

2019

How To Respond To Tenders FutureBuy

DUBAI FUTURE FOUNDATION

Supplier User Guide – How To Respond To Tenders

Dear Valued Supplier,

Welcome to “FutureBuy Procurement Portal” user guide.

This user guide will lead you through how to respond to tenders you’ve been invited to by Dubai Future Foundation Buyers via FutureBuy and will be delivered through a step-by-step approach.

If you are facing difficulties at any time during the registration process, you can email our help desk for assistance at sourcingsupport@tejari.com.

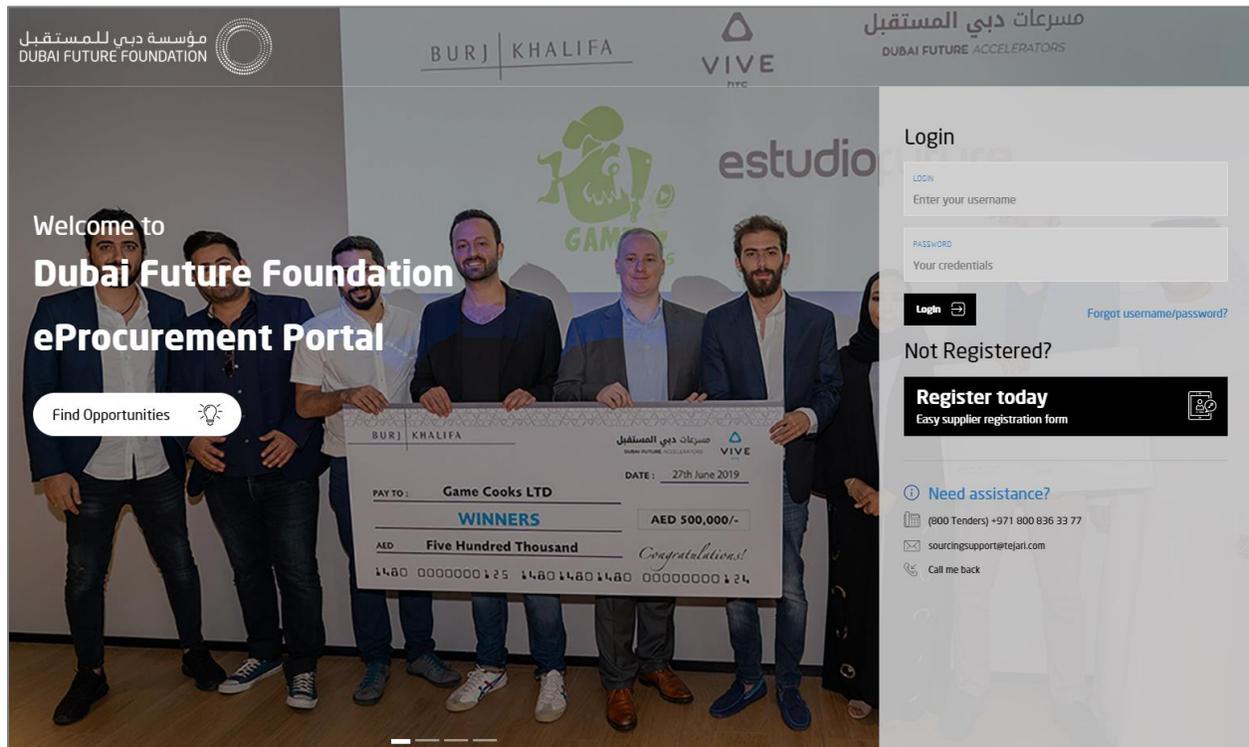
Alternatively, you can dial +971 800 8363377 (800 Tenders) for telephonic support from Sundays to Thursdays 8:00 AM – 5:00 PM (GMT + 4:00) Abu Dhabi, Muscat.

Sincerely,

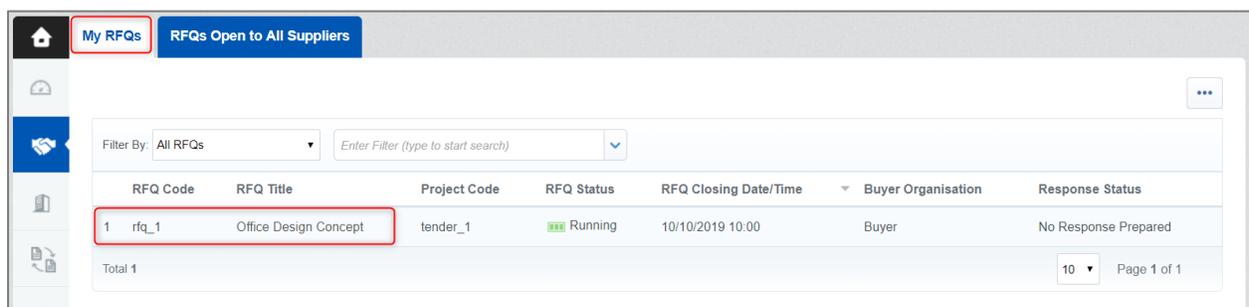
Dubai Future Foundation Team

Step 1: Access the FutureBuy link <https://www.futurebuy.ae/web/login.html>

Once you have accessed the URL, enter your username and password in order to gain access to the portal.



Step 2: From the list of available RFIs or RFQs, click on the required specific RFx:



Step 3: Once you have accessed the RFI/Q,

You will land on the **My Response** tab to review the questionnaire listing the tender scope of work, technical questions and details of the tender.

You will need to click on the **Create Response** icon to initiate a response.

▼ RFQ: rfq_1 - Office Design Concept Running

Project: tender_1- ABC
Closing Date: 16/11/2019 10:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

Create Response Decline To Respond

Currency: AED

[View Response Index Only](#)

▼ 1. Qualification Response (Questions: 19)

▼ 1.1 Registration - Section of Profile Questions

Question	Description	Response
1.1.1 Established Date	* Please insert the company's Established Date	10/09/2019
1.1.2 Trade / Business License Document	* Please attach a copy of the Company's Valid Trade / Business License & insert the Expiry Date	Attachment.docx (0 KB) * Expiring on: 10/09/2020
1.1.3 Trade / Business License Number	* Please insert the company's Trade / Business License Number	12345
1.1.4 Issuing Authority	* Please mention the Issuing Authority of the Company's Trade License	dubai
1.1.5 Company Profile	* Please attach a copy of the Company's Profile	Attachment.docx (0 KB)

Step 4: Once you have accessed the RFI/Q,

You may click on the **Edit Response** icon to begin drafting your response. All the question marked with a red asterisk (*) is set as mandatory. You won't be able to submit your response without responding to these questions.

RFQ: rfq_1 - Office Design Concept Run

[← Back to List](#)

2. Technical Response (Questions: 7) [Edit Response](#)

2.1 Confirmation of Responses - Question Section

Question	Description	Response
2.1.1 Scope of Work	<p>* Please attach a copy of your Methodology here. Please note that no financial or commercial information should be included in this section. The proposal should outline a creative concept that is aligned with Dubai Future Foundation brand and its' objectives.</p> <p>Detailed scope of work is included in the scope of work. This document can be found in the document attachment area of this RFQ</p> <p>The consultant should propose the main activities of the assignment, their work breakdown structure and expected duration, phasing and dependencies and delivery dates of milestones/submissions. The proposed work plan should be consistent with the proposed approach and methodology.</p>	(no file attached)
2.1.2 Company Profile	<p>* Please attach here a copy of your Company Profile detailing the reputation of the agency and the projects engaged with government entities</p>	(no file attached)
2.1.3 High level Project Implementation Plan	<p>* Please attach a copy of your project plan with the key activities and delivery milestones with timelines for the project.</p>	(no file attached)
2.1.4 Organisation Chart	<p>* Submit Project Team Organisation Chart including proposed sub-consultants. This should clearly describe all roles & responsibilities including sub-consultants, if any.</p>	(no file attached)
2.1.5 CVs of Proposed Personnel to include experience of proposed team	<p>* Please upload the CV's of members who will deliver the services described in the Tender Documents. Please ensure that these members have also been identified in the Proposed Organisation Chart.</p>	(no file attached)
2.1.6 Similar UAE Project Experience	<p>* Please provide details of previous similar projects with exhibition quality executed in UAE, and ensure to provide all required details as well as provide detail on ability to manage complex projects and the interaction of multiple stakeholders.</p>	(no file attached)
2.1.7 Consultancy Services in house or out sources	<p>* Please confirm if the design or part of it will be undertaken in house or outsourced to a third party. If outsourced then please attach a list of the sub consultants to be engaged.</p> <p>Please include in your technical submission details of the above, attach a copy of this information here.</p>	(no file attached)

Step 4: The questionnaire may have different question types, varying from Text, Numeric, Yes/No, Attachments, etc. While drafting your response to the questionnaire, you may continue to clicking on the **Save and Continue** icon to make sure your response is always saved.

