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.

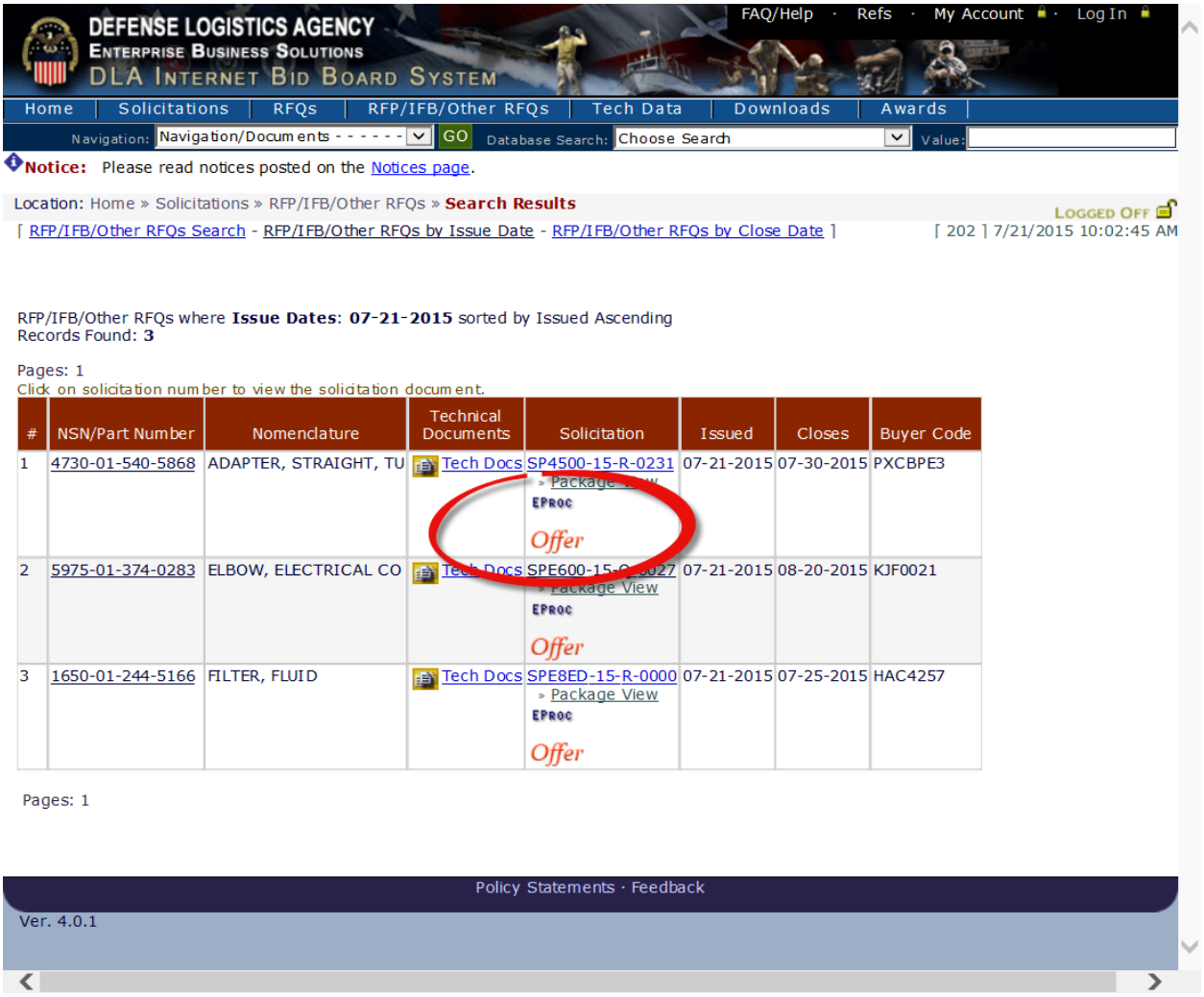
Unless prohibited by the solicitation, DIBBS electronic upload is the preferred method of proposal submission. You may use this screen to upload a completed offer and all associated documents. The offer must be signed and completed in its entirety in accordance with the solicitation requirements. Do 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.

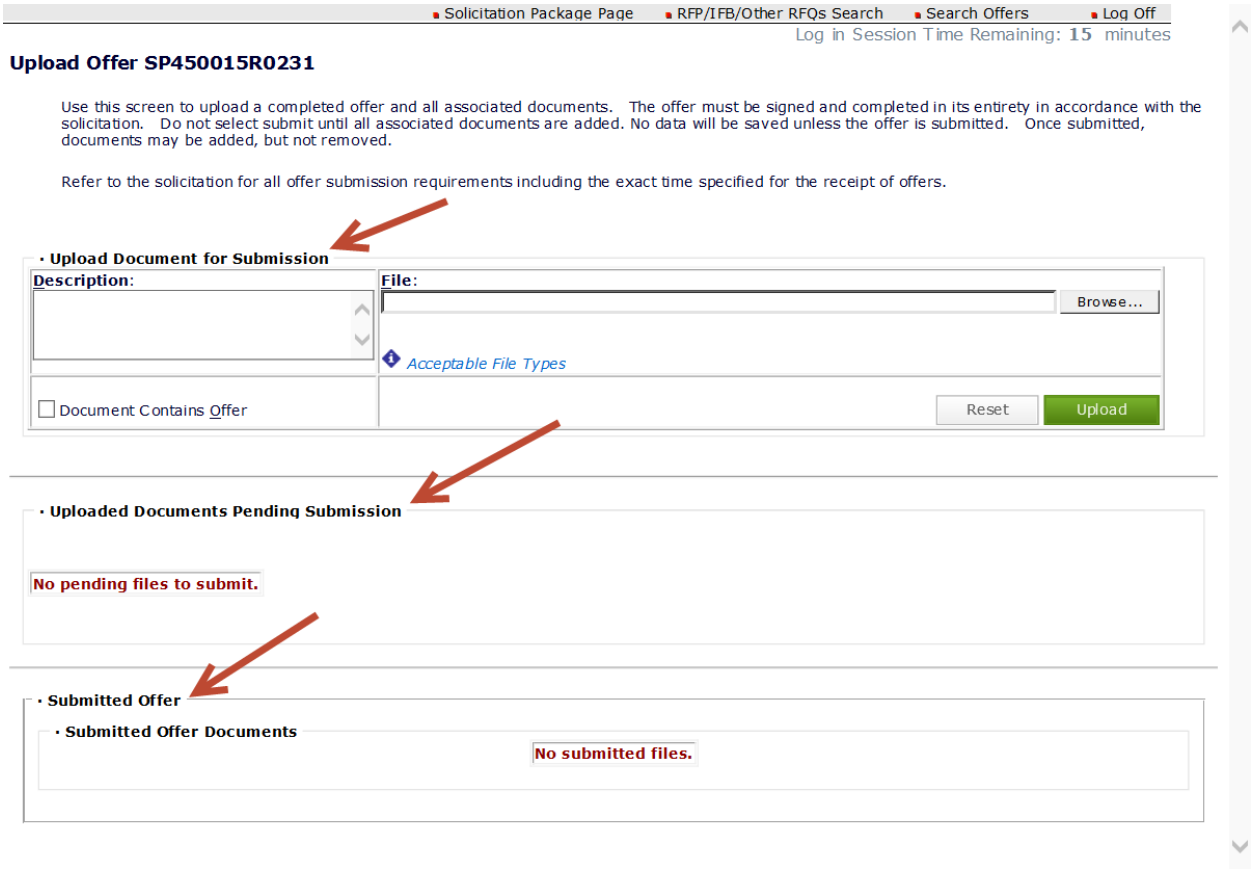
Once logged in, you will be able to submit an offer in response to a solicitation found on the RFP search screen by selecting the "**Offer**" icon. The button will only be selectable for vendors who are logged onto DIBBS. If not logged in yet, DIBBS will take you to the log in screen.



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.



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.

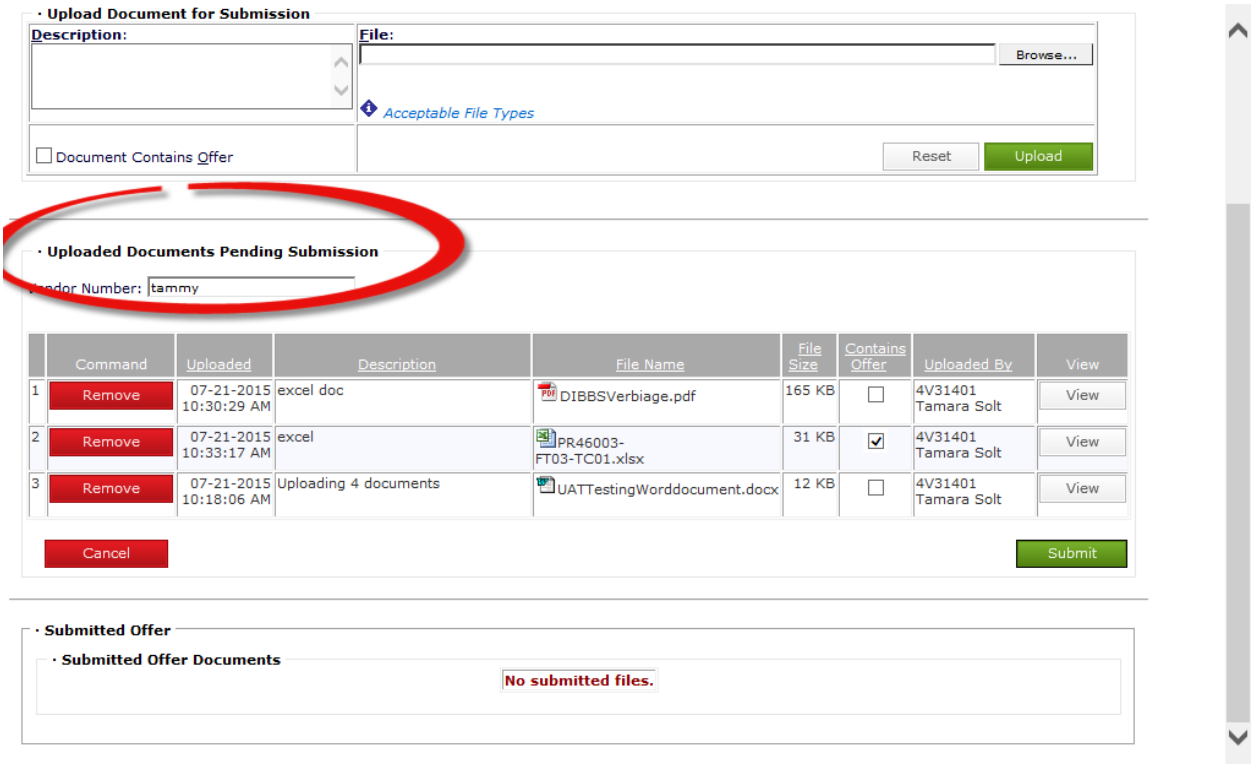
Reset Button

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



Button Definitions

Remove – The Command column contains a Remove button for each file.

NOTE: Only files that have not been submitted can be selected for removal.

Date – This is the system supplied date/time that the attachment was uploaded.

Description – This field contains the description with up to 60 positions which was entered in the Upload Section.

File Name – This field contains the vendor-supplied name of the file including its extension.

File Size – This field contains the system-supplied file size in bytes.

Contains Offer – This field contains a checkbox which indicates which document contains the offer. Each offer must contain one file that is checked as being the offer.

Uploaded By – This field contains the DIBBS user number and the name of the person who is uploading the files.

View – This column contains a View button for each file that was uploaded.

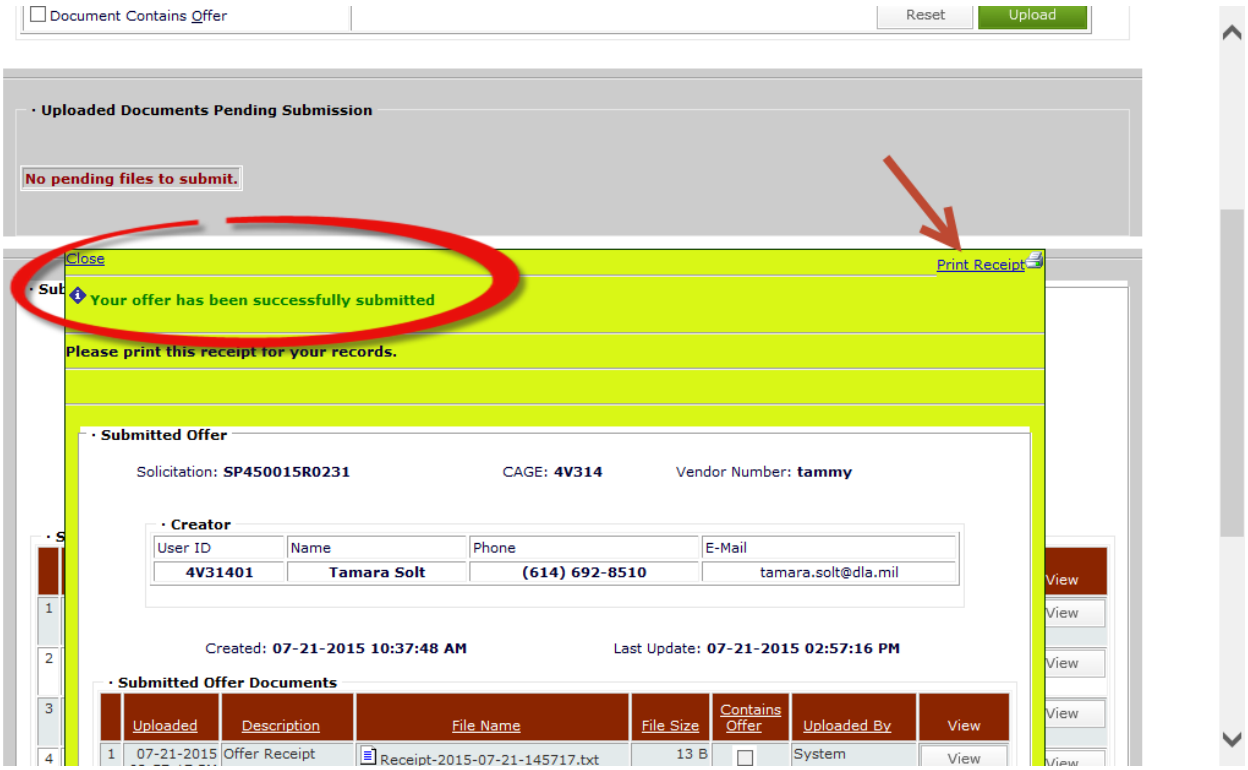
Vendor Number – This optional field will contain a vendor's self-supplied offer number. The field may be up to 15 positons long. Acceptable characters are alpha-numerics and hyphens.

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.



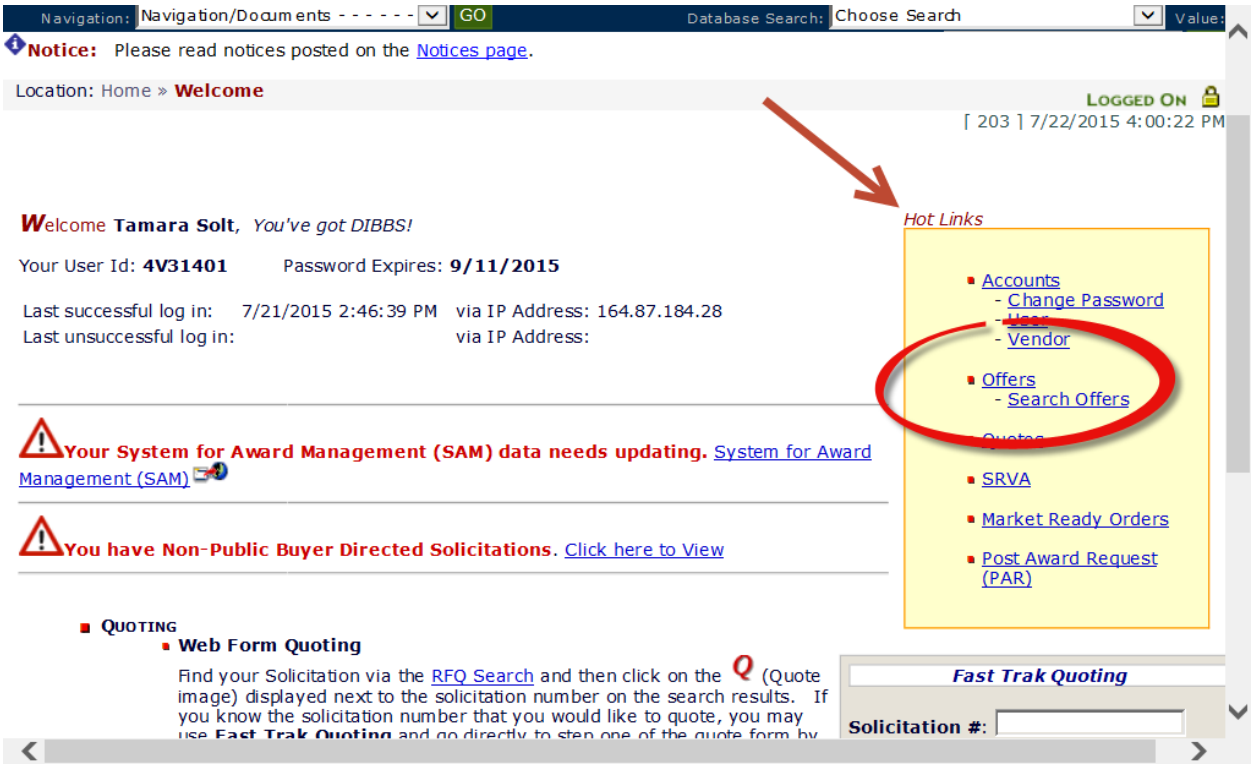
Details for Submitted Offer Documents Section:

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.

