



## **Roads & Transport Authority**

### **Contract & Procurement**

### **VIMS eTendering System User Manual**



### Document Control

Item	Description			
<b>Document Title:</b>	User Manual			
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<b>Revision Date:</b>	NA			

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Version No.	Date	Author(s)	Remarks

(All revisions should be approved. Review and Approval can be by internal source or by the customer.)

Version No.	Date	Reviewer(s)	Remarks

Version No.	Date	Approver(s)	Remarks



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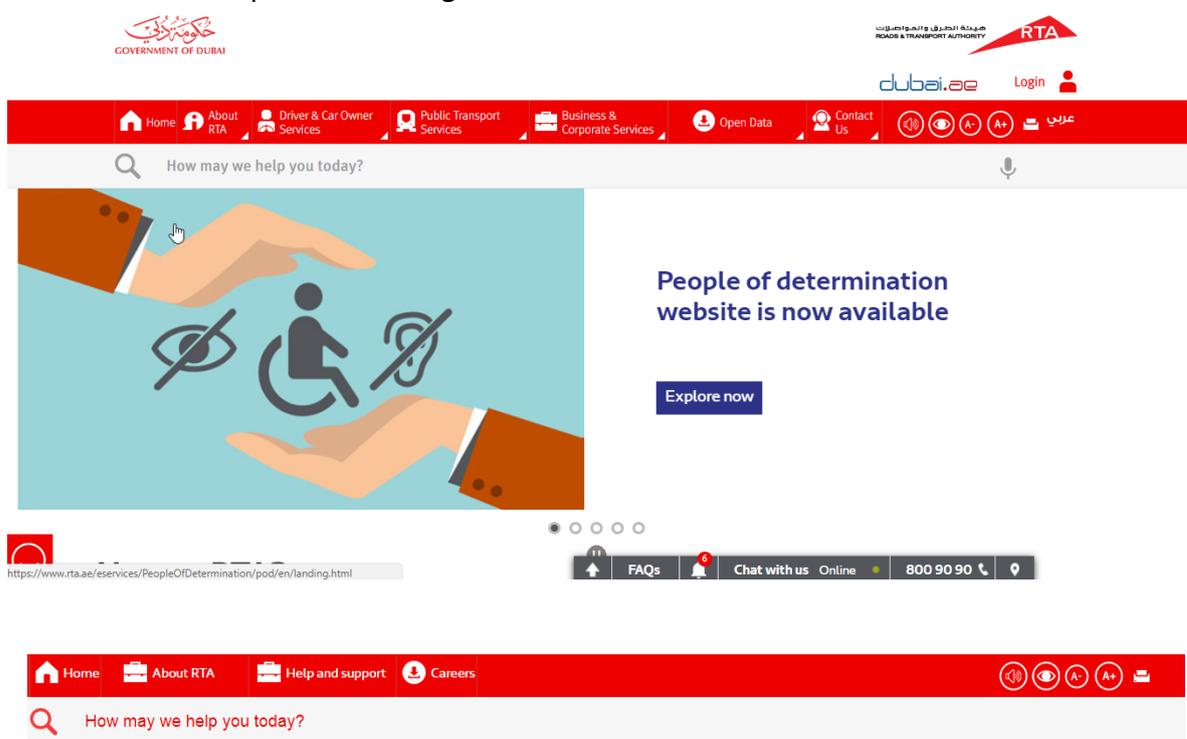
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## 1. Introduction

Vendor Tender Management System (VTMS) will support Vendors, Suppliers, and Investors to participate in tender / Auction / Reverse Auction process online. The purpose of the document is to describe step by step process to participate in tender/Auction/Reverse Auction.

## 2. Logging On

1. Visit [www.rta.ae](http://www.rta.ae) website, click login in the top right corner and then enter RTA Portal username and password to login



## Login to access all RTA Services in one place

Login with your RTA account

User Id

Password

[Forgot password](#)  
[Forgot username](#)

Login

Emirates ID



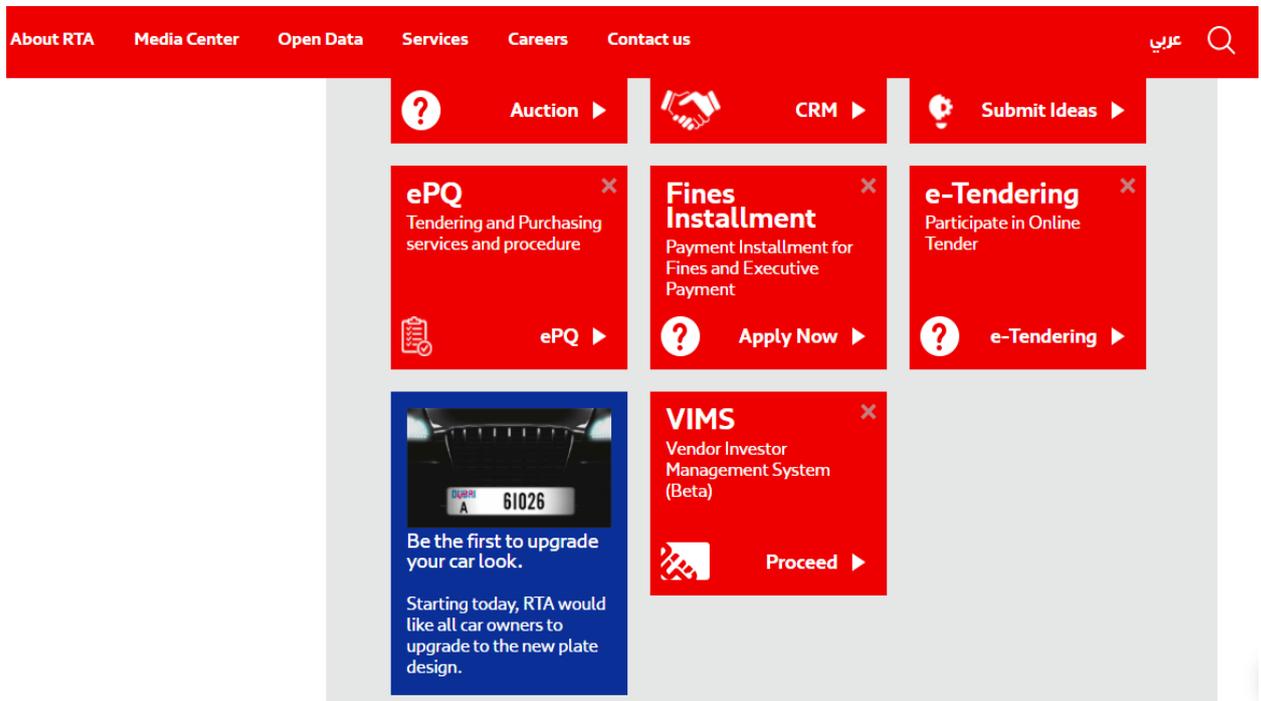
Login

Register as a new user

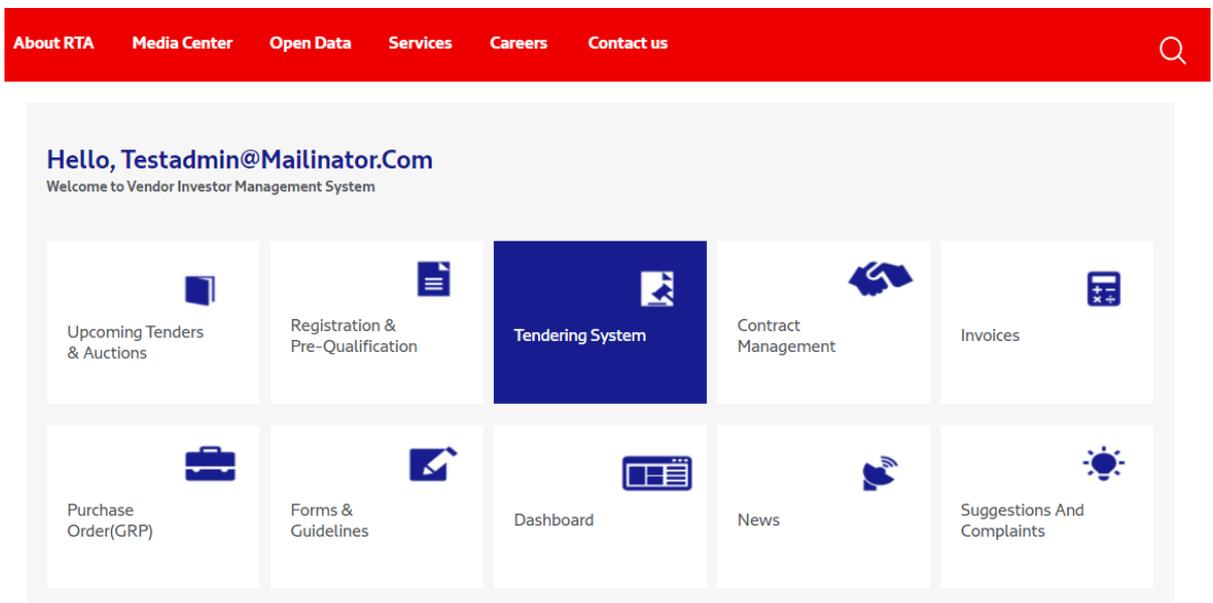


Register

2. In the Home page, Click VIMS link to access the Vendor Investor Management System.



3. Then click on Tendering system link to access the eTendering system



4. You have landed in the E-Tendering System Dashboard. Now click on the dashboard links for quick navigation to view public tenders ,limited tenders, RFI and Auction.

Welcome to eTendering System



**Public Tenders**

All Tenders floated for public participation



**Limited Tenders**

Tender Participation by invitation only



**RFI**

Request for Information



**Auction**

To participate in real time Auction

### 3. Limited Tenders

Limited Tenders are shown if the vendor has been invited to participate in the tendering.

Home > Limited Tenders

#### Limited Tenders

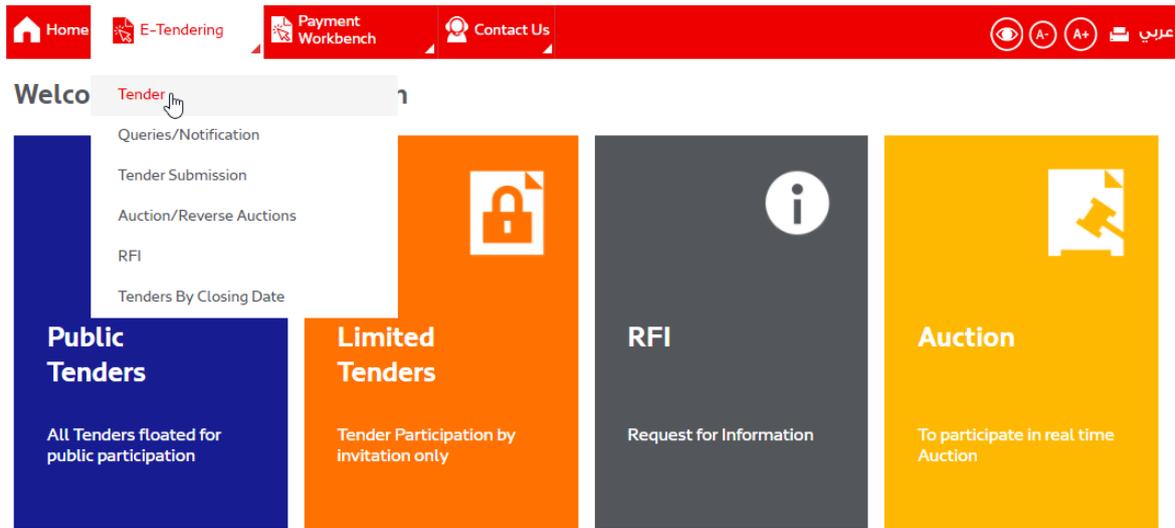
Click on the tender number and get full details and information about that tender, which include bid bond details, contact information, tender timelines, related documents and more.

Collapse All

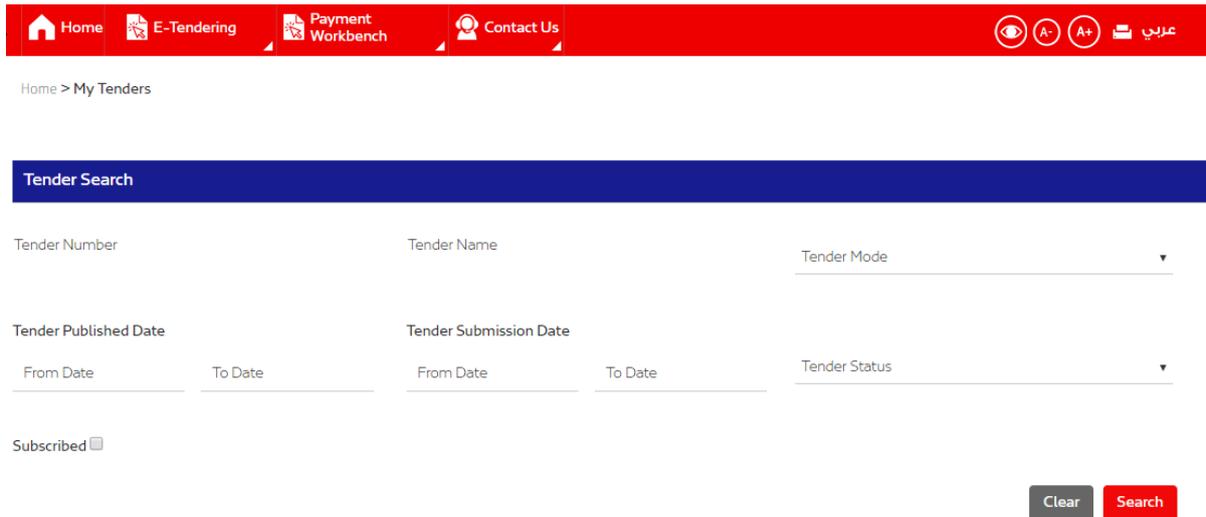
CASS/BUF/56434_4912 Technical Assessment of Building Life Cycle Expectancy							
Published Date	Submission Due Date	RFP Fee	Tender Status	RFP Downloaded	Reference Number	Latest Notification	Subscribed
01-FEB-2018 00:00:00	26-FEB-2018 00:00:00	798 AED	Open For Submission	✗		🔔 3	✗

