Bidder Portal Instructions

The Bidder Portal

The URL for the Bidder portal is **https://bidders-us2.e-builder.net**.

Support for the Bidder Portal

Primary support for the Bidder Portal is through e-Builder.

Contact e-Builder using e -mail support@e-builder.net or phone 888-288-5717

If you need assistance from MIT DoF please email dof-ebuilder-info@mit.edu.

Log in to the Bidder Portal

- You can use an existing username if you have bid through e-Builder in the past.
- Use the **Create Account** option on the portal if you are using it for the first time.

Watch the Video

If you are a first-time bidder please watch the video for new users. **Click For product support information** to access the video and other support information.

Bid Packages Page

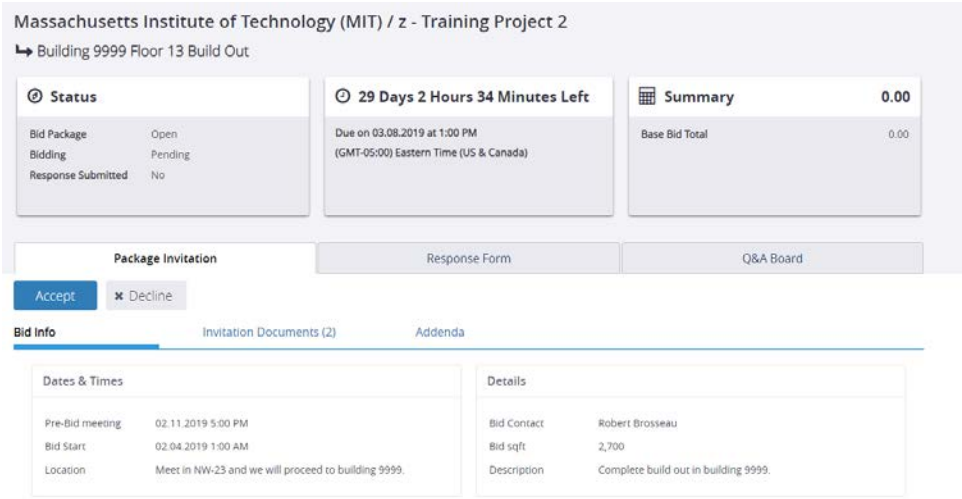
The Bid Packages page displays bids to which you have access in three groups.

- New Bids, Not Accepted
- Unsubmitted Bids, Accepted
- Submitted Bids, Not Awarded

If the Bid Package for which you received the invitation is not in the New Bids, Not Accepted list, use the Invitation Key found in the invitation to bid e-mail. The Invitation Key is assigned to the recipient of the email invitation and cannot be shared with others.

Don’t Delay

You should access the portal and locate the bid within a few hours of receiving the bid invitation. By doing so you will allow time to resolve any access issues and provide notification of your intent to bid.



Accept or Decline the Bid Invitation

Use the Accept/Decline option to either accept or decline the bid. You will be asked to complete a message prior to finishing this process.

Responding to the Bid

- The **Package Invitation** tab contains information about the bid including the Pre-Bid Meeting date and time and the option to view Invitation Documents and Addenda.
- The **Response Form** tab is where the bidder adds cost and other information.
- The **Q&A Board** will populate with questions and answers from bidders throughout the open bid period.

Sharing the Bid

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

You can share bid information by exporting items from the Bid Form, Response Documents or Additional Required Info from the **Response Form** tab.

You can upload a completed Bid Form if you prefer to work from a spreadsheet document internally.

Completing the Bid

1. Enter a value for each item in the Bid Form. An entry must be made for each line of the Bid Scope even if the number is 0.
2. Add Supporting Documentation.
3. Add any Additional Required Information.

When you submit the bid, the bidding portal requires you to enter a password to confirm the submission.

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.