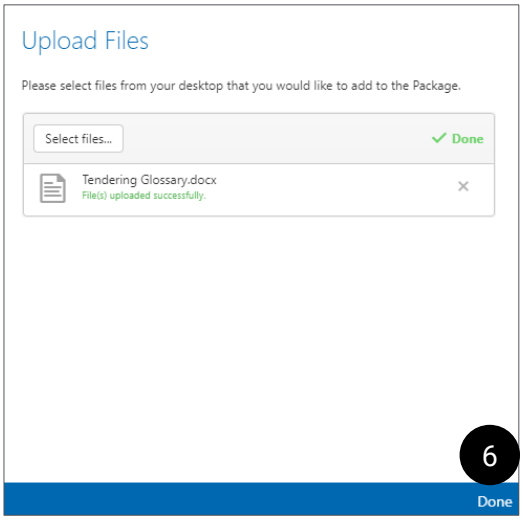
- Import from Excel – where the schedule of rates template is downloaded, the information added, and the file re-uploaded to the system
- Manually – where the information can be added directly into the Schedule of Rates screen, row by row.

13.1 Import from Excel



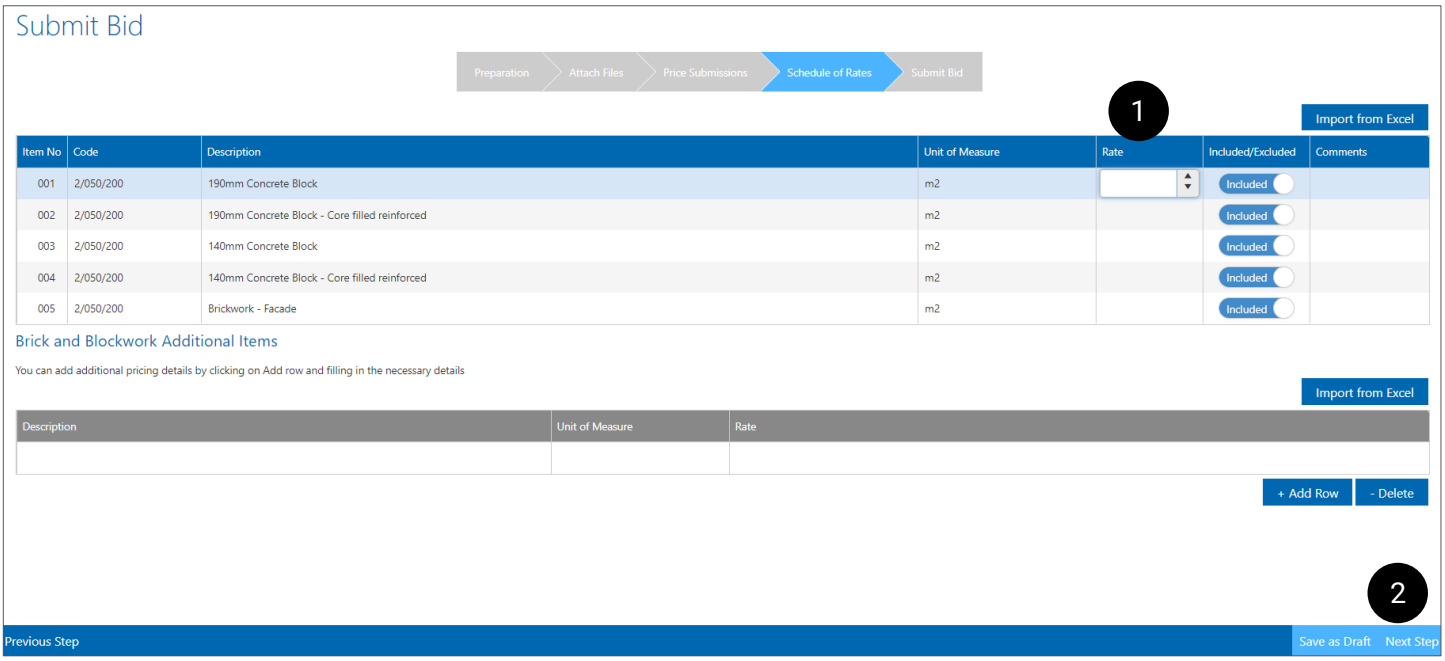
The default for the **Included / Excluded** column is Included. If the price line item is not needed this can be changed to Excluded to remove it from the tender. Where Excluded is selected, a prompt to complete a mandatory comment is displayed.

Action	Description
1. Click **Import from Excel**	The **Import from Excel** window is displayed.
2. Click **Download Excel Template**	The items scheduled are automatically populated in the excel file. This can be saved on a local drive for import later 

3. Complete the **Excel Spreadsheet**	Complete the spreadsheet in the format provided. Only a Rate can be entered in the excel import. Any additional lines or amendments to descriptions will not be recognised when importing.  Once completed, save the file.
4. Click **Select files…**	Navigate to the location of the saved Excel file. 
5. Click **Open**	Once the selected file is located, click **Open** to add. 
6. Click **Done**	The Excel information is imported into the body of the table. Refinements can be made after import prior clicking the Next Step. 
7. Click **Next Step**	Progress to the **Submit Bid** chevron.

