

How to create a response for a RFQ

LICITA: RFQ

Supplier's Guide



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1. PURPOSE OF THE DOCUMENT

The objective of this manual is to explain the Suppliers the steps to follow in order to respond the RFQ – RFI in which you are invited.

In this manual, we will focus on how to complete an RFQ, but the procedure to respond a RFI is the same.

It will also be detailed the minimum technical requirements in order to use the purchasing platform correctly.

2. ACCESS THE RED ELÉCTRICA DE ESPAÑA ESOURCING PORTAL

Access the link https://ree-licita.bravosolution.com/web/login.html with your user ID and password. You will have to introduce them in the Login area that is shown in the picture.

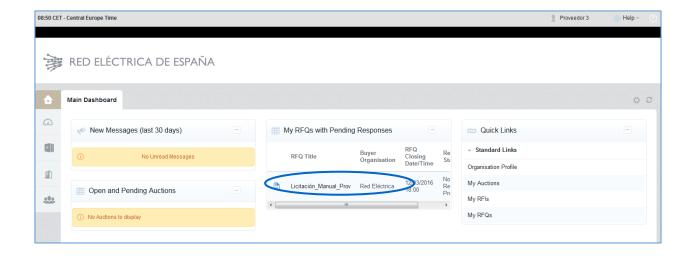
If you have any doubt, you could contact the Helpdesk Support, which e-mail and phone are shown in the main page of the Red Eléctica eSourcing portal.



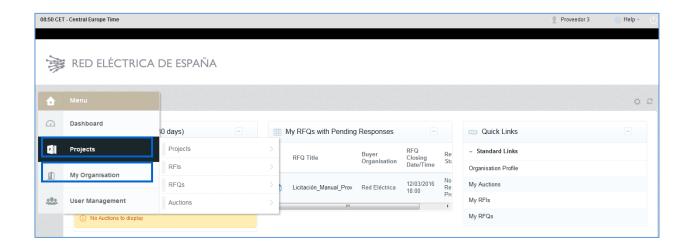


3. ACCESS THE RFQ

Once you access the platform, you will see the main menu, where you could search all the negotiations you are invited in, and also the options in order to manage your user.

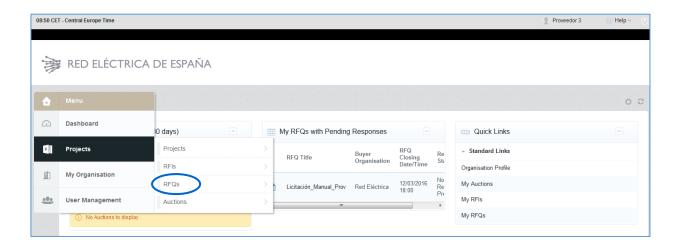


By clicking in the **My Organisation** area you could Access the registration form. You could also manage the sub-users and the rights for each one of them, clicking on **User Management.**

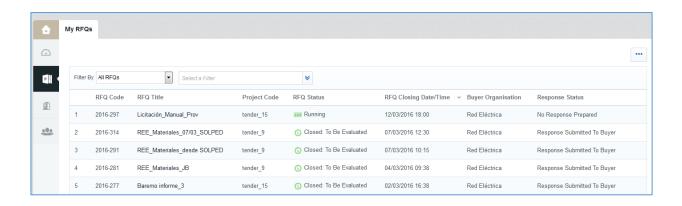


In order to present an offer in a RFQ, click on **RFQ**, in the Projects area. In the case you have to complete an RFI, click on **RFI**.





Click again on My RFQs area.

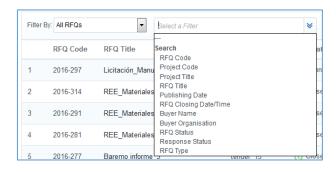


In this screen, will be shown all the RFQs in which you have been invited.

Here you could see:

- The RFQ code.
- Each RFQ description.
- The code of the Project each RFQ belongs.
- The RFQ status: if the RFQ is running or if it has finished.
- The Response status: the supplier response status to this RFQ.
- The closing date and time of the RFQ.

In the Search/Filter option it is possible to search quickly the RFQ do you want to access to.





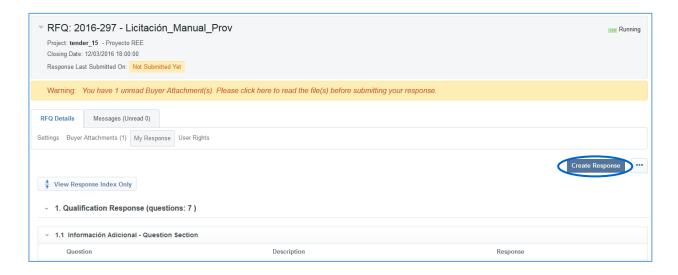
By clicking on Export List to Excel, inside the "hidden option button" , you will be able to download an Excel document that contains a list of the RFQ and their status.

In order to respond the RFQ, click on the RFQ description.

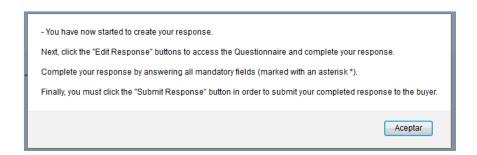
In the next screen there are two options, Create Response and Decline to Respond. To continue with the RFQ response, click on *Create Response*.

Note: clicking on Create Response does not mean that you have to respond in that moment. It just allows the buttons needed to respond it.

If you are not participating in the RFQ, click on Decline to respond and include the reason why you do not participate. And click on Save and Confirm.

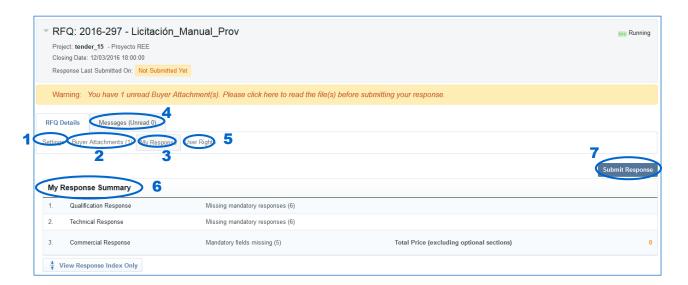


If you are creating a response, click on Create Response, and the next message will be shown. Click on accept.



In that moment, you will be starting creating the response to the RFQ. The screen where you access will be the area of "My Response". It is structured as follows:





On the index of the left, you could access to this areas:

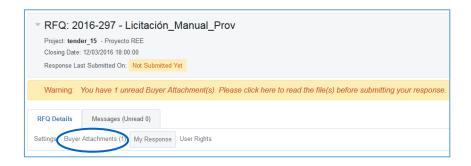
- Settings: here you could see the RFQ configuration, where appears the End Date for Buyer Replies to Messages and the RFQ deadline. You could also see the RFQ deadline at the header.
- 2. **Buyer Attachments**: in the Attachments area you could find all the necessary information to do your quotation (specifications, plans, etc.). You could also access to the attachments area by clicking in the red link (under the header).
- 3. **My Response**: Clicking in *My Response* you come back to the main page. This is the area where you could configurate your offer and finally send it to Red Eléctica.
 - My Response Summary: it is shown when you click on the option My Response, on the index of the left. From here you could complete the 3 response envelopes (Qualification, Technical and Commercial), only clicking in the name of each one.
 - Submit Response: Once you have completed all the information that Red Eléctica requested to you, and you have upload all the documents needed, you should click on Submit Response. In that moment Red Eléctica will have evidence of your response.
- 4. Messages: If you click here, you could see an area to create and receive messages through the platform. You could send your queries and comments through this area, sending a message that will be received by the pertinent person of Red Eléctica and this person will respond through the same area. When you receive a message from Red Eléctica related to the RFQ, you will receive an alert in your e-mail in order to access the platform and check your messages.
- 5. **User Rights:** this option allows you to invite any of the sub-users to participate in the RFQ, it means, that they have access to the RFQ.



