



# Supplier Portal 102:

*Submitting a quotation or proposal,  
in response to a GCF RFQ or RFP*

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Overview

GCF Supplier Portal

Current tenders

# The simplest way to find the GCF Supplier Portal: [Greenclimate.fund/about/procurement](https://greencimate.fund/about/procurement)

Please follow this [link](#) to use the new GCF Supplier Portal from 7 August 2024.  
This is our preferred method for receiving bids and invoices from suppliers.

Our current tenders are listed at the following link:

[View all current tenders](#)

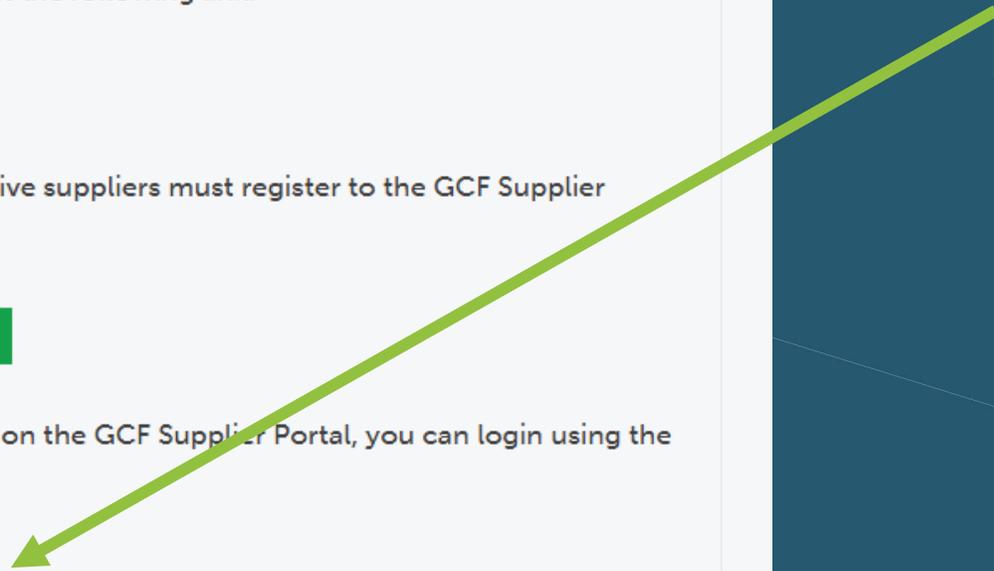
To bid to our tenders, prospective suppliers must register to the GCF Supplier Portal using the following link:

[Register to the GCF Supplier Portal](#)

If you already have an account on the GCF Supplier Portal, you can login using the following link:

[Login to the GCF Supplier Portal](#)

Click here to login to an existing account



# Instructions for registering / first login



To bid to our tenders, prospective suppliers must register to the GCF Supplier Portal using the following link:

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**Resources**

[GCF Supplier Portal 101: Self-Registration and first login](#)

If you are new to this Portal, then read 101 first!

# Instructions to bidders



*The following are also available from the GCF website:*

## Instructions to Bidders – RFQ

This document is to assist potential suppliers in responding to GCF 'Requests for Quotation'

## Instructions to Bidders – RFP

This document is to assist potential suppliers in responding to GCF 'Requests for Proposal'

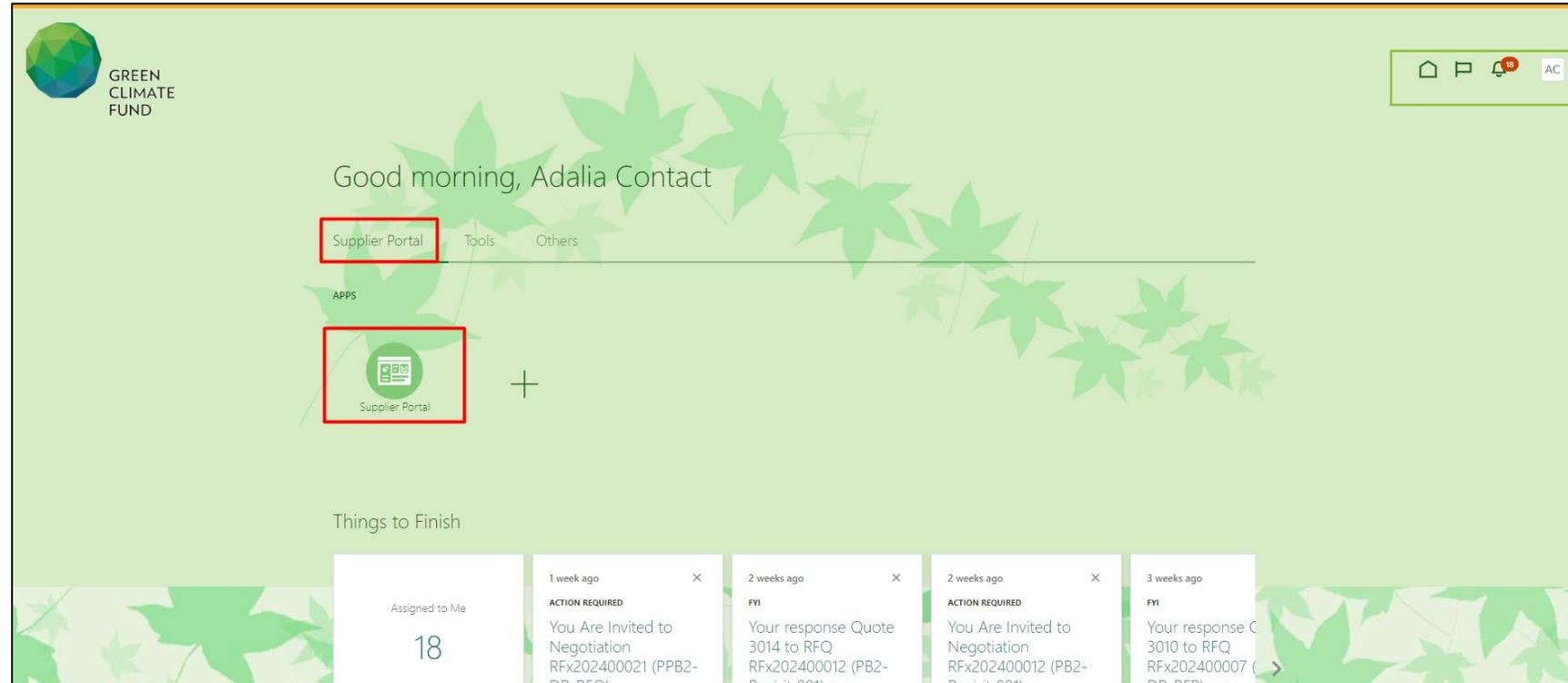
Note that an RFP is a more detailed process:

- proposals scored against defined criteria
- pricing hidden until scoring is complete

*This presentation complements those instructions with practical advice on how to navigate the Portal*

# Welcome (Home) Page

1. Upon successful login, the Home page will be displayed.
2.  The Home page can be accessed by clicking on the Home icon from any other location too.
3.  Navigator: Use this link to display the duties that can be accessed by the user based on their roles and privileges.
4.  Favorites and Recent Items: Users can access the recently used tasks and can also create favorites.
5.  Worklist Notifications can be accessed from this link.



# Respond to Negotiation

Supplier Portal

Search Orders Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations**
  - View Active Negotiations**
  - Manage Responses
- Company Profile
  - Manage Profile

**Requiring Attention**

1

Series: Negotiations Closing Soon  
Value: 1

**Recent Activity**  
Last 30 Days

Negotiation invitations	1
Negotiation responses Selected or Rejected	4
Orders opened	2

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	4K KRW
Invoice Amount	110 USD
Invoice Price Variance Amount	0 USD

Active Negotiations

Search

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By

\*\* Invitation Received

Response Submitted

Negotiation Open Since

Time Zone Coordinated Universal Time

Manage Watchlist Saved Search Open Invitations

\*\* At least one is required

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms **Acknowledge Participation** Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
<b>RFx202400019</b>		RFQ	23 Hours 55 Mi...	5/24/24 4:28 PM	0		0		

Columns Hidden 4

**Acknowledge Participation**

Will Participate  Yes  
 No

Note to Buyer

We are interested to participate and respond you shortly.

OK Cancel



## Responding to a 'negotiation'



*The Supplier Portal refers to an RFQ or RFP as RFX, or 'negotiation'*  
*Please check the text of your specific RFX, it may have additional requirements to the standard RFP/RFQ noted here*

For a standard GCF RFQ, you will:

- attach your quotation
- if you are new to GCF, you may also be asked to attach a Supplier Information Form
- confirm that your quotation meets the requirements of the RFQ.

When confirming, you may also add any clarifying notes or attachments (optional)

- provide the total price for your proposal (this must match with the detail in your quotation)

A standard GCF RFP, is similar, though with an additional section: and pricing is separated

- *Additional section:*  
as well as confirming your proposal meets the requirements, please also review the technical criteria that will be used to evaluate proposals (as an attached spreadsheet). This is for your information, and should be considered when preparing your proposals.
- *Separate pricing:* please submit your proposal as two documents:
  - document type: technical* - provides full information for evaluation, without any pricing
  - document type: commercial.* Now adds the pricing information.

