

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.



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.

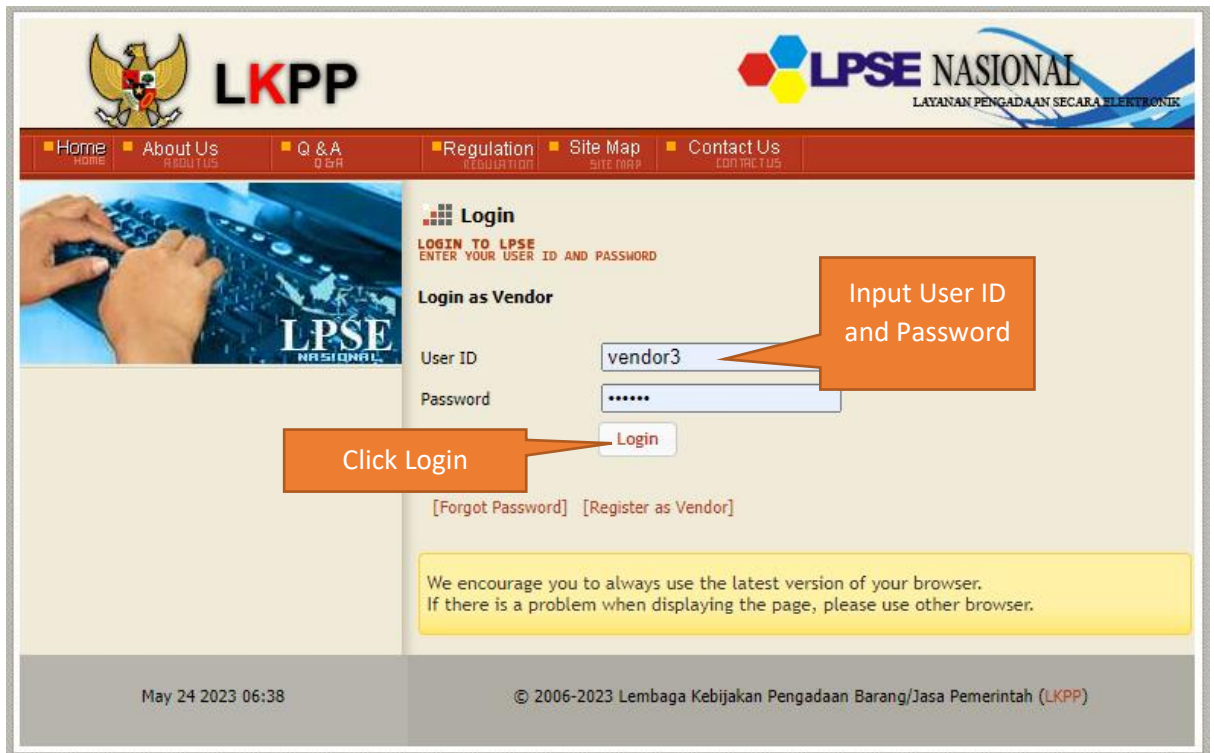


Figure 2 Login

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
2568999	Jamuan Rapat	Bidding is over
2567999	QA - Consultancy - QCBS	Shortlisted
2566999	QA - Works - Praqualification	There has been no winner
2565999	demo 123	Pass Technical Evaluation
2561999	anas - consultant - 12 apr	Shortlisted
2557999	demo work - prakualifikasi 24 mar	Awarded
2554999	10 mar - consultant regular	Not Successful
2553999	Belanja Bahan - test work PQ 100323	Awarded
2552999	anas - 6 Mar - work pra	Awarded
2550999	sewa internet data center IDC - Test work pra 3 maret 2023	Not Successful

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	616999
User ID	VENDOR3
Company's Name *	Rekanan 3
Tax ID	
Address	Paris
Country*	France
City	Paris
Phone *	144
Fax	
Mobile Phone	
Zip Code	
Email **	vendor3@icb.icb
Web Site	

* Mandatory

Save

Figure 4 Vendor Data Page

A notification will appear, if the identity has been successfully saved.

The screenshot shows the LKPP Vendor Data page. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos is a navigation menu with options: Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. A 'LOGOUT' button is also visible. The page title is 'User Guide | Rekanan 3 - Rekanan'. A green notification bar at the top of the form area reads 'Identity successfully changed'. An orange callout box points to this notification with the text 'Notification identity successfully changed'. Below the notification is a form with the following fields:

Supplier ID	616999	User ID	VENDOR3
Company's Name *	Rekanan 3		
Tax ID			
Address	Paris		
Country*	France	City	Paris
Phone *	144	Fax	
Mobile Phone		Zip Code	
Email **	vendor3@icb.icb	Web Site	

* Mandatory

Save

Figure 5 Notification identity successfully changed

c. Menu New bidding

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

The screenshot shows the LKPP New Bidding page. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos is a navigation menu with options: Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. A 'LOGOUT' button is also visible. The page title is 'User Guide | Rekanan 3 - Rekanan'. An orange callout box points to the 'New Bidding' menu item with the text 'Click New Bidding'. Below the navigation is a form with the following fields:

Funding Source			
Bidding Code #	2569999	Package Name	Jamuan Rapat

Figure 6 New Bidding Page

1) Announcement

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

The screenshot displays the LKPP LPSE Nasional web portal. At the top, there are logos for LKPP and LPSE NASIONAL (LAYANAN PENGADAAN SECARA ELEKTRONIK). A navigation menu includes Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. A 'LOGOUT' button is visible in the top right corner. Below the navigation menu, there is a 'User Guide' link and a 'Rekanan 4 - Rekanan' indicator.

