



# **C40 Tender Platform**

## **Online Tender Management System**

## Table of Contents

Purpose.....	3
Accessing the tendering platform for the first time .....	3
Logging into the software .....	4
The Welcome Screen .....	5
Search by.....	6
How to Submit Bids.....	7
Download, View, Edit & Delete .....	9
Printing Bids .....	10
How to save the Non- Pharmaceutical Summary Sheet.....	11
Change the Password .....	12



# C40 Tendering Platform Manual

---

## Purpose

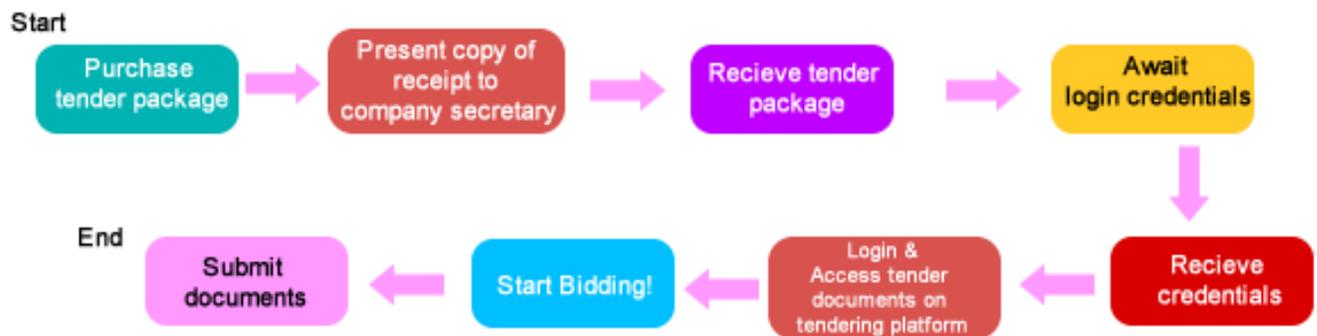
Congratulations! You have purchased our tender package and now have access to our software. This new software is designed to assist in gathering all bids in a standard fashion. This system will also help us process bids in a more efficient manner which in turn will help us award supplier contracts quicker.

This document is meant to be a user manual and guide to using the C40 Tendering Platform for Pharmaceutical and Non-Pharmaceutical Tenders only.

## Accessing the tendering platform for the first time

Once you have purchased a tender package, but have not accessed the platform then you are at the stage reflected in figure 1 below.

**Figure 1: Stage One.**



(Source: Developed for this project)

You will receive a telephone or email confirmation that you are registered, with credentials for the system within one working day of submitting a copy of the tender receipt to the Company Secretary. Upon receipt of your user credentials, you can now proceed to access the software via the following link in a web browser:

<https://c40tenders.com>

## Logging into the software

- 1) Before logging in the supplier may want to click on the instructions button on the login screen which will open an instruction manual for the platform. The supplier can login upon receiving their login credentials from the C40 IT department, which will be communicated to them via telephone or email, within one working day of receiving notification of payment from the Office of the Company Secretary.

**Figure 2: C40 Tender Platform Login portal.**

C40 Tender Platform 2017

User Login

Username

Password

[Login](#) [Instructions](#) [Instructions/User Manual](#)

If you do not have your login credentials. Please ensure that you have submitted a copy of your receipt to NIPDEC's head office.

For tender concerns and queries please call: **1-868-625-5180**

For technical assistance please call: **1-868-634-4406 EXT. 237**

OR Email us at: [c40tenders@nipdec.com](mailto:c40tenders@nipdec.com)

(Source: Developed for this project)

## The Welcome Screen

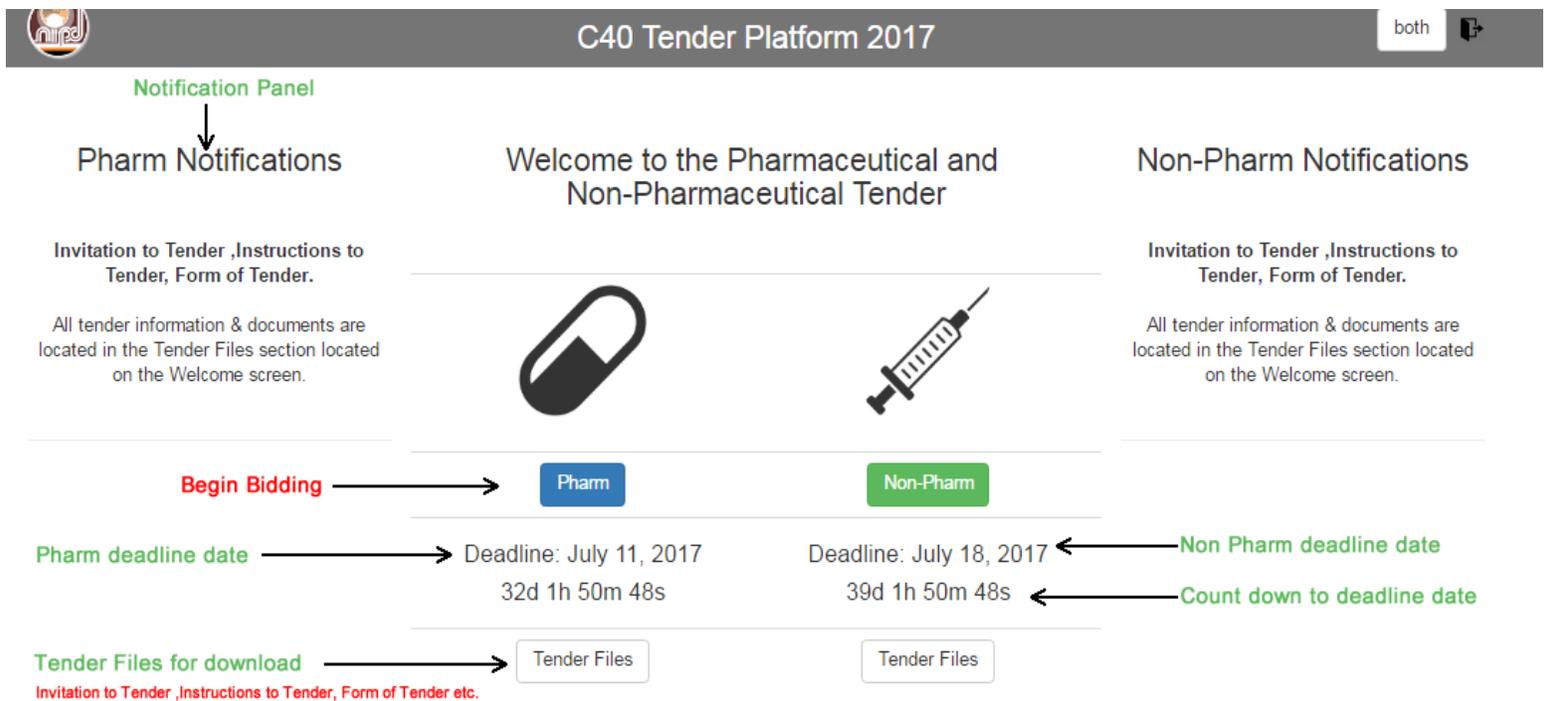
- On the supplier welcome screen there are separate views for suppliers who bought Pharmaceuticals, Non- Pharmaceuticals and both packages. The supplier can click the Pharm or Non- Pharm buttons or icons to navigate to the respective Items screen.

The welcome screen displays the following information:

- Enter button to begin bidding for Pharmaceutical and Non- Pharmaceuticals.
- Tender files available for download for both Pharmaceutical and Non- Pharmaceuticals.
- Notification panel displaying messages specific to Pharmaceutical and Non- Pharmaceuticals bidders.
- Deadline date and times for both Pharmaceutical and Non- Pharmaceutical tenders.
- Count down to the deadline date specific to Pharmaceutical and Non- Pharmaceutical tenders.

**NB: Trinidad time is used for the deadline date and time.**

**Figure 3: C40 Tender Platform Pharmaceutical and Non- Pharmaceutical Supplier welcome page.**



(Source: Developed for this project)

## Search by

- On the **Pharmaceutical/ Non-Pharmaceutical Tender Item** screen the Platform allows suppliers to search by item name, sort by (item name, form, strength, class, quantity and number of bids).

