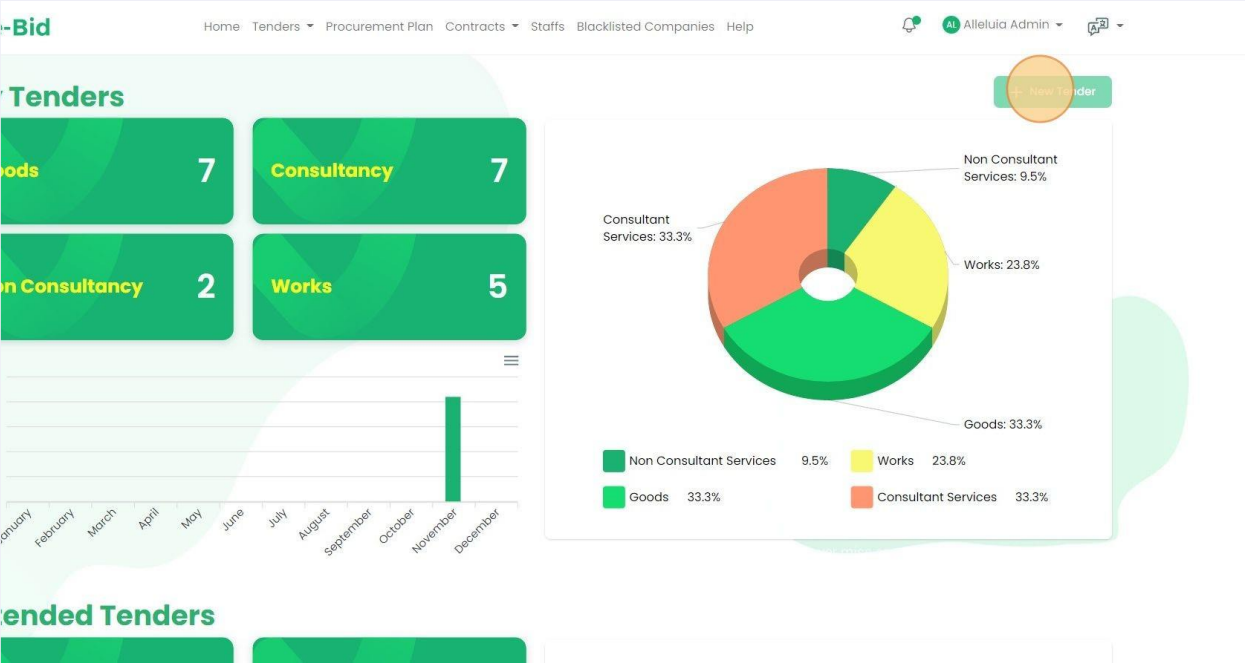


# Tenders

Create a tender, Submit and Approve a tender

1 Navigate to <https://bid.rw/client/home/dashboard>

2 Click "New Tender"



### 3 Click this dropdown, to select whether this tender has procurement plan or not

The screenshot shows the 'e-Bid' system interface. The top navigation bar includes 'Home', 'Tenders', 'Procurement Plan', 'Contracts', 'Staffs', 'Blacklisted Companies', and 'Help'. The user is logged in as 'Alleluia Admin'. The main content area is titled 'Tender Information' and contains several form fields:

- Have Procurement Plan ?**: A dropdown menu with 'No' selected. An orange circle highlights this dropdown.
- Procurement Plan (Fiscal year)**: A dropdown menu with '-- Select --'.
- Procurement Plan**: A dropdown menu with '-- Select --'.
- Fiscal year**: A text input field with 'Fiscal year' as a placeholder.
- Type**: A dropdown menu with '-- Select --'.
- Tender name**: A text input field with 'Tender name' as a placeholder.
- Method**: A dropdown menu with '-- Select --'.
- Simplified**: Radio buttons for 'Yes' and 'No'.
- Joint venture allowed**: Radio buttons for 'Yes' and 'No'.
- Is local preference?**: Radio buttons for 'Yes' and 'No'.
- Publication date**: A date input field with 'mm/dd/yyyy' and a calendar icon.
- Submission deadline**: A date input field with 'mm/dd/yyyy --:-- --' and a calendar icon.
- Technical opening date**: A date input field with 'mm/dd/yyyy --:-- --' and a calendar icon.
- Financial opening date**: A date input field with 'mm/dd/yyyy --:-- --' and a calendar icon.
- Opening address**: A text input field with 'Opening address' as a placeholder.
- Estimated budget**: A text input field with 'Estimated budget' as a placeholder.
- Currency**: A dropdown menu with '-- Select --'.
- Tender document**: A 'Choose File' button and 'No file chosen' text.
- Has tender fee**: Radio buttons for 'Yes' and 'No'.

### 4 Click this dropdown, to select a type of a tender

The screenshot shows the same 'e-Bid' system interface as above. In this view, an orange circle highlights the 'Type' dropdown menu, which currently shows '-- Select --'.

The form fields are identical to the previous screenshot, but the focus is on the 'Type' dropdown menu.

5 Click the "Tender name" field, to specify a tender name

The screenshot shows the 'e-Bid' system interface. At the top, there is a navigation bar with 'Home', 'Tenders', 'Procurement Plan', 'Contracts', 'Staffs', 'Blacklisted Companies', and 'Help'. Below this is a sub-navigation bar with 'Tender Information', 'More Information', 'Tender Lot', and 'Attachments'. The main form area contains several sections: 'Have Procurement Plan?' with a 'No' button and a green checkmark; 'Procurement Plan (Fiscal year)' with a '-- Select --' dropdown; 'Procurement Plan' with another '-- Select --' dropdown; and 'Fiscal year' with a 'Fiscal year' dropdown. The 'Type' section has a 'Goods' dropdown with a green checkmark. The 'Tender name' field is highlighted with an orange circle and contains the text 'Tender name'. Below this are 'Method' with a '-- Select --' dropdown, 'Simplified' with 'Yes' and 'No' radio buttons, 'Joint venture allowed' with 'Yes' and 'No' radio buttons, and 'Is local preference' with 'Yes' and 'No' radio buttons. The 'Publication date' field is 'mm/dd/yyyy' with a calendar icon. The 'Submission deadline' field is 'mm/dd/yyyy --:-- --' with a calendar icon. The 'Technical opening date' field is 'mm/dd/yyyy --:-- --'. The 'Financial opening date' field is 'mm/dd/yyyy --:-- --' with a calendar icon. The 'Opening address' field is 'Opening address'. The 'Estimated budget' field is 'Estimated budget'.

6 Click this dropdown, to specify a method whether is national competitive or international

The screenshot shows the 'e-Bid' system interface, similar to the previous one. The 'Have Procurement Plan?' section has 'No' selected with a green checkmark. The 'Procurement Plan (Fiscal year)' and 'Procurement Plan' dropdowns are '-- Select --'. The 'Type' dropdown is 'Goods' with a green checkmark. The 'Tender name' field contains 'SUPPLY OF PRINTING RELATED MACHINE'. The 'Method' dropdown is highlighted with an orange circle and contains '-- Select --'. The 'Simplified' section has 'Yes' and 'No' radio buttons. The 'Joint venture' section has 'Yes' and 'No' radio buttons. The 'Publication date' field is 'mm/dd/yyyy' with a calendar icon. The 'Submission deadline' field is 'mm/dd/yyyy --:-- --' with a calendar icon. The 'Financial opening date' field is 'mm/dd/yyyy --:-- --' with a calendar icon. The 'Opening address' field is 'Opening address'. The 'Estimated budget' field is 'Estimated budget'. The 'Currency' and 'Tender document' fields are partially visible at the bottom.

## 7 Choose whether a tender is simplified or not

Have Procurement Plan ?  No

Procurement Plan (Fiscal year)

Procurement Plan

Type  Goods

Tender name

Method

Simplified  Yes  No

Joint venture allowed  Yes  No

Publication date

Submission deadline

Technical opening date

Financial opening date

Opening address

Estimated budget

## 8 Click to choose whether joint venture is allowed

Information More Information Tender Lot Attachments

Have Procurement Plan ?

Procurement Plan (Fiscal year)

Procurement Plan

Fiscal year

Type  Goods

Tender name

Method  Competitive Bidding

Simplified  Yes  No

Joint venture allowed  Yes  No

Is local preference?  Yes  No

Publication date

Submission deadline

Technical opening date

Financial opening date

Opening address

Estimated budget

Tender document   No file chosen

Has tender fee  Yes  No

## 9 Specify whether a tender is local preference or not

Tender Lot Attachments

Procurement Plan (Fiscal year) Procurement Plan Fiscal year

-- Select -- -- Select -- Fiscal year

Tender name

SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS

Simplified  Yes  No Joint venture allowed  Yes  No **Is local preference?**  Yes  No

Submission deadline Technical opening date

mm/dd/yyyy --:-- -- mm/dd/yyyy --:-- --

Opening address Estimated budget

Opening address Estimated budget

Tender document Has tender fee

Choose File No file chosen  Yes  No

## 10 Click the "Publication date" field, to specify a publication date.

Type Tender name

Goods SUPPLY OF PRINTING RELATED MACHINES AND COMPI

Method Simplified Joint venture allowed

National Competitive Bidding  Yes  No  Yes  No

Publication date Submission deadline

mm/dd/yyyy mm/dd/yyyy --:-- --

Financial opening date Opening address

mm/dd/yyyy --:-- -- Opening address

Currency Tender document

-- Select -- Choose File No file chosen

**11** Click the "Submission deadline" field, to specify a submission deadline.

Tender name

SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS

Simplified  Yes  No      Joint venture allowed  Yes  No      Is local preference?  Yes  No

Submission deadline        Technical opening date

Opening address        Estimated budget

Tender document  No file chosen      Has tender fee  Yes  No

**12** Specify Technical opening date

PRINTING RELATED MACHINES AND COMPUTERS

Joint venture allowed  Yes  No      Is local preference?  Yes  No

Technical opening date

Estimated budget

Has tender fee  Yes  No

### 13 Specify Financial opening date

NO  -- Select -- -- Select --

Type: Goods

Tender name: SUPPLY OF PRINTING RELATED MACHINES AND COMPUTER

Method: National Competitive Bidding

Simplified:  Yes  No

Joint venture allowed:  Yes  No

Publication date: 12/06/2022

Submission deadline: 12/10/2022 10:31 AM

Financial opening date: mm/dd/yyyy --:-- --

Opening address: Opening address

Currency: -- Select --

Tender document: Choose File No file chosen

### 14 Click the "Opening address" field, to specify the place

Procurement Plan ?

Procurement Plan (Fiscal year): -- Select --

Procurement Plan: -- Select --

Fiscal year: Fiscal year

Tender name: SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS

Method: National Competitive Bidding

Simplified:  Yes  No

Joint venture allowed:  Yes  No

Is local preference?:  Yes  No

Publication date: 2022

Submission deadline: 12/10/2022 10:31 AM

Technical opening date: 12/11/2022 10:31 AM

Financial opening date: 2022 10:31 AM

Opening address: Opening address

Estimated budget: Estimated budget

Currency: -- Select --

Tender document: Choose File No file chosen

Has tender fee:  Yes  No

**15** Click the "Estimated budget" field, to specify the budget

Joint venture allowed  Yes  No

Is local preference?  Yes  No

Technical opening date: 12/11/2022 10:31 AM

Estimated budget: Estimated budget

Has tender fee:  Yes  No

No file chosen

**16** Click this dropdown, to specify the currency of tender budget

National Competitive Bidding

Publication date: 12/06/2022

Submission deadline: 12/10/2022 10:31 AM

Financial opening date: 12/12/2022 10:31 AM

Opening address: Kigali

Currency: -- Select --

Tender document: Choose File No file chosen

Next Step



**17** Click the "Tender document" field, to provide Tender document

Tender name  
SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS

Simplified  Yes  No Joint venture allowed  Yes  No Is local preference?  Yes  No

Submission deadline 12/10/2022 10:31 AM Technical opening date 12/11/2022 10:31 AM

