

August 7, 2023  
#301841

**Re: Submission of Bids for Tenders and Competitive Procedures of Energy Infrastructure Ltd**

Reference: our letter dated 12/27/22

1. We hereby inform you that during the coming months, Energy Infrastructure Ltd. ("The Company") intend to allow submission of bids for Company's tenders and competitive procedures in a digital method (except for tenders in which it is stated otherwise), using the "Sourcing Vision" system.
2. Only registered users will be able to use the system. Registration to the system will be carried out in the procedure as detailed in the guide attached to this letter, as will the use of the system. Please note that registration is required in order to participate in the procedure, and a link will be sent for each procedure separately.
3. Following the completion of the transition to the digital submission via the system, physical submission of bids to a tender box at the Company's offices will no longer be allowed, unless the option was explicitly defined in the tender documents.
4. If necessary, electronic signature or submission of original copies of executed documents will be required in the stages following the declaration of the winning bid, for the execution the agreement, all as detailed in the tender documents.
5. An electronic signature is a unique signature to the signatory, and through which the signatory can be identified. The electronic signature can be executed using a TOKEN device/smart card.
6. To the best of the Company's knowledge, as of this date, two companies have been approved by the Registrar as authorized bodies under section 9(b) of the Electronic Signature Law, 5761-2001, and a TOKEN device can be obtained via these companies. Below are the names of the authorized companies:
  - A. PersonalID Ltd. Company website address: <https://www.personalid.co.il/>.
  - B. ComSign Ltd. Company website address: <https://www.comsign.co.il/>.
7. Attached to this letter is a guide for registering and using the "Sourcing Vision" system.



8. We will be happy to assist with any questions on the subject. You may contact the following contacts:

Procurement Tenders	Mr. Eran Rainish Tel: 972+9-9528612 Email: <a href="mailto:rainish@pei.co.il">rainish@pei.co.il</a>	Miss. Abigail caproff Tel: 972+9+9252465 Cel: 972+54+7535901 Email: <a href="mailto:abigail_c@pei.co.il">abigail_c@pei.co.il</a>
Tenders for contractors and service providers	Ms. Liat Sharon Tel: 972+9+9528611 Cel: 972+54+2828611 Email: <a href="mailto:liat@pei.co.il">liat@pei.co.il</a>	Maya Ben-Dor adv. Tel: 972+9+9528553 Cel: 972+54-2828553 Email: <a href="mailto:Maya_b@pei.co.il">Maya_b@pei.co.il</a>  Ms. Edan Shiovitz Tel: 972+9+9528572 Cel: 972+54+5639998 Email: <a href="mailto:eden_s@pei.co.il">eden_s@pei.co.il</a>

9. We will appreciate your preparations.

Sincerely Yours,

Sharon Ashkenazi-Sthalrid

Head of Procurement & Engagements Department



# 'Sealed bid'

Training manual for bidders

SourcingVision



**Version 5**

**Mashik**   
We Procure Your Success

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**Login to the sourcing vision system:**

**Login via e-mail received:**

- ✓ The invitation will be received by **e-mail**
- ✓ The invitation will be sent from the system, Therefore **sender's name** will be:  
[system@sourcingvision.com](mailto:system@sourcingvision.com)
- ✓ If no invitation has been received, **please check spam box**

**There are a few important points to note in the invitation letter:**

1. Please confirm your invitation by **clicking on the link**
2. **Schedule of the sealed bid**
3. **Authentication details** for login (User name and password)
4. Login to the system by clicking on the link: <https://account.sourcingvision.com/>

**Email invitation:**

[click on the link to confirm receiving this message](#)



**Dear supplier,**

You are invited to submit proposal for **Project XXX** until Friday, December 31, 2021 at 12:00 p.m.,

Please login to Sourcingvision system with:

<https://account.sourcingvision.com/>

Username: Israel

Password: Please set a password at the following link [Password Reset](#)

Go to 'Sealed Bid' and Click the Tender name.