**Figure 4: C40 Tender Platform – Pharmaceutical Tender Items Screen.**

Pharmaceutical Tender Items

[View Bids](#) [Download List](#)

**SEARCH HERE**

Search:

Item Name	Form	Strength	Class	Quantity	Function	Bids
ABACA VIR	SUS	20MG/MLX240ML	ANTI-RETROVIRAL TREATMENT PROGRAMME	30	Bid	0
ABACA VIR	TAB	300MG	ANTI-RETROVIRAL TREATMENT PROGRAMME	72450	Bid	0
ACETAZOLAMIDE	TAB	250MG	BALANCE DIURETICS	284000	Bid	0
ACETYLCYSTEINE	INJ	200MG/MLX10ML	ANTIDOTAL MISCELLANEOUS	6000	Bid	0
ACETYLSALICYLIC ACID EC	TAB	81MG	CNS ANALGESICS & ANTIPIRETICS	16847000	Bid	0
ACETYLSALICYLIC ACID NON-SOLUBLE	TAB	300MG	CNS ANALGESICS & ANTIPIRETICS	80000	Bid	0
ACRIFLAMNE BPC	POW	500GM	DISINFECTANTS AND CLEANSERS	300	Bid	0
ACYCLOVIR	TAB	200MG	ANTI-INFECTIVES ANTIVIRALS	325000	Bid	0
ACYCLOVIR	SUS	200MG/125ML	ANTI-INFECTIVES ANTIVIRALS	400	Bid	0

Showing 1 to 684 of 684 entries

(Source: Developed for this project)

## How to Submit Bids

- 4) On the **Pharmaceutical/ Non-Pharmaceutical Tender Item** screen, click on Bid to enter bids.

**Figure 5: C40 Tender Platform – Pharmaceutical Tender Items Screen.**

Pharmaceutical Tender Items

View Bids Download List

View added bids

Download List

Add bid

Search:

Item Name	Form	Strength	Class	Quantity	Function	Bids
ABACAVIR	SUS	20MG/MLX240ML	ANTI-RETROVIRAL TREATMENT PROGRAMME	30	Bid	0
ABACAVIR	TAB	300MG	ANTI-RETROVIRAL TREATMENT PROGRAMME	72450	Bid	0
ACETAZOLAMIDE	TAB	250MG	BALANCE DIURETICS	284000	Bid	0
ACETYLCYSTEINE	INJ	200MG/MLX10ML	ANTIDOTAL MISCELLANEOUS	6000	Bid	0
ACETYLSALICYLIC ACID EC	TAB	81MG	CNS ANALGESICS & ANTIPIRETICS	16847000	Bid	0
ACETYLSALICYLIC ACID NON-SOLUBLE	TAB	300MG	CNS ANALGESICS & ANTIPIRETICS	80000	Bid	0
ACRIFLAVINE BPC	POW	500GM	DISINFECTANTS AND CLEANSERS	300	Bid	0
ACYCLOVIR	TAB	200MG	ANTI-INFECTIVES ANTIVIRALS	325000	Bid	0
ACYCLOVIR	SUS	200MG/125ML	ANTI-INFECTIVES ANTIVIRALS	400	Bid	0

Showing 1 to 684 of 684 entries

(Source: Developed for this project)

### The tender items screen displayed in Figure 5 contains:

- Filter through the list of items
- Sort by clicking the table headings
- Option to add bid by clicking on the Bid button
- View your already entered bids
- Download list ,this allows you to download the list of all the items available for tender
- A back button in the form of the NIPDEC logo that will take you back to the welcome screen.

On the **Add Pharmaceutical /Non Pharmaceutical Bids** screen, fill out the required fields and click on **Add Bid** button when completed to enter bids, also you may click on the back button if you would like to navigate back to the Tender items screen without completing a bid.

**Figure 6: C40 Tender Platform – Pharmaceutical Bid Screen.**

**Add Pharmaceutical Bid:**  
ABACAVIR 20MG/MLX240ML SUS | 50 BOT

**Manufacturer Information**

Brand Name

Manufacturer

Other

Country

F&D Registration #

Classification  Brand  Generic

**Package Information**

Package

Unit of Measure

Units per Pack

Package Price

Unit Price per BOT

**Delivery Information**

Minimum Purchase Qty

Minimum Lead Time

Maximum Lead Time

(Source: Developed for this project)

## Download, View, Edit & Delete

- 5) Upon placing bids the supplier will be navigated to the **Supplier Pharmaceutical /Non Pharmaceutical Bids screen**, which allows suppliers to download, view, edit, delete and print the items they have bid on, within the given tender period. You may also navigate to this screen by clicking the **View Bids Button** in the top left corner of the Tender Items screen. To bid on another item, click on the **Tender Items** button to navigate back to the **Pharmaceutical/ Non-Pharmaceutical Tender Item** screen. To edit or delete your bid, click the respective button on the **Supplier Pharmaceutical /Non Pharmaceutical Bids screen**, and confirm your request to edit or delete.

