INSTRUCTIONS FOR USING SPSE *INTERNATIONAL COMPETITIVE BIDDING* (ICB) FOR *DISCOVERY* PACKAGES

Lembaga Kebijakan
Pengadaan Barang/Jasa Pemerintah

DIRECTORATE OF DIGITAL PROCUREMENT SYSTEM
GOVERNMENT GOODS/SERVICES PROCUREMENT POLICY INSTITUTE (LKPP)

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CHAPTER I

INTRODUCTION

1.1 Purpose of Document Creation

The purpose of this guidance document is to help users of the *International Competitive Bidding* (SPSE ICB) Electronic Procurement System Application to find international tender packages (*Packet Discovery*) in the SPSE ICB application. After reading this guide, it is expected that users can:

a) Accessing the SPSE ICB Application;
b) Search and view package details on the available SPSE ICB App;
c) Register and participate in international procurement packages;
d) Understand what can and can't be seen before logging in.

1.2 Who This Guide Is For

This Guidance Document for the use of the SPSE Application is intended for:

a) Business Actors (*Vendors*) both Indonesian business actors and foreign business actors who want to find tender packages, see tender requirements, and register to participate in tender packages. Highly recommended for business actors who are using the SPSE ICB application for the first time.
b) The Election Working Group (Election Committee) who wants to ensure that the procurement packages that have been announced can be found and viewed publicly on the SPSE ICB application.
c) PPK and Auditors who want to monitor procurement packages that are currently airing from the public page.

1.3 Scope

This document contains information that covers several things, including:

a) How to open the SPSE ICB Application and get to know the parts of the application.

b) How to find packages through the menu in the SPSE ICB Application.

c) How to register and join the procurement package.

d) How to view the status of Shortlist and Bidding Information.

Things that are not contained in this document include:

a) How to create a new plan.

b) How to upload technical & financial proposal documents.

c) How to register a new business account.

CHAPTER II

SYSTEM REQUIREMENTS

2.1 Software Requirements

The Software requirements used to be able to access the SPSE ICB Application are:

a) Windows 10 / Windows 11 Operating System, macOS 12 and above, or the latest Linux.

b) A browser (Extension) of the latest version such as *Google Chrome* (most recommended), *Mozilla Firefox, Microsoft Edge*, or *Safari*.

2.2 Hardware Requirements

The Hardware Requirements used to be able to access the SPSE ICB Application are:

a) Computer/Laptop at least with *a modern* processor (*intel core i3/M1* or higher) with at least ≥ 4 GB of RAM (8 GB or more recommended).

b) Storage with more than 5 GB of free space to process offer files.

c) Standard keyboard and mouse.

2.3 Network Connection

The need for a network connection used to be able to access the SPSE ICB Application with a speed of at least 10 Mbps with a stable connection.

CHAPTER III
OVERVIEW

3.1. SPSE ICB Application Home Page

Here are the steps to access the SPSE ICB App:

1. Open *the Google Chrome, Firefox, Microsoft Edge, Safari,* etc. browser apps.
2. Type the address url https://spseicb.lkpp.go.id/spseicb/ in the address *bar*

