

Annex F: Instructions to the GDF suppliers on how to use the Central Data store and analysis Platform (CDP) Portal for submission of their Technical Bid for TB medicines for Iplus/GDF tenders

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2023/version 1

### 1. Introduction

GDF has launched its Central Data store and analysis Platform (CDP) Portal end of 2021 with the aim to improve the collection and validation of TB medicines-related data/information submitted by suppliers in the CDP Portal. The data/information collected (via WebForms) and validated by GDF based on supporting documentation uploaded in the CDP Portal by suppliers, are related to the Finished Pharmaceutical Product (FPP) in the market and country registration status of FPP. In April 2022, GDF has released a new functionality in the CDP Portal – "GDF Tender / Technical Tender Submission" module that allows suppliers to prepare and automatically generate the requested Technical Bid Response Form and TB medicines country registration Response Form (both in Excel format) based on the list of TB medicines required by GDF for the tender and the list of supplier's TB medicines approved in the CDP portal. Thus, thanks to the CDP Portal, the Technical Bid submission is now automated for suppliers, and GDF/IDA will only receive via the CDP Portal Technical Bids that meet its quality assurance (QA) and technical requirements.

GDF is currently developing additional modules that will allow suppliers for future GDF/IDA tenders, to also submit via the CDP Portal their Technical Bid for Cat I&III Kit A, as well as their Financial Bid.

## 2. Log in

- The GDF suppliers should log in as per existing log-in credentials
- For the suppliers who do not have the CDP log-in credentials, please urgently send an email request to all following persons not later than five (5) working days before the day of the public opening of the Financial Bids:
  - Dr Magali Babaley, GDF Strategic Procurement and Business Intelligence Manager, at magalib@stoptb.org
  - Mrs Nigorsulton Muzafarova, GDF Lead Quality Officer, at <a href="mailto:nigorsultonm@stoptb.org">nigorsultonm@stoptb.org</a>
  - Dr Kaspars Lunte, GDF Global Sourcing Officer, at kasparsL@stoptb.org

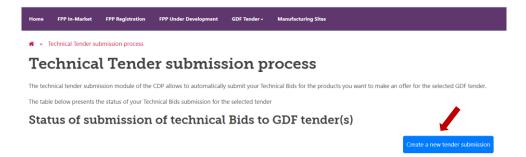
# 3. Technical Bid preparation and submission via CDP Portal

- Select the GDF Tender module and the sub header Technical Tender Submission as indicated below



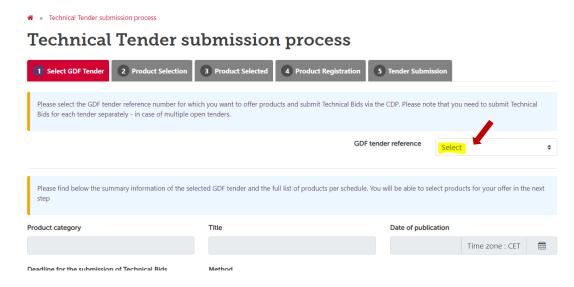


Select the button Create a new tender submission



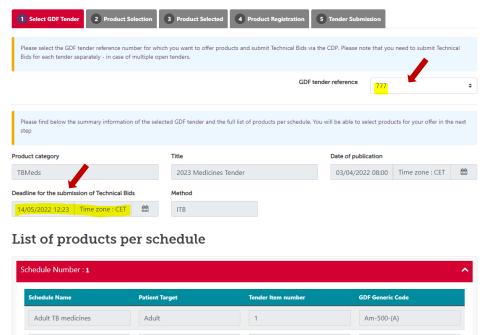
### A. Tab 1: Select GDF Tender

- Select the GDF tender reference number for the current tender from the drop-down list



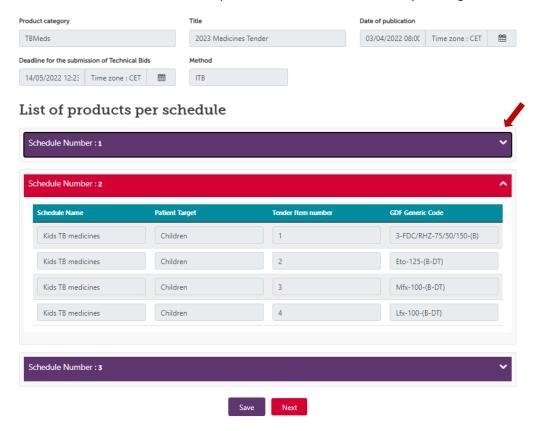
- Once selected, you will see the details and the Schedules for the selected GDF tender reference number
- Verify the deadline for the submission of Technical Bids. Pay attention to the CET time zone, the date, and time of the deadline. Technical Bids submitted after this date and time will be rejected!

