

USER GUIDE

SPSE-ICB

VENDOR

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1. Access to SPSE-ICB

Vendors get access (user id and password) as a vendor. Click the Vendor Login/Government Authority button.

The screenshot displays the homepage of the LKPP LPSE NASIONAL system. At the top, the LKPP logo and LPSE NASIONAL logo are visible. A navigation bar includes links for Home, About Us, Q & A, Regulation, Site Map, and Contact Us. A prominent orange callout box points to the 'Vendor Login' button, with the text 'Click Vendor' inside. Below the navigation, there is a section for 'Undangan Rapat Kerja Nasional LPSE 2016' and an 'Important' notice. The main content area is divided into 'e-PROCUREMENT' and 'NEWS' sections. The left sidebar contains sections for 'Blacklist', 'Panel Information', and 'Contract Award Information'. The footer shows the date 'March 21 2023 09:30' and copyright information for LKPP.

Figure 1 Homepage

After selecting the User Type, you will be redirected to the Login page, enter your User ID and password, then click the Login button.

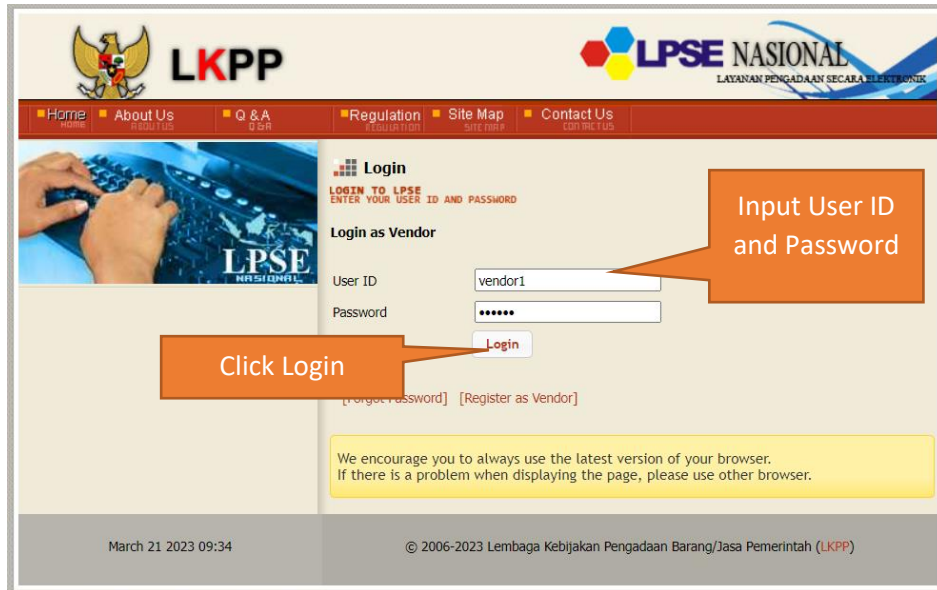


Figure 2 Login

2. Explanation of Features and Functions

After successfully logging in, a page will appear containing special menus for the selection Working Group. Click the menu tab to enter into a certain menu.

a. Homepage

This menu contains bidding information and their status.

Bidding Code #	Bidding	Status
2578999	Jamuan Rapat	There has been no winner
2575999	JBF Test 001	Announcement Submission of EOI
2573999	Anas 30 Mei - Works	Awarded
2569999	Jamuan Rapat	Prequalified
2567999	QA - Consultancy - QCBS	Shortlisted
2566999	QA - Works - Praqualification	Awarded
2565999	demo 123	Does not pass technical evaluation
2561999	anas - consultant - 12 apr	Shortlisted
2557999	demo work - prakualifikasi 24 mar	There has been no winner
2552999	anas - 6 Mar - work pra	There has been no winner
2551999	Analisis Anggaran [1 ORG x 12 BULAN] - work pasca 03 march 2023	Awarded
2550999	sewa internet data center IDC - Test work pra 3 maret 2023	Awarded
2548999	- Test Jumat 24 Februari 2028	Not Successful
2545999	Test ICB 10/02	Awarded
2542999	Staf penelaah kebijakan - works - post qualification	Awarded

Figure 3 Homepage as Vendor

b. Menu vendor data

Fill in the company ID and the fields marked in red are mandatory

Click Vendor Data

Company ID			
Supplier ID	614999	User ID	VENDOR1
Company's Name *	Vendor1		
Tax ID			
Address	Manchester		
Country*	United Kingdom	City	Manchester
Phone *	089999343	Fax	
Mobile Phone		Zip Code	
Email **	vendor1@icb.icb	Web Site	

* Mandatory

Save

Figure 4 Vendor Data Page

c. Menu New bidding

This page will show a new bidding list that bidders can join.

Click New Bidding

New Bidding	
Funding Source	
Bidding Code #	programmer 3

Figure 5 New Bidding Page

1. Announcement

To participate in the bidding, the bidder reads the integrity pact and agrees and submit prequalification proposal.

