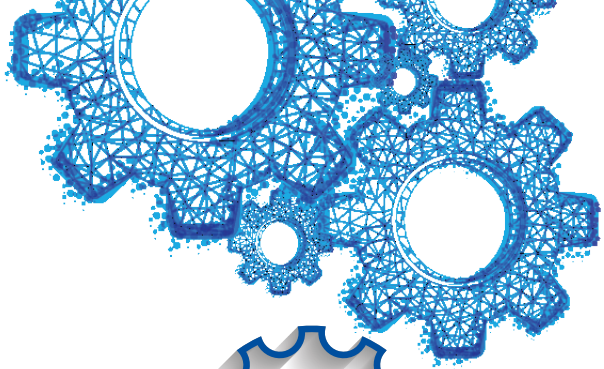
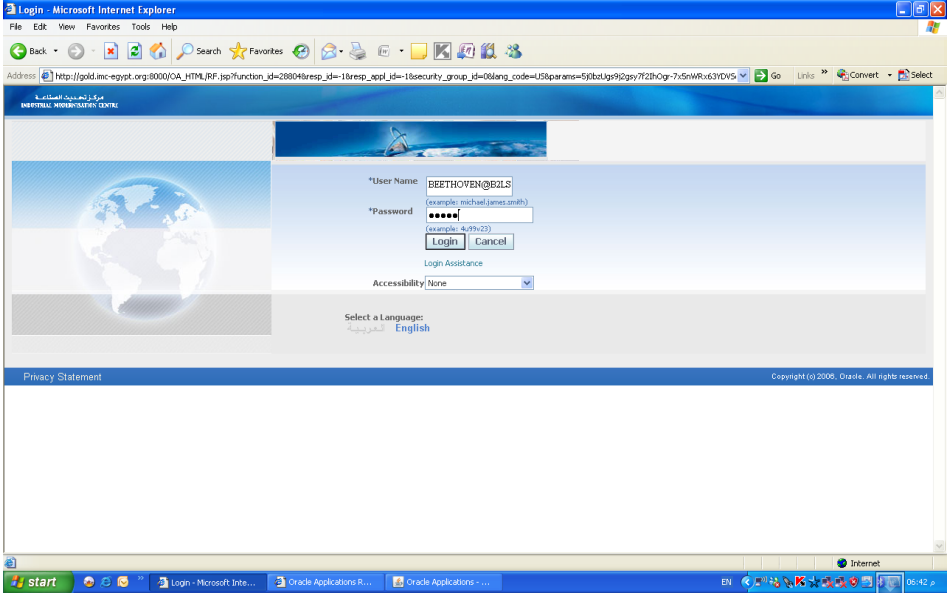
مركز تحديث الصناعة
INDUSTRIAL MODERNISATION CENTRE

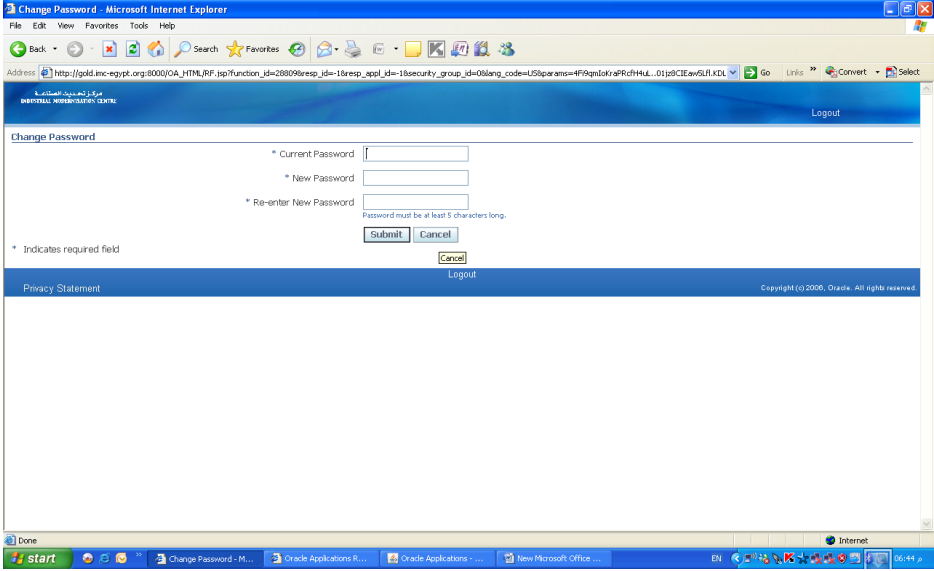
وزارة الصناعة
Ministry of Industry



IMC service provider bidding steps



Add your username and password as shown above.

