

User Manual PTT Bid Submission (Vendor)

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1. Introduction

PTT Bid Submission was developed to support the process of requesting/purchasing bid documents and submitting proposals and prices for PTT Procurement Projects by the purpose of increasing flexibility, transparency, and efficiency in PTT procurement process. PTT Bid submission has been launched as a subsystem in PTT Vendor Management System (PTTVM) since 29th August 2022



PTT Bid Submission system has 2 main functions as the details below;

- 1. Request/Purchase Bid Documents has 2 sub-functions as follow;
 - 1.1 <u>Request Bid Documents</u> which PTT Vendors can use this function to receive bid documents with free download.
 - 1.2 <u>Purchase Bid Documents</u> which PTT Vendors can use this function to purchase bid documents. Currently, the system does not support online payment. Therefore, bid document fee shall be paid by money transfer outside the system and the proof of payment shall be submitted to the system for PTT verification process. The purchaser could download bid documents from the system after the payment details has been verified by PTT.

2. Submit Bid Document (proposals and prices) which PTT Vendors can use this function to

submit the proposals and prices for PTT procurement projects.

Working Process of PTT Bid Submission

1. working Process of Request/Purchase Bid Documents are as follow;



2. Working Process of Submit Bid Document (proposals and prices) are as follow;



PTT Bid Submission

2. Log in to PTT Bid Submission System

<u>Preparation</u> User shall register for PTT Vendor Management System by the website: <u>http://pttvm.pttplc.com</u>. After PTT has approved registration, the result of registration including username and password (on behalf of company) will be sent to the registrant by email. User could log in to the PTTVM and access to PTT Bid Submission System.

<u>Conditions</u> PTT Bid Submission is an online option for receiving/purchasing bid documents and submitting proposals and prices. That does not mean all PTT procurement projects can be use PTT Bid Submission to proceed. (There are some projects still specified offline option that depends on the types and conditions of the projects.)

Therefore, the channel of bid document offering including bid document submitting which is specified in PTT procurement announcements shall be noticed carefully.

<u>Searching for PTT Announcement Procurement Project</u> it could be founded by 2 channels as the details below;

1. <u>Search on PTT Procurement Website https://procurement.pttplc.com</u>

- 1.1 Select main menu "Announcement"
- 1.2 Select sub menu "Procurement Announce/Invitation"
- 1.3 Click Request Document to receive/Purchase Bid Document
 - In case user has not logged in to PTT Vendor Management (PTTVM), the system will display the landing page of PTTVM for login process.
 - In case user has already logged in to PTT Vendor Management (PTTVM), the system will display the landing page of PTT Bid submission System.
- Note: The button will display for the procurement projects which are specified for PTT Bid Submission only. That means the button "Request Document" will not appear if the projects are not specified for PTT Bid Submission.



Picture 1 Procurement Announcement on PTT Procurement Website

2. Search on PTT Bid Submission System

-Please see the details in "Request/Purchase Bid Document"-

Log in to PTT Bid Submission System

1. Go to PTT Procurement Website https://procurement.pttplc.com/ and click "LOGIN"



Picture 2 Landing Page of PTT Procurement Website

- 2. Log in to PTT Vendor Management (PTTVM) System
 - 2.1 Select Type of User "Vendor"
 - 2.2 Enter Username and Password
 - 2.3 Click "LOGIN"

	TH EN
Login System Activity Type Vendor Vendor Sococococos Presend Forget Passaord Forget Passaord	
	Stream Access Type Important Information Vendor Important Information Stream Access Type Important Information Important Information Important Information Stream Access Type Important Information Important Information Important Information Stream Access Type Important Information Important Information Important Information Importan

Picture 3 Log in to PTT Vendor Management (PTTVM) System

- 3. Select PTT Bid Submission System
 - 3.1 Click "PTT bid Submission"

♦ ptt			
	ESG Self Assessment	PTT Bid Submission	Vendor Information
	Procurement Status/Certificate of Work	PTT Electronic Bank Guarantee (e-BG)	
PTT F&A Chotbot			
PTT Public Company Limited 555 Vibhavadi Rangot Road, Chatuchak Bangkok 1090	O Thailand		ACCESS TO MAIN PAGE PTT PUBLIC CONFIRMLY LIBITED © 2022 Cogyinght version: 10.0

Picture 4 Menu on the landing page of PTT Vendor Management (PTTVM) System

3. Request/Purchase Bid Document

1. Go to PTT Bid Submission System

1.1 Display the name of user who logged in

1.2 Select "Request/Purchase Bid Document"



Picture 5 Display of "Request/Purchase Bid Document"

2. Search procurement project

- 2.1 Enter Document No. or select any condition as below to find the procurement project
- Document No. : Ex.114001XXXX
- Project Name: Enter the Keyword ex. "Construction", "Pipeline", "Anode Groundbed"
- Type of Announcement: Ex. Bid Announcement, Revision of Bid Announcement
- Schedule of the Bid Announcement: Select Start Date and End Date
- 2.2 Select the project from the list of procurement project. The system will display the latest list of procurement projects which are in the schedule of bid document offering/selling period.

	Request	I/Purchase Bid Docum	ints		Search Criteria				
Plea	ment No. Ise fill i					Project Name Please fill in project name			
Docur	ment Typ	10				Status			
Request	t/Purcha	sing Bid Document Period				Price			
dd/n	Date			End Date dd/mm/yyy	γ 🖬	Start Price Please fill in start price	Please fill in end pri	20	
					Search	Clear			
quest	/Purc	hase Bid Docur	nents List		(2 Request/Purchase Bi	id Documents List		
No.		Document No.	Document Type	Version	Project Name	Request/Purchasing Bid Document Period	Status	Announcement	Price
1		1110021399	Bidding Announcement	1	จัดจ้างดีดตั้ง Pressure Transmitter จาก Mitigate Surge analysis 3305P015 #UAT02	16 Oct 24 - 22 Oct 24	Receiving/Purchasing Bid Document)). 707	200.00 Baht
2		1110021416	Bidding Announcement	1	ຈັດອ້ານຕົດຕ່ອແກ້ໄຍກ່ອສ່າທຶາສກຣຸດສຄານິກ້າສ CCP (ຕົວອຍ່ານ)	19 Oct 24 - 28 Oct 24	Receiving/Purchasing Bid Document)). FOR	0
3		1110021421	Amendment Announcement	1	ทดสอบงามประกาศแก้ไข	21 Oct 24 - 29 Oct 24	Receiving/Purchasing Bid Document)). POP	200.00 Baht
		1110021427	Bidding Announcement	1	The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example)	22 Oct 24 - 30 Oct 24	Receiving/Purchasing Bid Document)). 1921	200.00 Baht
4						22 Oct 24 - 30 Oct 24	Receiving/Purchasing Bid	X	0
4		1110021428	Bidding Announcement	1	Test	22 OU 24 - 00 OU 24	Document	908	

Picture 6 Display of searching for procurement projects

3. Select procurement project

- 3.1 Project Name: Check selected procurement project name carefully
- 3.2 Project Detail and the button "Download Sample Documents": Check the details of selected project, download the sample of bid documents to ensure information and check bid documents fee. In case the system display amount of bid document fee as "Price 0.00 Baht", interested person could receive the bid document for free.
- 3.3 Enter information of contact person: Enter name-surname, Telephone number and email.
- 3.4 Select the button to proceed as follows;
 - Click Receive Documents to receive Bid Document.
 - Click to cancel process and go back to main page.
 - Required Fields (*) in contact information section shall be filled in completely.

						Vendor Name 1365 Contact Cente
ott ment						PTT BID SUBMISSI
ain > Request/Purchase Bid Docu	ments > The repair and mainten	ance services of electrical systems and	equipment under a conting			My Task
				Project Na	me	Request/Purchase B
The repair and nationwide (Example)	maintenance services ample)	of electrical systems a	nd equipment u	nder a contingency contract at NGV station	as and industrial plants	Documents Submit Bid Document
[Version 1]						Manual PTT Bid
Project Details				2	Download Sample Documents	Submission for PTT Vendor
Document No. 1110021428		e-GP No. 67019515144	"Dow	nload Sample Docume	ents" Button	⊖• Logout
Project Owner Department		Procurement Division				
Material Procurement Division		Commercial Procurement	1 Division			
Procurement Officer MR. JUTIPOL SWADPANICH		Contact Number 02-537-1578				
E-mail jutipol.s@pttplc.com		Bid Security Without bid security	•	In case of Thai Go	vernment Pro	ocurement,
Schedule of Receiving/Purcha	sing Bid Document	Location		the system display	s e-GP No.	
22 Oct 24 - 30 Oct 24	09.00 a.m 03:30 p.m.	PTT Head Office	•	In case of PTT Co	mmercial Pro	curement
22 Oct 24 - 30 Oct 24	09.00 a.m 03:30 p.m.	PTT Bid Submission (https	×.0			ouromont,
Remark :				the system display	s blank field.	
31 Oct 24	10:15 a.m 10:15 a.m.	10:15 a.m. MS	Team	MR. JUTIPOL SWADPANICH	02-537-1578	
Site visit						
Date	Time	g if the bidder is not present at the Location	site visit date.			
31 Oct 24	03:30 p.m.	MS Team				
Schedule of Bid Documents S	ubmission					
Date	Time L	ocation				
1 Nov 24	09:00 a.m 04:30 p.m. P	TT Head Office				
1 Nov 24	09:00 a.m 04:30 p.m. P	TT Bid Submission (https://pttbids	ubmission pttplc.com/			
Bid Security A	mount 200,000 Baht					
Remark th	e amount of 200,000 Baht					
Conta	act Informat	ion Pr	rice 0.00 Baht			
Contact Information	2					
Name *	"Re	ceive Docum	nents" B	utton Email.		
		A Receive Docum	nerts	ancel		
PTT Public Company L	imited					
ment 555 Vibhavadi Rangsit	Road, Chatuchak Bangkok 109	00 Thailand				© 2022 Copyright, version:1.0.1 (18

Picture 7 Display of Procurement Project Details

Download Sample of Bid Document as the details below;

- 1. Click Coversed Sample Documents to download the sample of Bid Documents
- 2. Click check box to select the document(s) and click **Download** to download selected

document(s)

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Note "Sample Documents" is used as the sample of bid documents only. That means it is not the bid document which is use for bid submitting process. Therefore, to preserve the right of bid submitting to PTT, user shall notice that the bid document shall be requested/purchased by the scheduled time according to PTT's conditions.