The screenshot shows the LPSE Nasional website interface. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos is a navigation menu with items: Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. A user guide icon and a 'LOGOUT' button are also visible. The main content area shows a breadcrumb trail: Home > Bidding Information & Bidding status. Below this is a 'Bidding Information' table with the following data:

Bidding Code #	2580999						
Package Name	programmer 3						
Schedule	View						
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah						
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH						
Bidding Notification	<table border="1"><thead><tr><th>File Name</th><th>Send Date</th><th>Status</th></tr></thead><tbody><tr><td>[Doc1.pdf]</td><td>July 5, 2023 08:40</td><td></td></tr></tbody></table>	File Name	Send Date	Status	[Doc1.pdf]	July 5, 2023 08:40	
File Name	Send Date	Status					
[Doc1.pdf]	July 5, 2023 08:40						

Below the table is a section titled 'Participate in Bidding' with a sub-section 'INTEGRITY PACT'. The text reads: 'In order to participate in the bidding, you are required to read and accept this integrity pact: I agree that: 1. Will not engage in the practice of corruption, collusion and nepotism 2. Will be reported to the... as an indication of the corruption, collusion and nepotism in this procurement process; 3. Will follow the procurer... parent and professional in order to give the best result that is accordance to the laws; 4. If I violate the this... this INTEGRITY PACT, I am willing to incur the moral sanctions, administration sanction as well as prosecuted to indemnit... the provisions of applicable legislation.' At the bottom of this section are two buttons: 'Accept and Join' and 'Back'. An orange callout box with the text 'Click Accept and Join' points to the 'Accept and Join' button.

Figure 6 Integrity Pact

This page displays bidding information and has successfully joined the bidding.

The screenshot shows the LPSE Nasional website interface. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos is a navigation menu with items: Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. A user guide icon and a 'LOGOUT' button are also visible. The main content area shows a breadcrumb trail: Home > Bidding Information & Bidding status. Below this is a green success message: 'You have been successfully join this bidding !'. Below the message is a 'Bidding Information' table with the following data:

Bidding Code #	2580999
Package Name	programmer 3
Status	Announcement Submission of Bids
Schedule	View

Figure 7 Bidding Device

Upload documents in the document bid section. Upload documents can be more than one. Then click the upload button then submit a bid.

The screenshot shows the LKPP LPSE NASIONAL web application interface. The page is titled "Bidding Information & Bidding status". It features a navigation menu with options like Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. The main content area displays bidding information for a specific bid, including the Bidding Code # (2580999), Package Name (programmer 3), Status (Announcement Submission of Bids), and Schedule (View). Below this, there are sections for Bidding Notification, Bidding Document, Additional Document, and Minutes of Pre Bid Meeting, each with a table of file names, send dates, and statuses. A "Withdraw" button is present. The "Submission Detail*" section includes a text area for remarks, a "Save" button, and a "Bid Document" section with a table of uploaded files. An orange callout box points to the "Choose File" button with the text "Click choose file".

File Name	Send Date	Status
[Doc1.pdf]	July 5, 2023 08:40	

File Name	Send Date	Status
[Doc1.pdf]	July 5, 2023 08:40	

File Name	Send Date	Hash	Status
[Doc1.pdf]	July 6, 2023 10:05	8e9082c75d4a37b6e3b45be121814075	Uploaded

Figure 8 Upload bid document

The following is the display of the page when the proposal is successfully submitted.

LKPP **LPSE NASIONAL**
LAYANAN PENGADAAN SECARA ELEKTRONIK

Home Vendor Data New Bidding Inbox Access Log Change Password LOGOUT

User Guide | Rekanan 1 - Rekanan

Home > Bidding Information & Bidding status

Proposals have been successfully submitted

Proposal successful submitted

Bidding Information

Bidding Code #	2580999		
Package Name	programmer 3		
Status	Announcement Submission of Bids		
Schedule	View		
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah		
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH		
Bidding Notification	File Name	Send Date	Status
	[Doc1.pdf]	July 5, 2023 08:40	
Bidding Document	Bidding Document	Send Date	Status
	[Doc1.pdf]	July 5, 2023 08:40	
Additional Document	File Name	Send Date	Status
Minutes of Pre Bid Meeting	File Name	Send Date	Status

Submission Detail*

Remarks (Please list name of each additional associated Company, nationality of Company, and nature of association (Whether Joint Venture or Sub-Contractor))

Please use the following format: *If you are joint venture, please write company member*
Company Name (Country, JV/Sub-Contractor)

For Example:
PT.A (Indonesia, JV)

	File Name	Send Date	Hash	Status	
Bid Document (You may upload more than one file)	[Doc1.pdf]	July 6, 2023 10:05	8e9082c75d4a37b6e3b45be121814075	Submitted	<input type="button" value="Update"/>
	<input type="button" value="Choose File"/>				

* Only pdf, xls, xlsx documents can be uploaded

Figure 9 Proposal successful submitted

2. Clarification request period
 Bidder can send questions related to related bidding via "Ask Question".

The screenshot shows the LKPP LPSE NASIONAL web application. The header includes the LKPP logo and the LPSE NASIONAL logo with the tagline 'LAYANAN PENGADAAN SECARA ELEKTRONIK'. The navigation menu includes Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. The user is logged in as 'Rekanan 1 - Rekanan'.

The main content area is titled 'Clarification Request Period' and shows the following statistics:

- Question Asked : 0
- Question Answered : 0

An orange callout box with the text 'Click Ask Question' points to the '[Ask Question]' link.

The 'Bidding Information' section displays the following details:

- Bidding Code #: 2580999
- Package Name: programmer 3
- Status: Pre Bid Meeting, Bid Opening
- Schedule: View
- Agency: Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah
- Unit: LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH

The 'Bidding Notification' and 'Bidding Document' sections each contain a table with columns for File Name, Send Date, and Status.

