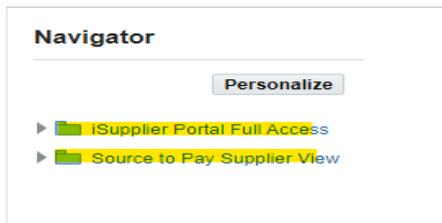


Submitting a Bid or a Quote in your iSupplier Portal:

1. Please log into your iSupplier portal. <https://www.oaklandca.gov/services/register-with-isupplier>
 - a. Click on the "iSupplier Portal Full Access" option in your Navigator.



2. Click the "Negotiations" tab.
 - a. Under "Your Company's Open Invitations" are the Negotiation's numbers aka RFQ numbers. Click on the desired number to open the RFQ\Negotiation\Invitation.

The screenshot displays the 'Negotiations' tab in the iSupplier Portal. The search bar is set to 'Title' and shows 'No results found.' Below this, the 'Your Active and Draft Responses' section is empty. The 'Your Company's Open Invitations' section contains a table with the following data:

Supplier Site	Negotiation Number	Title	Type	Time Left
	216508,2	NTB 1001433 REBID REHABILITATI...	RFQ	1 day 4 hours
	216533,4	(NTB) 1004012 Fed Proj HSIPL-5...	RFQ	1 day 4 hours
	22050,1	RFP for Cost Allocation plan	RFQ	2 days 2 hours
	220524,1	(NTB) ON-CALL CITYWIDE PAVING ...	RFQ	15 days 4 hours
	193501,3	RFP FOR ASSET/PROPERTY MANAGEM...	RFQ	16 days 4 hours

3. To find other RFQs that are not in your open invitation's list.
 - a. Use the drop-down menu next to the "Search Open Negotiations" option, choose Title or Number
 - b. In the open field, type in the percent sign (%) then Key Words or RFQ Numbers then percent again (%) in the search field
 - c. Click "Go".

The screenshot shows the search interface in the iSupplier Portal. The search bar is set to 'Title' and contains the text '%1001433%'. The 'Go' button is highlighted in yellow. A dropdown menu is open, showing options: 'Title', 'Number', 'Contact', 'Category', 'Line', and 'Event'. The 'Your Active and Draft Responses' section is empty. The 'Your Company's Open Invitations' section contains a table with the following data:

Response	Response	Supplier	Negotiation	Title	Type	Time Left	Monitor	Unread
----------	----------	----------	-------------	-------	------	-----------	---------	--------

4. If the RFQ\Negotiation\Invitation has an addendum the system will let you know.

Supplier Home Orders Shipments **Negotiations** Planning Finance Product Administration Assessments

Negotiations >

Warning

- RFQ 216508 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.
[View Amendment History](#)
- RFQ 216508 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.
[View Amendment History](#)

RFQ: 216508,2

Actions Acknowledge Participation **Go**

Title NTB 1001433 REBID REHABILITATION OF PARKRIDGE DR, SKYLINE BLVD, SANTARY SEWER
 Status Active (Locked) Open Date 26-Jun-2020 14:03:40
 Time Left 1 day 4 hours Close Date 30-Jul-2020 14:00:00

Header Lines Controls Contract Terms

Buyer Chan, Sau Outcome Contract Purchase Agreement
 Quote Style Sealed Event
 Description The proposed work consists, in general, consists of removing and replacing equipment, demolishing existing equipment and structures, rehabilitating existing structures, and installing new equipment at three (3) sewage lift stations. Equipment to be replaced and installed include various pumps, piping, valves, electrical equipment, one (1) standby engine generator, and other items shown to be constructed on the contract drawings or specifications, including repair and reconstruction of

5. In The "Actions" option use the drop-down to choose Create Quote.
- If the RFQ\Negotiation\Invitation has an addendum before you can create a quote the system will process you through the acknowledgment process.

RFQ: 216508,2

Actions Create Quote **Go**

Title NTB 1001433 REBID REHABILITATION OF PARKRIDGE DR, SKYLINE BLVD, SANTARY SEWER
 Status Active (Locked) Open Date 26-Jun-2020 14:03:40
 Time Left 1 day 4 hours Close Date 30-Jul-2020 14:00:00

Warning No Yes

Negotiation 216508 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

6. In the "Acknowledge Amendment" section you must click on the box next to I accept the terms and conditions of the RFQ and acknowledge etc., click the Continue button.

