

# How to submit Alternative Bids

As of 4 January 2024



National University of Singapore

# How to submit Alternative Bid to Ariba Sourcing Event

## Step 1: Submit your 'Primary Bid'

Ariba Sourcing

< Go back to National University of Singapore - TEST Dashboard Desktop File Sync

Company Settings John Teo Feedback Help Messages

Console

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

1 Introduction

2 Event Information

3 Published Document

4 Proposal

5 Critical Criteria

6 Quality Criteria (XX%)

Your response to the prerequisites has been submitted.

Primary

All Content

Name ↑

Please find the attached NUS Non-Disclosure Agreement.

You need to comply with them before you can download the RFP package.

Do you accept these conditions?

2 Event Information

2.1 Timeline

Event Start Date/Time: 4 January 2024  
Event End Date/Time: 31 March 2024, 4pm (SG Time)

2.2 Enquiries

All enquiries regarding this event should be sent via the Event Message days before the close of event.

We reserve the right not to reply to any enquiry which is received after the enquiry deadline.

3 Published Document

3.1 Please review the attached published documents. References

4 Proposal

4.1 Please upload your proposal and any additional information (if any).

Extract Doc123\_VendorName

Compressed Folder Tools

Doc123\_VendorName

Search Doc1

Name	Type
Proposal 1	File folder
Proposal 2	File folder
Proposal 3	File folder

Doc123\_VendorName.zip Update file Delete file

Within your **Primary Bid**, ensure all the files for all your bids have been uploaded. You may “ZIP” the files in accordance to your respective bids (E.g. Proposal 1, Proposal 2, Proposal 3).

# How to submit Alternative Bid to Ariba Sourcing Event

## Step 1: Submit your 'Primary Bid'

5 Critical Criteria

6 Quality Criteria (XX%)

7 Price Schedule (YY%)

6.4 Ability to meet delivery schedule (XX%)

▼ 7 Price Schedule (YY%)

\$50,000.44 SGD \$50,000.44 SGD

7.1 Cryostat

Less... -

\* \$20,000.22

SGD

2 SET(S)

\$40,000.44 SGD

\$40,000.44 SGD

Requested Delivery Date:

Thu, 31 Oct, 2024

Comment:

Model A

Less... -

\* \$5,000.00

SGD

2 EACH

\$10,000.00 SGD

\$10,000.00 SGD

Requested Delivery Date:

Thu, 31 Oct, 2024

Comment:

Model A probe

(\*) indicates a required field

Sync Primary Bid

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Alternative ▼

Once all the information have been inputted for the Primary Bid (e.g. Proposed Price), click on '**Submit Entire Response**' to submit your Primary Bid

# How to submit Alternative Bid to Ariba Sourcing Event

## Step 1: Submit your 'Primary Bid'

The screenshot shows the Ariba Sourcing Event console interface. On the left, there is a sidebar with navigation options: Event Messages, Response History, Response Team, Checklist, and Event Contents. The Checklist section is expanded, showing a list of steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Response. The Event Contents section is also expanded, showing a list of items: 1. Introduction, 2. Event Information, and 3. Event Contents. The main area displays a message: "Your response to the prerequisites has been submitted." Below this message is a "Create Alternative" button. The "All Content" section is visible, showing a list of items with columns for Name, Price, Quantity, and Extended Price. A modal dialog is open in the center, asking "Submit this response?" with a green checkmark icon. Below the question, it says "Click OK to submit." There are two buttons: "OK" and "Cancel". A yellow box highlights the "OK" button with the text "Click on 'OK'". A red arrow points from the yellow box to the "OK" button.

# How to submit Alternative Bid to Ariba Sourcing Event

## Step 2: Create your 'Alternative Bid'

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Desktop File Sync

Console

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

- 1 Introduction
- 2 Event Information
- 3 Published Document
- 4 Proposal

Doc [REDACTED]

✓ Your response has been submitted. Thank you for participating in the event.

