

الشركة السعودية لشراكات المياه  
Saudi Water Partnership Company



## Bidding User Manual Document

### Microsoft Dynamics 365 Implementation

# Microsoft Dynamics 365

Prepared for

**SWPC**

Project

**Bidding cycle**

Prepared by

**ZESCOPE**

## Revision Chart

Date	Author	Version	Change reference
Oct 2025	Zescope	V 1	

## Participants

Name	Version	Position	Date
Kariman samir	V 1	Trainee	Oct, 2025

## Table of Contents

Bidding .....

1) *vendor invitation cycle*..... Error! Bookmark not defined.

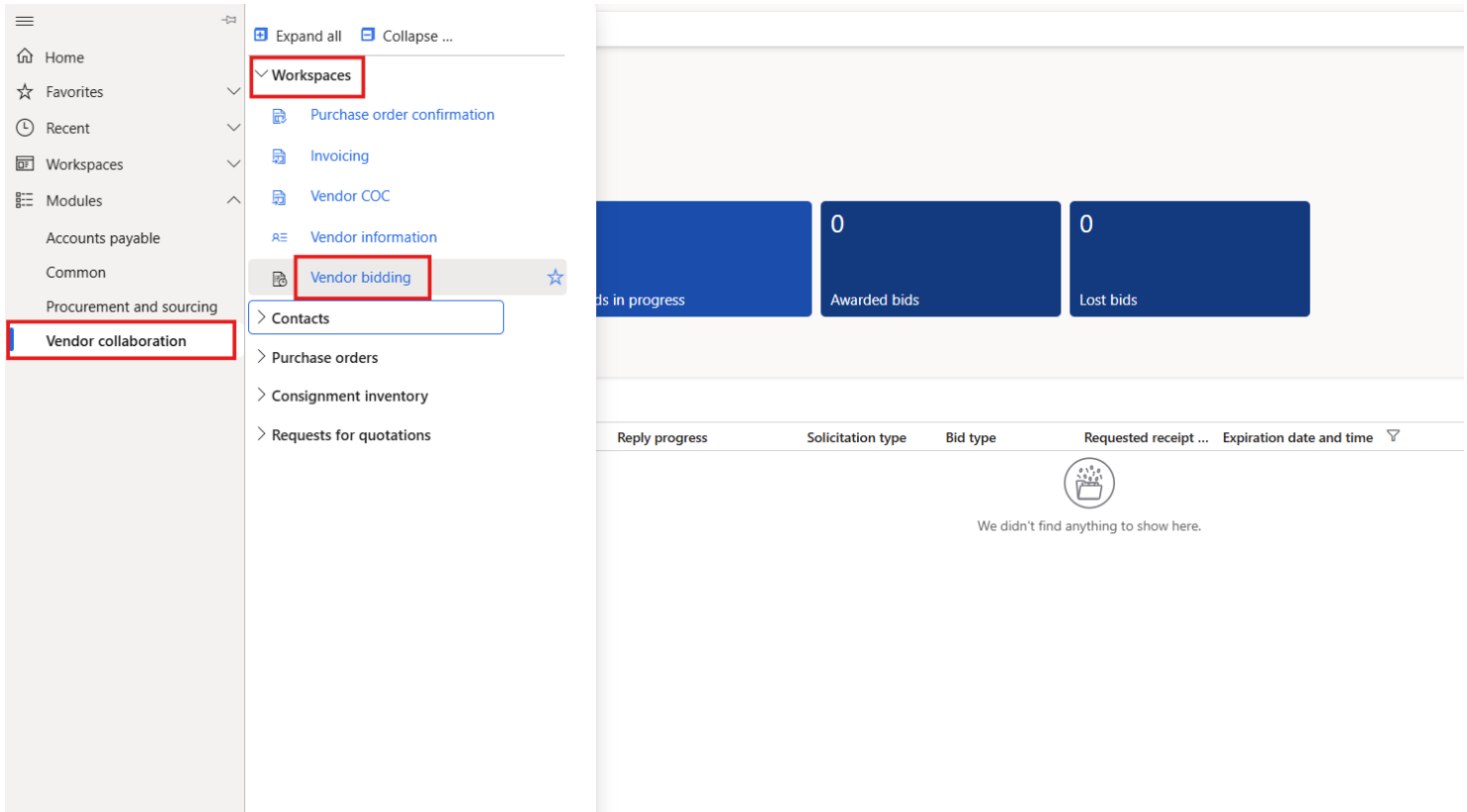
# 1. Vendor Submission cycle

Bid Invitation and Pre-qualification Process:

## Business Case:

SWPC starts sending invitations to the vendors registered, attached with a questionnaire that needs to be answered, and bidding guidance items required to be uploaded by these vendors. There will be prequalification based on the bidding guidance item, and only the qualified vendors will be ready to go for the technical and financial evaluation process. This phase ends with the evaluation of their replies and the filtration of vendors; then, qualified vendors proceed with the technical and financial evaluations

**Path: Vendor Collaboration=> Workspace =>Vendor Bidding**



click [new bid invitation](#) to start submitting a response to the received bid.  
This opens the bid form where the vendor can review details, add prices, and attach required documents before submission.

### Vendor bidding


VEN-000012

Summary

- 1** New bid invitations
- 0 Returned bids
- 1 Bids in progress
- 0 Awarded bids
- 0 Lost bids

Bids

- New bid invitations
- Returned bids
- Bids in progress
- Submitted bids

Request fo...	Document title	Reply progress	Solicitation type	Bid type	Requested receipt ...	Expiration date and time
 We didn't find anything to show here.						

## Bid attachment

Then we should upload an attachment from [bid attachment](#)

⊗ please upload attachment before submit

Save Submit Decline Reset from RFQ RFQ attachments **Bid attachments** Questions and answers Options

Page options: Go to Edit: Read mode Revert Share: Get a link

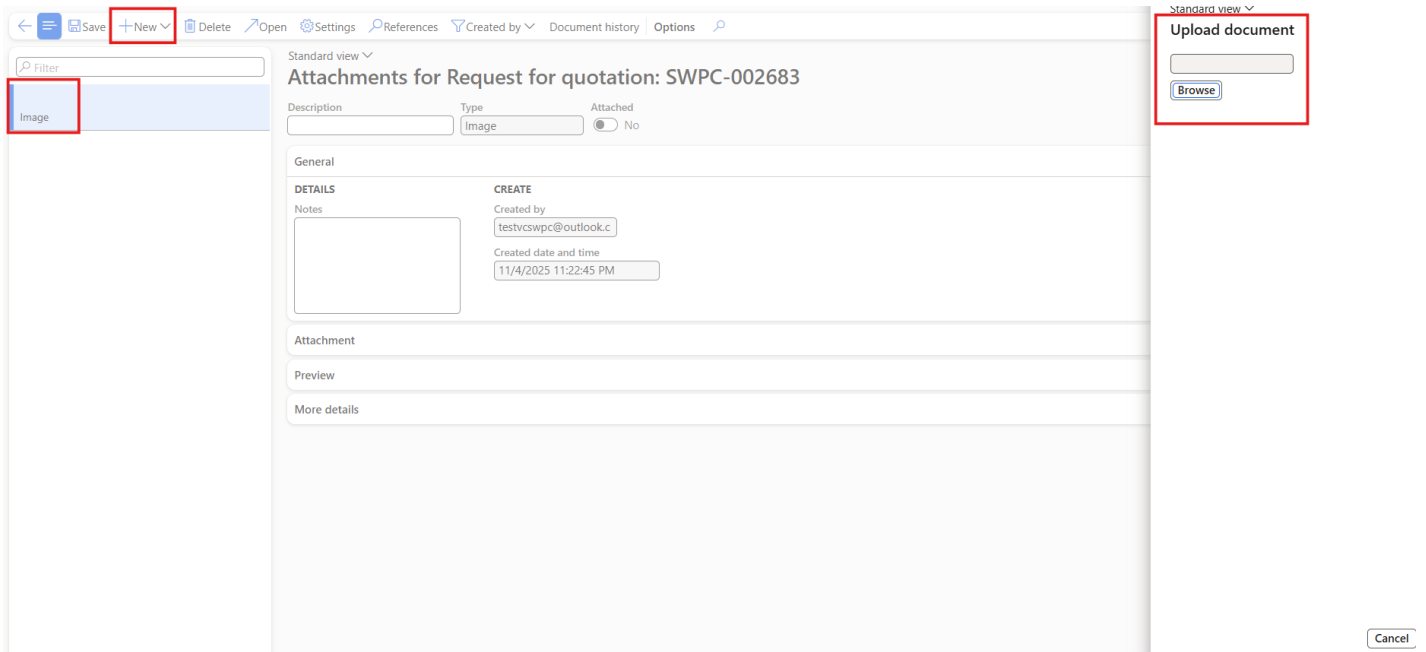
Request for quotation bid | SWPC-002683 : شركة تقنية | Standard view