### 4. Tender Search

1. Select E Tendering - > Tender from top menu.



2. The **Tender** Search screen appears.



### Search



In the Tender Search screen, enter the search fields and click on Search to display a particular Tender or only click Search to display all the Tenders. Then click on Tender number to view tender details page



Home > My Tenders

Tender Search

Tender Number \_\_\_\_\_ Tender Name \_\_\_\_\_ Tender Mode \_\_\_\_\_

Tender Published Date \_\_\_\_\_ Tender Submission Date \_\_\_\_\_ Tender Status \_\_\_\_\_

From Date  To Date  From Date  To Date

\* Any one of the Search criteria is mandatory

Clear Search

Tender Number	Tender Name	Tender Mode	Tender Published Date	Tender Submission Date	Tender Status
<a href="#">CASS/BUF/1050</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Public	28-Feb-2017 03:00 PM	28-May-2017 03:30 PM	Published
<a href="#">CASS/BUF/1051</a>	Infrastructure Facilities at Burjuman.	Public	15-June-2017 03:30 PM	27-Mar-2017 03:30 PM	Contract Awarded
<a href="#">CASS/BUF/1052</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Diera City Center.	Public	12-Feb-2017 01:00 PM	29-May-2017 01:30 PM	Published

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***i.Tender Details with Payment option***

**5. Subscribe and Online Payment**

Check Subscribe (Are you interested to participate) check box to show your expression of interest (EOI) to participate in the tendering process



## Tender Details



Collapse All

Subscribe (Are you interested to participate?)

Pre-Qualified  No

### Tender Basic Information

Tender Number <b>CASS/BUF/56434_4912</b>		Tender Name <b>Technical Assessment of Building Life Cycle Expectancy</b>		Tender Description 			
Tender Category <b>Electrical Works Maintenance</b>	Tender Type <b>Tender</b>	Evaluation Method <b>Financial and technical</b>	Submission Mode <b>Only Online</b>	RFP Download Mode <b>Paid</b>	Tender Status <b>Open For Submission</b>	Response Currency <b>AED</b>	RFP Fee <b>798.00</b>

### Contact Details

RTA Liaison Officer	Name <b>Abdulla Yousuf Abdullatif Almuhaideb</b>	Contact Number <b>00971507494611</b>	Email id <b>abdulla.almuhaideb@rta.ae</b>
Tender Officer	Name <b>Abdulla Yousuf Abdullatif Almuhaideb</b>	Contact Number <b>00971507494611</b>	Email id <b>abdulla.almuhaideb@rta.ae</b>

### Bid Bond Details

Payment Type <b>Cash Deposit Receipt</b>	Valid Upto <b>NA</b>	Fee Type <b>Fixed</b>	BB Fee <b>100,000.00 AED</b>	Payable To <b>NA</b>	Payable At <b>NA</b>
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### Tender Timelines

Published Date <b>01-FEB-2018 00:00:00</b>	Last date for Raising Queries <b>15-FEB-2018 00:00:00</b>	Technical proposal opening date <b>15-MAR-2018 00:00:00</b>	Pre Bid Meeting date <b>22-JUL-2017 09:51:50</b>
Submission Due Date <b>26-FEB-2018 00:00:00</b>	Last date for Query response <b>20-FEB-2018 00:00:00</b>	Financial proposal opening date <b>26-MAR-2018 00:00:00</b>	

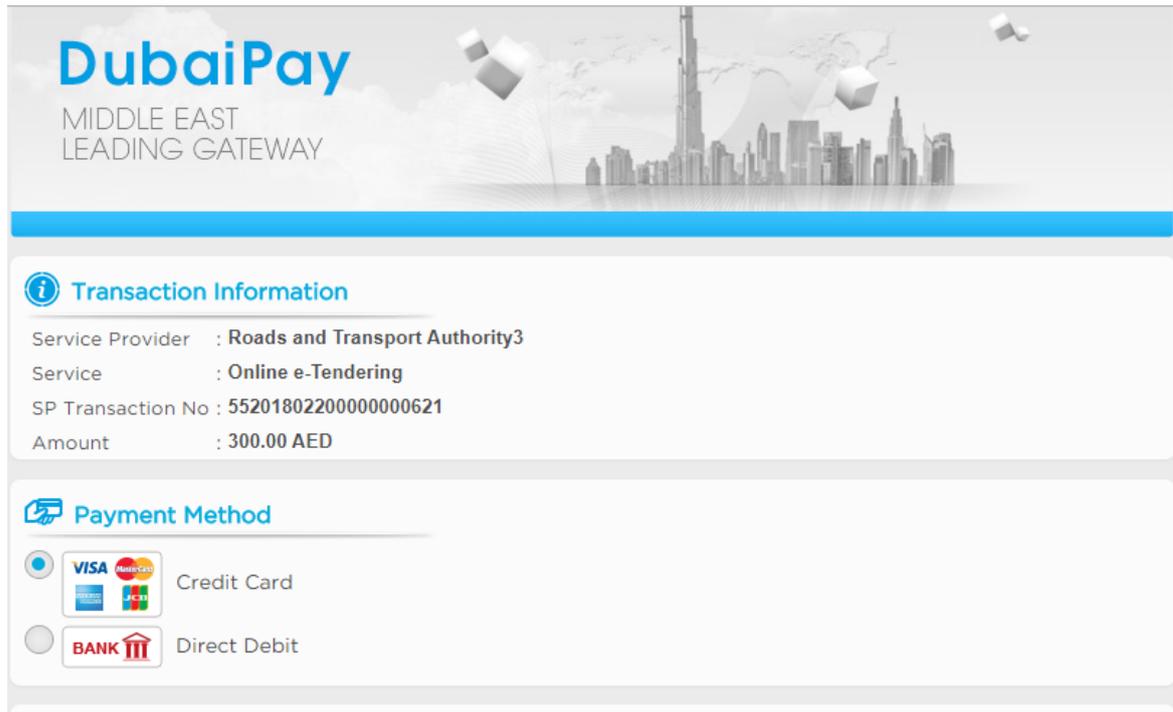
### RFP Document

S.No	Document Name	Description	Type	Size
1	Appendix.pdf	Appendix	pdf	10MB
2	Technical.pdf	Business Case	pdf	10MB

[Pay](#) [Back](#)



1. Click Pay in Tender details screen to pay the tender fees.
2. Payment screen appears.



3. Service and amount details are mentioned on top of the screen
4. Select the mode of payment (Credit Card/Direct Debit)
5. If you need to add contact information.click on Add another contact button.
6. Click  to proceed with the payment.
7. Click Cancel  to stop the payment process and return to homepage
8. Enter the card details by following the instructions provided
9. Click Pay  to proceed to the confirmation page of the payment service provider
10. The confirmation page is displayed as below:
11. Click Confirm  to make the payment
12. Click Print  to print the receipt.
13. Click Home  to return to homepage and perform another transaction.
14. Now click on download button  in Tender details page(RFP Document) which is Enabled after online payment is completed



