CANAL DE PANAMÁ

Tender Online System



User Guide

TENDER ONLINE SYSTEM – SLI

Overview

The **Internet Bidding System (SLI)** is a web-based tool that supports the Panama Canal contracting process. Its main function is the management of tenders on the internet.

The system takes care of:

- The publication of tenders and their various stages.
- The registration and updating of the bidders.
- The submission of proposals.
- Registration of the result of the evaluation of proposals.
- Allow access to the summary table.
- Allow access to the evaluation history.
- Allow access to the award edict.

Additionally, the system has a **notification service** which automatically sends emails to the proponents notifying them about the publication of new acts, amendments and cancellations in the categories selected by the proposer and that are saved in its registry (*this service can be deactivated by the proposer if required*).

TABLE OF CONTENTS

Overview 2

Tender Types 4

Stages of the bidding process 5

SLI System Access 7

Proposer Registration 7

Steps for the creation of the proponent registry 8

Steps to update the proposer's registration 11

Steps to change your password: Change your password 14

Tenders announced 16

Steps for locating bids by keyword 17

Steps to locate bids by bid number 18

Steps to locate tenders by tender status 19

Steps to locate tenders by purchasing category 20

Submission of proposals 21

Steps to access the tenders and the details of the tender documents 21

Steps to attach files to a tender 26

Steps to Clarify/Revise deficiencies 28

Access to the Bid Abstract Table 31

Steps to access the RCA and the details of the proposals 31

See the proposals 33

Steps to access the Proposal Review 33

Steps to withdraw a proposal 34

Evaluation history 36

Steps to access Assessment History 36

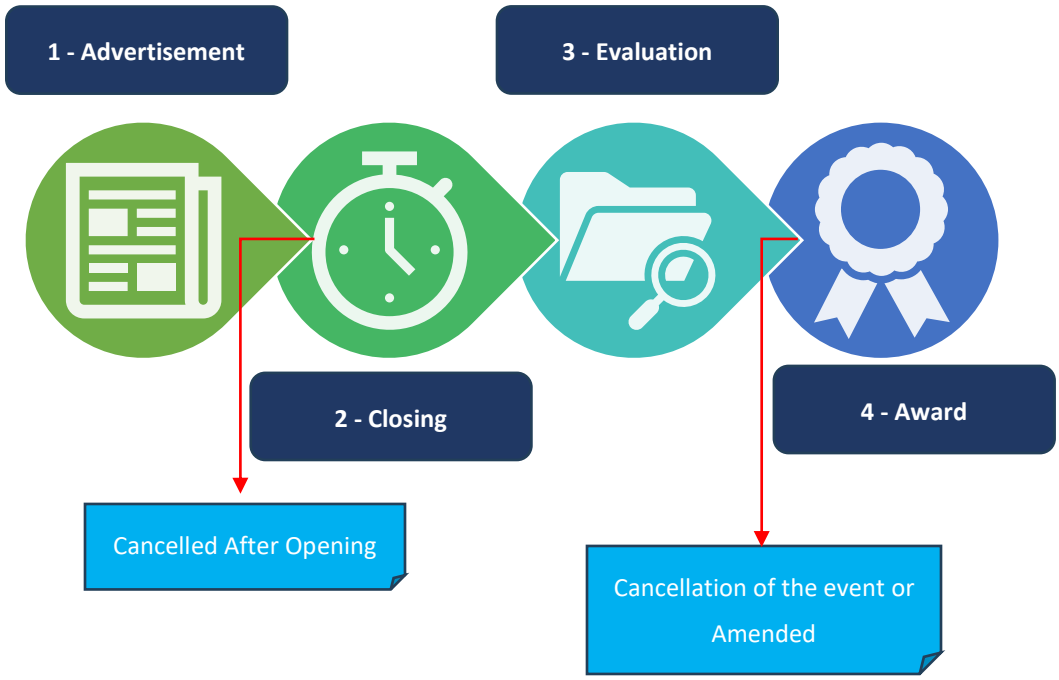
Tender Types

Type of tender	Description
Public	Bid Opening is public, and it is automatically done through the system. The bids are submitted and received through the Internet and become public knowledge at the time set for tender opening. The contract award will be given to the tenderer with the lowest price that complies with all terms and conditions of the tender documents. Please refer to **Article 75** of the ACP Acquisition Regulation.
Public in person	The Bid Opening is public and is done in the presence of the public at the location indicated in the tender documents. Bids are not submitted through the Internet, but physically at the indicated location, and they are accessible through the Internet. The contracting officer will register the bids in the system at the conclusion of tender opening. The contract award will be made to the tenderer with the lowest price that complies with all terms and conditions of the tender documents. Please refer to **Article 75** of the ACP Contracting Regulation.
Negotiated	The Bid Opening is not public, rather done in the presence of ACP authorized personnel. Bids may be submitted through the Internet or by other means authorized by the tender documents. The bid abstract is published after the contract award. Please refer to **Articles 76 and 77** of the ACP Acquisition Regulation
Micro Purchase	The Bid Opening is not public, rather done in the presence of ACP authorized personnel. Bids are submitted online. The detailed bid abstract with bid information is published after the contract award. Please refer to **Article 50** of the ACP Acquisition Regulation.
Prequalification / Two-Step Tender	Bidders shall only submit technical bids, which shall be clarified and negotiated as provided in the tender document (corresponding to the first step, prior to the tender.)



*Tenders can be **Public, Negotiated or Micro-Purchases**. For more details on contracting procedures refer to the **Panama Canal Authority Acquisition Regulation.***

Stages of the bidding process



The possible statuses of the tenders that are published are as follows:

Stage / Status	Description
Open or Announcement	The tender is publicized. During this phase you may submit your bid. Tenders remain with an open status, until the date and hour set for receipt of bid ends, or the **tender is Cancelled** Before Opening.
Cancelled Before Opening	The tender was cancelled. Cancellation is only possible before **tender openings**. Cancelled tenders remain published for several days (**5 days**).
Closing of the bidding act	This is given when the date and time established for the publication of a tender arrives.
Evaluation	Review and evaluation of proposals received from ACP. This stage begins when the closing date and time of the tender expires and concludes when the contract or purchase order is awarded; or, when the process is interrupted by means of a **void Act** or **Amendment** after the act. During this stage, for public tenders, the **Summary Table Record (ACR)** and the proposals received are accessible from the Internet. For face-to-face public bidding, proposals are accessible from the Internet, once the contracting officer in charge of the process in ACP registers them at the conclusion of the act of knowledge of proposals.
Cancelled After Opening	The tender was declared void. The tender with a notification about the declaration of a void act remains published for a few days (**15 days**).
Amended	The **Negotiated** tender was amended after the **Knowledge of the proposal**. The process restarts under a new tender number.
Award	A contract or purchase order has been awarded to one or more of the bidders. The details of the purchase orders is accessible from the system. The tender, the **summary table**, and the respective contracts will remain published for a few days (**30 days**).
Prequalification concluded	The contracting officer will determine the bidders that have been prequalified to participate in the respective bidding process (corresponds to Stage 2, in which only the pre-qualified bidders will be able to bid).

SLI System Access

Access to the online bidding system is through our website: http://pancanal.com, you must select the Institutional option and then the sub-options Tenders Online. Once you have accessed the system, you will be able to perform any of the activities described below.

Proposer Registration

To submit proposals, the proposer must register in the system. This registration is without restriction or cost.

If you have registered and do not remember your access password, you can select the "**Login**" link and you can manage it through the Forgot **your password**?

The proposer is the one who creates his or her record in the system. The record contains general information about the company he represents.

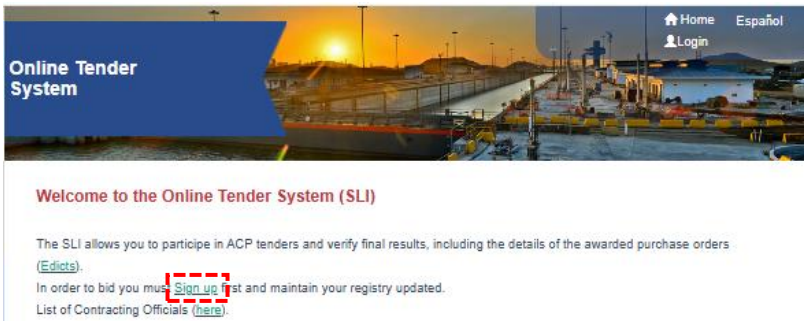
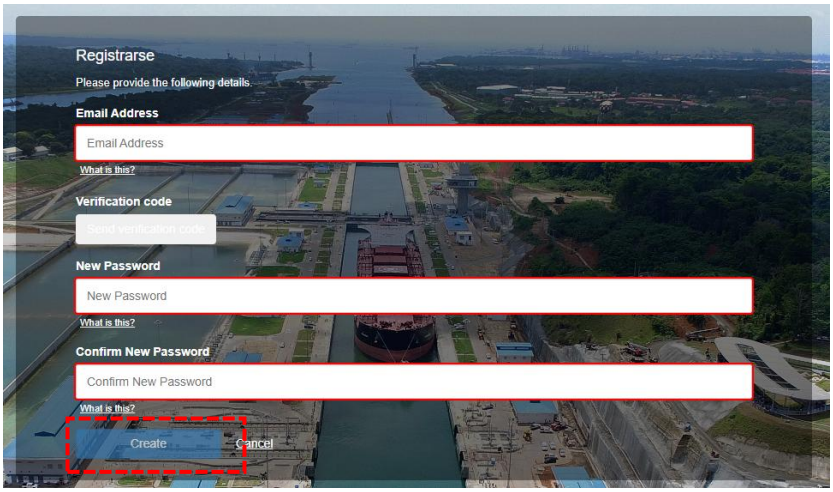
The information captured when you register is used by the system to automatically include company data in the proposals you submit. The registration information can be updated when requested, by accessing the links: **Proposer → Update of your registration.**

Considerations

1. It is the responsibility of the proposer to establish their ID (email) and password for access and to keep their registration updated.
2. The system only allows the use of one email address per proposer registration.
3. There may be several proposers associated with the same company with different users.

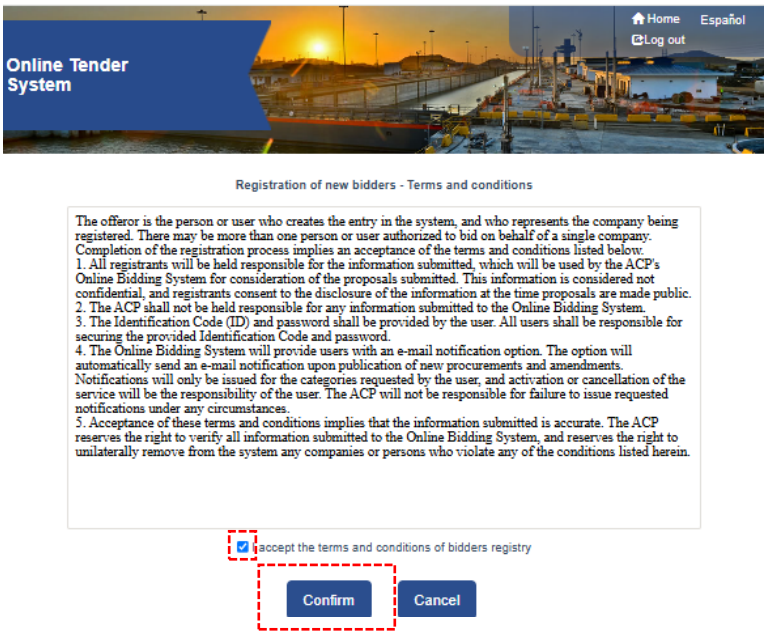
Steps for the creation of the proponent registry

To register for the first time, the following actions must be performed:

Pasos	Reference
1. Select the Sign-up link.	
2. Enter the following information: • Email address. • Click the **Send verification code button** (*A message with a verification code will be sent to the email address entered and a field will be enabled on the registration screen to **enter the verification code** sent by email*). • Enter a password. (*The password must be 8-16 characters long, containing 3 of the following 4 conditions: lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @#$%^&**_+=[]{}|\:', ?/'~" ( ) ;.)* • Repeat the password for validation. **3.** Click the **Create** button.	 **The System will send a message to the email address you entered, it will contain a verification code, you must open this message and copy the code and then return to this screen and enter it in the "Verification Code" box, which will be activated when you return.**

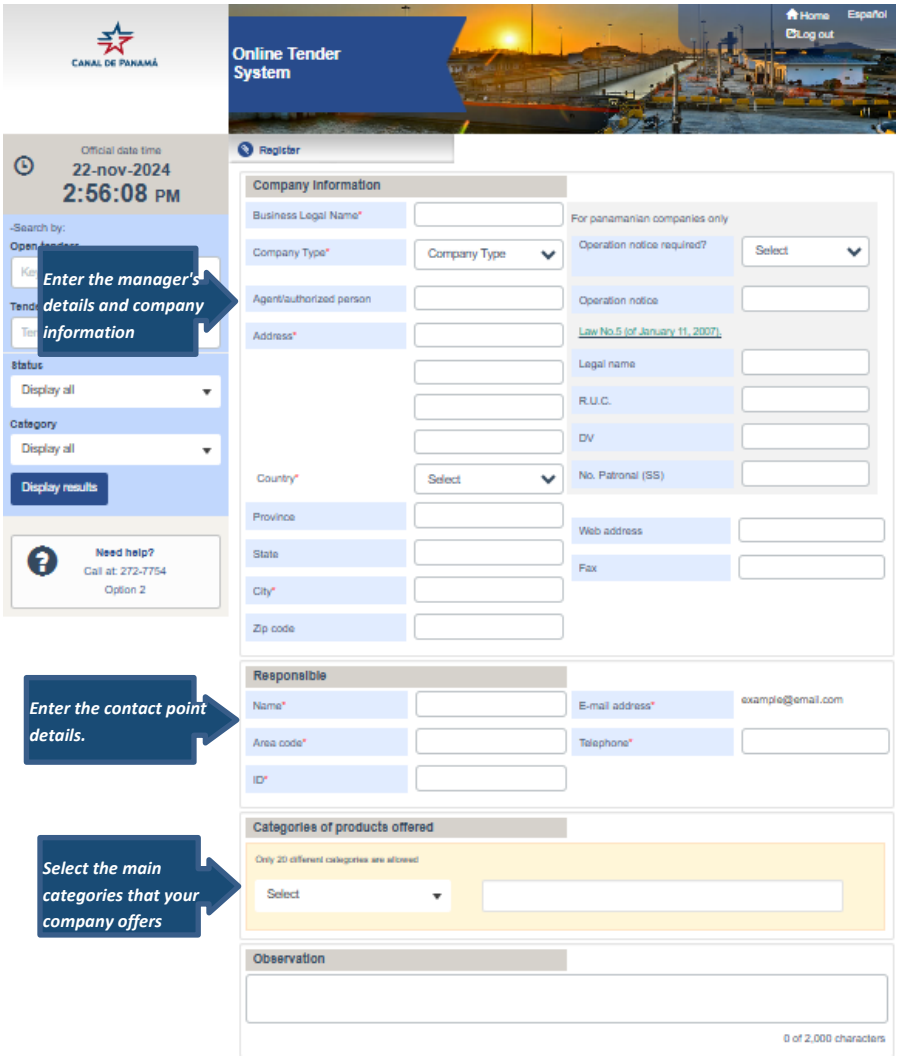
4. Carefully read the terms and conditions established by the Panama Canal for the registration of new bidders. If you agree to **accept**, by clicking on the acceptance box.

5. Click the **Confirm button.**



6. Enter the data requested in the form.

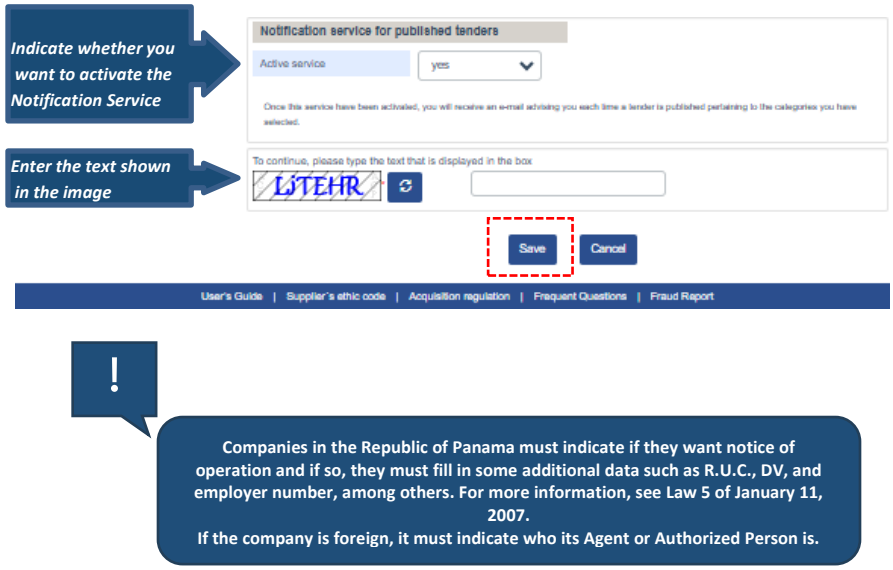
Note: *consider that the fields marked with an asterisk (*) are mandatory. In case you need to fill in the required fields (*), the system will tell you which ones are missing*).



The Announced Tender Notification service consists of *the automatic sending of an email listing the new and amended tenders that are being advertised over the Internet.*

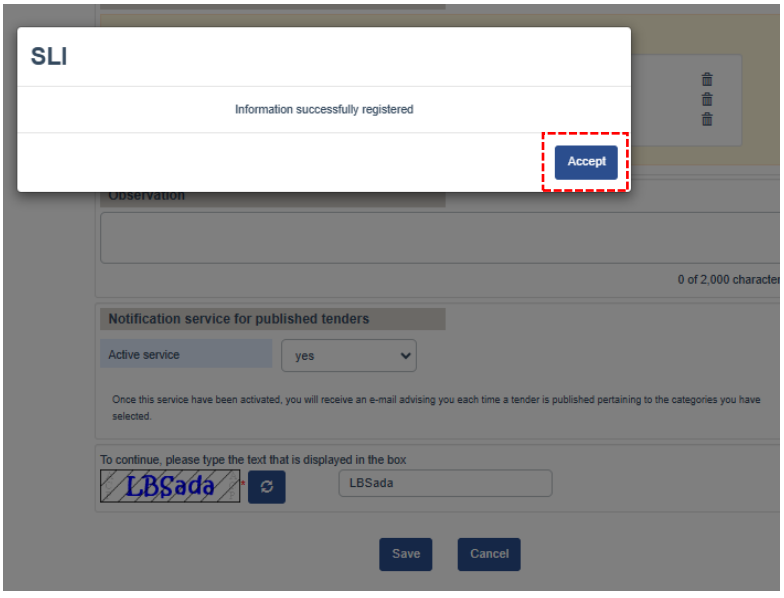
You will only be notified of tenders in the categories selected in your register.

7. **Save** your changes when you're done.



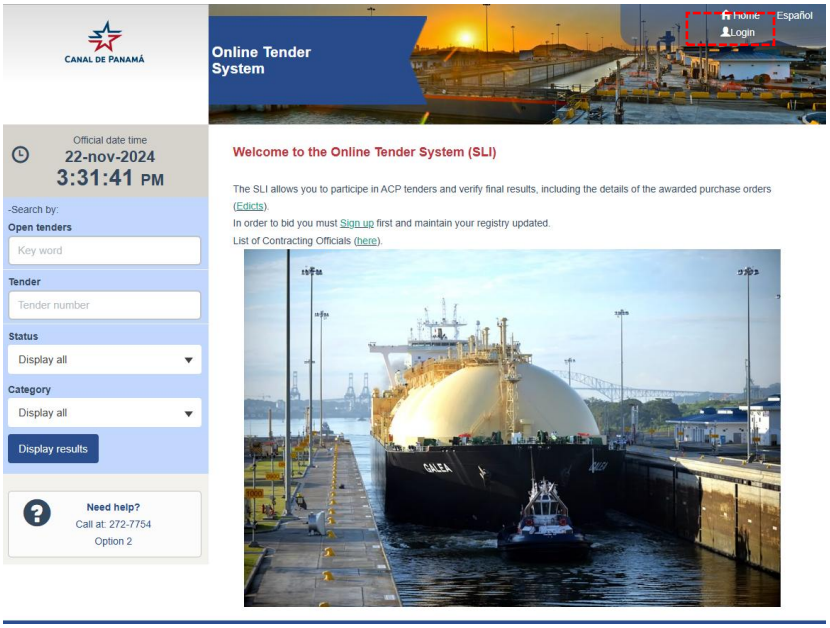
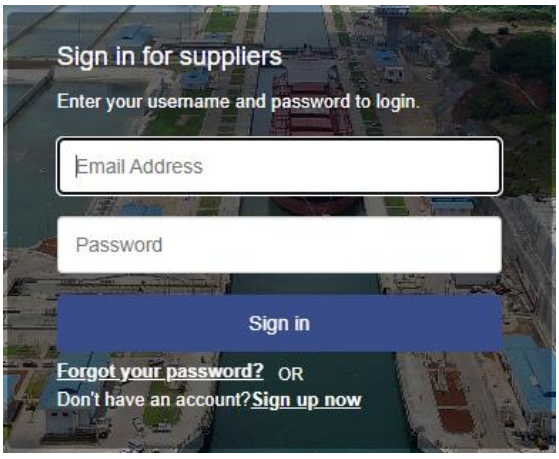
Companies in the Republic of Panama must indicate if they want notice of operation and if so, they must fill in some additional data such as R.U.C., DV, and employer number, among others. For more information, see Law 5 of January 11, 2007.
If the company is foreign, it must indicate who its Agent or Authorized Person is.

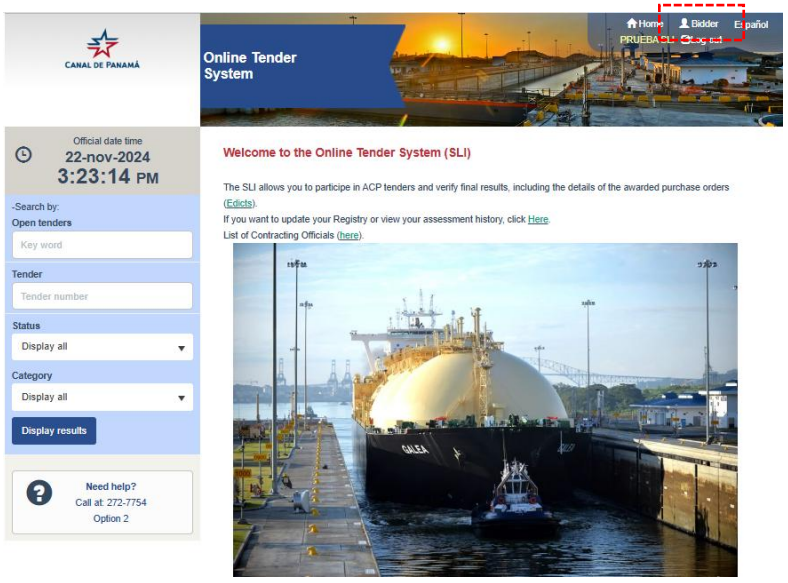
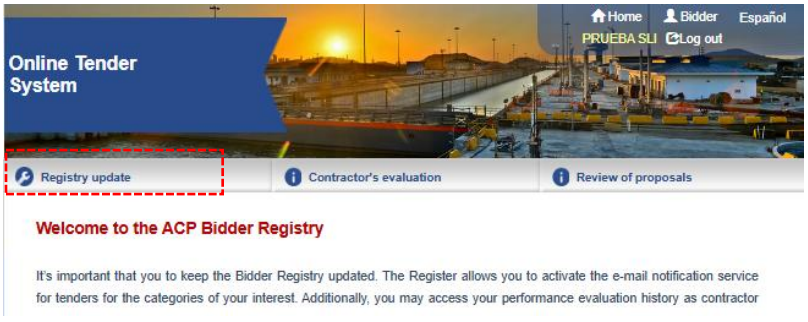
8. Click the **Accept** button. (*The system will send a message confirming the registration of the data).*