**Figure 7: C40 Tender Platform – View Bids Screen.**

dauidsup Non-Pharmaceutical Bids

Tender Items Download Bids Print Bids Print Summary ← Summary Sheet

Tender items screen Print Bids Edit Bid Delete Bid

Search:

Name	Brand	Unit	Unit Price	Units per Pack	Pack Price	Function
X-RAY ENVELOPE 14 1/2INX17 1/2IN (B/BOARD)	2333	UNIT	2	1	2	Edit Delete
UNDERPAD 23INX36IN (DISP)	222	UNIT	2	2	4	Edit Delete
TUBE BLOOD TAKING GREEN 1ML PAED (+/-0.5ML)	222	UNIT	2	2	4	Edit Delete
TRANSFER PACK UNIT 150ML	234	UNIT	2	2	4	Edit Delete
THERMOMETER CLINICAL RE-USABLE	223	UNIT	2	2	4	Edit Delete
SYRINGE 60ML (DISP) CATHETER TIP	22	TIN	2	2	4	Edit Delete
SPONGE EXODONTIA 2IN X 2IN NON-STERILE	222	UNIT	2	1	2	Edit Delete
SPHYGMOMANOMETER DIGITAL WITH STAND	22	TIN	2	1	2	Edit Delete
SPECULUM VAGINAL (SML) (DISP) SCREW TYPE	223	UNIT	2	2	4	Edit Delete
SODIUM FLUORIDE VARNISH	22	YARD	2	2	4	Edit Delete

Showing 1 to 133 of 133 entries

(Source: Developed for this project)

## Printing Bids

- 6) To print a hard copy of your bid document for submission, please go to the View Bids screen, shown in Figure 7, click the button located on the top left corner of the screen labelled “Print Bids”, select your desired printer and print. A sample of the printout is shown in Figure 8 below.

**Figure 8: C40 Tender Platform – View Bids Screen.**

davidsup's Non-Pharmaceutical Bids for Tender Period 2017-2018

DIN	Name	Brand	Min Qty	Package	Pack Price	Unit Price	Del. Min.	Del. Max.	Manufacturer	Country	
90005145	X-RAY ENVELOPE 14 1/2INX17 1/2IN (B/BOARD)	2333	2	POUCH	2	2	2	4	3M Interamerica Inc	Antigua and Barbuda	davidsup
90006254	UNDERPAD 23INX36IN (DISP)	222	2	PKT	4	2	2	12	3M Interamerica Inc	Algeria	davidsup
90003296	TUBE BLOOD TAKING GREEN 1ML PAED (+/-0.5ML)	222	2	POUCH	4	2	2	4	3M International	Andorra	davidsup
90002687	TRANSFER PACK UNIT 150ML	234	2	PACKET	4	2	2	4	3M Health Care	Albania	davidsup
90004597	THERMOMETER CLINICAL RE-USABLE	223	2	POUCH	4	2	2	4	3M Health Care	Angola	davidsup
90003701	SYRINGE 60ML (DISP) CATHETER TIP	22	2	PKT	4	2	2	4	3M International	Antigua and Barbuda	davidsup
90004753	SPONGE EXODONTIA 2IN X 2IN NON-STERILE	222	2	POUCH	2	2	2	4	3M Health Care	Algeria	davidsup
90004179	SPHYGMOMANOMETER DIGITAL WITH STAND	22	2	PKT	2	2	2	44	3M International	Angola	davidsup
90003873	SPECULUM VAGINAL (SML) (DISP) SCREW TYPE	223	2	PKT	4	2	2	55	3M Health Care	Antigua and Barbuda	davidsup
90003082	SODIUM FLUORIDE VARNISH	22	2	PKT	4	2	2	44	3M Interamerica Inc	Algeria	davidsup
90001035	SILK 1 35MM 1/2 CIRCLE CURVED ROUND BODIED/	22	2	PKT	484	22	2	44	3M International	Antigua and Barbuda	davidsup
90002514	SILICONE DRAIN 1/8 TROCER	223	2	PKT	4	2	2	44	3M Interamerica Inc	Angola	davidsup
90008060	SHOE COVERS (DISPOSABLE) PAPER	223	2	PKT	4	2	2	44	3M Health Care	Algeria	davidsup
90003027	SEALANT (PIT & FISSURE)	Daivdg	2	POUCH	4	2	2	4	3M Interamerica Inc	Antigua and Barbuda	davidsup
90008462	SCRUB SUIT (LARGE)	dd	2	PKT	2	2	2	4	3M Interamerica Inc	Algeria	davidsup
90003852	SCISSORS DRESSING SL/STR/BL 5IN	dsddd	2	PKT	2	2	3	44	3M Health Care	Angola	davidsup

(Source: Developed for this project)

**NB: Remember to stamp and date your hard copy before submitting.**

## How to save the Non- Pharmaceutical Summary Sheet

- 7) To save the Non-Pharmaceutical summary sheet, select Print Summary on the **View Bids screen**, then on the print summary sheet screen shown below in Figure 9, press Ctrl + P on your keyboard or select print from your browser menu. Then change the printer from “your printer” to Save as PDF .Next select Save and the location you would like it saved to, then select save again to confirm the location.

