

Supplier Sourcing Manual

CMPak Limited | ZONG

Participating in a Two-Stage Project (Sealed Bidding)

ZONG 4G

A CHINA MOBILE COMPANY

Introduction

Dear Supplier

Today, being part of one of the fastest moving and ever-changing telecom industry CMPak Limited – ZONG aims to stay ahead by continuing to pioneer innovations to address key milestones towards providing the best services to its customers.

As CMPak's Procurement team we support its innovation by providing customers with exceptional quality and service at the competitive cost, while also ensuring high ethical standards in everything we do.

Vital to success is a shared purpose with key supplier business partners. Having a shared purpose and collaborating closely will help both parties to achieve the highest quality, sustainability and consistently high performance.

To help CMPak's suppliers perform to a high standard and in order to provide transparency with regard to our expectations, we have created Sourcing Manual for our suppliers. This being part of series to help suppliers in registration and then moving on to participation in relevant projects will serve as a single source of reference, which comprises all relevant information and guidelines that explain how we manage our supply base and is designed to make our processes easy to understand and follow.

We hope that you find the Sourcing Manual helpful, and would like to take this opportunity to thank you for your collaboration.

Regards,

Procurement TE Team
CMPak Limited – ZONG

Using the Manual

Sourcing Manual has been created to help you understand how to participate in relevant projects / RFQs and hence contributing towards providing clarity on what CMPak expects from its suppliers to ensure that suppliers' processes, systems, products and services are aligned to our business priorities and customer commitments.

Guiding Principles

Where applicable, the manual provides links to associated documentation you may need, or find useful. This Supplier Manual is intended to supplement the contract documentation in place with each supplier, and to provide clarity regarding the processes referenced therein. Nothing contained in this Supplier Manual is intended to contradict, modify, or amend any contractual agreement in place between CMPak and a supplier. Such contractual commitments are binding between both parties, irrespective of any language contained within this Supplier Manual.

Feedback & Queries

For feedback and queries, especially suggestions / recommendations for improvement of this guidebook, please reach out to te.procurement@zong.com.pk with details.

Reference Material

For more guidebooks on CMPak ERP portal and to familiarize yourself with the process, you may visit the link <https://www.zong.com.pk/procurement/reference-material> to access the complete details.

Participating in a Two-Stage Bidding Project

As per policy, critical projects (both in terms of value or nature) are to be awarded after potential suppliers' assessment in two stages (Technical & Commercial). Following are the steps that are to be followed for valid participation in a two-stage project.

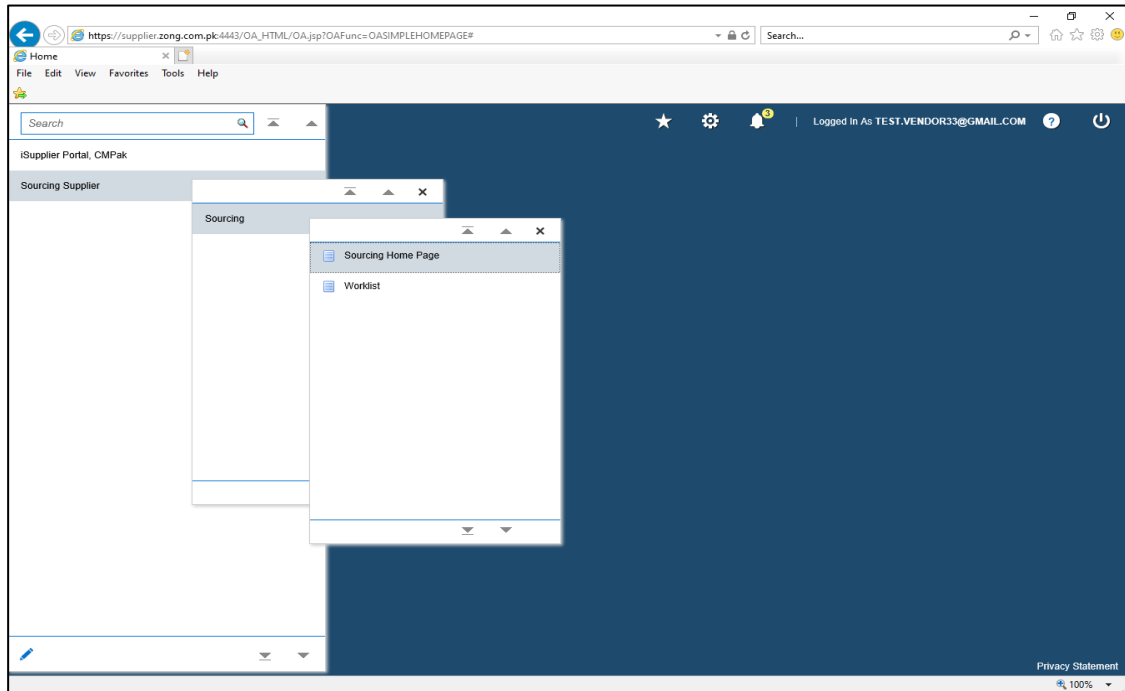
Steps to Participate / Submit Proposal in a Two-Stage Bidding Project

Follow the link received in email notification directly or follow the following three steps to access the CMPak ERP;

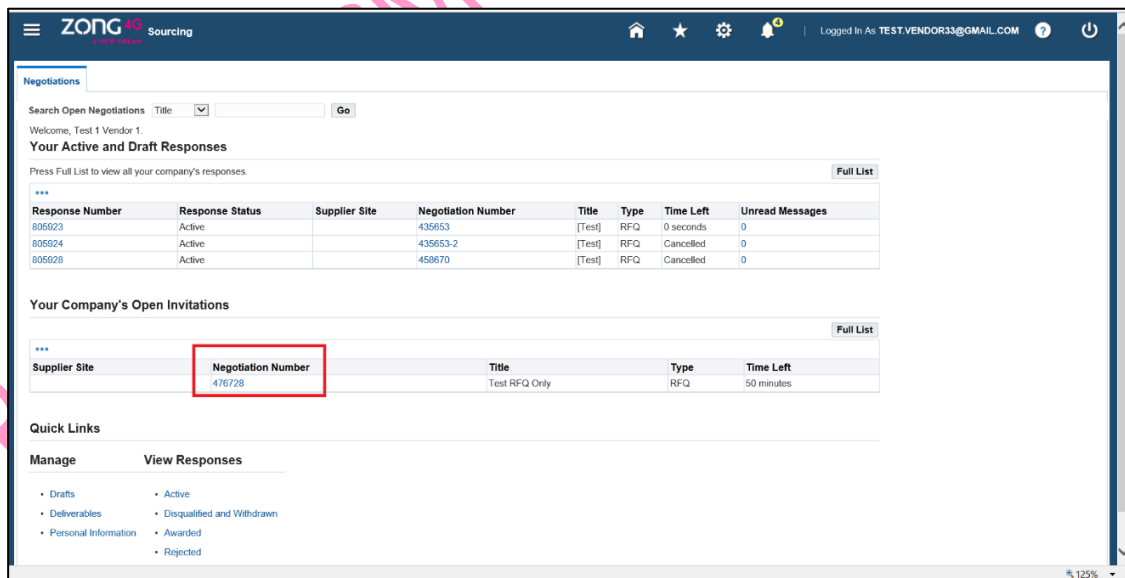
1. The Supplier portal can be accessed using the URL supplier.zong.com.pk. Alternatively, project can be accessed through the notification received directly over registered email ID.
2. Once opened, the ERP home page is as displayed in below screenshot; please log in using the registered credentials in the "User Name" and "Password" sections and click on "Log In".

3. For first time users, password is received over the registered email address. However, this needs to be reset at the time of first login. Please enter the current password (as received over email), and the desired password in the subsequent fields (twice – second time is for confirmation that the same password has been entered both times).

4. Upon successful login, the ERP home page will be opened. To access the Sourcing module for project bidding, go to Navigator > Sourcing Supplier > Sourcing > Sourcing Home Page.



5. Once the Sourcing Home Page is open, the window will display both past RFQs on which you may have been invited to or participated in, and also the current open invitations. To access a certain project, click on the Negotiation Number as indicated in below snapshot. Alternatively, you may search for an RFQ using its title or number using the Search Open Negotiations option.