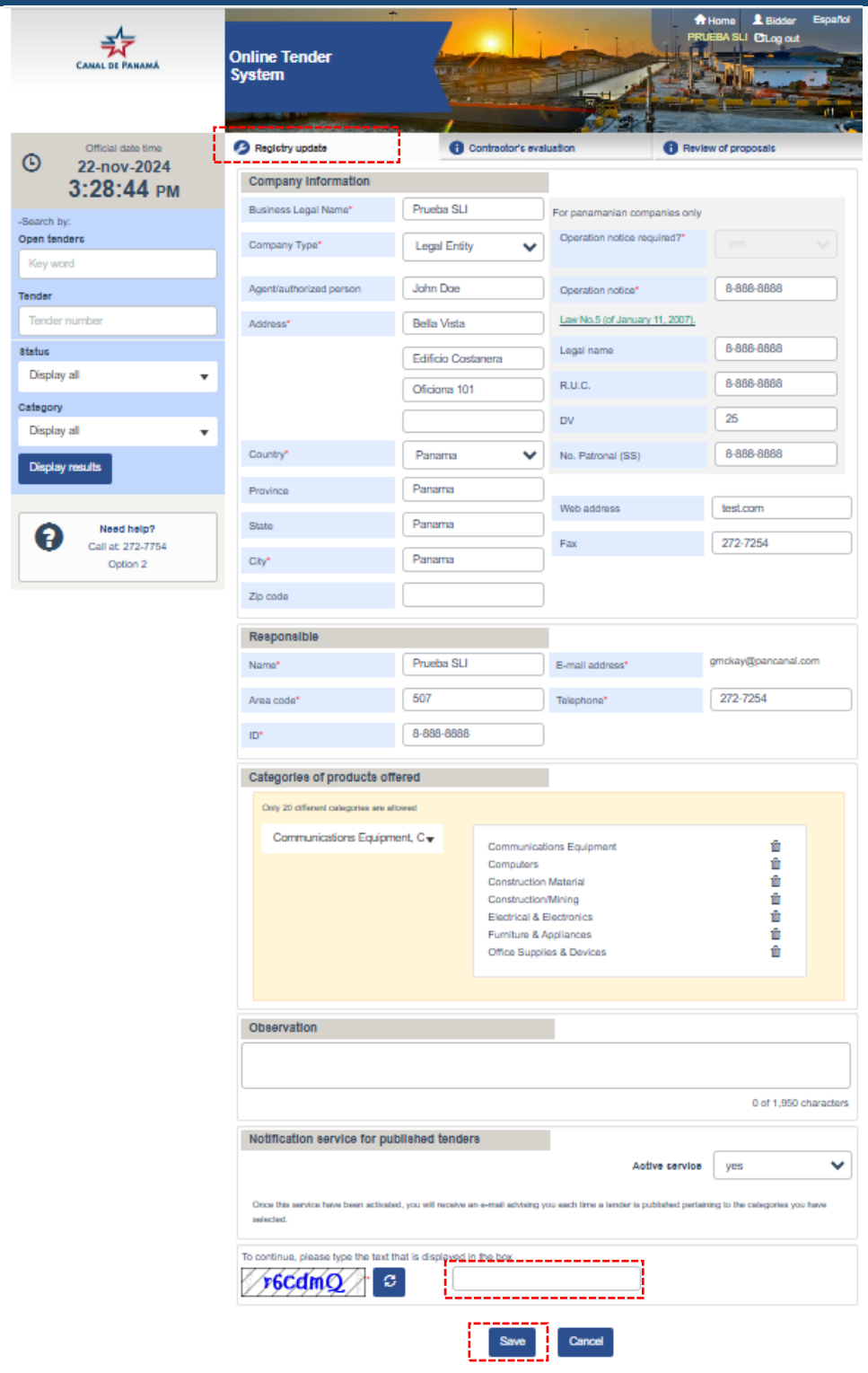


Steps to update the proposer's registration

If you need to update the information entered in your registration and you have accessed the SLI you must select the **Login** option, you must do the following

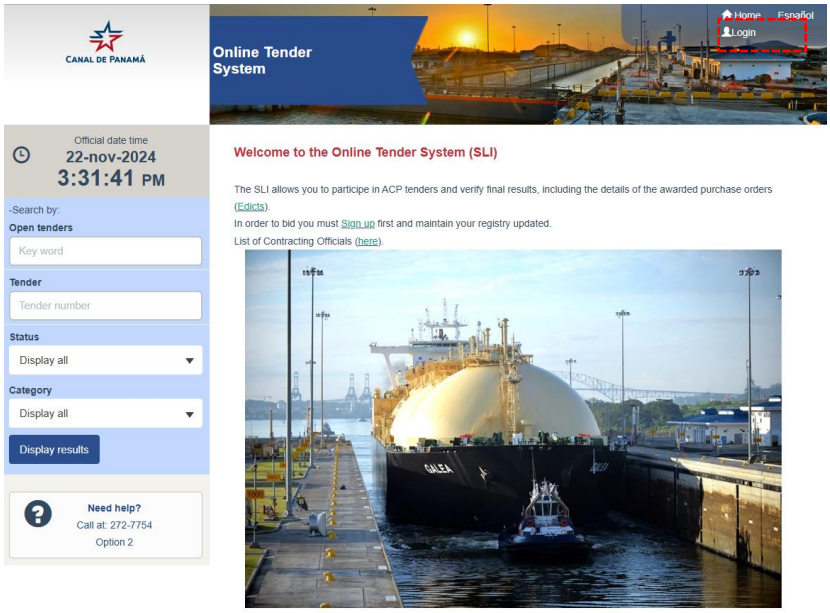
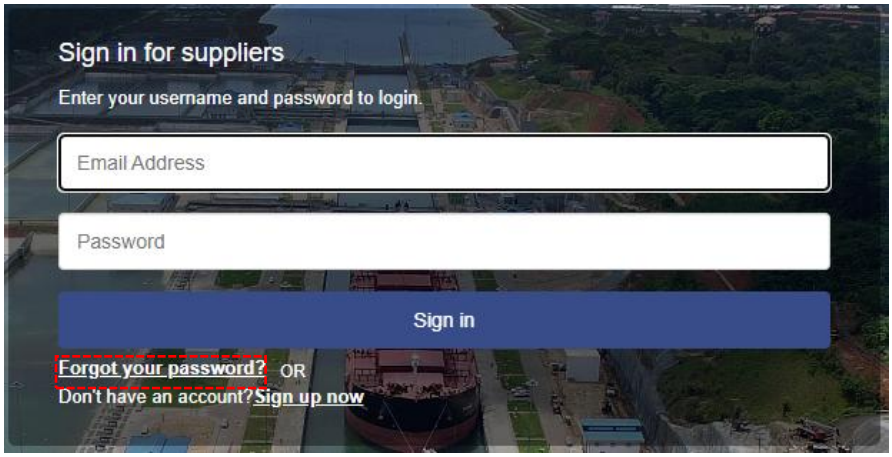
Steps	Reference
1. Click the **Login** link**.**	
2. Enter your email and password. **3.** Click the **Sign in** button**.**	

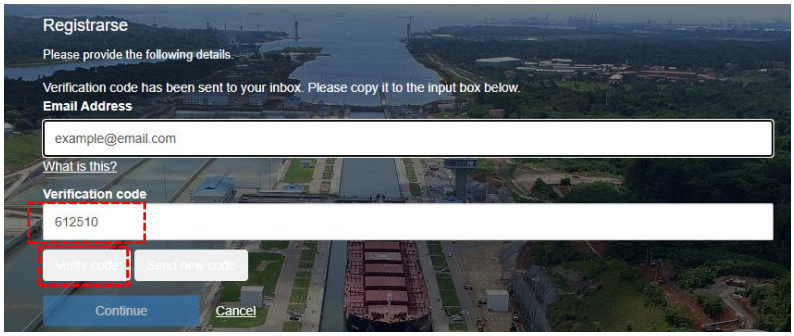
Steps	Reference
4. Click the **Bidder** button.	
5. Click the **Registry update on your record.**	

Steps	Reference
6. Update the data that needs to be modified or included. **7.** Enter the **verification code** presented on the left. **8.** Click the **Save button**.	

Steps to change your password: Change your password

In case you have forgotten your password, you can do the following:

Steps	Reference
1. Select the link **Login.**	
2. Select the link **Forgot your password?**	

Steps	Reference
3. Enter your email address. **4.** Click the **"Send verification code"** Proceed to open the message sent by the system to the email address you entered and copy the verification code. **5.** Enter the verification code that was emailed to you. **6.** Click the **"Verify Code"** button**.**	 
7. Click the button **Continue.**	
8. Enter your new password. **9.** Proceed to re-enter the password for validation. **10.** Click the Continue **button.**	

Tenders announced

The tenders that are published are presented by pages, ordered by closing date and time, and you will be able to browse through them until you locate the desired one. There are 4 options to locate tenders in the system, these are:

1. By keyword, which must be contained in the description of the tender.
2. By tender number
3. Bid Status
4. Purchase Category

Please note that you will be able to select the number of bids per page you want to view by clicking on the bid quantity selector.

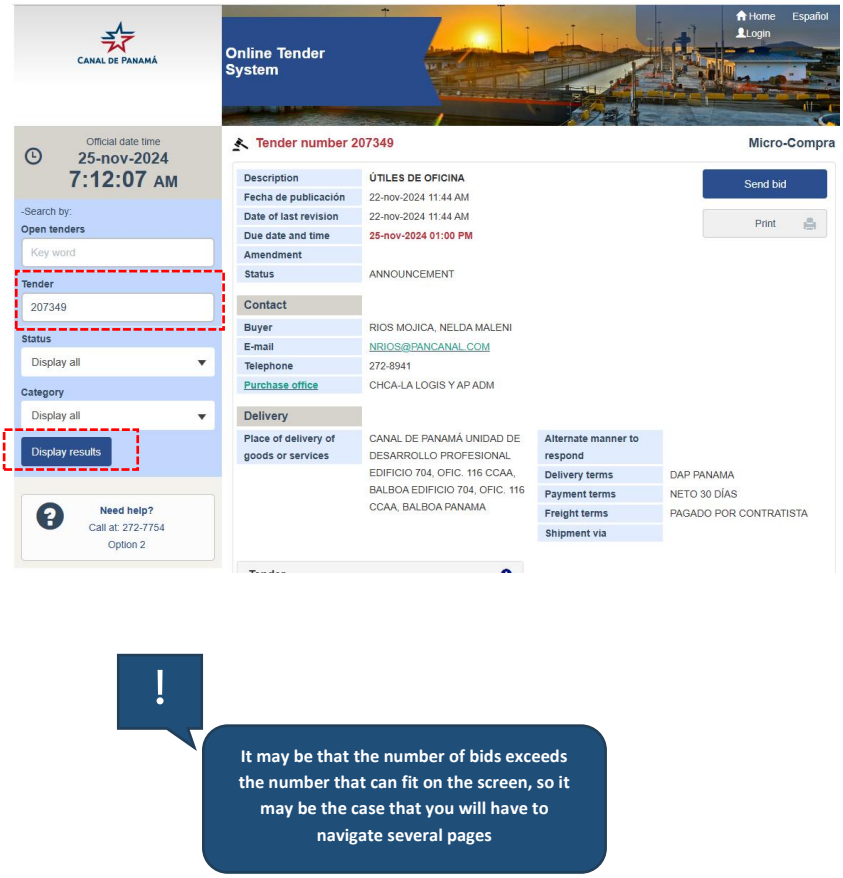
It may be that the number of bids exceeds the number that fits on the screen, so it may be the case that you will have to navigate through several pages.

In the 4 search options at the time of displaying the result you can use the Excel button (green button) to download all the information in Excel format.