The main content area is titled 'Home > Bidding Information & Bidding status'. Under 'Bidding Information', there is a table with the following data:

Bidding Code #	2578999						
Package Name	Jamuan Rapat						
Schedule	View						
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah						
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH						
Invitation for Applicant	<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>June 21, 2023 03:51</td><td></td></tr></tbody></table>	File Name	Send Date	Status	[Doc1.pdf]	June 21, 2023 03:51	
File Name	Send Date	Status					
[Doc1.pdf]	June 21, 2023 03:51						
PQ Document	<table border="1"><thead><tr><th>PQ Document</th><th>Send Date</th><th>Status</th></tr></thead><tbody><tr><td>[Doc1.pdf]</td><td>June 21, 2023 03:51</td><td></td></tr></tbody></table>	PQ Document	Send Date	Status	[Doc1.pdf]	June 21, 2023 03:51	
PQ Document	Send Date	Status					
[Doc1.pdf]	June 21, 2023 03:51						

Below the table, there 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:'. A list of four conditions follows:

1. Will not engage in the practice of corruption, collusion and nepotism
2. Will be reported to the relevant authorities if there is an indication of the corruption, collusion and nepotism in this procurement process;
3. Will follow the procurement process in clean, transparent and professional in order to give the best result that is accordance to the laws;
4. If I violate the things that have been mentioned in this INTEGRITY PACT, I am willing to incur the moral sanctions, administration sanction as well as prosecuted to indemnity and criminal accordance to the laws.

At the bottom of the integrity pact section, there is a button labeled 'Accept and Submit Prequalification Proposal'. An orange callout box with the text 'Click Accept and Submit' points to this button. The footer of the page shows the date 'June 22 2023 03:49' and the copyright notice '© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 7 Integrity Pact

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

LKPP **LPSE NASIONAL**
LAYANAN PENGADAAN SECARA ELEKTRONIK

Home Vendor Data New Bidding Inbox Access Log Change Password LOGOUT

User Guide | Rekanan 4 - Rekanan

Home > Bidding Information & Bidding status

You have been successfully join this bidding !

Bidding Information

Bidding Code #	2578999		
Package Name	Jamuhan Rapat		
Status	Announcement		
Schedule	View		
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah		
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH		
Invitation for Applicant	File Name	Send Date	Status
	[Doc1.pdf]	June 21, 2023 03:51	
PQ Document	PQ Document	Send Date	Status
	[Doc1.pdf]	June 21, 2023 03:51	
Additional Document	File Name	Send Date	Status
Minutes of Pre Bid Meeting	File Name	Send Date	Status

Withdraw

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)

Prequalification Proposals & Other Supporting Documents (You may upload more than one file)	File Name	Send Date	Hash

June 22 2023 03:49 © 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Figure 8 Bidding Device

2) Submission of prequalification document

Upload proposal prequalification document in the prequalification proposal & other supporting documents. Upload documents can be more than one. Then click the upload button then submit the proposal.

The screenshot displays the LKPP (Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah) website interface. The top navigation bar includes links for Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. The main content area is titled "Bidding Information & Bidding status" and shows a "Remarks successfully saved" message. The "Bidding Information" section includes details such as Bidding Code # (2578999), Package Name (Jamuan Rapat), Status (Submission of Prequalification Document), and Agency (Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah). The "Submission Detail*" section contains a text area for remarks, a "Save" button, and a file upload section. The file upload section includes a "Choose File" button, an "Upload" button, and a table with columns for File Name, Hash, and Status. An orange callout box points to the "Choose File" button with the text "Click choose file".

File Name	Send Date	Status
[Doc1.pdf]	June 21, 2023 03:51	
File Name	Send Date	Status
[Doc1.pdf]	June 21, 2023 03:51	
File Name	Send Date	Status
File Name	Send Date	Status

Click choose file

Figure 9 Upload proposal prequalification document

Click Submit Prequalification proposals after upload the proposal.

Submission Detail*

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

PT. ABC (Paris, JV)

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)

Save

Prequalification Proposals & Other Supporting Documents (You may upload more than one file)

File Name	Send Date	Hash	Status
[Doc1.pdf]	June 23, 2023 03:50	8e9082c75d4a37b6e3b45be121814075	Uploaded

Choose File

Upload

Submit Prequalification Proposals

Submit Prequalification proposals

* Any changes (upload/update/delete) regarding your Prequalification Proposals, will not be sent to committee unless you submit them using provided "Submit Prequalification Proposals" button after you uploaded file(s).

June 23 2023 03:50

© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Figure 10 Submit Prequalification proposals

3) Notification to submission

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

The screenshot displays the LKPP web interface. At the top, there is a navigation menu with options: Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. The user is logged in as 'Rekanan 4 - Rekanan'. A green notification banner at the top states: 'You have successfully submit Prequalification proposals'. Below this, the 'Bidding Information' section shows details for Bidding Code # 2578999, Package Name 'Jamuan Rapat', and Agency 'Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah'. It lists submitted documents including 'Invitation for Applicant', 'PQ Document', and 'Additional Document', each with file names and send dates. A 'Withdraw' button is present. The 'Submission Detail*' section includes a text area for remarks (e.g., 'PT. ABC (Paris, JV)'), a 'Save' button, and a table for 'Prequalification Proposals & Other Supporting Documents'. The table shows one entry: '[Doc1.pdf]' submitted on June 23, 2023, with a status of 'Submitted' and an 'Update' button. A 'Choose File' button and an 'Upload' button are also visible. A footer note states: '* Any changes (upload/update/delete) regarding your Prequalification Proposals, will not be sent to committee unless you submit them using provided "Submit Prequalification Proposals" button after you uploaded file(s)'. The page footer includes the date 'June 23 2023 03:51' and the copyright notice '© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 11 Notification to submission

This email will be received when the bidder successfully submits prequalification documents.

