

Supplier Guide to Participating in SUSS Tenders via TenderBoard

1 May 2022

Planning & Finance

Contents

1. Introduction
2. Closed / Invited Tenders
 - Responding to SUSS's Invitation to Tender (ITT)
 - Clarifications
 - Corrigendum
 - Submitting a bid
3. Open Tenders
 - Responding to open tenders with no invitation
 - Amending a bid
4. Registration with TenderBoard
5. FAQ
6. Who to contact

Introduction

From May 2022, Singapore University of Social Sciences (SUSS) will be using TenderBoard system to conduct our tenders.

All suppliers, vendors and contractors (collectively known as “Bidders”) are to submit their offers via the system. Unless otherwise stated in the tender notice, no other modes of submission will be accepted by SUSS.

Closed / Invited Tenders – Email Invite

RFQ: RFQ for Stationery Inbox x



Singapore University of Social Sciences (via TenderBoard) <noreply@tenderboard.biz>
to SUSS ▾

Hi SUSS Supplier 1,

SUSS Supplier 1

You have been invited to submit a quotation for the following (there are no charges* to submit a bid and no transaction fees if you are awarded):

Description: RFQ for Stationery

Reference No: SUSS-RFQ-2022-004

Buyer: Singapore University of Social Sciences

Open Date: 5 Apr 22

Closing Date: 15 Apr 22

Closing Time: 12:00pm

Instructions: You may download documents, ask a question, and submit your proposals at this button:

[View Details and Submit Bid here](#)

*TenderBoard does not charge fees or commission, but our buyers may choose to impose a fee or deposit.

This is an automatic email from TenderBoard. For support, please contact us via our [Contact Form](#)

Invited Bidders will receive an email from noreply@tenderboard.biz to participate in the opportunity.

Please check your junk/spam folder if you do not receive the email and 'whitelist' this email domain.

Click the button and access the unique link to submit bid. You are not required to login or register an account with TenderBoard if you are directly invited by SUSS. Please refer to slide 12 to know the benefits of registering for an account.

You may refer to the [short video created by TenderBoard](#) for this purpose here.

Closed / Invited Tenders – Terms of Use

Deal Invitation

Hi, you were invited by **Singapore University of Social Sciences** to participate in **RFQ for Stationery**. Before we proceed, we request that you review our [Terms of Use](#) and indicate your acceptance:

Name
SUSS Supplier 1

Company
SUSS Supplier 1

Email
susstbtest+supplier1@gmail.com

☒ By clicking, you agree to our [Terms of Use](#).

ACCEPT

You will be brought to the next page to accept the Terms of Use from TenderBoard.

Confirm your company information is correct and agree to the TenderBoard's Terms of Use to view further details.

***Note:** Agreeing to the Terms of Use does not obligate Bidders to submitting an offer.

Closed / Invited Tenders – Expression of Interest

Supply of pantry supplies

Buyer: Singapore University of Social Sciences

DECLINE TO BID

VIEW EOI

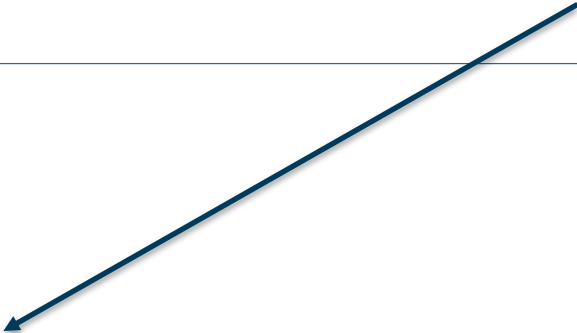
Overview

Reference No: SUSS-ITT-2022-003

Published: 4 Apr 2022

Closing Date: 8 Apr 2022

Closing Time: 12:00 (UTC+08:00)



Bidders will then be required to click on “View EOI” to review and accept SUSS’s Online Non-Disclosure Agreement (NDA) before being allowed to access the tender documents.

