tender NOTICEBOARD

User Manual

www.tendernoticeboard.co.zw

Registration and Login

This guide walks you through registering, logging in, and managing your password on **TenderNoticeBoard.co.zw** using our custom authentication page.

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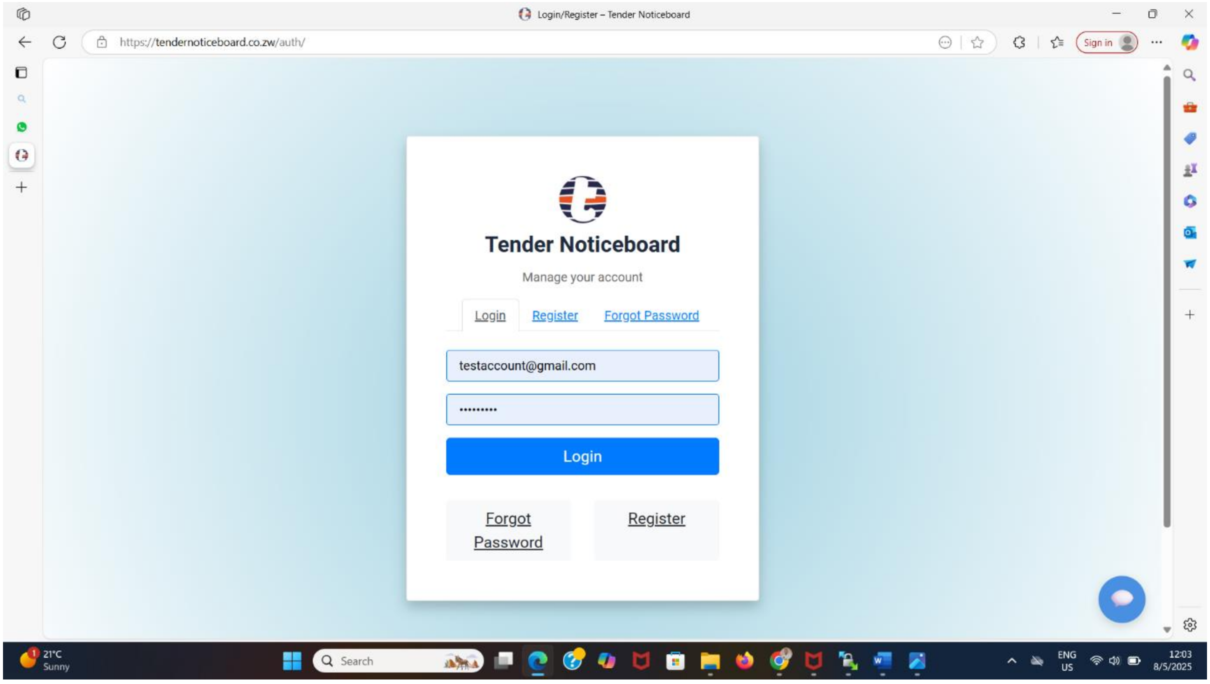
1. Accessing the Authentication Page

All authentication actions are available at:

https://tendernoticeboard.co.zw/auth



When you visit this URL, you'll see a styled card with three tabs:

- **Login**
- **Register**
- **Forgot Password**

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2. Registering a New Account

2.1 Requirements

Before registering, ensure you have:

- **Email**: A valid, unused email address.
- **Username**: Unique, alphanumeric (no spaces).

- **Full Name**: Your real name for display.
- **Phone Number**: 10–15 digits, numbers only.
- **Password**: Minimum 6 characters.

2.2 Filling the Registration Form

1. Click the **Register** tab.
2. Complete all fields:
    - Email
    - Username
    - Full Name
    - Phone Number
    - Password
    - Confirm Password
3. Click **Register**.

Error messages will appear above the form if any field fails validation.

2.3 Email Confirmation

1. After submitting, you'll see a confirmation message on-screen.
2. Check your email for a message titled **“Confirm your registration”**.
3. Click the confirmation link. Once confirmed, you'll automatically be logged in and redirected to your dashboard:

    https://tendernoticeboard.co.zw/dashboard

If the link is expired or invalid, you'll see an error instructing you to register again.

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3. Logging In

1. Visit **/auth** and click the **Login** tab.
2. Enter your **Username or Email** and **Password**.
3. Click **Login**.

