

Bandeyri Portal

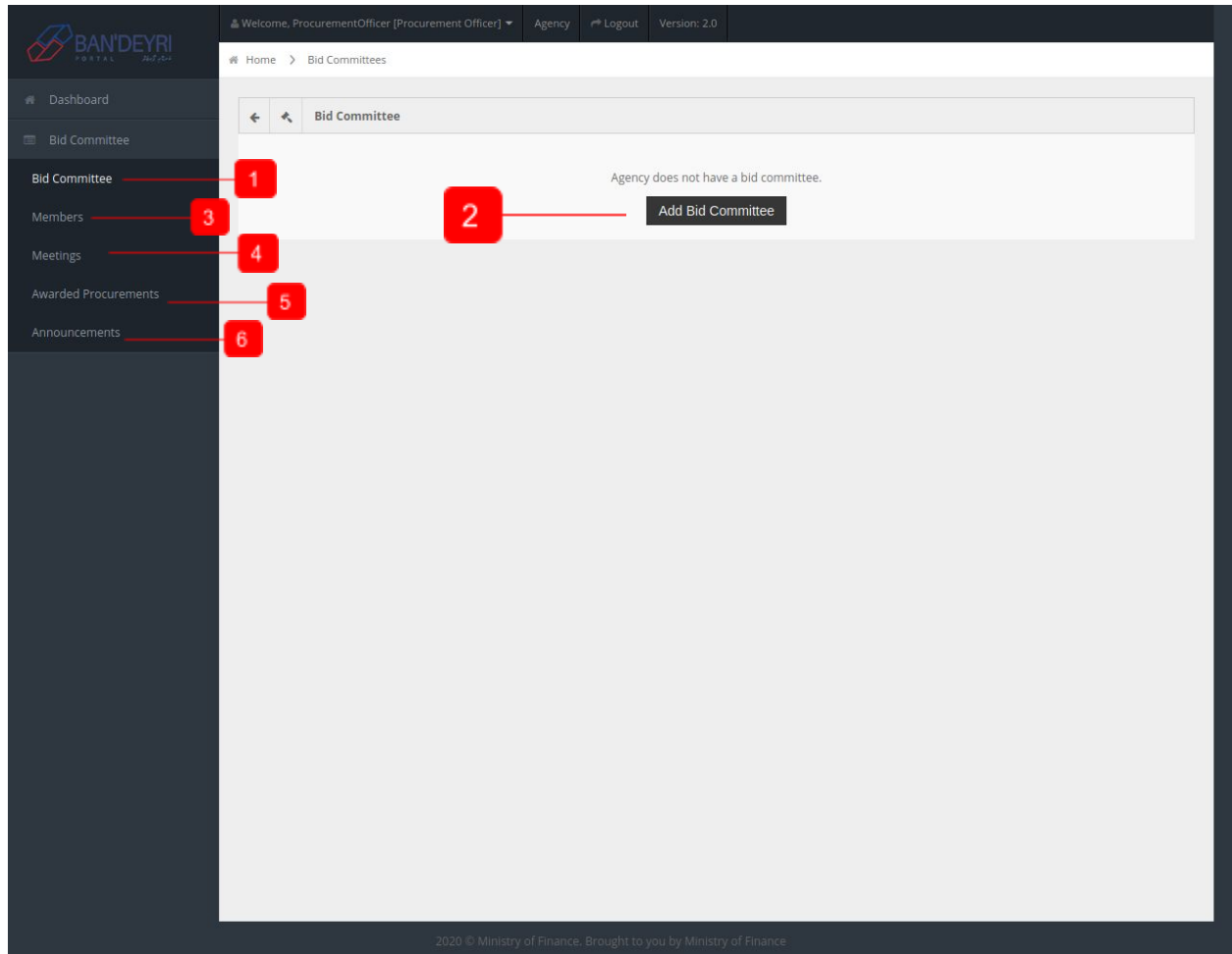
Bid Committee Module User Documentation
Procurement Officer

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Bid Committee

Creating a Bid Committee

1. Select “Bid Committee” from the side menu
2. Click the “Add Bid Committee” button to create a new bid committee.



3. “Members” menu item lists all the bid committee members including previous members.
4. “Meetings” menu item displays all the bid meetings.
5. “Awarded Procurements” menu items lists all the awarded procurements.
6. “Announcements” lists all the announcements from MoF.

