

18.10. Supplier instructions for submitting tenders via Excel

Introduction to the tender response template

As a supplier, you may be invited to participate in a tender managed using mSupply. The client may send you a tender response template Excel document in xlsx format, which you are expected to complete and submit for evaluation. This allows the client to import bid responses from multiple suppliers, and easily compare them within the mSupply Tender Module.



You must use Microsoft Excel 2016 or newer to view and edit the tender template.

The tender template will look like this. You can also download a reference template from here:

[supplier_tender_reference_template.xlsx](#)

The **yellow** section contains the item that you may bid for. **Do not modify any contents of the yellow section.**

The **blue** section is where you can enter the price for the items you wish to bid on.

SupplierTenderResponseTemplate22520221252472839517900.xlsx - Excel											
Test Tender											
Prefilled by mSupply Tender module											
Internal Line ID	Line #	Item Code#	Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units	Offered Pack size	Offered price per pack (DAT Delivered at Terminal)	Currency	Mandatory fields
21A7C06A60137A44BE58	1	ace250i	Acetazolamide 250mg tab	100	10	1000 ea					
A52233109891	2	alb25i	Albumin, human inexcitable sol, 25%	200	10	2000 ea					
FC6E5BC104005453F1E1	3	buc25i	Bupivacaine hydrochloride 0.25% int	250	5	1250 ea					

The Excel template contains three worksheets. **Do not modify the name of the worksheets.**

- **TenderItems:** Main worksheet containing the tender items, as shown above.
- **ManufacturerList:** Contains the manufacturers that populate the [manufacturer dropdown list](#) in the main worksheet. If a new manufacturer is required, add it directly in the TenderItems worksheet.
- **CurrencyList:** Contains the available currencies that populate the [currency dropdown list](#) in the main worksheet. If a new currency is required, add it directly in the TenderItems worksheet.



The currency and the manufacturer column should appear as a [dropdown list](#). If this doesn't work, please make sure you are using Microsoft Excel and that the version supports xlsx file format.



Do not change the cell format. If the cell is set to text or number, then it must be left as it is. Changing the cell to a different format will cause issues later with information potentially being lost.



The Excel file has the header row frozen, allowing you to scroll down the list and enter data while still being able to view the corresponding header.

Completing the tender response template

Fields

More detailed information regarding the tender template fields is described below.

Serial number	Column	Field	Description
1	1(D)	Organization name	Pre-filled. Displays the mSupply store's organization, cannot be changed.
2	2(D)	Supplier code	Pre-filled. Cannot be changed.
3	3(D)	Supplier Name	Pre-filled. Cannot be changed.
4	4(D)	Supplier ID	Pre-filled. Cannot be changed.
5	5(D)	Tender ID	Pre-filled. Cannot be changed.
6	10(A)	Internal Line ID	Pre-filled. Cannot be changed.
7	10(B)	Line #	Pre-filled. Cannot be changed.
8	10(C)	Item Code#	Pre-filled. Fixed by the tender, cannot be changed.

Serial number	Column	Field	Description
9	10(D)	Item Name	Pre-filled. Fixed by the tender, cannot be changed.
10	10(E)	Requested Number of Packs	Pre-filled. Cannot be changed. 30 alphanumeric characters.
11	10(F)	Requested Pack size	Pre-filled. Cannot be changed.
12	10(G)	Requested Total Qty	Pre-filled. Cannot be changed.
13	10(H)	Units	Pre-filled. The unit the quantity is measured in e.g. tablet, mL, g, bottle, vial, ampoule
14	10(I)	Offered Pack Size	Mandatory. Number greater than zero (default = 1). The pack size (number of units in one pack) you are offering.
15	10(J)	Offered Price per Pack [DAT - Deliver at Terminal]	Mandatory. The price you are offering for each pack.
16	10(K)	Currency	Mandatory. The currency of the quoted price. Choose the required currency from the dropdown list. If the currency does not exist, enter the new currency here manually.
17	10(L)	Expiry Date	Mandatory. Expiry date of the quoted product, which can be a specific date or an expiry from delivery (e.g. 12 months). This field can be plain text.
18	10(M)	Delivery Time	Mandatory. Estimated time between the goods leaving the supplier's premises and delivery to the customer (e.g. 5 months).
19	10(N)	Supplier Item Code	Optional. Your supplier item code, if any.
20	10(O)	Manufacture Name	Optional. Choose the required manufacturer from the dropdown list. If the currency does not exist, enter the new manufacturer here manually.
21	10(P)	Comments	Optional. Enter any comments that should be considered in the evaluation process (e.g. brand provided, quote only applicable if all needle sizes are awarded etc.).