Primary

Revise Response

Create Alternative ▼

- Create
- Pricing Alternative
- Delete
- Alternative

All Content

Name ↑

▼ 2 Event Information

2.1 Timeline

Event Start Date/Time: 4 January 2024  
Event End Date/Time: 31 March 2024, 4pm (SG Time)

2.2 Enquiries

All enquiries regarding this event should be send via the Event Messages, no later than 2 working days before the close of event.

We reserve the right not to reply to any enquiry which is received after the enquiry deadline.

▼ 3 Published Document

3.1 Please review the attached published documents. References ▼

▼ 4 Proposal

4.1 Please upload your proposal and any additional information (if any).

Price Quantity Extended Price Total Cost

Doc123\_VendorName.zip ▼

The message shown here indicates that your Primary Bid has been submitted

To create another bid, click on 'Create Alternative' > then 'Pricing Alternative'

# How to submit Alternative Bid to Ariba Sourcing Event

## Step 2: Create your 'Alternative Bid'

Select Alternative Items

Enter a name for the alternative response, select the items you want to include, and click OK to add the items to the alternative response. An Alternative Bidding event allows for pricing based on offering term responses.

Alternative Name:

Bidding Currency:

☐ Use a different currency for different lots

Items

<input checked="" type="checkbox"/>	Name	Currency
<input type="checkbox"/>	1 Introduction	
<input type="checkbox"/>	2 Event Information	
<input type="checkbox"/>	3 Published Document	
<input type="checkbox"/>	4 Proposal	
<input type="checkbox"/>	5 Critical Criteria	
<input checked="" type="checkbox"/>	6 Quality Criteria (XX%)	
<input type="checkbox"/>	6.1 Compliance with other Requirement Specifications (XX%)	
<input type="checkbox"/>	6.2 Quality of Proposal (XX%)	
<input type="checkbox"/>	6.3 Track Records (XX%)	
<input type="checkbox"/>	6.4 Ability to meet delivery schedule (XX%)	
<input checked="" type="checkbox"/>	7 Price Schedule (YY%)	
<input type="checkbox"/>	7.1 Cryostat	
<input checked="" type="checkbox"/>	7.2 Probe	

Click on 'OK'

OK Cancel

# How to submit Alternative Bid to Ariba Sourcing Event

## Step 3: Submit your 'Alternative Bid'

Ariba Sourcing

Company Settings ▾ John Teo ▾ Feedback Help ▾ Messages

< Go back to Consol

Desktop File Sync

Time remaining 87 days 02:41:22

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

Primary 2nd Offer - Model B

Create Alternative ▾

Click on the downward arrow to expand 'All Content'

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
7.1 Cryostat	Less... - \$20,000.22 SGD	2 SET(S)	\$40,000.44 SGD	\$40,000.44 SGD
Requested Delivery Date: Thu, 31 Oct, 2024				
Comment: Model A				
7.2 Probe	More... + \$5,000.00 SGD	2 EACH	\$10,000.00 SGD	\$10,000.00 SGD

(\*) indicates a required field

2 Event Information

3 Published Document




Pricing ▾ Sync Primary Bid Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message

Excel Import Alternative ▾

Your page will reflect that this is your Alternative Bid

Click on the downward arrow to expand 'All Content'

Please note that these details are automatically copied from your Primary Bid

2	Event Information				
3	Published Document				
4	Proposal				
5	Critical Criteria	More... 			
6	Quality Criteria (XX%)				
6.1	Compliance with other Requirement Specifications (XX%)				
6.2	Quality of Proposal (XX%)				
6.3	Track Records (XX%)				
6.4	Ability to meet delivery schedule (XX%)				
7	Price Schedule (YY%)			\$50,000.44 SGD	\$50,000.44 SGD
7.1	Cryostat	<div>Less... </div> <div>* <input type="text" value="33000.33"/> SGD</div> <div>Requested Delivery Date: Thu, 31 Oct, 2024</div> <div> <div>Comment:</div> <div><input type="text" value="Model B"/></div> </div>	2 SET(S)	\$40,000.44 SGD	\$40,000.44 SGD
7.2	Probe	<div>Less... </div> <div>* <input type="text" value="6500.33"/> SGD</div> <div>Requested Delivery Date: Thu, 31 Oct, 2024</div> <div> <div>Comment:</div> <div><input type="text" value="Model B probe"/></div> </div>	2 EACH	\$10,000.00 SGD	\$10,000.00 SGD

