



PROCEDURE FOR BID AND TENDER PARTICIPATION FOR REGISTERED VENDORS

T4EDU Vendor Portal



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Contents

- 1. Introduction:..... 2**
- 1.1 Login to the portal with approved credentials (username and password) – for approved vendors only 2**
- 1.2 Viewing Announced Tenders and Participating to them..... 4**

Bid and Tenders Participation for Registered Vendors in the Portal

1. Introduction:

This document consists about highlighting the steps required for the vendor for participating in Bids and Tenders announced by T4EDU.

Therefore, the process would consist of:

- Login to the portal with approved credentials (username and password) – for approved vendors only.
- Viewing announced Tenders and Participating to them.

1.1 Login to the portal with approved credentials (username and password) – for approved vendors only


Make sure that you have been approved by T4EDU upon the submission of your registration form (which related to the fact that you have received an official confirmation notice from T4EDU stating that you have been approved as an official vendor and you have been provided with a T4EDU vendor number accordingly). Note that If this was not the case, please follow up with T4EDU on that matter consequently.

After accessing the web portal page <https://cpd.t4edu.com> , execute the following steps:

Vendor Portal T4EDU

1. Login to the system using the provided username and password

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Purchasing & Tenders Portal

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Sign Into Your T4EDU Account

LOGIN Enter registered email as username
E-Mail Address


PASSWORD Enter password sent to registered email
Password

[Forgot Password? Click here](#)

[Sign In](#) [New Vendor? Please Click here](#)


2. Once logged in, the system displays the name of the representative, Profile and Logout buttons, as login confirmation.

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Welcome Sohail Athar

[Profile](#)

[Logout](#) 

Status : On Process

1.2 Viewing Announced Tenders and Participating to them

Once logged in, the user can view announced tenders and participate to them by executing the following steps:

- 1 Select any tenders from the list that you desire to participate
 - a) To view the content, click the tenders name:

Tenders

CURRENT EXPIRED

Show entries Search:

Tender Number	Arabic Name	English Name	Category	Views	Action
TN001122	test tender X	test tender x	Educational Services and Materials	8	<input type="button" value="Participate"/> <input type="button" value="Interested"/>

Showing 1 to 1 of 1 entries Previous Next

- b) To show interest, click the "Interested". Upon confirmation, button will change to purple color which an indication that you submitted your interest to participate in the tender.

Tenders

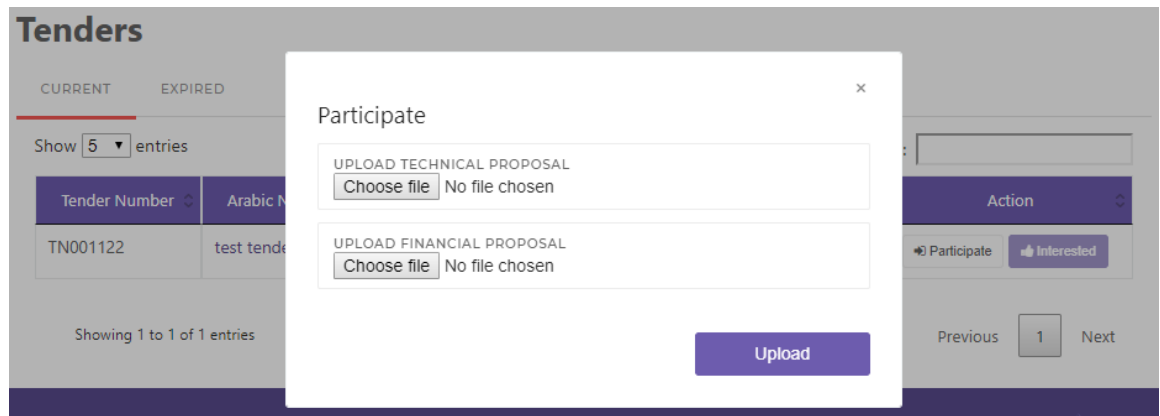
CURRENT EXPIRED

Tender Number	Arabic Name	English Name	Category	Views	Action
TN001122	test tender X	test tender x	Educational Services and Materials	8	<input type="button" value="Participate"/> <input type="button" value="Interested"/>

Note that vendors can access anytime that list in order to identify the tenders flagged for participation

Vendor Portal T4EDU

- c) To participate, click the “Participate”. A popup window will appear. There user can upload Technical and Financial proposals.



- d) After selecting the documents, press “Upload” button. Upon confirmation, button will change to purple color which is an indication that you have participated.

Tenders

CURRENT		EXPIRED				
Tender Number	Arabic Name	English Name	Category	Views	Action	
TN001122	test tender X	test tender x	Educational Services and Materials	8	Participating	Interested

- e) Upon completion, user needs to press the logout button for logging out from the system:

