

# Supplier Guide to Participating in SUSS Tenders via TenderBoard

Updated: 1 April 2024

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# Introduction

Singapore University of Social Sciences (SUSS) is using TenderBoard system to conduct our tenders.

All suppliers, vendors and contractors (collectively known as “Bidders”) are to submit their offers via the system. Unless otherwise stated in the tender notice, no other modes of submission will be accepted by SUSS.

# Closed / Invited Tenders – Email Invite

RFQ: RFQ for Stationery Inbox x

 Singapore University of Social Sciences (via TenderBoard) <noreply@tenderboard.biz> to SUSS ▾

Hi SUSS Supplier 1,

SUSS Supplier 1

You have been invited to submit a quotation for the following (there are no charges\* to submit a bid and no transaction fees if you are awarded):

**Description:** RFQ for Stationery  
**Reference No:** SUSS-RFQ-2022-004  
**Buyer:** Singapore University of Social Sciences  
**Open Date:** 5 Apr 22  
**Closing Date:** 15 Apr 22  
**Closing Time:** 12:00pm  
**Instructions:** You may download documents, ask a question, and submit your proposals at this button:

[View Details and Submit Bid here](#)

\*TenderBoard does not charge fees or commission, but our buyers may choose to impose a fee or deposit.

This is an automatic email from TenderBoard. For support, please contact us via our [Contact Form](#)

Invited Bidders will receive an email from [noreply@tenderboard.biz](mailto:noreply@tenderboard.biz) to participate in the opportunity.

Please check your junk/spam folder if you do not receive the email and 'whitelist' this email domain.

Click the button and access the unique link to submit a bid. You are not required to login or register an account with TenderBoard if you are directly invited by SUSS.

*Please refer to slide 26 to know the benefits of registering for an account.*

You may refer to the [short video created by TenderBoard](#) for this purpose here.

# Closed / Invited Tenders – Terms of Use

## Deal Invitation

Hi, you were invited by **Singapore University of Social Sciences** to participate in **RFQ for Stationery**. Before we proceed, we request that you review our [Terms of Use](#) and indicate your acceptance:

**Name**

SUSS Supplier 1

**Company**

SUSS Supplier 1

**Email**

susstbtest+supplier1@gmail.com

By clicking, you agree to our [Terms of Use](#).

ACCEPT

You will be brought to the next page to accept the Terms of Use from TenderBoard.

Confirm your company information is correct and agree to the TenderBoard's Terms of Use to view further details.

**Note:** Agreeing to the Terms of Use does not obligate Bidders to submitting an offer.

# Closed / Invited Tenders – Expression of Interest

## Supply of pantry supplies

**Buyer:** Singapore University of Social Sciences

DECLINE TO BID

VIEW EOI

Bidders will then be required to click on “View EOI” to review and accept SUSS’s Online Non-Disclosure Agreement (NDA) before being allowed to access the tender documents.

### Overview

**Reference No:** SUSS-ITT-2022-003  
**Published:** 4 Apr 2022  
**Closing Date:** 8 Apr 2022  
**Closing Time:** 12:00 (UTC+08:00)

# Closed / Invited Tenders – Expression of Interest

## Expression of Interest Submission

Name\*  
SUSS Supplier 1

---

Company\*  
SUSS Supplier 1

---

Email\*  
sussupplier1@gmail.com

---

Phone\*  
55555555

---

Please fill in your ACRA registered company name  
:

Required


Please fill in your UEN\*:

Required

Please download and read the attached Online Non-Disclosure Agreement (NDA)\*:

1.

eNDA for e-sourcing system.pdf

eNDA for e-sourcing system.pdf (20... 

By clicking to proceed to submit your Expression of Interest for this Procurement Opportunity, you have read, and confirm acceptance of the terms of the Online Non-Disclosure Agreement (NDA)

\*Required

You acknowledge that your submitted proposal will be subject to the validity period stated in our Form of Tender/Quotation, regardless of any other selection in the online submission form.

