

SESAMi World Connect Buyer Guide

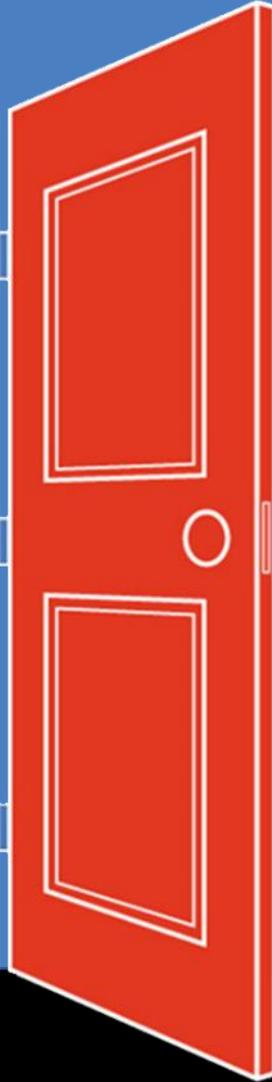
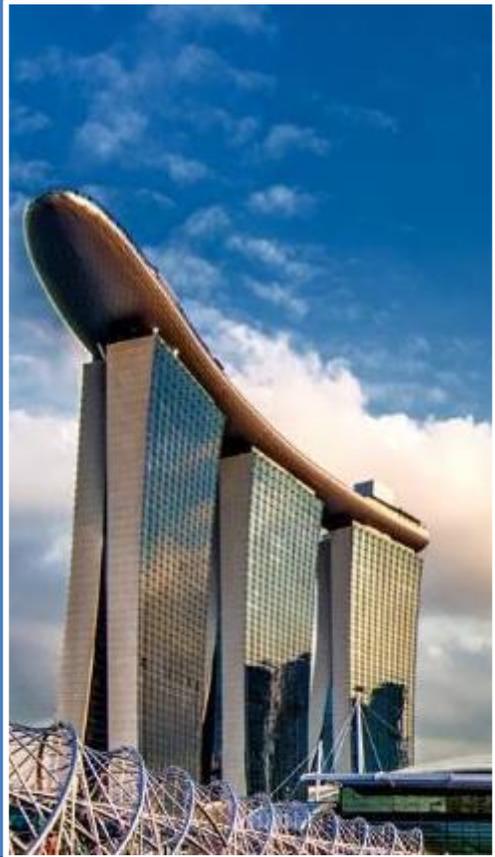
Solutions for Marketplace Eco-systems



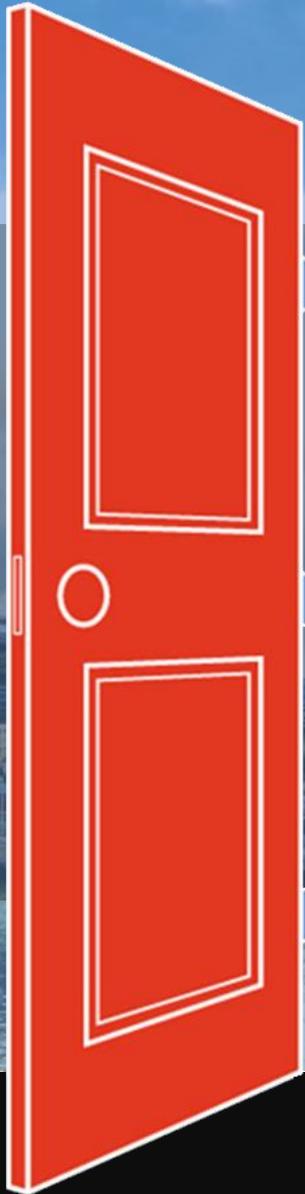
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2. E-Sourcing Module Walkthrough
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 - vi. View Quotation Analysis
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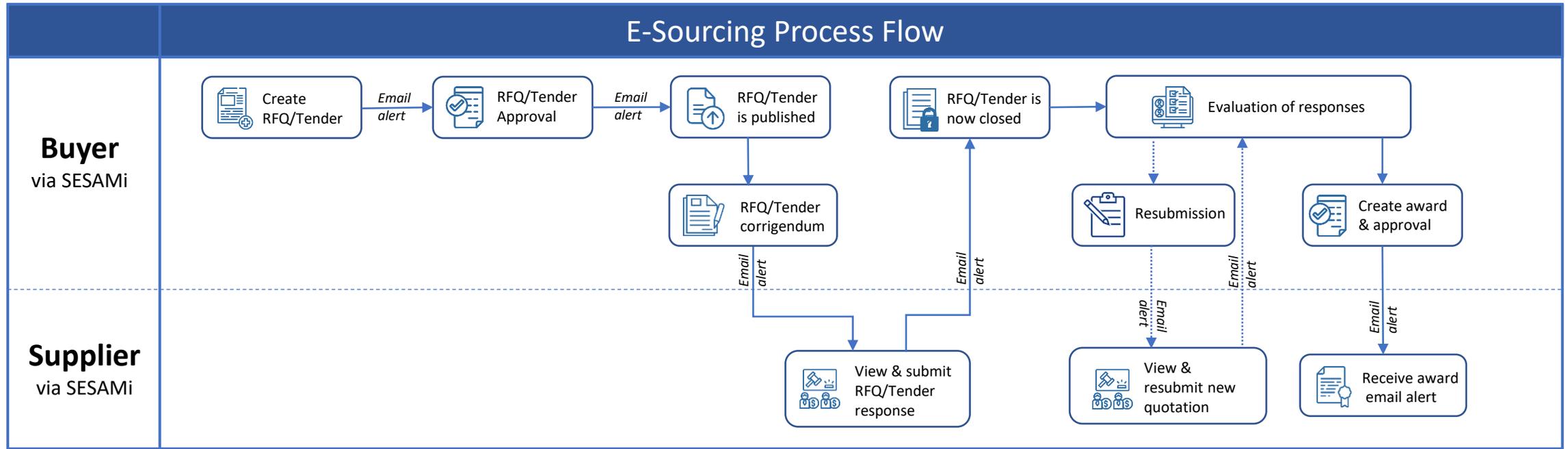


E-Sourcing Module



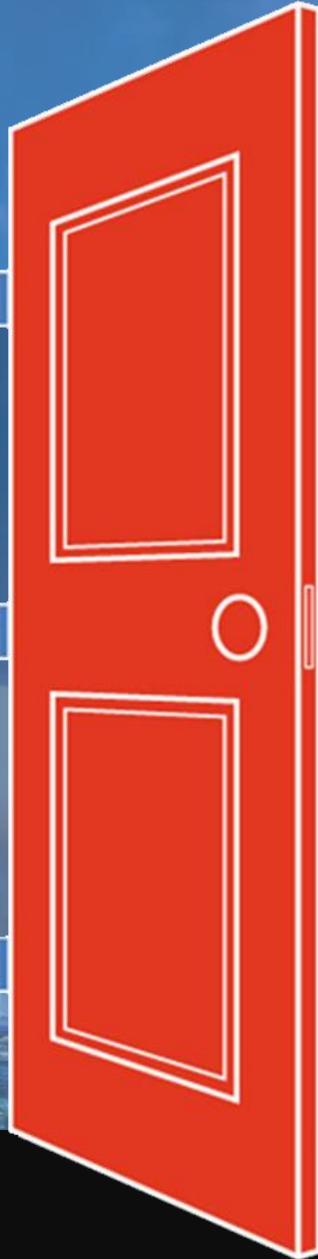
SESAMi E-Sourcing Process Flow

Automation of Sourcing workflow



5 Key Functions of SESAMi E-Sourcing:





Logging in & Profile Management



Logging in

(Login Page for both Buyer & Supplier)



Org ID

User ID

Password

Sign in

Training Kits

Forgot Password?

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Leave a message



SESAMi the Leading Innovation &
Digital E-Marketplace in Asia

Login Page

ORG ID, User ID, and Password are required to log in.

Click **“Sign In”** to proceed.

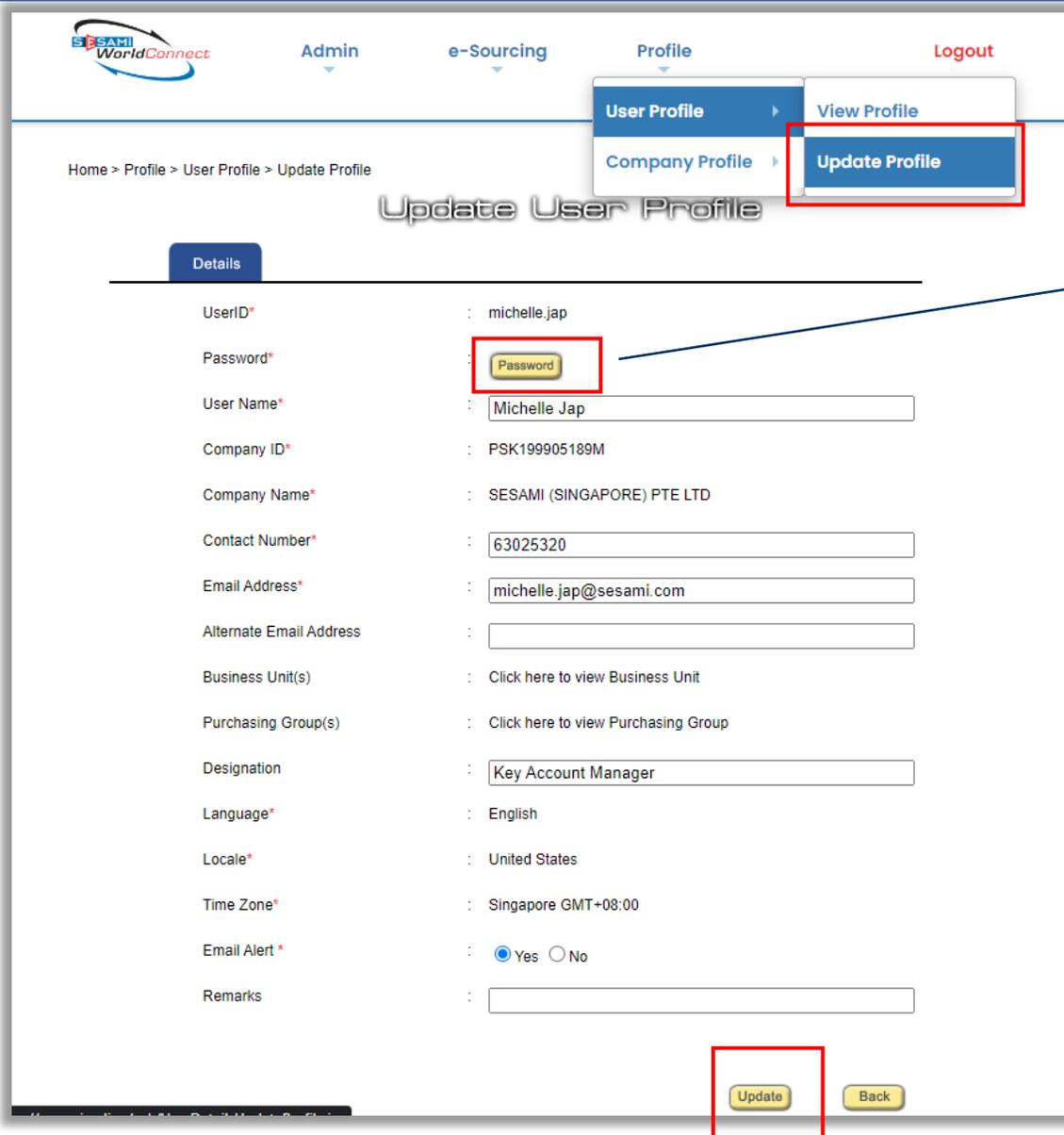
Click **“Forgot Password”** to retrieve or reset your password. System will ask for your ORG ID and User ID when resetting or retrieving your password. The new password will be sent to the registered email.

Direct Website URL = <https://sesami.online/psk/login.jsp>



User Profile

(Updating of User Profile)



SESAMi WorldConnect Admin e-Sourcing Profile Logout

Home > Profile > User Profile > Update Profile

Update User Profile

Details

UserID* : michelle.jap

Password* : Password

User Name* : Michelle Jap

Company ID* : PSK199905189M

Company Name* : SESAMI (SINGAPORE) PTE LTD

Contact Number* : 63025320

Email Address* : michelle.jap@sesami.com

Alternate Email Address :

Business Unit(s) : [Click here to view Business Unit](#)

Purchasing Group(s) : [Click here to view Purchasing Group](#)

Designation : Key Account Manager

Language* : English

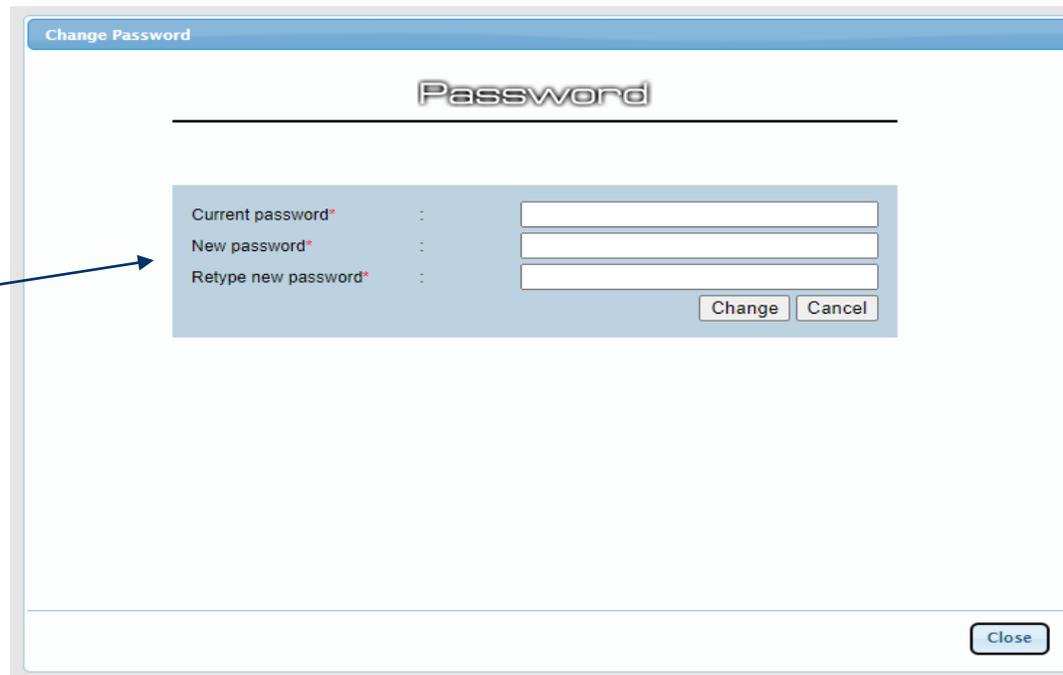
Locale* : United States

Time Zone* : Singapore GMT+08:00

Email Alert* : Yes No

Remarks :

Update Back



Change Password

Password

Current password* :

New password* :

Retype new password* :

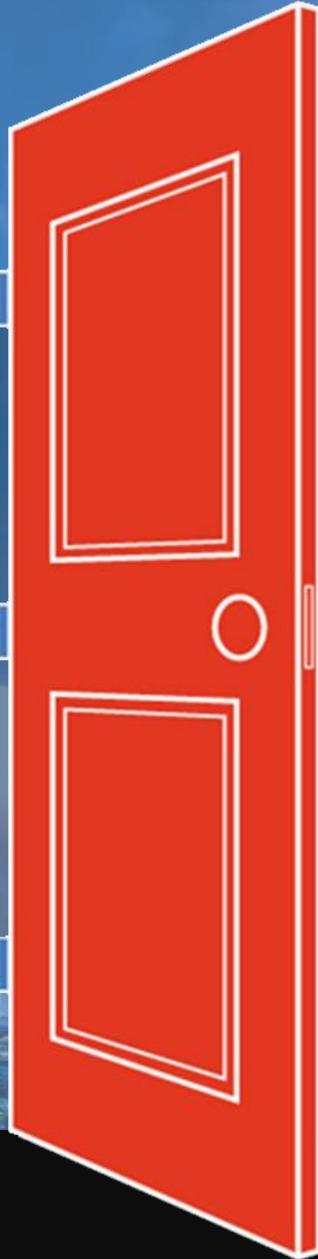
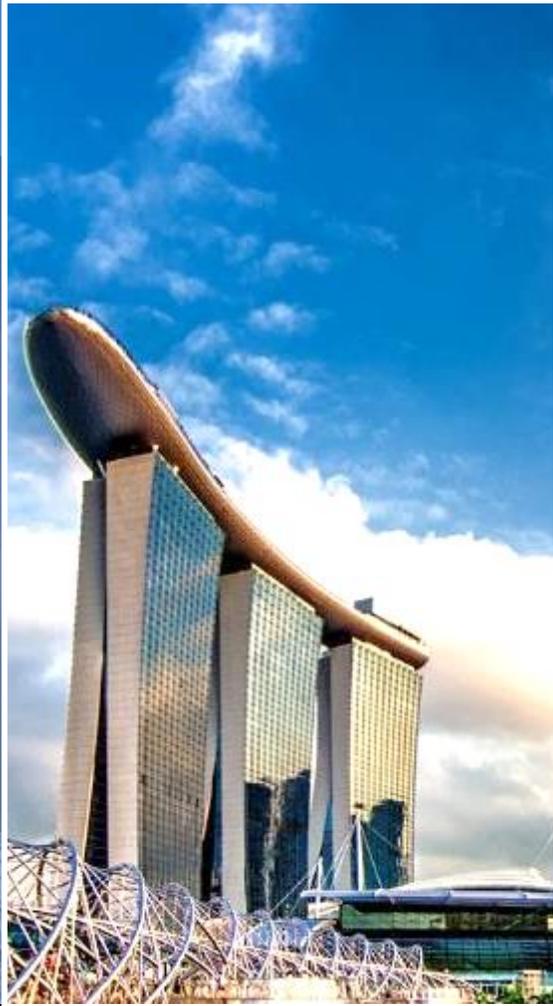
Change Cancel

Close

Update Profile in Profile > User Profile > Update Profile.

Click on Update after Changing the details.

Click on Password button to change the password.



RFQ/Tender Creation & Management



RFX/Tender Creation

Header information

Create Tender

Header | Detail | Attachment | Bidder | Preview

*indicates a required field.

Tender Header Information

Document Type	Tender	Validity Period	180 Days
Reference No *	T2018-001		
Calling Entity	EziSource	Type	<input checked="" type="radio"/> Open <input type="radio"/> Closed
Incoterms	DDP		
Starting Date/Time *	07-06-2018 14:00	Payment Term (Days)	Other
Closing Date/Time *	13-06-2018 15:00	Currency	Singapore Dollar
Product Category *	Automotives/Automotive Parts Business Services Chemicals Computers/Information Technology	Estimated Purchase Value	
Submission Of Quotation	<input checked="" type="radio"/> Online <input type="radio"/> Offline		
Description *	Web designing services for SESAMI & Abecha Corporate website		
Note to Supplier	Compulsory briefing at SESAMI office on 11 June 2pm		

Main Contact		Secondary Contact	
Name *	user1	Name	
Designation	joel.cheong@sesami.com	Designation	
Email *	joel.cheong@sesami.com	Email	
Telephone	63331188	Telephone	

Save As Draft

Payment Term (Days)	Other
Currency	30
Submission Of Quotation	45
	60
	Other
	30 days from the end of month of invoice date

RFX/Tender Types

- **Open** - RFX/Tender will be published and all vendors can submit a request to participate (RTP) without requiring buyer's approval.
- **Closed** - RFX/Tender will not be published. Only invited vendors can participate.

Standard templates for populating the RFQ/Tender description and specifications based on common scenarios such as 'Open' or 'Closed' RFQ/Tender



NDA Function for Supplier Acknowledgement

Create eRFQ

Header Detail Attachment Bidder Preview

*indicates a required field.

RFQ Header Information

Document Type	RFQ	Validity Period	180 Days
Reference No *	<input type="text"/>	Type	<input checked="" type="radio"/> Open <input type="radio"/> Closed
Calling Entity	--Select--	Enable NDA	<input checked="" type="checkbox"/>
Incoterms	DDP	Payment Term (Days)	Other
Starting Date/Time *	<input type="text"/> <input type="text"/>	Currency	Singapore Dollar
Closing Date/Time *	<input type="text"/> <input type="text"/>	Estimated Purchase Value	<input type="text"/>
Product Category *	Agriculture Animal Products Automotives/Automotive Parts Business Services		

Buyer can enable NDA function during creation of RFQ/Tenders

NON-DISCLOSURE AGREEMENT

Header Information

Reference No	454545	Document Type	RFQ
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NON-DISCLOSURE AGREEMENT WITH PSK

NOTICE: Please click on this [Non-Disclosure Agreement](#) link and read it carefully.

By clicking "Agree", you acknowledge and confirm that you have read and understood this Agreement and you accept and agree that your organisation shall be legally bound by this Agreement. If you disagree with or are not authorised to enter into this Agreement on behalf of your organisation, please click "Disagree" and exit the page.

Once published, suppliers will need to acknowledge and agree NDA before being able to view RFQ/Tender information



NDA's of the Buyer Organization can be uploaded in the portal to display to Suppliers prior to accessing the RFQ/Tender document.

RFx/Tender Creation

Item Details

Create Tender

Header **Detail** Attachment Bidder Preview

* indicates a required field.

Detail Information

Material Part No	<input type="text"/>
UOM	<input type="text" value="Inch"/>
Estimated Quantity *	<input type="text"/>
Item Description *	<input type="text"/>
Material Specification *	<input type="text"/>
Note to Supplier	<input type="text"/>

- Multiple items can be added
- Mandatory fields are denoted with a red asterisk *

Add New Item

- Message to show item has been added successfully.

Item has been added successfully

S/No	Material Part No	UOM	Estimated Quantity	Item Description	Material Specification	Note to Supplier	Action	<input type="checkbox"/>
1		Activity unit	1.00	Abecha corporate website	n.a		Edit	<input type="checkbox"/>
2		Activity unit	1.00	SESAMi corporate website	n.a			<input type="checkbox"/>

This allows Buyers to add the item(s) they want to source for as part of the RFQ/Tender, and also serves as the basis of how the Supplier will quote (at the line item level).



RFx/Tender Creation

Attachment Details

Create Tender

Header Detail **Attachment** Bidder Preview

The attachment Attachment 1.xlsx has been uploaded successfully.

* indicates a required field.

Attachment Information

Select File *	<input type="button" value="Choose File"/> No file chosen
Description	<input type="text"/>
Attachment Type	<input type="radio"/> Attachment(s) for Vendor and Approver <input checked="" type="radio"/> Attachment(s) for Approver
Note	Allowed file formats are .jpg, .gif, .pdf, .txt, .htm, .doc, .xls, ppt, zip only. File upload allows only 10 MB per file.
<input type="button" value="Upload"/>	

- Message to inform user that attachment has been uploaded successfully.

- Attachments can be external (for internal and vendors) and internal (for Approver).
- Max attachment file size of 10MB.
- No limit on no. of attachments.

Attachment(s) for Vendor

S/No	File Name	File Description	File Size(KB)	<input type="checkbox"/>
1	Attachment 1.xlsx		6	<input type="checkbox"/>

Delete

Attachment(s) for Approver

S/No	File Name	File Description	File Size(KB)	<input type="checkbox"/>
1	Attachment 5.xlsx		6	<input type="checkbox"/>

Delete

This allows Buyers to upload attachments in the form of supporting documents to the suppliers, or to the approvers as part of the approval process.



RFx/Tender Creation

Inviting Vendors

Create Tender

Header Detail Attachment Bidder Preview

Bidder Information

Who do you want to notify?

Selected Vendor List

Company Name	Org ID with SESAMi	Contact Name	Email	Tel No	
01 Computer	PSK198902113DSBN	karthik	karthik@sesami.com		<input type="checkbox"/>
Singtel Supplier 1	Singtel001	Karthik	karthik@sesami.com	07070707	<input type="checkbox"/>

Delete

Search Criteria

Search Criteria

Search Clear

Bidder List Vendor Company Name Contact Person

Favourite List Favourite Favourite Name

Company Name	Org ID with SESAMi	Contact Name	Email	Tel No	
01 Computer	PSK198902113DSBN	karthik	karthik@sesami.com		<input type="checkbox"/>
ABC Pte Ltd	U4S8057818	Karthik	karthik@sesami.com	12345	<input type="checkbox"/>
Singtel		gohjiayuan	gohjiayuan@singtel.c...		<input type="checkbox"/>
Singtel Supplie...	Singtel001	Karthik	karthik@sesami.com	07070707	<input type="checkbox"/>
Singtel Supplie...	Singtel002	Karthik	karthik@sesami.com	07070707	<input type="checkbox"/>

Invite Selected Bidder

- Buyers can invite multiple suppliers to participate in the RFQ or Tender
- This list displays all registered suppliers under SESAMi World Connect
- The invited suppliers will receive the invitation by email and can view the RFQ/Tender in the portal upon log in after the opening time.

Buyers can invite suppliers to participate, or they can search the registered supplier list to invite potential suppliers.



RFx/Tender Creation

Preview Page

Create Tender

Header Detail Attachment Bidder Preview

Header Information

Document Type	Tender	Validity Period	180 Days
Reference No	T2018-002		
Calling Entity	EziSource	Type	Open
Incoterms	DDP		
Starting Date/Time	07-06-2018 / 14:00	Payment Term (Days)	Other
Closing Date/Time	13-06-2018 / 15:00	Currency	SGD
Description	Web designing services for SESAMI & Abecha Corporate website	Note to Supplier	Compulsory briefing at SESAMI office on 11 June 2pm
Product Category			
Estimated Purchase Value		Submission Of Quotation	Online

Main Contact

Name	user1	Designation	joel.cheong@sesami.com	Email	joel.cheong@sesami.com	Telephone	63331188
------	-------	-------------	------------------------	-------	------------------------	-----------	----------

Secondary Contact

Name		Designation		Email		Telephone	
------	--	-------------	--	-------	--	-----------	--

Attachment(s) for Vendor

S/No	File Name	File Description	File Size(KB)	Action
1	Attachment 1.xlsx		6	Download

Attachment(s) for Approver

S/No	File Name	File Description	File Size(KB)	Action
1	Attachment 5.xlsx		6	Download

Bidders

S/No	Company Name	Org ID with SESAMI	Contact Person	Email	Telephone No
1	01 Computer	PSK198902113DSBN	karthik	karthik@sesami.com	
2	Singtel Supplier 1	Singtel001	Karthik	karthik@sesami.com	07070707

Approval Request

Notes to Approver

Remarks

Bidders

S/No	Company Name	Org ID with SESAMI	Contact Person	Email	Telephone No
1	01 Computer	PSK198902113DSBN	karthik	karthik@sesami.com	
2	Singtel Supplier 1	Singtel001	Karthik	karthik@sesami.com	07070707
3	Singtel Supplier 2	Singtel002	Karthik	karthik@sesami.com	07070707
4	ABC Pte Ltd	U4S8057818	Karthik	karthik@sesami.com	12345

- Preview Page allows users to preview the details of the RFx/Tender before publishing.
- If no approval is configured, RFQ/Tender will be published after the starting date/time.
- Approver will receive an email and has to log in to approve the Tender publication.

Verification of information is done at this stage prior to the submission of the publication / approval to publish.



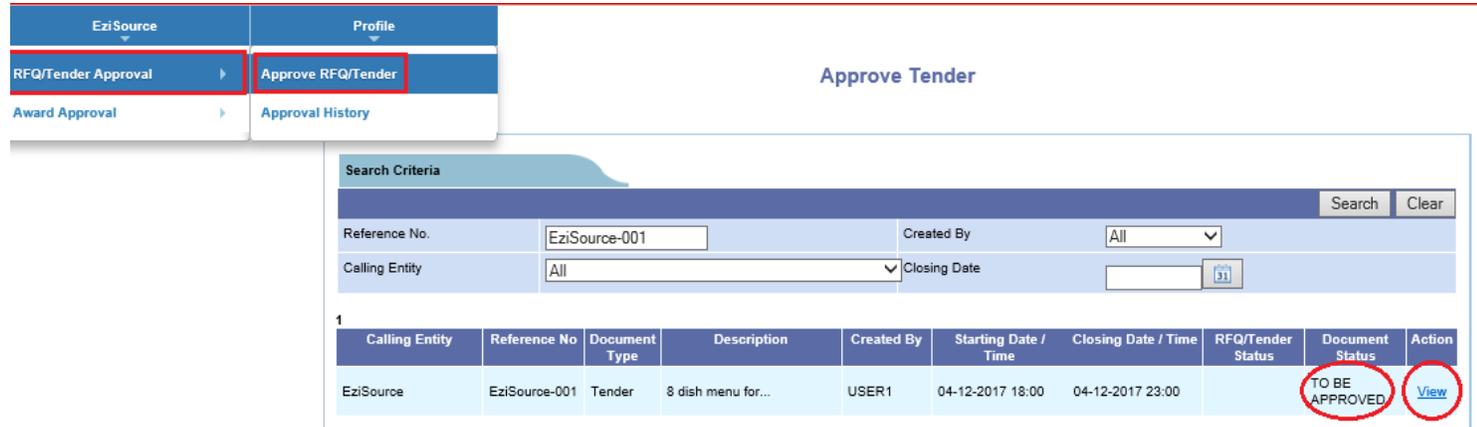
RFx/Tender Creation Confirmation

Approval request for Tender publish is submitted

Document Information

Document Type	Tender
Reference No	THKMC-001
Starting Date/Time	24-11-2017 00:00
Closing Date/Time	30-11-2017 04:00
Number of Attachments	1
Number of Invited Bidders	2

- Confirmation message to confirm that it has been successfully submitted for approval



Approve Tender

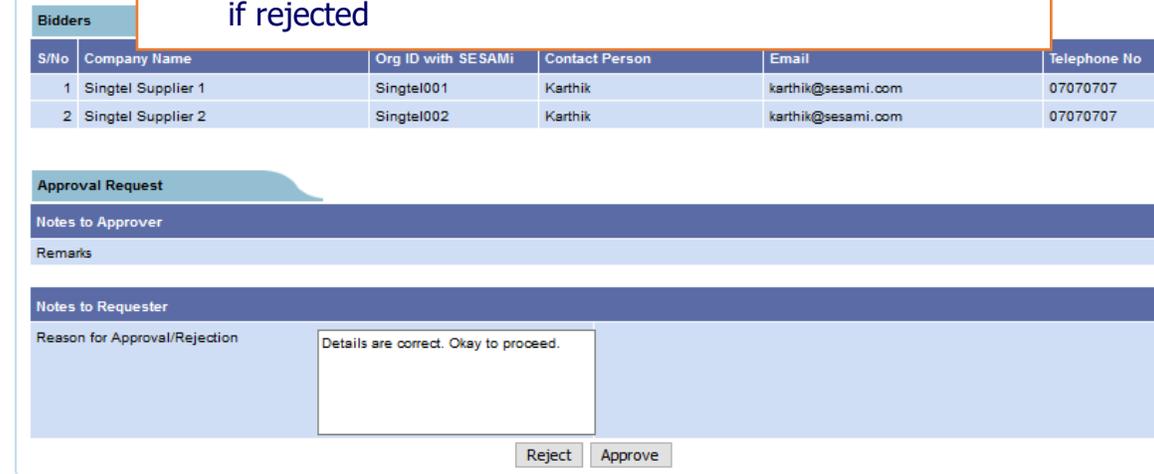
Search Criteria

Reference No. Created By

Calling Entity Closing Date

Calling Entity	Reference No	Document Type	Description	Created By	Starting Date / Time	Closing Date / Time	RFQ/Tender Status	Document Status	Action
EziSource	EziSource-001	Tender	8 dish menu for...	USER1	04-12-2017 18:00	04-12-2017 23:00		TO BE APPROVED	View

- Approver can approve or reject the publication of the RFQ/Tender
- Remarks are required for rejection
- Buyer user has to amend and resubmit the RFQ/Tender if rejected



Bidders

S/No	Company Name	Org ID with SESAMI	Contact Person	Email	Telephone No
1	Singtel Supplier 1	Singtel001	Karthik	karthik@sesami.com	07070707
2	Singtel Supplier 2	Singtel002	Karthik	karthik@sesami.com	07070707

Approval Request

Notes to Approver

Remarks

Notes to Requester

Reason for Approval/Rejection



Verification of information is done at this stage prior to the submission of the publication / approval to publish.

RFx/Tender Creation

Upload via excel

Upload Tender

*indicates a required field.

Download Tender Upload Template

Click [here](#) to download Tender upload template.

Upload New Tender

Select File to upload* No file selected.

Note:

Acceptable file formats are .xlsx, .xls only.

File upload allows only 10 MB per file.

For multiple items, please duplicate the header data in columns A to S in the excel template. Line item details are from column T to Y.

Once the excel template is uploaded, it will appear as a draft Tender in your View/Edit Tender listing for amendments prior to publication.

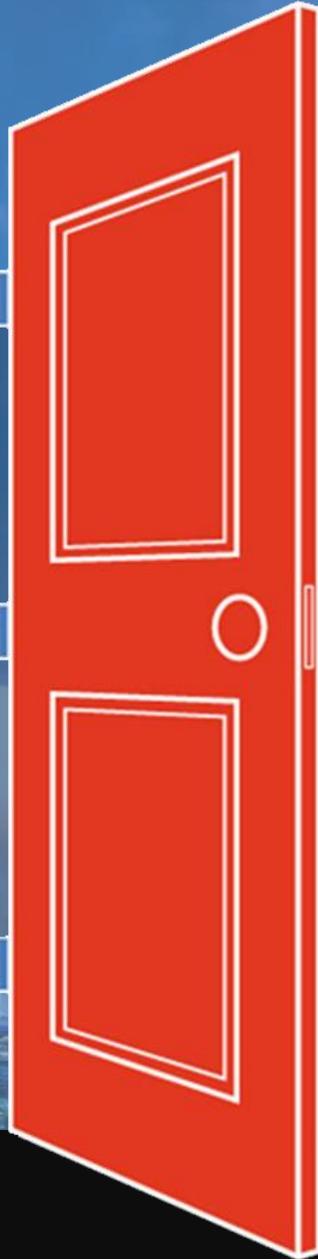
- Buyers can also upload the RFQ/Tender via the portal function which utilizes an excel template
- Download the template, input the information and upload the RFQ/Tender

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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Reference No *	Incoterms	Starting Date *	Starting Time *	Closing Date *	Closing Time *	Product Category *	Submission Of Quotation	Description *	Note to Supplier	Validity Period	Type	Payment Term (Days)
2													
	Currency	Estimated Purchase Value	Secondary Contact Name	Secondary Contact Designation	Secondary Contact Email	Secondary Contact Telephone	Material Part No	UOM	Estimated Quantity *				
	Item Description *	Material Specification *	Note to Supplier										



This is normally used for RFQ/Tenders with many line items. Ease of uploading can be achieved via excel.



Making Changes to RFQ/Tenders



Making changes to RFQ/Tenders

Locating the RFQ/Tender

View & Manage Tender

Search View

Search Criteria

Document Status: All

Reference No. [] Closing Date: [] RFQ/Tender Status: All

Calling Entity	Reference No	Document Type	Description	Created By	Starting Date / Time	Closing Date / Time	RFQ/Tender Status	Document Status	Q&A	Action
EziSource	T2018-002	Tender	Web designing services for SESAMi & Abecha Corporate website	USER1	07-06-2018 14:00	13-06-2018 15:00	OPENED	NEW	0	View Copy
EziSource	faq	Tender	fsd	USER1	09-03-2018 12:00	09-03-2018 15:00		TO BE APPROVED	0	View Copy
EziSource	TESTTENDER01	Tender	Tender for construction	USER1	02-03-2018 23:00	15-03-2018 12:00	CLOSED	NEW	0	View Copy
EziSource	Tender2318-1	Tender	test	USER1	02-03-2018 13:30	29-03-2018 07:30		TO BE APPROVED	0	View Copy
EziSource	Tender322018	Tender	test	USER1	02-03-2018 12:00	19-03-2018 04:30		TO BE APPROVED	0	View Copy
EziSource	Tender232018	Tender	test	USER1	02-03-2018 10:30	21-03-2018 03:30		TO BE APPROVED	0	View Copy
EziSource	Tender00123424243242	Tender	fsdf	USER1	02-03-2018 17:00	22-03-2018 19:00		TO BE APPROVED	0	View Copy
EziSource	EziSource-001	Tender	8 dish menu for event - 20 pax	USER1	04-12-2017 18:00	04-12-2017 23:00		TO BE APPROVED	0	View Copy

- Users can make changes to RFx/Tenders as long as the RFx/Tender is still open.
- The changes to the specifications and general information can be performed by the creator of the document only.

Changes can be performed to the document only before the closing date/time. This is part of the commonly practiced procurement governance which can be controlled via the system.



Making changes to RFQ/Tenders

RFQ/Tender Details

View & Manage Tender

Search
View

Header

Header Information

Document Type	Tender	Validity Period	180 Days
Reference No	T2018-002		
Calling Entity	EziSource	Type	Open
Incoterms	DDP		
Starting Date/Time	07-06-2018 / 14:00	Payment Term (Days)	Other
Closing Date/Time	13-06-2018 / 15:00	Currency	SGD
Description	Web designing services for SESAMi & Abecha Corporate website	Note to Supplier	Compulsory briefing at SESAMi office on 11 June 2pm
Product Category			
Estimated Purchase Value		Submission Of Quotation	Online

Main Contact

Name	user1	Name	
Designation	joel.cheong@sesami.com	Designation	
Email	joel.cheong@sesami.com	Email	
Telephone	63331188	Telephone	

Attachment(s) for Vendor

S/No	File Name	File Description	File Size(KB)	Action
1	Attachment 1.xlsx		6	Download

Attachment(s) for Approver

S/No	File Name	File Description	File Size(KB)	Action
1	Attachment 5.xlsx		6	Download

Bidders

S/No	Company Name	Org ID with SESAMi	Contact Person	Email	Telephone No
1	01 Computer	PSK198902113DSBN	karthik	karthik@sesami.com	
2	Singtel Supplier 1	Singtel001	Karthik	karthik@sesami.com	07070707

Approval Details

Approver	Approver Remarks	Approval Status	Approval Date
APPROVER1	approved	APPROVED	07-06-2018

Supplier Response

S/No	Vendor Name	Response Status	Response Description	Viewed By	Viewed On
1	01 Computer				
2	Singtel Supplier 1				

Change Cancel Tender Print

- Buyer can perform RFQ/Tender Change or Cancellation during the opening period
- Any changes or cancellation will route for approvals (if applicable)

Options for Buyer to select whether to perform Change or Cancellation



Making changes to RFQ/Tenders

Preview of change

Create Tender

Header Detail Attachment Bidder Preview

Header

Header Information

Document Type	Tender	Validity Period	180 Days
Reference No	T2018-002		
Calling Entity	EziSource	Type	Open
Incoterms	DDP		
Starting Date/Time	07-08-2018 / 14:00	Payment Term (Days)	Other
Closing Date/Time	13-08-2018 / 15:00	Currency	SGD
Description	Web designing services for SESAMi & Abecha Corporate website	Note To Suppliers	Compulsory briefing at SESAMi office on 11 June 2pm
Product Category	Business Services		
Estimated Purchase Value		Submission Of Quotation	Online

Main Contact

Name	user1	Name	
Designation	joel.cheong@sesami.com	Designation	
Email	joel.cheong@sesami.com	Email	
Telephone	63331188	Telephone	

Secondary Contact

Name		Name	
Designation		Designation	
Email		Email	
Telephone		Telephone	

Attachment(s) for Vendor

S/No	File Name	File Description	File Size(KB)	Action
1	Attachment 1.xlsx		8	Download
2	Attachment 3.docx		0	Download

Attachment(s) for Approver

S/No	File Name	File Description	File Size(KB)	Action
1	Attachment 5.xlsx		8	Download

Bidders

S/No	Company Name	Org ID with SESAMi	Contact Person	Email	Telephone No
1	01 Computer	PSK198902113DSN	karthik	karthik@sesami.com	
2	Singtel Supplier 1	Singtel001	Karthik	karthik@sesami.com	07070707

Tender Change

Change Information

Message to Bidder *

Added additional attachment - Attachment 3.docx

Notification

I want to notify vendor regarding the change.

- If you want to notify existing vendor regarding the change, please check above checkbox.
- Vendor will be notified regarding the change along with the message entered in above text area.
- All newly added bidder(s) will be notified irrespective of notification selection.

Invalidate the quotations which are submitted by the vendor.

Approval Request

Notes to Approver

Remarks

Added additional attachment for vendor to download

Edit Print Submit

- Buyer can indicate the remarks to suppliers to inform them
- Separate options to select whether to notify suppliers (for minor internal changes) or to invalidate existing quotes (due to change in specifications, quotations submitted may not be valid) submitted may be executed as well

Change remarks notifications to suppliers can be enabled. Invalidation of quotes can also be performed.



Making changes to RFQ/Tenders

Preview of change & email notifications

- Confirmation page that RFQ/Tender Changes has been submitted for approval.

Your Tender Publication request has been successfully submitted for approval

Document Information	
Document Type	Tender
Reference No	T2018-002
Starting Date/Time	07-06-2018 14:00
Closing Date/Time	13-06-2018 15:00
Number of Attachments	2
Number of Invited Bidders	2

From: UATCustomercare@sesami.com [mailto:UATCustomercare@sesami.com]
Sent: Friday, April 01, 2016 5:06 PM
To: Murali M <murali@sesami.com>
Subject: RFQ Change for Reference No: KTPH-20151229-001

Dear AHSUPP001,

Please be informed that Request for Quotation(RFQ) has been changed. Please note that if you had already submitted a quotation for this RFQ, it will be invalidated..

RFQ Reference No. : KTPH-20151229-001

RFQ Description : Laptops

Buyer Company : ABC Pte Ltd

RFQ Start Date/Time : 28-12-2015 17:00 (Singapore Time, GMT +8 hours)

RFQ Close Date/Time : 28-10-2016 11:10 (Singapore Time, GMT +8 hours)

Change Remarks : Change closing time

You can view this document at portal <http://119.75.20.179/nhg/>.

Please be reminded that only e-Quotation will be accepted for this RFQ. Manual/Paper submission of quotation will not be accepted by ABC Pte Ltd.

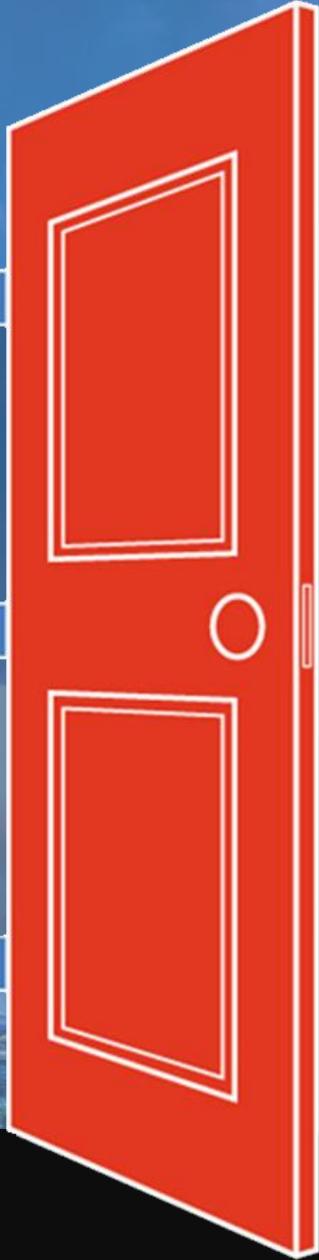
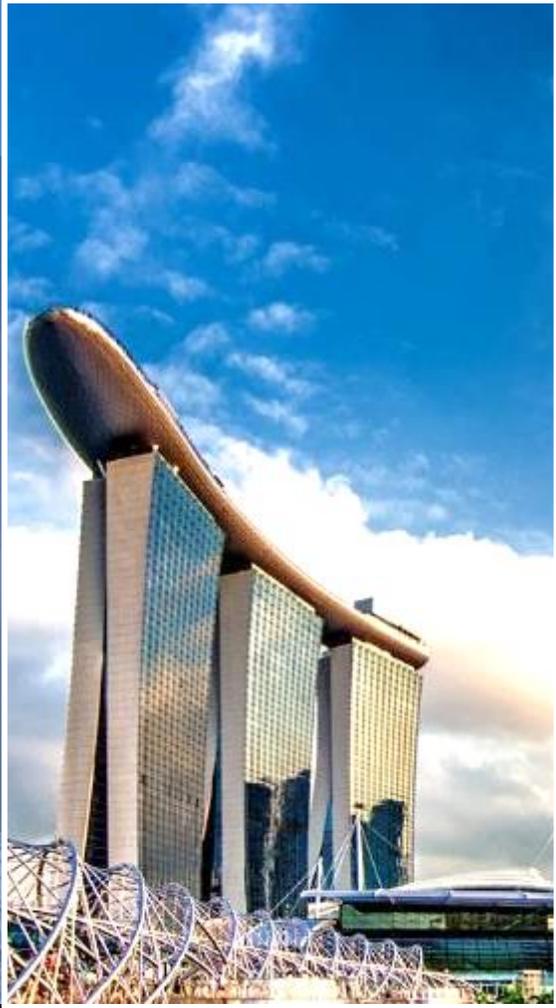
For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customercare@sesami.com.

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
7B Keppel Road
#06-07/08 Tanjong Pagar Complex
Singapore 089055

- Sample email notification to supplier

Email notifications are sent to Supplier after the Change is published to inform them accordingly.





Clarification



Clarification

View & Respond to Questions

View & Manage Tender

Search View

Search Criteria

Search Clear

Document Status: All

Reference No.

Closing Date:

RFQ/Tender Status: All

1

Calling Entity	Reference No	Document Type	Description	Created By	Starting Date / Time	Closing Date / Time	RFQ/Tender Status	Document Status	Q&A	Action
EziSource	T2018-002	Tender	Web designing services for SESAMi & Abecha Corporate website	USER1	07-06-2018 14:00	13-06-2018 15:00	OPENED	CHANGED	1	View Copy
EziSource	faq	Tender	fsd	USER1	09-03-2018 12:00	09-03-2018 15:00		TO BE APPROVED	0	View Copy
EziSource	TESTTENDER01	Tender	Tender for construction	USER1	02-03-2018 23:00	15-03-2018 12:00	CLOSED	NEW	0	View Copy
EziSource	Tender2318-1	Tender	test	USER1	02-03-2018 13:30	29-03-2018 07:30		TO BE APPROVED	0	View Copy
EziSource	Tender322018	Tender	test	USER1	02-03-2018 12:00	19-03-2018 04:30		TO BE APPROVED	0	View Copy
EziSource	Tender232018	Tender	test	USER1	02-03-2018 10:30	21-03-2018 03:30		T		
EziSource	Tender00123424243242	Tender	fdsf	USER1	02-03-2018 17:00	22-03-2018 19:00		T		
EziSource	EziSource-001	Tender	8 dish menu for event - 20 pax	USER1	04-12-2017 18:00	04-12-2017 23:00		TO BE APPROVED	0	View Copy

- Q&A Column at the View ITQ/RFQ & Tender page will reflect the no. of questions posted by suppliers
- Click the number to view the questions and respond

Buyers can view a list of clarifications posted by the suppliers relating to the RFQ/Tender



Clarification

View & Respond to Questions

Vendor's Clarification

RFQ Header Information			
Document Type	Tender	Reference No	T2018-002
Calling Entity	EziSource	Incoterms	DDP
Starting Date/Time	07-06-2018 14:00	Closing Date/Time	13-06-2018 15:00
Document Status	CHANGED	RFQ Status	OPEN
Description	Web designing services for SESAMi & Abecha Corporate website		

Response			
Vendor Name	Singtel Supplier 1	Posted Date	07-06-2018
Question	I am overseas on 11 June, can i still quote if i did not attend briefing?		
*Enter Your Response	<input type="text"/>		
Do you want to share question/response with other vendors?	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Posted Questions								
S/No	Vendor Name	Question	Shared	Posted Date	Response	Date	Status	Action
1	Singtel Supplier 1	I am overseas on 11 June, can i still quote if i did not attend briefing?	No	07-06-2018			Pending for reply	<input type="button" value="Reply"/>

- Enter the response to the question
- Select whether you want to share the question & response with other suppliers

Responses can be shared, or replied to the individual 

Clarification

View & Respond to Questions

Vendor's Clarification

RFQ Header Information			
Document Type	Tender	Reference No	T2018-002
Calling Entity	EziSource	Incoterms	DDP
Starting Date/Time	07-06-2018 14:00	Closing Date/Time	13-06-2018 15:00
Document Status	CHANGED	RFQ Status	OPEN
Description	Web designing services for SESAMI & Abecha Corporate website		

• Response can be amended

Posted Questions								
S/No	Vendor Name	Question	Shared	Posted Date	Response	Responded Date	Status	Action
1	Singtel Supplier 1	I am overseas on 11 June, can i still quote if i did not attend briefing?	Yes	07-06-2018	briefing is compulsory, you can send someone to attend on your behalf	07-06-2018	Replied	Amend Reply

Responses can be amended during the RFQ/Tender duration



Clarification

Email notification

Dear user1,

Vendor has submitted Question(s).

Reference No. : T2018-002
Description : Web designing services for SESAMi & Abecha Corporate website
Document Type : Tender
Vendor Company : Singtel Supplier 1
Start Date/Time : 07-06-2018 14:00 (Singapore Time, GMT +8 hours)
Close Date/Time : 13-06-2018 15:00 (Singapore Time, GMT +8 hours)
Posted Question : I am overseas on 11 June, can i still quote if i did not attend briefing?

Buyer will receive email notifications when suppliers post questions

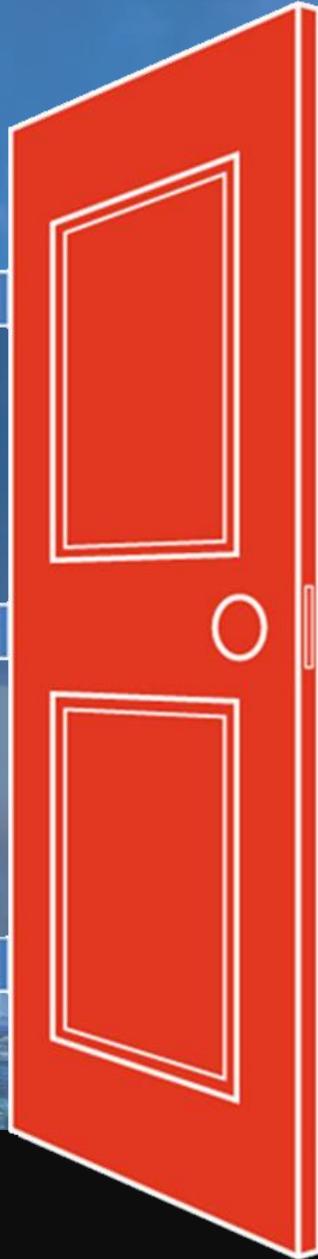
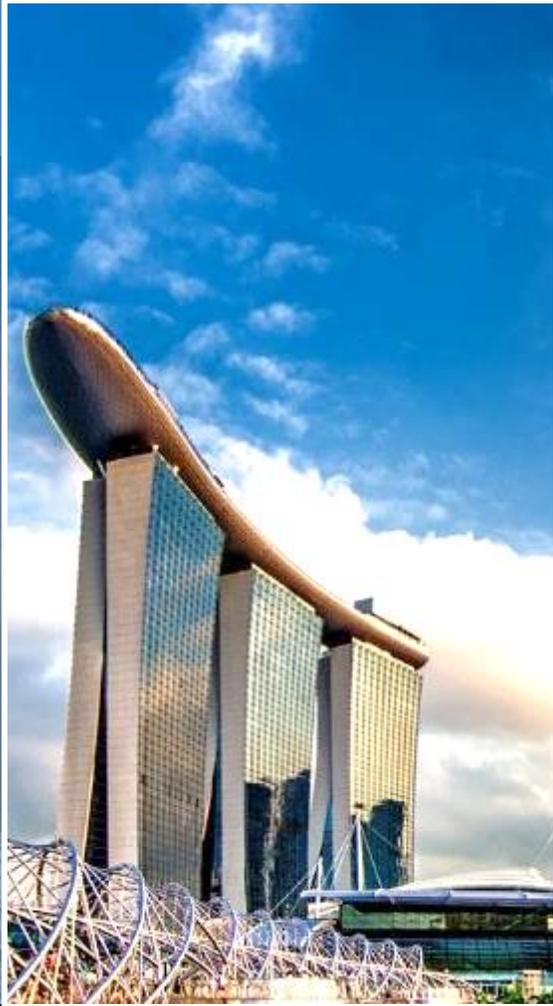
You can respond to this question at portal <http://119.75.20.179/PSK/>.

For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customer care@sesami.com.

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd

Email notifications are sent to Buyer upon the posting of the clarification by Suppliers



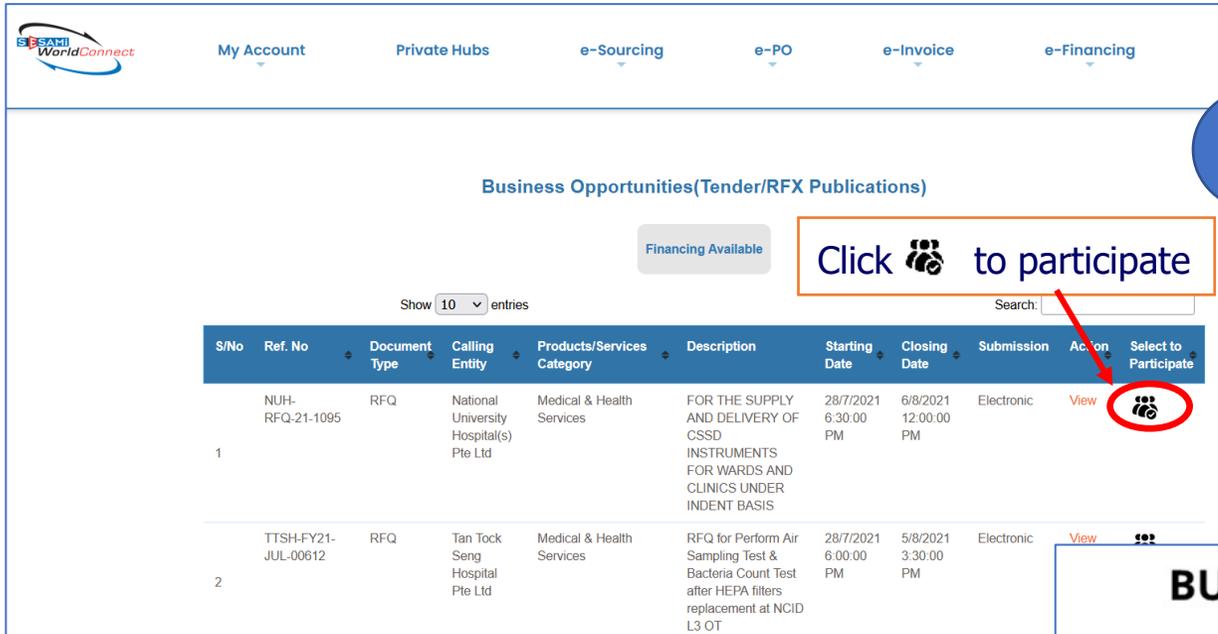


Submitting the RFQ/Tender Responses [As a Supplier]



Locating the RFQ/Tender

Locating the responses



My Account Private Hubs e-Sourcing e-PO e-Invoice e-Financing

Business Opportunities(Tender/RFX Publications)

Financing Available

Click  to participate

Show 10 entries Search:

S/No	Ref. No	Document Type	Calling Entity	Products/Services Category	Description	Starting Date	Closing Date	Submission	Action	Select to Participate
1	NUH-RFQ-21-1095	RFQ	National University Hospital(s) Pte Ltd	Medical & Health Services	FOR THE SUPPLY AND DELIVERY OF CSSD INSTRUMENTS FOR WARDS AND CLINICS UNDER INDENT BASIS	28/7/2021 6:30:00 PM	6/8/2021 12:00:00 PM	Electronic	View	
2	TTSH-FY21-JUL-00612	RFQ	Tan Tock Seng Hospital Pte Ltd	Medical & Health Services	RFQ for Perform Air Sampling Test & Bacteria Count Test after HEPA filters replacement at NCID L3 OT	28/7/2021 6:00:00 PM	5/8/2021 3:30:00 PM	Electronic	View	

1

Upon login, business opportunities are available to view

Generic RFQ/Tenders are also published publicly on SESAMI's website

2



BUSINESS OPPORTUNITIES (Tender / RFX Publications)

Show 10 entries Search:

S/No	Calling Entity	Ref. No	Document Type	Products/Services Category	Description	Submission	Starting Date	Closing Date	Action
1	National University Hospital(s) Pte Ltd	NUH-RFQ-21-1095	RFQ	Medical & Health Services	FOR THE SUPPLY AND DELIVERY OF CSSD INSTRUMENTS FOR WARDS AND CLINICS UNDER INDENT BASIS	Electronic	28/7/2021 6:30:00 PM	6/8/2021 12:00:00 PM	View
2	Tan Tock Seng Hospital Pte Ltd	TTSH-FY21-JUL-00612	RFQ	Medical & Health Services	RFQ for Perform Air Sampling Test & Bacteria Count Test after HEPA filters replacement at NCID L3 OT	Electronic	28/7/2021 6:00:00 PM	5/8/2021 3:30:00 PM	View
	National University Hospital(s) Pte Ltd	NUH-RFQ-21-1094	RFQ	Medical & Health Services	FOR THE SUPPLY AND DELIVERY OF STERILE REGULAR TIP SURGICAL UTILITY MARKERS UNDER INDENT BASIS	Electronic	28/7/2021 6:00:00 PM	2/8/2021 12:00:00 PM	View



2 ways for Suppliers to access the interested opportunities

View RFx/Tender

List of RFx/Tenders

View RFQ/Tender

Search View

Search Criteria

Doc. Type: All Document Status: []

Reference No.: [] Closing Date: [31]

Calling Entity: All RFQ/Tender Status: All

[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Calling Entity	Ref. No.	Doc. Type	Description	Start Date/Time	Close Date/Time	RFQ/Tender Status	Doc. Status	Response Status	Q&A	Action
EziSource	T2018-002	Tender	Web designing services for SESAMi & Abecha Corporate website	07-06-2018 14:00	13-06-2018 15:00	OPEN	CHANGED		0	
EziSource	Q2018-001	RFQ	Supply and delivery of 20 laptops for SESAMi	06-06-2018 14:30	12-06-2018 15:00	OPEN	NEW		2	
EziSource	QnA3	RFQ	test for q&a and nego	05-06-2018 19:00	05-06-2018 21:00	CLOSE	NEW	RESPONDED	0	
EziSource	QnA3_X	RFQ	test for q&a and nego	05-06-2018 19:00	07-06-2018 10:00	CLOSE	NEW		0	
EziSource	AUTO462018	RFQ	test Negotiation	04-06-2018 21:30	03-06-2018 02:00	CLOSE	NEW		0	
EziSource	QnA2	RFQ	Test for Q&A and Negotiation Remarks	01-06-2018 17:00	15-06-2018 16:00	OPEN	NEW		2	
EziSource	AUTO3052018B	Tender	Test	31-05-2018 01:30	21-06-2018 20:00	CLOSE	NEW		3	
EziSource	QnA1	RFQ	Q&A Q&A	30-05-2018 23:00	31-05-2018 16:00	CLOSE	NEW			
EziSource	AUTO3052018C	Tender	test	30-05-2018 23:00	14-06-2018 02:00	CLOSE	NEW			
EziSource	SLEC001	RFQ	Supply and delivery of 50 laptops	23-05-2018 02:00	23-05-2018 12:00	CLOSE	NEW		0	

- A list of all RFx/Tenders will be displayed.
- Click on the Icon under Action column to view the Details.

Listing of RFQ/Tenders accessed – status overview 

View RFx/Tender

RFx/Tender Details

View RFQ/Tender

Search View

Header

Header Information

Document Type	Tender	Validity Period	180 Days
Reference No	T2018-002		
Calling Entity	EziSource	Type	Open
Incoterms	DDP		
Starting Date/Time	07-06-2018 / 14:00	Payment Term	Other
Closing Date/Time	13-06-2018 / 15:00	Currency	SGD
Product Category			
Description	Web designing services for SESAMI & Abecha Corporate website		
Note to Supplier	Compulsory briefing at SESAMI office on 11 June 2pm		

Main Contact

Name	user1
Designation	joel.cheong@sesami.com
Email	joel.cheong@sesami.com
Telephone	63331188

Secondary Contact

Name	
Designation	
Email	
Telephone	

In this page, suppliers can:

- print the RFx/Tender details
- download attachments from buyer
- Create Quotation

Attachment(s)

S/N	File Name	File Description	File Size(KB)	Action
1	Attachment 1.xlsx		6	Download
2	Attachment 3.docx		0	Download

Print Decline Create Quotation

Options to print, decline, or create the response



Create Quotation/Tender Response

Header Tab

1 **2** **3** **4**

Create eQuotation

Header Detail Attachment Preview

* indicates a required field.

Quotation Information			
Quotation Reference No *	<input type="text"/>	Contact Person *	<input type="text"/>
Validity Period	180 Days	Designation *	<input type="text"/>
Incoterms	DDP	Telephone No *	<input type="text"/>
Payment Term	Other Days	Email Address *	<input type="text"/>
Note To Buyer	<input type="text"/>		

RFQ/Tender Details			
Calling Entity	EziSource	Document Type	Tender
Reference No	T2018-002	Starting Date/Time	07-06-2018 14:00
Payment Term	Other	Closing Date/Time	13-06-2018 15:00
Incoterms	DDP	Product Category	
Description	Web designing services for SESAMI & Abecha Corporate website		
Note to Supplier	Compulsory briefing at SESAMI office on 11 June 2pm		

Attachment(s) from Buyer	
Attachment 1.xlsx	Download
Attachment 3.docx	Download

Main Contact		Secondary Contact	
Name	user1	Name	
Designation	joel.cheong@sesami.com	Designation	
Email	joel.cheong@sesami.com	Email	
Telephone	63331188	Telephone	

Save As Draft Next

- Creation of Quotation comprises of the following tabs: Header, Detail, Attachment, and Preview
- In the Header Tab, basic company information is required.
- You may choose to **Download** the Attachment available if you have not completed this step previously.

4 simple steps – Step 1: Header information



Create Quotation /Tender Response

Detail Tab

1 2 3 4

Header Detail Attachment Preview

Create eQuotation

Item No : 1 :: Item Description : Abecha corporate website

Buyer Requirement

Item No	UOM	Quantity	Item Description	Material Specification	Note to Supplier	Action
1	Activity unit	1.00	Abecha corporate website	n.a		Quote

Quotation

Bid No	Brand/Model	Description
Item No : 2 :: Item Description : SESAMi corp		

Quotation Detail

* indicates a required field.

Material Part No	Item Description	Quantity	UOM	Material Specification	Note to Supplier
	Abecha corporate website	1.00	Activity unit	n.a	

Quotation

Brand/Model	<input type="text"/>	Country Of Origin	<input type="text"/>
Offered Material Part No	<input type="text"/>	Packing Units	<input type="text"/>
Quantity (Pre-set by Buyer)	<input type="text" value="1"/>	Currency *	<input type="text" value="Singapore Dollar"/>
Unit Price *	<input type="text" value="0.0"/>	UOM (Pre-set by Buyer)	<input type="text" value="Activity unit"/>
Price(Std Packing)	<input type="text"/>	UOM(Std Packing)	<input type="text"/>
Minimum Ordered Quantity	<input type="text"/>	Warranty Period[months]	<input type="text"/>
Lead time	<input type="text"/>	Product Shelf Life	<input type="text"/>
EUC/Export License	<input type="text"/>		
Description/Remarks	<input type="text"/>		
Certificate of Conformance	<input type="text"/>		

Quote

- Pop-up box will appear for supplier to key-in the Unit Price and other relevant information
- Mandatory fields are denoted with a *red asterisk.

4 simple steps – Step 2: Item Detail information



Create Quotation /Tender Response

Attachment Tab

Create eQuotation

1 2 **3** 4

Header Detail **Attachment** Preview

Attachment Attachment 5.xlsx successfully uploaded.

Attachment Information

Select File	<input type="button" value="Choose File"/> No file chosen
File Description	<input type="text"/>

Note
Allowed file formats are .jpg, .gif, .pdf, .txt, .htm, .doc, .xls, ppt, zip only.
File upload allows only 10 MB per file.

- Attach any relevant supporting documents.
- Max Size Limit is 10 MB Per attachment
- Supported Formats :
JPG,GIF,PDF,TXT,HTM,DOC,XLS,PPT,ZIP

[Hide Attachment's List](#)

No	File Name	File Description	File Size(KB)	<input type="checkbox"/>
1	Attachment 5.xlsx		6	<input type="checkbox"/>

4 simple steps – Step 3: Upload attachments 

Create Quotation/Tender Response

Preview Tab

1 2 3 4

Create eQuotation

Header Detail Attachment **Preview**

- Preview tab is used to Preview the details before Submitting the Quotation/Tender Response
- Click "Submit Quote" to submit your quotation.

Header

Quotation Information

Quotation Reference No	Q001001	Contact Person	Joel
Validity Period	180 Days	Designation	admin
Incoterms	DDP	Telephone No	91164106
Payment Term	Other	Email Address	joel.cheong@sesami.com
Note To Buyer			

RFQ/Tender Details

Calling Entity	EziSource	Starting Date/Time	07-06-2018 14:00
Reference No	T2018-002	Closing Date/Time	13-06-2018 15:00
Product Category			
Description	Web designing services for SESAMI & Abecha Corporate website		
Note To Suppliers	Compulsory briefing at SESAMI office on 11 June 2pm		

Quotation Details

Item No	Brand/Model	Description/Remarks	Quantity	Unit Price	Total Amount	Lead Time	Action
1			1.00	2,500.00	2,500.00	30 days	View Detail
2		More complex, will need more time and effort	1.00	3,500.00	3,500.00	40 days	View Detail

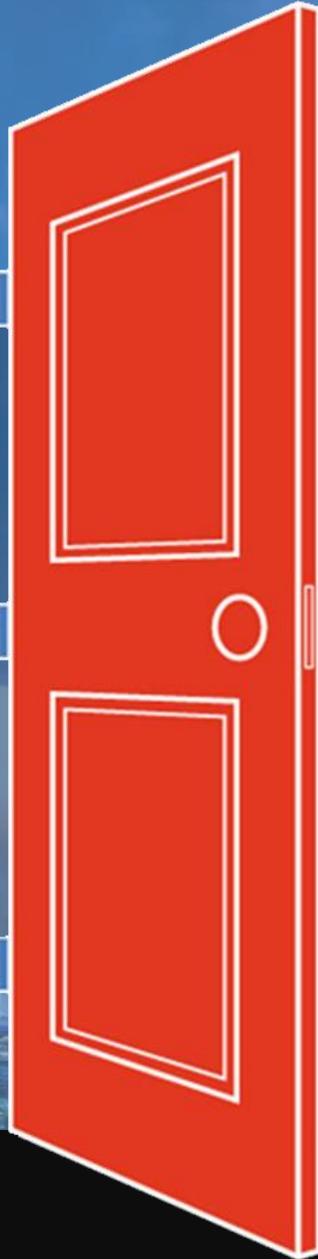
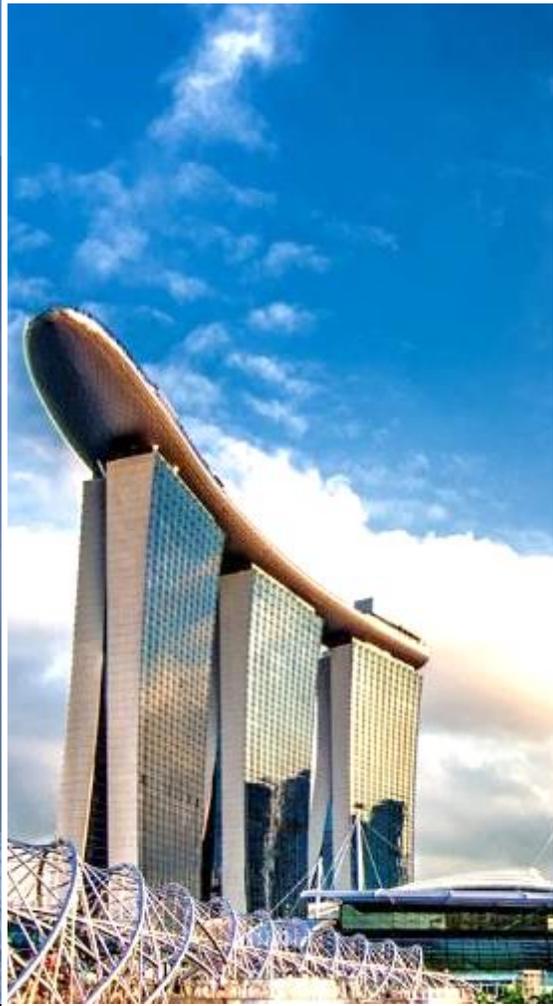
Attachments

No	File Name	File Description
1	Attachment 5.xlsx	

Edit Print **Submit Quote**

4 simple steps – Step 4: Preview & Submit





View Quotation Responses



View Quotation Responses

Locating the responses

eQuotation Response

Search View Response

Search Criteria

Search Clear

Document Type: All
Supplier Name:
Reference No:
Quotation Reference No:
Starting Date: 
Closing Date: 
Sort By: ReferenceNo

[First/Prev] 1, 2, 3 [Next/Last]

Quotation No	Reference No	Document Type	Description	Starting Date / Time	Closing Date / Time	RFQ/Tender Status	Supplier Name	Attn. Count	Action
Quotation111	Demo-09052018	RFQ	Supply and delivery of 10 laptops	09-05-2018 02:00	09-05-2018 09:30	CLOSED	01 COMPUTER SYSTEM PTE LTD	1	View
Demo2018-001	Demo-09052018	RFQ	Supply and delivery of 10 laptops	09-05-2018 02:00	09-05-2018 09:30	CLOSED	Singtel Supplier 2	1	View
demo001	Demo09052018-02	RFQ	Demo description	09-05-2018 08:30	17-05-2018 19:00	CLOSED	Singtel Supplier 2	1	View
123asdfg	Demo09052018-02_X	RFQ	Demo description	09-05-2018 08:30	30-05-2018 03:00	CLOSED	Singtel Supplier 2	1	View
Q00002	EziSource-002	RFQ	A4 paper 80gsm and 70gsm	07-12-2017 12:30	07-12-2017 14:00	CLOSED	Singtel Supplier 1	1	View
CARE-00002	EziSource-002	RFQ	A4 paper 80gsm and 70gsm	07-12-2017 12:30	07-12-2017 14:00	CLOSED	Singtel Supplier 2	1	View
Q0801	NIEC-001	RFQ	RFQ for 100 sets of Desktops for Computer Lab	08-01-2018 16:30	08-01-2018 18:30	CLOSED	Singtel Supplier 2	1	View
Quotation001	NIEC-001	RFQ	RFQ for 100 sets of Desktops for Computer Lab	08-01-2018 16:30	08-01-2018 18:30	CLOSED	01 COMPUTER SYSTEM PTE LTD	1	View
Q21334	NIEC-001	RFQ	RFQ for 100 sets of Desktops for Computer Lab	08-01-2018 16:30	08-01-2018 18:30	CLOSED	Singtel Supplier 1	1	View
zcxzc	QnA3	RFQ	test for q&a and nego	05-06-2018 19:00	05-06-2018 21:00	CLOSED	Singtel Supplier 1	1	View

View Response

- Individual supplier response per RFx/Tender
- Download attachments from each supplier

View Analysis

- Consolidated view of each RFx/Tender
- View and export pricing table for RFx/Tender responses

Listing Supplier's submissions – viewable only after closing



View Quotation Responses

Response details

Search View Response

eQuot

Header

Quotation Information

Quotation Reference No	2018/06/01
Validity Period	180
Incoterms	DDP
Payment Term	Other
Note To Buyer	
Quotation Submitted Date/Time	07 Jun 2018 17:26 PM

RFQ/Tender Details

Calling Entity	EziSource	Starting Date/Time	07 Jun 2018 14:00 PM
Reference No	T2018-002	Closing Date/Time	13 Jun 2018 15:00 PM
Document Type	Tender	Note To Suppliers	Compulsory briefing at SESAMi office on 11 June 2pm

Quotation Detail

Item No	Brand	Bid #	Remarks	UOM	Currency	Unit Price	Quantity	Total Amount	Action
1		1	Please refer to attachment for portfolio	Activity unit	SGD	2,000.00	1.00	2,000.00	
2		1	Refer to attachment for portfolio	Activity unit	SGD	3,000.00	1.00	3,000.00	

Attachments

S/No	File Name	Description	File Size(KB)	Action
1	AwardReport (1).xls		22	Download
2	ITQITTRreport.xls		73	Download

Download All/Selected

Quotation Detail

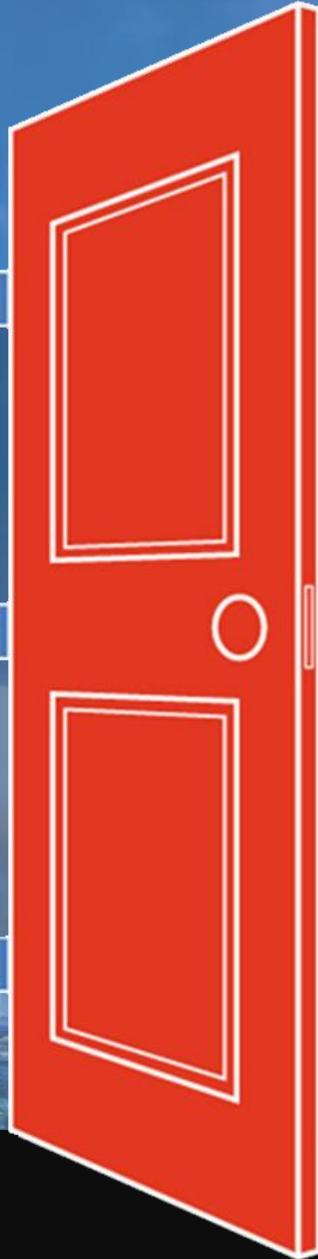
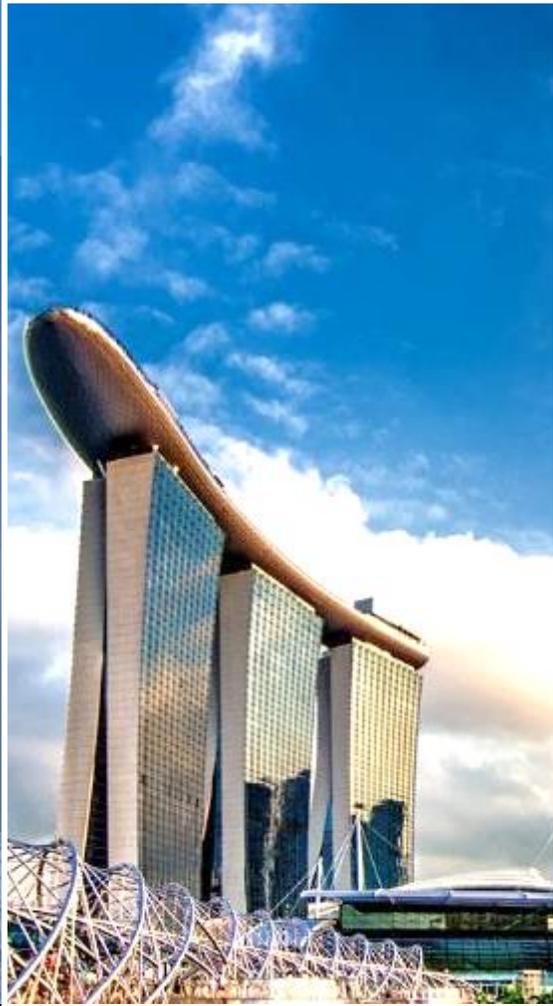
Quotation Information

Brand/Model		Country Of Origin	
Quantity	1.00	Packing Units	
Currency	SGD	Product Shelf Life	
Lead time	2 weeks	UOM	Activity unit
Price(Std Packing)		UOM(Std Packing)	
Unit Price	2,000.00	Warranty Period[months]	
Offered Material Part No		EUC/Export License	
Minimum Ordered Quantity			
Description/Remarks	Please refer to attachment for portfolio	Certificate of Conformance	

- Attachments from suppliers can be downloaded.
- Select multiple attachments to download with a single click.

Download all attachments and view the pricing proposal – only after RFQ/Tender closing





View Quotation Analysis



View Quotation Analysis

Locating the quotation

eQuotation Analysis

Search View Quotation Supplier Response

Search Criteria

Doc. Type: All Reference No. []

Closing Date: []

[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Calling Entity	Document Type	Reference No	Description	Starting Date / Time	Closing Date / Time	RFQ/Tender Status	Action
EziSource	Tender	AUTO28520182	test	14-06-2018 01:00	29-06-2018 01:30	CLOSED	View
EziSource	Tender	AUTO3052018B	Test	31-05-2018 01:30	21-06-2018 20:00	CLOSED	View
EziSource	Tender	AUTO3052018C	test	30-05-2018 23:00	14-06-2018 02:00	CLOSED	View
EziSource	Tender	T2018-002	Web designing services for SESAMi & Abecha Corporate website	07-06-2018 14:00	13-06-2018 15:00	CLOSED	View
EziSource	RFQ	QnA3_X	test for q&a and nego	05-06-2018 19:00	07-06-2018 10:00	CLOSED	View
EziSource	RFQ	AUTO462018_X	test Negotiation	04-06-2018 21:30	06-06-2018 21:00	CLOSED	View
EziSource	RFQ	QnA3	test for q&a and nego	05-06-2018 19:00	05-06-2018 21:00	CLOSED	View
EziSource	RFQ	AUTO462018	test Negotiation	04-06-2018 21:30	03-06-2018 02:00	CLOSED	View
EziSource	RFQ	QnA1	Q&A Q&A	30-05-2018 23:00	31-05-2018 16:00	CLOSED	View
EziSource	RFQ	AUTO	test	17-05-2018 22:30	31-05-2018 02:30	CLOSED	View

- Displaying of all RFQ/Tender that has closed

RFQ/Tender listing that has closed – for viewing of quotation summary



View Quotation Analysis

Quotation Details

eQuotation Analysis

Search

View Quotation

Supplier Response

Header

Header Information

Calling Entity	EziSource	Starting Date/Time	07-06-2018 / 14:00
Reference No	T2018-002	Closing Date/Time	13-06-2018 / 15:00
Document Type	Tender	Note to Supplier	Compulsory briefing at SESAMi office on 11 June 2pm

Header Information

Document Type	Tender	Starting Date/Time	07-06-2018 / 14:00
Calling Entity	EziSource	Closing Date/Time	13-06-2018 / 15:00
Reference No	T2018-002	Description	Web designing services for SESAMi & Abecha Corporate website
Payment Term	Other	Published	Yes
Incoterms	DDP	Currency	SGD
No of RFQ Items	2		
No of Suppliers Invited	2	No of Suppliers Responded	2

Click View Supplier Response to view the analysis.

Main Contact

Name	user1
Designation	joel.cheong@sesami.com
Email	joel.cheong@sesami.com
Telephone	63331188

Secondary Contact

Name	
Designation	
Email	
Telephone	

Summary of the suppliers submissions for the RFQ/Tender



No	Supplier	Supplier Response	Incoterms	Currency	Aggregate Price	Submitted On	Attachment(s)
1	01 Computer	RESPONDED	DDP	SGD	5000.00	07-06-2018 17:25	1
2	Singtel Supplier 1	RESPONDED	DDP	SGD	6000.00	07-06-2018 15:13	1

View Supplier Response Print

View Quotation Analysis

Quotation Details

eQuotation Analysis

Search View Quotation Supplier Response

Item No : : Item Description : Abecha corporate website

Buyer Requirement

Part No	Quantity	UOM	Part Description	Material Specification	PR No	PR Item No
	1.00	Activity unit	Abecha corporate website	n.a		

Supplier Quotation

Vendor Name	Brand / Model	Bid #	Currency	Unit Price	Quantity	Total Amount	More Detail
Singtel Supplier 1		1	SGD	2,500.00	1.00	2,500.00	View Detail
01 COMPUTER SYSTEM PTE LTD		1	SGD	2,000.00	1.00	2,000.00	View Detail

Item No : : Item Description : SESAMI corporate website

Previous Export Recommend

- View the Responses from all vendors for each Line Item
- Quotation Responses can be exported to Excel format

Quotation Header

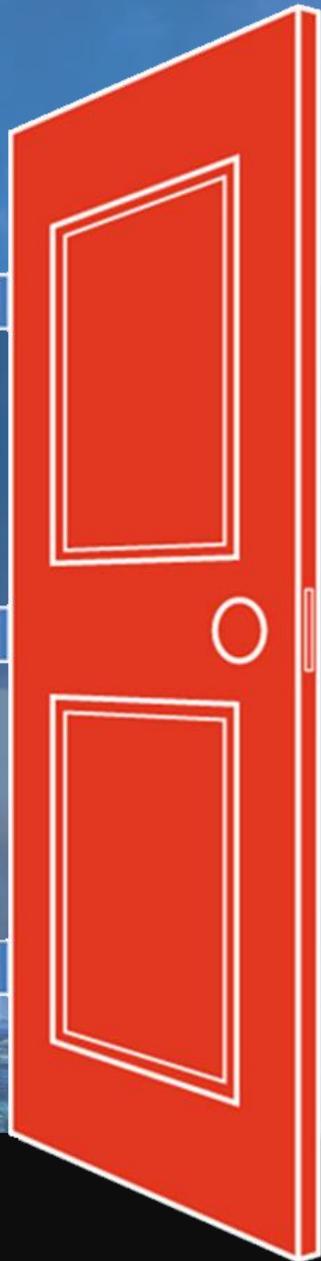
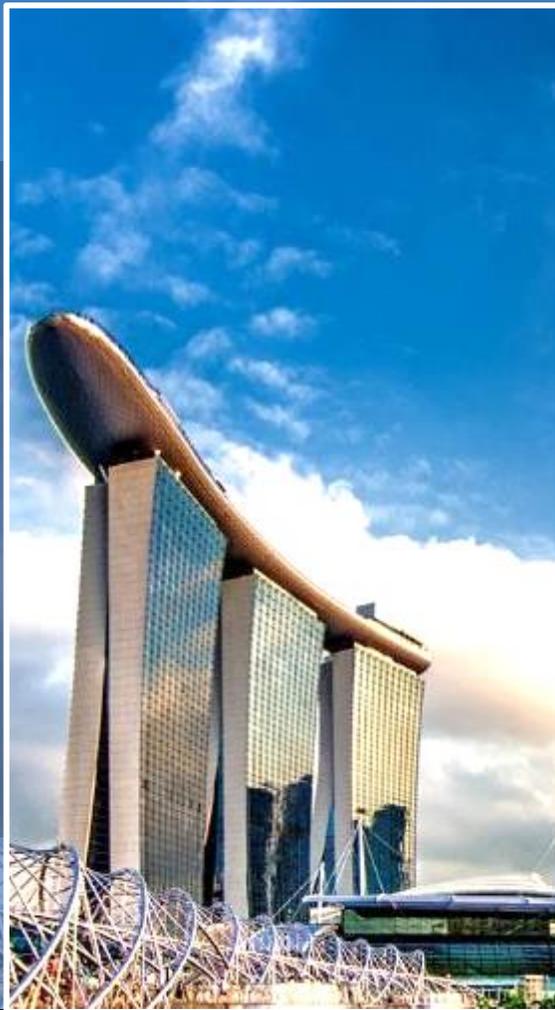
Document Type	Tender
Company Name	EziSource
Reference No	T2018-002
Publish	True
Start Date	07-06-2018 14:00:00
Close Date	13-06-2018 15:00:00
Description	Web designing services for SESAMI & Abecha Corporate website
Payment Term	Other
Delivery Term	DDP
Instructions to Bidders	Compulsory briefing at SESAMI office on 11 June 2pm
Contact Person for General Matter	user1 / joel.cheong@sesami.com / joel.cheong@sesami.com
Department	/ /

Quotation Details

S/N	Material Reference	Item Description	Material Specification	Unit	Estimated Annual Requirement	Supplier Name	Brand	Country of Origin	Packing	LeadTime	Shelf Life	Currency	Price in Standard Packing	UOM	Unit Price	UOM
1		Abecha corporate website	n.a	Activity unit	1	01 COMPUTER SYSTEM PTE LTD				2 weeks		SGD			2000	Activity unit
2		SESAMI corporate website	n.a	Activity unit	1	01 COMPUTER SYSTEM PTE LTD				1 month		SGD			3000	Activity unit
1		Abecha corporate website	n.a	Activity unit	1	Singtel Supplier 1				30 days		SGD			2500	Activity unit
2		SESAMI corporate website	n.a	Activity unit	1	Singtel Supplier 1				40 days		SGD			3500	Activity unit

Quotation information from all suppliers who responded can be exported to excel with ease!





Negotiation



Negotiation/Resubmission

Locating the RFx/Tender

View & Manage Tender

Search
View

Search Criteria

Search
Clear

Document Status	All		
Reference No.	<input type="text"/>	Closing Date	<input type="text"/> 
		RFQ/Tender Status	All

1

Calling Entity	Reference No	Document Type	Description	Created By	Starting Date / Time	Closing Date / Time	RFQ/Tender Status	Document Status	Q&A	Action
EziSource	T2018-002	Tender	Web designing services for SESAMi & Abecha Corporate website	USER1	07-06-2018 14:00	13-06-2018 15:00	CLOSED	CHANGED	1	View Copy Negotiate
EziSource	faq	Tender	fsd	USER1	09-03-2018 12:00	09-03-2018 15:00		TO BE APPROVED	0	View Copy
EziSource	TESTTENDER01	Tender	Tender for construction	USER1	02-03-2018 23:00	15-03-2018 12:00	CLOSED	NEW	0	View Copy
EziSource	Tender2318-1	Tender	test	USER1	02-03-2018 13:30	29-03-2018 07:30				
EziSource	Tender322018	Tender	test	USER1	02-03-2018 12:00	19-03-2018 04:30		APPROVED		Copy
EziSource	Tender232018	Tender	test	USER1	02-03-2018 10:30	21-03-2018 03:30		TO BE APPROVED	0	View Copy
EziSource	Tender00123424243242	Tender	fdsf	USER1	02-03-2018 17:00	22-03-2018 19:00		TO BE APPROVED	0	View Copy
EziSource	EziSource-001	Tender	8 dish menu for event - 20 pax	USER1	04-12-2017 18:00	04-12-2017 23:00		TO BE APPROVED	0	View Copy

Negotiation/Resubmission to invite selected suppliers to resubmit their quotes 

Negotiation/Resubmission

Selecting Bidders

View & Manage Tender

Search View

Header

Header Information

Calling Entity	PSK	Document Type	Tender
Reference No	T2018-002_X	Starting Date/Time	07-08-2018 / 14:00
Payment Term	Other	Closing Date/Time	13-08-2018 / 15:00
Currency	SGD	Incoterms	DDP
Published	true		
Description	Web designing services for SESAMI & Abecha Corporate website	Note to Supplier	Compulsory briefing at SESAMI office on 11 June 2pm

Main Contact

Name	user1	Name	
Designation	joel.cheong@sesami.com	Designation	
Email	joel.cheong@sesami.com	Email	
Telephone	63331188	Telephone	

Secondary Contact

Name		Name	
Designation		Designation	
Email		Email	
Telephone		Telephone	

Details

S/No	Material Part No	Item Description	Estimated Quantity	UOM
1		Abecha corporate website	1.00	Activity unit
2		SESAMI corporate website	1.00	Activity unit

Attachments

No	File Name	File Description	File Size(KB)
1	Attachment 1.xlsx		
2	Attachment 3.docx		

Attachment Information

Select File * No file chosen

Description

Note
Allowed file formats are .jpg, .gif, .pdf, .txt, .htm, .doc, .xls, .ppt, .zip only.
File upload allows only 10 MB per file.

Attachment(s) for Vendor

S/No	File Name	File Description	File Size(KB)
1	Attachment 1.xlsx		6
2	Attachment 3.docx		0

Responded Bidders

Closing Date/Time *

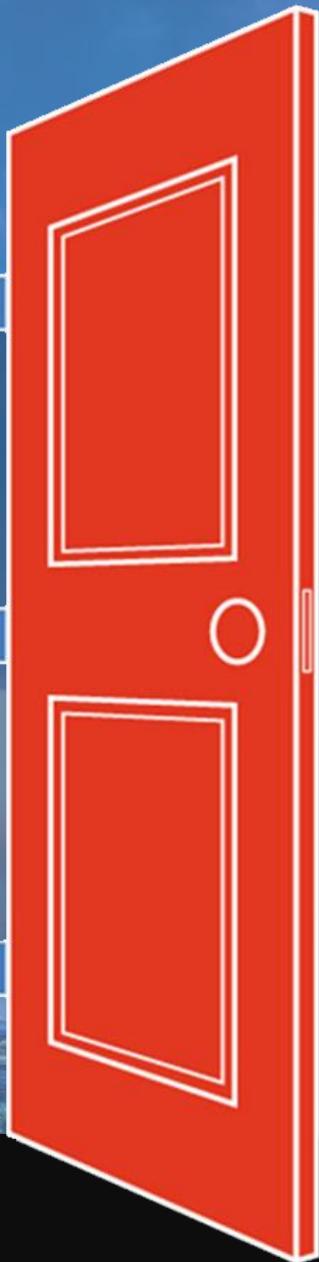
Remarks for Negotiation

	Company Name	Org ID with SESAMI	Contact Person	Email	Telephone No	Fax No
<input type="checkbox"/>	01 Computer	PSK198902113DSBN	karthik	karthik@sesami.com		
<input type="checkbox"/>	Singtel Supplier 1	Singtel001	Karthik	karthik@sesami.com	07070707	

- Key in the new Closing Date/Time
- Select the Supplier that you wish to negotiate with from the responded bidders list.
- Upload attachments and key in negotiation remarks
- A notification will be sent to the selected bidders
- A suffix will be generated to the reference no. based on the no. of rounds of resubmission conducted (i.e. _X1, _X2, _X3)

Select and invite suppliers to resubmit – multiple rounds of resubmissions are supported!





Create Award Recommendation



Create Award Recommendation

Header Information

Create Recommendation

Header | Item Details | Recommendation | Preview

Tender Header Information

Document Type	Tender	Validity Period	180 Days
Reference No	T2018-002		
Incoterms	DDP		
Starting Date/Time	07-06-2018 14:00	Payment Term	Other Days
Closing Date/Time	13-06-2018 15:00	Currency	SGD
		RFQ Status	CLOSE

Description: Web designing services for SESAMi & Abecha Corporate website

Note To Suppliers: Compulsory briefing at SESAMi office on 11 June 2pm

Message for Unsuccessful Bidder(s): Dear Sir/Madam,
Thank you for your participation in the above event.
We regret to inform that you have NOT been successful in your bid for Reference Number T2018-002.
We look forward to your continue support.

Message For Successful Bidder(s): Dear Sir/Madam,
We are pleased to inform you that your bid for Reference Number T2018-002 has been accepted.
Thank you for your continue support.

Message for No Award Bidder(s): Dear Sir/Madam,
Thank you for your participation in the above event.
We regret to inform that you have NOT been successful in your bid for Reference Number T2018-002.
We look forward to your continue support.

Invited Suppliers: 2 Responded Suppliers: 2
Number of Negotiations: 0

Supplier Response

S/No	Supplier	Supplier Response	Currency	Aggregate Price	Submitted On	Attachment(s)
1	01 Computer	RESPONDED	SGD	5,000.00	07-06-2018 17:25	1
2	Singtel Supplier 1	RESPONDED	SGD	6,000.00	07-06-2018 15:13	1

Note: The information provided for supplier response details is from original RFQ or Tender, and the aggregated price is calculated on first bid quoted by the supplier.

Save As Draft Next

- Fill in Header , Item details , Recommendation and Preview
- Message to Unsuccessful, Successful and No Award bidders are customizable.

Inform suppliers on the award status – with your own email content/template



Create Award Recommendation

Selection of Awarded Qty & Vendor(s)

Create Recommendation

Header | Item Details | Recommendation | Preview

Item 1

Part No	Quantity	UOM	Part Description	Material Specification
	1.00	Activity unit	Abecha corporate website	n.a

Supplier Quoted

Vendor Name	Brand / Model	Bid #	Currency	Unit Price	Quantity	Total Amount	More Detail	Recommended Qty	Recommend
01 COMPUTER SYSTEM PTE LTD		1	SGD	2,000.00	1.00	2,000.00	View Detail	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
Singtel Supplier 1		1	SGD	2,500.00	1.00	2,500.00	View Detail	<input type="text" value="1"/>	<input type="checkbox"/>

Item 2

Part No	Quantity	UOM	Part Description	Material Specification
	1.00	Activity unit	SESAMi corporate website	n.a

Supplier Quoted

Vendor Name	Brand / Model	Bid #	Currency	Unit Price	Quantity	Total Amount	More Detail	Recommended Qty	Recommend
01 COMPUTER SYSTEM PTE LTD		1	SGD	3,000.00	1.00	3,000.00	View Detail	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
Singtel Supplier 1		2	SGD	3,500.00	1.00	3,500.00	View Detail	<input type="text" value="1"/>	<input type="checkbox"/>

Previous | Save As Draft | Next

- Quotations from all suppliers will be displayed.
- Buyer can edit the Quantity and Select the Recommend supplier.

Multiple award scenarios are supported (partial, split, or no award) 

Create Award Recommendation

Uploading of Attachments

Create Recommendation

Header

Item Details

Recommendation

Preview

The attachment Attachment 1.xlsx has been uploaded successfully.

Attachment Information

Select File

Choose File

No file chosen

File Description

Note

Allowed file formats are .jpg, .gif, .pdf, .txt, .htm, .doc, .xls, ppt, zip only.
File upload allows only 10 MB per file.

Upload

- Buyer can Upload any Supporting documents.
- 10 MB per file is allowed
- Supported formats : JPG, GIF, PDF, TXT, HTM, DOC, XLS, PPT, ZIP
- Attachments are for Buyer & Approver reference only and will not be sent to vendors.

No File Name

File Description

No	File Name	File Description
1	Attachment 1.xlsx	

Delete

Recommended Conditions



2 or less quotes Received



Awarded to Non-Lowest Quote

Recommendation

lowest quote

Processed By

user1

Previous

Save As Draft

Next

Supporting documents & justification uploaded for **internal reference** only



Create Award Recommendation

Preview & Submission for Approval

Create Recommendation

Header Item Details Recommendation Preview

Header

Document Type	Tender	Validity Period	180 Days
Reference No	24OctTENDER	RFQ Status	CLOSE
Starting Date/Time	24-10-2018 16:00	Closing Date/Time	24-10-2018 18:00
Payment Term	Other Days	Currency	SGD
Message for Unsuccessful Bidder(s)	View Message	Message For Successful Bidder(s)	View Message
Message for No Award Bidder(s)	View Message		
Awarded Amount	<input type="text" value="356666.00"/> <input type="button" value="Update Amount"/>		

Item Details

S/No	Part No	Quantity	UOM	Part Description	Material Specification	Action
1	12345E	1.00	Activity unit	Effort and Cost	NA	
Total Awarded Amount (SGD):						356,666.00

Attachment(s) (For Internal View Only)

There are no attachments in this document

Recommended Conditions

No Recommended Conditions selected in this document.

Quotation Recommendation

Recommended Message

Processed By

Approval Details

Approver Level	Approver
1	<input type="text" value="Preethi"/>
2	<input type="text" value="Karthik"/>

- Buyer to enter the awarded value before submitting Award for approval
- Approvers will be populated based on the award approval that has been set up (by awarded value)
- Suppliers will be notified by email only to inform whether they are successful or unsuccessful

Approvals for award recommendation can be facilitated (if required)



Create Award Recommendation

Email Notification to Vendors

From: UATCustomercare@sesami.com
To: Suman Kumar
Cc:
Subject: REF. No. TTSH-RFP-1 Quotation Award Status: Successful

Email to Successful Vendors

Dear Sir/Madam,

We are pleased to inform you that your bid for Reference Number TTSH-RFP-1 has been accepted.

Thank you for your continue support.

For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customercare@sesami.com.

Also, as a member of SESAMi's business community, you are entitled to exclusive benefits brought to you with the power of collective buying. [CLICK HERE](#) to enjoy 16% off Esso Fuel all year round!

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
7B Keppel Road
#06-07/08 Tanjong Pagar Complex
Singapore 089055

From: UATCustomercare@sesami.com
To: Suman Kumar
Cc:
Subject: REF. No. NHGP-TF-0001-FY13 Quotation Award Status: Unsuccessful

Email to Unsuccessful Vendors

Dear Sir/Madam,

Thank you for your participation in the above event.

We regret to inform that you have NOT been successful in your bid for Reference Number NHGP-TF-0001-FY13.

We look forward to your continue support.

Regards

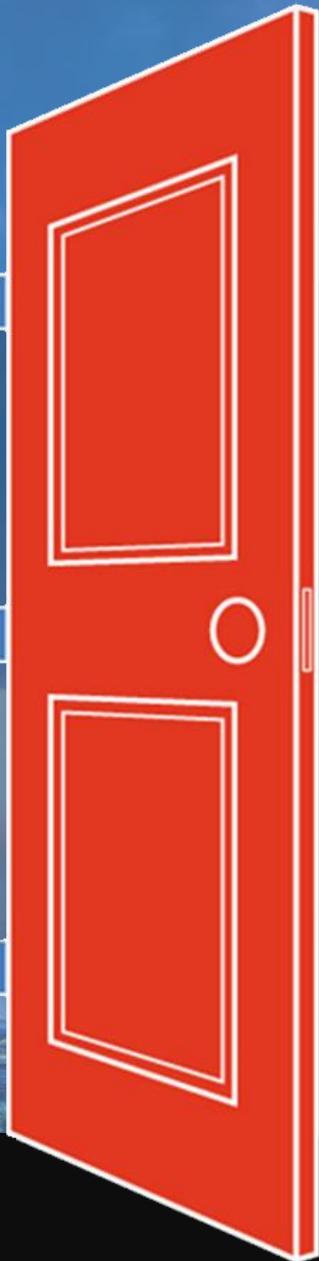
For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customercare@sesami.com.

Also, as a member of SESAMi's business community, you are entitled to exclusive benefits brought to you with the power of collective buying. [CLICK HERE](#) to enjoy 16% off Esso Fuel all year round!

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
7B Keppel Road
#06-07/08 Tanjong Pagar Complex
Singapore 089055

Emails sent to suppliers to inform on award status – if configured by Buyer





View Award Recommendation



View Award Recommendation

Listing of Awards Created

EziSource | **Reports** | **Profile**

View Recommendation

Search View

Search Criteria Search Clear

Reference No:

Starting Date(From):

Starting Date(To):

Ending Date(From):

Closing Date(To):

1, 2, 3, 4, 5 [Next/Last]

Reference No	RFx/Tender Status	Description	Starting Date - Time	Closing Date - Time	Open/Close	Published	Award Status	Action
	CLOSED	RFQ For Singtel	30-06-2016 15:37	30-06-2016 13:26	Open	Yes	TO BE APPROVED	
2	CLOSED	Test Description for Ren Ci Community Hospital	04-01-2018 21:00	04-01-2018 23:00	Open	Yes	AWARDED	
TLL-002	CLOSED	Supply and delivery of 40 sets of laptops	02-05-2018 10:00	02-05-2018 11:30	Open	Yes	AWARDED	
AUTO3052018C	CLOSED	test	30-05-2018 23:00	14-06-2018 02:00	Open	Yes	TO BE APPROVED	
TLL-2018-03	AWARDED	Supply and delivery for 50 laptops	21-09-2018 23:00	24-09-2018 02:00	Open	Yes	AWARDED	
B010	CLOSED	RFQ For Singtel	04-07-2016 13:21	08-08-2016 12:00	Open	Yes	AWARDED	
Award002	CLOSED	Award002	08-08-2018 14:00	08-08-2018 16:00	Open	Yes	TO BE APPROVED	
19Dec-002	CLOSED	Test	19-12-2017 09:00					
SEMBDC	CLOSED	RFQ for 30 sets of laptops	31-01-2018 17:00					
	CLOSED	Keychain Souvenirs for Graduating Students	28-11-2017 23:00					

View Award

Status

- To be Approved -> Pending Approval
- Awarded -> Approved by all approvers
- Rejected -> Rejected by one of the approvers. Buyer to resubmit Award for approval



View the list of award recommendations created and submitted

View Award Recommendation

Detailed View of the Award

View Recommendation

Search View

Header

Document Type	RFQ	Validity Period	180 Days
Reference No	15OCT-02	RFQ Status	CLOSE
Starting Date/Time	15-10-2018 10:00	Closing Date/Time	15-10-2018 12:00
Payment Term	Other Days	Currency	SGD
Message for Unsuccessful Bidder(s)	View Message	Message For Successful Bidder(s)	View Message
Message for No Award Bidder(s)	View Message		
Awarded Amount	1788.00		

Item Details

S/No	Part No	Quantity	UOM	Part Description	Material Specification	Action
1		1.00	Inch	1	1	+
2		2.00	Inch	2	2	+
Total Awarded Amount (SGD):						1,788.00

Attachment(s) (For Internal View Only)

No	File Name	File Description	File Size	Action
1	Attachment 4.bt		0	Download

Recommended Conditions

2 or less quotes Received

Quotation Recommendation

Recommended Message: abc
Processed By: JOEL

Approval Details

Approver Level	Approver	Approval Status	Approver Remarks	Date of Approval / Rejection	Delegated By
1	Approver1	Completed	Test remarks Test remarks Test remarks	25-10-2018 15:03	
2	Approver2	Pending			
3	Approver3	Pending			

■ Detailed View of the Award Created with Approval Status and Remarks

Full visibility and traceability of the approval process 

View Award Recommendation

Resubmitting for Approval/Calling for Re-Negotiation

View Recommendation

Search
View

Header

Document Type	RFQ	Validity Period	180 Days
Reference No	TLL-2018-06	RFQ Status	CLOSE
Starting Date/Time	21-09-2018 23:00	Closing Date/Time	24-09-2018
Payment Term	Other Days	Currency	SGD
Message for Unsuccessful Bidder(s)	View Message	Message For Successful Bidder(s)	View Message
Message for No Award Bidder(s)	View Message		
Awarded Amount	7777.00		

Item Details

S/No	Part No	Quantity	UOM	Part Description	Material Specification	Action
1		50.00	Unit	50 Laptops	Windows	+
Total Awarded Amount (SGD):						7,777.00

Attachment(s) (For Internal View Only)

There are no attachments in this document

Recommended Conditions

No Recommended Conditions selected in this document.

Quotation Recommendation

Recommended Message

Processed By: USER8

Approval Details

Approver Level	Approver	Approval Status	Approver Remarks	Date of Approval / Rejection	Delegated By
1	Approver1	Completed		19-10-2018 15:37	
2	Approver2	REJECTED		19-10-2018 15:39	
3	Approver3	NA			

Resubmit
Re-Negotiate

- User can select to resubmit the award for approval OR call for another negotiation/resubmission with the vendors if award has been **REJECTED**

2 options whether to initiate a re-submission or to resubmit the award recommendation



View Award Recommendation

Approval Details

- Once award is resubmitted for approval, a separate list of approval details for the 2nd submission will be created below

Approval Details					
Approver Level	Approver	Approval Status	Approver Remarks	Date of Approval / Rejection	Delegated By
1	Approver1	Completed		19-10-2018 15:37	
2	Approver2	REJECTED		19-10-2018 15:39	
3	Approver3	NA			
1	Approver1	Pending			
2	Approver2	Pending			
3	Approver3	Pending			

If award recommendation is resubmitted, the approval trail will appear as a new section



View Award Recommendation

Email Notification to Buyer

Thu 25/10/2018 3:17 PM

 UATCustomercare@sesami.com
Approval Status for Reference No: 15OCT-02

To  Joel Cheong

Approved

Dear joel,

Please be informed that the Recommendation for RFQ/Tender Reference No: 15OCT-02 has been APPROVED. .

RFQ/Tender Reference No. : 15OCT-02

Total Amount (SGD) : 1,788.00

Tender Start Date/Time : 15-10-2018 (Singapore Time, GMT +8 hours)

Tender Close Date/Time : 15-10-2018 (Singapore Time, GMT +8 hours)

Please login to the portal to view details of the award.

You can view this document at portal <https://sesami.online/psk/>.

For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customercare@sesami.com.

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
1 Changi Business Park Crescent
#02-17 Plaza 8 @ CBP
Singapore 486025

Thu 25/10/2018 3:07 PM

 UATCustomercare@sesami.com
Approval Status for Reference No: 15OCT-02

To  Joel Cheong

Rejected

Dear joel,

Please be informed that the Recommendation for RFQ/Tender Reference No: 15OCT-02 has been REJECTED. .

RFQ/Tender Reference No. : 15OCT-02

Total Amount (SGD) : 1,788.00

Tender Start Date/Time : 15-10-2018 (Singapore Time, GMT +8 hours)

Tender Close Date/Time : 15-10-2018 (Singapore Time, GMT +8 hours)

Please login to the portal to view details of the award.

You can view this document at portal <https://sesami.online/psk/>.

For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customercare@sesami.com.

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
1 Changi Business Park Crescent
#02-17 Plaza 8 @ CBP
Singapore 486025

Emails sent to the Buyer on the award recommendation approval status





Thank You

