Vendor Self Service
- How to Submit an Offer/Bid -

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BFS Purchasing
Phone: (808) 768-5535
https://www5.honolulu.gov/webapp/vss/Advantage
www.honolulu.gov/pur
1. **Purpose:**

To explain to vendors how to submit offer/bids using the City & County of Honolulu’s Vendor Self Service (VSS).

Focusing on the following:
1. How to enter and submit a valid Offer/Bid or Solicitation Response (SR).

2. **Honolulu Vendor Self Service Website**

1. Go to: [https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService](https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService)

2. Login with your User Name and Password.

3. Navigate to the Solicitation Details page by going to the **Business Opportunities** tab → **Solicitations** subtab → then click the **Details** button of the solicitation.
3. Creating a SR (Offer/Bid)

4. Within the Solicitation Details page, please click on the **Respond Online** button at the top of the page. You will be directed to the solicitation response screen.

5. If the Respond Online button may be greyed out if you have already created a solicitation response. In that case, click on the SR link to access the solicitation response.

*IMPORTANT*

RFQ and RFB solicitation allow only one (1) Offer/Bid per organization with the same Taxpayer Identification Number (SSN/EIN). If you are unable to make a solicitation response, someone else from your company may have already submitted one.

4. Entering Offer/Bid Information

6. The bidding process is broken into five steps. Use the panel on the left side of the screen or the tabs to navigate between the steps.

- Step 1: Respond To Lines
- Step 2: Criteria Response
- Step 3: Attach Your Files
- Step 4: Discount Comments
- Step 5: Review/Submit
Step 1: Respond To Lines

7. You should already be on **Step 1: Respond To Lines** tab to bring up the listing of the commodity lines. The **Step 1: Respond To Lines** provides field for entering in the bid price for each commodity line. The Response Type should be defaulted to “Bid”

8. If commodity line displays **Unit Price**, enter the unit bid price per unit of the line.
9. If commodity line displays **Bid Amount**, enter the lump sum total of the line.

![Vendor Self Service - How to Enter a Bid](image)

10. If required by the solicitation, enter the item's brand name, model number, and/or packaging information into the **Brand Name/Model Number/Packaging** field.

11. Proceed to the next step by clicking **Go To Step 2** button or the **Step 2: Criteria Response** tab.

### Step 2: Criteria Response

12. Some solicitations have mandatory criteria responses that are required to be populated by the Offeror when submitting its solicitation response. If the solicitation has a mandatory criteria response, the Offeror would not be able to submit its offer or move away from this step until the criteria response is complete.

13. The type of response is indicated in the **Response Type Expected** column.

14. Enter the criteria response in the column to the right.

![Vendor Self Service - How to Enter a Bid](image)

15. Proceed to the next step by clicking **Go To Step 3** button or the **Step 3: Attach Your Files** tab.
Step 3: Attach Your Files

16. You can upload an attachment that will be submitted with your online solicitation response. Click on Step 3: Attach Your Files tab, if your bid needs to include attachments.

* IMPORTANT *

Upload attachments only if it specifically state so in the solicitation. Unsolicited attachment such as brochures or descriptive literatures will not be evaluated.

17. To attach a document, first click on the Attach Files button.

18. Click on Browse to search for the file to upload.

19. Click on Attach File button
20. The **Step 3 Attach Your Files** tab should now display your uploaded file.

![Image of Step 3 Attach Your Files](image)

21. Skip **Step 4: Discounts/Comments** and proceed to **Step 5: Review/Submit** tab.

**Step 4: Discounts/Comments**

22. **Step 4: Discounts/Comments** will not be used. Any discounts to the offer should be included in the bid price.

**Step 5: Review/Submit**

23. Use the scroll in the bottom window to review your response.

![Image of Step 5: Review/Submit](image)

24. Click on **Submit** button to submit your response.
25. A thank you message should indicate that your bid was submitted successfully.

Additional Help Resources

Additional resources and guides are available on the City and County of Honolulu Purchasing website under Help Guides (http://www.honolulu.gov/pur/helpguides.html), and the Vendor Self Service home page (https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService).

If you have any questions, please contact the help desk at 808-768-5535 or bfspurchasing@honolulu.gov.