

# Supplier Sourcing Manual

## Participating in a Two Stage Project (Sealed Bidding)

**ZONG 4G**  
**A NEW DREAM**

# Introduction

**Dear Supplier,**

Today, being part of one of the fastest moving and ever changing telecom industry CMPak - Zong aims to stay ahead by continuing to pioneer innovations to address key milestones towards providing the best services to its customers.

As CMPak’s Procurement team we support its innovation by providing customers with exceptional quality and service at the competitive cost, while also ensuring high ethical standards in everything we do.

Vital to success is a shared purpose with key supplier business partners. Having a shared purpose and collaborating closely will help both parties to achieve the highest quality, sustainability and consistently high performance.

To help CMPak’s suppliers perform to a high standard and in order to provide transparency with regard to our expectations, we have created Sourcing Manual for our suppliers. This being part of series to help suppliers in registration and then moving on to participation in relevant projects will serve as a single source of reference, which comprises all relevant information and guidelines that explain how we manage our supply base and is designed to make our processes easy to understand and follow.

We hope that you find the Sourcing Manual helpful, and would like to take this opportunity to thank you for your collaboration.

Regards,

**Team Procurement**

**CMPak - Zong**

# Using the Manual

Sourcing Manual has been created to help you understand how to participate in relevant projects / RFQs and hence contributing towards providing clarity on what CMPak expects from its suppliers to ensure that suppliers’ processes, systems, products and services are aligned to our business priorities and customer commitments.

## **GUIDING PRINCIPLES**

Where applicable, the manual provides links to associated documentation you may need, or find useful.

This Supplier Manual is intended to supplement the contract documentation in place with each supplier, and to provide clarity regarding the processes referenced therein. Nothing contained in this Supplier Manual is intended to contradict, modify, or amend any contractual agreement in place between CMPak and a supplier. Such contractual commitments are binding between both parties, irrespective of any language contained within this Supplier Manual.

## 1. Participating in a Two - Stage Project

As per policy, critical projects (both in terms of value or nature) are to be awarded after potential suppliers’ assessment in two stages (Technical & Commercial). Following are the steps that are to be followed for valid participation in a two-stage project.

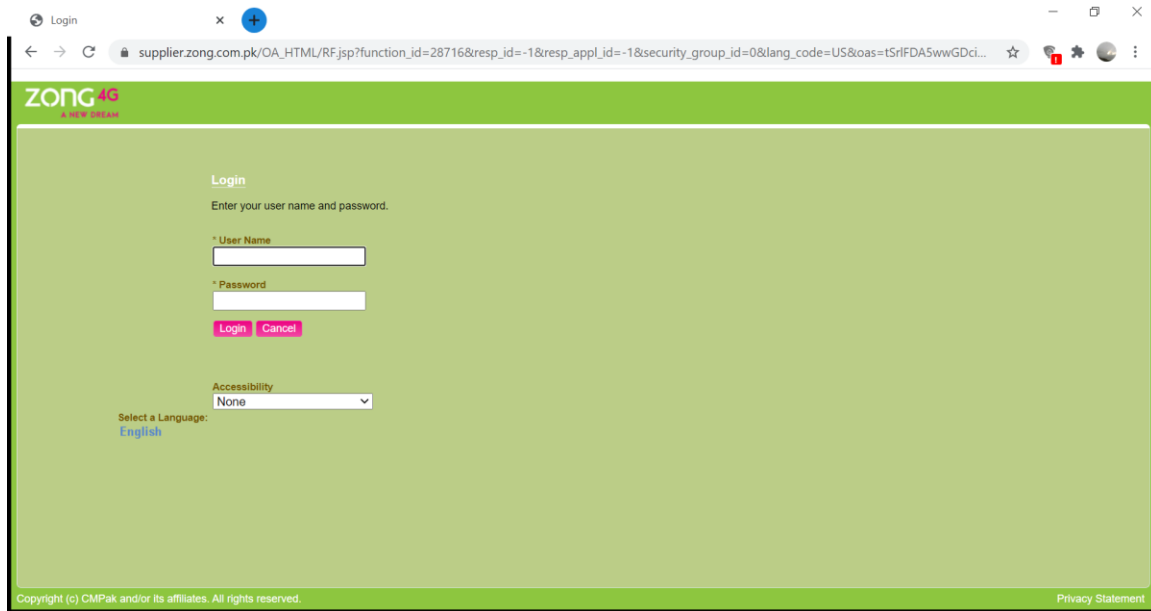
### Steps to Participate / Bid in a Two - Stage Project