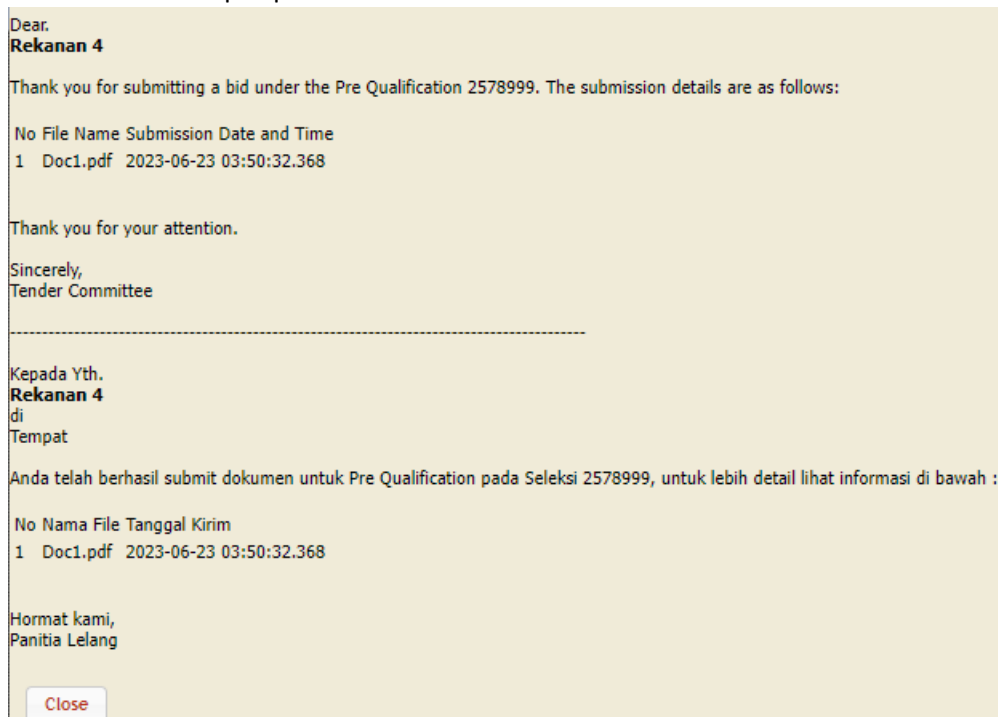


Figure 12 Email to submission submit prequalification proposal

4) Notification Prequalification Result

Bidders will receive an email informing them that their Prequalification Proposal meets the minimum requirements for the bid package as follows.

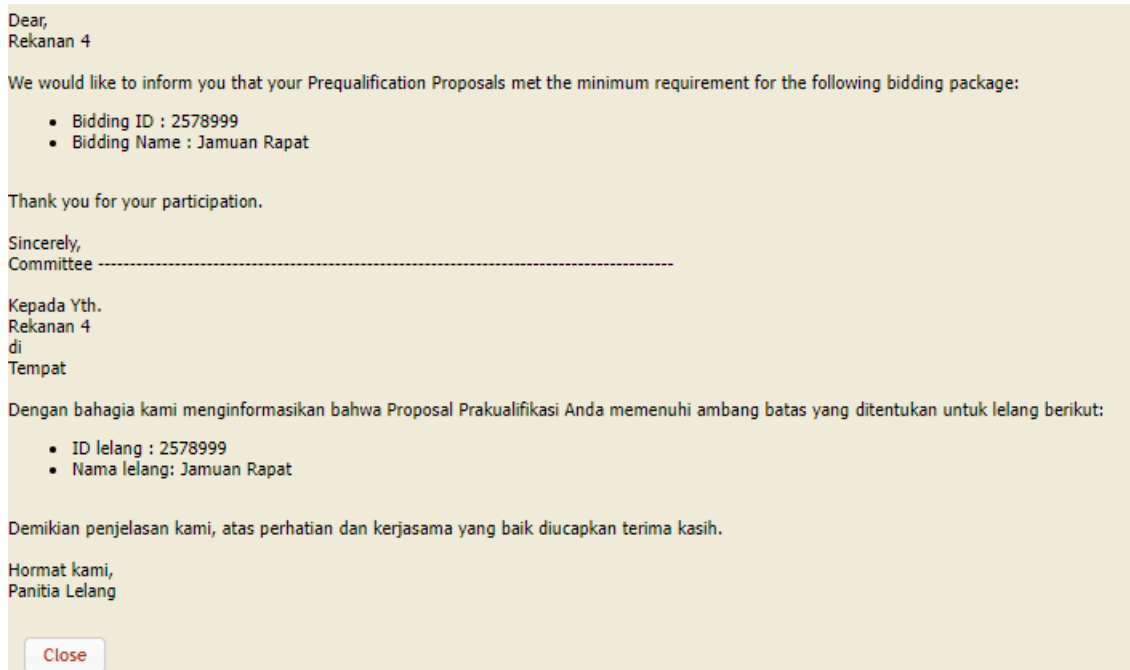


Figure 13 Prequalification Proposal meets the minimum requirements

However, bidders will receive an email informing them that their Prequalification Proposal does not meet the minimum requirements for the bid package as follows.

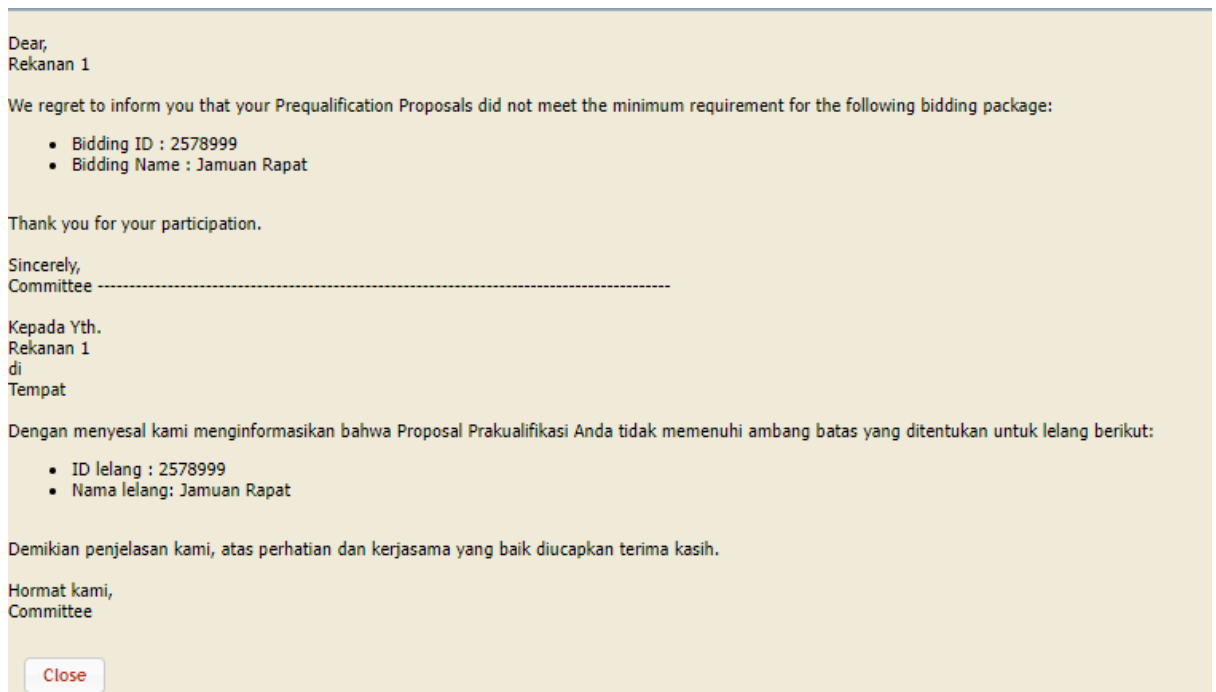


Figure 14 Prequalification Proposal did not meet the minimum requirements

5) Issuance of Bidding Document to Prequalified Firm

This page the bidder will download the bidding document.

The screenshot shows the LKPP (Layanan Pengadaan Secara Elektronik) web portal. The header includes the LKPP logo and the LPSE NASIONAL logo. The navigation menu includes Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. The user is logged in as 'Rekanan 4 - Rekanan'.

The main content area is titled 'Bidding Information & Bidding status'. It displays the following information:

- Bidding Code #: 2578999
- Package Name: **Jamuhan Rapat**
- Status: **Prequalified**
- Schedule: **View**
- Agency: Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah
- Unit: LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH

Below this information, there are several tables for document downloads:

Document Type	File Name	Send Date	Status
Invitation for Applicant	[Doc1.pdf]	June 21, 2023 03:51	
PQ Document	[Doc1.pdf]	June 21, 2023 03:51	
Letter of Invitation			
Bidding Document	[Doc1.pdf]		
Additional Document			
Minutes of Pre Bid Meeting			

An orange callout box points to the 'Bidding Document' entry with the text 'Download biding document'.

Below the tables, there is a 'Submission Detail' section with the following text:

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 Proposal (You may upload more than one file)

File Name	Send Date	Hash

At the bottom of the page, there is a timestamp 'June 25 2023 03:50' and a copyright notice '© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 15 Download biding document

6) Clarification Request Period

Bidder can send questions related to related bidding via "Ask Question".

The screenshot displays the LKPP website interface. At the top, there are logos for the Indonesian government and LPSE NASIONAL. A navigation bar includes links for Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. The main content area is titled 'Clarification Request Period' and shows 'Question Asked : 0' and 'Question Answered : 0'. A prominent orange callout box with the text 'Click Ask Question' points to a '[Ask Question]' link. Below this, there is a 'Bidding Information' section with a table listing details such as Bidding Code # (2578999), Package Name (Jamuhan Rapat), Status (Prequalified), and Agency (Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah). Further down, there are sections for 'Invitation for Applicant', 'PQ Document', 'Letter of Invitation', 'Bidding Document', and 'Additional Document', each with a table of file names, send dates, and statuses. A 'Submission Detail' section provides instructions on how to format remarks and bid proposals. The footer shows the date 'June 26 2023 03:49' and the copyright notice '© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 16 Ask Question

Then, the participants' questions page will appear.