Home E-Tendering Payment Workbench Contact Us عربي

### Bid Bond Details

Payment Type Cash Deposit Receipt	Valid Upto NA	Fee Type Fixed	BB Fee 100,000.00 AED	Payable To NA	Payable At NA
--------------------------------------	------------------	-------------------	--------------------------	------------------	------------------

### Tender Timelines

Published Date 01-FEB-2018 00:00:00	Last date for Raising Queries 15-FEB-2018 00:00:00	Technical proposal opening date 15-MAR-2018 00:00:00	Pre Bid Meeting date 22-JUL-2017 09:51:50
Submission Due Date 26-FEB-2018 00:00:00	Last date for Query response 20-FEB-2018 00:00:00	Financial proposal opening date 26-MAR-2018 00:00:00	

### RFP Document

S.No	Document Name	Description	Type	Size	Action
1	Appendix.pdf	Appendix	pdf	10MB	
2	Technical.pdf	Business Case	pdf	10MB	

Receipt Back

15. Click Back  to return to the home screen.

## 6. Queries/Notifications Details

Click on **Queries/Notification** in the top menu. Queries/Notification screen appears as below:

Home E-Tendering Payment Workbench Contact Us عربي

Tender

**Tender** Queries/Notification Tender Submission Auction/Reverse Auctions RFI Tenders By Closing Date

Subs

3 vnload RFP 4 Post Queries 5 View Notifications 6 Create Response 7 Submit Proposal

Subscr Help Pre-Qualified No Collapse All



Home > My Tenders

Queries/Notification Search

Tender Number Tender Name Notification Type

Last Date for Raising Queries To Date Latest Notification for Tenders From Date To Date

\* Any one of the Search criteria is mandatory

Clear Search

**Search**



In the Queries/Notification screen , enter the search fields and click on Search to display a particular Queries/Notification or only click Search to display all the Queries/Notification.

Home > My Tenders

Queries/Notification Search

Tender Number Tender Name Notification Type

Last Date for Raising Queries To Date Latest Notification for Tenders From Date To Date

\* Any one of the Search criteria is mandatory

Clear Search

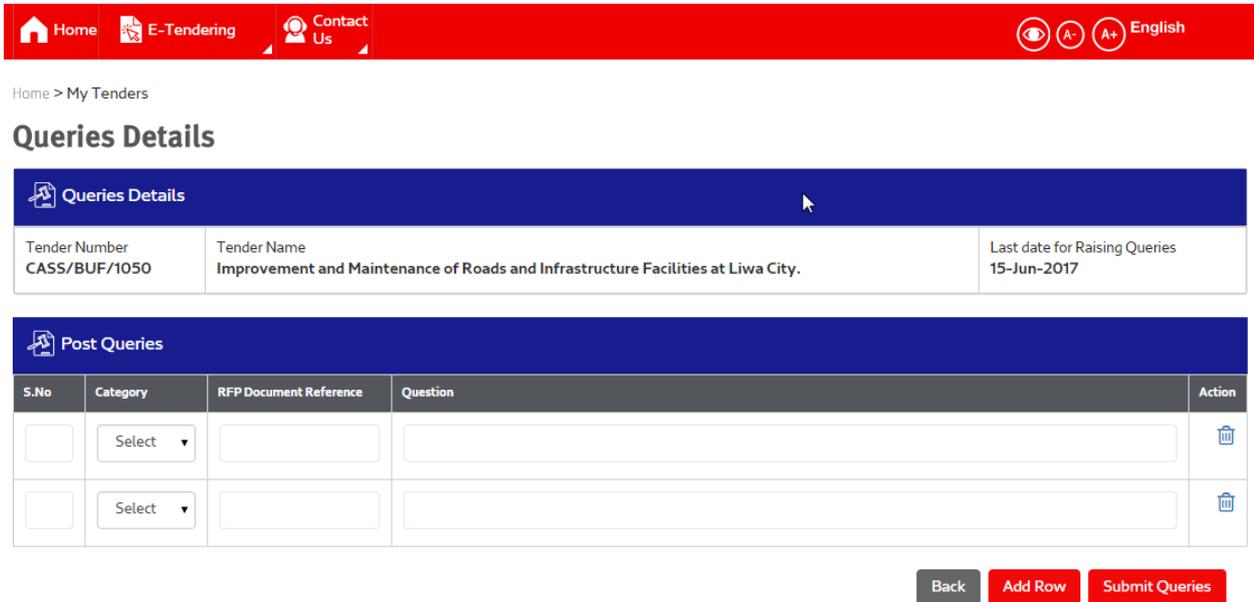
Tender Number	Tender Name	Last date for Raising Queries	Queries	Notifications	Clarification
CASS/BUF/1050	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	10-June-2017	<a href="#">Post Queries</a>	<a href="#">Latest Notification</a>	<a href="#">View Response</a>
CASS/BUF/1051	Improvement and Maintenance of Roads	10-June-2017	<a href="#">Post Queries</a>	<a href="#">Latest Notification</a>	<a href="#">View Response</a>

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## Post queries

1. Click on Post Queries link in the Queries/Notification screen.
2. Queries Details screen appears as below:



The screenshot shows the RTA E-Tendering interface. At the top, there is a navigation bar with 'Home', 'E-Tendering', and 'Contact Us' links, along with accessibility icons and 'English' language selection. Below the navigation bar, the breadcrumb 'Home > My Tenders' is visible. The main content area is titled 'Queries Details' and contains a table with the following information:

Tender Number CASS/BUF/1050	Tender Name Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Last date for Raising Queries 15-Jun-2017
--------------------------------	---	--

Below this, there is a 'Post Queries' section with a table for entering queries:

S.No	Category	RFP Document Reference	Question	Action
<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	

At the bottom right of the 'Post Queries' section, there are three buttons: 'Back', 'Add Row', and 'Submit Queries'.

3. Enter and select query details.
4. If you need to add one more query,

click on  to add a new row to write your next query.

5. If you need to delete a row click on  link.

6. Click on  to submit queries..

7. Click Back  to return to the home screen.

## Latest Notification

1. Click on Latest Notification link in the Queries/Notification screen.
2. Published Notification details screen appears as below.



Home > My Tenders

## Published Notification Details

Published Notification Details					
Reference Number RTA201700127	Tender Number CASS/BUF/1050	Tender Name Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Published Date 15-Jun-2017	Submission Due Date 30-Jul-2017	Submission Status Partially Submitted

Notification Document Details					
Notification No	Notification Type	Description	Published Date	Action	Read?
PRCB-0088	Pre-Bid Clarifications	Tender submission Date Extension	27-Mar-2017 01:00 PM		
PSCB-0089	Post-Bid Clarifications	Clarification Details	27-Mar-2017 01:00 PM		
PACB-0090	Post Award Clarifications	Tender submission Date Extension	27-Mar-2017 01:00 PM		

Back

3. Click download now to download the document.

4. Click Back to return to the home screen.

## 7. View Response/Clarifications

1. Click on View Response link in the Queries/Notification screen.
2. Consilated Questions and Answers screen appears as below:



Home > My Tenders

## Tender Clarifications

All Responses | Only My Q&A

Consolidated Questions and Answers				
S.No	RFP Document Reference	Questions	Answers	Response Date
1	1.2, 1.2.6	Can you share us the overall business process flow diagram involving all the systems?	Overall diagram will be shared during ipmlementation, however for now systems involved are (Maximo,Document mgt system and vendor pre qualified system, RTA Portal,Payment Gateway,SMS Gateway,e-fax)Note that integration with these systems should be thru the RTA TIBCO Integration Bus.	28-Jun-2017 01:00 PM
2	1.2, 1.2.6	Can you share us the overall business process flow diagram involving all the systems?	Overall diagram will be shared during ipmlementation, however for now systems involved are (Maximo,Document mgt system and vendor pre qualified system, RTA Portal,Payment Gateway,SMS Gateway,e-fax)Note that integration with these systems should be thru the RTA TIBCO Integration Bus.	28-Jun-2017 01:00 PM
3	1.4.6	What are the integration points which maximo(inbound and outbound) and other systems?	The Overall Process(as discussed during the-bid) meeting is straightforward, as of now contract Request process is fully automated internally. Once the request is approved, contract dept. officer should be able to publish the contract to the e-tendering system, touch points	28-Jun-2017 01:00 PM

c. You can view the answer to the corresponding query which you have raised.

## 8. Tender Proposal Submission

Click on **Tender Submission** in the top menu.

Home E-Tendering Payment Workbench Contact Us عربي

Home > Tender

- Queries/Notification
- Tender Submission**
- Auction/Reverse Auctions

Tender Number: \_\_\_\_\_ Tender Name: \_\_\_\_\_ Reference Number: \_\_\_\_\_

RFI

Tender Status: Tenders By Closing Date Submission Status: \_\_\_\_\_

Help

Tender Published Date: \_\_\_\_\_ Tender Submission Date: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Clear Search



## 1. Tender Submission Search screen appears as below:

Home
E-Tendering
Contact Us
English

Home > Tender Submission

**Tender Submission Search**

Tender Number	Tender Name	Reference No
Tender Type	Tender Status	Submission Status
Published Date	Submission Due Date	
From Date	To Date	From Date
		To Date

\* Any one of the Search criteria is mandatory

Clear
Search

## Search

Search

In the Tender Submission Search screen, enter the search fields and click on Search to display a particular Tender Submission details or only click Search to display all the Tender Submission details.

Home
E-Tendering
Contact Us
English

Home > Tender Submission

**Tender Submission Search**

Tender Number	Tender Name	Reference No
Tender Type	Tender Status	Submission Status
Published Date	Submission Due Date	
From Date	To Date	From Date
		To Date

\* Any one of the Search criteria is mandatory

Clear
Search

Tender Number	Tender Name	Tender Type	Reference No	Published Date	Submission Due Date	Submission Status
<a href="#">CASS/BUF/1050</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Tender	RRN541240	28-Feb-2017 03:00 PM	28-May-2017 03:30 PM	Partially Submitted
<a href="#">CASS/BUF/1051</a>	Infrastructure Facilities at Burjuman.	Tender	RRN541240	15-June-2017 03:30 PM	27-Mar-2017 03:30 PM	Not Submitted
<a href="#">CASS/BUF/1052</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Diera City Center.	Tender	RRN541240	12-Feb-2017 01:00 PM	29-May-2017 01:30 PM	Closed Submission

## Tender submission

1. Click on Tender Number link [CASS/BUF/1050](#) . Tender submission screen appears as below



The navigation bar includes links for Home, E-Tendering, and Contact Us, along with accessibility icons and an English language selector. Below it, a progress indicator shows seven steps: 1. Subscribe, 2. Pay RFP Fee, 3. Download RFP, 4. Post Queries, 5. View Notifications, 6. Create Response, and 7. Submit Proposal. Step 1 is currently active.

### Tender Submission

Subscribe  Pre-Qualified Yes

Create Response

Tender Submission					
Reference Number <a href="#">RTA201700127</a>	Tender Number <b>CASS/BUF/1050</b>	Tender Name <b>Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.</b>	Published Date 15-Jun-2017	Submission Due Date 30-Jul-2017	Submission Status Partially Submitted

Mandatory Document						
Category	Description	File Upload	Upload Status	Upload Date/Time	Uploaded by	
Technical Document	Technical Bid	Technicaldoc.pdf  	Success	27-Jun-2017/2:30	Ahmed	
Bid Bond	Bid bond scan copy	Bidbonddoc.pdf  	Success	28-Jun-2017/11:00	Mouhmad	
Financial Document	BOQ Document	Select files here to upload	Pending		Ahmed	
Technical Document	Trade Licence	Select files here to upload	Failed	27-Jun-2017/10:30	Ahmed	

Optional Document		
Category	Document Description	Document Upload
Category 1		Select files here to upload

Back Final Submission

Create Response

2. Click on **Create Response** to generate the Response Reference Number.

3. Upload the mandatory documents.(Browse a file and Click on

Select files here to upload

to upload the.



Document.

4. Click on download  to download the document.

5. Click on delete  to delete the document.

## BOQ Details

1. BOQ Details section in the tender submission page:

BOQ Details							Export to Excel	Import from Excel
S.No	Summary	Description	Quantity	Unit	Rate	Amount		
1	System Requirement	All Functional requirements mentioned in the RFP	10%	KG				
2	System Implementation	All Functional Implementation mentioned in the RFP	40%	KG				
3	Training	Brief Description License cost for the system implementation including plugins and add-ons	10%	KG				
4	Customization	Customizations requirement	10%	KG				
							Total Project Cost	
							Clear	Save

