



## REQUESTS FOR PROPOSALS

Before accessing the technical and commercial documentation, you must follow these steps:

1. **Accept the prerequisites:** here you will have to answer some questions and then accept the prerequisites.
2. **Select the lots for which you would like to submit a proposal.** This is not an auction, just a request for proposals, but based on the terms used by Ariba, you need to select the lots for which you are submitting a proposal.
3. Once the previous two steps have been completed, you can **access the contents of the request for proposals itself.** You have the option to download contents in Excel format for your convenience.

There are 3 different sections within a tender:

1. **Qualification:** this part contains all the administrative questions regarding your company and you should answer based on the information requested.
2. **Technical requirements:** here you upload your technical proposal and any other information required. There is also an attachment area where you can find the specifications and technical conditions.
3. **Commercial requirements:** all the items that must be included in your proposal are shown here. Unit price for each of them.