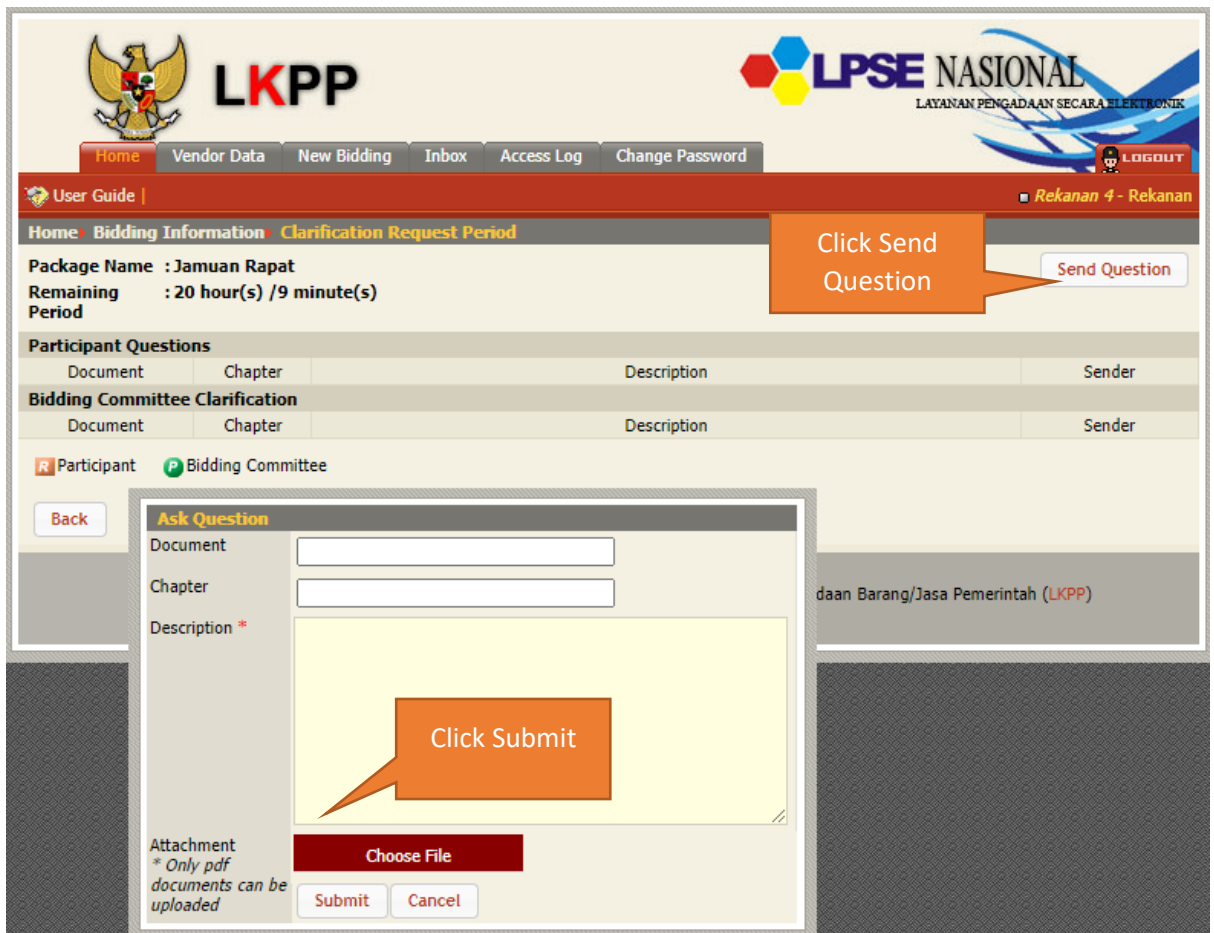


Figure 17 Send Question

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

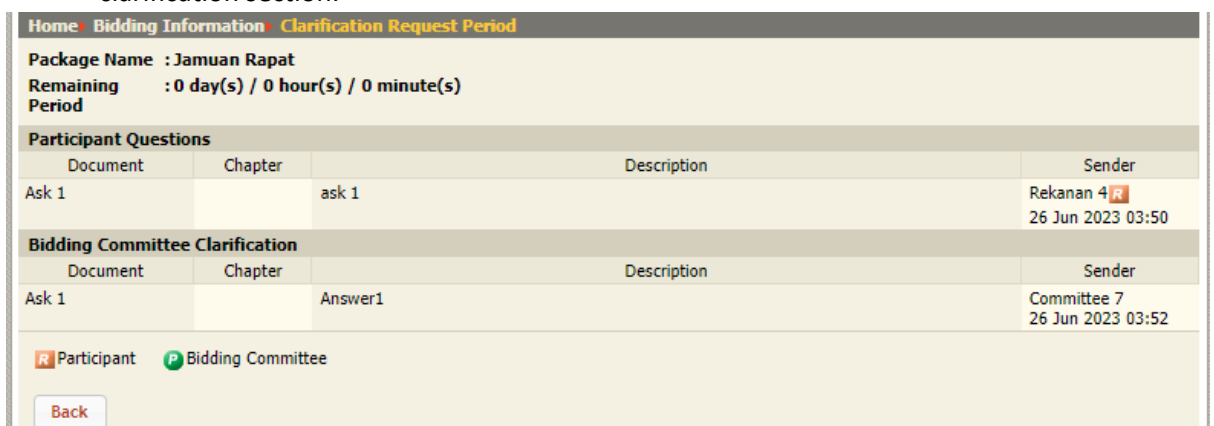


Figure 18 Answers to questions submitted by bidders

7) Prebid Meeting

At the start of this Prebid stage, bidders will receive an email regarding the Minutes of Prebid Meeting.