4. ACCESS TO THE BUYER ATTACHMENTS AREA

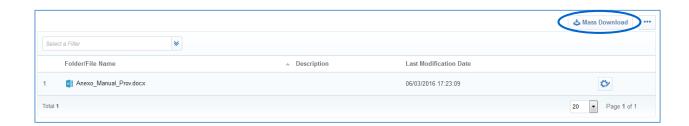
Before starting filling the answers, it is important to read the information provided by Red Eléctrica.

When you access for the first time, it appears a *Warning* message that informs you that you have attachments to read or attachments that you have not downloaded yet. You could see the information clicking on Buyer Attachments or clicking on the red link.



Once you have accessed, the attachments can be downloaded by two ways:

a) Mass Download option will allow you could download all the attachments at the same time.



It will appear a new screen where you will select the attachments to download. Then, click on Download Selected Files.

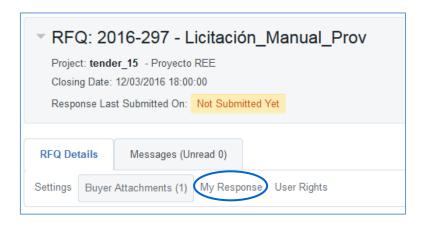


All the attachments will be downloaded in .zip format.



b) Download one by one: instead of downloading the files all at once, you can download them, one by one, by clicking on the title of the document.

We recommend you to start to complete each response, once you will have read all the files provided by Red Eléctrica. Click on My Response to Create Response.





5. RESPONSE RFQ

The RFQ Response is formed by different envelopes. Depending on how the envelopes are configured by Red Eléctica, you will be able to see one, two or three response envelopes. Please, complete the requested envelopes (if you do not have access to one of the envelopes, it is due to Red Eléctica has not configured them).

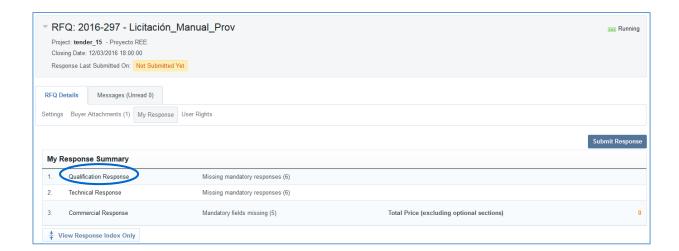
- Qualification Response: general questions about the company (contact information, financial details, etc.). This kind of response is not always configured in all the RFQ.
- <u>Technical Response:</u> questions about the capacity and the quality that the company has to offer the requested products/services.
- Commercial Response: prices for each offered products/services.

5.1 Online Response

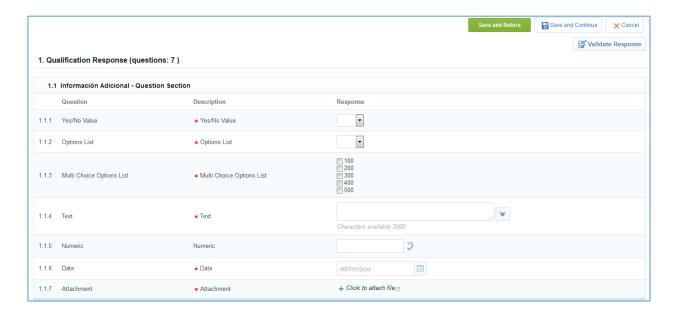
In the Main Screen, below "My Response Summary", click on the Response that you are going to complete: Qualification, Technical or Commercial (depending on how it is configurated by Red Eléctrica).

5.1.1 Qualification Response

Click on <u>Qualification Response</u>. In the new window, you will have to complete each question. All those questions marked with a red asterisk (*) are mandatory fields, that is, they must be completed. In those cases you cannot answer a section, mark "N/A" (No Applicable) if it is text field, or "0" if it is a numerical field.

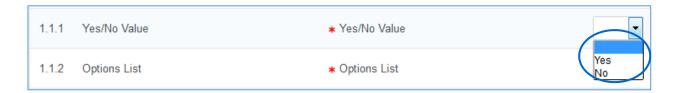






These are the different kind of responses:

Yes/No: open the list on the right side to select the response.