Follow the link received in email notification directly or follow the following three steps to access any RFQ

1. Access Supplier portal using following URL

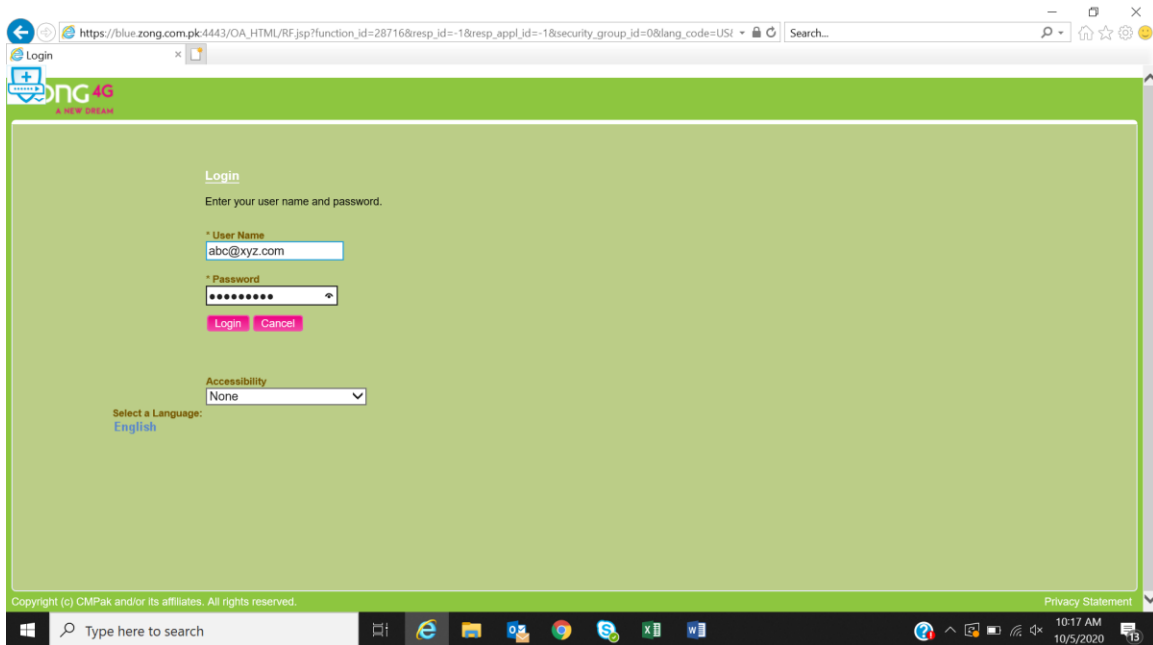
<https://supplier.zong.com.pk>

Alternately project can be accessed through the notification received over registered email ID directly.



