SUPPLIER SPACE TRAINING DOCUMENT

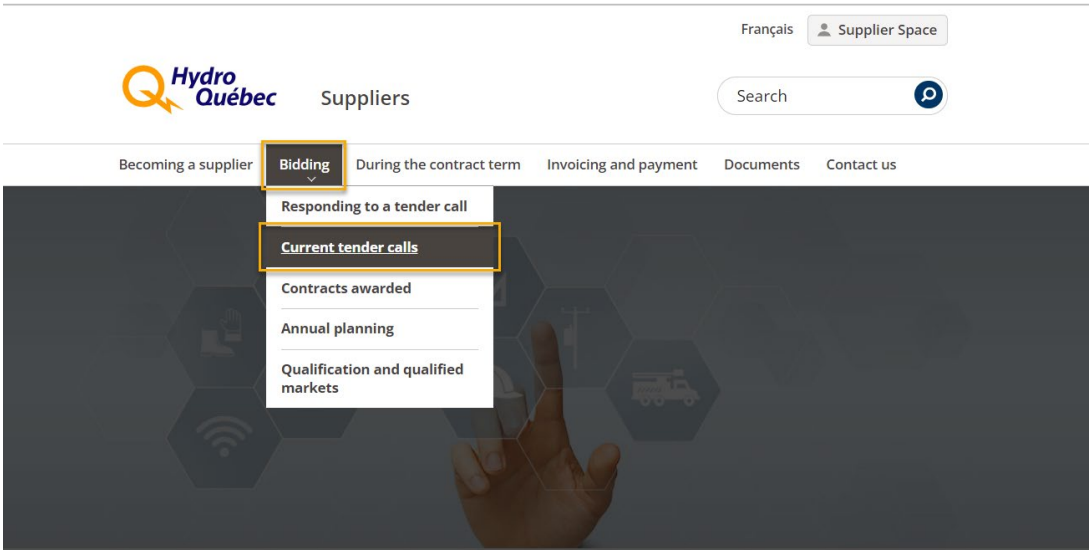
Consult a tender call

BACKGROUND	There are several ways to consult a tender call: 1. Consult a tender call **from the Hydro-Québec Suppliers webpage**. 2. Consult a tender call **in response to an invitation** sent by email. 3. Consult a **confidential** tender call.

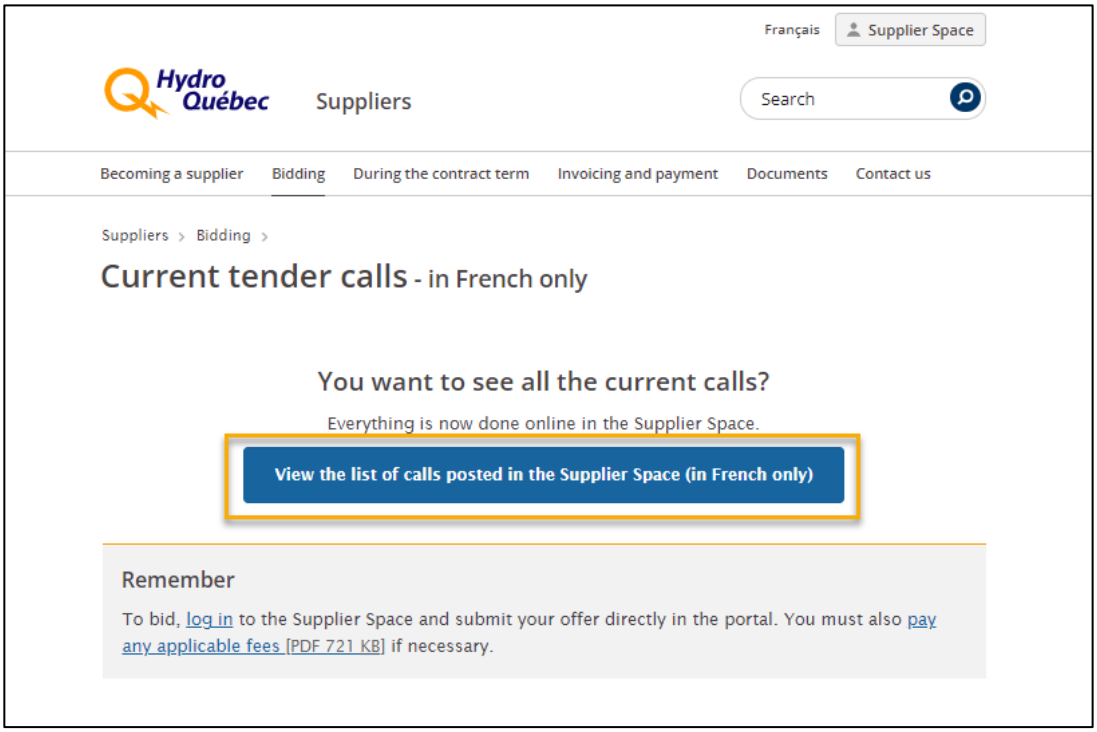
1. CONSULT A TENDER CALL FROM THE HYDRO-QUÉBEC SUPPLIERS PAGE

Click on **Bidding** from the Hydro-Québec Suppliers page.

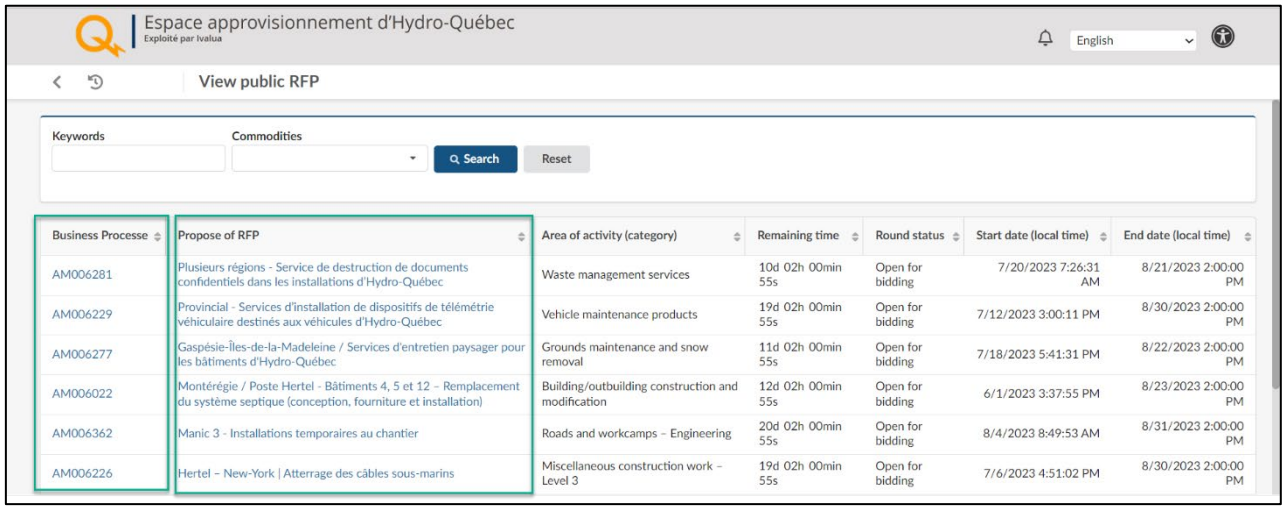
Then click on **Current tender calls**.



Click on **View the list of calls posted in the Supplier Space (in French only)**

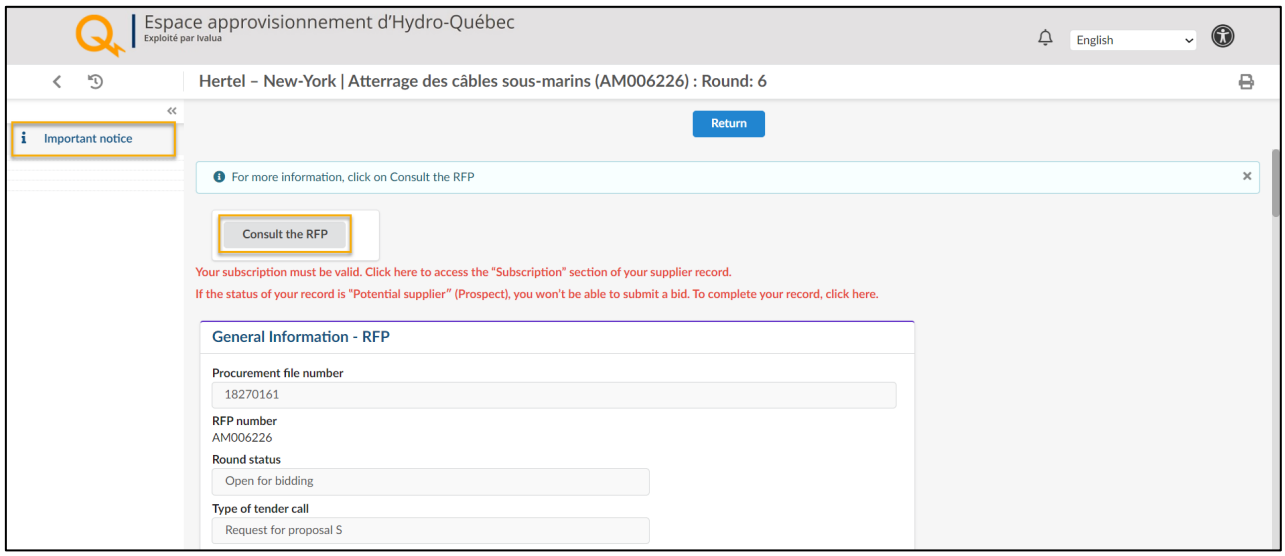


Select the tender call you are interested in by clicking on **Business Process** (the RFP number) or **Propose of RFP** (the RFP title.

