

Quick Guide to Participating in Tenders

Quick guide for participating in bids

Step 1:

User registration on the Platform

User registration on the Platform

link <https://tap.tcsapps.com/tap2/#/bc-supplier-registration>

After registering on the platform for the first time, the deposit must be made with the following link:

After registering on the platform for the first time, subsequent logins should be done using the following link:

<https://tap.tcsapps.com/tap2/#/login-supplier>

Step 2:

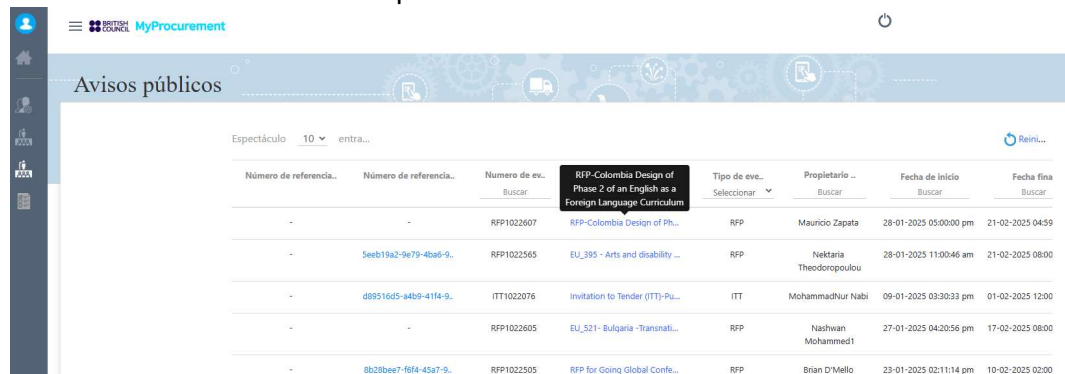
Enter the platform (Check the OTP One Time Password that arrives at the registered user's email).

Log in to the platform (Check the OTP (One Time Password) that is sent to the registered user's email)

Step 3:

Go to the "Public Notices" option

Go to the "Public Notices" option.



Número de referencia...	Número de referencia...	Número de ev...	Título del ...	Tipo de eve...	Propietario ...	Fecha de inicio	Fecha fina
-	-	RFP1022607	RFP-Colombia Design of Phase 2 of an English as a Foreign Language Curriculum	RFP	Mauricio Zapata	28-01-2025 05:00:00 pm	21-02-2025 04:59
-	5eeb19a2-9e79-4ba6-9...	RFP1022565	EU_395 - Arts and disability ...	RFP	Nektaria Theodoropoulou	28-01-2025 11:00:46 am	21-02-2025 08:00
-	d89516d5-a4b9-4114-9...	ITT1022076	Invitation to Tender (ITT)-Pa...	ITT	Mohammadkhur Nabi	09-01-2025 03:30:33 pm	01-02-2025 12:00
-	-	RFP1022605	EU_521 - Bulgaria -Transnati...	RFP	Nashwan Mohammed1	27-01-2025 04:20:56 pm	17-02-2025 08:00
-	8b23bee7-bf44-45a7-9...	RFP1022505	RFP for Going Global Confe...	RFP	Brian D'Mello	23-01-2025 02:11:14 pm	10-02-2025 02:00

Step 4

Find the tender number Indicated (For this example it is the **RFP1022267** and click to access the details of the same.

Search for the indicated bid number (For this example, it is **RFP1022267**) and click on it.



Número de referencia...	Número de referencia...	Número de ev...	Título del ...	Tipo de eve...	Propietario ...	Fecha de inicio	Fecha fina
-	-	RFP1022607	RFP-Colombia Design of PH...	RFP	Mauricio Zapata	28-01-2025 05:00:00 pm	21-02-2025 04:59

Step 5

When accessing the tender, you will be able to read the detailed description. At the bottom of the page, you will find the available documents; You can download them individually by clicking on each of them.

