

VIMS Etenderig System User Manual

Table of Contents

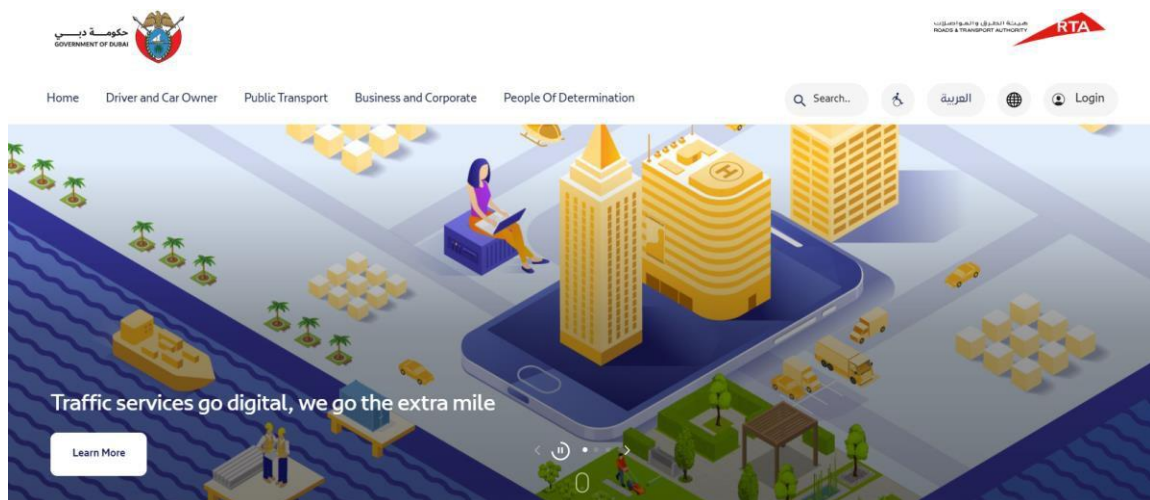
1. Introduction	3
2. Logging On.....	3
3. Limited Tenders.....	5
4. Tender Search	5
<i>Search.....</i>	<i>6</i>
5. Subscribe and Online Payment.....	7
6. Queries/Notifications Details.....	10
Search.....	10
Post queries	11
Latest Notification	12
7. View Response/Clarifications	12
8. Tender Proposal Submission.....	13
Search.....	14
Tender submission.....	15
9. RFI.....	17
Search.....	18
RFI Details Screen:.....	18
RFI submission.....	19
10. Auction & Reverse Auction.....	20
Search.....	20
Auction Details Screen	21

1. Introduction

Vendor Tender Management System (VTMS) will support Vendors, Suppliers, and Investors to participate in the 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 website, click on login in the top right corner and then enter the RTA Portal username and password to login



Login/Register

Login with your RTA Account


 mylogin



Login

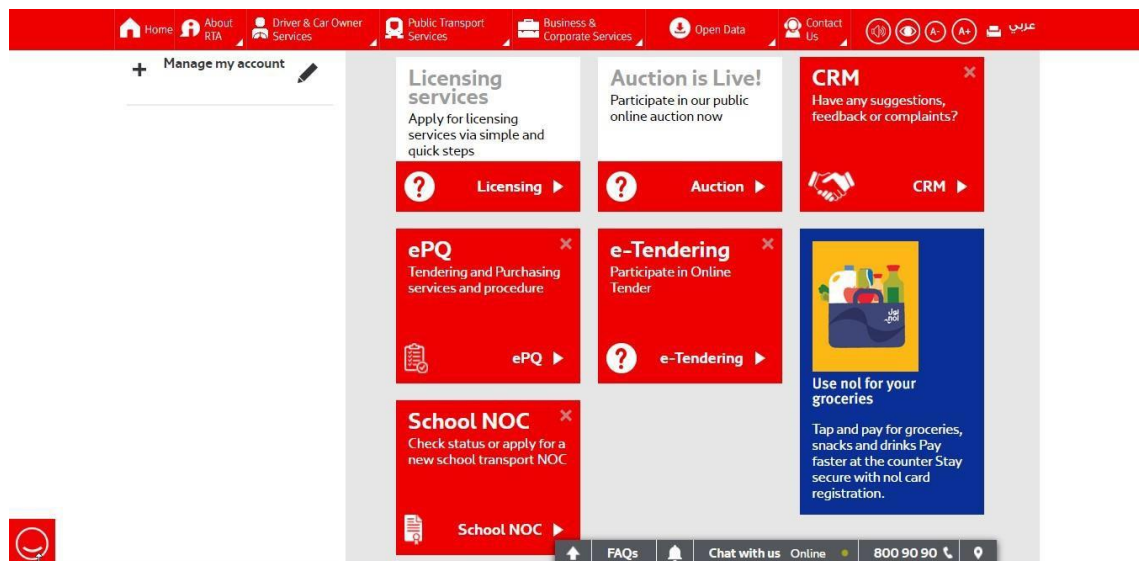
[Forgot username or password?](#)
[Update company email](#)

Or

 Sign in with UAE PASS

The first secure national digital identity in the UAE for citizens and residents.

- In the Home page, click on the e-Tendering link which is in the center to access the ETendering system.



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

[Home](#)
[E-Tendering](#)
[Payment Workbench](#)
[Contact Us](#)

[عربي](#)

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

Copyright © 2017 Roads and Transport Authority. All Rights Reserved This site is maintained by the Roads and Transport Authority The site is best viewed using IE9 and above, Mozilla Firefox, Safari and Chrome.

3. Limited Tenders

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

[Home](#)
[E-Tendering](#)
[Payment Workbench](#)
[Contact Us](#)

[عربي](#)

[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.

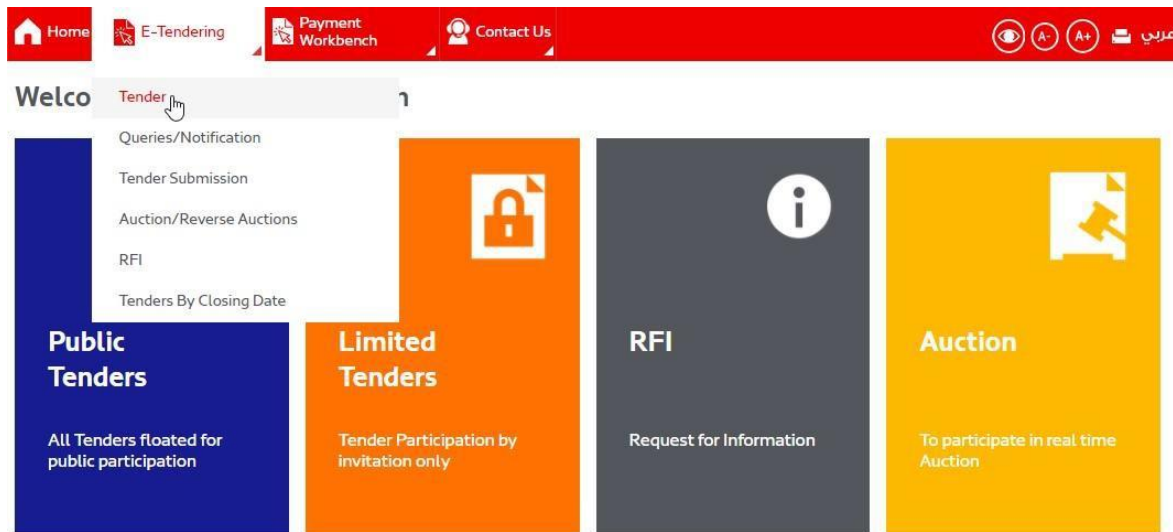
[Collapse All](#)

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	0000 AED	Open For Submission			3	

[Previous](#)
[Next](#)
1 of 1

4. Tender Search

1. Select E Tendering - > Tender from the 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](#)
[E-Tendering](#)
[Contact Us](#)

[English](#)

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
CASS/BUF/1050	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
CASS/BUF/1051	Infrastructure Facilities at Burjuman.	Public	15-June-2017 03:30 PM	27-Mar-2017 03:30 PM	Contract Awarded
CASS/BUF/1052	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

