

## **DLA Internet Bid Boards System (DIBBS) Proposal Instructions**

Vendors are now able to upload offers and submit additional documents for open RFPs/IFBs/Other RFQs.

Unless prohibited by the solicitation, DIBBS electronic upload is the preferred method of proposal submission. You may use this screen to upload a completed offer and all associated documents. The offer must be signed and completed in its entirety in accordance with the solicitation requirements. Do not select submit until all associated documents are added. No data will be saved unless the offer is submitted. Once submitted, documents may be added, but not removed.

**CAUTION - LATE Submissions, Modifications, and Withdrawals:** See Section L, Provision No. 52.212-1, 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in the solicitation.

Reference FAR 15.208(a), which states "Offerors are responsible for submitting proposals, and any revisions, and modifications, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. Offerors may use any transmission method authorized by the solicitation (i.e., regular mail, electronic commerce, or facsimile). If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposals are due."

**NOTE: If the ability to upload proposals is unavailable for any reason, this does not constitute an acceptable reason for a late bid. Please refer to your solicitation for other acceptable submission methods.**

Once logged in, you will be able to submit an offer in response to a solicitation found on the RFP search screen by selecting the “**Offer**” icon. The button will only be selectable for vendors who are logged onto DIBBS. If not logged in yet, DIBBS will take you to the log in screen.

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Navigation: Navigation/Documents - - - - - GO Database Search: Choose Search Value:

**Notice:** Please read notices posted on the [Notices page](#).

Location: Home » Solicitations » RFP/IFB/Other RFQs » **Search Results**

[ [RFP/IFB/Other RFQs Search](#) - [RFP/IFB/Other RFQs by Issue Date](#) - [RFP/IFB/Other RFQs by Close Date](#) ] [ 202 | 7/21/2015 10:02:45 AM ]

RFP/IFB/Other RFQs where **Issue Dates: 07-21-2015** sorted by Issued Ascending  
Records Found: 3

Pages: 1  
Click on solicitation number to view the solicitation document.

#	NSN/Part Number	Nomenclature	Technical Documents	Solicitation	Issued	Closes	Buyer Code
1	<a href="#">4730-01-540-5868</a>	ADAPTER, STRAIGHT, TU	<a href="#">Tech Docs</a>	<a href="#">SP4500-15-R-0231</a> <a href="#">Package View</a> <b>Offer</b>	07-21-2015	07-30-2015	PXCBPE3
2	<a href="#">5975-01-374-0283</a>	ELBOW, ELECTRICAL CO	<a href="#">Tech Docs</a>	<a href="#">SPE600-15-C-0027</a> <a href="#">Package View</a> <b>Offer</b>	07-21-2015	08-20-2015	KJF0021
3	<a href="#">1650-01-244-5166</a>	FILTER, FLUID	<a href="#">Tech Docs</a>	<a href="#">SPE8ED-15-R-0000</a> <a href="#">Package View</a> <b>Offer</b>	07-21-2015	07-25-2015	HAC4257

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Selecting the **Offer** icon above will take you to the Upload Offers window

The Upload Offers window contains the following sections:

1. Upload Document for Submission – This section allows the vendor to upload documents.
2. Uploaded Documents Pending Submission – This section contains documents that have been uploaded, but not yet submitted as part of the offer.
3. Submitted Offer – This section contains all files that have been submitted as a part of the offer.

## Upload Offer SP450015R0231

Use this screen to upload a completed offer and all associated documents. The offer must be signed and completed in its entirety in accordance with the solicitation. Do not select submit until all associated documents are added. No data will be saved unless the offer is submitted. Once submitted, documents may be added, but not removed.

Refer to the solicitation for all offer submission requirements including the exact time specified for the receipt of offers.

The screenshot shows the 'Upload Offer' interface. A red arrow points to the 'Upload Document for Submission' section, which contains a 'Description' text area, a 'File' input field with a 'Browse...' button, a link for 'Acceptable File Types', a checkbox for 'Document Contains Offer', and 'Reset' and 'Upload' buttons. Another red arrow points to the 'Uploaded Documents Pending Submission' section, which displays the message 'No pending files to submit.' A third red arrow points to the 'Submitted Offer' section, which contains a 'Submitted Offer Documents' area displaying 'No submitted files.'

Use this screen to upload a completed offer and all associated documents. The offer must be signed and completed in its entirety in accordance with the solicitation. Do not select submit until all associated documents are added. No data will be saved unless the offer is submitted. **Once submitted, documents may be added, but not removed.**

Refer to the solicitation for all offer submission requirements including the exact time specified for the receipt of offers.

**Description:** You can use up to 60 characters to describe each file uploaded. Characters include alphas, numerics, blanks and special characters. Only one file may be uploaded at a time. The Description is a mandatory field.

**Note:** Uploaded files are not saved until the Submit button is selected.

**File Name:** DIBBS will allow vendor file names up to 60 positions not including the extension. If the file name is too long, DIBBS will display an error message that the file name is too long.

Acceptable file extensions for file name: ".doc", ".docx", ".jpg", ".jpeg", ".tif", ".tiff", ".gif", ".pdf", ".rtf", ".txt", ".xls", or ".xlsx". If not one of these file extensions, DIBBS will display an error message that the file type is not allowed.

If the file size is over 10 MB for a single file, DIBBS will display an error message that files must be less than 10 MB.

**\*\*File names cannot contain spaces**

The vendor-supplied file name cannot be used more than once for the same offer. If you submit a file name in a previous session, you will not be allowed to use the same name in the current session.

The only acceptable special characters are: hyphen (-) and underscore (\_).

**Document Contains Offer**

This checkbox allows you to select a document that contains your offer.

**Reset Button**

The Reset button will return all fields in the Upload Document for Submission area to a blank.

**Upload Button**

The Upload button will move the document from the Upload Document for Submission area to the Uploaded Documents Pending Submission area. If you navigate away from DIBBS without clicking the Submit button, uploaded documents will not be saved. All of the documents that the vendor intends to submit should be uploaded before selecting the Submit button.

**Uploaded Documents Pending Submission**



**Submit** – Selecting Submit submits the offer. During the submit process, you will be prompted to select one file that contains the offer. DIBBS will display a printable page confirming that the offer has been received.

When an offer is submitted more than once, selecting a new file as the offer is optional. There is no option to delete any submitted document, but you can submit a revised document. The file name cannot be exactly the same.

**Remove** – When the Remove button is selected, files checked for removal will be removed and the screen will be refreshed. Only documents that haven't been submitted may be removed.

**Cancel** – When Cancel is selected, DIBBS will not save any uploaded files and will return the user back to the previous DIBBS page.

☐ Document Contains Offer Reset Upload

**Uploaded Documents Pending Submission**

No pending files to submit.

[Close](#) [Print Receipt](#)

**Submitted Offer**

Solicitation: SP450015R0231 CAGE: 4V314 Vendor Number: tammy

**Creator**

User ID	Name	Phone	E-Mail
4V31401	Tamara Solt	(614) 692-8510	tamara.solt@dla.mil

Created: 07-21-2015 10:37:48 AM Last Update: 07-21-2015 02:57:16 PM

**Submitted Offer Documents**

Uploaded	Description	File Name	File Size	Contains Offer	Uploaded By	View
1	07-21-2015 Offer Receipt	Receipt-2015-07-21-145717.txt	13 B	<input type="checkbox"/>	System	View

#### Details for Submitted Offer Documents Section:

Once the Submit button has been selected, the submitted documents are displayed under the Submitted Offer Documents section of the Upload Offer window. All submitted documents are read only.


Prior to the close date of a solicitation, you may submit additional documents

**Accessing the Offer after logging off and back on:**

You will see a new link called **Offers/Search offers** under Hot Links from the Welcome page when you first log in.

