**SUPPLIER GUIDE 4**
Completing Tenders with Online Questionnaires

In some cases FIG will issue tenders with online questionnaires. This removes the requirement for lots of paper uploads as the questions are completed online either by including text, answering yes/no questions or selecting from a dropdown list. Sometimes additional attachments will be required such as organisation charts, product brochures or project programmes.

When you log into the system you will see these set out as Question Sets:
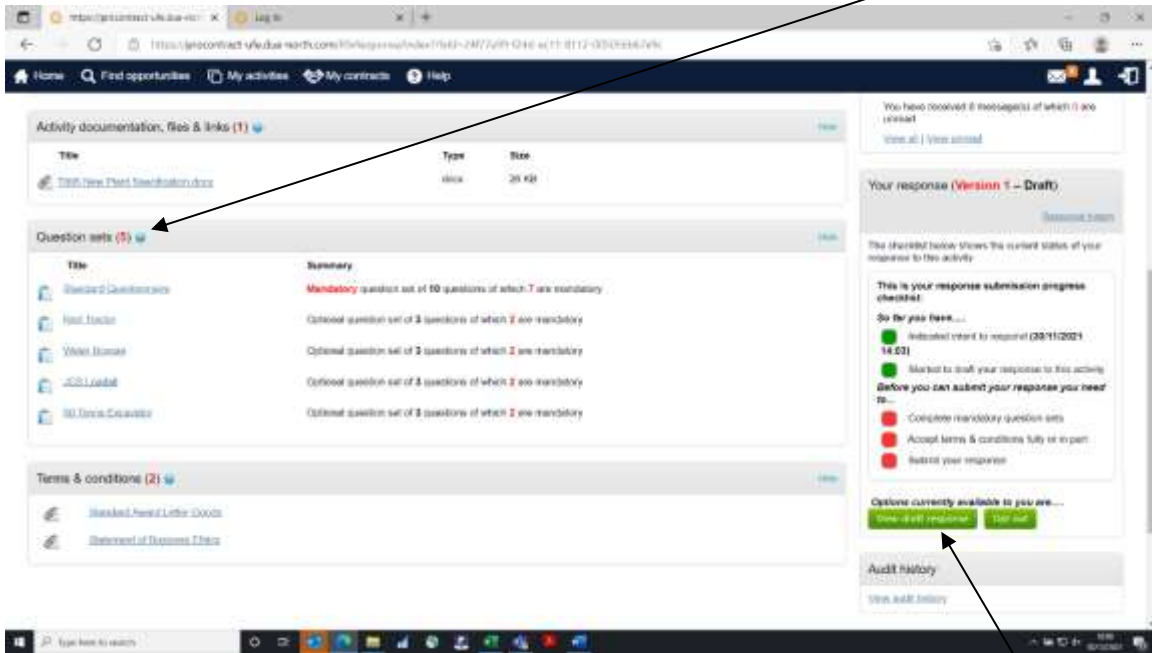

In this example which is a Plant Tender where bidders may submit offers for one or more specific items, there are 5 "Question Sets". The "Standard Questionnaire" is mandatory which means you need to complete it and the others are "Optional" depending on which item/s you are bidding for.

To enter your response, the bottom right hand side of the screen will show an option "Start Response" or (in this case as I had already started) "View Draft Response". Both take you to the correct next screen.

Now you can provide your offer.

In the Question Set section, click on "Edit" to enter a response. Once you start you can save as you go and the progress bar is updated.
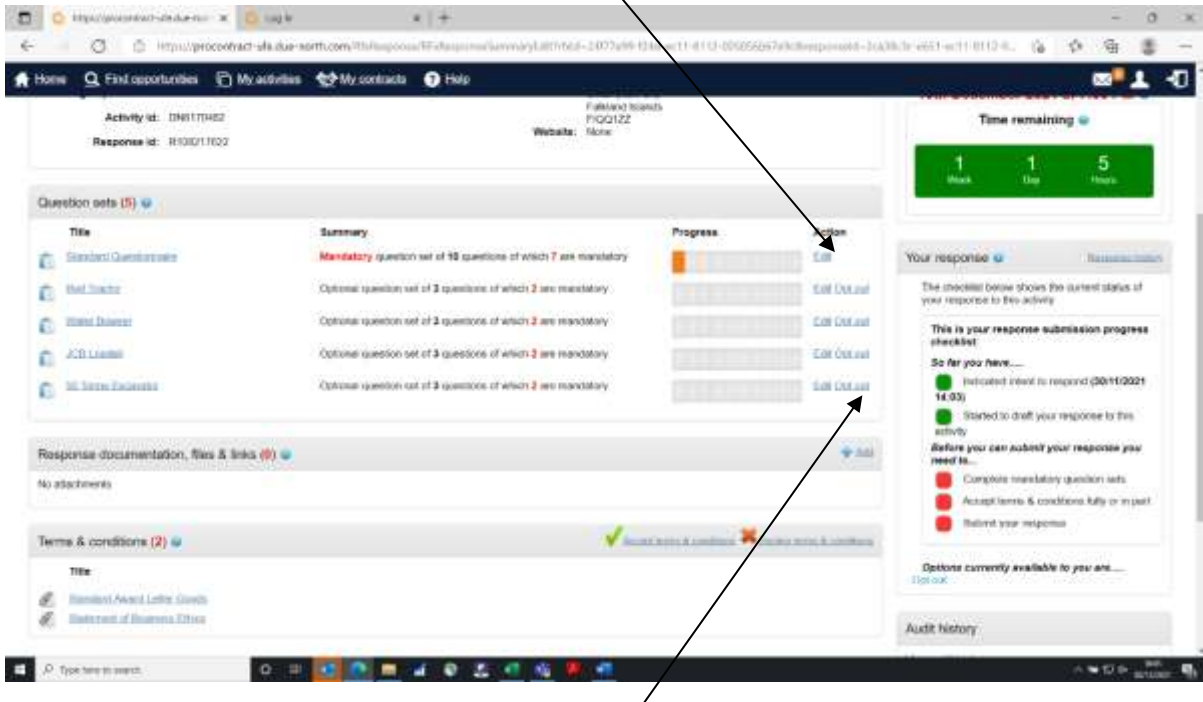
If you don't want to submit an offer for a particular item AND that question set is "Optional" you must "Opt Out" – so then the system recognises that you are not going to submit an offer for this item. Otherwise it will not let you submit your tender.

Once you click on "edit" you will see the specific questions for that set and be able to respond by clicking on "Answer question". Here I have given a partial answer to the first question and flagged it back to myself that I need to have a look before completing.
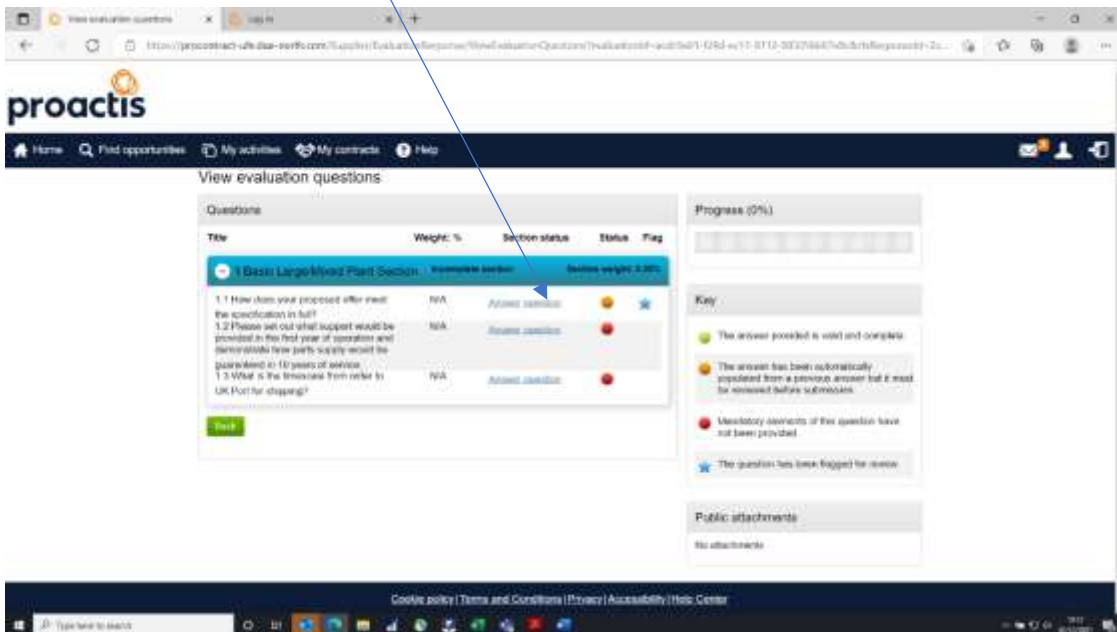
To answer question 1.1 then click on the "Answer question" link. The details are shown in the following screen.

Note the weight (top right hand side) – if it is 0.00% it is a "Pass/Fail" question. Scored questions will have a weighting – eg. 20.00%
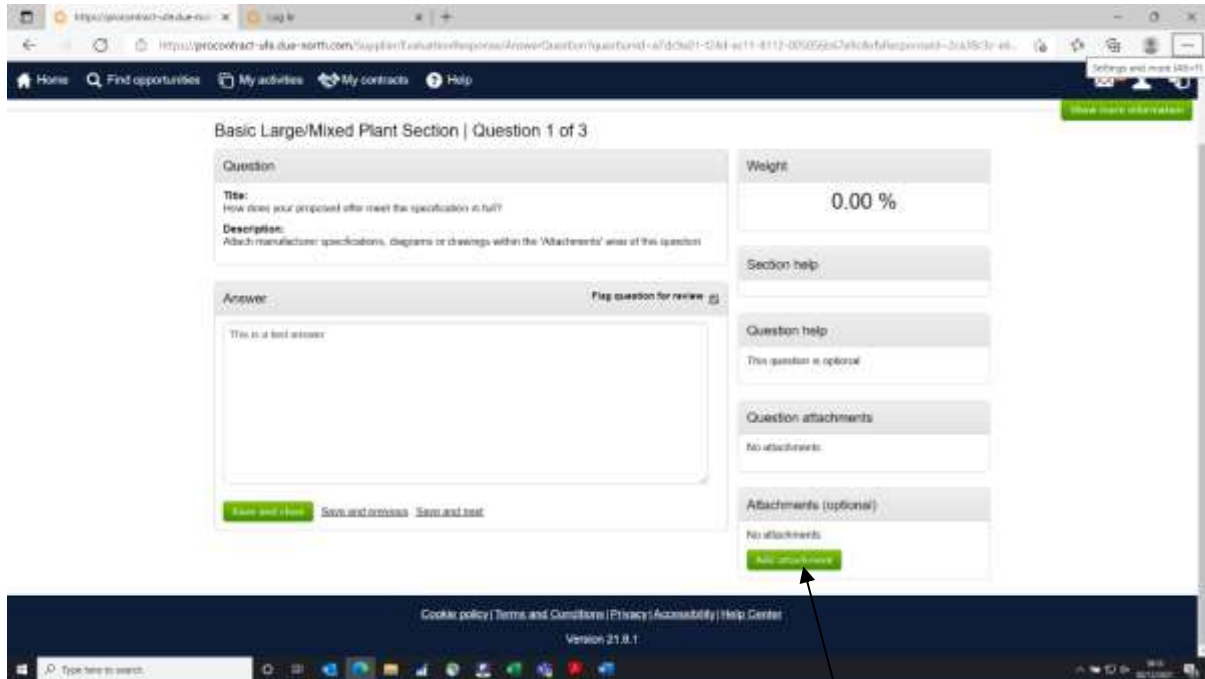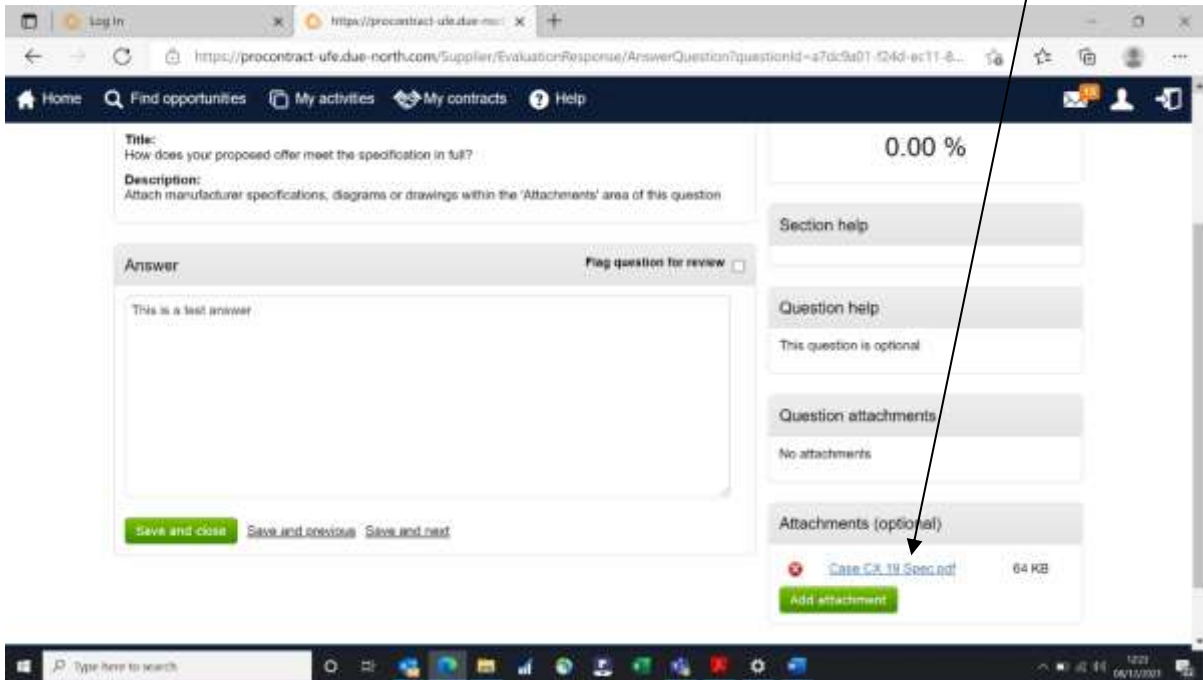

