

BNM eTender User Guide



BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

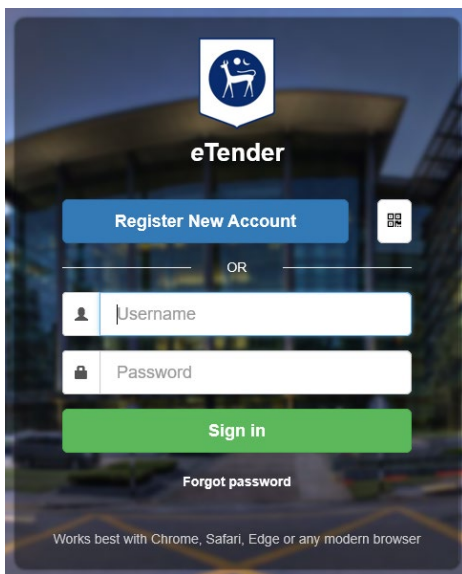
User Guide for Bank Negara Malaysia (BNM) eTender

A. About eTender

1. eTender system facilitates companies to perform the following via online:
 - (a) Indication of interest in the tender;
 - (b) Retrieval of Request for Proposal (RFP) or Request for Quotation (RFQ);
 - (c) Submission of pre-requisite requirements; and
 - (d) Submission of proposals by participating company.
2. eTender is accessible via url <https://procurement.bnm.gov.my> using Google Chrome, Microsoft Edge or Safari.

B. STEP 1 – Registration

1. Click “Register New Account” as in the screen below.



2. Key-in:
 - a. Company name **as registered with Suruhanjaya Syarikat Malaysia (SSM)**.
 - b. Email address of the person who is **responsible for tender submission**.
 - c. Create Password and Retype password (Strong password must be alphanumeric with lowercase and uppercase alphabets, number and special character).

Registration

Service Provider Company Name (as registered in SSM) or BNM Staff Name (as per NRIC)

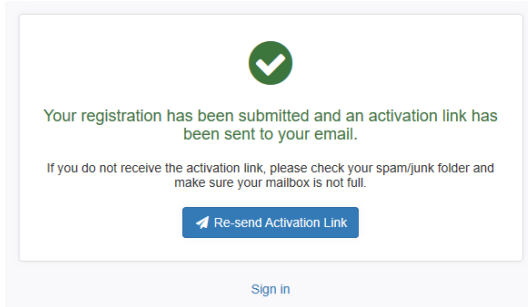
Email

Password

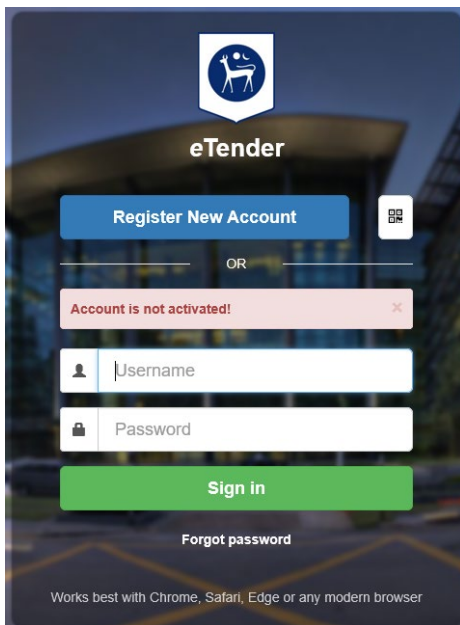
Retype password

Submit

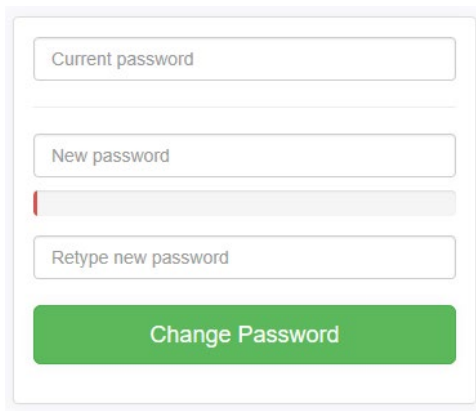
3. An **email notification** will be sent to the registered email address for account activation. Please **click the link in the email to activate your account**. If you do not receive the email notification for activation, please notify BNM via **email tenderIT@bnm.gov.my**.