6. Once you click on an open RFQ, the complete details of the project will be visible including but not limited to requirements, RFQ open & close date / time, related attachments, etc. To express your interest in bidding for a specific project, scroll to the “Actions” drop-down menu, select “Acknowledge Participation”, and click on “Go”.

The screenshot shows the ZONG 4G Sourcing interface. The top navigation bar includes the ZONG 4G logo, a 'Sourcing' label, and user information: 'Logged In As TEST.VENDOR33@GMAIL.COM'. The main content area is titled 'Negotiations' and displays details for RFQ: 476728. Key information includes: Title: Test RFQ Only, Status: Active (Locked), Time Left: 00:47:25, Open Date: 25-Feb-2025 16:22:52, and Close Date: 25-Feb-2025 17:15:00. The 'Actions' dropdown menu is highlighted with a red box, showing 'Acknowledge Participation' and a 'Go' button. Below this, the 'Header' section shows Buyer: Aamir, Mouazz Bin, Outcome: Standard Purchase Order, and Quote Style: Sealed. The 'Terms' section includes Bill-To Address: CHAK SHAHZAD OFFICE, Ship-To Address: CHAK SHAHZAD OFFICE, and Payment Terms: Carrier. The 'Currency' section shows RFQ Currency: PKR and Price Precision: Any. The 'Requirements' section is currently empty.

7. Click on “Yes” and click on “Apply” to express your interest and to acknowledge participation for bidding, or “No” to decline as may be applicable.

The screenshot shows the 'Acknowledge Participation (RFQ 476728)' dialog box. It asks 'Will your company participate?' with two radio buttons: 'Yes' (selected) and 'No'. Below this is a 'Note to Buyer' text area. The 'Apply' button is visible in the top right corner. The footer of the dialog box includes 'Copyright (c) CMPak and/or its affiliates. All rights reserved.' and a 'Privacy Statement' link.

8. The ERP offers an option for “Online Discussions” during bidding which can be used to register your queries or requests against the specific RFQ via the ERP portal. To access this feature, select “Online Discussions” from the Actions drop-down menu and click on “Go”.
9. To register your query using the Online Discussions option, click on “New Message”, enter the subject and your message, and click on “Send”. In case required, the ERP also allows you to add attachments with your message.

10. Once the CMPak team member replies to your query / message, you will get a notification as highlighted in the first snapshot below. To view the message, click on the notification and you will be taken to the Online Discussions section where CMPak response and complete message history will be available as highlighted in the second snapshot.

11. To submit your proposal against an RFQ, select “Create Quote” option from the Actions drop-down menu and click on “Go”.

The screenshot shows the ZONG 4G Sourcing interface for RFQ 476728. The 'Actions' dropdown menu is open, and the 'Create Quote' option is highlighted. The 'Go' button is also visible next to the dropdown.

12. The “Create Quote” page will open (as per below snapshot). To submit your respective technical and commercial proposal, click on “Add Attachment” button highlighted.

The screenshot shows the 'Create Quote: 825122 (RFQ 476728)' page. The 'Add Attachment' button is highlighted with a red box. The page includes sections for Attachments, Requirements, and a table for Focus Title.

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Focus	Title	RFQ Stage	Target Value	Quote Value
Requirements				
Technical Evaluation		Technical		
	R01 - Attendance of Pre-Bid Session (Mandatory Requirement)			

13. For two-stage bidding, evaluation for qualification to subsequent commercial round is done based on a pre-defined technical evaluation criterion. The page below will be displayed and you will have to enter the title of the file that you wish to upload (for example, "Technical Proposal"), add a brief description as applicable, select the correct category as per document type.

For technical proposal submission, select the "From Supplier: **Technical**" option from the category drop-down menu, then define attachment type. To upload a file, select "File" type and click on browse to navigate and select the correct file to be attached.

For commercial proposal submission, select the "From Supplier: **Commercial**" option from the category drop-down menu.

Note: It is mandatory for the supplier to submit the technical proposal under the "Technical Option" and the commercial proposal under the "Commercial Option". Submission of technical documents under the Commercial Option or commercial documents under the Technical Option shall lead to disqualification of the vendor.

Multiple files can be added; however, it is important to select the correct category. To add another file, click on "Add Another" button, or click on "Apply" to upload your attachment and then to be routed back to the main page.

