



Single Stage Two Envelope

Revise Estimate and add new works project

1. Project Name : Construction of Bridge
2. Estimated Amount : 120000000.00
3. Procurement Method : NCB
4. Contract Type : Unit Rate

Document Creation

1. Goto Procurement Document >> Create
2. Select Project and clicks on Create Docs
 - a. Select Bidding Document of : Two Enveloppe
 - b. Document Type : GoN Online
 - c. Bidding Type : Open
 - d. Copy from existing Bid : No

PPMO

System will shows document creation templates with following sections

1. General Info : Here Bid schedule and cover page information are recorded.
2. Bid Data Sheet : Additional Instruction to Bidders.
3. EQC & Works Requirement : Evaluation & Qualification criteria with works requirement
4. BoQ : Online Bill of quantities creation using CPV
5. Special Condition of Contract : Provision to edit Special condition of contract
6. Additional : Additional Document can be uploaded here
7. Summary : In summary section , opening committee can be updated and preview generation

Once all sections are filled properly and correctly, document require review and approval from approver.