### **Technical Tender submission process**

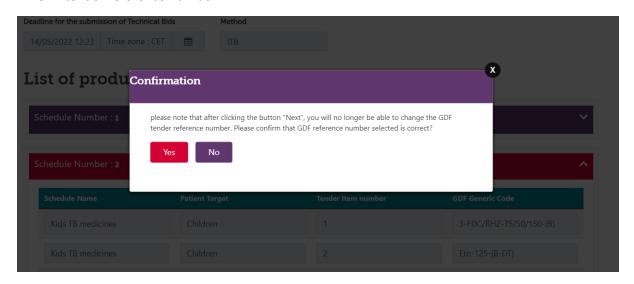


At the end of the page, you will see the list of products per schedule. Remember, there may be
multiple schedules for the tender! Please also refer to the Annex B - List and technical specifications
of products requested to see the list of schedules and products requested per schedule for the
tender.

Open/close the violet boxes to see the products under each schedule by clicking on the white arrow:

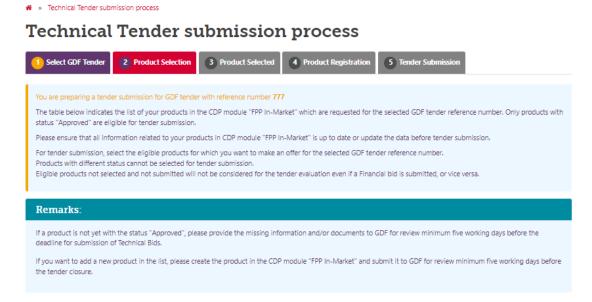


- By clicking the button Save, the GDF tender reference number you want to participate to is selected
- Then Click **Next**. You will be getting a confirmation window to confirm to proceed with the selected GDF tender reference number.

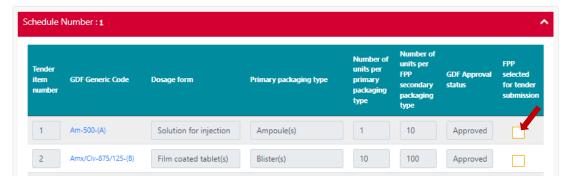


# B. Tab 2: Product Selection

- In the List of products per schedule below, you will see the list of your products entered in the CDP FPP in the market that are requested for the GDF tender reference number selected.
- In this table, you are requested to select the products you would like to offer for this tender.



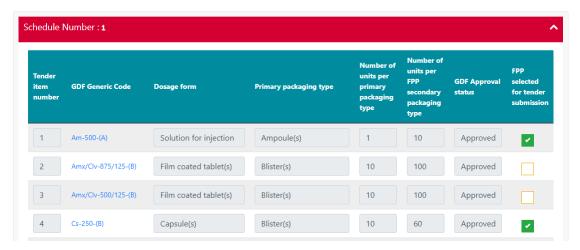
## List of products per schedule



- You need to select (by ticking the box) only those products which you are considering offering for the tender and are ready to provide your financial offer.
- Remember that if no financial offer is submitted, products offered in the Technical Bid will be rejected from the tender process (see ITB document section 3.3)

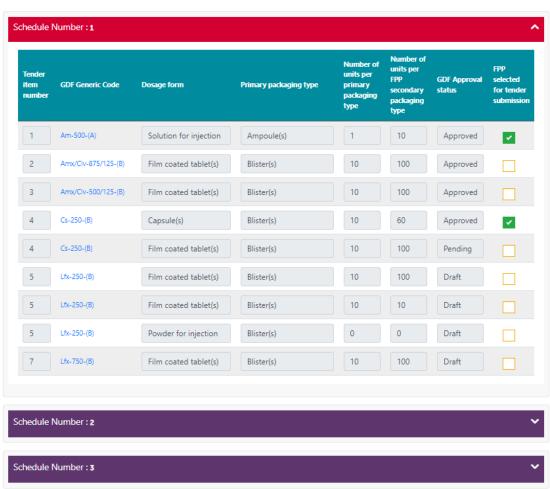
In the below example, you are only proceeding with technical bid submission for 2 products under
 Schedule Number 1