The screenshot displays the 'Add Attachment' interface in the ZONG 4G Sourcing system. The page is titled 'Negotiations > RFQ: 476728 > Create Quote: 825122 (RFQ 476728) > Add Attachment'. The 'Attachment Summary Information' section includes a 'Title' field with the value 'TE criteria # 1', a 'Description' field, and a 'Category' dropdown menu set to 'From Supplier: Technical'. The 'Define Attachment' section shows the 'Type' dropdown set to 'File', with a file path 'C:\Users\ali.shah\Desktop\Test.xlsx' and a 'Browse...' button. The 'Add Another' button is highlighted with a red box.

Confirmation
TE criteria # 1 attachment has been added successfully.

Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title: Commercial

Description:

Category: From Supplier: Commercial

Define Attachment

Type: ☒ File ☐ Link ☐ Short Text ☐ Long Text

File path: C:\Users\ali.shah\Desktop\Test.xlsx Browse...

14. Once you have added your attachments, you will be routed back to the main page where you will be able to view your attachments, their titles / description, and update or delete them as needed.

When it has been ensured that the required documents have been uploaded under the “Header” section, click on “Lines” to navigate to the next section.

Confirmation
Commercial attachment has been added successfully.

Create Quote: 825122 (RFQ 476728) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left: 00:12:26
Close Date: 25-Feb-2025 17:15:00

Supplier: Test Vendor
RFQ Currency: PKR
Quote Currency: PKR
Price Precision: Any

Quote Valid Until: (25-Feb-2025 19:45:00)
Reference Number:
Note to Buyer:

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	TE criteria # 1	File		From Supplier: Technical	TEST.VENDOR33@GMAIL.COM	25-Feb-2025	One-Time		
20	Commercial	File		From Supplier: Commercial	TEST.VENDOR33@GMAIL.COM	25-Feb-2025	One-Time		

Requirements

Expand All | Collapse All

Focus Title: RFQ Stage: Target Value: Quote Value:

15. The following page will be displayed, where you will be required to enter your quote price / bid value as per the scope of work shared by CMPak via RFP / annexures and other relevant documents. The quote price entered should match with the BOQ or commercial proposal file attached under “From Supplier: Commercial” category. After entering the correct quote price, click on “Continue” button to proceed.

zong 4G Sourcing

Logged In As: TEST.VENDOR33@GMAIL.COM

Negotiations

RFQ: 476728 >

Create Quote: 825122 (RFQ 476728)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | **Continue**

Title: Test RFQ Only

Time Left: **00:10:36**

Close Date: 25-Feb-2025 17:15:00

☒ Two-Stage RFQ

Header | **Lines**

RFQ Currency: PKR | Price Precision: Any | Quote Currency: PKR

Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	Annual Business C...	CHAK SHAHZAD OFFICE - HQ	Sealed		500000 Each	1	1	24-Mar-2025	Yes	

125%

16. Once “Continue” button is clicked, the following page will open which will give an overview of your response. You may review it for any discrepancies or missing requirements that may need to be addressed. Once the review has been completed, click on “Submit” button to submit your proposal against the RFQ after which a confirmation dialogue box will appear.

Warning
This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 825122: Review and Submit (RFQ 476728)

Buttons: Cancel | Back | Validate | Save Draft | Printable View | **Submit**

Header

Title	Test RFQ Only	Time Left	00:08:06
Supplier	Test Vendor	Close Date	25-Feb-2025 17:15:00
RFQ Currency	PKR	Quote Valid Until	
Quote Currency	PKR	Reference Number	
Price Precision	Any	Note to Buyer	

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	TE criteria # 1	File		From Supplier: Technical	TEST.VENDOR33@GMAIL.COM	25-Feb-2025	One-Time		
20	Commercial	File		From Supplier: Commercial	TEST.VENDOR33@GMAIL.COM	25-Feb-2025	One-Time		

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section	RFQ Stage
Technical Evaluation	Technical

Contract Terms

[Preview Contract Terms](#)

Confirmation
Quote 825122 for RFQ 476728 (Test RFQ Only) has been submitted.

[Return to Sourcing Home Page](#)

In case multiple responses are to be submitted (if and where applicable) or any revision is to be made during bid submission timeline, the same steps are to be repeated starting from “Create Quote” option against the relevant negotiation / RFQ.