**Figure 9: C40 Tender Platform – Print Summary Sheet & Save Summary Sheet**

davidsup's Non-Pharmaceutical Bids Summary for Tender Period 2017-2018

Class	Item No.	Item Name	Unit Price	UOM	Samples Required	
NP:09:03	90005145	X-RAY ENVELOPE 14 1/2INX17 1/2IN (BBOARD)	2	UNIT	1 ONLY	davidsup
NP:04:13	90006254	UNDERPAD 23INX36IN (DISP)	2	UNIT	1 PKG	davidsup
NP:02:09	90003296	TUBE BLOOD TAKING GREEN 1ML PAED (+/-0.5ML)	2	UNIT	5 ONLY	davidsup
NP:02:06:02	90002687	TRANSFER PACK UNIT 150ML	2	UNIT	1 ONLY	davidsup
NP:02:04	90004597	THERMOMETER CLINICAL RE-USABLE	2	UNIT	1 ONLY	davidsup
NP:04:02	90003701	SYRINGE 60ML (DISP) CATHETER TIP	2	TIN	1 ONLY	davidsup
NP:10:02	90004753	SPONGE EXODONTIA 2IN X 2IN NON-STERILE	2	UNIT	1 PKT	davidsup
NP:02:04	90004179	SPHYGMOMANOMETER DIGITAL WITH STAND	2	TIN	1 ONLY	davidsup
NP:03:01	90003873	SPECULUM VAGINAL (SML) (DISP) SCREW TYPE	2	UNIT	1 ONLY	davidsup
NP:10:03	90003082	SODIUM FLUORIDE VARNISH	2	YARD	1 TUBE	davidsup
NP:03:02	90001035	SILK 1 35MM 1/2 CIRCLE CURVED ROUND BODIED	22	YARD	1 ONLY	davidsup
NP:04:11	90002514	SILICONE DRAIN 1/8 TROCAR	2	YARD	1 ONLY	davidsup
NP:04:15	90008060	SHOE COVERS (DISPOSABLE) PAPER	2	TIN	1 ONLY	davidsup
NP:10:00	90003027	SEALANT (PIT & FISSURE)	2	UNIT	1 ONLY	davidsup
NP:07:03	90008462	SCRUB SUIT (LARGE)	2	TIN	1 ONLY	davidsup
NP:03:01	90003852	SCISSORS DRESSING SL/STRBL 5IN	2	TIN	1 ONLY	davidsup
NP:10:01	90002973	PROBE SHEPHERDS HOOK #54	22	TIN	1 ONLY	davidsup
NP:04:10	90004192	POUCH URINARY DRAINAGE (CHILD)	2	UNIT	1 ONLY	davidsup
NP:07:02	90008240	POPLIN 45IN LIGHT BLUE (65% POLY 35% VISCOSE)	22	UNIT	12"X12" PC	davidsup
NP:03:02	90005903	POLYESTER FIBRE LIGATURE	22	TIN	1 ONLY	davidsup
NP:07:02	90006219	POLYESTER 60	2	EACH	12"X12" PC	davidsup
NP:03:02	90005870	POLY MONO BLUE 1/2 CIR (TP/RB) 40MM NDL	2	UNIT	1 ONLY	davidsup

**Print**

Total: 7 sheets of paper

Destination HP LaserJet 500 color M...

