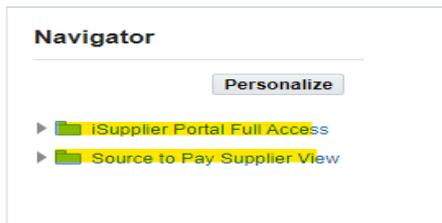


## Submitting a Bid or a Quote in your iSupplier Portal:

1. Please log into your iSupplier portal. <https://www.oaklandca.gov/services/register-with-isupplier>
  - a. Click on the "iSupplier Portal Full Access" option in your Navigator.



2. Click the "Negotiations" tab.
  - a. Under "Your Company's Open Invitations" are the Negotiation's numbers aka RFQ numbers. Click on the desired number to open the RFQ\Negotiation\Invitation.

The screenshot shows the 'Negotiations' tab selected in the top navigation bar. Below the navigation bar, there is a search section for 'Search Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. The main content area is divided into two sections: 'Your Active and Draft Responses' and 'Your Company's Open Invitations'. The 'Your Company's Open Invitations' section contains a table with the following data:

Supplier Site	Negotiation Number	Title	Type	Time Left
	216508,2	NTB 1001433 REBID REHABILITATI...	RFQ	1 day 4 hours
	216533,4	(NTB) 1004012 Fed Proj HSIPL-5...	RFQ	1 day 4 hours
	22050,1	RFP for Cost Allocation plan	RFQ	2 days 2 hours
	220524,1	(NTB) ON-CALL CITYWIDE PAVING ...	RFQ	15 days 4 hours
	193501,3	RFP FOR ASSET/PROPERTY MANAGEM...	RFQ	16 days 4 hours

3. To find other RFQs that are not in your open invitation's list.
  - a. Use the drop-down menu next to the "Search Open Negotiations" option, choose Title or Number
  - b. In the open field, type in the percent sign (%) then Key Words or RFQ Numbers then percent again (%) in the search field
  - c. Click "Go".

This screenshot shows the search interface for 'Search Open Negotiations'. The dropdown menu is open, showing options: 'Title', 'Number', 'Contact', 'Category', 'Line', and 'Event'. The search field contains the text '%1001433%' and the 'Go' button is highlighted in yellow.

4. If the RFQ\Negotiation\Invitation has an addendum the system will let you know.

Supplier Home Orders Shipments **Negotiations** Planning Finance Product Administration Assessments

Negotiations >

**Warning**

- RFQ 216508 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.  
[View Amendment History](#)
- RFQ 216508 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.  
[View Amendment History](#)

**RFQ: 216508,2**

**Actions** Acknowledge Participation **Go**

Title NTB 1001433 REBID REHABILITATION OF PARKRIDGE DR, SKYLINE BLVD, SANTARY SEWER  
 Status Active (Locked) Open Date 26-Jun-2020 14:03:40  
 Time Left 1 day 4 hours Close Date 30-Jul-2020 14:00:00

**Header** Lines Controls Contract Terms

Buyer Chan, Sau Outcome Contract Purchase Agreement  
 Quote Style Sealed Event  
 Description The proposed work consists, in general, consists of removing and replacing equipment, demolishing existing equipment and structures, rehabilitating existing structures, and installing new equipment at three (3) sewage lift stations. Equipment to be replaced and installed include various pumps, piping, valves, electrical equipment, one (1) standby engine generator, and other items shown to be constructed on the contract drawings or specifications, including repair and reconstruction of

5. In The "Actions" option use the drop-down to choose Create Quote.
- If the RFQ\Negotiation\Invitation has an addendum before you can create a quote the system will process you through the acknowledgment process.

**RFQ: 216508,2**

**Actions** Create Quote **Go**

Title NTB 1001433 REBID REHABILITATION OF PARKRIDGE DR, SKYLINE BLVD, SANTARY SEWER  
 Status Active (Locked) Open Date 26-Jun-2020 14:03:40  
 Time Left 1 day 4 hours Close Date 30-Jul-2020 14:00:00

**Warning** No Yes

Negotiation 216508 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

6. In the "Acknowledge Amendment" section you must click on the box next to I accept the terms and conditions of the RFQ and acknowledge etc., click the Continue button.

Negotiations >

**Acknowledge Amendment (RFQ 216508,1)** Cancel Continue

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 216508,1.

**Header**

Label	RFQ 216508	RFQ 216508,1
Amendment Description		Pre-bid sign-in sheet

**Notes and Attachments**

RFQ 216508

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1001433 Bid book	File	1001433 Bid book	To Supplier	JCHAN	26-Jun-2020	One-Time			

Use Add Attachments to upload Requested Documents

**RFQ 216508,1**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1001433 Bid book	File	1001433 Bid book	To Supplier	JCHAN	26-Jun-2020	One-Time			

Acknowledge Amendment (RFQ 216508,2)

Cancel Back Acknowledge

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 216508.2.

Header

Label	RFQ 216508,1	RFQ 216508,2
Amendment Description	Pre-bid sign-in sheet	Addendum no. 1

7. In the Create Quote page/section upload your Bids or Quotes by using the "Add Attachment" function.

- a. Add a title and description
- b. Choose the file from your computer/drive
- c. Click on Apply or if you have more than one file click Add Another

Create Quote: 150192 (RFQ 216508,2)

Cancel View RFQ Save Draft Continue

Title NTB 1001433 REBID REHABILITATION OF PARKRIDGE DR. SKYLINE BLVD. SANITARY SEWER

Time Left 1 day 4 hours  
Close Date 30-Jul-2020 14:00:00

Header

Supplier MACCAM  
RFQ Currency USD  
Quote Currency USD  
Price Precision Any

Quote Valid Until (29-Jul-2020)  
Reference Number  
Note to Buyer

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title  
Description  
Category From Supplier

Define Attachment

Type File  
Choose File No file chosen

8. Once you click "Submit" you have submitted your Bid/Quote to the City of Oakland.

Warning

Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 150192: Review and Submit (RFQ 216508,2)

Cancel Back Validate Save Draft Printable View Submit

Header

Title NTB 1001433 REBID REHABILITATION OF PARKRIDGE DR. SKYLINE BLVD. SANITARY SEWER

Time Left 1 day 4 hours  
Close Date 30-Jul-2020 14:00:00

Supplier MACCAM  
RFQ Currency USD  
Quote Currency USD  
Price Precision Any

Quote Valid Until  
Reference Number  
Note to Buyer

Close Date 10-Aug-2020  
Quote Valid Until

**Confirmation**

Quote 150220 for RFQ 220501,1 (RFP for Cost Allocation plan) has been submitted.

[Return to Sourcing Home Page](#)

on 2 this submita From Supplier MCMGROUP3@GMAIL.COM 06-Aug-2020

## To Withdraw your Bid or Quote

1. Go to “Your Active and Draft Responses”
2. Find the “Active” response that you want to withdraw, click the “Response Number” to open.

### Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left
150220	Active		220501,1	RFP for Cost Allocation plan	RFQ	3 days 22 hours
150219	Draft		220524,2	(NTB) ON-CALL CITYWIDE PAVING 2020	RFQ	7 days

3. Go to the “Actions” drop down menu and choose “Withdraw Quote” and click “Go”.

Quote: 150220 (RFQ 220501,1)

Actions Withdraw Quote Go

4. You must include something in the reason and click submit.
5. Once submitted you will receive a confirmation page.
6. To close click on the “Return to Previous page”

Quote: 150220 (RFQ 220501,1) >

**Warning**  
This action will permanently withdraw the quote from the negotiation process and will be archived. An archived quote will not be eligible for evaluation or award.

Withdraw Quote: 150220 (RFQ 220501,1) Cancel Submit

\* Withdrawal Reason: I would like to withdraw my quote



7. Once you click the “Return to Previous page” it will take you to this page.
8. In the Actions drop down menu choose the “Create Quote” if you want to submit a new quote.

Quote: 150220 (RFQ 220501,1)

Actions Online Discussions Go

Title RFP for Cost Allocation plan  
Time Left 3 days 22 hours

Note to Buyer  
10 Aug 2020 12:00:00

Quote: 150220 (RFQ 220501,1)

Actions Create Quote Go

Title RFP for Cost Allocation plan  
Time Left 3 days 22 hours

Note to Buyer  
10 Aug 2020 12:00:00

**Should you have any other questions please let us know at [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov).**