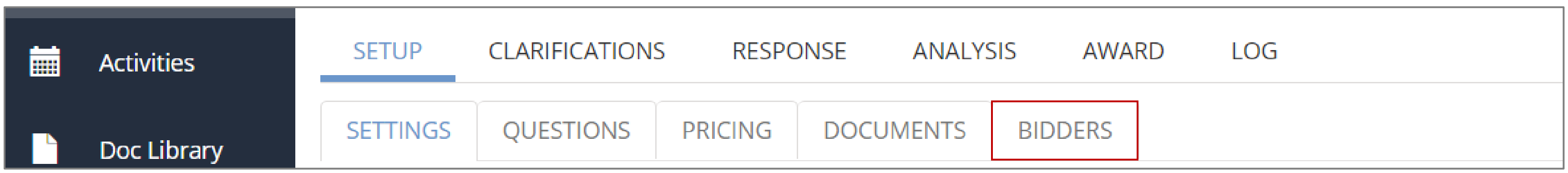
VIEWING & MANAGING YOUR BIDDERS LIST

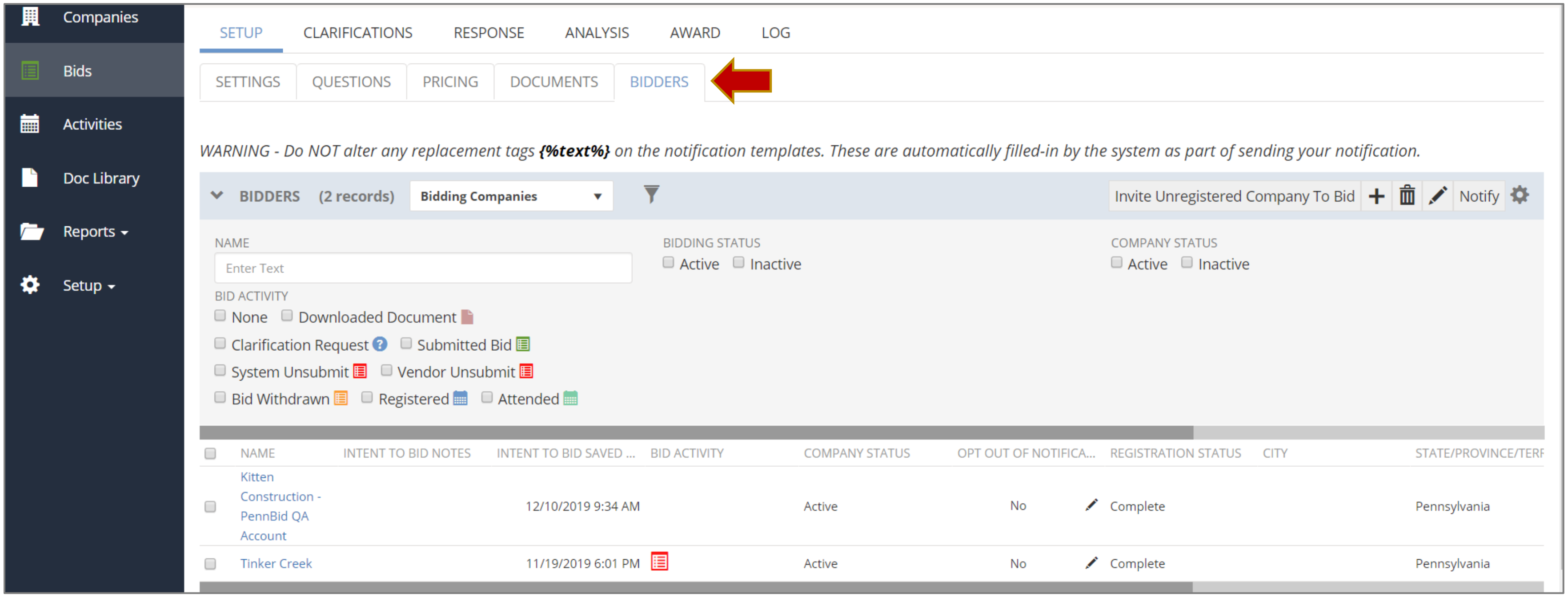
Bidders List – The list of vendors who added themselves to the plan holders list by downloading a document, asking a question or verifying their intent to bid.

Within a project, the Bidders tab is located on the bottom set of tabs and is to the right of the Documents tab. This is below the Setup tab.



Viewing the Bidders List

To see which companies have been added to the bidders list, click on the **Bidders** tab and scroll down.

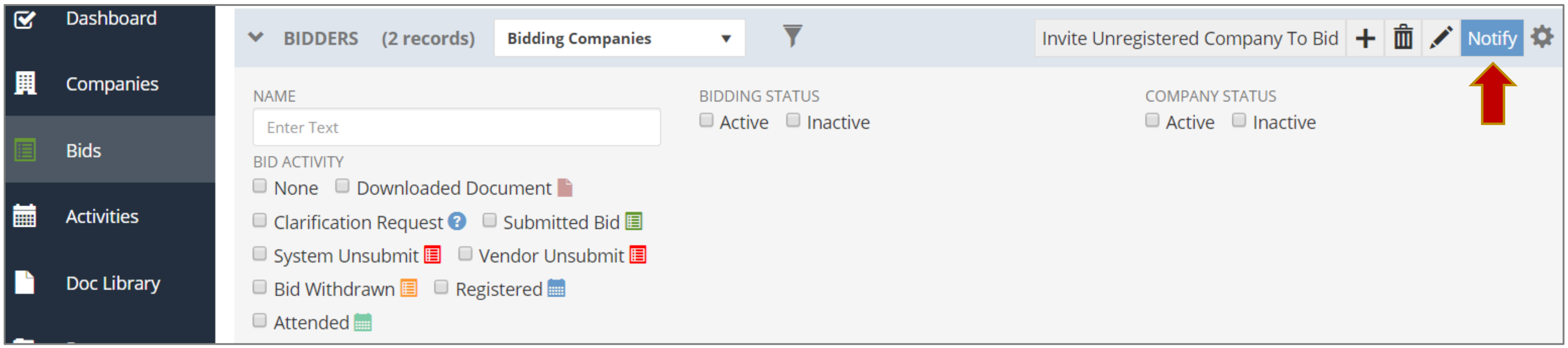


You will see the company name along with their company information and preferences. The system also tracks all bid activity on each project. The icons indicate bid activity.

To sort by bid activity, bidding status or company status, check the box next to the desired preferences. The system will return all relevant entries.

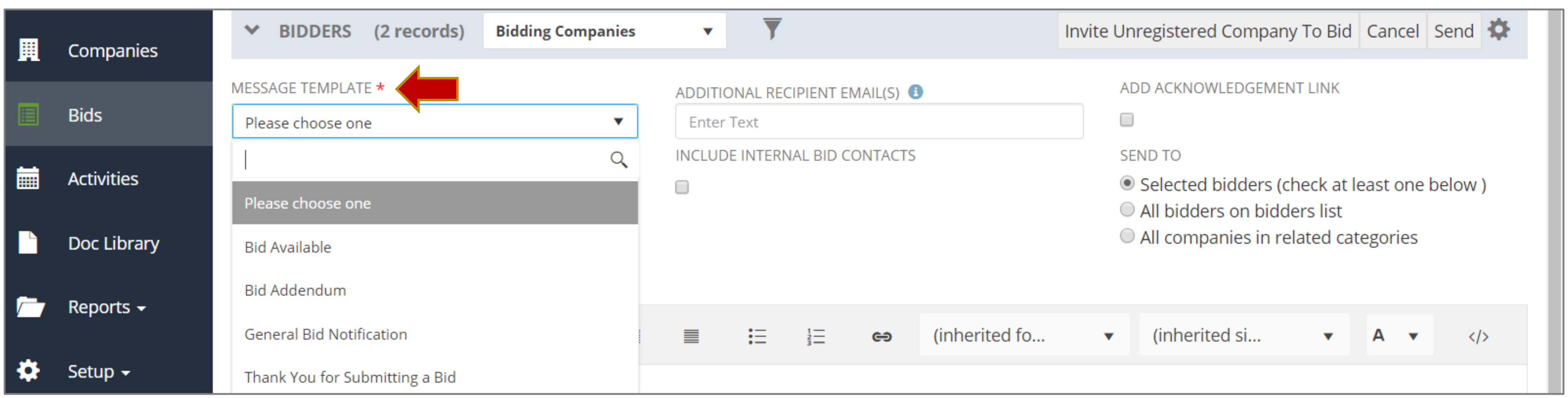
Communicating with Bidders

If you need to notify the bidders, typically when an addendum is issued, click the “Notify” button.



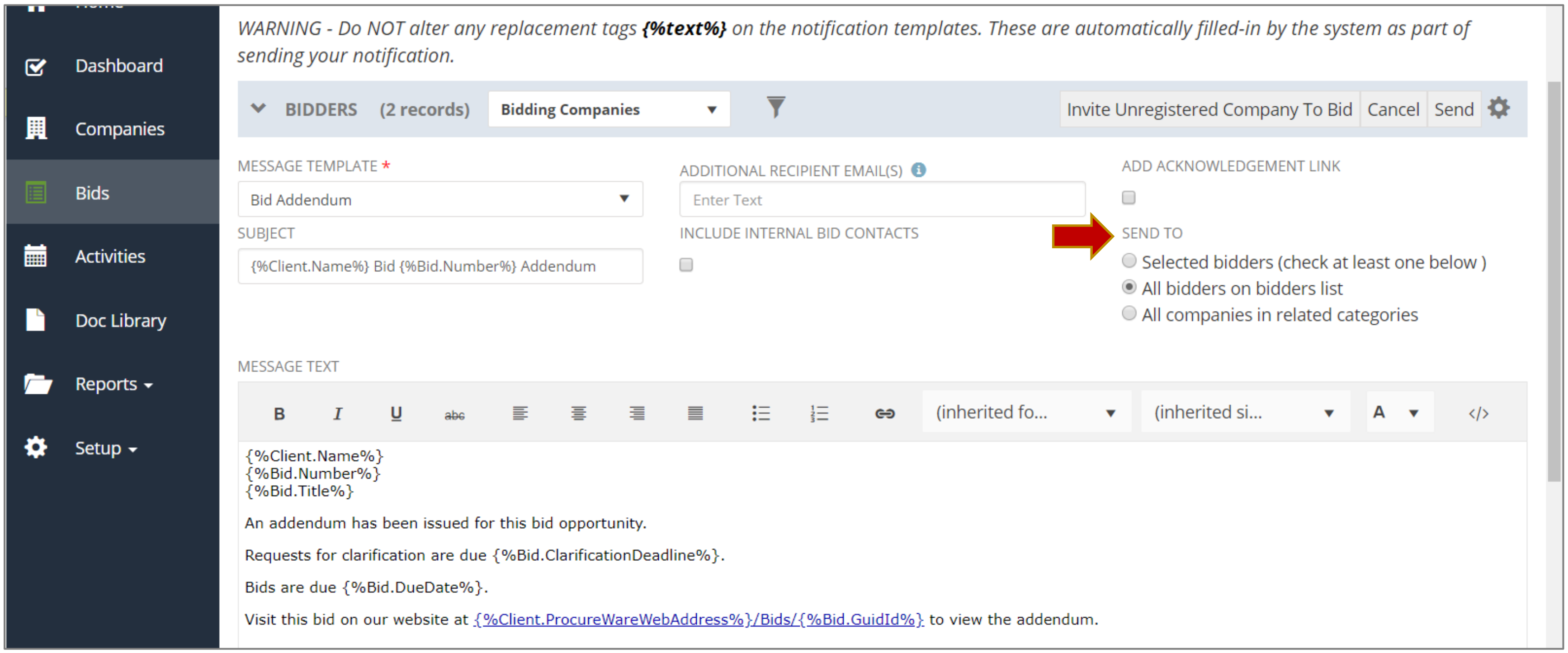
Select the appropriate Message Template from the drop-down menu. Once you select, text will populate in the Subject line and in the Message Text field.

Note: Do not alter or replace any tags {%text%} on the notification templates. These are automatically populated by the system to send your project notification.

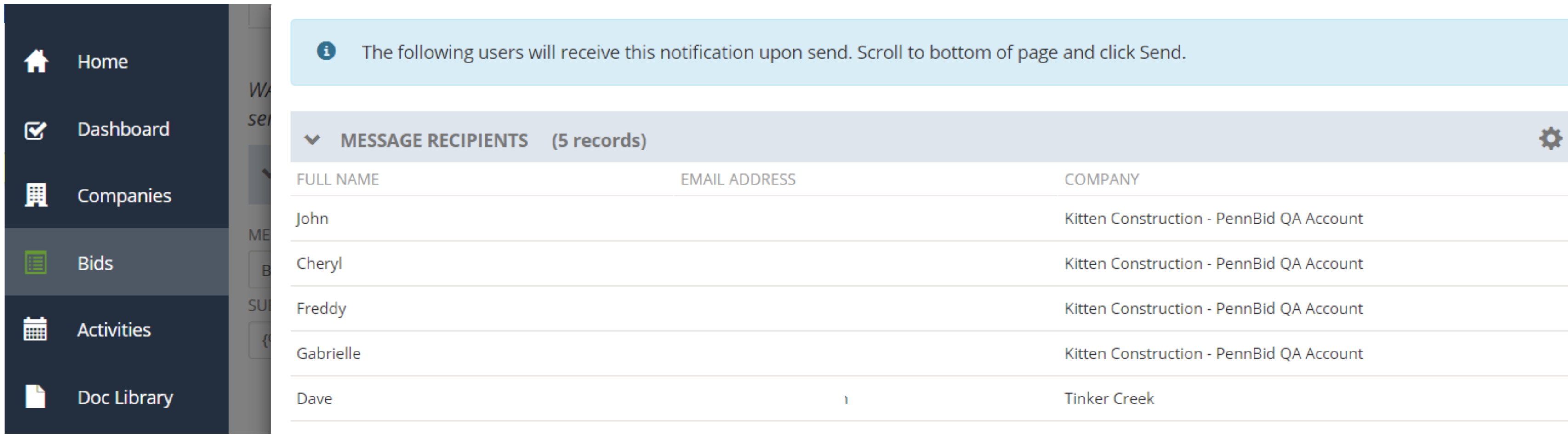


There are three “Send To” options. For notifying one bidder or a selected group of bidders, click the “Selected bidders” option and then check the bidders you wish to notify. To send a message to all bidders, like when issuing addenda, click the “All bidders on bidders list” option. To send an invitation to bid, click the “All companies in related categories” option.

Note: PennBid will send the invitation to bid automatically following bid opening. If you send the invitation, our office will not send the invitation to bid out.



Once all fields have been populated, click the “Send” button. The system will generate a pop up to verify that the correct message recipients were chosen. If you made an error, click “Cancel.” If everything looks good, click “Send.”



Note: Full names and email addresses will also populate. They have been removed for this guide.

Once you send the notification, you will receive a confirmation message.