JAGGAER Advantage

eTendering: Responding to Tender on Ontario Tenders Portal

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Login

Once you have registered as a Supplier, you can login with your "Username" and "Password". Once logged in, Suppliers have access to all opportunities and can view the status of all current RFx(s).

Searching/Viewing Opportunities

All opportunities are available to the public, but you can only submit responses once you have registered as a Supplier.

Navigating

You can always get back to the landing page by selecting the "Main Page" link. As you navigate through the links on the supplier page, you will want to view the menu on the left hand side of the screen. This will always inform you as to where you are in the Ontario Tenders Portal.

Current Opportunities

Click on "RFxs Open to All Suppliers" to view a list of events.
Then click on individual events to access details.

Abstract

The "RFx Abstract" allows you to identify important details about the RFx including "Project Categories" that help you self-select for appropriate opportunities. Click the "Express Interest" button to begin your response. By selecting "Express Interest" you will proceed to the "RFx Details" page where you can download all documents and submit your response.

Expression of Interest Instructions

JAGGAER

Before landing on the RFx Details page, an instruction box will pop up.

ontariotenders.app.jaggaer.com says

Please click OK to Express Interest in this RFx.
The RFx will move to your "My RFxs" area, and you will have the option
to view all RFx Details, download Buyer Attachments, send and receive
Messages with the Buyer, and submit your Response.

OK   Cancel
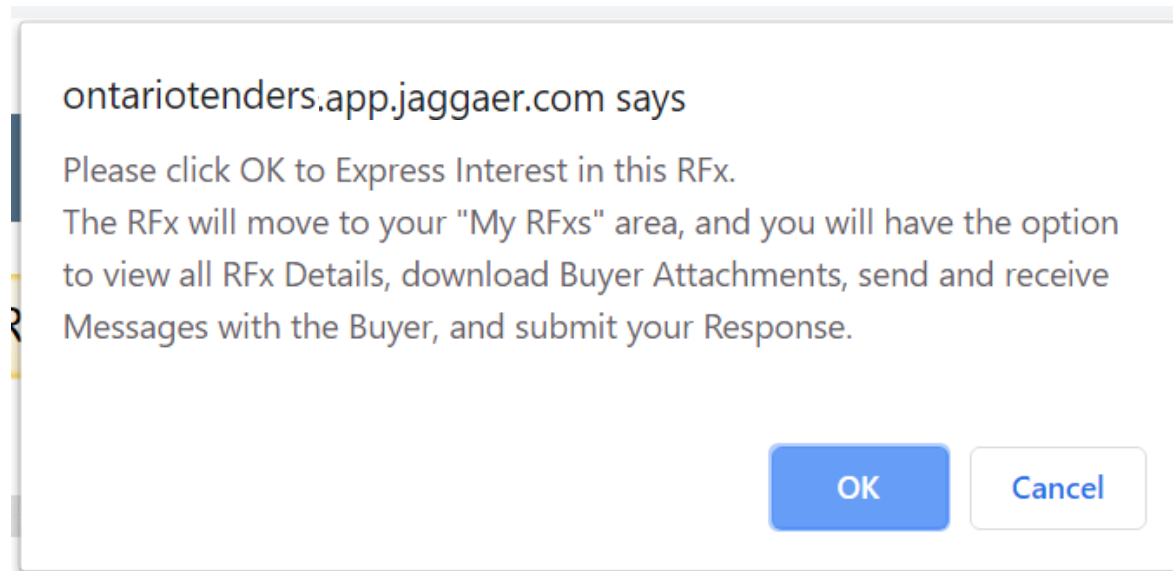
Email Confirmation

An email with the details of how to respond will be sent immediately upon expressing interest in an RFx. Please do not respond to this email.

Dear Supplier,

You have successfully invited yourself to participate in the following RFx, conducted by Government of Ontario on Ontario Tenders Portal / Portail des appels d'offres de l'Ontario :

Type: RFx
RFx Number: rfx_8360
Title: Assessment Services
Project Number: tender_6122
Project Title: Project JA1972F

IMPORTANT:
In order to participate in the RFx you must now create and submit a response to Government of Ontario. Instructions are provided below. The deadline for submitting responses for this RFx is:

Date: 30 Jun., 2022
Time: 11:00 (EST - North America Eastern Time DST)

It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this RFx.

To view the details of the RFx please click the following link and enter your Username and Password:
https://ontariotenders-prep.app.jaggaer.com/esop/guest/login.do?qvu=99546661016A46DEEC4C

Or browse as follows:
- Connect to https://ontariotenders-prep.app.jaggaer.com
- Enter your Username and Password
- Browse to the Projects module.
- Click on RFxs
- Click RFx rfx_8360 to view details and reply to the RFx.

To create and submit your response to the RFx:
- Click 'Create Response' and proceed to complete all requested information in each envelope by clicking the 'Edit response' buttons. Attach any appropriate documentation in the envelopes if requested.
- Once you have completed your response, click 'Submit Response ' to send the response to Government of Ontario.

Buyer Attachments

Notice that the system will indicate if documents are downloadable and will track the number of documents that have not been downloaded.

Buyer Attachments

The "Buyer Attachments" section will provide additional documents for Suppliers containing important details of the RFx and any updates

Creating a Response

On the "My RFxs" page, select the appropriate RFx and you will be directed to the "Create Response" page.

Creating a Response

Notice that the RFx is divided into 3 sections or envelopes: Qualification, Technical and Commercial. By selecting "Create Response" you can begin populating your response.

Response Creation Instructions

Before beginning to create a response, you will receive instructions that guide you through the response creation process
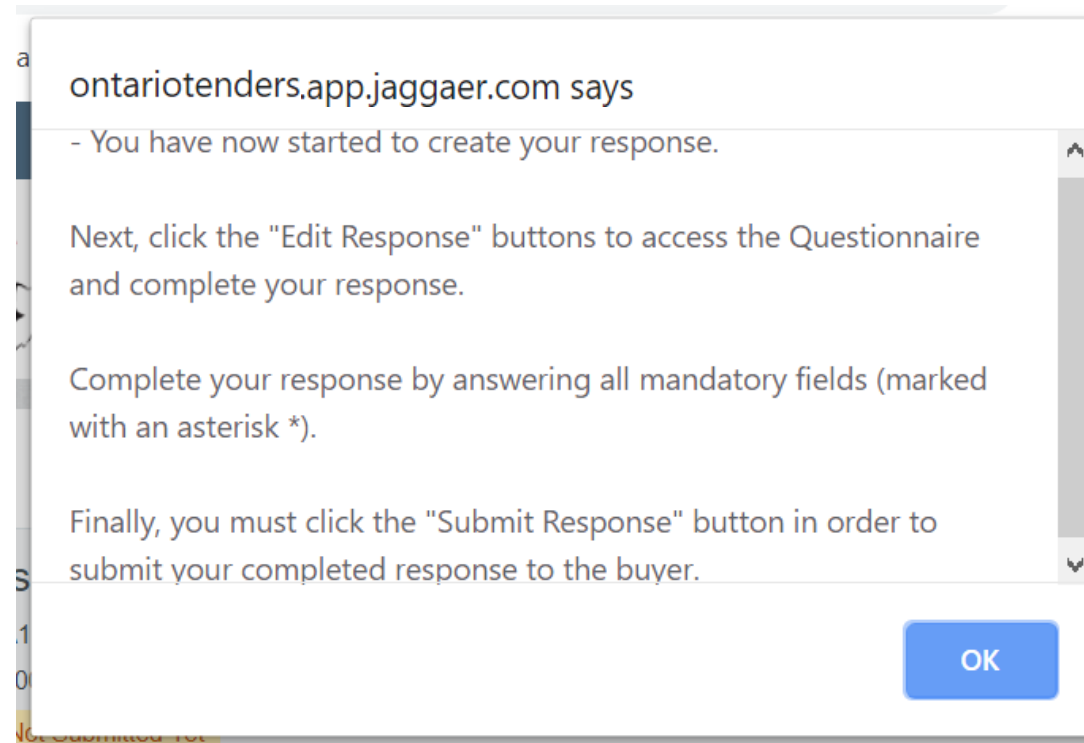
Envelope 1: Qualification

Notice there is a Questionnaire pre-populated in this Section. You will need to read and respond to all questions within the questionnaire. In some cases, the Questionnaire will contain a combination of notes to the supplier as well as questions that require a response. Click the "Edit Response" button to modify the Questionnaire directly within the system.

Envelope 1: Qualification

You can update or edit your response at any time up until the submission deadline. Notice how the screen changes enabling you to select and edit any particular question.

"Save and Continue" – save responses and continue on to the next section or portion of the RFx.

"Save and Return" – save responses and return to the homepage to logout and complete your response at a later date.

Envelope 2: Technical

Click the "Edit response" button to respond within the online Questionnaire.

2. Technical Response (questions: 8)   Edit response

2.1 Experience & Qualifications - Question Section

	Question	Description	Response
2.1.1	Team Experience	✳ Define the experience that the Assessment team has had in delivering services such as described in the Deliverables. Please specify the project size, parameters, duration of project.	
2.1.2	Industry Experience	✳ Has the Assessment team performed services on the Industry defined in the Deliverables?	
2.1.3	Experience	✳ Has the Assessment team performed services on the same size project as defined in the Deliverables?	

2.2 Process Timeline - Question Section

	Question	Description	Response
2.2.1	Project Timeline Delivery	✳ Define when the project timeline will be delivered, from the time of project start.	
2.2.2	Pre-Assessment Delivery	✳ Define when the Pre-Assessment will be delivered, from the time of project start.	
2.2.3	Assessment Delivery	✳ Define when the Assessment will be delivered, from the time of project start.	

2.3 Proposed Approach - Question Section

	Question	Description	Response
2.3.1	Proposed Approach	✳ Please attach an overview of your approach to delivering the services requested in the Deliverables.	(no file attached)

Envelope 2: Technical

Notice how the screen changes, enabling you to select and edit any particular question.