If you have any question concerning the system, please contact the undersigned or EMAIL: [service@mashiktech.com](mailto:service@mashiktech.com).

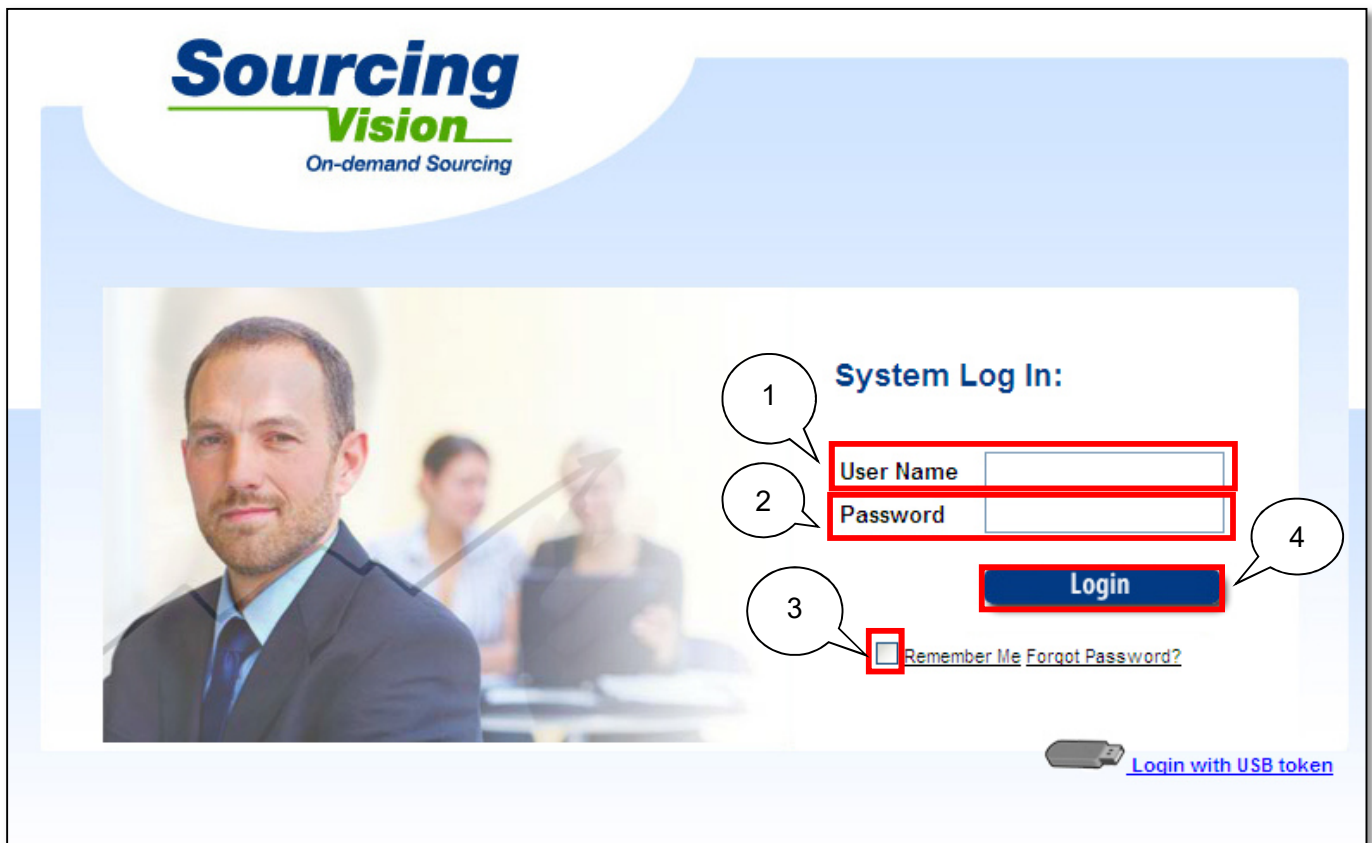
**Best regards,**

**Company YYY**

**Login screen:**

1. Please enter **your username**
2. Please enter **your password**

3. **Check the box** for letting the system store your login information.
4. Click the **Login button**