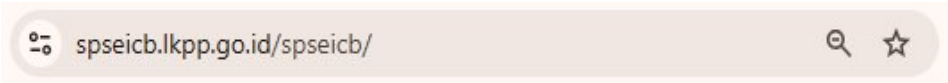

Figure 3.1 ICB SPSE URL Address

3. Press Enter, then the main page of the SPSE ICB application will appear.

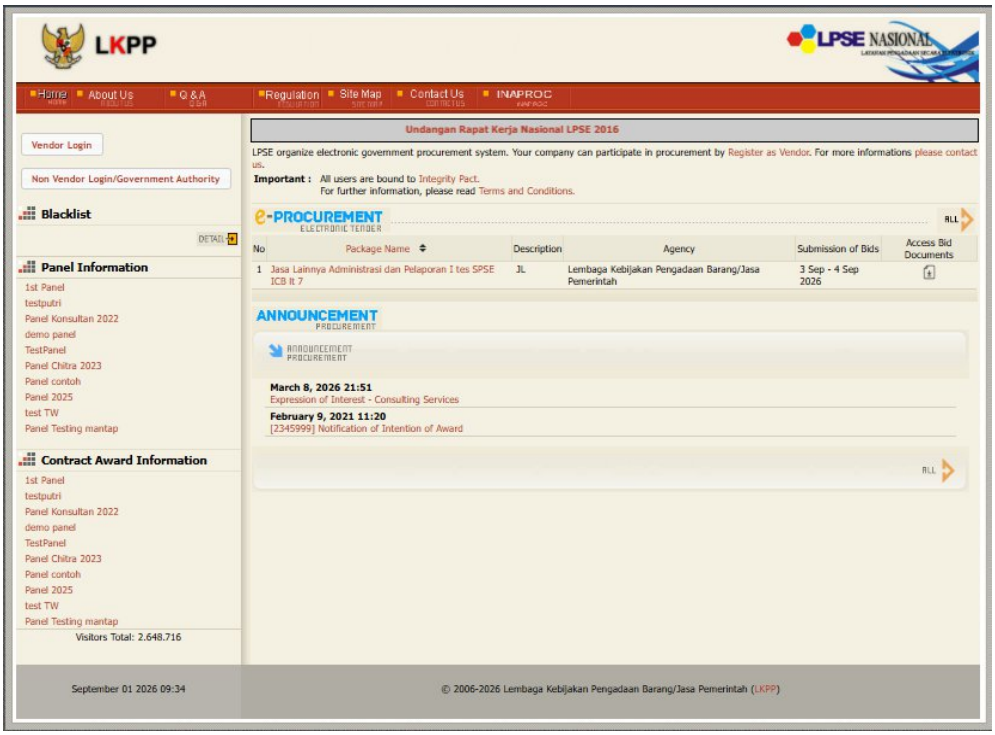

Figure 3.2 SPSE ICB Home Page

3.2. SPSE ICB Application Home Page Explained



Figure 3.3 Menu Header SPSE ICB

Location	Menu Elements	Function
Top Menu (Header)	Home	Link to SPSE ICB home page
	About Us	Show an about us page
	Q&A	Displaying the *Frequently Asked Questions page*
	Regulation	Showing pages about PBJ regulations
	Site Map	Display the Site Map page
	Contact Us	Display contact pages
	INAPROC	Link to the Inaproc portal

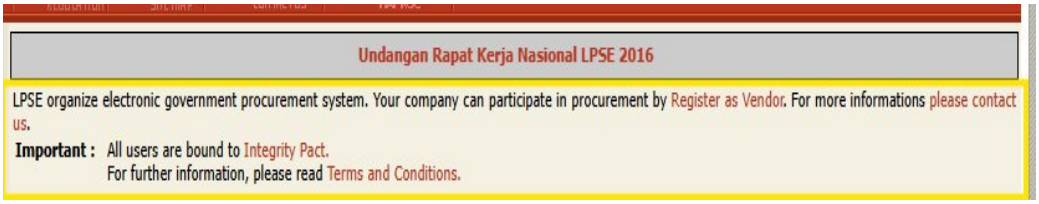

Figure 3.4 SPSE ICB information display

Location	Menu Elements	Function
Top center column	Text	A brief explanation of e-procurement, a link to a provider registration, an obligation to comply with *the Integrity Pact*, and a link to terms and conditions

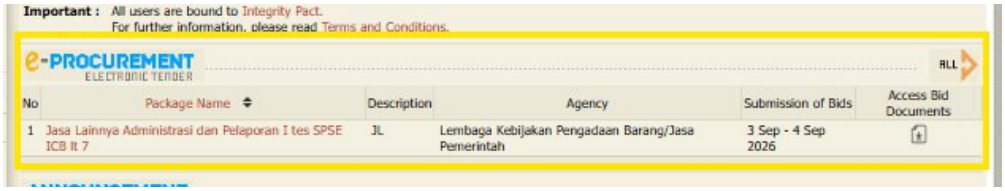

Figure 3.5 Tender list view

Location	Menu Elements	Function

e-Procurement (Electronic Tender)	Package status summary list	Displays a public summary; to participate in the tender, proceed to login.

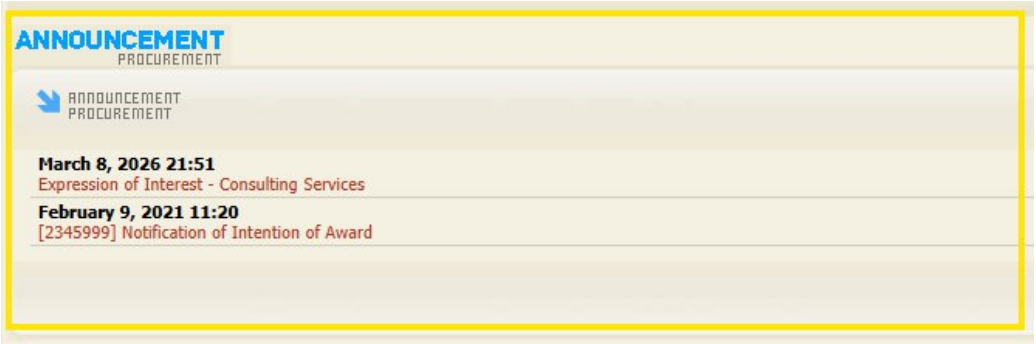

Figure 3.6 Announcement View

Location	Menu Elements	Function
Announcements (*Procurement*)	List of announcements with dates/titles	An overview of recent announcements. Click for announcement details.



Figure 3.7 Provider Login

Location	Menu Elements	Function
Vendor Login	Vendor Login *Button*	Log in as a provider to go to the SPSE/ICB application.



Figure 3.8 Non Provider Login

Location	Menu Elements	Function
Non-Vendor Login / Government Authority	Tombol *Non Vendor Login/Government Authority*	Log in as a Non-Provider.



Figure 3.9 Blacklist

Location	Menu Elements	Function
Blacklist	Blacklist with detail button	Links to blacklist information



Figure 3.10 Active Panel List

Location	Menu Elements	Function
Panel Information	Panel List	Link to procurement information using the Active Panel method



Figure 3.11 List of Panel Winners

Location	Menu Elements	Function
Contract Award Information	Summary list of assignment results	Link to winner information using the Active Panel method

CHAPTER IV
DISCOVERY PROCUREMENT PACKAGE

4.1 Finding a Procurement Package

Business Actors can view the procurement package on the SPSE ICB application that is being announced through the public page of the SPSE ICB Application, without having to log in first. Access the SPSE ICB Application page. Packages that are currently active appear in the *e-PROCUREMENT* section. From the *e-PROCUREMENT* table, there are three ways to find the procurement package. Here are the steps to find the procurement package on the SPSE ICB Application

4.2 Via the SPSE ICB App Home Page

On the main page of the SPSE ICB Application, users can directly click on one of the procurement packages in the *Package Name section.*