Negotiations >

Acknowledge Amendment (RFQ 216508,1) Cancel Continue

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 216508,1.

Header

Label	RFQ 216508	RFQ 216508,1
Amendment Description		Pre-bid sign-in sheet

Notes and Attachments

RFQ 216508

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1001433 Bid book	File	1001433 Bid book	To Supplier	JCHAN	26-Jun-2020	One-Time			

Use Add Attachments to upload Requested Documents

RFQ 216508,1

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1001433 Bid book	File	1001433 Bid book	To Supplier	JCHAN	26-Jun-2020	One-Time			

Acknowledge Amendment (RFQ 216508,2)

Cancel Back Acknowledge

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 216508.2.

Header

Label	RFQ 216508,1	RFQ 216508,2
Amendment Description	Pre-bid sign-in sheet	Addendum no. 1

7. In the Create Quote page/section upload your Bids or Quotes by using the "Add Attachment" function.

- a. Add a title and description
- b. Choose the file from your computer/drive
- c. Click on Apply or if you have more than one file click Add Another

Create Quote: 150192 (RFQ 216508,2)

Cancel View RFQ Save Draft Continue

Title NTB 1001433 REBID REHABILITATION OF PARKRIDGE DR. SKYLINE BLVD. SANITARY SEWER Time Left 1 day 4 hours Close Date 30-Jul-2020 14:00:00

Header

Supplier MACCAM RFQ Currency USD Quote Currency USD Price Precision Any

Quote Valid Until (29-Jul-2020) Reference Number Note to Buyer

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title
Description
Category From Supplier

Define Attachment

Type File Choose File No file chosen

8. Once you click "Submit" you have submitted your Bid/Quote to the City of Oakland.

Warning

Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 150192: Review and Submit (RFQ 216508,2)

Cancel Back Validate Save Draft Printable View Submit

Header

Title NTB 1001433 REBID REHABILITATION OF PARKRIDGE DR. SKYLINE BLVD. SANITARY SEWER Time Left 1 day 4 hours Close Date 30-Jul-2020 14:00:00 Supplier MACCAM RFQ Currency USD Quote Valid Until Reference Number Note to Buyer Quote Currency USD Price Precision Any

Close Date 10-Aug-2020
Quote Valid Until

Confirmation

Quote 150220 for RFQ 220501,1 (RFP for Cost Allocation plan) has been submitted.

[Return to Sourcing Home Page](#)

on 2 this submita From Supplier MCMGROUP3@GMAIL.COM 06-Aug-2020

To Withdraw your Bid or Quote

1. Go to “Your Active and Draft Responses”
2. Find the “Active” response that you want to withdraw, click the “Response Number” to open.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left
150220	Active		220501,1	RFP for Cost Allocation plan	RFQ	3 days 22 hours
150219	Draft		220524,2	(NTB) ON-CALL CITYWIDE PAVING 2020	RFQ	7 days

3. Go to the “Actions” drop down menu and choose “Withdraw Quote” and click “Go”.

Quote: 150220 (RFQ 220501,1)

Actions Withdraw Quote Go

4. You must include something in the reason and click submit.
5. Once submitted you will receive a confirmation page.
6. To close click on the “Return to Previous page”

Quote: 150220 (RFQ 220501,1) >

Warning
This action will permanently withdraw the quote from the negotiation process and will be archived. An archived quote will not be eligible for evaluation or award.

Withdraw Quote: 150220 (RFQ 220501,1) Cancel Submit

* Withdrawal Reason: I would like to withdraw my quote



7. Once you click the “Return to Previous page” it will take you to this page.
8. In the Actions drop down menu choose the “Create Quote” if you want to submit a new quote.

Quote: 150220 (RFQ 220501,1)

Actions Online Discussions Go

Title RFP for Cost Allocation plan Note to Buyer
Time Left 3 days 22 hours 10 Aug 2020 12:00:00

Quote: 150220 (RFQ 220501,1)

Actions Create Quote Go

Title RFP for Cost Allocation plan Note to Buyer
Time Left 3 days 22 hours 10 Aug 2020 12:00:00

Should you have any other questions please let us know at isupplier@oaklandca.gov.