



دائرة الخدمات العامة  
Public Services Department

# Getting Started with Ras Al Khaimah Public Services Department

[Supplier.rak.ae](https://supplier.rak.ae)  
Powered by Coupa

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# What is Coupa Supplier Portal (CSP)?

Coupa Supplier Portal (CSP) is a cloud-based platform for buyers and suppliers to collaborate.

Suppliers can use it to view and acknowledge their purchase orders (POs), create and submit invoices and even manage their invites to bid, prepare, and submit proposal for all RFIs and RFQs/

The portal also allows suppliers to check the status of all their transactions and payments, without having to contact an AP department.

View the status of  
invoices and  
payments in real  
time

Quickly flip POs  
to invoices;  
ability to do  
partial invoicing

purchase orders  
(POs) and view how  
much has already  
been invoiced

Decrease  
paperwork and  
manual effort  
through new  
automated steps

Streamline  
invoice  
processing  
through  
electronic  
workflows

Receive  
invites to bid,

Submit your  
proposal for all  
RFIs/RFQs

Send  
comments to  
PSD in real  
time



# What does this mean for you as a supplier?

*Working with Ras Al Khaimah Public Services Department now means working together via the Coupa Supplier Portal.*

*Ras Al Khaimah Public Services Department wants to work with our suppliers to improve the way we do business with each other. Through Coupa, an industry-leading procure-to-pay system, we are able to optimize how we work with you from purchase to payment and everything in between.*

**Via your Coupa Supplier Portal, you will:**

- > **Electronically receive Purchase Orders (POs) from *Ras Al Khaimah Public Services Department***
- > **Be able to acknowledge receipt of POs & communicate with RAK-PSD through 'comments'**
- > **Create electronic invoices by 'flipping' the electronic PO**
- > **View the status of your orders, invoices and payment online, in real time.**
- > **Participate in sourcing events, Response in Public tenders in the CSP.**

**Public Services Department will send an email link that will allow you to participate directly in a sourcing event.**



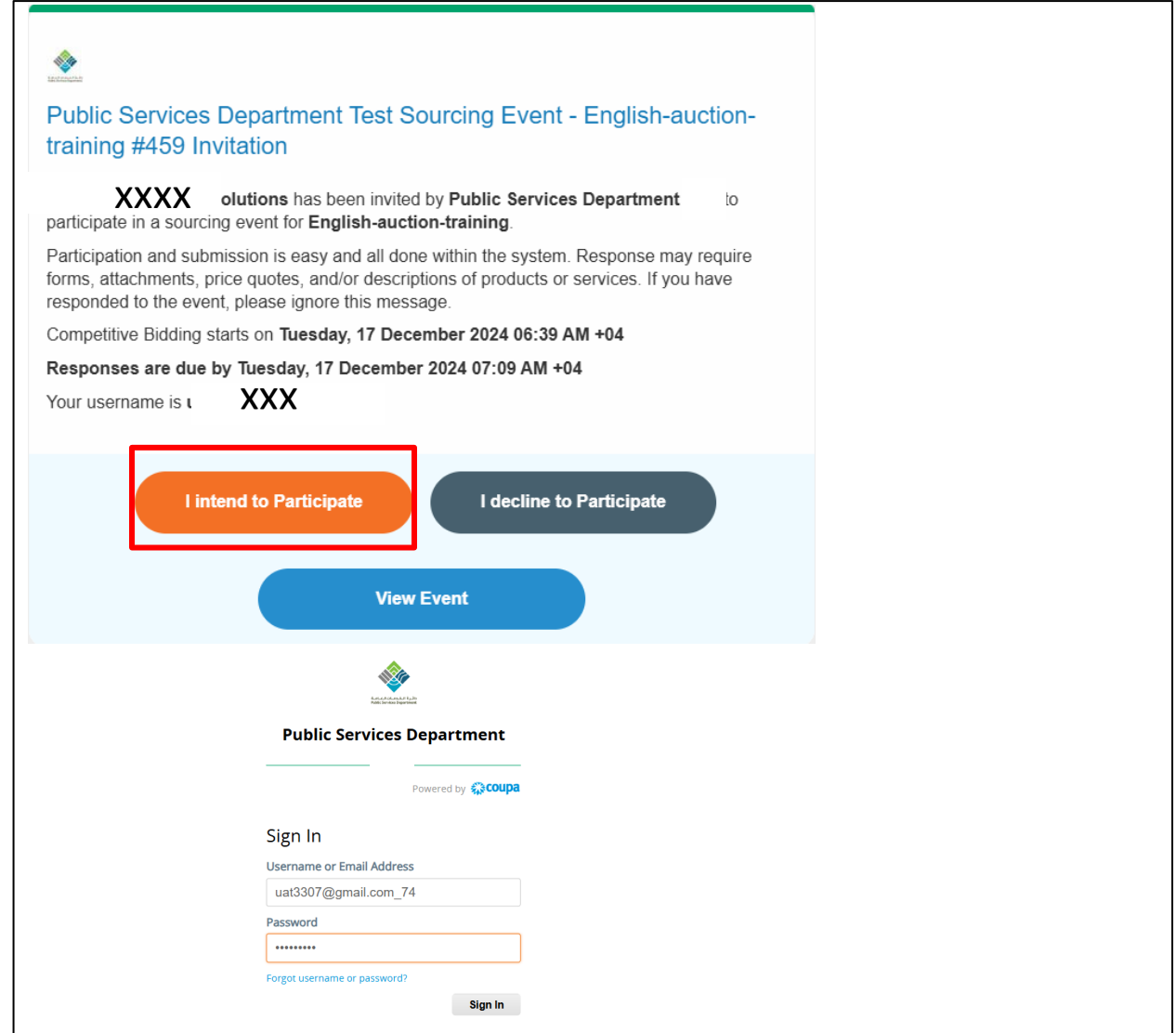
# Respond to RFI/EOI



# Response to RFI/EOI

You will receive an invitation via email (registered in supplier profile) containing username

1. Click on I intend to participate (login page is open)
2. Enter username (mentioned in invitation email) and password
3. Click on Sign in to login into sourcing response portal



The screenshot displays an email invitation and the corresponding login portal. The email, titled "Public Services Department Test Sourcing Event - English-auction-training #459 Invitation", informs the recipient (XXXX olutions) of their invitation to participate. It specifies that participation is easy and all actions are done within the system, requiring forms, attachments, price quotes, and/or descriptions of products or services. The email also states that competitive bidding starts on Tuesday, 17 December 2024 at 06:39 AM +04, and responses are due by Tuesday, 17 December 2024 at 07:09 AM +04. The recipient's username is listed as XXX. Below the email content, there are two buttons: "I intend to Participate" (highlighted with a red box) and "I decline to Participate". A "View Event" button is also present. The bottom section of the screenshot shows the login page for the Public Services Department, powered by Coupa. It includes a "Sign In" section with fields for "Username or Email Address" (containing uat3307@gmail.com\_74) and "Password" (masked with asterisks). A "Forgot username or password?" link and a "Sign In" button are also visible.

**Public Services Department Test Sourcing Event - English-auction-training #459 Invitation**

XXXX olutions has been invited by **Public Services Department** to participate in a sourcing event for **English-auction-training**.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

Competitive Bidding starts on **Tuesday, 17 December 2024 06:39 AM +04**

**Responses are due by Tuesday, 17 December 2024 07:09 AM +04**

Your username is **XXX**

**I intend to Participate** **I decline to Participate**

**View Event**

**Public Services Department**

Powered by **coupa**

**Sign In**

Username or Email Address  
uat3307@gmail.com\_74

Password  
\*\*\*\*\*

[Forgot username or password?](#)

**Sign In**

# Response to (RFI/EOI)

1. Select I intend from dropdown.
2. Accept term and condition by selecting Yes.
3. Click on Send to event owner button.
4. Populate the invoice number generated by your finance system.

You will not be able to submit your response until you accept the term and condition

Training-event-EOI - Event #420 Active

Event Ends 

05 : 07  
hrs mins

[Event Info](#)

**Supplier** has been invited by **Public Services Department** to participate in a sourcing event for **Training-event-EOI**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate? 

I intend

Accept Terms and Conditions

**Terms and Conditions**

[Attachment\\_file.xlsx](#)

Do you accept these Terms and Conditions?

☒ Yes  
☐ No

Send to Event Owner



# Response to (RFI/EOI)

1. In event information & bidding rules you will see information about the event.
2. Click on Enter response to submit your response.

Event Information & Bidding Rules

Buyer Attachments

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted  
Buyer may choose to award individual line items

Timeline

Dec 19

Event Start

11:33 AM Asia/Dubai

5h : 26min

Dec 19

Event End

05:00 PM Asia/Dubai

00:00

Enter Response

Delete

Cancel

Save as Draft

Calculate

Submit





# Response to (RFI/EOI)

1. Download the attached document and review it.
2. Click on file to attach the relevant document in your response section.

**Note:**

The star (\*) fields are mandatory you must need to fill

[Event Info](#) [My Response](#)

 Attachments 

Provided by Imran Khan	Your response
Attachment for RFI training <b>Attachment</b> <input type="text" value="Attachment_file.xlsx"/>	Response to Attachment for RFI training <b>Attachment *</b> <a href="#">Add File</a>



# Response to (RFI/EOI)

1. Scroll down to the forms section.
2. Fill all the form fields of EOI-Participation Confirmation with correct information.



## Forms

### 1. EOI-Participation Confirmation

Please answer the questions below.

Name of the firm	XXXX
Status (Legal entity)	other
Address with pin code	XXXX
Contact person (Management)	XXXX
Contact number	XXXX
Fax No.	XXXX
Mobile No.	XXXX
Email Id.	XXXX
Web address	XXXX
Year of Registration and Valid Upto	XXXX



# Response to (RFI/EOI)

1. Fill all the form fields of EOI- Participation Confirmation with correct information.
2. Click on Save button to save your information.
3. Scroll down and click on submit response button.

