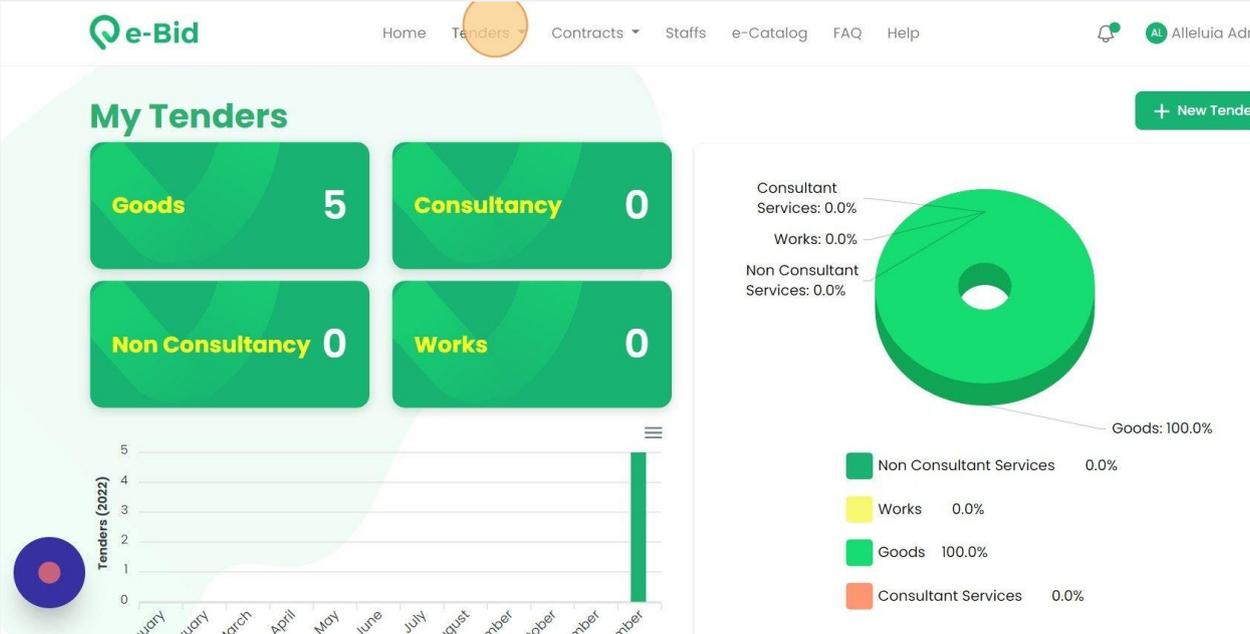


# Tender Lot Evaluation Process

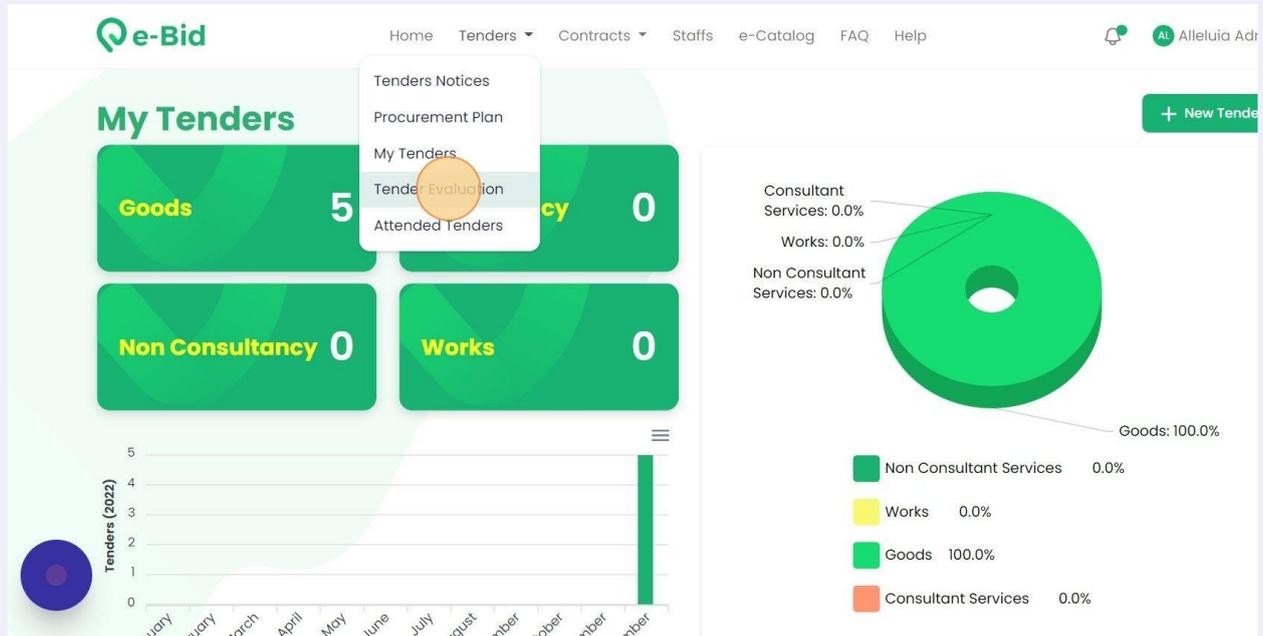
Evaluation of all submissions on a certain tender

1 Navigate to [bid.rw/client/home](http://bid.rw/client/home)

2 Click "Tenders"



### 3 Click "Tender Evaluation"



### 4 Click actions on a tender you want to evaluate

The screenshot shows the 'Tender Opening' table with three records. The first row is highlighted, and the 'Actions' button is circled in orange. The table columns are '#', 'Tender Ref Number', 'LOT Number', and 'Title'. The footer shows 'Showing 1 to 3 of 3 records' and a page number '1'.

