




CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT

PHLContracts Seller Checklist Services, Supplies, & Equipment (SS&E)

***** Reminder: Click "Save & Continue" on every tab *****

Looking for a quote you started but have not yet submitted?
Click on the *Quotes* tab to the right of the *News* and *Vendor Communication* tabs.
Click on the *Working* link to continue with your quote.

***** Seller Role *****

Make sure you are in the Seller role, not the Seller Admin role. Click on the user icon  on the top right of the screen. If Seller-Admin appears, click on the down triangle ▼ then select Seller. The screen will refresh with the Seller role.

Overview

- Step 1: Before you submit your quote ensure that you have paid the **Annual Bid Security Fee**, **Bid Processing Fee**, and if applicable the **Performance Security Fee**
 - Annual Bid Security Application (*Note: Completed annually*)
[Click here for the Annual Bid Security Application](#)
Or type this URL into your browser: <http://www.phila.gov/procurement/aboutus/Pages/Forms.aspx>
Attach your completed application form to your quote
 - Paying Fees
[Click here to pay these fees online](#)
Or type this URL into your browser: <https://secure.phila.gov/PaymentCenter/AccountLookup/>
Click on the appropriate box(es) at the bottom of the page
If you paid your fees online be sure to attach your payment receipt(s) to your quote
 - These fees can also be submitted by mail/or in-person to:
Procurement Department
1401 JFK Blvd.
MSB Suite 170
Philadelphia, PA 19102
- Step 2: Read the entire bid so that you fully understand all of the requirements. Seller must meet all qualifications and requirements.
 - Quotes and pricing must be submitted through PHLContracts. Faxed and/or mailed quotes will not be accepted.
 - All quotes must be submitted through PHLContracts no later than 10:30 AM on the date that the related bid opens
 - Quotes will not be accepted after the bid opening
 - It is the Seller's responsibility to ensure that the quote is submitted in a timely manner
- Step 3: Have you acknowledged the bid and all bid amendments?



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Creating Quote - Follow these instructions after clicking on the Create Quote button

General Tab

- Step 4: Save & Continue
 - Red validation messages will appear at the top of the screen. After reviewing and completing every tab, the warning messages will disappear and you will be able to submit your quote.*
- Step 5: Select **Yes** if your business is certified as a Local Business Entity (LBE), otherwise select **No**, then click "Save & Continue"

Items Tab

- Step 6: Enter the item pricing for each item listed in the bid
 - *A pricing sheet for completion may be found on the "Terms & Conditions" tab. Enter information from the pricing sheet into the Items tab as instructed in the pricing sheet and item description.*
 - *If providing an alternate, please note details in "Alternate Description" box below the line item.*

Questions Tab

- Step 7: Answer all mandatory questions

Subcontractors Tab

If the bid has set participation ranges for inclusion, add subcontractors via the Subcontractors Tab to meet the contract goals

- Step 8: Lookup & add vendors for MBE and/or WBE participation.
 - *You can search by vendor name or classification. Click "Save & Exit"*
- Step 9: Add the dollar value committed to each subcontractor

Terms & Conditions Tab

- Step 10: Download and save all attachments listed
- Step 11: Accept the terms and conditions of the bid
 - *Exceptions are not allowed on SS&E contracts*
- Step 12: Complete any attachments required to be submitted with your quote

Attachments Tab

- Step 13: Do you have an executed Consent & Authorization form in your vendor profile?
 - *If not, attach a copy in the Attachments Tab. No quote will be considered without a Consent & Authorization form on file.*
- Step 14: If applicable, download, complete, and upload the Pricing Sheet
- Step 15: Complete any attachments required to be submitted with your quote
- Step 16: If applicable, attach a copy of your MBE/WBE solicitations
- Step 17: If you completed the Annual Bid Security Application, be sure to attach to your quote
- Step 18: If you paid your fees online be sure to attach your payment receipt(s) to your quote



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- Step 19: Scan and attach - Certificate of Insurance, Bid Bond when applicable
 - When a Bid Bond applies, you must mail/hand-deliver original bid bond/certificate of insurance to:
Procurement Department
1401 JFK Blvd.
MSB Suite 170
Philadelphia, PA 19102

Summary Tab

- Step 20: Review your quote
- Step 21: Address any **Red** validation warnings
- Step 22: Submit your quote