13.2 Manually Enter Information

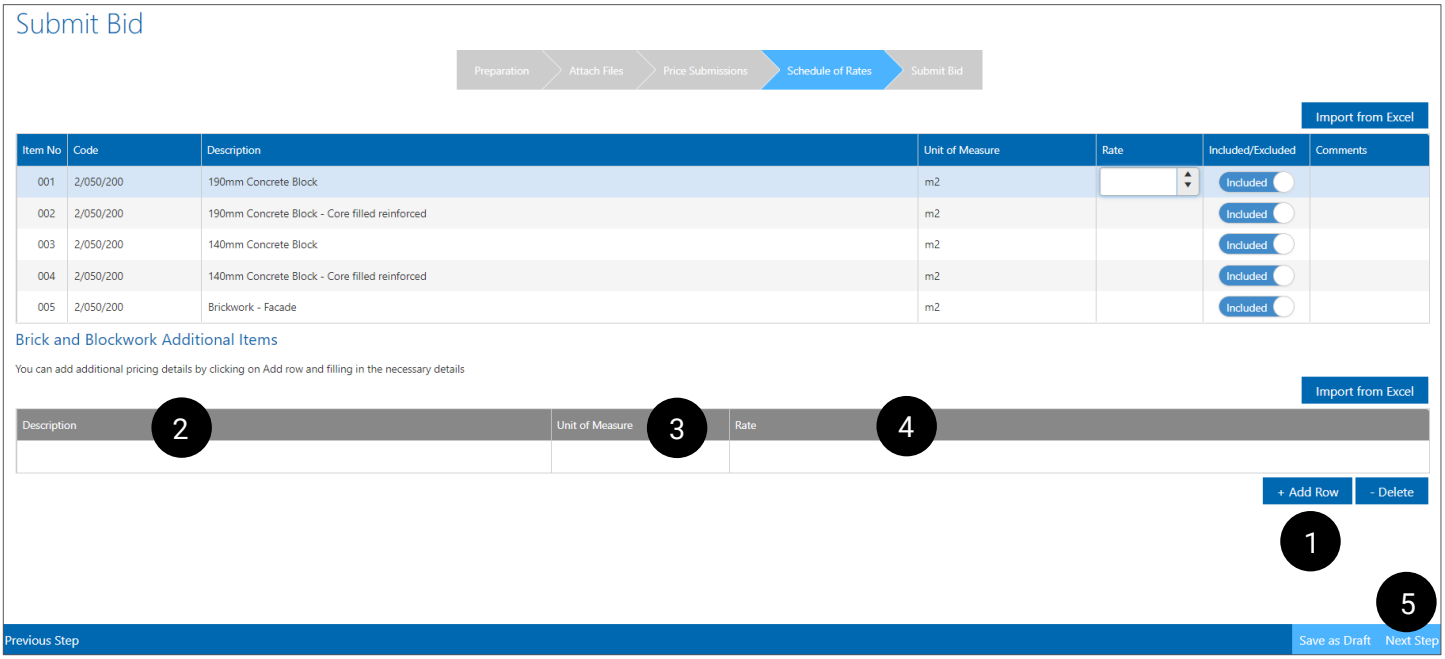
Enter information into the Schedule of rates row by row.



Action	Description
1. Insert **Rate**	Manually insert the Rate that relates to the description of the item and use the arrows to increase or decrease the value entered.
2. Click **Next Step**	Progress to the **Submit Bid** chevron.

13.3 Manually Enter Additional Items

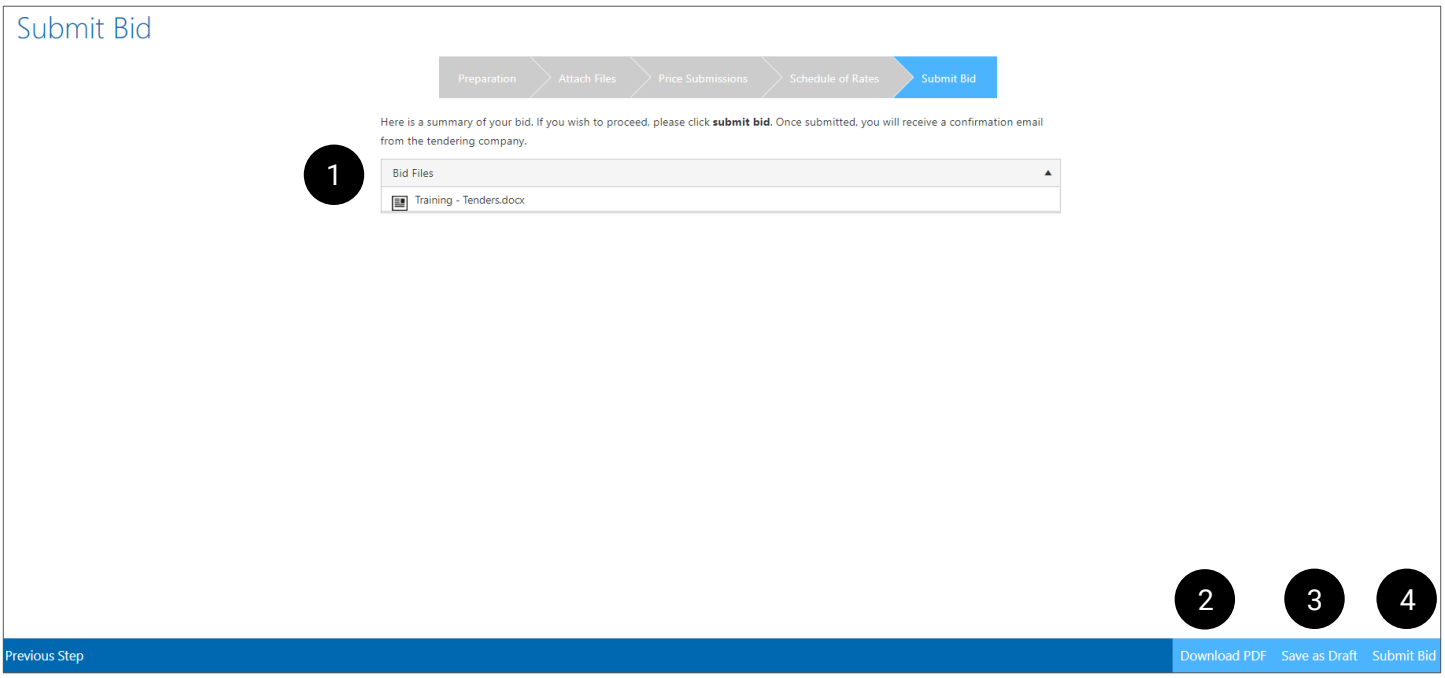
Requesting an addendum is the primary method of getting the Schedule of Rates amended for all tenderers. Additional items can be added in the section below the schedule of rates list that specifically relate to the submission, for example, cost options can be provided here.