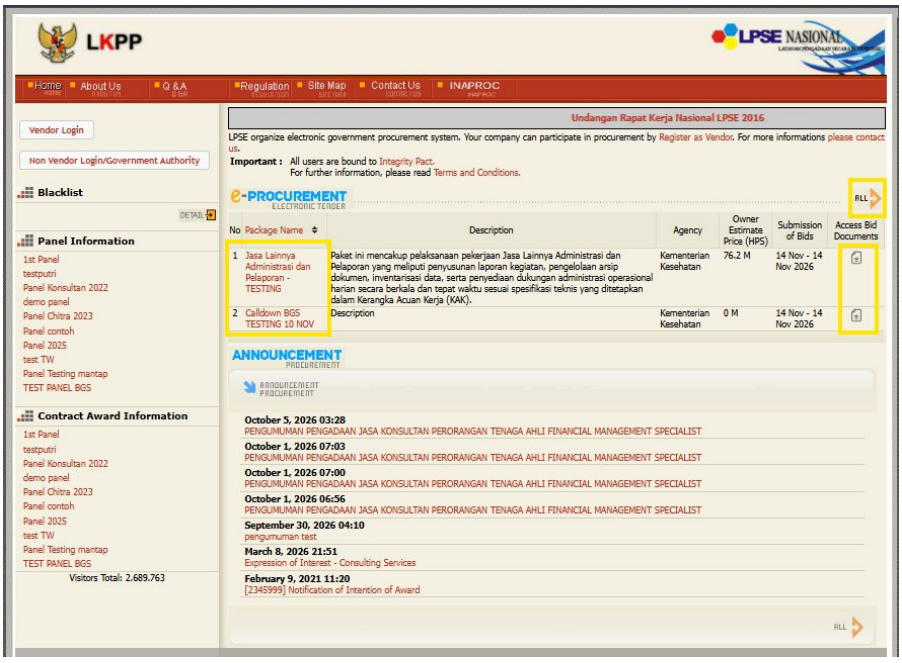

Figure 4.1 Packages on the SPSE ICB home page

The system displays the *Notice of Intended Procurement page* to view the package details.

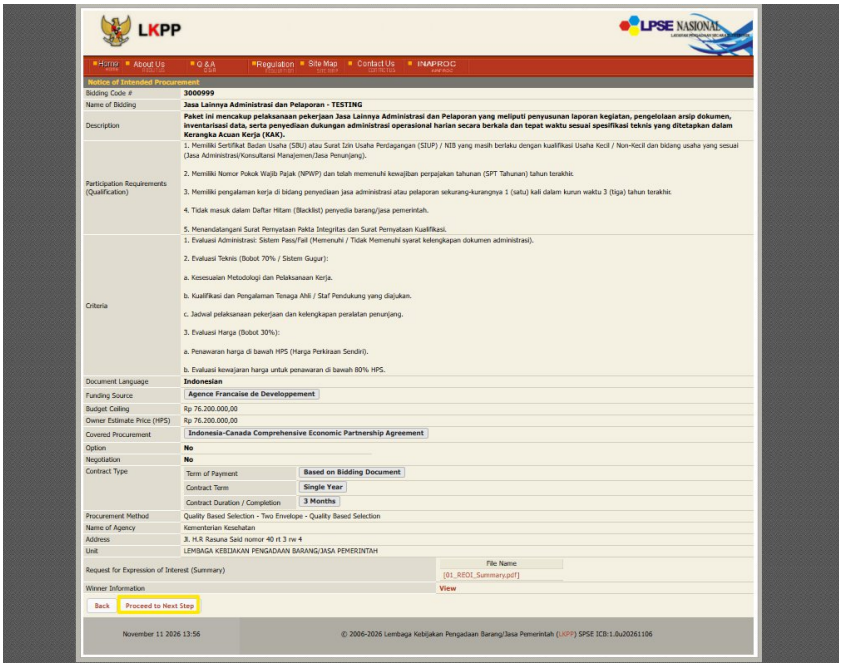

Figure 4.2 Package Detail Display

Description of each columns:

Form	Isian
Bidding Code	Tender code
Name of Bidding	Procurement package name
Description	Procurement package description
Participation Requirements (Qualification)	Qualification requirements for the procurement package
Criteria	Criteria to determine eligible business entities to proceed to the next stage in the procurement process.
Document Language	Procurement document language
Funding Source	Funding source
Bugder Celling	Budget ceiling
Owner Estimate Price (HPS)	Owner's Estimate
Covered Procurement	Included under the ICA-CEPA, EU-CEPA, or other agreements
Option	Contractual rights exercisable under the terms and conditions stated in the procurement documents and contract (e.g., changes in the

	quantity of goods, services, or construction works to be procured, or extension of the contract period)
Negotiation	Determines whether this package is negotiable
Term of Payment	Type of contract
Contract Term	Contract period (in years)
Contract Duration / Completion	Contract period (in months)
Procurement Method	Procurement method
Name of Agency	Name of the agency owning the package
Address	Address of the agency owning the package
Unit	Work unit of the agency owning the package
Request for Expression of Interest	Expression of Interest document
Participant	Number of participants
Winner Information	Winner information

Review the information from the procurement package, if it is the package in question, click *Proceed to Next Step* to continue registering for the package. Click *Back* to return to the previous page.

4.3 Through the procurement package details on the SPSE ICB Application

On the main page of the SPSE ICB Application, users can directly click on the *ALL* link in the upper right corner *of the e-PROCUREMENT* section to display a list of procurement packages.

