



JAGGAER Advantage

eTendering: Responding to Tender on Ontario Tenders Portal

Table of Contents



Login	3
Searching/Viewing Opportunities	4
Navigating	5
Current Opportunities	6
Abstract	7
Expression of Interest Instructions	8
Email Confirmation	9
Buyer Attachments	10
Creating a Response	12
Response Creation Instructions	14
Envelope 1: Qualification	15
Envelope 2: Technical	17
Envelope 3: Commercial	19
Response Summary	20
Submit Response	21
Submission Instructions	22
Tips for a Stress-free Tender	23
Further Help	24

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).

Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

[Forgot your password?](#)

PUBLIC SECTOR OPPORTUNITIES

To View and Search:
Current Opportunities
Past Opportunities
Global Opportunities

SUPPLIER REGISTRATION

Looking for new business with Ontario Public Sector?

Register at no cost to receive email alerts for opportunities tailored to your business.

New user? Register now!

About Ontario Tenders Portal

Vendor Registration Instruction

Supply Chain Ontario
Ministry of Government and Consumer Services

For Technical Support contact Etenderhelp_CA@jaggaer.com or Toll Free 866 722 7390 | Direct 484 335-4586

Searching/Viewing Opportunities



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

Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER PROFILE

- ▶ Manage Your Profile
- ▶ Manage Password
- ▶ Manage Users

MY PROCUREMENT PROJECTS

- ▶ Projects
- ▶ Opportunities Open to All Suppliers
- ▶ RFI Open to All Suppliers
- ▶ My RFI
- ▶ RFx Open to All Suppliers**
- ▶ My RFx
- ▶ My Auctions
- ▶ Supplier Guides and Information

Welcome to the Ontario Government Tender Portal

This service provides a secure and efficient means for you to engage in procurement "Projects" with our Buyers.

The "Opportunities Open to All Suppliers" page allows you to review open tender opportunities.

New procurement projects are available by clicking on "RFI Open to All Suppliers/RFX Open to All Suppliers"

Once you have expressed interest in a new procurement it will move to your "My RFI / My RFx" page, where you can download any documentation and submit your response.

A free helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.

Ontario is eliminating user fees for the Ontario Tenders Portal

- As of April 1, 2018, vendors will no longer be required to pay user fees for their online bid submissions on the Ontario Tenders Portal.

For more information, please click [here](#) for Frequently Asked Questions

For Technical Support contact Etenderhelp_CA@jaggaer.com or Toll Free 866 722 7390 | Direct 484 335-4586

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.

The screenshot shows the Ontario Tenders Portal interface. On the left, there is a vertical navigation menu with several icons. A red arrow points to the top icon, which is a house icon representing the 'Main Page' link. Below it are icons for a clock, a handshake, a building, a document with arrows, and a group of people. The main content area has a header with 'My RFxs' and 'RFxs Open to All Suppliers'. Below the header is a search bar with the placeholder text 'Enter Filter (type to start search)'. The main content area displays a table of RFx items.

	RFx Code	RFx Title	Project Code	RFx Status	Time limit for Expressing Interest	Buyer Organization
1	rfx_8904	Limited Tender Reporting Jan-Jun 2018	tender_10217	Running	07/05/2019 00:00	Plexxus
2	rfx_9745	Banking Services for the Ministry of Labour's Trust Fund Services Unit	tender_10475	Running	23/04/2019 11:00	Government of Ontario
3	rfx_9689	Northwest Region Jack Pine Budworm Aerial Spraying	tender_10528	Running	11/04/2019 11:00	Government of Ontario

Current Opportunities



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

	RFx Code	RFx Title	Project Code	RFx Status	Time limit for Expressing Interest	Buyer Organization
1	rfx_8904	Limited Tender Reporting Jan-Jun 2018	tender_10217	Running	07/05/2019 00:00	Plexus
2	rfx_9745	Banking Services for the Ministry of Labour's Trust Fund Services Unit	tender_10475	Running	23/04/2019 11:00	Government of Ontario
3	rfx_9689	Northwest Region Jack Pine Budworm Aerial Spraying	tender_10528	Running	11/04/2019 11:00	Government of Ontario

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.

