

使用波士頓市供應商門戶網站進行在線投標

- 當登錄到供應商門戶網站後，從“Events - 活動”列表中找到您感興趣的投標，然後單擊“Event Name - 活動名稱”鏈接。

Top Menu Features Description

Our menu has changed!
The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

My Sell Events

Event ID	Event Name	Start Date/Time	End Date/Time	Event Status
EV00002726	Cloud-Based CRM/ Work Flow Management Solution	12/09/2015 9:00AM EST	01/15/2016 12:00 PM	Posted
EV00002684	Enterprise Energy Management System (EEMS)	11/09/2015 12:00PM EST	01/08/2016 12:00 PM	Posted
EV00002784	2015+ Later 3/4Ton Cab & Chassis Utility Body Truck	12/14/2015 9:00AM EST	1 hr, 43 mins, 38 secs	Posted
EV00002785	(2) 2016 or Later 12 Passenger Vans BTD	12/14/2015 9:00AM EST	1 hr, 43 mins, 38 secs	Posted
EV00002802	Sofit Repair at Faneuil Hall	12/16/2015 3:33PM EST	5 hrs, 16 mins, 50 secs	Posted
EV00002804	2016 RWD Van - (BFD)	12/21/2015 9:01AM EST	01/08/2016 12:00 PM	Posted
EV00002807	Rack Body Service Truck - BFD	12/21/2015 9:00AM EST	01/08/2016 12:00 PM	Posted
EV00002808	Ford Explorers (4) BFD	12/21/2015 9:00AM EST	01/08/2016 12:00 PM	Posted
EV00002809	2016 Mid Size Sedan (BFD)	12/21/2015 9:00AM EST	01/08/2016 12:00 PM	Posted
EV00002815	Removal of asbestos pipe insulation	12/21/2015 12:00PM EST	01/06/2016 12:00 PM	Posted
EV00002816	2016 F-250 3/4 Ton Pick-Up Truck (MOEM) Per Spec	12/28/2015 9:01AM EST	01/15/2016 12:00 PM	Posted
EV00002817	Rim & Tire Repair or Replacement	12/21/2015 12:00PM EST	01/11/2016 11:00 AM	Posted
EV00002822	BFD BUNKER GEAR	12/28/2015 9:00AM EST	01/12/2016 12:00 PM	Posted
EV00002823	Medium Duty Cab & Chassis w/Wheel Lift - BTD	12/28/2015 9:01AM EST	01/15/2016 12:00 PM	Posted
EV00002825	Headsets	12/24/2015 9:00AM EST	4 hrs, 43 mins, 38 secs	Posted
EV00002830	DotNetNuke License	12/28/2015 3:30PM EST	5 hrs, 13 mins, 38 secs	Posted

- 將顯示“Event Details - 活動詳情”頁面。這頁面僅供查看。您還不能輸入任何投標回應信息。您可以點擊位於“Bidding Shortcuts - 招標快捷方式”位置右側的“View Event Package - 查看事件包”鏈接來訪問活動建立者提供給投標人的任何附件。

Event Details

Welcome, Paul McCormack Inc
User: PaulMcCormack

Bidding Shortcuts: [View Event Activity](#) [View Event Package](#)

Event Name: BFD BUNKER GEAR
Event ID: BOSTN-EV00002822
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 12/28/2015 9:00AM EST
Event End Date: 01/12/2016 12:00 PM EST

Event Description:
BUNKER GEAR-STRUCTURAL FIREFIGHTING GEAR, JACKETS, PANTS per specification OR APPROVED EQUAL

Contact: Lamberti, Arlene
Phone: 617 6353705
Email: Arlene.Lamberti@boston.gov
Online Discussion:
Live Chat Help:

Payment Terms: Net 30
My Bids: 0
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed

Display: All Lines ★ Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	Structural firefighting gear (Jacket) Per Specification or Approved Equal	EA	300.0000	
2	Structural firefighting gear (Pant) Per Specification or Approved Equal	EA	300.0000	

← 一般活動信息

← 活動說明和活動建立者聯繫信息

← 項目

- 當您點擊“View Event Package - 查看活動包”鏈接時，您將會進入“**Event Header Comments and Attachments - 活動標題評論和附件**”頁面。您可以在此點擊“View - 查看”按鈕來查看事件建立者附加到活動的任何附加文件，如詳細信息和規格等。點擊“OK - 來確定”按鈕返回“**Event Details - 活動詳情**”頁面。

City of Boston

Home | Supplier Support | Add to Favorites | Sign out

View Events and Place Bids

New Window | Customize Page | http

Event Header Comments and Attachments

Event ID: EV00000596

Enter Comments View All First 1 of 1 Last

Comments:

THE PURCHASE OF THESE PRODUCTS WILL BE BASED UPON THE AVAILABILITY OF AN APPROPRIATION. THE AWARD OF A CONTRACT TO THE WINNING BIDDER DOES NOT CONSTITUTE AN ORDER. ANY ORDERING WILL BE DONE BY THE CITY OF BOSTON ISSUING A PURCHASE ORDER.