1. Add members to the bid committee using the “Add Member” form.
2. Click “Submit” to submit the form for authorization.

Dashboard

Bid Committee

Welcome, ProcurementOfficer [Procurement Officer] Agency Logout Version: 2.0

Home > Bid Committees

Bid Committee

Agency

Add Member

ID Card No : ID Card No

First Name : First name

Last Name : Last name

Agency : Select Agency

Designation : Select Designation

Email : Email

Contact No : Contact no

Add

Member Requests

Request	NID	Name	Agency	Designation	Email	Contact	Actions
ADD	A12345	Ibrahim Rasheed	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	
ADD	A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457	
ADD	A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458	


Members

NID	Name	Agency	Designation	Email	Contact	Actions
No records found						

Submit

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The status of the new bid committee changes to “Pending”. Once the bid committee is authorized and approved meetings and procurement data can be added.



[Dashboard](#)

[Bid Committee](#)

[Bid Committee](#)

[Members](#)

[Meetings](#)

[Awarded Procurements](#)

[Announcements](#)

Welcome, ProcurementOfficer [Procurement Officer] ▾

Presidents Office

Logout


Version: 2.0

Home > Bid Committees

← ↻ Bid Committee

Agency

Business Area : 1001

Status	Created By	Authorized By	Authorized Date	Approved By	Approved Date	Action
Pending	ProcurementOfficer	-	-	-	-	

Members

Name	NID Number	Agency	Designation	Email	Contact
No records found					

Meetings

Meeting ID	Date	Minutes	Agenda	Decision	Action
No records found					

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Updating the Bid Committee

1. Click the edit button in the “Action” column.

The screenshot shows the 'Bid Committee' page for Agency Business Area : 1001. The page has a sidebar with navigation links: Dashboard, Bid Committee, Bid Committee, Members, Meetings, Awarded Procurements, and Announcements. The main content area shows a table with columns: Status, Created By, Authorized By, Authorized Date, Approved By, Approved Date, and Action. The first row shows 'Approved' status, 'ProcurementOfficer' as Created By, 'FinanceExecutive' as Authorized By, '02/12/2020' as Authorized Date, 'Super Administrator' as Approved By, and '02/12/2020' as Approved Date. The Action column contains an edit icon. A red box with the number '1' highlights this edit icon.

Status	Created By	Authorized By	Authorized Date	Approved By	Approved Date	Action
Approved	ProcurementOfficer	FinanceExecutive	02/12/2020	Super Administrator	02/12/2020	

Members

Name	NID Number	Agency	Designation	Email	Contact
A12345	Ibrahim Rasheed	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457
A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458

Meetings

Meeting ID	Date	Minutes	Agenda	Decision	Action
No records found					

2. Member information can be updated by clicking the edit button.
3. Members can be removed by clicking the remove button.
4. To Add new members, a new bid committee has to be created.

The screenshot shows the 'Bid Committee' page for Agency Business Area : 1001. The page has a sidebar with navigation links: Dashboard, Bid Committee, Bid Committee, Members, Meetings, Awarded Procurements, and Announcements. The main content area shows a table with columns: Request, Name, NID Number, Agency, Designation, Email, and Contact. The first row shows 'Request' as 'A12345', 'Name' as 'Ibrahim Rasheed', 'NID Number' as 'Agency', 'Designation' as 'Procurement Officer', 'Email' as 'ibrahim.rasheed@agency.gov.mv', and 'Contact' as '7123456'. The Actions column contains an edit icon and a remove icon. A red box with the number '2' highlights the edit icon, and a red box with the number '3' highlights the remove icon. A red box with the number '4' highlights the 'New Bid Committee' button.

