



# **TOL Tender Submission Procedure**

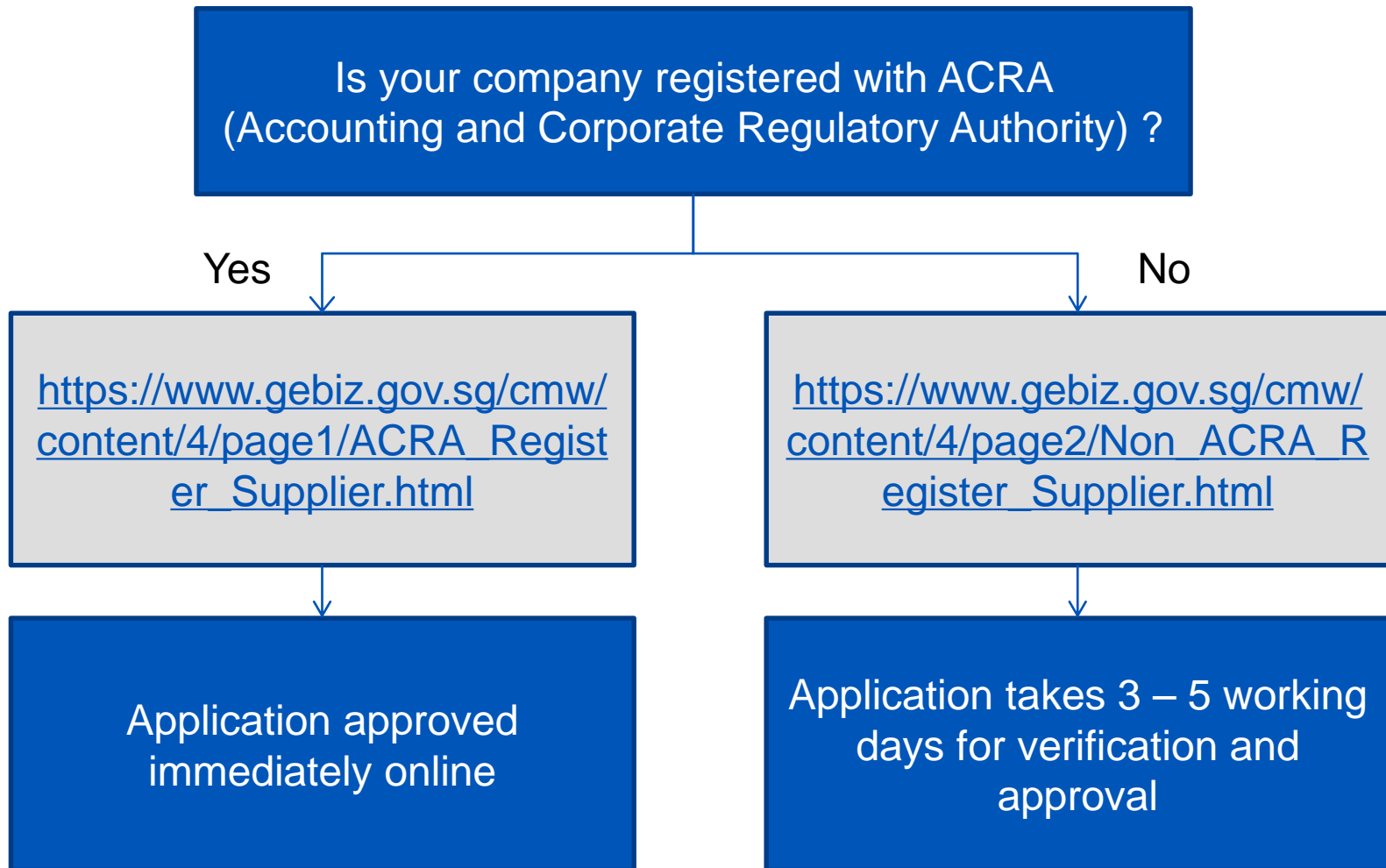


# Contents



- Register as a GeBIZ Trading Partner
- Submit a tender
- Amendment to a submitted tender
- Payment of fixed tender deposit
- View tender result / award result
- Refund of tender deposit

# Register As A GeBIZ Trading Partner (GTP)



Note: First account is free

# Link to GEBIZ From JTC Website



- Tenderers are able to click on the link to submit their tender

Pioneer Crescent (JR4818)	B2	JTC/PRD/TOL/250918/JR4818	9,102	3	(54KB)	(693KB)	Tender Procedure (1MB)	(Sep18 TOL Sites except TV5918)
Tuas West Drive (JR_TUAS4918)		JTC/PRD/TOL/250918/JR_TUAS4918	25,200	2	(208KB)	(1.1MB)		
Pioneer Crescent (JR5018)		JTC/PRD/TOL/250918/JR5018	2,804	3	(57KB)	(660KB)	Gebiz Website	
Buroh Crescent (JR5118)		JTC/PRD/TOL/250918/JR5118	4,400	3	(58KB)	(2.0MB)		
Buroh Crescent (JR5218)		JTC/PRD/TOL/250918/JR5218	9,922	3	(60KB)	(939KB)		
Buroh Crescent (JR5318)		JTC/PRD/TOL/250918/JR5318	10,015	3	(60KB)	(908KB)		
							Closed on 9 October 2018, 4pm	

Link to GEBIZ

# Submit A Tender



## Step 1

- Log in to GeBIZ with SingPass

A screenshot of the GeBIZ website interface. The browser address bar shows 'https://www.gebiz.gov.sg'. The page features the GeBIZ logo on the left and the Singapore Government logo on the right. A navigation menu includes 'Home', 'Opportunities', 'Supplier Directory', 'SIGN UP', and 'Log in with SingPass'. The 'Log in with SingPass' button is highlighted with a red box. Below the navigation is a search bar for opportunities with a 'Go' button and a link to 'Advanced Search'. At the bottom, there are two promotional banners: 'Introducing GeBIZ & Learn How To Use' and 'Useful Quick Tips'.

← → ↻ <https://www.gebiz.gov.sg>

**GeBIZ** Singapore Government Integrity · Service · Excellence

ANNOUNCEMENTS GETTING STARTED FAQ CONTACT US FEEDBACK

Home Opportunities Supplier Directory SIGN UP **Log in with SingPass** ▾

Search for Opportunities

Keyword, Document No., Agency, Procurement Category **Go** [Advanced Search](#)

> Today's Opportunities

**Introducing GeBIZ & Learn How To Use** **Useful Quick Tips**

# Submit A Tender



## Step 2

- Type the Tender Reference in the search bar and click “Go”

A screenshot of the GeBIZ website's search interface. The browser address bar shows 'https://www.gebiz.gov.sg'. The page header includes the GeBIZ logo, a Singapore skyline image, and the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Navigation links for 'ANNOUNCEMENTS', 'GETTING STARTED', 'FAQ', 'CONTACT US', and 'FEEDBACK' are visible. A main navigation bar contains 'Home', 'Opportunities', and 'Supplier Directory'. A search bar is highlighted with a red border, containing the placeholder text 'Keyword, Document No., Agency, Procurement Category' and a blue 'Go' button. To the right of the search bar is a link for 'Advanced Search'. Below the search bar is a link for '&gt; Today's Opportunities'. At the bottom, there are two promotional banners: 'Introducing GeBIZ &amp; Learn How To Use' and 'Useful Quick Tips'.

# Submit A Tender



## Step 3

- Upon display of the tender, click “Respond”

← → × <https://www.gebiz.gov.sg/ptn/opportunityportal/opportunityDetails.xhtml>

Overview [Share via Email](#) [Print](#)

**OPEN**

The information contained within the procurement notices/documents is intended for the sole purpose of suppliers preparing for their bids, and shall be used only for this intended purpose. They shall not be reproduced, distributed, adapted, modified, republished, displayed, broadcasted, hyperlinked, framed or transmitted in any manner or by any means without prior permission, other than for its intended purpose.

Tender No.	NUSDEPETT16000260	Closing on 17 Aug 2016 04:00 PM <a href="#">Add to Calendar</a> Electronic Submission
Reference No.	OSA/FM/T/2016/01	
Agency	National University of Singapore	Site Briefing on 29 Jul 2016 10:00 AM
Published	22 Jul 2016 04:45 PM	
Offer Validity Duration	90 Days	<b>Respond</b>
Remarks		
Procurement Type	Services	
<u>Two Envelope Bidding</u>	No	
Tender Type	Expenditure	

# Submit A Tender



## Step 4

- **<Quantity>** No action is required, i.e. leave it as “**1.0000**”.
- **<Unit Price>** This field is the **Tender Sum** which is the **monthly** licence fee.  
The Tender Sum shall not include GST.
- **<Remarks>** This field is the **Proposed Usage(s)** for the land parcel.  
Maximum limit: 200 characters. If you like to include more details of the proposed usage(s), please attach an additional document in your submission,
- **Failure to provide the **Tender Sum** and the **Proposed Usage(s)** will render the Tender disqualified.**

## BASE BID

[Submit no quote](#)

Unit of Measurement	EACH
Quantity *	<input type="text" value="1.0000"/>
Unit Price * Exclusive of GST	<input type="text" value="Singapore Dollar 1,900.0000"/>
Total	1,900.00
Remarks	<input type="text" value="Branded camera model x-123123.&lt;br/&gt;Please refer to Attached Annex A and B"/>

131 Characters Remaining

[+ Add bid in another currency](#)

You can submit a bid for an item in another currency.



# Submit A Tender



## Step 5

- Upload a scanned **Direct Credit Authorisation (DCA)** Form, that can be found in the Tender Packet. The form has to be verified by the Tenderer's bank
- Upload the most updated **Accounting & Corporate Regulatory Authority (ACRA)**
- Optional: Upload additional attachment on your proposed usage(s) if you are constrained by the character limit under the <Remarks> field

## Upload Documents

Attach documents to complement your response.

Supported file types - csv, doc, docx, pdf, ppt, pptx, rtf, txt, xls, xlsx, zip, bmp, gif, jpeg, jpg and tif.

### ATTACHMENTS

[Add Attachments](#)

S/N	File Name	File Size
No attachment available.		
	Download	Remove

# Submit A Tender



## Step 5 (Continued)

- Once the document(s) has been uploaded successfully, click 'Next' to proceed

## Upload Documents

Attach documents to complement your response.

Supported file types - csv, doc, docx, pdf, ppt, pptx, rtf, txt, xls, xlsx, zip, bmp, gif, jpeg, jpg and tif.

### ATTACHMENTS

[Add Attachments](#)

<input type="checkbox"/>	S/N	File Name	File Size
<input type="checkbox"/>	1.	<a href="#">Camera specs.xls</a>	123.00 kB
	<a href="#">Download</a>		<a href="#">Remove</a>

< Previous

Next >

# Submit A Tender



## Step 6

- Read through and verify all the information you have entered
- Edit where necessary

## Verify and Submit

Check the information you entered, add a supplier contact person, and submit your response.

Print

### MANDATORY ITEM

Expand All Collapse All

> Mirrorless Camera

1,900.00 (SGD)

Total: 1,900.00 (SGD)

< Previous

Submit your Response >



# Submit A Tender



## Step 6 (Continued)

- If the submission is finalised, click on the “Submit your Response” button
- Tenderer may also click on “Save” to save the response at any time, if Tenderer wishes to submit the response later

### CONTACT PERSON'S DETAILS

Name \*

John Ng Kok Ming

Email \*

john@beta.com

Contact No. \*

6123123

Fax No.

< Previous

Submit your Response >



# Submit A Tender



## Step 7

- An acknowledgement message will be displayed, if the response has been submitted successfully
- Tenderer can make changes to the Tender Sum and resubmit the response as long as the change is made before the closing date and time of the tender

Your response has been submitted.  
Good Luck!

We have sent an email confirmation to john@beta.com. We will notify you of any changes to the tender and the award.

Print

You can make changes to your response before the closing date - 12 Feb 2015, 04:00 PM.

Response No. 5239321

Tender Title Purchase of Mirrorless Camera

Agency Alpha Agency

Tender No. ALA000ETT15000004

# Amendment To A Submitted Tender



## Step 1

- After submitting the tender, Tenderer may track the response on “My Stuff”
- Click on “Responses” on the “My Stuff” main page

## My Stuff

View, track and manage all your opportunities, responses and invoices. Update your personal or company details.

### Watchlist

View and manage opportunities added to your watchlist.

### Invitations

View all opportunities that your company has been invited to participate in.

### Responses

Track your open and closed responses.

### Contracting Instruments

View and download formal contracts, letters of acceptance or purchase orders issued to you.

### Period Contracts

View your period contracts.

### Orders

View and download your orders for delivery and invoicing.