Pages  All  
 e.g. 1-5, 8, 11-13

Copies

Layout

Color

Options  Two-sided

[+ More settings](#)

Print using system dialog... (Ctrl+Shift+P)

davidsup's Non-Pharmaceutical Bids Summary for Tender Period 2017-2018

Class	Item No.	Item Name	Unit Price	UOM	Samples Required	
NP:09:03	90005145	X-RAY ENVELOPE 14 1/2INX17 1/2IN (BBOARD)	2	UNIT	1 ONLY	davidsup
NP:04:13	90006254	UNDERPAD 23INX36IN (DISP)	2	UNIT	1 PKG	davidsup
NP:02:09	90003296	TUBE BLOOD TAKING GREEN 1ML PAED (+/-0.5ML)	2	UNIT	5 ONLY	davidsup
NP:02:06:02	90002687	TRANSFER PACK UNIT 150ML	2	UNIT	1 ONLY	davidsup
NP:02:04	90004597	THERMOMETER CLINICAL RE-USABLE	2	UNIT	1 ONLY	davidsup
NP:04:02	90003701	SYRINGE 60ML (DISP) CATHETER TIP	2	TIN	1 ONLY	davidsup
NP:10:02	90004753	SPONGE EXODONTIA 2IN X 2IN NON-STERILE	2	UNIT	1 PKT	davidsup
NP:02:04	90004179	SPHYGMOMANOMETER DIGITAL WITH STAND	2	TIN	1 ONLY	davidsup
NP:03:01	90003873	SPECULUM VAGINAL (SML) (DISP) SCREW TYPE	2	UNIT	1 ONLY	davidsup
NP:10:03	90003082	SODIUM FLUORIDE VARNISH	2	YARD	1 TUBE	davidsup
NP:03:02	90001035	SILK 1 35MM 1/2 CIRCLE CURVED ROUND BODIED	22	YARD	1 ONLY	davidsup
NP:04:11	90002514	SILICONE DRAIN 1/8 TROCAR	2	YARD	1 ONLY	davidsup
NP:04:15	90008060	SHOE COVERS (DISPOSABLE) PAPER	2	TIN	1 ONLY	davidsup
NP:10:00	90003027	SEALANT (PIT & FISSURE)	2	UNIT	1 ONLY	davidsup
NP:07:03	90008462	SCRUB SUIT (LARGE)	2	TIN	1 ONLY	davidsup

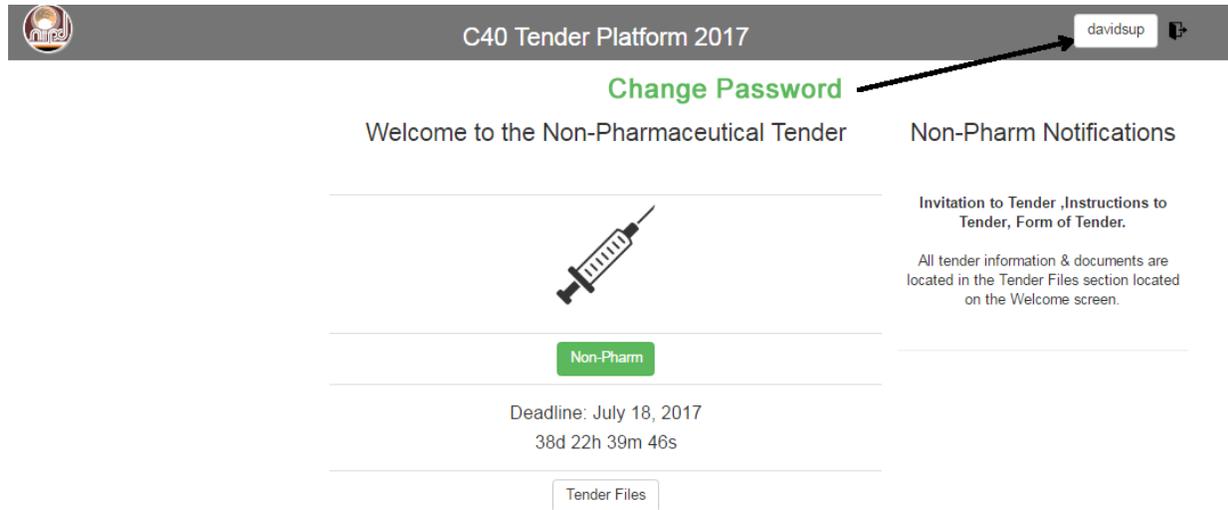
Select Change , then choose Save as PDF

(Source: Developed for this project)

## Change the Password

- 8) To change your C40 Tender Platform password, select the supplier name in the top right corner of the screen. Enter your existing password and your desired new password, confirm password and select update.

**Figure 10: C40 Tender Platform- Change the Password**



**Change Password**

**Username**  
davidsup

**Old Password**  
Old Password

**New Password**  
New Password

**Confirm New Password**  
Confirm New Password

Please be sure to enter your old password correctly. You new password must contain at least 8 characters, an Uppercase character, a Lowercase Character and a Number.

(Source: Developed for this project)