4. Please ensure to activate your account. You will receive the following notification if account is not activated.



5. Upon activation, please login using the email address (username) and password that you have registered. Then, you are required to change your password as in the screen below.



- You will then be notified as below after you have successfully change your password. Then click 'Back to home'.

- You will be directed to the page below where you will see list of tenders that you can participate e.g. as in the screen below. Please take note of the deadline for the submission of "Prerequisite submission" and "Proposal Submission".

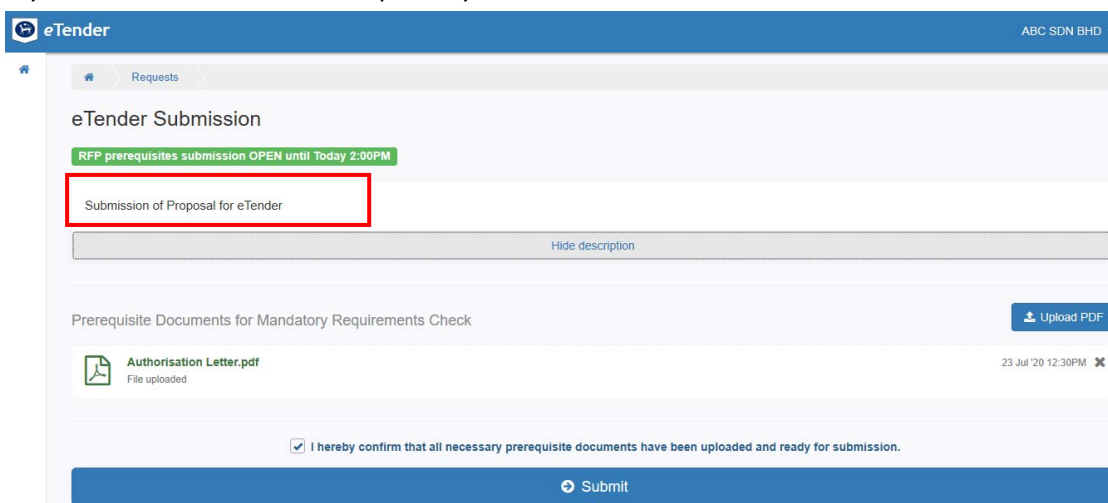
- Click on the tender name and you will see the screen below. Check the box "Yes, I wish to participate", then click "Proceed".

- Next, you will be directed to the screen below to upload the mandatory requirements document for “Prerequisite Submission” which has been identified in the tender advertisement e.g. Letter of Authorisation from Principal. Click the “Upload PDF” to upload the required document.

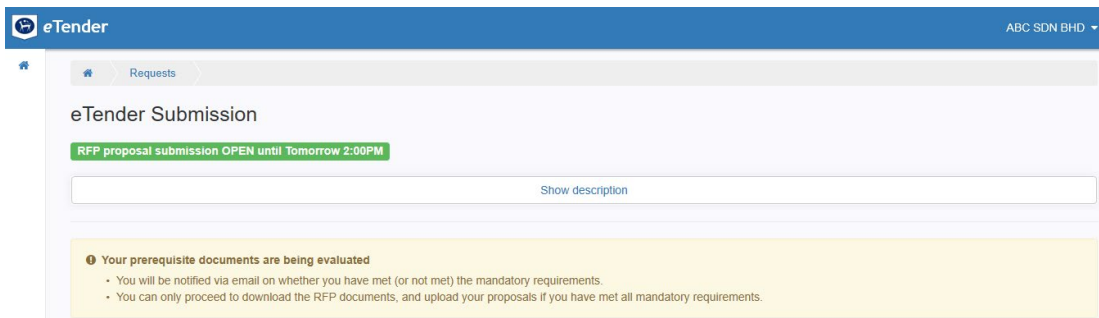


- Once the document is uploaded, check the confirmation box to confirm that the prerequisite documents have been uploaded and click “Submit”.

- If you click on the “Show Description” you will be able to see the tender details as below.

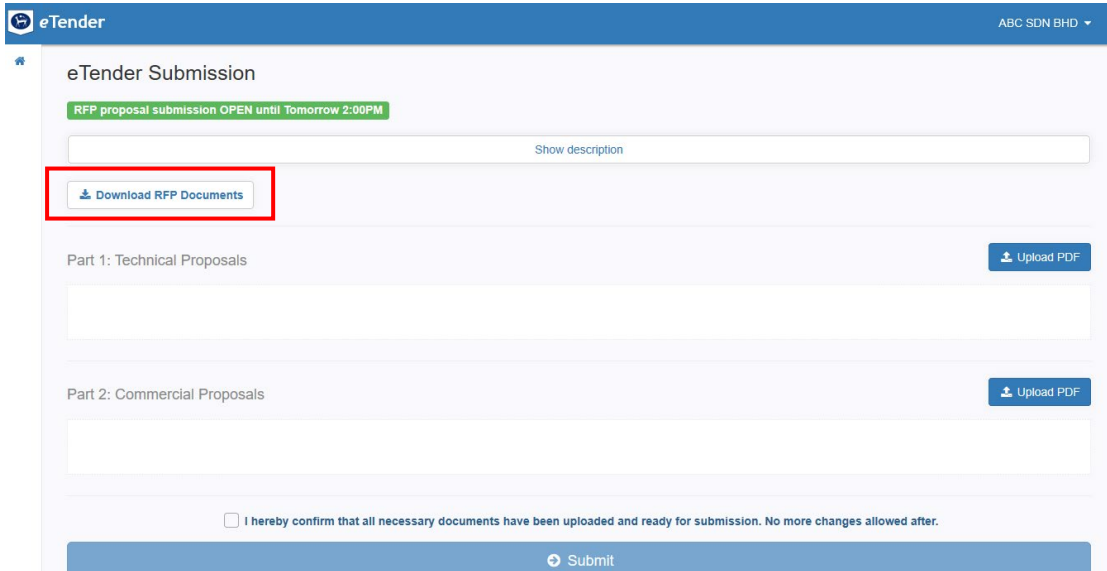


- Upon submission you will be informed that the prerequisite documents are being evaluated.



13. If BNM has accepted/rejected the “Prerequisite Submission” you will receive a notification via email. Should you have not received any notification please contact BNM via tenderIT@bnm.gov.my.

14. Login to eTender and click on the same tender and the following screen will appear. You will be able to download the RFP documents by clicking the “Download RFP Documents”.

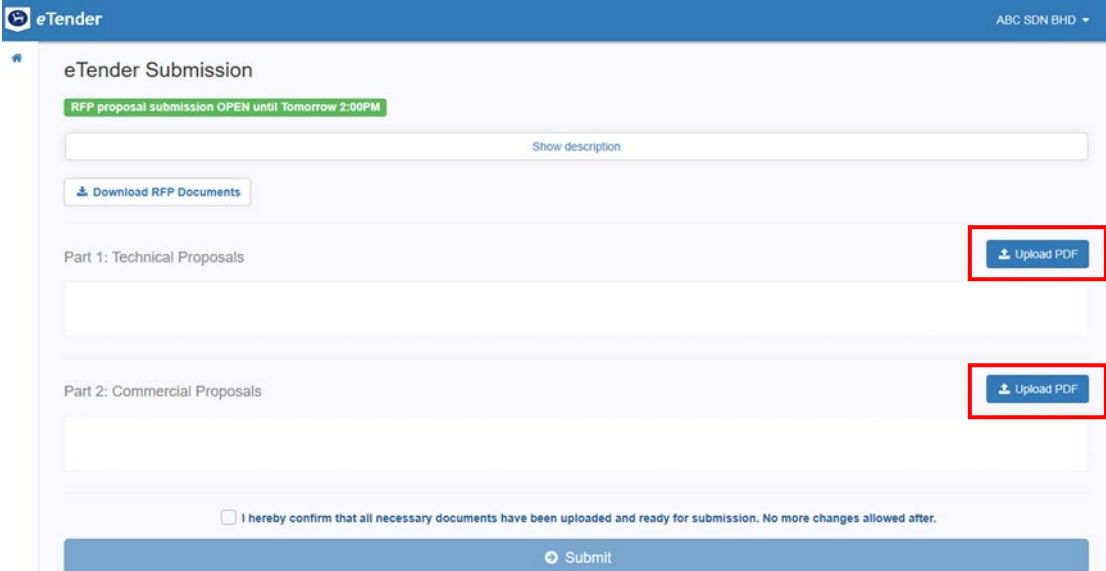


15. RFP documents will be listed in your local ‘download’ folder e.g. as below.

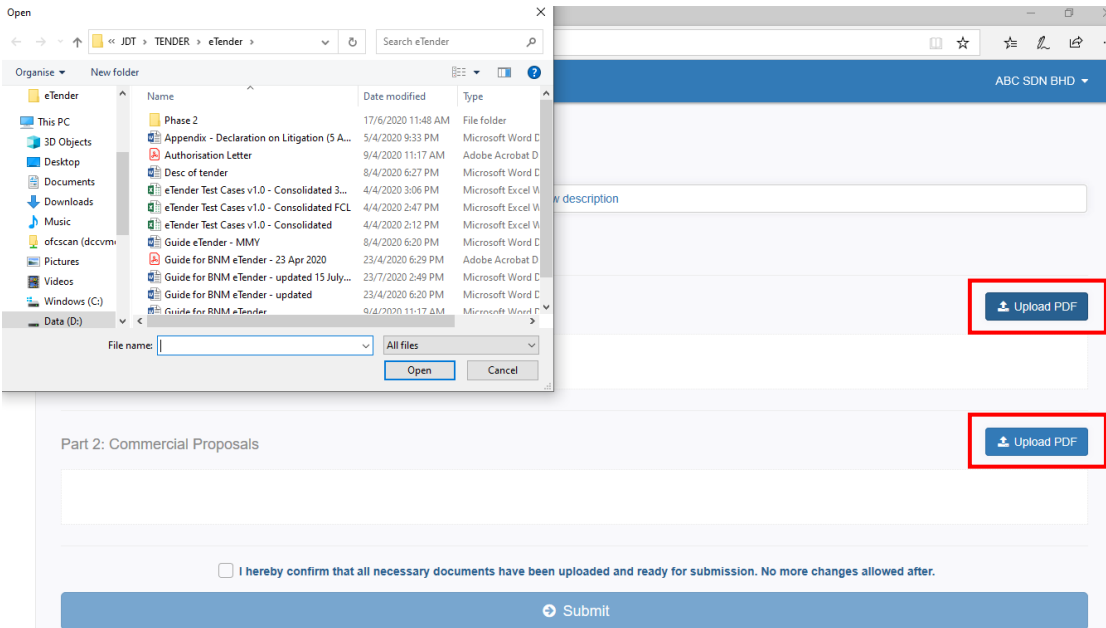
› Packages › Microsoft.MicrosoftEdge_8wekyb3d8bbwe › TempState › Downloads › RFP-eTender Submission (1)

Name	Type	Compressed size	Password ...	Size
Appendix B - eTender	Adobe Acrobat Document	678 KB	No	
Appendix C - eTender	Microsoft Excel Worksheet	40 KB	No	
Appendix D - eTender Cost	Microsoft Excel Worksheet	41 KB	No	
Appendix E - Non-Disclosure Agre...	Microsoft Word Document	50 KB	No	
Appendix F - Background	Microsoft Word 97 - 2003 ...	18 KB	No	
Appendix G - Financial Background	Microsoft Word 97 - 2003 ...	76 KB	No	
Appendix H -Track Record	Microsoft Excel Worksheet	10 KB	No	
Appendix H-eTender guide	Adobe Acrobat Document	6,616 KB	No	
Appendix I - Form X	Microsoft Word 97 - 2003 ...	32 KB	No	
Appendix J_VCOG (3)	Adobe Acrobat Document	6,616 KB	No	
RFP sTender	Adobe Acrobat Document	581 KB	No	