Closed / Invited Tenders – Expression of Interest

Expression of Interest Submission

Name*

SUSS Supplier 2

Company*

SUSS Supplier 2

Email*

susssupplier2@gmail.com

Phone*

1212121212

Please fill in your ACRA registered
company name
:

Required


Please fill in your UEN*:

Required

Please download and read the attached Online Non-Disclosure Agreement*:

1.

eNDA for e-sourcing system.pdf

eNDA for e-sourcing system.pdf (213.5k) 

By clicking to proceed to submit your
Expression of Interest for this
Procurement Opportunity, you have
read, and confirm acceptance of the
terms of the Online Non-Disclosure
Agreement

☐

*Required

HIDE

SUBMIT

To accept the NDA, please fill in your ACRA registered company name and UEN, tick on this checkbox, followed by clicking SUBMIT.

After submitting, you will be brought to the next page.

To go back to the previous screen, click on HIDE.

Closed / Invited Tenders – Expression of Interest

TenderBoard: Purchase Expression of Interest submitted Inbox x

TenderBoard <noreply@tenderboard.biz>
to me ▾

Hi SUSS Supplier 1,

Your Expression of Interest has been submitted and you will be notified once the submission has been reviewed.

Description: Supply and delivery of Apple Tablets (testing 2 envelopes)

Reference No: SUSS-ITT-2022-012

Buyer: Singapore University of Social Sciences

Open Date: 8 Apr 22

Closing Date: 29 Apr 22

Closing Time: 12:00pm

This is an automatic email from TenderBoard. For support, please contact us via our [Contact Form](#)

You will receive an email notification similar to the screenshot on the left, upon successful submission of your Expression of Interest.

You will then be brought to the next screen to view tender documents, ask questions, decline to bid or submit your bid.

Closed / Invited Tenders

TENDERBOARD FEATURES PRICING BLOG OPEN DEALS SIGN UP LOGIN

This deal is hosted on Tenderboard. Download documents, ask clarifications and submit bids through us.

TenderBoard's Terms of Use was accepted by **SUSS Supplier 1** from **SUSS Supplier 1**, on 5 Apr 22, 8:57am. If you are not **SUSS Supplier 1** from **SUSS Supplier 1**, kindly review our [Terms of Use](#) before proceeding as your continued use of our site means you accept our Terms.

RFQ for Stationery

Buyer: **SUSS** Singapore University of Social Sciences

[PRINTABLE VERSION](#) [ASK](#) [DECLINE TO BID](#) [SUBMIT YOUR BID](#) [HELP](#)

Overview

Reference No:	SUSS-RFQ-2022-004
Published:	5 Apr 2022
Closing Date:	15 Apr 2022
Closing Time:	12:00 (UTC+08:00)

About Us

TenderBoard is a B2B marketplace for goods and services. Sign up today to Singapore's most comprehensive listing of RFQs and Tenders.

Why Sign Up

While you do not need to sign up to bid on this deal, do consider signing up! We have many more exclusive deals and by signing up (FREE 30 days trial), you will be able to view all of them.

[Sign Up FREE Trial Here!](#)

Enter your username

ASK: If you have any queries on the opportunity's requirements or require further information, you may contact SUSS directly using the "ASK" function. You may also attach a file to support your clarifications.

DECLINE TO BID: For opportunities that you have been invited to, but unable to participate in, you may click on the "DECLINE TO BID" button.

SUBMIT YOUR BID: Proceed to submit your offer and pricing.

Closed / Invited Tenders - Ask

Your question for SUSS-ITT-2022-012 Inbox x

TenderBoard <noreply@tenderboard.biz>
to me ▾

Hi SUSS Supplier 1,

Thank you for your clarification, your question has been submitted to buyer.

Description: Supply and delivery of Apple Tablets (testing 2 envelopes)

Reference No: SUSS-ITT-2022-012

Buyer: Singapore University of Social Sciences

Open Date: 8 Apr 22

Closing Date: 29 Apr 22

Closing Time: 12:00pm

Your question: Can I deliver the tablets in 2 batches?

Are you able to accept refurbished sets with warranty?

Attachment: [Dummy file.docx](#)

[View tender details](#)

This is an automatic email from TenderBoard. For support, please contact us
via our [Contact Form](#).

Upon successful submission of your clarifications, you will receive an email similar to the one shown above.