BID WILL BE AWARDED IN TOTAL TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER MEETING SPECIFICATIONS.

VENDOR MUST BID ON ALL ITEMS.

Attachments Customize First 1-2 of 2 Last

Attached File	Attachment Description	
EVENT_596_-_DETAILS.pdf	DETAILS	<input type="button" value="View"/>
EV596_RE-AD_TERMS__CONDITIONS.pdf	TERMS AND CONDITIONS	<input type="button" value="View"/>

TIP:

If the document does not display it could be the pop-up blocker settings on your PC. Click on your pop-up blocker message and select 'Allow Download'. Another method is to press and HOLD your Control (Ctrl) key while clicking the 'View' button. Give it a moment and the document should download.

4. 當您準備開始輸入您的出價時，點擊“Bid On Event - 活動投標”按鈕

City of Boston
Home | Add to Favorites | Sign out

Welcome, Paul McCormack Inc
User: PaulMcCormack

Event Details

Information On Inquiry Options | Bidding Shortcuts: | View Event Activity | View Event Package

Accept Invitation | Bid on Event

Event Name: BFD BUNKER GEAR
Event ID: BOSTN-EV00002822
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 12/28/2015 9:00AM EST
Event End Date: 01/12/2016 12:00 PM EST

Event Description:
BUNKER GEAR-STRUCTURAL FIREFIGHTING GEAR; JACKETS, PANTS per specification OR APPROVED EQUAL

Contact: Lamberti,Arlene | Payment Terms: Net 30
Phone: 617 6353705 | My Bids: 0
Email: Arlene.Lamberti@boston.gov | Edits to Submitted Bids: Allowed
Online Discussion: | Multiple Bids: Not Allowed
Live Chat Help:

Display: All Lines | Bid Required | Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	Structural firefighting gear (Jacket) Per Specification or Approved Equal	EA	300.0000	
2	Structural firefighting gear (Pant) Per Specification or Approved Equal	EA	300.0000	

5. 系統會詢問您是否希望自動為您將投標數量填寫成與波士頓市所要求的數量相同。通常您會點擊“Yes - 是”。如有需要，您仍然可以在下一頁更改這些數量。

City of Boston
Home | Supplier Support | Add to Favorites | Sign out

Manage Events and Place Bids > View Events and Place Bids

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: if you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

Yes No

↑

6. 您現在回到了“Event Details - 活動詳情”頁面，但該頁面不再是僅供查看，您現在可以輸入信息，即回答所需的投標因素問題、輸入投標金額、並在必要時附加您的文件作為附件。您現在將看到三個新按鈕：“Submit Bid - 提交投標”、“Save for Later - 稍後保存”和“Validate Entries - 驗證項目”。它們的功能如下：

- Validate Entries - 驗證項目：此項將檢查您的投標回應和在您提交投標前發出警告提醒您是否有任何錯誤。
- Save for Later - 稍後保存：如果您開始了您的投標回應，並決定您需要在另一個時間點完成投標回應，但您不想失去進度，您可以點擊這個按鈕。*注意的是，‘稍後保存 - Save for Later’並不會將您的投標提交給波士頓市。您必須點擊“Submit Bid - 提交投標”按鈕才會發送您的投標。
 - 重要事項：如果您提交了一個投標，並在最後期限之前重新訪問它來查看/編輯您的投標回應，您必須再次點擊“Submit Bid - 提交投標”按鈕來重新提交您的投標。
- Submit Bid - 提交投標：此項將把您的完整投標發送到波士頓市。功能與“Validate Entries - 驗證項目”的按鈕類似，當您單擊此按鈕時，如果您沒有對必填的某個項目作出回應，系統將向您發出警告提醒您。

您還可以點擊“View/Add General Comments and Attachments - 查看/添加一般評論和附件”鏈接來查看活動建立者提供給投標人的任何附件。

City of Boston
Welcome, Paul McCormack Inc
User: PaulMcCormack

Event Details

Submit Bid Save for Later Validate Entries

Event Name: BFD BUNKER GEAR
Event ID: BOSTN-EV00002822
Event Form/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 12/29/2015 9:00AM EST
Event End Date: 01/12/2016 12:00 PM EST

Bidding Instructions
Bid ID: New
Bid Date:
Bid Currency: USD US Dollar

View/Add General Comments and Attachments

Hide Additional Event Info

Description:
BUNKER GEAR-STRUCTURAL FIREFIGHTING GEAR; JACKETS, PANTS per specification OR APPROVED EQUAL

