



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

INSTRUCTIONS FOR THE REVERSE BID AUCTION

Here is the sequence of steps that must be followed in order to participate in the reverse bidding auction. Please note that we are using **RFI-0200/2022** as *an example only*.

1. Once you log into the system ((<https://dakota.cebw.org/cebwWeb/>), you will see a page showing the **RFI/RFBQ (BUDGETARY PLANNING)/RFQ (REVERSE BID AUCTION)**. Click on the icon  to open the details on a specific request.



CEBW COMISSÃO DO EXÉRCITO BRASILEIRO EM WASHINGTON **BAC**
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Maintenance Requests for quotation Help Exit

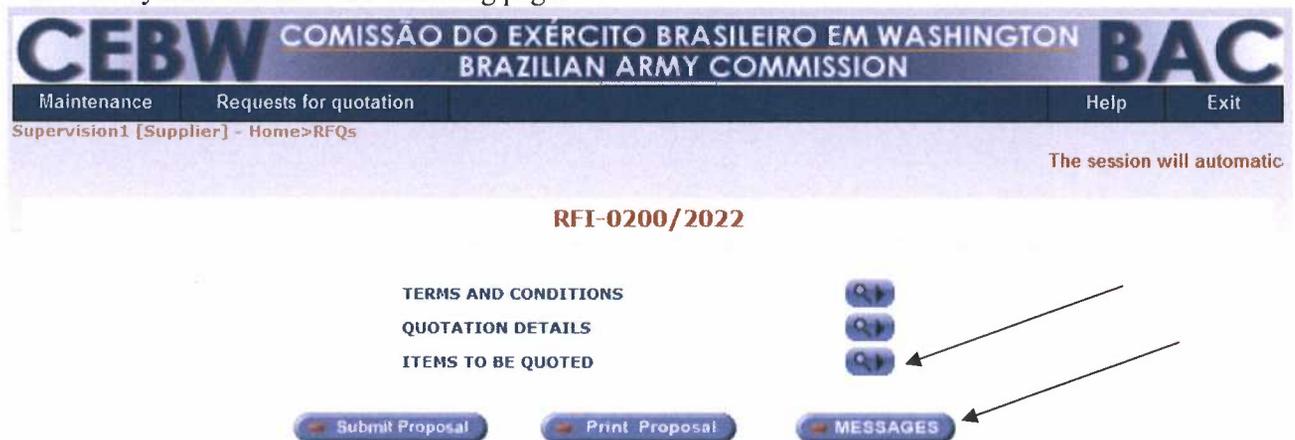
Supervision1 [Supplier] - Home>RFQs The session will automatically shut

RFQ/RFI/RFBQ: [] / 2022 [] DUE DATE [] 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	1/1
RFI-0200/2022	10/12/2022 10:00 AM	AWAITING OFFERS			
RFI-0038/2022	06/15/2022 10:00 AM	NOT QUOTED			