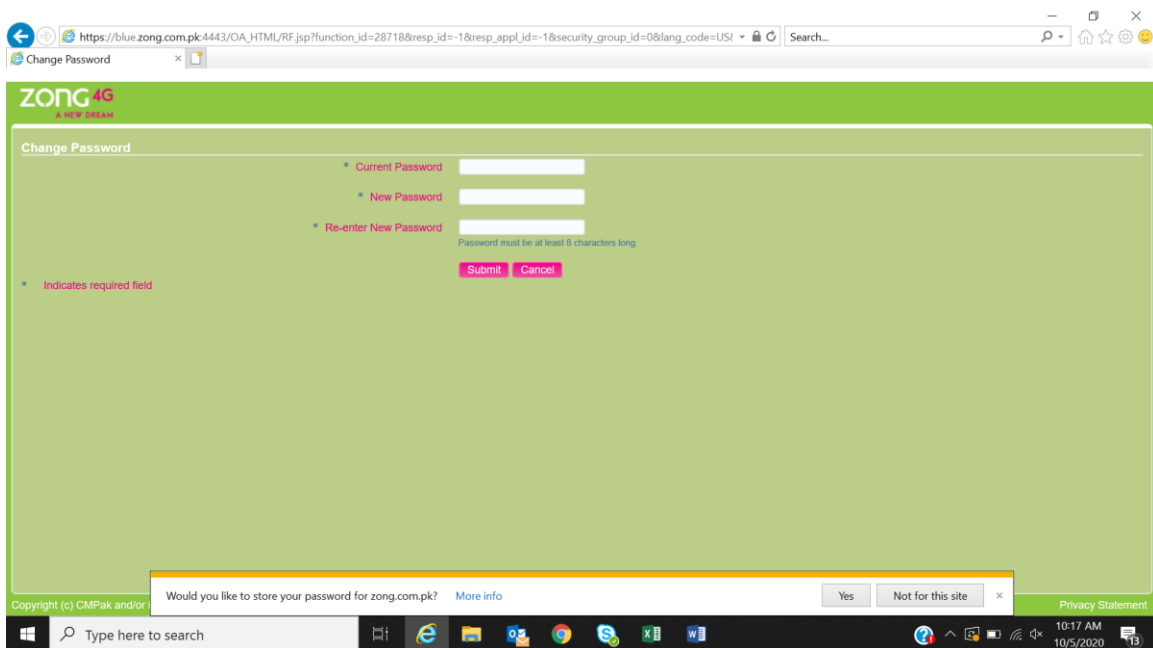
The screenshot shows a web browser window with the URL [supplier.zong.com.pk/OA\\_HTML/RF.jsp?function\\_id=28716&resp\\_id=-1&resp\\_appl\\_id=-1&security\\_group\\_id=0&lang\\_code=US&coas=tSrfDA5wwGDci...](https://supplier.zong.com.pk/OA_HTML/RF.jsp?function_id=28716&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US&coas=tSrfDA5wwGDci...). The page has a green header with the Zong 4G logo and the tagline "A NEW DREAM". The main content area is light green and contains a "Login" section. It prompts the user to "Enter your user name and password." and includes input fields for "User Name" and "Password". Below these fields are "Login" and "Cancel" buttons. There is also an "Accessibility" dropdown menu currently set to "None" and a "Select a Language:" link with "English" as an option. The footer contains the copyright notice "Copyright (c) CMPak and/or its affiliates. All rights reserved." and a "Privacy Statement" link.

## 2. Fill in the credentials and click “Login” button



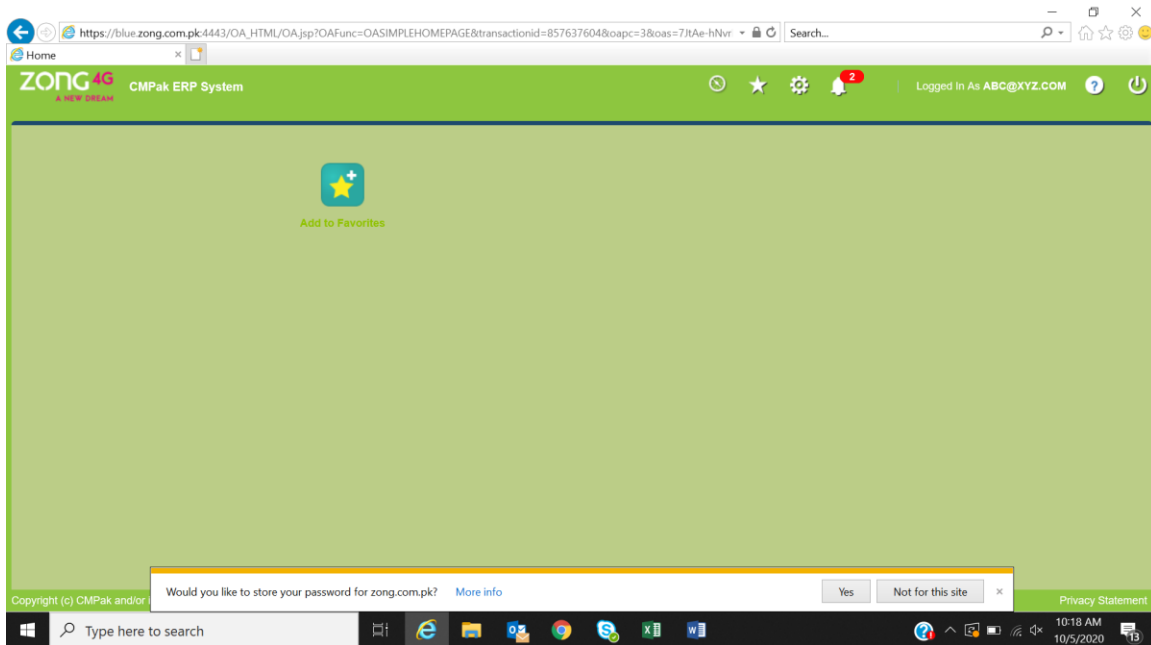
The screenshot shows a web browser window with the URL [https://blue.zong.com.pk:4443/OA\\_HTML/RF.jsp?function\\_id=28716&resp\\_id=-1&resp\\_appl\\_id=-1&security\\_group\\_id=0&lang\\_code=US](https://blue.zong.com.pk:4443/OA_HTML/RF.jsp?function_id=28716&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US). The page is titled "Login" and features the Zong4G logo. Below the logo, it says "Enter your user name and password." There are two input fields: "User Name" with the value "abc@xyz.com" and "Password" with masked characters. Below these fields are "Login" and "Cancel" buttons. There is also an "Accessibility" dropdown menu set to "None" and a "Select a Language: English" link. At the bottom, there is a copyright notice: "Copyright (c) CMPak and/or its affiliates. All rights reserved." and a "Privacy Statement" link. The Windows taskbar at the bottom shows the time as 10:17 AM on 10/5/2020.

## 3. For first time user, password received over email needs to be reset. Fill in the details and click on “Submit” button