Contact: Lamberti, Arlene
Phone: 617 6353705
Email: Arlene.Lamberti@boston.gov
Online Discussion:

Payment Terms: Net 30
Billing Location: Purchasing Department
Event Currency: Dollar
Conversion Rate: 1.00000000
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed

(向下滾動)

投標有兩個基本步驟。步驟#1-“回答一般活動問題”和步驟#2 -“輸入投標項目回應”。

步驟#1 -回答投標活動的問題

City of Boston
Home | Supplier Support | Add to Favorites | Sign out

Manage Events and Place Bids > View Events and Place Bids

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions: 8
Required Questions: 6
Questions Responded To: 0

summary of bid questions and responses

Hide Event Questions

Event Questions

★ Bid Required ⚡ Ideal Response Required

General Questions

Previous Questions: 1-9 of 9 Next Questions

Please review the below instructions for responding to this bid.

IF RESPONDING ONLINE THROUGH THE SUPPLIER PORTAL:

Please answer the questions asked in this bid event, including any file attachment uploads. Certain questions will require an answer in order to submit your response, while other questions are optional when they pertain to your company. Some questions require a specific answer which will be identified to you. You will be warned of disqualification if you answer with an unacceptable answer prior to submission.

Provide a price quote for all requested line items. In some cases, you may indicate that you are declining to bid on a certain line item by clicking the "No Bid" checkbox.

After answering the questions and listing your price quotes, you can click the "Validate Entries" button to check if you've properly answered all requirements. When there are no errors, "Submit" your official bid response.

IF RESPONDING THROUGH A HARD-COPY PAPER PACKAGE:

Please answer all questions asked in this bid event, including inserting any requested file attachments. Certain questions require an answer in order to be considered a valid response.

Be sure to answer every question that is labeled with the phrase "RESPONSE REQUIRED: YES". Some questions may require a specific answer which will be identified to you. Those questions will be labeled as "MANDATORY RESPONSE REQUIRED: YES". Bid submissions must include the mandatory response to be eligible for award.

Provide a price quote for all requested line items. In some cases, you may indicate that you are declining to bid on a certain line item by clicking the "No Bid" checkbox.

★ ⚡ BID EVENT AND CONTRACT TERMS AND CONDITIONS

I confirm that I have read, fully understand, and agree to comply with all terms and conditions that are associated with this bid event and the eventual contract.

To view the associated terms and conditions, scroll to the top of the page, select the View Event Package hyperlink and click the View button for the Event Details document.

Response: [View All Event Attachment Files](#)

7. 許多投標問題可以從回應下拉框中選擇適當的答案，如下圖所示。其他可能需要人手輸入文字回應，有時可能需要您附加文件來回答問題。回答所有必填的問題。

★ ⚡ BID EVENT AND CONTRACT TERMS AND CONDITIONS

I confirm that I have read, fully understand, and agree to comply with all terms and conditions that are associated with this bid event and the eventual contract.

To view the associated terms and conditions, scroll to the top of the page, select the View Event Package hyperlink and click the View button for the Event Details document.

Response: [View All Event Attachment Files](#)

1 - I Agree
2 - I Do Not Agree

步驟#2 - 輸入項目投標回應

8. 當您已經回應了所有必填的投標問題-向下滾動到項目列的投標活動。這是您為所有項目上列出的活動輸入的 'Your Unit Bid Price - 您的單位投標價格'。

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 2
Lines Responded To: 0
Your Total Line Pricing: 0.000000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Structural firefighting gear (Jacket) Per Specification or Approved Equal	EA	300.0000	300.0000	<input type="text"/>	<input type="checkbox"/>	0.000000 USD	Bid	
2		Structural firefighting gear (Pant) Per Specification or Approved Equal	EA	300.0000	300.0000	<input type="text"/>	<input type="checkbox"/>	0.000000 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

每個項目都有幾個相關聯欄目。請參見下面的屏幕截圖，以了解每個欄目的說明。

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Structural firefighting gear (Jacket) Per Specification or Approved Equal	EA	300.0000	300.0000	<input type="text"/>	<input type="checkbox"/>	0.000000 USD	Bid	

↑ ↑ ↑ ↑ ↑ ↑ ↑

1 2 3 4 5 6 7

- 1.) Requested Quantity - 需求數量 : (已填寫) 波士頓市要求的單位數目。

2.) Your Bid Quantity - 您的投標數量 : (必填項目) 您願意提供的單位數量。 (如果您在上述步驟 6 中選擇了“Yes - 是”, 則此數量將與波士頓市需求的數量相同, 您可以根據需要進行編輯)。