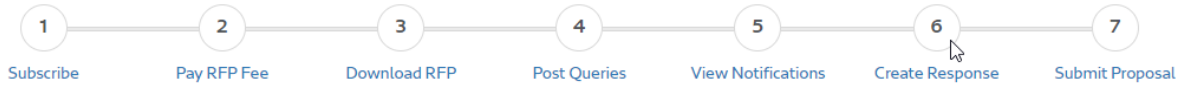
Page 1 of 4

1
2
3
4
5

5. Subscribe and Online Payment


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

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





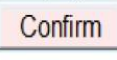



Bid Bond Details					
Payment Type Cash Deposit Receipt	Valid Upto NA	Fee Type Fixed	BB Fee 100,000.00 AED	Payable To NA	Payable At NA

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
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
RTA



 Bid Bond Details

Payment Type Cash Deposit Receipt	Valid Upto NA	Fee Type Fixed	BB Fee 0000000000	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

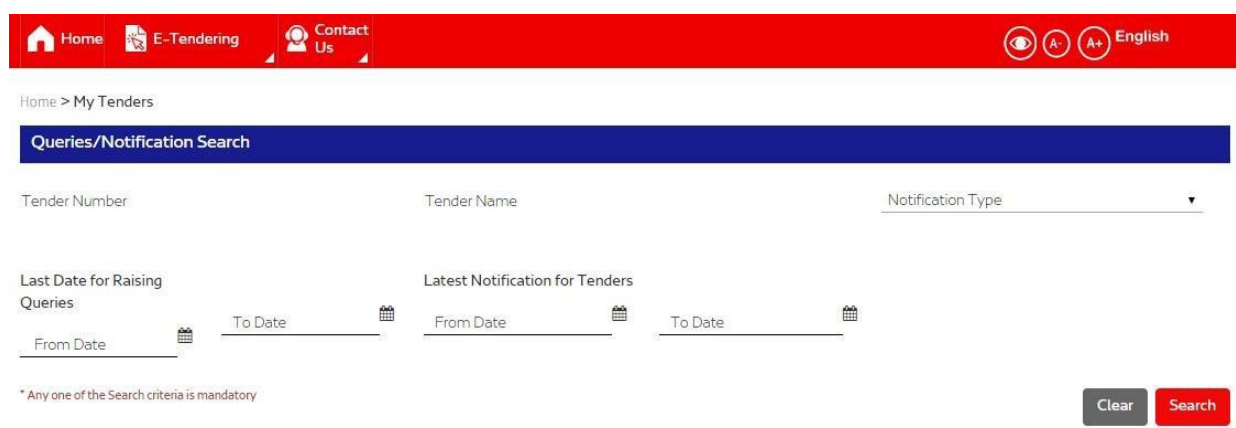
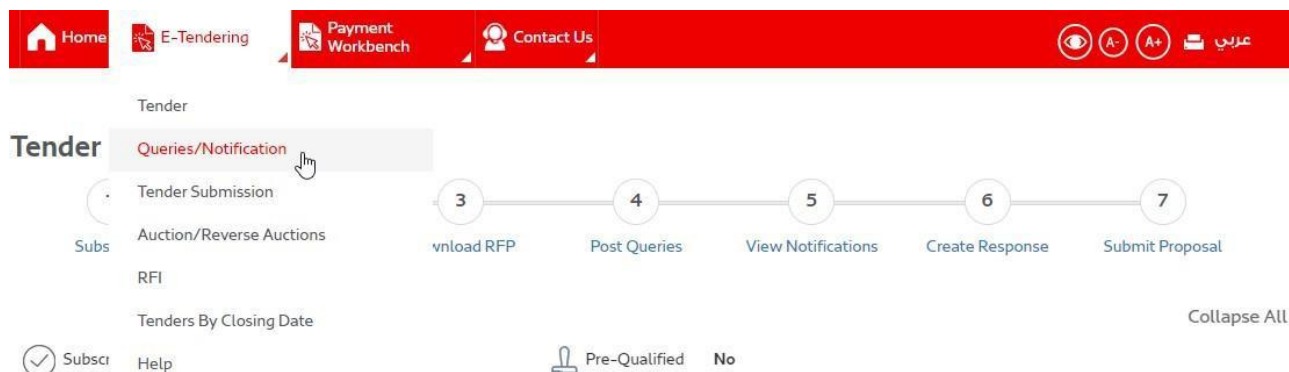
S.No	Document Name	Description	Type	Size	Action
1	Appendix.pdf	Appendix	pdf	10MB	
2	Technical.pdf	Business Case	pdf	10MB	

Receipt Back


15. Click on 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:



Search

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

Home > My Tenders

Queries/Notification Search

Tender Number _____ Tender Name _____ Notification Type _____

Last Date for Raising Queries _____ Latest Notification for Tenders _____

From Date _____ To Date _____ 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	Post Queries	Latest Notification	View Response
CASS/BUF/1051	Improvement and Maintenance of Roads	10-June-2017	Post Queries	Latest Notification	View Response

Page 1 of 4

1 2 3 4 5

Post queries

1. Click on the 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. click on **Add Row** to add a new row to write your next query.

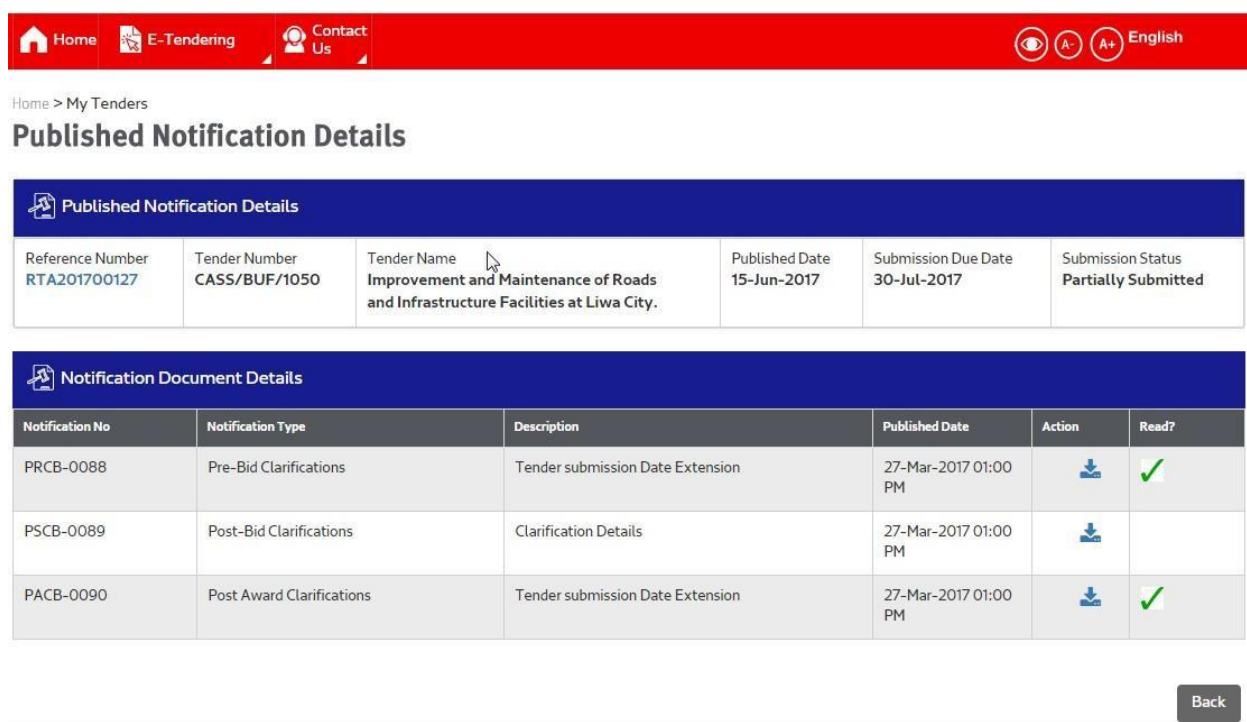
5. If you need to delete a row click on the  link.