### Invoices

Create and manage electronic invoices

### Credit Notes

Create and manage credit notes for your

### Payment Status

View payment status of your electronic

# Amendment To A Submitted Tender



## Step 2

- Tenderer may edit a response that has been submitted by clicking “Edit Submitted Response”
- Please note that a response cannot be edited once the tender has closed

### Tender

#### Purchase of Mirrorless Camera

Response No.	5239334
Tender No.	ALA000ETT15000004
Agency	Alpha Agency
Published	11 Feb 2015
Procurement Category	Furniture, Office Equipment & Audio-Visual ⇒ AV Equipment, Photographic Equipment & Accessories

### Closing on

13 Feb 2015  
04 : 00 PM

Electronic  
Submission

### Response

[Edit Submitted Response](#)

[View Submitted Response](#)

Submitted by John Ng Kok Ming  
on 13 Feb 2015, 10 : 56 AM

# Amendment To A Submitted Tender



## Step 3

- Once the edits have been made, click “Save”
- Tenderer can then proceed to submit the edited response

✓ Bid for Items    ✓ Upload Documents    ✓ Verify and Submit    [Exit](#)

### Bid for Items

Enter your bid price for the selected items. You can add an alternative offer for each item.

ITEM	
<b>Mandatory to Bid: Yes</b>	
Item 1 of 2	
<b>Mirrorless Camera</b>	
Unit of Measurement	EACH
Required Quantity	1.0000



# Payment Of Fixed Tender Deposit



- Tenderer is required to submit a fixed tender deposit which is indicated in the Tender Packet.
- The tender deposit must be paid **via Bank Transfer** only.
- Payment in CASH, CHEQUE or any other means **WILL NOT BE ACCEPTED.**
- The tender deposit must be transferred to JTC **before the closing** at 4pm on the Tender Closing Date.
- Tenderer shall instruct his bank to indicate the tender deposit descriptions as

[Company Name]<Space>TOL<Space>TD<Space>[Plot Code]  
e.g. ABC Pte Ltd TOL TD AB0123



# View Tender Result



## Step 1

- Type the Tender Reference in the search bar and click “Go”

A screenshot of the GeBIZ website interface. At the top, there is a browser address bar showing 'https://www.gebiz.gov.sg'. Below the address bar is a banner image of a city skyline. On the left of the banner is the GeBIZ logo, and on the right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. A navigation menu below the banner includes 'Home', 'Opportunities', 'Supplier Directory', 'SIGN UP', and 'Log in with SingPass'. A search bar is prominently displayed with the text 'Search for Opportunities' and the input 'NIE000ETT16000018'. A blue 'Go' button is next to the search bar, and a link for 'Advanced Search' is nearby. Below the search bar, there is a link for '&gt; Today's Opportunities'. At the bottom of the page, there are two large buttons: 'Introducing GeBIZ &amp; Learn How To Use' and 'Useful Quick Tips'.

# View Tender Result



## Step 2

- Click on the Tender title

← → ↻ <https://www.gebiz.gov.sg/ptn/opportunity/BOListing.xhtml>

1 opportunity found for your search 'nie000ett16000018'.

GeBIZ (1)	NextGen GeBIZ (0)
-----------	-------------------

Open (0) Closed (1) Sort by Published Date (Latest First) ▾

Only opportunities closed in the last 6 months or awarded in the last 1 month will be shown.

All [Closed](#) [Pending Award](#) [Awarded](#) [Cancelled](#) [No Award](#)

---

<b>1</b> Tender - NIE000ETT16000018 / NIE000/PESS/14/2016	<b>PENDING AWARD</b>
<b>Tender for the supply and delivery of BERTEC fully Instrumented Treadmill (running speed 32KM/H) or its equivalent</b>	Closed 03 Aug 2016 04:00PM
Agency: National Institute of Education	Electronic Submission
Published: 20 Jul 2016 12:15 AM	
Procurement Category: Administration & Training ⇒ Sports & Recreational Equipment	

# View Tender Result



## Step 3

- Click on the “Respondents” tab to view the list of participated tenderer(s)

[Home](#) > [Opportunities](#) > [NIE000ETT16000018](#) > [Overview](#)

[Back to Search Results](#)

### Tender for the supply and delivery of BERTEC fully Instrumented Treadmill (running speed 32KM/H) or its equivalent

Tender for the supply and delivery of BERTEC fully Instrumented Treadmill (running speed 32KM/H) or its equivalent

Overview

Respondents (3)

Print

**PENDING AWARD**

The information contained within the procurement notices/documents is intended for the sole purpose of suppliers preparing for their bids, and shall be used only for this intended purpose. They shall not be reproduced, distributed, adapted, modified, republished, displayed, broadcasted, hyperlinked, framed or transmitted in any manner or by any means without prior permission, other than for its intended purpose.