Clarification for SUSS-ITT-2022-012 Inbox x

TenderBoard <noreply@tenderboard.biz>
to me ▾

Hi SUSS Supplier 2,

There is an update for a deal in your watchlist. A question has been answered for this deal: SUSS-ITT-2022-012

Description: Supply and delivery of Apple Tablets (testing 2 envelopes)

Reference No: SUSS-ITT-2022-012

Buyer: Singapore University of Social Sciences

Open Date: 8 Apr 22

Closing Date: 29 Apr 22

Closing Time: 12:00pm


Question	Answer
Can I deliver the tablets in 2 batches? Are you able to accept refurbished sets with warranty?	No, we need all laptops in 1 batch. No, we need brand new sets with Apple warranty.

[Submit Your Bid](#)

You will be notified via email again when your question has been answered. All clarifications and SUSS's responses will be shared with all participating bidders.

Closed / Invited Tenders - Ask

Clarifications

- Q1** **Can I deliver the tablets in 2 batches? Are you able to accept refurbished sets with warranty?**
- No, we need all laptops in 1 batch.
- No, we need brand new sets with Apple warranty.
- [Dummy file.docx](#) 

By scrolling down to the bottom of the page of the tender notice, you will also be able to view the clarifications and SUSS's responses posted, along with supporting documents if any.

Closed / Invited Tenders – Decline to Bid

Decline to Bid

Are you sure you want to decline to bid this RFQ? The buyer will be notified.

Please select the reason:

Deal is not relevant ▼

- Deal is not relevant
- Cannot meet requirements
- Cannot meet delivery time
- Not enough time to submit bid
- Other



TenderBoard SUSS Supplier 2 declined to quote SUSS-ITT-2022-012
[EXTERNAL EMAIL] DO NOT click on links or open attachments unless you recognize the sender

If you click on Decline to Bid, you will be asked to select the reason for declining to participate.

SUSS Buyer will be notified of your decline to participate via email.

Closed / Invited Tenders – Amendments

Purchase is amended Inbox x

TenderBoard <noreply@tenderboard.biz>
to me ▾

Hi SUSS Supplier 1,

This purchase has been amended.

Description: Supply and delivery of Apple Tablets (testing 2 envelopes)

Reference No: SUSS-ITT-2022-012

Buyer: Singapore University of Social Sciences

Open Date: 8 Apr 22

Closing Date: 29 Apr 22

Closing Time: 12:00pm

Reason of amendment: Hi all, please note Corrigendum No. 1 issued.

[View Details](#)

This is an automatic email from TenderBoard. For support, please contact us via our [Contact Form](#)

Bidders will receive email notification of their tender on watchlist being amended, if any.

Amendments by SUSS Buyer could be due to release of additional information such as Clarifications, Corrigendum or other additional information.

Once a deal is amended, Bidders will be asked to accept the Terms of Use and express their interest again to take part.

Corrigendum

12 Apr 2022 10:14

Field	Original	Amended
Other Attachments for Suppliers		Dummy file - Corrigendum No. 1.docx
Other Instructions for Suppliers		Please note the changes made to this Tender stated in Corrigendum No. 1, with the corresponding updated files uploaded.
Site Showround/ Tender Briefing Registration Deadline	15 Apr 22, 12:00am (UTC+08:00)	16 Apr 22, 10:00am (UTC+08:00)

12 Apr 2022 10:19

Field	Original	Amended
Other Attachments for Suppliers	Dummy file - Corrigendum No. 1.docx	Dummy file - Corrigendum No. 1.docx Dummy file - Corrigendum No. 2.docx
Other Instructions for Suppliers	Please note the changes made to this Tender stated in Corrigendum No. 1, with the corresponding updated files uploaded.	Please note the changes made to this Tender stated in Corrigendum No. 1 and 2, with the corresponding updated files uploaded.

By scrolling down to the bottom of the tender notice, Bidders will also be able to view the details of amendments (refer to screenshot above).

Closed / Invited Tenders – Submit Your Bid

Bidders can also use the “download template” and “import” function to submit their prices.