3.) Your Unit Bid Price - 您的單位投標價格: (必須輸入) 您能提供所列項目的價格。您必須在每一行您希望出價的項目輸入單位投標價格。

4.) No Bid - 不投標: (可選) 如果您不希望在一個特定項目上出價, 您必須勾選“No Bid- 不投標”框。

5.) Your Total Bid Price - 您的總投標價格: (自動填寫)。輸入的單位投標價格乘以投標數量。這是系統自動計算出來的。不需要輸入。

6.) 'Bid' link - “投標”鏈接: (可選條目) 在大多數投標活動上您不需要單擊此鏈接, 但是一些投標活動可能要求您輸入更詳細的項目信息, 如您將向波士頓市供應的產品的製造商和部件編號。當您的項目缺少信息和點擊“Submit Bid- 提交投標”或“Validate Entries - 驗證條目”按鈕時, 如是這種情況, 系統會發出警告提醒您。

7.) 項目註釋/附件 : (可選條目)。單擊此處添加任何註釋或添加特定於該項目的任何附件。

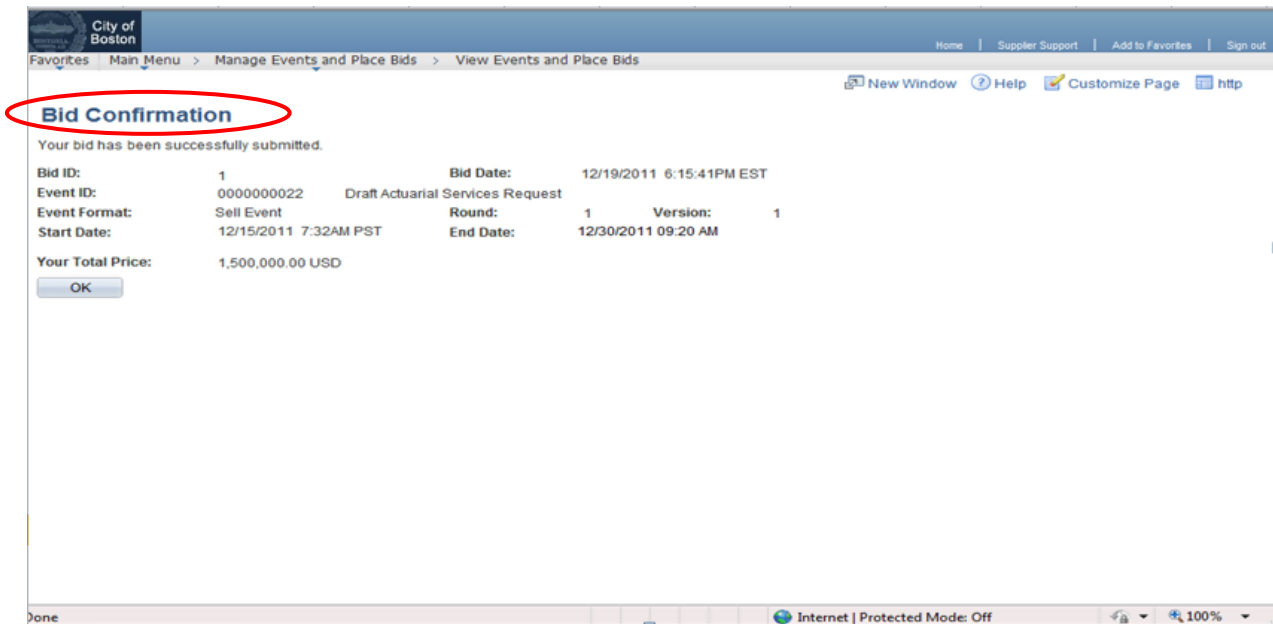
9. 當完成所有要求的條目, 並準備提交您的投標回應波士頓市, 請點擊 “**Submit Bid - 提交投標**” 按鈕。

		or Approved Equal									
2		Structural firefighting gear (Pant) Per Specification or Approved Equal	EA	300.0000	300.0000	<input type="text"/>	<input type="checkbox"/>	0.000000 USD	Bid		

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

10. 當您點擊“Submit Bid - 提交投標”時, 系統可能需要一到兩分鐘的時間來處理您的投標回應。當成功處理時, 您將收到一個投標確認消息, 確認您已提交投標。您還將收到一封確認您的投標文件以及一份 pdf 格式投標副本的電子郵件。



11. 投標/報價提交完成

如果您在使用在線供應商門戶網站時有任何問題或遇到任何問題，請電郵至 vendor.questions@boston.gov 或致電 617-961-1058 與我們聯繫。請給自己充足的時間熟悉供應商門戶，並在投標截止日期之前解決所有問題。

感謝您使用波士頓市供應商門戶(City of Boston Supplier Portal)網站！