



PUERTO RICO PUBLIC
HOUSING ADMINISTRATION

PRPHA

GOVERNMENT OF PUERTO RICO

PRPHA AUCTIONS PORTAL

Information Guide for Participants

Information Guide to Register for Auction,
Download Specifications, Addenda, Auction
Documents and Submit Proposal/Offer.



Informative Guide to Register for Auction, Download
Specifications, Addenda, Auction Documents and Submit
Proposal/Offer

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Auction registration

1. Select the auction of your preference and press the **View** button:

Official portal of the Government of Puerto Rico. ▼ 🇪🇸 Español 🇺🇸 English

PUBLIC HOUSING

PRPHA
GOVERNMENT OF PUERTO RICO

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PROCUREMENT

[User Guide](#)

You can download the package and addendums until the last day of proposal/offer submission.

Search

Bid Status ▼ **Procurement Type** ▼ **Bid Number**

Bid Name

Q Search 🔄 Clear All

Auctions

Bid Number	Bid Name	Documents will be available until	Proposal / Offer / Qualifications Due Date	Status	Information
Informal Procurement-8-27-2026	TEST	08/26/2026	08/28/2026	Active	View

2. After pressing the button, the auction summary and the options to register and download documents will be displayed as shown in the image:

Auctions					
Bid Number	Bid Name	Documents will be available until	Proposal / Offer / Qualifications Due Date	Status	Information
Informal Procurement-8-27-2026	TEST	08/26/2026	08/28/2026	Active	View
Summary Descripción de Subasta Prueba			Action Procurement Process Registration Package and Addenda Documents Upload Proposal/Offer Documents		

3. To register for the auction, press the **Procurement Process Registration** button:

Auctions					
Bid Number	Bid Name	Documents will be available until	Proposal / Offer / Qualifications Due Date	Status	Information
Informal Procurement-8-27-2026	TEST	08/26/2026	08/28/2026	Active	View
Summary Descripción de Subasta Prueba			Action Procurement Process Registration Package and Addenda Documents Upload Proposal/Offer Documents		

4. After pressing the button, a screen will open to enter your email and password, fill in both fields and then press the **Login button**. Continue to step 5.
- If you do not have an account created, please click on the **Register Here** link at the bottom of the screen, see instructions on page 15.

Note: It is important to accept the *Cookie Policy* before entering the credentials.



Enter your email and password to register in the process, download the package and addendums and to submit your proposal/offer documents electronically. If you do not have an account, [Register Here](#)

 LOG IN

Email Address

Password

To continue, please review and accept our Cookie Policy.

Cancel

Forgot Password?

[Read Our Cookie Policy](#)

Enter your email and password to register in the process, download the package and addendums and to submit your proposal/offer documents electronically. If you do not have an account, [Register Here](#)

 LOG IN

Email Address

Password

Log In

Cancel

Forgot Password?

5. After entering, you will have access to the registration that you must complete to participate in the auction. The register consists of two parts (see screens below):
6. **Individual Entity Information:** In this section you must complete all the required fields, these fields are identified with a red asterisk (*):

Individual Entity Information

You have until January 31, 2026 at 9:30 AM to register for this Procurement Process and submit your Proposal / Offer / Qualifications.

Bid Number	Bid Name
AVP-RFQ-123125	Aution Test

Legal Name of the Entity or Individual* ← *Registro de Comerciante*

Physical Address (Line 1)*

Physical Address (Line 2)

City*	State*	Postal Code*
Caguas	Puerto Rico	

☒ Physical Address and Postal are the same

Postal Address (Line 1)*

Postal Address (Line 2)

City*	State*	Postal Code*
Caguas	Puerto Rico	

7. **Authorized Representative Information:** In this section you must complete all the required fields, these fields are identified with a red asterisk (*). **It is important that the email to be entered is that of the person who will oversee the bidding process. Notices and communications of the auction will be sent to this email, including confirmation of registration and confirmation when the proposal/offer is submitted.**