## List of products per schedule

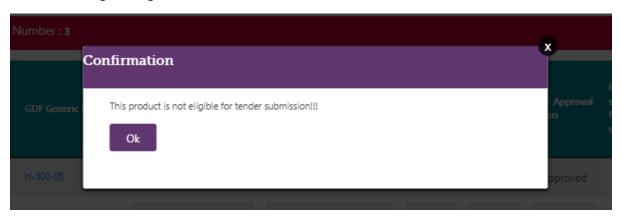


- The list of products per schedule also show you the GDF approval status of all the products you have entered in the CDP FPP in Market and requested for this tender, as demonstrated in the below example:

### List of products per schedule



- The products with the status **Draft** and **Pending** are not yet eligible for submission by your company for this tender.
- Status **Pending** means GDF is still reviewing your submission and may have sent you some requests for adjustments or clarifications, either by email or via the CDP FPP in market comment box.
- Status **Draft** means you have not filled in all requested information and therefore have not yet submitted the product for GDF approval.
- If you want to select a product with **Pending** or **Draft** status for this tender, you will get the following warning message:



- You may proceed to the next step by clicking Save than the button Next

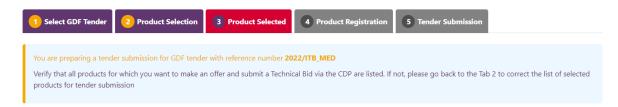


Please save the page before moving to the next page

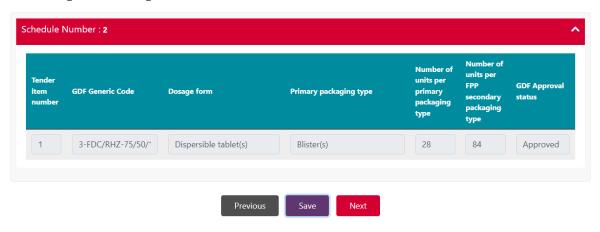
- If you want the product with status **Draft** and **Pending** to be considered for the tender, please provide the missing information, or finalize/submit the Web-Form of the product/s to be added in **FPP in market** not later than five (5) working days before the deadline for submission of Technical Bids to allow sufficient time for GDF review and inform by email the GDF's persons listed below.
- GDF bears no responsibility for the non-eligibility of product/s for the tender in case of late submission by Bidder of requested information or Web-Forms.
  - Dr Magali Babaley, GDF Strategic Procurement and Business Intelligence Manager, at magalib@stoptb.org
  - Mrs Nigorsulton Muzafarova, GDF Lead Quality Officer, at nigorsultonm@stoptb.org
  - Dr Kaspars Lunte, GDF Global Sourcing Officer, at kasparsL@stoptb.org

## C. Tab 3: Product Selected

- In this Tab you will see the products you selected for the tender. If you notice that you have not selected all products with status **Approved** which you would like to offer for this tender, please go back (previous button) and correct your selection.



### List of products per schedule



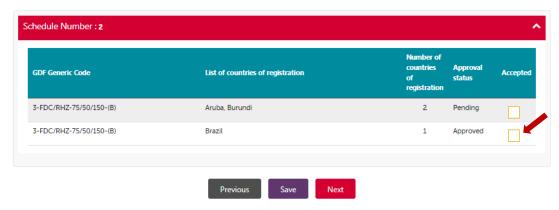
# D. Tab 4: Product Registration

- In Tab 4, you will see for each product you selected for the tender, the list and number of countries where the product is registered based on the information submitted by you in the CDP module FPP Registration.
- Only the product registrations with a list and number of countries with the status "Approved" will be considered for the tender evaluation.
- Please click the box **Accepted** to confirm acceptance of the list and number of countries where the product is registered at the time of tender submission.