		Download Sample Documents Click "Download Sample Documents" Button
Procurement Divisi- Commercial Procur	Preview Document List Remark: bidding documents are available for review at PTT of cement	ffice, as detailed in the bid announ
Contact Number 02-537-1578 Bid Security Without bid security	Bid invitation Document Purchasing bid Documents	Click on "Download" Button
Location	Pr	ocurement Staff Phone number
DET US CON		

Picture 8 Pop Up of Preview Document List

<u>Contact Information Section</u> Please noted that required Fields (*) in contact information section shall be filled in completely. The system will not allow user to go to the next process if the required fields are incomplete.

				Bangkok Equipment & Chemical Co.,Ltd. 1365 Contact Center TH EN
0p	Schedule of Bid Docume			
Procuren	nent Date	Time	Location	
	2 Dec 24	09:00 a.m 12:00 p.m.	PTT Head Office	My Task
	2 Dec 24	09:00 a.m 12:00 p.m.	PTT Bid Submission (https://pttbidsubmission.pttpic.com/)	Request/Purchase Bid Documents
	Bid Security	Amount 200,000 Baht		E Submit Bid Document
	Remark	จำนวน 200,000 บาท	 Please complete the required fields: 	Manual PTT Bid Submission for PTT ~ ~ Vendor
			- naver Number - Telephone Number - Ernal	E* Logout
	Contact Information		Confirm	
	Name*		Telephone Number*	
			Receive Documents Cancel	
Øp	PTT Public Com			
		angsit riuau, unatuchak Bangkoi	(VYOU HIRAND	© 2022 Copyright. version:1.0.1 (18/03/2022)

Picture 9 Notification Pop Up in case required fields are incomplete

4. Request/Purchase Bid Documents

4.1 Working Process of Request Bid Documents are as follow;



Picture 10 Working Process of Request Bid Documents

After logged in to PTT Bid Submission system and selected procurement project, user shall proceed to receive the bid document as follow;

Remark	the amount of 200,000 Baht		
		Price 0.00 Baht	
Contact Information			
Name*		Telephone Number *	Email* atest@gmail.com

Picture 11 Display of receiving bid document

4.1.2 Click **Confirm** to confirm bid document receiving or click **Cancel** to cancel process

OP	tt Systematic at the trees			
	Date	Time	Location	
	1 Nov 24	09:00 a.m 04:30 p.m.	PTT Head Office	
	1 Nov 24	09.00 a.m 04.30 p.m.	PTT Bid Suturiasion (https://pttbidsubmission.ptplic.com/)	R Documents
	Bid Security	Amount 200,000 Baht		Submit Bid Document
	Remark	the amount of 200,000 Baht	Confirm to request bid documents	E Submission for PTT v Vendor
	Contact Information		Distance Spectra de 0844555933 attestiggmail.com	
			Receive Documents Concel	

and go back to the main page.

Picture 12 Confirmation pop up for bid document receiving

4.1.3 Click Download Documents to download bid document, the system will display working

status as Document Request Completed.

				PTT Digital Solutions Company Limited 1365 Contact Center
ptt rement				
Iain > Request/Purchase Bid Documer	nts 🗲 กดสอบ ชื่อแบบกรณีไม่มีค่าแบบ			
Status : Documer The repair and m [Version 1]	nt Request Completed aintenance services of elect	rical systems (Example)		6
Project Details				Download Documents
Document No. 1110021243				
Project Owner Department		Procurement Division		
Material Procurement Division		Commercial Procurement Division		
Procurement Officer		Contact Number		
MR. JUTIPOL SWADPANICH		02-537-1578		
E-mail		Bid Security	Remark	
jutipol.s@pttplc.com		Without bid security	Without bid security	
Schedule of Receiving/Purchasir	ng Bid Document			
Date	Time	Location	Procurement Staff	Phone number
29 Sep 24 - 4 Oct 24	09:00 a.m 03:30 p.m.	สำนักงานใหญ่ ปตท. (จณ.จบญ.)	MR. JUTIPOL SWADPANICH	02-537-1578
29 Sep 24 - 4 Oct 24	09:00 a.m 03:30 p.m.	PTT Bid Submission (https://pttbidsubmission.pttplc.com/)		

Picture 13 Display of working status: Document Request Completed

4.1.4 Notification email for the result of Bid Document Requisition will be sent to user

if PTT has accepted the requisition. That means Bid Document Requisition is

Success.

Test Mail SIT-ENH : [Notification] Result of Bid document Requisition for PR No. 1110021428 is Complete	ed
smart-procurement@pttdigital.com To: ♥ Vasin Tuntipiboon	← ≪
This is for test system:	
To: atest@gmail.com	
Cc: jutipol.s@pttplc.com	
Dear (Vendor Name)	
As (Vendor Code - Name) has submitted bid docu and maintenance services of electrical systems and equipment under a contingency contra industrial plants nationwide (Example) PR No. 1110021428 via PTT Bid Submission system	ument requisition for The repair act at NGV stations and on 24/10/2024 at 03:20 PM
We are pleased to inform you that PTT has accepted your requisition and certified the requisition is Completed.	esult of bid document
Therefore, you are eligible to submit a bid for PR No. 1110021428 You can download bi of receipt/tax invoice via PTT Bid Submission system in the link below;	id document including a copy
Please be informed accordingly	
Please click here to access PTT Bid Submission.	
PTT Bid Submission	

Picture 14 Sample of Notification email for the result of Bid Document Requisition

4.2 working Process of Purchase Bid Documents are as follow;



Picture 15 Working Process of Purchase Bid Documents

After logged in to PTT Bid Submission system and selected procurement project, user shall

proceed to purchase the bid document as follow;



Picture 16 Display of purchasing bid document

4.2.3 Follow payment guideline to pay for Bid Document Fee, the system will display

working status as Waiting for Providing Proof of Payment by Vendor.

ptt roment				Vender Name 1365 Contact Center 1
Aain 🗲 Request/Purchase Bio	id Documents > The repair and maintenance	services of electrical systems and equipment under a continger	'GV stations and industrial plants nationwide (Example)	
Status : Wa The repair of [Version 1]	aiting for Providing Proof of F and maintenance services of	Payment by Vendor f electrical systems and equipment under a	contingency contract at NGV stations and ind	ustrial plants nationwide (Example)
Waiting for Providing P	Proof of Payment by Vendor	Waiting for Verification by Financial Division	Waiting for Payment Confirmation by PTT	Document Request Completed
	reer er i opment og veneer			
Payment Payment by Bank Account Bank Name : Kr Branch : Ni Address : 33 Account Number : 00 Account Number : 00 SWIFT Code : KI Account Currency : Th Account Currency : ar regul	rung Thai Bank Public Company Limited IANANUEA Sahhumit RL, Kiong Toey Nua Subdist Ti public company limited - uSun Ion. 1 04 6 6688-7 IRINTHEK HR Hef Iomate the gamment for procurement	rrict, Wattuna Dictrict, Bangkok 10110, Thailand hrife (uniteu) documents within the date and time specified by PTI. PTI reserve	Pag Account Name : PTT public o	ment by QR code

Picture 17 Display of the status: Waiting for Providing Proof of Payment by Vendor

<u>Payment Guideline</u> Bid Document Fee shall be paid by money transfer to PTT Bank Account by the schedule time. There are 2 options for payment as follow;

- 1. Domestic payment
- 2. International payment

Note In case of International payment via overseas bank transfer, Bid Documents fee shall be paid in full amount by money transfer in the currency of Thai Baht (THB) only. Therefore, payer shall be responsible for bank charges including other expenses (if any). Furthermore, Bid Document purchasing process on PTT Bid Submission system shall be completed before the end of bid document selling period by the local time in Thailand.

- 4.2.4 Enter the details and attach proof of payment into the section "Payment Information"
- 4.2.5 Enter the details for issuing Receipt/Tax Invoice into section "Information for issue receipt/invoice"
- 4.2.6 Select only one method for receiving an original Receipt/Tax Invoice as follows;
 - Self Pick-Up at Incoming and Collection Management Division, PTT Head Office
 - Postal Delivery (Domestic only)
 - Not Necessary (a copy of Receipt/Tax Invoice could be downloaded)

- 4.2.7 Select the button to proceed as follow;
- Click Save Draft to save draft
- Click
 Submit Momented
 to submit details and proof of payment to PTT
- Click ______ to cancel and back to the main page

Name*		Telephone Number				5
Mr. Dee		02-615-2999	J	Use Information From PTTVM		
Email* vmtest12345678@gmail.com				Vendor Cool	Vendo	or Code
Payment Information				TAX ID Number	r	Branch - สำนักงานใหญ่
Please choose payment method:				Vendor Name*		
Payer shall be responsible for bank charges inc	luding other expenese (if	any)		Vendor Name		
O Domestic payment (via bank acco	ount in Thailand)			Address (Refer to The Certificate of Value Added	Tax registration) •	
 International payment (via overse 	as bank account)			2234		
, Bank*		Account Number*		_ Road		Province*
BANQUE PALATINE		4082695269				Bangkok 👻
Transaction Date •		Transaction Time*		Area/District •		Sub-area/Sub-district*
29/10/2024		10:00	O	Nong Chok	*	Nong Chok 👻
GMT (Greenwich Mean Time) •				Postal Code •		
(GMT+07:00) Bangkok, Hanoi, Jakarta			•	10530		Edit Information On PTTVM
Price*		Currency		Choose the method for receiving an Ori	ginal Receipt/Tax Invoi	ce * :
	200.00	тнв	*	Noted: A copy of Receipt/Tax Invoice will be s	ent to your registered email	I by PTT whichever method you choose.
Proof of Payment	- File			Self Pick-Up		
(Bank Transfer Receipt) •:	se Pile			 Location: Incoming and Collection Man Chatuchak, Bangkok 10900 	agement Division, PTT Hea	d Office, 1st Floor, Building 3, 555 Vibhavadi Rangsit Road, Chatuchak,
Price Proposal.pdf				 Unice Hours: 09:00 AM - 03:30 PM Lunch Break: 12:00 PM - 01:00 PM 		
Support file .pdf, .png , .jpg and .jpeg which File size must not exceed 10mb				O Postal Delivery (Delivery only in Thailand	1)	
Note			Not Necessary			

Picture 18 Display of submitting proof of payment

Note In case * Required fields have not filled in completely, the system will display a notification pop up as follow if user click **Constants**.

