



## User's guide to participate in Bid Process and upload Procurement Package

### Bid Registration:

1. Select the preferred bid and press the "View" button:

Search

Procurement Method <input type="text"/>	Bid Number <input type="text"/>	Bid Name <input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Delete"/>

<< < 1 > >>

Bid Number	Bid Name	Deadline of Availability of Package Documents	Proposal / Offer / Qualifications Due Date	Status	Information
IFB-2019	Subasta para pruebas 123	06/15/2019	12/30/2019	Activa	<input type="button" value="View"/>
IFB-AVP-IFB-18-19-02	MOTOR VEHICLES FLEET ACQUISITION	07/08/2019	08/02/2019	Activa	<input type="button" value="View"/>
RFP-AVP-RFP-18-19-06	GUNSHOT DETECTION AND LOCATION SYSTEM	07/09/2019	08/06/2019	Activa	<input type="button" value="View"/>

2. After pressing the button, the summary of the bid will be shown along with the options to register and upload documents. For example, see image below:

IFB-AVP-IFB-18-19-02	MOTOR VEHICLES FLEET ACQUISITION	07/08/2019	08/02/2019	Activa	<input type="button" value="View"/>
<p><b>Summary</b></p> <p>The PRPHA is seeking to acquire Motor Vehicles for the use of PRPHA personnel. Specifics related to the goods and services being procured by the PRPHA are included as Attachment 1 (Scope of Work) in the IFB Package. Goods and services must be delivered by the Selected Bidder within a period of ninety (90) calendar days from the date at which the PRPHA requests them to the Selected Bidder.</p>			<p><b>Action</b></p> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid #27ae60; padding: 5px; display: flex; align-items: center; gap: 5px;"> <input type="button" value="Procurement Process Registration"/> </div> <div style="font-size: 2em;">←</div> </div> <div style="display: flex; gap: 10px; margin-top: 5px;"> <div style="border: 1px solid #27ae60; padding: 5px; display: flex; align-items: center; gap: 5px;"> <input type="button" value="Package and Addenda"/> </div> <div style="font-size: 2em;">←</div> </div>		



3. To participate in the bid process, press the button “Procurement Process Registration”:

IFB-AVP-IFB-18-19-02	MOTOR VEHICLES FLEET ACQUISITION	07/08/2019	08/02/2019	Activa	<a href="#">View</a>
<b>Summary</b> The PRPHA is seeking to acquire Motor Vehicles for the use of PRPHA personnel. Specifics related to the goods and services being procured by the PRPHA are included as Attachment 1 (Scope of Work) in the IFB Package. Goods and services must be delivered by the Selected Bidder within a period of ninety (90) calendar days from the date at which the PRPHA requests them to the Selected Bidder.		<b>Action</b> <a href="#">Procurement Process Registration</a> ← <a href="#">Package and Addenda</a>			

4. After pressing the button, a screen will open to enter the email and begin the registration. Write the email and press “Enter”:

To register please enter your email. ×

Email:

[Close](#) [Enter](#)

5. After signing in, you’ll have access to the registration form. The application must be filled completely to participate in the bid process. The form is divided in two parts (See next steps).




- Individual Entity Information: In this section all required fields must be filled, those fields are marked with a red asterisk (\*):

Individual Entity Information

You have until December 31, 2019 at 5:00 PM to register for this Procurement Process and file your Proposal / Offer / Qualifications.

Bid Number: AVP-RFP-201902      Bid Name: Servicios de Mantenimiento de Edificios en área metro

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

Physical Address (Line 1)\*

Physical Address (Line 2)

City\*      State\*      Postal Code\*

Physical Address and Postal are the same


Postal Address (Line 1)\*

Postal Address (Line 2)

City\*      State\*      Postal Code\*

- Authorized Representative's information: In this section all required fields must be filled, those fields are mark with a red asterisk (\*). **It is important that the email used in the registration belongs to the person in charge of the procurement process since it is where all communication related to the bid process will be sent. It will also be the authorized email to download the procurement package and addenda.**

Authorized Representative's information

Printed Name\*       Position within the Entity\*

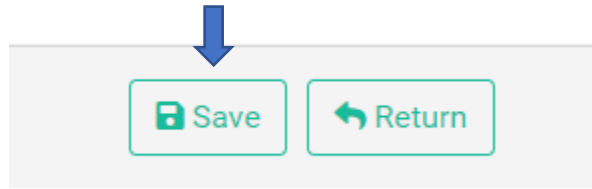
Mobile Phone\*      Contact Phone\*      E-mail\*