## Note:

Your response will be submitted to buyer

Attach Commercial Licenses to be furnished	Capture1.JPG (Change , Clear )
Details of Commercial Licenses	Commercial License
Copy of Commercial Licenses to be furnished	<input type="button" value="Choose file"/> No file chosen
Details of VAT Registration No.	XXXX
Copy of VAT Registration number to be furnished	<input type="button" value="Choose file"/> No file chosen
Contact person (Name & Address)	XXXX
Contact person Mobile / telephone no.	0505658735
Contact person email ID	XXXX
Interest of Participation	Yes x v
Detail of Presentation Participations	Other
Organization Name	XXXX
Nos OF Representative	5
Name of Reprrenstative	XXXX
Designation	Vendor
Contact Email	Training1@example.com
Contact Mobile Number	XXXX
<div><input type="button" value="Import from Excel"/> <input type="button" value="Save"/> <input type="button" value="Submit Response"/> <input type="button" value="Save"/></div>	



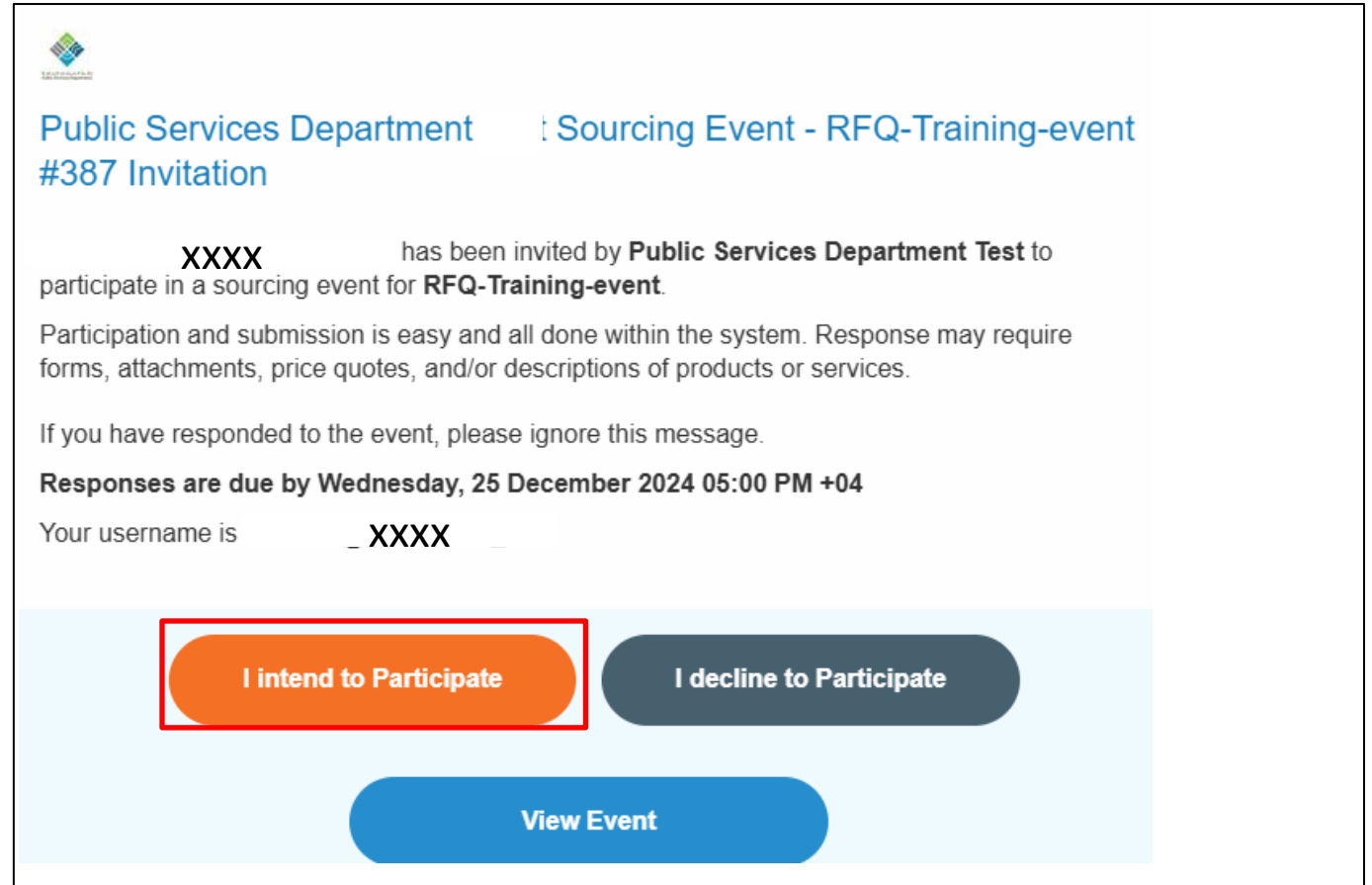
# Response to Sourcing Event RFQ



# Response to RFQ

You will receive an invitation via email (registered in supplier profile) containing username

1. Click on I intend to participate (login page is open)
2. Enter username (mentioned in invitation email) and password
3. Click on Sign in to login into sourcing response portal



The screenshot shows an email invitation from the Public Services Department. The header includes the department's logo and the text "Public Services Department : Sourcing Event - RFQ-Training-event #387 Invitation". The main body of the email states that "XXXX" has been invited by "Public Services Department Test" to participate in a sourcing event for "RFQ-Training-event". It mentions that participation and submission are easy and done within the system, possibly requiring forms, attachments, price quotes, and/or descriptions of products or services. A note says, "If you have responded to the event, please ignore this message." The deadline for responses is "Wednesday, 25 December 2024 05:00 PM +04". The username is given as "XXXX". At the bottom, there are three buttons: "I intend to Participate" (highlighted with a red box), "I decline to Participate", and "View Event".

Public Services Department : Sourcing Event - RFQ-Training-event  
#387 Invitation

XXXX has been invited by **Public Services Department Test** to participate in a sourcing event for **RFQ-Training-event**.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

**Responses are due by Wednesday, 25 December 2024 05:00 PM +04**

Your username is \_ XXXX \_

**I intend to Participate** **I decline to Participate**

**View Event**

# Response to RFQ

1. Select I intend from dropdown
2. Accept term and condition by selecting Yes
3. Click on Send to event owner button
4. In timeline section you will see event timeline e.g. event start and end date
5. Click on enter response button, and provide response name
6. Download the attached document and review it
7. Click on file to attach the relevant document in your response section

RFQ-Training-event - Event #387 Active

Event Ends 

03 : 17  
days hrs

Event Info

**Supplier** has been invited by **Public Services Department Test** to participate in a sourcing event for **RFQ-Training-event**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate? 

I intend

Accept Terms and Conditions

Terms and Conditions

Term\_\_Con.txt

Do you accept these Terms and Conditions?

☒ Yes

☐ No

Send to Event Owner

Event Information & Bidding Rules

Buyer Attachments

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

Timeline

Dec 20

Event Start

(Start time may change based on approvals)

12:14 PM Asia/Dubai

5d : 4h : 45min

Dec 25

Event End

(End time may change based on approvals)

05:00 PM Asia/Dubai

00:00

Event Info

My Responses

GulfTech Industrial Solutions - #540

Name

TRG-response from gulf

Enter Response

Attachments

Provided by Imran Khan

Your response

Attachment for training

Response to Attachment for training

Instructions



Please review and fill the attached document and upload

Attachment \*

Add File

Attachment

Attachment\_file.xlsx



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# Response to RFQ

1. Scroll down to the forms section
2. Fill all the form fields of Request for Quotations (RFQ)PSD T&C with correct information and select Yes/No for each term and condition
3. Incase any term and condition is not accepting kindly provide the reason (reason for not accepting is mandatory)
4. Complete filling of the form and than click on save button to save your information

Forms

1. Request for Quotations (RFQ)PSD T&C

Please answer the questions below.

Public Services Department

Dear Sir/Madam,

Public Services Department,PSD Contracts & Procurement department hereby invites you to submit your best technical and commercial offer subject to our terms and conditions attached for the material/services mentioned below:

Terms and Conditions

Condition	Description
Delivery Terms	Your Price quotation shall include the cost of items as well as the shipping cost

Delivery Terms Acceptance Confirmation

Yes

Condition	Description
Ship To	PSD Central Warehouse

Ship To Acceptance Confirmation

No

\* Ship To Deviation Reason

provide the reason for not accepting

Please provide the reason in case of disagree




# Response to RFQ

1. After attaching the require document if any you want to attach to the event.
2. Scroll down to end and click on import from excel button (new window will be open).
3. Click on Response template to download the excel template and fill all the fields in excel and save.
4. Once the excel template is filled out and completed click on Choose file button and selected the excel template to upload.
5. Click on start upload button.
6. Click on Submit response button.

[Event Info](#) [My Responses](#) [ALPAH TRADING L.L.C - #541](#)

\* Name

TRG-541

 Attachments

Provided by Imran Khan	Your response
<div>Attachement for training</div> <div><b>Instructions</b> Please review and fill the attached document and upload</div> <div><b>Attachment</b> <div>Attachment_file.xlsx</div></div>	<div>Response to Attachement for training</div> <div><b>Attachment *</b> Add <a href="#">File</a> <div>Attachment_from_supplier.xlsx</div></div>

Import from Excel

Save

Submit Response

Steps for uploading your response in Excel

1. Download the [Response Template](#) (Note: This template will only work for this event)
2. Fill in or update the Excel file.  
Fields marked with a "\*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.  
Values in the uploaded file will replace anything currently saved to your response.  
Once you click "Start Upload" values in the excel file will be saved, but not submitted.  
Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.
3. Load the updated file  

Choose file

 No file chosen  
Uploading will only save your response. You must click "Submit" to send it to the buyer.

Import from Excel

Save

Submit Response

Start Upload





# Response to RFQ

In excel file sheet#1 is items and services detail.

1. Enter the item price for each item.
2. And sheet #2 contain fields information of questionnaire form.
3. Provide answer to the questions.

Item / Service				Supplier Response Fields			
Item Description (Text)	Expected Quantity (Number)	Unit of Measurement (Text)	Need by Date (Date)	Capacity (Number)	Unit Bid Price (Number)	Bid Price Currency (Text)	Lead Time (Integer)
Bearing	10	Each		10	80	AED	
Motor 50 HP 1800 RPM	20	Each		20	90	AED	

The yellow cells below are your input fields. You can upload this file to save the information you entered in the editable cells to your response.  
NOTE: This Excel file is locked to ensure it uploads correctly, and you must still click "submit" after uploading to submit!