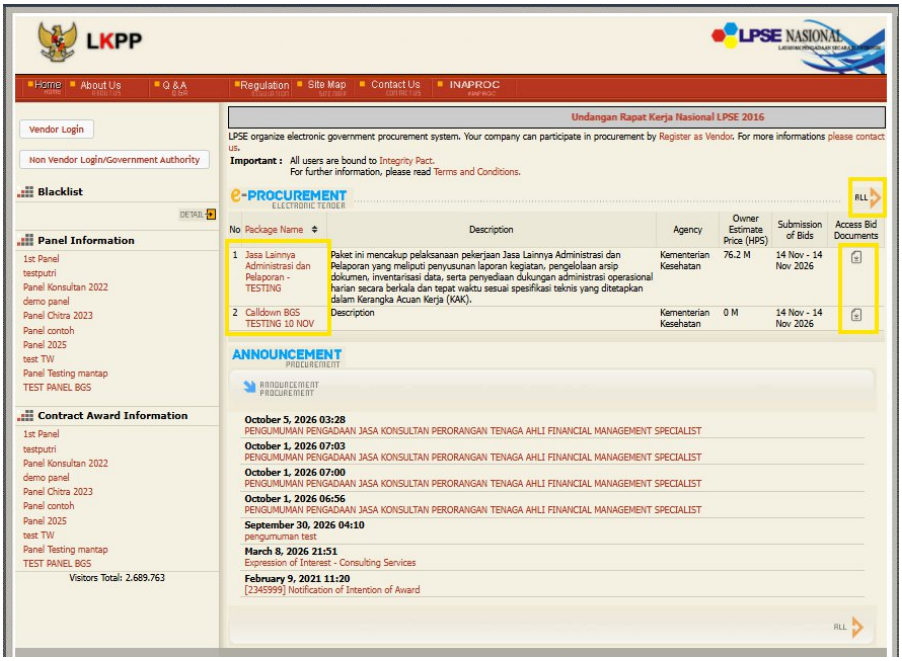

Figure 4.3 Click All on the list of procurement packages

You will then be redirected to the *Bidding* page which contains the entire package. Use *the Category, Funding Source, Status*, or *Enter Bidding ID* filters or click *Search* if you want to search for procurement packages by keyword.

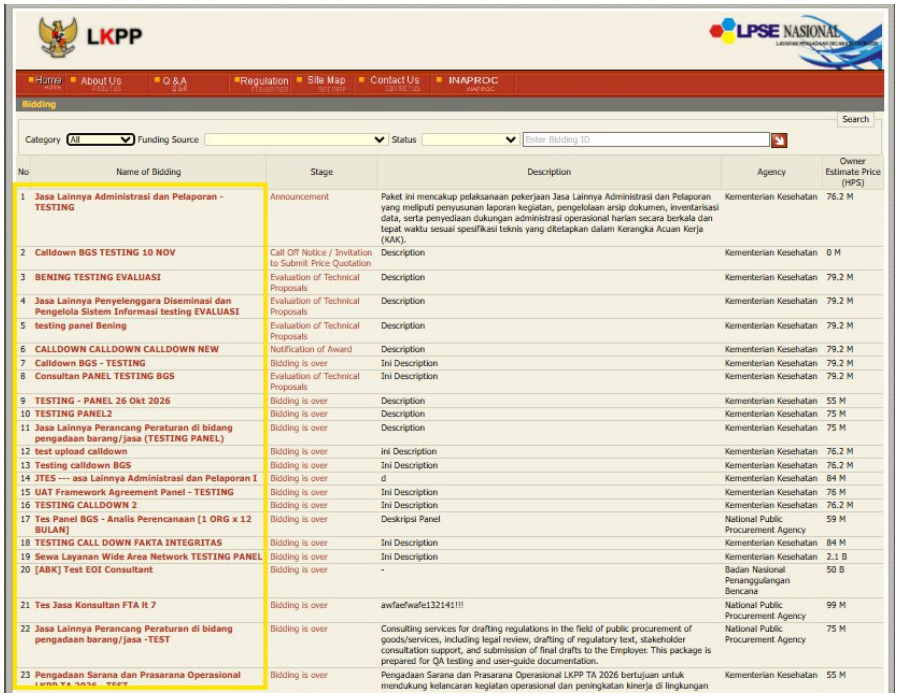

Figure 4.4 Procurement package list display on SPSE ICB

Select one of the packages by clicking *on Name of Bidding*, then you will be redirected to the package details page (*Notice of Intended Procurement*).