Request	Name	NID Number	Agency	Designation	Email	Contact	Actions
A12345	Ibrahim Rasheed	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456		
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457		
A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458		

Members

NID	Name	Agency	Designation	Email	Contact	Actions
A12345	Ibrahim Rasheed	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457	
A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458	

Meetings

Meeting ID	Date	Minutes	Agenda	Decision	Action
No records found					

Setting the Chairperson

In the bid committee edit screen

1. Click the “Select Chairperson” button to set the chairperson.

The screenshot shows the 'Bid Committee' edit screen. At the top, there is a header with the user's name 'Welcome, Procurement Officer [Procurement Officer]', a dropdown menu, and links for 'Agency', 'Logout', and 'Version: 2.0'. The left sidebar contains navigation links for 'Dashboard', 'Procurement', and 'Bid Committee'. The main content area is titled 'Agency' and includes a 'New Bid Committee' button. Below this, there is a 'Member Requests' section with a table that currently has 'No records found'. The 'Members' section below it contains a table with three members. A red box with the number '1' highlights the 'Select Chairperson' button in the top right corner of the 'Members' table.

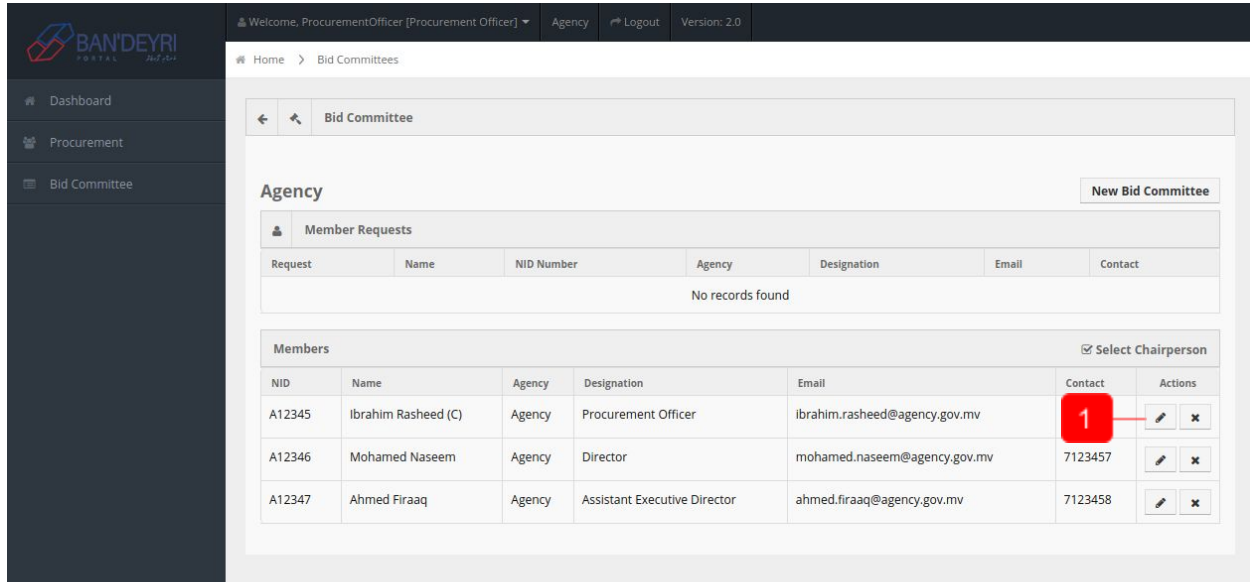
NID	Name	Agency	Designation	Email	Contact	Actions
A12345	Ibrahim Rasheed (C)	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457	
A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458	

2. From the drop down menu select the chairperson and submit.







The screenshot shows the 'Select Chairperson' dialog box. It has a title bar with a close button. Inside, there is a label 'Member :' followed by a dropdown menu. A red box with the number '2' highlights the dropdown menu, which currently shows 'Ibrahim Rasheed'. Below the dropdown are 'Submit' and 'Cancel' buttons. The background shows the same 'Bid Committee' edit screen as the previous image, but it is dimmed.