**printers** Bid progress: Vendor is updating

General RFQ description Bidding guidance items Amendments Questionnaire Delivery and payment terms

Lines

Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Net amount	Comment	Alternate	Status	Documents
1	Item		PRINTER	PRD-000010	10.00000	Quantity	0.00000	0.00000		No	New	No



## In General

There is a field called **Submission End Date**.

This date represents the **deadline** for bid submission.

Vendors must submit their bids before this date, as submission will no longer be allowed after it.

Bids in progress | Standard view

Bid progress  
Vendor is updating

### Bid-T

**General**

Request for quotation 000901	Requesting department [Empty]	Solicitation type [Empty]	Bid submitter [Empty]	Prices include sales tax <input type="radio"/> No
Document title Bid-T	Delivery name Annapolis Warehouse	Bid type Open	Submission date and time [Empty]	Document No
Status New: Action required	Delivery address Annapolis Warehouse	Requested receipt date 1/5/2026	Allow alternates on response lines <input type="radio"/> No	Submission end date 1/8/2026
Request for quotation case 001251	Address Annapolis, MD USA	Expiration 1/31/2026 08:00:00 AM	Vendor account 1004	<b>Submission Expiration Date</b> 1/8/2026
Requestor Julia Funderburk		Currency USD	Vendor name [Empty]	

## Bidding Guidance – Items (Vendor Portal)

This section provides the vendor with specific instructions and requirements related to the bid items.

**printers**

General

RFQ description

**Bidding guidance items**

**Attachments**

<input type="radio"/> Bidding guidance items	Required	Attached
<input type="radio"/> Technical Pr... Technical Pr...		✓
Financial ... Financial Pro...		✓
Company ... Company Pr...		✓

## Questionnaire (Vendor Portal)

Vendors must complete the **Questionnaire** section as part of their bid response.

**Questionnaire**

[Complete questionnaire](#) [View answers](#)

<input type="radio"/> Name	↑ Description
<input type="radio"/> Tender	Tender Questionnaire

**Tip:** Ensure all questions are answered before submitting — incomplete questionnaires may affect evaluation results.

Options

### Questionnaire

Tender Questionnaire

Question 4 of 4

Have you ever worked with our organization before?

Yes

Overview | Add comment | < Back | Forward > | End | Cancel

## Delivery and Payment Terms (Vendor Portal)

In this section, the vendor specifies the proposed **delivery schedule**, **delivery location**, and **payment terms** for the bid and reply expiration date optional for the vendor.

These details define how and when goods or services will be delivered and the conditions of payment.

### Delivery and payment terms

REQUESTED PAYMENT	REPLY PAYMENT	REQUESTED DELIVERY	REPLY DELIVERY	REPLY VALIDITY
Terms of payment	Terms of payment	Requested receipt date	Requested receipt date	Reply effective date
	N/30	11/5/2025	11/5/2025	
Total discount %	Total discount %	Delivery terms	Delivery terms	Reply expiration date
0.00	0.00			
		Mode of delivery	Mode of delivery	Vendor reference

## Bid Lines (Vendor Portal)

In the **Lines** section, the vendor enters their **unit prices**, **quantities**, and any additional details for each item included in the bid.

Vendors should review all item details carefully and fill in prices for every line before submitting the bid to ensure their offer is complete.

### Lines

Reset from RFQ | RFQ line attachments | Bid line attachments

Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Net amount	Comment	Alternate	Status	Documents
1	Item		PRINTER	PRD-000010	10.00000	Quantity	5000	0.00000		No	New	No

## Line Details (Vendor Portal)

The **Line Details** section provides additional information for each bid item.