\*Required

HIDE

SUBMIT

To accept the NDA, please fill in your ACRA registered company name and UEN, tick on these two checkboxes, followed by clicking SUBMIT.

After submitting, you will be brought to the next page.

To go back to the previous screen, click on HIDE.

**Note:** Depending on each tender, the EOI and information requested may differ. Please follow the instructions on screen to proceed further.

# Closed / Invited Tenders – Expression of Interest

TenderBoard: Purchase Expression of Interest submitted Inbox x

**TenderBoard** <noreply@tenderboard.biz>  
to me ▾

Hi SUSS Supplier 1,

Your Expression of Interest has been submitted and you will be notified once the submission has been reviewed.

**Description:** Supply and delivery of Apple Tablets (testing 2 envelopes)

**Reference No:** SUSS-ITT-2022-012

**Buyer:** Singapore University of Social Sciences

**Open Date:** 8 Apr 22

**Closing Date:** 29 Apr 22

**Closing Time:** 12:00pm

This is an automatic email from TenderBoard. For support, please contact us via our [Contact Form](#)

You will receive an email notification similar to the screenshot on the left, upon successful submission of your Expression of Interest.

You will then be brought to the next screen to view the tender documents<sup>2</sup>, ask questions, decline to bid or submit your bid.

<sup>2</sup>Depending on each tender, the submitted EOI may be subject to approval by Procurement before Bidders can access the tender documents.



# Closed / Invited Tenders

TENDERBOARD FEATURES PRICING BLOG OPEN DEALS SIGN UP LOGIN

This deal is hosted on Tenderboard. Download documents, ask clarifications and submit bids through us.

TenderBoard's Terms of Use was accepted by **SUSS Supplier 1** from **SUSS Supplier 1**, on 5 Apr 22, 8:57am. If you are not **SUSS Supplier 1** from **SUSS Supplier 1**, kindly review our [Terms of Use](#) before proceeding as your continued use of our site means you accept our Terms.

**RFQ for Stationery**

Buyer: **SUSS** Singapore University of Social Sciences

PRINTABLE VERSION ASK DECLINE TO BID SUBMIT YOUR BID HELP

**Overview**

Reference No:	SUSS-RFQ-2022-004
Published:	5 Apr 2022
Closing Date:	15 Apr 2022
Closing Time:	12:00 (UTC+08:00)

**About Us**

TenderBoard is a B2B marketplace for goods and services. Sign up today to Singapore's most comprehensive listing of RFQs and Tenders.

**Why Sign Up**

While you do not need to sign up to bid on this deal, do consider signing up! We have many more exclusive deals and by signing up (FREE 30 days trial), you will be able to view all of them.

**Sign Up FREE Trial Here!**

Enter your username

**ASK:** If you have any queries on the opportunity's requirements or require further information, you may contact SUSS directly using the "ASK" function. You may also attach a file to support your clarifications.

**DECLINE TO BID:** For opportunities that you have been invited to, but unable to participate in, you may click on the "DECLINE TO BID" button.

**SUBMIT YOUR BID:** Proceed to submit your offer and pricing.

# Closed / Invited Tenders - Ask

Your question for SUSS-ITT-2022-012 Inbox x

**TenderBoard** <noreply@tenderboard.biz>  
to me ▾

Hi SUSS Supplier 1,

Thank you for your clarification, your question has been submitted to buyer.

**Description:** Supply and delivery of Apple Tablets (testing 2 envelopes)

**Reference No:** SUSS-ITT-2022-012

**Buyer:** Singapore University of Social Sciences

**Open Date:** 8 Apr 22

**Closing Date:** 29 Apr 22

**Closing Time:** 12:00pm

**Your question:** Can I deliver the tablets in 2 batches?  
Are you able to accept refurbished sets with warranty?

**Attachment:** [Dummy file.docx](#)

[View tender details](#)

This is an automatic email from TenderBoard. For support, please contact us  
via our [Contact Form](#)

Upon successful submission of your clarifications, you will receive an email similar to the one shown above.



Clarification for SUSS-ITT-2022-012 Inbox x

**TenderBoard** <noreply@tenderboard.biz>  
to me ▾

Hi SUSS Supplier 2,

There is an update for a deal in your watchlist. A question has been answered for this deal: SUSS-ITT-2022-012

**Description:** Supply and delivery of Apple Tablets (testing 2 envelopes)

**Reference No:** SUSS-ITT-2022-012

**Buyer:** Singapore University of Social Sciences

**Open Date:** 8 Apr 22

**Closing Date:** 29 Apr 22

**Closing Time:** 12:00pm

Question	Answer
Can I deliver the tablets in 2 batches?	No, we need all laptops in 1 batch.
Are you able to accept refurbished sets with warranty?	No, we need brand new sets with Apple warranty.

[Submit Your Bid](#)

You will be notified via email again when your question has been answered. All clarifications and SUSS's responses will be shared with all participating bidders.

# Closed / Invited Tenders - Ask

## Clarifications

---

Q1

**Can I deliver the tablets in 2 batches? Are you able to accept refurbished sets with warranty?**

No, we need all laptops in 1 batch.

No, we need brand new sets with Apple warranty.

Dummy file.docx 

By scrolling down to the bottom of the page of the Tender Listing, you will also be able to view the clarifications and SUSS's responses posted, along with supporting documents if any.

# Closed / Invited Tenders – Decline to Bid

## Decline to Bid

Are you sure you want to decline to bid this RFQ? The buyer will be notified.

Please select the reason:

Deal is not relevant

Deal is not relevant

Cannot meet requirements

Cannot meet delivery time

Not enough time to submit bid

Other



TenderBoard

SUSS Supplier 2 declined to quote SUSS-ITT-2022-012

[EXTERNAL EMAIL] DO NOT click on links or open attachments unless you recognize the sender

If you click on Decline to Bid, you will be asked to select the reason for declining to participate.

SUSS Buyer will be notified of your decline to participate via email.

# Closed / Invited Tenders – Amendments

Purchase is amended Inbox x

**TenderBoard** <noreply@tenderboard.biz>  
to me ▾

Hi SUSS Supplier 1,

This purchase has been amended.

**Description:** Supply and delivery of Apple Tablets (testing 2 envelopes)

**Reference No:** SUSS-ITT-2022-012

**Buyer:** Singapore University of Social Sciences

**Open Date:** 8 Apr 22

**Closing Date:** 29 Apr 22

**Closing Time:** 12:00pm

**Reason of amendment:** Hi all, please note Corrigendum No. 1 issued.

[View Details](#)

This is an automatic email from TenderBoard. For support, please contact us via our [Contact Form](#)

Bidders will receive email notification of their tender on watchlist being amended, if any.

Amendments from SUSS could be due to release of Corrigendum, additional information or changing the administration details of the tender, such as the closing date and time.



Once a deal is amended, Bidders will be asked to accept the Terms of Use and express their interest again to take part.

## Corrigendum

12 Apr 2022 10:14

Field	Original	Amended
Other Attachments for Suppliers		Dummy file - Corrigendum No. 1.docx
Other Instructions for Suppliers		Please note the changes made to this Tender stated in Corrigendum No. 1, with the corresponding updated files uploaded.
Site Showround/ Tender Briefing Registration Deadline	15 Apr 22, 12:00am (UTC+08:00)	16 Apr 22, 10:00am (UTC+08:00)

12 Apr 2022 10:19

Field	Original	Amended
Other Attachments for Suppliers	Dummy file - Corrigendum No. 1.docx	Dummy file - Corrigendum No. 1.docx Dummy file - Corrigendum No. 2.docx
Other Instructions for Suppliers	Please note the changes made to this Tender stated in Corrigendum No. 1, with the corresponding updated files uploaded.	Please note the changes made to this Tender stated in Corrigendum No. 1 and 2, with the corresponding updated files uploaded.

By scrolling down to the bottom of the Tender Listing, Bidders will also be able to view the details of amendments (refer to screenshot above).

# Closed / Invited Tenders – Submit Your Bid

Price Schedule

You are quoting in: Singapore Dollar (SGD)

Description	Quantity	Mandatory to Quote	Delivery Location	Unit Price, excl GST	Sub-Total	Tax
iPad 10.2	500 each	Yes	-	Enter Unit Price Here <input type="checkbox"/> Not bidding on this item <input type="checkbox"/> Included Required		Select... Required
iPad Pro	100 each	Yes	-	Enter Unit Price Here <input type="checkbox"/> Not bidding on this item <input type="checkbox"/> Included Required		Select... Required
Is there any delivery charges?	<input type="radio"/> Yes <input type="radio"/> No	Required				

+ Add Additional Proposed Item

Bid Submission Form fields to fill up:

- 1. Currency:** Select SGD or other currency as stated in the opportunity.
- 2. Unit Pricing:** Input the unit price for your product. Please follow the instructions shown on screen or in the tender documents.
- 3. Delivery Charge:** Select "Yes" if you have separate delivery charges, or select "No" if the delivery charge is already included in unit price.
- 4. Add Additional Proposed Item:** If you wish to propose different or additional items in your offer, please list them here.
- 5. Tax:** Select the applicable tax rate from the drop-down list.

# Closed / Invited Tenders – Submit Your Bid

Contact Information	
<b>Contact Information:</b>	
Contact Name*:	SUSS Supplier 1
Contact Email*:	susssupplier1@gmail.com
Contact Phone*:	55555555
<b>Company Information:</b>	
Company Name*:	
Company registration number*:	

Bid Submission Form fields to fill up:

**6. Contact Information / Company Information / Additional Details:** Fill in the details for your proposal. Include notes to buyer, if any.

Additional Details	
Delivery Lead Time from Time of Award*:	<input type="text"/>
Proposal Validity*:	<input type="text"/>
Notes to Buyer:	Additional notes or message to Buyer, if any. <input type="text"/>

Please note that any selection of proposal validity here will be invalidated. Proposal validity shall follow that acknowledged by Bidders in Form of Tender.

# Closed / Invited Tenders – Submit Your Bid

## File Attachments

**Mandatory:** Official Quotation/Proposal (Please submit your quotation on your company letterhead here): txt pdf doc docx ppt pptx xls xlsx jpg jpeg png rar zip \* (max 20 Mb)

Please address the quotation to:

Dawn Tan  
Singapore University of Social Sciences  
Clementi

+ Add quotation

Other files (txt pdf doc docx ppt pptx xls xlsx jpg jpeg png rar zip) (max 20 Mb per file):

+ Add another files

Bid Submission Form fields to fill up:

**7. Add Quotation:** Upload your official offer on your company letterhead here.

**8. Add Another File:** Please refer to the opportunity requirements to upload all required forms and supporting documents.



# Closed / Invited Tenders – Submit Your Bid

**Bid Submission**

You are submitting a bid for this deal.

← BACK
SAVE TO DRAFT
→ SUBMIT WITHOUT PREVIEW
👁️ PREVIEW BID

Mandatory Fields: 8 of 8 completed  
 Non Mandatory Fields: 0 of 3 completed

Last saved: 18 Mar 24, 4:08pm

Line Item (Tax): test Required

Description:	Tender Demo
Reference No:	SUSS-ITT-2024-107
Published:	18 Mar 24
Closing Date:	21 Mar 24
Closing Time:	12:00pm

Price Schedule

You are quoting in: Singapore Dollar (SGD)

Description	Quantity	Mandatory to Quote	Delivery Location	Unit Price, excl GST	Sub-Total	Tax
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Bid Submission Form fields to fill up:

9. When you are ready to submit, click on “**Preview Bid**” to go to the preview page.

10. Otherwise, click “**Save to Draft**” to continue working on it. You can use the initial invite email’s link to access your draft submission anytime before closing.

# Closed / Invited Tenders – Submit Your Bid

## Your Proposal

Confirm the details of your proposal.

[← BACK](#)[→ CONFIRM AND SUBMIT](#)

**Buyer:** Singapore University of Social Sciences  
**Description:** Purchase of Samsung Phones  
**Reference No:** SUSS-ITT-2022-013

**Proposal By:** SUSS Supplier 1  
**Total Price:** \$96.30  
**Submitted On:** 12 Apr 22, 10:44am  
**Contact Name:** SUSS Supplier 1  
**Contact Email:** susssupplier1@gmail.com  
**Contact Number:** 55555555  
**Lead Time:** Per Specifications  
**Proposal Validity:** 90 days  
**Notes from Vendor:** None

At the preview page, click on “**Confirm and Submit**” to send in your bid, if you have checked that all is in order. Otherwise, please click on “**Back**” to amend your bid.

# Closed / Invited Tenders – Submit Your Bid

TENDERBOARD

FEATURES

PRICING

BLOG

OPEN DEALS

SIGN UP

LOGIN

EXCLUSIVE

Thank you, we have received your submission on 5 Apr 22, 9:07am.

EXCLUSIVE

## Summary

<b>Buyer</b>	Singapore University of Social Sciences
<b>Description</b>	RFQ for Stationery
<b>Reference No</b>	SUSS-RFQ-2022-004
<b>Open Date</b>	5 Apr 22, 8:55am
<b>Close Date</b>	15 Apr 22, 12:00pm



## Sign Up FREE Trial Here!


Required

Required

After submitting your bid, you'll be brought a summary page letting you know that the bid has been submitted.

# Closed / Invited Tenders – Submit Your Bid

Your submission to SUSS-ITT-2022-013 Inbox x  

 **TenderBoard** <noreply@tenderboard.biz> 10:48 (4 minutes ago) ☆ ↶ ⋮  
to me ▾

Hi **SUSS Supplier 2**,

Thank you for your submission to:

**Description:**  
Purchase of Samsung Phones

**Reference No #:**  
[SUSS-ITT-2022-013](#)

**Buyer:**  
Singapore University of Social Sciences

**Closing date and time:**  
29 Apr 2022, 12:00pm

Note that you would require a TenderBoard account to amend your submitted bids. If you do not already have a TenderBoard account, you may sign up here: <https://www.tenderboard.biz/user/register?type=supplier>. All Suppliers are entitled to 1 free account to manage their Company Profile as well as the deals that they are specifically invited for.

For any support needs, please contact us at [hello@tenderboard.biz](mailto:hello@tenderboard.biz).

Thank you and Happy Deal Making!

The TenderBoard Team

This is an automatic email from TenderBoard. For support, please contact us via our [Contact Form](#)

You will also receive an email notification informing you so.

# Closed / Invited Tenders – Amend Your Bid

## Submitted

Your company has submitted a bid under at 12 Apr 2022 - 10:59am

Your company will be notified via email once the tender is awarded.

If you wish to amend your submission, please contact us at [hello@tenderboard.biz](mailto:hello@tenderboard.biz), call +65 98624651, or sign up for an account with the sign up form on the right. You will be able to manage your submission after logging into the system.

CLOSE

If you have submitted a bid without registering for an account with TenderBoard, you will not be allowed to amend your bid before closing.

Should you require to amend your submission, please contact TenderBoard at [hello@tenderboard.biz](mailto:hello@tenderboard.biz), [support@tenderboard.biz](mailto:support@tenderboard.biz).

If you try to amend your bid after tender had closed, you will receive the “Forbidden” message below.

## Forbidden

Sorry, this deal has closed and is no longer accessible from this invitation link

OK

# Open Tenders

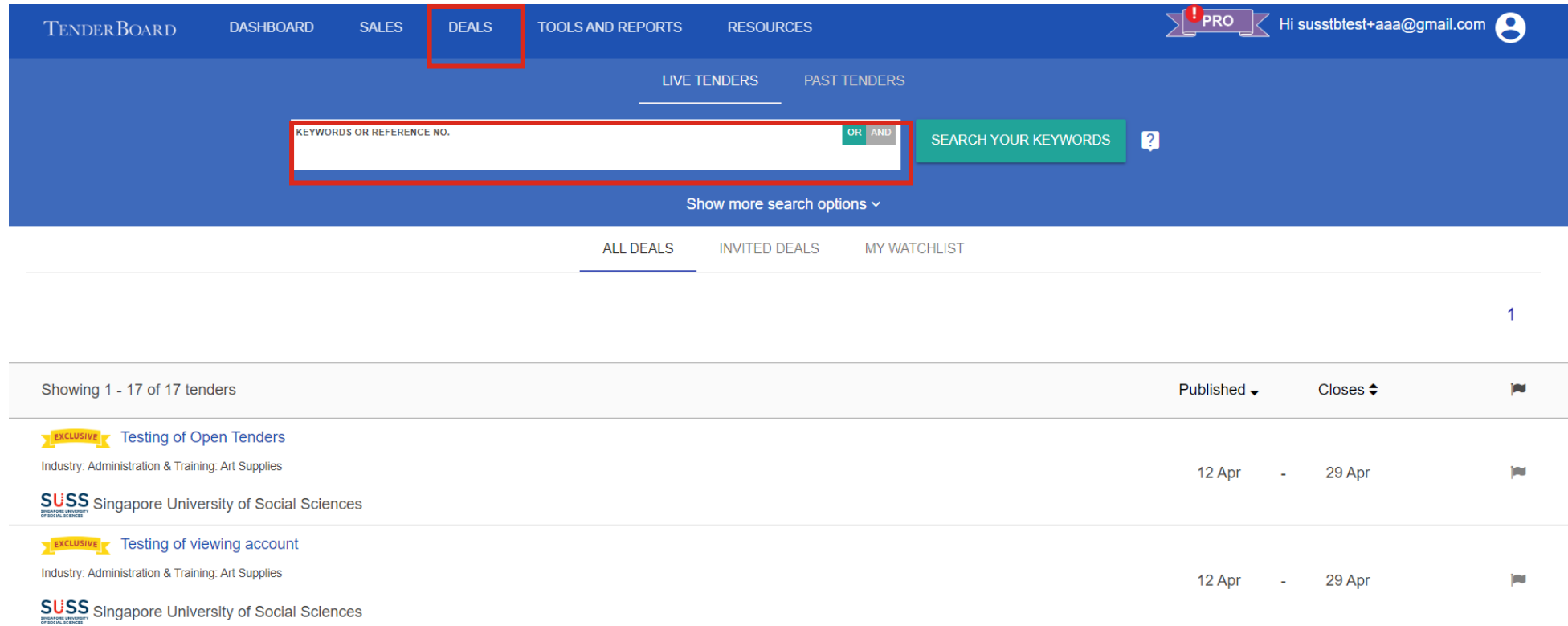
SUSS's open procurement opportunities will be listed on Open Deals page here: [Tender Notices | Data | Insights | Search | Singapore Quotations and business opportunities - TenderBoard](#)

Bidders who click on open links to participate in our procurement opportunities will be required to register / log in to TenderBoard before they are allowed to proceed further.

Please refer to slide 26 for more information on registration.

All other steps to participate will be as per that for Closed / Invited Tenders.

# Open Tenders



TENDERBOARD DASHBOARD SALES **DEALS** TOOLS AND REPORTS RESOURCES

PRO Hi susstbtst+aaa@gmail.com

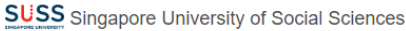
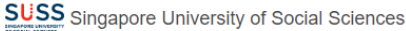
LIVE TENDERS PAST TENDERS

KEYWORDS OR REFERENCE NO. OR AND SEARCH YOUR KEYWORDS ?