Authorized Representative's information

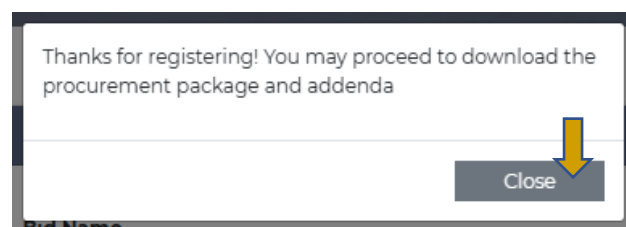
Printed Name* 	Position within the Entity*
Mobile Phone* 	Contact Phone*
E-mail* 	Additional E-mails
*All communications of this procurement process will be sent to this e-mail	
Signature* 	Date* 12/31/2025

Register
Cancel

8. To complete the registration, you need to press the **Register button** at the bottom of the page. If you press the **Cancel button**, the registration will not be completed:



9. Upon registration a confirmation message will be presented, press the **Close** button to continue the process:



10. You will be redirected to the screen where the "Package" and "Addenda" sections are located. To download, press the **Download button** next to the document:



Procurement Process

Bid Number
AVP-RFQ-123125

Bid Name
Aution Test

Availability of Package Documents From
12/31/2025

Proposal / Offer/Qualifications Due Date
01/31/2026

Package

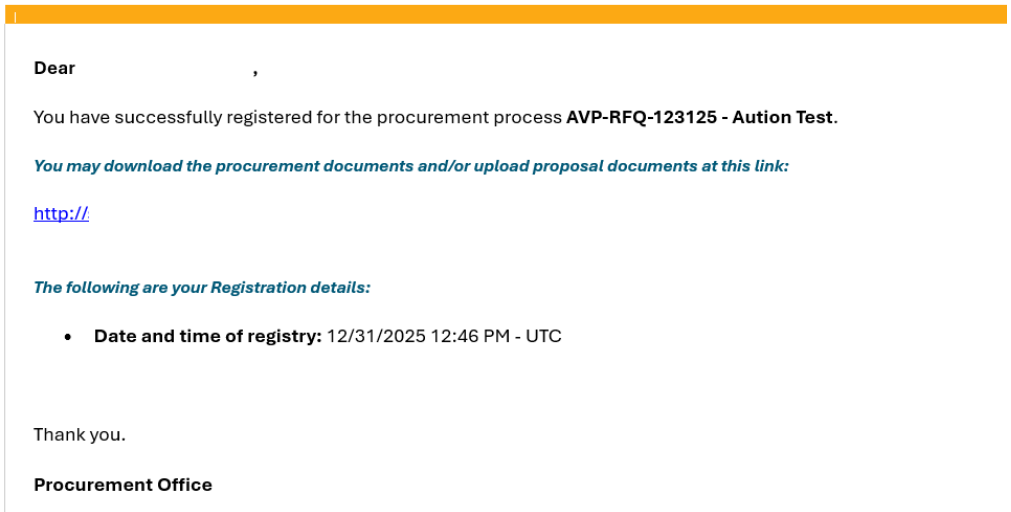
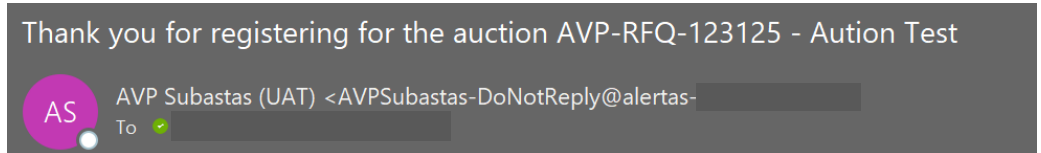
Package	Announcement Date	Download
PLIEGO Prueba @	12/31/2025	 

Addenda

Addenda	Announcement Date	Download
Documento Subasta	12/31/2025	

 Return

11. You will receive an email confirming that registration is complete



Download Specifications and Addenda or Documents of an auction

1. To download the auction documents and addenda, you must first complete the auction registration process (see instructions on pages 2-6). Press the **Package and Addenda** button:

Auctions					
Bid Number	Bid Name	Documents will be available until	Proposal / Offer / Qualifications Due Date	Status	Information
Informal Procurement-8-27-2026	TEST	08/26/2026	08/28/2026	Active	View
Summary Descripción de Subasta Prueba			Action Procurement Process Registration Package and Addenda Documents Upload Proposal/Offer Documents		

2. After pressing the button, a screen will open to enter your email and password, fill in both fields and then press the **Login button**:



Enter your email and password to register in the process, download the package and addendums and to submit your proposal/offer documents electronically. If you do not have an account, [Register Here](#)

 **LOG IN**

Email Address

Password



Log In

Cancel

[Forgot Password?](#)

3. The auction specifications and addenda (if any have been published) will be displayed. To download the document, press the **Download button** next to the document:

Procurement Process

Bid Number

Bid Name

Availability of Package Documents From

Proposal / Offer/Qualifications Due Date

Package

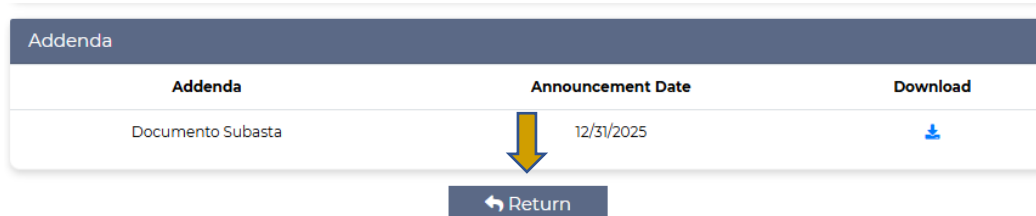
Package	Announcement Date	Download
PLIEGO Prueba @	12/31/2025	 

Addenda

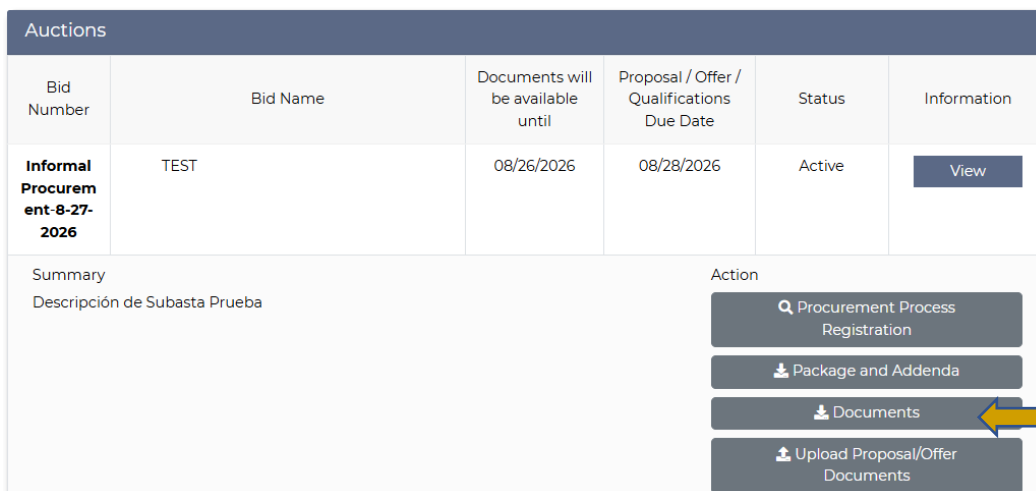
Addenda	Announcement Date	Download
Documento Subasta	12/31/2025	

 Return

4. To return to the auction search, press the **Return button**:



5. To download auction documents, you do not need to be registered with the auction. Just press the **Documents button** and you will be directed to the screen:



6. A screen will be displayed with all documents published in the auction. Press the **Download button** next to the document you want to get and the Return button **to return to the Auctions list**:



Procurement Process

Bid Number

AVP-RFQ-123125

Bid Name

Aution Test

Deadline of Availability of Package Documents

12/31/2025

Proposal / Offer/Qualifications Due Date

01/31/2026

Document

Document	Announcement Date	Download
Documento Subasta	12/31/2025	

Return

Submit Proposal/Offer

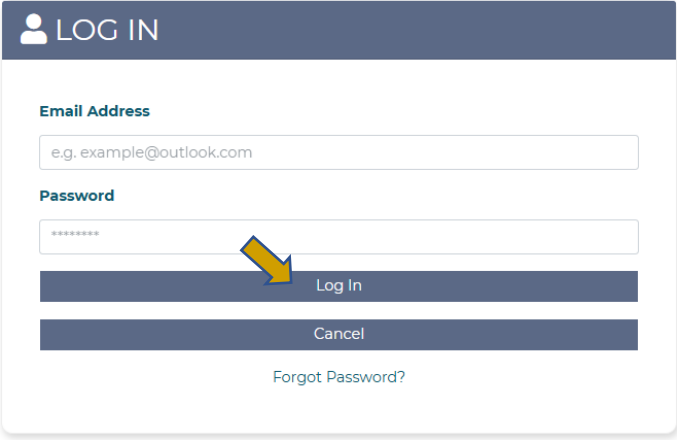
1. To submit a proposal, you must be registered in the auction, and the **Upload Proposal/Offer Documents** button must be present when the View button is pressed. Press the button and continue to step 2.

If the button is not displayed, it means that no proposals/offers are being received for that process, you can advance the process of registering and downloading the specifications and addenda (See instructions on pages 2-9).

Auctions					
Bid Number	Bid Name	Documents will be available until	Proposal / Offer / Qualifications Due Date	Status	Information
Informal Procurement-8-27-2026	TEST	08/26/2026	08/28/2026	Active	View
Summary Descripción de Subasta Prueba			Action		
			Procurement Process Registration		
			Package and Addenda		
			Documents		
			Upload Proposal/Offer Documents		

2. After pressing the button, a screen will open to enter your email address and password, fill in both fields and then press the **Login button**.

Enter your email and password to register in the process, download the package and addendums and to submit your proposal/offer documents electronically. If you do not have an account, [Register Here](#)



The image shows a 'LOG IN' form with a dark blue header containing a user icon and the text 'LOG IN'. Below the header, there are two input fields: 'Email Address' with the placeholder text 'e.g. example@outlook.com' and 'Password' with masked characters '*****'. A yellow arrow points to the 'Log In' button, which is a dark blue rectangle. Below the 'Log In' button is a 'Cancel' button, also a dark blue rectangle. At the bottom of the form is a link that says 'Forgot Password?'.

3. You will be directed to a page where you can upload documents related to the proposal/offer in their respective section, at the top of the page are the instructions/formats allowed:

PROCUREMENT

Important Information:

*Select all the documents you want to submit in each section and then press the Upload button

*Allowed format documents: PDF and Zip.

*Maximum capacity of documents allowed: up to 500MB per section.

*Maximum number of documents allowed: Up to 30 files per section in PDF and Zip format

*The file name must not exceed 100 characters in length.

*The following characters are not allowed in the filename: # % * / ? : | < > []

Qualifications (RFQ/QBS)

Choose file

Browse

Upload

File Name	Size	Preview	Delete	Progress	Date	Retry
	0.0KB			0.00%		

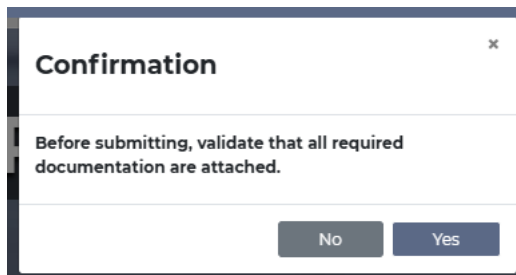
Cancel

Submit

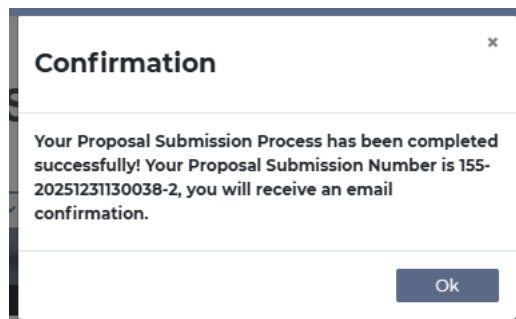
4. Depending on the type of proposal, it will be the fields shown on the screen:

- a. *Invitation For Bid*
 - i. Bid Offer (IFB)
- b. *Qualification Based Selection*
 - i. Qualifications (RFQ/QBS) / *Qualifications (RFQ/QBS)*
- c. *Request For Proposal*
 - i. Technical Proposal (RFP)
 - ii. Cost Proposal Requirements (RFP)
- d. *Request For Qualification*
 - i. Qualification Requirements (RFQ/QBS) / *Qualifications (RFQ/QBS)*
- e. *Informal Procurement Process*
 - i. Quotations

5. Once you have uploaded the documents for each section, click the **Submit button** at the bottom of the page:



6. A message will be displayed with the confirmation number for submitting the proposal:



7. You will receive an email with confirmation of the date and time the proposal was submitted and the data you filled in at registration:



Bid received for auction AVP-RFQ-123125 - Auction Test



AVP Subastas (UAT) <AVPSubastas-DoNotReply@alertas-

To

Dear

Thank you for your interest in participating of the procurement process **123125** for **Auction Test**. Your Proposal Submission has been completed.

The following are your Registration details:

- **Procurement Process ID:** 123125
- **Procurement Process Name:** Auction Test
- **Legal Name:**
- **Physical Address:**
- **Postal Address:**
- **Authorized Representative:**
- **Position within the Entity:**
- **Mobile Phones:**
- **Work Phones:**
- **Email Address:**
- **Adicional Email Addresses:**
- **Proposal Submission Number:** 155-20251231130038-2
- **Proposal Submission Date and Time:** UTC - 12/31/2025 13:02:32

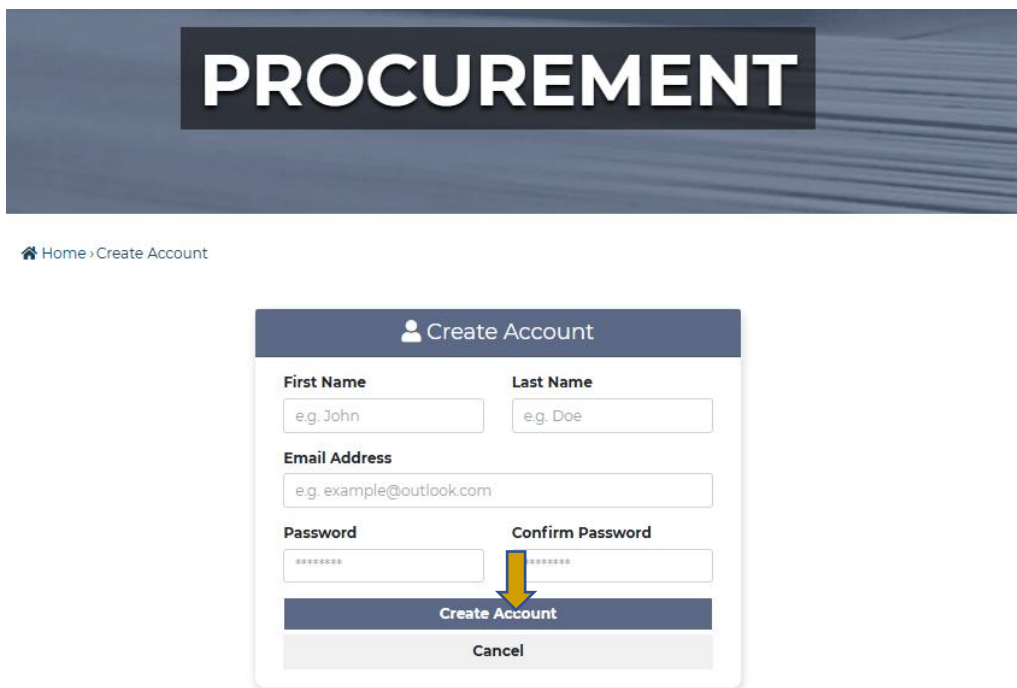
Thank you.