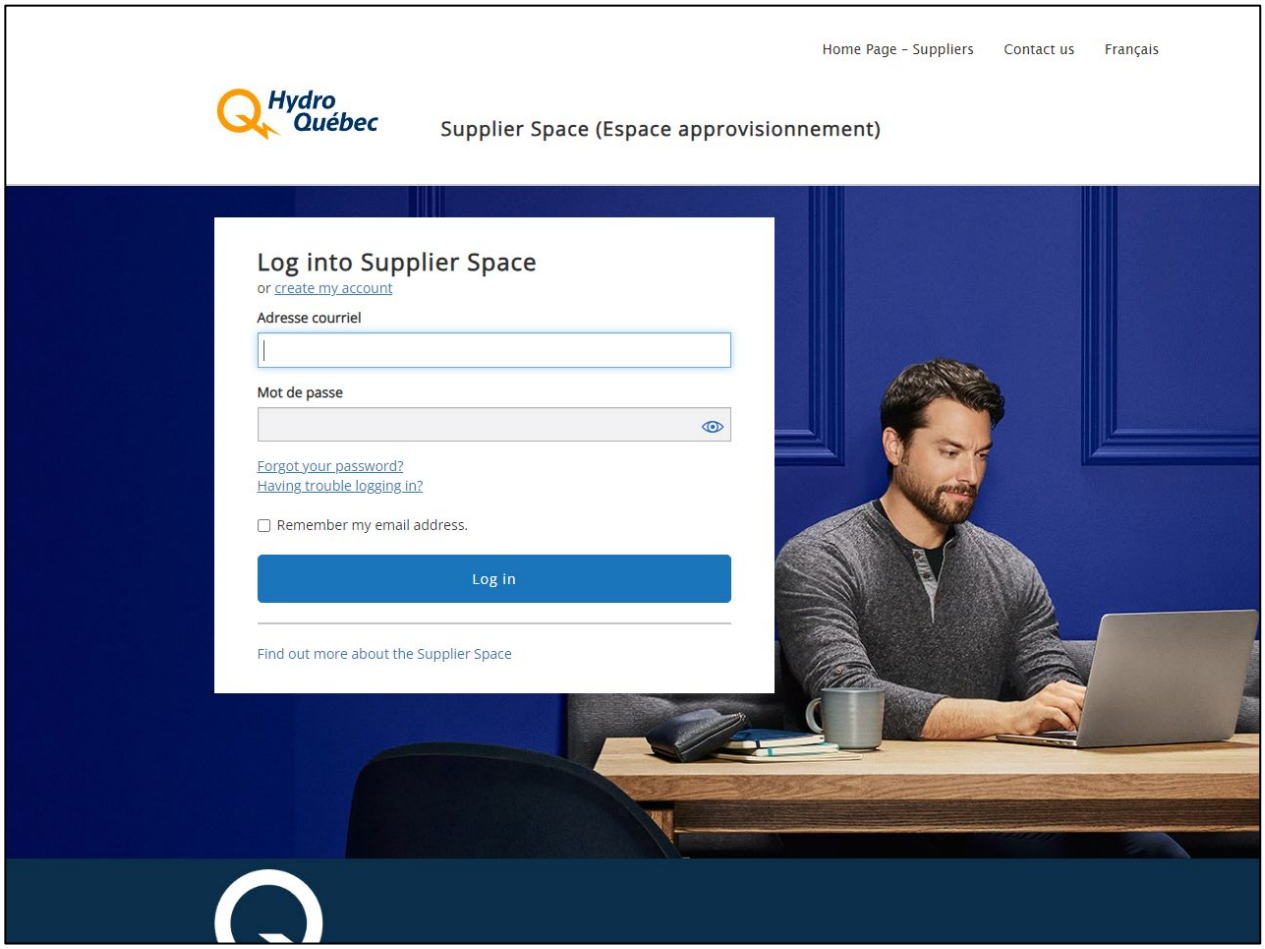


This will bring you to the **Important notice** section. You now have access to basic information regarding this tender call.

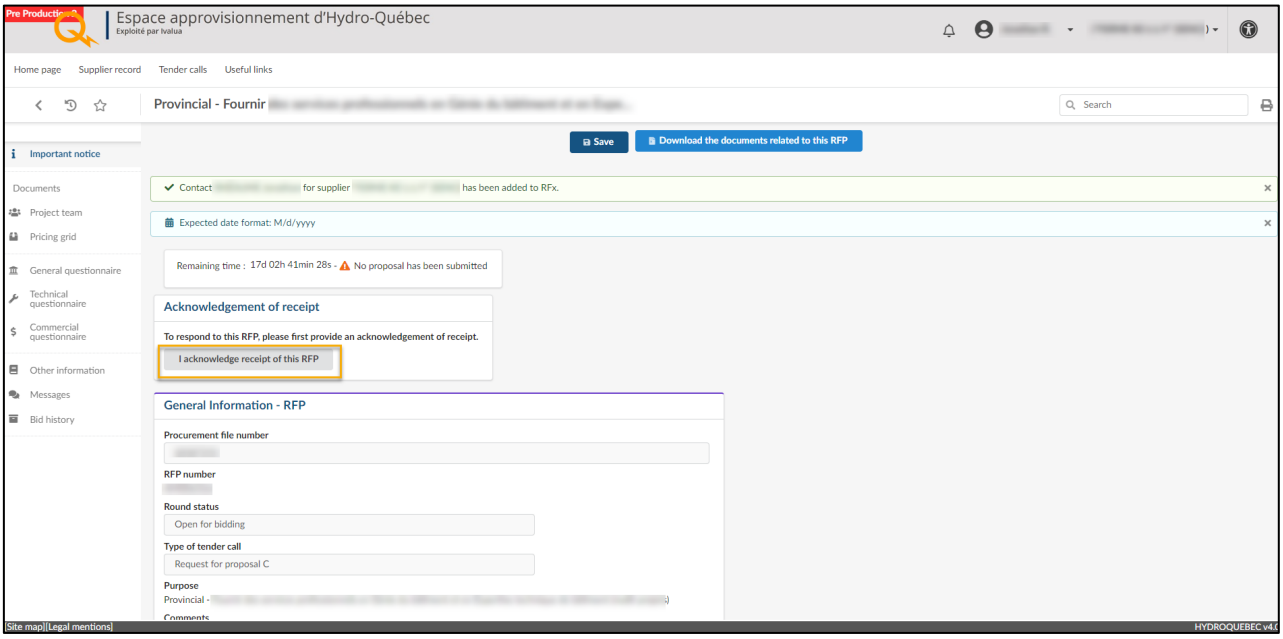
For more information, click on **Consult the RFP**.