RFx: rfx_8360 - Assessment Services Running

Project: tender_6122 - Project JA1972F
Closing Date: 30/06/2022 11:00:00

[Express Interest](#) [Decide Later](#) [Printable View](#)

Response status

Response status
No Response Prepared

Overview

RFx Code rfx_8360	Title Assessment Services
Detailed Description	Type of Supplier Access RFx Open to All Suppliers
Event Currency CAD	Test RFx No
Buyer Organization Government of Ontario	Allow Suppliers to Respond by Consortium No

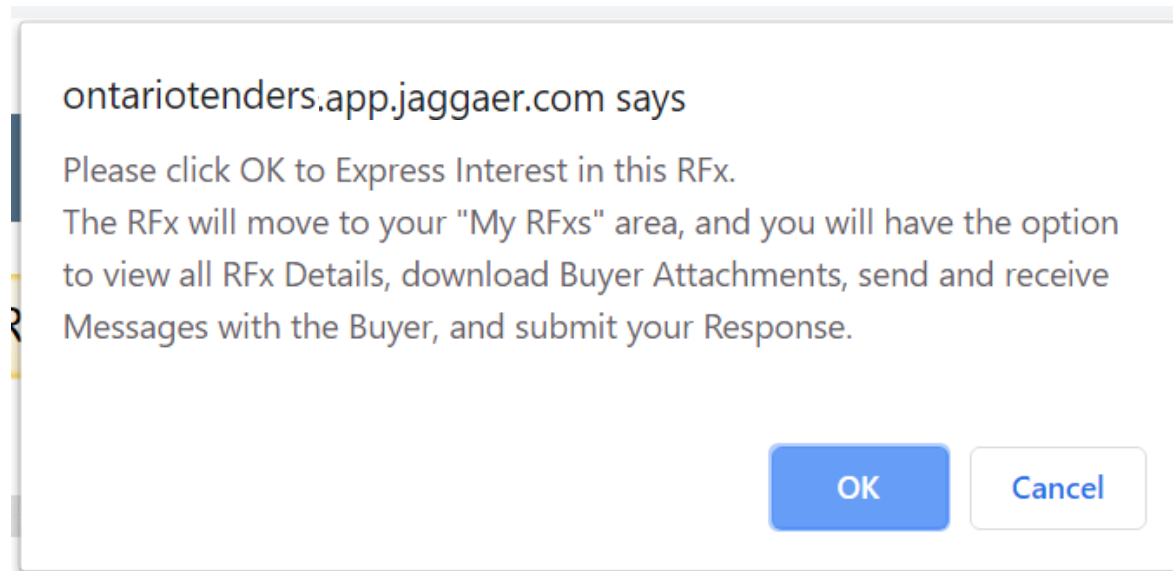
Categories

- 77101500 - Environmental impact assessment
- 77102000 - Environmental reporting services

Expression of Interest Instructions



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



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.

The screenshot displays the JAGGAER user interface. At the top left is the JAGGAER logo with the tagline "Service Provider to Ontario" and the Ontario logo. At the top right, it says "Welcome Justin Jones" next to a user profile icon. Below the header is a navigation bar with a "Back To List" button on the left and a "Document Request List" button with a dropdown menu on the right. The main content area shows a document request for "RFx: rfx_8360 - Assessment Services" with a "Running" status. Below this, a yellow warning box is highlighted with a red border, containing the text: "Warning: You have unread Buyer Attachments (4). Click here to read the files before Submitting your Response." Below the warning are tabs for "RFx Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (4)", "My Response", and "Associated Users". At the bottom right, there are two buttons: "Create Response" and "Decline To Respond".

Buyer Attachments



The “Buyer Attachments” section will provide additional documents for Suppliers containing important details of the RFX and any updates

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

Path: root > RFB Attachments >

Mass Download ...

Enter Filter (type to start search) ▾

Folder/File Name	Description	Size	Last Modification Date
...			
1 Deliverables.docx		12 KB	18/04/2019 15:22:47
2 Form of Offer.docx		12 KB	18/04/2019 15:22:48
3 Sample Requirements.docx		12 KB	18/04/2019 15:22:48

Creating a Response





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



Service Provider to **Ontario** 

Welcome **Justin Jones**



RFx Code	RFx Title	Project Code	RFx Status	RFx Closing Date/Time	Buyer Organization	Response Status
1 rfx_8360	Assessment Services	tender_6122	 Running	30/06/2022 11:00	Government of Ontario	No Response Prepared
2 rfx_6252	Plan Taker Test	tender_4418	 Running	18/02/2022	Provisional	No Response

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.