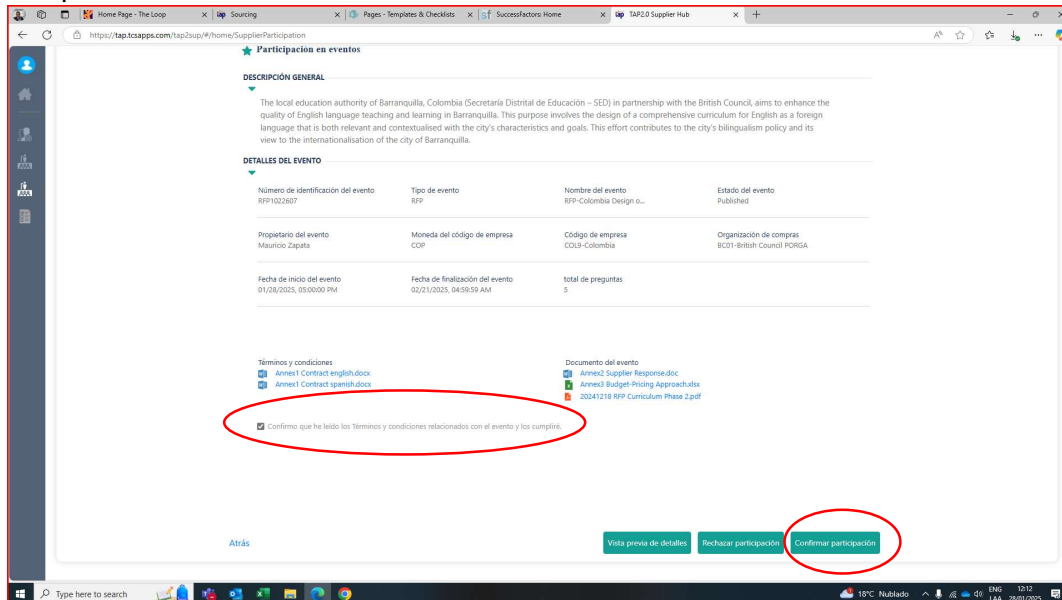
Once you access the bid, you can read the description, and in the documents below, you can download each one by clicking on them.



Step 6

Once the terms have been read, confirm acceptance and participation in the process

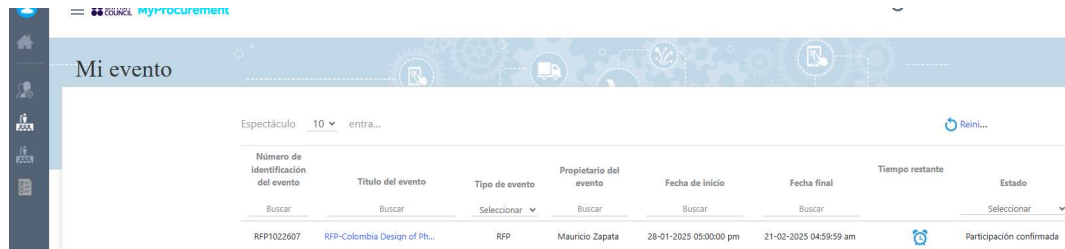
Once you have read the terms, confirm your acceptance and participation in the process.



Step 7

From now on, you will be able to access the tender through the "My Event" option. From this module, you will have the possibility to answer the questions and attach the necessary documents for your participation in the process.

Going forward, you can access the bid through the "My Event" option, and from this module, you can answer the questions and attach the required documents for participation in the process.