Dank.*		ſ		
Transaction Date*	0	Transaction T	 Please complete the required fields: Name 	10 mm/30 dom(*
cof of Payment ank Transfer Receipt) * : eport file pot, pog, pg and geg ut fall present RE to rate	Please file Choose File Woh File size must not exceed 10	110	E-mail Bank Account Number Transaction Date Transaction Date Transaction Date Proof of Payment (Bush Transfer Receipt) Branch Addess (Refer to The Certificate of Value Added Tax registration) Province Area/District Sub-area/Bub-district Postal Code Choose the method for receiving an original receipt/Tax Invoice	Edit Information On PTTYM

Picture 19 Notification pop up in case of required fields are incomplete

4.2.8 Click to submit payment information to PTT if system displays pop up

"Confirm to submit payment information" or click descent to cancel process and go back to the main page.

 International payment (via over 	seas trank account)			2234			
BANQUE PALATINE		19860321656				Bangkok	
			(internet)				
24/10/2024		10:00		Bang Kapi		Hua Mak	
(BAT+07.00) Bangkok, Hanol, Jaka Nore Proof of Payment (Bank Transfer Receipt) + : + Co Mod of Payment of Suspent Responses of Suspent Responses of gas when F	ta 200.00 Doube File	Стини Тини С	onfirm to submit payment When purchasing documents, PTT re incumstances, unless of herwise ap The purchase of document will be e fearment has verified the payment confirmation.	t Information serves the right not to refund under cited in the bid anonancement. onsidered complete once the PTF fi and the vendor has received payment Continue Continue Con	any opt/Tax invoic nance event, PTT Hea cancel	Edit Information C	n PTTVM
			Save Draft Submit In	formation Cancel			

Picture 20 Confirmation pop up for submitting payment information

4.2.9 The system will display working status as "Waiting for Verification by Financial

Division" and email to: PTT Financial Division and cc: user for the process of verifying payment information.

Boptt Processed	
Main > Request/Purchase Bid Documents > The repair and maintenance services of electrical systems (Example)	
Status: Waiting for Verification by Financial Division The repair and maintenance services of electrical systems (Example) [Version 3]	۷
Waiting for Providing Proof of Payment by Vendor Waiting for Verification by Financial Division Waiting for Payment Confirmation	by PTT Document Request Completed
Test Mail SIT-ENH : [Need Verification] Bid document purchasing requisition for PR No. 1110021	427
smart-procurement@pttdigital.com	<> ≪ → � …
To: O Vasin Tuntipiboon	Thu 10/24/2024 5:40 PM
This is for test system:	
To: DCM_AR_HO&GAS@pttplc.com,DCM_AR_HO&GAS@pttplc.com	
Cc: jutipol.s@pttplc.com,vmtest12345678@gmail.com	
Dear Finance Division	
Please verify bid document purchaing requisition for PR No. 1110021427 as det	ails below;
Vendor : (Vendor Code - Name)	
Project Name : The repair and maintenance services of electrical systems and eq at NGV stations and industrial plants nationwide (Example)	uipment under a contingency contract
PR No. 1110021427	
Date and Time of Submission : 24/10/2024, 05:39 PM	
Due Date : 30/10/2024, 03:30 PM	
Verification shall be completed before the end of d	ue date
Please click here to access PTT Bid Submission	
PTT Bid Submission	

Picture 21 Sample of Notification email for the process of verifying payment information

<u>Recall the Requisition of Bid Document Purchasing</u> Bid Document Purchasing Requisition could be recalled by the working status of "Waiting for Verification by Financial Division" as the details below;

1. Click Recall	to recall Bid Document Purchasing Requisition.
-----------------	--

vit ment	
Payment Detail	
Payer Information New * Mc. Dee	Information for issue a receipt/invoice (Refer to The Certificate of Value Added Tax registration) Vendor Code Vendor Code Vendor Code
Emit*	TAX O Number Brown - Head Office
Payment Information	Vendor Name* Vendor Name
Berk - Banque Palatine Banque Palatine	Address (Peler to The Certificate of Value Added Taxingsistation) • 2234
Transition bite*	C Red Bankok *
Ott (Overvicts Merr Tire) • (GMT+07:00) Bangkok, Hanol, Jakarta	Ana Startstartstartstartstartstartstartstart
Pros* 200.00 THB	* Postal Code*
Proof of Payment (Bank Transfer Receipt) *: Proof of Payment pcf 📀	Receipts Delivery *: Self Pick Up - Location: browing and Collection Management Division, PTT Head Office, 1st Floor, Building 3, 555 Yibhavedi Rangsti Road, Chatuchak, Chatuchak, Banaka 1990 - Office Hours (19.00 AM = 33.0 PM - Locatio Break 12.20 PM - 10.0 PM
Please fill in note	Show "Recall" Button
Recall	Cancel

Picture 22 Display of recalling Bid Document Purchasing Requisition

- 2. Select the reason of recalling
- 3. Enter additional details (if any)
- 4. Click confirm recalling or click to cancel process and go back to the

main page.

ayer Information	Televised Version		Information for issue a receipt/invoice (Refer to	The Certificate of Value Added Tax registrati	
Mr. Dee				Vendor Code	
Email* vmtest12345678@gmail.com			TAXID Number	Band * Head Office	
ayment Information International payment (via overseas bank a	ccount)		Vendor Name Vendor Name	-	
BANQUE PALATINE	Recall reason	▲ Confirm to recall		oy•	
, Transaction Date *	Transact 2	Reason *	*	Province* Bangkok	
. GMT (Greenwich Mean Time) • (GMT+07:00) Bangkok, Hanol, Jakarta	3	Remark		* Gub area/Gub-district*	
, Prost	ark detail (Optional)		Confirm Cancel		
Proof of Payment Bank Transfer Receipt) * :			Click on "Confirm" Button		
Proof of Payment.pdf			Constants, inclusion and constants that approximate Chatachak, Bengkok 19900 Office Hours: 09.00 AM - 03.30 PM - Lunch Break: 12.00 PM - 01.00 PM	www.v. P11 mees umor, 1st ricor, buruing a, boa Yonawaa nanga	e Hoad, Charlichak,
			Cancel		

Picture 23 Display of confirmation of recalling bid document purchasing requisition

After click confirm recalling Bid Document Purchasing Requisition, the system

will send email to: PTT Financial Division and cc: user for the process of recalling Bid

Document Purchasing Requisition.



Picture 24 Sample of email for the process of recalling bid document purchasing requisition

5. Payment details including attachment could be edited on the system if recalling is

success, then click	to re-submit payment information to PTT.
,	

Please choose payment method:	luding other expense (if	uny)		Vendor Name*	💧 РТТ В	ID SUBMISSIO
O Domestic payment (via bank acco	unt in Thailand)			Address (Refer to The Certificate of Value Added Tax regist	ation)*	
 International payment (via overse 	as bank account)			2234		
Bank*		Account Number*		Road	Province*	
BANQUE PALATINE		4082695269			Bangkok	*
Transaction Date •		Transaction Time*		Area/District*	Sub-area/Sub-district*	
29/10/2024		10:00	C	Nong Chok	- Nong Chok	*
GMT (Greenwich Mean Time) •				Postal Code .		
(GMT+07:00) Bangkok, Hanoi, Jakarta			-	10530	Edit Information On PTTVM	
Price*	200.00	Currency	Ŧ	Choose the method for receiving an Original Re Noted: A copy of Receipt/Tax Invoice will be sent to yo	ceipt/Tax Invoice * : r registered email by PTT whichever method you choose.	
Proof of Payment (Bank Transfer Receipt) * : + Choo Price Proposal pdf 🔇	se File			Self Pick-Up Location: Incoming and Collection Management: Chatuchak, Bangkok 10900 office Huors: 09.00 AM - 03.30 PM Lunch Break: 12.00 PM - 01.00 PM	Division, PTT Head Office, 1st Floor, Building 3, SSS Vibhavadi Rangait Roa	id, Chatuchak,
Support file .pdf, .png , .jpg and .jpeg which File	ize must not exceed 10n	b		O Postal Delivery (Delivery only in Thailand)		
Please fill in note			5	O Not Necessary Click "Submit Informatio	n" Button for confirm payment detail	
		Save D	raft Submit Info	Cancel		_

Picture 25 Display of editing payment information after recalling

6. Click 🕑 to view history log

7. The system will display History Log pop up which listed by transaction date and time.

ptt sourement							Vendor Name 1365 Contact Center 71 E
Main > Request/Purchase Bid Docur	() History				Click or	n this icon for check	of history log 6
Status : Waiting	Transaction Status	Status	Date Time	Action By	Position	Remark	ide (Example)
[Version 1]	Buy	Waiting for Providing Proof of Payment by Vendor	24 Oct 24 04:27 p.m.	Name]		
Waiting for Providing Proof o	Save	Waiting for Providing Proof of Payment by Vendor	24 Oct 24 05:15 p.m.	Name			guest Completed
Project Details	Submit	Waiting for Verification by Financial Division	24 Oct 24 05:39 p.m.	Name			ownload Sample Documents
Document No. 1110021427	Recall	Recall	25 Oct 24 10:12 a.m.	Name]	The payment information is incorrect	
Project Owner Department Material Procurement Division	Submit	Waiting for Verification by Financial Division	25 Oct 24 10:28 a.m.	Name]		
Procurement Officer		00 597 1579					
E-mail		02-537-1578 Bid Security Without bid securi	tr		Remark Without bid secu	rity	
Schedule of Receiving/Durchast	na Bid Document						

Picture 26 Display of history log

Request to revise Requisition of Bid Document Purchasing The requisition could not be recalled for editing on the system by user if working status is "Waiting for Payment Confirmation by PTT" Therefore, user shall proceed as follows to revise the requisition.

1. Contact PTT Financial Division to cancel payment confirmation process on the system



Picture 27 Working status of "Waiting for Payment Confirmation by PTT"

2. After PTT Financial Division has completed the process of cancellation for payment

confirmation, user's working status on the system is "Not Verified", the payment details

including attachment could be edited and re-submitted to PTT on the system by user.