The commercial document will only be opened by GCF after the technical proposal has been scored

*Lets see what that looks like in the system....*

# Respond to Negotiation

Search Results

Search [ ] Reset [ ] Save [ ]

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
<b>RFx202400019</b>		RFQ	23 Hours 55 Mi...	5/24/24 4:28 PM	0		0		

Columns Hidden 4

Create Response (Quote 6002): Overview

1 Overview 2 Requirements 3 Lines 4 Review

Messages **Actions** Back **Next** Save Submit Cancel

Last Saved 5/23/24 4:40 PM  
Time Zone Coordinated Universal Time

Title f  
Close Date 5/24/24 4:28 PM  
Time Remaining 23:48:01

General

Supplier Adalia Ltd  
Supplier Site MAIN  
Negotiation Currency USD  
Response Currency USD  
Price Precision 2 Decimals Maximum

**Response Valid Until** m/d/yy h:mm a

Response Type  Primary  Alternate  
Reference Number   
Note to Buyer

**Attachments** None +

*Attach your Quotation here*

*Or your Proposal as two documents:  
Document type: Technical - without prices  
Document type: Commercial – full pricing breakdown*



# Respond to Negotiation

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 6002): Requirements ?

Messages Actions Back Next Save Submit Cancel

Last Saved 5/23/24 4:43 PM  
Time Zone Coordinated Universal Time

Time Remaining 23:44:32

Close Date 5/24/24 4:28 PM

Section 1. Technical

\* 1. please confirm that you comply with the GCF Requirements. Please attaché supporting documents , if any.  
(Target: Yes)

a. Yes

Response Attachments export (1).xls +

b. No

Comments

*For RFPs: find an arrow in the top right to scroll between Section 1 and 2: where GCF evaluators will score your proposal*

*Your quotation/proposal may already be clear. Commenting and Attaching in either section is optional  
You may assist the evaluators, such as clarifying where in your quotation/proposal a particular requirement is covered*

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 6002): Lines ?

Messages Actions Back Next Save Submit Cancel

Last Saved 5/23/24 4:44 PM  
Time Zone Coordinated Universal Time

Currency = US Dollar

Time Remaining 23:43:42

Close Date 5/24/24 4:28 PM

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Item Description		80401009_Office St		10.50	10	Each	105.00	5/30/24

Rows Selected 1 Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 105.00

*Please show here the total price And check that it matches the detail in the proposal/quotation  
Note that 'total price' will be compared between bids, and be part of the GCF selection process. So please ensure that it is on the stated terms, to be directly comparable with other proposals/quotations.*



# Respond to Negotiation

Review Response: Quote 6002

Currency = US Dollar

Overview Requirements Lines **Review**

Messages Actions Back Next Save Submit Cancel

View Negotiation View Response PDF Validate

Last Saved 5/23/24 4:47 PM Time Zone Coordinated Universal Time

Time Remaining 23:40:42

**Confirmation**

Response 6002 to negotiation RFx202400019 was validated without errors.

OK

Title f

Close Date 5/24/24 4:28 PM

Overview Requirements Lines

**General**

Supplier Adalia Ltd Response Type Primary

Supplier Site MAIN Reference Number

Negotiation Currency USD Note to Buyer

Response Currency USD Attachments None

Price Precision 2 Decimals Maximum

Response Valid Until

*Validate to check all required aspects have been completed*  
*Save saves a partial quotation/proposal to work on later.*  
*Submit enters your bid for consideration by GCF*

Active Negotiations

Done

Time Zone Coordinated Universal Time

Search

Manage Watchlist Saved Search Open Invitations

\*\* At least one is required

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By m/d/yy

**Confirmation**

Response 6002 to negotiation RFx202400019 was submitted. We'll notify you by email.

OK

\*\* Invitation Received Yes

Response Submitted No

Negotiation Open Since m/d/yy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
No results found.									
Columns Hidden 4									



# Check these things now!



Are your contact details correct?

*Please check the system, to ensure you get notifications, clarifications, and the result*

**Did this RFx have any additional requirements?**

*This presentation is for a standard RFQ or RFP. Real examples may have additional requirements.*

Have you submitted a Supplier Information Form? You may have provided it:

- attached to your profile when registering in the portal
- emailed directly to a GCF Buyer
- or attached to your Quotation/Proposal

GCF will need these details when reviewing your bid.

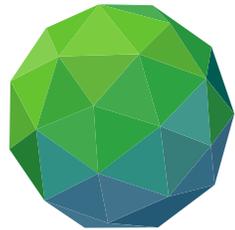
- Please ensure that it is current!

**Did you **Validate** and **Submit** your proposal?**

*You should have an email confirmation, and see this successfully submitted in the system.*

*If you have not received a confirmation, please check your details are correct*

*– in particular **Saved** is NOT submitted*



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CLIMATE  
FUND

**Raising  
ambition.**  
**Empowering  
action.**