Opening address Kigali Estimated budget 100000000

Tender document  No file chosen

Has tender fee  Yes  No

Next Step

**18** Click the "Yes" field, specify whether a tender has a tender fee or not

Tender name  
SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS

Simplified  Yes  No Joint venture allowed  Yes  No Is local preference?  Yes  No

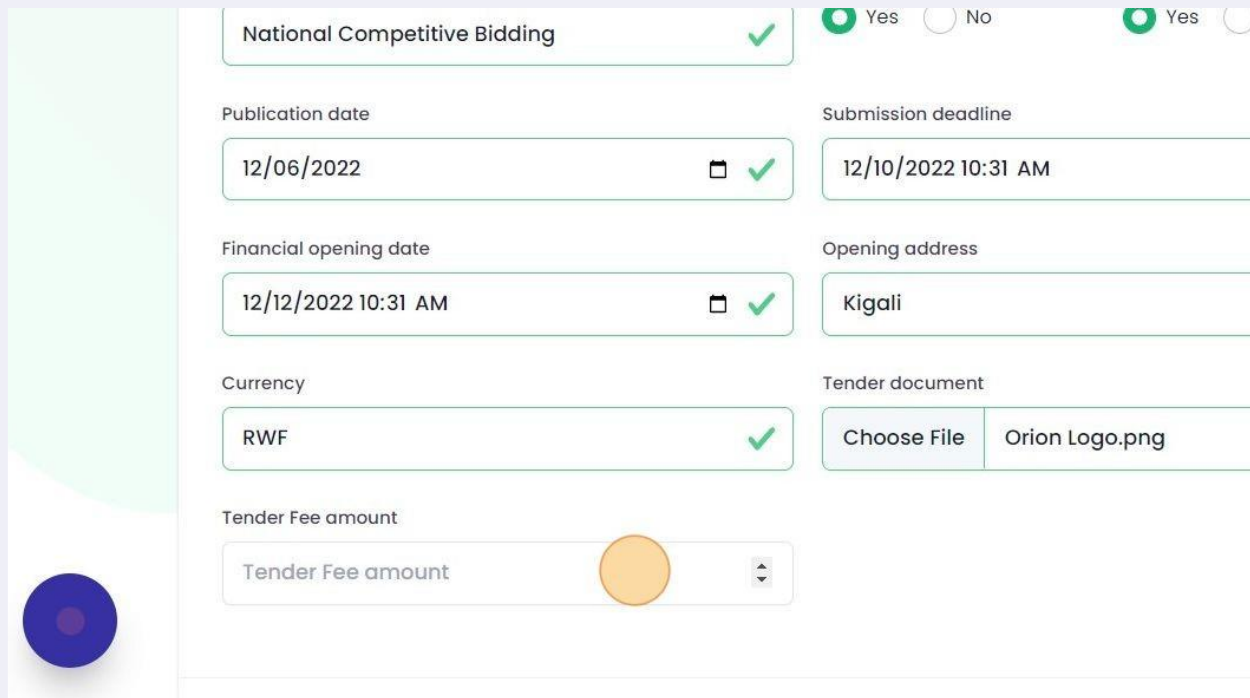
Submission deadline 12/10/2022 10:31 AM Technical opening date 12/11/2022 10:31 AM

Opening address Kigali Estimated budget 100000000

Tender document  Orion Logo.png

Has tender fee  Yes  No

**19** Click the "Tender Fee amount" field, to type in the fee



National Competitive Bidding  Yes  No  Yes  No

Publication date: 12/06/2022

Submission deadline: 12/10/2022 10:31 AM

Financial opening date: 12/12/2022 10:31 AM

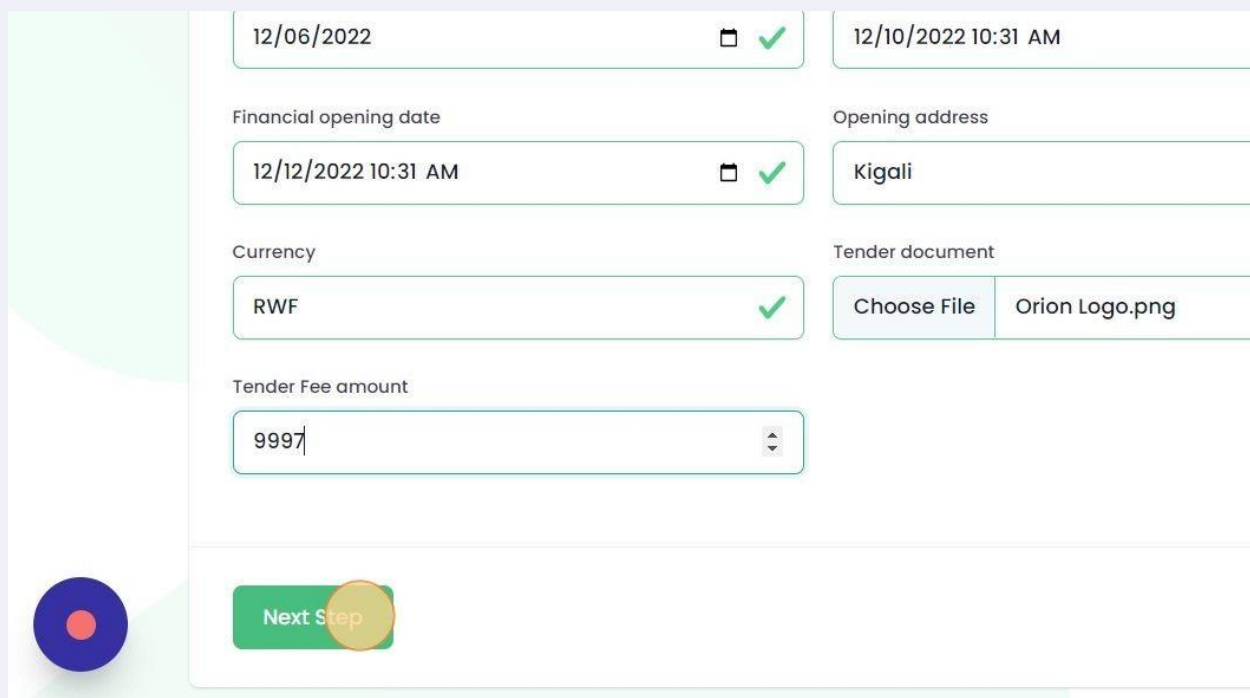
Opening address: Kigali

Currency: RWF

Tender document: Choose File Orion Logo.png

Tender Fee amount:

**20** Click "Next Step" to continue



12/06/2022

12/10/2022 10:31 AM

Financial opening date: 12/12/2022 10:31 AM

Opening address: Kigali

Currency: RWF

Tender document: Choose File Orion Logo.png

Tender Fee amount:

**21** Click the "Evaluation start date" field, to specify the evaluation start date

The screenshot shows the 'e-Bid' system interface. At the top, there is a navigation bar with 'Home', 'Tenders', 'Procurement Plan', 'Contracts', 'Staffs', 'Blacklisted Companies', and 'Help'. Below this, the 'More Information' tab is selected. The form contains several fields: 'Evaluation start date' (highlighted with a red circle), 'Evaluation end date', 'Is preliminary?' (radio buttons for Yes/No), 'Financial evaluation score', 'Technical evaluation score', 'Technical pass score', 'Site visit date', 'Complaint Period (Days)', and 'Tender Categories'. A 'Description' text area is at the bottom.

**22** Click the "Evaluation end date" field, to specify the evaluation end date

The screenshot shows the 'Bid' system interface. At the top, there is a navigation bar with 'Home', 'Tenders', 'Procurement Plan', 'Contracts', 'Staffs', 'Blacklisted Companies', and 'Help'. Below this, the 'More Information' tab is selected. The form contains several fields: 'Evaluation start date' (with the value //13/2022), 'Evaluation end date' (highlighted with a red circle), 'Is preliminary?' (radio buttons for Yes/No), 'Is administrative?' (radio buttons for Yes/No), 'Financial evaluation score', 'Technical evaluation score', 'Technical pass score', 'Bid Validity Period(days)', 'Site visit date', 'Complaint Period (Days)', and 'Tender Categories'. A 'Description' text area is at the bottom.

## 23 Choose whether a tender is preliminary or not

Home Tenders Procurement Plan Contracts Staffs Blacklisted Companies Help AL Alleluia Admin

Information More Information **Tender Lot** Attachments

Start date: 12/14/2022

Evaluation end date: 12/14/2022

Is preliminary?  Yes  No

Is administrative?  Yes  No

Evaluation score:

Technical evaluation score:

Technical pass score:

Bid Validity Period(days):

Complaint Period (Days):

Tender Categories: -- Select --

## 24 Choose whether a tender is administrative or not

Tenders Procurement Plan Contracts Staffs Blacklisted Companies Help AL Alleluia Admin

Tender Lot Attachments

Evaluation end date: 12/14/2022

Is preliminary?  Yes  No

Is administrative?  Yes  No

Technical evaluation score:

Technical pass score:

Bid Validity Period(days):

Complaint Period (Days):

Tender Categories: -- Select --

25

Click the "Financial evaluation score" field, to specify which score of financial evaluation to pass

The screenshot shows the 'e-Bid' web application interface. At the top, there is a navigation bar with the 'e-Bid' logo and menu items: Home, Tenders, Procurement Plan, Contracts, Staffs, Blacklisted Companies, and Help. Below the navigation bar, there are tabs for 'Tender Information', 'More Information', 'Tender Lot', and 'Attachments'. The 'More Information' tab is active. The form contains several fields: 'Evaluation start date' (12/13/2022), 'Evaluation end date' (12/14/2022), 'Is preliminary?' (Yes/No), 'Financial evaluation score' (highlighted with an orange circle), 'Technical evaluation score', 'Technical pass score', 'Site visit date' (mm/dd/yyyy), 'Complaint Period (Days)', and 'Tender Categories' (-- Select --). A 'Description' field is also present at the bottom.

26

Click the "Technical evaluation score" field, to specify which score of Technical evaluation to pass

The screenshot shows the 'e-Bid' web application interface, similar to the previous one. The 'Technical evaluation score' field is now highlighted with an orange circle. The 'Financial evaluation score' field now contains the value '30'. All other fields and the overall layout remain the same as in the previous screenshot.

27 Type "70"

28 Click the "Technical pass score" field, to specify which total score of evaluation to pass

Home Tenders Procurement Plan Contracts Staffs Blacklisted Companies Help AL Alleluia Admin

More Information Tender Lot Attachments

<input type="checkbox"/> ✓	Evaluation end date 12/14/2022 <input type="checkbox"/> ✓	Is preliminary? <input checked="" type="radio"/> Yes <input type="radio"/> No	Is administrative? <input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/>	Technical evaluation score 70	Technical pass score Technical pass score	Bid Validity Period(days) Bid Validity Period(days)
<input type="checkbox"/>	Complaint Period (Days) Complaint Period (Days)	Tender Categories -- Select --	

**29** Click the "Bid Validity Period(days)" field, to specify validity period

Tenders ▾ Procurement Plan Contracts ▾ Staffs Blacklisted Companies Help AL Alleluia Admin ▾ AL

Tender Lot Attachments

Evaluation end date: 12/14/2022  ✓

Is preliminary?  Yes  No

Is administrative?  Yes  No

Technical evaluation score: 70 ✓

Technical pass score: 80

Bid Validity Period(days): Bid Validity Period(days)

Complaint Period (Days): Complaint Period (Days)

Tender Categories: -- Select --

**30** Specify Site visit date

Tender Information More Information Tender Lot Attachments

Evaluation start date: 12/13/2022  ✓

Evaluation end date: 12/14/2022  ✓

Is preliminary?  Yes  No

Financial evaluation score: 30 ✓

Technical evaluation score: 70 ✓

Technical pass score: 80 ✓

Site visit date: mm/dd/yyyy

Complaint Period (Days): Complaint Period (Days)

Tender Categories: -- Select --

Description: Description

Next Step

### 31 Specify Complaint period

Tender Information   More Information   Tender Lot   Attachments

More Information

Evaluation start date	Evaluation end date	Is preliminary ?	Is administrative?
12/13/2022	12/14/2022	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes
Financial evaluation score	Technical evaluation score	Technical pass score	Bid Validity Period(days)
30	70	80	30
Site visit date	Complaint Period (Days)	Tender Categories	
12/30/2022	Complaint Period (Days)	-- Select --	
Description			
Description			

Next Step

### 32 Choose tender categories

More Information   Tender Lot   Attachments

More Information

Evaluation end date	Is preliminary ?	Is administrative?	
12/14/2022	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Technical evaluation score	Technical pass score	Bid Validity Period(days)	
70	80	30	
Complaint Period (Days)	Tender Categories		
5	-- Select --		



33

Click "Logistics/delivery company" for example lets have Logistics/delivery company

The screenshot shows a form with several input fields and a dropdown menu. The fields are: Evaluation end date (12/14/2022), Is preliminary? (Yes selected), Is administrative? (Yes selected), Technical evaluation score (70), Technical pass score (80), Bid Validity Period(days) (30), and Complaint Period (Days) (5). A dropdown menu for Tender Categories is open, showing options: ICT Innovation, Logistics/delivery company (highlighted with a blue bar and a yellow circle), ICT, Arts and Crafts, and Trader of fast moving goods.

34

Click the "Description" field, to provide Tender description

The screenshot shows a form with several input fields and a description field. The fields are: Financial evaluation score (30), Technical evaluation score (70), Technical pass score (80), Site visit date (12/30/2022), Complaint Period (Days) (5), and Tender Category (Logistics/delivery company). The Description field is highlighted with a yellow circle. A green "Next Step" button is visible at the bottom.