• **Text:** complete the square in white with your response. Below, you have the number with the characters left to complete this response.

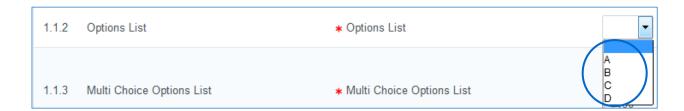


• **Numerical:** These kinds of responses are marked with the symbol next to the white square where you will have to write the response. The numeric fields have to be answered with a maximum of three decimal places, using the dot (.) in order to separate the decimals (if the set language is English). Please, see it placing the mouse in the numeric symbol, it depends on the language set by your company.



• Options List: display the list on the right in order to respond.





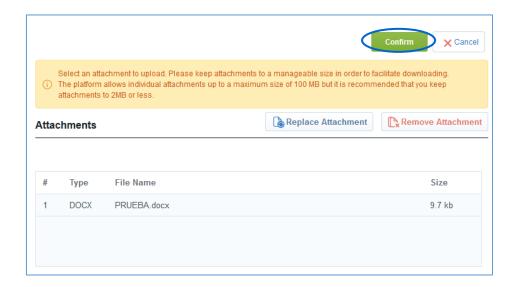
 Multi-choice Options List: select the options that you want. You could choose more than one.



Multi-choice List: select the options that you want. You could choose more than one.



When you click here, it will appear the next window where you could upload files with 100 MB maximum, which is why we recommend that if you need to upload several files, you compact then in only one ZIP or RAR file. Then, you have to select the file from the computer and end the operation clicking on "Confirm".



 Additional Attachments Area: At the end of the response page, it appears as the last section.



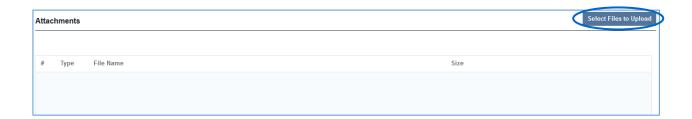
Here you could include all the additional documents that you would add, or other documents that the buyer has requested to you. Click on "Add/View Attachments".



It will appear a new screen, where you have to click in Upload New File.



In the new screen, click on "Select Files to Upload" in order to find the file that you have to upload from your computer, and the click on "Confirm", to end the Project.



When the attachments upload has finished, click on "Save all", getting back to the response envelope where you were in this case, the qualification response.

Once you have completed all the questions, click on "Save and Return". This action will save the responses in the platform and you will return to the main page.



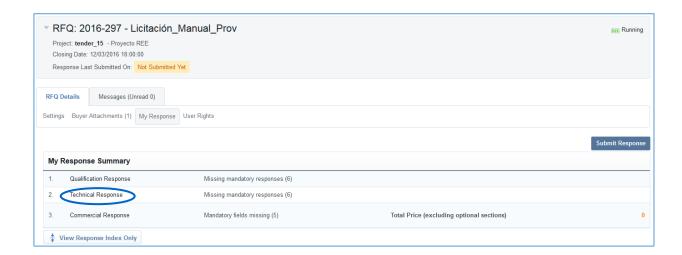
The option "Save and Continue" will be used in order to save the responses while you are answering. It is desirable to save the responses while you are completing them.

The option Cancel, is for exit without saving the changes, getting back to the main page.

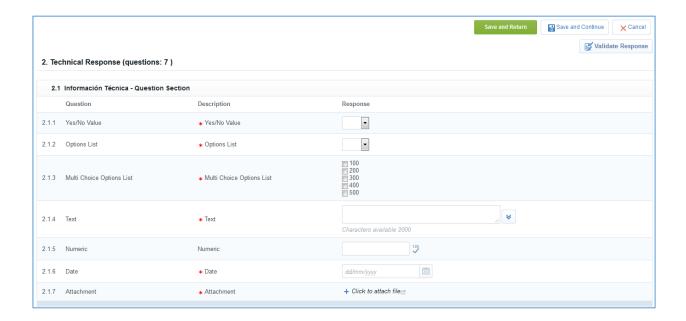


5.1.2 <u>Technical Response</u>

In the main page "My Response", click on <u>Technical Response</u>. A new screen will be opened and you could answer the questions from this envelope.