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/Notifications 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		



3. Click on download  to download the document.

4. Click on Back  to return to the home screen.

7. View Response/Clarifications

1. Click on the View Response link in the Queries/Notification screen.
2. Consolidated Questions and Answers screen appears as below:
You can view the answer to the corresponding query which you have raised.

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 implementation, 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 implementation, 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

8. Tender Proposal Submission

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

Home E-Tendering Payment Workbench Contact Us عربي

Home > Tender

Tender

Queries/Notification

Tender Submission

Auction/Reverse Auctions

RFI

Tenders By Closing Date

Help

Tender Published Date

From Date To Date

Tender Submission Date

From Date To Date

Submission Status

Tender Name Reference Number

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: From Date: _____ To Date: _____ Submission Due 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 detail or only click on 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: From Date: _____ To Date: _____ Submission Due 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
CASS/BUF/1050	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
CASS/BUF/1051	Infrastructure Facilities at Burjuman.	Tender	RRN541240	15-June-2017 03:30 PM	27-Mar-2017 03:30 PM	Not Submitted
CASS/BUF/1052	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





[Home](#)
[E-Tendering](#)
[Contact Us](#)
English

1 Subscribe
2 Pay RFP Fee
3 Download RFP
4 Post Queries
5 View Notifications
6 Create Response
7 Submit Proposal

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](#)


2. Click on [Create Response](#) to generate the Response Reference Number.
3. Upload the mandatory document.(Browse a file and Click on 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						
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 [Save](#) to save the BOQ Details.
3. Click on save [Clear](#) to clear.
4. Click on [Import from Excel](#) to Import the BOQ Details in excel form.
5. Click on save [Export to Excel](#) to save the BOQ Details in excel form.
6. Click on Final submission  to submit final proposal for the tender.
 - a. An alert message displays as **"Please verify the details, as changes after the final submission are not allowed...!"**.
7. Click on Back [Back](#) to return to the home screen.

Tender Details free of tender cost

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

1. Click on download now  in RFP document section to download the document.
2. Click on Back [Back](#) to return to the home screen.

Home
 E-Tendering
 Payment Workbench
 Contact Us

عربي

Bid Bond Details

Payment Type	Valid Upto	Fee Type	BB Fee	Payable To	Payable At
Cash Deposit Receipt	NA	Fixed		NA	NA

Tender Timelines

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

9. RFI

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

Home

E-Tendering

Payment Workbench

Contact Us

Home > Request For

Tender

Queries/Notification

Request For

Tender Submission

Auction/Reverse Auctions

RFI

Tenders By Closing Date

RFI Published

Help

RFI Number

RFI Name

RFI Status

From Date

To Date

From Date

To Date

Tender Mode

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
C/TRA/TRA.ITS/2017/0707-76578	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
C/TRA/TRA.ITS/2017/0707-63822	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, you can automatically to download the document. 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 the Tender Number link. Tender submission screen appears as below

[Home](#)
[E-Tendering](#)
[Payment Workbench](#)
[Contact Us](#)

[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 XXXXXXXXXXXX	Contact Number 0000000000	Email id XXXXXXXXXXXX
Tender Officer	Name XXXXXXXXXXXX	Contact Number 0000000000	Email id XXXXXXXXXXXX

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	Download Now

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
<div>—Select—</div>	<input type="text" value=""/>	<input type="text" value="Select files here to upload"/>

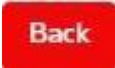
[Back](#)


2. Upload the mandatory document.(Browse a file and Click on to upload the document.)

3. Click on download  to download the document.

4. Click on delete  to delete the document.



5. Click on Final submission to submit final proposal for tender.
6. An alert message displays as **"Please verify the details, as changes after final submission are not allowed...!"**.
7. Click on Back  to return to the home screen.

10. Auction & Reverse Auction

Click on Auction/Reverse in the top menu.

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 on Auction number in search grid it will open 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 0000	Bid Incremental/Decremental Value 0000	Elapse Time Interval(Mins) 5	Bid Auto Extn(Mins) 90	

Back

2. Click on 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"/>		Bid Now	

[Back](#)

3. Enter the **Highest bid amount** and click on [Bid Now](#) . For Auction.
4. Enter the **Lowest bid amount** and click on [Bid Now](#) . For Reverse Auction.