- A successful login sends you to your dashboard.
- Failed attempts display an error: **Invalid username or password. Please try again.**

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4. Forgot Password / Resetting Your Password

1. Click the **Forgot Password** tab.
2. Enter your email address and click **Send Reset Link**.
3. You'll see a success alert on-screen.
4. In your email, open the password reset link.
5. On the reset form, enter and confirm your new password, then click **Reset Password**.

6. On success, you'll see: **Your password has been reset successfully. You can now log in with your new password.**

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5. After Logging In

Once logged in, the authentication page displays two prominent buttons:

- **Proceed to the Dashboard**: `https://tendernoticeboard.co.zw/dashboard`
- **Proceed to the Bank Guarantee Application**: `https://tendernoticeboard.co.zw/bonds`

Use these to navigate directly to key areas of the site.

Need Help?

If you encounter any issues not covered here, contact our support team at **support@tendernoticeboard.co.zw**

Dashboard Layout

Sidebar Navigation

Menu Item	Description
My Wishlist	Your saved/favorited tenders & RFQs.
Tenders & RFQs	Browse all open tenders and requests for quotations.
Received Bids	View bids you've submitted.
My Organisations	Manage your supplier profiles & contact details.
Notifications	System alerts and messages.
My Payments	Subscription invoices & payment history.
Administration	(If granted) manage user roles, subscriptions, documents.
Commissions	Track referral/commission earnings.

Click any item to load its content in the main panel without a full page reload.

Top Menu Shortcuts

Icons provide one-click access to:

1. **Subscribe/Pricing**
2. **Directory**

3. **Tender Analytics**
4. **Compliance Documents**
5. **E-Guarantee**
6. **Econet Airtime**
7. **NetOne Airtime**
8. **TelOne Airtime**

Hover to see labels; click to open in a new browser tab.

Tender Listings & Wishlist

- **Columns**:
  - **Tender ID**
  - **Title**
  - **Procuring Entity** (clickable)
  - **Publication Date**
  - **Site Visit Date/Location**
  - **Remaining Time**
  - **Status**
  - **Document → View Document**
  - **Actions**:
    - **Ask** (message the entity)
    - **Respond** (submit your bid)
    - **Remove** (un-favourite)
- **Filtering & Sorting:** use built-in column headers or search box (if available).

Procuring Entity & Status Badges

- **Procuring Entity** name links to that organisation's directory profile.
- **Status Badge** beside the name:
  - 🟢 **Verified**
  - 🟡 **Pending**
  - 🔴 **Not Verified**

Site Visit Information

- If a site visit is scheduled, its **Date & Time** and **Location** appear.
- Otherwise you'll see **N/A** in those fields.

Mobile View & Toggles

- ☰ **Hamburger (top-left):** slide sidebar in/out.
- ☰ **Hamburger (top-right):** reveal/hide your user info panel.
- Sidebar overlays content and is full-height for easy tap navigation.

Logging Out

Click **Logout** in the top-right of the user info panel to end your session securely.

