

MARKET CONSULTATION

Guidelines

1. Access the link <https://www.ibmc.up.pt/market-consultation> that contains lists of goods or services, according to the purchasing needs of IBMC.
2. To access the lists, interested parties will need to take the following steps:
 - ✓ **First step:** Access "**Consult the List**", to view the articles;
 - ✓ **Step two:** The stakeholders should click on "**Request access**" in order to submit their proposal. IBMC will send an email with the key (code) required for submission. Each list of goods/services has a distinct submission key for submission.
3. Here you will find the complete list of goods/services for you to fill in (completely or partially). Two options are available for this purpose:
 - I.* Download the list of goods/services in Excel format that can later be uploaded using the "**Submit Proposal from excel**" option;

Note: The file in Excel format will be locked, with only the following fields free to fill in "New Reference", "Proposal Price" and "New Units". In addition, you will not be able to rename the file.
 - II.* Access "**Submit Proposal**" and fill in the list (total or partial) directly on the website.
4. We inform that, in both options, the stakeholders will find a **mandatory** "Proposal Form" (Word) to fill in, named "**Anexo_Proposta**". In this form the stakeholders must indicate their commercial conditions, for a minimum period of 1 (one) year.
5. It should be noted that interested parties will also have the option to present/submit/create commercial catalogs, up to a **maximum of 5 (five)**, fixing right away, the percentage of discount to be applied to the list prices. If the catalog is created specifically for IBMC, online, the access link, login and provisional password must be provided.
6. The IBMC Purchasing Service will validate and/or negotiate the proposal submitted with the stakeholder.

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