

REPDO eProcurement Portal

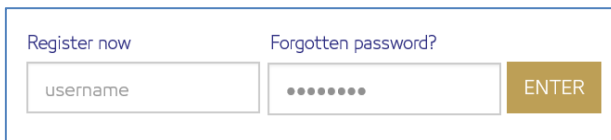
Guide to Prepare Response on Excel Template

When preparing to submit response to RFQs and RFPs on REPDO eProcurement Portal, it is possible to extract RFQ/RFP Response Form on excel format, and prepare the response offline (without using your web browser or being connected to internet)!

This Document will provide detailed guide on how to extract RFQ/RFP Response Form to excel, fill the content and upload the filled RFQ/RFP Response Form on excel back to the REPDO eProcurement Portal.

Step 1: Open the URL: <https://powersaudiarabia.com.sa/> to access REPDO eProcurement Portal.

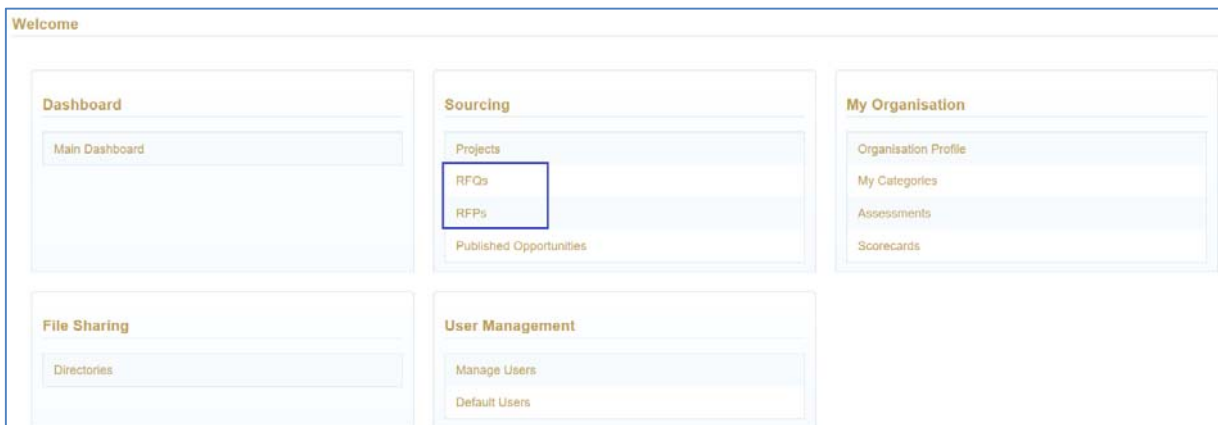
Once the URL is opened, you will appear on the main page of the REPDO's eProcurement Portal. Please login to your **Online Account** with your **Username & Password**



Register now Forgotten password?

username ●●●●●● ENTER

Step 2: From the Main Menu, access RFQ or RFP area, depending on which response you need to modify (the remaining steps are the same for both the RFQ and RFP):



Step 3: On the next page, you will see the list of ALL RFQs or RFPs you have participated in. You can also view a "Response Status" column to see if the response is finalized, and view the RFQ/RFP Deadline:

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

Step 4: Access the RFQ or RFP of interest:

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

Step 5: Once in, click on “Create Response” to begin the response preparation and submission:

RFP: RFP_35 - R1 Sakaka PV RFP Running

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

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

RFP Details | Messages (Unread 0)

Settings | Buyer Attachments (66) | My Response | User Rights

Create Response
Decline To Respond

You can prepare your response online, by “Editing Response” to Qualification, Technical and Commercial Envelopes individually:

1. Qualification Response (Questions: 37) Edit Response

1.1 Volume II - Question Section

1.2 Responsiveness and Rejection of Proposals - Question Section

1.3 Additional Attachments Area

No Attachments

2. Commercial Response (Line Items: 3, Questions: 1) Edit Response

Or, you can download the “Response Form” on excel format, fill it, and upload the response to the RFQ/RFP:

RFP: RFP_35 - R1 Sakaka PV RFP Running

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

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

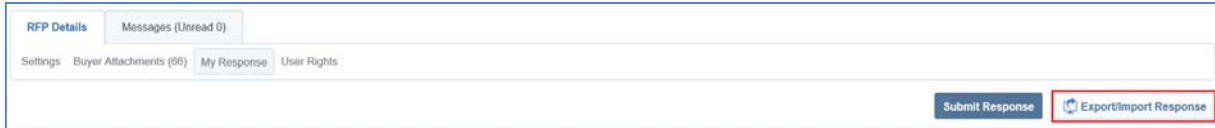
RFP Details | Messages (Unread 0)

Settings | Buyer Attachments (66) | My Response | User Rights

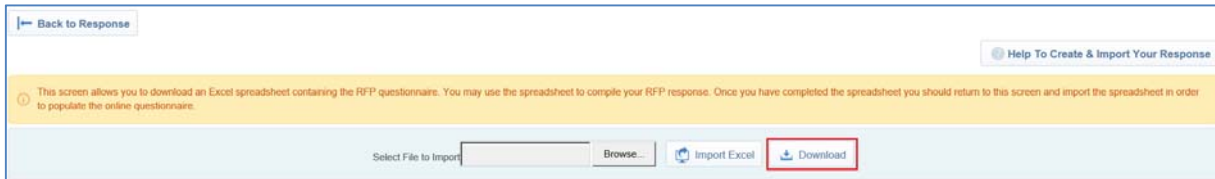
Export/Import Response
Submit Response

In this document, a step by step guide is provided on how to develop response using the Response Form on Excel

Step 6: Click “Export/Import Response” icon to download the “Response Form” template:



On the next screen, click the “Download” icon to download the form, and open it:



Step 7: Once the excel Response Form is opened, you can view the content:

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

The column called “Response” on the right-hand side is where the response must be provided by the supplier. *Cells marked in Yellow are mandatory for Suppliers to respond, and those marked in Blue are optional to respond.* To respond, simply type in your response in the cell, or make the selection from the provided options list.

The column called “Response Type” in the center indicates the type of response that must be provided, and the column called “Response Guide” next to it provides short explanation about each type of the response. The type of responses include text (alpha numeric), numeric only, date only, options list etc., multi-choice, yes/no question etc. *Only the Attachment type questions cannot be answered on the excel form – the attachments must be uploaded directly on the portal.*

Columns called Question and Description contain the title and main body of the questions asked in this response form.

Step 8: Simply fill the Response column on the excel sheet, and save the document on your computer.

For Text question type, provide your response in alpha-numeric format in the response column:

Question	Description	Response Type	Response Guide	Response
	Design lifetime of the plant - in Years	Text	Enter plain text	ANC Tex

For Options List question type, click on the cell in response column, and select one of the options from the provided dropdown list:

Question	Description	Response Type	Response Guide	Response
	Please provide Maximum design ambient temperature (outdoor in the shade) - in °C	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	I confirm.
	Maximum design temperature of the electrical equipment installed indoors in air	Numeric	Enter a numeric value	I confirm. I do not confirm.

For the Numeric question type, provide your response in numeric format in the response column:

	Maximum design temperature of the electrical equipment installed indoors in air conditioned rooms - in °C	Numeric	Enter a numeric value	1234
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For Yes/No question type, click on the cell in response column, and select one of the options from the provided dropdown list:

	Maximum design temperature of electrical equipment installed for outdoor use or in facilities without air conditioned rooms - in °C	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	Yes
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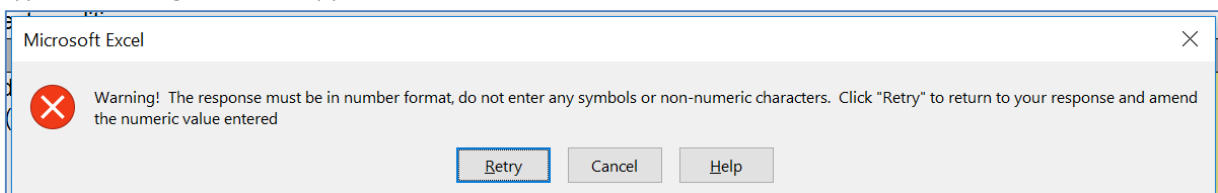
Form Sheet C7 - List of manufacturers of Main Equipment

When you begin providing your response in the response column cells, a small pop up will provide additional information about how to correctly respond to the particular question type selected:

Question	Description	Response Type	Response Guide	Response
	Please provide Maximum design ambient temperature (outdoor in the shade) - in °C	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	I confirm.
	Maximum design temperature of the electrical equipment installed indoors in air conditioned rooms - in °C	Numeric	Enter a numeric value	1234
	Maximum design temperature of electrical equipment installed for outdoor use or in facilities without air conditioned rooms - in °C	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	Yes

Response Guide
Select the applicable value from the option list, accessed by clicking the drill down arrow on the right of the response box

In case wrong type of answer is given against a question type (ex: text response in the numeric question type), following error will appear:



Step 9: Some questions in the response can be “conditional”. “Conditional” means that the answer provided to the initial questions in the response form can make few other questions in the response form “mandatory”.

For example, your answer to the first question 1.2.1, can make another question 1.3.1 mandatory for you to answer. Following is an example of response sheet before the answer to question 1.2.1:

1.2 Pre-Qualification Application						
Question	Description	Type of Response	Response Guide	Response		
1.2.1	Pre-Qualification to Midyan Wind RFQ	Were you Pre-Qualified in Midyan Wind RFQ as a Managing Member, Technical Member, or both?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	<div style="border: 1px solid red; background-color: yellow; padding: 5px;"> Yes I submitted a SoQ for Midyan IPP and was Pre-qualified </div>	
1.2.2	New PQ Application	Would you like to submit a new PQ application for Dumat Al Jandal Project?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box		
1.3 Pre-Qualification to Midyan Wind RFQ			Responses to this Section will be considered only if: Pre-Qualification to M			
Question	Description	Type of Response	Response Guide	Response		
1.3.1	Pre-Qualification to Midyan Wind RFQ	Please Select your Pre-Qualification Application in the Midyan Wind RFQ.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	<div style="border: 1px solid blue; background-color: yellow; padding: 5px;"> Yes I submitted a SoQ for Midyan IPP but I was not Pre-qualified I did not submit a SoQ for Midyan IPP </div>	
				from the option list, accessed by clicking the drill down arrow on the right of the response box		

Following is an example of the response sheet after the answer to question 1.2.1 (notice how question 1.3.1 has become mandatory):

1.2 Pre-Qualification Application						
Question	Description	Type of Response	Response Guide	Response		
1.2.1	Pre-Qualification to Midyan Wind RFQ	Were you Pre-Qualified in Midyan Wind RFQ as a Managing Member, Technical Member, or both?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	Yes I submitted a SoQ for Midyan IPP and was Pre-qualified	
1.2.2	New PQ Application	Would you like to submit a new PQ application for Dumat Al Jandal Project?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box		
1.3 Pre-Qualification to Midyan Wind RFQ			Responses to this Section will be considered only if: Pre-Qualification to Midyan Wind RFQ = Yes I			
Question	Description	Type of Response	Response Guide	Response		
1.3.1	Pre-Qualification to Midyan Wind RFQ	Please Select your Pre-Qualification Application in the Midyan Wind RFQ.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box		

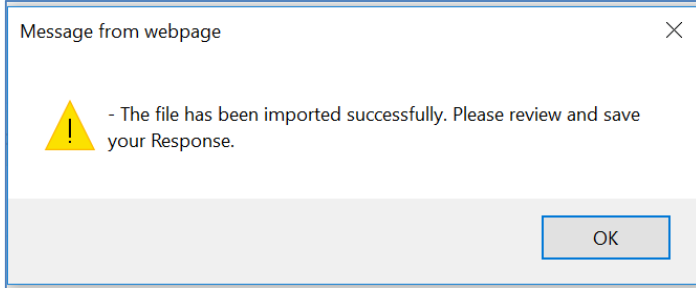
Step 10: Once you have filled the response form correctly, upload the document on the REPDO eProcurement Portal RFP/RFQ. On the same screen where the template was downloaded, browse the document and select the file, then click "Import Excel" icon:

← Back to Response
Help To Create & Import Your Response

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

Select File to Import C:\Users\ug58saki\Desktop\ Browse... Import Excel Download

The pop-up will confirm successfully uploading the response. Click OK and review the saved progress:



Step 11: Ensure you answer all questions. The attachment questions must be answered on ePP portal:

My Response Summary	
1. Technical Response	All questions answered No additional attachments
2. Commercial Response	All quoted items completed No additional attachments

Step 12: click on Save the Changes, then click on Submit Response:

