

Panduan Pengisian E-Bidding untuk Peserta Tender

(E-Bidding Guideline for Bidders)

PT ANTAM Tbk

1. Harus menggunakan **Browser I.E** (Internet Explorer 6 or 7)
2. Bagi peserta tender baru yang belum ter-register di system e-SCM, wajib menyampaikan 1 (satu) address email dan No.NPWP Perusahaan untuk dilakukan notifikasi
3. Email yang diterima oleh ANTAM hanya 1 (satu) untuk 1 (satu) perusahaan
4. Evaluasi harga mengacu pada harga yang tercantum dalam E-Bidding
5. Peserta tender dapat merubah berulang kali harga penawaran sebelum closing time
6. Peserta tender tidak dapat memasukkan atau mengubah penawaran setelah tender closing time. System secara otomatis akan menolak transaksi tersebut
7. Harap selalu mengingat password anda. Peserta tender dapat melakukan reset password setelah menerima notifikasi dari system e-SCM bahwa telah terdaftar



1. Use web browser Internet Explorer 6 or 7
2. New Bidder participants who have not been registered in the e-SCM (electronic-Supply Chain Management) system, they must submit 1 (one) email address and the Company's NPP Number (NPWP) to be notified.
3. The email address registered and received by ANTAM is only 1 (one) for 1 (one) company
4. Price evaluation refers to the prices submitted and listed in the E-Bidding
5. Bidders can repeatedly change bid prices before the determined auction closing time
6. Bidders are not allowed to submit or change bid prices after the auction closing time. The system will automatically reject the transaction
7. Please always **remember your password**. The bidder can reset the password after receiving notification from the registered e-SCM system, has been registered



Undangan untuk peserta baru (pertama kali ikut e-bidding)

escm.admin@antam.com to me

5:00 PM (8 minutes ago)

Yth. Mitra Kerja PT. Antam (Pesero) Tbk,

PT. Antam (Pesero) Tbk Mengundang perusahaan anda untuk mengikuti penawaran pengadaan barang atau jasa dengan informasi sebagai berikut :

User Name : advisesa
Password : advisesa123

Nomor Tender : EBD74
Judul : Ship Charter to Vlissingen
Penutupan Penawaran: 06.02.2015 16:00 WIB
Anda dapat merubah penawaran sampai batas waktu yang telah ditentukan.

Untuk Melihat lebih detail silahkan login ke aplikasi eprocurement ANTAM atau klik link <https://eproc.antam.com/>, Harap menggunakan browser IE 6 atau 7.

Jika anda lupa password klik <https://eproc.antam.com/> pilih link Reset Password.

Terima kasih,
PT. Antam (Pesero) Tbk

- Vendor akan mendapat undangan melalui email dari escm.admin@antam.com (notifikasi email)
- Gunakan username dan password yang diberikan dalam e-mail
- Agar diperhatikan waktu untuk penutupan tender (closing tender)



[eSCM ANTAM] - Undangan Penawaran Pengadaan Barang atau Jasa (Tender Invitation)

Invitation for new bidder
(newbie)

escm.admin@antam.com to me

5:00 PM (8 minutes ago)

Yth. Mitra Kerja PT. Antam (Persero) Tbk,
PT. Antam (Persero) Tbk Mengundang perusahaan anda untuk mengikuti penawaran pengadaan barang atau jasa dengan informasi sebagai berikut :

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Jika anda lupa password klik <https://eproc.antam.com/> pilih link Reset Password.

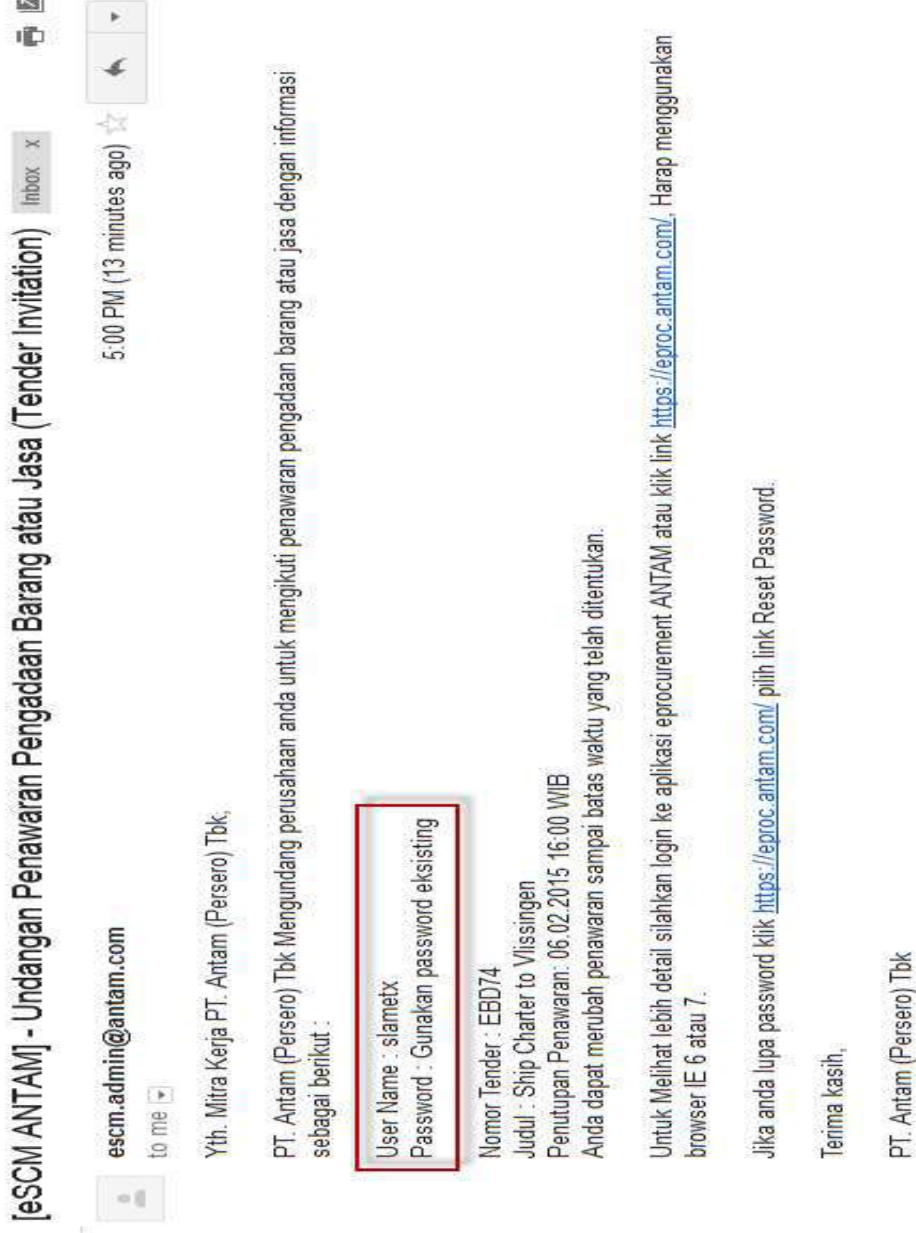
Terima kasih,
PT. Antam (Persero) Tbk

- Bidders will get an invitation from escm.admin@antam.com via email (email notification)
- Use your username and password provided in the email
- Please pay attention to the **auction closing time**



Undangan untuk vendor existing

- Vendor akan mendapat undangan dari notifikasi email (escm.admin)
- Gunakan username dan password yang telah diberikan sebelumnya (existing), jika anda adalah mitra kerja yang pernah mengikuti proses e-Bidding.
- Agar diperhatikan waktu untuk penutupan tender (closing tender)



The screenshot shows an email interface with the following content:

escm.admin@antam.com to me

5:00 PM (13 minutes ago)

Yth. Mitra Kerja PT. Antam (Persero) Tbk,

PT. Antam (Persero) Tbk Mengundang perusahaan anda untuk mengikuti penawaran pengadaan barang atau jasa dengan informasi sebagai berikut :

User Name : slametx
Password : Gunakan password eksisting

Nomor Tender : EBD74
Judul : Ship Charter to Vlissingen
Penutupan Penawaran: 06.02.2015 16:00 WIB
Anda dapat merubah penawaran sampai batas waktu yang telah ditentukan.

Untuk Melihat lebih detail silahkan login ke aplikasi eprocurement ANTAM atau klik link <https://eproc.antam.com/>, Harap menggunakan browser IE 6 atau 7.

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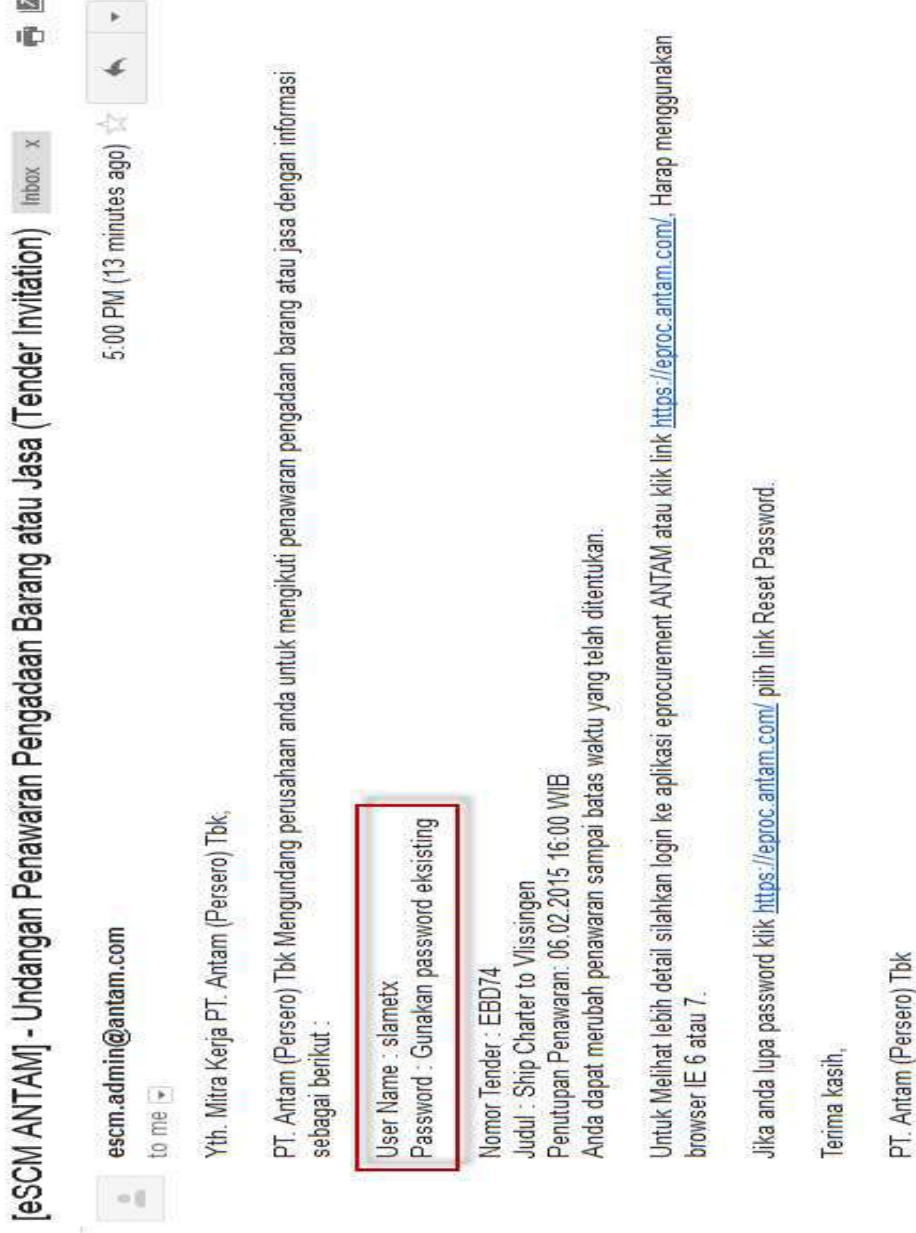
Terima kasih,

PT. Antam (Persero) Tbk



Invitation for existing bidder

- Bidders will get an invitation from escm.admin@antam.com via email (email notification)
- Use your username and password that has been given previously (existing), if you are a bidder who has followed the e-Bidding process previously
- Please pay attention to **the auction closing time**



The screenshot shows an email interface with the following content:

escm.admin@antam.com to me

5:00 PM (13 minutes ago)

Yth. Mitra Kerja PT. Antam (Persero) Tbk,

PT. Antam (Persero) Tbk Mengundang perusahaan anda untuk mengikuti penawaran pengadaan barang atau jasa dengan informasi sebagai berikut :

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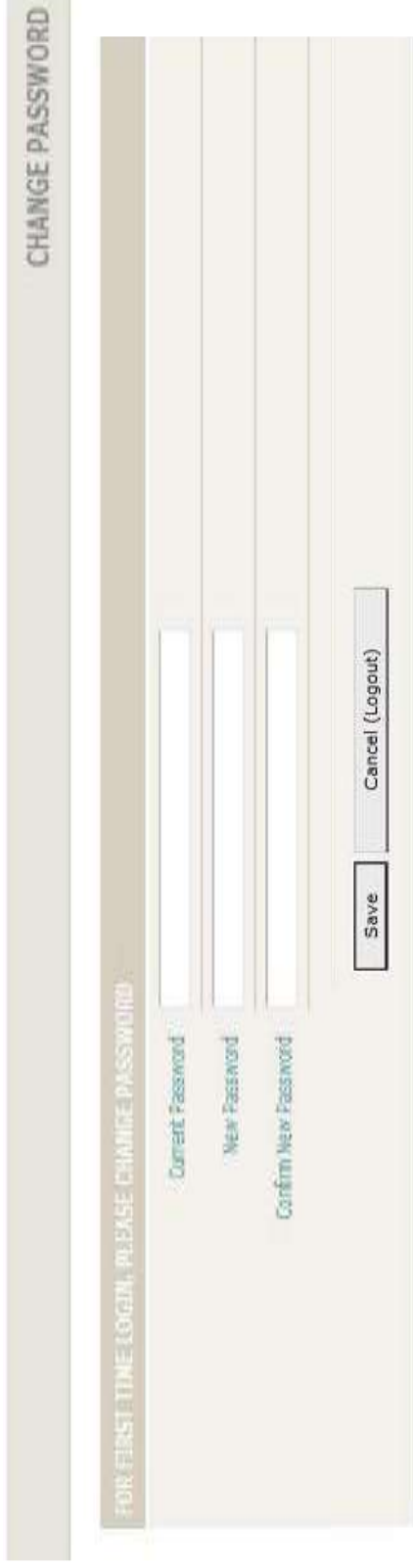
Untuk Melihat lebih detail silahkan login ke aplikasi eprocurement ANTAM atau klik link <https://eproc.antam.com/>, Harap menggunakan browser IE 6 atau 7.

Jika anda lupa password klik <https://eproc.antam.com/> pilih link Reset Password.

Terima kasih,
PT. Antam (Persero) Tbk



Jika anda adalah mitra kerja yang baru pertama kali mengikuti proses e-Bidding, maka anda akan diminta untuk merubah password pertama kali dengan tampilan sbb :



CHANGE PASSWORD

FOR FIRST TIME LOGIN, PLEASE CHANGE PASSWORD

Current Password

New Password

Confirm New Password

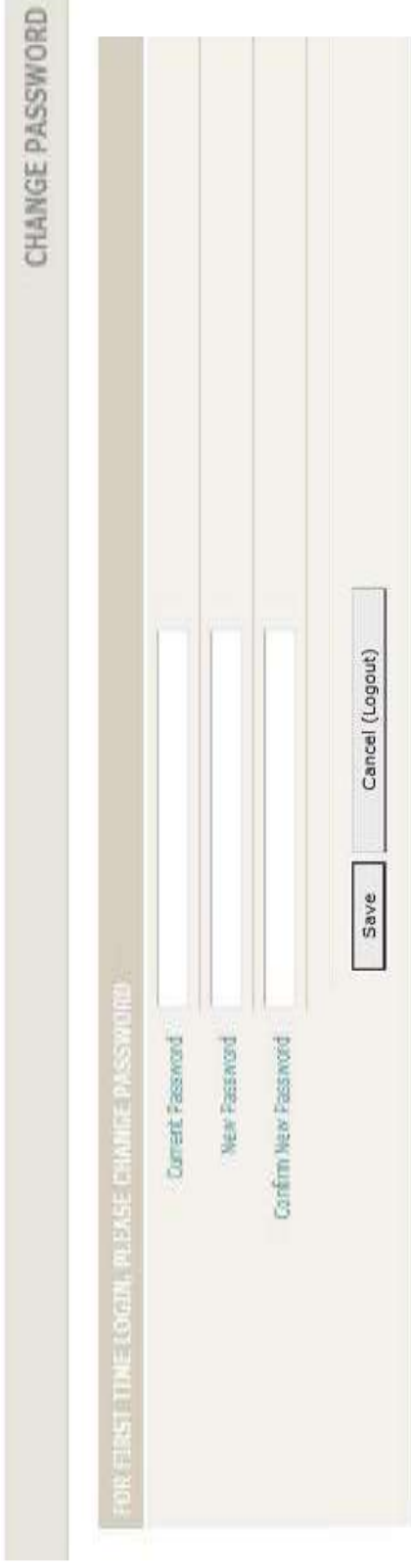
Save Cancel (Logout)

KETERANGAN

1. Password saat ini diisi dengan password yang diberikan pertama kali dalam e-mail undangan
2. Password baru diisi dengan password baru mitra kerja, sesuai dengan keinginan anda
3. Konfirmasi Password baru diisi dengan password yang sama dengan password baru anda
4. Klik simpan (Save) untuk melanjutkan proses dan pastikan berhasil disimpan

Reset Password

If you are bidder participants e-Bidding process for the first time, you will be asked to change your password for the first time with the following display :



The screenshot shows a web form titled "CHANGE PASSWORD" with a sub-header "FOR FIRST TIME LOGIN, PLEASE CHANGE PASSWORD". The form contains three input fields: "Current Password", "New Password", and "Confirm New Password". Below the fields are two buttons: "Save" and "Cancel (Logout)".

INFORMATION :

1. The current password is filled with the password provided in the invitation e-mail for the first time
2. The new password is filled with new passwords from bidders
3. Confirm the new password is filled in with the same password as your new password
4. Click 'Save' to continue the process and make sure it is saved successfully



Username

Password

Ketikkan kode gambar



Kontak Kami

Kantor Pusat

Gedung Aneka Tambang Tower A
Jl. Let.Jend TB Simatupang No.1
Lingkar Selatan, Tanjung Barat
Jakarta 12530, Indonesia
Telp : 021 - 7891234 ext 2233 (Helpdesk Vendor Antam)
E-mail : escm.admin@antam.com

Waktu Pelayanan Kantor Pusat

- Pendaftaran Mitra Kerja Semester Pertama dimulai tgl 02 Januari s/d 30 April
- Pendaftaran Mitra Kerja Semester Kedua dimulai tgl 01 Juli s/d 31 Oktober
- Penyerahan Dokumen Persyaratan SMK dilakukan pada Jam 13.00 – 16.00 setiap hari kerja

* Disarankan untuk menggunakan Internet Explorer versi 6, 7 atau 8

Head Office

(021) 7891234 ext 2233
escm.admin@antam.com

UBP Emas

(0251) 8369999, Ext. 6515, 6741
procurement.pkr@antam.com

UBP Nikel

(0405) 2310171, Ext. 1440-1442
vendor.adminUBPNS@antam.com

Logam Mulia

(021) 4757108, Ext. 7626, 7627
proc_admin@antam.com

Geomin

(021) 47898888, Ext. 7174, 7126
GEOProcurement@antam.com

UBPN Malut


(021) 78844936, Ext. 8674

procurement.malut@antam.com

UBPPE Tayan

escm.tyn@antam.com

- Gunakan username dan password yang diberikan dalam e-mail jika anda adalah mitra kerja yang baru pertama kali mengikuti proses e-Bidding.
- Gunakan username dan password yang telah diberikan sebelumnya (existing), jika anda adalah mitra kerja yang pernah mengikuti proses e-Bidding.
- **Harap selalu mengingat password anda**



e-SCM - Vendor Site

Kontak Kami

Kantor Pusat
Gedung Aneka Tambang Tower A
Jl. Let.Jend TB Simatupang No.1
Lingkar Selatan, Tanjung Barat
Jakarta 12530, Indonesia
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** Disarankan untuk menggunakan Internet Explorer versi 6, 7 atau 8*

Head Office

- ☎ (021) 7891234 ext 2233
- ✉ escm.admin@antam.com

UBP Emas

- ☎ (0251) 8369999, Ext. 6515, 6741
- ✉ procurement.pkr@antam.com

Logam Mulia

- ☎ (021) 4757108, Ext. 7626, 7627
- ✉ proc_admin@antam.com

Geomin

- ☎ (021) 47898888, Ext. 7174, 7126
- ✉ GEOProcurement@antam.com

UBP Nikel

- ☎ (0405) 2310171, Ext. 1440-1442
- ✉ vendor.adminUBPNS@antam.com

UBPN Malut

- ☎ (021) 7884936, Ext. 8674
- ✉ procurement.malut@antam.com

UBPPB Tayan

- ✉ escm.tyn@antam.com

Form Login:

Username:

Password:

Ketikkan kode gambar:

- If you are new bidder (newbie), use your username and password provided in the e-mail notification
- If you are existing bidder, use your username and password that has been given previously (existing)
- **Always remember your password**

User : masterwebnet

September 18, 2019 15:19:13 WIB

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e-SCM

WELCOME, MASTER WEB NETWORK

- Home
- Procurement Management
- Contract Management
- Profiles
- Integrity Pact

Job Summary

Activity	Count	Activity	Count
Tender Invitation	1	Tender Negotiation	0
Submitted Quotation	0	Outstanding Purchase Order	0
Waiting for Quotation	0	Outstanding Invoice	0
Tender Evaluation	0	Notification / Messaging	0

VENDOR'S NOTE

- We guarantee that every quotation/transaction you make at this application will be secure, which means nobody (incl. buyer) can view your information/quotation until bid open.
- It is **highly recommended** that you'll be sending your quotation as soon as possible, this as a result will give you more time to further verify your quotation until closing time.
- The application will automatically logout if your browser is idle for more than 20 minutes. To insure security, it is recommended to change your access password every 30 to 60 days.
- This application is best view with Microsoft Internet Explorer 6.0 or higher with minimum screen resolution of 1024 x 768 pixel or better.

Click Number "1"



User : masterwebnet September 18, 2019 15:19:46 WIB

 **antam**
Quality, Harmony, Integrity

e-SCM

WELCOME, MASTER WEB NETWORK

- Home
- Procurement Management
- Contract Management
- Profiles
- Integrity Pact
- Todo
- Monitor
- Help

FILTER

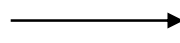
Current Status : Tender Invitation

Search By : Select

Search

TODO LIST

No	Tender Number	Description	District	Reg. Opening Date	Reg. Closing Date	Bid Opening Date	Status
1	EBD19090002	Pengadaan ICT Jan 2019 Keempat	KANTOR PUSAT (JAKARTA)	17.09.2019 15:13:00	19.09.2019 15:13:00	19.09.2019 15:13:00	Waiting for registration



Click "No. E-Bidding"



BID SETUP			
Tender Method	Competitive Bidding		
Submission Method	1 Envelope		
Evaluation Method	Pelelangan 1033.K PLTD		
Material/Services Group	- Jasa Telekomunikasi dan TI		
Vendor Qualification	- Small - Non Small - Foreign		
Prequalify Opening Date	-	Prequalify Closing Date	-
Registration Opening Date	17.09.2019 15:13:00	Registration Closing Date	19.09.2019 15:13:00
Prebid Meeting Date			
Prebid Meeting Location			
Bid Opening Date			
Delivery Point	Plant Kantor Pusat (Notes : please use Plant in Tender Item, if any, or use this delivery point info)		
Inquiry Notes	submit your quotation in E bidding System. Hardcopy must be sent to Antam Kantor Pusat, SCM 3th Floor		

Response : REGISTER

Click "Register" and then
click "Submit"



User : masterwebnet September 18., 2019 15:23:45 WIB

antam
Quality, Harmony, Integrity

e-SCM

WELCOME, MASTER WEB NETWORK

Home Procurement Management Contract Management Profiles Integrity Pact

Todo Monitor Help

FILTER

Current Status : Select

Search By : Select

Search

TODO LIST

No	Tender Number	Description	District	Reg. Opening Date	Reg. Closing Date	Bid Opening Date	Status
1	EBD19090002	Pengadaan ICT Jan 2019 Keempat	KANTOR PUSAT (JAKARTA)	17.09.2019 15:13:00	19.09.2019 15:13:00	19.09.2019 15:13:00	Waiting for quotation

Setelah dilakukan register, status berubah menjadi "waiting for quotation"
After register, status will change to be "waiting for quotation"

The screenshot shows a web form for creating a quotation. The fields are as follows:

- Tender Number: EB019070070 [Click here for detail tender?]
- Quotation Number: [Empty field]
- Bid Bond Value: 0
- Bid Bond Attachment: [Choose File] No file chosen
- Delivery Time: [Empty field] Day(s)
- Valid Thru: [Empty field]
- Quotation Rules: [Empty text area]
- Quotation Attachment: [Choose File] No file chosen
- Quotation Currency: IDR

KETERANGAN

1. Quotation Number : diisi sesuai nomor surat penawaran peserta tender (contoh : 010/SPH/Dir/X/2019)
2. Bid Bond Value : diisi sesuai nilai besaran Jaminan Penawaran (Bid Bond)
3. Bid Bond Attachment (jika ada) : upload Bid Bond, upload scan data dalam bentuk PDF
4. Delivery Time : diisi sesuai jangka waktu pelaksanaan (day/week/months/year), sesuai yang diminta TOR. (contoh : 14 bulan)
5. Valid Thru : diisi sesuai masa berlaku penawaran (klik tool kalender), sesuai yang diminta Dokumen Tender (contoh : 90 hari kalender)
6. Quotation Notes : diisi "Proposal Teknis terlampir"
7. Quotation Attachment : upload "Surat Penawaran/Quotation bermeterai" upload scan data dalam bentuk PDF
8. Quotation Currency : Currency ditetapkan ANTAM klik "IDR"

Tender Number EBD19070070 [Click here for detail tender]

Quotation Number (*)

Bid Bond Value

Bid Bond Attachment(if any) No file chosen

Delivery Time (*) Day(s)

Valid Thru (*)

Quotation Rules

Quotation Attachment No file chosen


Quotation Currency

KETERANGAN

1. Quotation Number : filled in accordance with quotation bidder letter (example : 010/SPH/Dir/X/2019)
2. Bid Bond Value : filled in accordance with the value of a bid bond
3. Bid Bond Attachment (if any) : **upload Bid Bond**, upload scanned of bid bond in PDF format
4. Delivery Time : filled in accordance to delivery time / implementation period (**day/week/months/year**), **as stated in bidding document** (example : 14 month)
5. Valid Thru : filled in accordance with the bid validity period, **as stated in bidding document (click tool calendar)**
6. Quotation Notes : filled with "Technical Doc Attached"
7. Quotation Attachment : **upload "Stamped Quotation Bidder Letter"**, upload scanned letter in PDF format
8. Quotation Currency : Currency set to "IDR"

No	Item Description	Vendor Response
1	Biodata Perusahaan/Company Profile	<input checked="" type="radio"/> YES <input type="radio"/> NO
2	Penawaran Harga/Commercial Letter (with stamp duty)	<input checked="" type="radio"/> YES <input type="radio"/> NO

→
Klik "YES"

No	Item Description	Vendor Response
1	Proposal Teknis/Technical Proposal	

→
Diisi "Terlampir"
Filled "Attached"



COMMERCIAL ITEM									
No	Item Code	Item Description	Plant	Qty	Vendor Quotations Description	Qty Vendor	Unit Price Vendor	Sub Total	
1		Item 1		AU 1.00		1.00	100,000,000	100,000,000,000.00	
								100,000,000,000.00	
								110,000,000,000.00	
TOTAL EXCLUDE PPN									
TOTAL INCLUDE PPN									

Waiting for quotation
Save Back Calculate

KETERANGAN

1. Unit Price Vendor : diisi sesuai **total harga penawaran sebelum PPN**.
2. Klik **"Calculate"**, sistem akan menghitung total harga sebelum dan setelah PPN.
3. Klik **"SAVE"**
Kemudian akan muncul **"PERINGKAT"**

Catatan : Peringkat merupakan urutan penawaran harga terendah dari peserta lainnya, namun **bukan** berarti **langsung menjadi Pemenang**

COMMERCIAL ITEM									
No	Item Code	Item Description	Plant	Qty	Vendor Quotation Description	Qty Vendor	Unit Price Vendor	Sub Total	
1		Item 1		AU 1.00		1.00	100,000,000	100,000,000,000.00	
								100,000,000,000.00	
								110,000,000,000.00	

TOTAL EXCLUDE PPN

TOTAL INCLUDE PPN

Waiting for quotation

Save Back Calculate

1

2

3

INFORMATION

1. Unit Price Vendor : filled in accordance to total quotation price exclude tax.
2. Click "Calculate", system will counting total quotation exclude and include tax.
3. Click "SAVE"
Then will appear "RANGKING"

Notes : The Ranking is the lowest price order sequence of other bidders but does not mean directly become an Auction Winner.