Update member informations

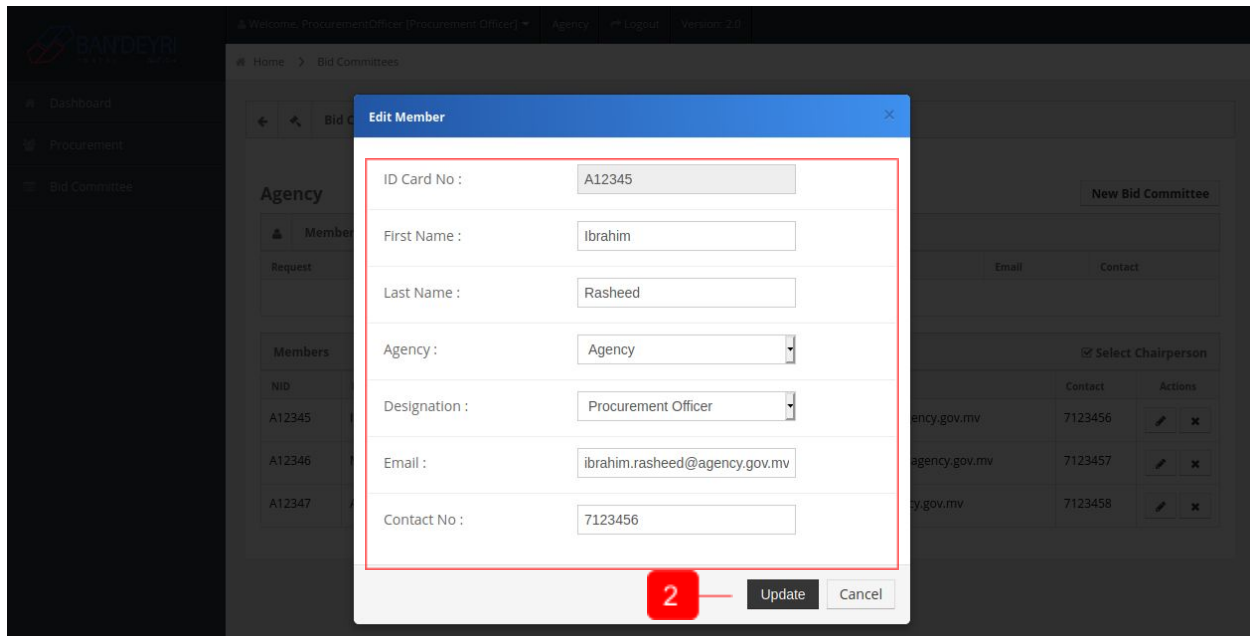
1. Click the edit button of the member



The screenshot shows the BANDEYRI Portal interface. The top navigation bar includes the logo, user information, and version. The left sidebar contains navigation links. The main content area is titled 'Bid Committee' and contains a 'New Bid Committee' button and a 'Member Requests' table. Below this is a 'Members' table with columns for NID, Name, Agency, Designation, Email, Contact, and Actions. A red box with the number '1' highlights the edit icon (pencil) in the 'Actions' column for the member Ibrahim Rasheed (C).

NID	Name	Agency	Designation	Email	Contact	Actions
A12345	Ibrahim Rasheed (C)	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	 
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457	 
A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458	 

2. Update the form and submit the form.



The screenshot shows the 'Edit Member' modal form. The form contains fields for ID Card No, First Name, Last Name, Agency, Designation, Email, and Contact No. A red box with the number '2' highlights the 'Update' button at the bottom of the form.

ID Card No :	First Name :	Last Name :	Agency :	Designation :	Email :	Contact No :
A12345	Ibrahim	Rasheed	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456

Now an update request is created for the member. Once the request is approved the information of the member will be updated.

3. To cancel the request click the remove button
4. To submit the request click the “Submit” button.

Welcome, Procurement Officer [Procurement Officer] Agency Logout Version: 2.0

Home > Bid Committees

Bid Committee

Agency New Bid Committee

Member Requests

Request	NID	Name	Agency	Designation	Email	Contact	Actions
UPDATE	A12345	Ibrahim Rasheed	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	991	3 ✕

Members Select Chairperson

NID	Name	Agency	Designation	Email	Contact	Actions
A12345	Ibrahim Rasheed (C)	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	✎ ✕
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457	✎ ✕
A12347	Ahmed Firaag	Agency	Assistant Executive Director	ahmed.firaag@agency.gov.mv	7123458	✎ ✕