Currency: CAD

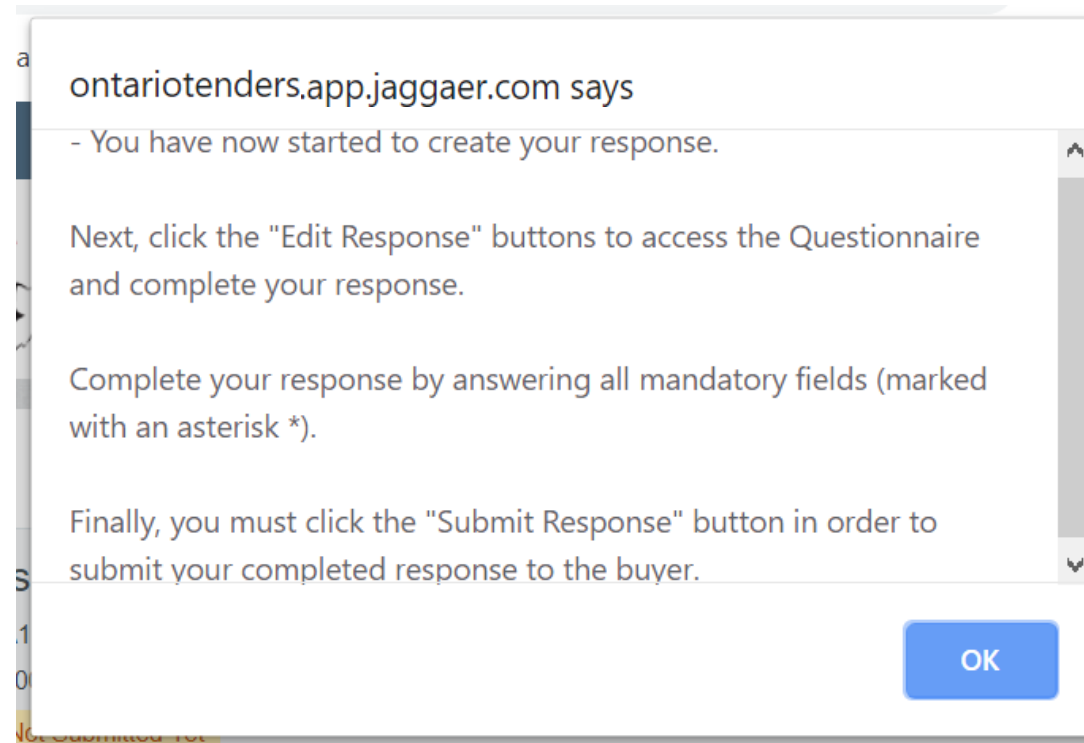
[Open Full View](#)

- › 1. Qualification Response (questions: 19)
 - › 1.1 Mandatory Eligibility Requirements - Question Section
 - › 1.2 References - Question Section
 - › 1.3 Form of Offer - Question Section
- › 2. Technical Response (questions: 8)
 - › 2.1 Experience & Qualifications - Question Section
 - › 2.2 Process Timeline - Question Section
 - › 2.3 Proposed Approach - Question Section
 - › 2.4 Capabilities - Question Section
- › 3. Commercial Response (Items: 3, Questions: 0)
 - › 3.1 Bidder Instructions for Commercial Envelope - Price Section
 - › 3.2 Pricing - Price Section
 - › 3.3 Ontario Harmonized Sales Tax (HST) - Price Section

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.

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 mandatory responses (7)		
2. Technical Response	Missing mandatory responses (8)		
3. Commercial Response	Mandatory fields missing (3)	Total Price (excluding optional sections)	0

Currency: CAD

View Response Index Only

1. Qualification Response (questions: 19) Edit response

1.1 Mandatory Eligibility Requirements - Question Section

Note	Note Details
1.1.1 Mandatory Eligibility Instructions	A Bidder's eligibility must be demonstrated before a Bid may be accepted. If the Bidder has not demonstrated an eligibility with a "Yes" response or evidence to a specific requirement below, the Ministry reserves the right to disqualify the Bidder.

Question	Description	Response
1.1.2 Mandatory Eligibility Requirement	* Does the Bidder have the ability to complete the requirements as detailed in the Deliverables? Bidders that do not demonstrate compliance with this mandatory eligibility requirement may be disqualified and their Bid may not be evaluated further.	

1.2 References - Question Section

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.

Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and Return Save and Continue Cancel

Validate response

1. Qualification Response (questions: 19)

1.1 Mandatory Eligibility Requirements - Question Section		
Note	Note Details	
1.1.1	Mandatory Eligibility Instructions	A Bidder's eligibility must be demonstrated before a Bid may be accepted. If the Bidder has not demonstrated an eligibility with a 'Yes' response or evidence to a specific requirement below, the Ministry reserves the right to disqualify the Bidder.
Question	Description	
1.1.2	Mandatory Eligibility Requirement	* Does the Bidder have the ability to complete the requirements as detailed in the Deliverables? Bidders that do not demonstrate compliance with this mandatory eligibility requirement may be disqualified and their Bid may not be evaluated further.

Response

...