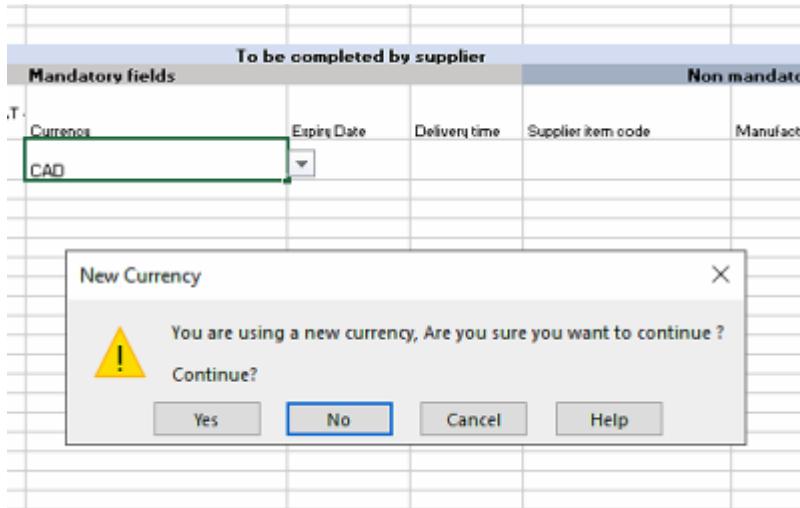
Currency

This specifies the currency for your quote, which is set for each item. Select an available currency from the dropdown list.

To be completed		
Mandatory fields		
ck [DAT all]	Currency	Expiry Date
	<input type="text"/> <div style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 150px; display: none;"> NPR USD AUS INR </div>	

If the required currency is missing, it means the client has never handled this currency in mSupply before. You may enter the new currency in this column using the appropriate three letter abbreviation

from this link:[Currency Abbreviation](#).



The screenshot shows a portion of an Excel spreadsheet with a currency selection dialog box overlaid. The dialog box is titled 'New Currency' and contains the message: 'You are using a new currency, Are you sure you want to continue ?' with a yellow warning icon. It has four buttons: 'Yes', 'No', 'Cancel', and 'Help'. The 'Yes' button is highlighted. The spreadsheet has columns for 'Mandatory fields' and 'Non mandatory fields'. The 'Currency' field is highlighted with a green border and contains 'CAD'. Other columns include 'Expiry Date', 'Delivery time', 'Supplier item code', and 'Manufacturer'.

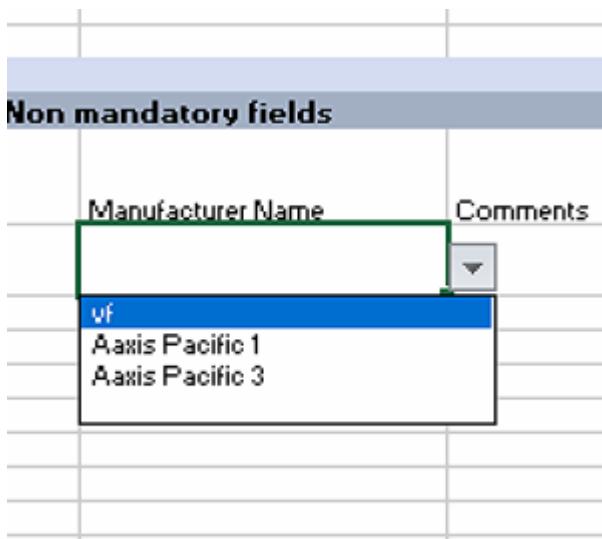
The example above shows Canadian Dollars (CAD) is being quoted for this item. Excel will alert you that this is a new currency. Click OK to continue with the new currency.