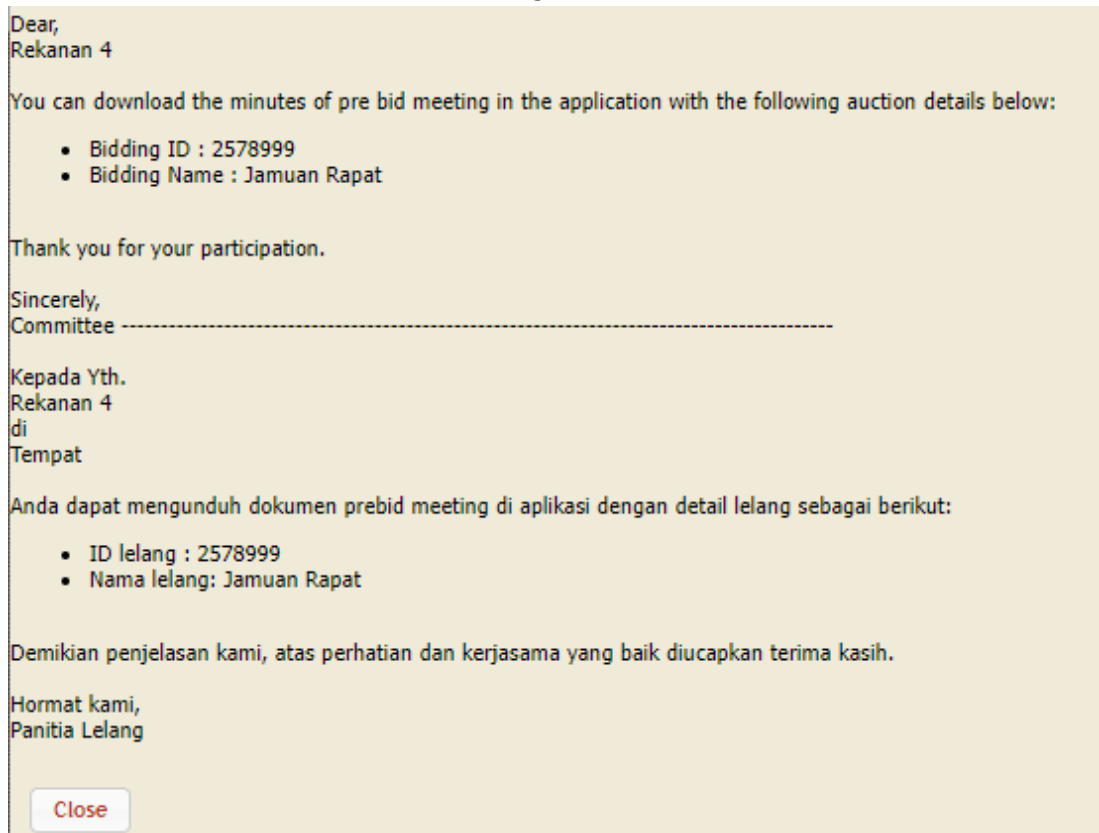


Figure 19 An email regarding the Minutes of Prebid Meeting

8) Submission of Bids

At this step bidders can send bid proposal documents in accordance with the qualifications that have been sent by the committee.

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

Clarification Request Period
Question Asked : 1
Question Answered : 1 [Ask Question]

Bidding Information

Bidding Code #	2578999						
Package Name	Jamuhan Rapat						
Status	Prequalified						
Schedule	View						
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah						
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH						
Invitation for Applicant	<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>June 21, 2023 03:51</td><td></td></tr></tbody></table>	File Name	Send Date	Status	[Doc1.pdf]	June 21, 2023 03:51	
File Name	Send Date	Status					
[Doc1.pdf]	June 21, 2023 03:51						
PQ Document	<table border="1"><thead><tr><th>PQ Document</th><th>Send Date</th><th>Status</th></tr></thead><tbody><tr><td>[Doc1.pdf]</td><td>June 21, 2023 03:51</td><td></td></tr></tbody></table>	PQ Document	Send Date	Status	[Doc1.pdf]	June 21, 2023 03:51	
PQ Document	Send Date	Status					
[Doc1.pdf]	June 21, 2023 03:51						
Letter of Invitation	<table border="1"><thead><tr><th>File Name</th><th>Send Date</th><th>Status</th></tr></thead><tbody></tbody></table>	File Name	Send Date	Status			
File Name	Send Date	Status					
Bidding Document	<table border="1"><thead><tr><th>Bidding Document</th><th>Send Date</th><th>Status</th></tr></thead><tbody><tr><td>[Doc1.pdf]</td><td>June 25, 2023 03:49</td><td></td></tr></tbody></table>	Bidding Document	Send Date	Status	[Doc1.pdf]	June 25, 2023 03:49	
Bidding Document	Send Date	Status					
[Doc1.pdf]	June 25, 2023 03:49						
Additional Document	<table border="1"><thead><tr><th>File Name</th><th>Send Date</th><th>Status</th></tr></thead><tbody></tbody></table>	File Name	Send Date	Status			
File Name	Send Date	Status					
Minutes of Pre Bid Meeting	<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>June 27, 2023 03:50</td><td></td></tr></tbody></table>	File Name	Send Date	Status	[Doc1.pdf]	June 27, 2023 03:50	
File Name	Send Date	Status					
[Doc1.pdf]	June 27, 2023 03:50						

Submission Detail*

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

PT. ABC (Paris, JV)

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)

Save

File Name	Send Date	Hash	Status
<input type="button" value="Choose File"/>			
<input type="button" value="Upload"/>	<input type="button" value="Submit Proposals"/>	<input type="button" value="Reset"/>	

* Any changes (upload/update/delete) regarding your Prequalification Proposals, will not be sent to committee unless you submit them using provided "Submit Prequalification Proposals" button after you uploaded file(s).

June 28 2023 03:49 © 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Figure 20 Send bid proposal documents

Click submit proposals to submit the document.

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)

PT. ABC (Paris, JV)

If you are joint venture, please write company member

Save

File Name	Send Date	Hash	Status
[Doc1.pdf]	June 28, 2023 04:01	8e9082c75d4a37b6e3b45be121814075	Uploaded

Choose File

Upload

Submit Proposals

Reset

* Any changes (upload/update/delete) regarding your Prequalification Proposals, will not be sent to committee unless you submit them using provided "Submit Prequalification Proposals" button after you uploaded file(s).

June 28 2023 04:01
© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Figure 21 Submit proposals

Bidder will get email when the bidder successfully submits the proposal.