Price Schedule

[download template](#) [Import](#)

You are quoting in: Singapore Dollar (SGD)

Description	Quantity	Mandatory to Quote	Delivery Location	Unit Price, excl GST	Sub-Total
iPad 10.2	500 each	Yes	-	Enter Unit Price Here <input type="checkbox"/> Not bidding on this item	
iPad pro	100 each	Yes	-	Enter Unit Price Here <input type="checkbox"/> Not bidding on this item	
Is there any delivery charges?		<input type="radio"/> Yes <input type="radio"/> No			
+ Add Additional Proposed Item					

Bid Submission Form fields to fill up:

1. **Currency:** Select SGD or other currency as stated in the opportunity.
2. **Unit Pricing:** Input the unit price for your product. Please follow the instructions shown on screen or in the tender documents.
3. **Delivery Charge:** Select "Yes" if you have separate delivery charges, or select "No" if the delivery charge is already included in unit price.
4. **Add Additional Proposed Item:** If you wish to propose different or additional items in your offer, please list them here.
5. **GST checkbox:** Be sure to select this if you are a taxable person.

Closed / Invited Tenders – Submit Your Bid

Contact Information

Contact Name*: SUSS Supplier 1

Contact Email*: sussesupplier1@gmail.com

Contact Phone*: 55555555

Company Information

Company Name*: Required

Company registration number*:

Address 1:

Address 2:

Postal:

City:

Country*: Singapore

Additional Details

Delivery Lead Time from Time of Award*:

Proposal Validity*:

Notes to Buyer: Additional notes or message to Buyer, if any.

Bid Submission Form fields to fill up:

6. Contact Information / Company Information / Additional Details: Fill in the details for your proposal. Include notes to buyer, if any.

Please note that any selection of proposal validity here will be invalidated. Proposal validity shall follow that acknowledged by Bidders in Form of Tender.

Closed / Invited Tenders – Submit Your Bid

File Attachments

Mandatory: Official Quotation/Proposal (Please submit your quotation on your company letterhead here): txt pdf doc docx ppt pptx xls xlsx jpg jpeg png rar zip * (max 20 Mb)

Please address the quotation to:

Dawn Tan
Singapore University of Social Sciences
Clementi

+ Add quotation

Other files (txt pdf doc docx ppt pptx xls xlsx jpg jpeg png rar zip) (max 20 Mb per file):

+ Add another files

Bid Submission Form fields to fill up:

- 7. Add Quotation:** Upload your official offer on your company letterhead here.
- 8. Add Another File:** Please refer to the opportunity requirements to upload all required forms and supporting documents.

Closed / Invited Tenders – Submit Your Bid

Bid Submission
You are submitting a bid for this deal.

← BACK SAVE TO DRAFT → SUBMIT WITHOUT PREVIEW 👁️ PREVIEW BID

Mandatory Fields: 13 of 13 completed
Non Mandatory Fields: 2 of 3 completed

Last saved: 12 Apr 22, 10:47am

download template Import

You are quoting in: Singapore Dollar (SGD)

Description	Quantity	Mandatory to Quote	Delivery Location	Unit Price, excl GST	Sub-Total
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Bid Submission Form fields to fill up:

- When you are ready to submit, click on “**Preview Bid**” to go to the preview page.
- Otherwise, click “**Save to Draft**” to continue working on it. You can use the initial invite email’s link to access your draft submission anytime before closing.

Closed / Invited Tenders – Submit Your Bid

Your Proposal

Confirm the details of your proposal.

← BACK

→ CONFIRM AND SUBMIT

Buyer: Singapore University of Social Sciences
Description: Purchase of Samsung Phones
Reference No: SUSS-ITT-2022-013

Proposal By: SUSS Supplier 1
Total Price: \$96.30
Submitted On: 12 Apr 22, 10:44am
Contact Name: SUSS Supplier 1
Contact Email: sussesupplier1@gmail.com
Contact Number: 55555555
Lead Time: Per Specifications
Proposal Validity: 90 days
Notes from Vendor: None

At the preview page, click on “**Confirm and Submit**” to send in your bid, if you have checked that all is in order. Otherwise, please click on “**Back**” to amend your bid.

Closed / Invited Tenders – Submit Your Bid



Thank you, we have received your submission on 5 Apr 22, 9:07am.



Summary

Buyer	Singapore University of Social Sciences
Description	RFQ for Stationery
Reference No	SUSS-RFQ-2022-004
Open Date	5 Apr 22, 8:55am
Close Date	15 Apr 22, 12:00pm

Sign Up FREE Trial Here!

Enter your username

Required

Enter your password

Required

Email

After submitting your bid, you'll be brought a summary page letting you know that the bid has been submitted.

Closed / Invited Tenders – Submit Your Bid

Your submission to SUSS-ITT-2022-013 Inbox x



TenderBoard <noreply@tenderboard.biz>
to me ▾

10:48 (4 minutes ago) ☆ ↶ ⋮

Hi **SUSS Supplier 2**,

Thank you for your submission to:

Description:

Purchase of Samsung Phones

Reference No #:

[SUSS-ITT-2022-013](#)

Buyer:

Singapore University of Social Sciences

Closing date and time:

29 Apr 2022, 12:00pm

Note that you would require a TenderBoard account to amend your submitted bids. If you do not already have a TenderBoard account, you may sign up here: <https://www.tenderboard.biz/user/register?type=supplier>. All Suppliers are entitled to 1 free account to manage their Company Profile as well as the deals that they are specifically invited for.

For any support needs, please contact us at hello@tenderboard.biz.

Thank you and Happy Deal Making!

The TenderBoard Team

This is an automatic email from TenderBoard. For support, please contact us via our [Contact Form](#)

You will also receive an email notification informing you so.

Closed / Invited Tenders – Amend Your Bid

Submitted

Your company has submitted a bid under
at 12 Apr 2022 - 10:59am

Your company will be notified via email
once the tender is awarded.

If you wish to amend your submission,
please contact us at
hello@tenderboard.biz, call +65
98624651, or sign up for an account with
the sign up form on the right. You will be
able to manage your submission after
logging into the system.

CLOSE

If you have submitted a bid without registering for an account with TenderBoard, you will not be allowed to amend your bid before closing.

Should you require to amend your submission, please contact TenderBoard at hello@tenderboard.biz, support@tenderboard.biz.

If you try to amend your bid after tender had closed, you will receive the “Forbidden” message below.

Forbidden

Sorry, this deal has closed and is no
longer accessible from this invitation link

OK

Open Tenders

SUSS's open procurement opportunities will be listed on Open Deals page here: [Tender Notices | Data | Insights | Search | Singapore Quotations and business opportunities - TenderBoard](#)

Bidders who click on open links to participate in our procurement opportunities will be required to create an account / register with TenderBoard before they are allowed to proceed further.

Please refer to slide 25 for more information on registration.

All other steps to participate will be as per that for Closed / Invited Tenders.

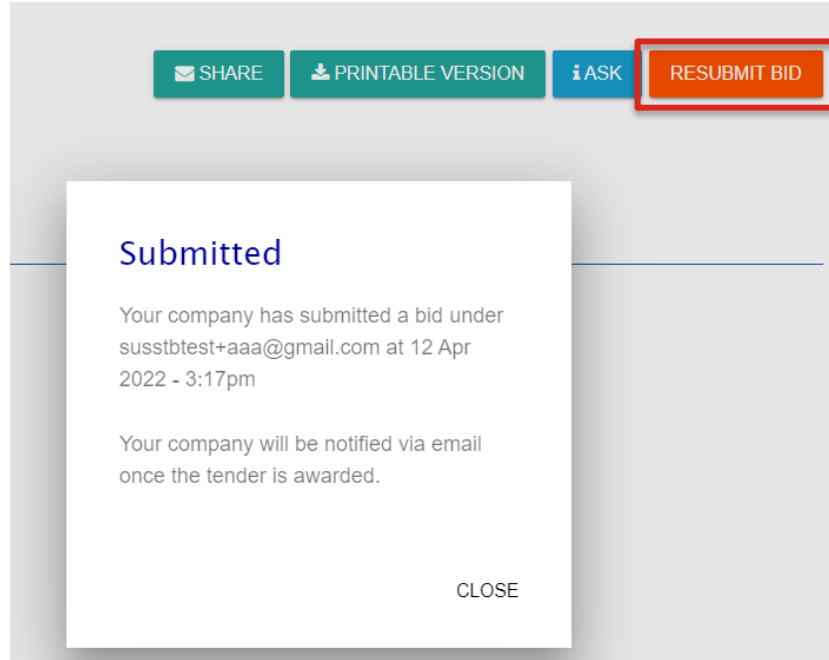
Open Tenders

The screenshot shows the SUSSTenderBoard website interface. The top navigation bar includes links for TENDER BOARD, DASHBOARD, SALES, DEALS (highlighted with a red box), TOOLS AND REPORTS, and RESOURCES. On the right, there is a 'PRO' badge, a user profile icon, and the email address 'Hi susstbtest+aaa@gmail.com'. Below the navigation bar, there are tabs for 'LIVE TENDERS' and 'PAST TENDERS'. A search bar is present with the placeholder text 'KEYWORDS OR REFERENCE NO.' and a green 'SEARCH YOUR KEYWORDS' button. The search bar is also highlighted with a red box. Below the search bar, there is a link to 'Show more search options'. The main content area shows a list of tenders under the 'ALL DEALS' tab. The first tender is titled 'Testing of Open Tenders' and is marked as 'EXCLUSIVE'. It is published on 12 Apr and closes on 29 Apr. The second tender is titled 'Testing of viewing account' and is also marked as 'EXCLUSIVE'. It is published on 12 Apr and closes on 29 Apr. Both tenders are from the 'SUSST Singapore University of Social Sciences'.

Showing 1 - 17 of 17 tenders	Published	Closes	
EXCLUSIVE Testing of Open Tenders Industry: Administration & Training: Art Supplies SUSST Singapore University of Social Sciences	12 Apr	- 29 Apr	
EXCLUSIVE Testing of viewing account Industry: Administration & Training: Art Supplies SUSST Singapore University of Social Sciences	12 Apr	- 29 Apr	

Upon logging into your account, click on **Deals** to see a list of opportunities which you have been invited or open to you. Alternatively, you may search using the tender reference number in textbox highlighted in red above. Click on the opportunity that you wish to find out more and follow the steps outlined in “Closed/Invited Tenders” to participate.

Open Tenders



For registered bidders with TenderBoard, you will have the option of “**Resubmit Bid**” after sending in your offer.

Please note that SUSS will only see the latest submitted bid upon closing and your submission will only constitute as 1 bid, regardless of the number of times you resubmit.

LIVE TENDERS

PAST TENDERS

To retrieve your submission to tenders which had closed, click on “**Past Tenders**” shown above under Deals page.

Registration with TenderBoard

Bidders do not need to register an account with TenderBoard to respond to SUSS's procurement opportunities. Please see table below however on the list of actions that you would not be able to do should you submit an offer without registering for an account.

First user account with TenderBoard for all suppliers is **free**.

For more instructions on how to manage your TenderBoard account, please refer to [My Account : TenderBoard Support](#).

Task	With account	Without account
Responding to our invitation and acknowledging NDA	✓	✓
Viewing the tender notice and documents once NDA is accepted	✓	✓
Submitting an offer	✓	✓
Resubmitting your offer	✓	
Be invited for other relevant procurement opportunities, set up keywords to receive notifications	✓	

FAQ

Qn: Is there any file size limit to my uploaded attachments?

Ans: Per file size limit is 20MB.

Qn: Is there a limit to the total number of attachments I can upload per submission?

Ans: No, there isn't.

Qn: What if I did not complete uploading before tender closing?

Ans: The system will not allow further submission after tender closing date and time. Please ensure you allow sufficient time to upload your submissions fully and submit via system before that.

Qn: Will I be notified of the tender outcome via the system?

Ans: No, awarding of tender is currently not available via system.

Qn: Is my bid secure? Will other bidders know my offered price?

Ans: No, other bidders will not know your offered price. Submitted prices and award details will not be published.

For other Q&A, you may refer to TenderBoard's website which is updated on periodic basis:

- [Suppliers : TenderBoard Support](#)
- [FAQ : TenderBoard Support](#)

Who to Contact

For support required on registration, using the TenderBoard system to respond to our invitation to tender, please reach out to support@tenderboard.biz.

Should you receive no support / reply in 2 working days, you may escalate the matter to procurement@suss.edu.sg.

For time-critical / urgent matters, please call +65 6715-8931.

For other clarifications relating to the tender requirements and notice, please reach out to the Buyer Contact stated in the tender notice.

Thank You.