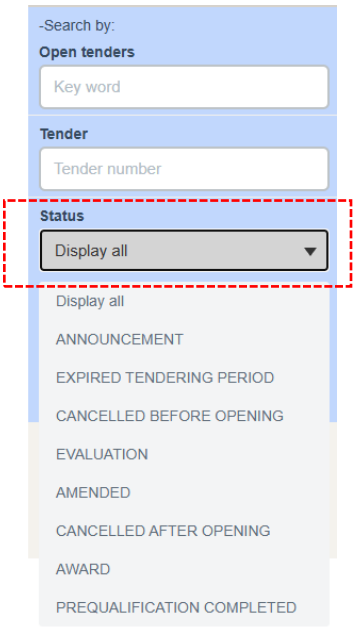
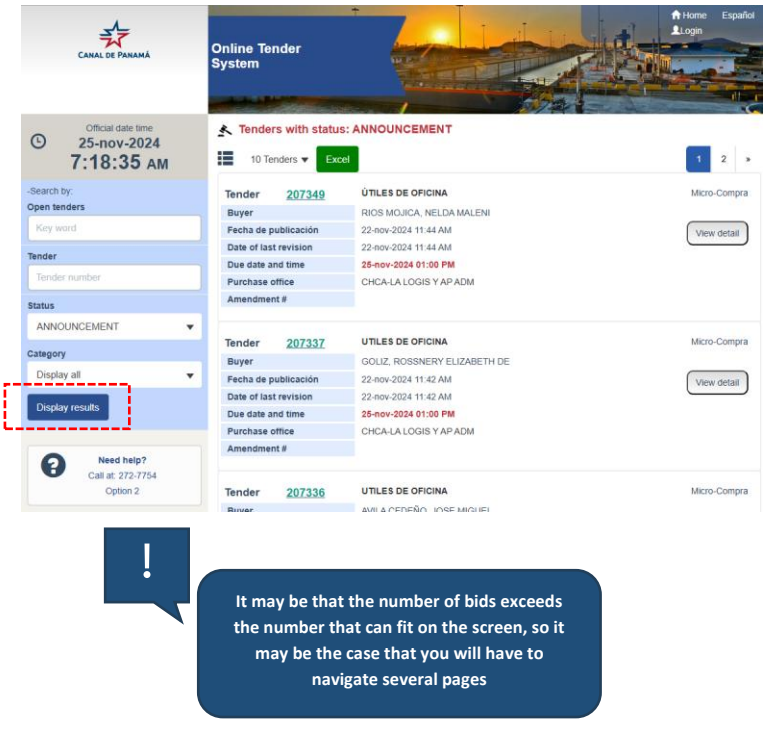
Steps for locating bids by keyword

Steps	Reference
1. Click the **Open Tenders** field and type the keyword for the tenders you want to locate. 2. Click the **Display Result** button, open bids containing the keyword will appear as part of the bid description. **Note**: *You can use the Excel button to download all the information in Excel format*	

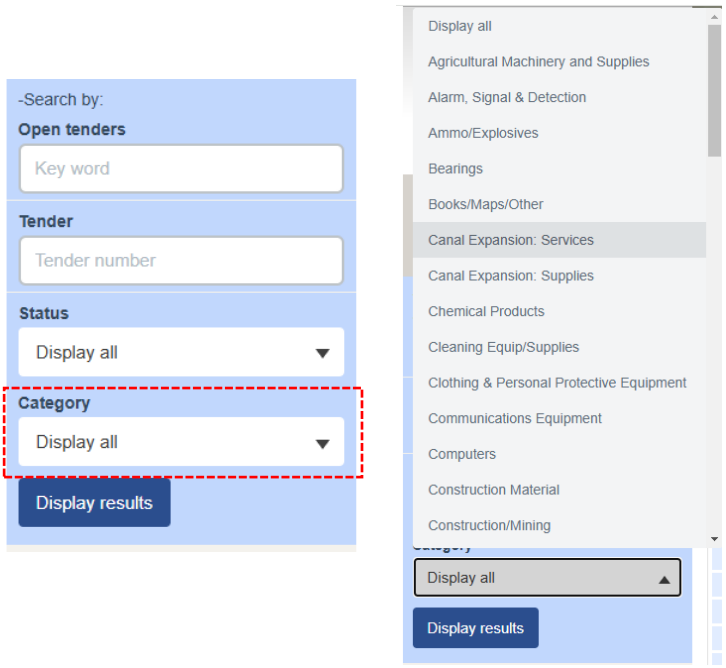
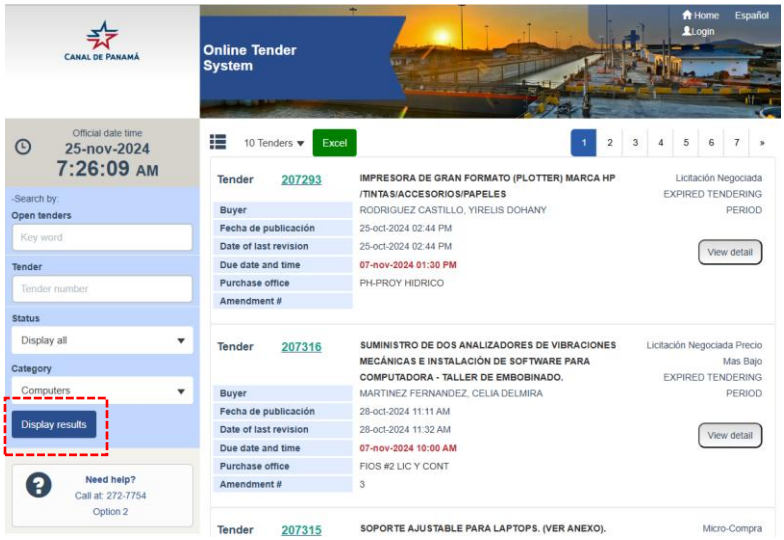
Steps to locate bids by bid number

Steps	Reference
1. Click the **Tender** field and type the number for the tender you want to locate. **2.** Click the **Display Result** button, open bids containing the keyword will appear as part of the bid description. **Note**: *You can use the Excel button to download all the information in Excel format*	

Steps to locate tenders by tender status

Steps	Reference
1. Click on the **Status field**, the list of the different statuses will appear. **2.** Proceed to select the desired status.	
3. Click the **Display Result button.** Open tenders that are in the indicated status will appear.	

Steps to locate tenders by purchasing category

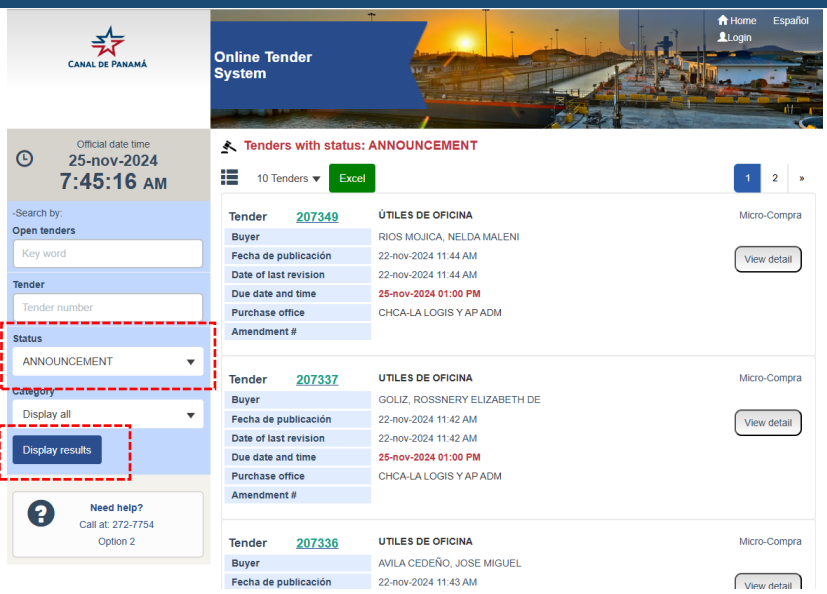
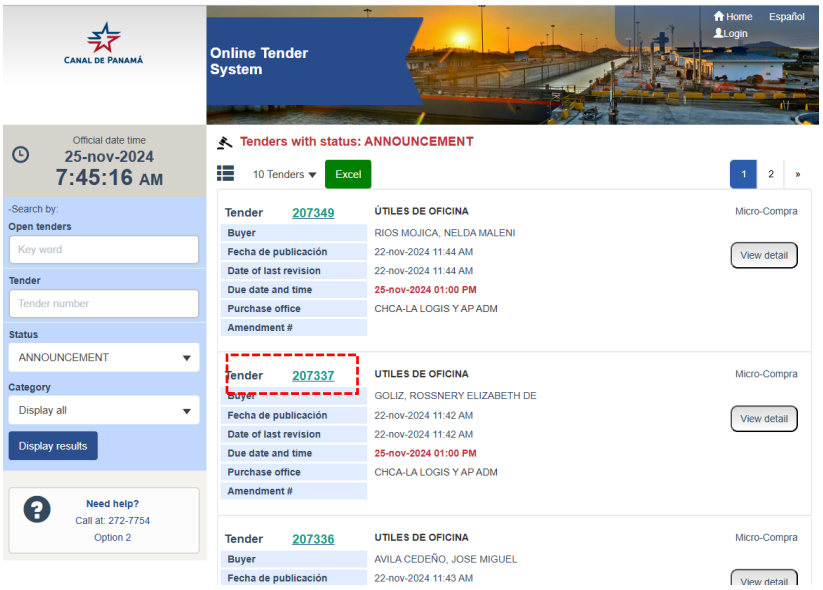
Pasos	Referencia
1. Click on the **Category field**, a list of the different purchase categories will appear. **2.** Proceed to select the desired one.	
3. Click the **Display Result** button. Open tenders that match the selected category will appear.	

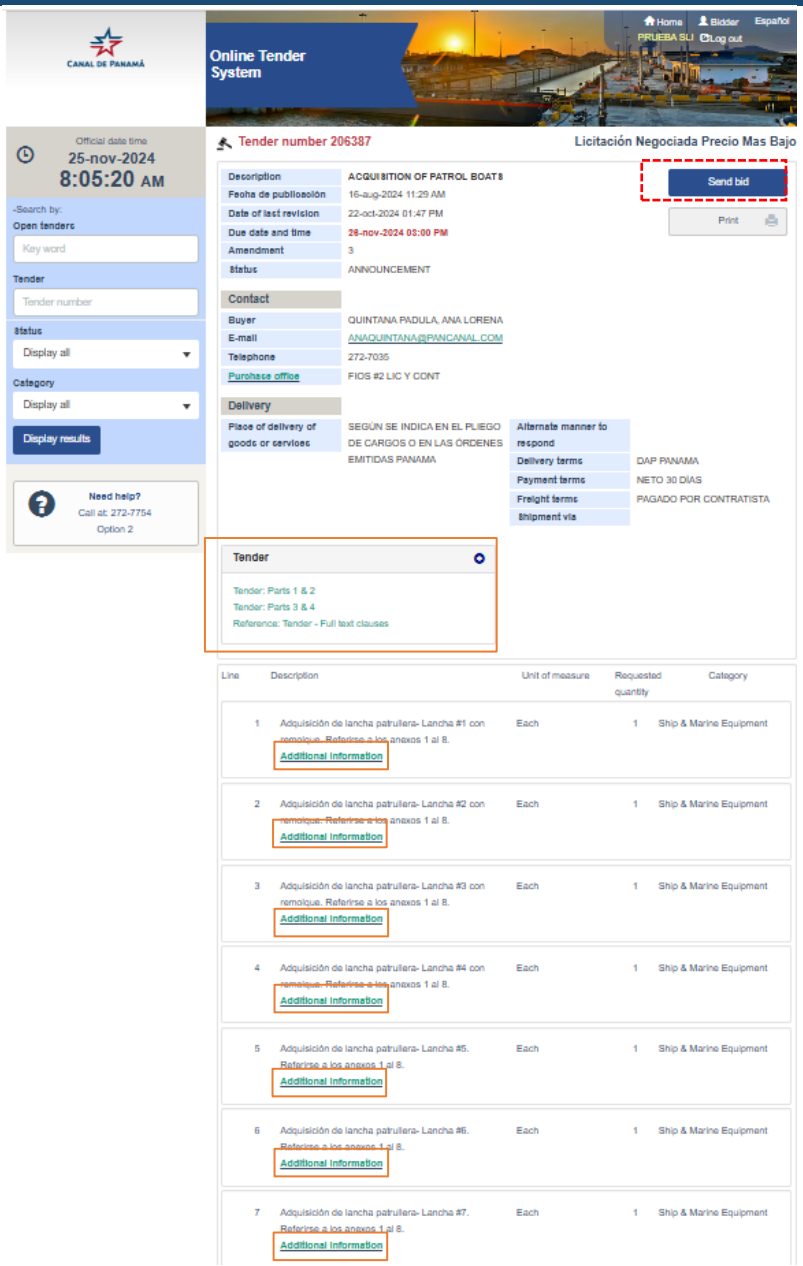
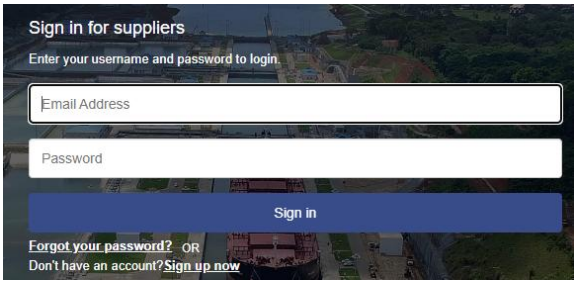
Submission of proposals

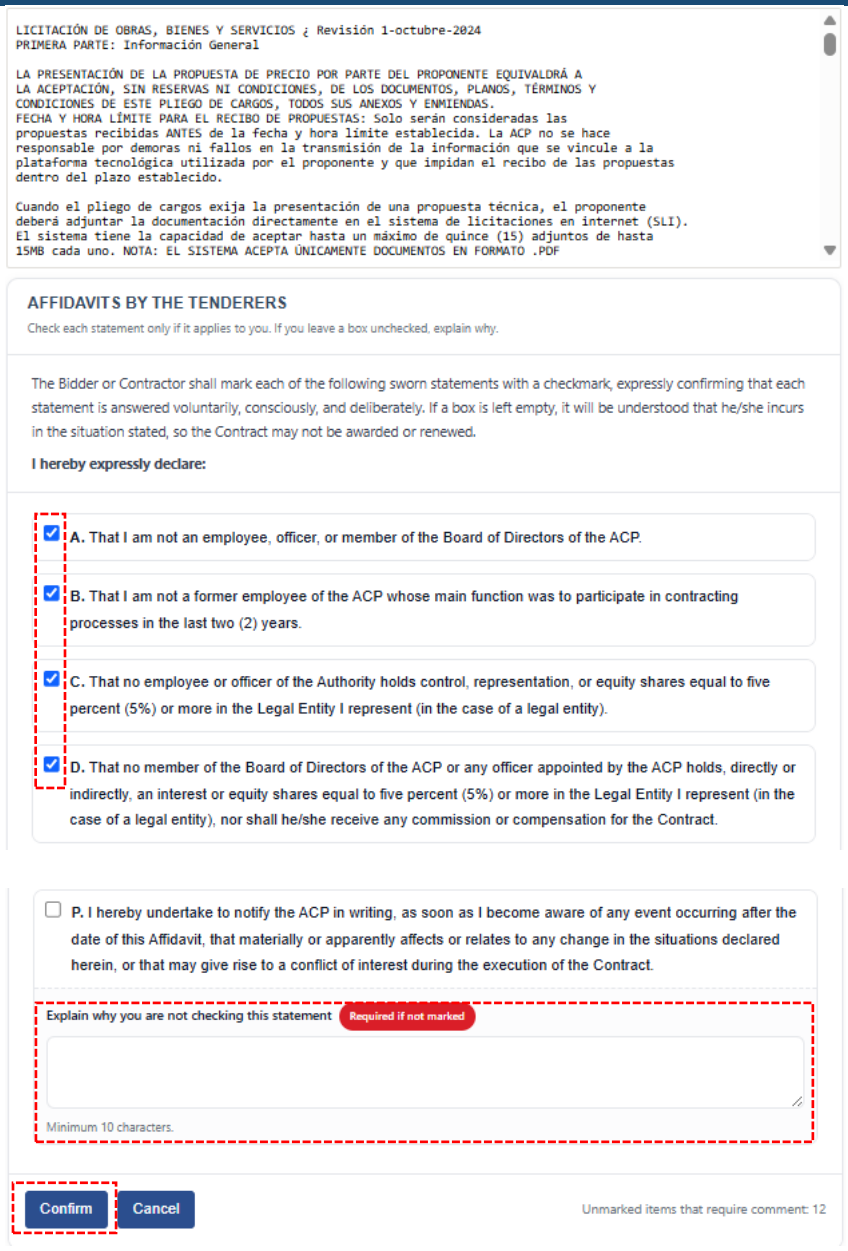
The system allows participation in tenders that are in status

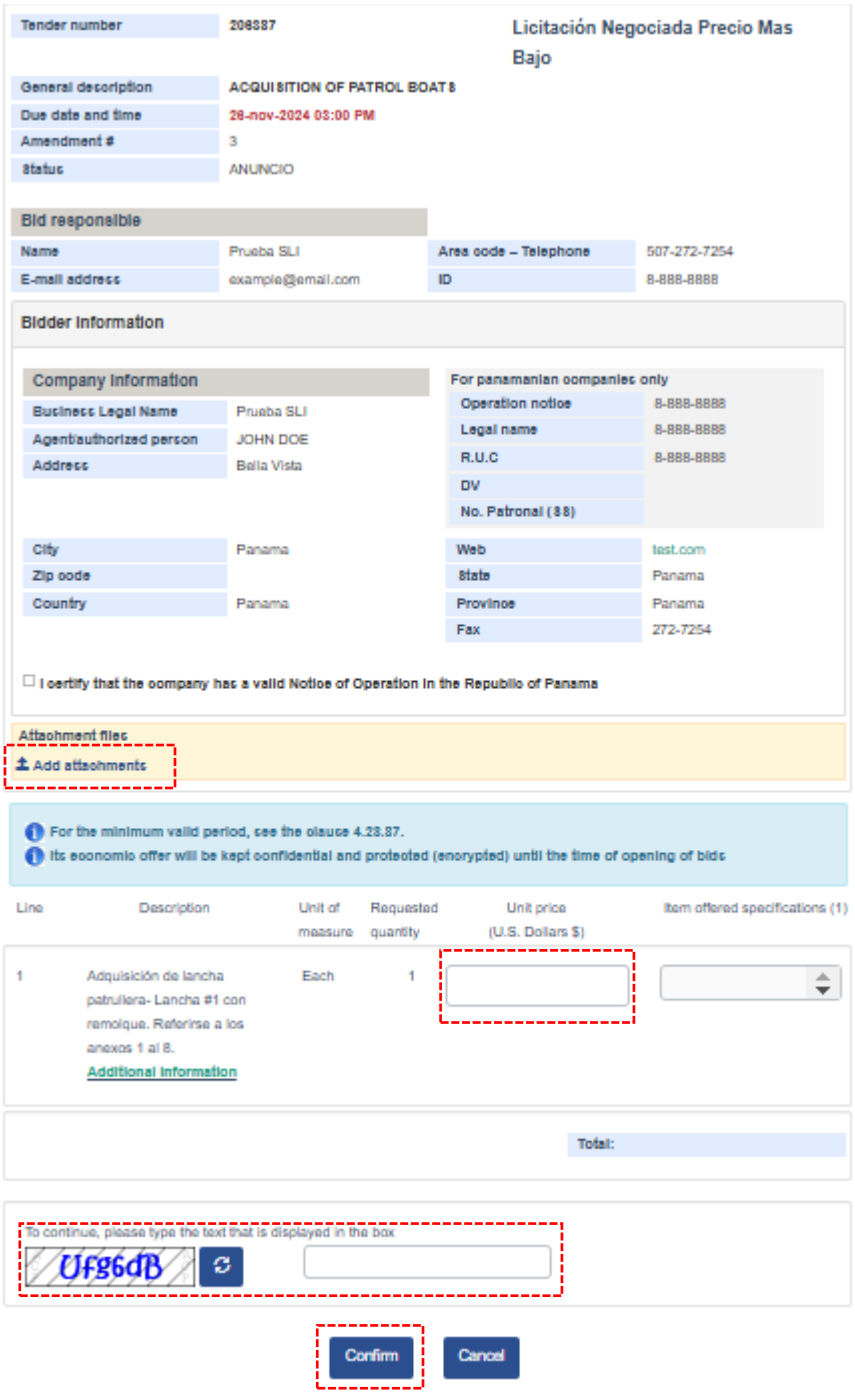
Announcement, only the desired tender must be located and the proposal submitted.

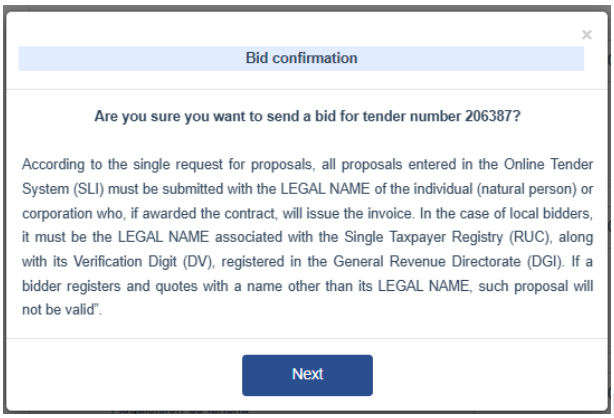
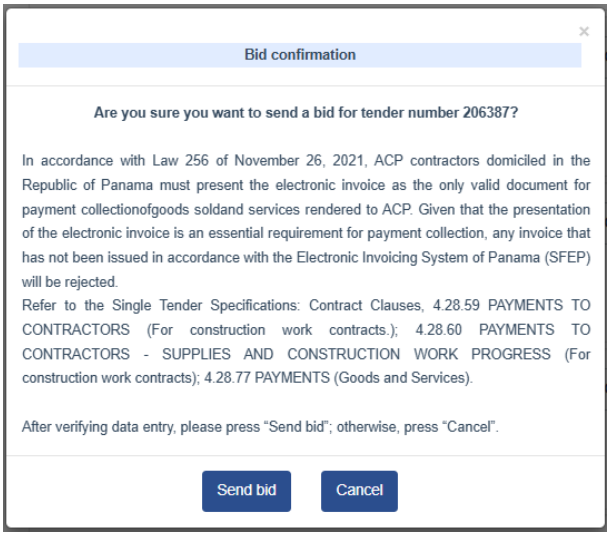
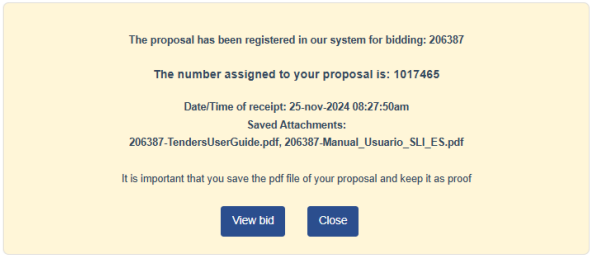
Steps to access the tenders and the details of the tender documents

Steps	Reference
1. Use any of the 4 open bid search options. Open bid search. In this example, in the **Bid Status field,** we select **ANNOUNCEMENT.** **2.** Click the **Display Result** button.	
3. Locate the tender for which you wish to bid and click on the tender number to open the tender, and then access the published details for the tender. **Note**: *you can obtain additional information by clicking on the tender number or the **View Detail** button of the corresponding tender.*	

Steps	Reference
Once the bidding information has been displayed, you should verify if you can comply with all the terms and conditions, before Submit a proposal. You will need to check the lines of the items or services that make it up. Pay particular attention to the Statement of Objections: - Parts 1 and 2 - Parts 3 and 4 - Full text of clauses and the additional information link that appears for each line of the tender. **4.** After this, click on the **Send Bid button.**	
5. Enter your email and password. **6.** Click the button **Sign in.** **Note**: *the terms and conditions of the tender and the affidavits of the bidder appear, you must read them.*	

Steps	Reference
7. Click on **each box where each term and condition are accepted.** If any of them is not accepted, **the corresponding reason must be stated in the field below.** **8.** Click on the **Confirm button**.	