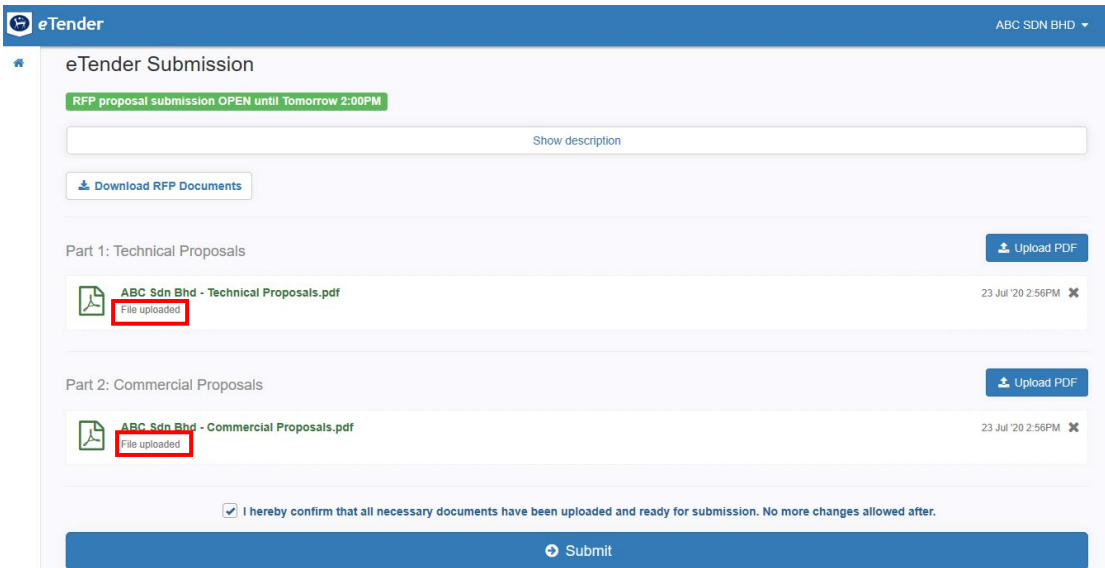
16. To submit proposals, click the “Upload PDF” to attach PDF documents for “Part 1: Technical Proposals” for submission of technical proposals and “Part 2: Commercial Proposals” for submission of commercial proposals (if applicable). Technical proposals shall contain proposals based on the requirements specified in the RFP, while the commercial proposals shall contain the tender quotations i.e. Appendix for Cost/Price.



17. You will then be able to select the PDF files to be uploaded for both “Part 1: Technical Proposals” and “Part 2: Commercial” separately.



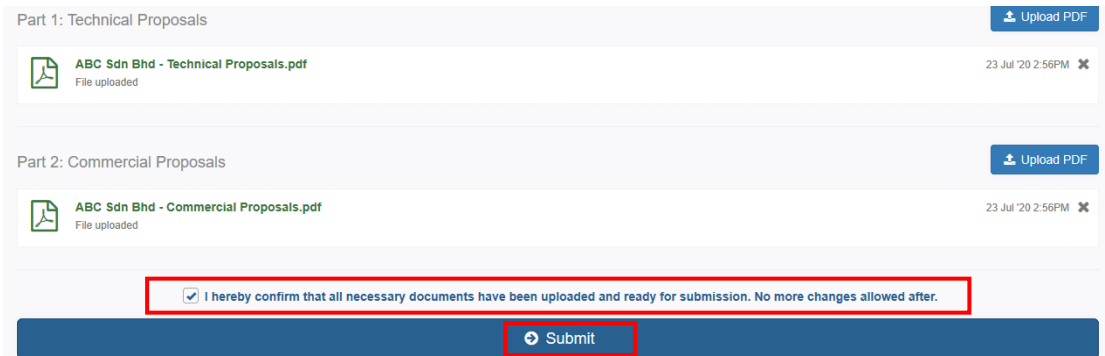
18. Once you have successfully uploaded the PDF files, you will see a message indicating “File uploaded” below the file name as below.



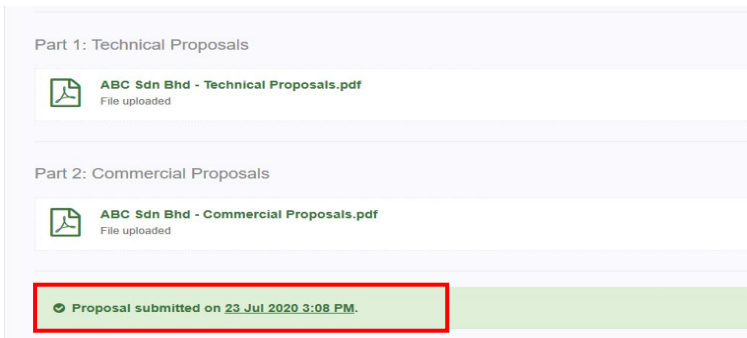
19. If you have uploaded a wrong document, the uploaded files can be removed by clicking on the 'X' before submission.



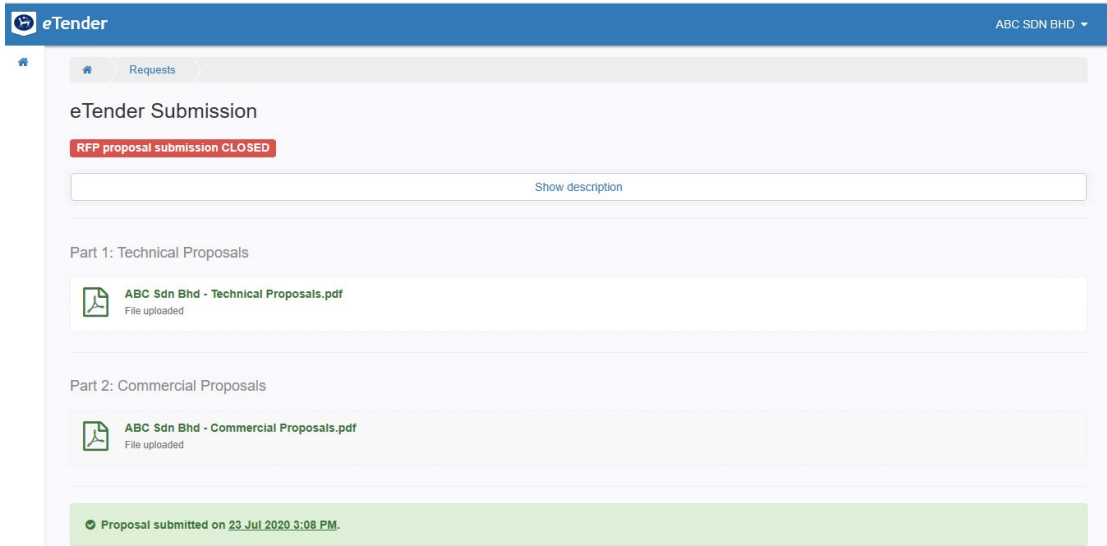
20. To submit the proposals, check the box to confirm the necessary documents and click “Submit”. Once submitted you are not allowed to edit or delete the submitted documents.



21. Notification on proposal submitted will appear as below:



22. System only allows for **50 files in PDF format** to be uploaded with **file size not more than 25MB** per file. However, if your file size exceeds 25MB, you may split the files and submit **MULTIPLE FILES** as above.
23. Please submit your proposals at least **ONE HOUR** before the tender closing time.
24. If the tender has closed, screen below will appear when you click on the tender.



End of document