*\*All communications of this procurement process will be sent to this e-mail*

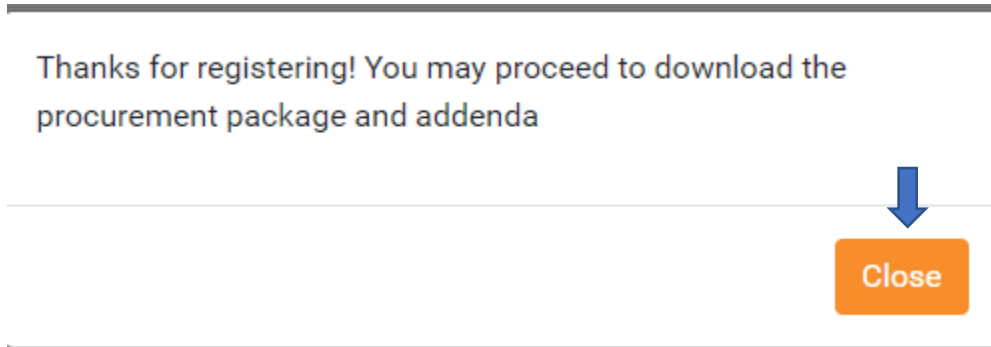
Signature\*      Date\* (7/19/2019)

- To finish the process, press the “Save” button at the end of the application as shown in the image below:




9. After finishing the registration, a notification to confirm the registration will be shown. Press the “close” button to continue:




10. You’ll be redirected to a new page where you can download the procurement package and addenda. To download the files, press the “download” button as shown in the image below:

Procurement Process		
Bid Number	Bid Name	
IFB-2019	Subasta para pruebas 123	
Deadline of Availability of Package Documents	Proposal / Offer/Qualifications Due Date	
06/15/2019	12/30/2019	

Package		
Package	Announcement Date	Download
Cost-Estimating-Services-under-CDBG-DR	06/07/2019	

Addenda		
Addenda	Announcement Date	Download
Addendum-No.-3-CDBG-DR-RFP-2018-02-Call-Center-Operations-Services	06/07/2019	



## Download Procurement Documents, Package and Addenda:

1. To download the procurement documents, press the button “**Documents**” as shown in the image below:

<b>RFP-AVP-RFP-18-19-06</b>	GUNSHOT DETECTION AND LOCATION SYSTEM	07/09/2019	08/06/2019	Activa	<a href="#">View</a>
<b>Summary</b> The Puerto Rico Public Housing Administration (PRPHA) is requesting proposals from qualified technical contractors with experience in providing hardware/software installation, and maintenance for Gunshot Detection and Location Systems (also name Gunshot Detection System). The PRPHA prefers not to acquire the system, and seeks an ongoing (subscription-based) service.		<b>Action</b> <a href="#">Procurement Process Registration</a> <a href="#">Package and Addenda</a> <a href="#">Documents</a>			

2. After pressing the button, you’ll be redirected to a new page where you can find documents related to the procurement process. To download the documents, press the “**Download**” button:

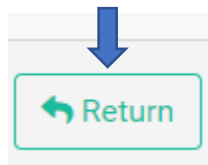
### Procurement Process

Bid Number	Bid Name
RFP-AVP-RFP-18-19-06	GUNSHOT DETECTION AND LOCATION SYSTEM
Deadline of Availability of Package Documents	Proposal / Offer/Qualifications Due Date
07/09/2019	08/06/2019

### Document

Document	Announcement Date	Download
Anuncio Publicado	07/09/2019	<a href="#">Download</a>

3. To return to the Procurement Search, press the “**Return**” button at the end of the page:






- To download the procurement package or any published addenda, press the button **“Package and Addenda”**:

RFP-AVP-RFP-18-19-06	GUNSHOT DETECTION AND LOCATION SYSTEM	07/09/2019	08/06/2019	Activa	<a href="#">View</a>
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**Summary**  
The Puerto Rico Public Housing Administration (PRPHA) is requesting proposals from qualified technical contractors with experience in providing hardware/software installation, and maintenance for Gunshot Detection and Location Systems (also name Gunshot Detection System). The PRPHA prefers not to acquire the system, and seeks an ongoing (subscription-based) service.


**Action**

- [Procurement Process Registration](#)
- [Package and Addenda](#) 
- [Documents](#)

- Write the email used for the registration process and press the **“Enter”** button:

Access the indicated email when filling out your application ×

Email:

[Close](#) [Enter](#) 

- After pressing the button, you’ll be redirected to a new page where you can find the procurement package and addenda (in case the procurement process has made any). To download the package or Addenda, press the **“Download”** button as show below:


**Procurement Process**

Bid Number	Bid Name
IFB-2019	Subasta para pruebas 123

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Deadline of Availability of Package Documents	Proposal / Offer/Qualifications Due Date
06/15/2019	12/30/2019

**Package**

Package	Announcement Date	Download
Cost-Estimating-Services-under-CDBG-DR	06/07/2019	<a href="#">Download</a> 

**Addenda**

Addenda	Announcement Date	Download
Addendum-No.-3-CDBG-DR-RFP-2018-02-Call-Center-Operations-Services	06/07/2019	<a href="#">Download</a>

- To return to the Procurement Search, press the **“Return”** button at the end of the page:

