



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).




The banner for the Ontario Tenders Portal features the text "Ontario Tenders Portal" in green and black, the JAGGAER logo, and the text "Service Provider to Ontario" with the Ontario coat of arms. To the right is a collage of images including a road sign, a yellow excavator, a Canadian flag, a person's hands, and various food items.

USER LOGIN	PUBLIC SECTOR OPPORTUNITIES	SUPPLIER REGISTRATION
<p>Username:</p> <input type="text"/>	To View and Search:	Looking for new business with Ontario Public Sector?
<p>Password:</p> <input type="password"/>	Current Opportunities	Register at no cost to receive email alerts for opportunities tailored to your business.
<input type="button" value="Go"/>	Past Opportunities	New user? Register now!
Forgot your password?	Global Opportunities	

About Ontario Tenders Portal

Vendor Registration Instruction

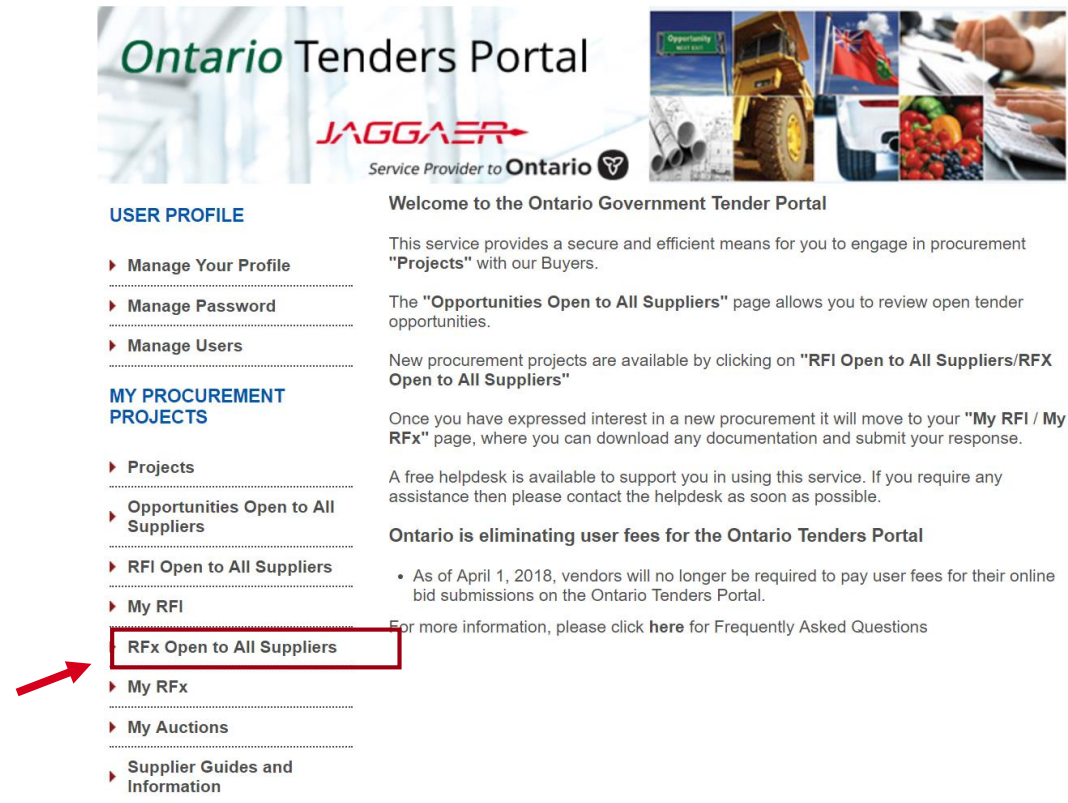
Supply Chain Ontario
Ministry of Government
and Consumer Services 

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.

