

How to Submit your Offer

Step 1: Review the page and complete your supplier information

1. Language switch

2. Organization name

3. Tender title

4. Important dates regarding the Tender

5. Supplier information

Complete the supplier information and make sure your email address is correct.

6. Verify and unlock uploads spaces

Step 2: Complete email verification if required

8. One-time passcode (OTP)

Enter the code exactly as received in your email.

9. Verify OTP or resend code

Use Resend code if you did not receive the email or if the code expired, check your spam or junk folder.

Important: OTP verification is only required in some cases. If no verification is requested, you can proceed directly to upload process.

After verification, you can start uploading your files and offer.

Step 3: Upload your files and offer

+971559876543

Dubai

Allowed types: **pdf, doc, docx, xls, xlsx, ppt, pptx, jpg, jpeg, png**. Up to **20** files per submission, total up to **150MB**, max **20MB** per file. Files will upload immediately after you select or drop them.

You must upload at least one file in each envelope before you can finalize your submission.

1

📁 Technical Bid 2

!

📁 Financial Bid 0

2
↑

Upload to: Technical Bid

Drag & drop or click

Up to 20 files total · 150MB total · 20MB each

3
↕

× TIS.png <small>5.86 KB</small>	✓ Uploaded 🗑️
× TIS (1).png <small>597.99 KB</small>	✓ Uploaded 🗑️

4

Cancel submission

Finalize submission

1. Tender envelopes (a tender may have one or two envelopes)

If the tender has two envelopes, do not upload prices or financial offer inside the technical envelope

2. Upload space for the selected envelope (click on it to browse files or drag and drop your files)

3. Uploaded files (you can delete a file if it was uploaded by mistake)

4. After uploading files to all envelopes, click **Finalize submission**

After Finalizing submission

- You can't make changes to your information or uploaded files, so please make sure everything is correct before finalizing.
- Once your submission is completed, you will receive a confirmation email with your submission details.
- Please check your inbox, as well as your spam or junk folder.
- **If you did not receive the confirmation email**, it means your offer was not successfully submitted, and you will need to submit it again.