The 'Submission Detail' section includes instructions for submitting questions:

Remarks (Please list name of each additional associated Company, nationality of Company, and nature of association (Whether Joint Venture or Sub-Contractor))

Please use the following format:
Company Name (Country, JV/Sub-Contractor)

For Example:
PT.A (Indonesia, JV)

The 'Bid Document' section includes a table with columns for File Name, Send Date, and Hash.

File Name	Send Date	Hash
[Doc1.pdf]	July 6, 2023 10:05	8e9082c75d4a37b6e3b45be121814075

* Only pdf, xls, xlsx documents can be uploaded

Figure 10 Ask Question

Then, the participants' questions page will appear.

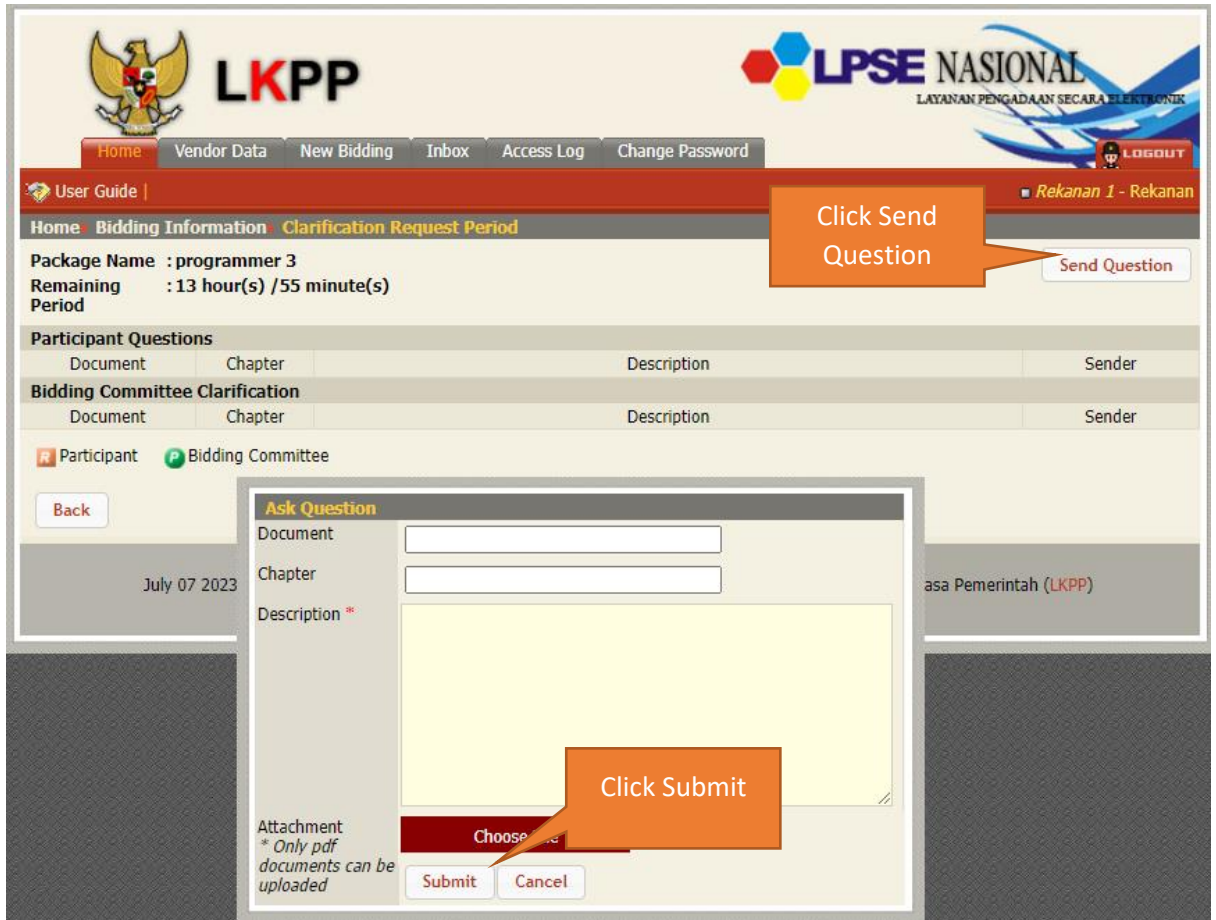


Figure 11 Send Question

Answers to questions submitted by bidders can be read in the bidding committee clarification section.