Main > Request/Puictage Bid Documents > notaurnussimilityissu Status : Not Verified The symmet information is incomplete, Please C notagoubults:nnnti8rgubuln2id #2 [Version 1]	nsu #2		۵
Waiting for Providing Proof of Payment by Vendor	Waiting for Verification by Financial Division	Waiting for Payment Confirmation by PTT	Document Request Completed

Picture 28 Display of working status of "Not Verify"

<u>Working Status: Not Verify or Cancel Verify</u> In case of any payment information which has submitted on the system by user is incorrect, the result of verification will be "Not Verify". However, PTT Financial Division could proceed "Cancel Verify" in case of recalling verification result for reconsideration. The system will display user's working status as either "Not Verify" or "Cancel Verify" depends on the case, and notification email will be sent to user.

Test Mail SIT-ENH : [Notification] Result of bid document purchasing requisition for PR No. 1110021427 is Cancel Verified						
smart-procurement@pttdigital.com To: • Vasin Tuntipiboon	← ≪ → 📰 … Fri 10/25/2024 10:59 AM					
This is for test system: -Somole-						
To: vmtest12345678@gmail.com						
Cc: DCM_AR_HO&GAS@pttplc.com,jutipol.s@pttplc.com						
Dear (Vendor Name)						
As (Vendor Code - Name) has submitted bid of for The repair and maintenance services of electrical systems and equipment under a c stations and industrial plants nationwide (Example) PR No. 1110021427 via PTT Bid Sub 10:50 AM We would like to inform you that PTT has verified your bid document purchasing re Verified for the reason of The evidence of payment is invalid, Please Check again.	document purchasing requisition contingency contract at NGV bmission system on 25/10/2024 at equisition. The result is Cancel					
Therefore, your bid document purchasing requisition shall be corrected and resubmitted to PTT via PTT Bid Submission system before the end of bid document selling period; 30/10/2024 at 03:30 PM, otherwise bid document purchasing will not complete and you are not eligible to submit a bid for this project.						
Please be informed accordingly.						
Please click here to access PTT Bid Submission.						
PTT Bid Submission						

Picture 29 Sample of notification email for the working status "Cancel Verified"

Working Status: Cancelled by System Bid document purchasing requisition shall be submitted to PTT through PTT Bid Submission system before the end of bid document selling period, otherwise the bid document purchasing requisition will not be complete. Also, user will not be eligible to submit bid proposal and price.

In case bid document purchasing requisition has not been completed by the scheduled time,

the system will automatically cancel the pending requisition and display working status as

"Cancelled by System" then send notification email to user.

Optt Potensinet Procurament PTT BID SUBMISSION
Man > Regents/Duchase Bd Documents > The regar and maintenance services of electrical systems and equipment under a contingency contract Show status of document The regain and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example)
Wating for Provideg Proof of Psymet by Vendor Wating for Vendoration by PTT Document Request Completed Image: Project Details Show process of document Document Request Completed
Test Mail SIT-ENH : [Cancelled by System] Bid document purchasing requisition for PR No. 1110021427
smart-procurement@pttdigital.com To: @ Vasin Tuntipiboon -Sample-
This is for test system:
To:
Cc: DCM_AR_HO&GAS@pttplc.com,jutipol.s@pttplc.com
Dear (Vendor Name)
As (Vendor Code - Name) has created bid document purchasing requisition for The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example) PR No. 1110021427 via PTT Bid Submission system on 26/10/2024 at 10:05 AM. Nevertheless, this bid document purchasing requisition has not been submitted to PTT at the scheduled time; 25/10/2024 at 03:30 PM.
By this notification, please be informed that your bid document purchasing requisition is now cancelled by system due to over deadline of bid submission. Therefore, your bid document purchasing requisition is not complete. Also, you are not eligible to submit a bid for this project.
Please be informed accordingly
Please click here to access PTT Bid Submission
PTT Bid Submission

Picture 30 Sample of notification email for working status "Cancelled by System"

4.2.10 After Verification process of bid document purchasing requisition has been

completed by PTT. The system will display working status as "Document Request

Completed" and the line of workflow will turn to blue color if the result of bid

document purchasing requisition is success, then the user could click

PT BD SUBMISSION

 Proceeding

 Providing to Providing Frond of Payment by Vendor

 Wating for Vendoration by Financial Division

 Wating for Perviding Frond of Payment by Vendor

 Wating for Vendoration by Financial Division

 Wating for Perviding Frond of Payment by Vendor

 Wating for Vendoration by Financial Division

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 Wating for Perviding Frond of Payment by Vendor

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 Wating for Perviding Frond of Payment by Vendor

 Wating for Vendoration by Financial Division

 Wating for Perviding Frond of Payment by Vendor

 Wating for Vendoration by Financial Division

 Wating for Perviding Frond of Payment by Vendor

 Wating for Vendoration by Financial Division

 Wating for Perviding Frond of Payment by Vendor

 Wating for Vendoration by Financial Division

 Wating for Vendoration by Financial Divendoration by Financ

to download bid documents from the system.

Picture 31 Display of working status "Document Request Completed"

4.2.11 Notification email will be sent to user if the result of bid document purchasing

requisition is success.

Test Mail SIT-ENH : [Notification] Result of bid document purchasing requisition for PR No.	1110021427 : is Completed
smart-procurement@pttdigital.com To: ② Vasin Tuntipiboon	← ← ← 📴 – … Fri 10/25/2024 2:36 PM
This is for test system: To: vmtest12345678@gmail.com	
Cc: DCM_AR_HO&GAS@pttplc.com,jutipol.s@pttplc.com,vmtest12345678@gma Dear (Vendor Name)	il.com
As (Vendor Code - Name) has submitted bid document requisi services of electrical systems and equipment under a contingency contract at NG nationwide (Example) PR No. 1110021427 via PTT Bid Submission system on 25/	tion for The repair and maintenance GV stations and industrial plants 10/2024 at 02:36 PM
We are pleased to inform you that PTT has verified your bid document purcha Therefore, your bid document purchasing requisition has been completed and project. You can download bid document including a copy of receipt/tax invoice	asing requisition. The result is Completed. d you are eligible to submit a bid for this via PTT Bid Submission system.
Please be informed accordingly	
PTT Bid Submission	

Picture 32 Sample of notification email for successful of bid document purchasing requisition

<u>Amendment of Bid Announcement</u> The system will send notification email to the user who is eligible to submit the proposal and price in case of the procurement announcement has been amended by PTT. User shall confirm acknowledgement for amendment of bid announcement.

Test Mail SIT-ENH : [Need Acceptance] Amendment of Bid Announcement for PR No. 1110021427
🖉 🔒 lanststststnaudf
smart-procurement@pttdigital.com ← ← ← ●
เอกสารประกาศ.pdf ✓ 277 кв
This is for test system: -Sample-
To: vmtest12345678@gmail.com
Cc: jutipol.s@pttplc.com
Dear (Vendor Name)
As (Vendor Code - Name) has purchased/requested bid document according to the Announcement of PTT Public Company Limited (PTT) Invitation to Bid of The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example) (1110021427) annouced on 24 October 2024.
By this notification, please be informed that the above mentioned bidding is now amended and re-annonced as The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example) Revision 2 as of 25 October 2024.
Please noted an attachment and summary of amendment as follows;
Bid Documents Submission
Schedule
Before 04 November 2024 at 09:00 AM - 04:30 PM After 01 November 2024 at 09:00 AM - 04:30 PM
In this regard, please click on the link below to access the acknowledgement form and confirm your acknowledgement Link
For further information or inquiries, please contact our procurement staff; JUTIPOL SWADPANICH Tel : 02-537-1578 Eamil : jutipol.s@pttplc.com
Please be informed accordingly
PTT Bid Submission

Picture 33 Sample of notification email for Amendment of Bid Announcement

The system will display the message as follow if acknowledgement for amendment of bid

announcement has been completed by user.

O ptt Processment	
Confirm your acknowledgement PPI No. 1110021421	displayed when the
On 22 October 24 at 07-44 am	dgment of the announcement
Click here for go to Bid document No. 1110021421	int is completed

Picture 34 Display of acknowledgement for amendment of bid announcement

Note The acknowledgement for amendment of bid announcement is used for the purpose of confirmation notice only and It is not used for the consideration of disqualification to submit bid. However, acknowledgement shall be confirmed to ensure that user could submit proposal and price properly.

<u>Cancellation of Bid Announcement</u> The system will send notification email to the user who is eligible to submit the proposal and price in case of the procurement project has been cancelled by PTT as follows;

1. Case of Cancellation of Bid Announcement

Test Mail SIT-ENH : [Notification] Cancellation of Bid Announcement for PR No. 1110021427	^
🖉 🔒 Ianarstizerana.pdf	
smart-procurement@pttdigital.com 5 € € € To: O Vasin Tuntipiboon Fri 10/25/2024 4:58	••• PM
เอกสารประกาศ.pdf ✓ 221 KB	
This is for test system:	
To: vmtest12345678@gmail.com	
Cc: jutipol.s@pttplc.com	
Dear (Vendor Name)	
As (Vendor Code - Name) has purchased/requested bid document according to the Announcement of PT Public Company Limited (PTT) Invitation to Bid of The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example) (1110021427) annouced on 25 October 2024	T
By this notification, please be informed that the above mentioned bidding is now cancelled as of 25 October 2024 by th reason of PTT deems it appropriate to cancel this bid regarding TOR amendment and will proceed with further actions as necessary, and thereafter, PTT shall futher proceed as PTT deems appropriate.	e
For further information or inquiries, please contact our procurement staff;	
JUTIPOL SWADPANICH Tel : 02-537-1578 Email : jutipol.s@pttplc.com	
Please be informed accordingly.	
PTT Bid Submission	

Picture 35 Sample of notification email for cancellation of bid announcement

2. Case of Revision of Bid Announcement

nrasterena 👵
smart-procurement@pttdigital.com ← ← ← ↓ III ··· To: ③ Vasin Tuntipiboon Sat 10/26/2024 9:27 AM
Lanสารประกาศ.pdf 🗸
This is for test system: -Sample-
To: vmtest12345678@gmail.com
Cc: jutipol.s@pttplc.com
Dear (Vendor Name)
As (Vendor Code - Name) has purchased/requested bid document according to the Announcement of PTT Public Company Limited (PTT) Invitation to Bid of The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example) (1110021427) annouced on 24/10/2024 which it was cancelled as of 26/10/2024 by reason of PTT deems it appropriate to cancel this bid regarding TOR amendment and will proceed with further actions as necessary.
By this notification, please be informed that the above mentioned bidding is now revised and announced as The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example), revision 2
If you are still interested in this project, please purchase/request bid document via PTT Bid Submission system from 26/10/2024 to 01/11/2024 at 03:30 PM
Please be informed accordingly.
Please click here to access PTT Bid Submission.
PTT Bid Submission

Picture 36 Sample of notification email for revision of bid announcement

4. Submit Bid Document

Working Process of Submit Bid Document (proposals and prices) are as follow;



Picture 37 Working Process of Submit Bid Document (proposals and prices)

1. Go to PTT Bid Submission System

- 1.1 Display the name of user who logged in
- 1.2 Select "Submit Bid Document"



Picture 38 Display of "Submit Bid Document"

2. Search procurement project

- 2.1 Enter Document No. or select any condition as below to find the procurement project
- Document No.: Ex.114001XXXX
- Project Name: Enter the Keyword ex. "Construction", "Pipeline", "Anode Groundbed"
- Type of Announcement: Ex. Bid Announcement, Revision of Bid Announcement
- Schedule of the Bid Announcement: Select Start Date and End Date

2.2 Select the project from the list of procurement project. The system displays the latest list of procurement projects which are in the schedule of bid proposals and prices submitting period.

						PTT Digital Solutions C	company Limited 1365 Contact Center TH EN
optt Procurement							
Main > Subm	nit Bid Document						My Task
Deament No.	n document No.		Project Name Please fill in	project nume			Request/Purchase Bid Documents
Document Type	÷		Status	•	, Gubmession Date	Ö	Submit Bid Document
							Manual PTT Bid Submission for PTT v Vendor
				Search Clear			E+ Logout
Submission	n List						
No.	Document No.	Document Type	Version	Project name	Bid Submission Date	s	
1	1110020873	Invitation	1	ทดสอบเชิญเสนอราคา กรณีมีผู้จัดทำ TOR มากกว่า 1 คน	26 Jul 24 115 Days Late		
2	1110020924	Invitation	1	Test CA103 : CA Flow ในสิ่ง / มีหลักประกับสัญญา / PR 2 item / วงเจ็บไม่เกิน 500,000 / Flow เปลี่ยนผู้ชมะ (อนุบัติใน ระบบ) / TE สรุปผลอนุบัติจัดหา (แขกรายการ)	7 Aug 24 103 Days Late		
3	1110021259	Invitation	1	SP-7419 - EA - การจัดหาแมนตกลงรากาหรือวิธีพิเภษ ให้ สามารถระบุวันที่ชิ้มของเป็นวันเดียวกันวันที่เชิญเสนอรากาได้ โดยปลด Validate ต้องเชิญเสนอรากาท่อน 09.00 น. ออก	30 Sep 24 49 Days Late		

Picture 39 Display of searching for procurement projects in the menu "Submit Bid Document"

3. Prepare for submitting bid proposal and price

User who is eligible to submit the proposal and price could upload required documents on the system for preparation as the details below;

3.1 Check procurement project name carefully, working status is "Waiting for Create"

E Status : Wai The repair a e) [Version 1]	ting for Create nd maintenance service	es of electrical systems and eq	uipment under a contingency contrac	et at NGV stations and industrial plants nationwide (Exampl
	Waiting for Create		Submitting Bid Documents	Completed
Project Details Document No. 1110021428 Project Owner Department Material Procurement Divisis Procurement Officer MR. UTIPIO L SWADPANICH E-mail judpol stjpttplc.com Schedule of Bid Documents	sa Submitsion	e-GP No. 67019515144 Procuremo Divisio Commercial Procure Centect Number 02:53771578	 In case the syst In case the syst the syst 	2 Project Detail of Thai Government Procurement, em displays e-GP No. of PTT Commercial Procurement, em displays blank field.
J May 24	00-00 = m - 04-20 = m	DTT Hand Office		
1 NOV 24	09:00 a.m 04:30 p.m.	PTT Head office		

3.2 Check the details of procurement project

Picture 40 Display of working status "Waiting for Create"

- 3.3 Upload documents of proposal and price
- 3.4 Upload documents of bid security (if required)
- 3.5 Enter information of contact person: Enter name-surname, Telephone number and email.
- 3.6 Select the button to proceed as follows;
 - Click to save draft of bid proposal and price, working status is "Submitting

Bid Document"

- Click to cancel saving draft
- The button Submit Bid Proposal will be inactive (button color is grey). The button

will turn to active (button color is blue) by the scheduled date and time of bid

proposal and price submission.

Qualification Proposal	
Support File * jpg, * png, * doc, * docx, * xis, * xisx, * pdf, * txt, * dwt, * dwg, * ppt, * pptx, * zip, * rar which file size must not exceed	d 100 MB
Qualification Proposal From PTTVM	Upford Documents
Technical Proposal	vendor uploads the proposal documents as follows;
Support File * jpg, *.png, *.doc, *.docx, *.xls, *.xlsx, *.pdf, *.txt, *.dwt, *.dwg, *.ppt, *.pptx, *.zip, *.rar which file size must not exce	1) Qualification Proposal
	Qualification Proposal documents can be retrieved
Upload Documents	from PTTVM system
	Or unload new file
Price Proposal	
Support File * jpg, *.png, *.doc, *.docx, *.xls, *.xlsx, *.pdf, *.txt, *.dwt, *.dwg, *.ppt, *.pptx, *.zip, *.rar which file size must not exceed	a 1 2) Technical Proposal
	3) Price Proposal
Upload Documents	
Remark :	
 Submission of the documents needs to be certified true copy, signed by authority or attorney and must be documentary stamp All files combined must not exceed 1 GB 	1.
l Other document Bid Security Support File * jpg, * png, *.doc, * docx, *.xis, *.xisx, * pdf, *.txt, *.dwq, *.ppt, *.pptx, *.zip, *.rar which file size must not ex	iceed 100 MB
2 Upload Documents	4 Bid Security (Optional)
Hemark	tamp.
 Submission of the documents needs to be certified true copy, signed by authority or attorney and must be documentary st All files combined must not exceed 1 GB 	
Submission of the documents needs to be certified true copy, signed by authority or attorney and must be documentary st All files combined must not exceed 1 GB Contact Information	5 Contact Information
Submission of the documents needs to be certified true copy, signed by authority or atomey and must be documentary st All files contained must not exceed 1 GB Contact Information Vendor Items Vendor Items	5 Contact Information Email for the procurement results •
Submission of the documents needs to be certified true copy, signed by authority or attorney and must be documentary at All files combined must not exceed 1 GB Contact Information Vendor Name Contact Information Filepton Name Filepton Name F	5 Contact Information Email for the procurement results •
Submission of the documents needs to be certified true copy, signed by authority or attorney and must be documentary at All files combined must not exceed 1 GB Contact Information Vendor Name Contact Information Vendor Name Contact Information Regioner Name Contact Information Regioner Name Contact Information Number Name Number Name	5 Contact Information E-mail for the procurement results *
Submission of the documents needs to be certified true copy, signed by authority or atomey and must be documentary at All field contact Information Vendor Name Orman Here* Report Here* Orman Here*	5 Contact Information Central for the procurement results *
Submission of the documents needs to be certified true copy, signed by authority or atomey and must be documentary at A files combined must not exceed 1 GB Contact Information Vendor Name Contact Information Stephone Number * Mr. Dee Stephone Number * OB44566953	5 Contact Information C mail for the procurement results *
Submission of the documents needs to be certified true copy, signed by sutherity or attorney and must be documentary at Af files combined must not exceed 1 GB Contact Information Verify the composition Verify the composition Contact Information Description function Description Descrip	5 Contact Information E-mail for the procurement results *

Picture 41 Display of the details of bid document section

4. Submit bid proposal and price

The system will send reminder email to the user who is eligible to submit bid proposal and price.

by the scheduled time. User will receive 2 reminder emails for 2 times as follow;

1. The first reminder will be sent by the start time to submit bid proposal and price

smart-procurement@pttdigital.com	≤ < < <> <> <> <> <> <> <> <> <> <> <> <>
To: O Vasin Tuntipiboon	Mon 11/18/2024 3:59 PM
This is for test system:	
To: vmtest12345678@gmail.com	-
Cc:	
Dear (Vendor Name)	
As (Vendor Code - Name) maintenance services of electrical systems (Example) (1110021445) scheduled date and time for the bid submission is on 05 November	is eligible to submit the bid of The repair and announced/Invited on 01 October 2024 in which the r 2024 during 09:00 AM - 05:00 PM
By this reminder, please be informed that the above mentioned Submission system at the schedule time; 05 November 2024 at 05 submission via PTT Bid Submission system.	l bidding is now ready for bid submission via PTT Bid 00 PM, otherwise you will be disqualified from bid
Please noted that in case of PTT provides multiple channel for t	id submission, the bid shall be submitted through
single channel. However, in case the bid is submitted through mut bid which is submitted through the first channel.	iple channel, PTT reserves the right to consider only
single channel. However, in case the bid is submitted through mut bid which is submitted through the first channel. Please be informed accordingly.	iple channel, PTT reserves the right to consider only
single channel. However, in case the bid is submitted through mut bid which is submitted through the first channel. Please be informed accordingly. <u>Please click here to access PTT Bid Submission.</u>	iple channel, PTT reserves the right to consider only

Picture 42 Sample of reminder email; the first reminder

2. The final reminder will be sent in an hour before the end time to submit bid proposal

and price

Test Mail SIT-ENH : [Final Reminder] Scheduled time for the bid submission of PR No. 11	10021445
smart-procurement@pttdigital.com To: • Vasin Tuntipiboon	← ≪
This is for test system:	
To: vmtest12345678@gmail.com	
Cc: jutipol.s@pttplc.com	
Dear (Vendor Name)	
As (Vendor Code - Name) is eligible maintenance services of electrical systems (Example) (1110021445) invited or date and time for the bid submission is on 05 November 2024 during 09:00 / By this reminder, please be informed that the above mentioned bidding is Submission system at the schedule time; 05 November 2024 at 05:00 PM, oth submission via PTT Bid Submission system. Please noted that in case of PTT provides multiple channel for bid submiss single channel. However, in case the bid is submitted through mutiple channel bid which is submitted through the first channel.	to submit the bid of The repair and 01 October 2024 in which the scheduled AM - 05:00 PM. In now ready for bid submission via PTT Bid herwise you will be disqualified from bid sion, the bid shall be submitted through el, PTT reserves the right to consider only
Remarks: If you have already made bid submission through the other channed disregard this reminder and accept our apologies.	l which is provided by PTT, please
Please be informed accordingly.	
Please click here to access PTT Bid Submission.	
PTT Bid Submission	

Picture 43 Sample of reminder email; the final reminder

User shall proceed to submit bid proposal and price as flows;

4.1 Click submit bid proposal and price

pptf first combined must not exceed 1 GB Louranent		
G Other document		
Bid Security Support File * jog, * png, * doc, * docx, * sts, * stsx, * pdf, * tst, * dwg, * ppt, * ppt, * zp, * zar which file size must not exceed 100 MB		
1 Uplead Documents		
Bid Security pdf 🔕		
Remark : 1. Submixes of the documenta needs to be certified true copy, signed by authority or attorney and must be documentary stamp. 2. All files combined must not exceed 1 GB		
Contact Information		
Vendor Name Vendor Name	E-mail for the procurement results * atestreceive@gmail.com	٥
Mr. Dee The system will enable the Submit Bid Proposal button when the specifie submit bid proposal. Except for Commercial Agreement/Special and Good Private can be su	d date and time are reached and can omitted before and after the schedule.	
Submit Bild Proposal Save Cancel		

Picture 44 Display of bid proposal and price submitting

- 4.2 Check divide the check box to certify proposal and price
- 4.3 Click Submit Bid Proposal to confirm bid proposal and price submission or click to

Other document Bid Security Support File * jog * pog * doc, * doc, * six * visx * pol, * tot, * dwt * dwg. • Upblad Documents • Security part • Security part	* ppt. * ppt. * zip. * zar which file size must not exceed 100 MB Confirm Submission of proposal Please verify your documents. After submitting documents, they cannot be re-submit to edited I, the authorized bidder, certify that the proposed price and documents I, the authorized bidder, certify that the proposed price and documents I, the authorized bidder, certify that the proposed price and documents I, the authorized bidder, certify that the proposed price and documents I, the authorized bidder, certify that the proposed price and documents I, the authorized bidder, certify that the proposed price and documents I, the authorized bidder, certify that the the proposed price and documents I, the authorized bidder the	med
Contact Information	system or through other channels specified in the bid announcement. Submit Bid Proposit Cance Cance Cance Cance Cance Cance Cance C	r tre posserent maket
Tender Kenne		and the second particular of the second s
	0844565099	atestilomail.com

cancel the process ang go back to the main page

Picture 45 Display of bid proposal and price submission

The system will display working status as "Completed" and the line of workflow will turn to blue color if the result of bid proposal and price submission is success.

		Vendor Name 1365 Contact Center TH EN
Procurement		
Main 🗲 Submit Bid	Document. > The repair and maintenance services of electrical systems and equipment under a contingency contract at NOV stations and industrial plants nation	
Stat The e) [Ver	tus : Completed Prepair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants n rsion 1]	aationwide (Exampl
	Waiting for Create Submitting Bid Documents Comple	eted

Picture 46 Display of working status as "Completed" for submitting bid document

After the process of bid proposal and price submission has been completed, the system will display the lists of documents by type of envelop depends on cases as follows;

1. Case of submitting bid document to PTT through PTT Bid Submission (Online Channel)

The system will display all documents which has submitted on the system.



Picture 47 Display of submitting bid document to PTT through PTT Bid Submission

2. Case of submitting bid document to PTT at PTT Office (Offline Channel)

The system will display the message "not submitted via PTT Bid Submission".

Qualification Proposal		
Support File * jpg, * png, *.doc, *.docx, *.xls, *.xlsx, *.p	df, *txt, *.dwt, *.dwg, *.ppt, *.pptx, *.zip, *.rar which file size must not exceed 100 MB	
Not submitted via PTT Bid Submiss	ion .	
		In the case of submitting equalores at PTT
Technical Proposal	di kana katan katan kana kana kata kana kata kana kata di sana kata kata sana sana di kata kata	In the case of submitting envelopes at P11
Support File ".jpg, ".prig, ".doc, ".docx, ".xis, ".xisx, ".p	at, "txt, "dwt, "dwg, "ppt, "ppt, "zip, "rar which hie size must not exceed 100 MB	headquarters, do not have attachments, and there is a
Not exhapitted via DTT DO Cohonies		note indicating that Not submitted via PTT Bid
Not soumitted via P11 bio soumiss	un	Submission
Price Proposal	of that taken taken the treat the time take which file size must not exceed 100 MD	-
Support File - Jpg,png,aoc,aocx,xis,xisx,p	at, ".txt, ".dwt, ".dwg, ".ppt, ".pptx, ".zip, ".rar which like size must not exceed 100 MB	
Not submitted via PTT Bid Submiss	ion .	
Other document		In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a
Other document Bid Security Support File *jpg,*prg,*doc,*docx,*xis,*xis Not submitted via PTT Bid Sub	x, * pdf, *3xt, * dwt, * dwg, * ppt, * pptx, * zig, * zar which file size must not exceed 100 MB mission	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File *jpg, * png, * doc, * docx, * xis, * xit Not submitted via PTT Bid Sub	x, * pdf, *1st, * dwt, * dwg, * ppt, * pptx, * zip, * sar which file size must not exceed 100 MB mission	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File *jg, * pg, * doc, * doc, * xis, * xis Not submitted via PTT Bid Sub Remark : 1. Submission of the documents needs to be ce 2. All files combined must not exceed 1 GB	x, * pdf, * txt, * dwt, * dwg, * ppt, * ppt, * zip, * sar which file size must not exceed 100 MB mission ttifed true copy, signed by authority or attorney and must be documentary stamp.	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File * jpg, * png, * doc, * docx, * xis, * xit Not submitted via PTT Bid Sub Remail : 1. Submission of the documents needs to be ce 2. All files combined must not exceed 1 GB	x, * pdf, *txt, *.dwt, *.dwg, *.ppt, *.ppt, *.zig, *.rar which file size must not exceed 100 MB mission ttified true copy, signed by authority or atlorney and must be documentary stamp.	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File * jpg, * pg, * doc, * doc, * stis, * sti Not submitted via PTT Bid Sub Remark : 1. Submission of the documents needs to be ce 2. All files combined must not exceed 1 GB	x, * pdf, *tst, *dwt, * dwg, * ppt, * ppt, * zig, * zir, * zir, which file size must not exceed 100 MB mission	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File * jpg, * png, * doc, * doc, * xis, * xis, Not submitted vise PTT Bid Sub Remark : 1. Submission of the documents needs to be co 2. All files combined must not exceed 1 GB Contact Information	x, * pdf, *tst, *dwt, *dwg, *get, * ppts, * zig, * sar which file size must not exceed 100 MB mission	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File *jpg, * prg, * doc, * doc, * ski, * ski Not submitted via PTT Bid Sub Remark : 1. Submission of the documents needs to be ce 2. All files combined must not exceed 1 GB Contact Information Vendor Tare	x, * pdf, *1xt, *.dwt, *.dwg, *.ppt, *.ppt, *.zig, *.sar which file size must not exceed 100 MB mission	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File * jpg, * png, * doc, * docx, * xis, * xis Not submitted via PTT Bid Sub Remark : 1. Submission of the documents needs to be ce 2. All files combined must not exceed 1 GB Context Information Vetra Information	x, * pdf, *tst, *dwt, * dwg, * ppt, * ppt, * zig, * zir, which file size must not exceed 100 MB mission	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File * jeg, * gng, * doc, * doc, * xis, * xis, Not submitted vis PTT Bid Sub Not submitted vis PTT Bid Sub Remark : 1. Submission of the documents needs to be ce 2. All files combined must not exceed 1 GB Contact Informationveter future Vondor Code - Name Voldor Code - Name	x, * pdf, *txt, *dwt, *dwg, * got, * potx, * zig, * zar which file size must not exceed 100 MB mission	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File "jog, * grug, * doc, * docx, * xis, * xis Unce submitted vis PTT Bid Sub Remark : 1. Submission of the documents needs to be co 2. All files combined must not exceed 1 GB Contact Information Vendor Code - Name Vendor Code - Name Const transment	s, * pdf, *sst, *.dwt, *.dwg, *.ppt, *.ppt, *.zig, *.sar which file size must not exceed 100 M8 mission tified true copy, signed by authority or attorney and must be documentary stamp.	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission
Other document Bid Security Support File * jpg. * doc, * doc, * stis, * sti Not submitted via PTT Bid Sub Remark : 1. Submission of the documents needs to be ce 2. As files combined must not exceed 1 GB Contact Information Contact Informati	x, * pdf, *tst, *dwt, * dwg, * ppt, * ppt, * zig, * sar which file size must not exceed 100 MB mission ttilled true copy, signed by authority or attorney and must be documentary stamp.	In the case of submitting envelopes at PTT headquarters, do not have attachments, and there is a note indicating that Not submitted via PTT Bid Submission

Picture 48 Display of submitting bid document to PTT through offline channel

	Cancel		1 1 1			
4.4 CIICK		to go	back to	the	main	page

8 ptt	Vender Name 1365 Contact Center 111 EN				
Producentaria					
Main > Submit Bid Document > The repair and maintenance services of electrical systems and equipment under a contingency contract at NOV stations and industrial plants nation	wy status of document				
Status : Completed The repair and maintenance services of electrical systems and equipment under a contingency contract at NC e) [Version 1]	3V stations and industrial plants nationwide (Exampl				
Wating for Create Submitting Bid Documents Completed Completed					
Other document Bid Security Support File * (pg, * gng, * doc, * doc, * sis, * sis, * pdf, * bit, * dwg, * ppt, * ppt, * zip, * sar which file size must not exceed 100 MB Int Security off @ Remark: 1. Support file * (pg, * gng, * doc, * ble, certified true copy, slighed by authority or attorney and must be documentary stamp. 2. All files combined must not exceed 1 GB					
Contact Information					
Vendor Name	E-mail for the procurement results •				
Ortest Name* Inspire Numbe* cTest 65 5515500	Emal*				
Click on "Cancel" Button for re	eturn to the main page of Submit Bid Document menu				
Cancel					

Picture 49 Display of working status "Completed"

4.5 The system will send confirmation email to user if the process of bid proposal and

price submission has been completed.

