

INSTRUCTIONS FOR RFP/RFO DOCUMENTS DOWNLOAD AND ELECTRONIC BIDS SUBMISSION

1) Access to RFP/RFQ Details in Source Key Portal

Please go to SESAMi's Source Key URL <https://sg.sesami.net/nhg/businessOpportunities.jsp> and enter the RFP number in the "Search" text box to view the RFP/RFQ details.

2) Request to Participate ("RTP")

Vendors are to click on "request to participate" if you are interested in the RFP/RFQ. (Note: Vendors can only RTP from the "**Start Date**" of the RFP/RFQ.)

Only vendors who have registered with SESAMi as our supplier are able to log in to the Source Key portal to view the RFP/RFQ Document. If you have not registered, please fill up your company details in the RTP form and SESAMi Customer Care will liaise with you for the registration.

3) Login to Source Key Portal

Vendors are to login to the Source Key portal via the URL <https://sg.sesami.net/nhg/Login.jsp>

4) Compulsory Signing of Non-Disclosure Agreement *(if applicable)*

Vendors are required to accept and agree to be bound by the terms and conditions of the Non-Disclosure Agreement by clicking "Agree" in the Source Key portal in order to download a copy of the RFP/RFQ Document.

5) RFP/RFQ Documents Download

Steps and requirements to download RFP/RFQ documents in Source Key portal:

- Login to the Source Key portal at the URL <https://sg.sesami.net/nhg/Login.jsp>
- Click "View RFQ/Tender" under the "Source Key" menu
- Click on the "View" link under the "Action" column to view the RFP/RFQ details
- Sign the Non-Disclosure Agreement by clicking "Agree" *(if applicable)*
- Pay \$30.00 for the download of the RFP documents by clicking "Proceed to Pay" *(applicable for RFP only)*

6) Electronic Bid Submission

Vendors are to submit your bids electronically according to the RFP/RFQ requirements by clicking “Create Quotation” when you view the RFP/RFQ.

For more instructions, please refer to SESAMi’s “**NHG Source Key User Manual**” available at the “Home” page after you have logged into Source Key portal at the URL <https://sg.sesami.net/nhg/Login.jsp>