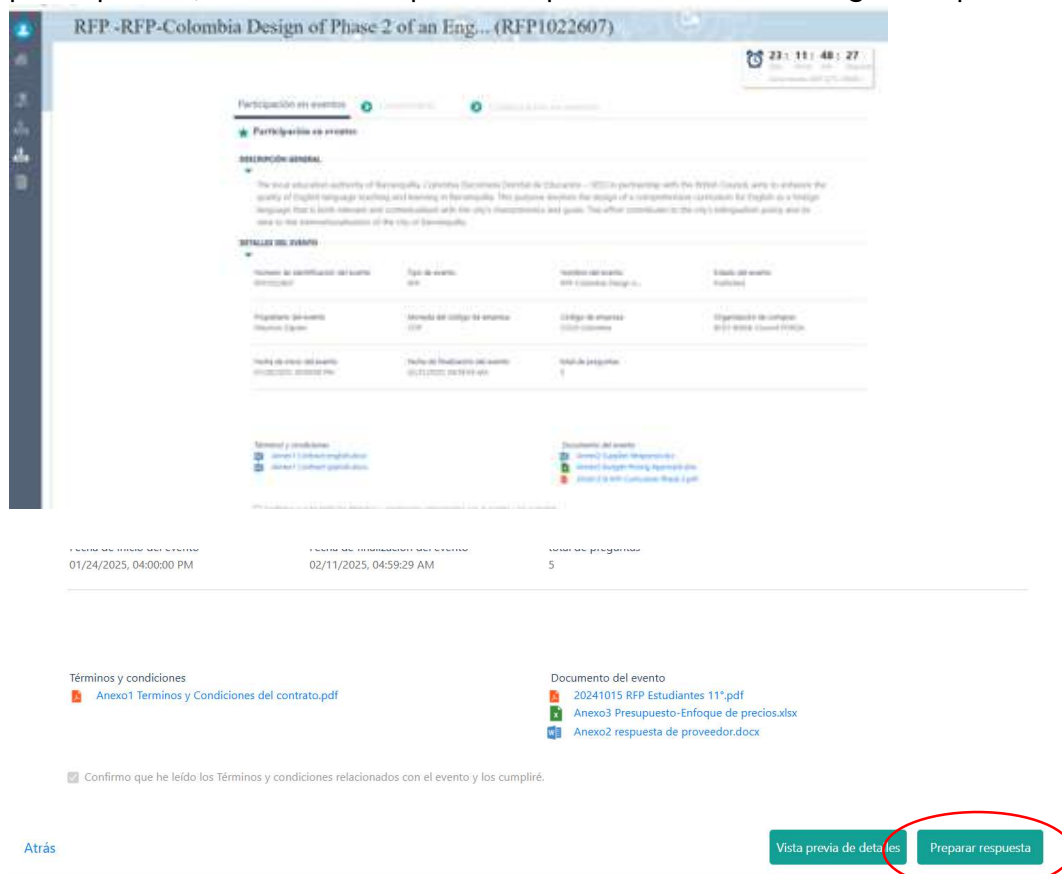
To submit your proposals and answer the questionnaire on the platform

To submit your proposals and answer the questionnaire on the platform.

Step 8

From step 7 above and entering the tender in which you wish to participate, click on the "Prepare Response" button to start the process.

From the previous step 7, once you have entered the tender you wish to participate in, click the " Preparar Respuesta " button to begin the process.



Step 9

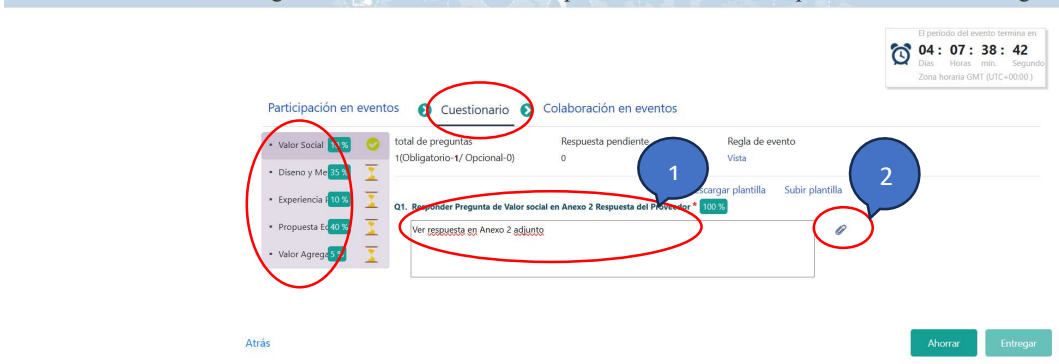
In the questionnaire option you will find each of the criteria and questions to be answered, in the field marked as 1 you will be able to give your answer or indications that the indicated criterion is answered in the corresponding Response Annex (Make sure to answer each of the annexes completely before attaching them).

In the field marked 2 you can click to attach the corresponding response annex:

In the questionnaire option, you will find each of the criteria and questions to answer. In the field marked as 1, you can provide your response or indicate that the specified criterion is answered in the corresponding response annex (Make sure to fully complete each annex before attaching them).

In the field marked as 2, you can click to attach the corresponding response annex.

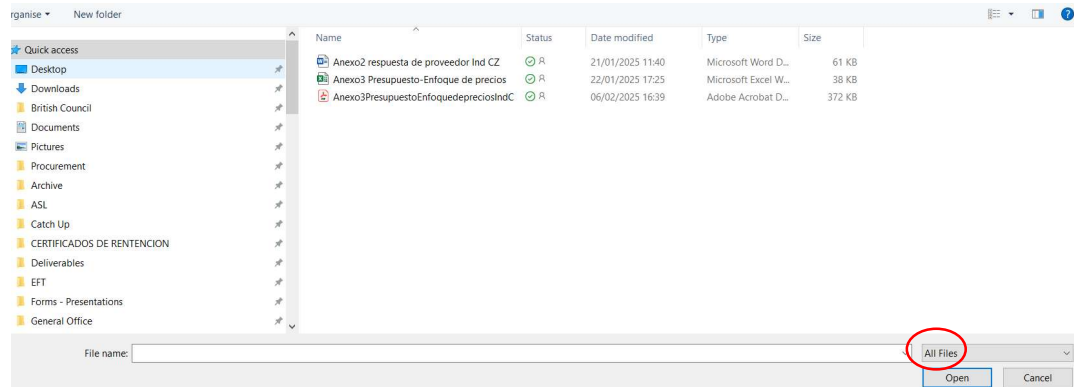
RFP - RFP - Colombia Programa de familiarización con pruebas estandarizadas para estudiantes de 11 grado