The screenshot shows the Sourcing Vision login interface. At the top left is the Sourcing Vision logo with the tagline 'On-demand Sourcing'. Below the logo is a large image of a man in a suit. To the right of the image is the 'System Log In:' section. It contains four numbered callouts: 1 points to the 'User Name' input field, 2 points to the 'Password' input field, 3 points to the 'Remember Me' checkbox, and 4 points to the 'Login' button. Below the password field is a link for 'Forgot Password?'. At the bottom right, there is a USB token icon and a link that says 'Login with USB token'.

**Sourcing Vision**  
On-demand Sourcing


**System Log In:**

1 User Name

2 Password

3 ☐ Remember Me [Forgot Password?](#)

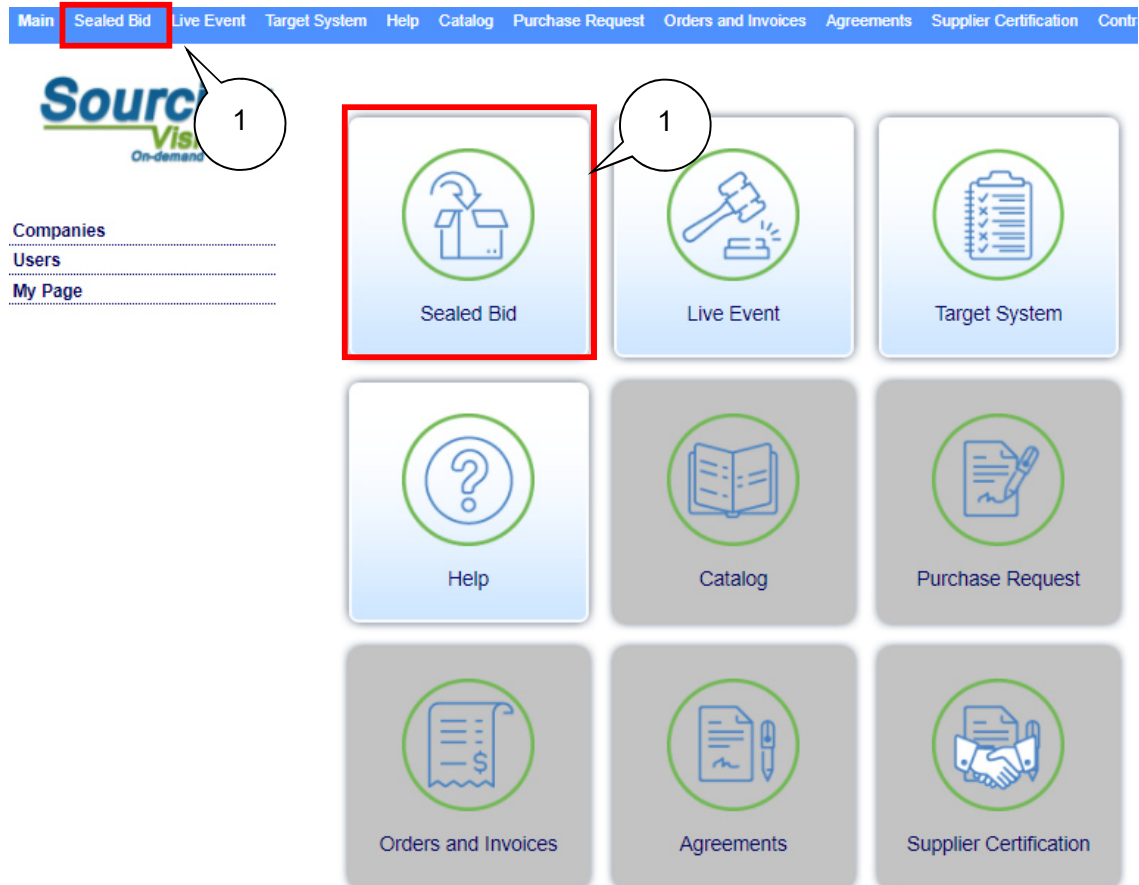
4 **Login**

 [Login with USB token](#)

**Main screen:**

When the following screen will appear:

1. Click on "Sealed Bid" button ( 2 alternatives)



## Sealed bid screen:

- If a number of projects appear, you should choose the relevant project as you instructed
- In order to enter the box and submit a proposal - you must click on the "view" icon as indicated by a red square in the screenshot below


Main **Sealed Bid** Live Event Target System Help Catalog Purchase Request Orders and Invoices Agreements Supplier Certification Contractors Training Tra

**Sourcing**  
*Vision*  
On-demand Sourcing

### Find Project - Desktop

Project ID  Project Name  Live / Demo

Items per page:  Showing Results 1-1 Of 1 Items [First](#) [Previous](#) **1** [Next](#) [Last](#)

Project ID	Project Status	Project Time (UTC +02:00)	Company	Project	View	Payment
51471	Live / Active	10/28/21 08:59 - 10/29/21 08:59	MASHIK Ltd.	Project XXX		Free

Find Sealed Bid

Live

Demo

Desktop

Project Help



## Terms and conditions window:

At this point, the "Terms & conditions" window will automatically open.

1. Read the Participation rules, enter your password in the field provided at the bottom of the screen and click on the **"I agree to event terms and condision"** button.

### Terms & Conditions

To continue, please scroll down and accept the terms and conditions.

#### 1. Definitions

- 1.1. "The Software" – E-Auctions software "Sourcing Vision"
- 1.2. "Mashik" – Mashik Procurement Technologies Ltd.
- 1.3. "Licensed Representative"- a body representative that has Mashik's permission to use the software, invite users, train them and manage the E-Auction via the software
- 1.4. "User" – the one who explicitly got the permission by Mashik or by licensed representative to submit offers and participate in E-Auctions using the software and whoever enters Mashik's internet website.
- 1.5. "The customer" – company or body that contacted Mashik in order to receive offers via the Software
- 1.6. Headline Paragraphs are for convenience only and they do not and will not influence their content.

#### 2. General

- 2.1. The E-Auction sourcing software "Sourcing Vision" on Mashik's internet website was developed and operates by Mashik, and enables the user to participate in electronic auctions by submitting online offers and in E-Auctions (henceforth: "Auction")
- 2.2. Mashik is eligible, according to its sole consideration and without any warning, to change this statute from time to time. The validity of these said changes will be in force from the day they will be published, unless stated differently by Mashik.
- 2.3. Parts from this statute are being phrased for convenient reasons and due to this reason only they appear in masculine gender, but all the information presented is intended for man and women as well.
- 2.4. The access to the auction arena and/or the use of the software services constitutes understanding of acceptance and fulfillment of all its instructions without exception. For the user and/or whoever on his behalf will not present any complain

All bids are saved securely and digitally signed.

Please confirm participation by typing your password:



Password:

## **Bid submission:**

- A. If you are asked to submit a proposal by **uploading file**, please go to page 9.
- B. If you are asked to **submit a bid** in the SV system, please please go to page 10.

### **Bidder view screen key:**

1. Clicking on the "**attachments**" button will allow you to download relevant files (forms, images, promissory notes, etc.).
2. Clicking on the "**Upload Files**" button will allow you to Upload relevant files (Tender signed documents, tender offer, etc.)
3. Details of the lots (in each sealed bid can be one lot or more )- You can switch between lots by pressing on them. the active lot is the one that appears with yellow background.
4. submit offer- "Send bid" button- allows you to submit your bids.
5. Remaining Time to submit bids. Afterwards the sealed box will be closed for bids. If the sealed bid is not open yet , the clock will count down the time for opening.
6. Clicking on one of the buttons allows you to **write** a message to the moderator in the message chat.
7. Clicking on **Latest Bids** button will allow you Print your quote report

1

2

6

7

Attachments


Upload Files

Write

Latest Bids

ID: 51471 Organization: MASHIK Ltd. Sealed Bid name: Project XXX Server Time: 10:52:16

Attachments | Latest Bids |

ID	Lot Name	Start Time	End Time	Status	Items	Additional information
162098	BASKET 1	10/28/2021 8:00:00 AM	12/31/2021 1:00:00 PM	Active	1	


3

Submitting bids without VAT - for BASKET 1

Item Name	Delivery Date	Quantity	Units	Open Price	Last Bid	Bid Offer	Total	Additional information
Item 1	2/1/2022	1.00	--	₹0.00	₹5,000.00	5,000.00	₹5,000.00	

Total: ₹5,000.00


My Bid: ₹5,000.00


**Closes in:**  
**64 Days 02:07:43**  

5

Submitting bids without VAT  

4

Send Bid 

Messages

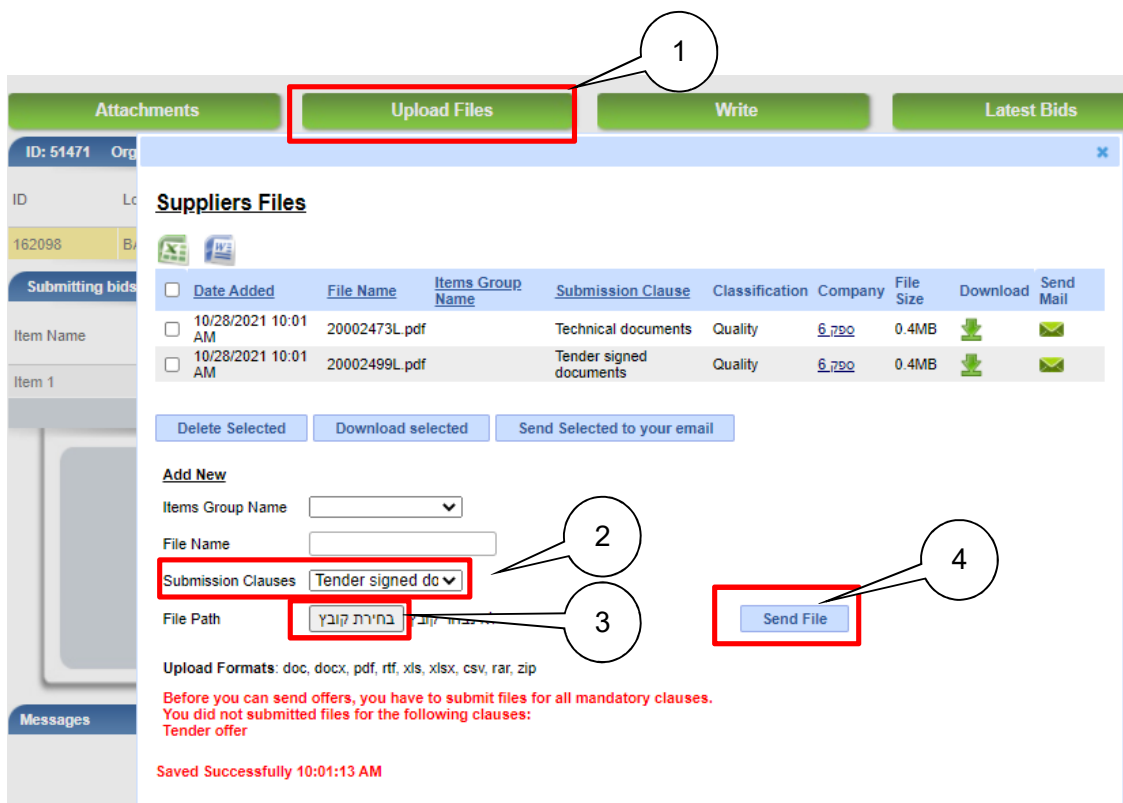
Write | Upload Files

Bids History

ID	Time	Total
762725	10/28/2021 10:51:50 AM	₹5,000.00

## How to upload Files:

1. Clicking on the "Upload Files" button will allow you to Upload relevant files (Tender signed documents, tender offer, etc.) **Note: Before you can send offers, you have to submit files for all mandatory clauses**
  2. Chose the submission Clauses & Give name to your file
  3. Choose the file from your computer driver
  4. Click on the "send file" button
- Any document that successfully uploads will be displayed in the table above and will be subtracted from the list below (the line in red).