**35** Click "Next Step" to continue

The screenshot shows a procurement form with the following fields and values:

- Evaluation start date: 12/13/2022
- Evaluation end date: 12/14/2022
- Is preliminary?: Yes (selected)
- Financial evaluation score: 30
- Technical evaluation score: 70
- Technical pass score: 80
- Site visit date: 12/30/2022
- Complaint Period (Days): 5
- Tender Categories: Logistics/delivery company
- Description: SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS

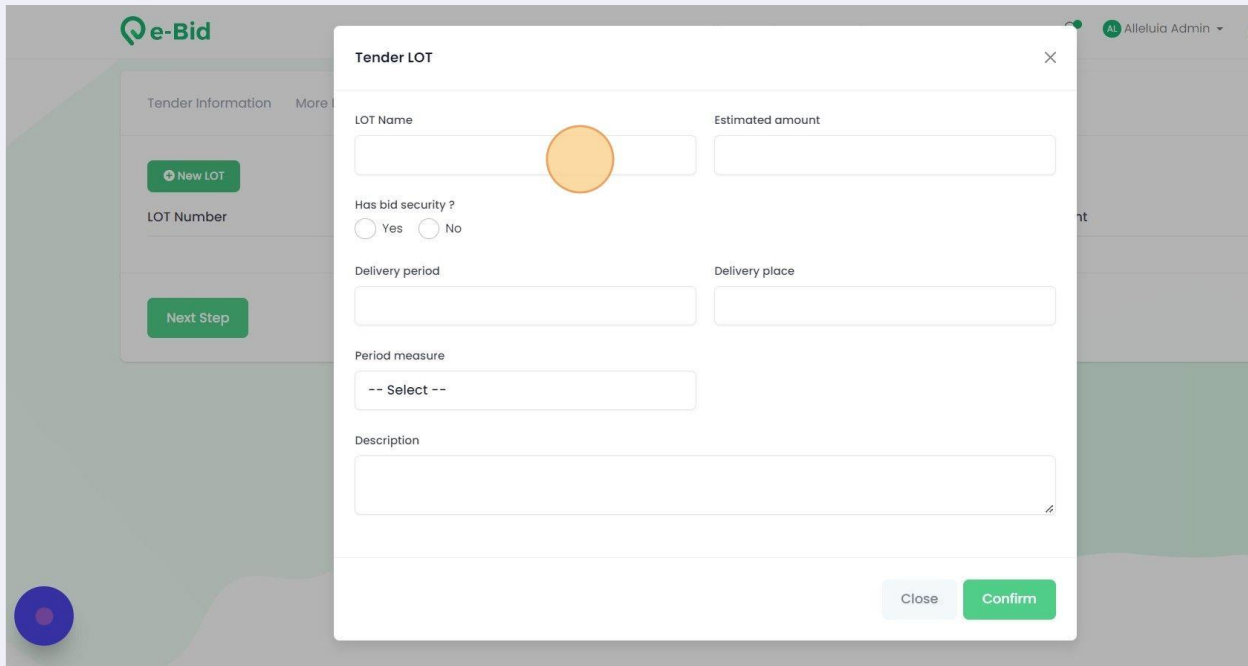
A green "Next Step" button is located at the bottom left of the form area.

**36** Click "New LOT" now you are prompted to create a tender LOT

The screenshot shows the e-Bid system interface with the following elements:

- Navigation menu: Home, Tenders, Procurement Plan, Contracts, Staffs, Blacklisted Companies, Help
- Sub-navigation: Tender Information, More Information, Tender Lot (selected), Attachments
- Action button: New LOT
- Table with columns: LOT Number, Name, Has bid security, Bid security rate, Estim
- Action button: Next Step

**37** Click the "LOT Name" field, to specify a tender LOT name



The screenshot shows a web application interface for creating a tender lot. A modal window titled "Tender LOT" is open, displaying several input fields. The "LOT Name" field is highlighted with an orange circle. The background shows a sidebar with "New LOT" and "Next Step" buttons, and a user profile "Alleluia Admin".

**Tender LOT**

LOT Name

Estimated amount

Has bid security ?  
 Yes  No

Delivery period

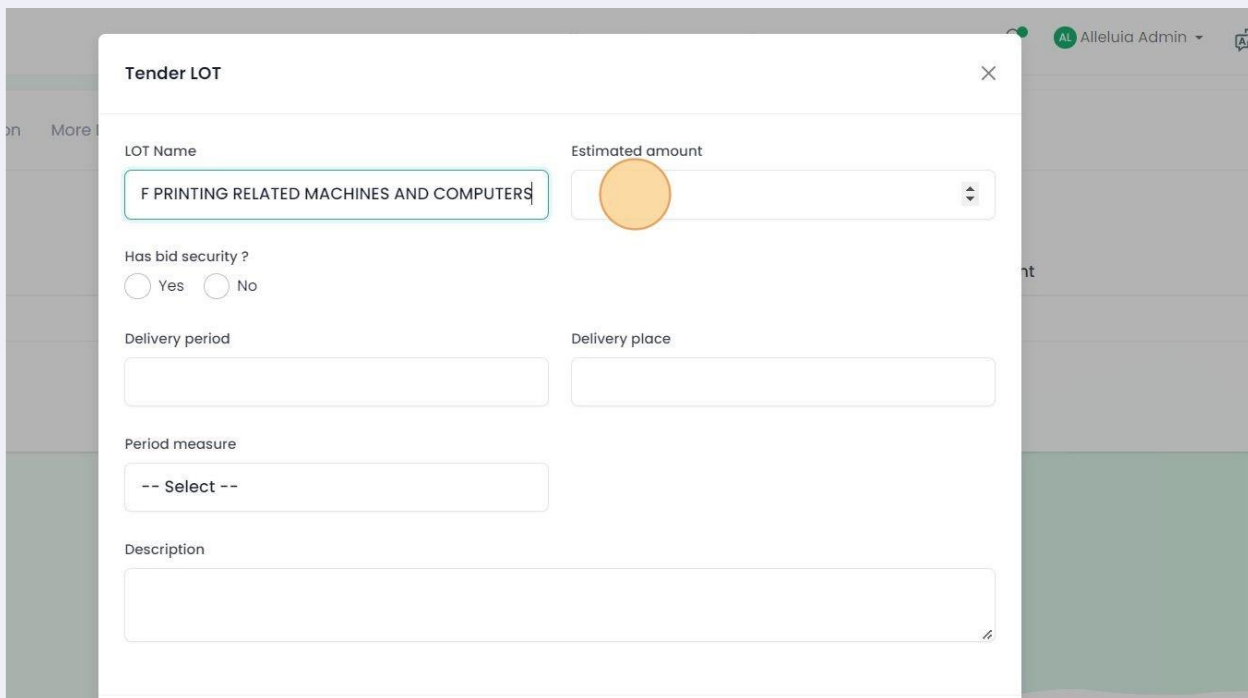
Delivery place

Period measure  
-- Select --

Description

Close Confirm

**38** Click the "Estimated amount" field.



The screenshot shows the same "Tender LOT" modal window. The "Estimated amount" field is now highlighted with an orange circle. The "LOT Name" field contains the text "F PRINTING RELATED MACHINES AND COMPUTERS".

**Tender LOT**

LOT Name

Estimated amount

Has bid security ?  
 Yes  No

Delivery period

Delivery place

Period measure  
-- Select --

Description

**39** Specify whether a tender has a bid security or not

The screenshot shows the 'e-Bid' interface. On the left, there is a sidebar with 'Tender Information' and 'More' options, a 'New LOT' button, a 'LOT Number' field, and a 'Next Step' button. The main form is titled 'Tender LOT' and contains the following fields:

- LOT Name:** SUPPLY OF PRINTING RELATED MACHINES ANE ✓
- Estimated amount:** 100000000
- Has bid security ?**:  Yes  No (The 'Yes' radio button is highlighted with an orange circle.)
- Delivery period:** [Empty text box]
- Delivery place:** [Empty text box]
- Period measure:** -- Select --
- Description:** [Empty text box]

**40** Click the "Bid security rate" field, to specify bid security rate

This screenshot shows the same 'Tender LOT' form as above, but with the 'Bid security rate' field highlighted by an orange circle. The 'Has bid security ?' field is now set to 'Yes' (indicated by a green radio button).

- LOT Name:** SUPPLY OF PRINTING RELATED MACHINES ANE ✓
- Estimated amount:** 100000000
- Has bid security ?**:  Yes  No
- Bid security rate:** [Empty text box with a dropdown arrow, highlighted with an orange circle.]
- Security Amount:** [Empty text box]
- Delivery period:** [Empty text box]
- Delivery place:** [Empty text box]
- Period measure:** -- Select --

**41** Click the "Delivery period" field, to specify Delivery period

LOT Number

Next Step

Has bid security ?  
 Yes  No

Bid security rate: 2 ✓

Security Amount: 2000000

Delivery period: [Dropdown menu with a red circle highlighting it]

Delivery place: [Empty field]

Period measure: -- Select --

Description: [Empty text area]

**42** Click the "Delivery place" field and specify a place

Has bid security ?  
 Yes  No

Bid security rate: 2 ✓

Security Amount: 2000000 ✓

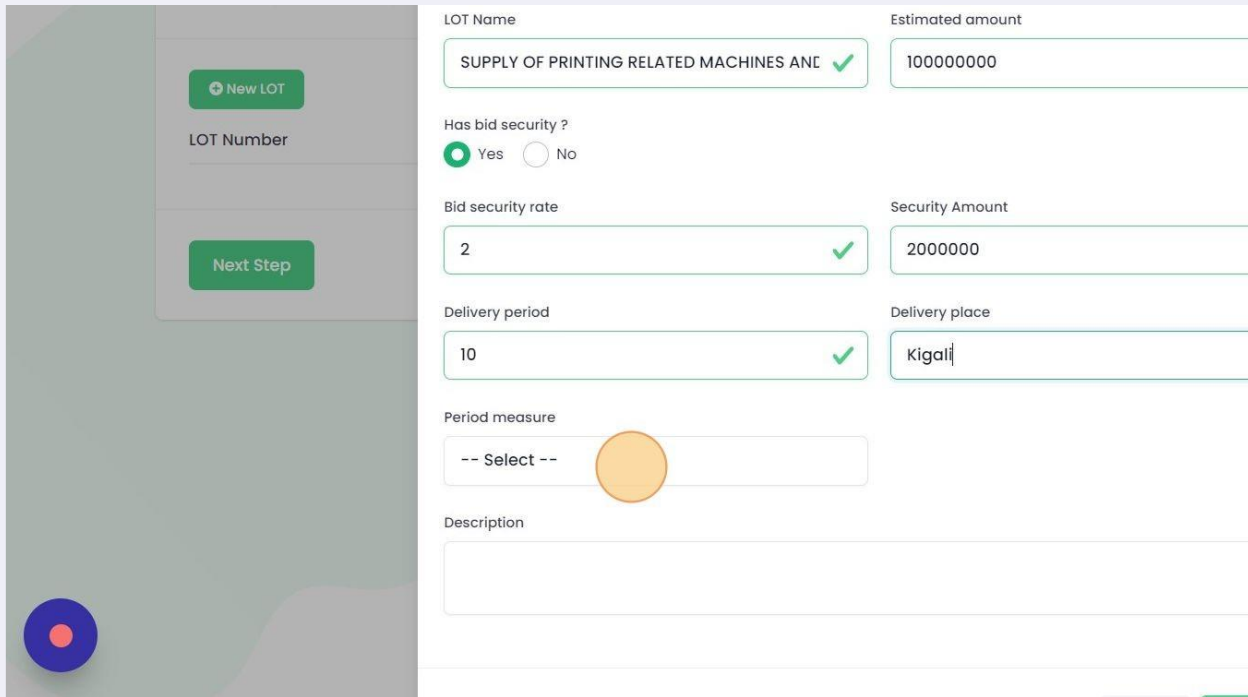
Delivery period: 10 [Dropdown arrow]

Delivery place: [Red circle highlighting the field]

Period measure: -- Select --

Description: [Empty text area]