Action	Description
1. Click **Add Row**	A new row is added where additional information can be added e.g., item or cost option. This Information is entered manually.
2. Enter **Description**	Manually enter a description.
3. Enter **Unit of Measure**	For example, m2, m3, hourly.
4. Enter **Rate**	Manually insert the Rate relating to the description of the item and use the arrows to increase or decrease the value entered. Repeat steps 1 - 4 where multiple rows are to be manually added.
5. Click **Next Step**	Progress to the **Submit Bid** chevron.

14 Submit Bid

The Submit Bid tab provides is a summary of the bid that has been completed. All documents and details are displayed for review before Submitting the bid.



Action	Description
1. Review details	The **Submit Bid** summary lists the attachments for the submission. Click through the previous steps to re-check the values.
2. Click **Download PDF**	Provides the ability to download a PDF version of all the information completed in the Price Submission and Schedule of Rates including all Tender bid files. Note that access to the tender portal is only available for a specified amount of time as nominated by Mirvac.
3. Click **Save as Draft**	Enables a user to pick up where they left off prior to submitting the bid.
4. Click **Submit Bid**	Tenderers receive an email conformation that a bid has been Submitted. A notification is also sent to the Mirvac Main Contact identified in the package info and to the Tenderer profile submitting the bid.

Manage an Addenda

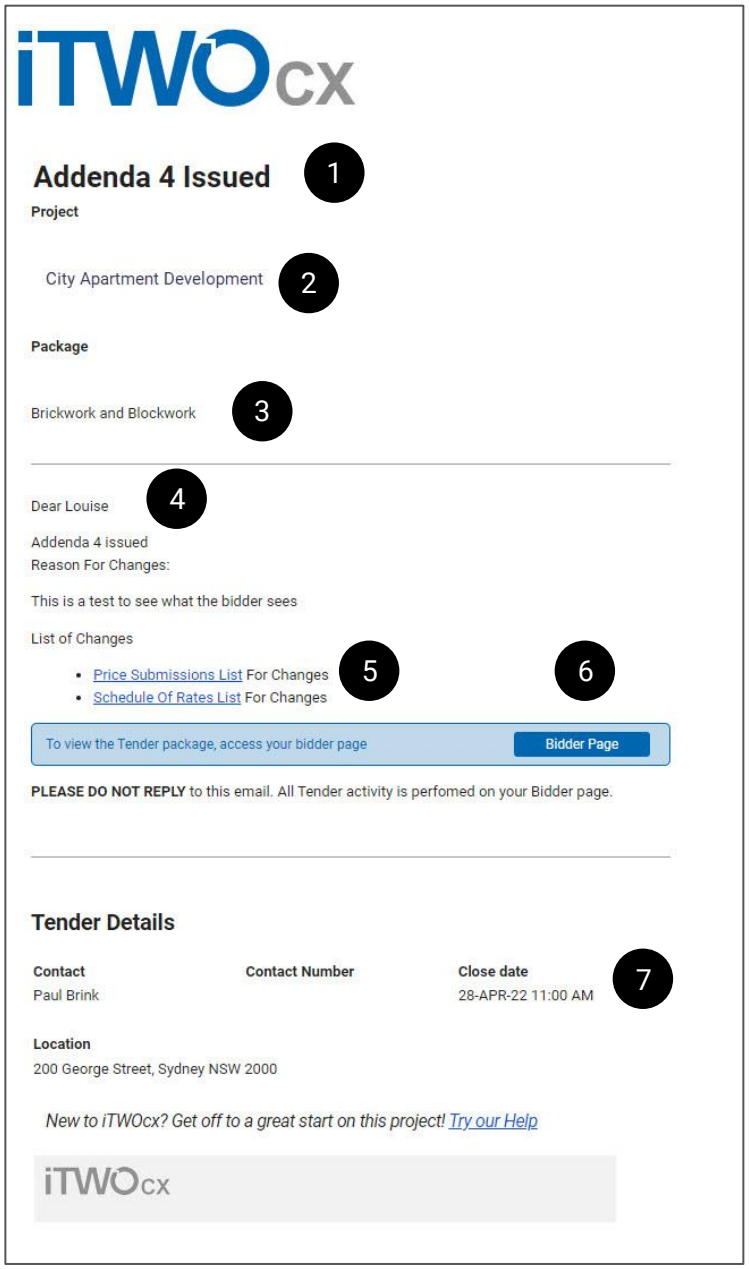
15 Addenda Notification

For each Addendum issued by Mirvac, the Tenderer receives an email notification.

