

Downloadable BidTable Templates

Overview & Highlights

Important Notes to keep in mind:

- BidTable templates can only be filled out with Microsoft Excel
- All white Vendor Response cells in the template must be filled out
- **Save** your Excel template as you go
- Always review and note all “**Important Events**” dates/time
- Review “**Project Description**” and any posted “**Public Notices**”
- Review, download and fill out all “**Supporting Documentation**” and “**Requested Information**” well in advance.
- We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission

Quick Resources

Video Walkthrough

Detailed training: Check out our full training video on filling out [BidTable Templates](#).

Quick Video: Check out our high-level overview video, which contains a walkthrough of the [Vendor Registration and Submission](#) process

Bonfire Resources/Articles:

- [How do I fill out a BidTable template?](#)
- [How do I fill out additional responses in a BidTable template?](#)

Completing a Submission with a BidTable Template

Navigating the Opportunity

Project Details & Important Events

- ❑ After logging in and selecting the opportunity you would like to submit to, note key project dates and details under the **“Project Details”** section

RFP3948 - Paper Products

Project Details

Project: Paper Products

Ref. #: RFP3948

Department: Purchasing

Type: RFP

Status: **OPEN**

Open Date: Jun 8th 2020, 12:00 PM EDT

Questions Due Date: Jul 6th 2020, 12:00 PM EDT

Close Date: Jul 6th 2020, 12:00 PM EDT

Days Left: 28

Project Description:
CloudDemo is soliciting bids for a variety of paper products. Please refer to the attached RFP documentation for the full scope of work.

- ❑ Check **“Important Events”** section for additional events and deadlines

Important Events:

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Jun 8th 2020, 12:00 PM EDT	N/A
UPCOMING	Intent to Bid Due Date	Online Portal	Deadline to indicate your intent to Bid	Jun 19th 2020, 12:00 PM EDT	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Jul 6th 2020, 12:00 PM EDT	N/A
UPCOMING	Questions Due Date	Online Portal	Deadline to submit Questions	Jul 6th 2020, 12:00 PM EDT	N/A

Supporting Documentation

- ❑ **Download** and **Review** all documents provided by the purchasing organization under the **“Supporting Documentation”** section

Supporting Documentation:

File	Type	Description	Date Created	Actions
RFP - Waste Removal Services.pdf	Documentation	Please refer to this main RFP document.	Jul 19th 2022, 11:13 AM EDT	Download
Submission Instructions.pdf	Documentation	Please refer to these submission instructions.	Jul 19th 2022, 11:13 AM EDT	Download

Requested Information

- ❑ Note the details of what is required as part of your submission under the **“Requested Information”** section.
- ❑ **Download** the BidTable template.

Requested Information:

Listed below are the documents and information needed to complete your submission:

Name	Type	# Files	Requirement	Instructions	Actions
Proposal	File Type: PDF (.pdf)	Multiple	REQUIRED		
Appendix A	File Type: PDF (.pdf)	Multiple	REQUIRED		
Appendix B	File Type: PDF (.pdf)	Multiple	REQUIRED		
Appendix C	File Type: PDF (.pdf)	Multiple	REQUIRED		
Paper Products Pricing Sheet (BT-02HR)	BidTable: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this BidTable.	Download
Do you have a WBE certification?	Data Type: Yes/No	N/A	REQUIRED		

Filling in the Template

Navigating the Excel Spreadsheet

- ❑ Open the Excel template you downloaded from the Requested Information.
- ❑ Carefully read the instructions provided on the first tab.

When pasting content, please use Paste Special as Text without any formatting.

Foods 1/2 (BT-14QZ)

Instructions

- When pasting content, please use Paste Special as Text without any formatting.
- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.
- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.
- Please follow the instructions provided along with this file to submit it back to Bonfire.
- By default, every item has "No Bid" selected for the "Bid/No Bid Decision" column.
- If you decide not to bid on an item, then you must select "No Bid" in the "Bid/No Bid Decision" column and all of the other editable cells for the item must contain a valid value.
- If you decide to bid on an item, then you must select "Bid" in the "Bid/No Bid Decision" column and all of the other editable cells for the item must be blank.
- To submit additional bids for an item, you must go to the Additional Responses tab.
- If you decide to submit an additional response for an item, then you must also complete a primary response bid for that item.
- Every item has a unique item number found in column D. To submit an additional bid for an item, enter the item number from the Primary Responses sheet into the blank item number cell on the Additional Responses sheet (column D).
- Entering the item number on the Additional responses sheet will cause the line to populate with item-specific info. An additional response can now be completed by filling in the blank cells with the bid information you wish to submit.
- You can submit as many additional bids for each item as you would like

Instructions Primary Responses Additional Responses +

Enter Your Primary Responses

- ❑ Under the **Primary Responses** tab, you will fill in your answers for all the items you are bidding on.

- ❑ For items you wish to bid on, click the corresponding yellow cell labeled No Bid. This will display an arrow which will reveal a dropdown menu. In the menu choose **Bid**.

Primary Responses										
Success: All data is valid!										
Status	Bid/No Bid Decision	#	Item	Packaging	Quantity Required		Text	Numeric	Numeric	
							Brand	Quantity Provided	Unit Price	Total Cost
Not Bidding	No Bid	#0-1	1 Ea Quat Test Papers Kit	1	1					-
Not Bidding	No Bid	#0-2	1 Ea Refrigerator-Freezer Thermometer	1	1					-

- ❑ Now you can enter responses in the Vendor Response columns, which are denoted by the headings in the darker shade of blue. The "Total Cost" column is automatically tabulated based on "Quantity Provided" and "Unit Price".

Primary Responses										
Error: Check cell(s) B7										
Status	Bid/No Bid Decision	#	Item	Packaging	Quantity Required		Text	Numeric	Numeric	
							Brand	Quantity Provided	Unit Price	Total Cost
Error: Missing value for "Brand" in cell B7	Bid	#0-1	1 Ea Quat Test Papers Kit	1	1					-
Not Bidding	No Bid	#0-2	1 Ea Refrigerator-Freezer Thermometer	1	1					-

- ❑ When you flip an item's decision to Bid, the **Status** column changes and it displays a **red** error message. The Status will change to a **green** success message when all the required responses have been provided.

Primary Responses										
Success: All data is valid!										
Status	Bid/No Bid Decision	#	Item	Packaging	Quantity Required		Text	Numeric	Numeric	
							Brand	Quantity Provided	Unit Price	Total Cost
Success: All values provided	Bid	#0-1	1 Ea Quat Test Papers Kit	1	1		Generic	500	\$0.99	\$495.00

- ❑ If you do not see the Bid/No Bid column this means that the Buyer did not enable the option for No Bids. Therefore, you will have to fill out the Vendor Response columns for every item that is listed. The red error messages will not disappear until every blank cell is filled.

Primary Responses									
Error: Check cell(s) B7									
Status	#	Item	Quantity Required	Text Brand	Numeric Quantity Provided	Numeric Unit Price	Total Cost		
Error: Missing value for 'Brand' in cell H7	#0-1	1 Ea Quat Test Papers Kit	1				-		
Error: Missing value for 'Brand' in cell H8	#0-2	1 Ea Refrigerator-Freezer Thermometer	1				-		
Error: Missing value for 'Brand' in cell H9	#0-3	1/ Lug Grapes Red Seedless	1				-		
Error: Missing value for 'Brand' in cell H10	#0-4	10# 2z Briar Turkey Hot Dog Cn	1				-		
Error: Missing value for 'Brand' in cell H11	#0-5	10# Cherry Tomatoes	1				-		
Error: Missing value for 'Brand' in cell H12	#0-6	100/1.5z Ppi Pancake Syrup Cup	1				-		
Error: Missing value for 'Brand' in cell H13	#0-7	100/1oz Austin Zoo Animals Crackers	1				-		
Error: Missing value for 'Brand' in cell H14	#0-8	100/1oz Hood Fresh Sour Cream Cups	1				-		

Additional Responses

- ❑ The Buyer may or may not choose to accept Additional Responses. If they do, you will find a tab listed as Additional Responses.

Not Bidding	No Bid	#0-7	100/1oz Austin Zoo Ar
Instructions	Primary Responses	Additional Responses	+

- ❑ To enter an Additional response, head to the Primary Responses tab, take note of the number under the # column for the item you'd like to submit an additional response for. You can also copy that box.

Primary Responses									
Success: All data is valid!									
Status	Bid/No Bid Decision	#	Item	Quantity Required	Text Brand	Numeric Quantity Provided	Numeric Unit Price	Total Cost	
Success: All values provided	Bid	#0-1	1 Ea Quat Test Papers Kit	1	Generic	2	\$ 5.00	\$ 10.00	
Not Bidding	No Bid	#0-2	1 Ea Refrigerator-Freezer Thermometer	1				-	

- ❑ In the first blank row of the Additional Response tab, paste the item number in the format "#x-x". If entered in successfully, then the rest of the item information supplied by the buyer should populate automatically.

Additional Responses									
Error: Check cell(s) B7									
Status	#	Item	Packaging	Quantity Required	Text Brand	Numeric Quantity Provided	Numeric Unit Price	Total Cost	
Error: Missing value for 'Brand' in cell I7	#0-1	1 Ea Quat Test Papers Kit	1	1				-	
-								-	
-								-	

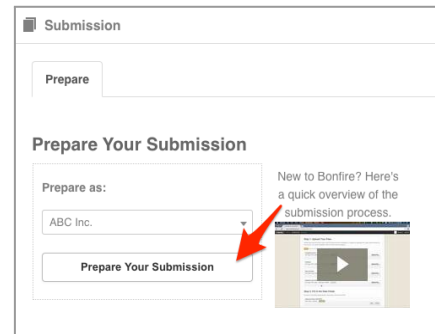
- ❑ You can then input information in the blank columns with a dark blue heading. These Vendor Response columns are where you can vary your original bid in your Primary Responses. Make sure you **Save** your work!

Additional Responses									
Error: Check cell(s) B7									
Status	#	Item	Packaging	Quantity Required	Text Brand	Numeric Quantity Provided	Numeric Unit Price	Total Cost	
Error: Missing value for 'Brand' in cell I7	#0-1	1 Ea Quat Test Papers Kit	1	1				-	
-								-	
-								-	

Uploading Your Submission

Prepare Your Submission

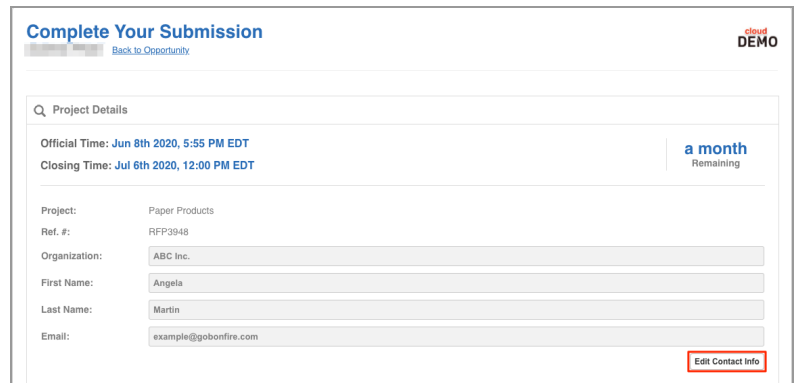
- ❑ Navigate to the bottom of the page to the “**Submissions**” section to “**Prepare your Submission**”
- ❑ You may be required to submit your [Intent to Bid](#) prior to preparing your submission.