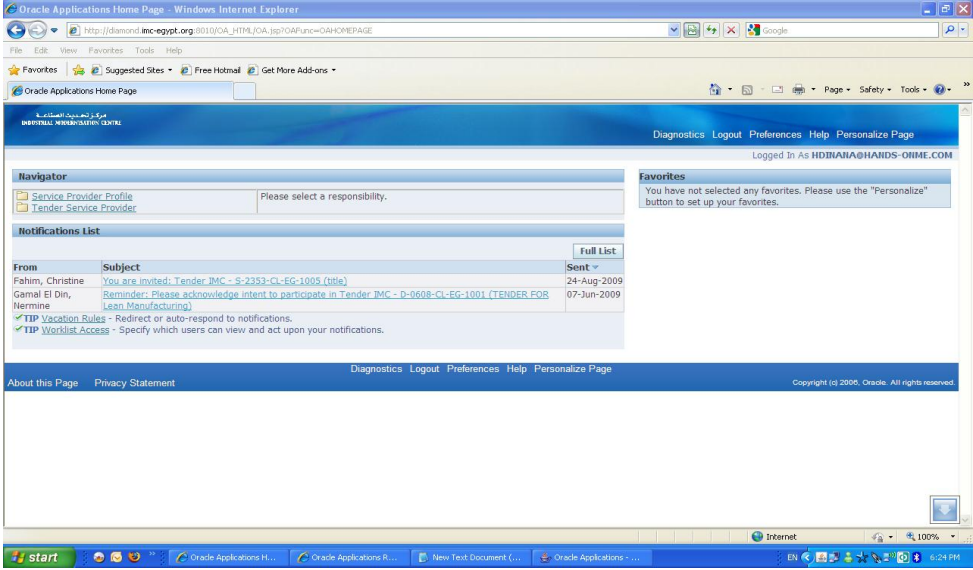


مركز تحديث الصناعة
INDUSTRIAL MODERNISATION CENTRE

- **To change your password:**

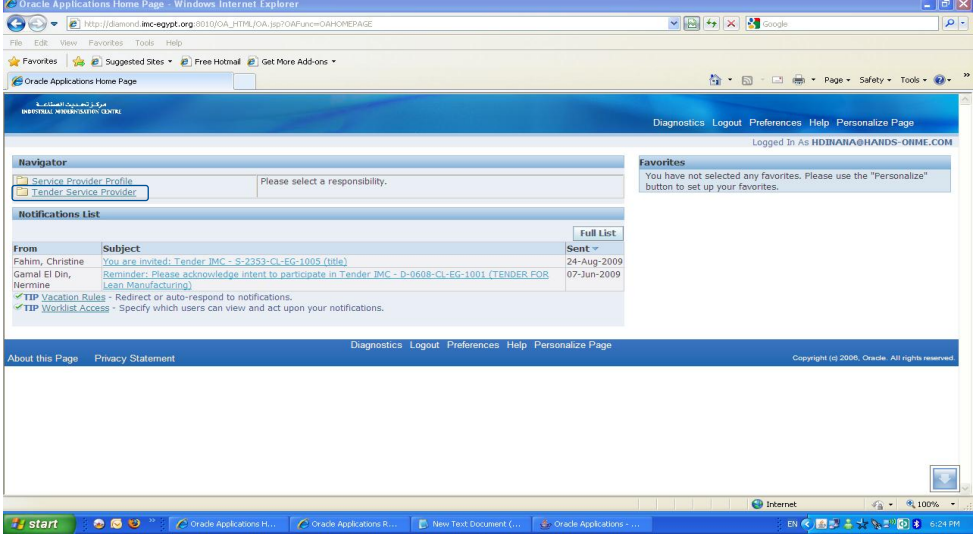
1- Type your current Password (xxxx) sent to you by mail

2- Enter your new Password (Sent to you by e-mail).