A screenshot of the Ontario Tenders Portal website. The header includes the 'Ontario Tenders Portal' title, the JAGGAER logo, and the text 'Service Provider to Ontario'. A collage of images shows a yellow excavator, a Canadian flag, and various documents. The left sidebar contains a 'USER PROFILE' section with links for 'Manage Your Profile', 'Manage Password', and 'Manage Users'. Below this is a 'MY PROCUREMENT PROJECTS' section with links for 'Projects', 'Opportunities Open to All Suppliers', 'RFI Open to All Suppliers', 'My RFI', 'RFX Open to All Suppliers' (highlighted with a red box and a red arrow), 'My RFX', 'My Auctions', and 'Supplier Guides and Information'. The main content area has a 'Welcome' message, a description of the service, and a list of 'Opportunities Open to All Suppliers'. It also mentions that user fees are being eliminated as of April 1, 2018, and provides a link to 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.

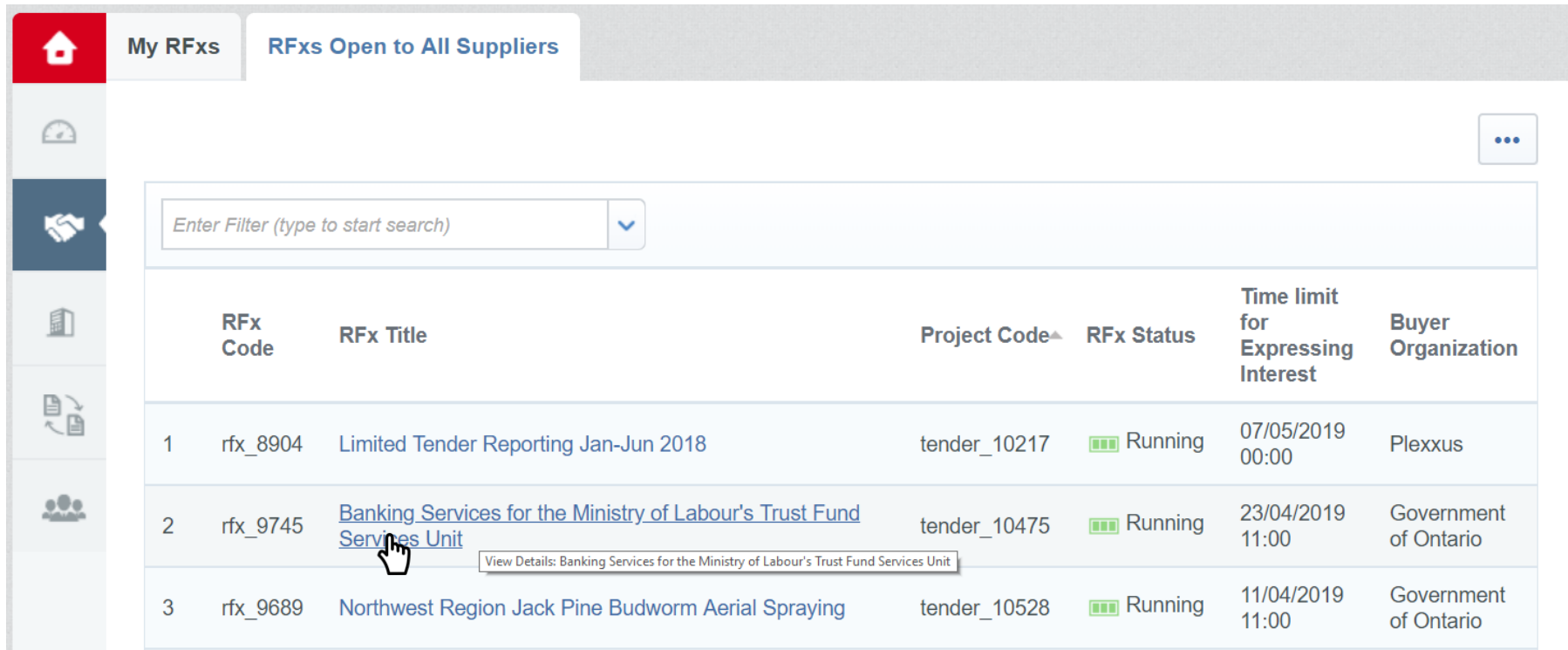
The screenshot displays the Jaggaer Ontario Tenders Portal interface. On the left, a vertical navigation menu contains several icons. A red arrow points to the top icon, which is a house, representing the 'Main Page' link. Below this, there are icons for a dashboard, a handshake, a building, a document with a circular arrow, and a group of people. The main content area is divided into two tabs: 'My RFxs' and 'RFxs Open to All Suppliers'. The 'RFxs Open to All Suppliers' tab is active. Below the tabs is a search bar with the placeholder text 'Enter Filter (type to start search)'. Below the search bar is a table with the following columns: 'RFx Code', 'RFx Title', 'Project Code', 'RFx Status', 'Time limit for Expressing Interest', and 'Buyer Organization'. The table contains three rows of data.

	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.



The screenshot shows the Jaggaer web application interface. At the top, there are two tabs: "My RFxs" and "RFxs Open to All Suppliers", with the latter being selected. Below the tabs is a search bar with the placeholder text "Enter Filter (type to start search)". A sidebar on the left contains several icons: a home icon, a clock, a handshake, a building, a document with a circular arrow, and a group of people. The main content area displays a table of RFx opportunities. The table has columns for "RFx Code", "RFx Title", "Project Code", "RFx Status", "Time limit for Expressing Interest", and "Buyer Organization". There are three rows of data. The second row is highlighted, and a mouse cursor is clicking on the "RFx Title" link. A tooltip appears over the link, displaying the text "View Details: Banking Services for the Ministry of Labour's Trust Fund Services Unit".

	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

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 ServicesRunning

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

Express Interest

✕ Decide Later

Printable View

Response status

No Response Prepared

Overview

RFx Code

rfx_8360

Detailed Description

Event Currency

CAD

Buyer Organization

Government of Ontario

Categories

77101500 - Environmental impact assessment

77102000 - Environmental reporting services

Title

Assessment Services

Type of Supplier Access

RFx Open to All Suppliers

Test RFx

No

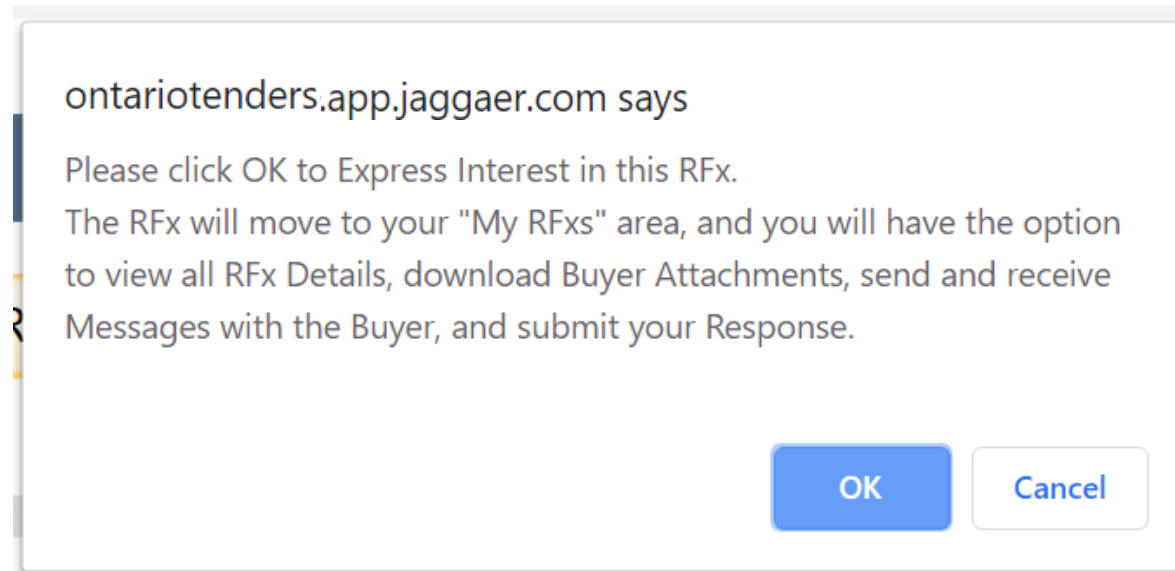
Allow Suppliers to Respond by Consortium