Step 10

Search, choose and attach the answer annex to be included, make sure to activate the all files option, the file must not contain special characters or have a name that is too long (If the annex applies to other questions of the questionnaire it will only be enough to include it once, making sure that it is completely completed).

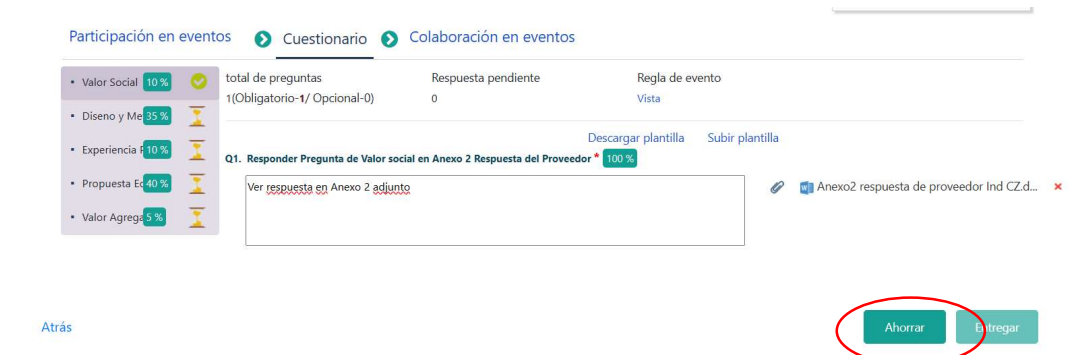
Search, select, and attach the response annex to include. Make sure to enable the "all files" option. The file should not contain special characters or have a name that is too long (If the annex applies to other questions in the questionnaire, it is only necessary to include it once, ensuring it is fully completed).



Step 11

Once the document is attached, it will appear and you must click on the save button

Once the document is attached, it will appear, and you must click the "Ahorrar" button.



The system will confirm that you successfully saved the response and the attachment submitted.

The system will confirm that the response and the attached document were successfully saved.

Participación en eventos > Cuestionario > Colaboración en eventos

¡Éxito! La respuesta se guardó correctamente.

Criterio	Porcentaje	Estado
Valor Social	10 %	✓
Diseno y Me	35 %	✗
Experiencia	10 %	✗
Propuesta E	40 %	✗
Valor Agreg	5 %	✗

total de preguntas: 1(Obligatorio-1/ Opcional-0) Respuesta pendiente: 0 Regla de evento: Vista

Descargar plantilla Subir plantilla

Q1. Responder Pregunta de Valor social en Anexo 2 Respuesta del Proveedor 100 %

Ver respuesta en Anexo 2 adjunto

Anexo2 respuesta de proveedor Ind CZ.d...

Atrás Ahorrar Entregar

For the next criterion/question to be answered, click on each one and follow the same procedure as above, and so on until all the criteria/questions of the questionnaire are completed.

For the next criterion/question to answer, click on each one and follow the same procedure as before, and continue this process until all the criteria/questions in the questionnaire are completed.

Participación en eventos > Cuestionario > Colaboración en eventos

Criterio	Porcentaje	Estado
Valor Social	10 %	✓
Diseno y Me	35 %	✗
Experiencia	10 %	✗
Propuesta E	40 %	✗
Valor Agreg	5 %	✗

total de preguntas: 1(Obligatorio-1/ Opcional-0) Respuesta pendiente: 1 Regla de evento: Vista

Descargar plantilla Subir plantilla

Q1. Responder criterio en Anexo 2 Respuesta del proveedor 100 %

Ingrese su respuesta aquí (máximo 1000 caracteres)

Atrás Ahorrar Entregar

If you need to attach more than one document on the same criteria, you can do so by repeating the step for each file separately.

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Participación en eventos > Cuestionario > Colaboración en eventos

Criterio	Porcentaje	Estado
Valor Social	10 %	✓
Diseno y Me	35 %	✓
Experiencia	10 %	✓
Propuesta E	40 %	✓
Valor Agreg	5 %	✓

total de preguntas: 1(Obligatorio-1/ Opcional-0) Respuesta pendiente: 0 Regla de evento: Vista

Descargar plantilla Subir plantilla

Q1. Presentar propuesta en anexo 3 Presupuesto – Enfoque de Precios 100 %

La respuesta a este criterio se encuentra en el Anexo 3

Anexo3 PresupuestoEnfoque de preciosIndC...
Anexo3 Presupuesto-Enfoque de precios...

When you finish answering all the criteria/questions and attach all the required attachments, click on the "Deliver" option.

Once you have answered all the criteria/questions and attached all the required annexes, click on the "Entregar" option.

Participación en eventos
Cuestionario
Colaboración en eventos

	total de preguntas	Respuesta pendiente	Regla de evento
• Valor Social 10 %	1(Obligatorio-1/ Opcional-0)	1	Vista
• Diseño y Me 35 %			
• Experiencia 10 %			
• Propuesta Ec 40 %			
• Valor Agregado 5 %			

Descargar plantilla
Subir plantilla

Q1. Responder criterio en Anexo 2 Respuesta del proveedor 100 %

Ingrese su respuesta aquí (máximo 1000 caracteres)

Atrás
Ahorar
Entregar

The system will present an alert notice indicating the number of responses answered and will request the final confirmation to submit the proposal by clicking on the "Done" button.

The system will display an alert message indicating the number of responses answered and will request final confirmation to submit the proposal by clicking the "Hecho" button.

Resumen de respuesta

Evento No. RFP1022476	Nombre del evento RFP - Colombia Programa de familiarización con pruebas estandarizadas para estudiantes de 11 grado
total de preguntas 5 (Obligatorio -5/Opcional -0)	Preguntas respondidas 5 (Obligatorio -5/Opcional -0)

Hecho
Cancelar

The system will indicate the response summary, taking into account that once the deadline for submission of proposals has closed, it cannot be modified. The system will display a summary of the response. Please note that once the proposal submission deadline has passed, it cannot be modified.

Participación en eventos ➔ Cuestionario ➔ Colaboración en eventos ➔ **Resumen de respuesta**







Evento No.	Nombre del evento	total de preguntas	Preguntas respondidas
RFP1022476	RFP - Colombia Prog...	5 (Obligatorio - 5 / Opcional - 0)	5 (Obligatorio - 5 / Opcional - 0)

Atrás

Revisar respuesta

To ask questions, use the tool available on the platform.
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1. Go to the tender and look for the option "Event collaboration"
Go to the bid and look for the "Collaboration in Events" option.

RFP -RFP - Colombia Programa de familiarizaci... (RFP1022476)

Participación en eventos ➔ Cuestionario ➔ **Colaboración en eventos**

★ **Participación en eventos**

DESCRIPCIÓN GENERAL


La presente solicitud de propuesta tiene como objetivo fortalecer las competencias básicas en inglés, para la familia hasta 5,000 estudiantes de 11 grado de las Instituciones Educativas Distritales (IED) de Barranquilla focalizadas, mediante un esquema de capacitación y preparación para diferentes pruebas estandarizadas de inglés.

DETALLES DEL EVENTO

Número de identificación del evento RFP1022476	Tipo de evento RFP	Nombre del evento RFP - Colombia Progra...
Propietario del evento Mauricio Zapata	Moneda del código de empresa COP	Código de empresa COL9-Colombia
Fecha de inicio del evento 01/24/2025, 04:00:00 PM	Fecha de finalización del evento 02/11/2025, 04:59:29 AM	total de preguntas 5

2. Click on New Message
Click on "New Message."

RFP - RFP - Colombia Programa de familiarización con pruebas estandarizadas para estudiantes de 11 grado (RFP1022476)

El periodo del evento termina en

12 : 15 : 14 : 58
Días Horas Minutos Segundos
Zona horaria GMT (UTC+00:00)

Participación en eventos ➔ Cuestionario ➔ **Colaboración en eventos**

Bandeja de entrada 0 Artículo enviado

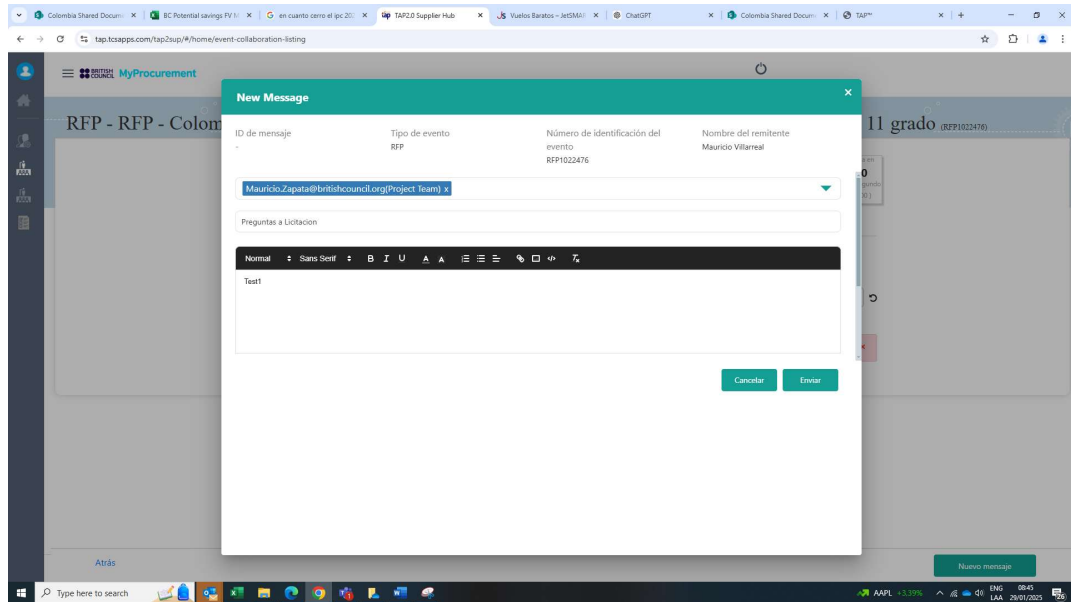
Espectáculo: 10 entradas

No se encontraron mensajes en la bandeja de entrada!!!

Atrás

Nuevo mensaje

3. Fill in the fields and send the query, click on send
Complete the required fields and submit your inquiry by clicking "Send."

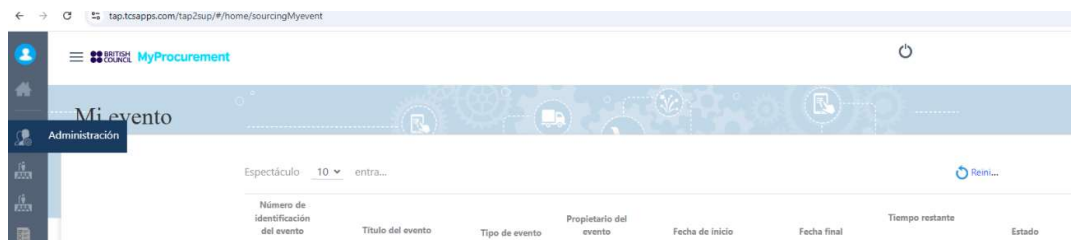


Add users to the vendor account
Add users to the supplier account.

1. Go to "Source to Payment" option
Go to the "Source to Payment" option



2. Go to "Administration" option
Go to the "Administration" option.



3. Go to User Management and click on "+"
Go to "User Management" and click on "+".



BRITISH COUNCIL MyProcurement

Anuncioagencia

Buscar por ID de usuario

Usuario
Gestión

Compañía
Perfil

ID de usuario	Nombre	Estado	Role	Identificación de correo	Número móvil	Comportamiento
BC_MAOZA6@HOTMAIL.COM	Mauricio Villarreal	ACTIVE	SUPPLIER_ROLE_2,Sourcing Supplier User	maoza6@hotmail.com	573103302110	***

- Fill in the required fields and click on "add"
Fill in the required fields and click on "Add."



Añadir detalles de usuario

Nombre del proveedor: Industrias CZ

Nombre de pila: Nombre de pila

Apellido: Apellido

Correo electrónico: Correo electrónico

Número móvil: Número móvil

Idioma: Seleccionar

Zona horaria: Seleccionar

Tipo de dirección de correo electrónico: CONTRACT-Contracting, SOURCI...

Es usuario administrador:

Reiniciar Añadir

- Review the email of the added contact and follow the steps to update the password.
Check the email of the added contact and follow the steps to update the password.