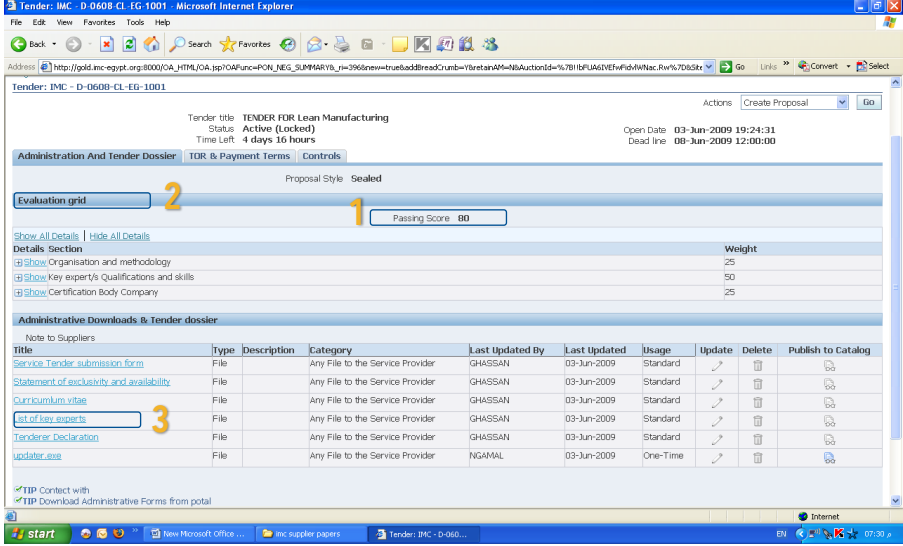


- **Now you have Three (3) main functions:**

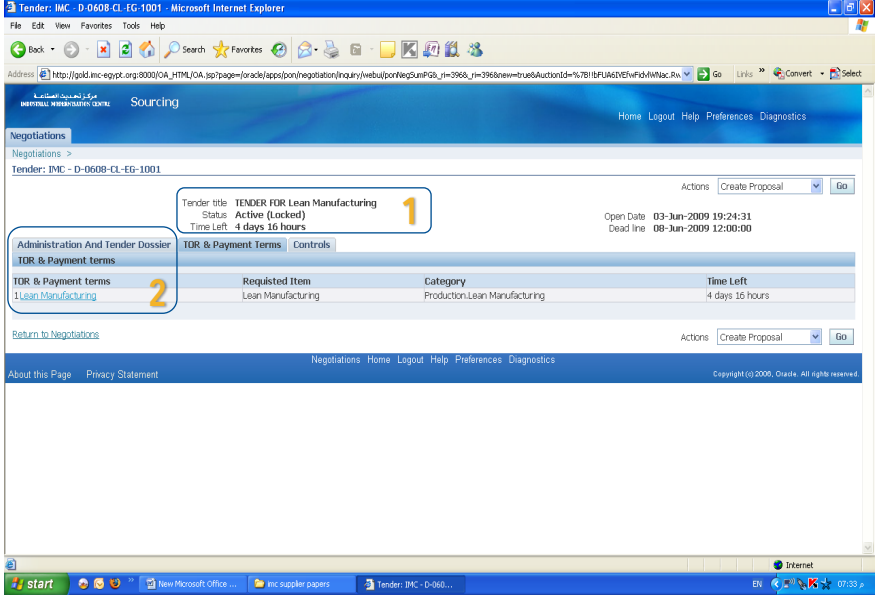
1. Service Provider Profile: where you can update and view your details.
2. Tender Service Provider: where you can view and respond to IMC tenders.
3. The Notifications List: where you can view your company's Tender invitations.