The screenshot shows a 'Submission' page with a 'Prepare' tab. Under the 'Prepare Your Submission' section, there is a 'Prepare as:' dropdown menu with 'ABC Inc.' selected. Below it is a 'Prepare Your Submission' button. To the right, there is a video player with a play button and a red arrow pointing to it. The video player has a title 'New to Bonfire? Here's a quick overview of the submission process.'

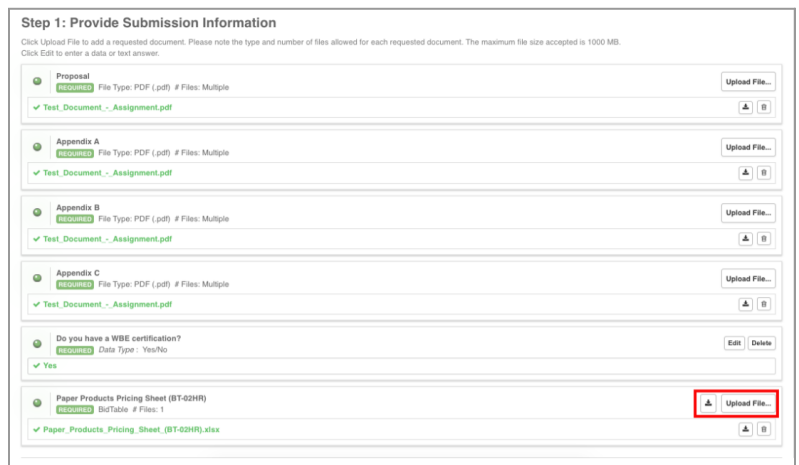
Provide Submission Information and Upload Files

- ❑ Note key project details and Project Description under the “**Project Details**” section.



The screenshot shows the 'Complete Your Submission' page. At the top, there is a 'Back to Opportunity' link. Below it, there is a 'Project Details' section. The 'Official Time' is 'Jun 8th 2020, 5:55 PM EDT' and the 'Closing Time' is 'Jul 6th 2020, 12:00 PM EDT'. A 'a month Remaining' indicator is shown. The 'Project' is 'Paper Products', 'Ref. #' is 'RFP3948', 'Organization' is 'ABC Inc.', 'First Name' is 'Angela', 'Last Name' is 'Martin', and 'Email' is 'example@gobonfire.com'. There is an 'Edit Contact Info' button at the bottom right.

- ❑ Upload your completed BidTable and additional files by clicking “**Upload File**” and enter in all Requested Data and click “**Save**”.



The screenshot shows the 'Step 1: Provide Submission Information' page. It lists several required documents: 'Proposal' (File Type: PDF (.pdf) # Files: Multiple), 'Appendix A' (File Type: PDF (.pdf) # Files: Multiple), 'Appendix B' (File Type: PDF (.pdf) # Files: Multiple), and 'Appendix C' (File Type: PDF (.pdf) # Files: Multiple). Each document has a 'Test Document - Assignment.pdf' file uploaded, indicated by a green checkmark and a green validation circle. There is an 'Upload File...' button next to each document. At the bottom, there is a 'Do you have a WBE certification?' question with a 'Yes' answer. There is also a 'Paper Products Pricing Sheet (BT-02HR)' document with a 'Paper_Products_Pricing_Sheet_(BT-02HR).xlsx' file uploaded, indicated by a green checkmark and a green validation circle. There is an 'Upload File...' button next to this document.

Submission Check

- ❑ Do a final check that you have all of your information filled out and files uploaded (green validation circles).

Submit & Finalize

- ❑ Check off *"I understand that I can't change any of the submission details or documents once the project closes."* box and click on the **"Submit & Finalize My Submission"** button.

Step 2: Submit & Finalize

☒ I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

- ❑ CONGRATULATIONS on completing your Submission! You will now be directed to the **Submission Receipt**

Post Submission Resources

- [Can I revise my submission?](#)
- [How do I find my submission confirmation?](#)
- [Finding Award Information](#)