**Introduction:**

Suppliers are required to submit their bids online and the Public body will open the bids on the e-Procurement system. Suppliers will be able to view the Bid Opening Report and the Comparative Statement with the information of all Suppliers who have submitted their bids.

All organizations intending to do business with any of the Public Bodies of Government of Mauritius (through any of its Ministries, Departments, Parastatals Bodies as well as Local Authorities) are required to register on the e-Procurement System. You should ensure that your organization have a valid username along with the relevant access privileges to use the process that you intend to execute. The e-Procurement System is available on [eproc.publicprocurement.govmu.org](http://eproc.publicprocurement.govmu.org). The System can be accessed using standard browsers such as Internet Explorer and Firefox. The system also requires installation of latest version of [JAVA](https://java.com). To be able to view the system generated documents which are in PDF formats, you are recommended to install [PDF Reader](https://get.adobe.com/reader/) software.
**Disclaimer:**

Please note that this User Manual is created for the purpose of providing guidance to the Users intending to use the process that is referred in the User Manual. It has been an endeavor to prepare this User Manual by capturing the process flows as well as the mock screens to resemble the process flows and the screens as they appear on the e-Procurement System of Government of Mauritius to the extent possible.

However, it may be possible that the process flows and the mock screens may differ from as what they appear on the e-Procurement System. It shall be the responsibility of the Users to acquaint themselves with the process thoroughly and carry out the transactions on the e-Procurement System as expected. The Users shall ensure that the transactions that are executed on the System are carried out with integrity.
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Section A: Viewing of Opening of Bids and Comparative Statement by supplier on the system after bid opening
Step 1: Login on the e-Procurement System

On entering the URL (eproc.publicprocurement.govmu.org) of the e-Procurement System portal using the recommended browser, the Home Page of the e-Procurement System will be displayed (as shown in the screen below). You will have to login into the system with a valid username and password. Once you have entered your username and password click on LOGIN button.

Note: You will see the latest BD’s that are released on e-Procurement System portal under the section Recent Bidding Document. You can also search the BD using the search option available under Search.
Step 2: Viewing details after bid opening

Every time you login to the System with your username and password, you will be on the DASHBOARD as shown in the screen below. The dashboard has a Standard Menu on top and is divided into four sections. BD for which you wish to see the details will be available in the section MY PENDING TASK with Bid Status as Bid decryption and re-encryption completed. To select a BD click on the Number beside the Status message as shown in the screen below.

Note: In My Pending Task section, BDs will be grouped based on the status message with Number which denotes number of BDs with that status. You also have the option to view all the BDs by clicking on View All Documents.
You will see the Bidding document in the list of documents with Invitation for Bid Status as **IFB Opening Completed**. You may click on **PREVIEW** button appearing under the **ACTIONS** column.

<table>
<thead>
<tr>
<th>IFR REFERENCE NUMBER</th>
<th>BID NO.</th>
<th>DESCRIPTION</th>
<th>PUBLIC BODY</th>
<th>STATUS</th>
<th>IFB PUBLISHING DATE</th>
<th>CLOSING DATE</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ML/IFB:2016/2943</td>
<td>1919893</td>
<td>1.8.2016</td>
<td>MLG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ML/IFB:2016/2942</td>
<td></td>
<td>Construction of sign at Goodlands</td>
<td>MLG</td>
<td>Invitation for Bid Status: Invitation for Bid Status: Released</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ML/IFB:2016/2947</td>
<td></td>
<td>Repairs of fence at Lighthouse</td>
<td>MLG</td>
<td>Invitation for Bid Status: Released</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ML/IFB:2016/2946</td>
<td></td>
<td>Goods (D1)</td>
<td>MLG</td>
<td>Invitation for Bid Status: Release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ML/IFB:2016/2944</td>
<td></td>
<td>BSF-490 M</td>
<td>MLG</td>
<td>Invitation for Bid Status: Release</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
On clicking on **PREVIEW** button, you will get screen as shown below. You will see the list of templates attached in the BD on left side of the screen. To preview details in the template click on the template name.
To preview the details of **Bid Opening Report**. Click on the template **Bid Opening Report** under section **Template(s)**.
To preview the **Comparative Statement**, click on the template **CS for Suppliers** under section **Report(s)**.
To generate and save a PDF copy of template(s), select the template(s) and click on PDF icon.