Form	Question Fields				Answer Fields
Form Name (Text)	Label (Text)	Type (Text)	Required (Text)	Answer	
Request for Quotations (RFQ)PSD T&C	Delivery Terms Acceptance Confirmation	Drop Down	No	No	
Request for Quotations (RFQ)PSD T&C	Ship To Acceptance Confirmation	Drop Down	No	Yes	
Request for Quotations (RFQ)PSD T&C	Freight terms Acceptance Confirmation	Drop Down	No	No	
Request for Quotations (RFQ)PSD T&C	Freight Terms Deviation Reason	Text Field	Yes	NA	
Request for Quotations (RFQ)PSD T&C	Validity of Quotations Acceptance Confirmation	Drop Down	No	Yes	
Request for Quotations (RFQ)PSD T&C	Annexure A	Attachment	No		
Request for Quotations (RFQ)PSD T&C	Annexure B	Attachment	No		

Items and Services Forms

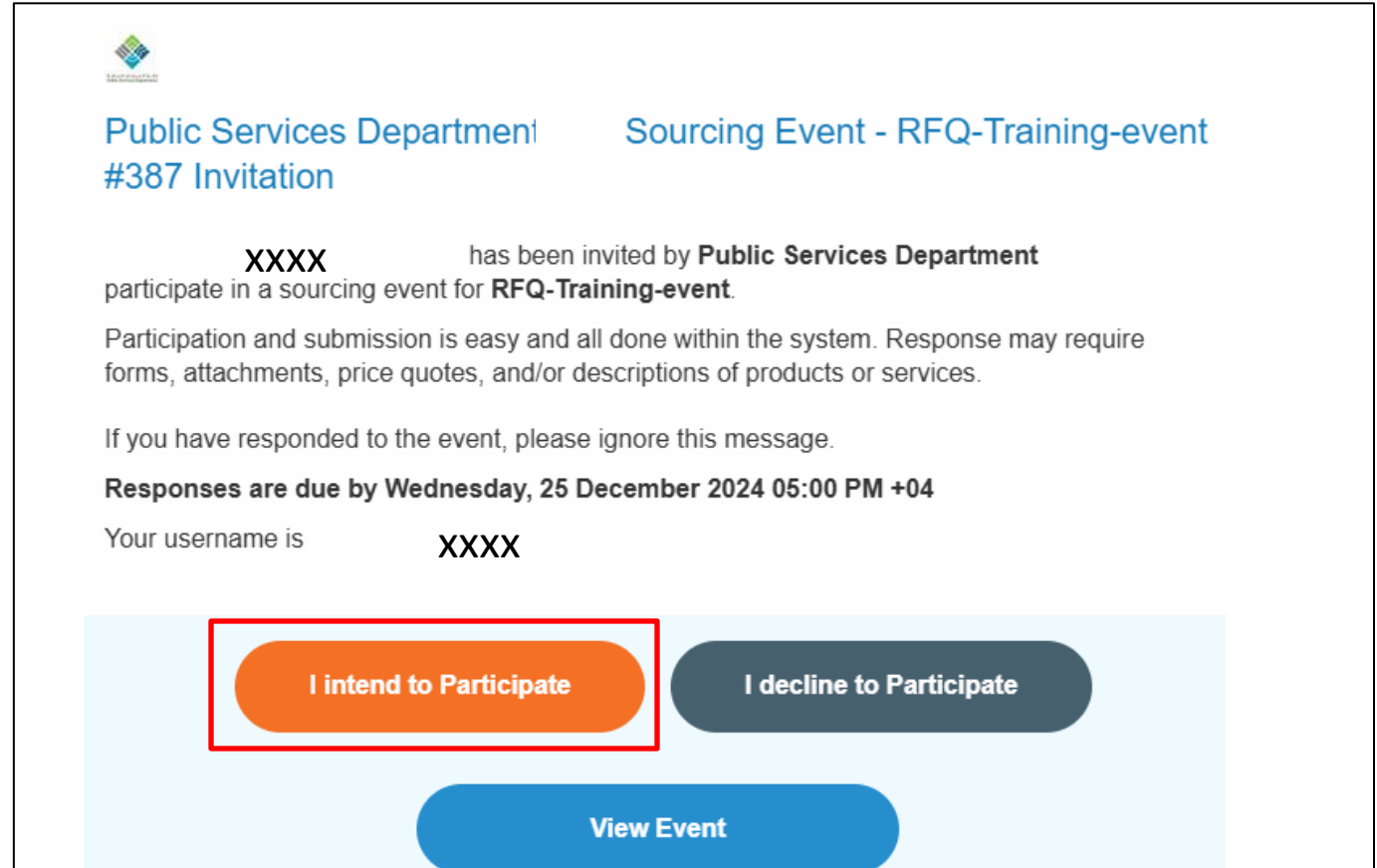
# Response to English Reverse Auction




# Response to English Reverse Auction

You will receive an invitation via email (registered in supplier profile) containing username.

1. Click on I intend to participate (login page is open).
2. Enter username (mentioned in invitation email) and password.
3. Click on Sign in to login into sourcing response portal.



The screenshot shows an email invitation from the Public Services Department. The header includes the department's logo and the text "Public Services Department" and "Sourcing Event - RFQ-Training-event #387 Invitation". The main body of the email states that "XXXX" has been invited to participate in a sourcing event for "RFQ-Training-event". It mentions that participation and submission are easy and done within the system, requiring forms, attachments, price quotes, and/or descriptions of products or services. It also includes a note that if the user has responded, they should ignore the message. The deadline for responses is "Wednesday, 25 December 2024 05:00 PM +04". The user's username is listed as "XXXX". At the bottom, there are three buttons: "I intend to Participate" (highlighted with a red border), "I decline to Participate", and "View Event".

