Bidder Portal Instructions

The Bidder Portal

The bidder portal is a service of e-Builder. MIT DoF does not administer the portal. This means that while MIT DoF is happy to assist you, you may have to work with e-Builder support to resolve any issues including resetting lost or forgotten passwords.

Contact at MIT DoF   Robert Brosseau, robertbr@mit.edu or 617-715-4238

Contact e-Builder   E-mail, support@e-builder.net or 888-288-5717

Log in to bidders.e-builder.net

You can use an existing username if you have bid through e-Builder in the past. Or, register to use the portal.

If you are awarded a bid your username for the portal will change. MIT DoF will contact you and provide training for future use of the portal for MIT DoF bids.

Watch the Video

If you are a first-time bidder please watch the video, it will help you with registration.

Locate the Bid Package

The bid package for which you received an invitation should appear on the List of Bid Packages page.

You may use the Invitation Key contained in the Invitation to Bid message as a secondary way to open the bid package.

Accept or Decline the Bid Invitation

Use the Accept/Decline button to either accept or decline the bid. You will be asked to complete a message prior to finishing this process. The Accept/Decline button is located on the upper right-hand side of the Invitation to Bid page.

Bidding Information

Read the bidding information on the top of the Invitation to Bid page. Take note of the bid due date and the Pre-Bid Meeting Day, Time and Location.

Sharing the Bid

You may ask that other in your organization receive a bid invitation. Contact the project manager to arrange access.

You may also share bid information by exporting bid scope on the Bid Submission tab. Click on the Excel export button to complete the export.

If the bid is shared by using the export option you may import the bid sheet when finished.

Documents related to the bid may be downloaded and shared from the Bid Documents tab.

Complete the Bid

1. Enter a number for each item in the Bid Scope. An entry must be made for each line of the Bid Scope, however the number may be a 0 if that is what you wish to enter.
2. Add Bid Qualifications (Optional)
3. Add any supporting documentation.

When you submit the bid it will require the password for the account being used.

Addenda and Questions/Responses

Any addenda added to the bid will appear in the Addenda tab. You will be able to respond to addenda even if your bid is already submitted.

You may submit questions from the Questions/Responses tab. The project manager will answer your question and may make the response viewable by all bidders.

Questions may be exported to share the information.

Bid Due Date

You should submit the bid prior to the due date and time. We recommend submitting the bid no later than the day prior to the Bid Due date to allow time to resolve any issues that might arise.