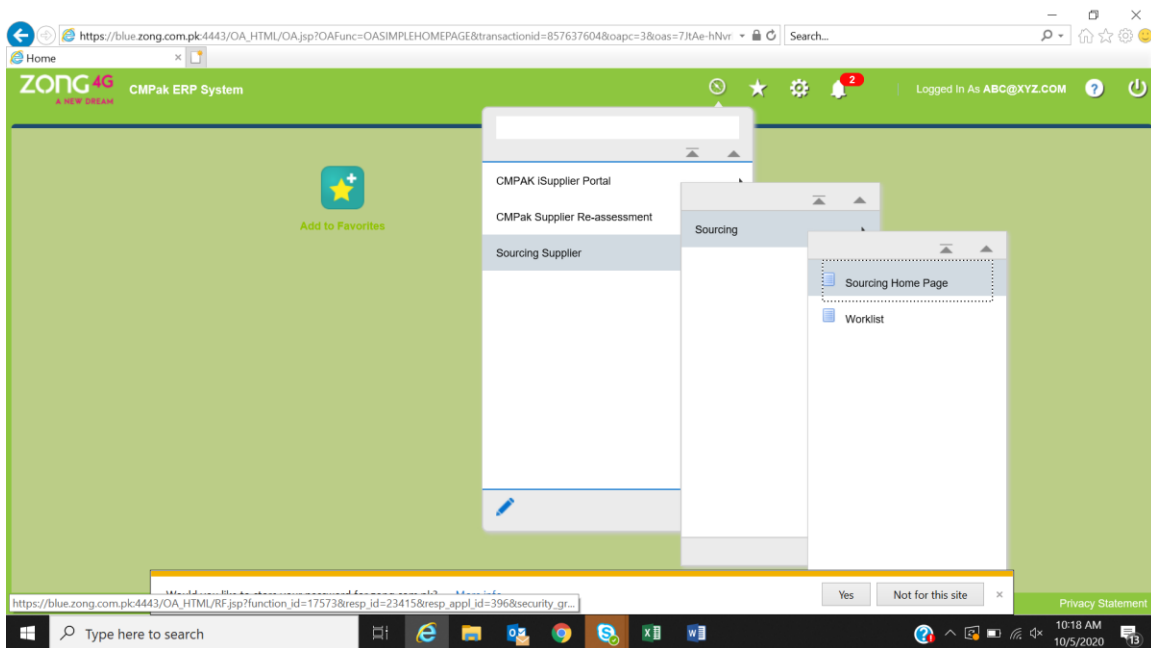


The screenshot shows a web browser window with the URL [https://blue.zong.com.pk:4443/OA\\_HTML/RF.jsp?function\\_id=28718&resp\\_id=-1&resp\\_appl\\_id=-1&security\\_group\\_id=0&lang\\_code=US](https://blue.zong.com.pk:4443/OA_HTML/RF.jsp?function_id=28718&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US). The page is titled "Change Password" and features the Zong4G logo. Below the logo, it says "Change Password". There are three input fields: "Current Password", "New Password", and "Re-enter New Password". Below these fields are "Submit" and "Cancel" buttons. A note below the fields states: "Password must be at least 8 characters long." There is also a legend: "\* Indicates required field". At the bottom, there is a copyright notice: "Copyright (c) CMPak and/or its affiliates. All rights reserved." and a "Privacy Statement" link. A Windows notification bar at the bottom asks: "Would you like to store your password for zong.com.pk?" with "Yes" and "Not for this site" buttons. The Windows taskbar at the bottom shows the time as 10:17 AM on 10/5/2020.

4. Once done, following page will be visible



5. Go to Navigator > Sourcing Supplier > Sourcing > Sourcing Home Page



6. Your Company’s Open Invitations will be listed in the table marked below. Click on the Negotiation Number your company wants to participate in

https://blue.zong.com.pk:4443/OA\_HTML/RF.jsp?function\_id=17573&resp\_id=23415&resp\_appl\_id=396&security\_group\_id=0&lang\_cod=...

Negotiations Home

**ZONG4G** Sourcing

Welcome, Rabia Khan.

**Your Active and Draft Responses**

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

**Your Company's Open Invitations** [Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	104456	FSA for Banners (114021)	RFQ	1 day 4 hours

**Quick Links**

**Manage**

- Drafts
- Deliverables
- Personal Information

**View Responses**

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

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7. From Actions List of Values select “Acknowledge Participation” and click on Go button

https://blue.zong.com.pk:4443/OA\_HTML/RF.jsp?OAFunc=PON\_NEG\_SUMMARY&ri=396&new=true&addBreadCrumb=Y&retainAM=Ni...

RFQ: 104456

**ZONG4G** Sourcing

RFQ: 104456

**Actions** Acknowledge Participation [Go](#)

Title: FSA for Banners (114021)  
Status: Active (Locked)  
Time Left: 1 day 4 hours

Open Date: 05-Oct-2020 10:15:37  
Close Date: 06-Oct-2020 15:00:00

**Header** [Lines](#) [Controls](#) [Contract Terms](#)

Buyer: Khan, Rabia  
Quote Style: Two-Stage RFQ  
Description: Sealed

Outcome: Blanket Purchase Agreement

**Terms**

Effective Start Date: CHAK SHAHZAD OFFICE - HQ  
Effective End Date: CHAK SHAHZAD OFFICE - HQ  
Bill-To Address: CHAK SHAHZAD OFFICE - HQ  
Ship-To Address: FOB

Total Agreement Amount  
Minimum Release Amount  
Payment Terms  
Carrier  
Freight Terms

Currency: RFQ Currency: PKR Price Precision: Any

**Requirements**

https://blue.zong.com.pk:4443/OA\_HTML/RF.jsp?page=/oracle/apps/pon/negotiation/inquiry/webui/ponNegSumPG...