Vendors can review

**Quantity**, discounts and unit price

**Delivery date** and **Warehouse**

**Requested receipt date:**

Specifies the date by which the buyer expects to receive the goods or services.

Vendors should align their proposed delivery schedule with this date to meet bid requirements.

**printers**

Line details

IDENTIFICATION	REQUESTED AMOUNTS	REPLY AMOUNTS	REQUESTED DETAILS	REPLY DETAILS	LEAD TIME
Product name PRINTER	Unit Quantity	Unit Quantity	Vendor's item number	Vendor's item number	Lead time 0
Procurement category	Quantity 10.00000	Quantity 10.00000	Requested receipt date 11/5/2025	Requested receipt date 11/5/2025	Working days <input type="radio"/> No
Item number PRD-000010	Unit price 0.00000	Unit price 5,000.00000	Item description PRINTER	Item description PRINTER	<b>VALID</b> Effective date
Line number 1	Price unit 1.00000	Price unit 1.00000		Comment	Expiration date
Status New	Charges on purchases 0.00000	Charges on purchases 0.00000			
	Discount amount per unit 0.00000	Discount amount per unit 0.00000			
	Discount percentage 0.00	Discount percentage 0.00			
	Multiline discount 0.00000	Multiline discount 0.00000			
	Multiline discount percentage 0.00	Multiline discount percentage 0.00			

Vendors can ask questions from **questions and answers**

Save Submit Decline Reset from RFQ RFQ attachments Bid attachments **Questions and answers** Options

Page options Edit Share  
Go to Read mode Get a link  
Revert

Request for quotation bid | SWPC-002683 | شركة تقنية | Standard view

**printers**

General

Request for quotation SWPC-0026...	Requestor Xerox User	Address طريق الملك فهد الفرعي - حي الرحمانية 7586 وحدة رقم 18 الرياض 12341 - SAU	Bid type Open	Bid submitter	Vendor name
Document title printers	Requesting department it		Requested receipt date 11/5/2025	Submission date and time	Prices include sales tax <input type="radio"/> No
Status New: Action required	Delivery name Saudi water Partnership Com...		Expiration date and time 11/19/2025 09:00:00 PM	Allow alternates on response lines <input type="radio"/> No	Document Yes
Request for quotation case SWPC-0029...	Delivery address Saudi water Partnership Com...	Solicitation type	Currency SAR	Vendor account VEN-000012	Submission end date 11/6/2025

RFQ description

Bidding guidance items

Amendments

Questionnaire

Complete questionnaire View answers

Name	Description
------	-------------

Save Ask a question Options

SWPC-002913 | Standard view

### Questions and answers

Cutoff date and time:

Unanswered questions

Delete

Question Question received

We didn't find anything to show here.

Published answers

Question Answer Question received Answer received

We didn't find anything to show here.

Question Answer

Submit Cancel

RFQ Question

Question

## Submitting the Bid

To submit the bid, the vendor needs to go to the **Vendor Bidding** view and click on **Bids in Progress**.

Options

### Vendor bidding

1004

Summary

0 New bid invitations

0 Returned bids

1 Bids in progress

1 Awarded bids

0 Lost bids

Bids

New bid invitations

Returned bids

Bids in progress

Submitted bids

Filter

Request for qu...	Document title	Reply progress	Solicitation type	Bid type	Requested receipt date	Expiration date
000901	Bid-T	Vendor is updating		Open	1/5/2026	1/31/2026 8:00:0

Can the Vendor Click on **submit** to submit the bid

Navigation bar: [Submit](#) (highlighted), [Decline](#), [Reset from RFQ](#), [RFQ attachments](#), [Bid attachments](#), [Questions and answers](#), [Options](#)

Page options  
Go to

Bids in progress | Standard view

### printers

- General
- RFQ description
- Bidding guidance items
- Amendments
- Questionnaire
- Delivery and payment terms

Lines

[Reset from RFQ](#) [RFQ line attachments](#) [Bid line attachments](#)

<input type="radio"/>	Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Net amount	Comment
<input type="radio"/>	1	Item		PRINTER	PRD-000010	10.00000	Quantity	5,000.000...	5,000.000...	