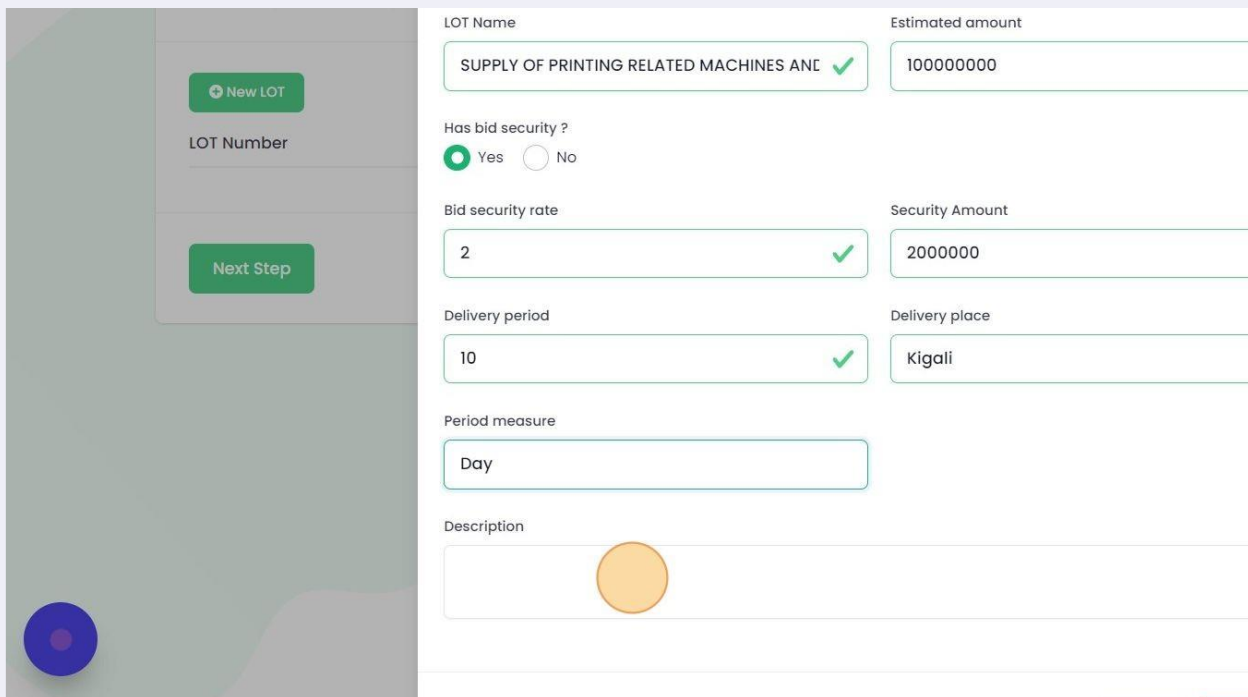
**43** Click this dropdown, to specify a period measure



The screenshot shows a tender form with the following fields:

- LOT Name:** SUPPLY OF PRINTING RELATED MACHINES ANE ✓
- Estimated amount:** 100000000
- Has bid security ?**  Yes  No
- Bid security rate:** 2 ✓
- Security Amount:** 2000000
- Delivery period:** 10 ✓
- Delivery place:** Kigali
- Period measure:** -- Select -- (highlighted with a blue circle)
- Description:** (empty text field)

**44** Click this text field to provide a tender lot description



The screenshot shows the same tender form as above, but with the 'Description' field highlighted by a blue circle:

- LOT Name:** SUPPLY OF PRINTING RELATED MACHINES ANE ✓
- Estimated amount:** 100000000
- Has bid security ?**  Yes  No
- Bid security rate:** 2 ✓
- Security Amount:** 2000000
- Delivery period:** 10 ✓
- Delivery place:** Kigali
- Period measure:** Day
- Description:** (empty text field, highlighted with a blue circle)

**45** Click "Confirm" to continue

Security ?  
 No

Security rate  ✓ Security Amount  ✓

Period  ✓ Delivery place  ✓

Measure  ✓

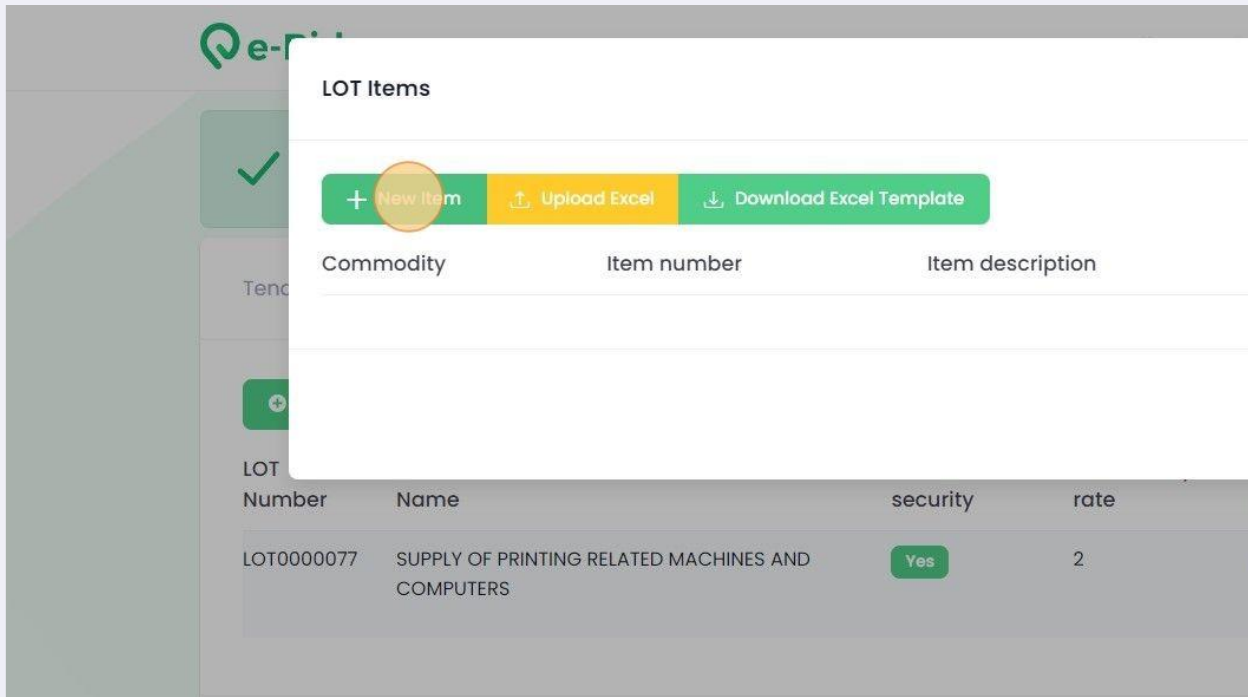
Description  
Y OF PRINTING RELATED MACHINES AND COMPUTERS

**46** Click "Items (0)" to add Items of tender LOT

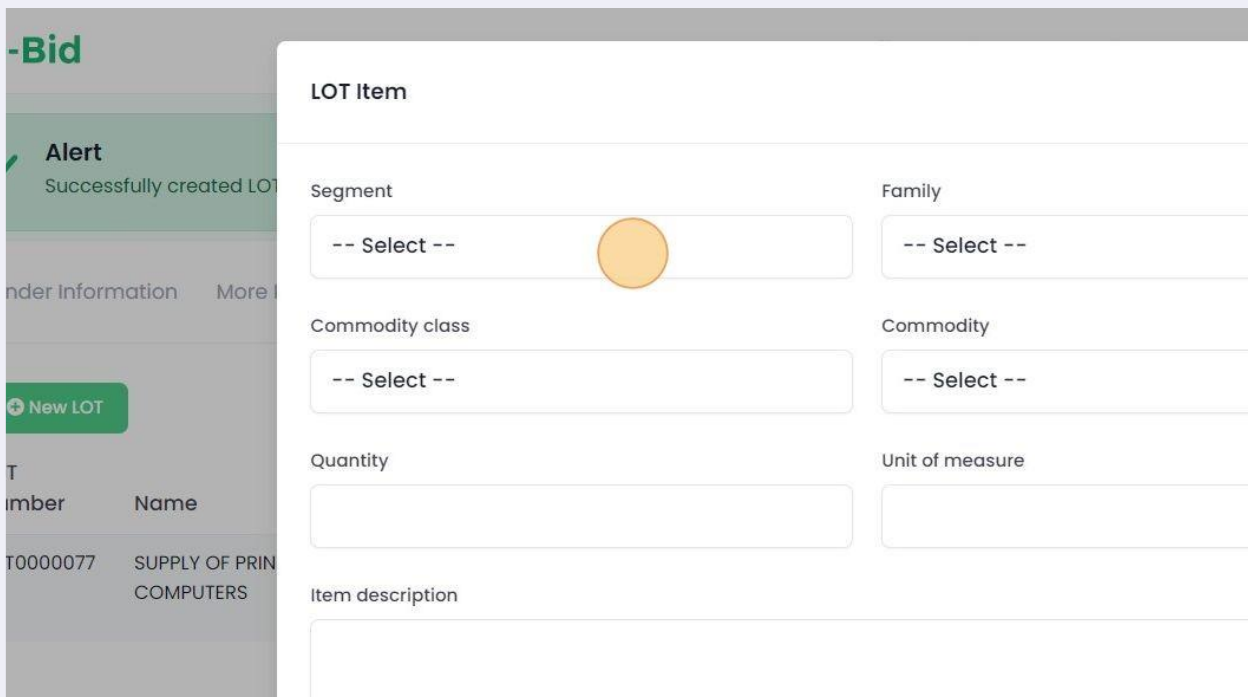
Attachments

as bid security	Bid security rate	Estimated amount		
<input checked="" type="checkbox"/>	2	100,000,000	<input type="button" value="Items (0)"/>	Attachments (1) <input type="button" value="+"/> <input type="button" value="✎"/> <input type="button" value="🗑"/>

**47** Click "New Item"

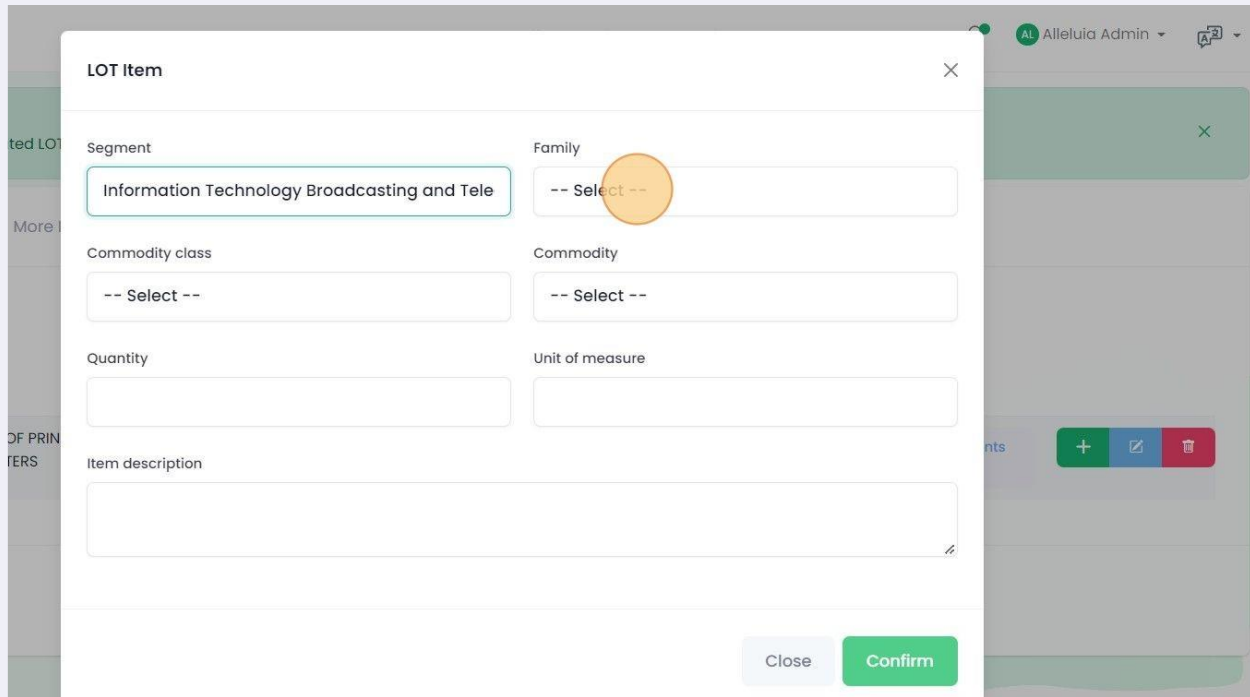


**48** Click this dropdown, to choose a segment a lot item is belongs to





**49** Click this dropdown, to choose a family a lot item is belong to

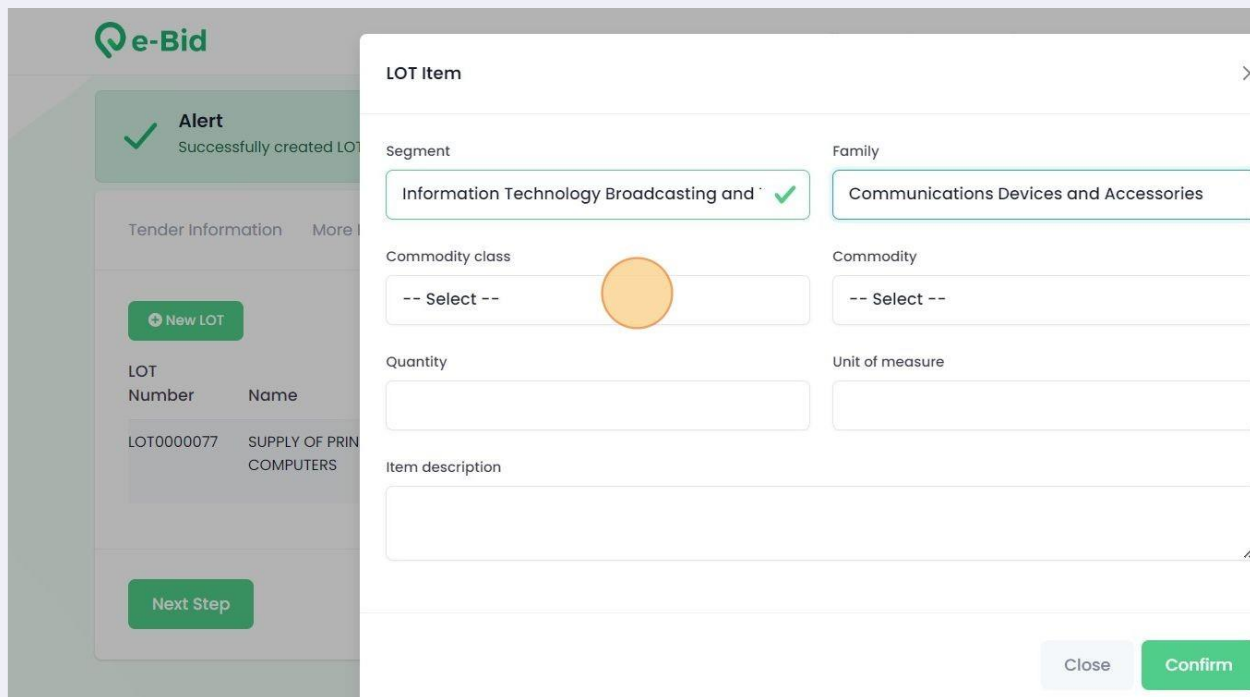


The screenshot shows a modal window titled "LOT Item" with a close button (X) in the top right corner. The form contains the following fields:

- Segment:** A dropdown menu with the selected value "Information Technology Broadcasting and Tele".
- Family:** A dropdown menu with the value "-- Select --". An orange circle highlights this dropdown.
- Commodity class:** A dropdown menu with the value "-- Select --".
- Commodity:** A dropdown menu with the value "-- Select --".
- Quantity:** An empty text input field.
- Unit of measure:** An empty text input field.
- Item description:** A large empty text area.