4 Submit

5. Remove members

1. Click the remove button of the member

Agency

New Bid Committee

Member Requests

Request	Name	NID Number	Agency	Designation	Email	Contact
No records found						

Members

Select Chairperson

NID	Name	Agency	Designation	Email	Contact	Actions
A12345	Ibrahim Rasheed (C)	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457	
A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458	

2. To cancel the request click the remove button
3. To submit the request click the "Submit" button.

Agency

New Bid Committee

Member Requests

Request	NID	Name	Agency	Designation	Email	Contact	Actions
REMOVE	A12345	Ibrahim Rasheed	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	

Members

Select Chairperson

NID	Name	Agency	Designation	Email	Contact	Actions
A12345	Ibrahim Rasheed (C)	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457	
A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458	

Submit

Add new members

1. To add a new member, a new bid committee has to be created. Click the “New Bid Committee” button to create one.

The screenshot shows the 'Bid Committee' page in the BANDEYRI system. The top navigation bar includes 'Welcome, ProcurementOfficer [Procurement Officer]', 'Agency', 'Logout', and 'Version: 2.0'. The left sidebar has 'Dashboard' and 'Bid Committee' links. The main content area is titled 'Bid Committee' and contains a 'New Bid Committee' button highlighted with a red circle and the number 1. Below this button is a 'Member Requests' table with columns: Request, NID, Name, Agency, Designation, Email, Contact, and Actions. The table is currently empty, showing 'No records found'. Below the table is a 'Members' table with columns: NID, Name, Agency, Designation, Email, Contact, and Actions. The 'Members' table has a checkbox for 'Select Chairperson' and contains three rows of data:

NID	Name	Agency	Designation	Email	Contact	Actions
A12345	Ibrahim Rasheed (C)	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	<input type="checkbox"/> <input type="checkbox"/>
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457	<input type="checkbox"/> <input type="checkbox"/>
A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458	<input type="checkbox"/> <input type="checkbox"/>

2. When a new bid committee is created members from the previous committee are automatically added to the new committee.
3. Add the new member or members using the “Add Member” form.
4. Click “Submit” to submit the new bid committee.

The screenshot shows the 'Add Member' form and the 'Member Requests' table. The 'Add Member' form is highlighted with a red circle and the number 3. It contains the following fields:


- ID Card No :
- First Name :
- Last Name :
- Agency :
- Designation :
- Email :
- Contact No :
-

The 'Member Requests' table is highlighted with a red circle and the number 2. It contains the following data:

Request	NID	Name	Agency	Designation	Email	Contact	Actions
<input type="button" value="ADD"/>	A12345	Ibrahim Rasheed	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456	<input type="checkbox"/>
<input type="button" value="ADD"/>	A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457	<input type="checkbox"/>
<input type="button" value="ADD"/>	A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458	<input type="checkbox"/>

The 'Submit' button is highlighted with a red circle and the number 4.

The new bid committee is displayed in the agency dashboard.



[Dashboard](#)

[Bid Committee](#)

Bid Committee

[Members](#)

[Meetings](#)

[Awarded Procurements](#)

[Announcements](#)

Welcome, ProcurementOfficer [Procurement Officer] ▾

Agency

Logout

Version: 2.0

[Home](#) > Bid Committees



←


✖

Bid Committee


Agency


Business Area : 1001

Status	Created By	Authorized By	Authorized Date	Approved By	Approved Date	Action
Pending	ProcurementOfficer	-	-	-	-	
Approved	ProcurementOfficer	FinanceExecutive	02/12/2020	Super Administrator	02/12/2020	

 Members

Name	NID Number	Agency	Designation	Email	Contact
A12345	Ibrahim Rasheed	Agency	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456
A12346	Mohamed Naseem	Agency	Director	mohamed.naseem@agency.gov.mv	7123457
A12347	Ahmed Firaq	Agency	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458