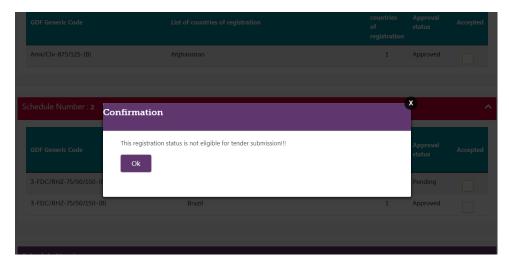
# **Technical Tender submission process**



### List of products per schedule



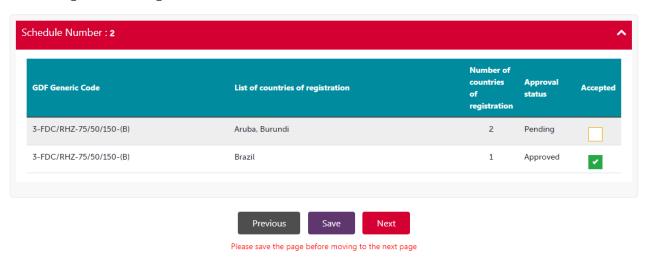
You can only click Accepted for the product registrations with the approval status Approved. If you want to click product registrations with Pending status, you will get the following warning message "this registration status is not eligible for tender submission".



- If you would like to add more countries in the list, please provide the missing information for product registrations with **Pending** status or finalize/submit the **FPP registration** Web-Form for country/ies to be added, not later than five (5) working days before the deadline for submission of Technical Bids to allow sufficient time for GDF review and inform by email the GDF's persons listed below.
- GDF bears no responsibility for the non-eligibility of product registrations for the tender in case of late submission by the Bidder of requested information or Web-Forms.

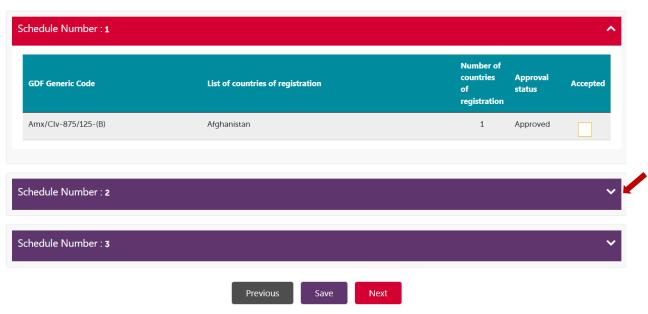
- Dr Magali Babaley, GDF Strategic Procurement and Business Intelligence Manager, at magalib@stoptb.org
- Mrs Nigorsulton Muzafarova, GDF Lead Quality Officer, at <a href="mailto:nigorsultonm@stoptb.org">nigorsultonm@stoptb.org</a>
- Dr Kaspars Lunte, GDF Global Sourcing Officer, at kasparsL@stoptb.org
- Please click the box **Accepted** to confirm your acceptance of the product registration information at the time of tender submission: box becomes highlighted in green:

# List of products per schedule



- Please remember to accept all product registrations for each product selected for the tender per schedule. Please open all Schedules by clicking on the white arrow:

# List of products per schedule

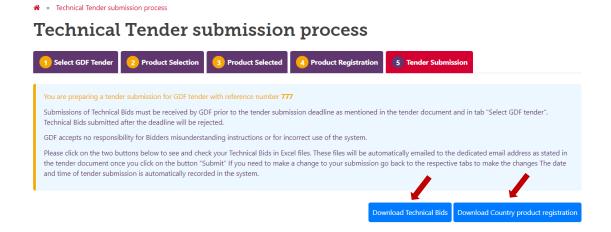


### F. Tab 5: Tender Submission

- Please read the information in Tab 5 carefully.

Technical Tender submission process

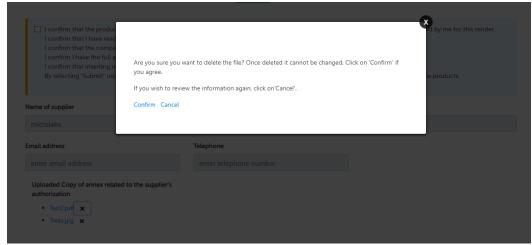
- Submissions of Technical Bids must be received by GDF/IDA before the tender submission deadline, as mentioned in the tender document and in the **Select GDF tender** tab. Take note of the time zone for the CDP Tender submission. Technical Bids submitted after the deadline will be rejected.
- The two blue **Download** buttons below allow you to download and check your **Technical Bid Response** Form and **TB medicines country registration Response Form** in Excel files before submission.



