

# User Guide

Online EOI, RFP, Tender and Contract Management  
System



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## Introduction

To manage all the expression of interest, Request for proposal and administering all the running contracts CEGIS has developed a managing system called **Online EOI, RFP Contract Management System**.

This system is divided into three modules, **Data Entry System**, **Information Viewer** and **User Post Uploading System**. Only privileged users can enter and view the information with report generation capability. User post uploading module is accessible for both authenticated and unauthenticated users.

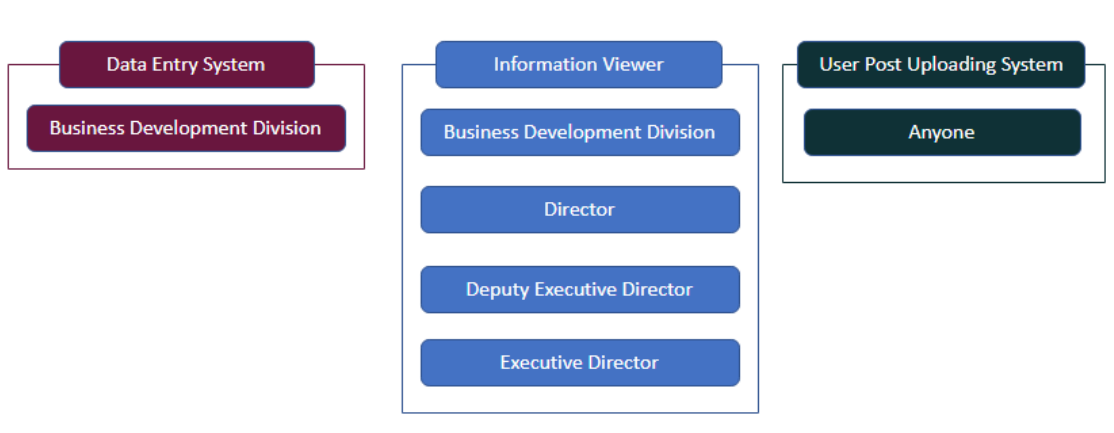


Figure 1 System Access Diagram

To visit the system please go to the link [http://202.53.173.185/eoi\\_rfp\\_contract](http://202.53.173.185/eoi_rfp_contract).

After going the above URL, the following page will be visible like below.

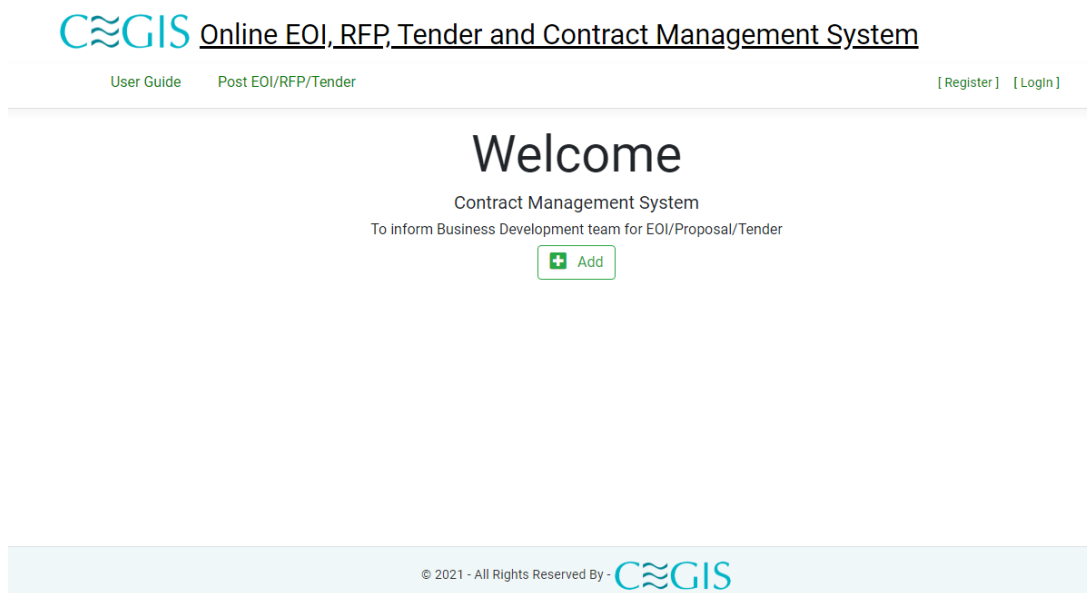


Figure 2 Home page of the Contract Management System

**Figure 3 Navigation Bar**

Click on the **User Guide** button to view the user guidelines.

To post an EOI/RFP/Tender information click on the **POST EOI/RFP/Tender** button

## POST EOI/RFP/Tender

By filling up the Tender/Proposal/Expression of Interest (EOI) page a user can help the CEGIS business development team with information like,

- Project Name
- Reference ID
- Reference No
- Name
- Designation
- Email
- Reference URL

Along with an image by uploading it in the system.

After entering all the required information click on the **Submit** button.

### Send EOI/Tender/Proposal information

Please fill up the form to send information regarding EOI/Tender/Proposal to the business development team of CEGIS. Give project information and upload images if necessary.

Project Name\*

Reference ID

Reference No

Your Name

Your Designation

Your Email

Reference URL

Upload Image

No file chosen

**Figure 4 EOI/Tender/Proposal information post page**

## User Registration

If the user is not registered click on the top right panel on the **register** button.

Now a page like below would be visible in the screen.

- Select the initial
- Enter the password.
- Click on the **Register** button to register.

**CEGIS** Online EOI, RFP, Tender and Contract Management System

[User Guide](#) [Post EOI/RFP/Tender](#) [\[ Register \]](#) [\[ Login \]](#)

Registration Sign In Now!

Initial

Name

Email

Phone No

Password

Confirm password

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Center for Environmental and Geographic Information Services

Figure 5 Registration page

## User Login

To login in the system click on the Login button.

A page like would be displayed on the screen.

The screenshot shows the login page for the CEGIS Online EOJ, RFP, Tender and Contract Management System. The page has a light blue header with the CEGIS logo and the system name. Below the header, there are navigation links: "User Guide", "Post EOJ/RFP/Tender", "[ Register ]", and "[ Login ]". The main content area features a green-bordered login form with a green header that says "Sign In" and "Forgot password?". The form contains two input fields: "Initial" and "Password". Below the input fields, there is a link that says "Not a member yet? Register now !" and a green "Log In" button. At the bottom of the page, there is a footer with the text "© 2021 - All Rights Reserved By - CEGIS".

**Figure 6 Login Page**

- Click on the **Login** button.
- Enter the Initial
- Enter the password
- Click on the **Login** button.

## Dashboard

After logging into the system user would see a dashboard. The top navigation bar is also going to change slightly with access to more features.

**Figure 7 Dashboard Navigation Bar**

**EOI Information**

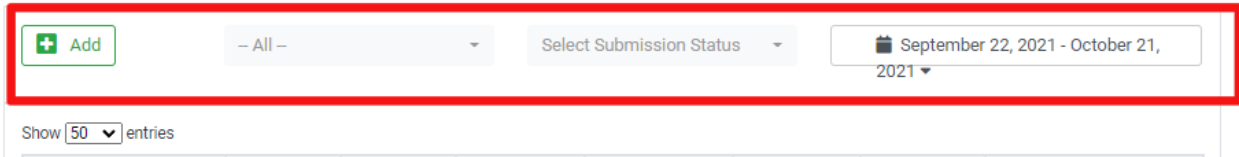
[+ Add](#)    Select Project    Select Submission Status    September 22, 2021 - October 21, 2021

Show  entries

Project Name	Reference ID	Reference No	Client	Submission Status	Short List Status	EOI Submission Date	
"Selection of Consulting Firm for Social Satisfaction Survey- Baseline and Endline"			BWDB	Submitted		Wednesday, 1 September, 2021	
Conducting Environmental and Social impact assessment (ESIA) and Environmental and Social Management Plan (ESMP) Compliance and Effect Monitoring of the sustainable coastal and Marine Fisheries Project (SCMFP)			Department of Fisheries	Submitted		Wednesday, 15 September, 2021	
Conducting Environmental Impact Assessment (EIA) study	N/A	N/A	BSCIC	Submitted		Thursday, 14 October, 2021	
Consultancy Services for Developing a web-based Rural Bridge information Management System (RuBIMS) in LGED (AF-S-23)			LGED	Submitted		Tuesday, 28 September, 2021	
Develop Pro-Poor Adaptation Pathways Framework for the Haor Region in Bangladesh under Haor Infrastructure and Livelihood Improvement project (HILIP).			LGED	Submitted		Monday, 27 September, 2021	

**Figure 8 User Dashboard**



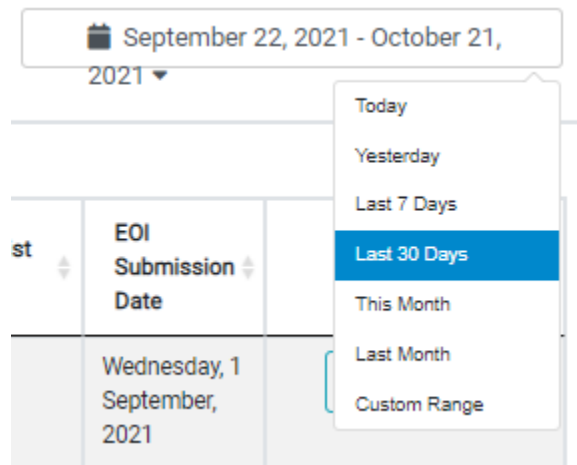


**Figure 9 Custom Information Search Panel**

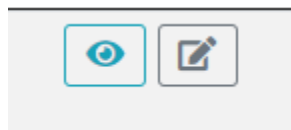
From **Select Project** dropdown user can search information related to a particular project.

To Search by Submission Status, choose the desired option from **Select Submission Status** dropdown.

User can set the range either **Today, Yesterday, Last 7 days, Last 30 days, this month, Last Month** for searching in a specific timeline. The authorized user also has the facility to find by a **custom range** by selecting the starting time and ending time.



**Figure 10 Search by timeline**



**Figure 11 Links for viewing and updating details information**

User can view the details of a particular document by clicking the eye icon (left icon) whereas by clicking the edit icon (right icon) it's possible to edit the information.

### Request for Proposal (RFP)

List 

Project Name	Feasibility Study, Topographic Survey, Route Survey, IEE & RAP for Bangladesh Power Transmission Network Infrastructure at Development Project*
Reference ID	N/A
Reference No	N/A
Project Code	
Client	PGCB
Association	No
Division	Power, Energy and Mineral Resources Division
Fund Type	Govt
RFP Submission Date	10/5/2021 12:00:00 AM
RFP Closing Date	10/5/2021 12:00:00 AM
Submission Status	Submitted
Selection Method	
Financial Marks	0
Technical Marks	3
Remarks	N/A
Security Money	0.00

#### Saved Attachments

Attachment Title	Attachment Description	Action
------------------	------------------------	--------

Figure 12 View Details Information

List

### Edit Request for Proposal (RFP)

<b>EOI</b> ----- Select EOI -----	<b>Selection Method</b> ----- Selection Method -----
<b>Project Name*</b> Feasibility Study, Topographic Survey, Route Survey, IEE & RAP for Bangladesh Power Transmission Network Infrastructure at	<b>Submission Status</b> Submitted
<b>Reference ID</b> N/A	<b>Awarding Status</b> ----- Select Awarding Status -----
<b>Reference No</b> N/A	<b>Fund Type</b> Govt
<b>Client</b> PGCB	<b>Security Money</b> 0.00
<b>Association</b> No	<b>Technical Marks</b> 3
<b>Division</b> Power, Energy and Mineral Resources Division	<b>Financial Marks</b> 0
<b>RFP Submission Date</b> 10/05/2021	<b>Remarks</b> N/A
<b>RFP Closing Date</b> 10/05/2021	

Add Attachment

Update

Figure 13 Edit page

### Add Request for Proposal (RFP)

EOI <input type="text" value="---- Select EOI ----"/>	Selection Method <input type="text" value="---- Selection Method ----"/>
Project Name* <input type="text"/>	Submission Status <input type="text" value="---- Select Submission Status ----"/>
Reference ID <input type="text"/>	Awarding Status <input type="text" value="---- Select Awarding Status ----"/>
Reference No <input type="text"/>	Fund Type <input type="text" value="---- Select Fund Type ----"/>
Client <input type="text"/>	Security Money <input type="text"/>
Association <input type="text"/>	Technical Marks <input type="text"/>
Division <input type="text"/>	Financial Marks <input type="text"/>
RFP Submission Date <input type="text" value="mm/dd/yyyy"/>	Remarks <input type="text"/>
RFP Closing Date <input type="text" value="mm/dd/yyyy"/>	
<input type="button" value="Add Attachment"/>	
<input type="button" value="Submit"/>	

Figure 14 Add Information page

## Expression of Interest (EOI)

This page displays all the information related to expression of interest on a tender or Request for Proposal (RFP)

### EOI Information

+ Add           

Show  entries

Project Name	Reference ID	Reference No	Client	Submission Status	Short List Status	EOI Submission Date	
"Selection of Consulting Firm for Social Satisfaction Survey-Baseline and Endline"			BWDB	Submitted		Wednesday, 1 September, 2021	
Conducting Environmental and Social impact assessment (ESIA) and Environmental and Social Management Plan (ESMP) Compliance and Effect Monitoring of the sustainable coastal and Marine Fisheries Project (SCMFP)			Department of Fisheries	Submitted		Wednesday, 15 September, 2021	
Conducting Environmental Impact Assessment (EIA) study	N/A	N/A	BSCIC	Submitted		Thursday, 14 October, 2021	
Consultancy Services for Developing a web-based Rural Bridge information Management System (RuBIMS) in LGED (AF-S-23)			LGED	Submitted		Tuesday, 28 September, 2021	
Develop Pro-Poor Adaptation Pathways Framework for the Haor Region in Bangladesh under Haor Infrastructure and Livelihood Improvement project (HILIP).			LGED	Submitted		Monday, 27 September, 2021	

Figure 15 EOI Page

## Request for Proposal (RFP)

This page displays all the information related to Request for Proposals.

