

Bidders and Vendors

In January 2010, Upper Dublin Township began utilizing the PennBid™ electronic procurement Program for solicitations, RFPs, and RFQs. Using PennBid is beneficial to both Upper Dublin Township as well as bidders. Bidder costs and effort is greatly reduced as you no longer need to travel for bid documents or pay fees to Upper Dublin Township to obtain bid documents.

REGISTRATION

In order to submit a bid, interested bidders need to register, a free process that takes only a few minutes. Once registered, bidders have access to all bids and solicitations from every Agency within PennBid, not only Upper Dublin Township. Bidders can obtain all project documents and submit and update their confidential bids online.

To register, go to www.PennBid.net, click on the "Click for Active Bids" in the upper right corner and then click on the Register tab.

A "Vendor Quickstart Guide" is available to assist in registration. Go to www.PennBid.net, click on the "Click for Active Bids" in the upper right corner and then and click on the Home tab. The guide can be found on the right hand side of the window.

CONFIDENTIALITY

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, including Upper Dublin Township.

Confidentiality of Identity

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

BIDDERS LIST

Being added to the "Bidders List"

By downloading any document, you are automatically added to the list of bidders for that solicitation.

ACCESSING BID DOCUMENTS

Documents

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

QUESTIONS ABOUT A BID

Questions

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

SUBMITTING A BID

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.

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.

Submitting Bid Security

An electronic copy of the bid bond or certified check, along with other required bid documents, should be included with your bid. You can scan these documents into your computer and create a bid document file (pdf). To attach this file from the Bid form page, click on "browse" (middle of the page), then click on your bid document file on your computer. The document file will be attached to your bid submission when the "Submit Bid" button is clicked.

If you are the successful bidder, the originals of these bid documents must be delivered to the Township Building within three days of the closing of the bid.

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

Additional Help Guides are also available from the PennBid™ Home Page.