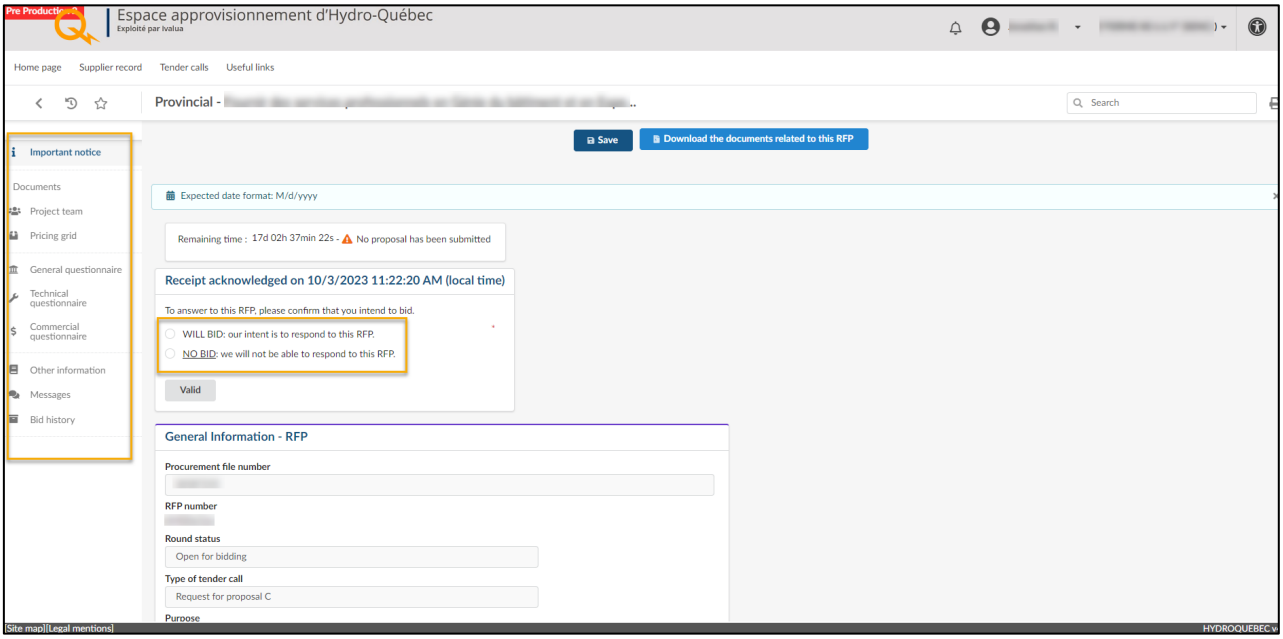
You will now be prompted to log in.



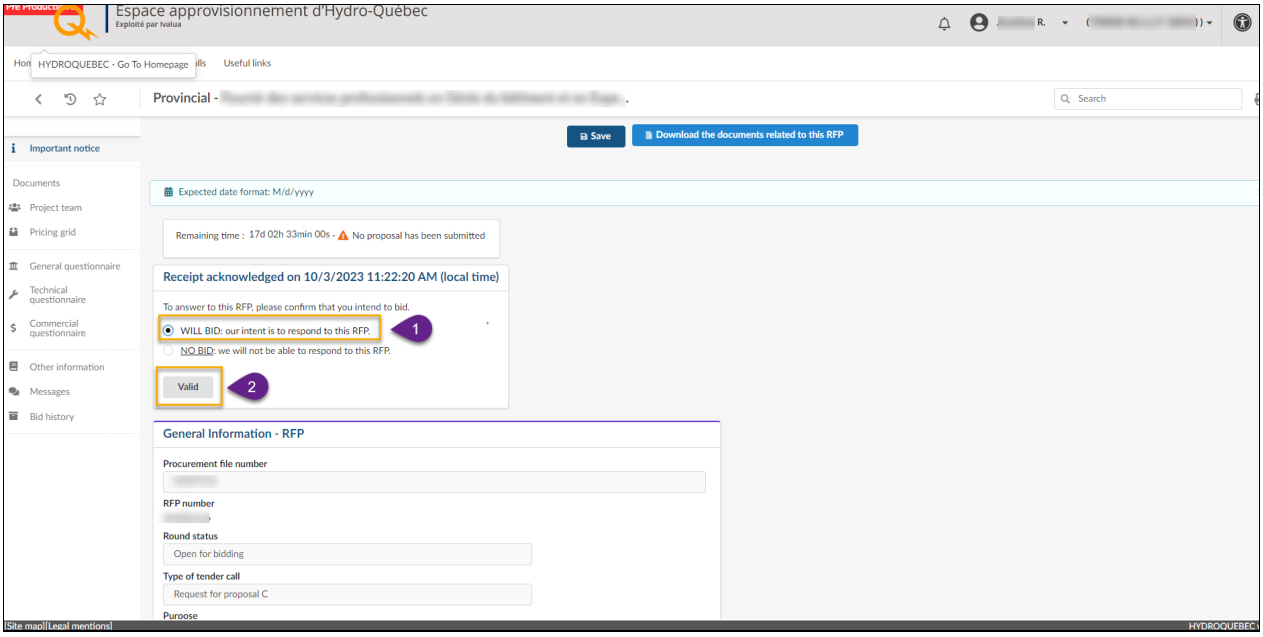
You must then **acknowledge receipt**. By doing so, you are confirming to Hydro-Québec that you indeed have access to the tender call.



Before **confirming your intention to respond to the tender call** in question, consult the information in the sections on the left.

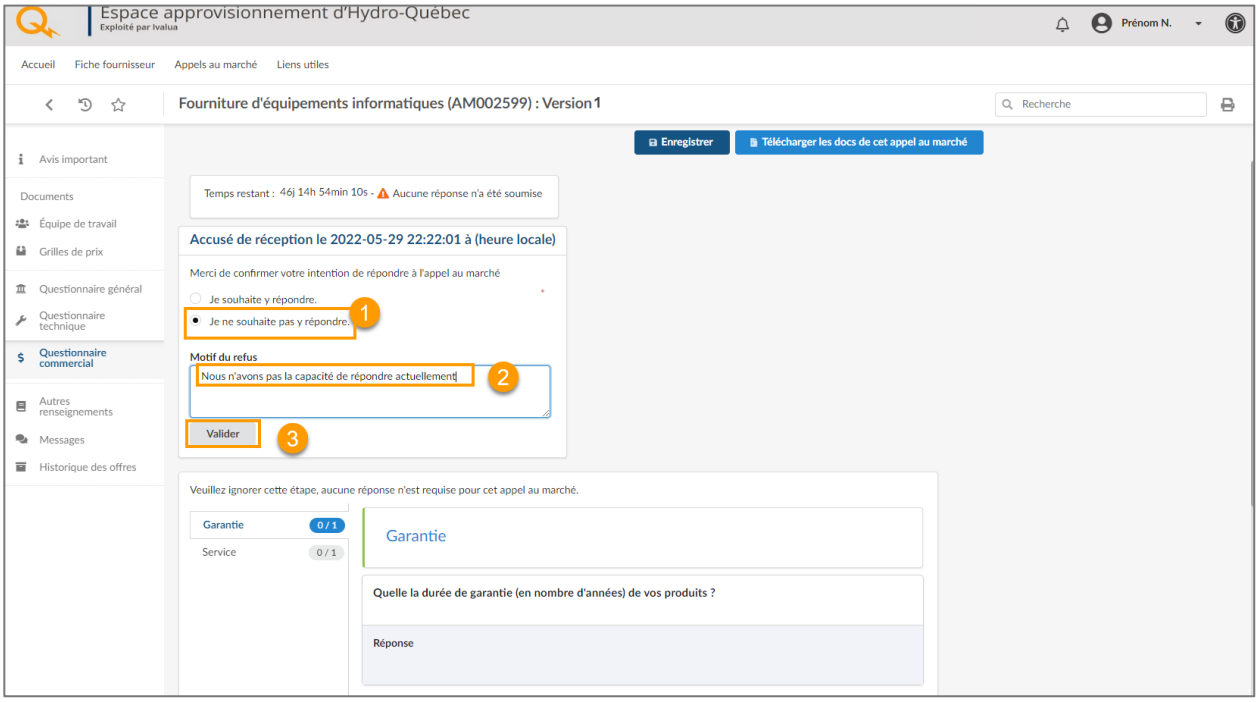


If you decide to bid, confirm your participation by clicking on **I want to bid** followed by **Validate**.



You can now respond to the tender call. Consult the online document "I want to bid – What do I need to do?" to learn more.