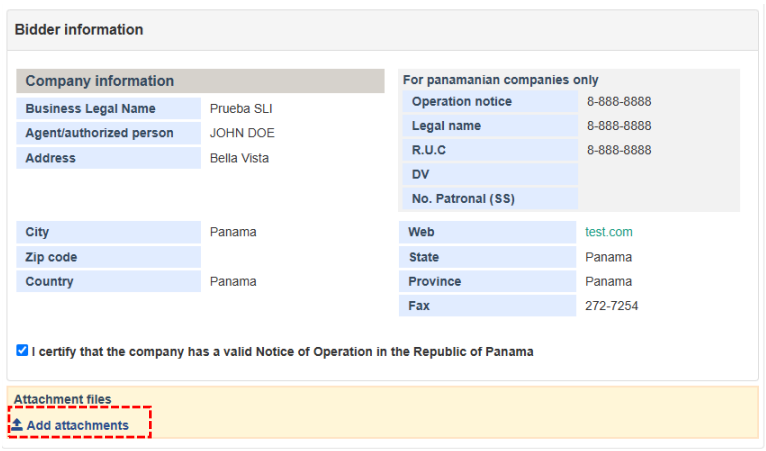
Steps	Reference
9. If the company is **Panamanian**, it must certify that it has a **valid** notice of operation**.** **10.** Enter the unit price (the system allows up to a maximum of 5 decimal places). If you wish and if the tender allows it, you can also enter the description of the proposed article. The system will automatically display the total amounts entered. **11.** Enter the text in the box (**captcha**). If so, do not distinguish the combination, press the button to generate a new one. **12.** Click on the **Confirm** button**.**	

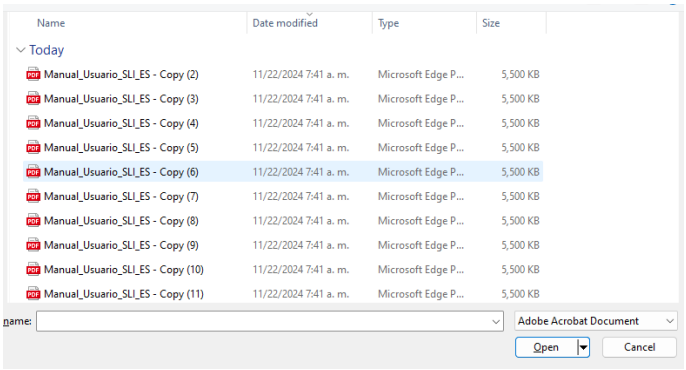
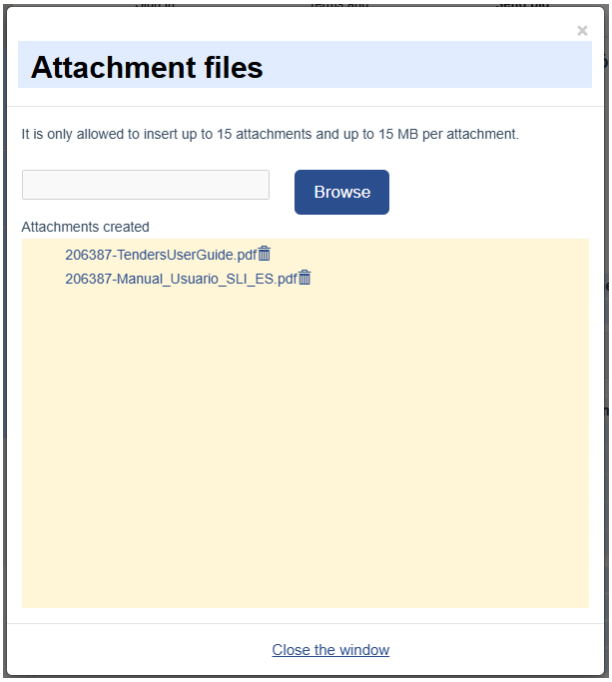
Steps	Reference
13. Read the Bid confirmation and click **Next.** **14.** Click the **Send bid** button.	 
15. Click the **View bid** or **Close** button.	

Steps to attach files to a tender

The ACP staff in charge of the tender will determine if it is allowed to attach files at the time of publication of the bid. To perform this task, you must consider the following:

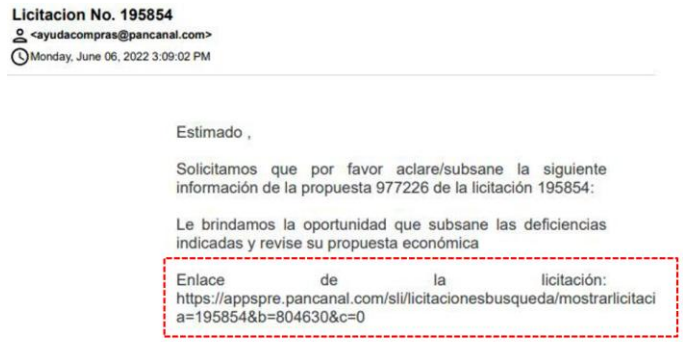
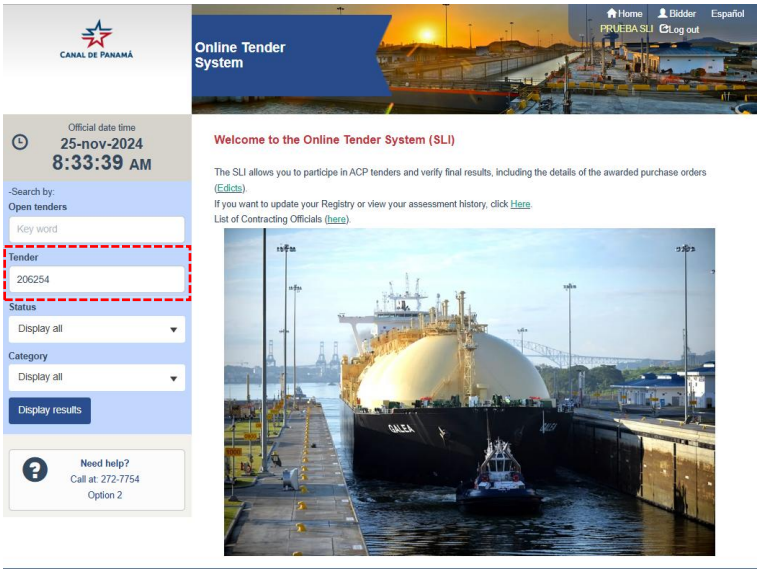
- The system only recognizes files that are in **PDF format**.
- Only a maximum of **15 files** per tender are allowed to be attached.
- Each file must be approximately **15 MB in size.**

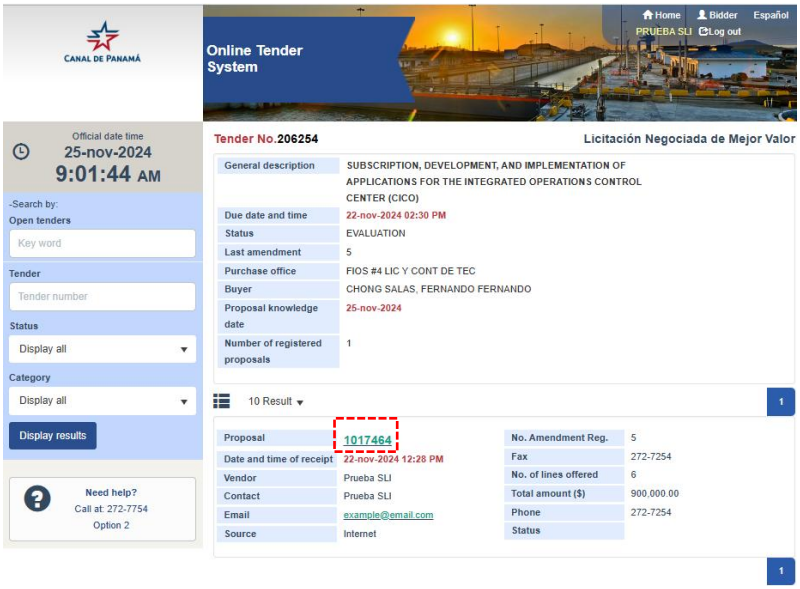
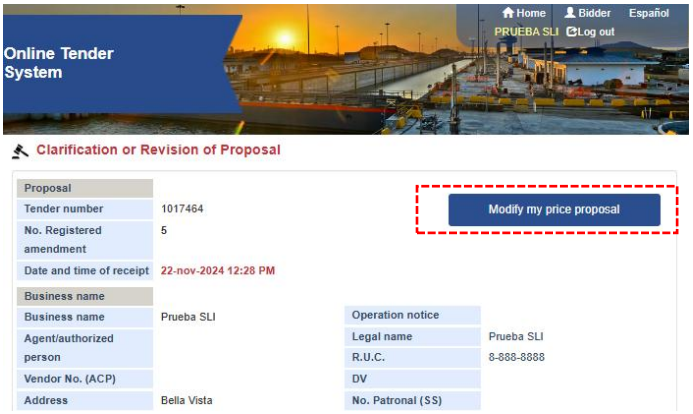
Steps	Reference
1. In tenders that allow the inclusion of attachments, you will see that a yellow area called **Files** attached by the bidder is activated, there you only click on the **Add attachments** link**.**	
2. A window will appear so that you can locate and include the files you want. Click the **Browse** button.	

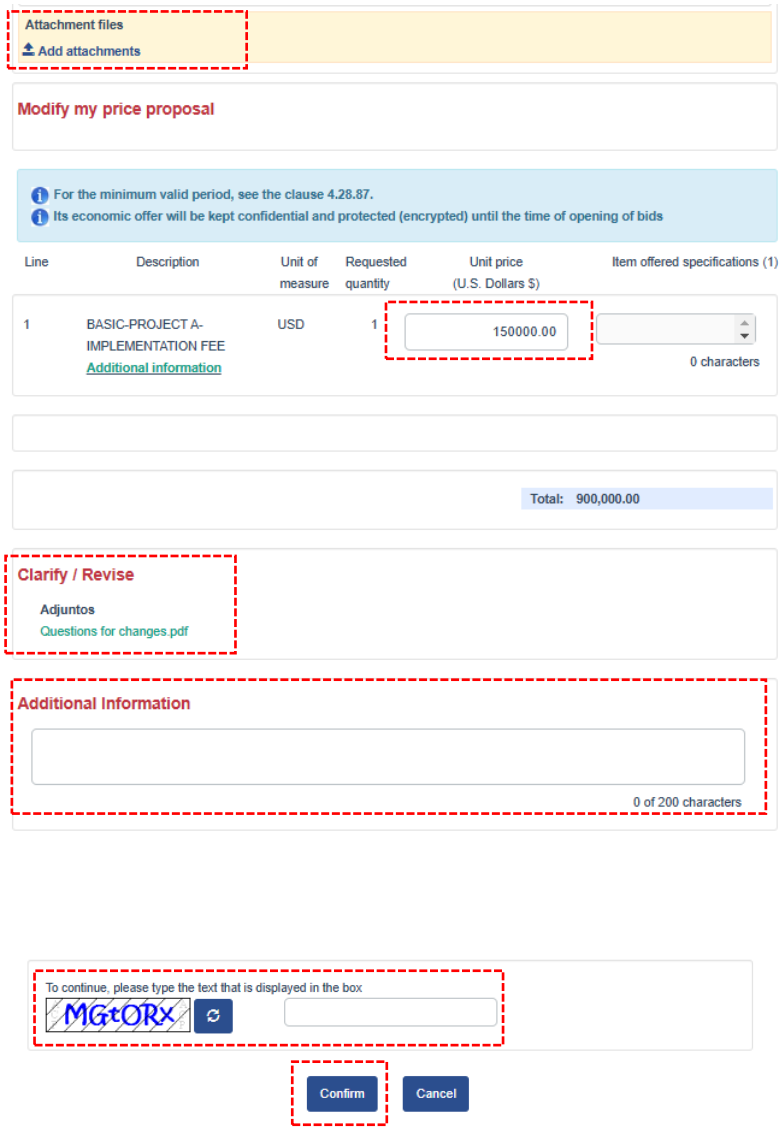
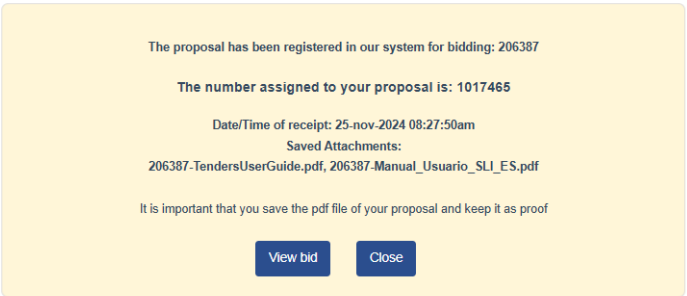
Steps	Reference
3. Locate and select the file you want to attach. **Note**: *Remember that the approximate size is **15 MB** per file.*	
4. The files are listed with their same name and the tender number at the beginning. **5.** Click the **Close the Window** link**.** **Note**: *The system returns to the bid window and the files included must be observed.*	 

Steps to Clarify/Revise deficiencies

The system facilitates the handling of all the documentation required to clarify/revise. This applies exclusively to negotiated tenders that are in evaluation status.

