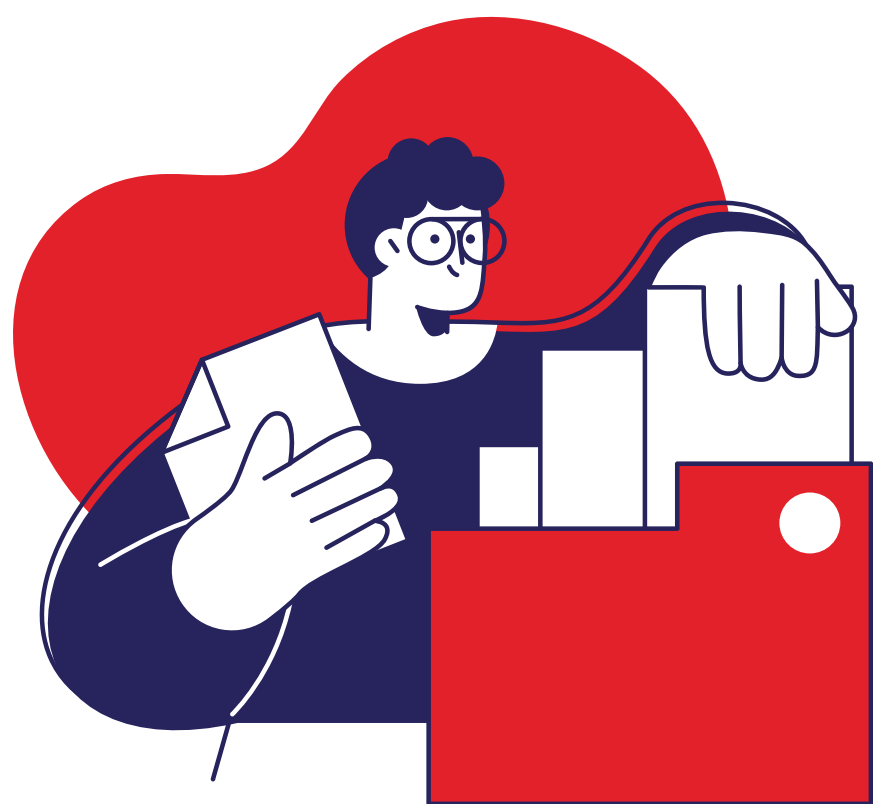


# TENDER PROCESS

## A quick guide for Tenderers



# 1

## REQUEST FOR TENDER (RFT)

- All tender communication shall be through the WSS\* message center or [project.tendering@rmit.edu.vn](mailto:project.tendering@rmit.edu.vn) mailbox only
- Look out for RMIT's RFT announcement on WSS or via email
- Provide back-up email address so you don't miss the release
- Click "RSVP" to activate communication channel on WSS

# 2

## TENDER CLARIFICATION

- Submit any questions you have about the RFT through the WSS message center
- Regularly check the WSS message center for prompt tender updates/notification



# 3

## TENDER BRIEFING & SITE SURVEY

- Request the agenda in advance, attend and make sure the minutes are well captured
- Request to reschedule the site visit, or meeting if the time is not reasonable



# 4

## TENDER SUBMISSION ON WSS

- Do not wait to last minute to submit your tender
- Complete ALL questionnaires and attach all required documents to complete the submission
- Make sure your files are formatted correctly [Company name\_Document name]
- Separate your technical and commercial submission
- Click "SUBMIT FORM" to complete the submission



# 5

## TENDER INTERVIEW

For shortlisted tenders only!

- Be prepared for the interview and make sure you have a good internet connection
- The participation of relevant individuals during the interview is recommended
- Do not disclose pricing information during the technical interview
- Request to reschedule the interview if the time is not reasonable



# 6

## POST-TENDER SUBMISSION CLARIFICATION

Use our template to provide information and upload to "AdditionalDocuments" section in WSS



# 7

## CONTRACT DISCUSSION

Ensure the participation of tenderers' authorized individuals for strategic decision making



# 8

## TENDER RESULT NOTIFICATION

- The tender results will be communicated via email
- You can request a post-tender debrief via email if needed