No

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?quu=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.



Service Provider to 

Welcome **Justin Jones** 

Back To List

Document Request List

▼ RfX: rfx_8360 - Assessment Services

Project: [tender_6122](#) - Project JA1972F

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

Response Last Submitted On: Not Submitted Yet

Running

Warning: You have unread Buyer Attachments (4). Click here to read the files before Submitting your Response.

RfX Details

Messages (Unread 0)

Settings

Buyer Attachments (4)

My Response

Associated Users

Create Response

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](#) [...](#)


	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**







Filter By: All RFxs Enter Filter (type to start search)

	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.

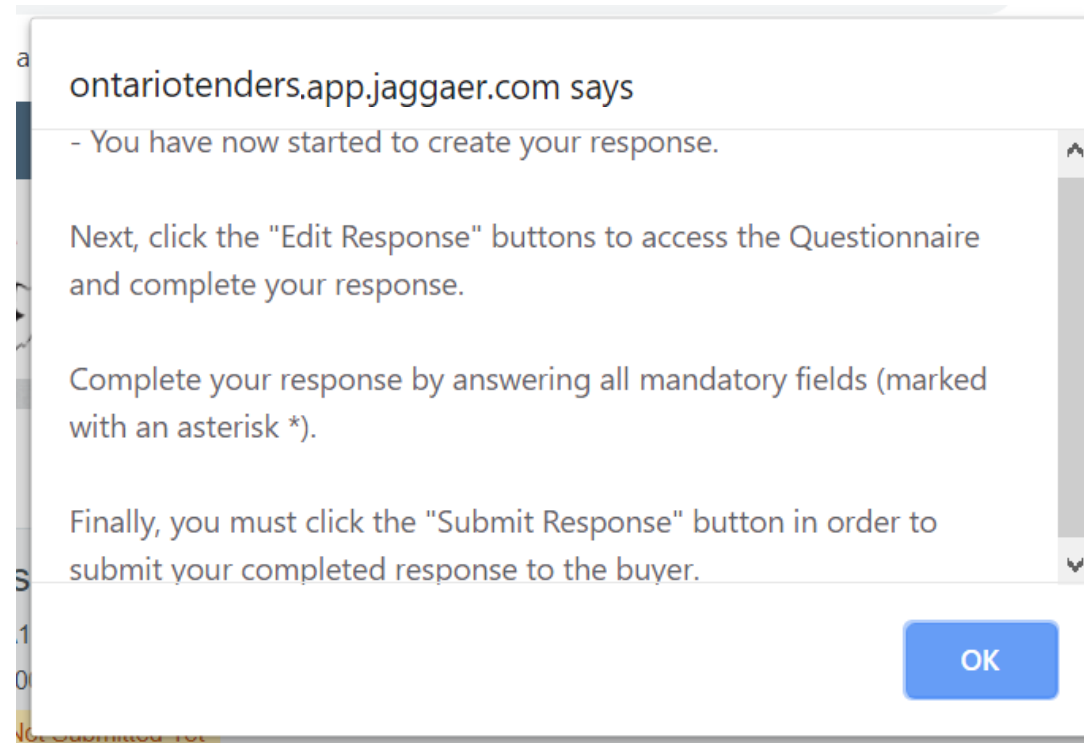
The screenshot shows the Jaggaer RFX response creation interface. At the top right, there are two buttons: "Create Response" (highlighted with a red box and a red arrow) and "Decline To Respond". Below these buttons, the currency is set to "CAD". There is an "Open Full View" button with a double arrow icon. The main content area is divided into three sections:

- 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	<div>Mandatory Eligibility Instructions</div> <div>A Bidder's eligibility must be demonstrated before a Bid may be accepted.</div> <div>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.</div>

| 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. |

1.2 References - Question Section

Note	Note Details
1.2.1	<div>Bidder Instructions</div> <div>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.</div>
Question	Description
1.2.2	<div>Reference #1</div> <div>Company Name and Address.</div>

Response

Response

Characters available 2000

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.
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.

Response

▼

Characters available 2000

▼

▼

Response

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

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

[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)

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 ServicesRunning

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	<div>Total Price (excluding optional sections)34,000</div>

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

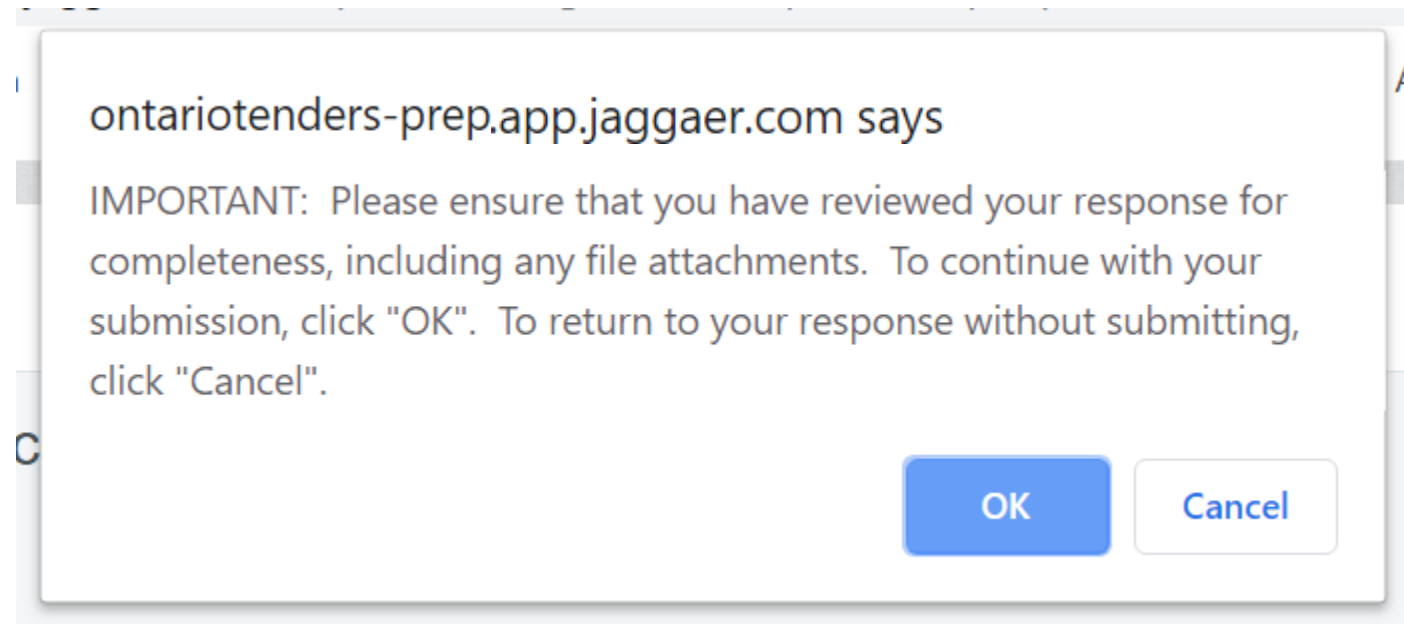
My Response Summary

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