AAA PRASA DATA BID
Online Information System

User Manual
Participants

Objectives

- Provide the potential bidder a guide to carry out the following actions:

  - Accessing the Online PRASA-DATA-BID System

    - Guest

    - Participant (has an assigned username and password)

  - Changing your password

  - Accessing a project

  - Submitting questions

  - Downloading documents

  - Technical Support for the PRASA-DATA-BID System

Access Levels

- **Guest** – Users without a username and password will be regarded as guests. This role has limited access to the project information. It will be able to see general information and public documents, such as public announcements or invitations, pre-bid or orientations, site-visit, and bid opening dates or submission dates.

- **Participant** – Users with a username and temporary password provided by the system administrator. This role has access to all project information available for the projects the participants has gain access.

User Accounts

- There will be one (1) account per company, which will be created by the system administrator.

- The username for the account will correspond to the e-mail provided for such account. Ideally, the authorized representative should have access to such e-mail account.

- The username and password will be sent to the e-mail previously provided.

- The bidder who has interest in participating in other bid processes can use the same account. However, access to the other project will be provided after registering with the Puerto Rico Aqueduct and Sewer Authority (PRASA).

First Step:

In you browser, go to:
http://aaasubastas.com

AAA

C 🏠 aaasubastas.com

Bing Tour Page - H... 🗀 Engineering 🗀 Periodicos 🗀 PGES 🗀 ASCE 🖉 Suggested Sites 🗀 Drupal 🗀 Imported

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GOBIERNO DE PUERTO RICO

Go to Subastas Link:

Second Step:

Autoridad
GOB

Enter username and password to login

User login

Your username and password was sent to you by e-mail

E-mail: *

Password: *

Log in

○ Request new password

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Changing your password

Navigation Menu

username

▷ My Profile

○ My Projects

○ All Projects

○ About

○ Contact us

○ FAQ

○ Log out

Utilities

○ Reference Documents

View projects in which you are participating

View all projects in the system

Contact Us for technical support or feedback

View the Frequently Asked Questions

View reference documents, such as the user manual

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Access a Project

View Project Information

Participant Actions

These are the actions available to you, as a participant.

2 Identify the question as RFI and assign a number according to the quantity of questions you have asked.

Participant Actions

1
- Ask a Question
- View My Questions
- View Documents
- View Public Notices
- View Meetings
- View Announcements

Click on Ask a Question

You must submit only one question per box.

Create Question

Title: *

RFI 1

Question:

Source | B I U abc | X₂ X² | Styles | Format | Font | Size

Full question goes here.

3 Type or copy and paste your question into this text box.

4 Add any documents that your question references.

File(s):

Choose File | No file chosen
Maximum Filesize: 1536 MB
Allowed Extensions: pdf jpg jpeg p

5 Click the Save button at the end of the page.

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View Questions

Participant Actions
- Ask a Question
- View My Questions
- View Documents
- View Public Notices
- View Meetings
- View Announcements

1 Click on View My Questions

The final answer for your questions will appear in an addenda. You will be notified by e-mail when a new addenda is available.

Unanswered questions will be under the default tab.

Answered questions will be under this tab

2

Questions for 2011 - Example...   Edit Par...

| username's Questions | My Answered Questions |

User: username

Addenda Answer file link will appear here

User	Organization	Post date	Title	Question		Addenda
username		12 May 2011 - 9:04am	RFI 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque eget nunc at...		Question Example

3 Click on a title to view a question completely

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View Documents

Types of documents provided for a project:

- Drawings
- Specifications
- Permits
- Addendum
- Reference Documents
- Instructions to bidders
- Other

Bidder Actions

- Ask a Question
- View My Questions
- View Documents
- View Public Notices
- View Meetings
- View Announcements

1 Click on View Documents

Click to acknowledge receipt of document

Addenda	Volumes	Minutes	Reference

Date: 08/19/2011

Date	Title	Type	File(s)	Size	Receipt
08/19/20	dendum_1	Addenda	12-SP-001-NAGUABO-RIO BLANCO -ACUSE DE RECIBO 1.PDF	30.68 KB	Mark as Received
08/19/20	ndum_1	Addenda	12-SP-001-DESIGN AND BUILD SEDIMENTATION-RIO BLANCO ADDENDUM 1.PDF	20.81 KB	Mark as Received

2 Documents are categorized within the tabs

3 Click on a filename to download the file

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Document Receipt

Bidder must acknowledge receipt and viewing of documents

Click on link to acknowledge receipt of document

1

	Addenda	Volumes	Minutes	Reference			
				Date: 08/19/2011			
Date	**Title**	**Type**	**File(s)**			**Size**	**Receipt**
08/19/2011	Addendum_1	Addenda	12-SP-001-NAGUABO-RIO BLANCO -ACUSE DE RECIBO 1.PDF			30.68 KB	Mark as Received
08/19/2011	Addendum_1	Addenda	12-SP-001-DESIGN AND BUILD SEDIMENTATION-RIO BLANCO ADDENDUM 1.PDF			20.81 KB	Mark as Received

2

Create Validate Documents

Document:
Addendum_1

Acknowledgement of receipt: *

○ I hereby certify receiving this document.

Select acknowledgement of receipt and click "SAVE"

3

Validated Document: Project: - Document: Addendum_1

Fri, 01/13/2012 - 12:05pm — arivera

Document:
Addendum_1

Acknowledgement of receipt:
I hereby certify receiving this document.

File:
12-SP-001-NAGUABO-RIO BLANCO -...CIBO 1.PDF

Confirmation of acknowledgment of document will be saved in the system.

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View Public Notices

Bidder Actions

- Ask a Question
- View My Questions
- View Documents
- View Public Notices
- View Meetings
- View Announcements

1 Click on View Public Notices

Public Notices

Public Bid

2 Click on a filename to download the file

Public Notice	Date	Media	Page	File	File Desciption
Public Notice	Thu, 05/12/2011	El Nuevo Día	123	Example	Example

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View Meetings

Technical Suppport