The email provides an explanation of the changes and direct links to either one or more of the following

- documents
- price submission
- schedule of rates.

Let's look at the information provided on the notification.

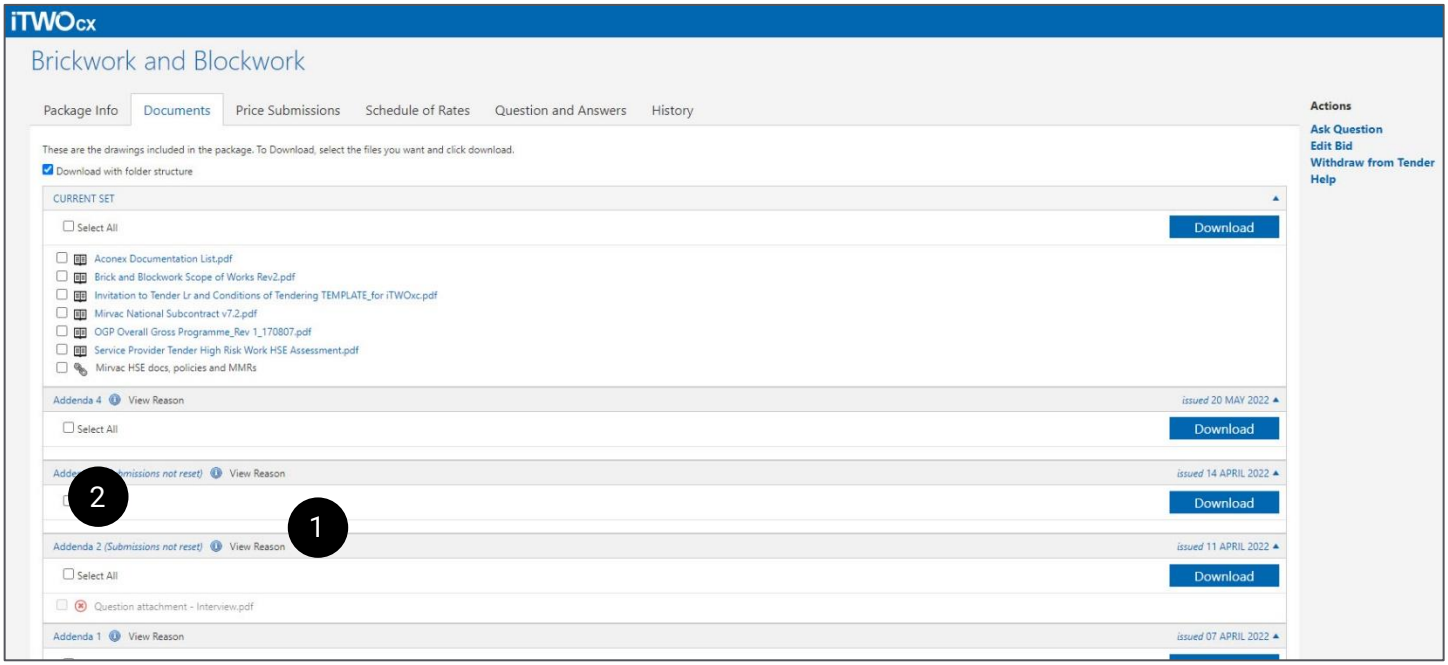


Information on the notification
1. It's helpful to take a note of the Addenda number and the list of changes. In this example it is the 4th Addenda and changes are found in the Price Submission and Schedule of Rates.
2. Project name.
3. Tender package name (trade).
4. Name of the nominated Tenderer representative.
5. A list of the changes. These are hyperlinks and can be clicked to access the Bidder Page.
6. Click the hyperlink to access the Tenderer Portal.
7. Close date of the Tender package.

16 Review the Addenda updates

16.1 Document Tab

The Documents tab contains the list of Addendums each with its own link to the detailed changes.