 **Public Services Department**      **Sourcing Event - RFQ-Training-event #387 Invitation**

**XXXX** has been invited by **Public Services Department** participate in a sourcing event for **RFQ-Training-event**.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

**Responses are due by Wednesday, 25 December 2024 05:00 PM +04**

Your username is **XXXX**

**I intend to Participate**      **I decline to Participate**

**View Event**

# Response to English Reverse Auction

## 1. Click on event# blue hyper link.

Welcome to your Sourcing Response Portal!

**Supplier** has been invited by **Public Services Department** to participate in a sourcing event f **XXX \_ Reverse Auction**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

### All Sourcing Events

View All English-auction-traini						
Showing results for English-auction-training x						
Event #	Event Name	Start Date	End Date	Status	Type	Responses
459	English-auction-training	12/17/24	12/17/24	Auction	Auction	0



# Response to English Reverse Auction

1. Select I intend from dropdown.
2. Accept term and condition by selecting Yes.
3. Click on Send to event owner button.

## Note:

You will not be able to submit your response until you accept the term and condition

English-auction-training - Event #459

Bidding in Progress


Bidding Countdown

23:01

minssecs


Event Info

**Supplier** has been invited by **Public Services Department** to participate in a sourcing event for **English-auction-training**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

 Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

 Accept Terms and Conditions

Terms and Conditions

[Term\\_and\\_Condition.docx](#)

Do you accept these Terms and Conditions?

☒ Yes  
☐ No

Send to Event Owner



# Response to English Reverse Auction

In event information & bidding rules you will see information about the event.



## Event Information & Bidding Rules



## Buyer Attachments

### Automatic Bid Extensions

You will have at least 5 minutes to respond after a new best price is submitted.

### Competitive Ranking

During competitive bidding, you will see your 'Competitive Ranking' only.

Example 'You are ranked 3 of 7'.

### Incremental Bidding (Auction) Rules

Ties for 1st place are allowed for:

- Event Total
- Lots
- Individual Items

During competitive bidding, you must improve your bid by:

- Event Total — 1.00 AED
- Lots — 1.00 AED
- Items — 1.00 AED

**Your responses are viewable by buyer once submitted**

**Buyer may choose to award individual line items**



# Response to English Reverse Auction

In timeline section you will see event timeline e.g. event/bidding start and event end date

1. Click on enter response button.
2. Download the attached document and review it.
3. Click on file to attach the relevant document in your response section.

## Note:

The star (\*) fields are mandatory you must need to fill  
You will not be able to submit the response when the event is ended.

Timeline

Dec 17

Pre-Bid Start

(Start time may change based on approvals)

06:39 AM Asia/Dubai

0h : 0min

Dec 17

Bidding Start

(Bidding time may change based on approvals)

06:39 AM Asia/Dubai

3h : 35min

Dec 17

Event End

(End time may change based on approvals)

10:14 AM Asia/Dubai

00:00

Enter Response

Event Info

My Response

Attachments

Provided by Imran Khan

Your response

Attachment for training

Instructions

Please review and fill the attached document and upload it

Attachment


Attachment\_for\_header.docx


Response to Attachment for training

Attachment \*

Add File

Attachment\_from\_supplier.xlsx





دائرة الخدمات العامة  
Public Services Department

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# Response to English Reverse Auction

1. Enter and provide price per unit.
2. Click on submit response button.

**Note:**

Your response will be submitted to buyer.

Items and Services

Items Not In Lots (1 items)