Note that in the description of this question it tells you to attach manufacturer specifications etc. If attachments are required, click on the Add Attachment option.

The following screen appears – click on "Add files", search for the one you want and click on "Start upload".
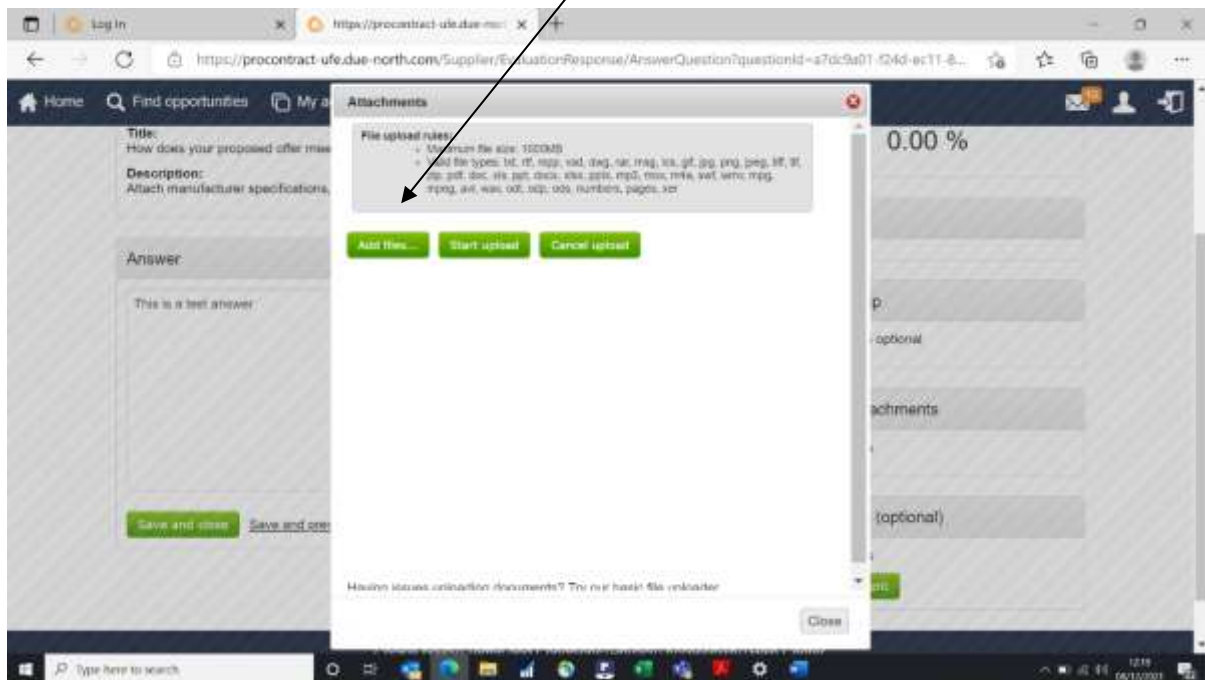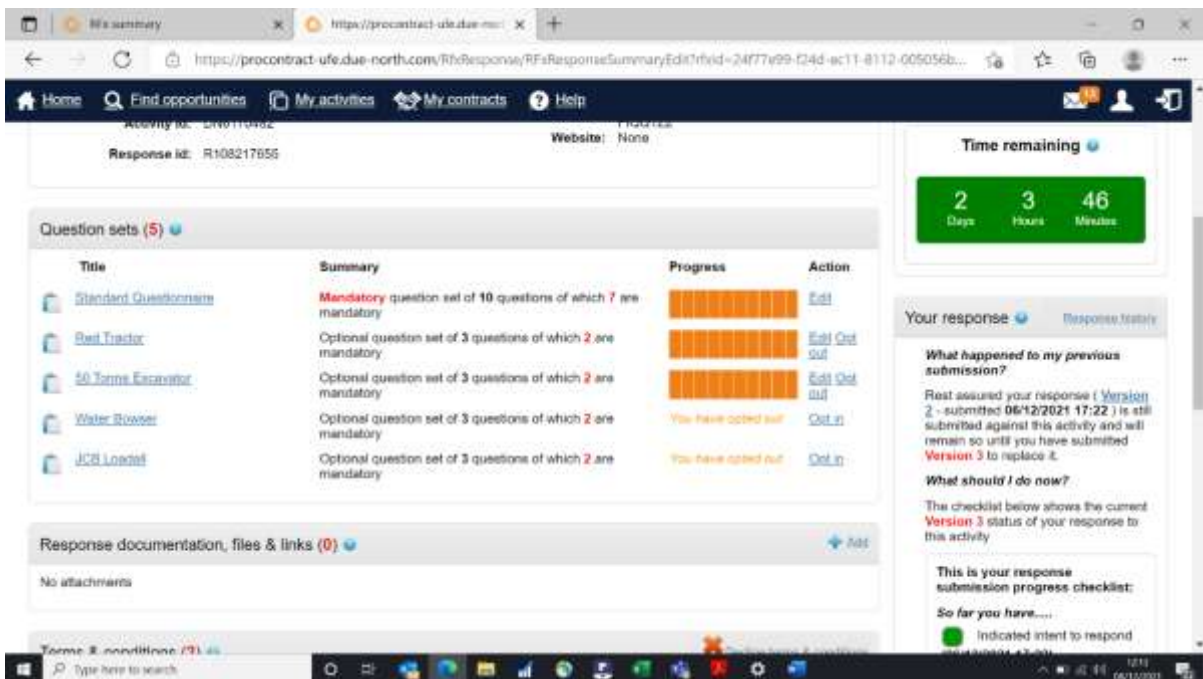
Once you have uploaded the file it will show in the main question screen:

Once you have completed (Saved and closed) all your answers the screen may look something like this. Here I have completed the mandatory "Standard Questions" and put in offers for the Red Tractor and 50 Tonne Excavator. I have opted out of the Water Bowser and JCB Loadall.

At this point, you will be able to complete and submit your response. Note the "Time remaining" top right hand corner which indicates how long you have to complete your response. If you submit your response early but wish to change it, this is perfectly possible. Here I have done this (ie. I had already submitted but now am changing). The original version

stays on the system and is live and valid until I submit a new response. Each response will be marked with a new "Version Number".

See Supplier Guide 3: Responding to Tender Opportunities for additional help in navigating your way round the system.