Test Mail SIT-ENH : [Notification] Result of bid submission for PR No. 1110021428 is SUCCESS				
smart-procurement@pttdigital.com ← ← ●				
This is for test system: -Somple-				
Cc: jutipol.s@pttplc.com				
Dear (Ventor Name) As (Vendor Code - Name) services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example) (1110021428) announced on 21 October 2024 in which the scheduled date and time for the bid submission is on 26 October 2024 during 09:00 AM - 06:30 PM. By this notification, please be informed that PTT has already accept your bid which is submitted through PTT Bid Submission system, therefore your bid submission for this project is SUCCESS on 26 October 2024 at 04:56 PM. Please noted that in case of PTT provides multiple channel for bid submission, the bid shall be submitted through single channel. However, in case the bid is submitted through multiple channel, PTT reserves the right to consider only bid which is submitted through the first channel. Please be informed accordingly. Please click here to access PTT Bid Submission, and the submission for the first channel.				
PTT Bid Submission				

Picture 50 Sample of confirmation email for bid proposal and price submission

<u>Submitting Bid Document for Specific Procurement Method</u> PTT Bid Submission system could support the process of submitting bid document for specific procurement method. The system will send invitation email to the specific user and provide online channel for the user's convenience.

Test Mail SIT-ENH : Invite to request for your quotation and other supporting documents
smart-procurement@pttdigital.com ← ← ▲ Ⅲ … To: ♥ Vasin Tuntipiboon Mon 11/18/2024 5:15 PM
to: atest@gmail.com
cc: jutipol.s@pttplc.com
bcc: PTTSmartProcurement@pttdigital.com
Dear (Vendor Name)
PTT Public Company Limited (PTT) invited interested vendors to bid of The repair and maintenance services of electrical systems (Example) (1110021442) with the schedule of activities listed below;
Location : MS Team
Date : 19 November 2024
Registration : 19 November 2024 during 09:00 AM to 09:45 AM
Bid Clarification : 19 November 2024 during 10:00 AM
Contact Person : (600138) MR. JUTIPOL SWADPANICH Tel. 02-537-1578
The bidder who is not present at the bid clarification date shall be considered as a waive of competitive Bidding. PTT reserve the right to accept the right of bidder from bidding if the bidder is not present at the bid
clarification date.
clarification date. Schedule of Bid Submission via PTT Bid Submission system;
clarification date. Schedule of Bid Submission via PTT Bid Submission system; Date and Time : Date 20 November 2024 during 09:00 AM - 04:30 PM
Clarification date. Schedule of Bid Submission via PTT Bid Submission system; Date and Time : Date 20 November 2024 during 09:00 AM - 04:30 PM Channel/Venue
Clarification date. Schedule of Bid Submission via PTT Bid Submission system; Date and Time : Date 20 November 2024 during 09:00 AM - 04:30 PM Channel/Venue Commercial Procurement Division, Strategic Procurement and Administration Department, 6 Building, 1st Floor, PTT Head Office, 555 Viphavadi-Rangsit Road, Chatuchak District, Bangkok 10900 Tel. +662-537-2066
Clarification date. Schedule of Bid Submission via PTT Bid Submission system; Date and Time : Date 20 November 2024 during 09:00 AM - 04:30 PM Channel/Venue Commercial Procurement Division, Strategic Procurement and Administration Department, 6 Building, 1st Floor, PTT Head Office, 555 Viphavadi-Rangsit Road, Chatuchak District, Bangkok 10900 Tel. +662-537-2066 - Please kindly select 1 option, either by PTT specific location submission or PTT Bid Subission (online). For any selection made more than one, PTT reserves the right to determine your proposal that was firstly made.
clarification date. Schedule of Bid Submission via PTT Bid Submission system; Date and Time : Date 20 November 2024 during 09:00 AM - 04:30 PM Channel/Venue Commercial Procurement Division, Strategic Procurement and Administration Department, 6 Building, 1st Floor, PTT Head Office, 555 Viphavadi-Rangsit Road, Chatuchak District, Bangkok 10900 Tel. + 662-537-2066 - Please kindly select 1 option, either by PTT specific location submission or PTT Bid Subission (online). For any selection made more than one, PTT reserves the right to determine your proposal that was firstly made.
Clarification date. Schedule of Bid Submission via PTT Bid Submission system; Date and Time : Date 20 November 2024 during 09:00 AM - 04:30 PM Channel/Venue Commercial Procurement Division, Strategic Procurement and Administration Department, 6 Building, 1st Floor, PTT Head Office, 555 Viphavadi-Rangsit Road, Chatuchak District, Bangkok 10900 Tel. + 662-537-2066 - Please kindly select 1 option, either by PTT specific location submission or PTT Bid Subission (online). For any selection made more than one, PTT reserves the right to determine your proposal that was firstly made. For any inquiry or question regarding to PTT's TOR, please contact us MR. JUTIPOL SWADPANICH Email: jutipol.s@pttplc.com
 clarification date. Schedule of Bid Submission via PTT Bid Submission system; Date and Time : Date 20 November 2024 during 09:00 AM - 04:30 PM Channel/Venue Commercial Procurement Division, Strategic Procurement and Administration Department, 6 Building, 1st Floor, PTT Head Office, 555 Viphavadi-Rangsit Road, Chatuchak District, Bangkok 10900 Tel. + 662-537-2066 Please kindly select 1 option, either by PTT specific location submission or PTT Bid Subission (online). For any selection made more than one, PTT reserves the right to determine your proposal that was firstly made. For any inquiry or question regarding to PTT's TOR, please contact us MR. JUTIPOL SWADPANICH Email: jutipol.s@pttplc.com Note: Please fill the date (the present date) in all documents. After filling up all the documents, please sign every pages and the signature should be wet signature and the same as on the ID/passport's. Please return the completed documents back to the procurement officer.
clarification date. Schedule of Bid Submission via PTT Bid Submission system; Date and Time : Date 20 November 2024 during 09:00 AM - 04:30 PM Channel/Venue Commercial Procurement Division, Strategic Procurement and Administration Department, 6 Building, 1st Floor, PTT Head Office, 555 Viphavadi-Rangsit Road, Chatuchak District, Bangkok 10900 Tel. +662-537-2066 - Please kindly select 1 option, either by PTT specific location submission or PTT Bid Subission (online). For any selection made more than one, PTT reserves the right to determine your proposal that was firstly made. For any inquiry or question regarding to PTT's TOR, please contact us MR. JUTIPOL SWADPANICH Email: jutipol.s@pttplc.com Note: 1. Please fill the date (the present date) in all documents. 2. After filling up all the documents, please sign every pages and the signature should be wet signature and the same as on the ID/passport's. 3. Please return the completed documents back to the procurement officer. Please click here to access PTT Bid Submission.

Picture 51 Display of invitation email for specific procurement method

Working Status: Cancelled by System for any reason as follows;

- 1. Bid proposal and price submission has not submitted by the deadline
- 2. Cancellation of procurement announcement by PTT before bid submission schedule
- 3. Cancellation of procurement invitation by PTT before bid submission schedule

The system will display working status as "Cancelled by System" and send notification email to user.

8 ptt		
Procurement		
Main > Submit Bid Document > The repar and maintanance services of electrical systems	and equipment under a contingency contract at NGV stations and industrial plants nationwide (E	(cample)
Status : Cancelled By System The repair and maintenance services of electrica e) [Version 1]	I systems and equipment under a contingency contract a	t NGV stations and industrial plants nationwide (Exampl
Reason Bid and proce submission was not received by the deadline.		
Vitarizing for Crosse	Industry Ref Documents	Completed
Test Mail SIT-ENH : [Cancelled by System] Per	ding transaction of bid submission for PR	No. 1110021441
smart-procurement@pttdigital.co	om	← ≪ → ♠ ः …
To: • Vasin Tuntipiboon		Mon 11/18/2024 4:37 PM
This is for test system: To: atest@gmail.com Cc: Dear Vendor name	-Sample-	
As Vendor name	is eligib	ole to submit the bid of The repair and
maintenance services of electrical system the scheduled date and time for the bid	ns (Example) (1110021441) annouced submission is on 01 November 2024	d/invited on 01 November 2024 in which during 09:00 AM - 12:00 PM.
Buthic patification, places he inform	ad that your ponding transaction of a	bound montioned hidding on DTT Did
Submission system is now cancelled by	system due to over deadline of bid su	ubmission.
Please be informed accordingly.		
Please click here to access PTT Bid Subr	nission.	
PTT Bid Submission		

Picture 52 Sample of notification email for working status "Cancelled by System"

Working Status: Disqualification of bid submission for any reason as follows;

- 1. Bidder is not present at the bid clarification date
- 2. Bidder is present at the bid clarification date but not present at site visit date

The system will display working status as "Disqualified" and send notification email to user.

Test Mail SIT-ENH : [Notification] Disqualification of bid submission for PR No.	1110021427
smart-procurement@pttdigital.com	$\leftarrow \ll \rightarrow \bigstar \blacksquare \cdots$
To: ⊗ Vasin Tuntipiboon	Sat 10/26/2024 11:08 AM
This is for test system:	
To: vmtest12345678@gmail.com	Die-
Cc:	
Dear (Vendor Name)	
As (Vendor Code - Name) is eligible to subr	nit the bid of The repair and maintenance services of
electrical systems and equipment under a contingency contract at NC	V stations and industrial plants nationwide (Example)
(1110021427) announced on 21 October 2024 in which the scheduled	date and time for the bid clarification is on 04
November 2024 during 09:00 AM and the bid submission is on 05 No	vember 2024 during 09:00 AM - 04:30 PM.
By this notification, please be informed that your bid submission o	f aboved mentioned bidding on PTT Bid Submission
system is now disqualified for the reason of the bidder is not present	at the bid clarification date.
Please be informed accordingly.	
Please click here to access PTT Bid Submission.	
PTT Bid Submission	

Picture 53 Sample of notification email for disqualification

Working Status: Cancellation of Disqualification of Bid Submission The disqualification of bid submission will be cancelled in case PTT has announced extension period / rescheduling of the bid clarification / site visit / submitting bid proposal and price. The system will send notification email to disqualified bidder to confirm that the disqualification of bid submission is now cancelled.