Once you have completed drafting your response you will need to click on the **Save and Return** icon to be directed back to the submission page.

Save and Return
Save and Continue
Cancel
Validate Response

2. Technical Response (Questions: 7)

2.1 Confirmation of Responses - Question Section		
Question	Description	Response
2.1.1	<p>Scope of Work</p> <p>★ Please attach a copy of your Methodology here. Please note that no financial or commercial information should be included in this section. The proposal should outline a creative concept that is aligned with Dubai Future Foundation brand and its' objectives.</p> <p>Detailed scope of work is included in the scope of work. This document can be found in the document attachment area of this RFQ</p> <p>The consultant should propose the main activities of the assignment, their work breakdown structure and expected duration, phasing and dependencies and delivery dates of milestones/submissions. The proposed work plan should be consistent with the proposed approach and methodology.</p>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">+ Click to attach file 📎</div>
2.1.2	<p>Company Profile</p> <p>★ Please attach here a copy of your Company Profile detailing the reputation of the agency and the projects engaged with government entities</p>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">+ Click to attach file 📎</div>
2.1.3	<p>High Level Project Implementation Plan</p> <p>★ Please attach a copy of your project plan with the key activities and delivery milestones with timelines for the project.</p>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">+ Click to attach file 📎</div>
2.1.4	<p>Organisation Chart</p> <p>★ Submit Project Team Organisation Chart including proposed sub-consultants. This should clearly describe all roles & responsibilities including sub-consultants, if any.</p>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">+ Click to attach file 📎</div>
2.1.5	<p>CVs of Proposed Personnel to include experience of proposed team</p> <p>★ Please upload the CV's of members who will deliver the services described in the Tender Documents. Please ensure that these members have also been identified in the Proposed Organisation Chart.</p>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">+ Click to attach file 📎</div>
2.1.6	<p>Similar UAE Project Experience</p> <p>★ Please provide details of previous similar projects with exhibition quality executed in UAE, and ensure to provide all required details as well as provide detail on ability to manage complex projects and the interaction of multiple stakeholders.</p>	<div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid blue; padding: 2px; display: inline-block; margin-top: 5px;"> ▼ </div> <p style="font-size: 0.8em; margin-top: 5px;">Characters available 2000</p>

Step 5: You will be directed to draft the commercial response as per the envelope questionnaire.

While drafting your response to the questionnaire, you may continue to clicking on the **Save and Continue** icon to make sure your response is always saved.

Once you have completed drafting your response you will need to click on the **Save and Return** icon to be directed back to the submission page.

RFQ: rfq_1 - Office Design Concept Running
Currency: AED

3. Commercial Response (Items: 4, Questions: 1)

3.1 Fee Confirmation - Question Section

Question	Description	Response
3.1.1	Fee Confirmation * Please confirm the prices quoted is in United Arab Emirates Currency (AED) and the proposal shall be valid for a period of at least sixty (60) calendar days from the Proposal Submission Deadline	Confirm ▾

3.2 Fee - Price Section

Item Code	Description	Item Remarks	Unit of Measurement	Quantity	Unit Price	Price	Comments
3.2.1	* Design Fee		Lump sum	1	1,900	1,900	N. 512
3.2.2	* Implementation Fee		Lump sum	1	1,900	1,900	N. 512
3.2.3	* Post Implementation Support Services Fee		Lump sum	1	2,900	2,900	N. 512
3.2.4	* Additional Support Fee		Lump sum	1	2,900	2,900	N. 512

Step 6: Once you have completed drafting your response to the RFP. You may proceed to clicking on the Submit Response icon.

If you wish you may revise your submission again, however please be minded to do so prior to the RFP closing date and time.

▼ RFQ: rfq_1 - Office Design Concept
Running

Project: tender_1-ABC
Closing Date: 16/11/2019 10:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details
Messages (Unread 0)

Settings
Buyer Attachments (0)
My Response
Associated Users

Submit Response
Export/Import Response

My Response Summary

1.	Qualification Response	All questions answered No additional attachments	
2.	Technical Response	All questions answered No additional attachments	
3.	Commercial Response	All quoted items completed No additional attachments	Total Price (excluding optional sections)
			9,600

For further help and support, please contact our Helpdesk team on +971 800 8363377 (800 Tenders) for telephonic support or email sourcingsupport@tejari.com from Sundays to Thursdays 8:00 AM – 5:00 PM (GMT + 4:00) Abu Dhabi, Muscat.