AGAR DIPERHATIKAN BAGI MITRA KERJA :

1. Peserta lelang hanya dapat menyampaikan penawaran melalui system E-Bidding setelah mendapatkan notifikasi dari ANTAM melalui alamat email : **escm.admin@antam.com**.
2. Harga penawaran dapat diubah-ubah berulang kali sampai dengan batas waktu akhir pemasukan dokumen lelang. (contoh apabila close tender Pukul 14.00 WIB, maka otomatis system akan lock).
3. **“Surat Penawaran/Quotation bermeterai” (hardcopy)** hanya dilakukan 1 kali saja dan disampaikan pada saat pemasukan Dokumen. **Jika terjadi perubahan harga di system, dokumen penawaran hardcopy tidak perlu diubah.**
4. Pada saat memasukkan harga e-bidding untuk pertama kalinya wajib melampirkan/upload data **“Surat Penawaran/Quotation bermeterai” dan Bid Bond**.
5. Submit ke-2, 3, dst tidak perlu upload data **“Surat Penawaran/Quotation bermeterai” dan Bid Bond”, hanya merubah angka saja**. Peserta tender hanya dapat merubah dengan menurunkan harga, system akan menolak jika terjadi kenaikan harga.
6. Ada kemungkinan terjadi perbedaan harga penawaran antara penawaran hardcopy dan penawaran sistem e-bidding, maka **evaluasi harga penawaran akan mengacu pada harga e-bidding (system e-SCM)**.
7. Peserta lelang wajib menyampaikan penawaran baik hardcopy maupun aplikasi e-bidding. Jika keduanya atau salah satu tidak menyampaikan, maka dinyatakan **GUGUR**.
8. Harga penawaran melalui e-bidding tidak boleh lebih tinggi dari harga penawaran manual (*hardcopy*). Apabila harga penawaran e-bidding lebih tinggi dari harga penawaran manual (*hardcopy*), maka dinyatakan **GUGUR**.
9. Apabila peserta tender melakukan salah input penawaran di sistem, maka dinyatakan **GUGUR**. (contoh : seharusnya memasukkan harga yang benar sebesar Rp. 100.000.000,- tapi salah input di angka 10.000.000,-)

ATTENTION TO BIDDER :

1. Bidders can only submit bid quotation via system E-bidding (e-SCM) after received email notification from ANTAM from : **escm.admin@antam.com**.
2. Bidding price can be changed many times until the end of bidding time. (example : closing tender at 14.00 WIB (LT), system will be lock automatically after that time)
3. **“Stamped Quotation Letter/Bidding Price” (hardcopy) is only done once and submitted at the time submission of documents. If bidder will change bid price in the system, the hardcopy bidding document does not need to be changed.**
4. When submitted e-bidding price for the first time, it must attach/upload scanned document of the **“Stamped Quotation Letter”** and **“the bid bond”**.
5. Second, third and so on bids, do not need to upload data with **“Stamped Quotation Letter”** and **“the bid bond”**, just change the numbers. Bidders can only change by lowering prices, the system will refuse if there is increasing prices.
6. It is possible that there will be differences in bid prices between hardcopy bids and e-bidding system bids, so the evaluation of bid prices will refer to the e-bidding system bids (e-SCM system).
7. Bidders are required to **submit bids both hardcopy and e-bidding applications**. If both or one of them does not submit, then it is declared **FAILED / NOT PASS**.
8. The bid price via **e-bidding system must not be higher than the manual bid price (hardcopy)**. If it happens then declared **FAILED / NOT PASS**.
9. If a bidder **makes a mistake in the e-bidding system bids**, then declared **FAILED / NOT PASS**. (example: it should the correct price of IDR 100,000,000, but incorrect input in the IDR 10,000,000).