### RFP Information

+ Add
Select Project ▾
Select Submission Status ▾
📅 September 22, 2021 - October 21, 2021 ▾

Show 50 entries

Project Name ▲	Reference ID ▾	Reference No ▾	Client ▾	Submission Status ▾	Selection Method ▾	RFP Submission Date ▾	
Feasibility Study, Topographic Survey, Route Survey, IEE & RAP for Bangladesh Power Transmission Network Infrastructure at Development Project"	N/A	N/A	PGCB	Submitted		Tuesday, 5 October, 2021	
Master Plan Preparation for Cox's Bazar Distract			Adhoc CSC, Bangladesh Army	Submitted		Tuesday, 12 October, 2021	
Optimizing the Dredging in the ferry and Navigation Routes of Bangladesh (Dhaka, Barisal, Khulna, Sylhet and Mymensingh Zone) for 2021-22"			BIWTA	Submitted	Single Source	Tuesday, 21 September, 2021	
Providing Service of Baseline Study of 30 sub-project for Small Scale Water Resources Development Project (Phase-2)			LGED	Submitted		Tuesday, 24 August, 2021	
Salinization mapping, Hydrological survey & canal rehabilitation design for phase-2 Sustainable Coastal and Marine Fisheries Project (SCMFP)	N/A	N/A	DOF	Submitted		Thursday, 7 October, 2021	

**Figure 16 Request for Proposal**

### Tender Information

+ Add

Select Project

Select Submission Status

📅 September 22, 2021 - October 21, 2021

Show 50 entries

Project Name	Reference ID	Reference No	Client	Submission Status	Short List Status	Tender Submission Date	
no data found							

Showing 0 to 0 of 0 entries Previous Next

**Figure 17 Tender Information**

## Report Module

To generate and view the project status report user should click on **Report** button from the navigation bar. Report module consists of two parts.

- Report Customization Panel
- Report Viewing Panel

### Project Status Report

Report of

- All
- EOI
- RFP
- Tender
- Contract

Select Date

Date Range\*

Select date range

Other Parameters ( optional )

Field Name	Operator	Field Value	Join
---- Select ----	---	---- Select ----	A...
---- Select ----	---	---- Select ----	A...

-
+

Generate Report

**Figure 18 Report Module**

## Report Customization Panel

Project Status Report

Report of

All  
 EOI  
 RFP  
 Tender  
 Contract

Select Date

Date Range\*

12 October, 2021 - 18 November, 2021

Other Parameters ( optional )

Field Name	Operator	Field Value	Join
Division	=	Power, Energ...	A...
--- Select ---		--- Select ---	A...

Project Status - All ( 12 October, 2021 - 18 November, 2021 )

Figure 19 Report Customization Panel

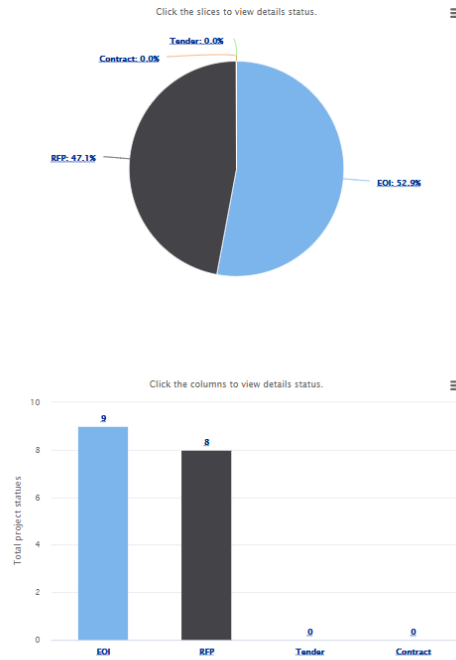
To generate a project status report,

- Select **Report type**
- Set a Date Range
- Select other searching parameters
- Click on the **Generate Report**



# Report Viewing Panel

Particulars	Number
EOI Submitted	9
EOI not Submitted	0
EOI Short Listed	0
EOI not Short Listed	0
RFP Submitted	6
RFP not Submitted	0
RFP Awarded	0
RFP not Awarded	0
Tender Submitted	0
Tender not Submitted	0
Tender Awarded	0
Tender not Awarded	0
Tender Short Listed	0
Tender not Short Listed	0
Contract Signed	0
Contract not Signed	0



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Figure 20 Report Viewing Panel