






MINISTRY OF DEFENSE
BRAZILIAN ARMY
CABINET OF THE ARMY COMMANDER
BRAZILIAN ARMY COMMISSION

INSTRUCTIONS ON HOW TO QUOTE IN THE BAC SYSTEM

Here is the sequence of steps that must be followed in order to fill out the quotation online. Please note that we are using **RFI-0200/2022** as *an example only*.

1. Once you log into the system (<https://dakota.cebaweb.org/cebaweb/>), you will see a page showing three (3) sections:
 - [RFI/RFBQ \(BUDGETARY PLANNING\)/RFQ \(REVERSE BID AUCTION\)](#)
 - [ONGOING RFI \(BUDGETARY FOR PLANNING PURPOSES ONLY\)](#)
 - [ONGOING RFQ \(REVERSE BID AUCTIONS\)](#)
2. The first section, shows the list of RFI/RFQ that your company has been invited/self-enrolled to participate on.
3. The second and third sections, shows the ongoing RFI/RFQ. You may read the pdf file by clicking on the button , and if you want to participate, you must select the self-enroll button . The selected RFI/RFQ will move to the first section, then you will be able to preset your offer.
4. In order to submit a quotation, click on the icon  to open the details on a specific request.

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BRAZILIAN ARMY COMMISSION

Maintenance Requests for quotation Help Exit

Supervision1 [Supplier] - Home>RFQs

The session will automatically shut

RFQ/RFI/RFBQ: [dropdown] / [dropdown] / 2022 [dropdown] DUE DATE [input] Calendar Search

RFI/RFBQ (BUDGETARY PLANNING) / RFQ (REVERSE BID AUCTION)
Note: Your company has been invited or self-enrolled to participate on these tenders.

RFQ/RFI/RFBQ NUMBER	DUE DATE	STATUS	QUOTATION #	RESPONSE DATE
RFI-0200/2022	10/12/2022 10:00 AM	AWAITING OFFERS		
RFI-0038/2022	06/15/2022 10:00 AM	NOT QUOTED		

ONGOING RFI (BUDGETARY FOR PLANNING PURPOSES ONLY)
Note: Your company will need to self enroll if you want to participate.

RFI NUMBER	DUE DATE	STATUS	TYPE
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ONGOING RFQ (REVERSE BID AUCTIONS)
Note: Your company will need to self enroll if you want to participate.

RFQ NUMBER	DUE DATE	STATUS	TYPE
RFQ-0151/2022	10/14/2022 10:00 AM	NOT ENROLL	Reverse Bid Auction
RFQ-0153/2022	10/19/2022 10:00 AM	NOT ENROLL	Reverse Bid Auction
RFQ-0155/2022	10/12/2022 10:00 AM	NOT ENROLL	Reverse Bid Auction
RFQ-0101/2022-rev 1	10/19/2022 10:00 AM	NOT ENROLL	Reverse Bid Auction
RFQ-0097/2022-rev 1	10/13/2022 10:00 AM	NOT ENROLL	Reverse Bid Auction

5. The page **RFI-nnnn/yyyy** will show on the screen. You must follow the 3 steps in order:

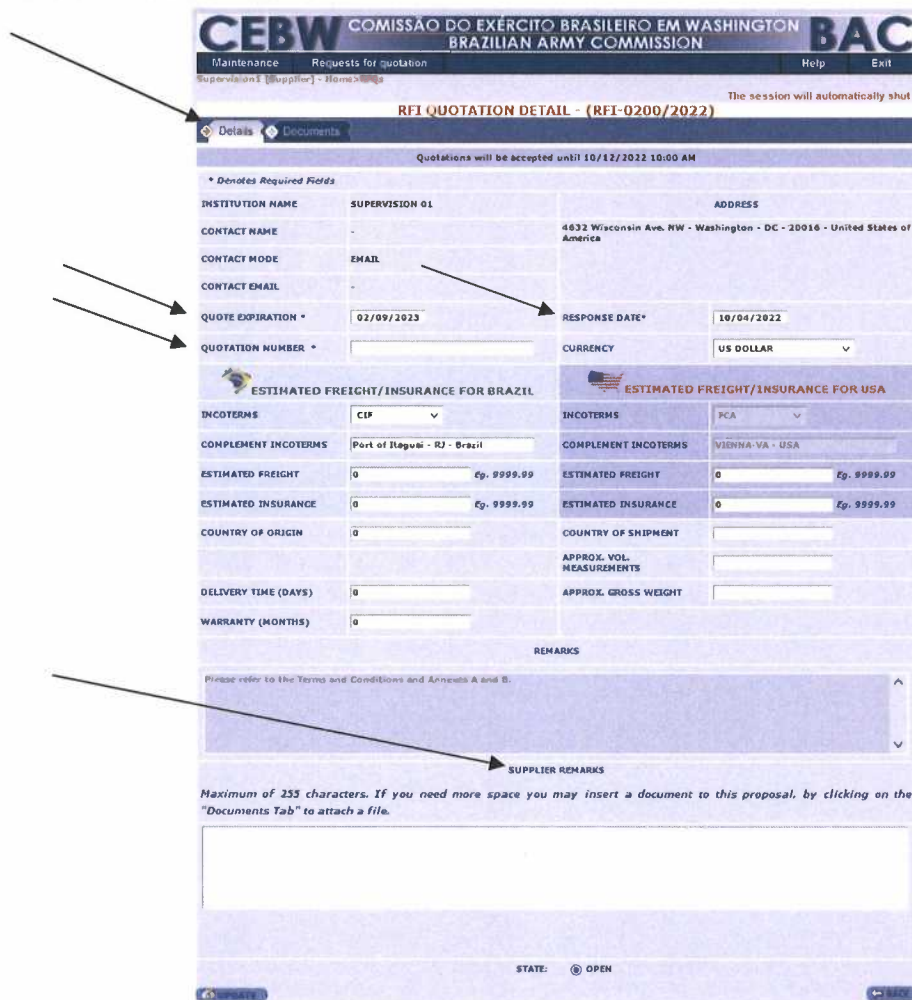


5.a. Click on the TERMS AND CONDITIONS icon  to see the T&C of the request; it is a pdf file that you can print/save it.

5.b. Click on the QUOTATION DETAILS icon  to fill out the details of your offer. Please note that the fields Quotation Number, Response Date and Quote Expiration are required fields; without these, the system will not save the information and will not allow you to fill out the price information on the next step.

Notes:

b.1 On this DETAILS tab, under SUPPLIER REMARKS you can write any information/details about your offer in general, such as (i) need for Buyer's End User Certificate, (ii) Export License, (iii) hazardous materials, etc.



b.2 On the DOCUMENTS tab, you will be able to attach up to 5 files (pdf, Word, Excel) of 10MB each. These files can be used for (i) your proposal as printed on your company's letterhead, (ii) the equipment's brochure/catalog, (iii) the equipment's Technical Data Sheet, etc.

Maintenance Requests for quotation Help Exit

Supervision 1 [Supplier] - Supplier Attachments automatically shut down after 60 minute(s) of inactivity.

DOCUMENT LIST - RFI-0200/2022

Details Documents

After performing the desired changes, click on the 'Confirm' button to complete the operation.

Document Designation

Annex A

Annex B

Annex C

Annex D

Annex E

Attached File

Browse... No file selected.

Browse... No file selected.

Browse... No file selected.

Browse... No file selected.


Browse... No file selected.

CONFIRM

5.c. Click on the ITEMS TO BE QUOTED icon  and the system will open a page **QUOTATION OFFER LIST – RFI-nnnn/yyyy** listing all the items in a specific request.

Notes:

c.1 For each line item, you must click on the icon  so you will be able to fill out the UNIT PRICE information.

c.2 If the item you are offering is not exactly the same as requested (for example: different P/N, NSN, description, etc), you may offer an “Alternative/similar Item” by selecting the icon .

Maintenance Requests for quotation Help Exit

QUOTATION OFFER LIST - RFI-0200/2022

To work on a required item individually, click on the (ITEMS TO BE QUOTED) icon, next to each item.
To work on required items sequentially, click on the (UPDATE OFFERS) icon, at the end of the page.

ITEM	PART NUMBER	NSN	TYPE	ENGLISH DESCRIPTION	QTD	UNIT PRICE (USD)	LOWEST OFFER (USD)
1			REQUIRED	OXYGEN BOOSTER The ...	12	NO BID	-
2	495005		REQUIRED	CLOSED CIRCUIT DIVIN ...	12	NO BID	-
3	495390		REQUIRED	DORSAL KIT Dorsal k ...	12	NO BID	-
4	394059		REQUIRED	ODYSSEA VEST. It sh ...	12	NO BID	-
5	840970		REQUIRED	CYLINDER FOR ODYSSEA ...	12	NO BID	-

- This is the screen to insert the UNIT PRICE for the exact required item. Under the REMARKS field, you can write remarks about the specific item.

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Maintenance Requests for quotation Help Exit

Supervision1 [Supplier] - Home>RFQs

The session will automatically shut down after

**RFI-0200/2022
UPDATE OFFER - ITEM 1**

* Denotes Required Fields

TYPE	REQUIRED	ITEM	1
		QTY	12
PART NUMBER		UNIT	UNIT
NSN		UNIT PRICE* (USD) ALL DISCOUNTS INCLUDED	NO BID Eg. 9999.99
EXPORT LICENSE	<input type="radio"/> YES <input type="radio"/> NO		

DESCRIPTION

OXYGEN BOOSTER
 The equipment should be similar to Masterline oxygen booster MDM-4 Masterline 7000A-2 model and should be used to pump 100% pure oxygen. It should allow users to fill oxygen cylinders at approx. 4,500 psi from a low pressure feed cylinder. Boosters should also operate at a very low 77 dBA noise level.
 OTHER TECHNICAL SPECIFICATIONS, ACCORDING TO ANNEX.

REMARKS

SAVE OFFER LIST

- This is the screen to insert a **similar/alternative item**. You may enter a different P/N, different NSN, different description, unit price. Under the REMARKS field, you can write remarks about the specific item.

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Maintenance Requests for quotation Help Exit

Supervision1 [Supplier] - Home>RFQs

The session will automatically shut down after 60 minute(s) of in

**RFI-0200/2022
ITEM REQUIRED**

DESCRIPTION

OXYGEN BOOSTER
 The equipment should be similar to Masterline oxygen booster MDM-4 Masterline 7000A-2 model and should be used to pump 100% pure oxygen. It should allow users to fill oxygen cylinders at approx. 4,500 psi from a low pressure feed cylinder. Boosters should also operate at a very low 77 dBA noise level.
 OTHER TECHNICAL SPECIFICATIONS, ACCORDING TO ANNEX.

QTY 12 UNIT UNIT

RFQ OFFER INSERT

* Denotes Required Fields

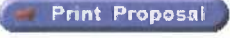

TYPE	ALTERNATIVE	ITEM	1
		QTY *	0
PART NUMBER		UNIT	UNIT
NSN		UNIT PRICE* (USD) ALL DISCOUNTS INCLUDED	0 Eg. 9999.99
EXPORT LICENSE	<input type="radio"/> YES <input type="radio"/> NO		

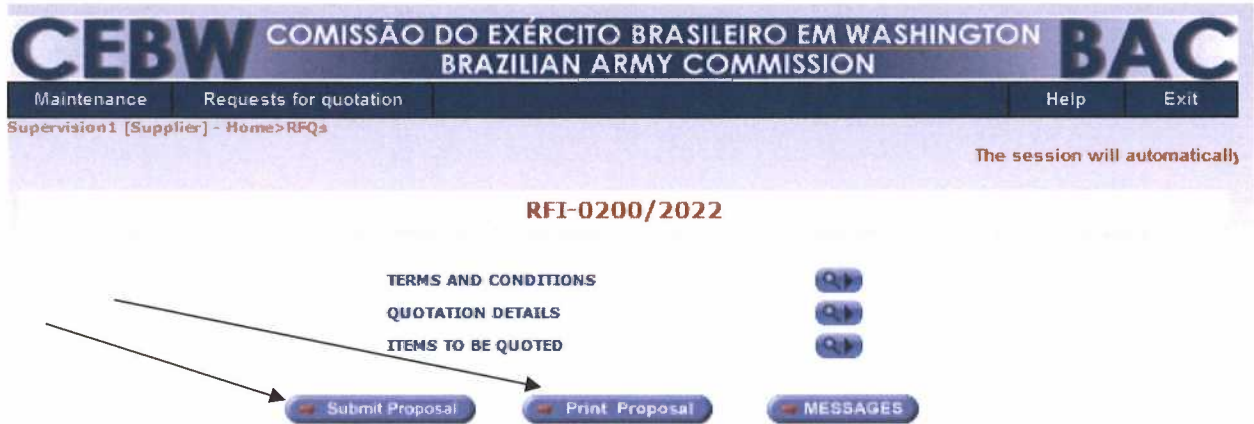
DESCRIPTION *

REMARKS

INSERT OFFER LIST

6. After completing the price information for all the items, you may go back to the screen shown below:

- 6.a. Click on the print button  to open a pdf file; at this moment you can print/save the file and verify all data entered.
- 6.b. If any information entered is not correct, you may go back to the specific screen and correct it as necessary.
- 6.c. If all data entered is correct, then you can click on the submit button  to send/upload your offer into the system.



7. If you have any further questions, please call/email your point of contact who is listed in the RFI/RFQ's Terms and Conditions.

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