At the bottom right of the modal, there are two buttons: "Close" (light blue) and "Confirm" (green).

**50** Choose a commodity class



The screenshot shows the "LOT Item" modal window with the following fields:

- Segment:** A dropdown menu with the selected value "Information Technology Broadcasting and Tele" and a green checkmark.
- Family:** A dropdown menu with the selected value "Communications Devices and Accessories".
- Commodity class:** A dropdown menu with the value "-- Select --". An orange circle highlights this dropdown.
- Commodity:** A dropdown menu with the value "-- Select --".
- Quantity:** An empty text input field.
- Unit of measure:** An empty text input field.
- Item description:** A large empty text area.

At the bottom right of the modal, there are two buttons: "Close" (light blue) and "Confirm" (green).

In the background, a sidebar is visible with an "Alert" box that says "Successfully created LOT" and a "Next Step" button. Below the alert is a table with the following data:

LOT Number	Name
LOT0000077	SUPPLY OF PRINTERS AND COMPUTERS

## 51 Choose a commodity

The screenshot shows a 'LOT Item' form with the following fields:

- Segment: Information Technology Broadcasting and ✓
- Family: Communications Devices and Accessories ✓
- Commodity class: Personal communication devices
- Commodity: -- Select (highlighted with an orange circle)
- Quantity: (empty)
- Unit of measure: (empty)
- Item description: (empty)

Buttons at the bottom: Close, Confirm

## 52 Click the "Quantity" field.

The screenshot shows the 'LOT Item' form with an 'Alert' message: 'Alert Successfully created LOT'. The 'Quantity' field is highlighted with an orange circle. The 'Commodity' field is now populated with 'Mobile phones'.

The background shows a 'Tender Information' section with a 'New LOT' button and a table:

LOT Number	Name
LOT0000077	SUPPLY OF PRINTING COMPUTERS

Buttons at the bottom: Close, Confirm

**53** Specify a unit of measure

LOT Item

Segment: Information Technology Broadcasting and... ✓

Family: Communications Devices and Accessories ✓

Commodity class: Personal communication devices ✓

Commodity: Mobile phones ✓

Quantity: 10

Unit of measure: [Orange circle]

Item description: [Empty text area]

Close Confirm

**54** Click the "Item description" field.

Successfully created LOT

Tender Information More

New LOT

LOT Number	Name
LOT0000077	SUPPLY OF PRINTING COMPUTERS

Next Step

Segment: Information Technology Broadcasting and... ✓

Family: Communications Devices and Accessories

Commodity class: Personal communication devices ✓

Commodity: Mobile phones

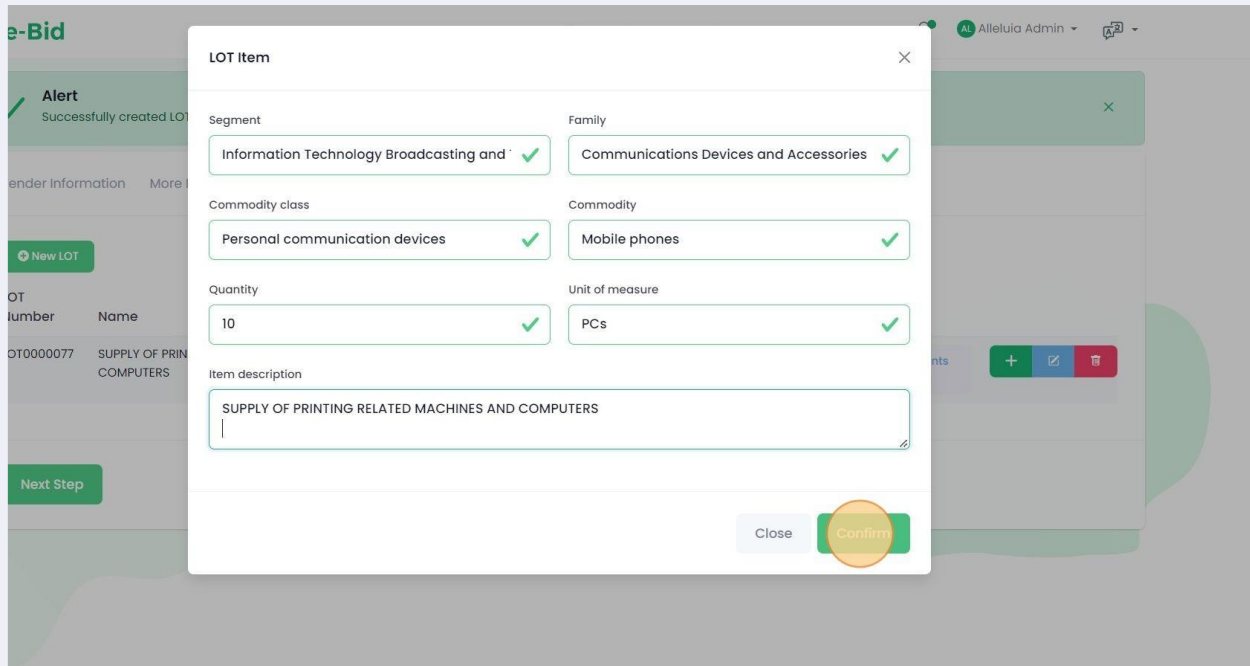
Quantity: 10 ✓

Unit of measure: PCs

Item description: [Orange circle]

Close Confirm

**55** Click "Confirm"



**56** Now we are adding more than one LOT items due to our Tender requirements

**57** Click "Items (1)"

Attachments

Has bid security	Bid security rate	Estimated amount			
<span>Yes</span>	2	100,000,000	<span>Items (1)</span>	<span>Attachments (1)</span>	<span>+</span> <span>✎</span> <span>🗑️</span>

**58** Click "New Item"

LOT Items

+ New Item 📄 Upload Excel 📄 Download Excel Template

Commodity	Item number	Item description	Quantity
Mobile phones	00001	SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS	10

Next Step

59 Click this dropdown.

The screenshot shows the 'e-Bid' interface. A modal window titled 'LOT Item' is open, containing several dropdown menus and text input fields. An orange circle highlights the 'Segment' dropdown menu, which currently displays '-- Select --'. Other dropdowns include 'Family', 'Commodity class', and 'Commodity', all also showing '-- Select --'. Text input fields are provided for 'Quantity' and 'Unit of measure'. A larger text area is labeled 'Item description'. At the bottom right of the modal, there are 'Close' and 'Con' buttons. In the background, a green alert box says 'Alert Lot Item added successfully'. Below it, a table lists tender information with columns for 'LOT Number' and 'Name'. One entry is 'LOT0000077' with the name 'SUPPLY OF PRINTING COMPUTERS'. A 'Next Step' button is visible at the bottom of the background page.

60 Click this dropdown.

This screenshot shows a different view of the 'LOT Item' form. The 'Family' dropdown menu is highlighted with an orange circle and currently displays 'c Components and Supplies'. Other dropdowns for 'Commodity class' and 'Commodity' show '-- Select --'. There are text input fields for 'Unit of measure' and a larger text area for 'Item description'. A close button (X) is in the top right corner of the modal. In the background, a user profile for 'Alleluia Admin' is visible, along with a green plus button and a document icon.

**61** Click this dropdown.

**LOT Item**

Segment	Electronic Components and Supplies ✓	Family	Printed circuits and integrated circuits and
Commodity class	-- Select --	Commodity	-- Select --
Quantity		Unit of measure	
Item description			

**62** Click this dropdown.

**LOT Item**

Segment	Electronic Components and Supplies ✓	Family	Printed circuits and integrated circuits and ✓
Commodity class	Circuit assemblies and radio frequency RF com	Commodity	-- Select --
Quantity		Unit of measure	
Item description			

**63** Click the "Quantity" field.

Lot Item added successfully

Tender Information More

+ New LOT

LOT Number	Name
LOT0000077	SUPPLY OF PRINTED CIRCUITS

Next Step

Segment: Electronic Components and Supplies ✓

Family: Printed circuits and in

Commodity class: Circuit assemblies and radio frequency RF c ✓

Commodity: Printed circuit assem

Quantity:  (highlighted with a green circle)

Unit of measure:

Item description:

**64** Click the "Unit of measure" field.

Segment: Electronic Components and Supplies ✓

Family: Printed circuits and integrated circuits and ✓

Commodity class: Circuit assemblies and radio frequency RF c ✓

Commodity: Printed circuit assemblies PCAs ✓

Quantity:  ✓

Unit of measure:  (highlighted with a green circle)

Item description:

Close Confirm



**65** Click the "Item description" field.

LOT

Name

077 SUPPLY OF PRINTED CIRCUIT ASSEMBLIES AND COMPUTERS

Step

Commodity class  
Circuit assemblies and radio frequency RF components ✓

Commodity  
Printed circuit assemblies PCAs

Quantity  
5 ✓

Unit of measure  
Pieces

Item description

Close

**66** Click "Confirm"

Commodity class  
Circuit assemblies and radio frequency RF components ✓

Commodity  
Printed circuit assemblies PCAs ✓

Unit of measure  
Pieces ✓

HINES AND COMPUTERS

Close Confirm

**67** Click "Items (2)"

ments

as bid security	Bid security rate	Estimated amount			
es	2	100,000,000	Items (2)	Attachments (1)	+ [edit] [delete]

**68** Click "New Item"

LOT Items

+ New Item   Upload Excel   Download Excel Template

Commodity	Item number	Item description
Mobile phones	00001	SUPPLY OF PRINTING RELATED MACHINES
Printed circuit assemblies PCAs	00002	SUPPLY OF PRINTING RELATED MACHINES

69 Click this dropdown.

The screenshot shows a 'LOT Item' form with several fields. A dropdown menu is open over the 'Segment' field, displaying the text 'Information Technology Broadcasting and Tele'. The other fields are: 'Family' (dropdown), 'Commodity class' (dropdown), 'Commodity' (dropdown), 'Quantity' (text input), 'Unit of measure' (text input), and 'Item description' (text area). In the background, a table lists lot items, with one entry: 'LOT0000077 SUPPLY OF PRIN COMPUTERS'. An alert message at the top left says 'Alert Lot Item added successf'. A green button labeled 'New LOT' is also visible.

70 Click this dropdown.

The screenshot shows the same 'LOT Item' form. The dropdown menu is now open over the 'Family' field, displaying the text 'Select'. The 'Segment' field now contains the text 'Information Technology Broadcasting and Tele'. The other fields are: 'Family' (dropdown), 'Commodity class' (dropdown), 'Commodity' (dropdown), 'Quantity' (text input), 'Unit of measure' (text input), and 'Item description' (text area). The background table and alert message are still visible.

71 Click this dropdown.

The screenshot shows a 'LOT Item' form with several fields. The 'Segment' field is highlighted with a green border and contains the text 'Information Technology Broadcasting and' followed by a green checkmark. The 'Family' field is also highlighted with a green border and contains the text 'Computer Equipment and Accessori'. The 'Commodity class' field is highlighted with a yellow circle and contains the text '-- Select --'. The 'Commodity' field is highlighted with a green border and contains the text '-- Select --'. The 'Quantity' and 'Unit of measure' fields are empty. The 'Item description' field is empty. In the background, there is a table with columns 'Number' and 'Name'. The first row has the value '00077' in the 'Number' column and 'SUPPLY OF PRIN COMPUTERS' in the 'Name' column. There is also a green alert box that says 'Alert Lot Item added successf'.

72 Click this dropdown.

The screenshot shows a 'LOT Item' form with several fields. The 'Family' field is highlighted with a green border and contains the text 'Computer Equipment and Accessories' followed by a green checkmark. The 'Commodity' field is highlighted with a yellow circle and contains the text '-- Select --'. The 'Unit of measure' field is empty. The 'Item description' field is empty. In the background, there is a table with columns 'Number' and 'Name'. The first row has the value '00077' in the 'Number' column and 'SUPPLY OF PRIN COMPUTERS' in the 'Name' column. There is also a green alert box that says 'Alert Lot Item added successf'.

**73** Click the "Quantity" field.

Lot Item added successfully

Tender Information More

New LOT

LOT Number	Name
LOT0000077	SUPPLY OF PRINTING COMPUTERS

Next Step

Segment: Information Technology Broadcasting and ... ✓

Family: Computer Equipment and Accessories ✓

Commodity class: Computers ✓

Commodity: High end computer servers ✓

Quantity:  (highlighted with orange circle)

Unit of measure:

Item description:

Close

**74** Click the "Unit of measure" field.

Segment: Information Technology Broadcasting and ... ✓

Family: Computer Equipment and Accessories ✓

Commodity class: Computers ✓

Commodity: High end computer servers ✓

Quantity:

Unit of measure:  (highlighted with orange circle)

Item description:

Close Confirm

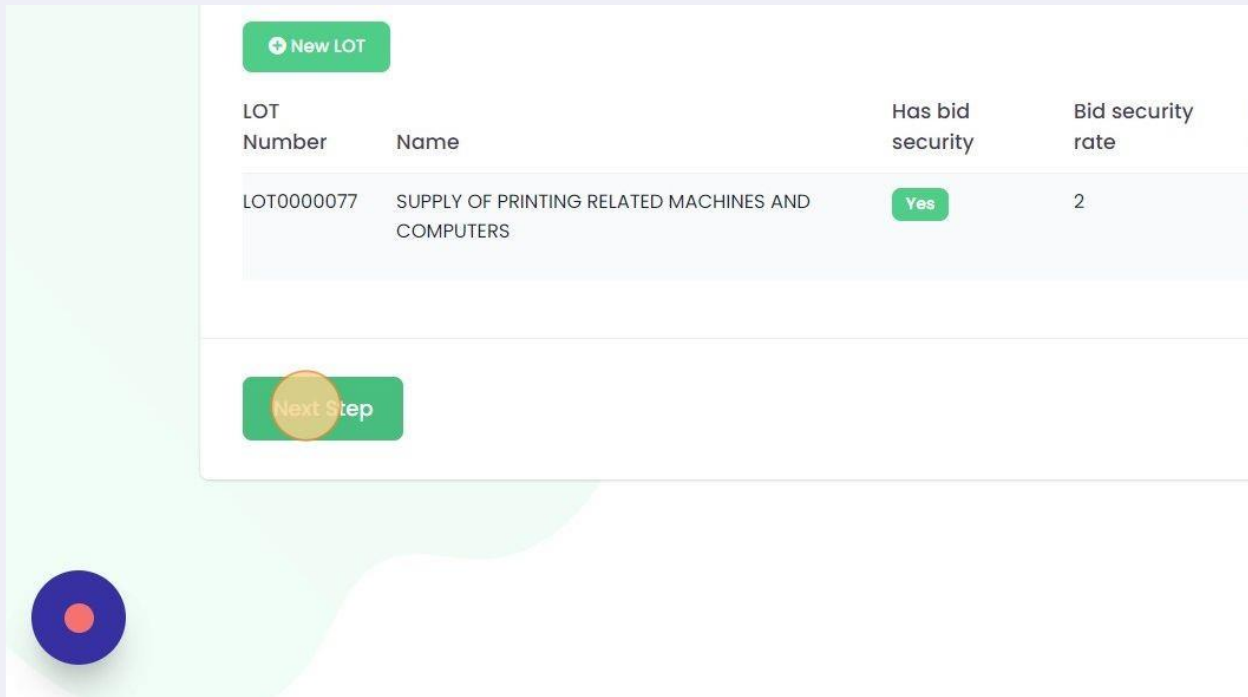
**75** Click the "Item description" field.

The screenshot shows a form for adding a new LOT. On the left, there is a sidebar with a 'New LOT' button, a table with columns 'LOT Number' and 'Name', and a 'Next Step' button. The table contains one entry: LOT0000077 with the name 'SUPPLY OF PRINTERS AND COMPUTERS'. The main form area has four input fields: 'Commodity class' with 'Computers', 'Commodity' with 'High end computer servers', 'Quantity' with '2', and 'Unit of measure' with 'PCs'. Each of these four fields has a green checkmark to its right. Below these is the 'Item description' field, which is currently empty and highlighted with a yellow circle. At the bottom right of the form, there is a small blue button with a right-pointing arrow.

**76** Click "Confirm"

This screenshot shows the same form as in step 75, but with a modal dialog box overlaid on top. The dialog box contains the following elements: a 'High end computer servers' field with a green checkmark, a 'Unit of measure' label, a 'PCs' field with a green checkmark, and a text area containing 'S AND COMPUTERS'. At the bottom of the dialog, there are two buttons: a light blue 'Close' button and a green 'Confirm' button with a yellow circle highlighting it. In the background, the sidebar from step 75 is visible, with a floating action menu containing a plus sign, an edit icon, and a delete icon.

**77** Click "Next Step"

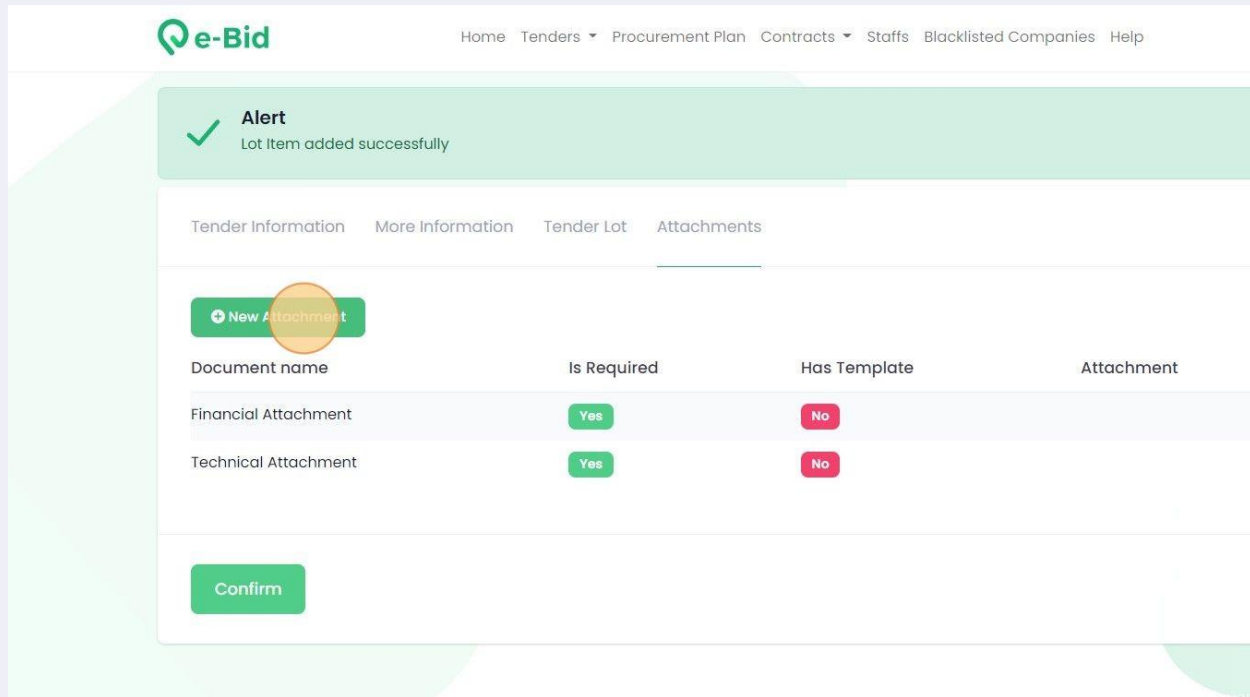


The screenshot shows a web interface with a light green background. At the top left, there is a blue circular icon with a red dot. The main content area is a white panel with a light green border. At the top of this panel is a green button with a white plus sign and the text "New LOT". Below this is a table with four columns: "LOT Number", "Name", "Has bid security", and "Bid security rate". The table contains one row with the following data: "LOT0000077", "SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS", a green button with the text "Yes", and the number "2". Below the table is another green button with a white circle and the text "Next Step".

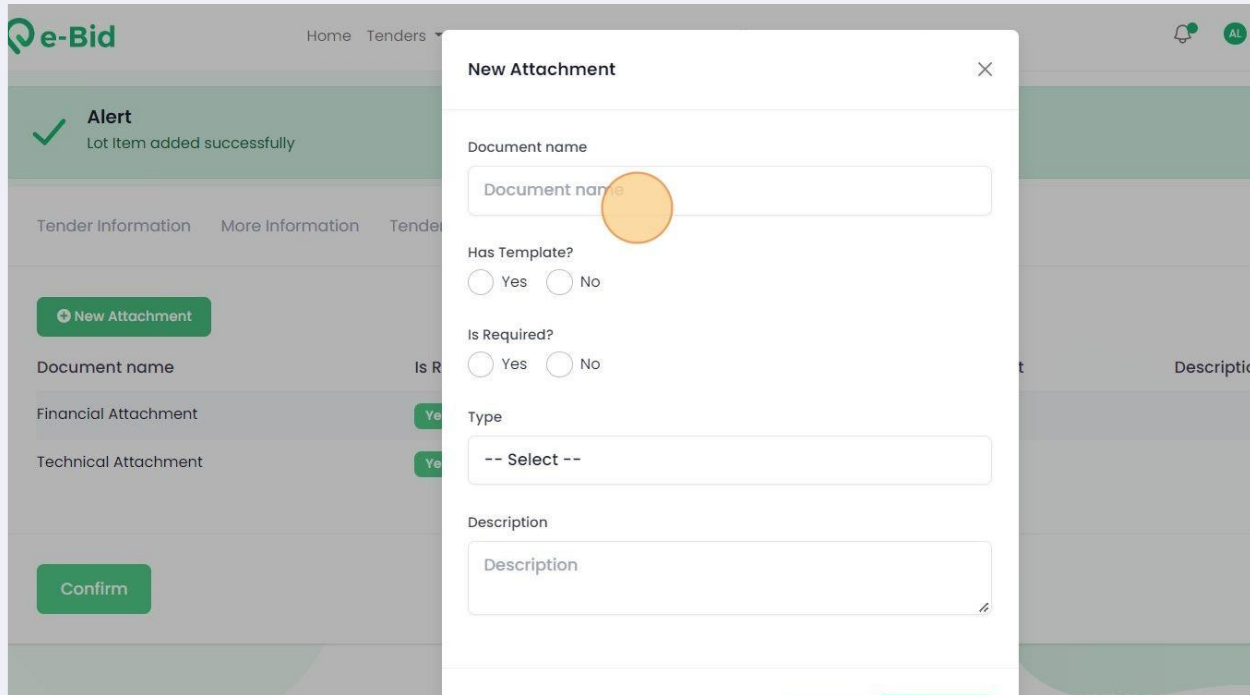
LOT Number	Name	Has bid security	Bid security rate
LOT0000077	SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS	Yes	2