Envelope 3: Commercial

Click the "Edit response" button to respond within the online Questionnaire.
Notice how the screen changes, enabling you to select and edit any particular question.

Response Summary

Once you have completed all three sections/envelopes, be sure the review the "My Response Summary" to ensure that you have completed all mandatory fields.

▼ RFx: rfx_8360 - Assessment Services   ▣ Running

Project:**tender_6122**- Project JA1972F

Closing Date: 30/06/2022 11:00:00

Response Last Submitted On: Not Submitted Yet

RFx Details	Messages (Unread 0)

Settings   Buyer Attachments (4)   My Response   Associated Users

Submit Response   📋 **Export/Import Response**

My Response Summary

1.	Qualification Response	Missing optional responses (12)		
2.	Technical Response	All questions answered		
3.	Commercial Response	All quoted items completed	**Total Price (excluding optional sections)**	**34,000**

Submit Response

Click "Submit Response"

▼ RFx: rfx_8360 - Assessment Services   ▦ Running

Project: **tender_6122** - Project JA1972F

Closing Date: 30/06/2022 11:00:00

Response Last Submitted On: `Not Submitted Yet`

RFx Details	Messages (Unread 0)

Settings   Buyer Attachments (4) | My Response | Associated Users

Submit Response   🖳 **Export/Import Response**

My Response Summary

1.	Qualification Response	Missing optional responses (12)	
2.	Technical Response	All questions answered	
3.	Commercial Response	All quoted items completed	**Total Price (excluding optional sections)** **34,000**

Submission Instructions

Before submitting your response, you will receive a final warning. Even after submission, you can continue to edit and submit revised responses until the bid submission deadline.
Do not wait until moments before the submission deadline to create your response.

ontariotenders-prep.app.jaggaer.com says

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK   Cancel
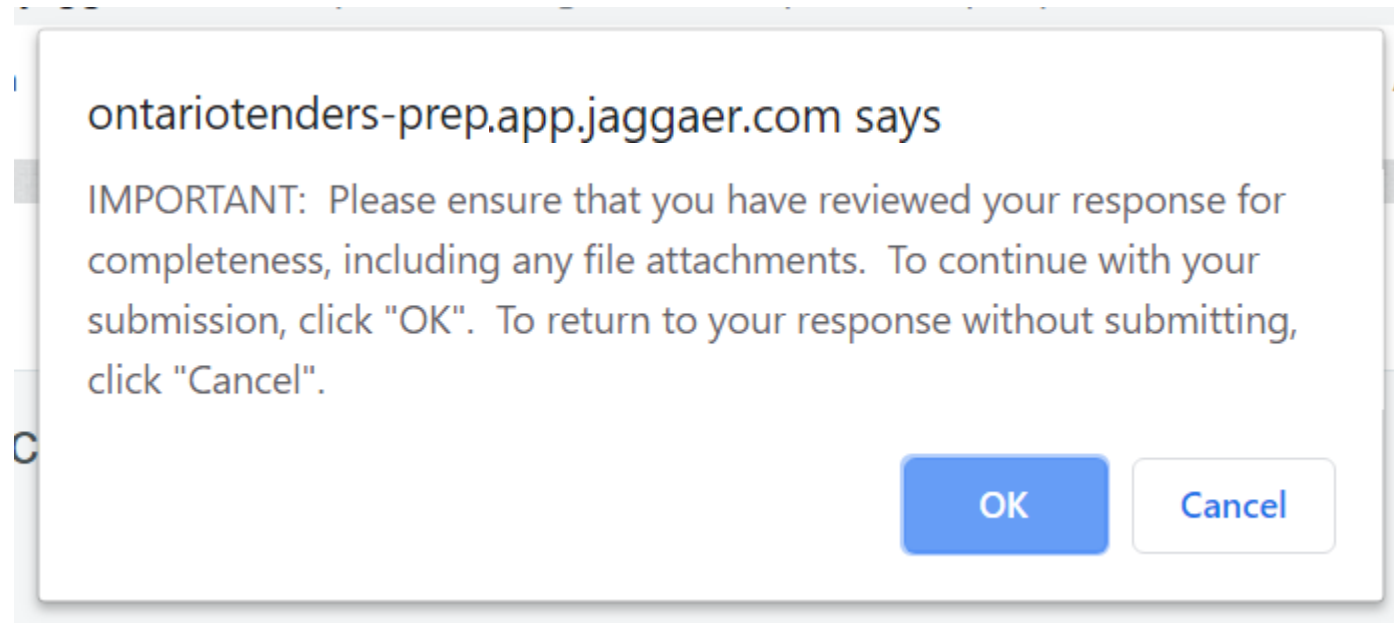
Tips for a Stress Free Tender

- Read all supporting documentation thoroughly
- Do not leave responding until the last minute
- Always use the secure messaging function
- Only upload attachments when requested
- Answer all relevant questions
- Follow all instructions
- Keep your username and password safe
- Save your work regularly

Further Help

- For further help, please check out the online help for suppliers

- Alternatively you can email the JAGGAER helpdesk at eTenderhelp_CA@jaggaer.com or call toll free (866) 722 7390