Dear,
Rekanan 4

Thank you for submitting a bid under the Pre Qualification 2578999. The submission details are as follows:

No File Name Submission Date and Time
1 Doc1.pdf 2023-06-28 04:01:38.993

Thank you for your attention.

Sincerely,
Tender Committee

Kepada Yth.
Rekanan 4
di
Tempat

Anda telah berhasil submit dokumen untuk Pre Qualification pada Seleksi 2578999, untuk lebih detail lihat informasi di bawah :

No Nama File Tanggal Kirim
1 Doc1.pdf 2023-06-28 04:01:38.993

Hormat kami,
Panitia Lelang

Close

Figure 22 Email successfully submits the proposal

9) Bid opening

Bidders will receive an email regarding the bid opening that has been sent by the committee.

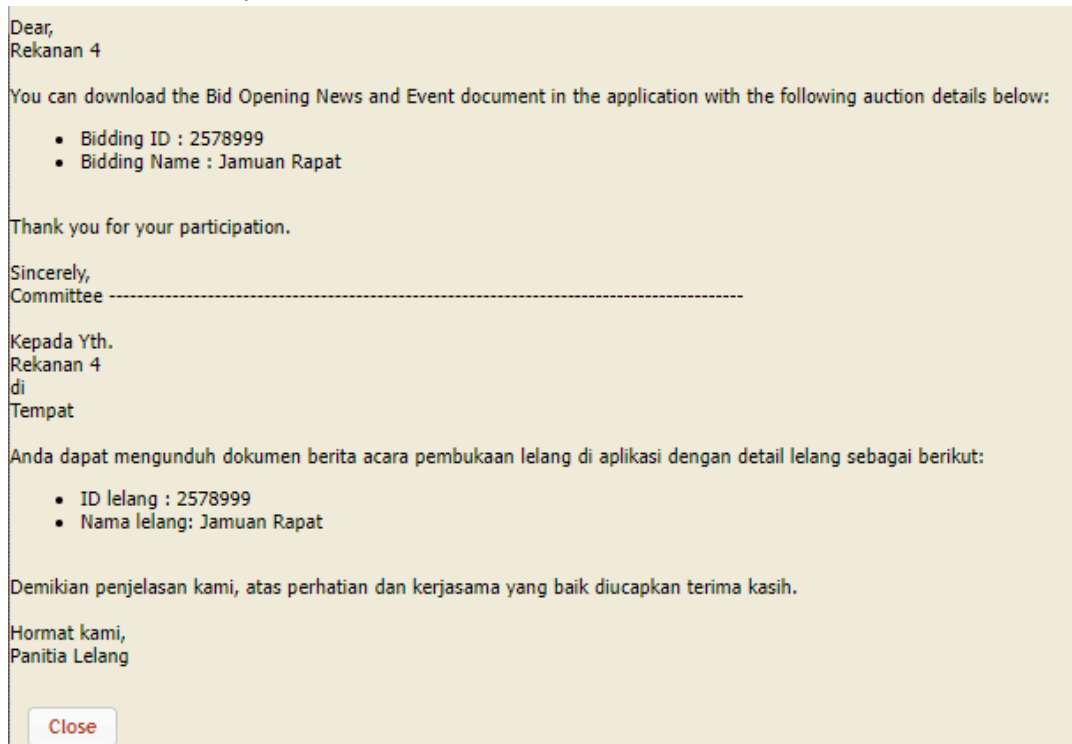


Figure 23 Email the bid opening

Bid opening document can be downloaded at this step.

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 4 - Rekanan'.

The main content area is titled 'Home > Bidding Information & Bidding status'. It shows a 'Clarification Request Period' with 'Question Asked : 1' and 'Question Answered : 1'. There is a link to '[Ask Question]'.

The 'Bidding Information' section displays the following details:

- Bidding Code #: 2578999
- Package Name: **Jamuan Rapat**
- Status: **Prequalified**
- Schedule: **View**
- Agency: Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah
- Unit: LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH

Below this, there are several tables of documents:

Invitation for Applicant	File Name	Send Date	Status
	[Doc1.pdf]	June 21, 2023 03:51	

PQ Document	PQ Document	Send Date	Status
	[Doc1.pdf]	June 21, 2023 03:51	

Letter of Invitation	File Name	Send Date	Status

Bidding Document	Bidding Document	Send Date	Status
	[Doc1.pdf]	June 25, 2023 03:49	

Additional Document	File Name	Send Date	Status

Minutes of Pre Bid Meeting	File Name	Send Date	Status
	[Doc1.pdf]	June 27, 2023 03:50	

Bid Opening Document	Bid Opening Document	Send Date	Status
	[Doc1 (1).pdf]	June 29, 2023 03:53	

Figure 24 Download Bid opening document

10) Notification of intention of award

Bidders will receive an email regarding the download of the intention of award document.

The email notification is as follows:

Dear,
Rekanan 4

You can download the Intention of Award document in the application with the following auction details below:

- Bidding ID : 2578999
- Bidding Name : Jamuan Rapat

Thank you for your participation.

Sincerely,
Committee

Kepada Yth.
Rekanan 4
di
Tempat

Anda dapat mengunduh dokumen Intention of Award di aplikasi dengan detail lelang sebagai berikut:

- ID lelang : 2578999
- Nama lelang: Jamuan Rapat

Demikian penjelasan kami, atas perhatian dan kerjasama yang baik diucapkan terima kasih.

