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GUIDE FOR ONLINE SUBMISSION

A bidder to follow the below steps to submit an online bid

Click on the web link provided on Section 11 of the Special Conditions of Contract

RT24-1-2021 Online Supplementary Bid for Hospital Furniture & Ward Requirements

1. **Step 1**: A bidder will reach a login page where the bidder will be required to register,

2. **Step 2**: After clicking on register the bidder will be directed to a page to capture the bidder's details,

Note! username should be the **CSD** MAAA number

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3. **Step 3**: Registration will be approved. The Login to access the site using the username (MAAA CSD number) and the password created when registering,

4. **Step 4**: After successful login the bidder will reach the home page. The bidder must read and adhere to the online bid process rules,

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5. **Step 5**: Scroll down to be able to upload the bid documents. The bid documents should be uploaded individually per Phase as indicated on the uploading platform. All documents must start with CSD MAAA number

6. **Step 6**: Uploading Document:

- **Step 6.1**: Under the relevant Phase click on new document,

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- **Step 6.2**: Click on chose file, then attach the file to upload

- **Step 6.3**: Select document type then save,

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7. **Step 7**: The documents can be deleted and replaced during the advertising period. Use the three dots (...) on the far right of the relevant document, then three dots (...) again and delete. The replaced document should be deleted as the system does not overide when replacing.

END