



ELECTRONIC BID SUBMISSION OVERVIEW

What is Electronic Bid Submission?

Electronic Bid Submission (EBS) allows suppliers and contractors to submit bids/proposals online via MERX. Buyers will then be able to download all electronic bids that were submitted for a particular opportunity.

Electronic Bid Submission (EBS) is the electronic transfer of proposal bid data between a potential supplier and contracting authority. The MERX Electronic Bid Submission feature allows suppliers to submit bids/proposals online via MERX. EBS is typically used for the submission of bids, completed qualification forms or supporting documentation.

The MERX EBS system includes safeguards to ensure the security and authenticity of the material being transferred.

EBS Advantages

The use of EBS includes advantages for both buyers and suppliers:

- Lower preparation cost and greater consistency
- Shorter turnaround time
- Easier to modify or withdraw bids any time prior to closing
- Virtual elimination of errors when used with forms
- Ability to automatically eliminate noncompliant bids giving bidders an opportunity to make corrections
- No disadvantage to geographical location of suppliers
- Improved audit trail to support dispute resolution

Electronic bid submission process

The process for using electronic bid submission is straightforward:

- 1 Tender prepared and posted – authorized buyer given secure access for document retrieval once opportunity closes
- 2 Deadline and procedures for EBS clearly identified
- 3 Prospective bidders register, are authenticated, then given secure access key
- 4 Documents obtained – bidder downloads tender documents and/or forms
- 5 Bidders may undergo prequalification process
- 6 Proposal – response documents and/or forms submitted through EBS
- 7 System logs receipt and sends confirmation – updates if done prior to closing
- 8 Submitted documents stored in a secure fashion with high level of security
- 9 Bids open by authorized buyer only after closing