

## Enter a Bid on Behalf of a Bidder

Most agencies do not accept paper responses or responses not submitted by the bidder through SWIFT for bidding on an event. However, agencies have the option to enter or update a bid on behalf of a bidder. The bidder must provide all of the required documentation in its response within the timeframes of the event.

Agencies can enter a bid on behalf of a bidder if the agency invited the bidder to respond to the event when it was created. The bidder must have sent the response to your agency prior to the event’s End Date and Time. Your agency cannot have started analyzing bids on the event.

**BEST PRACTICE:** Scan the bidder’s responses and attach them in the header of this bid response to document that you followed their instructions.

This Quick Reference Guide lists the steps to enter a bid on behalf of a bidder.

### Step 1: Locate the event in the Create Bidder Response component

1. Navigate to the **Create Bidder Response** page.

Navigation Option	Navigation Path
<b>Navigation Collection</b>	Procurement, Strategic Sourcing, Event Responses. Left menu, Create Bidder Response page.

2. On the Create Bidder Response page, enter search criteria and then select the **Search** button.

3. SWIFT displays the event on the Search Results section.
  - a. Look in the **Name** column to find the bidder to add a bid response on their behalf.
  - b. Press the **Event ID** link for that bidder.

**Search Results** ?

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Event ID	Event Name	Origin	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
G1001-2000015240	Sit/Stand Workstations	509	1	1	ACRE	Supplier	SHARE	0000195747	001

## Step 2: Enter a Bid Response

SWIFT displays the Enter Bid on Behalf of page. It is specific to the bidder. You will see the screens that the bidder sees when they bid on an event.

1. Select the **Enter a New Bid** button.

**Enter Bid on Behalf of ACRE**

Bidder Setid: SHARE Bidder ID: [REDACTED] Bidder Location: 001

**Event Details**

Business Unit	Event ID	Event Round	Event Version	Line Number	Item Description
G1001	2000015240	1	1	1	Ergotron Workfit S-Dual Sit & Stand Workstation OR Approved Equal
G1001	2000015240	1	1	2	Workstation Installation

2. If your event has more than “1” quantity, SWIFT displays this message about defaulting the bid quantity for each line.
  - a. To make the response easier for entering the bid, select **Yes**.

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

- b. You can always change it when you are entering the response for the lines.

SWIFT displays the Event Details page. It displays details about the event based on the information your agency entered when the event was created.

**Event Details**

Welcome, [REDACTED]  
 User: [REDACTED]  
 Vendor: 0000212590 - UNIQUE SOFTWARE CORP  
 Location: 001 - 33003 COUNTY ROAD 3 - AVON, MN 56310

**REMINDER:** At any time, you can save your work on the event by pressing the **Save for Later** button at the top or bottom of the page.

3. Answer **General Event Questions**.

**Step 1: Answer General Event Questions**

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	22
Required Questions	20
Questions Responded To	0

4. You can press the **Add Comments or Attachments** link on each of the questions to add comments or documents provided by the bidder that support the response to the individual question.
  - a. SWIFT opens up the Question Comments and Attachments page.
    - i. In the **Comments** section, enter the following “Entered bid response on behalf of the bidder.” Enter your name and contact information.
    - ii. Using the **Upload** button, add attachments as required by the bidder. Add the **Attachment Description**.
    - iii. Then, press the **OK** button.

Question Comments and Attachments

Business Unit G1001      Event ID 2000015240

Upload all required or requested attachments here.

**Attachments**

**Add New Attachments**

Attached File	Attachment Description	Upload	View		
Responder_Declaration_Sample_RFB_2.docx	Attachment 1	Upload	View	<a href="#">Add New Attachments</a>	<a href="#">Delete</a>

**Comments**

**Add New Comments**

Entered bid response on behalf of the bidder

5. In the **Enter Line Bid Responses** section, enter information as provided by the bidder. Review the number of lines to respond to and the Line Comments/Files section.