- If you need to make a change to your **Technical Bid Response Form** and **TB medicines country registration Response Form**, go back to the relevant tabs to make the required changes
- To finalize the submission of your Technical Bid, you must upload the signed and stamped Annex G:
   GDF access to supplier information for WHO PQP and ERP assessed TB medicines. Select Choose a
   file, select it, and click on the Upload button. The file uploaded is presented at the bottom of the
   screen.

# **Technical Tender submission process** 5 Tender Submis Select GDF Tender 3 Product Selected 4 Product Registration **Product Selection** ission for GDF tender with reference number 2022/ITB MED Submissions of Technical Bids must be received by GDF prior to the tender submission deadline as mentioned in the tender document and in tab "Select GDF tender". Technical Bids submitted after the deadline will be rejected. GDF accepts no responsibility for Bidders misunderstanding instructions or for incorrect use of the system. Please click on the two buttons below to see and check your Technical Bids in Excel files. These files will be automatically emailed to the dedicated email address as stated in the tender document once you click on the button "Submit" If you need to make a change to your submission go back to the respective tabs to make the changes The date and time of tender submission is automatically recorded in the system. Please upload here the annex related to the supplier's authorization for GDF access to WHO PQP/ERP supplier information e choose a file, check that the file chosen is correct, if correct click on the Upload button. The file uploaded is presented at the bottom of the screen Choose a file

- If you uploaded a wrong attachment, you could delete it by clicking on the cross and replace it by a new one. The message below will appear when you click on the cross for deletion of a file.



### F. Tab 5: Declaration

- To allow/confirm the submission of the Technical Bid, you shall accept and declare the following:

I confirm that the product technical information has been verified and the information is up to date for the selected products submitted by me for this tender.

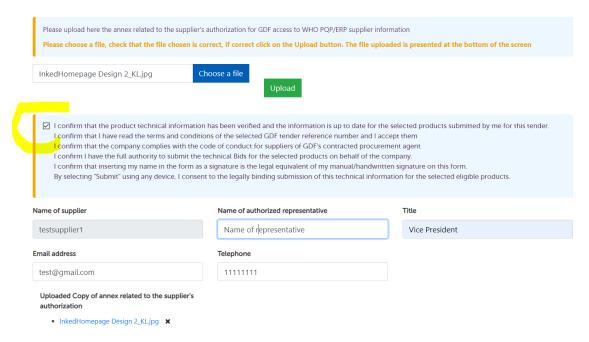
I confirm that I have read the terms and conditions of the selected GDF tender reference number and I accept them

I confirm that the company complies with the code of conduct for suppliers of GDF's contracted procurement agent

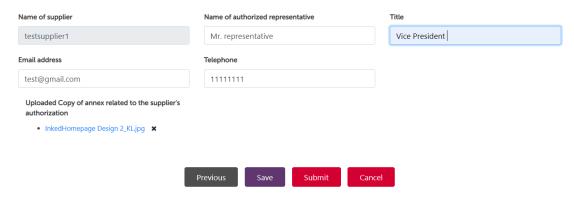
I confirm I have the full authority to submit the technical Bids for the selected products on behalf of the company.

I confirm that inserting my name in the form as a signature is the legal equivalent of my manual/handwritten signature on this form.

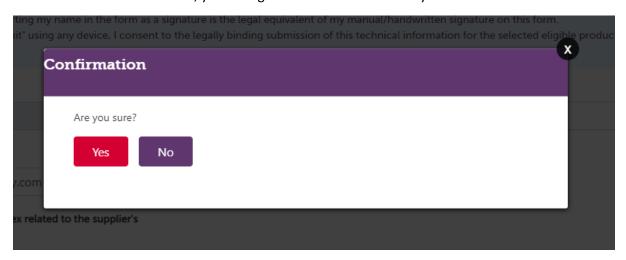
By selecting "Submit" using any device, I consent to the legally binding submission of this technical information for the selected eligible products.