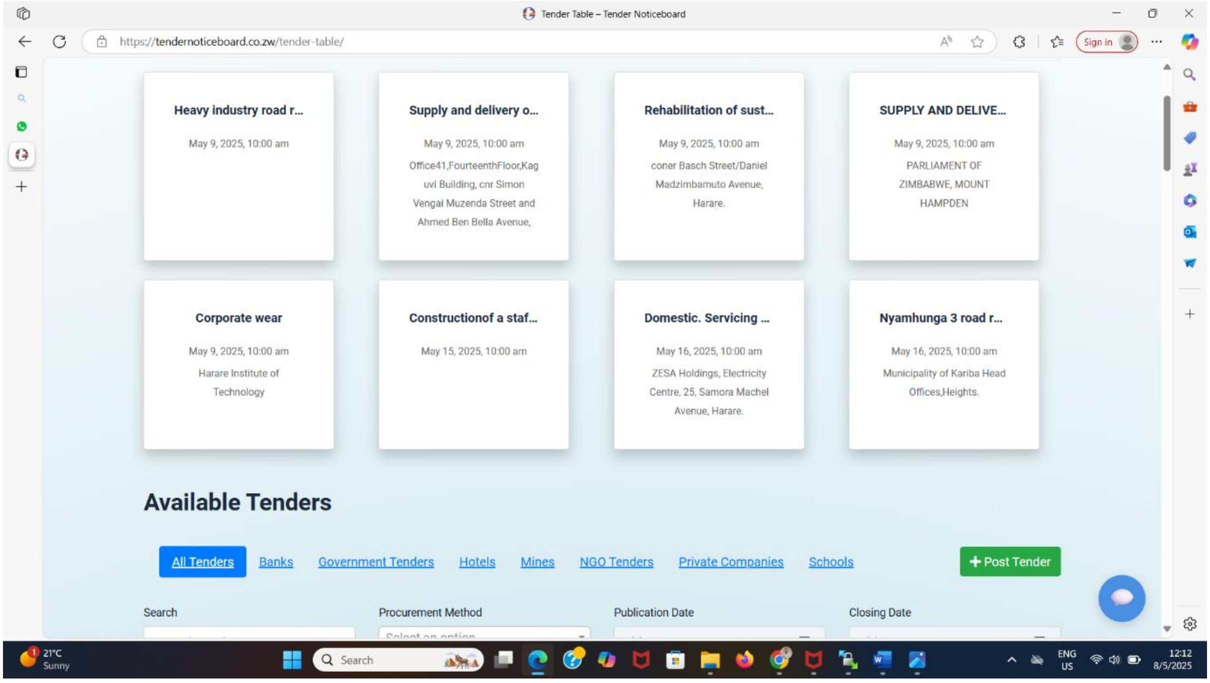
Support & Contact

- **Live Chat:** bottom-right icon on any page.
- **Email:** support@tendernoticeboard.co.zw
- **Phone:** as listed under **Compliance Documents** or **Contact Us** pages.

Thank you for using Tender Noticeboard! We're here to help you find, manage, and respond to tenders efficiently.

Viewing Tenders on TenderNoticeboard.co.zw

The **Available Tenders** page at
https://tendernoticeboard.co.zw/tender-table/
lets you browse, filter, and interact with all active tenders in one place. This guide walks you through everything you need to know.



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1. Getting Started

- **Log in** to your account first. If you're not logged in, you'll see a prompt to sign in.
- Once authenticated, navigate to **Available Tenders** in the sidebar (or go directly to /tender-table/).

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2. Tabs: Sector-Based Filtering

At the top you'll find a pill-style tab bar:

- **All Tenders**
- One tab per **Sector** (called "Tender Tabs" in the backend)

Click any tab to instantly filter the list to that sector. URLs update with ?tm_tab=<slug> so you can bookmark or share.

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3. Advanced Filters

Below the tabs is a blue filter panel. You can narrow down tenders by:

Field	Description
Search	Keywords in title or description

Field	Description
Procurement Method	E.g. “Open Tender”, “Direct Procurement”
Publication Date	Date picked from calendar control
Closing Date	Date picked from calendar control
Site Visit Date	Date picked from calendar control
Procuring Entity	Select an organization from your directory
Category	E.g. “Construction”, “IT Services”
Country	Filter by country taxonomy