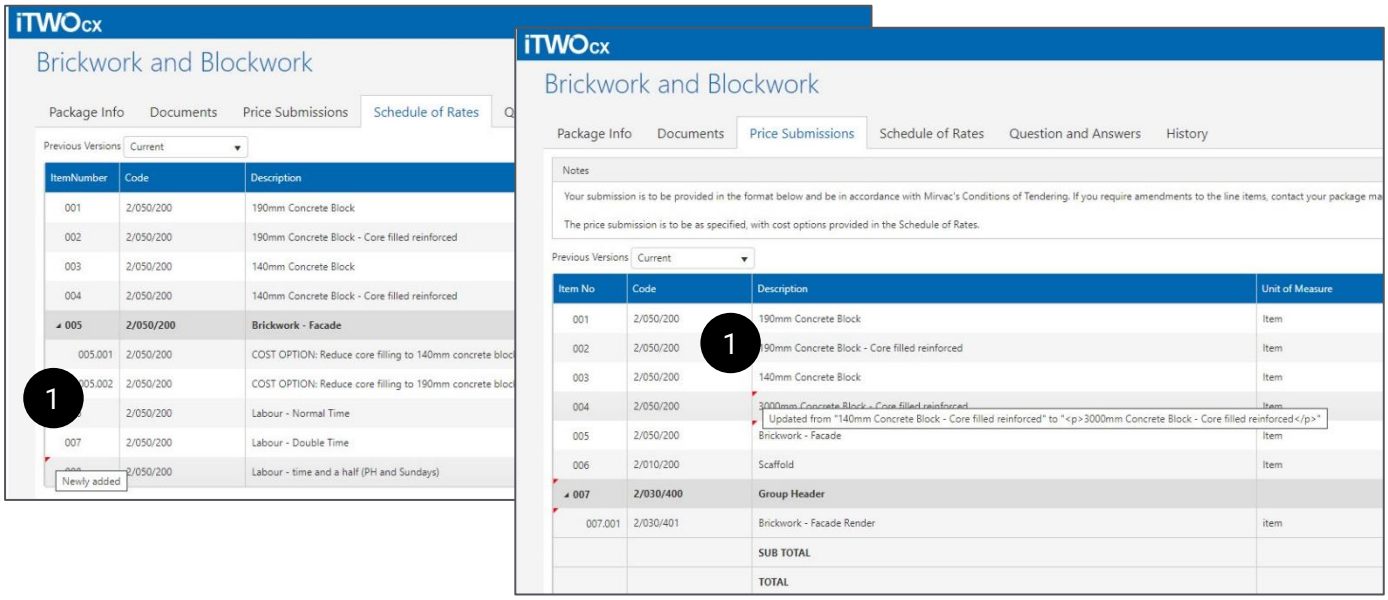


Let's work though how to identify changes.

Action	Description
1. Click **View Reason** for the current addendum	A detailed explanation of the Addendum is provided.
2. Click the words 'Addenda + number' for example 'Addenda 1'.	If the Addenda includes new documents this is where they are located, and they will also appear under the CURRENT SET.

16.2 Price Submission and Schedule of Rates updates

Review the updates to the Price Submission and Schedule of Rates if applicable.

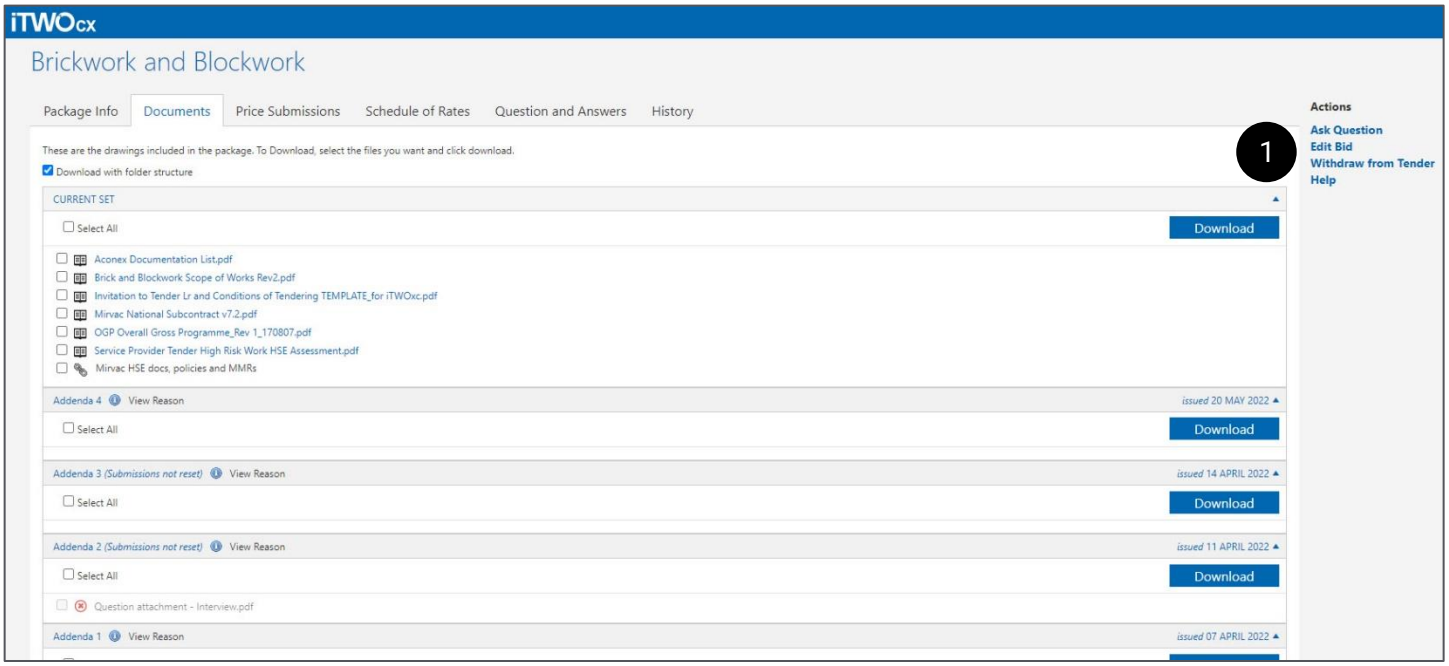


A small red tip displayed in the top left corner of any line item indicates that Mirvac has made an update or change. The Tenderer should hover over the red tip to read about the change.

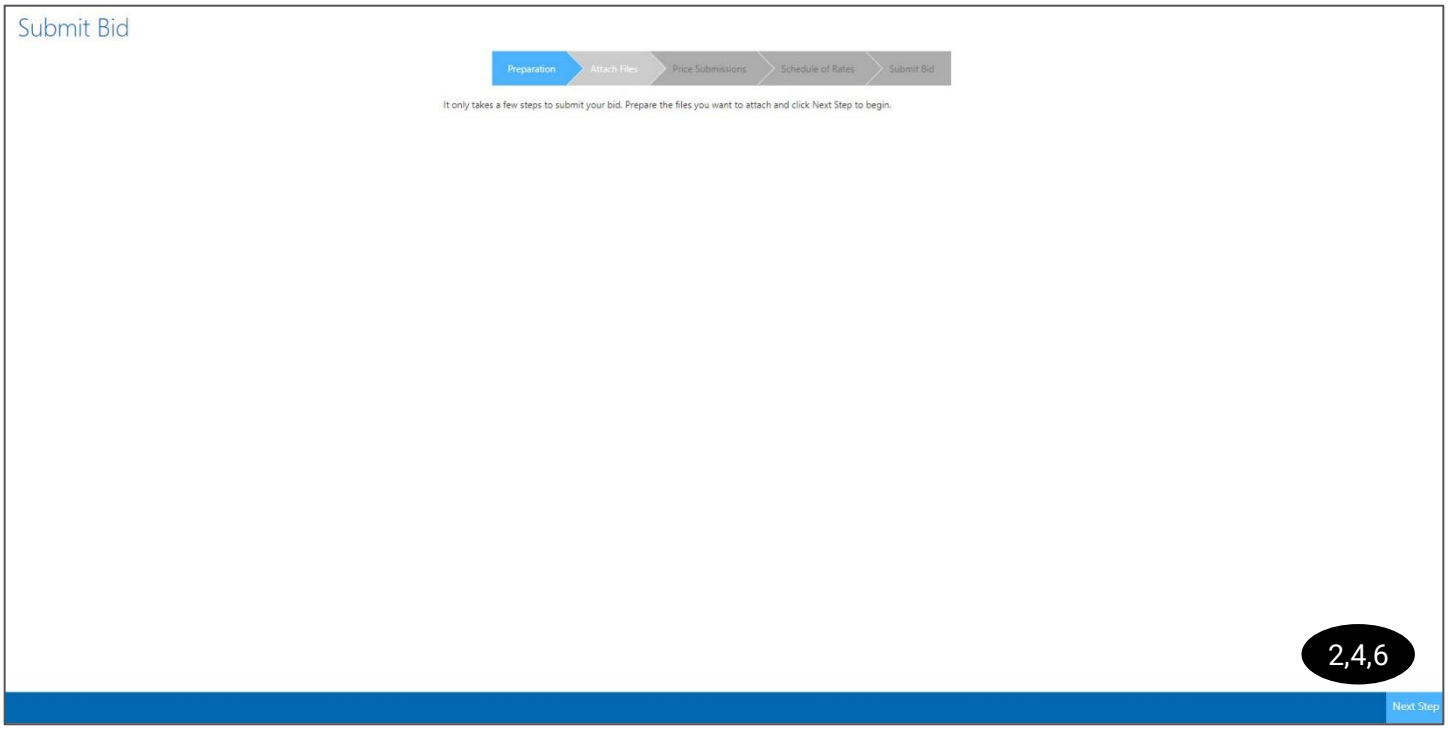
Action	Description
1. Hover over the red tip to learn about the change applied.	An explanation of the update is displayed.

17 Respond to Addenda

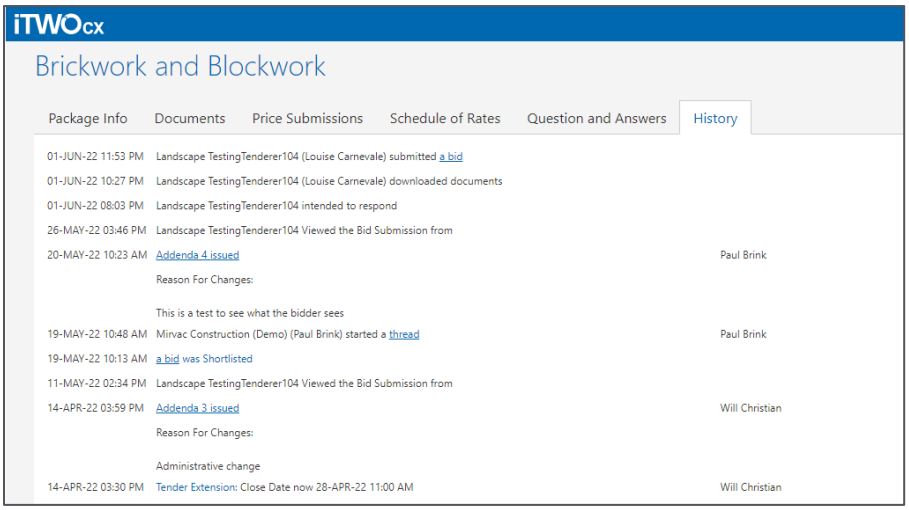
Having reviewed the changes and updates issued by Mirvac via an Addenda, the Tenderer can edit their bid to make relevant updates and then re-submit. As mentioned earlier updates may be required to the Tender submission specifically to any or all of these: Attachments, Price Submission and Schedule of Rates.



Action	Description
1. Click **Edit Bid**	The **Submit Bid screen displays, and the Preparation chevron is highlighted.**

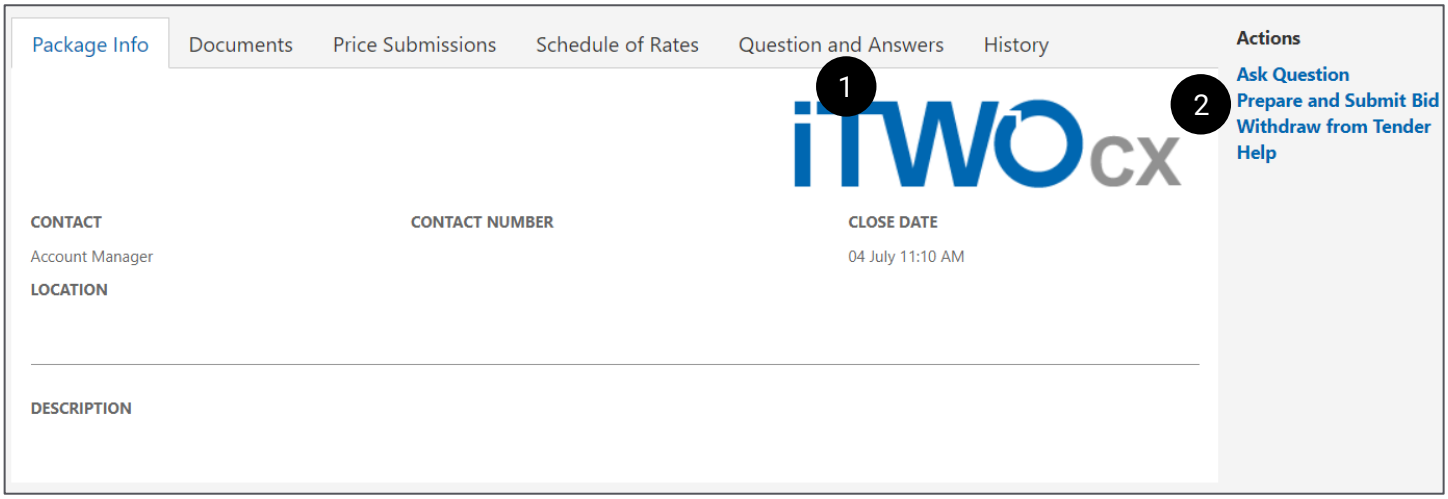


Action	Description
2. Click **Next Step**	Progress to the **Attach files chevron.**
3. If updates to the attachments is required, then refer to section 11 and complete the steps to attach any new relevant files to the Tender.	
4. Click **Next Step**	Progress to **Price Submission chevron**.
5. If updates to the Price Submission are required, then refer to section 12 and complete the steps to make updates.	Subject to the magnitude of the addenda, a previous submission will appear when editing the bid. This will enable the tenderer to make minor adjustments to their previous submission.
6. Click **Next Step**	Progress to **Schedule of Rates chevron.**
7. If updates to the Schedule of Rates are required, then refer to section 13 and complete the steps to make updates.	

8. Click **Submit Bid**	A Notification is sent to the Mirvac Contracts Administrator. The History tab is updated showing the resubmitted bid. For example, the top row in the image below shows that a bid has been submitted. 

18 Respond to a Resubmission or Best and Final Offer request

Mirvac may seek a Resubmission or Best and Final offer. A request for either of these will arrive **as an email notification via the Questions and Answers** tab. Refer to section 6.2-part 1 to learn how to view unanswered questions.

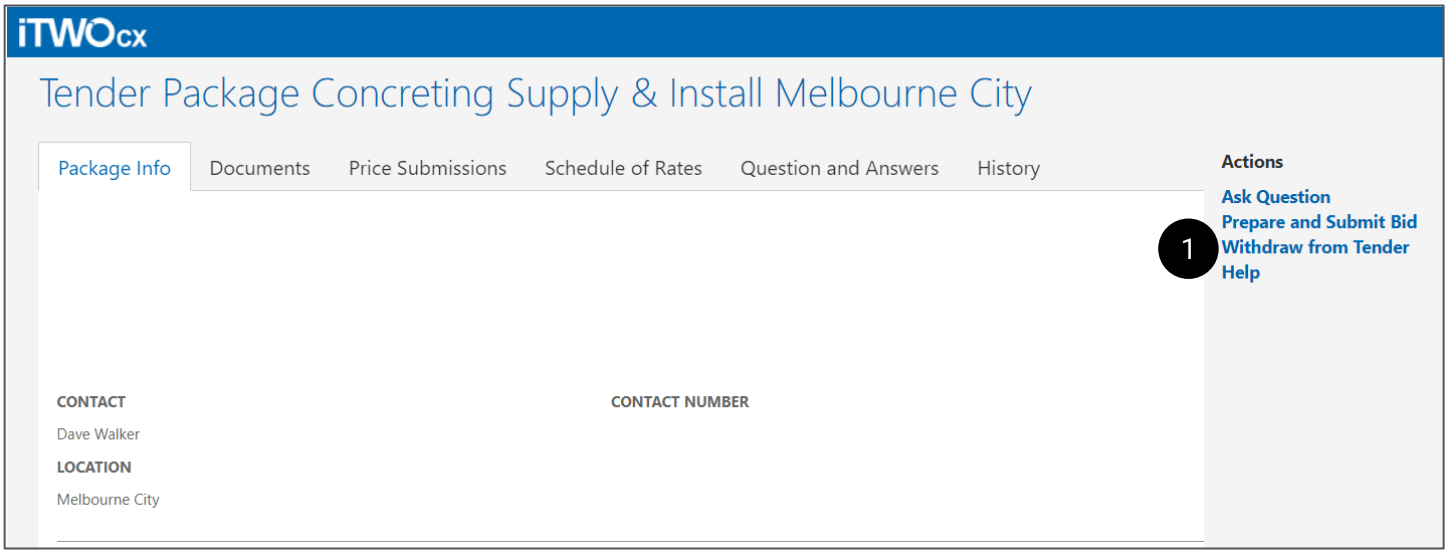


Action	Description
1. Click **Questions and Answers tab.**	Refer to section 6.2-part 1 to learn how to view unanswered questions. For **any questions indicating a Resubmission or Best and Final Offer,** continue to step 2 below.
2. Click **Prepare and Submit Bid**.	**Ensure to use** the **'Prepare and Submit Bid'** option in the Bidder Portal to provide an updated **submission or a Best and Final Offer**. Refer to sections 11 Attach Files, 12 Price Submission, 13 Schedule of Rates, and 14 Submit Bid to work through the Resubmission or Best and Final Offer. **Do not** include submission documents in a reply email.

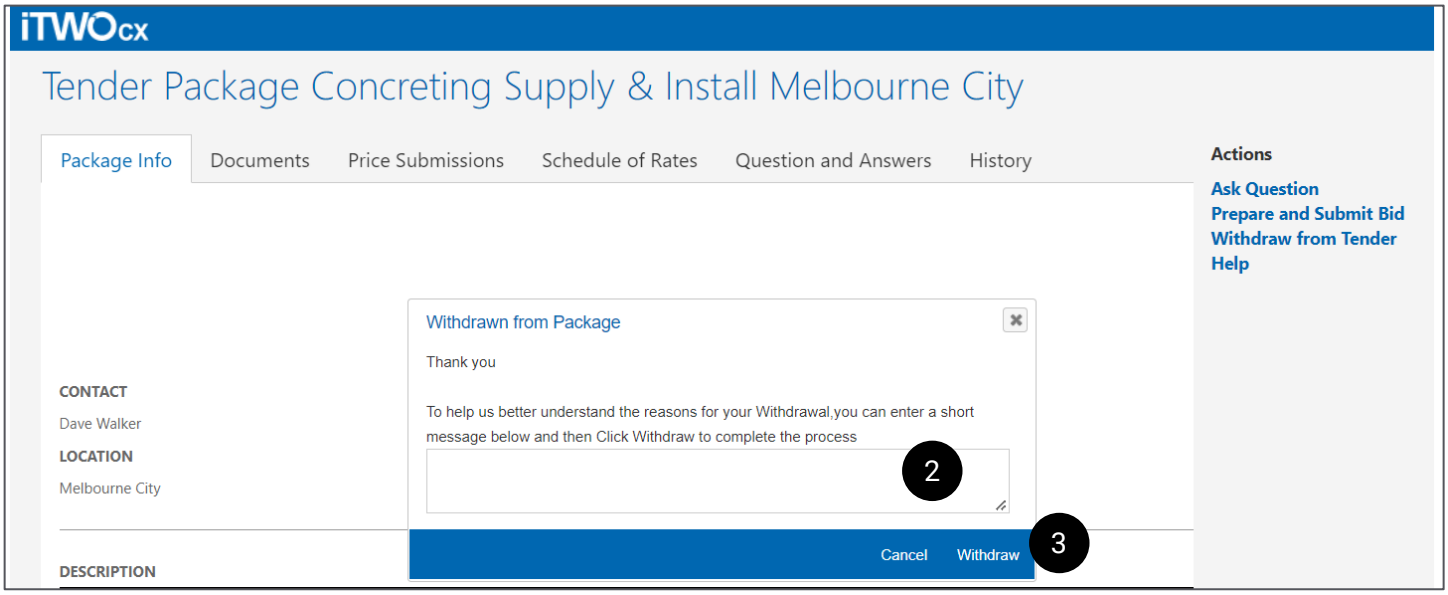
19 Withdraw from Tender

The option to withdraw from a tender is available at any stage.

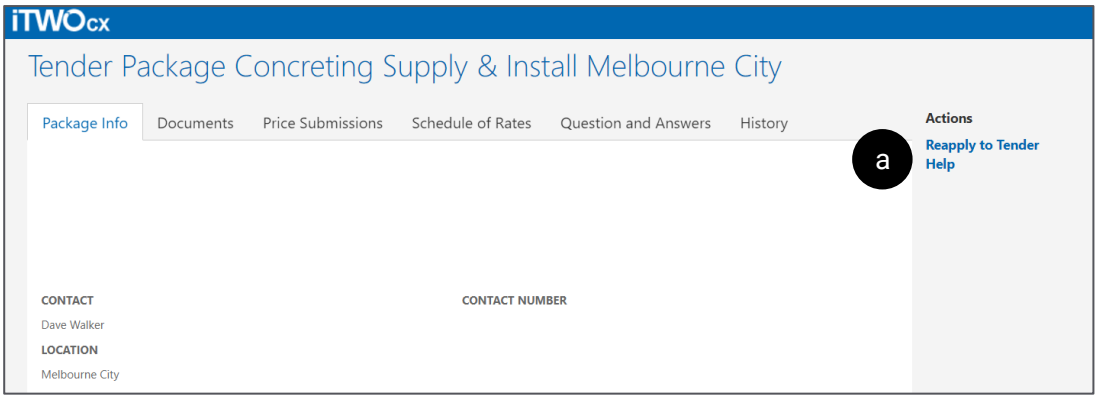
Complete the steps below to learn how to withdraw from a Tender Package.



Action	Description
1. Click **Withdraw from Tender** tab.	A pop-up note appears asking for a withdrawal reason.



Action	Description
2. **Enter a reason** in the text box.	To help Mirvac understand the reason for the withdrawal enter a short message. Click and drag the bottom-right corner of the text box to enlarge it.

3. **Click Withdraw.**	A notification is sent to Mirvac to advise that the Tenderer has withdrawn from the Tender package. a. The menu options change and include the 'Reapply to Tender'. Tab.  If circumstances change, click the **Reapply to Tender** tab to submit a Tender response.