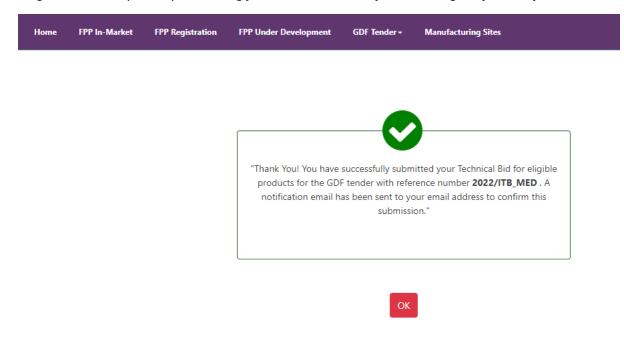
 Only after clicking on the checkbox of the above declaration, you will be able to unlock the greyed-out boxes and enter your personal information as the designated and authorized person to submit the Technical Bid on behalf of your company:



- Please note that the name of the supplier is linked with your log-in credentials.
- Before the final submission, you will again be asked to reconfirm your submission:



 Please be patient! Your submission is now being finalized by the CDP system, the files are being generated and you may be waiting for about 1 minute before receiving the final confirmation:



- A **notification email** will be sent to your email address to confirm this submission. The date and time of tender submission is automatically recorded in the system. If you do not receive it within few minutes, please check your spam folder. If no notification was received, please contact GDF.
- You are now able to see the status of your Technical Bid submission for the selected GDF/IDA tender in the CDP GDF Tender / Technical Tender submission landing page:

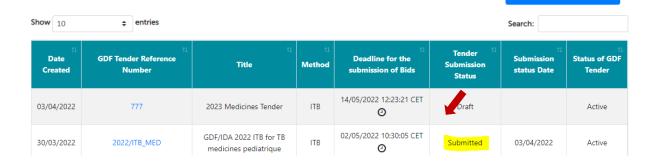
#### \* Technical Tender submission process

# **Technical Tender submission process**

The technical tender submission module of the CDP allows to automatically submit your Technical Bids for the products you want to make an offer for the selected GDF tender.

The table below presents the status of your Technical Bids submission for the selected tender

### Status of submission of technical Bids to GDF tender(s)



## 4. Technical Bid withdrawal after submission

- Bidders may withdraw their Bid(s) only before the deadline of tender electronic submission through a written request as stated in section 3.4 of the ITB document

## 5. Technical Bid modifications after submission

- Please note that you cannot change your Technical Bid submission after the deadline of tender electronic submission
- To change your Technical Bid before the deadline, please follow the process below:
  - ✓ Go to the Technical Tender submission landing page
  - ✓ Click on the button **Create a new tender submission**
  - ✓ Select the same tender reference in the tab **Select GDF tender**



Show 10

The technical tender submission module of the CDP allows to automatically submit your Technical Bids for the products you want to make an offer for the selected GDF tender.

The table below presents the status of your Technical Bids submission for the selected tender

entries

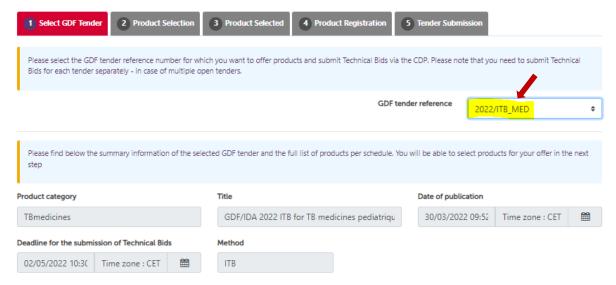
#### Status of submission of technical Bids to GDF tender(s)



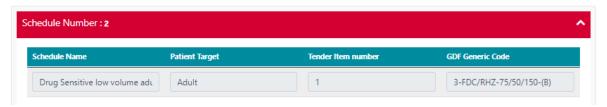
Date Created	II GDF Tender Reference Number	†1 Title	îl Method	Deadline for the submission of Bids	Tender Submission Status	Submission status Date	Status of GDF Tender
03/04/2022	777	2023 Medicines Tender	ITB	14/05/2022 12:23:21 CET	Draft		Active
30/03/2022	2022/ITB_MED	GDF/IDA 2022 ITB for TB medicines pediatrique	ITB	02/05/2022 10:30:05 CET	Submitted	03/04/2022	Active

Technical Tender submission process

# **Technical Tender submission process**



# List of products per schedule



- modify the product selection and/or product registration as required and resubmit the whole tender again as described above

<u>Note:</u> Any resubmission due to changes in the Technical Bid via CDP portal must be done no later than 30 minutes before the deadline for the Bids' electronic submission. GDF bears no responsibility for any issues caused by last-minute submissions, time zone differences, or technical failures.

We wish you successful submission of your Technical Bid via CDP Portal!