2. The system will show the following page:



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RFI-0200/2022

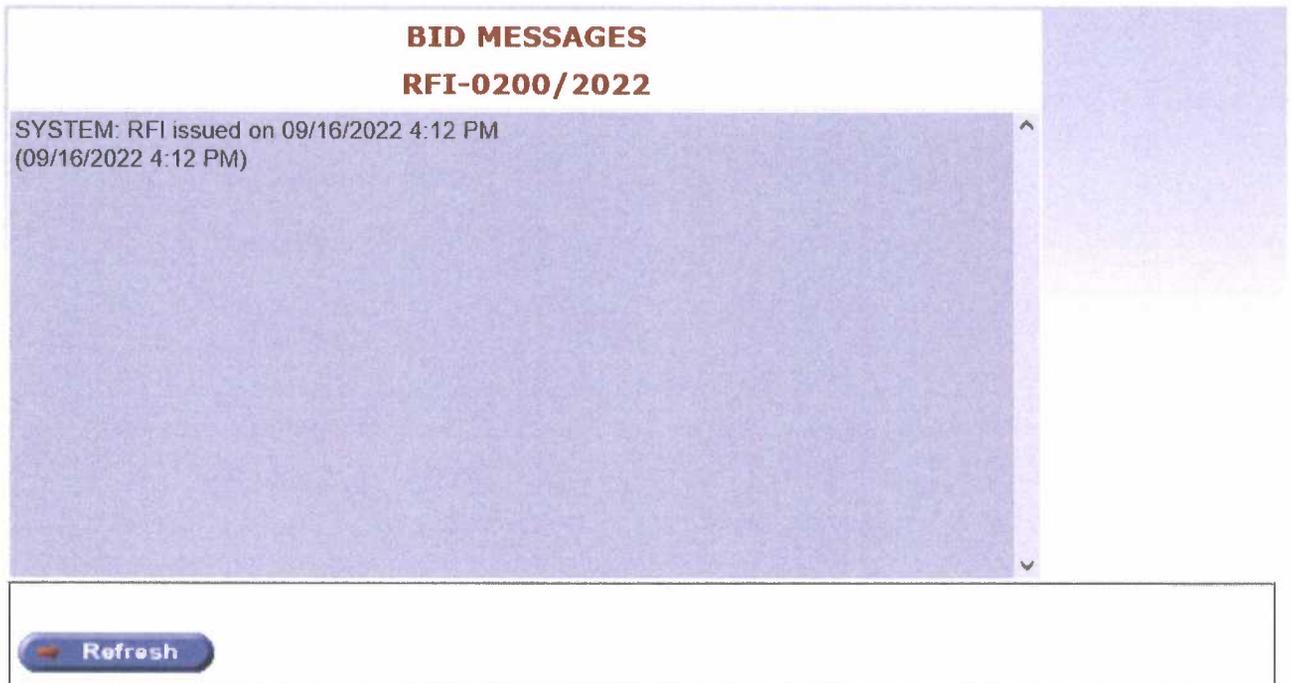
TERMS AND CONDITIONS 
QUOTATION DETAILS 
ITEMS TO BE QUOTED 

Submit Proposal Print Proposal **MESSAGES** 

On this page, there are two important places to check on:

- 2.a. Click on the **"MESSAGES"** button and move it to a second monitor (if available) or to the corner of your monitor. The button **"MESSAGES"** will give you relevant information of the reverse bidding auction. For example, the bid manager will send a message notifying the opening/ending times of the reverse bidding auction to all suppliers. Check the **"MESSAGES"** frequently (clicking F5 on the

keyboard) during the reverse bidding auction since it is the way of communication between you and the bid manager. On the message board you can communicate with the bid manager if you have any questions.



2.b. Click on the **ITEMS TO BE QUOTED** icon  and the system will open a page **QUOTATION OFFER LIST – RFQ-xxxx/yyyy** listing all the items in a specific request.

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	-

2.c. On this screen, your price is shown under "UNIT PRICE", so that you can compare your price and the "LOWEST OFFER" received by the BAC. For each line item there will be an icon ; you can click on this icon and lower/change your price.

2.d. The system does not allow you to enter a price higher than your initial offered price.

2.e. During the reverse bid auction only the field "UNIT PRICE" can be changed.

2.f. Please also refer to the RFQ's T&C, Clause 5 – Phase 3.

2.g. Always remember to hit **F5** on the keyboard so you can refresh the screen.

3. Notes from Terms & Conditions:

3.a. The **Bidders** may modify or withdraw its proposals, directly in the BAC's International Contracts System, before the deadline (date/time) stipulated for presentation of the initial proposals. After the deadline, should a **Bidder** want to withdraw its proposal; it must submit a request through the e-mail address listed on the Clause - POINT OF CONTACT of this RFQ.

3.b. A notification will be posted via “**MESSAGE**” board with the opening and closing times to receive each participant's lower bids. After the closing time, the System will enter into a random phase, closing at any time within a maximum period of 30 minutes.

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

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