# **Supplier Sourcing Manual**

## Participating in a Single Stage Project (Blind Bidding)

# ZONG4G 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 Single Stage Project (Blind Bidding)

Single stage projects are those where routine projects are awarded based on competitive bidding subject to supplier's compliance to RFP & contract terms. Blind bidding is usually followed in such scenarios where suppliers can view the ranking / standing of their offer / quotation in comparison to other suppliers. Following are the steps that are to be followed for valid participation in a single stage project. Details to view the ranking can be viewed in next section of this manual.

#### Steps to Participate / Bid in a Single Stage Project (Blind Bidding)

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.

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## 2. Viewing Ranking of Offer in a Single Stage (Blind Bidding) Project

All the active & draft responses (most recent) of open RFQs will be visible in "Your Active & Draft Responses" section on Sourcing Home Page.

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