#	Tender Ref Number	LOT Number	Title	Actions
1	TREF0000020	LOT0000021	TENDER FOR PROVISION OF SCHOOL BAGS	Actions
2	TREF0000007	LOT0000008	CALL FOR TENDER FOR SUPPLYING COMPUTER	Actions
3	TREF0000002	LOT0000003	TENDER FOR SUPPLY OF TWENTY (20) SMART PHONES	Actions

5

Click "(2) Submissions", the total submissions are two

The screenshot shows the 'Bid' portal interface. The navigation bar includes 'Home', 'Tenders', 'Contracts', 'Staffs', 'e-Catalog', 'FAQ', and 'Help'. The user is logged in as 'Alleluia Admin'. The main content area is titled 'Tender Opening' and displays a table of tenders:

#	Tender Ref Number	LOT Number	Title
1	TREF0000020	LOT0000021	TENDER FOR PROVISION OF SCHOOL BAGS
2	TREF0000007	LOT0000008	CALL FOR TENDER FOR SUPPLYING COMPUTER
3	TREF0000002	LOT0000003	TENDER FOR SUPPLY OF TWENTY (20) SMART PHONES

Below the table, it indicates 'Showing 1 to 3 of 3 records'. An 'Actions' dropdown menu is open for the first tender, showing options for '(2) Submissions' and '(0) Complaints'. A blue circle highlights the '(2) Submissions' option.

6

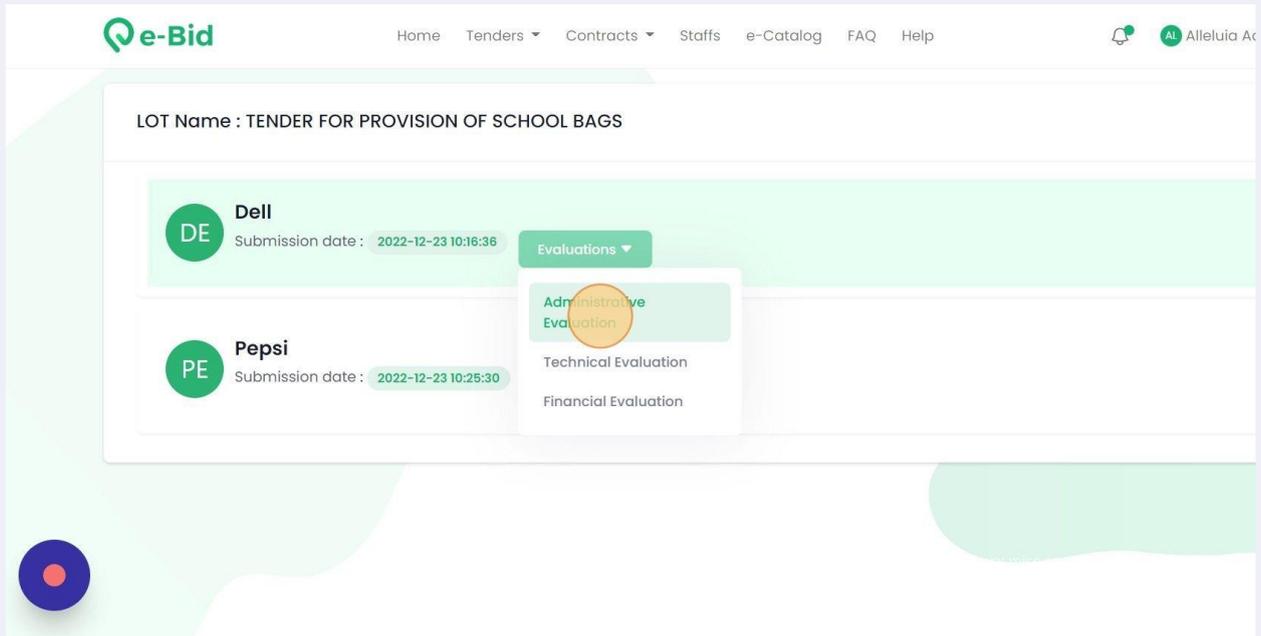
Click Evaluations

The screenshot shows the 'e-Bid' portal interface. The navigation bar includes 'Home', 'Tenders', 'Contracts', 'Staffs', 'e-Catalog', 'FAQ', and 'Help'. The user is logged in as 'Alleluia Admin'. The main content area is titled 'LOT Name : TENDER FOR PROVISION OF SCHOOL BAGS' and displays two submissions:

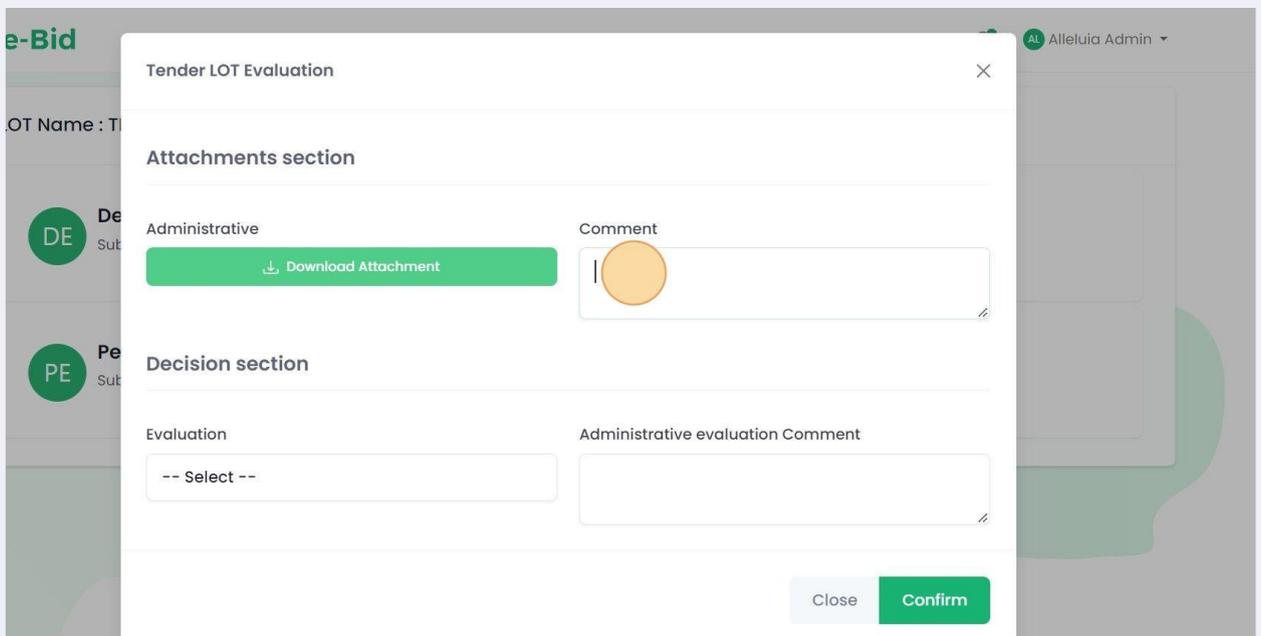
- Dell** (DE): Submission date: 2022-12-23 10:18:36. An 'Evaluations' button is highlighted with a blue circle.
- Pepsi** (PE): Submission date: 2022-12-23 10:25:30. An 'Evaluations' button is visible.