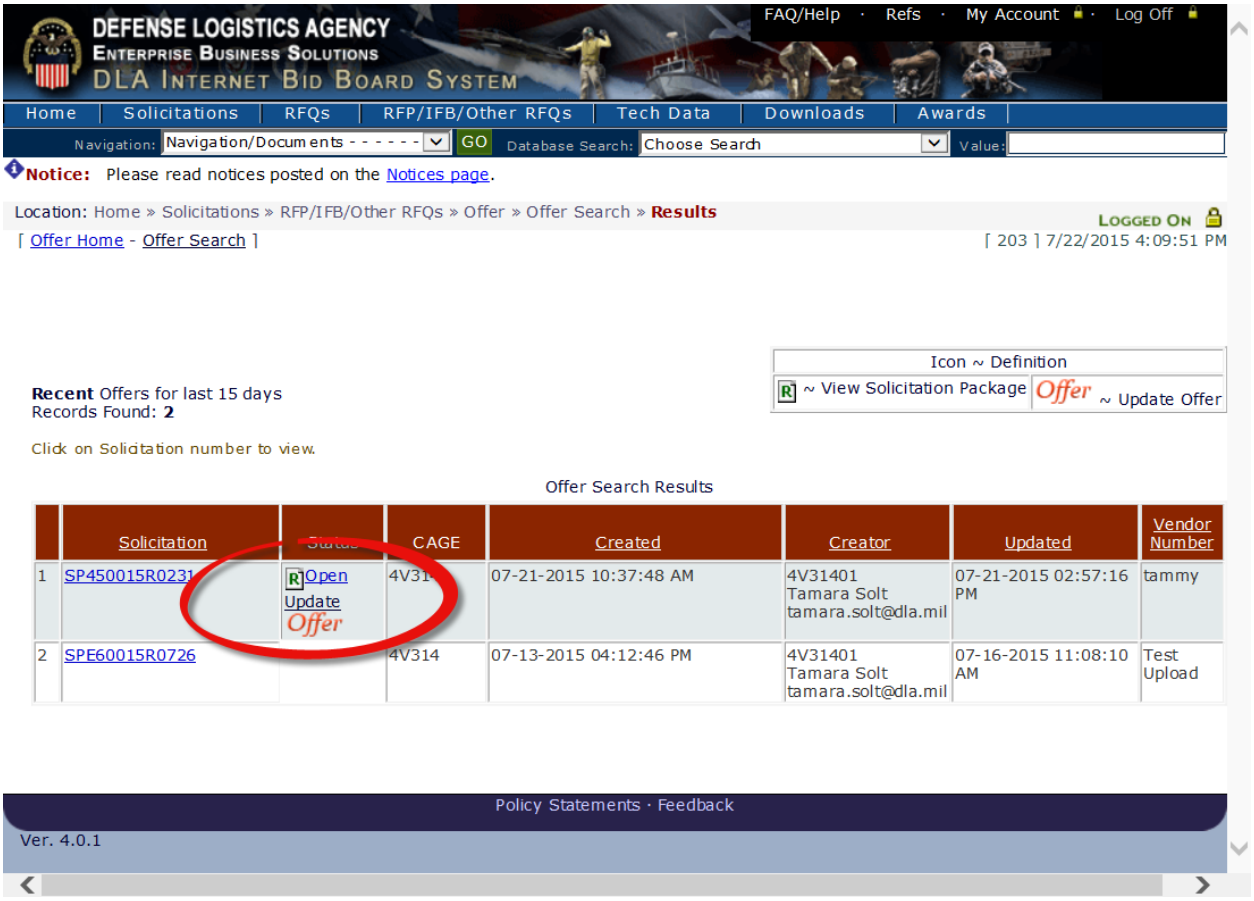
Prior to the close date of a solicitation, you may submit additional documents

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.

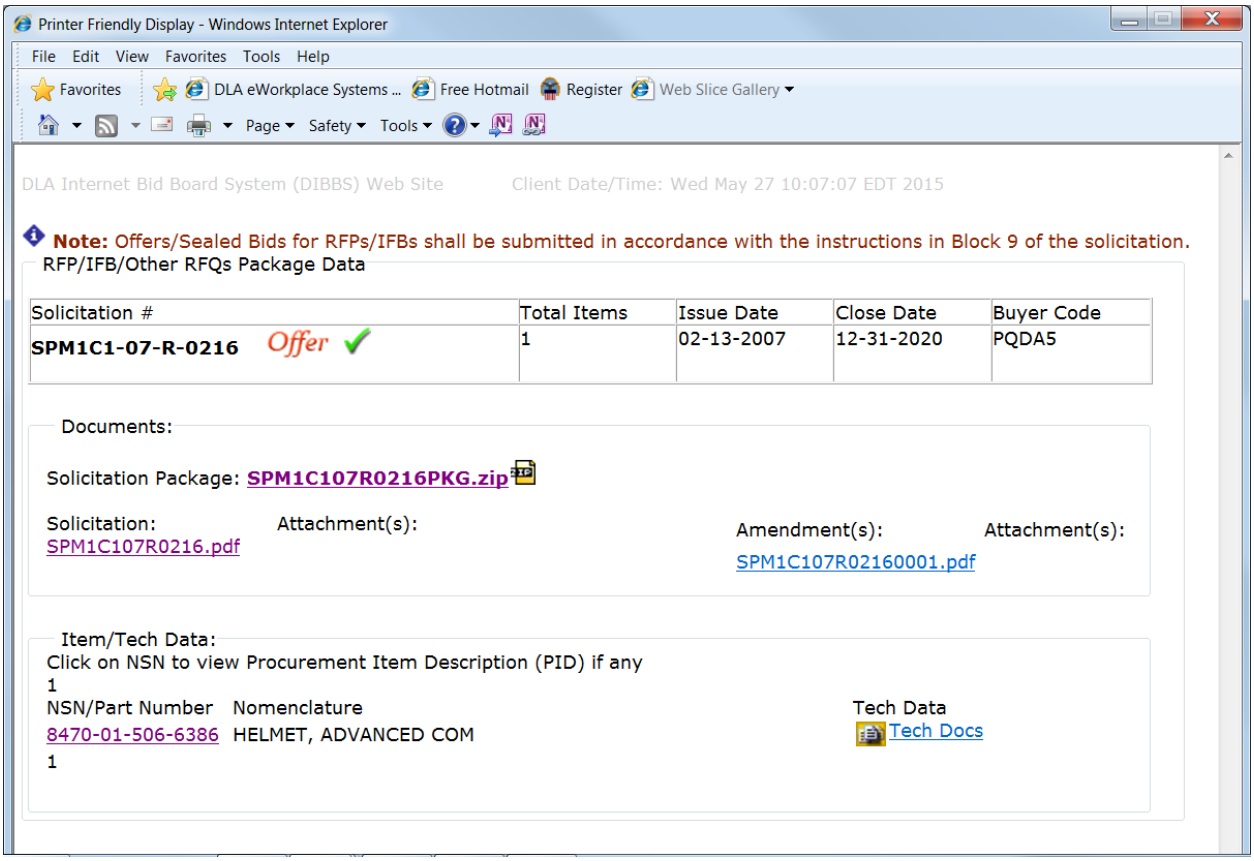


Click on Search Offers where you will be taken to a screen that allows you to search your previously submitted offers. Once found, you can update if desired by clicking on the **Update Offer** hyperlink.



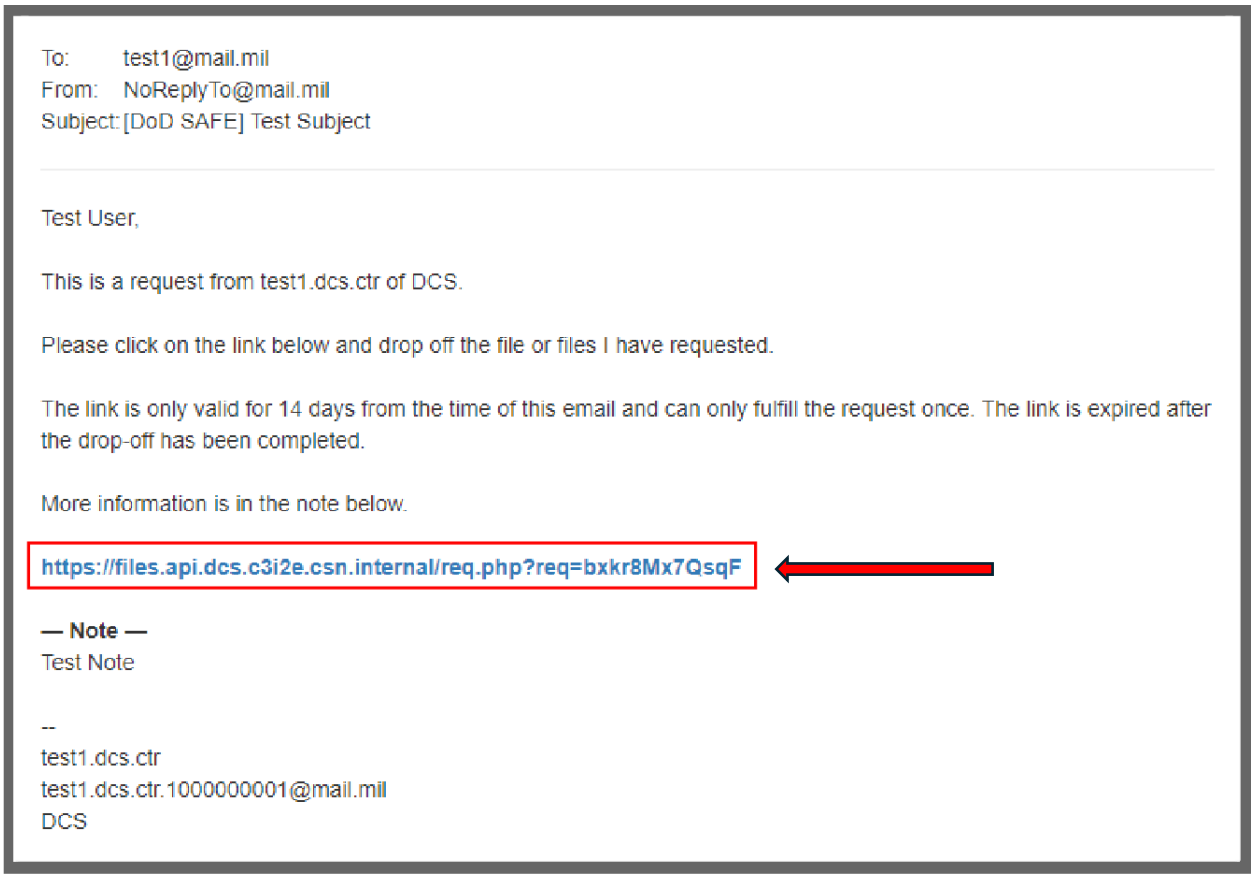
You will be able to view offer until the offer is awarded or until 180 days after the solicitation closes.

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
Favorites DLA eWorkplace Systems ... Free Hotmail Register Web Slice Gallery
Page Safety Tools
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
SPM1C1-07-R-0216 Offer 1 02-13-2007 12-31-2020 PQDA5
Documents:
Solicitation Package: SPM1C107R0216PKG.zip
Solicitation: SPM1C107R0216.pdf
Attachment(s):
Amendment(s): SPM1C107R02160001.pdf
Attachment(s):
Item/Tech Data:
Click on NSN to view Procurement Item Description (PID) if any
1
NSN/Part Number Nomenclature Tech Data
8470-01-506-6386 HELMET, ADVANCED COM Tech Docs
1

DoD Safe Proposal Transmission/Drop-Off Instructions

For proposal transmission via the DoD Safe electronic platform where a successful **Request for Drop-off** is complete, the offeror will receive a "Request for Drop-off" notification email with the URL link to initiate a drop-off and any other information entered in the request.



To: test1@mail.mil
From: NoReplyTo@mail.mil
Subject: [DoD SAFE] Test Subject

Test User,

This is a request from test1.dcs.ctr of DCS.

Please click on the link below and drop off the file or files I have requested.

The link is only valid for 14 days from the time of this email and can only fulfill the request once. The link is expired after the drop-off has been completed.

More information is in the note below.

https://files.api.dcs.c3i2e.csn.internal/req.php?req=bxkr8Mx7QsqF

— Note —
Test Note

--
test1.dcs.ctr
test1.dcs.ctr.1000000001@mail.mil
DCS

NOTE: The URL link to initiate a Drop-off is valid for 14 days. After the Drop-off is fulfilled, the Drop-off request code automatically expires and is no longer available. Drop-off links are for one-time use only; therefore, should offerors require additional Requests for Drop-off, these requests must be emailed to the below DLA Troop Support recipients by the specified time in the given correspondence.

Sending Drop-offs

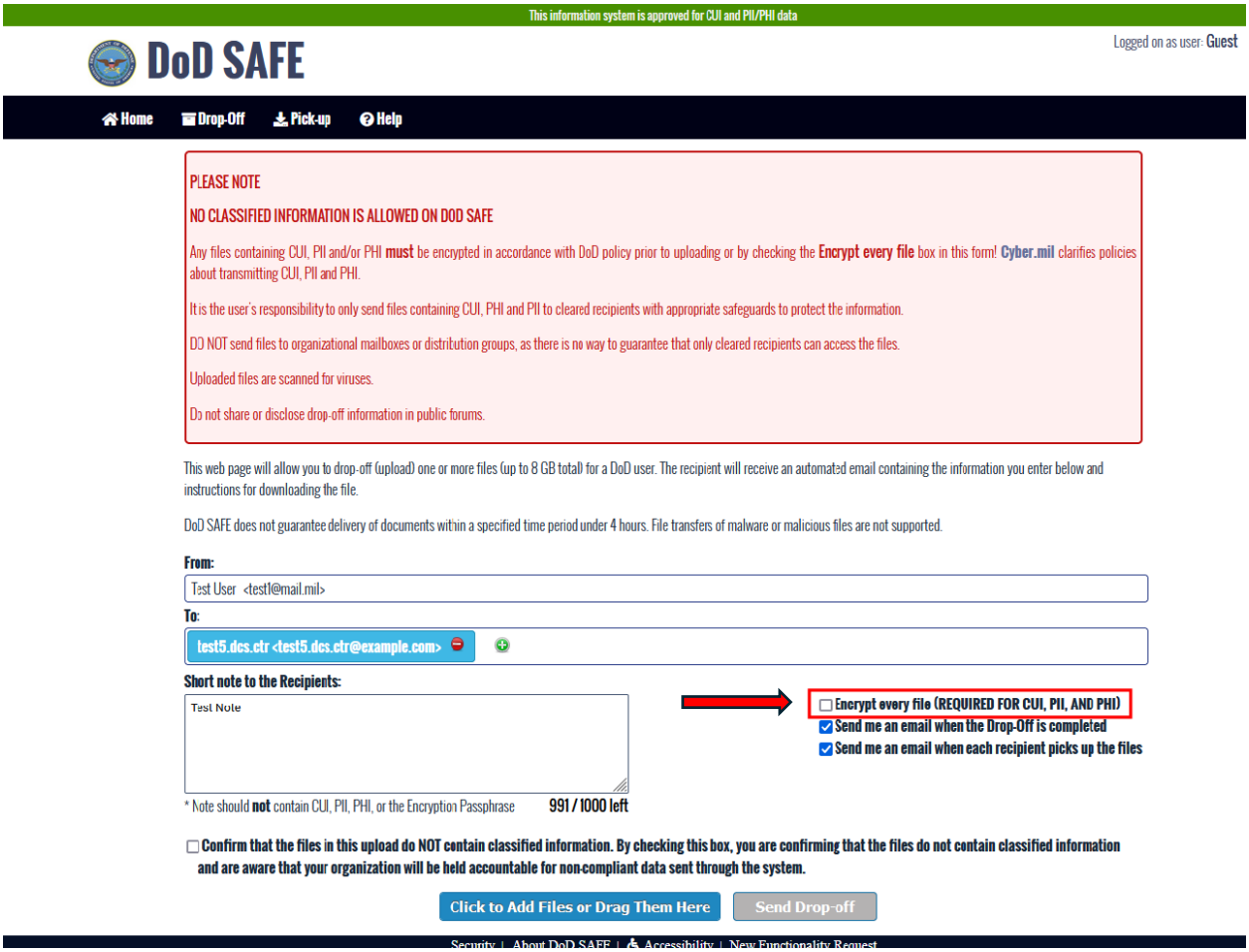
To send files, a **Drop-off** must be created.

Drop-offs (up to 25 files totaling up to 8 GB max), **must be sent to the Contracting Officer identified in the solicitation.**

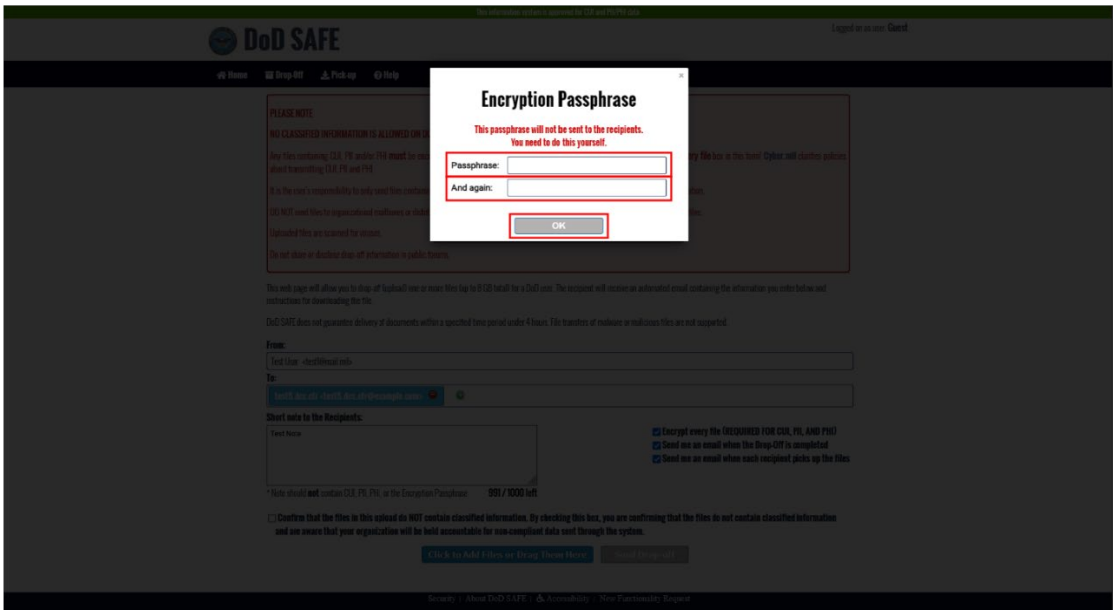
To send a new Drop-off, click on **Drop-off** in the top navigation ribbon or on the homepage, add the files to send to the Drop-off form, add the recipients to send the files

to. Please ensure the correct solicitation number (SPE300-26-R-0001) and any other pertinent file name information is included in the **Note to the Recipient** section.

Additionally, if an offeror chooses to encrypt its proposal transmission, check the box for **Encrypt every file (REQUIRED FOR CUI, PII, AND PHI).**



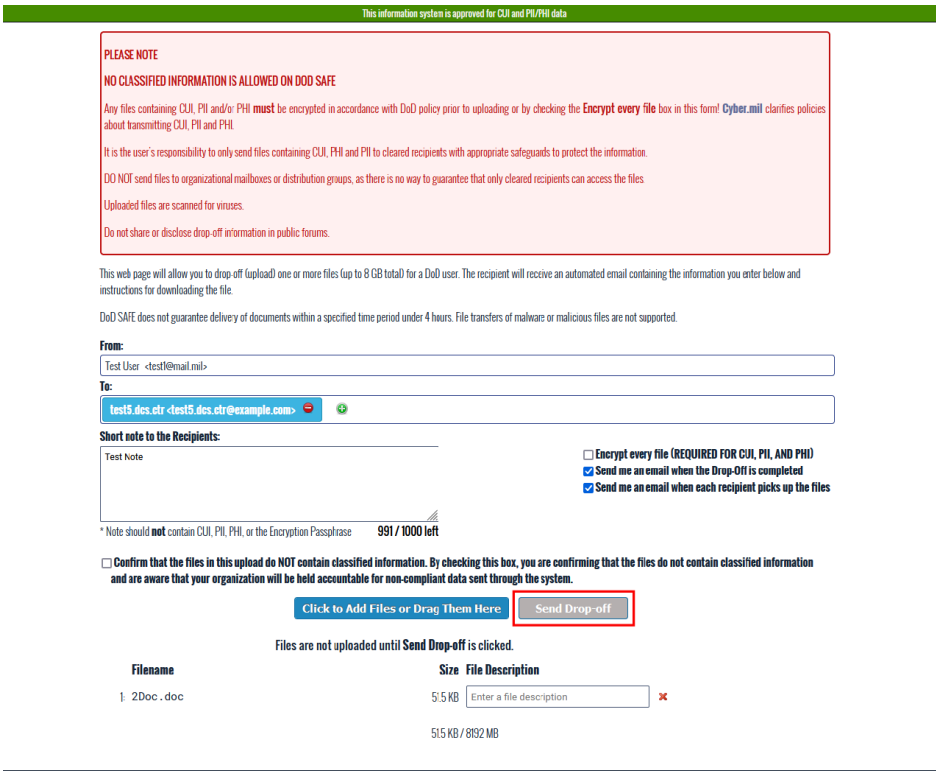
Enter the desired Encryption Passphrase in the Encryption Passphrase pop-up window in order for the DLA Troop Support recipients to view and download the proposal transmission documentation. **NOTE: This passphrase should not be included in the Drop-off email; it must be sent in a separate email to the DLA Troop Support recipients within the solicitation.**



<u>NOTE</u>: It is the offeror's responsibility to contact the DLA Troop Support recipients identified above and within the solicitation to confirm receipt of encrypted passphrase information related to proposal transmissions via the DoD Safe electronic platform. <u>An offeror's failure to provide accurate passphrase information may render the proposal unacceptable and may lead to a rejection of the offer.</u>

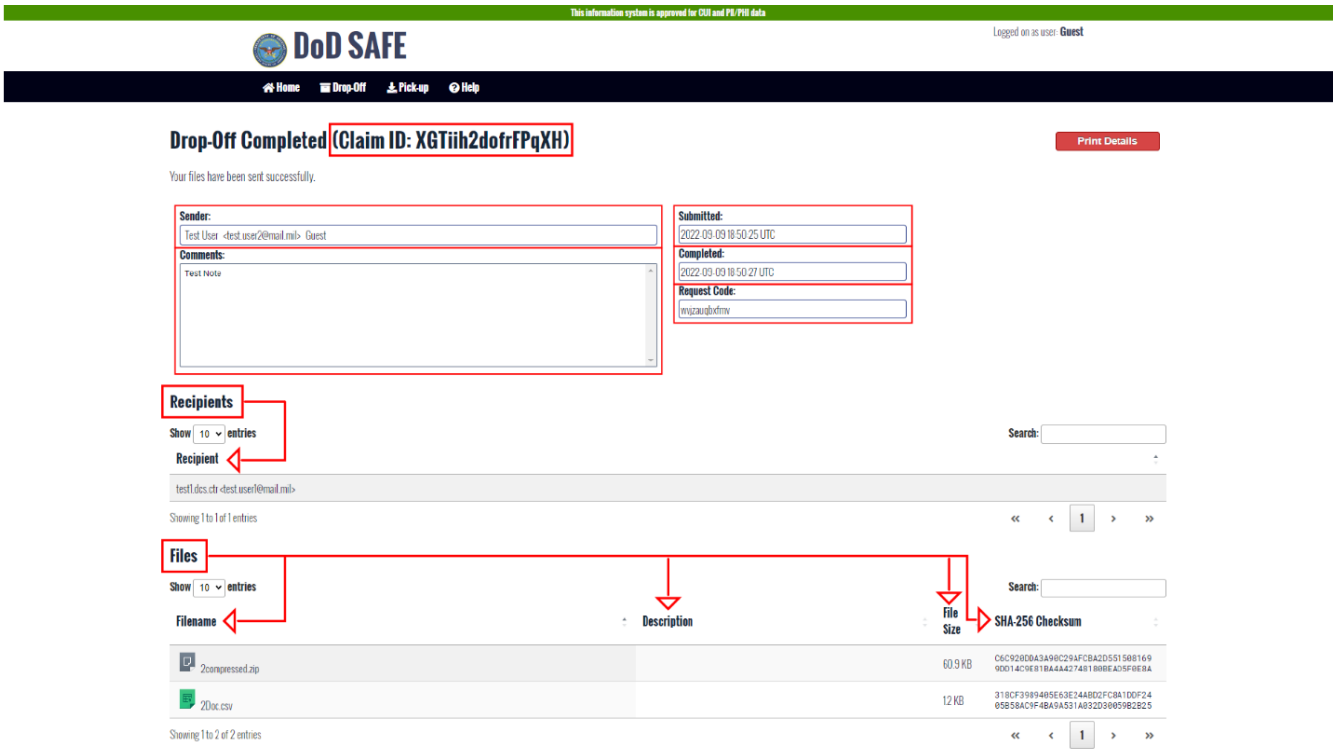
Then send the Drop-off.

DoD Safe Proposal Transmission/Drop-Off Instructions



NOTE: The DoD Safe website permits compressed file-types (zip, 7z, tar.gz, etc.) to be used to reduce the size of a file; however, based on DLA Troop Support systems limitations, please limit the use of compressed file types to .zip compressed files. Alternatively, large files can also be separated into multiple 8 GB or less segments that can be sent in several individual package transfers. For additional information on this website, please visit https://safe.apps.mil/about.php.

Drop-Off Verification



It is recommended that the **Send me an email when the Drop-off is completed** check box be checked prior to clicking **Drop-off Files.** If this was completed, the Sender of the Drop-off will receive a notification e-mail as soon as the Drop-off has been completed, as shown below.

To: test1.dcs.ctr.1000000001@mail.mil
From: NoReplyTo@mail.mil
Subject: [DoD SAFE] Confirmation of Completed Drop-off EsiDifMiaCXfweYW

This is an automated message sent to you by the DoD SAFE service.

This is a confirmation that the Drop-off you recently submitted has been successfully sent to the recipient.

Drop-off Details:

Drop-off Submitted: 2021-10-29 20:41:34 UTC
Drop-off Completed:2021-10-29 20:41:38 UTC
Claim ID: EsiDifMiaCXfweYW
Claim Passcode: Fh8Fj5N8Sa58dsKT

— Sender —
Name: test1.dcs.ctr
Organization: DCS
Email Address:test1.dcs.ctr.1000000001@mail.mil

— Recipient —
Name: testuser1
Email: testuser1@mail.mil
Recipient URL:https://files.api.dcs.c3i2e.csn.internal/pickup.php?claimID=EsiDifMiaCXfweYW&recipCode=kwvcWk

— Files —
Name: 2Doc.doc
Size: 51.5 KB
SHA-256 Checksum:F1A591996D2BCA85F57ACFBAD2CA912B1EB538B2EB15E19F9FA2352C93B935B6
Content Type: application/msword

Name: 2Doc.docx
Size: 16.5 KB
SHA-256 Checksum:180FFA37A83EF8DAEE46A3852DD47F38EB9C5083970DDADB781E9348D61B7567
Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

The recipient will receive a notification email with the Drop-off information. Drop-offs remain active for download by the recipient for **7 days**. The notification email is sent immediately, but may take some time to be received, depending on the sender and recipient's network.

The DoD SAFE program does **not** guarantee a delivery time and, as such, is not recommended for time sensitive file transfer.

1. File size, customer network connection, connection type, and number of files are factors in the total upload/download time of files.

2. Allow **up to 4 hours** for delivery.

Based on DLA Troop Support systems limitations, it is the offeror's responsibility to contact the POCs identified within the solicitation to confirm receipt of proposal transmissions via DoD Safe before the deadline for receipt of proposals. In addition, if the ability to upload proposals is unavailable for any reason, this does not constitute an acceptable reason for a late bid.

NOTE: DLA Troop Support considers proposals to have been submitted for timeliness by the date and time referenced in the "Drop-off Completed" section of the recipient's' drop-off notification email(s). The DoD Safe electronic platform operates on "Universal Time" (UTC), which is four (4) hours ahead of DLA Troop Support's Philadelphia, Pennsylvania, United States (U.S.) time specification for deadline details pertaining to this solicitation.

****For additional information on this website, please visit https://safe.apps.mil/about.php. DoD Safe Frequently Asked Questions (FAQs) can also be found at: https://safe.apps.mil/help/dod-safe-help.xml#virus-scanned.****