8. Mark "Yes" to acknowledge participation or "No" to decline and click on "Go" button

The screenshot displays the Zong 4G Sourcing web application interface. The browser window shows the URL: [https://blue.zong.com.pk:4443/OA\\_HTML/OA.jsp?page=/oracle/apps/pon/negotiation/inquiry/webui/ponNegSumPG&\\_ri=3968&\\_ri=3968](https://blue.zong.com.pk:4443/OA_HTML/OA.jsp?page=/oracle/apps/pon/negotiation/inquiry/webui/ponNegSumPG&_ri=3968&_ri=3968). The page header is green with the Zong 4G logo and the word "Sourcing". The main content area is titled "Acknowledge Participation (RFQ 104456)". It contains a question "Will your company participate?" with two radio button options: "Yes" (selected) and "No". Below the question is a text area labeled "Note to Buyer". The page has a green background with white text and buttons. The Windows taskbar at the bottom shows the time as 10:20 AM on 10/5/2020.

9. You'll be routed back to header page where details shared by CMPak buyer can be viewed in "Requirements" & "Notes and Attachments" section (in case of **Yes**)

RFQ: 104456

RFQ: 104456

https://blue.zong.com.pk/4443/OA\_HTML/OA.jsp?page=/oracle/apps/pon/response/acknowledge/webui/ponAcknowledgePG&i=396&

Search...

Logged In As ABC@XYZ.COM

**Negotiations**

Negotiations >

RFQ: 104456

Actions

Acknowledge Participation

Go

<p>Title</p> <p>Status</p> <p>Time Left</p>	<p>FSA for Banners (114021)</p> <p>Active (Locked)</p> <p>1 day 4 hours</p>	<p>Open Date</p> <p>Close Date</p>	<p>05-Oct-2020 10:15:37</p> <p>06-Oct-2020 15:00:00</p>
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Header

Lines

Controls

Contract Terms

<p>Buyer</p> <p>Quote Style</p> <p>Description</p>	<p>Khan, Rabia</p> <p>Two-Stage RFQ</p> <p>Sealed</p>	<p>Outcome</p> <p>Event</p>	<p>Blanket Purchase Agreement</p>
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Terms

<p>Effective Start Date</p> <p>Effective End Date</p> <p>Bill-To Address</p> <p>Ship-To Address</p> <p>FOB</p>	<p>CHAK SHAHZAD OFFICE - HQ</p> <p>CHAK SHAHZAD OFFICE - HQ</p>	<p>Total Agreement Amount</p> <p>Minimum Release Amount</p> <p>Payment Terms</p> <p>Carrier</p> <p>Freight Terms</p>
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Currency

<p>RFQ Currency</p> <p>PKR</p>	<p>Price Precision</p> <p>Any</p>
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Requirements

Show All Details

Hide All Details



RFQ: 104456

RFQ Currency: PKR

Price Precision: Any

**Requirements**

Show All Details | Hide All Details

Details Section: Technical Evaluation

RFQ Stage: Technical

Requirement	Target	View
Printing Facility/ Equipment		View
Relevant Experience/ Technical Expertise		View
Previous Projects		View
Regional Presence		View
Market Reputation		View

**Notes and Attachments**

Note to Suppliers: Quoted price must be for 1 unit only. Price must be inclusive of WHT & exclusive of GST. Delivery Location: Nationwide. Note: All taxes will be applicable as per law. Contract Template is attached in the system for your reference & review. Please note that quotation from your end will be considered as compliance to contract terms.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
RFP	File		To Supplier	RABIA.KHAN	05-Oct-2020	One-Time	Update	Delete
BOQ	File		To Supplier	RABIA.KHAN	05-Oct-2020	One-Time	Update	Delete

10. Select “Create Quote” from “Actions” list of values and click on Go button

RFQ: 104456

**Negotiations**

RFQ: 104456

Title: FSA for Banners (114021)

Status: Active (Locked)

Time Left: 1 day 4 hours

**Header**

Buyer: Khan, Rabia

Quote Style: Sealed

Outcome: Blanket Purchase Agreement

**Terms**

Effective Start Date: CHAK SHAHZAD OFFICE - HQ

Effective End Date: CHAK SHAHZAD OFFICE - HQ

Bill-To Address: CHAK SHAHZAD OFFICE - HQ

Ship-To Address: FOB

Total Agreement Amount

Minimum Release Amount

Payment Terms

Carrier

Freight Terms

**Currency**

RFQ Currency: PKR

Price Precision: Any

**Requirements**

**Actions**

- Acknowledge Participation
- Create Quote
- Online Discussions
- View Quote History
- Printable View
- Export to Spreadsheet