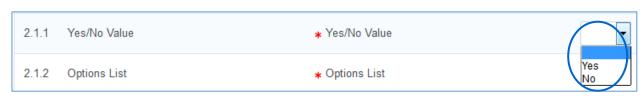


All the questions with a red asterisk (*) are mandatory, it means that they have to contain a response. If you still cannot answer, write "N/A" (Not Applicable) if it is a text field, or "0" if it is a number field.



These are the different kind of responses:

• Yes/No: open the list on the right side to select the response.





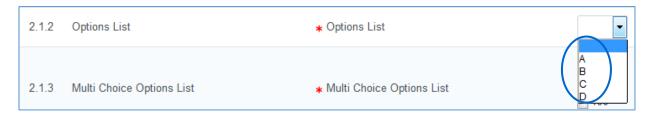
 Text: complete the square in white with your response. Below, you have the number with the characters left to complete this response.



• **Numerical:** These kinds of responses are marked with the symbol next to the white square where you will have to write the response. The numeric fields have to be answered with a maximum of three decimal places, using the dot (.) in order to separate the decimals (if the set language is English). Please, see it placing the mouse in the numeric symbol; it depends on the language set by your company.



• Options List: display the list on the right in order to respond.



• **Multi-choice Options List:** select the options that you want. You could choose more than one.

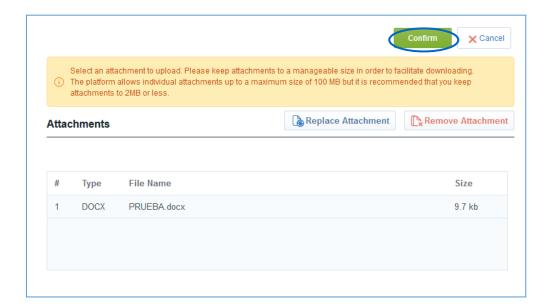


• Attachment: select "Click to attach file" in order to upload a file.



When you click here, it will appear the next window where you could upload files with 100 MB maximum, which is why we recommend that if you need to upload several files, you compact then in only one ZIP or RAR file. Then, you have to select the file from the computer and end the operation clicking on "Confirm".



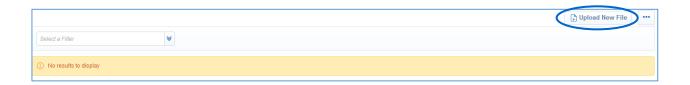


 Additional Attachments Area: At the end of the response page, it appears as the last section.

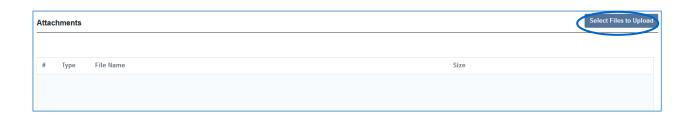
Here you could include all the additional documents that you would add, or other documents that the buyer has requested to you. Click on "Add/View Attachments".



It will appear a new screen, where you have to click in Upload New File.



In the new screen, click on "Select Files to Upload" in order to find the file that you have to upload from your computer, and the click on "Confirm", to end the Project of uploading files.





When the attachments upload has finished, click on "Save all", getting back to the response envelope where you were in this case, the qualification response.

Once you have completed all the questions, click on "Save and Return". This action will save the responses in the platform and you will return to the main page.

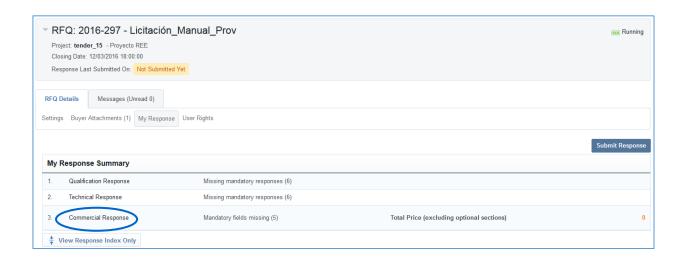


The option "Save and Continue" will be used in order to save the responses while you are answering. It is desirable to save the responses while you are completing them.