Response

Characters available 2000

1.2 References - Question Section		
Note	Note Details	
1.2.1	Bidder Instructions	Each Bidder is requested to provide three (3) references from clients who have obtained similar goods and/or services in the last three (3) years as those requested in this RFB. The Ministry reserves the right to consider the provision of references to be a minor formality and to waive or vary that requirement at its sole discretion.
Question	Description	
1.2.2	Reference #1	Company Name and Address.

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.

Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and Return Save and Continue Cancel

Validate response

2. Technical Response (questions: 8)

2.1 Experience & Qualifications - Question Section		
Question	Description	
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.	<div><input type="text"/> ▼ <small>Characters available 2000</small></div>
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	
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.	---

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 Last Submitted On: Not Submitted Yet

Edit Mode

Save and Return Save and Continue Cancel

Refresh Validate response

Total Price (excluding optional sections) 0

Currency: CAD

3. Commercial Response (Items: 3, Questions: 0)

Edit response

3.1 Pricing - Price Section

Item Code	Description	Item Remarks	Unit of Measurement	Quantity	Unit Price	Price
3.1.1	* Preparation and Electronic Delivery of Assessment		Project/Lump Sum	1		0
	* Preparation and delivery of printed, bound Assessment (not including preparation or other elements included above)		Each	1		0

3.1 Pricing - Price Section

Item Code	Description	Item Remarks	Unit of Measurement	Quantity	Unit Price	Price
3.1.1	* Preparation and Electronic Delivery of Assessment		Project/Lump Sum	1	<input type="text" value="123"/>	0
3.1.2	* Preparation and delivery of printed, bound Assessment (not including preparation or other elements included above)		Each	1	<input type="text" value="123"/>	0
Section Sub Total						0

Response Summary



Once you have completed all three sections/envelopes, be sure to 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](#)

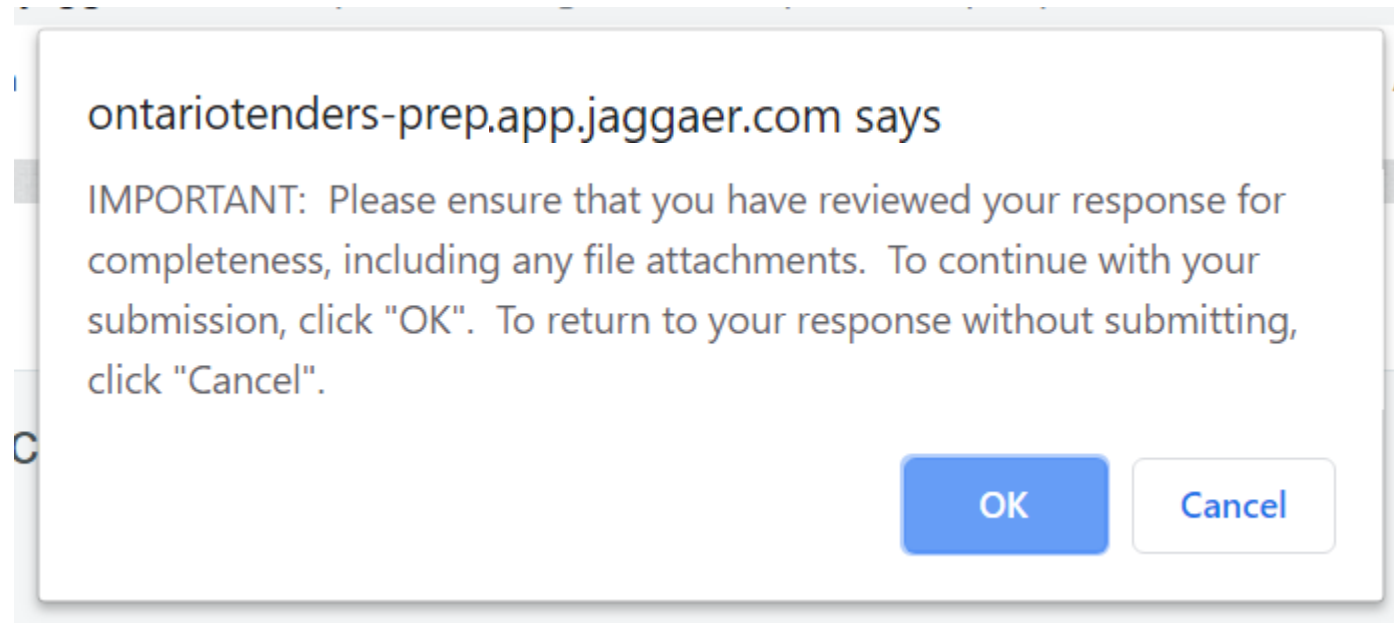
My Response Summary

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.



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