**78** Now we are adding attachments

79 Click "New Attachment"

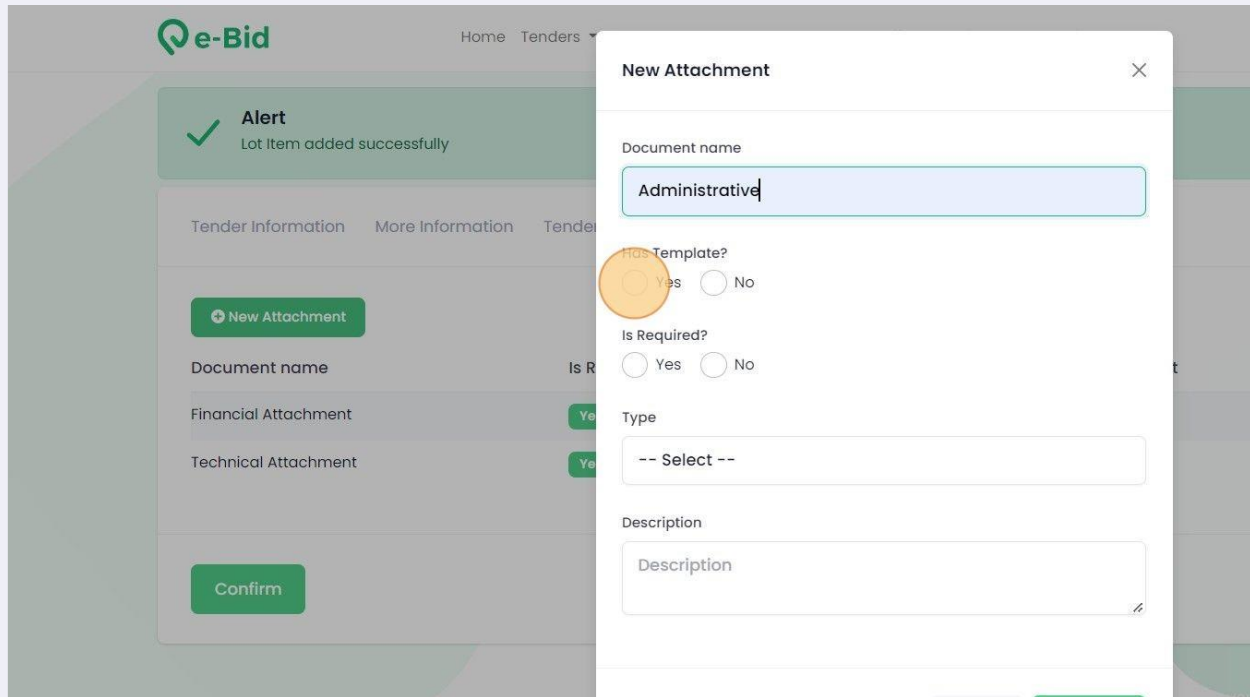


80 Click the "Document name" field, to provide a document name

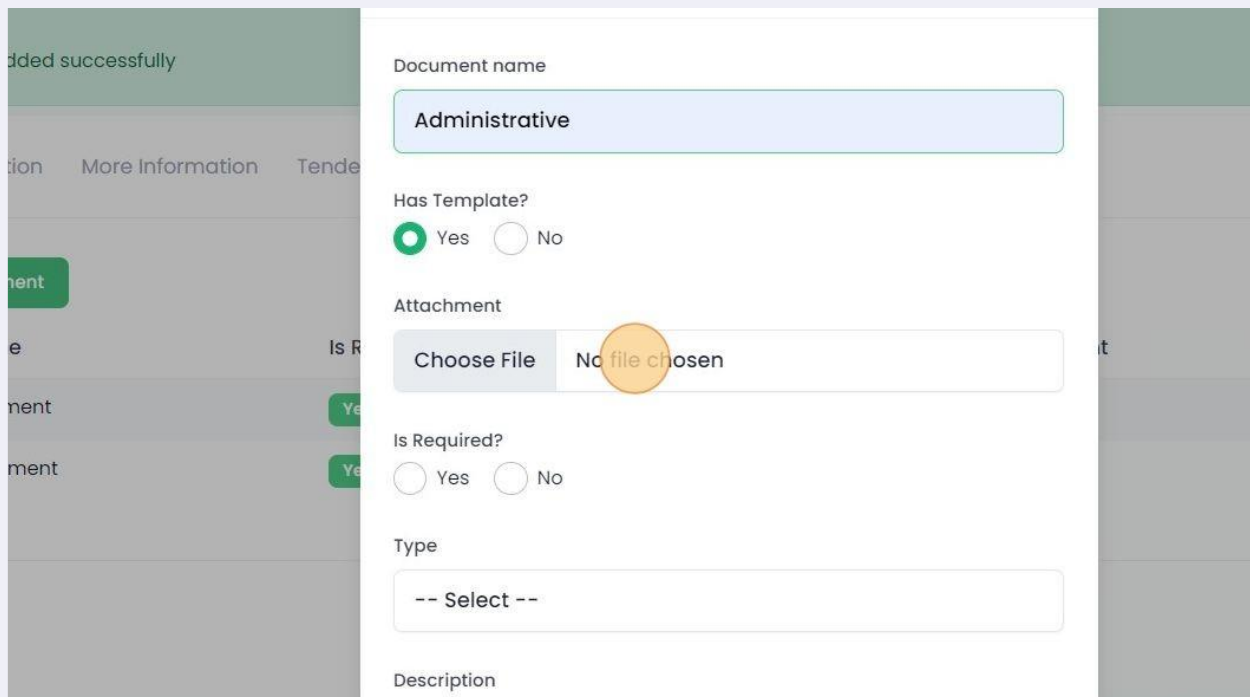




**81** Specify whether it has a template or not



**82** Click the "Attachment" field, to choose the attachment



**83** Specify whether that document is required or not

The screenshot shows a web interface for adding a new attachment. In the background, there is a form with a 'New Attachment' button and fields for 'Document name', 'Financial Attachment', and 'Technical Attachment'. A modal window is open over the form, containing the following fields:

- Has Template?** with radio buttons for 'Yes' (selected) and 'No'.
- Attachment** with a 'Choose File' button and the text 'Orion Logo.png'.
- Is Required?** with radio buttons for 'Yes' (selected) and 'No'. An orange circle highlights the 'Yes' radio button.
- Type** with a dropdown menu showing '-- Select --'.
- Description** with a text input field containing the placeholder text 'Description'.

**84** Click this dropdown, to specify a type of document

This screenshot shows the same document upload form as in step 83, but with the 'Type' dropdown menu highlighted by an orange circle. The modal window now shows:

- Document name** with a text input field containing 'Administrative'.
- Has Template?** with radio buttons for 'Yes' (selected) and 'No'.
- Attachment** with a 'Choose File' button, the text 'Orion Logo.png', and a green checkmark.
- Is Required?** with radio buttons for 'Yes' (selected) and 'No'.
- Type** with a dropdown menu showing '-- Select --'. An orange circle highlights this dropdown.
- Description** with a text input field containing the placeholder text 'Description'.

At the bottom of the modal, there are 'Close' and 'Confirm' buttons.

**85** Click the "Description" field, to provide the description of a document

The screenshot shows a web application interface for adding a document. A modal window is open over the main form. The modal contains the following fields and options:

- Document name:** A text input field containing "Administrative".
- Has Template?:** Radio buttons for "Yes" (selected) and "No".
- Attachment:** A file selection field showing "Choose File" and "Orion Logo.png" with a green checkmark.
- Is Required?:** Radio buttons for "Yes" (selected) and "No".
- Type:** A dropdown menu showing "Administrative" with a green checkmark.
- Description:** A text input field containing "Description", which is highlighted with an orange circle.

At the bottom of the modal, there are "Close" and "Confirm" buttons. The background form is partially visible, showing a "New Attachment" button and a "Confirm" button.

**86** Click "Confirm"

This screenshot shows the same modal window as in step 85, but with the "Confirm" button highlighted by an orange circle. The "Description" field now contains the text "Administrative". The "Close" and "Confirm" buttons are visible at the bottom of the modal.

**87** Click "Confirm" to continue

The screenshot shows a web interface with a table of attachments. At the top left, there is a green button labeled "New Attachment". Below it is a table with the following data:

Document name	Is Required	Has Template	Attach
Financial Attachment	Yes	No	
Technical Attachment	Yes	No	
Administrative	Yes	Yes	Down

Below the table, there is a green button labeled "Confirm" with a yellow circle highlighting it. In the bottom left corner, there is a blue circular icon.

**88** Click "Confirm" to submit a tender


The screenshot shows a "Submit Tender" confirmation dialog box overlaid on a table. The dialog box contains the text "Submit Tender" and "Are you sure?". At the bottom of the dialog box, there are two buttons: "Cancel" (red) and "Confirm" (green with a yellow circle highlighting it). The background table is dimmed and shows the following data:

Lot	Attachments
	Description
	Administrative

There is a red trash icon next to the "Administrative" entry in the table.

## 89 Click "Submit Tender"

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**Submit Tender** **Edit** **Delete**


COMPUTERS

<b>Fiscal year</b> 2023	<b>Type</b> Goods	<b>Tender document</b> <a href="#">Download</a>
<b>Simplified</b> <b>Yes</b>	<b>Publication date</b> 2022-12-06	<b>Is preliminary ?</b> <b>Yes</b>
<b>Technical opening date</b> 2022-12-11 10:31:00 AM	<b>Financial opening date</b> 2022-12-12 10:31:00 AM	<b>Opening address</b> Kigali
<b>Joint venture</b> <b>Allowed</b>	<b>Has tender fee</b> <b>Yes</b>	<b>Tender Fee amount ?</b> 9,997
<b>Evaluation end date</b> 2022-12-14	<b>Is local preference?</b> <b>Yes</b>	<b>Financial evaluation score</b> 30
<b>Technical pass score</b> 0	<b>Site visit date</b> 2022-12-30	<b>Bid Validity Period(days)</b> 30

## 90 Click "Submit"

COMPUTERS AND COMPUTERS

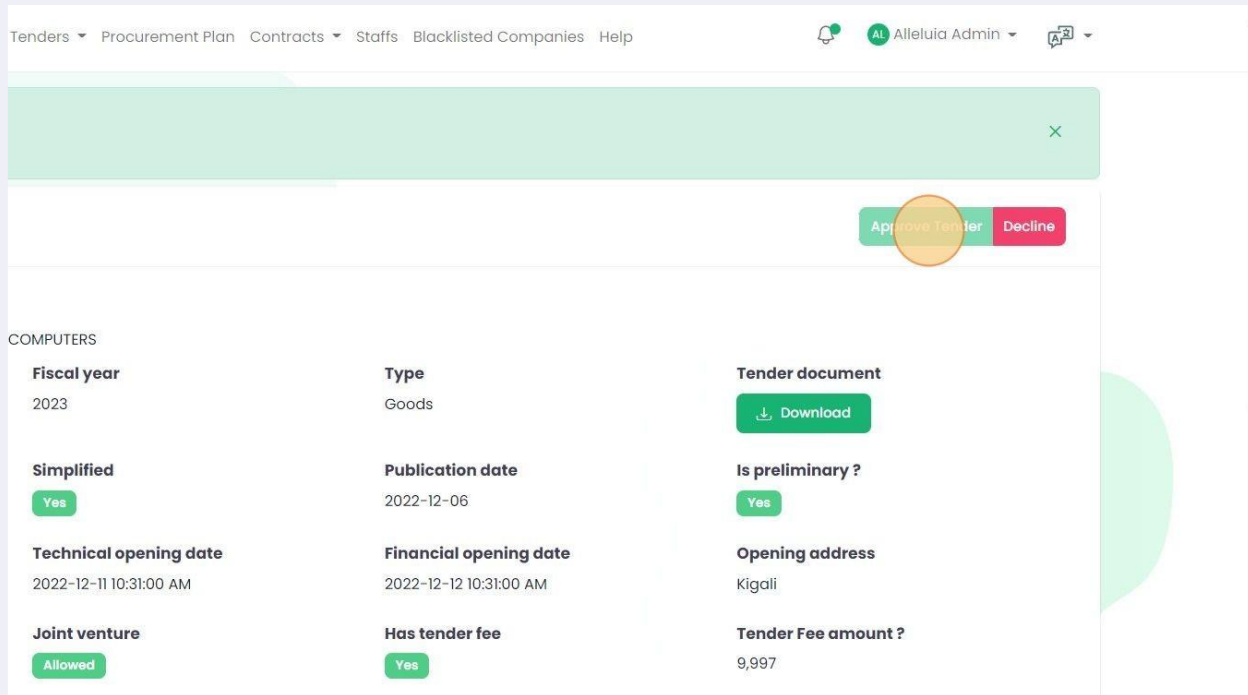
<b>Fiscal year</b> 2023	<b>Type</b> Goods	<b>Tender document</b> <a href="#">Download</a>
<b>Simplified</b> <b>Yes</b>	<b>Publication date</b> 2022-12-06	<b>Is preliminary ?</b> <b>Yes</b>
<b>Technical opening date</b> 2022-12-11 10:31:00 AM	<b>Financial opening date</b> 2022-12-12 10:31:00 AM	<b>Opening address</b> Kigali
<b>Joint venture</b> <b>Allowed</b>	<b>Has tender fee</b> <b>Yes</b>	<b>Tender Fee amount ?</b> 9,997
<b>Evaluation end date</b> 2022-12-14	<b>Is local preference?</b> <b>Yes</b>	<b>Financial evaluation score</b> 30
<b>Technical pass score</b> 0	<b>Site visit date</b> 2022-12-30	<b>Bid Validity Period(days)</b> 30