2. Click on save  to save the BOQ Details.

3. Click on save  to return clear

4. Click on save  to Import the BOQ Details in excel form.

5. Click on save  to save the BOQ Details in excel form..



6. Click on Final submission  to submit final proposal for tender.

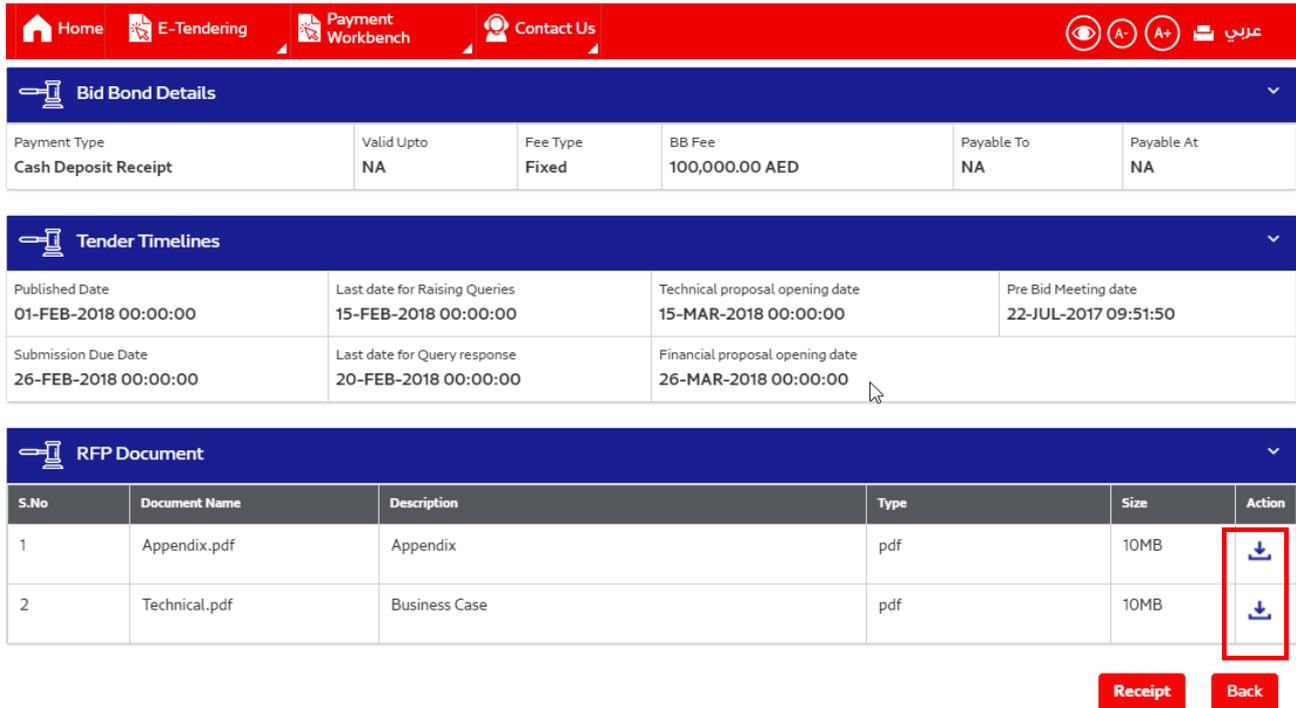
a. An alert message display as "**Please verify the details ,as changes after final submission is not allowed...!**".

7. Click Back  to return to the home screen.

## ii. Tender Details with free

For Free of cost tenders, the document will enable automatically to download.  
Click on the tender number link in new Tender screen ,which is free of cost

1. Click download now  in RFP document section to download the document.



The screenshot shows the RTA E-Tendering interface. At the top, there is a navigation bar with 'Home', 'E-Tendering', 'Payment Workbench', and 'Contact Us'. Below this, there are three main sections:

- Bid Bond Details:** A table with columns for Payment Type (Cash Deposit Receipt), Valid Upto (NA), Fee Type (Fixed), BB Fee (100,000.00 AED), Payable To (NA), and Payable At (NA).
- Tender Timelines:** A table with columns for Published Date (01-FEB-2018 00:00:00), Last date for Raising Queries (15-FEB-2018 00:00:00), Technical proposal opening date (15-MAR-2018 00:00:00), Pre Bid Meeting date (22-JUL-2017 09:51:50), Submission Due Date (26-FEB-2018 00:00:00), Last date for Query response (20-FEB-2018 00:00:00), and Financial proposal opening date (26-MAR-2018 00:00:00).
- RFP Document:** A table with columns for S.No, Document Name, Description, Type, Size, and Action. It lists two documents: 'Appendix.pdf' (10MB) and 'Technical.pdf' (10MB). The 'Action' column for both documents contains a download icon, which is highlighted with a red box in the original image.

At the bottom right of the RFP Document section, there are two buttons: 'Receipt' and 'Back'.

2. Click Back  to return to the home screen.

## 9. Queries/Notifications Details

Click on **Queries/Notification** in the top menu. Queries/Notification screen appears as below:



Tender

**Tender** Queries/Notification Tender Submission Auction/Reverse Auctions RFI Tenders By Closing Date

3 vnload RFP 4 Post Queries 5 View Notifications 6 Create Response 7 Submit Proposal

Subs

Help Pre-Qualified No Collapse All

Home > My Tenders

Queries/Notification Search

Tender Number Tender Name Notification Type

Last Date for Raising Queries From Date To Date Latest Notification for Tenders From Date To Date

\* Any one of the Search criteria is mandatory

Clear Search

### Search



In the Queries/Notification screen , enter the search fields and click on Search to display a particular Queries/Notification or only click Search to display all the Queries/Notification.

Home > My Tenders

Queries/Notification Search

Tender Number Tender Name Notification Type

Last Date for Raising Queries To Date From Date Latest Notification for Tenders To Date From Date

\* Any one of the Search criteria is mandatory

Clear Search

Tender Number	Tender Name	Last date for Raising Queries	Queries	Notifications	Clarification
CASS/BUF/1050	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	10-June-2017	<a href="#">Post Queries</a>	<a href="#">Latest Notification</a>	<a href="#">View Response</a>
CASS/BUF/1051	Improvement and Maintenance of Roads	10-June-2017	<a href="#">Post Queries</a>	<a href="#">Latest Notification</a>	<a href="#">View Response</a>

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1 2 3 4 5

## Post queries

1. Click on Post Queries link in the Queries/Notification screen.
2. Queries Details screen appears as below:

Home > My Tenders

## Queries Details

Queries Details		
Tender Number CASS/BUF/1050	Tender Name Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Last date for Raising Queries 15-Jun-2017

Post Queries				
S.No	Category	RFP Document Reference	Question	Action
<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	

Back Add Row Submit Queries

3. Enter and select query details.
4. If you need to add one more query,



**Add Row**

click on  to add a new row to write your next query.

5. If you need to delete a row click on  link.

**Submit Queries**

6. Click on  to submit queries..

**Back**

7. Click Back  to return to the home screen.

## Latest Notification

1. Click on Latest Notification link in the Queries/Notification screen.
2. Published Notification details screen appears as below.

The screenshot shows the 'Published Notification Details' screen. At the top, there is a navigation bar with 'Home', 'E-Tendering', and 'Contact Us' icons, and a language selector set to 'English'. Below the navigation bar, the breadcrumb 'Home > My Tenders' is visible. The main heading is 'Published Notification Details'. Below this, there is a table with the following data:

Reference Number	Tender Number	Tender Name	Published Date	Submission Due Date	Submission Status
RTA201700127	CASS/BUF/1050	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	15-Jun-2017	30-Jul-2017	Partially Submitted

Below the table, there is a section for 'Notification Document Details' with a table listing individual notifications:

Notification No	Notification Type	Description	Published Date	Action	Read?
PRCB-0088	Pre-Bid Clarifications	Tender submission Date Extension	27-Mar-2017 01:00 PM		
PSCB-0089	Post-Bid Clarifications	Clarification Details	27-Mar-2017 01:00 PM		
PACB-0090	Post Award Clarifications	Tender submission Date Extension	27-Mar-2017 01:00 PM		

At the bottom right of the screen, there is a 'Back' button.