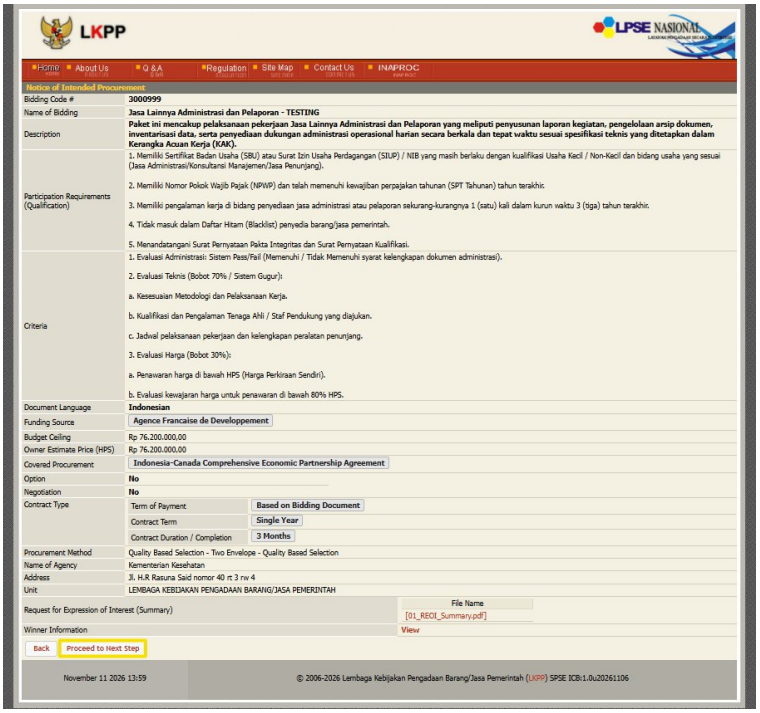

Figure 4.5 Package Detail Display

4.4 Through *Login* as a business actor

On the main page of the SPSE ICB Application, users can directly click the *Access Bid Documents icon* on one of the procurement packages.

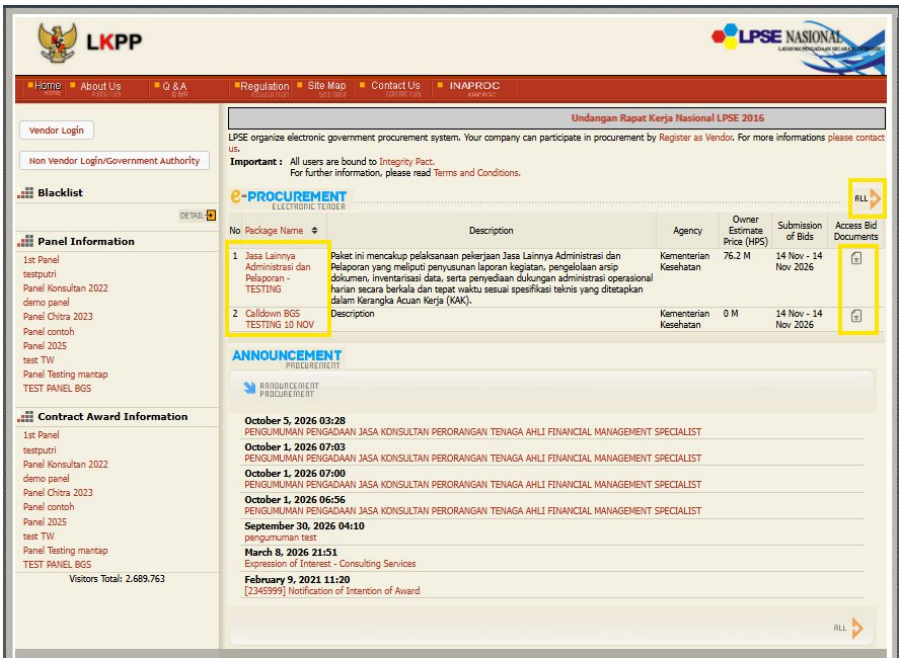

Figure 4.6 Click on the document access icon

Then it will be directed to the business actor's login page.

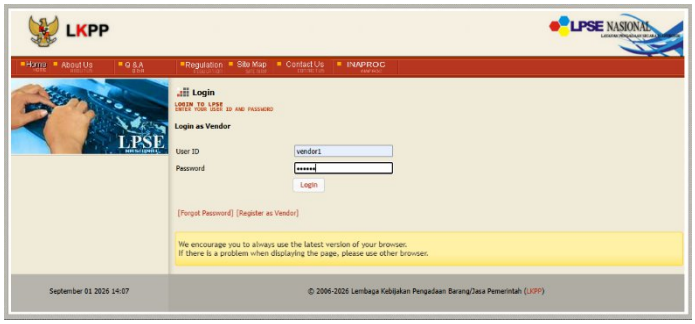

Figure 4.7 Business Actor Login Page

After successful login, the system displays the *Notice of Intended Procurement & Bidding status page.*

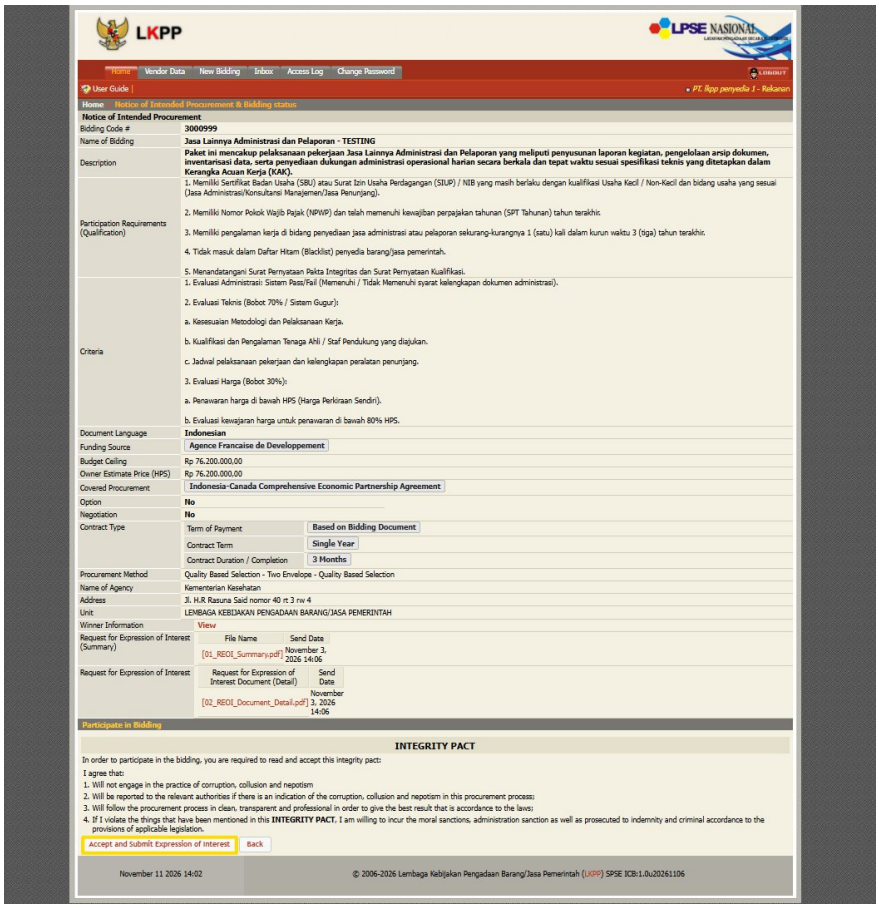

Figure 4.8 Display following tender

In addition to the package details, this page contains *the Integrity Pact* for registration as a tender participant. To participate in the tender, click *Accept and Join*. To return, click *Back*.