The screenshot shows the DIBBS (Defense Industry Base Business System) Welcome page. At the top, there is a navigation bar with a dropdown menu set to 'Navigation/Documents' and a 'GO' button. To the right is a 'Database Search' section with a 'Choose Search' dropdown and a 'Value:' input field. Below the navigation bar, a notice states: 'Notice: Please read notices posted on the [Notices page](#).' The location is indicated as 'Home » Welcome'. The user is logged in as 'Tamara Solt' with the message 'You've got DIBBS!'. User details include 'Your User Id: 4V31401' and 'Password Expires: 9/11/2015'. Log history shows the last successful log in on 7/21/2015 at 2:46:39 PM via IP 164.87.184.28. Two warning messages are present: 'Your System for Award Management (SAM) data needs updating. [System for Award Management \(SAM\)](#)' and 'You have Non-Public Buyer Directed Solicitations. [Click here to View](#)'. A 'Hot Links' menu is highlighted with a yellow background and a red circle around the 'Search Offers' link. Other links in the menu include 'Accounts' (with sub-links 'Change Password', 'User', 'Vendor'), 'Offers', 'Quotes', 'SRVA', 'Market Ready Orders', and 'Post Award Request (PAR)'. At the bottom, there is a 'QUOTING' section with 'Web Form Quoting' instructions and a 'Fast Trak Quoting' section with a 'Solicitation #' input field.

Click on Search Offers where you will be taken to a screen that allows you to search your previously submitted offers. Once found, you can update if desired by clicking on the **Update Offer** hyperlink.


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Navigation:   Database Search:

**Notice:** Please read notices posted on the [Notices page](#).

Location: [Home](#) » [Solicitations](#) » [RFP/IFB/Other RFQs](#) » [Offer](#) » [Offer Search](#) » **Results**

[Offer Home](#) - [Offer Search](#)

**LOGGED ON**

[ 203 ] 7/22/2015 4:09:51 PM

**Recent Offers for last 15 days**  
 Records Found: **2**

Icon ~ Definition  
☒ ~ View Solicitation Package **Offer** ~ Update Offer

Click on Solicitation number to view.

**Offer Search Results**

	Solicitation	Status	CAGE	Created	Creator	Updated	Vendor Number
1	<a href="#">SP450015R0231</a>	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Update <input type="checkbox"/> Offer	4V31	07-21-2015 10:37:48 AM	4V31401 Tamara Solt tamara.solt@dla.mil	07-21-2015 02:57:16 PM	tammy
2	<a href="#">SPF60015R0726</a>		4V314	07-13-2015 04:12:46 PM	4V31401 Tamara Solt tamara.solt@dla.mil	07-16-2015 11:08:10 AM	Test Upload

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You will be able to view offer until the offer is awarded or until 180 days after the solicitation closes.

If you are logged in and you search for an RFP that you have previously submitted an offer on, you will see a green check next to the word “Offer”



Printer Friendly Display - Windows Internet Explorer

File Edit View Favorites Tools Help


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DLA Internet Bid Board System (DIBBS) Web Site Client Date/Time: Wed May 27 10:07:07 EDT 2015

**Note:** Offers/Sealed Bids for RFPs/IFBs shall be submitted in accordance with the instructions in Block 9 of the solicitation.  
RFP/IFB/Other RFQs Package Data


Solicitation #	Total Items	Issue Date	Close Date	Buyer Code
<b>SPM1C1-07-R-0216</b> Offer ✓	1	02-13-2007	12-31-2020	PQDA5

Documents:

Solicitation Package: [SPM1C107R0216PKG.zip](#) 

Solicitation: [SPM1C107R0216.pdf](#) Attachment(s): Amendment(s): Attachment(s):  
[SPM1C107R02160001.pdf](#)

Item/Tech Data:  
Click on NSN to view Procurement Item Description (PID) if any

1	NSN/Part Number	Nomenclature	Tech Data
1	<a href="#">8470-01-506-6386</a>	HELMET, ADVANCED COM	 <a href="#">Tech Docs</a>