On your next tender with the same client, your currency of choice should already be present on the spreadsheet.

Manufacturer

This specifies the manufacturer for your quoted item. Select an available manufacturer from the dropdown list. Typing the first few letters will show a list of matching manufacturers.



The screenshot shows a portion of an Excel spreadsheet with a manufacturer selection dialog box overlaid. The dialog box is titled 'Non mandatory fields' and contains a 'Manufacturer Name' field. The dropdown menu shows three options: 'vf', 'Axis Pacific 1', and 'Axis Pacific 3'. The 'vf' option is highlighted with a blue selection bar. Other columns include 'Comments'.

If the required manufacturer is missing, it means the client has never recorded goods from this manufacturer in mSupply before. You may enter the new manufacturer in this column. Excel will alert you that this is a new manufacturer. Click OK to continue with the new manufacturer.

Prefilled by supplier		Non mandatory fields	
Delivery time	Supplier item code	Manufacturer Name	Comments
		new manufacturer	
New Manufacturer			
You are adding a new Manufacturer, Are you sure you want to continue ?			
Continue?			
Yes No Cancel Help			



On your next tender with the same client, the newly added manufacturer should already be present on the spreadsheet.

Tender response rules

If you choose not to bid for an item: Leave the blue section for that row blank. Do not delete lines.

Prefilled by mSupply Tender module		Mandatory fields				To be completed by supplier				Non mandatory	
Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units	Offered Pack size	Offered price per pack [DAT : Delivered at Terminal]	Currency	Expire Date	Delivery time	Supplier item code	Manufacturer
Acetazolamide 250mg tab Albumin, human injectable sol, 25% Bupivacaine hydrochloride 0.25% ini	100 200 250	10 10 5	1000 ea 2000 ea 1250 ea		7 5	3 USD 4 USD		20-May-2022 05-06-2022	3 month 15 days	TS1234 BBSR	new manufacturer Asia Pacific

If you wish to make multiple bids for the same item: Copy and paste the entire row. Ensure all the fields in the yellow area remain unedited. Enter your bids in the blue section.

Prefilled by mSupply Tender module								Test tender			
Internal Line ID	Line #	Item Code#	Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units	Offered Pack size	Offered price per pack [DAT : Delivered at Terminal]	Currency	
21ATC06A60137A44BE58	1	ace250t	Acetazolamide 250mg tab		100	10	1000 ea				
A52233109E91	2	alb25i	Albumin, human injectable sol, 25%		200	10	2000 ea				
FC6E58C1848D54459FE13	5	bup25i	Bupivacaine hydrochloride 0.25% ini		250	5	1250 ea				
E0BB203609EDDA4EB85C	4	bup25i	Bupivacaine hydrochloride 0.25% ini		250	5	1250 ea				
E0BB203609EDDA4EB85C	3	bup25i	Bupivacaine hydrochloride 0.25% ini		250	5	1250 ea				

If you wish to rearrange the items: Rows do not need to be in any particular order. You can rearrange the spreadsheet as required. Ensure all the fields in the yellow area remain unedited.

Prefilled by		
Line #	Item Code#	Item Name
1	ace250t	Acetazolamide 250mg tab
2	alb25i	Albumin, human injectable sol, 25%
5	bup25i	Bupivacaine hydrochloride 0.25% ini
4	bup25i	Bupivacaine hydrochloride 0.25% ini
3	bup25i	Bupivacaine hydrochloride 0.25% ini

Tender submission

After entering your bids, save the Excel spreadsheet (xlsx file) and email it to the client as guided.

From:
<https://docs.msupply.org.nz/> - mSupply documentation wiki

Permanent link:
https://docs.msupply.org.nz/tender_management:supplier_responding_to_tender_via_excel?rev=1647318860

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