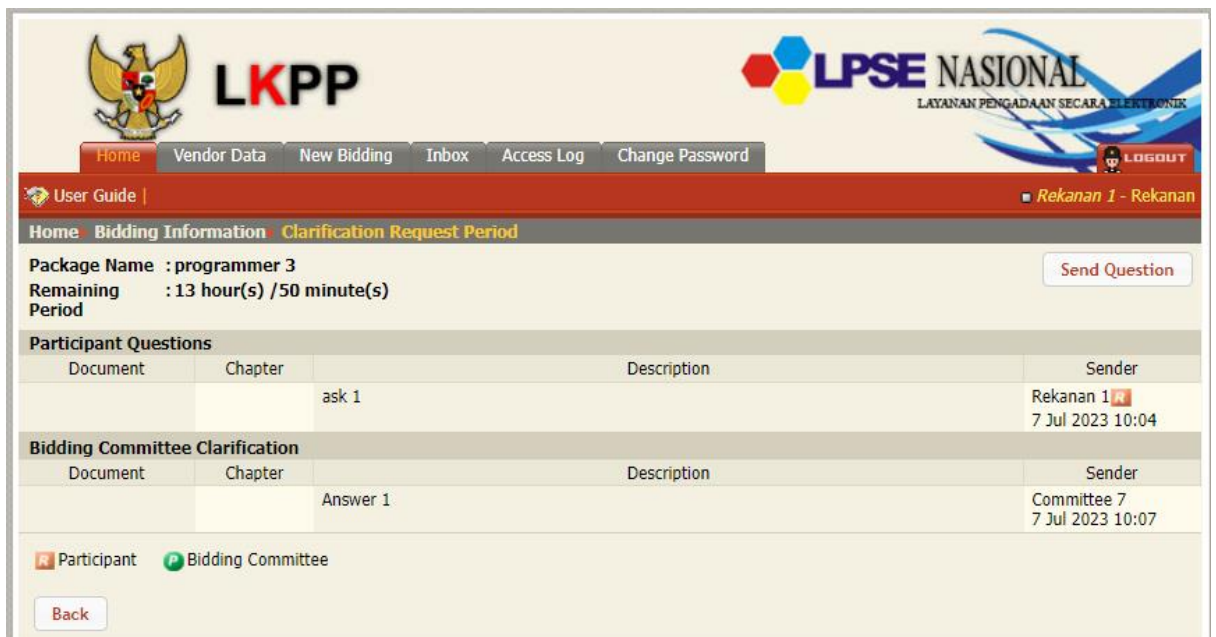


Figure 12 Clarification request

3. Pre bid meeting

This notification will receive to download minutes of pre bid meeting.

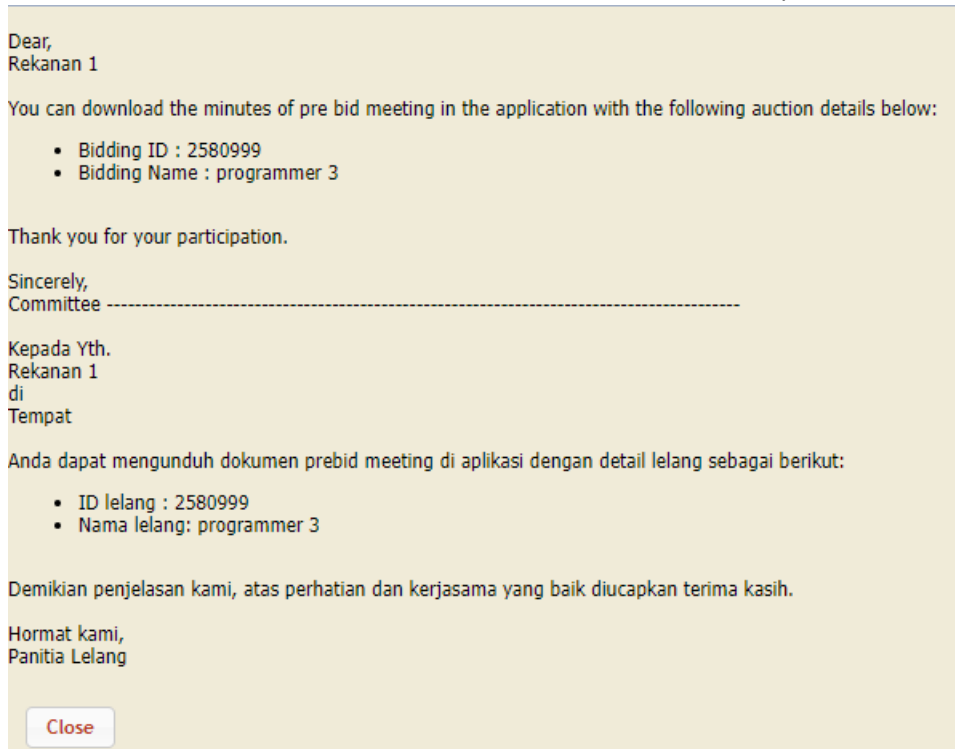


Figure 13 Email Pre bid meeting

Bidder will download minutes of pre bid meeting.