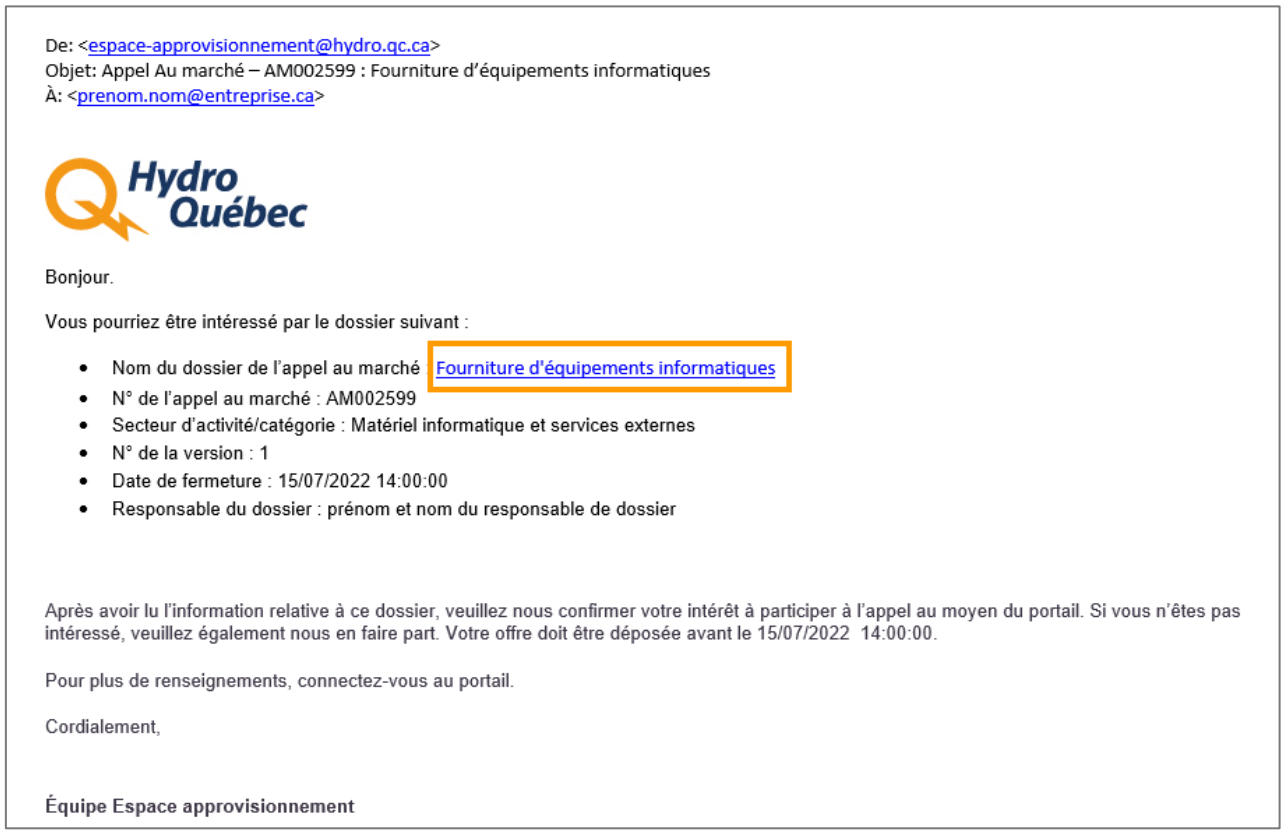
If you decide not to bid, select **I do not intend to bid**, indicate why in the **Reason** box, and click on **Validate**.



2. CONSULT A TENDER CALL IN RESPONSE TO AN INVITATION SENT BY EMAIL

You have been invited to bid on a tender call via email.

Simply click on the **link to the tender call**.



De: <espace-approvisionnement@hydro.qc.ca>
Objet: Appel Au marché – AM002599 : Fourniture d'équipements informatiques
À: <prenom.nom@entreprise.ca>

Bonjour.

Vous pourriez être intéressé par le dossier suivant :

- Nom du dossier de l'appel au marché : Fourniture d'équipements informatiques
- N° de l'appel au marché : AM002599
- Secteur d'activité/catégorie : Matériel informatique et services externes
- N° de la version : 1
- Date de fermeture : 15/07/2022 14:00:00
- Responsable du dossier : prénom et nom du responsable de dossier

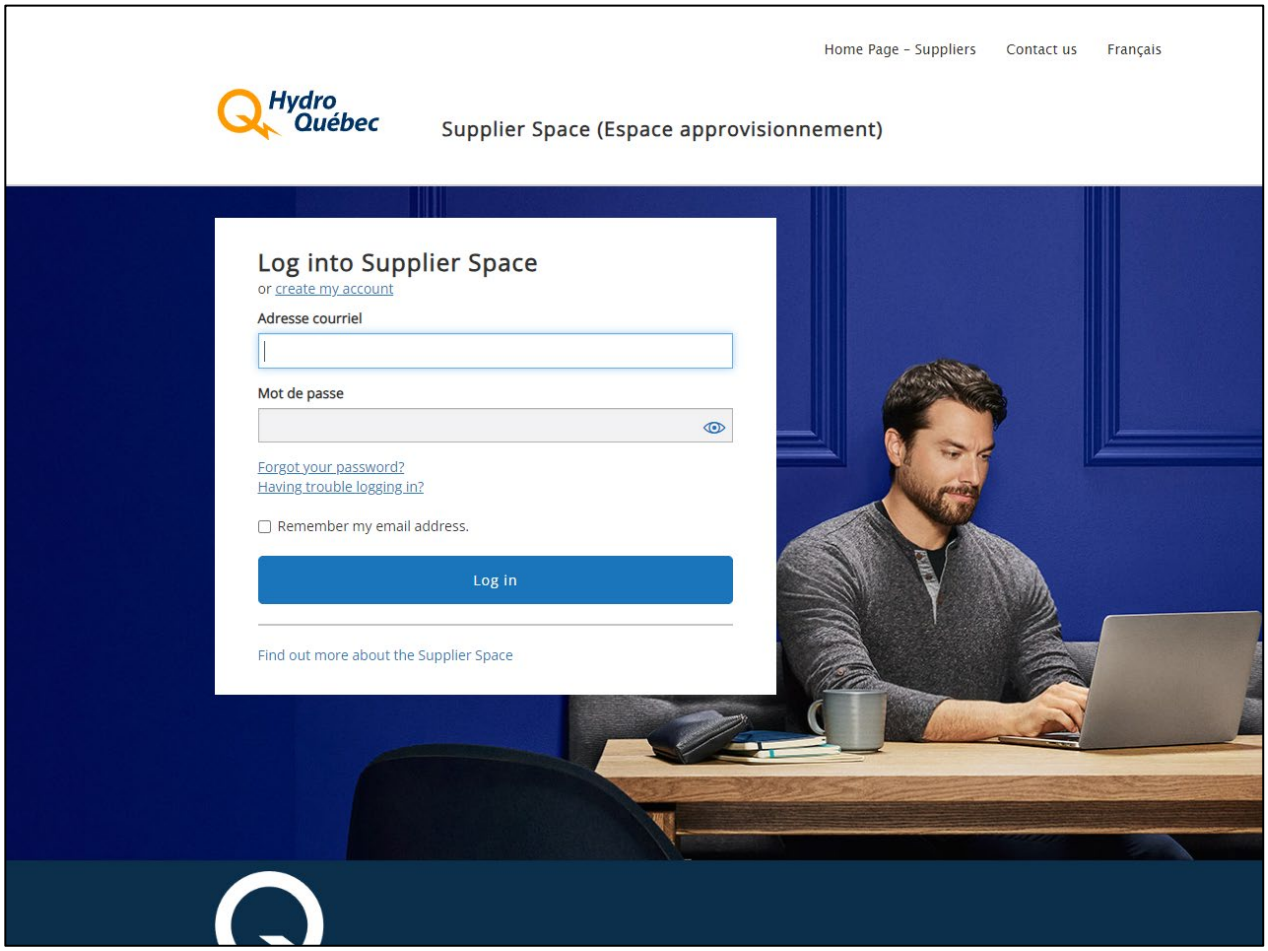
Après avoir lu l'information relative à ce dossier, veuillez nous confirmer votre intérêt à participer à l'appel au moyen du portail. Si vous n'êtes pas intéressé, veuillez également nous en faire part. Votre offre doit être déposée avant le 15/07/2022 14:00:00.

Pour plus de renseignements, connectez-vous au portail.

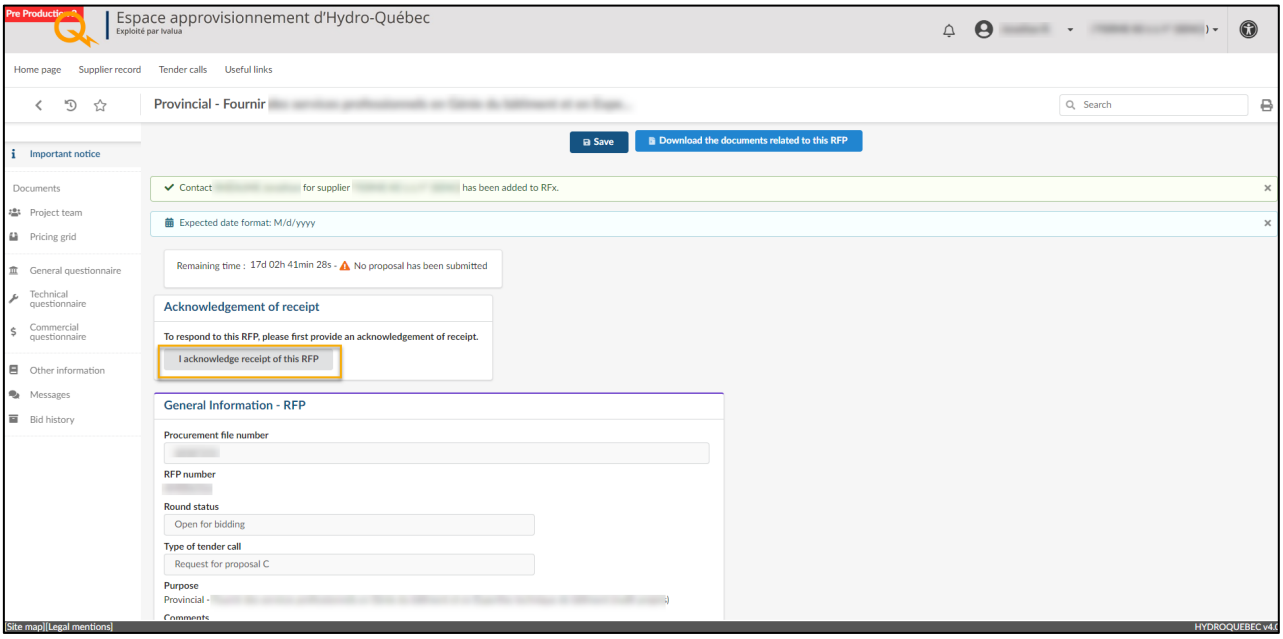
Cordialement,

Équipe Espace approvisionnement

You will now be prompted to **log in**.