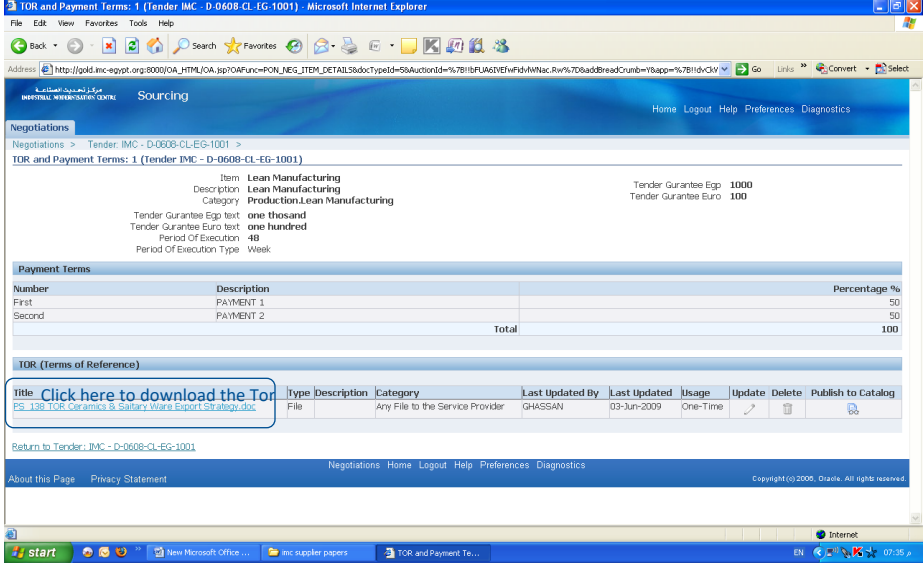
- Now click on the "Tender Service Provider" with the subject You are invited ,to view the Tender details.
- The column "From": indicates the name of the IMC person handling this tender.
- " Notifications List": to view the notifications or invitations your company has received (invitation to new tender, awarded, disqualified...etc) , sent also by mail



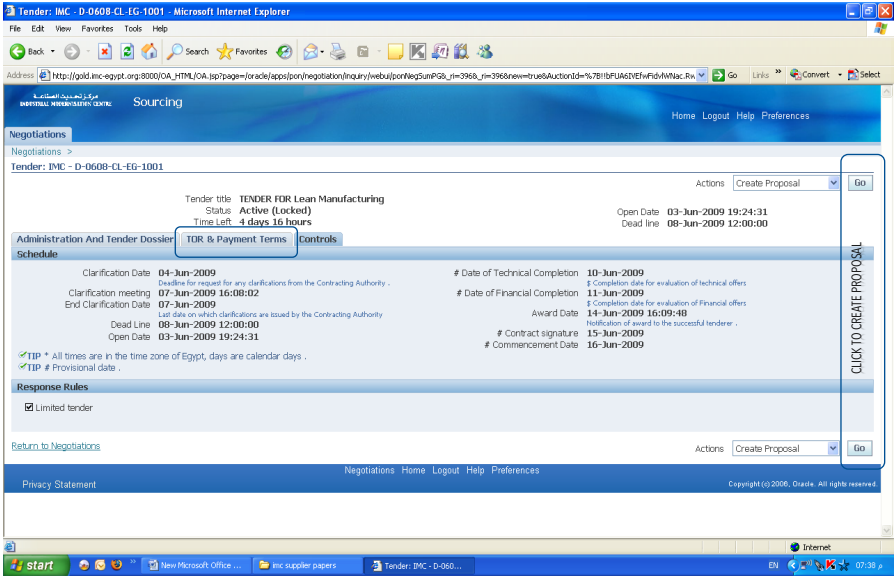
- (1) Review the Passing Score (2) View the Evaluation Grid (3) you **MUST** download the Tender Dossier and the Five Administrative attachments, complete the administrative forms.
- You will upload the administrative forms later on through the process.



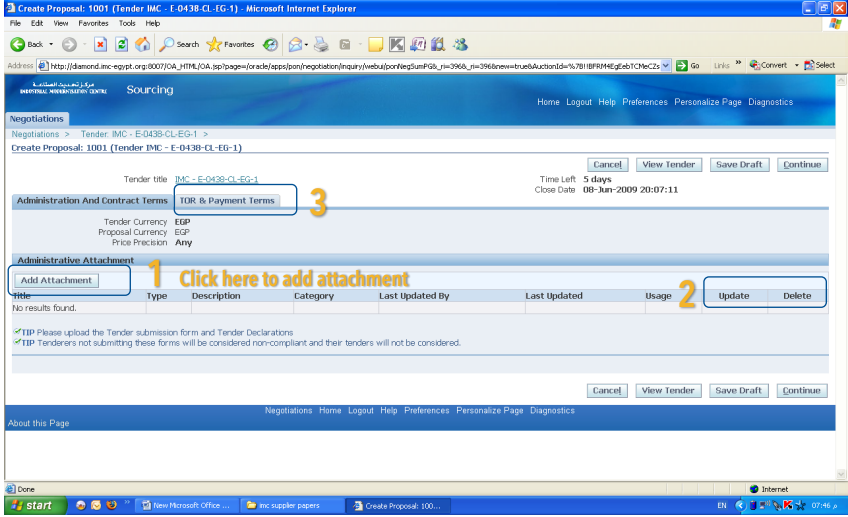
- Click on "TOR & Payment Terms", then on the "Service Name" as shown above.



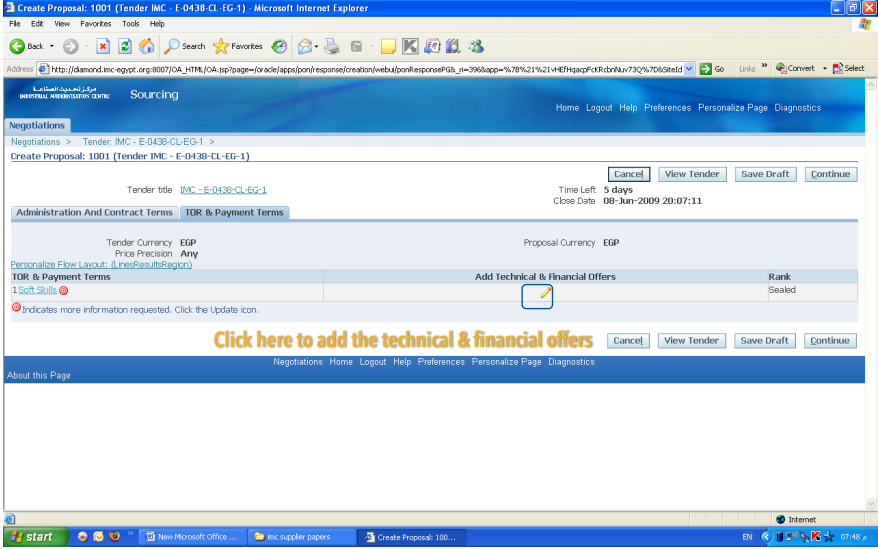
- Here you can view the Tender Guarantee, the Period Of Execution (project duration), Payment Terms (milestones) and also download the TOR.



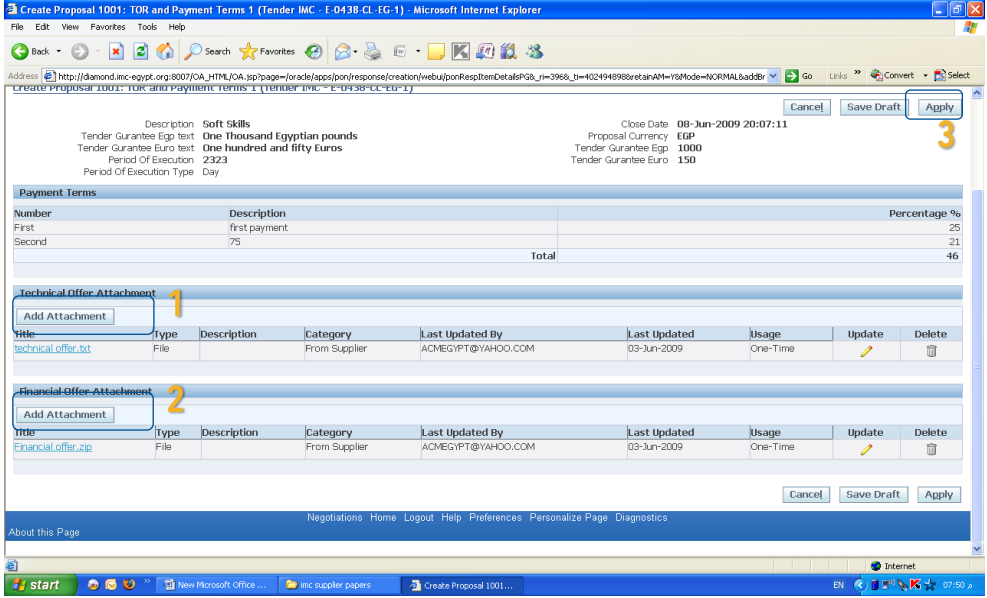
- By clicking on "Controls" you can view the dates.
- To create a proposal click on the "Go" key.