3. Click download now  to download the document.

**Back**

4. Click Back  to return to the home screen.

## 11. View Response/Clarifications

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1. Click on View Response link in the Queries/Notification screen.
2. Consolated Questions and Answers screen appears as below:

Home
E-Tendering
Contact Us
English

Home > My Tenders

## Tender Clarifications

All Responses | Only My Q&A

Consolidated Questions and Answers				
S.No	RFP Document Reference	Questions	Answers	Response Date
1	1.2, 1.2.6	Can you share us the overall business process flow diagram involving all the systems?	Overall diagram will be shared during ipmlementation, however for now systems involved are (Maximo, Document mgt system and vendor pre qualified system, RTA Portal, Payment Gateway, SMS Gateway, e-fax) Note that integration with these systems should be thru the RTA TIBCO Integration Bus.	28-Jun-2017 01:00 PM
2	1.2, 1.2.6	Can you share us the overall business process flow diagram involving all the systems?	Overall diagram will be shared during ipmlementation, however for now systems involved are (Maximo, Document mgt system and vendor pre qualified system, RTA Portal, Payment Gateway, SMS Gateway, e-fax) Note that integration with these systems should be thru the RTA TIBCO Integration Bus.	28-Jun-2017 01:00 PM
3	1.4.6	What are the integration points which maximo(inbound and outbound) and other systems?	The Overall Process(as discussed during the-bid) meeting is straightforward, as of now contract Request process is fully automated internally. Once the request is approved, contract dept. officer should be able to publish the contract to the e-tendering system, touch points	28-Jun-2017 01:00 PM

c. You can view the answer to the corresponding query which you have raised.

## 12. Tender Proposal Submission

Click on **Tender Submission** in the top menu.



Home > Tender

Queries/Notification

**Tender Submission**

Auction/Reverse Auctions

Tender Name Reference Number

RFI

Tender Status: Tenders By Closing Date Submission Status

Help

Tender Published Date Tender Submission Date

From Date To Date From Date To Date

Clear Search

1. Tender Submission Search screen appears as below:

Home > Tender Submission

**Tender Submission Search**

Tender Number Tender Name Reference No

Tender Type Tender Status Submission Status

Published Date Submission Due Date

From Date To Date From Date To Date

\* Any one of the Search criteria is mandatory

Clear Search

## Search



In the Tender Submission Search screen, enter the search fields and click on Search to display a particular Tender Submission details or only click Search to display all the Tender Submission details.



Home > Tender Submission

Tender Submission Search

Tender Number  Tender Name  Reference No

Tender Type  Tender Status  Submission Status

Published Date  To Date  Submission Due Date  To Date

\* Any one of the Search criteria is mandatory

Clear Search

Tender Number	Tender Name	Tender Type	Reference No	Published Date	Submission Due Date	Submission Status
<a href="#">CASS/BUF/1050</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Tender	RRN541240	28-Feb-2017 03:00 PM	28-May-2017 03:30 PM	Partially Submitted
<a href="#">CASS/BUF/1051</a>	Infrastructure Facilities at Burjuman.	Tender	RRN541240	15-June-2017 03:30 PM	27-Mar-2017 03:30 PM	Not Submitted
<a href="#">CASS/BUF/1052</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Diera City Center.	Tender	RRN541240	12-Feb-2017 01:00 PM	29-May-2017 01:30 PM	Closed Submission

**Tender submission**

1. Click on Tender Number link [CASS/BUF/1050](#) . Tender submission screen appears as below



## Tender Submission

Subscribe  
Pre-Qualified  
Yes

Create Response

Tender Submission					
Reference Number RTA201700127	Tender Number CASS/BUF/1050	Tender Name Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Published Date 15-Jun-2017	Submission Due Date 30-Jul-2017	Submission Status Partially Submitted

Mandatory Document					
Category	Description	File Upload	Upload Status	Upload Date/Time	Uploaded by
Technical Document	Technical Bid	Technicaldoc.pdf  	Success	27-Jun-2017/2:30	Ahmed
Bid Bond	Bid bond scan copy	Bidbonddoc.pdf  	Success	28-Jun-2017/11:00	Mouhmad
Financial Document	BOQ Document	Select files here to upload	Pending		Ahmed
Technical Document	Trade Licence	Select files here to upload	Failed	27-Jun-2017/10:30	Ahmed

Optional Document		
Category	Document Description	Document Upload
Category 1		Select files here to upload

Back Final Submission

Create Response

- Click on **Create Response** to generate the Response Reference Number.
- Upload the mandatory documents.(Browse a file and Click on

Select files here to upload

to upload the.

Document.

- Click on download  to download the document.

- Click on delete  to delete the document.

### BOQ Details

- BOQ Details section in the tender submission page:



BOQ Details							Export to Excel	Import from Excel
S.No	Summary	Description	Quantity	Unit	Rate	Amount		
1	System Requirement	All Functional requirements mentioned in the RFP	10%	KG				
2	System Implementation	All Functional Implementation mentioned in the RFP	40%	KG				
3	Training	Brief Description License cost for the system implementation including plugins and add-ons	10%	KG				
4	Customization	Customizations requirement	10%	KG				
							Total Project Cost	
							Clear	Save

2. Click on save  to save the BOQ Details.

3. Click on save  to return clear

4. Click on save  to Import the BOQ Details in excel form.

5. Click on save  to save the BOQ Details in excel form..



6. Click on Final submission  to submit final proposal for tender.

a. An alert message display as "**Please verify the details ,as changes after final submission is not allowed...!**".

7. Click Back  to return to the home screen.

### 13. RFI

Click on **RFI** in the top menu. Request for Information screen appears as below



Home > Request For Information

Home E-Tendering Payment Workbench Contact Us عربي

Request For Information

Tender Submission

Auction/Reverse Auctions

RFI Number RFI Name RFI Status

RFI Published RFI Submission Date Tender Mode

From Date To Date From Date To Date

Subscribed

Clear Search

Home > Request For Information

### Request For Information Search

RFI Number RFI Name RFI Status

RFI Published Date RFI Submission Date Tender Mode

From Date To Date From Date To Date

Subscribed

Clear Search

## Search



1. In the RFI Search screen, enter the search fields and click on Search to display a particular Tender or only click Search to display all the Tenders.



Home > Request For Information

**Request For Information Search**

RFI Number  RFI Name  RFI Status

RFI Published Date  RFI Submission Date  Tender Mode

From Date  To Date  From Date  To Date

Subscribed

Clear Search

RFI Number	RFI Name	Subscribed ?	RFI Published Date	RFI Submission Date	RFI Status
<a href="#">C/TRA/TRA.ITS/2017/0707-76578</a>	Maintenance of the Electrical equipments across the facilities	<input type="checkbox"/>	27-SEP-2017 17:19:02	28-SEP-2017 17:19:02	Evaluation In-Progress
<a href="#">C/TRA/TRA.ITS/2017/0707-63822</a>	Maintenance of the Electrical equipments across the facilities	<input type="checkbox"/>	27-SEP-2017 17:19:02	28-SEP-2017 17:19:02	Evaluation In-Progress

### RFI Details Screen

For Free of cost tenders, the document will enable automatically to download. Click on the tender number link in new Tender screen ,which is free of cost

1. Click download now  in RFP document section to download the document.
2. Click Back  to return to the home screen.

### RFI submission

1. Click on Tender Number link . Tender submission screen appears as below

Subscribe

Tender Basic Information							
Tender Number C/TRA/TRA.ITS/2017/0707-38474		Tender Name Maintenance of the Electrical equipments across the facilities			Tender Description		
Tender Category Electrical Works Maintenance	Tender Type Request for Information	Evaluation Method Financial only	Submission Mode Only Online	RFP Download Mode Free	Tender Status Open For Submission	Response Currency AED	RFP Fee NA