(\*) indicates a required field

Import Alternative ▾



# How to submit Alternative Bid to Ariba Sourcing Event

## Step 3: Submit your 'Alternative Bid'

Ariba Sourcing

Company Settings John Teo Feedback Help Messages

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Desktop File Sync

Console

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details  
2. Review and Accept Prerequisites  
3. Select Lots/Line Items  
4. Submit Response

▼ Event Contents

All Content

1 Introduction  
2 Event Information  
3 Published Document  
4 Proposal  
5 Critical Criteria  
6 Quality Criteria (XX%)  
7 Price Schedule

Do [REDACTED]

✓ Your revised response has been submitted. Thank you for participating in the event.

Primary 2nd Offer - Model B

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 1 Introduction				
▼ 2 Event Information				
▼ 3 Published Document				
▼ 4 Proposal				
▼ 5 Critical Criteria	More... +			
▼ 6 Quality Criteria (XX%)				
▼ 6.1 Compliance with other Requirement Specifications (XX%)				
▼ 6.2 Quality of Proposal (XX%)				
▼ 6.3 Track Records (XX%)				
6.4 Ability to meet delivery schedule (XX%)				
▼ 7 Price Schedule (YY%)			\$79,001.32 SGD	\$79,001.32 SGD
7.1 Cryostat	Less... - \$33,000.33 SGD	2 SET(S)	\$66,000.66 SGD	\$66,000.66 SGD
Requested Delivery Date: Thu, 31 Oct, 2024				
Comment: Model B				
7.2 Probe	Less... - \$6,500.33 SGD	2 EACH	\$13,000.66 SGD	\$13,000.66 SGD

Likewise, the message shown here indicates that your Alternative Bid has been submitted

# How to submit Alternative Bid to Ariba Sourcing Event

Ariba Sourcing

< Go back to National University of Singapore - TEST Dashboard

Desktop File Sync

Console

Doc1794586387 - Supply, Delivery, Installation and Commissio...

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

You have submitted a response for this event. Thank you for participating.

Revise Response

Create Alternative  
Create  
Pricing Alternative  
Delete  
Alternative

Primary2nd Offer - Model B

All Content

▼ 1 Introduction

▼ 2 Event Information

▼ 3 Published Document

▼ 4 Proposal

Ariba Sourcing

< Go back to National University of Singapore - TEST Dashboard

Desktop File Sync

Console

Doc1794586387 - Supply, Delivery, Installation and Commissio...

Time remaining  
87 days 02:37:48

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

✓ Your revised response has been submitted. Thank you for participating in the event.

Primary2nd Offer - Model B3rd Offer - Model C

All Content

▼ 6.3 Track Records (XX%)

6.4 Ability to meet delivery schedule (XX%)

▼ 7 Price Schedule (YY%)

7.1 Cryostat

Requested Delivery Date: Thu, 31 Oct, 2024

Comment: Model C

7.2 Probe

Name ↑	Price	Quantity	Extended Price	Total Cost
6.3 Track Records (XX%)				
6.4 Ability to meet delivery schedule (XX%)				
▼ 7 Price Schedule (YY%)				
7.1 Cryostat	Less... -	\$55,555.00 SGD	2 SET(S)	\$111,110.00 SGD
	Requested Delivery Date:	Thu, 31 Oct, 2024		
	Comment:	Model C		
7.2 Probe	More... +	\$7,500.11 SGD	2 EACH	\$15,000.22 SGD

You can toggle to view your between Primary and Alternative Bids here

If you would like to submit more Alternative Bids (e.g. three bids). You will have to repeat the earlier steps under Step 2 to Step 3.

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# THANK YOU