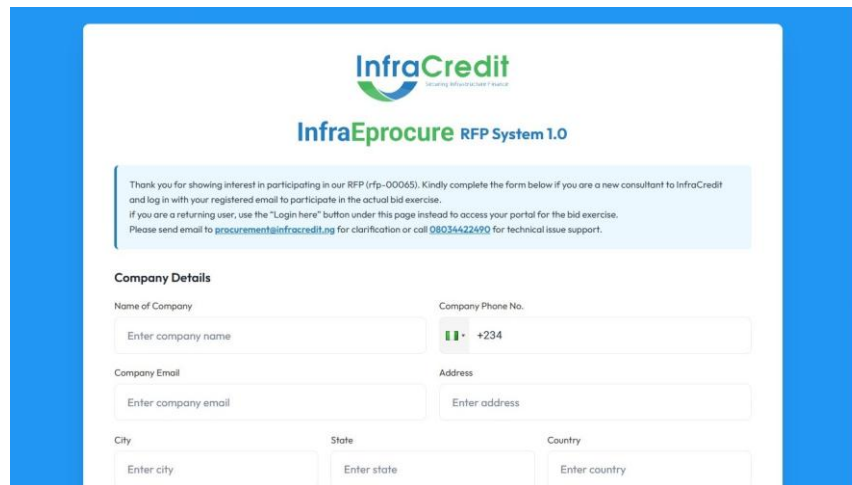


How to Respond to RFP

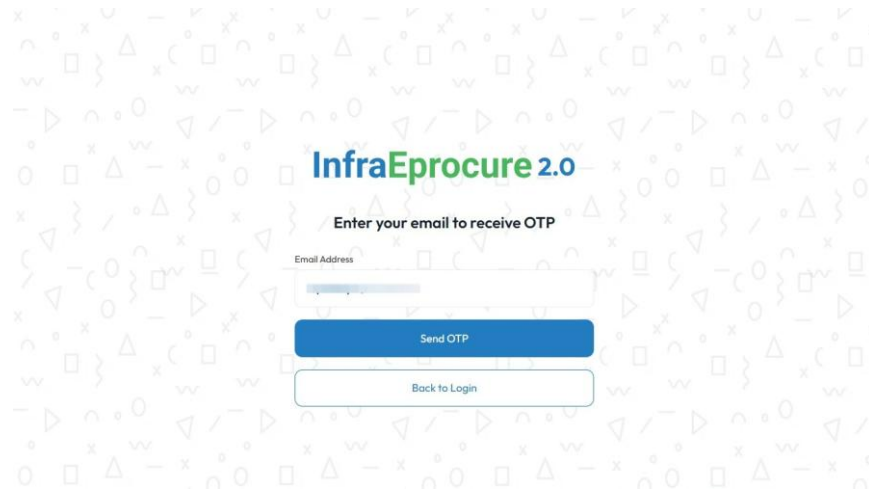
Learn the necessary steps to log into your account and navigate the portal to submit your technical response. This guide simplifies the process of locating your active RFPs and completing your submission efficiently.

1. Navigate to this page by clicking on the link sent to you.
Fill out all the required fields and click the **Submit** button.

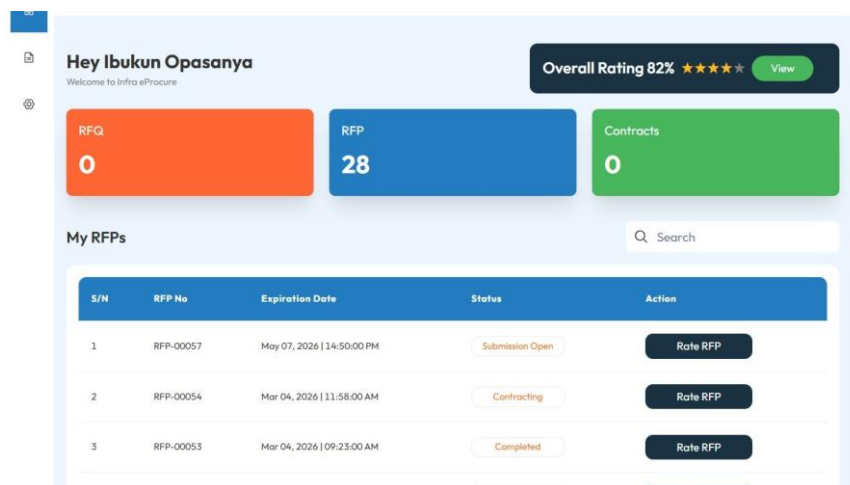
A screenshot of the InfraEprocure RFP System 1.0 registration form. The form is titled "InfraEprocure RFP System 1.0" and features the InfraCredit logo at the top. Below the title is a light blue box containing instructions: "Thank you for showing interest in participating in our RFP (rfp-00045). Kindly complete the form below if you are a new consultant to InfraCredit and log in with your registered email to participate in the actual bid exercise. If you are a returning user, use the 'Login here' button under this page instead to access your portal for the bid exercise. Please send email to procurement@infacredit.ng for clarification or call 08034422690 for technical issue support." The form is titled "Company Details" and contains several input fields: "Name of Company" (with a placeholder "Enter company name"), "Company Phone No." (with a dropdown menu showing "+234"), "Company Email" (with a placeholder "Enter company email"), "Address" (with a placeholder "Enter address"), "City" (with a placeholder "Enter city"), "State" (with a placeholder "Enter state"), and "Country" (with a placeholder "Enter country").

Authentication

2. Upon successful registration, you will be redirected to this page.
Click on the **Send OTP** button and enter the code sent to your email to access your account.

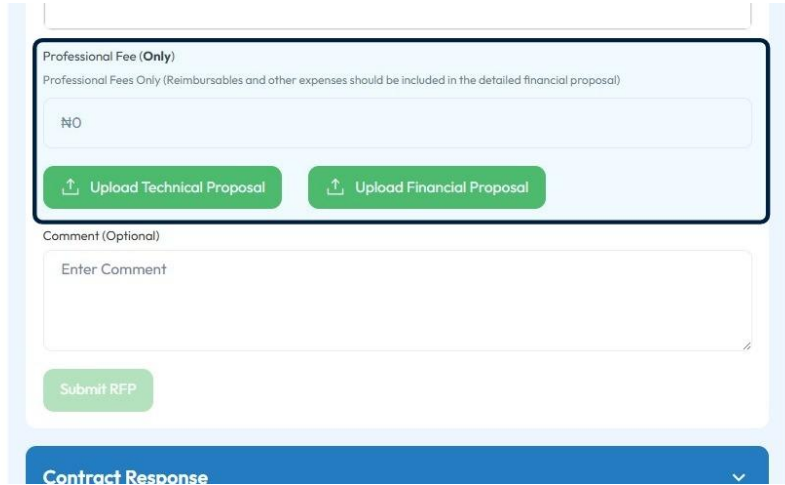


3. Navigate to the My RFPs section on the dashboard and open the specific RFP that is referenced in the email you will have received.



4. Click on the **Download RFP** button for detailed information regarding the scope of work and terms of reference.

You may provide clarifications or additional information to support your submission using the comment section.

A screenshot of a web form for submitting an RFP. The form is divided into several sections. At the top, there is a section titled "Professional Fee (Only)" with a sub-note: "Professional Fees Only (Reimbursables and other expenses should be included in the detailed financial proposal)". Below this is a text input field containing "¥0". Underneath the input field are two green buttons: "Upload Technical Proposal" and "Upload Financial Proposal". Below these buttons is a section titled "Comment (Optional)" with a large text area containing the placeholder "Enter Comment". At the bottom of the form is a green button labeled "Submit RFP". The bottom of the screenshot shows a blue bar with the text "Contract Response" and a dropdown arrow.

6. Click on the "Submit RFP" button to complete the process.