You must then **acknowledge receipt**. By doing so, you are confirming to Hydro-Québec that you indeed have access to the tender call.



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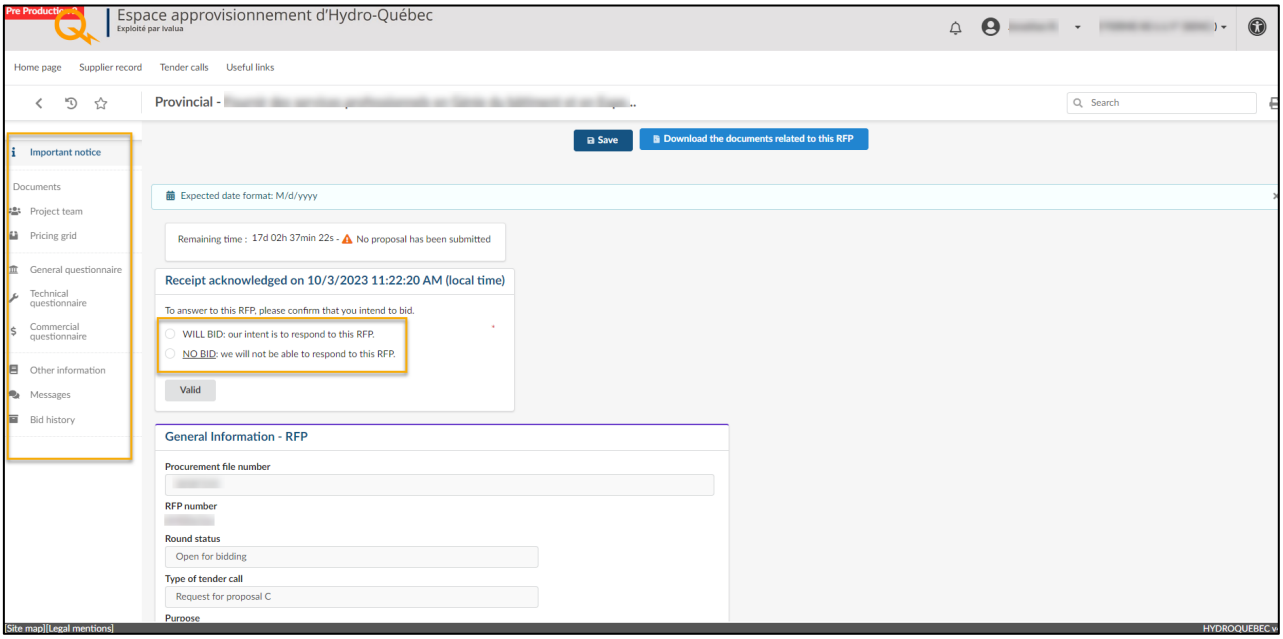
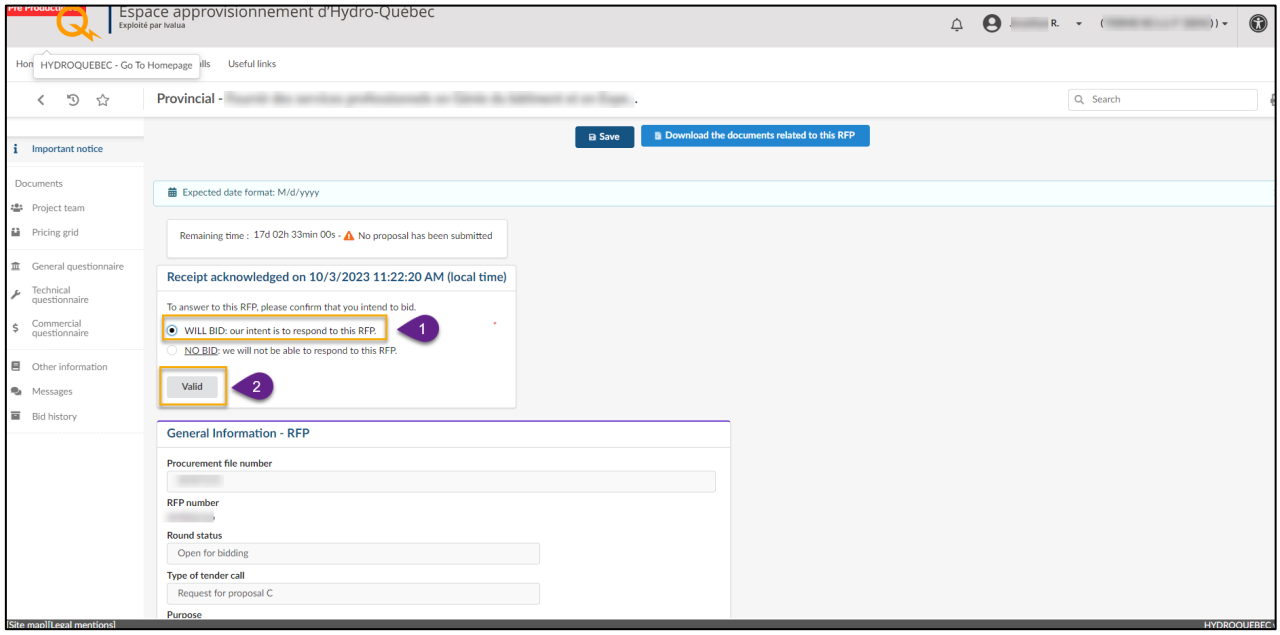


If you decide to bid, confirm your participation by clicking on **I want to bid** followed by **Validate**.



You can now respond to the tender call. Consult the online document "I want to bid – What do I need to do?" to learn more.