Steps	Reference
1. You will receive an email with the link to the tender in which the Contract Specialist is requesting that you clarify/revise your proposal.	
2. You can also click on the Tender field and type in the number of the tender you want to locate to clarify/revise deficiencies. Click the **Display Result** button.	
When you click on it, the tender information and the enabled button will appear so that you can clarify/Revise your proposal. **3.** Click the **Clarify/Revise Proposal** button**.**	

Steps	Reference
4. Click on the **proposal number.** **Note:** *If you submitted more than one proposal, you must be careful and choose the number of the proposal in which you were asked for clarification.*	
5. In this step, there are two options depending on what the Contract Specialist requests. The buttons would be: **a) Clarify** it will allow the proponent to attach pdf files. **b) Modify my price proposal** will allow you to attach .pdf files and modify the prices for each of the lines.	

Steps	Reference
6. In the **Clarify/Revise** section you can find the information that the Contract Specialist included as an attachment either in Excel, Word or pdf format where he details the results of the evaluation of his proposal. **7.** You can only attach the requested information in pdf format. **8.** You can enter your improved proposal (if this option is available) in this space. **9.** You can write down any additional information you wish to provide. **10.** Enter the Captcha and click the **Confirm** button.	
11. A new proposal number has been generated. You can click the **View Bid or Close** button, depending on your choice.	

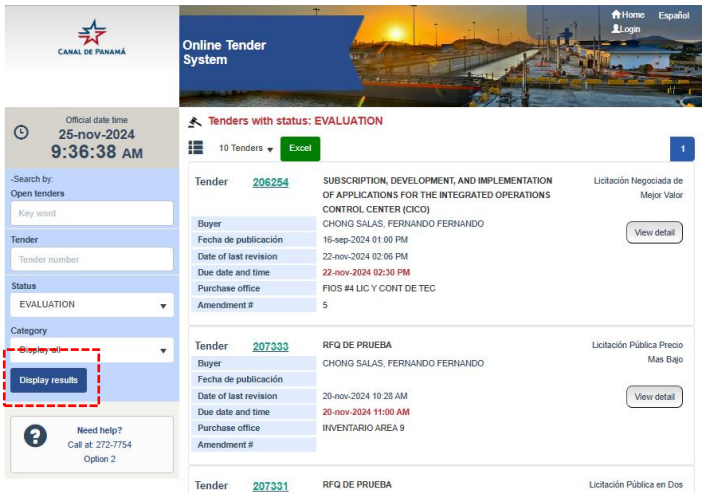
Access to the Bid Abstract Table

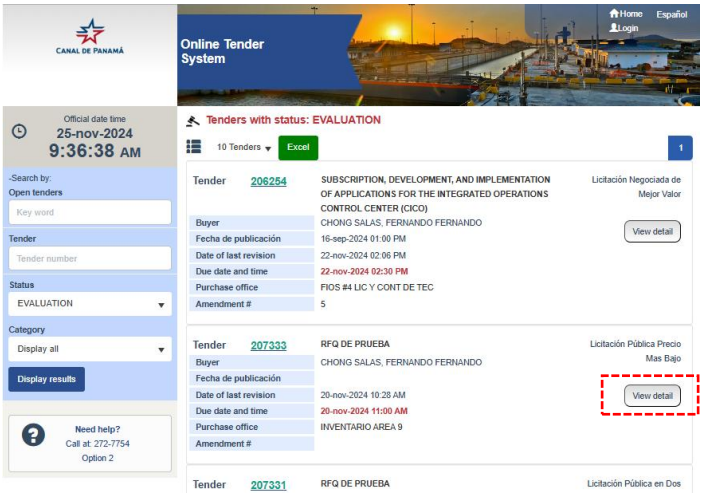
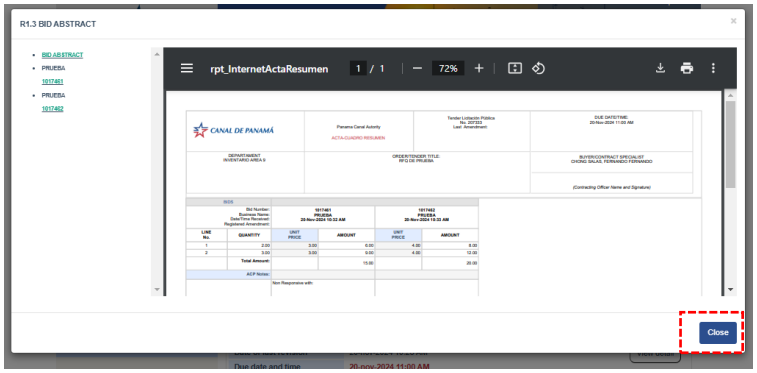
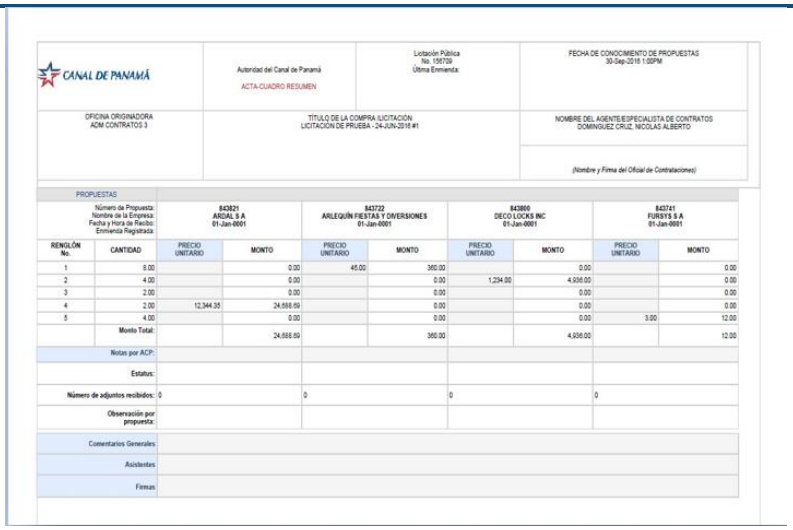
The Bid Abstract (ACR) publishes the summary of the proposals received in the tendering process and the results of the evaluations carried out by ACP.

At the time the ACR is published and the possibility of accessing the details of the proposals through their number will depend on the type of tender. The following table shows these variants:

	Public	Public in person	Negotiated	Micro Purchase
Time or stage from which it is published	***Knowledge of proposal***	***ACR Publication***	***Award***	***Award***
Can I access the details of the proposals?	***Yes***	***Yes***	***No***	***Yes***

Steps to access the RCA and the details of the proposals

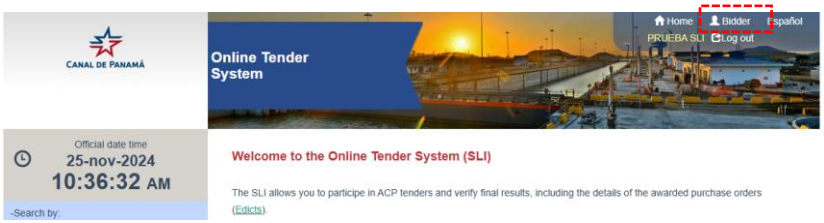
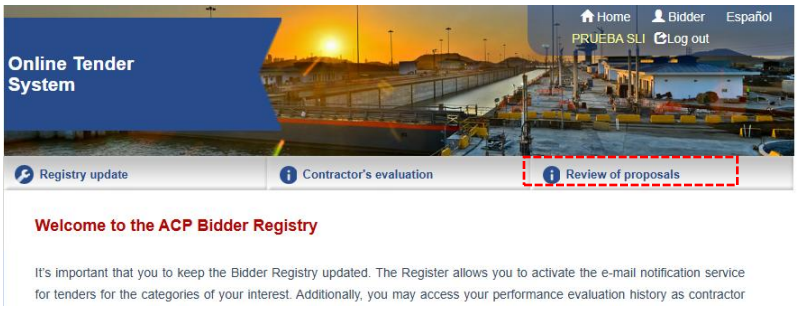
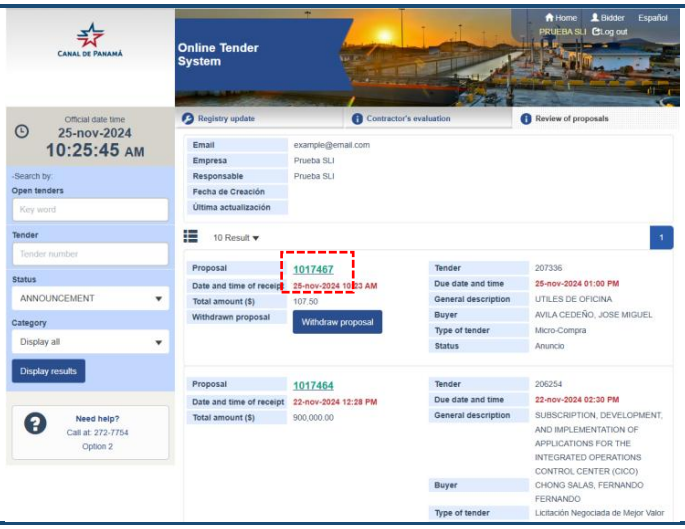
Steps	Reference
1. Search the desired bid. **Note:** *The search can be done by Bid Number or by Bid Status.*	

Steps	Reference
2. Locate the desired tender number and click the **View Detail button**.	
The ACR image will appear. This system also allows you to see the details of the proposals of each of the proponents, click on the number of the proposal you want to consult. **3.** To finish, press the **Close** button.	
This report can be saved, printed or enlarged as you wish, by clicking on the corresponding button. **Note:** *Your computer must have the **Acrobat Reader** installed.*	

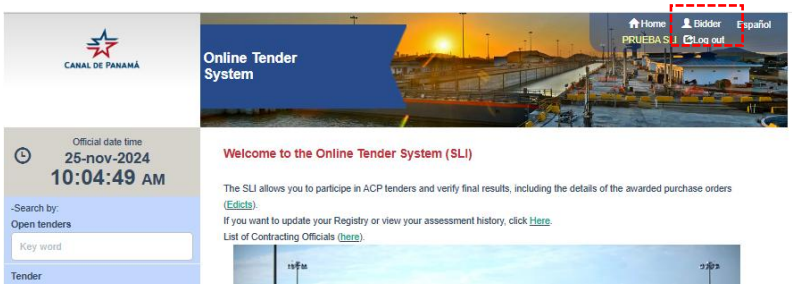
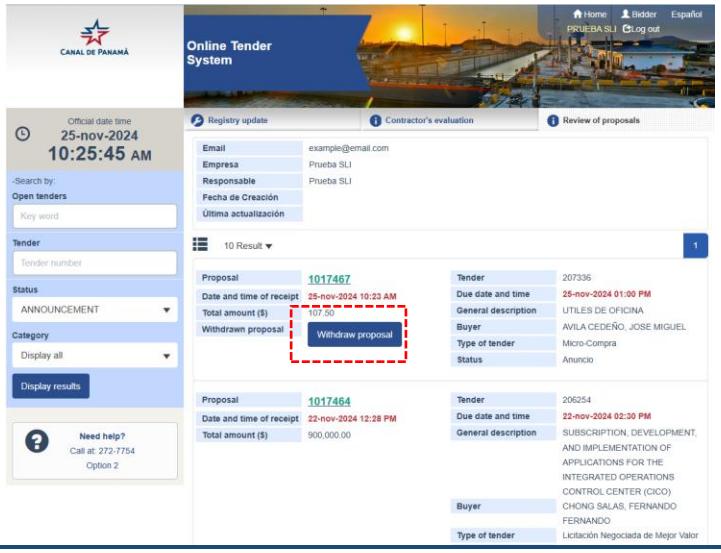
See the proposals

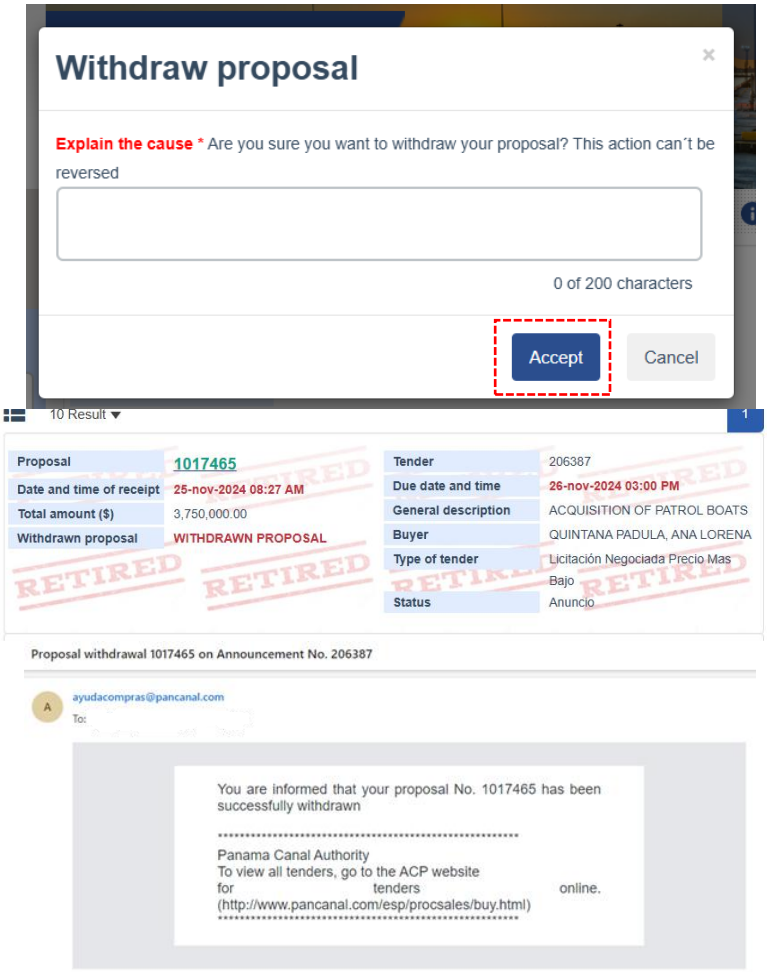
The information on the proposals you have submitted can be viewed at any time by accessing the links: **Bidder → Review of proposals,** of the system.

Steps to access the Proposal Review

Steps	Reference
1. Select the **Bidder** link once logged in.	
2. Click the **Proposal Review button.**	
3. Click on the proposal number to see the detail.	

Steps to withdraw a proposal

Steps	Reference
1. Select the **Bidder** link once you are logged in.	
2. Click the **Review of Proposals button.**	
3. Find the proposal you want to withdraw and click on the **Withdraw Proposal button.**	

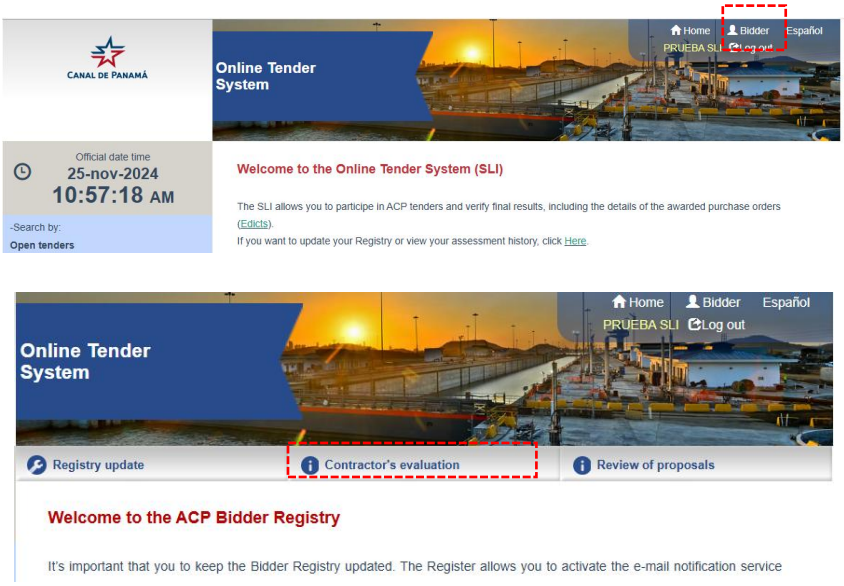
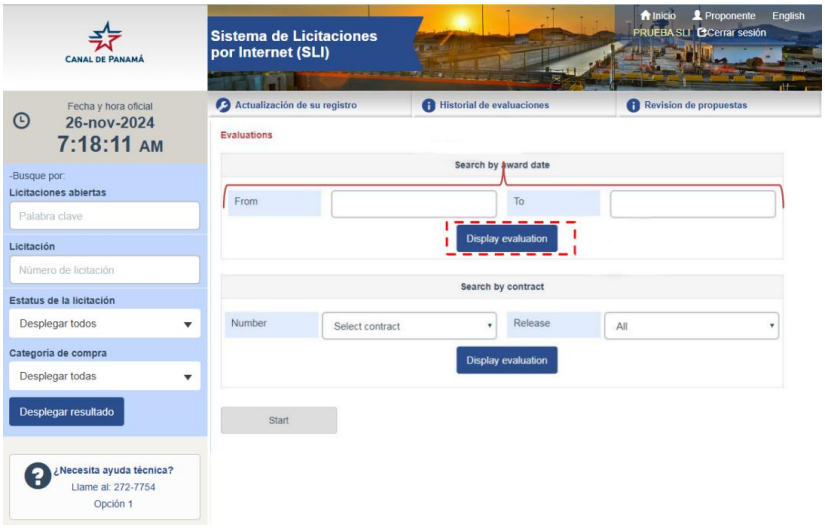
Steps	Reference
4. Indicate the reason for the withdrawal of the proposal and click **on OK**. **Note:** *When the proposal is withdrawn, it will change to a Withdrawn proposal and will have a background image representing the status.* *In addition, you will receive an email informing you of the withdrawal of the proposal.*	

Evaluation history

The goods and services purchased and received are evaluated by the users, you will be able to view the result of your evaluations through the system, once you have accessed our website http://pancanal.com and the links Institutional option and then the sub-options Tenders Online.

The information on the Evaluation History can be viewed whenever you want, by accessing the links**: Proponent → Contractor's evaluation**, of the system.

Steps to access Assessment History

Steps	Reference
1. Select the **Bidder** link once you are logged in. **2.** Click on **Contractor's evaluation**.	
3. You will be able to enter search data from your assessments. The search can be performed by: Award Date Contract number. **4.** At the end, click on the **Display evaluation**.	

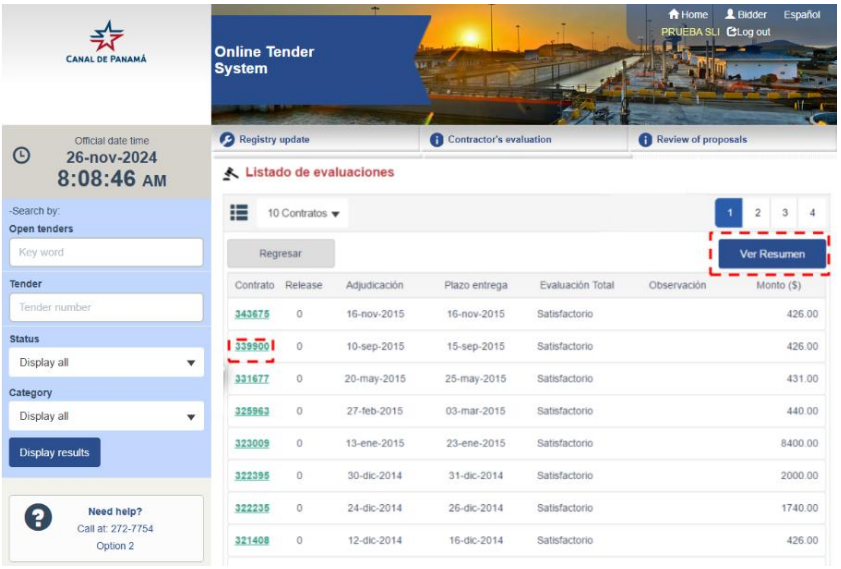
Steps	Reference

Note: *The evaluations are presented by pages ordered by date of award, and you will be able to navigate through them until you locate the desired one.*

5. To view the evaluation details, you must select the Contract Number, or you can also obtain a summary of the evaluations by selecting the **View Summary** button**.**

Note: *When selecting the* ***contract number****, the details of the contract and its respective evaluation criteria by factor are presented.*

In the summary of the evaluations, two tables are presented in descending order, by date of award range: ***Distribution by rating*** *and Evaluation by factor.*



Detalle de la Evaluación

Orden de Compra / Contrato

Número del Contrato: CDO 102251 PIP Release: 0

Tipo de Documento: STANDARD Descripción: IMPRESION DE EL FARO

Fecha de Adjudicación: 17-dec-2002

Monto Total ($): B/. 4,3681.00

Evaluación

Factor	Evaluación	Peso	Criterios para la evaluación por factor		
			Satisfactorio	Regular	Deficiente
Calidad:	Satisfactorio	45.00	Cumplió con los requisitos establecidos.	Cumplió con los requisitos luego de correctivos, (para obras, solicitudes de correcciones notificadas formalmente al contratista).	Resolución parcial o total del contrato por causas imputables al contratista.
Puntualidad:	Satisfactorio	40.00	Cumplió con el plazo de entrega del contrato.	Cumplió el plazo con extensiones de tiempo imputable al contratista que NO afecten las operaciones de la unidad.	Resolución parcial o total por incumplimiento del contratista o cumplió el plazo con extensiones de tiempo imputables al contratista que afectan las operaciones de la unidad.
Relaciones Comerciales y Seguridad:	Satisfactorio	15.00	Comunicación proactiva sobre aspectos administrativos del contrato, y cumplió con los aspectos de seguridad, cuando aplican.	Comunicación reactiva sobre aspectos administrativos, corrigió deficiencias en aspectos de seguridad, después de llamadas de atención formales.	Comunicación poco diligente o actuación evasiva sobre aspectos administrativos, o resolución parcial o total por incumplimiento de aspectos administrativos o suspensión de obra por diferencias de seguridad.
Puntaje Total:		100.00			

Observación:

Resumen de las Evaluaciones

Evaluaciones desde 01-oct-2015 en adelante

Distribución por Calificación	
Calificación	No. de Evaluaciones
Deficiente	0
Regular	0
Satisfactorio	3
Total:	3

Evaluación por Factor			
Factor	Evaluación Promedio		Peso
Calidad	10.00	Satisfactorio	45%
Puntualidad	10.00	Satisfactorio	45%
Relaciones Comerciales y Seguridad	10.00	Satisfactorio	10%
Total:	10.00	Satisfactorio	

Evaluaciones desde 07-oct-2010 hasta 30-sep-2015

Distribución por Calificación	
Calificación	No. de Evaluaciones
Deficiente	0
Regular	0
Satisfactorio	29
Total:	29

Evaluación por Factor			
Factor	Evaluación Promedio		Peso
Calidad	10.00	Satisfactorio	40%
Puntualidad	10.00	Satisfactorio	40%
Relaciones Comerciales y Seguridad	10.00	Satisfactorio	20%
Total:	10.00	Satisfactorio	