Tender No.	NIE000ETT16000018
Reference No.	NIE000/PESS/14/2016
Agency	National Institute of Education

Closed  
03 Aug 2016  
04:00 PM

Electronic response with  
supporting documents

# View Tender Result



## Step 4

- The tenderer(s) who have participated and the tender sum will be displayed. This is **NOT** an announcement of the tender award.



[Home](#) > [Opportunities](#) > [NIE000ETT16000018](#) > Respondents

[Back to Search Results](#)

**Tender for the supply and delivery of BERTEC fully Instrumented Treadmill (running speed 32KM/H) or its equivalent**

Tender for the supply and delivery of BERTEC fully Instrumented Treadmill (running speed 32KM/H) or its equivalent

Overview

Respondents (3)

**3 suppliers responded.**

	Expand All	Collapse All
> BES TECHNOLOGY PTE. LTD.	329,357.00 (SGD)	
> Biofit Technology & Services	316,470.00 (SGD)	
> United BMEC Pte Ltd	269,310.00 (SGD)	

[Back to Search Results](#)

# View Award Result



## Step 1

- Repeat the search procedure to retrieve the tender details
- Click on “Award” tab

[Home](#) > [Opportunities](#) > [NIE000ETT16000013](#) > Overview

[Back to Search Results](#)

### Tender for the supply and delivery of one saloon car with engine capacity of not more than 1,999cc for National Institute of Education

Tender for the supply and delivery of one saloon car with engine capacity of not more than 1,999cc for National Institute of Education

Overview

Respondents (2)

Award (1)

Print

**AWARDED**

The information contained within the procurement notices/documents is intended for the sole purpose of suppliers preparing for their bids, and shall be used only for this intended purpose. They shall not be reproduced, distributed, adapted, modified, republished, displayed, broadcasted, hyperlinked, framed or transmitted in any manner or by any means without prior permission, other than for its intended purpose.

Tender No. NIE000ETT16000013

Reference No. NIE000/DED/12/2016

Agency National Institute of Education

Closed

30 Jun 2016

04:00 PM

Electronic Submission

# View Award Result



## Step 2

- The award of the tender to the Successful Tenderer is announced

Awarding Agency	
<b>National Institute of Education</b>	
1 Nanyang Walk Singapore 637616	
No. of Suppliers Awarded	1
Tender No.	NIE000ETT16000013
Awarded Date	12 Jul 2016
Total Awarded Value	182,060.00 (SGD)
Covered under WTO-GPA/FTA	No
Procurement Method	Open Tender

---

Awarded to	
<b>Premium Automobiles Pte Ltd</b>	
55 Ubi Road 1	
Awarded Value	182,060.00 (SGD)

# View Award Result



- Alternatively, tenderers are able to check the status of the various business opportunities that they have submitted via GeBIZ by clicking on the “Responses” from “My Stuff” main page

## My Stuff

View, track and manage all your opportunities, responses and invoices. Update your personal or company details.

### Watchlist

View and manage opportunities added to your watchlist.

### Invitations

View all opportunities that your company has been invited to participate in.

### Responses

Track your open and closed responses.

### Contracting Instruments

View and download formal contracts, letters of acceptance or purchase orders issued to you.

### Period Contracts

View your period contracts.

### Orders

View and download your orders for invoicing, delivery and other instructions.

### Invoices

Create and manage electronic invoices

### Credit Notes

Create and manage credit notes for your

### Payment Status

View payment status of your electronic



# Refund Of Tender Deposit



- For the successful tenderer:
  - If the tender deposit is more than the Tender Sum, the tender deposit will be used to offset subsequent monthly rental.
  - If the tender deposit is less than the Tender Sum, JTC Finance Division will collect the difference from the successful tenderer as payment for the first month rental.
- For the unsuccessful tenderer:
  - JTC Finance Division will process the refund via bank transfer to the bank account specified in the DCA Form submitted.
  - JTC will send a tender rejection letter indicating a tentative date on which the unsuccessful tenderer will receive the refunded tender deposit.

**Thank You**