Go

## 11. Click on “Add Attachments” button to upload technical &amp; commercial proposal.

The screenshot shows the ZONG 4G Sourcing application interface. The user is logged in as ABC@XYZ.COM. The page displays the 'Negotiations' section for RFQ 104456, with a sub-section for 'Create Quote: 321014 (RFQ 104456)'. The 'Header' section includes fields for Title ('FSA for Banners (114021)'), Supplier ('ABC Co.'), RFQ Currency ('PKR'), Quote Currency ('PKR'), and Price Precision ('Any'). The 'Attachments' section has a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The 'Add Attachment...' button is highlighted with a red box. Below the table, the 'Requirements' section is visible, showing a table with columns: Focus, Title, RFQ Stage, Target Value, and Quote Value. The 'Focus' column has a dropdown menu with 'Requirements' and 'Technical Evaluation' options. The 'RFQ Stage' column has a dropdown menu with 'Technical' and 'Commercial' options. The 'Target Value' and 'Quote Value' columns are empty.

## 12. Make sure to select “Technical” in category while uploading technical proposal. Browse the file and click on “Apply” button

The screenshot shows the ZONG 4G Sourcing application interface for the 'Add Attachment' step. The user is logged in as ABC@XYZ.COM. The page displays the 'Negotiations' section for RFQ 104456, with a sub-section for 'Create Quote: 321014 (RFQ 104456)'. The 'Add Attachment' section includes a table with columns: Title, Description, and Category. The 'Category' dropdown menu is highlighted with a red box and shows the selected option 'From Supplier: Technical'. The 'Define Attachment' section has a 'Type' dropdown menu with 'File', 'URL', and 'Short Text' options. The 'File' option is selected. The 'File' field shows the path 'C:\Users\rabia.khani\Desktop\Technical Proposal.docx' and a 'Browse...' button. The 'Long Text' field is empty.

## 13. For commercial proposal follow the same steps and mark category as “Commercial”

https://blue.zong.com.pk:4443/OA\_HTML/OA.jsp?page=/oracle/apps/pon/response/creation/webui/ponResponsePG&ri=396&app=%71

Sourcing: Add Attachment

Negotiations > RFQ: 104456 > Create Quote: 321014 (RFQ 104456) >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title: Commercial Proposal

Description: Commercial Proposal

Category: From Supplier: Commercial

Define Attachment

Type: File (selected), URL, Short Text, Long Text

Browse...

https://blue.zong.com.pk:4443/OA\_HTML/OA.jsp?page=/oracle/apps/pon/response/creation/webui/ponResponsePG&ri=396&app=%71

Sourcing: Add Attachment

Negotiations > RFQ: 104456 > Create Quote: 321014 (RFQ 104456) >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title: Commercial Proposal

Description: Commercial Proposal

Category: From Supplier: Commercial

Define Attachment

Type: File (selected), URL, Short Text, Long Text

Browse...

## 14. Successfully uploaded attachments will be visible in header section

The screenshot shows the Zong4G Sourcing interface. The 'Attachments' section is highlighted with a red box, showing two uploaded files:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Technical Proposal	File		From Supplier: Technical	ABC@XYZ.COM	05-Oct-2020	One-Time		
Commercial Proposal	File		From Supplier: Commercial	ABC@XYZ.COM	05-Oct-2020	One-Time		

## 15. In “Requirements” section, add the details in quote value field or refer to section of technical / commercial proposal where the details are mentioned by supplier

The screenshot shows the Zong4G Sourcing interface. The 'Requirements' section is expanded, showing a table with columns: Focus Title, RFQ Stage, Target Value, and Quote Value. The 'Quote Value' column is highlighted with a red box.

Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Technical Evaluation	Technical		
Printing Facility/ Equipment	Technical		
Relevant Experience/ Technical Expertise	Technical		
Previous Projects	Technical		

Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Technical Evaluation	Technical		
Printing Facility/ Equipment	Technical		Vufok machines available (Details attached in technical proposal)
Relevant Experience/ Technical Expertise	Technical		Working since more than 5 years (Relevant documents attached in technical proposal)
Previous Projects	Technical		Handled projects worth 200M (POs attached for reference)
Regional Presence	Technical		In 5 cities nationwide (Details attached in technical proposal)
Market Reputation	Technical		Working with MNCs and Telcos (Testimonials attached in technical proposal)

16. Click on “Preview Contract Terms” and open or save to file to review the contract terms

**Contract Terms**

[Preview Contract Terms](#)

**Variables**

Clause	Variable	Description	Value
No variables found.			

**Deliverables**

⚠ Indicates deliverable is overdue    ✖ Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert	Update
No Deliverables found.				

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Regional Presence

Technical

Working with MNCs and Telcos (Testimonials attached in technical proposal)

Market Reputation

Technical

**Contract Terms**

Preview Contract Terms

**Variables**

Details Section

No variables found.

Clause	Variable	Description	Value
No variables found.			

**Deliverables**

Indicates deliverable is overdue x Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert	Update
No Deliverables found.				

Do you want to open or save 321014\_CONTRACT.pdf from blue.zong.com.pk?

Open Save Cancel

17. In Lines Section, mention unit price in “Quote Price” field and click on “Continue” button

**Zong Sourcing**

Negotiations > RFQ: 104456 >

Create Quote: 321014 (RFQ 104456)

Title: FSA for Banners (114021)

Two-Stage RFQ

Time Left: 1 day 4 hours

Close Date: 06-Oct-2020 15:00:00

**Header** **Lines**

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Flex Banner (5x2)	Sealed			150	Each	33,000,000			Yes	
2 Cotton Banner Inc...	Sealed			450	Each	3,000,000			Yes	

Indicates more information requested. Click the Update icon.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

## 18. “Submit” button will appear. Click on it to submit the quote

The screenshot shows the 'Create Quote 321014: Review and Submit (RFQ 104456)' page. At the top, there is a warning message: 'Warning: This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.' Below the warning, there are buttons: Cancel, Back, Validate, Save Draft, Printable View, and Submit. The 'Submit' button is highlighted with a red box. The page also displays a header with details like Title (FSA for Banners (114021)), Supplier (ABC Co.), RFQ Currency (PKR), Quote Currency (PKR), Price Precision (Any), Time Left (1 day 4 hours), Close Date (06-Oct-2020 15:00:00), Quote Valid Until, Reference Number, and Note to Buyer. There is a table for Attachments with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table contains two rows: Technical Proposal and Commercial Proposal. Below the table, there are sections for Requirements and Contract Terms.

## 19. Confirmation will be received once quote is successfully submitted

The screenshot shows the same 'Create Quote 321014: Review and Submit (RFQ 104456)' page, but now a confirmation message is displayed in a white box with a green checkmark icon. The message reads: 'Confirmation: Quote 321014 for RFQ 104456 (FSA for Banners (114021)) has been submitted.' Below the message, there is a link: 'Return to Sourcing Home Page'. The 'Submit' button is still visible in the top right corner.

Response will be visible on sourcing homepage once submitted

The screenshot shows the ZONG 4G Sourcing portal interface. The user is logged in as ABC@XYZ.COM. The main section is titled "Your Active and Draft Responses" and includes a "Full List" link. Below this, a table displays the response details for negotiation number 104456, which is highlighted with a red box. The table has columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. Below the table, there is a section for "Your Company's Open Invitations" and a "Quick Links" section with "Manage" and "View Responses" tabs. The "View Responses" tab shows a list of response statuses: Drafts, Deliverables, Personal Information, Active, Disqualified and Withdrawn, Awarded, and Rejected.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
321014	Active		104456	FSA for Banners (114021)	RFQ	1 day 4 hours		0

**Note: To submit multiple quotes / for any changes before bid closing time, repeat the same steps by selection “Create Quote” option against relevant negotiation**