A blue circle with a red center is located in the bottom left corner of the page.

7 Click "Administrative Evaluation"



8 Click the "Comment" field, to provide a comment



9

Click the "Administrative evaluation Comment" field.

Tender LOT Evaluation

Attachments section

Administrative

Comment

Download Attachment

Pass

Decision section

Evaluation

Administrative evaluation Comment

Pass

Close Confirm

10

Click "Confirm"

Tender LOT Evaluation

Attachments section

Administrative

Comment

Download Attachment

Pass

Decision section

Evaluation

Administrative evaluation Comment

Pass

Pass

Close Confirm

## 11 Click "Evaluations"

The screenshot shows the e-Bid system interface. At the top, there is a navigation bar with the e-Bid logo and links for Home, Tenders, Contracts, Staffs, e-Catalog, FAQ, and Help. A user profile for 'Alleluia Ac' is visible in the top right corner. Below the navigation bar, a green alert banner displays a checkmark and the text 'Alert Evaluation done successfully'. The main content area is titled 'LOT Name : TENDER FOR PROVISION OF SCHOOL BAGS'. It features two tender entries: 'Dell' and 'Pepsi'. The 'Dell' entry shows a submission date of '2022-12-23 10:16:36', a status of 'Administrative Evaluation Pending', and a highlighted 'Evaluations' button. The 'Pepsi' entry shows a submission date of '2022-12-23 10:25:30' and a 'Evaluations' button. A blue circular icon with a red dot is located in the bottom left corner of the screenshot.

## 12 Click "Administrative details"

This screenshot is similar to the previous one, showing the e-Bid system interface. The navigation bar and alert banner are identical. The main content area is titled 'LOT Name : TENDER FOR PROVISION OF SCHOOL BAGS'. The 'Dell' tender entry is highlighted, and its 'Evaluations' dropdown menu is open, showing three options: 'Administrative details', 'Technical Evaluation', and 'Financial Evaluation'. The 'Administrative details' option is highlighted with a blue circle. The 'Pepsi' entry is visible below it. A blue circular icon with a red dot is located in the bottom left corner of the screenshot.

**13** Click this dropdown, to decide

**Attachments section**

Administrative Evaluation Comment  
Pass

[Download Attachment](#)

**Administrative section**

Administrative Decision Administrative Comment  
Pass Pass

**Approve Administrative evaluation**

Decision Approve evaluation Comment  
-- Select --

**14** Click the "Evaluation Comment" field.

**Attachments section**

Administrative Evaluation Comment  
Pass

[Download Attachment](#)

**Administrative section**

Administrative Decision Administrative Comment  
Pass Pass

**Approve Administrative evaluation**

Decision Approve evaluation Comment  
Approve

Close Submit

## 15 Click "Submit"

The screenshot shows a modal form titled "Approve Administrative evaluation" overlaid on a background interface. The modal is divided into three sections:

- Attachments section:** Contains an "Administrative" field with a "Download Attachment" button and an "Evaluation Comment" field with the value "Pass".
- Administrative section:** Contains an "Administrative Decision" field with a "Pass" button and an "Administrative Comment" field with the value "Pass".
- Approve Administrative evaluation:** Contains two dropdown menus: "Decision" with "Approve" selected and a green checkmark, and "Approve evaluation Comment" with "Pass" selected and a green checkmark.

At the bottom right of the modal, there are two buttons: "Close" and "Submit" (highlighted with a yellow circle).

## 16 Click Evaluations

The screenshot shows a web application interface with a green alert banner at the top that reads "Alert Evaluation approved successfully". Below the alert, the tender name is displayed as "TENDER FOR PROVISION OF SCHOOL BAGS".

There are two evaluation entries listed:

- Dell:** Submission date: 2022-12-23 10:16:36. The "Evaluations" button is highlighted with a yellow circle. Below it, a green checkmark indicates "Administrative Evaluation Approved".
- Pepsi:** Submission date: 2022-12-23 10:25:30. The "Evaluations" button is visible.

**17** Click "Technical Evaluation"

**Alert**  
Evaluation approved successfully

LOT Name : TENDER FOR PROVISION OF SCHOOL BAGS

**Dell**  
Submission date : 2022-12-23 10:16:36  
Administrative Evaluation Approved

**Pepsi**  
Submission date : 2022-12-23 10:25:30

Evaluations ▾  
Administrative details 1  
**Technical Evaluation**  
Financial Evaluation

**18** Click this number field, to provides marks according to all criterias

**e-Bid**

**Alert**  
Evaluation

LOT Name : T

**Decision section**

#	Criteria	Total	Marks	Comment
1	Bags from Italy	15	<input type="text" value="0"/>	<input type="text"/>
2	Medium Sized Bags	15	<input type="text"/>	<input type="text"/>
3	Black colored bags	15	<input type="text"/>	<input type="text"/>

Technical evaluation Comment

**19** Click this field, to give your comment

Division section

Criteria	Total	Marks	Comment
Bags from Italy	15	15 ✓	<input type="text" value=""/>
Medium Sized Bags	15	15 ✓	<input type="text" value=""/>
Black colored bags	15	14 ▾	<input type="text" value=""/>

**20** Type "Pass"

**21** Click the "Technical evaluation Comment" field, to give overall comments

The screenshot shows a modal window for technical evaluation. It contains a table with three rows of evaluation items. Each row has a description, a quantity, a score, a status, and a comment field. The 'Technical evaluation Comment' field is currently empty. The 'Confirm' button is highlighted with an orange circle.

Item ID	Description	Quantity	Score	Status	Comment
1	Bags from Italy	15	15	Pass	
2	Medium Sized Bags	15	15	Pass	
3	Black colored bags	15	14	Pass	

Technical evaluation Comment

Close Confirm

**22** Click "Confirm"

This screenshot is identical to the previous one, but the 'Confirm' button is now highlighted with an orange circle, indicating it is the next step in the process.

Item ID	Description	Quantity	Score	Status	Comment
1	Bags from Italy	15	15	Pass	
2	Medium Sized Bags	15	15	Pass	
3	Black colored bags	15	14	Pass	

Technical evaluation Comment

Met tender lot evaluation criteria

Close Confirm

## 23 Click Evaluations

### Alert

Evaluation done successfully

LOT Name : TENDER FOR PROVISION OF SCHOOL BAGS

DE

Dell

Submission date : 2022-12-23 10:16:36

Evaluations

Administrative Evaluation Approved

Technical Evaluation Pending

PE

Pepsi

Submission date : 2022-12-23 10:25:30

Evaluations

## 24 Click "Technical details"

### Alert

Evaluation done successfully

LOT Name : TENDER FOR PROVISION OF SCHOOL BAGS

DE

Dell

Submission date : 2022-12-23 10:16:36

Evaluations

Administrative Evaluation Approved

Administrative details

Technical details

Financial Evaluation

PE

Pepsi

Submission date : 2022-12-23 10:25:30

**25** Click this dropdown, to make a decision

The screenshot shows a modal window titled "Approve Technical evaluation" overlaid on the "e-Bid" application. The modal contains the following elements:

Lot ID	Lot Name	Score	Weight	Status
1	Bags from Italy	15	15	Pass
2	Medium Sized Bags	15	15	Pass
3	Black colored bags	15	14	Pass

Technical Decision: 98%

Technical Comment: Met tender lot evaluation criteria

Decision: -- Select --

Approve evaluation Comment: [Text area]

Buttons: Close, Submit

**26** Click the "Approve evaluation Comment" field.

This screenshot is identical to the one in step 25, but with the "Approve evaluation Comment" text area highlighted with a blue border and a cursor. The "Decision" dropdown menu now shows "Approve" selected. The "Approve evaluation Comment" field is highlighted with a blue border and a cursor.

## 27 Click "Submit"

1	Bags from Italy	15	15	Pass
2	Medium Sized Bags	15	15	Pass
3	Black colored bags	15	14	Pass

Technical Decision: 98%

Technical Comment: Met tender lot evaluation criteria

**Approve Technical evaluation**

Decision:  ✓

Approve evaluation Comment:

Close **Submit**

## 28 Click "Evaluations"

**e-Bid** Home Tenders Contracts Staffs e-Catalog FAQ Help

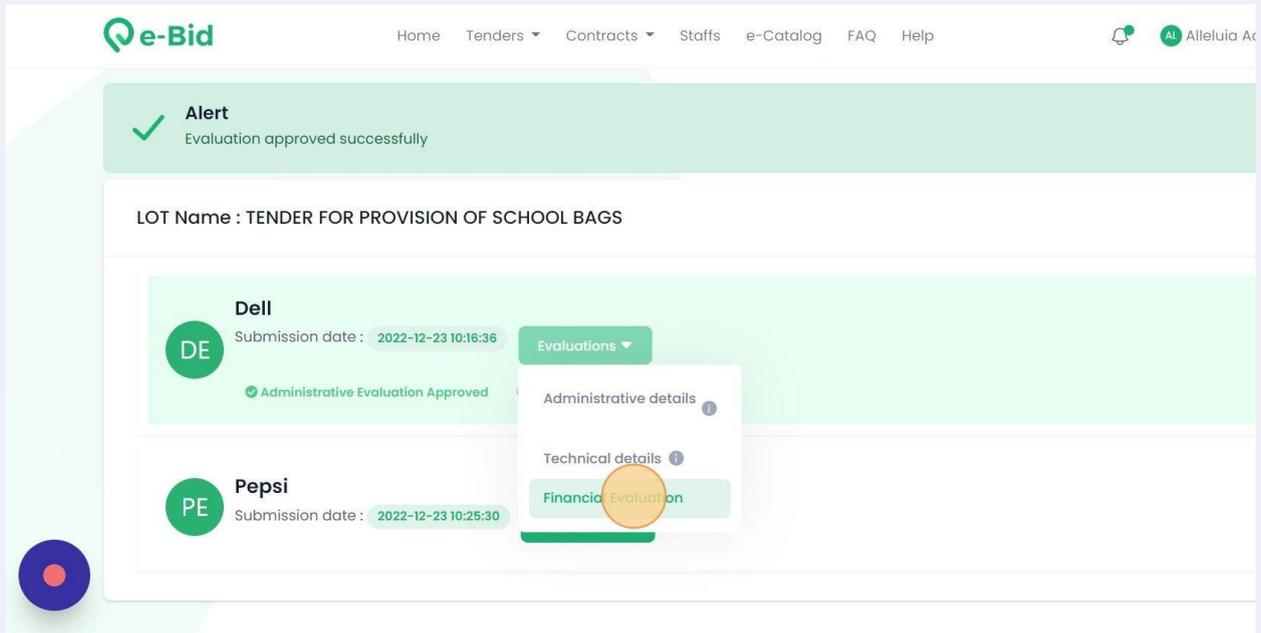
**Alert**  
Evaluation approved successfully

LOT Name : TENDER FOR PROVISION OF SCHOOL BAGS

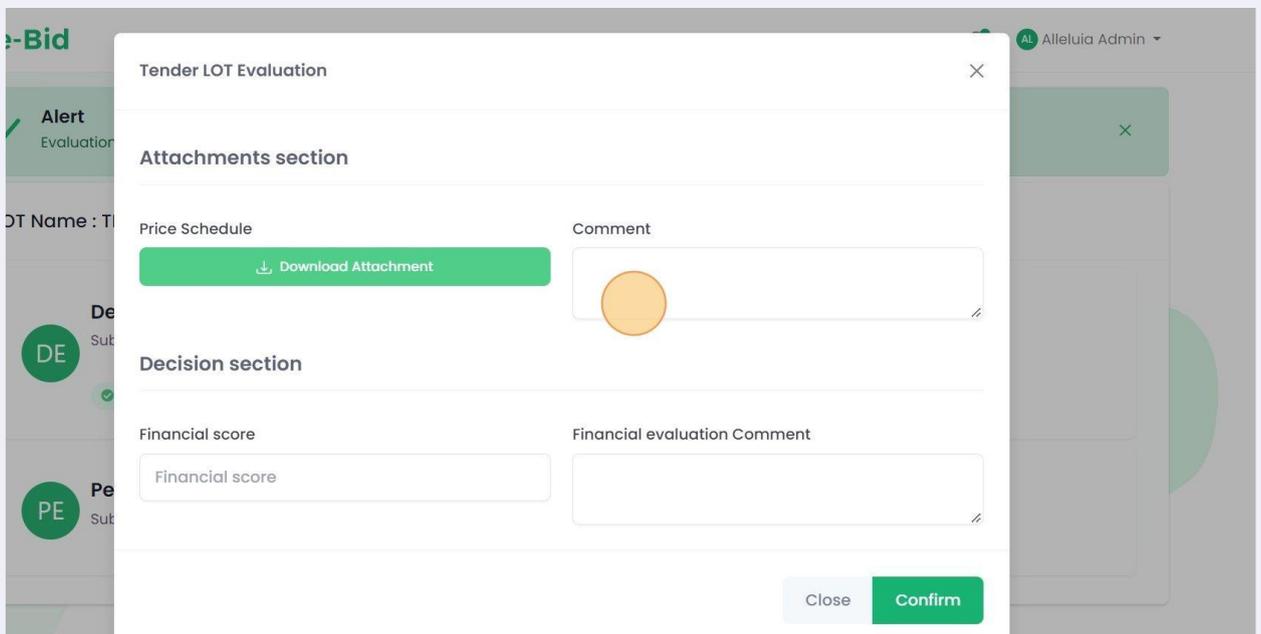
**Dell**  
Submission date : 2022-12-23 10:16:36 **Evaluations**  
Administrative Evaluation Approved Technical Evaluation Approved

**Pepsi**  
Submission date : 2022-12-23 10:25:30 **Evaluations**

29 Click "Financial Evaluation"



30 Click the "Comment" field.



**31** Click the "Financial score" field, to provide marks

**Attachments section**

Price Schedule

Download Attachment

Comment

Pass

**Decision section**

Financial score

Financial score

Financial evaluation Comment

Close

**32** Click the "Financial evaluation Comment" field.

**Attachments section**

Download Attachment

Comment

Pass

**Decision section**

Financial evaluation Comment

Close

Confirm

**33** Click "Confirm"

on

Load Attachment

Comment

Pass ✓

Financial evaluation Comment

Pass ✓

Close Confirm

**34** Click "Evaluations"

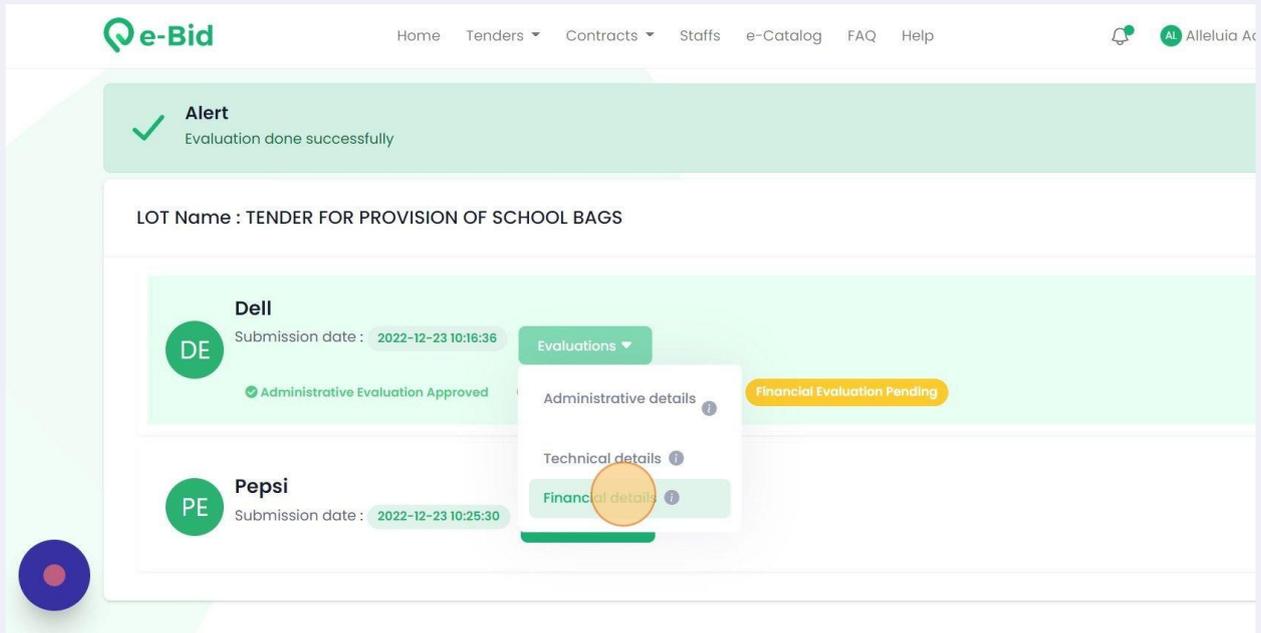
**Alert**  
Evaluation done successfully

LOT Name : TENDER FOR PROVISION OF SCHOOL BAGS

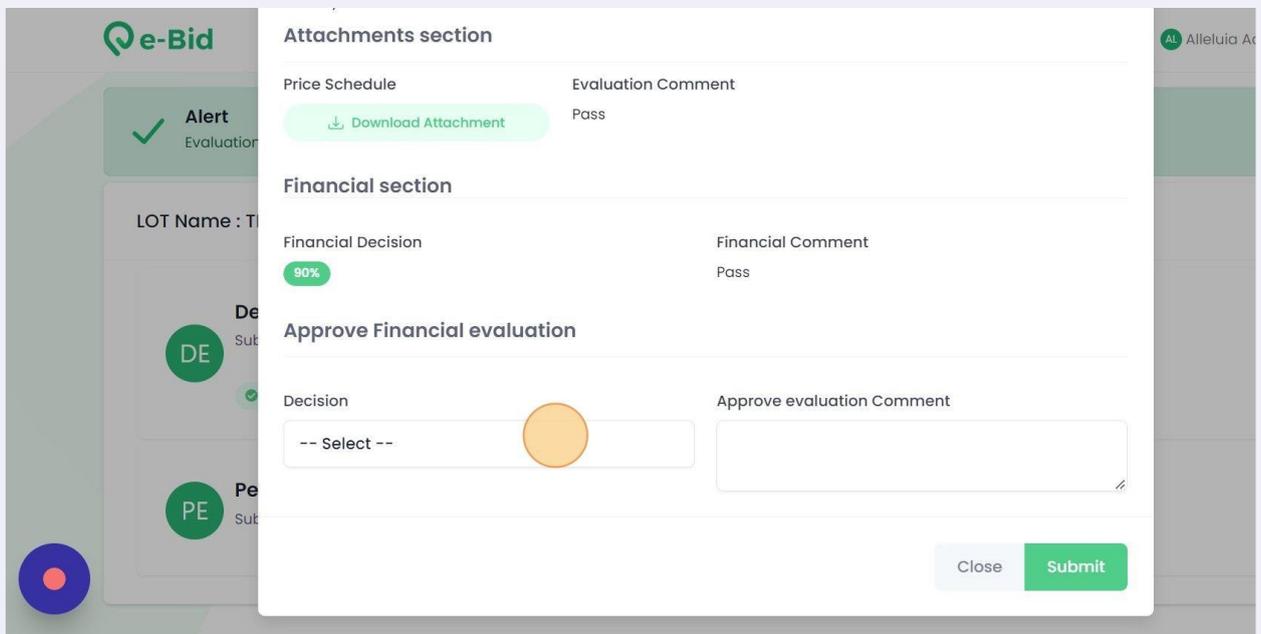
**Dell**  
Submission date : 2022-12-23 10:16:36  
Evaluations  
✓ Administrative Evaluation Approved ✓ Technical Evaluation Approved Financial Evaluation Pending

**Pepsi**  
Submission date : 2022-12-23 10:25:30  
Evaluations

35 Click "Financial details"



36 Click this dropdown, to make decision



**37** Click the "Evaluation Comment" field.

The screenshot shows a bid evaluation form with the following sections:

- Attachments section:** Price Schedule (Pass), Evaluation Comment (Pass), and a Download Attachment button.
- Financial section:** Financial Decision (90%), Financial Comment (Pass).
- Approve Financial evaluation:** Decision (Approve), Approve evaluation Comment (empty field with a yellow circle).

Buttons: Close, Submit

**38** Click "Submit"

The screenshot shows the same bid evaluation form as in step 37, but with the following changes:

- Approve evaluation Comment:** The field now contains the text "Pass" and has a green checkmark icon to its left.

Buttons: Close, Submit

### 39 Click "Evaluation Ranking"

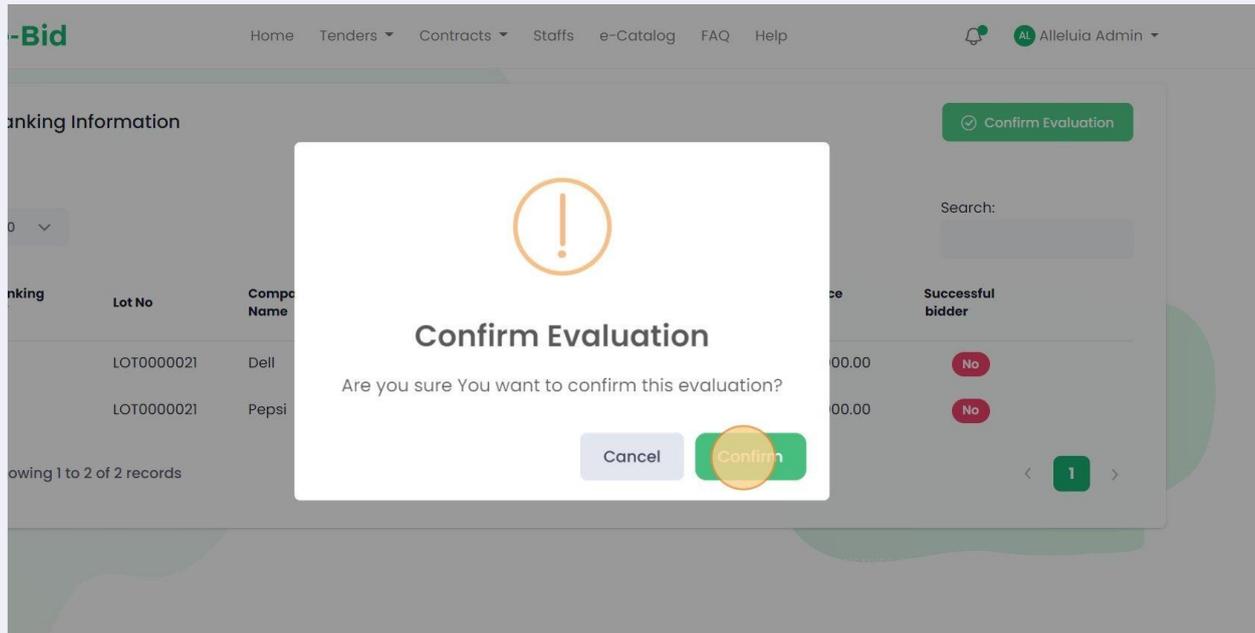
The screenshot shows the 'Bid' portal interface. At the top, there is a navigation bar with 'Home', 'Tenders', 'Contracts', 'Staffs', 'e-Catalog', 'FAQ', and 'Help'. The user is logged in as 'Alleluia Admin'. An alert banner at the top states 'Alert: Evaluation approved successfully'. Below this, the tender name is 'TENDER FOR PROVISION OF SCHOOL BAGS'. A green button labeled 'Evaluation Ranking' is highlighted with a yellow circle. Two bidder entries are shown: 'Dell' and 'Pepsi'. Each entry includes a submission date, an 'Evaluations' dropdown menu, and three status indicators: 'Administrative Evaluation Approved', 'Technical Evaluation Approved', and 'Financial Evaluation Approved'.

### 40 Click "Confirm Evaluation"

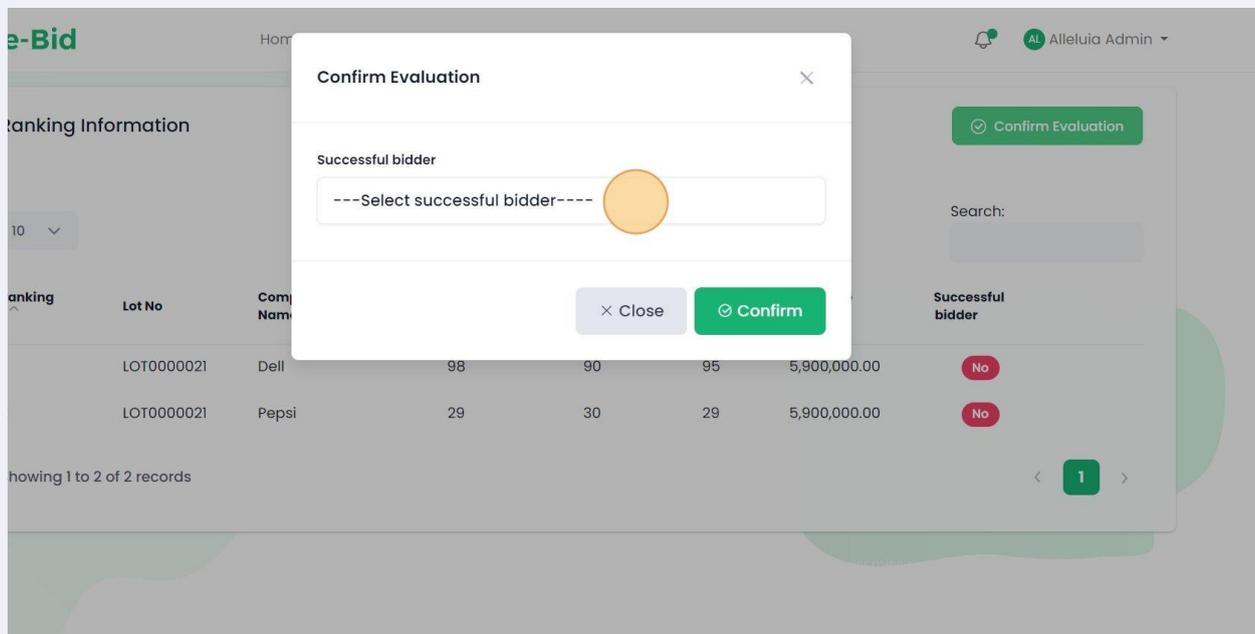
The screenshot shows the 'Bid' portal interface. The navigation bar is the same as in the previous screenshot. The page title is 'Ranking Information'. A green button labeled 'Confirm Evaluation' is highlighted with a yellow circle. Below the button is a search bar. A table displays the evaluation ranking information for two bidders: Dell and Pepsi. The table has columns for 'Ranking', 'Lot No', 'Company Name', 'Technical Score', 'Financial Score', 'Total Score', 'Award Price', and 'Successful bidder'. The 'Successful bidder' column contains 'No' for both bidders. Below the table, it says 'Showing 1 to 2 of 2 records' and a pagination control shows '1'.

Ranking	Lot No	Company Name	Technical Score	Financial Score	Total Score	Award Price	Successful bidder
	LOT0000021	Dell	98	90	95	5,900,000.00	No
	LOT0000021	Pepsi	29	30	29	5,900,000.00	No

**41** Click "Confirm"



**42** Click this dropdown, to select a successful bidder generated by the system



### 43 Click "Confirm"

The screenshot shows a 'Confirm Evaluation' dialog box overlaid on a bid management interface. The dialog box contains the text 'Successful bidder' and a text input field with the value 'Dell - Score:95'. Below the input field are two buttons: 'Close' and 'Confirm'. The 'Confirm' button is highlighted with a yellow circle. In the background, a table lists bid information with columns for Lot No, Company Name, Technical Score, Financial Score, Total Score, Award Price, and Successful bidder. The 'Successful bidder' column shows 'No' for both entries. A 'Confirm Evaluation' button is visible in the top right of the background interface.

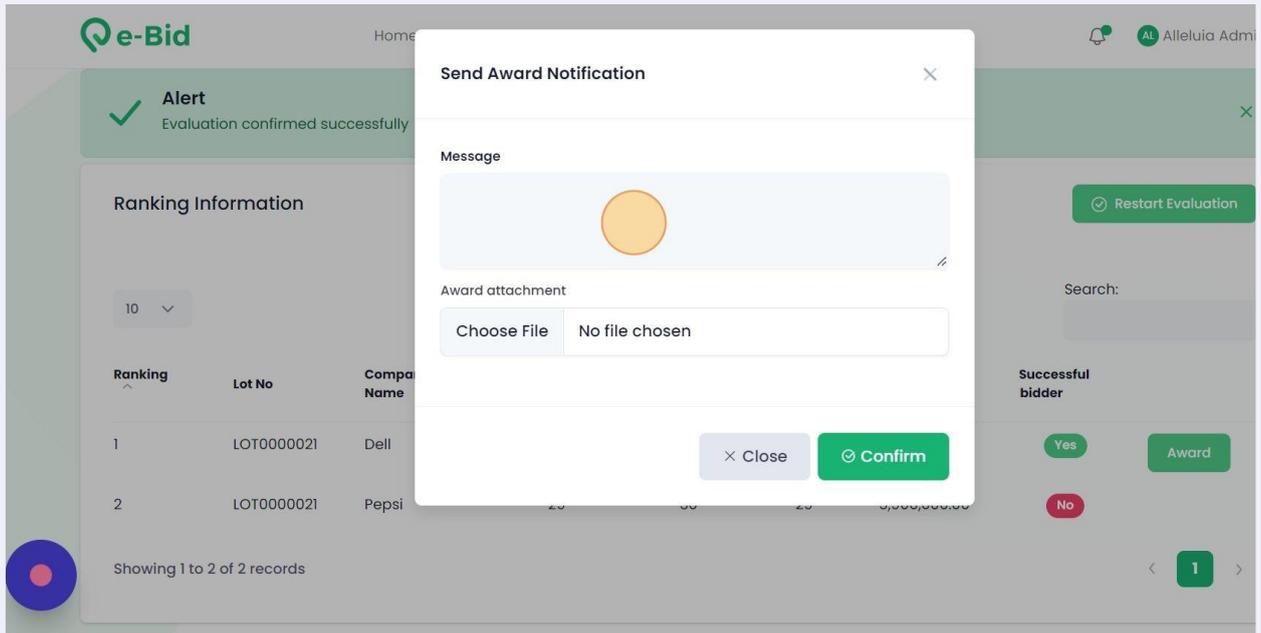
Ranking	Lot No	Company Name	Technical Score	Financial Score	Total Score	Award Price	Successful bidder
	LOT0000021	Dell	98	90	95	5,900,000.00	No
	LOT0000021	Pepsi	29	30	29	5,900,000.00	No

### 44 Click "Award", to send a notification to the successful bidder

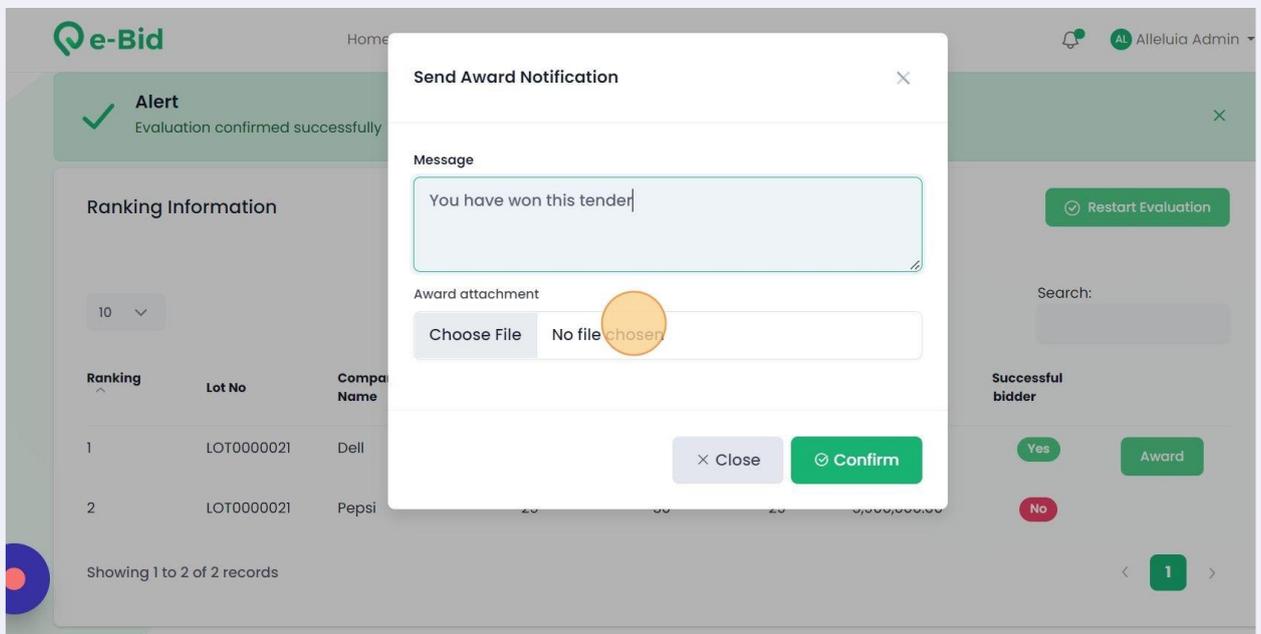
The screenshot shows the Bid management system interface. A green alert banner at the top reads 'Alert: Evaluation confirmed successfully'. Below the alert, a 'Restart Evaluation' button is visible. The main table displays bid information with columns for Lot No, Company Name, Technical Score, Financial Score, Total Score, Award Price, and Successful bidder. The 'Successful bidder' column shows 'Yes' for the Dell entry and 'No' for the Pepsi entry. A yellow circle highlights the 'Award' button in the 'Successful bidder' column for the Dell entry. A 'Send award notification' button is also visible. The background interface includes a navigation menu and a search bar.

Ranking	Lot No	Company Name	Technical Score	Financial Score	Total Score	Award Price	Successful bidder
	LOT0000021	Dell	98	90	95	5,900,000.00	Yes
	LOT0000021	Pepsi	29	30	29	5,900,000.00	No

**45** Click this field, to compose a winning message



**46** Click the "Award attachment" field.



## 47 Click "Confirm"

**Send Award Notification**

Message  
You have won this tender ✓

Award attachment  
Choose File Orion Logo.png

Close Confirm

Alert  
Evaluation confirmed successfully

Restart Evaluation

Search:

Successful bidder  
Yes Award  
No

Ranking	Lot No	Company Name
	LOT0000021	Dell
	LOT0000021	Pepsi

Showing 1 to 2 of 2 records

## 48 Now a notification is sent successfully

Alert  
Notification sent successfully

Ranking Information

Search:

Ranking	Lot No	Company Name	Technical Score	Financial Score	Total Score	Award Price	Successful bidder
	LOT0000021	Dell	98	90	95	5,900,000.00	Yes
	LOT0000021	Pepsi	29	30	29	5,900,000.00	No

Showing 1 to 2 of 2 records

**49** Click "Dashboard"

The screenshot shows a web application interface. At the top, there is a navigation bar with links for "Tenders", "Contracts", "Staffs", "e-Catalog", "FAQ", and "Help". On the right side of the navigation bar, there is a notification bell icon and a user profile dropdown menu labeled "Alleluia Admin". The dropdown menu is open, showing options: "Dashboard" (highlighted with an orange circle), "User Profile", "Company Profile", "Change Password", and "Log Out". Below the navigation bar, there is a search bar. The main content area features a table with the following data:

Technical Score	Financial Score	Total Score	Award Price	Successful bidder
98	90	95	5,900,000.00	Yes 
29	30	29	5,900,000.00	No