**Step 2: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event	2
Lines Responded To	0
Your Total Line Pricing	0.0000 USD

[Hide Line Detail](#)
[Line Comments/Files](#)

★ Bid Required

- a. Enter a **Unit Bid Price** and **Bid Quantity** to bid on each line. If the Requested Quantity is “1,” SWIFT will default the amount requested by the event creator.
- b. If the bidder does not want to place a bid on a specific line, check the **I Decline to Bid on this Line** box to not place a bid on a specific line.

**NOTE:** If this box is checked, SWIFT will gray out the line and it will not be available for analysis after the event has ended.

- c. Press the **Bid** link to see the Line Details section of an event. If there are line level event questions that need to be answered, they will appear in this section.
- d. Press the **Line Comments and Attachments** icon to attach information for the bid response that the bidder has provided.
  - i. At the bottom of the page, press the **OK** button when finished.
  - ii. SWIFT returns you to the Event Details page.
- e. Respond to additional lines on the **Lines** section as directed by the bidder.

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price		
1	Ergotron Workfit S-Dual Sit & Stand Workstation OR Approved Equal	EA	10.0000	10.0000	650.000000	<input type="checkbox"/>	6,500.0000 USD	Bid	
2	Workstation Installation	EA	10.0000	10.0000	175.000000	<input type="checkbox"/>	1,750.0000 USD	Bid	

6. Check your work. Go to the bottom of the page.
  - a. Press the **Save for Later** button and check your work.
  - b. Press the **View Attachments** button to make sure that you included all attachments and comments as directed by the bidder.
  - c. Press the **Validate Entries** button. You can make sure that all required fields are complete and responses to questions are in the correct format. Correct any errors found.

**Event Comments and Attachments**

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid
Save for Later
Confirm Attachment
Validate Entries

## Step 3: Submit a response

1. Go to the bottom of the page. Press the **Submit Bid** button.
  - a. SWIFT will validate responses when you submit the bid. If there are errors, they will need to be corrected or SWIFT will not allow the bid to be posted.
  - b. If you are entering the bid after the End Date/Time has been reached, SWIFT sends a message. Confirm if you want to enter the bid.

- i. Press **Yes** to enter the bid.
  - ii. Press **No** to return to bid and make changes.
2. Once you submit the bid, SWIFT opens up the Bid Confirmation window.
    - a. Print or save the confirmation.
    - b. Select the **View Confirm Attachments** button to view the list of attachments that were entered on the bid.
    - c. Send the bid confirmation to the bidder as appropriate.
    - d. Press **OK** to continue.

**Bid Confirmation**

Your bid has been successfully submitted.

Bid ID 1	Bid Date 01/19/2024 2:17:57PM CST	
Event ID 2000015240	Sit/Stand Workstations	
Confirmation Number 00042830	Round 1	Version 1
Event Format Sell Event	End Date 01/25/2024 08:46 AM CST	
Start Date 01/18/2024 8:46AM CST		
Your Total Price 8,250.00 USD		

Please Print this Bid Confirmation Page for Your Records.

3. SWIFT returns you to the Create Bidder Response page.
  - a. You can enter other responses on behalf of other bidders, if necessary.
  - b. You can also check the status of the bid you already entered. Press the **Event ID** link next the bidder on the Search Results section.

Search Results <span style="float: right;">?</span>					
Event ID	Event Name	Origin	Round	Version	Name
G1001-2000015240	Sit/Stand Workstations	509	1	1	ACRE

4. SWIFT displays the Enter Bid on Behalf of page.
  - a. Confirm that the bid status shows Posted. Any other status is not valid and the bid information will not be available for bid analysis or a potential award.
  - b. SWIFT will also email you a confirmation of the bid along with an attachment of the Event Details. You can forward it or send it to the bidder.

**Bids**

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Business Unit	Event ID	Event Round	Event Version	Bid ID				Date Time Last Saved
G1001	2000015240	1	1	1	✖	✍	📄	Posted 01/19/2024 1:45PM CST