



For bidders and vendors Using the PASSHE's electronic bid management system

PASSHE is utilizing an electronic procurement system for solicitations, RFPs, and RFQs. Using this method provides benefit to all. Costs and bidding effort is greatly reduced as bid documents are available online, all Q&As are via email, and sealed bids can be submitted and updated online. Interested bidders need to register only once, a free process that takes only a few minutes.

Sealed Bid Confidentiality – The confidentiality of the sealed bid system is a cornerstone of the PennBid Program. At no time before Bid Opening can anyone see your electronic bid.

Confidentiality of Identity – When questions are asked and answered, bidder identity is not disclosed to other bidders.

1. Documents – All documents may be downloaded directly to your computer. Documents can be electronically sent to your suppliers and sub contractors.

2. Being added to the "Bidders List" – By downloading any document, you are automatically added to the list of bidders for this solicitation.

3. Questions – by clicking on the "Questions" tab, you can see all questions that have been asked and answered related to this solicitation. You can also ask questions directly through this tab. When the agency answers the question, both the question and answer is emailed directly to all bidders.

4. Submitting and Updating Bids – You may submit and update your bid anytime up to the bid due date and time by clicking on the "Bid" tab. You need only to provide the per unit price. The PennBid Program will automatically calculate the extended price (no more math errors). You can update any line item without affecting the rest of your quote.



What to submit with this bid

Click on the “**Bid**” tab.

- Enter financial bid
- Answer RFI’s (if any)
- Attach a single electronic file or zipped folder containing the documents listed below:

○ { }

○ { }

○ { }

Important Note 1 - Upon request only, bidders will need to submit other documents in original form and signatures.

How to submit your bid

The **Bid** tab contains the electronic bid form. All Per Unit Price fields must be filled out. To no-bid a line item, insert a zero (0). PASSHE’s system will automatically complete the line extensions and bid totals. At the bottom of the page, check the **Verification Statement** and click **Submit Bid**. Completed bid form can be printed or saved to Excel by clicking the icons in the middle of the bid form page.

Submitting documents with electronic bid

An electronic copy of the documents listed above is to be submitted with the electronic bid. To attach these documents:

1. Fill out required documents and scan to create a single electronic file or save as a single zipped folder containing all documents
2. From the **Bid** tab, click on “browse” (middle of the page), then click on the file or zipped folder name. The file will be attached to your bid submission when the **Submit Bid** button is clicked.

Important Note 2 – when uploading a proposal or other document, the maximum individual file or folder size is 20Mb.

Verifying that your bid was submitted

If submitted properly, you will receive an acknowledgement appearing in the middle of your screen saying “Your bid has been recorded” and a bid receipt number will be provided.



Withdrawing Your Bid

You may withdraw your bid anytime up to bid due date and time by simply clicking on Withdraw Bid, located at the bottom of the **Bid** tab.

Help Guides

There are several Help Guides and video tutorials available on the various screens.

Additional Support

If additional support is needed, click on the "Contact Us" button located at the upper right of each screen or call eBid Systems technical support at (206) 855-8430.