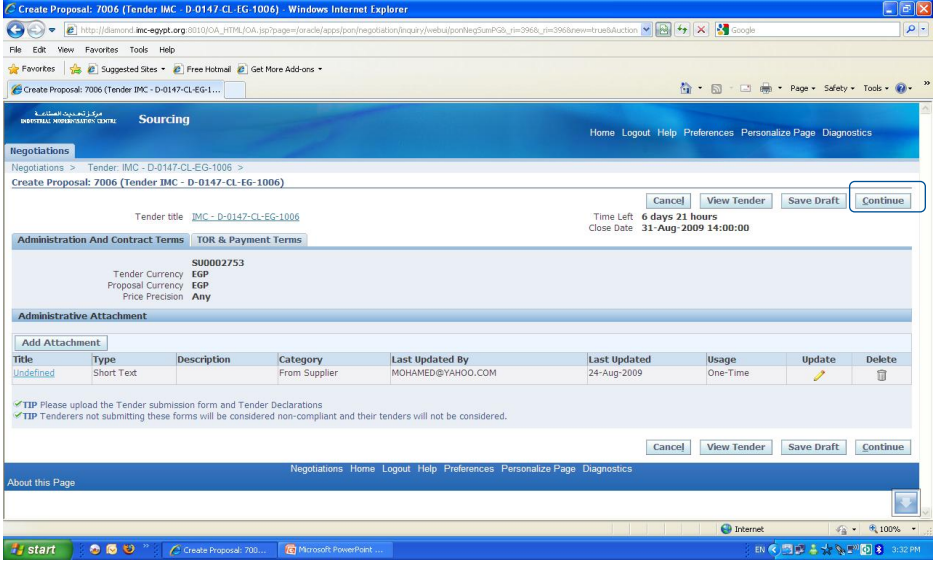
- (1) Attach data (the 5 files) under the "Administrative Attachment" by clicking on "Add Attachment" key. (2) You can edit (update) or delete the files (Do not attach technical and financial offers here) please review admin offers attachments rules at the end of this document
- (3) Then click on TOR & Payment Terms.



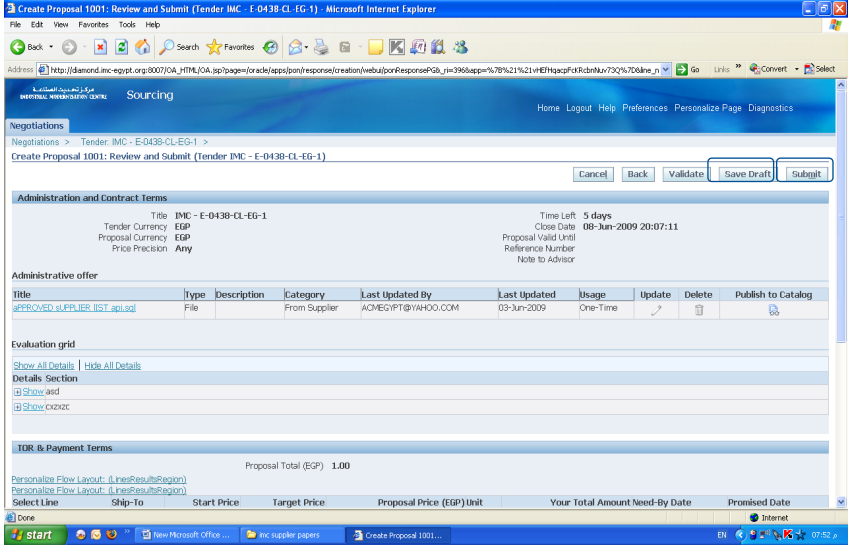
- Click on the yellow pencil to add the Technical and Financial Offers.
- Financial Offer must be submitted with a zip file with a password.
- Instructions on how to create a zip file with a password will be shown at the end of the process.



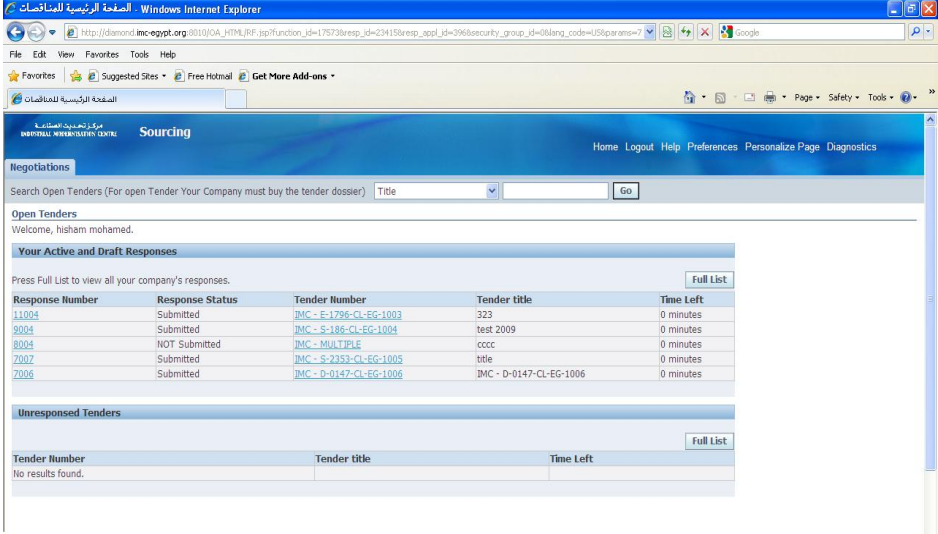
- Click on "Add Attachment" under Technical offer and Financial offer to upload them.
- After adding the attachments, click the "Apply" key .



- You will be redirected to this page
- press continue

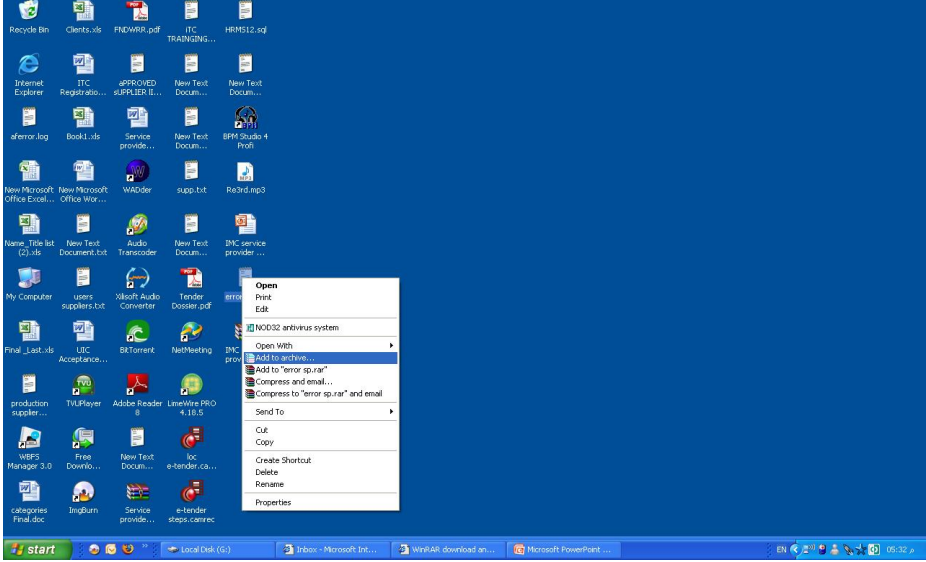


- You can preview the whole offer before submission.
- To submit later press "Save Draft".
- After completing all documents press submit to send the offer and the system will confirm your submission.

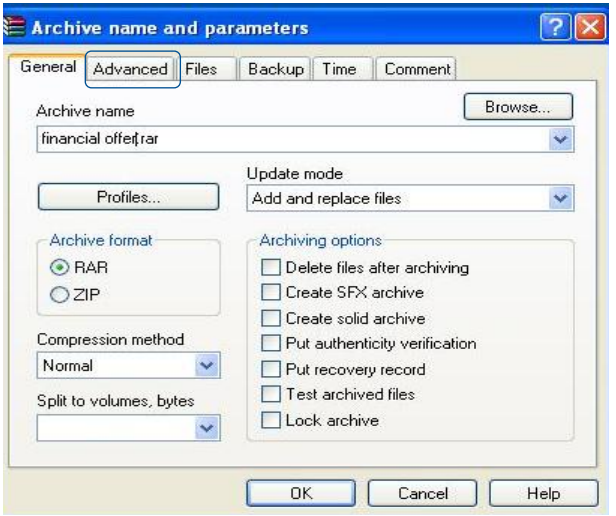


- After sending your proposal you can log in with your account , go to the E- Tender home page , you can view the Response Status if it Submitted or not submitted on each Tender

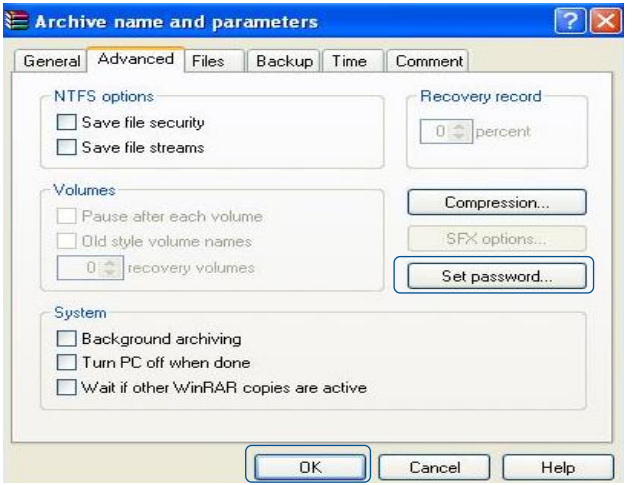
Steps for how to set a password for your Financial offer



- Download the winrar software from http://www.win-rar.com then install it.
- After installing , right click on the financial offer to be able to see "Add to archive" as shown above.



- The program will run, to set the password click on "Advanced".



- Click on set password , to generate your password then click Ok.

Administrative offers attachments rules

- When you upload your proposal's attachments; please pay special attention to the followings:
- Please upload all required "Administration Attachments" in this sequence:-
  - Declaration Form (Signed).
  - Tender Submission Form (Signed).
  - Tender Guarantee (Stamped by IMC Finance Office).
  - List of proposed Experts (Indicate Position Title).
  - CVs of the proposed Experts.
  - Copies of Graduation Certificates as mentioned in the attached CVs.
  - Copies of IDs of the proposed Experts.
  - Statements of Availability and Exclusivity of the proposed Experts (Signed).
  - Copy of the Tax File ID
  - Copy of Commercial Registry.
- - All scanned forms must be in jpg format.
- Group your attachments with the same type)(- All attachments should not exceed ten
- - All attachments must be uploaded in PDF format.
- - If you select to upload the documents in a Compressed File; it must be in Zip Extension (not RAR).
- - Do not attach your financial and technical offer with the administrative attachments as you will be disqualified

Thanks for your time
For more Information or details Please contact the IMC

أبراج وزارة المالية – شارع امتداد رمسيس – مدينة نصر – القاهرة برج ٥ - الدور السادس والسابع

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