Contact Details			
RTA Liaison Officer	Name Abdel Wahab Hisham A Braik	Contact Number	Email Id krishnaprabu.k@bahwancybertek.com
Tender Officer	Name Sumith Chandana Wickramasinghe	Contact Number 04-2904897	Email Id swickramasinghe@rta.ae

Tender Timelines			
Published Date 03-OCT-2017 08:34:23	Last date for Raising Queries NA	Technical proposal opening date NA	Pre Bid Meeting date NA
Submission Due Date 04-OCT-2017 08:34:23	Last date for Query response NA	Financial proposal opening date NA	

RFI Document					
S.No	Document Name	Description	Type	Size	Action
1	RFT	Commercial	XLSX	1024MB	<a href="#">Download here</a>

Mandatory Document					
Category	Description	Fileupload	Upload Status	Upload Date & Time	Uploaded By
Technical Document	case study	<input type="text" value="Select files here to upload"/>	Pending		

Optional Document		
Category	Document Description	Upload Document
---Select---	<input type="text"/>	<input type="text" value="Select files here to upload"/>



[Create Response](#)

- Click on [Create Response](#) to generate the Response Reference Number.
- Upload the mandatory documents.

(Browse a file and Click on  to upload the Document.

- Click on download  to dowload the document.

- Click on delete  to delete the document.



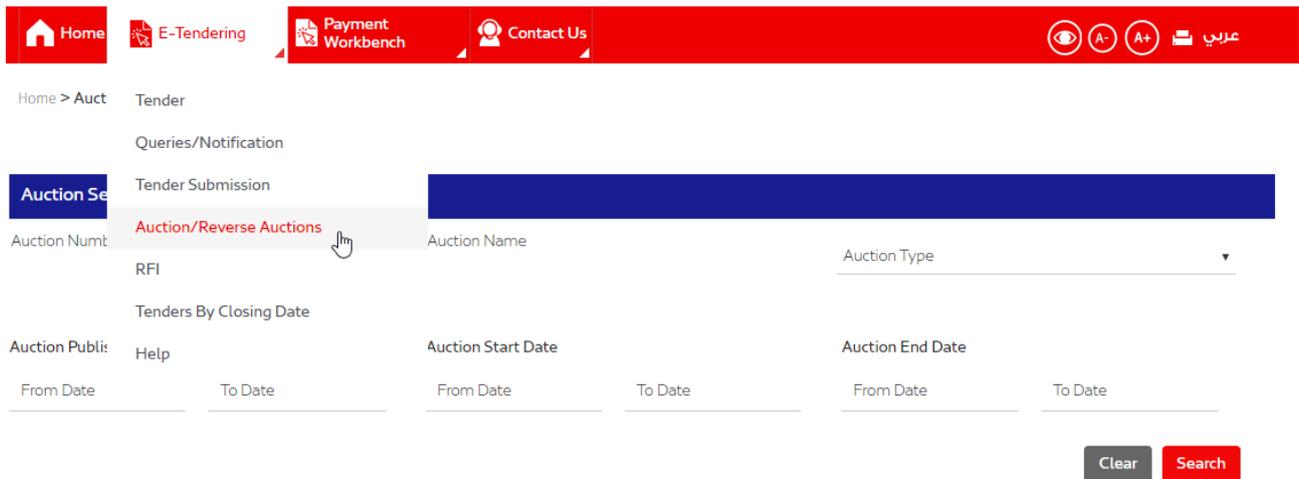
6. Click on Final submission to submit the tender.

a. An alert message display as "**Please verify the details ,as changes after final submission is not allowed...!**".

7. Click Back  to return to the home screen.

## 9. Auction & Reverse Auction

Click on Auction/Reverse in the top menu.



The screenshot shows the RTA E-Tendering system interface. The top navigation bar includes Home, E-Tendering, Payment Workbench, and Contact Us. The main menu is open, showing options like Tender, Queries/Notification, Tender Submission, and Auction/Reverse Auctions. The Auction/Reverse Auctions option is highlighted. Below the menu, there are search filters for Auction Number, Auction Name, Auction Type, Auction Start Date, and Auction End Date. The Auction Number filter is set to RFI. The Auction Start Date and Auction End Date filters are set to 'From Date' and 'To Date' respectively. There are 'Clear' and 'Search' buttons at the bottom right of the search area.

### Search

Auction/Reverse screen appears as below. Click Search  to search Auction.



Home > Auction

**Auction Search**

Auction Number \_\_\_\_\_ Auction Name \_\_\_\_\_ Auction Type ▼

Auction Publish Date \_\_\_\_\_ Auction Start Date \_\_\_\_\_ Auction End Date \_\_\_\_\_

From Date \_\_\_\_\_ To Date \_\_\_\_\_ From Date \_\_\_\_\_ To Date \_\_\_\_\_ From Date \_\_\_\_\_ To Date \_\_\_\_\_

Clear Search

Auction Number	Auction Name	Auction Publish Date	Auction Start Date	Auction End Date	Auction Type	Auction Status
C/TRA/TRA.ITS/2017/0707-78286	Operation & Maintenance of Retrievers (TOW Bikes).....	03-OCT-2017 08:56:50	03-OCT-2017 08:56:50	04-OCT-2017 08:56:50	Reverse Auction	Open For Submission
C/TRA/TRA.ITS/2017/0707-63030	Operation & Maintenance of Retrievers (TOW Bikes).....	03-OCT-2017 08:54:00	03-OCT-2017 08:54:00	04-OCT-2017 08:54:00	Auction	Open For Submission
C/TRA/TRA.ITS/2017/0707-05598	Operation & Maintenance of Retrievers (TOW Bikes).....	03-OCT-2017 08:52:56	26-SEP-2017 10:00:00	27-SEP-2017 23:40:00	Auction	Open For Submission

## Auction Details Screen

1. Click Auction number in search grid it will opens auction detail page.

### Auction Details

ONLINE AUCTION IS OPEN FOR BIDDING

Collapse All

Basic Details					
Auction Number C/TRA/TRA.ITS/2017/0707-78286	Auction Name Operation & Maintenance of Retrievers (TOW Bikes).....	Description 	Auction Publish Date 03-OCT-2017 08:56:50	Auction Start Date 03-OCT-2017 08:56:50	Auction End Date 04-OCT-2017 08:56:50
Auction Properties					
Auction Type Reverse Auction	Floor Price 90 AED	Bid Incremental/Decremental Value 20	Elapse Time Interval(Mins) 5	Bid Auto Extn(Mins) 90	

Back

2. Click Online Auction is open for bidding link for participating in tender.



## Auction Details

Auction Details			
Auction Type Auction			
Floor Price 20 AED	Bid Incremental/Decremental Value 20 AED	Elapse Time Interval(Mins) 100	Bid Auto Extn(Mins) 60
Auction Start Date 03-OCT-2017 08:54:00		Auction End Date 04-OCT-2017 08:54:00	
Highest Bid 20 AED (SYSTEM) at 03-OCT-2017 08:54:00			
Time Left: 00 days 21:09:27			
No.of Bids: 0			
Enter Your Bid: <input type="text"/>			<input type="button" value="Bid Now"/>

3. Enter the **Highest bid amount** and click  . For Auction.
4. Enter the **Lowest bid amount** and click  . For Reverse Auction.