Test Mail SIT	-ENH : [Notification] Re-eligible for bid clarification/site visit o	of PR No. 1110021445
s sma	art-procurement@pttdigital.com	$\sim \ll \rightarrow \bigstar$ \bowtie
To:	🕓 Vasin Tuntipiboon	Mon 11/18/2024 3:33 PM
This is for t	test system:	
To: vmtest1	12345678@gmail.com	ole-
Cc: jutipol.s	s@pttplc.com	
Dear	(Vendor Name)	
electrical sy clarification that time, y reference e	ystems (Example) (1110021445) announced/invited on n/site visit on 04 November 2024 and bid submission of you were disqualified for the reason of bidder is not pr email of PTT Bid Submission system on 04 November 2	01 October 2024 in which the date for bid on 05 November 2024 during 09:00 AM - 05:00 PM. At esent at the bid clarification/site visit date with the 2024
By this r now cancel November	notification, due to re-schedule of above mentioned bi lled. Therefore, you are re-eligible for clarification/site 2024 during 09:00 AM - 05:00 PM.	dding, pleased be informed that the disqualification is visit on 10 November 2024 and bid submission on 11
For furth	her information or inquiries, please contact our procur	ement staff;
Procureme	nt Officer : JUTIPOL SWADPANICH	
Email : jutip	pol.s@pttplc.com	
Please be in	nformed accordingly.	
Please click	<u>c here to login</u>	

PTT Bid Submission

Picture 54 Sample of notification email for cancellation of disqualification

<u>Amendment of Bid Announcement</u> The system will send notification email to the user who is eligible to submit the proposal and price in case of the procurement announcement has been amended by PTT. User shall confirm acknowledgement for amendment of bid announcement.

Test Mail SIT-ENH : [Need Acceptance] Amendment of Bid Announcement for PR	No. 1110021427
🖉 😡 lanitrafizinnik.pdf	
smart-procurement@pttdigital.com To: • Vasin Tuntipiboon	← ← ← € € • • • • • • • • • • • • • • •
เอกสารประกาศ.pdf ∨	
This is for test system: -Sompl	e-
To: vmtest12345678@gmail.com	
Cc: jutipol.s@pttplc.com	
Dear (Vendor Name)	
As (Vendor Code - Name) has purchased/r	equested bid document according to the
Announcement of PTT Public Company Limited (PTT) Invitation to Bid c systems and equipment under a contingency contract at NGV stations a (1110021427) annouced on 24 October 2024.	of The repair and maintenance services of electrical and industrial plants nationwide (Example)
By this notification, please be informed that the above mentioned bi and maintenance services of electrical systems and equipment under a plants nationwide (Example) Revision 2 as of 25 October 2024.	dding is now amended and re-annonced as The repair contingency contract at NGV stations and industrial
Please noted an attachment and summary of amendment as follows	;
Bid Documents Submission	
Schedule	
Before 04 November 2024 at 09:00 AM - 04:30 PM After 01 November 2024 at 09:00 AM - 04:30 PM	Link for confirm acknowledgement
In this regard, please click on the link below to access the acknowled	Igement form and confirm your acknowledgement Link
For further information or inquiries, please contact our procurement sta JUTIPOL SWADPANICH Tel : 02-537-1578 Eamil : jutipol.s@pttplc.com	iff,
Please be informed accordingly	
PTT Bid Submission	

Picture 55 Sample of notification email for Amendment of Bid Announcement

Note The acknowledgement for amendment of bid announcement is used for the purpose of confirmation notice only and It is not used for the consideration of disqualification to submit bid. However, acknowledgement shall be confirmed to ensure that user could submit proposal and price properly. <u>Cancellation of Bid Announcement</u> The system will send notification email depends on the type of procurement method to the user who is eligible to submit the proposal and price in case of the procurement project has been cancelled by PTT.

1. Case of cancellation of invitation to bid for announcement procurement method

Test Mail SIT-ENH : [Notification] Cancellation of Bid Announcement for PR No. 1110021427	^
🖉 😡 lanstvilsenns.pdf	
smart-procurement@pttdigital.com ← ← ↓	, 1
iaกสารประกาศ.pdf 🗸	
This is for test system: -Somple-	
To: vmtest12345678@gmail.com	
Cc: jutipol.s@pttplc.com	
Dear (Vendor Name)	
As (Vendor Code - Name) has purchased/requested bid document according to the Announcement of PTT Public Company Limited (PTT) Invitation to Bid of The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example) (1110021427) annouced on 25 October 2024	
By this notification, please be informed that the above mentioned bidding is now cancelled as of 25 October 2024 by the reason of PTT deems it appropriate to cancel this bid regarding TOR amendment and will proceed with further actions as necessary., and thereafter, PTT shall futher proceed as PTT deems appropriate.	
For further information or inquiries, please contact our procurement staff;	
JUTIPOL SWADPANICH Tel : 02-537-1578 Email : jutipol.s@pttplc.com	
Please be informed accordingly.	
PTT Bid Submission	

Picture 56 Sample of notification email for cancellation of invitation to bid

(announcement procurement method)

2. Case of cancellation of invitation to bid for selecting procurement method

Test Mail SIT-ENH : [Notification] Cancellation of Invitation to bid of Announcement for PR No. 1110021442		
smart-procurement@pttdigital.com To: • Vasin Tuntipiboon	← ≪	
This is for test system: To: vmtest12345678@gmail.com Cc: jutipol.s@pttplc.com,sirinya.k@pttplc.com	-	
Dear (Vendor Name)		
With reference to the Announcement of PTT Public Company Limited (PTT) Invita in which the date for the bid submission on 29 October 2024 during 09:00 AM - 05: By notification, please be informed that the above mentioned bidding is now car it appropriate to cancel this bid regarding TOR amendment and will proceed with fu PTT shall futher proceed as PTT deems appropriate.	ation to Bid of (1110021442) announced on 00 PM ncelled as of by the reason of PTT deems rther actions as necessary and thereafter,	
For further information or inquiries, please contact our procurement staff;		
Procurement Officer : JUTIPOL SWADPANICH Tel : 02-537-1578 E-mail : jutipol.s@pttplc.com		
Please be informed accordingly.		
PTT Bid Submission		

Picture 57 Sample of notification email for cancellation of invitation to bid

(announcement/selecting procurement method)

3. Case of cancellation of invitation to bid for specific procurement method

Test Mail SIT-ENH : Notification of cancellation of invitation to bid for PR No. 1110021442
smart-procurement@pttdigital.com ← ≪ → ↓ ↓ ↓ □□ To: ♥ Vasin Tuntipiboon Tue 10/29/2024 4:24 PM
This is for test system:
To: -Sample-
Cc: jutipol.s@pttplc.com
Dear (Vendor Name)
With reference of PTT Public Company Limited (PTT) Invitation to Bid of (1110021442) invited on in which the date for the bid submission on 28 October 2024 during 09:00 AM - 12:00 PM
By this notification, please be informed that the above mentioned bidding is now cancelled as of by the reason of , PTT deems it appropriate to cancel this bid regarding TOR amendment and will proceed with further actions as necessary and thereafter, PTT shall futher proceed as PTT deems appropriate.
For further information or inquiries, please contact our procurement staff;
Procurement Officer : JUTIPOL SWADPANICH Tel : 02-537-1578 E-mail : jutipol.s@pttplc.com
Please be informed accordingly.
PTT Bid Submission

Picture 58 Sample of notification email for cancellation of invitation to bid

(specific procurement method)

5. <u>My Task</u>

"My Task" shall be used for tracking working status and monitoring progress of working on PTT Bid Submission System. The steps are as follows;

1. Log in to PTT Bid Submission

- 1.1 Display the name of user who logged in
- 1.2 Select "My Task"



Picture 59 Display of "My Task"

2. Select the task status on PTT Bid Submission

After click at "My Task", there are 3 sections used for searching the task as the details below;

- 2.1 My Task status: There are 3 status as follows;
 - 2.1.1 Pending Document List
 - 2.1.2 PTT In-Progress Document List
 - 2.1.3 Completed Document List
- 2.2 Searching Task: Enter either keyword or select the details to find the task
- 2.3 Document List: Show the task list depends on the selected task status

			Vendor Name 1365 Contact Center TH EN
Optt Procurement	My Task Status		
Pending Documents List	PTT In-Progress Document List	Closed Document List	My Task Request/Purchase Bid Documents Submit Bid Document
Douver No.	Preject Name Please fill in preject Name Start Date dd/mm/yyyy Search Clear	birthue dd/mmiyyyy	Manal PT I Bio Second Vendor Ce Logout Search Criteria
No. List Document Ty 1 Submit Bid Document Invitation 2 Submit Bid Document Invitation	pe Version Document No. Proje 1 1110020916 กดสอบ TOR Amendm 1 1110021039 ระเมียบฟาเมียต์-001	ct Name Receiving/Purchasing Bid Document Per Int กรณิมีผู้ชืดกำหลายราย .	Documents List

Picture 60 Details of My Task

List of Working Status

1. Pending Document List is the list of bid documents are in the process of Vendor as the details

below;

List of Working Status		
Request/Purchase Bid Document	Submit Bid Document	
(1) Draft	(1) Draft	
(2) Waiting for Providing Proof of	(2) Waiting for Bid Submission	
Payment		
(3) Recall		
(4) Not Verify		
(5) Cancel Verify		

2. PTT In-Progress Document List is the list of bid documents are in the process of PTT as the

details below;

List of Working Status		
Request/Purchase Bid Document	Submit Bid Document	
(1) Waiting for Verification by Financial Division	-N/A-	
(2) Waiting for Payment Confirmation by PTT		

3. Completed Document List is the list of bid documents are at the end of process depends on

situations as the details below;

List of Working Status		
Request/Purchase Bid Document	Submit Bid Document	
(1) Cancelled by System	(1) Cancelled by System	
(2) Completed	(2) Completed	
	(3) Disqualification of Bid Submission	

Searching Tasks Enter keywords or select type of task and schedule as below to find the task

- 1. Document No.
- 2. Project Name
- 3. Type of Task
 - All
 - Request/Purchase Bid Document
 - Submit Bid Document
- 4. Start Date and End Date

Document No Please fill in document No.	Project Name Please fill in project Name		
All	Start Datedd/mm/yyyy	End Datedd/mm/yyyy	
All Request/Purchase Bid Document Submit Bid Document	Search Clear		

Picture 61 Display of searching task