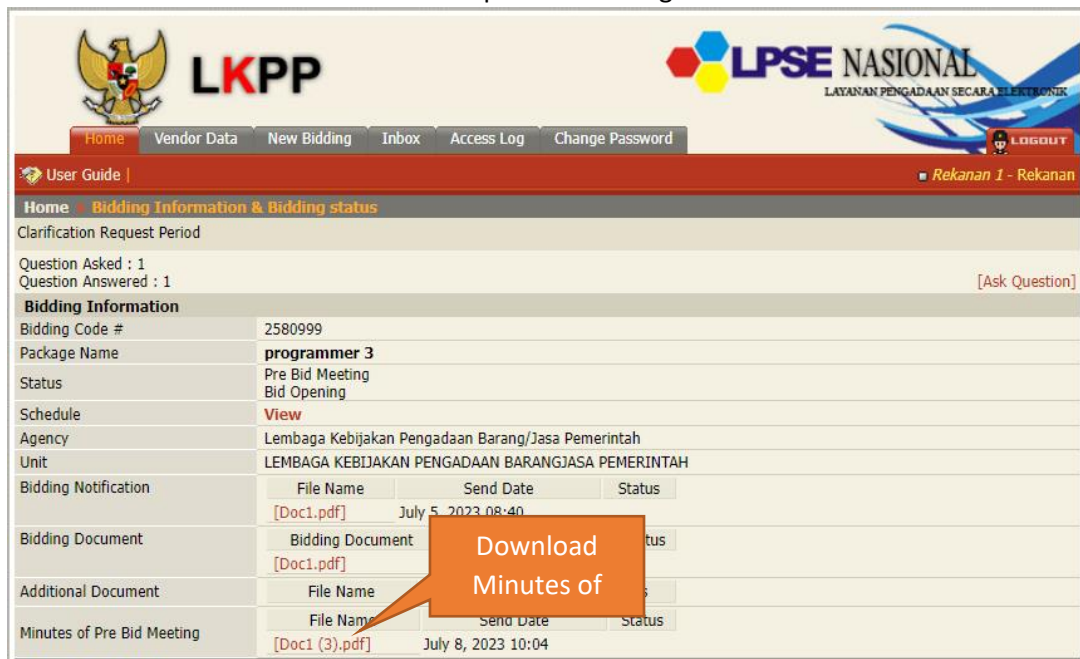


Figure 14 Download Minutes of pre bid meeting

4. Submission of bid and bid opening

This email contains related information download the Bid Opening News and Event document in the application.

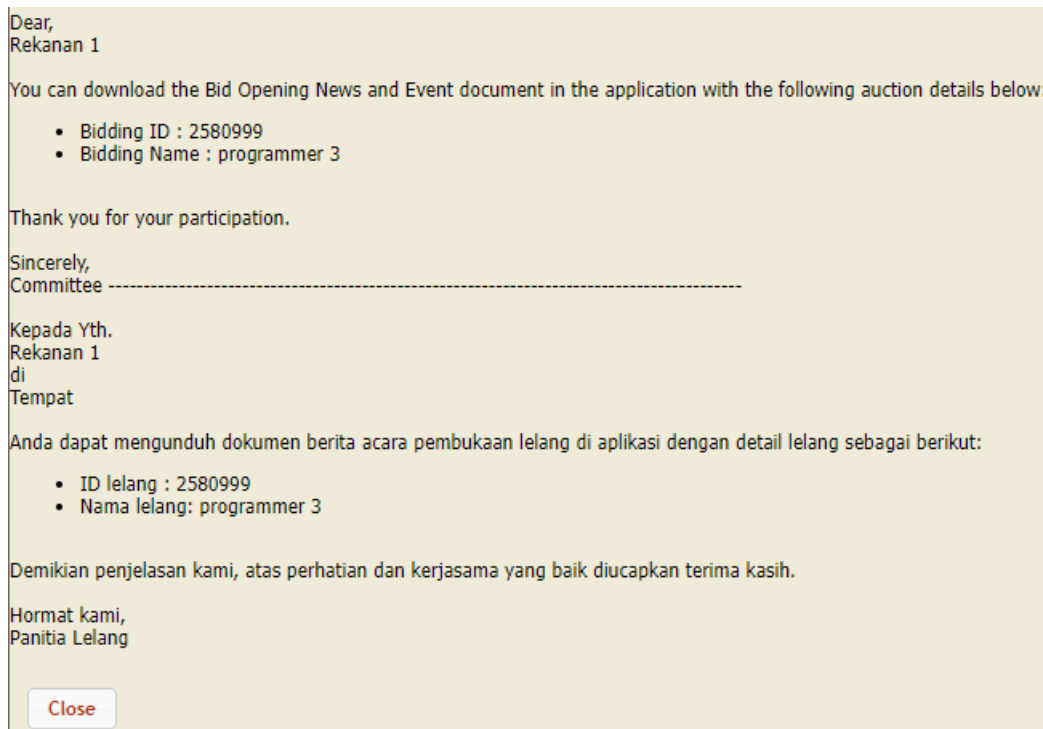


Figure 15 Email Submission of bid and bid opening

5. Evaluation of bid

Bidder will receive email to inform you that your technical proposal met the minimum requirement.

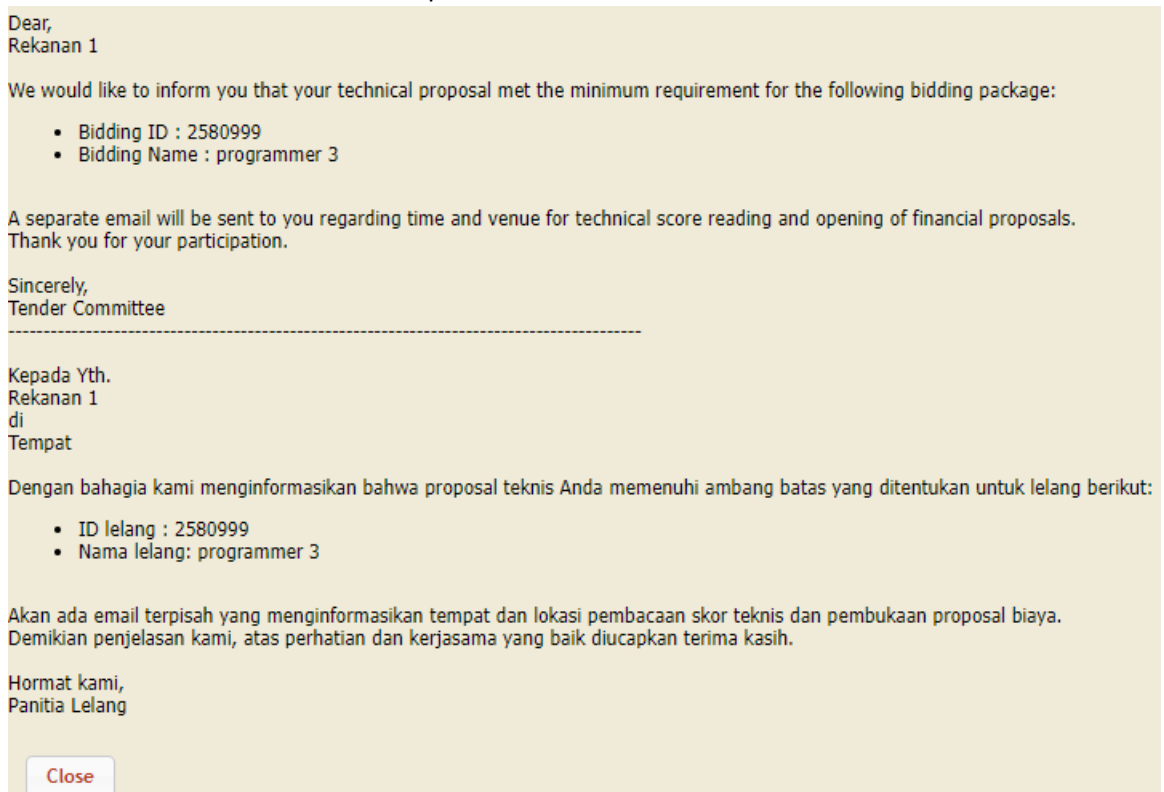


Figure 16 Email met the minimum requirement

Bidder will receive email to inform you that your technical proposal did not meet the minimum requirement.

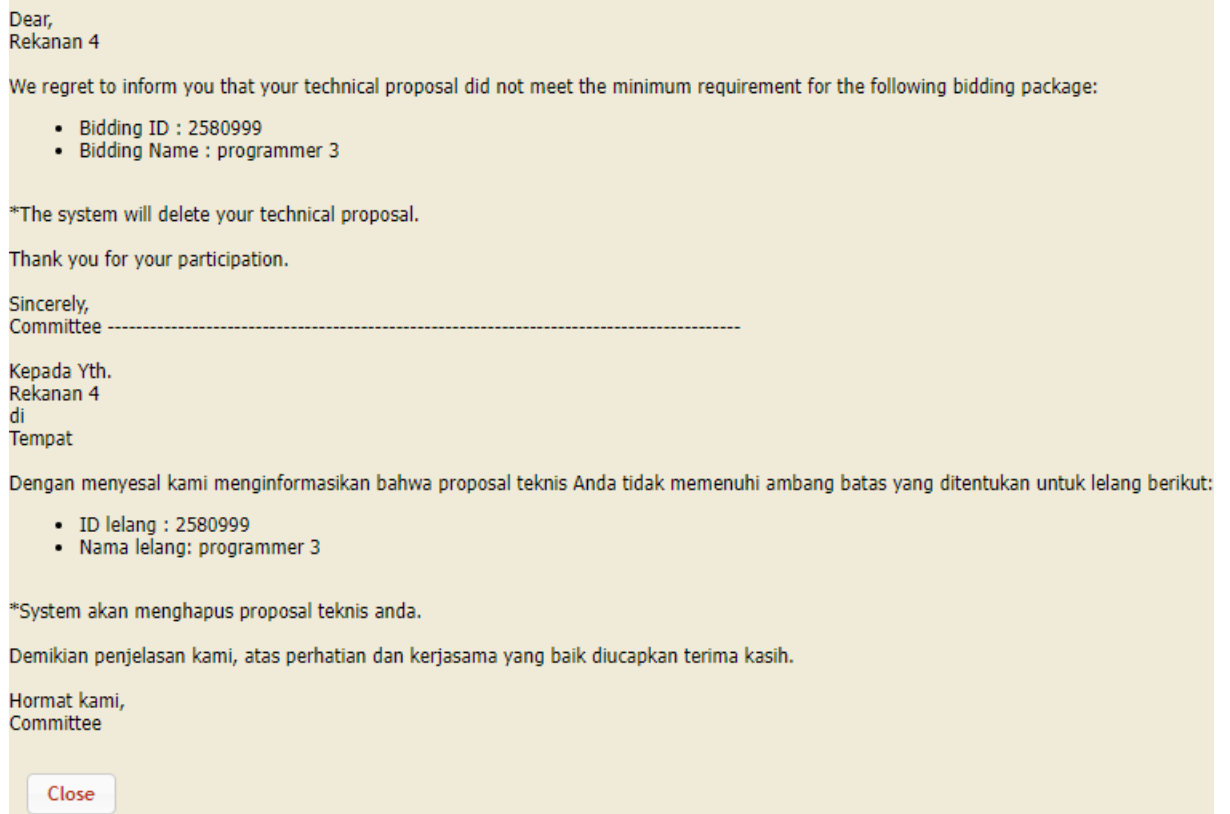


Figure 17 Email did not meet the minimum requirement

6. Intention of Awards Document

Bidder will receive email to inform download the Intention of Award document in the application.

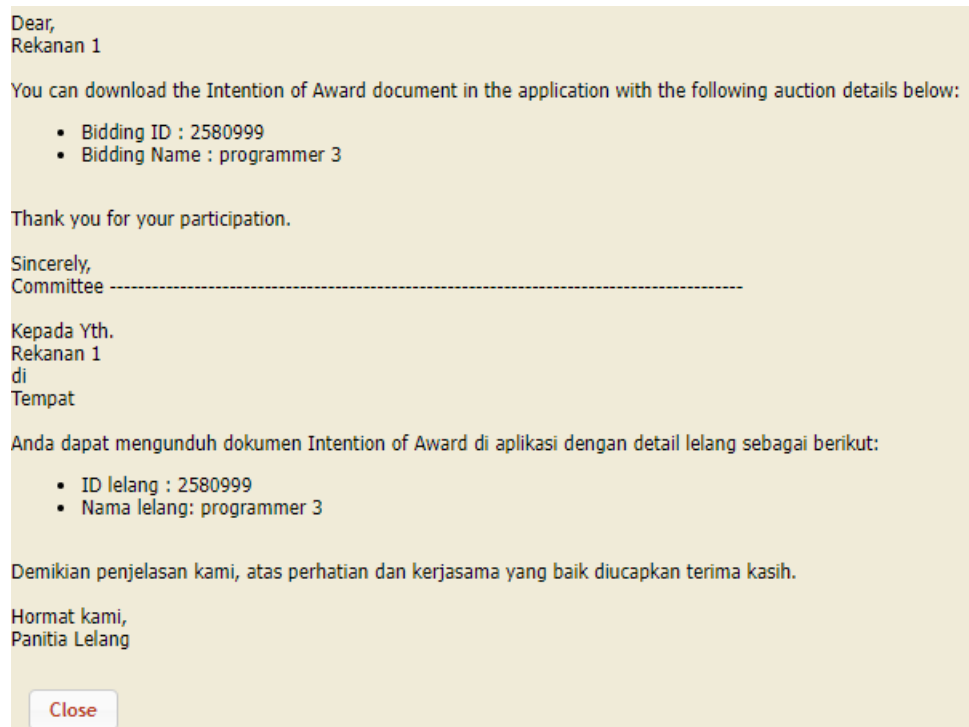


Figure 18 Email Download the intention of award

The next step, bidder download intention to award document.

The screenshot shows the LKPP LPSE NASIONAL web application interface. The page is titled "Bidding Information & Bidding status" and displays various bidding details. An orange callout box points to the "Intention to Award" table entry, with the text "Download intention to Award document".

File Name	Send Date	Status
[Doc1.pdf]	July 5, 2023 08:40	
File Name	Send Date	Status
[Doc1 (3).pdf]	July 8, 2023 10:04	
File Name	Send Date	Status
[Doc1 (1).pdf]	July 9, 2023 10:05	
File Name	Send Date	Hash
[Doc1 (2).pdf]	July 12, 2023 10:04	8e9082c75d4a37b6e3b45be121814075

Figure 19 Download intention to Award document

7. Standstill Period

Bidders can make refutation based on the Intention to Award document.

The screenshot displays the LKPP LPSE NASIONAL web application interface. The top navigation bar includes links for Home, Vendor Data, New Bidding, Inbox, Access Log, Change Password, and LOGOUT. The main content area is titled 'Home > Bidding Information & Bidding status' and shows the 'Refutation' section for a specific bidding code.

Refutation
 Refutation : 0 [\[View the refutation\]](#)

Bidding Information

Bidding Code #	2580999		
Package Name	programmer 3		
Status	Standstill Period		
Schedule	View		
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah		
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANG/JASA PEMERINTAH		
Bidding Notification	File Name	Send Date	Status
	[Doc1.pdf]	July 5, 2023 08:40	
Bidding Document	Bidding Document	Send Date	Status
	[Doc1.pdf]	July 5, 2023 08:40	
Additional Document	File Name	Send Date	Status
Minutes of Pre Bid Meeting	File Name	Send Date	Status
	[Doc1 (3).pdf]	July 8, 2023 10:04	
Bid Opening Document	Bid Opening Document	Send Date	Status
	[Doc1 (1).pdf]	July 9, 2023 10:05	

Submission Detail

Remarks (Please list name of each additional associated Company, nationality of Company, and nature of association (Whether Joint Venture or Sub-Contractor))

Please use the following format:
Company Name (Country, JV/Sub-Contractor)

For Example:
PT.A (Indonesia, JV)

Bid Document (You may upload more than one file)

File Name	Send Date	Hash
[Doc1.pdf]	July 6, 2023 10:03	8e9082c75d4a37b6e3b45be121814075

* Only pdf, xls, xlsx documents can be uploaded

Intention to Award

Intention to Award	Send Date	Status
[Doc1 (2).pdf]	July 12, 2023 10:04	

Figure 20 Refutation

Click submit refutation will show pop up to submit refutation.



Figure 21 Submit refutation

Answer to refutation submitted by bidders can be read in the bidding committee.



Figure 22 Answer the refutation

8. Awarded

Bidder will receive email to inform the tender committee has decided that the following firm is the winner.

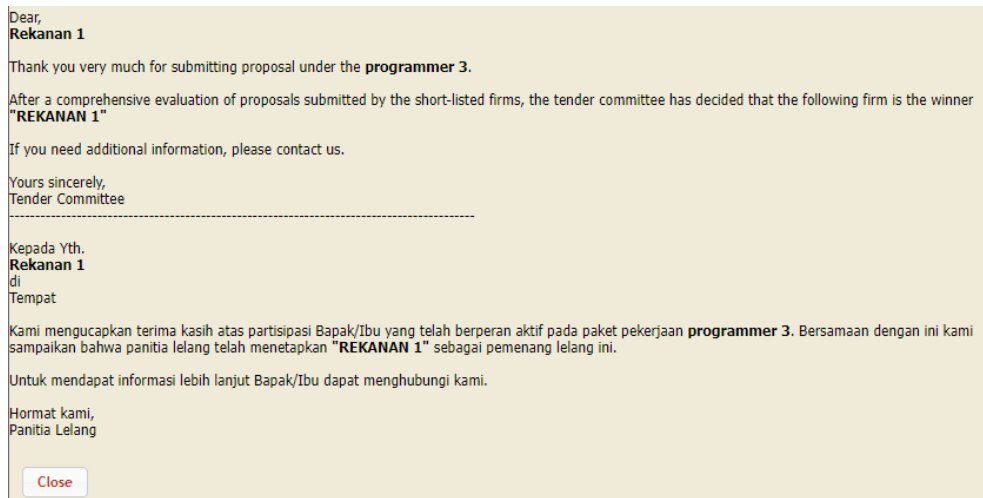


Figure 23 Email awarded

The next step, bidder download contract award document.

The screenshot displays the LKPP LPSE NASIONAL web application. The header includes the LKPP logo and the LPSE NASIONAL logo with the tagline "LAYANAN PENGADAAN SECARA ELEKTRONIK". Navigation tabs include Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. A user guide and a "Rekanan 1 - Rekanan" indicator are also visible.

The main content area is titled "Bidding Information & Bidding status". It shows a "Clarification Request Period" with 1 question asked and 1 answered. A "Refutation" section indicates 0 refutations. The "Bidding Information" section provides details for Bidding Code # 2580999, Package Name "programmer 3", and Status "Notification of Award".

Key sections include:

- Bidding Notification:** A table with columns for File Name, Send Date, and Status. It lists "[Doc1.pdf]" sent on July 5, 2023 at 08:40.
- Bidding Document:** A table with columns for Bidding Document, Send Date, and Status. It lists "[Doc1.pdf]" sent on July 5, 2023 at 08:40.
- Additional Document:** A table with columns for File Name, Send Date, and Status.
- Minutes of Pre Bid Meeting:** A table with columns for File Name, Send Date, and Status. It lists "[Doc1 (3).pdf]" sent on July 8, 2023 at 10:04.
- Bid Opening Document:** A table with columns for Bid Opening Document, Send Date, and Status. It lists "[Doc1 (1).pdf]" sent on July 9, 2023 at 10:05.
- Submission Detail:** A section with remarks and instructions for bid document submission. It includes a table for Bid Document with columns for File Name, Send Date, and Hash. It lists "[Doc1.pdf]" sent on July 6, 2023 at 10:05 with hash 8e9082c75d4a37b6e3b45be121814075.
- Intention to Award:** A table with columns for Intention to Award, Send Date, and Status. It lists "[Doc1 (2).pdf]" sent on July 12, 2023 at 10:06.
- Notification of Award:** A table with columns for Intention to Award, Send Date, and Status. It lists "[Doc1 (3).pdf]" sent on July 14, 2023 at 10:06.

An orange callout box with the text "Download intention to Award document" points to the "Intention to Award" section.

Figure 24 Download intention to Award document

d. Inbox

On this page contains the email history that the account got. The email that can be received is in the form of notifications related to existing bidding.

Date	Subject
May 15, 2023 10:11	Notification of Intention of Award
May 15, 2023 10:07	(LPSE) 2568999 - Submission of Bids Notification
May 12, 2023 09:38	Shortlist Announcement
May 12, 2023 09:24	(LPSE) 2567999 - Submit EOI document Notification
May 11, 2023 15:05	Notification of Intention of Award
May 11, 2023 15:03	Technical Evaluation Announcement
May 11, 2023 14:57	Bid Opening Document
May 11, 2023 14:55	(LPSE) 2566999 - Submission of Bids Notification
May 11, 2023 14:49	Minutes of Pre Bid Meeting
May 11, 2023 09:57	Determination of Prequalified Firm Announcement
May 11, 2023 09:56	(LPSE) 2566999 - Submit Prequalification Proposals Notification

Figure 25 Inbox

e. Access Log

On this page contains history your access records routinely, if you think you've never logged as recorded on the system, it could be other people know and use your password.

Login	Logout	IP
May 23, 2023 07:09		IP Client: 172.31.255.46
May 23, 2023 07:04	May 23, 2023 07:08	IP Client: 172.31.255.46
May 23, 2023 07:02	May 23, 2023 07:03	IP Client: 172.31.255.46
May 15, 2023 10:11		IP Client: 172.31.244.166
May 15, 2023 09:49	May 15, 2023 10:09	IP Client: 172.31.244.166
May 12, 2023 09:23	May 12, 2023 09:24	IP Client: 103.55.160.11
May 11, 2023 14:55	May 11, 2023 14:55	IP Client: 172.16.152.180
May 11, 2023 09:55	May 11, 2023 09:56	IP Client: 103.55.160.11
May 9, 2023 10:08	May 9, 2023 10:08	IP Client: 103.55.160.11
May 9, 2023 09:57	May 9, 2023 09:58	IP Client: 103.55.160.11

Figure 26 Access Log

f. Change Password

This page has a feature for you to change your password. You are asked to enter the old password then enter a new password and confirm your new password.

Some tips / advice on creating Password :

1. Password length should be at least 12 characters
2. Consist a combination of letters and numbers, **for example p45sw0rd54y4m4n**
3. Do not use personal information as a password, **for exampe, child name, parent name, address etc**
4. Change your password periodically, **for example, once every 6 months.**
5. Dont make a Password same as your Userid, **for example, Userid="abcde", Password="abcde"**

Change Password

Old Password *

New Password *

Repeat Password *

* A minimum password length is 6 characters

May 24 2023 06:45

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Figure 27 Change Password