

How to submit a Quote for an Informal Bid (mini-RFP)

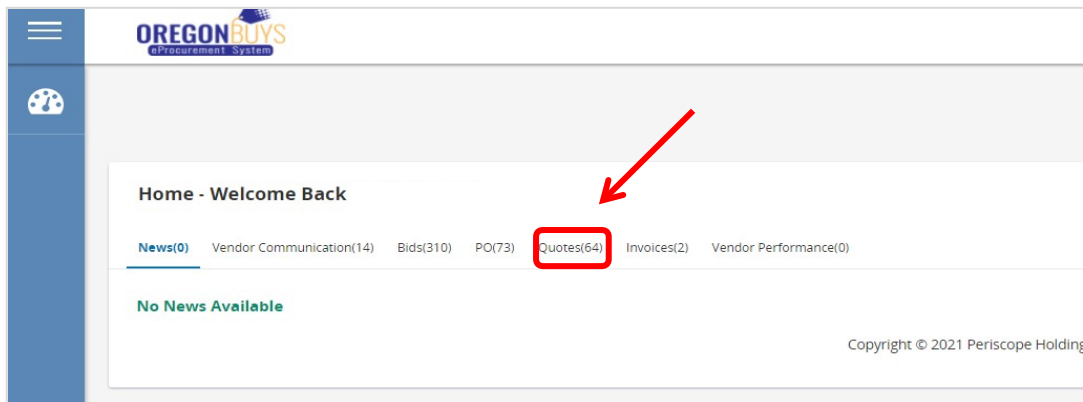
OregonBuys allows suppliers to view Bid Solicitations (opportunities) and submit electronic responses called Quotes.

This is a step-by-step guide on how to submit a Proposal, Quote or Bid for a mini-RFP. Use this guide to respond to the following:

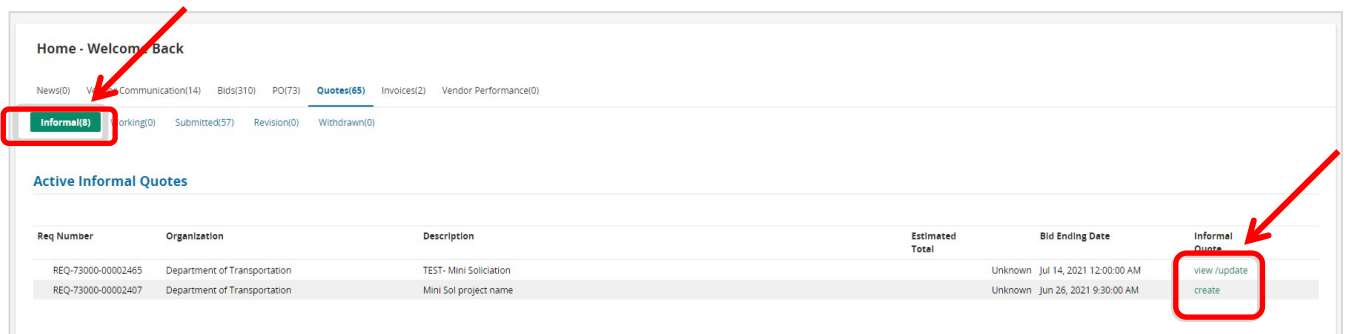
- Mini-RFP
- 3 Quote Process
- Request for Bid
- Request for Quote

Open, view and submit a Proposal, Quote or Bid for an Active Informal Bid:

1. Log in to OregonBuys and click on the **Quotes** tab



2. Under this tab is the Informal Tab which shows a list of the Active Informal Quotes that are open for bidding.
3. To view and respond to an open Informal Quote, click on **Create**.
 - You can also view and update your Quote or Bid by clicking **View/Update**.



- After clicking **Create**, the Informal Quote Requisition page opens.
- On this page, under the Requisition Attachments you can click and download attachments.