1. Choose one or more filters.
2. Click **Filter**.
   The table below will update via page reload.

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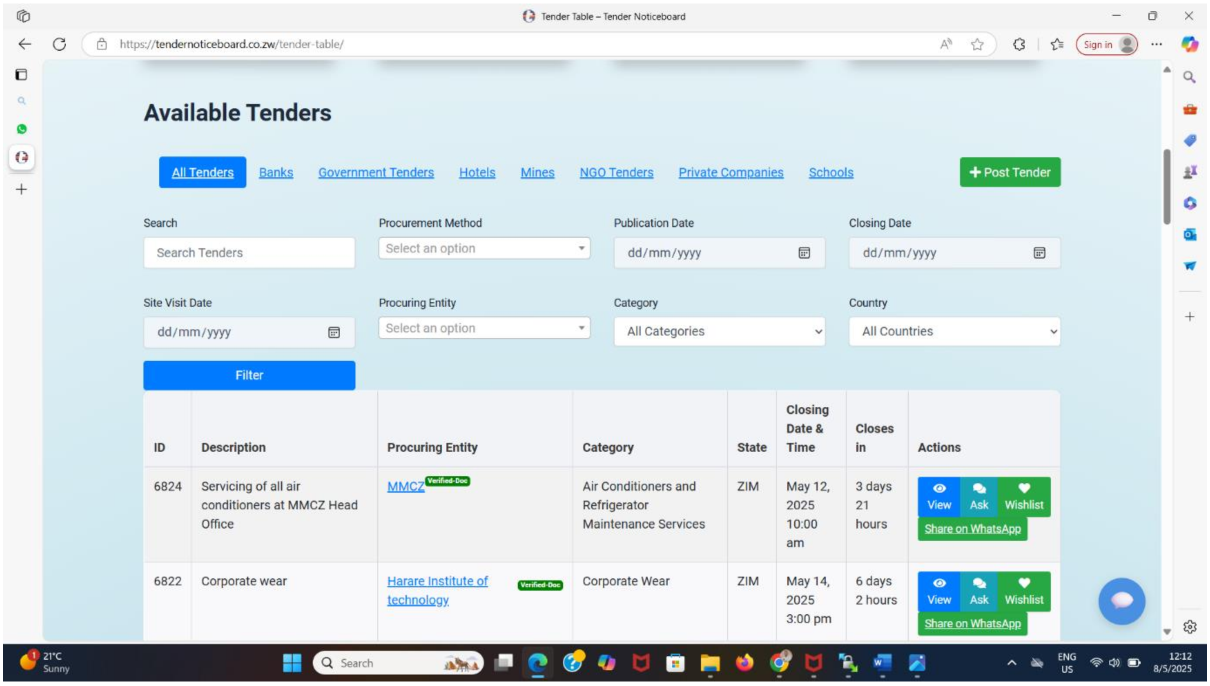
3. **Tenders Table**



4.

Once filters apply, tenders appear in a responsive table:

Column	What It Shows
ID	The unique Tender post ID.
Description	Tender title.
Procuring Entity	Name (clickable link to the organisation page) + status badge.
Category	One or more tender categories.
Country	Country taxonomy term.
Closing Date & Time	Formatted closing deadline (e.g. “May 15, 2025 4:00 pm”).

Column	What It Shows
Closes in	Remaining time until close (e.g. “3 days 4 hours”).
Actions	Buttons for **View**, **Ask**, **Wishlist**, and (if you’re the author) **Edit**.

- **Status Badge** beside Procuring Entity indicates whether that organization is Verified (green), Pending (yellow), or Not Verified (red).
- **Responsive design** ensures it looks good on desktop and mobile.

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5. Actions

View

Opens a modal with full tender details:

- Tender Number (visible if you have an active subscription; otherwise shows “Subscribe to View”)
- Full description
- Submission method & info
- Procuring Entity + clickable link + status badge
- Site visit date/time & location
- Bid security amount
- Addendums history
- Required documents checklist
- Download or Subscribe button for the tender PDF
- **Apply for Bank Guarantee** link (if bid security is required)

Ask

Opens a chat modal powered by your [tender_chat] shortcode to message the procuring entity directly.

Wishlist

Instantly adds the tender to your **My Wishlist**.

Edit

(Visible only to tender authors or admins)
Opens a pre-filled edit form in a modal so you can update any field or upload a new document.

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6. Pagination

If there are more than 30 tenders:

- Page numbers appear below the table.
- Click or tap **Next »** / « Prev to navigate.

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7. Post a Tender

If you have a **Buyer** subscription plan:

- Click the **+ Post Tender** button in the top-right of the tabs bar.
- Fill out the modal form: number, title, descriptions, dates, categories, country, submission info, required docs, file upload.
- Submit to have your tender appear immediately (pending any admin review).

If you lack buyer privileges, the button will prompt you to **upgrade**.

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8. Mobile & Accessibility

- **Tables** collapse into scrollable containers on narrow screens.
- **Modals** are full-screen on mobile for easier reading.
- **Select2** dropdowns are touch-friendly.
- Keyboard-accessible controls and clear focus styles.

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9. Tips & Best Practices

- **Bookmark filter URLs** for quick access to specific sectors or categories.
- **Use the search box** for free-text matching across title and description.
- **Add to Wishlist** to keep track of tenders you're interested in.
- **Subscribe** to unlock full documents and tender numbers.

Using Your Tender Wishlist

The **Tender Wishlist** lets you bookmark, track, and act on the tenders you care about—all in one place. Access it via the **My Wishlist → Tenders & RFQs** menu

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1. Viewing Your Wishlist

- **Desktop:** A table lists each tender with columns for
  - **ID**
  - **Title**

- **Procuring Entity**
    - **Publication Date**
    - **Site Visit Date & Location**
    - **Remaining Time** (with a red “flicker” warning if under 48 hours)
    - **Status** (“Pending” vs. “Submitted”)
    - **Document** (link to download if you’re subscribed)
    - **Actions**
- **Mobile:** Responsive cards stack vertically, showing the same key info and buttons in a touch-friendly layout.

Newly added items always appear at the top.

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2. Actions

Ask

Click **Ask** to open a chat modal and message the procuring entity.

Respond / Edit / Revoke

- **Pending** tenders (no bid yet) show a **Respond** button to open your bid-submission form in a modal.
- **Submitted** tenders let you **Edit** or **Revoke** your bid if the tender hasn’t closed yet.
- If the tender is already closed, you’ll see a **See Closing** button (to view closing results) and, if available, an **Evaluation Report** link.

Tip: All respond/chat windows load dynamically via AJAX, so the page stays right where you are.

Remove

For any tender still in **Pending** status, click **Remove** (🗑️) to take it off your wishlist. You cannot remove tenders once you’ve submitted a bid for them.

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3. Subscription & Access

- If you lack a **Supplier** subscription, buttons for viewing procuring-entity details, downloading documents, and responding will prompt you to **Subscribe**.
- Once subscribed, all features unlock: you can see full details, download PDFs, and submit your bids.

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4. Notifications & Addendum Updates

The plugin runs a daily cron job to:

- Notify you by email of any new **addendums** or updates to tenders on your wishlist.
- (Admins can customize the email template in the plugin's settings.)

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5. Mobile-Friendly Design

- Uses **Bootstrap 4** for responsive grids and modals.
- **Vertical cards** on phones ensure easy scrolling and tapping.
- Status warnings animate gently to draw attention without being distracting.

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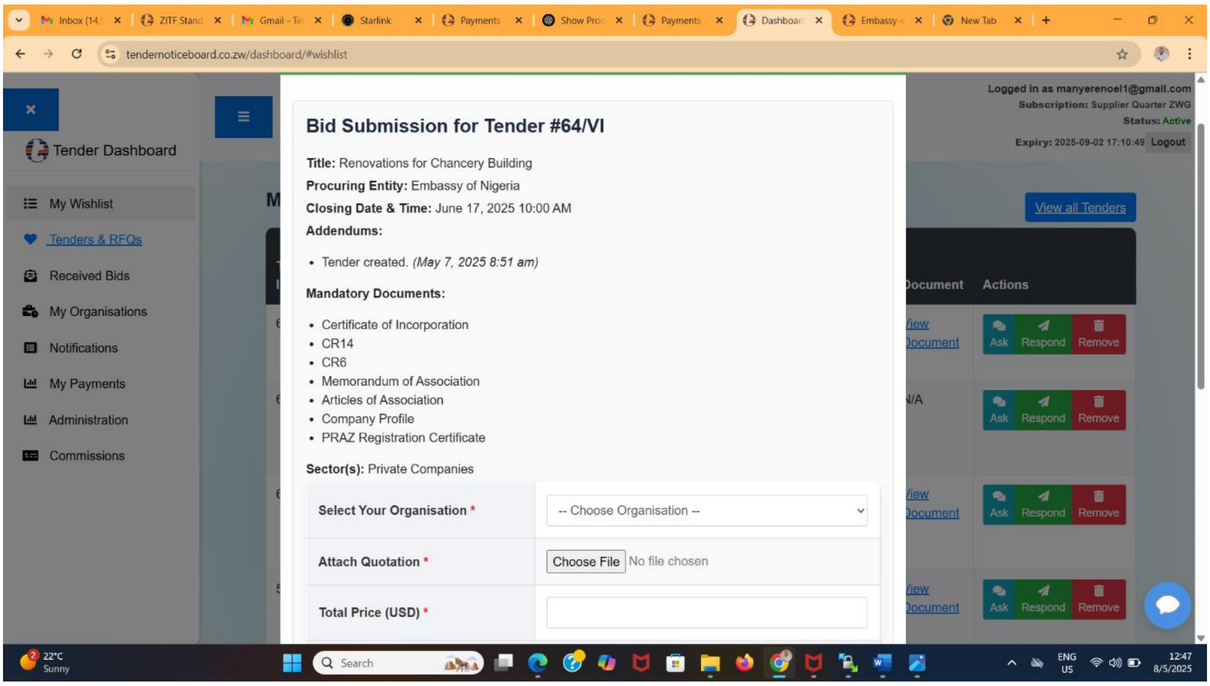
6. Getting Started

1. **Add** tenders to your wishlist by clicking ❤ on any available-tenders page.
2. **Visit** your wishlist page to see them all in one place.
3. Use **Ask**, **Respond**, **Edit**, or **Remove** as needed.
4. Keep an eye on your inbox for addendum notifications.

With your wishlist, you'll never lose track of a tender you intended to bid on!

Bid Submission Workflow



The **Bid Submission Manager** streamlines every step of submitting, editing, revoking and reviewing bids on your tenders. Below is a guide to how it works from a bidder's and a procurer's perspective.

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1. Submitting a New Bid

1. **Access the Tender**
   Navigate to the tender details page. You'll see a **Bid Submission** section that shows:
   - Tender number, title and description
   - Procuring entity
   - Closing date & time
   - Any addendums and the list of mandatory documents
2. **Eligibility Checks**
   - If the tender belongs to the **Government Tenders** sector, you are directed to the official e-Procurement portal.
   - If the closing time has passed, you see a "Tender is closed" notice and cannot proceed.
3. **Organisation Selection**
   You must choose one of your registered **Organisations** (the ones you created under "My Organisations") to submit on behalf of.
4. **File Uploads**
   - **Quotation** (required): Upload your main bid file.
   - **Mandatory Documents** (if any): Each listed document gets its own upload field. All are required for a successful submission.
5. **Bid Price**
   Enter your **total price** in USD (to two decimal places).
6. **Submit**
   Click **Submit Bid**. Behind the scenes:
   - A hidden **tender_bid** record is created.
   - All uploaded files are saved into the Media Library and attached.
   - Two notification emails are sent—one to the procuring entity (their contact & owner) and one to you (your organisation's contact & owner)—each with the bid details and attachments.
   - A success banner confirms your submission.

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2. Editing or Revoking Before Close

- **Edit**
  If you change your mind on price or wish to upload an updated quotation, you can edit your bid at any time **before the closing deadline**. Select "Edit Bid," make your updates, and resubmit. Only the price and quotation file can be changed.
- **Revoke**
  To withdraw completely, use "Revoke Bid." This permanently deletes your bid record—again, only allowed prior to closing.

Both actions require you to be the original bidder and occur via secure, nonce-protected links. Attempting to edit or revoke after the closing time will be blocked.

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3. Tender Opening Report

Once a tender's closing date has passed, the system can generate a **Tender Opening** report:

- Lists every bid received in **ascending order by price**
- Shows bidder organisations and their quoted amounts
- Displays total number of bids

You may view this HTML report in your browser or download it as a PDF.

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4. Adjudication & Evaluation

After opening, the procuring entity can perform a formal **Adjudication**:

1. **Select Winner**
   Pick the bid with the winning price.
2. **Review Mandatory Documents**
   For each bid and each required document, mark **Accept** or **Reject**. If you reject, you must supply a short reason.
3. **Save Evaluation**
   All decisions—including the winning bid—are saved as an **evaluation report** attached to the tender.
4. **Evaluation Report**
   You can view or download a comprehensive report that shows:
   - Tender metadata (number, title, closing date)
   - Winning bidder and price
   - Per-document decisions for every bid
   - List of rejected bids and their rejection reasons

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5. Email & Audit Logging

- **Submission Emails** are logged into each bid's metadata.
- **Evaluation Reports** and **Opening Reports** can be generated or re-downloaded at any time.

All actions are permission-checked (only the tender's author or an administrator may open or evaluate).

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6. Security & Integrity

- **Nonce checks** and **permission checks** guard every form and link.
- Bids are stored in a hidden custom post type (tender_bid), never exposed in the public archive.
- File uploads use WordPress's built-in media handling to ensure safe storage and retrieval.

With these features, Bid Submission Manager provides a complete, auditable lifecycle for your tender bids—from initial submission through to final award.