The option Cancel, is for exit without saving the changes, getting back to the main page.

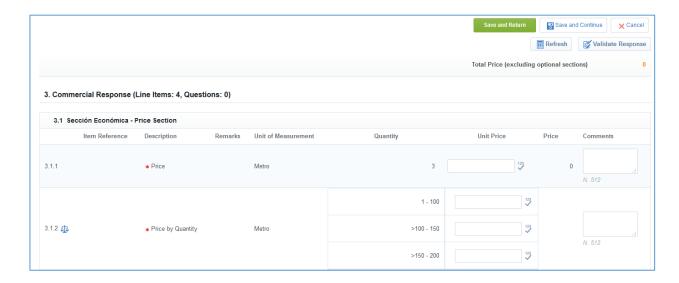
5.1.3 Commercial Response

In the main page "My Response", click on Commercial Response.



Then, a new screen will be opened and you could answer the questions of this envelope:





In the example, the type of answer is a numeric value. Fill the gap **Unit Price**, in the indicated Unit of Measurement. It has to be filled with a <u>maximum of 3 decimals</u>, in the case that the language is English, by using the dot (.) in order to separate the decimals. Neither could be write a dot (.) or a comma (,) for the thousands. In the cases that the platform is in Spanish, you will have to write a <u>comma</u> (,) for the decimals.

Please, see the format by placing the mouse in the numeric symbol , it depends on the language set by your company.

- By clicking on Refresh, the system will calculate automatically the "Unit Price x Quantity" and the result will be set in the "Price" field, in yellow colour, as well as the paragraph "Section Sub Total".
- If you click the button Validate Response, the system will check if the responses are introduced in the right format.

All the questions with a red asterisk (*) are mandatory, it means that they have to contain an answer. If still is impossible to respond, write a "0" and explain why in the **comments** tab.

At the same way as the Qualification and Technical Envelope, it could exist an "Additional Attachments Area" at the end of the response area.

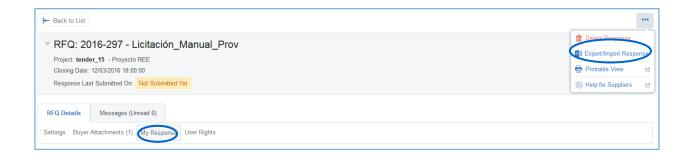
Once you have answered all the questions, click on "Save and Return". This action will save the answers in the platform and return you to the main page.

5.2 Offline Response

If you do not want to be connected to the Internet while completing the offer, you could download the response envelopes in only one Excel file.



To do this, in the main page "My Response", you have to click the button "Export/Import Response" in the hidden options section.



It will appear the next screen. Click on **Download**.



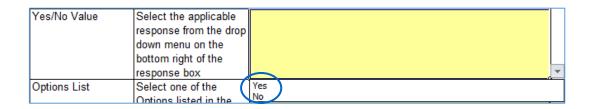
An Excel file in which all the answers will be included, except the attachments, that have to be included online, is set. In the same file, there will appear the 3 envelopes, although, lately each response will be saved in the corresponding envelope.

5.2.1 Qualification and Technical Response

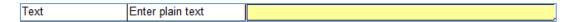
After having downloaded the previous file, save it in the computer and complete each field following the next steps:

- Those fields in Blue (Optional Response) or Yellow (Mandatory Field) are the only fields
 that can be complete. If any other field is completed, the load of documents can create
 an error.
- The kind of fields or responses are:
 - Yes/No: click on the menu in the "Response" area, and select the option Yes or No.

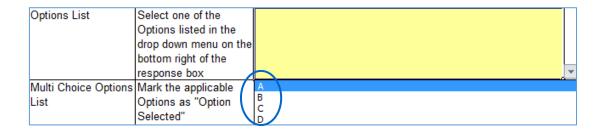




• Text: the system allows a maximum of 2000 characters.



• Options List: select the answer from the drop down list.



 Multi-Choice Option List: select one or more options in the Blue cell, mark the option as Option Selected from the drop down list.



• Date: enter a valid Date in the format dd/mm/yyyy.



• Numerical: enter a numeric value.



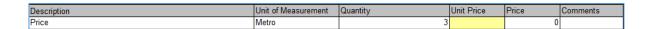
Attachments: they should be uploaded in the platform, so this cell (in Grey colour) should not be modified.



5.2.2 Commercial Response

The response procedure works as the same way as in qualification and technical envelopes, but adding numerical elemnts to the response.

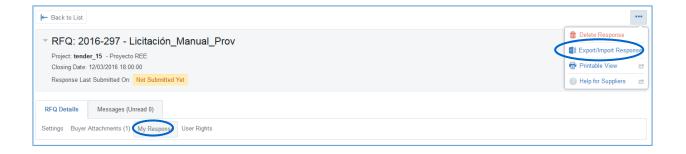
• **Numerical**: respond in the Yellow cell, do not include the comma (,) for the thousands. The decimals have to be written with dot (.). Maximum 3 decimals. Ex.: 1234.567



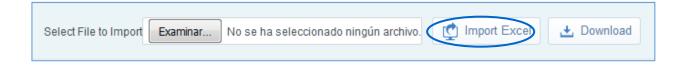
Note: All the cells in which it has to be included UNIT PRICE in the comercial part, are numerical.

After completing all the elements, you should save the document, ant then, import it in the platform. To do this, in the main page, click on the button "Export/Import Response". Please, note that when you import the Excel, all the data in the platform will be modified for the data from the Excel.

<u>Do not forget that you are working offline, that is why you have to be sure that you have saved all the changes for the Excel in your computer.</u>



It will appear the next screen. Click on **Select File**, search the file in your computer and click on **Import Excel**.





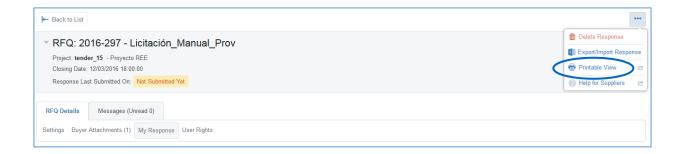
The attachments questions, it is, where is required to upload a file, should not be answered offline, and you should upload directly in the platform.

When you have finished uploading the attachments on each envelope, click on <u>Save and Return</u>.



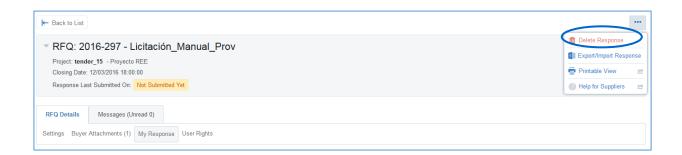
6. PRINTABLE VIEW

The option Printable View allows you to download in PDF and print, a report with the RFQ data, and the registration of all the answers that you have created.

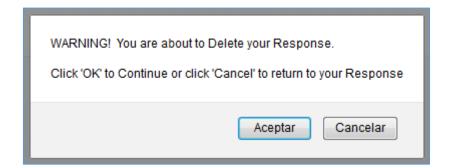


7. DELETE RESPONSE

After creating the response, online or offline, it exists the possibility of delete the response.



Click Delete Response. It will appear a menu to the confirmation of the delete.

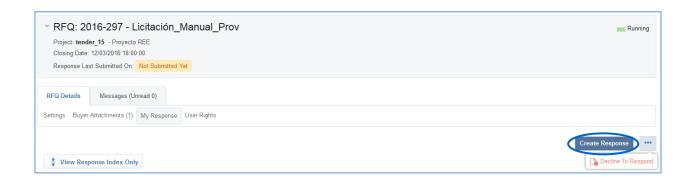


Tras aceptar, se eliminarán todas las respuestas creadas dentro de la Licitación, y el portal volverá a la pantalla inicial, donde se podrá elegir nuevamente si "Crear Respuesta" o "Declinar Respuesta".



After accepting, all the responses would be deleted, and the portal will return to the main page, where you could choose again between "Create Response" or "Decline to Respond".

In this moment, for Red Eléctrica, your company will not have responded the RFQ or RFI.

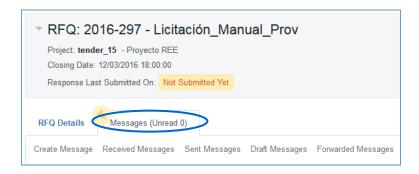




8. MESSAGES THROUGH THE PLATFORM

After accepting, all the responses would be deleted, and the portal will return to the main page, where you could choose again between "Create Response" or "Decline to Respond".

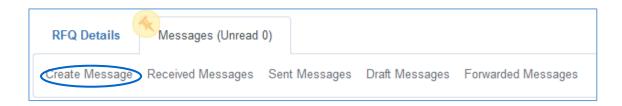
In this moment, for Red Eléctrica, your company will not have responded the RFQ or RFI.



Whenever you need, you could send a message with your doubts or comments, which will be read by the buyer, and will be responded by the same way. When you receive a message in a RFQ, you will receive an alert in your e-mail box in order to Access the platform and read the received messages.

To write a message, follow these steps:

1) Click on "Messages". It will appear a list with different options as shown. Click on "Create Message".



2) It will appear this screen:





3) In the "Subject" part, you should write the subject of the message. Below, in the part "Message", you should write the content of the message. You could attach a file by clicking on "Attachments".



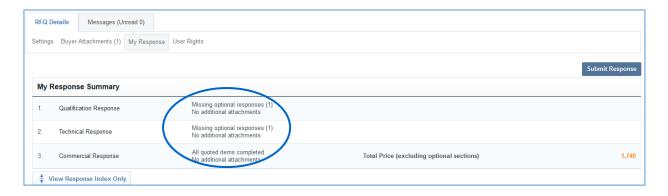
4) Finally, click on "Send Message".



9. CHECK THE RESPONSE TO THE RFQ

Before sending the response, check these details:

- It had been properly understood all the products/services contained in the offer. In case
 of doubts, you could send a message through the platform.
- There are not mandatory questions without being answered, in any of the 3 responses (Qualification, Technical and Commercial). See main page ("My Response" Area):



- All the required attachments are uploaded in the Additional Attachments Area.
- There are revised all the messages that Red Eléctrica has sent to you.

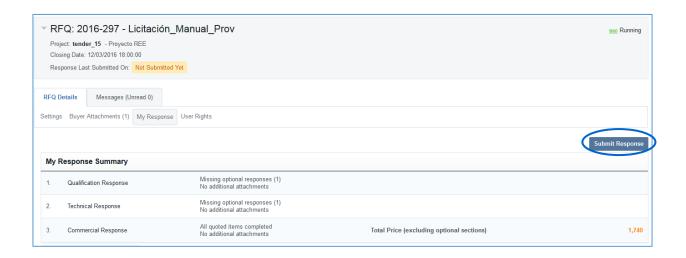


10. SUBMIT RESPONSE

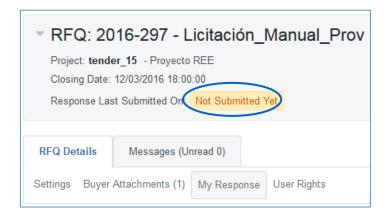
Once all the answers are filled, all the attachments uploaded in the corresponding area, and after having checked that the RFQ, RFI is correctly completed, the response should be published.

To do this, in the area of "My Response", click on the button "Submit Response".

You will receive a confirmation e-mail when you have completed the Project.



Also, in the heather, you could check that the status changes from "Not submitted yet" in red, to "Response Last Submitted on" with the date and time of submission.



Once you have sent the response, the system allows you to modify it until the deadline. To do this, click on Edit Response.

Once you have done the changes, click on Keep Changes, and then, Submit Changes.