**Are you sure?**  
Submit this tender!

**Cancel** **Submit**

## 91 Click "Approve Tender"



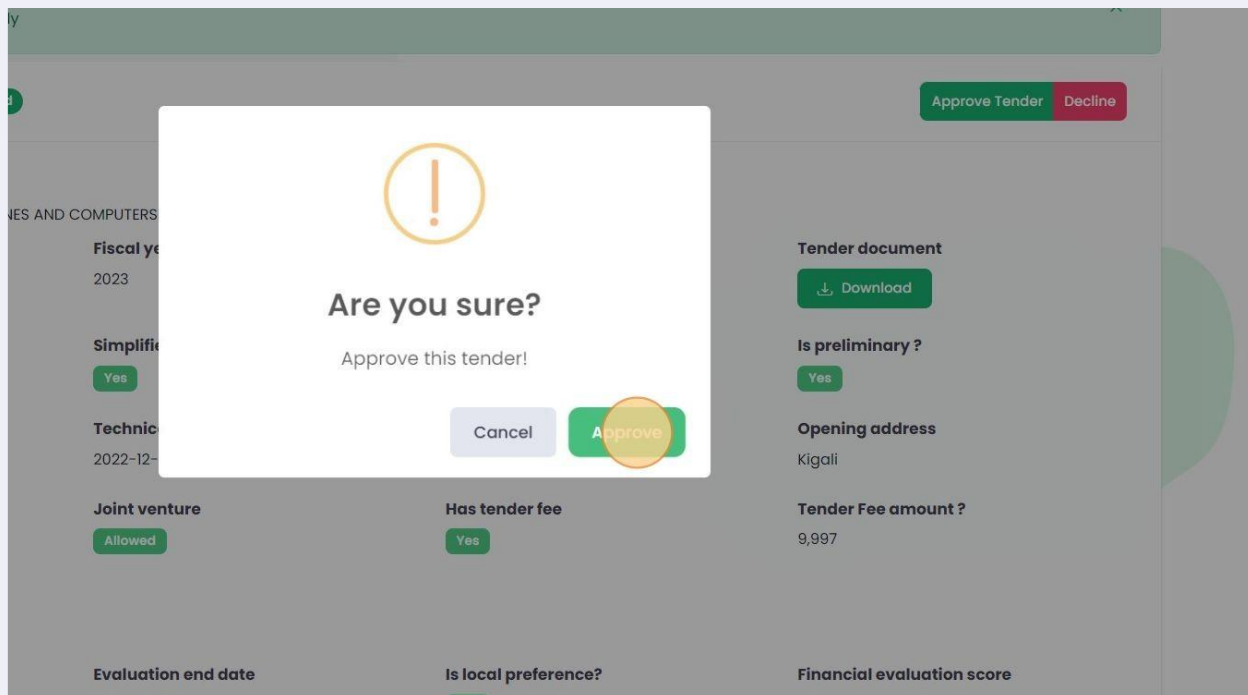
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COMPUTERS

<b>Fiscal year</b> 2023	<b>Type</b> Goods	<b>Tender document</b> <a href="#">Download</a>
<b>Simplified</b> Yes	<b>Publication date</b> 2022-12-06	<b>Is preliminary ?</b> Yes
<b>Technical opening date</b> 2022-12-11 10:31:00 AM	<b>Financial opening date</b> 2022-12-12 10:31:00 AM	<b>Opening address</b> Kigali
<b>Joint venture</b> Allowed	<b>Has tender fee</b> Yes	<b>Tender Fee amount ?</b> 9,997

## 92 Click "Approve"



Approve Tender Decline

Are you sure?  
Approve this tender!

Cancel Approve

COMPUTERS

<b>Fiscal year</b> 2023	<b>Type</b> Goods	<b>Tender document</b> <a href="#">Download</a>
<b>Simplified</b> Yes	<b>Publication date</b> 2022-12-06	<b>Is preliminary ?</b> Yes
<b>Technical opening date</b> 2022-12-11 10:31:00 AM	<b>Financial opening date</b> 2022-12-12 10:31:00 AM	<b>Opening address</b> Kigali
<b>Joint venture</b> Allowed	<b>Has tender fee</b> Yes	<b>Tender Fee amount ?</b> 9,997

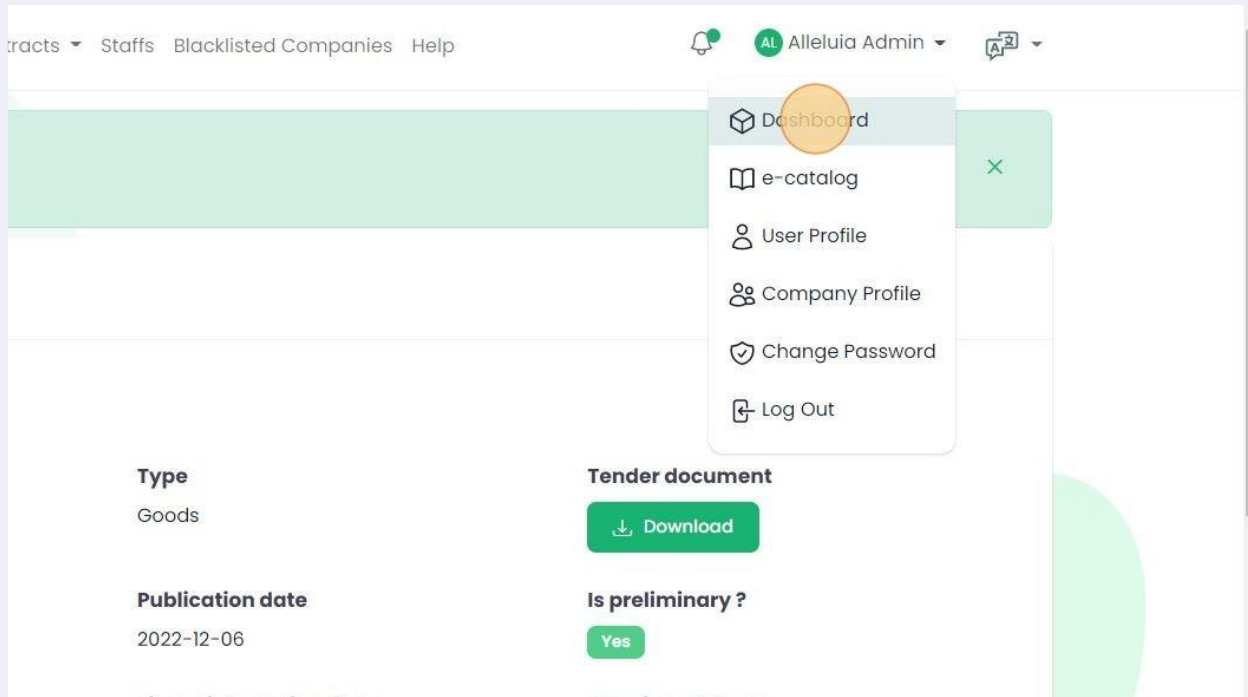
Are you sure?  
Approve this tender!

Cancel Approve

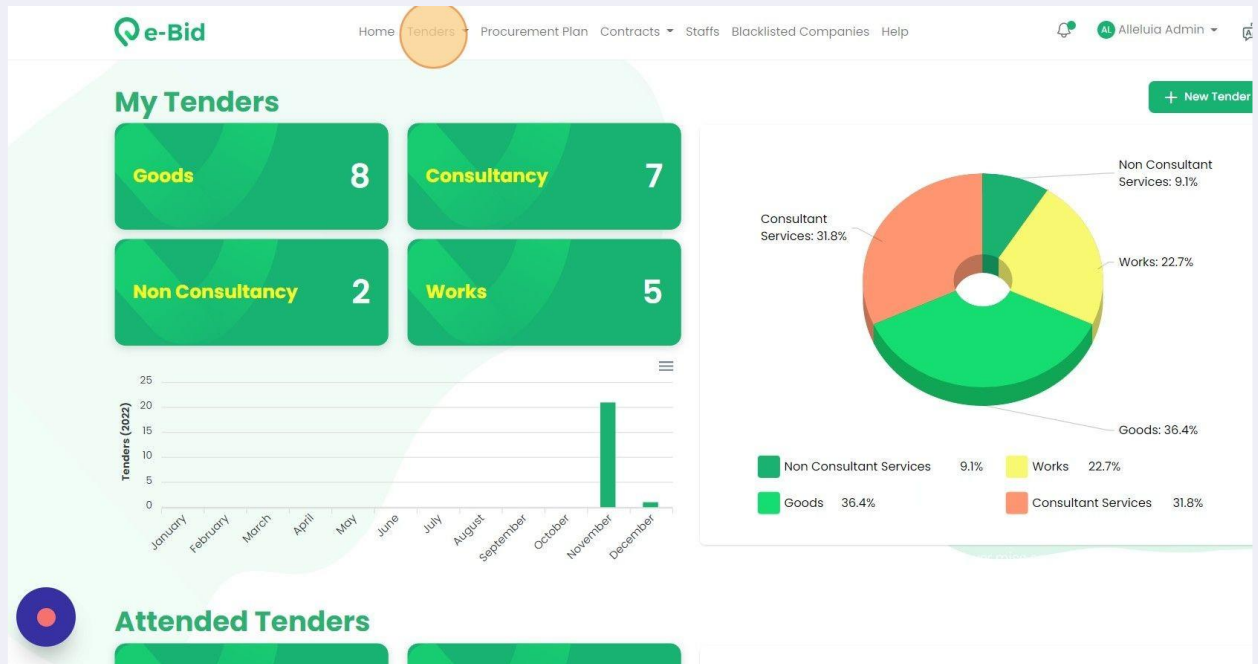
COMPUTERS

<b>Fiscal year</b> 2023	<b>Type</b> Goods	<b>Tender document</b> <a href="#">Download</a>
<b>Simplified</b> Yes	<b>Publication date</b> 2022-12-06	<b>Is preliminary ?</b> Yes
<b>Technical opening date</b> 2022-12-11 10:31:00 AM	<b>Financial opening date</b> 2022-12-12 10:31:00 AM	<b>Opening address</b> Kigali
<b>Joint venture</b> Allowed	<b>Has tender fee</b> Yes	<b>Tender Fee amount ?</b> 9,997

93 Click "Dashboard"



94 Click "Tenders"



95 Click "My Tenders"

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### My Tenders

- Tenders Notices
- My Tenders**
- Attended Tenders

**Goods** 8 **Consultancy** 7

**Non Consultancy** 2 **Works** 5

Tenders (2022)

Consultant Services: 31.8%

Non Consultant Services 9.1%

Goods 36.4%

96 Click "More Details" on our advertised tender

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### My Tenders

+ New Tender + New Con

Filter by Tender Type

- All (22)
- Non Consultant Services (2)
- Works (5)
- Goods (8)
- Consultant Services (7)

Tender Method

- National Competitive Bidding
- International Competitive Bidding

Tender No

Tender Name

Financial Year

Submission Date

Search Clear

#### Tenders Listing

Showing 22 results

- Supply of printing related machines and computers** Advertise  
Supply of printing related machines and computers  
Deadline 2022-12-10 Published on 2022-12-06 Goods [More Details](#)
- Global client data analytics consultant** Advertise  
Global client data analytics consultant  
Deadline 2022-11-28 Published on 2022-11-28 Consultant Services [More Details](#)
- Technology consulting trainee** Advertise  
Kiza solutions is a technology consulting firm with industry-leading systems architects based in the u.s. and talented software developers...  
Deadline 2022-11-28 Published on 2022-11-28 Consultant Services [More Details](#)
- Rfq- supply data center batteries** Advertise  
Kt rwanda networks ltd is the only 4g lte infrastructure company in rwanda, jointly invested by the government of rwanda and kt exclusively for wholesale provision of universal mobile broadband network...  
Deadline 2022-11-28 Published on 2022-11-28 Goods [More Details](#)



97

This is a tender lot we have added

70 0 2022-12-30 30

**Description**  
SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS

**Tender Lot**

LOT Number	Has bid security	Description	Actions
LOT0000077	Yes	SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS	Actions

**Tender Attachments**

Document name	Is Required	Descrip
Financial Attachment	Required	
Technical Attachment	Required	

98

Click here. to view our items

G RELATED MACHINES AND COMPUTERS

Actions Details (0) Submissions

Is Required	Description
Required	

99 Click "Items (3)" this means that we have added 3 items

PRINTING RELATED MACHINES AND COMPUTERS

Actions ▾ Details (0) Submissions

Items (3)  
Attachments (1)  
Price Schedule

Is Required	Description
Required	
Required	

100 Here are all the items we have added

LOT Item

Commodity	Item number	Item description	Quantity	Unit of measure
Mobile phones	00001	SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS	10	PCs
Printed circuit assemblies PCAs	00002	SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS	5	Pieces
High end computer servers	00003	SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS	2	PCs

Close

Tender Attachments

Document name	Is Required	Description
Financial Attachment	Required	
Technical Attachment	Required	
Administrative	Required	Administrative

# 101 Click "Close"

The image shows a software interface with a modal dialog box titled "LOT Item" and a table below it. The dialog box contains a table with the following data:

Commodity	Item number	Item description	Quantity	Unit of measure
Mobile phones	00001	SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS	10	PCs
Printed circuit assemblies PCAs	00002	SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS	5	Pieces
High end computer servers	00003	SUPPLY OF PRINTING RELATED MACHINES AND COMPUTERS	2	PCs

Below the dialog box is a table titled "Attachments" with the following columns: "Attachment name", "Is Required", and "Description".

Attachment name	Is Required	Description
Financial Attachment	Required	
Technical Attachment	Required	
Administrative	Required	Administrative