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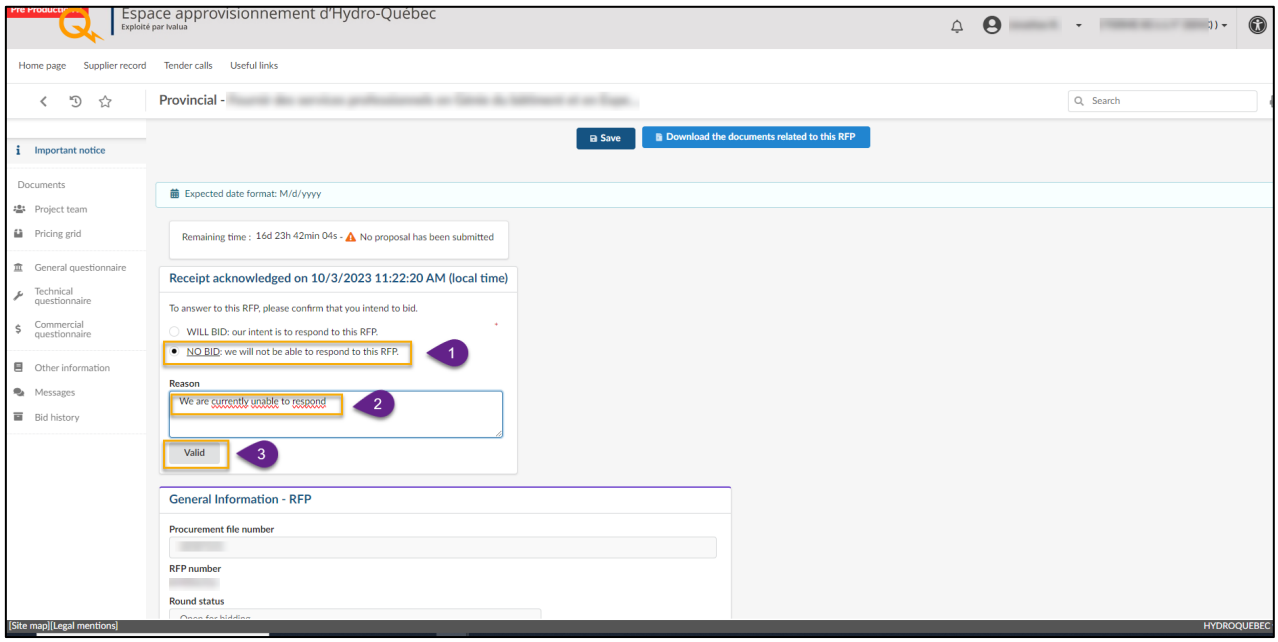
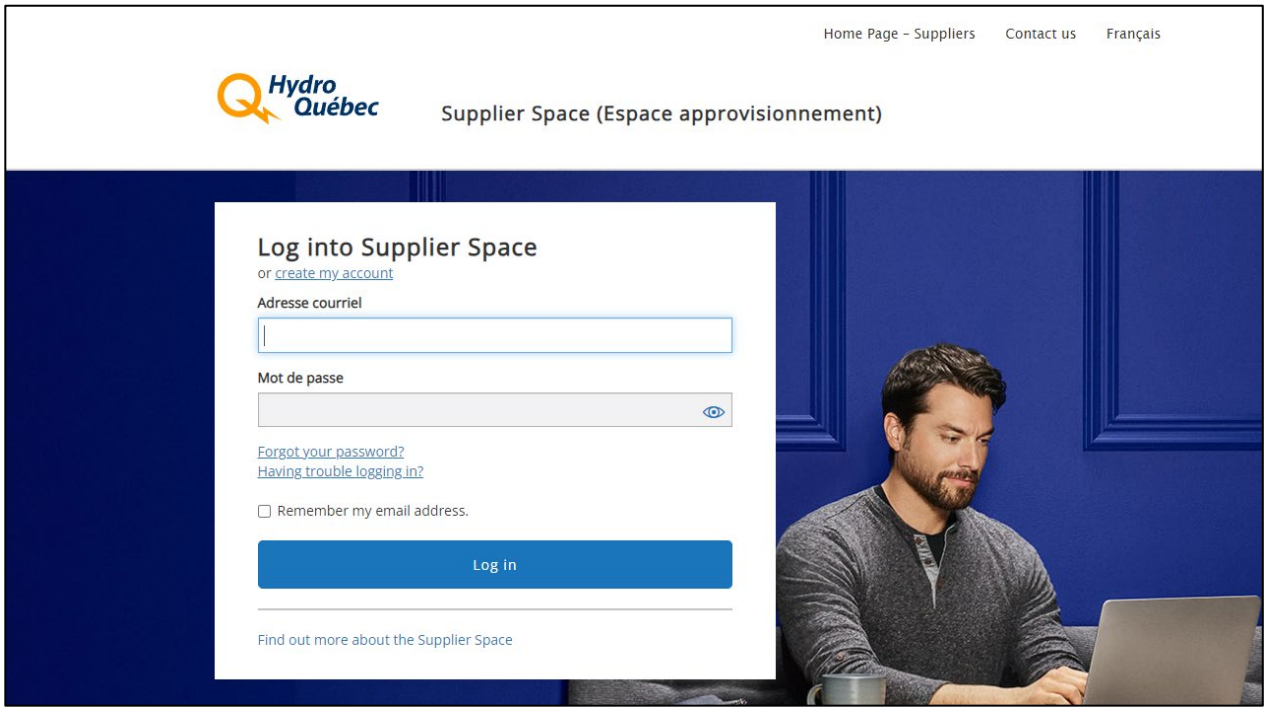
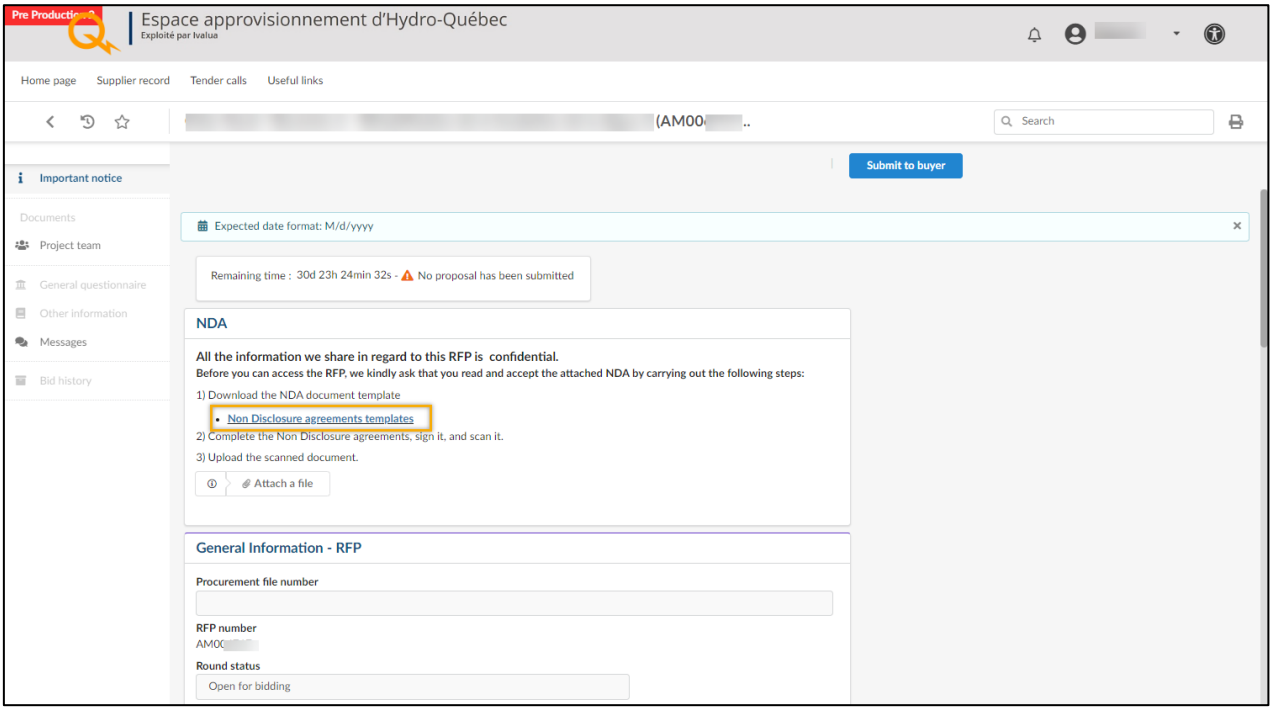


3. CONSULT A CONFIDENTIAL TENDER CALL

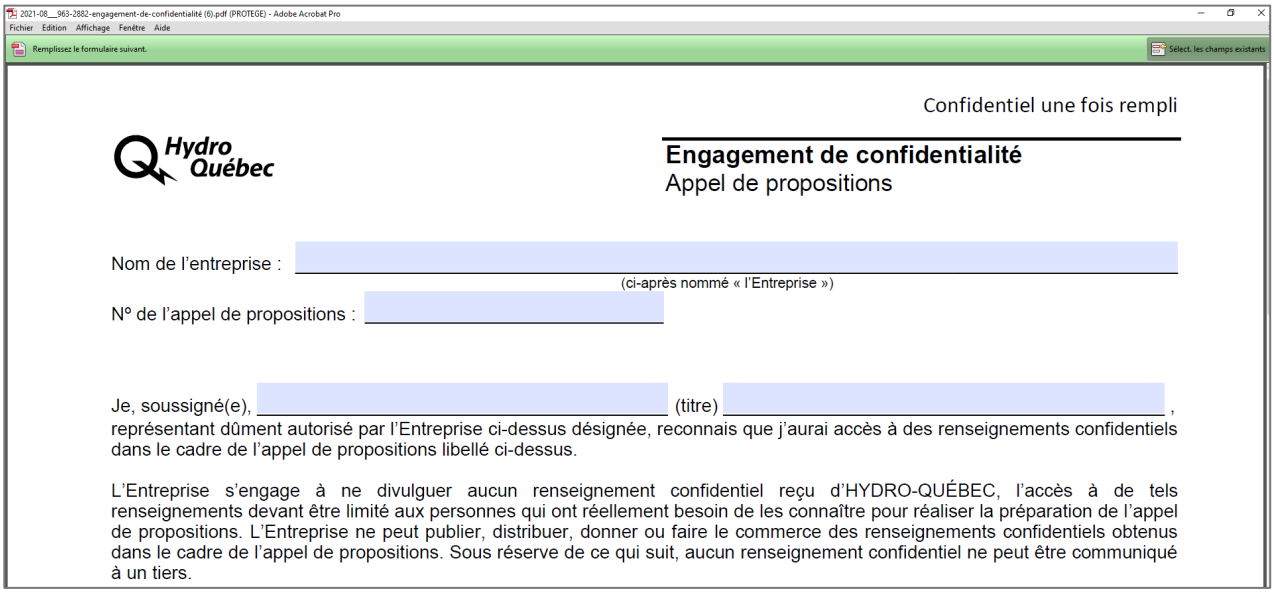
To access information relating to a confidential tender call, you first need to **identify yourself**, then **sign a non-disclosure agreement (NDA)**.



Click on the link to open the NDA template.



Fill out, print, sign and scan the document.



Confidentiel une fois rempli

Engagement de confidentialité
Appel de propositions

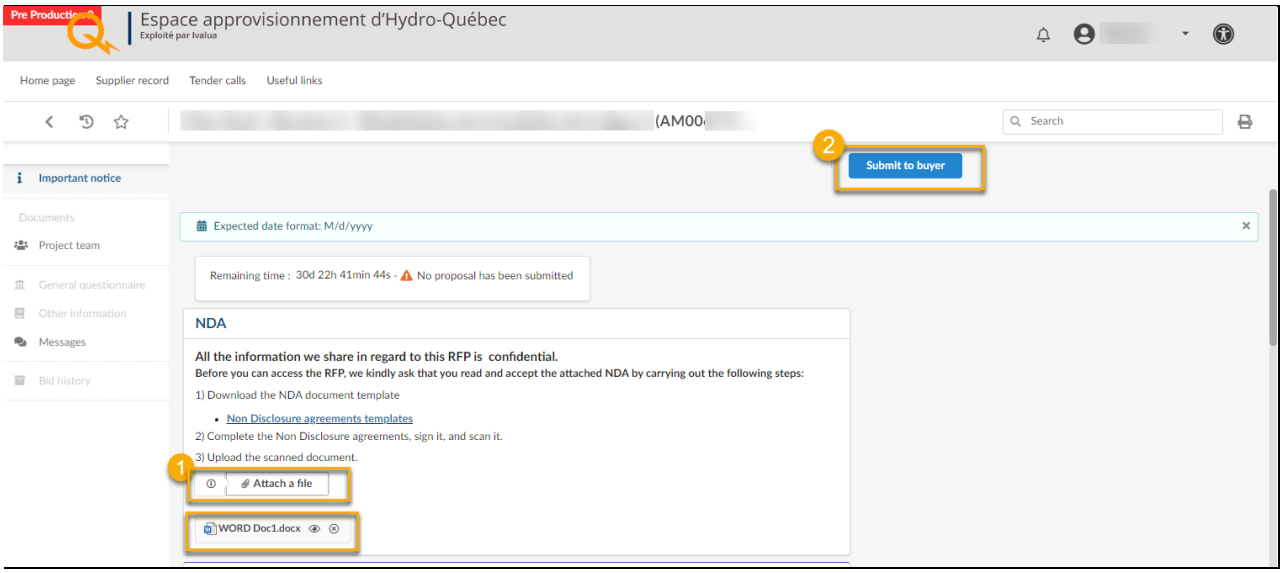
Nom de l'entreprise : _____
(ci-après nommé « l'Entreprise »)

N° de l'appel de propositions : _____

Je, soussigné(e), _____ (titre) _____,
représentant dûment autorisé par l'Entreprise ci-dessus désignée, reconnais que j'aurai accès à des renseignements confidentiels dans le cadre de l'appel de propositions libellé ci-dessus.

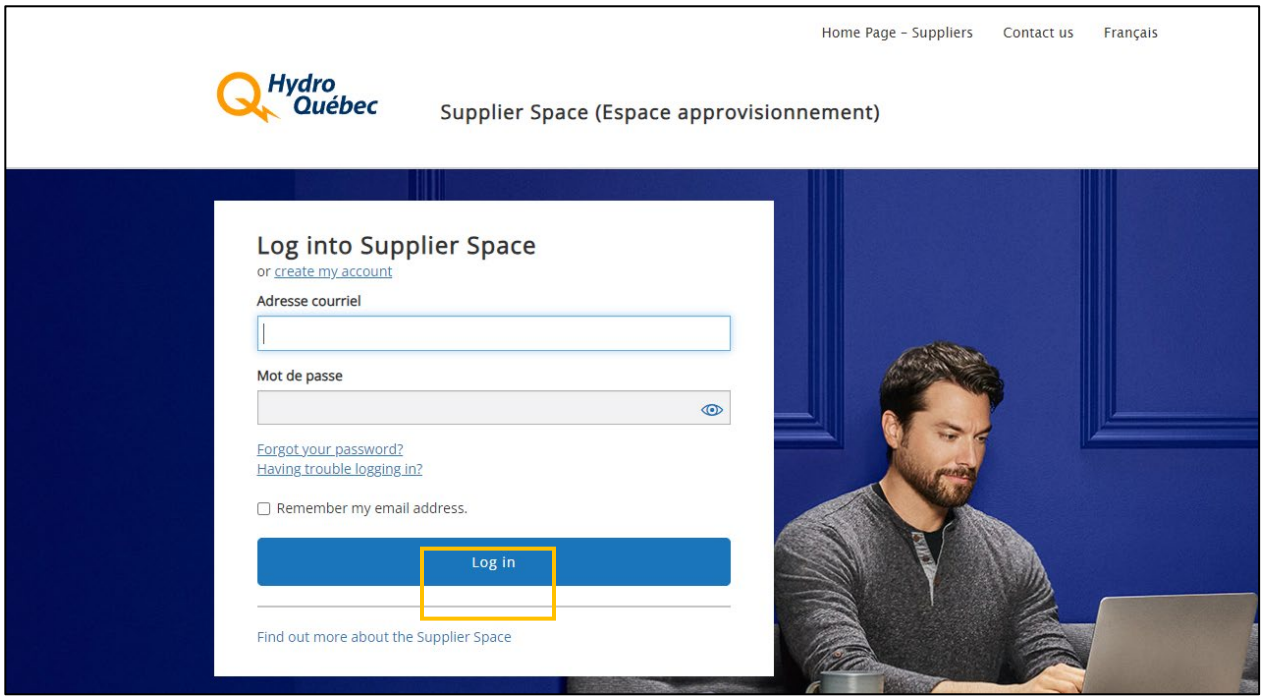
L'Entreprise s'engage à ne divulguer aucun renseignement confidentiel reçu d'HYDRO-QUÉBEC, l'accès à de tels renseignements devant être limité aux personnes qui ont réellement besoin de les connaître pour réaliser la préparation de l'appel de propositions. L'Entreprise ne peut publier, distribuer, donner ou faire le commerce des renseignements confidentiels obtenus dans le cadre de l'appel de propositions. Sous réserve de ce qui suit, aucun renseignement confidentiel ne peut être communiqué à un tiers.

Attach the file and then click on **Submit to buyer**.



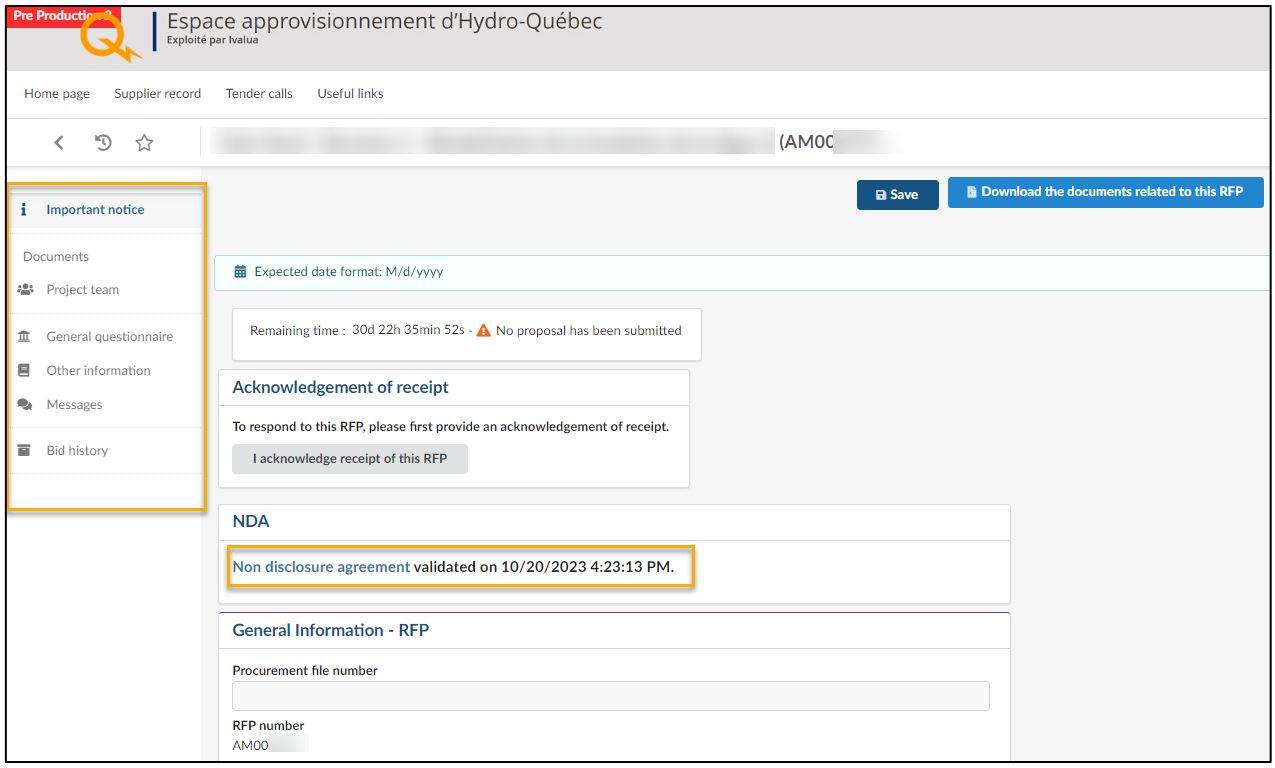
You will receive an e-mail when the agreement will be validated.