Show more search options

ALL DEALS INVITED DEALS MY WATCHLIST

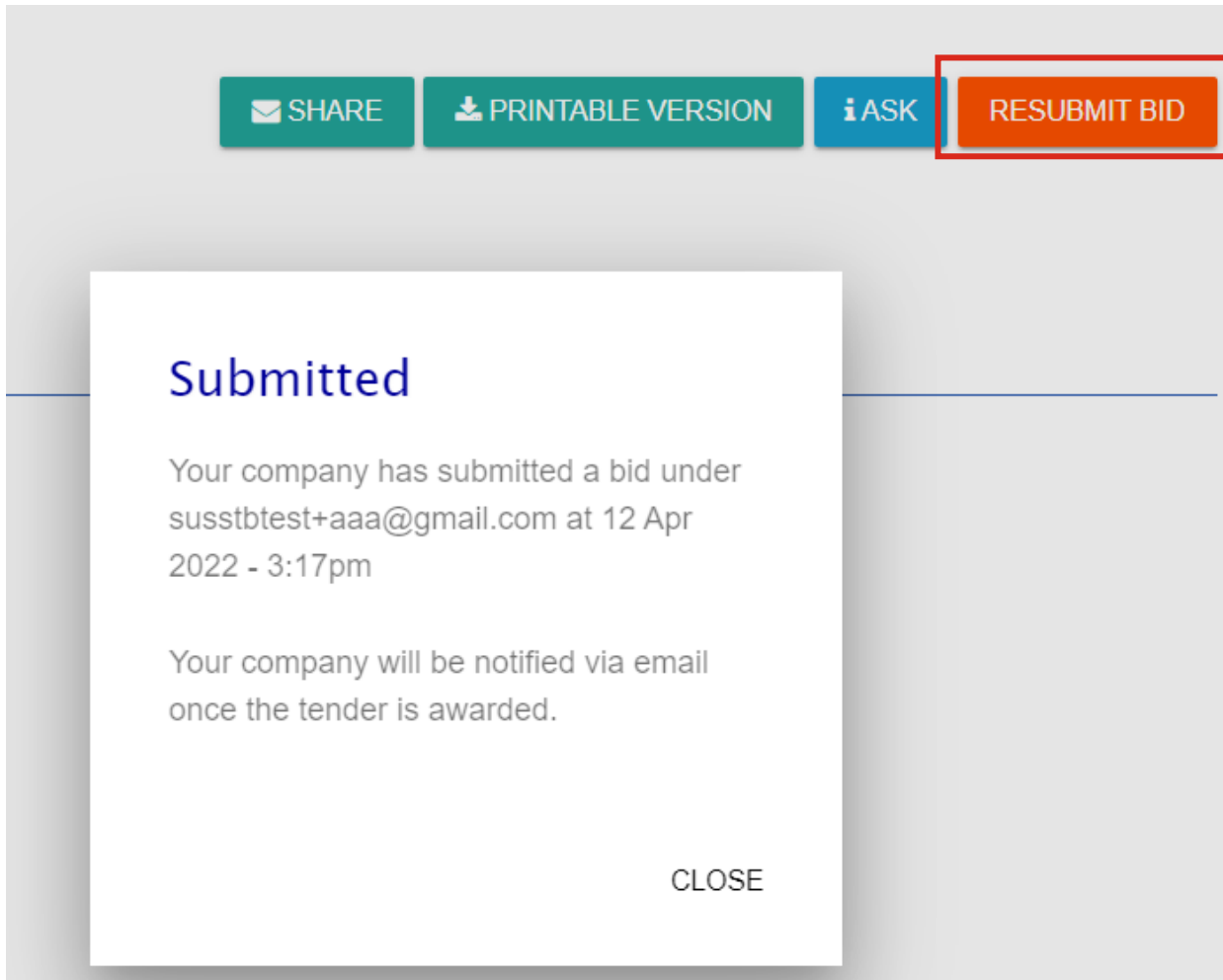
Showing 1 - 17 of 17 tenders

	Published	Closes	
<b>EXCLUSIVE</b> Testing of Open Tenders Industry: Administration & Training: Art Supplies 	12 Apr	- 29 Apr	
<b>EXCLUSIVE</b> Testing of viewing account Industry: Administration & Training: Art Supplies 	12 Apr	- 29 Apr	

Upon logging into your account, click on **Deals** to see a list of opportunities which you have been invited or open to you. Alternatively, you may search using the tender reference number in textbox highlighted in red above.

Click on the opportunity that you wish to find out more and follow the steps outlined in “Closed/Invited Tenders” to participate.

# Open Tenders



The screenshot shows a web interface for TenderBoard. At the top, there are four buttons: 'SHARE' (green), 'PRINTABLE VERSION' (green), 'ASK' (blue), and 'RESUBMIT BID' (orange, highlighted with a red border). Below these buttons is a white notification box with the following text:

**Submitted**

Your company has submitted a bid under susstbtest+aaa@gmail.com at 12 Apr 2022 - 3:17pm

Your company will be notified via email once the tender is awarded.

CLOSE

For registered bidders with TenderBoard, you will have the option of “**Resubmit Bid**” after sending in your offer.

*Please note that SUSS will only see the latest submitted bid upon closing and your submission will only constitute as 1 bid, regardless of the number of times you resubmit.*

LIVE TENDERS

PAST TENDERS

To retrieve your submission to tenders which had closed, click on “**Past Tenders**” shown above under Deals page.



# Registration with TenderBoard

Bidders do not need to register an account with TenderBoard to respond to SUSS's procurement opportunities, if they are invited. It is however encouraged. Please refer to the table below on the list of actions that you would not be able to do should you submit an offer without registering for an account.

First user account with TenderBoard for all suppliers is **free**.