The screenshot shows the 'Suppliers Files' section of the Sourcing Vision interface. At the top, there are tabs: 'Attachments', 'Upload Files' (highlighted with a red box and callout 1), 'Write', and 'Latest Bids'. Below the tabs is a table of uploaded files. The table has columns: Date Added, File Name, Items Group Name, Submission Clause, Classification, Company, File Size, Download, and Send Mail. Two files are listed, both dated 10/28/2021 10:01 AM. Below the table are buttons: 'Delete Selected', 'Download selected', and 'Send Selected to your email'. Under the 'Add New' section, there are input fields for 'Items Group Name', 'File Name', 'Submission Clauses' (highlighted with a red box and callout 2), and 'File Path' (highlighted with a red box and callout 3). A 'Send File' button is highlighted with a red box and callout 4. Below the input fields, there is a message: 'Before you can send offers, you have to submit files for all mandatory clauses. You did not submitted files for the following clauses: Tender offer'. At the bottom, a status message says 'Saved Successfully 10:01:13 AM'.

Date Added	File Name	Items Group Name	Submission Clause	Classification	Company	File Size	Download	Send Mail
10/28/2021 10:01 AM	20002473L.pdf		Technical documents	Quality	6.790	0.4MB		
10/28/2021 10:01 AM	20002499L.pdf		Tender signed documents	Quality	6.790	0.4MB		


Upload Formats: doc, docx, pdf, rtf, xls, xlsx, csv, rar, zip


Before you can send offers, you have to submit files for all mandatory clauses.  
You did not submitted files for the following clauses:  
Tender offer

Saved Successfully 10:01:13 AM

## How to bid:


1. Item names - You must enter bids for all items in the lot.
  2. Quantity of items – number of units you are bidding for.
  3. Delivery date – you need to fill up delivery date for each item in the lot.
  4. Bid entry window. Note: The bid offer is for one unit only. The system will automatically multiply this with the quantity of that item and show you the total .
  5. "Send bid" button- allows you to submit your bids
  6. After clicking on the " send bid " button, a "Submit bid" window will open.
- \* Pay attention to the total price shown in this window - this is the price you offer.
7. If the offer is correct and you would like to submit the offer, click the "submit bid" button.  
If you want to change the offer before submitting it, click "Close Window".





Attachments
Upload Files
Write
Latest Bids


ID: 51471 Organization: MASHIK Ltd. Sealed Bid name: Project XXX Server Time: 10:52:16
Attachments | Latest Bids |


ID	Lot Name	Start Time	End Time	Status	Items	Additional information
162098	BASKET 1	10/28/2021 8:00:00 AM	12/31/2021 1:00:00 PM	Active	1	

Submitting bids without VAT - for BASKET 1

Item Name	Delivery Date	Quantity	Units	Open Price	Last Bid	Bid Offer	Total	Additional information
Item 1	2/1/2022	1.00	--	₹0.00	₹5,000.00	5,000.00	₹5,000.00	
							Total: ₹5,000.00	

My Bid: ₹5,000.00


**Closes in:**  
**64 Days 02:07:43**

Submitting bids without VAT  
Send Bid


Messages

Write | Upload Files

Bids History

ID	Time	Total
762725	10/28/2021 10:51:50 AM	₹5,000.00

## HELP

**For technical help please contact:**

**Tel +972-50-9029376**

**E-mail: [service@mashiktech.com](mailto:service@mashiktech.com)**

**Good luck!**