Procurement Office

Create user account

This process only needs to be done once, after you have your account created you can register for all the auctions you want to participate in.

1. Fill in all the fields shown on the screen and press the **Create Account button**:



The screenshot shows the 'PROCUREMENT' header and a breadcrumb trail 'Home > Create Account'. Below is a 'Create Account' form with the following fields:

- First Name**: e.g. John
- Last Name**: e.g. Doe
- Email Address**: e.g. example@outlook.com
- Password**: masked with asterisks
- Confirm Password**: masked with asterisks

A yellow arrow points from the 'Confirm Password' field to the **Create Account** button. Below the button is a **Cancel** button.

2. You will receive an email, press the link to validate your account:



Email Confirmation

AS AVP Subastas (UAT) <AVPSubastas-DoNotReply@alertas-
To

Dear ,

In order to complete the process of creating your account,

please enter to the following link to verify your email address:

<https://subastas-uat. /Account/EmailVerification?token=VCF3G5L25G&guid=7be1d770-c445-4e76-bb9c-5409ecf88e88>



Thank you.

Procurement Office

3. Once your account is validated, you will be able to complete the registration process. If you do not validate the account, you will not be able to register.

PROCUREMENT

Home > Email Verification

Email Verification

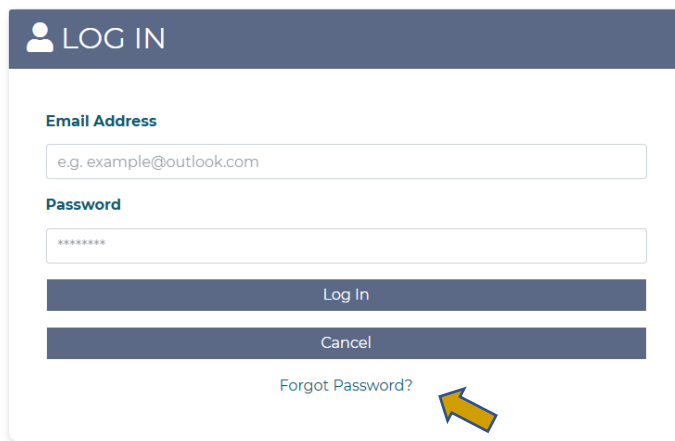
Your account has been verified!

Home

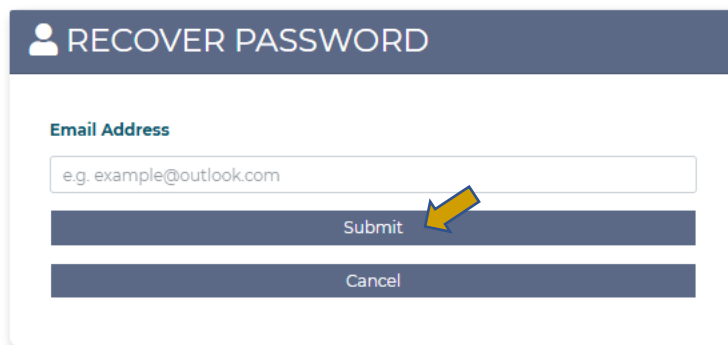
Recover password

1. Click the **Forgot Password** link on the **Login screen**:

Enter your email and password to register in the process, download the package and addendums and to submit your proposal documents electronically. If you do not have an account, [Register Here](#)



2. Enter the email with which you created the account and press the Submit button:



3. You will receive an email with the temporary password:



Contraseña temporera

AS AVP Subastas (UAT) <AVPSubastas-DoNotReply@alertas-
To

Estimado/Estimada

Favor de copiar la contraseña e inicie sesión, luego de esto se le solicitará que asigne una contraseña nueva.

Su contraseña temporera para es:

X4JK42RJIO

Gracias.

Adquisiciones y Contratación

4. By entering the password on the **Login screen**, you will be able to update it:

 CHANGE PASSWORD

Current Password

New Password

Confirm Password

Update