For more instructions on how to manage your TenderBoard account, please refer to [My Account :TenderBoard Support](#).

Task	With account	Without account
Responding to our invitation and acknowledging NDA	✓	✓
Viewing the tender notice and documents once NDA is accepted	✓	✓
Submitting an offer	✓	✓
Resubmitting your offer	✓	
Be invited for other relevant procurement opportunities, set up keywords to receive notifications	✓	

# FAQ

**Qn: Is there any file size limit to my uploaded attachments?**

Ans: Per file size limit is 20MB.

**Qn: Is there a limit to the total number of attachments I can upload per submission?**

Ans: No, there isn't.

**Qn: What if I did not complete uploading before tender closing?**

Ans: The system will not allow further submission after tender closing date and time. Please ensure you allow sufficient time to upload your submissions fully and submit via system before that.

**Qn: Will I be notified of the tender outcome via the system?**

Ans: Yes, bidders will be notified of tender outcome via system. Letter of Acceptance will be sent to successful bidders outside of system.

**Qn: Is my bid secure? Will other bidders know my offered price?**

Ans: No, other bidders will not know your offered price. Submitted prices and award details will not be published.

For other Q&A, you may refer to TenderBoard's website which is updated on periodic basis:

- [Suppliers: TenderBoard Support](#)
- [FAQ: TenderBoard Support](#)

## Who to Contact

For support required on registration, using the TenderBoard system to respond to our invitation to tender, please reach out to [support@tenderboard.biz](mailto:support@tenderboard.biz).

Should you receive no support / reply in 2 working days, you may escalate the matter to [procurement@suss.edu.sg](mailto:procurement@suss.edu.sg).

**For time-critical / urgent matters, please call +65 6715-8931.**

For other clarifications relating to the tender requirements and notice, please reach out to the Buyer Contact stated in the tender notice.

**THANK YOU**