Informal Quote - Requisition

Header Information

Requisition Number: REQ-73000-00002407 **Description:** Mini Sol project name

Buyer: Melissa Lovejoy
Phone: (111)111-1111
Melissa.e.lovejoy@odot.state.or.us

Ship To: ODOT Procurement Office
3930 Fairview Industrial Dr. SE
Salem, OR 97302 **Bill To:** ODOT Procurement Office
3930 Fairview Industrial Dr. SE
Salem, OR 97302

Requisition Attachments

Agency Files: [Mini Solicitation~2.docx](#)

Agency Forms:

Vendor Files:

Vendor Forms:

- Scroll to the bottom of this page to **Item Information** and enter pricing if required. *If no pricing is required, do not enter any information in this section.* Click **Save & Continue** even if no pricing is entered. **After clicking Save & Continue, the Manage Attachments button will appear.**

Item Information

Sort by Column: Sort Descending

| Req Item Info | Quantity | Unit Cost | UOM | Tax Rate | Freight | Extended Amount | Quote Total | No Bid |
|---|----------|-----------|-----------|----------|---------|-----------------|-------------|--------------------------|
| Item #: 1 Print Sequence: 1.0 (005 - 05) Please see attachment Quantity(UOM): 1.00(EA) | 1.0 | 0.00 | EA - Each | | 0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| | | | | | | \$0.00 | \$0.00 | |

Please save your changes before sorting. Otherwise, your changes will be lost.

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- Click **Manage Attachments** button to attach any documents requested in the solicitation.

Item Information

Sort by Column: Sort Descending

| Req Item Info | Quantity | Unit Cost | UOM | Tax Rate | Freight | Extended Amount | Quote Total | No Bid |
|---|----------|-----------|-----------|----------|---------|-----------------|-------------|--------------------------|
| Item #: 1 Print Sequence: 1.0 (005 - 05) Please see attachment Quantity(UOM): 1.00(EA) | 1.0 | 0.00 | EA - Each | | 0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| | | | | | | \$0.00 | \$0.00 | |

Please save your changes before sorting. Otherwise, your changes will be lost.

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8. Click the **Add File** button to upload your attachments. When finished click **Save & Exit**.

Informal Quote for Open Market Requisition REQ-73000-00002407

Message from the OregonBuys Test Environment Marking an Item "Confidential" will ensure the document will not be displayed publicly within the OregonBuys system. Message Code: CANOT

Informal Quote Vendor File Attachments

No File Attachments

Informal Quote Vendor Form Attachments

No Form Attachments

Save & Exit Save & Continue Add File Add Form Exit

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9. The next screen confirms the uploaded attachments. **Check the Confidential box** for each attachment so it's viewable only to the agency and not to members of the public. Then click **Save & Exit**.

Informal Quote for Open Market Requisition REQ-73000-00002407

Message from the OregonBuys Test Environment Marking an Item "Confidential" will ensure the document will not be displayed publicly within the OregonBuys system. Message Code: CANOT

Informal Quote Vendor File Attachments

| Name | Description | Confidential | Attached By | Attached Date | Delete |
|----------------------|-------------|--------------------------|-------------|---------------|--------------------------|
| Vendor Quote=41.docx | | <input type="checkbox"/> | BILLSGLASS | Jun 25, 2021 | <input type="checkbox"/> |

Informal Quote Vendor Form Attachments

No Form Attachments

Save & Exit Save & Continue Add File Add Form Exit

10. This takes you back to the Informal Quote Requisition Page. Scroll to the bottom and click **Save & Exit**.

Sort by Column: **Print Sequence** Sort Descending Go

| Req Item Info | Quantity | Unit Cost | UOM | Tax Rate | Freight | Extended Amount | Quote Total | No Bid |
|--|----------|-----------|----------|----------|---------|-----------------|-------------|--------------------------|
| Item #: 1 Print Sequence: 1.0 (005 - 05) Please see attachment Quantity(UOM) : 1.00(EA) | 1.0 | 0.00 | EA- Each | | 0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| | | | | | | \$0.00 | \$0.00 | |

Please save your changes before sorting. Otherwise, your changes will be lost.

Manage Attachments Save & Exit Save & Continue Exit

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11. Your Proposal, Quote, or Bid has now been submitted.

12. To view or update your Proposal, Quote, or Bid, click on **View/Update** from the Active Informal Quote page.

Home - Welcome Back SHERI SUTLIFF

News(0) Vendor Communication(14) Bids(310) PO's(7) **Quotes(55)** Notices(2) Vendor Performance(0)

Informal(3) Working(0) Submitted(57) Revision(0) Withdrawn(0)

Active Informal Quotes

| Req Number | Organization | Description | Estimated Total | Bid Ending Date | Informal Quote |
|--------------------|------------------------------|-------------------------|-----------------|--------------------------|------------------------------|
| REQ-73000-00002465 | Department of Transportation | TEST- Mini Solicitation | Unknown | Jul 14, 2021 12:00:00 AM | view /update |
| REQ-73000-00002407 | Department of Transportation | Mini Sol project name | Unknown | Jun 26, 2021 9:30:00 AM | view /update |

Exit

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