

Responding to a Solicitation

Important

- Bid solicitations are viewed in the “Overview” tab.
- Only bid solicitations of the Spend Categories (NIGP codes) Suppliers select in their vendor profile are displayed and accessible.
- If email notification of an upcoming bid was not received, Suppliers should request getting added to the Bidders List by contacting the Procurement Specialist assigned to the bid. If required, update the vendor profile to include the Spend Categories (NIGP codes) of the bid in question.
- Submissions are not allowed after the “Submission Deadline”.
- Changes may be made before the “Submission Deadline”.
- Rejected/Accepted bids are viewed in the Vendor’s Overview tab (Note: Notification of rejected bids are not sent to Suppliers).
- Responses should be either electronic or paper; not both.
- TIP: Suppliers should periodically review and update their selected Spend Categories (NIGP codes) to ensure email notifications for the products/service they provide are received.

Troubleshoot Overview tab

- I'm unable to see the RFx...
 1. Click on the Refresh button
 2. If you still can't see the RFx
 1. Make sure our website is allowed by pop up blocker
 2. Make sure you have no filters/conditions set under Show/Hide Quick Criteria Maintenance
 3. If you still can't see the RFx, make sure your Security/Downloads are set to enable.
 1. Go to Tools
 2. Click on "Internet Options"
 3. Click on "Security" tab
 4. Select "Internet" Icon
 5. Click on "Custom level" button
 6. Look for "downloads – on Automatic prompting for file downloads"
 7. Select "Enable"
 8. Click on "Ok" button
 9. Log back into the SAePS Portal
 10. Click on "Overview" tab
 11. Click on "Refresh" You should see the RFx number appear.

Example of Notification of a solicitation via email

RFx 6100000306

BUYERS BUYERS [Add to contacts](#)
To scotsherman@hotmail.com

Mr. Will Smith,
We would like to draw your attention to the following RFx:
ZD_BUYER1 03/07/2011 11:11 6100000306

Closing date for applications:
Submission deadline: 03/22/2011 00:00:00
Opening time: 03/25/2011 00:00:00

Please log into your supplier account on our website to find complete information about this RFx.

We would be pleased to receive an RFx response from you.

Best regards,

The City of San Antonio

SAePS Portal Logon



User ID *

Enter permanent username (Vxxxxxxx)

Password *

Enter permanent password

Supplier Logon Problems? [Get Support](#)

Access to this system is limited to authorized users only. Unauthorized access to the system, the unauthorized use of an account, or the unauthorized use of a password are criminal offenses under Section 33.02 Texas Penal Code.



RFX Overview tab

Click on the **Overview** tab and select **All**

If you don't see the RFX listed, click the **Refresh button.

Bidder

Home | **Overview** | Vendor Information | Spend Categories

RFX

Active Queries

eRFXs **All (2)** [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFXs - All

▶ Show Quick Criteria Maintenance

View [Standard View] ▼ | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | **Refresh** | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
6100003332	AC for Landscape Services for SWMD	Invitation for bid	Published		08/16/2013	
6100003013	A/C Citywide Janitorial Supplies	Invitation for bid	Published		09/04/2013	

If you still don't see the RFX, click on **Hide Quick Criteria Maintenance** to remove any specific criteria which may be preventing a proper refresh.

Clear out any prefilled search filter criteria by clicking the dropdown box and then click **Apply**.

Active Queries

eRFxs **All (2)** [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

Event Number: To 

Event Status:

Creation Date:  To  

Deadline Date Flag:

Status:

Response Timeframe:  

Smart Number:

Apply

View [Standard View]  | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#) 

When the RFX Number you are looking for appears in the **Event Number** field, click on the number or highlight the RFX Row and click on **Display Event** to view.

Active Queries

eRFxs **All (2)** [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Apply

View [Standard View] [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6100003013	A/C Citywide Janitorial Supplies	Invitation for bid	Published		09/04/2013		No Bid Created
6100003332	AC for Landscape Services for SWMD	Invitation for bid	Published		08/16/2013		No Bid Created

From the Display RFX screen, click the **Notes and Attachments** tab to view bid documents. NOTE: It is recommended that you save the documents to use as reference when creating a response.

Click **Create Response** to highlight the **Add Attachment** button and upload your bid response.

** A free copy of Adobe Acrobat Reader is available at www.sanantonio.gov.

Display RFX : 6100003013

RFX Number 6100003013 Smart Number A/C Citywide Janitorial Supplies RFX Status Published RFX Start Date Submission Deadline 09/04/2013
RFX Owner JACQUELYN MENDEZ RFX Version Number 2 RFX Version Type Active Version

Close | Print Preview | Refresh | Participate | Do Not Participate | Tentative | **Create Response** | Questions And Answers (0) | Export | System Information

RFX Information

Items

Notes and Attachments

Notes

Add

Assigned To	Category	Text Preview

Attachments

Add Attachment | Edit Description | Versioning | Create Qualification Profile

Assigned To	Category	Description	File Name
Document Header	Standard Attachment	Attachment D - Utilization Plan	Attachment D - Utilization Plan.pdf
Document Header	Standard Attachment	Attachment E - Punch Out Requirements	Attachment E - Punch Out Requirements.xls
Document Header	Standard Attachment	Attachment F - Reference Sheet	Attachment F - Reference Sheet.pdf
Document Header	Standard Attachment	6100003013 Annual Contract for Citywide Janitorial Supplies	6100003013 Annual Contract for Citywide Janitorial Supplies.pdf
Document Header	Standard Attachment	Attachment A - LPP Identification Form	Attachment A - LPP Identification Form.pdf

To upload your bid response, click **Add Attachments**. Then click on the **Browse** button to locate the file on your computer.

Add a short description and select General Data in the “**Assign To**” box. Then click **OK**.

Create RFX Response

RFX Response Number 700003821 RFX Number 610003013 Status In Process Submission Deadline 09/04/2013 14:00
Remaining Time 19 Days 03:35:05 RFX Owner JACQUELYN MENDEZ Total Value 0.00 USD RFX Response Version Number

Submit Close | Read Only Print Preview | Check Save Export Import Questions And Answers (0) System Information

RFX Information

Items

Notes and Attachments

Summary

Tracking

Notes

Add Clear

Assigned To

Category

Text Preview

Attachments

Add Attachment

Assigned To

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: \\Guides\Bid Response.pdf **Browse...**

Description: Bid Response

Assign To: * General Data

OK Cancel

After uploading your bid response, check the “**Size (KB)**” field to ensure the value is not zero. A zero indicates an empty file. Upload your response again whenever you see a zero.

Create RFX Response

RFX Response Number 7000003825 RFX Number 6100003013 Status In Process Submission Deadline 09/04/2013 14:00:00 CST Opening Date 09/04/2013 14:01:00
Remaining Time 19 Days 00:28:29 RFX Owner JACQUELYN MENDEZ Total Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 2

[Submit](#) [Close](#) | [Read Only](#) [Print Preview](#) | [Check](#) [Save](#) [Export](#) [Import](#) [Questions And Answers \(0 \)](#) [System Information](#) [Create Memory Snapshot](#)

RFX Information

Items

Notes and Attachments

Summary

Tracking

▼ Notes

[Add](#) [Clear](#)

Assigned To	Category	Text Preview

▼ Attachments

[Add Attachment](#) [Edit Description](#) [Versioning](#) [Delete](#) [Create Qualification Profile](#)

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Document Header	Standard Attachment	Bid Response	Bid Response.pdf	1		<input type="checkbox"/>	pdf	11

If you're responding to an RFX with line items, simply enter your bid price in the "Price" field of the RFX. If you're responding to an RFX without line items, download the Price Schedule and any additional corresponding documents from the **Notes and Attachments** tab. Fill out documents as requested and upload them as attachments.

Create RFX Response

RFX Response Number 7000000123 RFX Number 6100000303 Status In Process Submission Deadline 03/11/2011 12:00:00 CST Opening Date 03/11/2011 12:01:00 CST Remaining Time 20
Total Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 1

Submit Show My Tasks Close Read Only Print Preview Check Save Export Import Questions And Answers (0) System Information Create Memory Snapshot

RFX Information **Items** Notes and Attachments Summary Tracking

▼ Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
0001	ALUMINUM FOIL	Material		01017	ALUMINUM FOIL	1,000.00	1,000.00	EA	0.00	USD	1		

If you're offering a prompt payment discount, please update the payment terms in the **Payment** section of the **RFX Information** tab.

Create RFX Response

RFX Response Number 7000003825 RFX Number 6100003013 Status In Process Submission Deadline 09/04/2013 14:00:00 CST Opening Date
Remaining Time 18 Days 23:58:42 RFX Owner JACQUELYN MENDEZ Total Value 0.00 USD RFX Response Version Number Active Version RF

Submit Close | Read Only Print Preview | Check Save Export Import Questions And Answers (0) System Information Create Memory Snapshot

RFX Information

Items

Notes and Attachments

Summary

Tracking

Basic Data Questions Notes and Attachments **Payment**

Payment Terms:



Incoterm Key / Location:



Check the **Questions** section of **RFx Information** tab to ensure the Procurement Specialist is not requesting specific information. You cannot submit a response unless all questions are answered.

RFx Number 6100000111 Smart Number Health - Blood Pressure Meters RFX Status Published RFX Start Date Submission Deadline 03/07/2011 11:30:00 CST
Remaining Time RFx Number 0 Days 00:00:00 RFx Owner RFx Version Number 2 RFx Version Type Active Version RFx Response [7000000120](#)

Close | Print Preview | Refresh | Questions And Answers (0) | Export | System Information | Create Memory Snapshot

RFx Information

Items

Notes and Attachments

RFx Parameters | Questions | Note and Attachments | Table Extensions | Payment | Synopsis | User-Specified Status

Question

Reply

Comment

Is your facility located within a 10 mile radius of the Bexar County Line?:

Yes No No Reply

You can submit questions pertaining to the RFX through the **Questions and Answers** button. To submit a question, click on **Questions and Answers**, type your question, and click **Send**. The question is received and answered by the Procurement Specialist assigned the RFX.

The screenshot shows the 'Create RFX Response' web application interface. At the top, there is a header with the title 'Create RFX Response'. Below the header, there is a summary bar containing the following information: RFX Response Number 7000003825, RFX Number 6100003013, Status In Process, Submission Deadl, Remaining Time 18 Days 23:58:42, RFX Owner JACQUELYN MENDEZ, Total Value 0.00 USD, and RFX Resp. Below the summary bar, there is a row of buttons: Submit, Close, Read Only, Print Preview, Check, Save, Export, Import, and Questions And Answers (0). The 'Questions And Answers (0)' button is highlighted with a red box. Below the buttons, there are tabs for RFX Information, Items, and Notes and At. Under the RFX Information tab, there are sub-tabs for Basic Data, Questions, Notes and Attachments, and Pay. Below the sub-tabs, there are input fields for Payment Terms and Incoterm Key / Location. A dialog box titled 'Questions And Answers' is open in the foreground. It has a 'Refresh' button and a checked checkbox for 'Display Time Stamps'. Below this is a table with three columns: Timestamp, Sender, and Message. The table is currently empty. At the bottom of the dialog box, there is a 'Send Message' section with a 'Message:' label and a text input field. Below the input field is a 'Send' button, which is highlighted with a red box. At the bottom right of the dialog box is a 'Cancel' button.

If you saved your response and need to edit for submission, click **Edit** to continue your response. Once you finish your changes, click on **Check** to verify no errors are present. Then click on **Submit** to send your response electronically. Do not click on **Save** to submit your response. **Save** simply saves your response for future editing.

Display Response : 7000003825

Rfx Response Number 7000003825 Rfx Number 6100003013
Remaining Time 18 Days 23:38:36 Rfx Owner JACQUELYN MENDEZ

Edit Close | Print Preview | Refresh | Check Export

Rfx Information | Items | Notes and Attachments

Basic Data | Questions | Notes and Attachments | Payment

Event Parameters
Currency: United States Dollar

Edit Response : 7000003825

Rfx Response Number 7000003825 Rfx Number 6100003013 Status Sav
Remaining Time 18 Days 23:35:22 Rfx Owner JACQUELYN MENDEZ Total V

Submit Close | Read Only Print Preview **Check** Save Delete Export

Rfx Information | Items | Notes and Attachments | Summary | Tra

Basic Data | Questions | Notes and Attachments | Payment

Event Parameters
Currency: United States Dollar

You will receive the following messages after you click **Submit**. If you do not receive these messages, please ensure that you clicked on **Submit** and not **Save**. After the messages appear, click **Close**. You will be directed to the **Overview** section of the **Bidder** tab.

Display Response : 7000000123 [Help](#)

RfX Response Number 7000000123 RfX Number 6100000303 Status Submitted Submission Deadline 03/11/2011 12:00:00 CST Opening Date 03/11/2011 12:01:00 CST
Remaining Time 2 Days 00:34:07 RfX Owner AMANDA ALVARADO Total Value 100,000.00 USD RfX Response Version Number Active Version RfX Version Number 1

✓ RfX response 7000000123 submitted
✓ RfX response is complete and contains no errors

Show My Tasks Edit Close Print Preview Refresh Withdraw Export Questions And Answers (0) System Information Create Memory Snapshot

RfX Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Payment

Event Parameters
Currency:

Pricing Arrangement
Service and Delivery
Pricing Arrangement:
Ceiling Amount:

Status and Statistics
Created on:
Created by:
Last Processed on:
Last Processed by:

▼ **Partners and Delivery Information**

Details Send E-Mail Call Clear Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

In the **Overview** section of the **Bidder** tab, check the **Response Status** for the response you submitted and ensure the status is “Submitted”.

Welcome Bidder V1000038 [Help](#) | [Log off](#) 

[Search](#) [Advanced Search](#)

[Home](#) | [RFX and Auctions](#) | [Bidder](#)

[Home](#) | [Overview](#) | [Vendor Information](#) | [Spend Categories](#)

RFX [History](#), [Back](#) [Forward](#) 

Active Queries

eRFXs [All \(21\)](#) [Published \(0\)](#) [Ended \(6\)](#) [Completed \(0\)](#)

eRFXs - All [Change](#)

[Show Quick Criteria Maintenance](#)

View [Standard View] [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
6100000301	ZQ_BUYER2 03/09/2011 08:06	Req for Price Quote	Published		03/09/2011		No Bid Created	1
6100000300	ZQ_BUYER2 03/08/2011 21:29	Req for Price Quote	Published		03/08/2011	7000000121	Submitted	1
6100000291	ZQ_BUYER5 08.03.2011 15:04	Request for Qual.	Published		03/16/2011		No Bid Created	1
6100000208	Parks - Horse Trailer	Invitation for bid	Published		02/25/2011	7000000110	Accepted	1
6100000152	Marc's Annual	Invitation for bid	Published		02/24/2011	7000000100	Accepted	1
6100000111	Health - Blood Pressure Meters	Invitation for bid	Published		03/07/2011	7000000120	Submitted	2
6100000110	Public Works - Gatorade	Invitation for bid	Published		02/08/2011	7000000095	Accepted	1
6100000091	HORSE TRAILER SUNDOWNER SUNLIGHT 777	Invitation for bid	Published		02/01/2011	7000000084	Accepted	1
6100000083	ZQ_BUYER1 01/31/2011 10:02:20	Invitation for bid	Published		01/31/2011	7000000078	Submitted	1
6100000081	ZQ_BUYER1 01/28/2011 13:47:06	Invitation for bid	Published		01/28/2011	7000000076	Rejected	1