

# How Do I Respond to a Bid?

Many of the bids in Bid Sync allow Suppliers to respond electronically through the site; on these bids that allow (or possibly require) online submission, usually all of the documents, attachments, and details can be found on the bid. This article will take users through the process of placing an offer on a bid.

1. Go to [www.bidsync.com](http://www.bidsync.com) and click **Sign In** from the main menu.
2. When the BidSync login page is displayed, enter the username and password and click **Login**.
3. From the displayed **Home** page, Search for or Select the bid on which you'll be placing an offer (for more information on searching for bids, [click here](#)).
4. On the bid page, click **Go To Bid** to access the bid information page (found on the left-hand side). Bids linking to another site are hosted elsewhere. The following only pertains to solicitations hosted on BidSync.

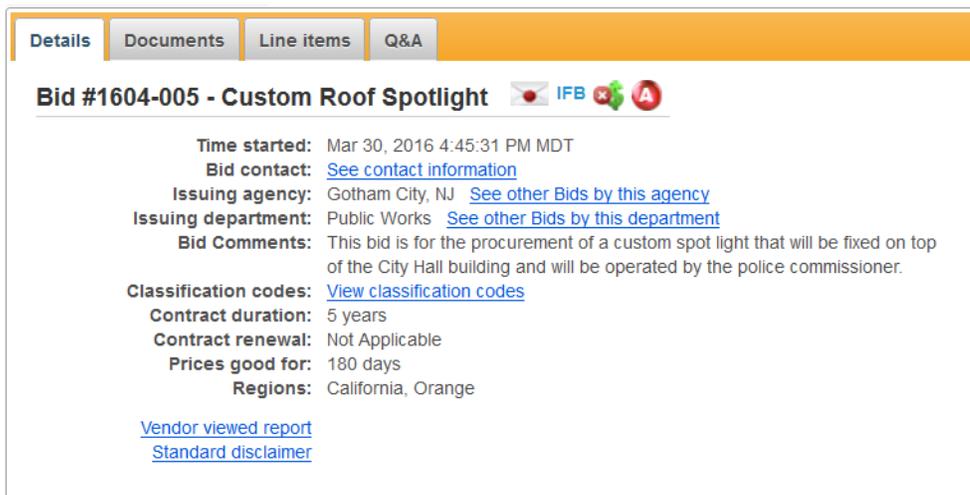
Bid Number: 1809-001 | [Go to bid](#)

5. On the bid information page, there are several tabs that need to be reviewed before a user can place an offer on the bid.

## Bid Details

The bid details tab will contain the basic information about this bid as well as any system requirements and preferences (such as bid bonds or digital signature requirements). The bid details tab will contain comments and a brief description of the project to provide vendors with an idea of what the bid is for and what the requirements for participating are.

1. Carefully read through all of the information provided on the bid details tab to ensure all requirements are known.



The screenshot shows the 'Details' tab selected in a navigation bar. The bid title is 'Bid #1604-005 - Custom Roof Spotlight' with icons for IFB, a red 'x', and a red 'A'. The details are as follows:

- Time started:** Mar 30, 2016 4:45:31 PM MDT
- Bid contact:** [See contact information](#)
- Issuing agency:** Gotham City, NJ [See other Bids by this agency](#)
- Issuing department:** Public Works [See other Bids by this department](#)
- Bid Comments:** This bid is for the procurement of a custom spot light that will be fixed on top of the City Hall building and will be operated by the police commissioner.
- Classification codes:** [View classification codes](#)
- Contract duration:** 5 years
- Contract renewal:** Not Applicable
- Prices good for:** 180 days
- Regions:** California, Orange

At the bottom, there are links for [Vendor viewed report](#) and [Standard disclaimer](#).

2. Below the bid details section users can find any announcements regarding addenda that have been released on the bid.

Addendum # 1 - made on Apr 05, 2016 12:24:11 PM MDT

**Removed Documents:** Spot light specifications.pdf  
**New Documents:** Spot Light Specifications and Drawings.pdf

## Documents

The documents tab will have all of the attachments and files that have been uploaded by the agency for this particular bid. Any bid specifications, drawings, and terms and conditions are typically included in the documents section of the bid. Once the documents have been viewed or accepted users can move forward to the [Place Offer](#) button, although it is recommended that users continue through the remaining tabs to ensure all information and requirements for the bid are known.

For more information on accepting documents on a bid, [click here](#).

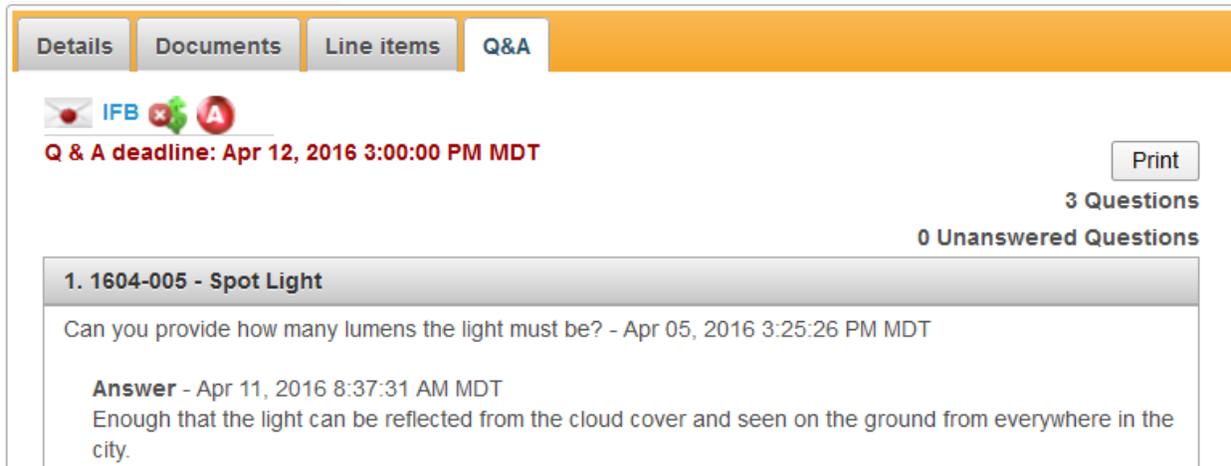
- [City Cover Sheet](#) [\[download\]](#)  Pending acceptance
- [Bidder Instructions](#) [\[download\]](#)  Pending acceptance
- [Contract Boilerplate](#) [\[download\]](#)  Not viewed
- [Sample drawings and specs](#) [\[download\]](#)  Not viewed
- [Signature Page](#) [\[download\]](#)  Pending acceptance
- [Company Profile](#) [\[download\]](#)  Pending acceptance
- [References](#) [\[download\]](#)  Pending acceptance

## Line Items

The line items tab will contain information for the individual line items on the bid; this section will often contain information such as the quantity and the units of measure that must be submitted in the offer.

## Q&A

The questions and answers section is where users can post questions on a bid for the agency to see. Please note that bid questions are intended to be anonymous and should not contain identifying information about a user's company. Please also note that there often is a deadline for the questions and answers section that is separate from the bid deadline.



The screenshot shows a web interface for a bid's Q&A section. At the top, there are navigation tabs: 'Details', 'Documents', 'Line items', and 'Q&A'. Below the tabs, there are icons for 'IFB' (with a red 'x' and a red 'A') and a 'Print' button. A red text box indicates the 'Q & A deadline: Apr 12, 2016 3:00:00 PM MDT'. To the right, it shows '3 Questions' and '0 Unanswered Questions'. A question is listed under the heading '1. 1604-005 - Spot Light': 'Can you provide how many lumens the light must be?' - Apr 05, 2016 3:25:26 PM MDT. Below the question is an 'Answer' dated 'Apr 11, 2016 8:37:31 AM MDT' with the text: 'Enough that the light can be reflected from the cloud cover and seen on the ground from everywhere in the city.'

Following the Q&A tab there may be other tabs on the bid such as a Pre-Bid Conference, Planholder's List, or Vendor Ads tab; it is recommended that users review the information in *all* tabs before placing an offer on the bid.

## Placing an Offer

Once all of the tabs have been reviewed, follow the instructions below to place an offer on the bid.

1. Click the **Place Offer** button at the bottom of the page.



2. The offer page may differ from bid to bid, but in general, users will normally find unit price and total price boxes as well as a link to upload attachments and a section for notes. If there is only one line item on the bid, the unit price and total price boxes are required, if there are multiple line items, users must fill out at least one set of unit price and total price boxes, all the other line items can be considered optional; a blank line item will be considered a no bid.

**Offer**

1604-005-01-01 [Default Lot: Spot Light](#)

Product Code  (optional)

Notes for Buyer

Unit Price \$  Qty/Unit 1 / each Total Price \$

Attachments [Upload Attachment](#)

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Grand Total Price: Grand Total Price: \$0.00

**Bid Notes:** These notes apply to the bid as a whole.

**Note:** This agency may choose to make all documents and notes open to the public.

\* Fee Waived.

3. When all pricing, attachments, and notes have been added, click the **Review Response** button at the bottom of the page, this will take the user to the confirmation page.
4. On the confirmation page, review the pricing, notes, and attachments that have been added to the offer. At the bottom of the confirmation page, users can type in their password and click **Confirm & submit response**; this will submit the offer to the agency. On most electronic response bids, the offers are sealed and cannot be viewed by anyone (including the agency) until after the bid has closed.

**Offer Confirmation**

Please send me a confirmation email. \*\*If you have opted to block your notifications, you will **not** receive a confirmation email.

Username **vendor1**

Password

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

**Is your information correct?**

If you made a mistake on an offer, click on the "Back" button below, and change your offer information.

Agencies may require that vendors accept addenda or a bid allowance amount before confirming the bid, but this will vary from agency to agency.