Bearing

0.00 AED

Expected Quantity x Price per Unit

Expected Quantity

Capacity

\* Price per Unit

\* Currency

50 Each

50

120

AED

Enter Price

\* Required field

Total 0.00 AED Enter Price

History

Import from Excel

Submit Response



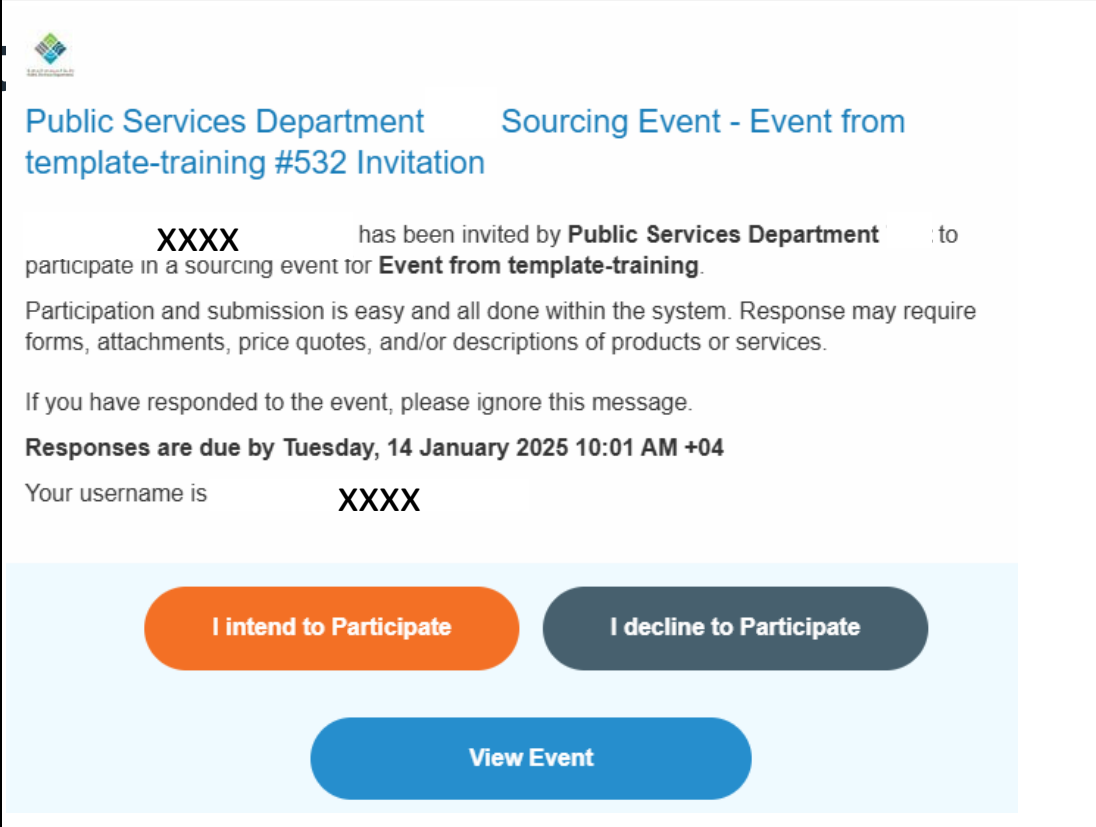
# Response to Sourcing Event



# Resolve to Sourcing Event

You will receive an invitation via email (registered in supplier profile) containing username.

1. Click on I intend to participate (login page is open).
2. Enter username (mentioned in invitation email) and password.
3. Click on Sign in to login into sourcing response portal.



The screenshot shows an email interface with a header bar containing the Public Services Department logo and the text "Public Services Department" and "Sourcing Event - Event from template-training #532 Invitation". The main body of the email states: "XXXX has been invited by Public Services Department to participate in a sourcing event for Event from template-training." It follows with a paragraph about participation and submission, a note to ignore the message if already responded, and a deadline: "Responses are due by Tuesday, 14 January 2025 10:01 AM +04". It then says "Your username is XXXX". At the bottom, there are three buttons: "I intend to Participate" (orange), "I decline to Participate" (dark grey), and "View Event" (blue).

Public Services Department Sourcing Event - Event from template-training #532 Invitation

XXXX has been invited by Public Services Department to participate in a sourcing event for **Event from template-training**.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

**Responses are due by Tuesday, 14 January 2025 10:01 AM +04**

Your username is XXXX

I intend to Participate I decline to Participate

View Event

# Response to Sourcing Event

1. Select I intend from dropdown.
2. Download and View term and condition.
3. Accept term and condition by selecting Yes.
4. And click on Send to event to owner.


Event from template-tr... - Event #532 Active

Event Ends **14 : 16**  
days hrs

Event Info


**Supplier** has been invited by **Public Services Department** to participate in a sourcing event for **Event from template-training**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

 Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

 Accept Terms and Conditions

**Terms and Conditions**

[Term\\_and\\_Condition.docx](#)

**Do you accept these Terms and Conditions?**


☒ Yes  
☐ No


[Send to Event Owner](#)



# Response to Sourcing Event

1. In timeline section you will see event timeline e.g. event start and event end date detail.
2. Click on enter response button (new window will open containing total price).


 Event Information & Bidding Rules

 Buyer Attachments

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

 Timeline

Dec

30

Event Start  
(Start time may change based on approvals)  
05:01 PM Asia/Dubai  
14d : 17h : 0min

Jan

14

Event End  
(End time may change based on approvals)  
10:01 AM Asia/Dubai  
00:00

Enter Response

# Response to Sourcing Event

1. Enter response name in the Name field.
2. Click on enter response button.
3. Download the attached document (Pre-qualification form) and fill out all the required information.
4. Upload the downloaded Pre-qualification form in your response section, by clicking on file and then choose file.

[Event Info](#) [My Responses](#) [GulfTech Industrial Solutions - #547](#)

\* Name

Training Response-1

Attachments

Provided by Imran Khan	Your response
<p>PS-01-01 PRE-QUALIFICATION FORM FOR CONSULTANTS</p> <p><b>Instructions</b> Please download attached Prequalification form fill it and upload it in your response section.</p> <p><b>Attachment</b></p> <div>PS-01-01_PRE-QUALIFICATION_FORM...</div>	<p>Response to PS-01-01 PRE-QUALIFICATION FORM FOR CONSULTANTS</p> <p><b>Attachment *</b> Add <a href="#">File</a></p>

# Response to Sourcing Event

1. Click on I intend to participate (login page is open).
2. Enter username (mentioned in invitation email) and password.
3. Click on Sign in to login into sourcing response portal.
4. Fill out all the information of Pre-qualification assessment Commercial form.
5. Provide answer to all question by selecting the correct answer from drop down.
6. Click on Save button to save you information.

### 1. Pre-Qualification Assessment (Technical) Form for Consultants

Please answer the questions below.

Government Authority affiliation (prequalification, certification, accreditation, etc.)	XXXX	u... x v
Experience and credentials of key personnel and organisation structure	XXXX	l... x v
Technical and supervisory personnel strength	XXXX	... x v
Local Experience	XXXX	x v
International experience	XXXX	x v
Assessment of submitted company profile	XXXX	.. x v
Environmental, Health and Safety Manual	XXXX	x v
QA / QC manual and accreditation and planning	XXXX	x v

### 2. Pre-Qualification Assessment (Commercial) Form for Consultants

Please answer the questions below.

Insurance existence and adequacy	Can provide any required insura... x v
Completeness of required documents as per prequalification requirement	Insufficient and low quality x v

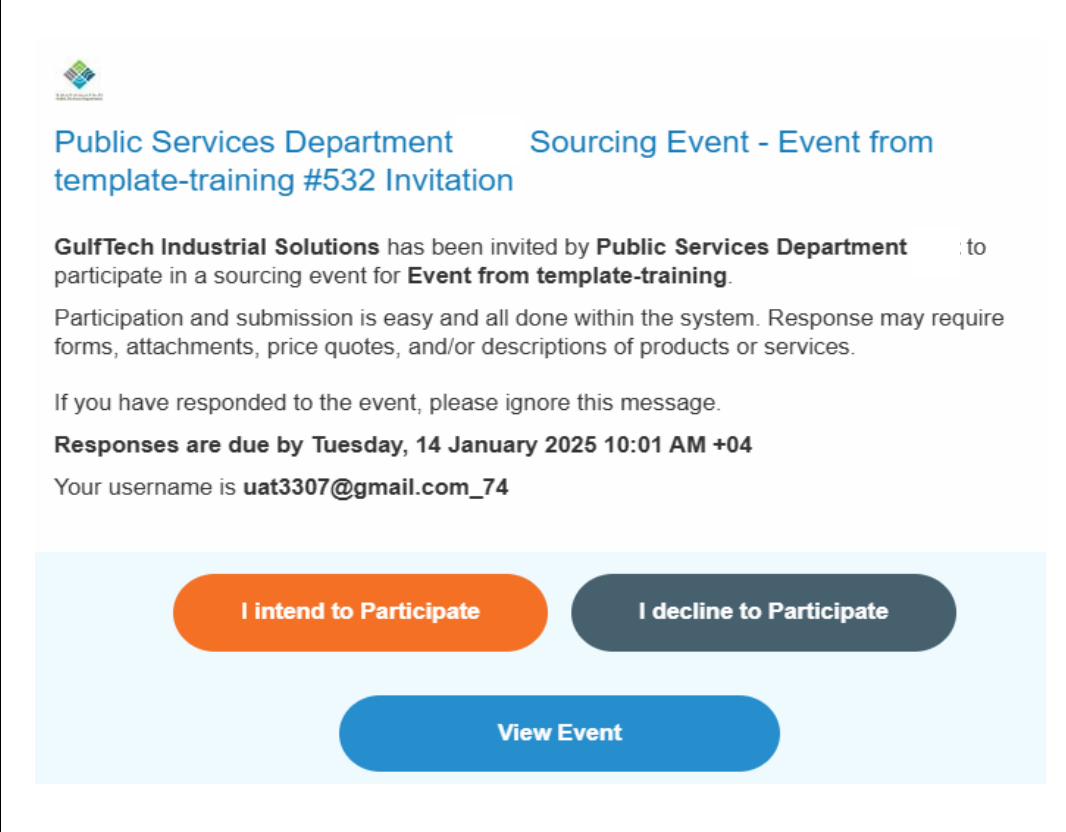
Save




# Response to Sourcing Event

You will receive an invitation via email (registered in supplier profile) containing username

1. Click on I intend to participate (login page is open).
2. Enter username (mentioned in invitation email) and password.
3. Click on Sign in to login into sourcing response portal



The screenshot shows an email invitation from the Public Services Department. The header includes the department's logo and the text "Public Services Department Sourcing Event - Event from template-training #532 Invitation". The main body of the email states: "GulfTech Industrial Solutions has been invited by Public Services Department to participate in a sourcing event for Event from template-training. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message. Responses are due by Tuesday, 14 January 2025 10:01 AM +04. Your username is uat3307@gmail.com\_74". At the bottom, there are three buttons: "I intend to Participate" (orange), "I decline to Participate" (dark blue), and "View Event" (blue).

 **Public Services Department** Sourcing Event - Event from template-training #532 Invitation

GulfTech Industrial Solutions has been invited by **Public Services Department** to participate in a sourcing event for **Event from template-training**.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

**Responses are due by Tuesday, 14 January 2025 10:01 AM +04**

Your username is **uat3307@gmail.com\_74**

**I intend to Participate** **I decline to Participate**

**View Event**

# Response to Sourcing Event

1. Provide Price per unit for each item.
2. Click on Submit response button to submit your response to the buyer.

**Note:**

**Your response will be submitted to the buyer**

Items and Services

Items Not In Lots (2 items)

Bearing

4,500.00 AED

Expected Quantity x Price per Unit

Expected Quantity

Capacity

\* Price per Unit

\* Currency

50 Each

50

90

AED

Motor 50 HP 1800 RPM

1,100.00 AED

Expected Quantity x Price per Unit

Expected Quantity

Capacity

\* Price per Unit

\* Currency

20 Each

20

55

AED

\* Required field

Total5,600.00 AED

History

Import from Excel

Save

Submit Response



# Additional Resources



# Helpful Resources

To help you get up and running, we've put together several helpful resources that address some frequently asked questions.

> [FAQs about CSP](#)

> [Helpful Tutorial Videos](#) – Short tutorial videos to help get you started

**Note:** Please contact Coupa directly for login issues or technical issues submitting an invoice:

- Email: [supplier@coupa.com](mailto:supplier@coupa.com) or use the [Supplier Support Chat window](#)