 Meetings

 Add

Meeting ID	Date	Minutes	Agenda	Decision	Action
No records found					

Bid Meetings

Add bid meetings

1. Select “Meetings” from the Bid Committee side menu.
2. Add meetings using the “Add Meeting” form.

The screenshot shows the BAN'DEYRI PORTAL interface. The left sidebar contains a menu with items: Dashboard, Bid Committee, Bid Committee, Members, Meetings (highlighted with a red circle and number 1), Awarded Procurements, and Announcements. The main content area has a header with 'Welcome, ProcurementOfficer [Procurement Officer]', 'Agency', 'Logout', and 'Version: 2.0'. Below the header, there is a breadcrumb 'Home > Meetings'. The 'Add Meeting' form is highlighted with a red box and contains the following fields: Meeting ID (text input), Meeting Date (text input), Agenda Attachment (No file selected, Choose File), Minutes Attachment (No file selected, Choose File), and Decisions Attachment (No file selected, Choose File). An 'Add' button is at the bottom of the form. Below the form is a table titled 'Meetings' with columns: Meeting Id, Date, Minutes, Agenda, Decision, and Action. The table is currently empty, showing 'No data available in table'. A search bar and a 'Show 10 entries' dropdown are above the table. Navigation buttons (First, Previous, Next, Last) are at the bottom right of the table.

3. The Meeting table lists all the bid meetings added by the agency.
4. To view the meetings details click the view button.
5. To update a meeting click the edit button.
6. To remove a meeting click the remove button.

The screenshot shows the BAN'DEYRI PORTAL interface. The left sidebar contains a menu with items: Dashboard, Bid Committee, Bid Committee, Members, Meetings (highlighted with a red circle and number 3), Awarded Procurements, and Announcements. The main content area has a header with 'Welcome, ProcurementOfficer [Procurement Officer]', 'Agency', 'Logout', and 'Version: 2.0'. Below the header, there is a breadcrumb 'Home > Meetings'. The 'Add Meeting' form is visible at the top. Below the form is a table titled 'Meetings' with columns: Meeting Id, Date, Minutes, Agenda, Decision, and Action. The table contains one row: Meeting-1, 02-12-2020, Download, Download, Download. The 'Action' column for the first row contains three buttons: a view button (highlighted with a red circle and number 4), an edit button (highlighted with a red circle and number 5), and a delete button (highlighted with a red circle and number 6). A search bar and a 'Show 10 entries' dropdown are above the table. Navigation buttons (First, Previous, Next, Last) are at the bottom right of the table.

Update Meetings

1. Click the edit button of the meeting.

Welcome, ProcurementOfficer [Procurement Officer] Agency Logout Version: 2.0

Home > Meetings

Add Meeting

Meeting ID: Meeting Date:

Agenda Attachment: Minutes Attachment:

Decisions Attachment:

Meetings

Show entries Search:

Meeting Id	Date	Minutes	Agenda	Decision	Action
Meeting-1	02-12-2020	Download	Download	Download	<input type="button" value="edit"/> <input type="button" value="delete"/>

First Previous **1** Next Last

2. Update the information and submit the form.

Welcome, ProcurementOfficer [Procurement Officer] Agency Logout Version: 2.0

Home > Meetings > Edit Meeting-1

Edit Meeting

Meeting ID:

Meeting Date:

Agenda Attachment: Meeting-1-agenda-02-12-2020

Minutes Attachment: Meeting-1-minutes-02-12-2020

Decisions Attachment: Meeting-1-decision-02-12-2020

Add Awarded Procurements

1. To add awarded procurements first select a meeting.

The screenshot shows the 'Add Meeting' form and the 'Meetings' table. The 'Add Meeting' form has fields for Meeting ID, Meeting Date, Agenda Attachment, Minutes Attachment, and Decisions Attachment. Below the form is a table with the following data:

Meeting Id	Date	Minutes	Agenda	Decision	Action
Meeting-1	02-12-2020	Download	Download	Download	> ✎ ✕

A red box with the number '1' highlights the search bar in the 'Meetings' table.

2. Add the awarded procurement information to the “Add Awarded Procurement” form.
3. “Awarded Procurements” table lists all the procurements awarded in the meeting.

