

For Bidders and vendors Using the PennBid™ electronic bid management system to respond to this Request-for-Quotation

Tredyffrin Township along with many PA municipalities, Authorities, and private firms is utilizing the PennBid™ electronic procurement Program for their solicitations, RFPs, and RFQs. Using PennBid is beneficial to both the agencies as well as the bidders. Your costs and bidding effort is greatly reduced as bid documents are available online, all Q&As are via email, and sealed bids can be submitted and updated online. Interested bidders need to register, a process that takes only a few minutes. Once registered, bidders have access to all publically available bids and solicitations from every Agency within PennBid, plus be available for By-Invitation-Only RFPs and RFQs. Bidders can obtain all project documents and submit and update their confidential bids online.

Sealed Bid Confidentiality – The confidentiality of the sealed bid system is a cornerstone of the PennBid Program. At no time before Bid Opening can anyone see your electronic bid.

Confidentiality of Identity – When questions are asked and answered, bidder identity is not disclosed to other bidders.

1. Documents – All documents may be downloaded directly to your computer. Documents can be electronically sent to your suppliers and sub contractors.

2. Being added to the "Bidders List" – By downloading any document, you are automatically added to the list of bidders for this solicitation.

3. Questions – by clicking on the "Questions" tab, you can see all questions that have been asked and answered related to this solicitation. You can also ask questions directly through this tab. When the agency answers the question, both the question and answer is emailed directly to all bidders.

4. Submitting and Updating Bids – You may submit and update your bid anytime up to the bid due date and time by clicking on the "Bid" tab. You need only to provide the per unit price. The PennBid Program will automatically calculate the extended price (no more math errors). You can update any line item without affecting the rest of your quote.

What to submit with this bid

Click on the "bid" tab

- Enter financial bid
- Answer questions regarding references

Important Note 1 - Upon request only, bidders may need to submit other documents in original form and signatures to the agency within 3 business days.

Important Note 2 - If the PennBid Program is idle for 50 minutes, a logout warning will appear. Bidders **must** acknowledge. If bidder does not acknowledge that they want to continue working, they **will** be logged out and bidder's data **will not** be saved or submitted.

How to submit your bid

The "bid" tab contains the electronic bid form. All Per Unit Price fields must be filled out. To no-bid a line item, insert a zero (0). PennBid will automatically complete the line extensions and bid totals. At the bottom of the page, check the **Verification Statement** and click **Submit Bid**. Completed bid form can be printed or saved to Excel by clicking the icons in the middle of the bid form page.

Verifying that your bid was submitted

If submitted properly, you will receive an acknowledgement appearing in the middle of your screen saying "Your bid has been submitted".

Withdrawing Your Bid

You may withdraw your bid anytime up to bid due date and time by simply clicking on Withdraw Bid, located at the bottom of the "bid" tab.

Help Guides

There are several Help Guides available from the PennBid™ Home Page.

Additional Support

If additional support is needed, click on the "Contact Us" button located at the upper right of each PennBid screen or call us at (610) 732-4224.