Hormat kami,
Panitia Lelang

[Close](#)

Figure 25 Email the download of the intention of award document

11) Standstill Period

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

Home Vendor Data New Bidding Inbox Access Log Change Password

User Guide | Rekanan 4 - Rekanan

Home > Bidding Information & Bidding status

Clarification Request Period

Question Asked : 1
Question Answered : 1 [\[Ask Question\]](#)

Refutation

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

Bidding Information

Bidding Code #	2578999		
Package Name	Jamuhan Rapat		
Status	Pass Technical Evaluation		
Schedule	View		
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah		
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH		
Invitation for Applicant	File Name	Send Date	Status
	[Doc1.pdf]	June 21, 2023 03:51	
PQ Document	PQ Document	Send Date	Status
	[Doc1.pdf]	June 21, 2023 03:51	
Letter of Invitation	File Name	Send Date	Status
Bidding Document	Bidding Document	Send Date	Status
	[Doc1.pdf]	June 25, 2023 03:49	
Additional Document	File Name	Send Date	Status
Minutes of Pre Bid Meeting	File Name	Send Date	Status
	[Doc1.pdf]	June 27, 2023 03:50	
Bid Opening Document	Bid Opening Document	Send Date	Status
	[Doc1 (1).pdf]	June 29, 2023 03:53	

Figure 26 Refutation

Click submit refutation will show pop up to submit refutation.



Figure 27 Submit refutation

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



Figure 28 Answers to refutation

12) Confirmation Company Names

Format company is company name (Country, JV/Sub-Contractor), for example: PT. ABC (Indonesia, JV). Click checkbox for confirmation company name then click Submit.

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)

Based on the documentation provided, the Bidding Committee has updated your Joint Venture/Sub Contractor information to be as follows :

Before : PT. ABC (Paris, JV)
After : PT. ABC (Paris, JV)

Please click the checkbox below to confirm the above update.

Confirm.

Or provide the correct name in the box below :

Click Submit

Prequalification Proposals & Other Supporting Documents (You may upload more than one file)

File Name	Send Date	Hash
[Doc1.pdf]	May 25, 2023 06:39	8e9082c75d4a37b6e3b45be121814075

May 27 2023 06:39
© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Figure 29 Confirmation Company Names

Notification when remark was successfully submitted.

Home Vendor Data New Bidding Inbox Access Log Change Password
LOGOUT

User Guide |
Rekanan 3 - Rekanan

Home > Bidding Information & Bidding status
Remark was successfully submitted

Bidding Information

Bidding Code #	2569999		
Package Name	Jamuan Rapat		
Status	Issuance of Bidding Document to Prequalified Firm		
Schedule	View		
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah		
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH		
Invitation for Applicant	File Name	Send Date	Status
	[Doc1.pdf]	May 23, 2023 07:00	
PQ Document	PQ Document	Send Date	Status
	[Doc1.pdf]	May 23, 2023 07:00	
Additional Document	File Name	Send Date	Status
Minutes of Pre Bid Meeting	File Name	Send Date	Status

Figure 30 Notification remark was successfully submitted

13) Intention of Awards Document

The next step, bidder download intention to award document.

The screenshot shows a web application interface with the following sections:

- Home > Bidding Information & Bidding status**
- Clarification Request Period**
 - Question Asked : 1
 - Question Answered : 1 [\[Ask Question\]](#)
- Bidding Information**

Bidding Code #	2504999
Package Name	[TEST] Works - Pre Qualification
Status	Notification of Intention of Award
Schedule	View
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH
- Bidding Notification**

File Name	Send Date	Status
[Contoh Dokumen.pdf]	December 27, 2022 01:42	
[Contoh Dokumen.pdf]	December 27, 2022 01:42	
- Bidding Document**

Bidding Document	Send Date	Status
[Contoh Dokumen.pdf]	December 27, 2022 01:42	
- Additional Document**

File Name	Send Date	Status
- Bid Opening Document**

Bid Opening Document	Send Date	Status
[Contoh Dokumen.pdf]	January 4, 2023 01:50	
- Contract Award**

Contract Award	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:
Company Name (Country, JV/Sub-Contractor)

For Example:
PT.A (Indonesia, JV)

Bid Document (You may upload more than one file)

* Only pdf, xls,xlsx documents can be uploaded

PT. XYZ

Send Date	Hash
January 2, 2023 02:03	5244677487946cad2bf6adb3094e3a8e
- Intention to Award**

Intention to Award	Send Date
[Contoh Dokumen.pdf]	January 9, 2023 01:49

An orange callout box with the text "Download intention to Award document" points to the "Intention to Award" document link in the table above.

Figure 31 Download intention to award document

14) Notification of Award

Bidder will receive an email regarding the winner of the bidding.

The email content is as follows:

Dear,
Rekanan 4

Thank you very much for submitting proposal under the **Jamuan Rapat**.

After a comprehensive evaluation of proposals submitted by the short-listed firms, the tender committee has decided that the following firm is the winner "**REKANAN 4**".

If you need additional information, please contact us.

Yours sincerely,
Tender Committee

Kepada Yth.
Rekanan 4
di
Tempat

Kami mengucapkan terima kasih atas partisipasi Bapak/Ibu yang telah berperan aktif pada paket pekerjaan **Jamuan Rapat**. Bersamaan dengan ini kami sampaikan bahwa panitia lelang telah menetapkan "**REKANAN 4**" sebagai pemenang lelang ini.

Untuk mendapat informasi lebih lanjut Bapak/Ibu dapat menghubungi kami.

Hormat kami,
Panitia Lelang

[Close](#)

Figure 32 An email regarding the winner of the bidding

The bidder can download notification of award document.



Figure 33 Download Notification of Award

15) Contact Award

The next step, bidder download contract award document.



Figure 34 Download contract 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.



Figure 35 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 36 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 p45sw0rd54y4am4n
3. Do not use personal information as a password, for example, 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 © 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Figure 37 Change password