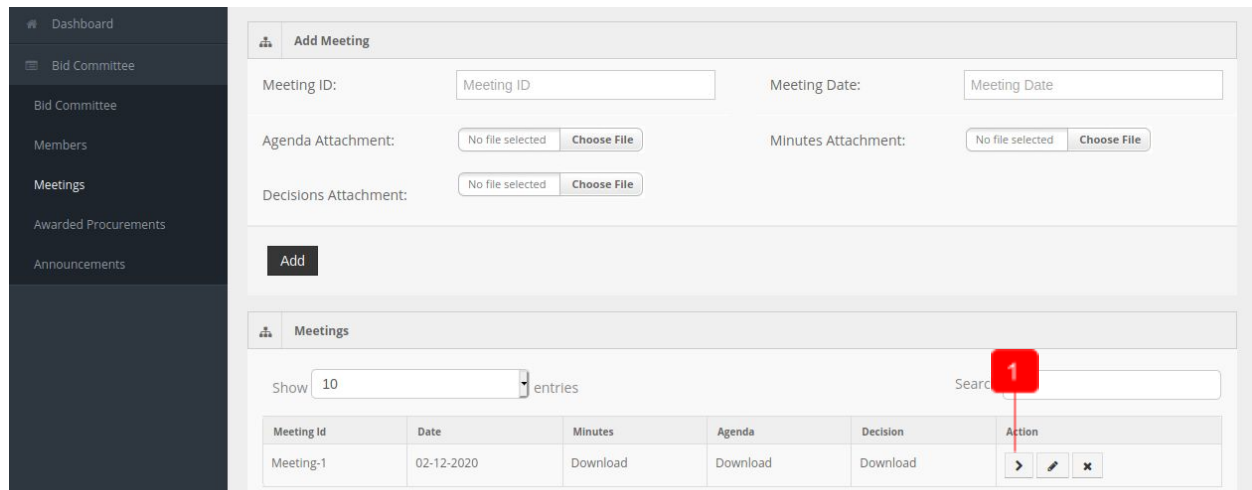
The screenshot shows the 'Add Awarded Procurement' form and the 'Awarded Procurements' table. The 'Add Awarded Procurement' form has fields for Procurement Name, Procurement Category, Procurement Description, Procurement Method, Awarded Party, Awarded Amount, Awarded Duration, and Awarded Date. Below the form is a table with the following data:

Procurement Name	Procurement Category	Awarded Party	Awarded Amount	Awarded Duration	Awarded Date	Action
No records found						

A red box with the number '2' highlights the 'Add Awarded Procurement' form.

Update Awarded Procurements

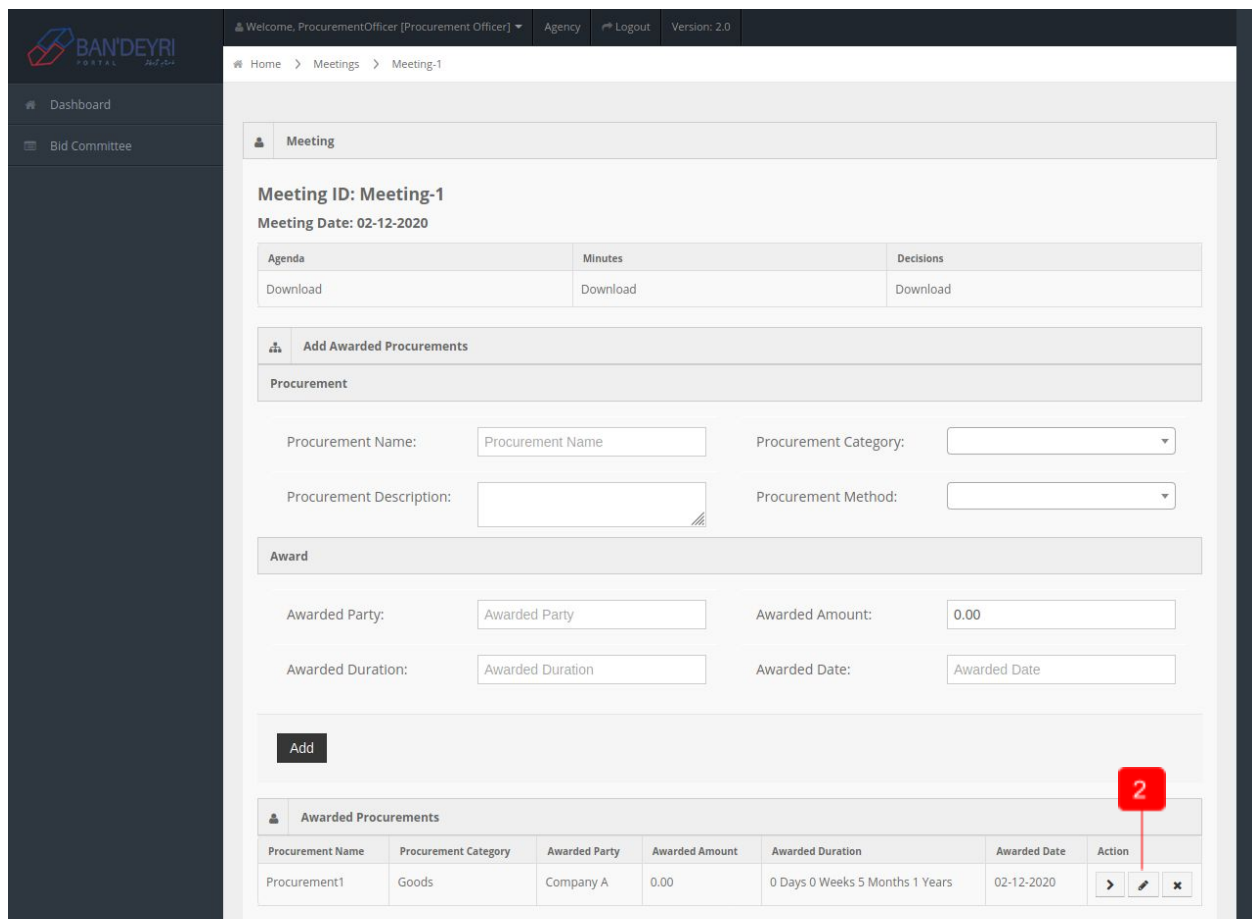
1. Select the meeting.



The screenshot shows the 'Add Meeting' form and the 'Meetings' table. The 'Add Meeting' form has fields for Meeting ID, Meeting Date, Agenda Attachment, Minutes Attachment, and Decisions Attachment, each with a 'Choose File' button. Below the form is an 'Add' button. The 'Meetings' table has columns for Meeting Id, Date, Minutes, Agenda, Decision, and Action. A red box with the number '1' highlights the search bar in the 'Meetings' table.

Meeting Id	Date	Minutes	Agenda	Decision	Action
Meeting-1	02-12-2020	Download	Download	Download	> ✎ ✕


2. Click the edit button of the record.



The screenshot shows the 'Meeting-1' form and the 'Awarded Procurements' table. The 'Meeting-1' form has fields for Meeting ID, Meeting Date, Agenda, Minutes, Decisions, Procurement Name, Procurement Category, Procurement Description, Procurement Method, Awarded Party, Awarded Amount, Awarded Duration, and Awarded Date. Below the form is an 'Add' button. The 'Awarded Procurements' table has columns for Procurement Name, Procurement Category, Awarded Party, Awarded Amount, Awarded Duration, Awarded Date, and Action. A red box with the number '2' highlights the search bar in the 'Awarded Procurements' table.

Procurement Name	Procurement Category	Awarded Party	Awarded Amount	Awarded Duration	Awarded Date	Action
Procurement1	Goods	Company A	0.00	0 Days 0 Weeks 5 Months 1 Years	02-12-2020	> ✎ ✕

3. Update the information and submit the form.



[Dashboard](#)

[Procurement](#)

[Bid Committee](#)

Welcome, ProcurementOfficer [Procurement Officer] ▼

Agency

Logout

Version: 2.0

[Home](#) > [Meetings](#) > [Meeting-1](#) > [Edit Procurement1](#)

Update Awarded Procurements

Procurement

Award

Procurement Name:

Procurement1

Procurement Category:

Goods

Procurement Description:

Description

Procurement Method:

Request for Bids - single stage - singl...

Awarded Party:

Company A

Awarded Amount:

0.00

Awarded Duration:

0 Days 0 Weeks 5 Months 1 Years

Awarded Date:

02-12-2020

Update