After clicking on the link in the email, you must identify yourself.



You now have access to the entire tender call.

Please **acknowledge receipt**. By doing so, you are confirming to Hydro-Québec that you indeed have access to the tender call.



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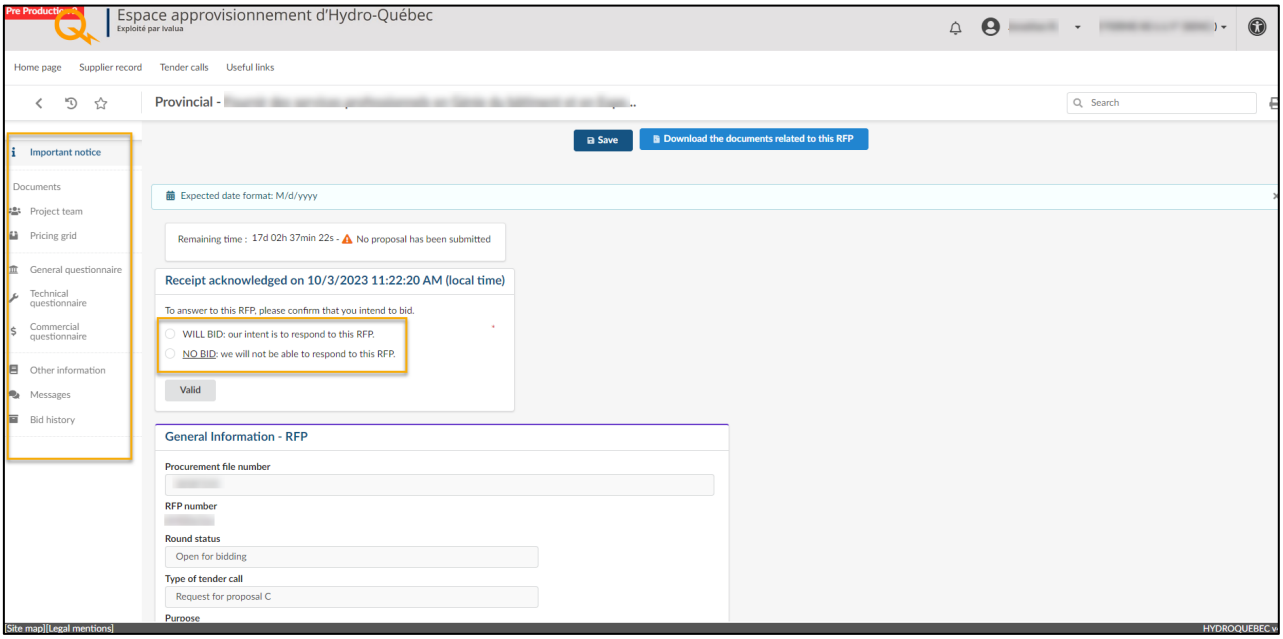

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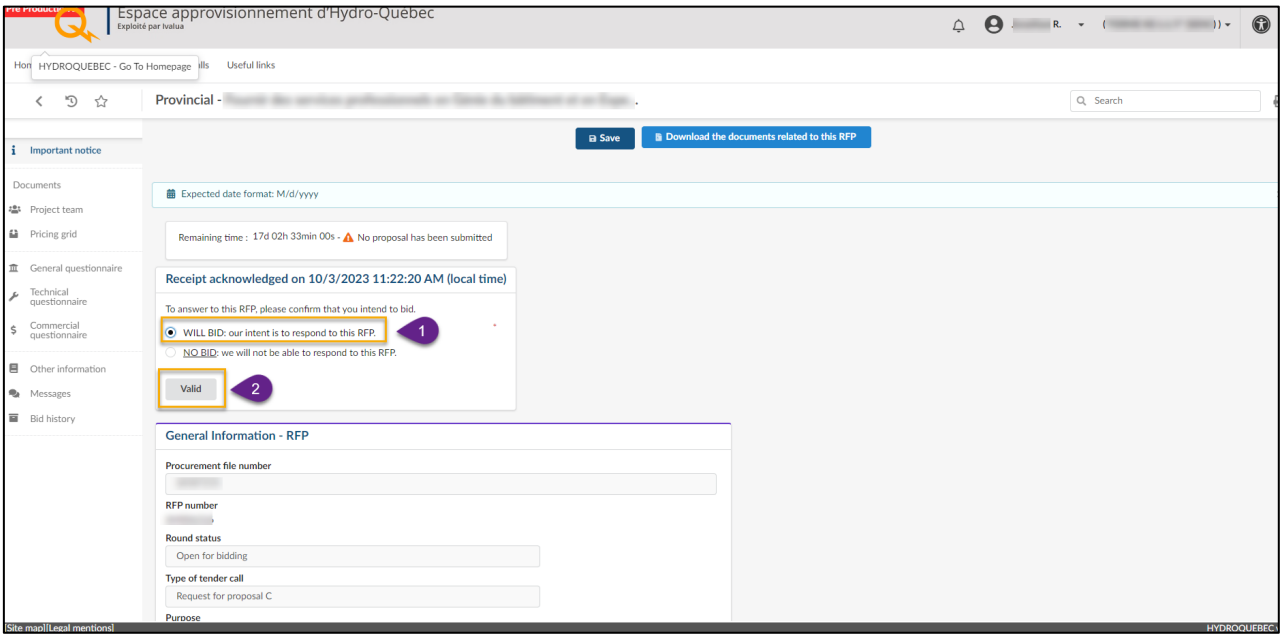
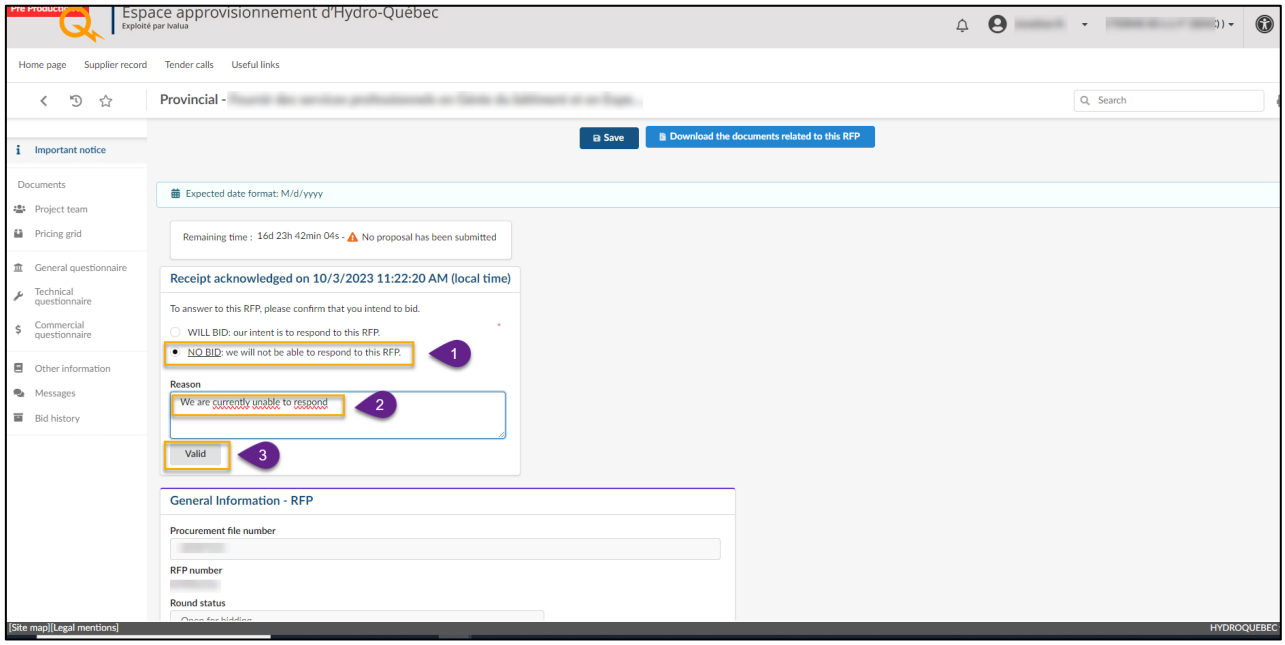
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