

**PETUNJUK PENGGUNAAN SPSE *INTERNATIONAL
COMPETITIVE BIDDING* (ICB) UNTUK SELEKSI
KONSULTANSI DENGAN METODE EVALUASI *QUALITY
COST BASED SELECTION* (QCBS)**

USER GUIDE



LKPP

Lembaga Kebijakan
Pengadaan Barang/Jasa Pemerintah

**DIREKTORAT SISTEM PENGADAAN DIGITAL
LEMBAGA KEBIJAKAN PENGADAAN BARANG/JASA
PEMERINTAH (LKPP)**

2025

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BAB I

PENDAHULUAN

1.1 Tujuan Pembuatan Dokumen

Penyedia (vendor internasional) yang akan mengikuti tender International Competitive Bidding (ICB) melalui ekosistem SPSE/LPSE, dan Pejabat pembuat komitmen pengadaan/panitia yang perlu memahami navigasi awal dari portal LPSE Nasional (landing) menuju aplikasi operasional SPSE ICB. Fokus bab ini adalah orientasi antarmuka dan rambu awal (akses, peran, batasan informasi publik vs setelah login).

1.2 Deskripsi Umum

Mengulas komponen pada landing dashboard LPSE Nasional—menu atas, area pengumuman/berita/e-procurement, serta panel kiri (Login, Blacklist, Panel Information, Contract Award Information)—serta bagaimana pengguna beralih ke aplikasi SPSE ICB. Prosedur detail penyusunan penawaran, evaluasi teknis/biaya, BAHP, dan kontrak.

1.2.1 Deskripsi Umum Sistem

Portal LPSE Nasional (Landing) Halaman publik yang menampilkan informasi umum, tautan regulasi, kontak, berita, dan ringkasan e-procurement. Dari sini pengguna memilih Vendor Login atau Non-Vendor Login/Government Authority untuk diarahkan ke aplikasi autentikasi.

Pendaftaran, pengambilan dokumen pemilihan, tanya jawab, unggah dokumen penawaran, pembukaan, evaluasi, hingga penetapan pemenang. (Penjelasan alur rinci berada di panduan operasional)

1.3 Deskripsi Dokumen

Dokumen ini berisikan informasi sebagai berikut:

1. **BAB I PENDAHULUAN**

Berisi informasi umum meliputi tujuan pembuatan dokumen, deskripsi umum, deskripsi umum sistem serta deskripsi dokumen.

2. **BAB II KETENTUAN**

Berisikan informasi perangkat yang dibutuhkan untuk penggunaan sistem ICB meliputi software, hardware, dan sumber daya manusia.

3. **BAB III DASHBOARD OVERVIEW**

Berisikan informasi penjelasan overview yang ada di landing page dashboard ICB.

4. **BAB IV LOGIN ACCESS**

Berisikan informasi penjelasan alur login bagi para pengguna.

BAB II

SYARAT DAN KETENTUAN

2.1 Kebutuhan Perangkat Lunak

Kebutuhan Perangkat Lunak yang digunakan untuk dapat mengakses sistem ICB adalah:

1. Sistem Operasi (Operating System (OS)
Minimum OS yang disarankan adalah windows 7
2. Komponen
Web Browser seperti Google Chrome, Mozilla Firefox, Microsoft Edge, dsb.

2.2 Kebutuhan Perangkat Keras

Kebutuhan Perangkat Keras yang digunakan untuk dapat mengakses sistem ICB adalah:

- Komputer : CPU setara dual-core modern, RAM $\geq$ 4 GB.
- Penyimpanan : Sisa ruang $\geq$ 2 GB untuk berkas penawaran & log.
- Jaringan : Koneksi stabil (mis. $\geq$ 5–10 Mbps untuk unggah dokumen besar). Gunakan kabel/wifi yang andal saat final upload.

2.3 Sumber Daya Manusia

1. Vendor Representative: Mampu membaca dokumen pemilihan berbahasa Inggris/Indonesia, memahami packing dokumen penawaran dan deadline.
2. Procurement Committee (POKJA/PPK): Melakukan publikasi paket, menetapkan jadwal, menjawab klarifikasi, melakukan evaluasi sesuai prosedur ICB.
3. System Administrator: Menjaga akun, peran, dan availability sistem; memantau log dan insiden.
4. Auditor/Inspectorate: Memeriksa kepatuhan proses dan traceability.

BAB III

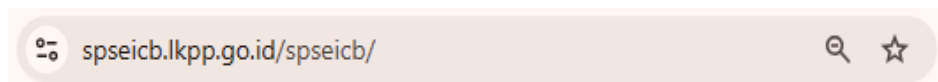
GAMBARAN UMUM

3.1 Halaman Portal SPSE ICB (Landing Page)

Tujuan: Membantu pengguna mengenali area di halaman depan dan memahami aksi apa yang *boleh* dan *tidak boleh* dilakukan dari sini sebelum masuk ke SPSE ICB.

Berikut langkah-langkah untuk mengakses SPSE ICB:

1. Buka aplikasi browser Google Chrome, Firefox, Microsoft Edge, Safari, dll.
2. Ketik alamat url <https://spseicb.lkpp.go.id/spseicb/> pada baris alamat (address bar)



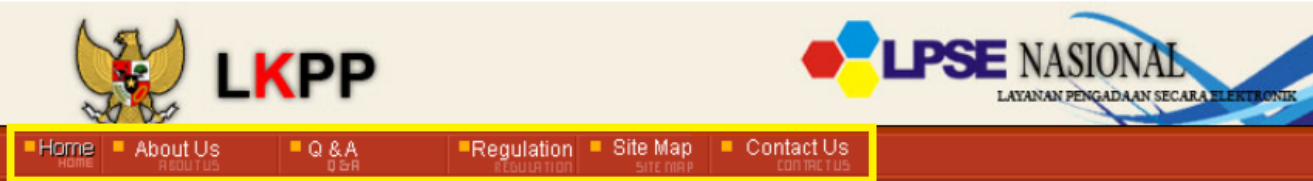
Gambar 1.1 Address Bar URL SPSE ICB

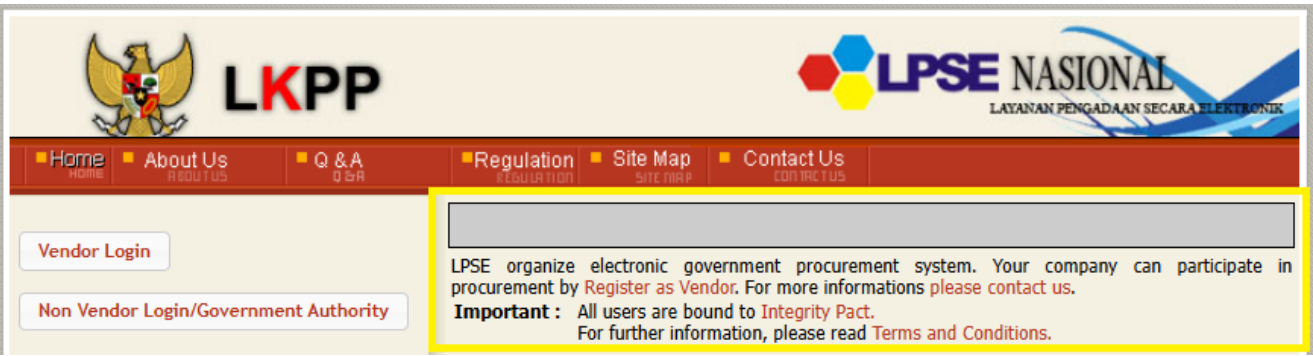
3. Tekan Enter, maka Dashboard Utama SPSE ICB akan tampil.

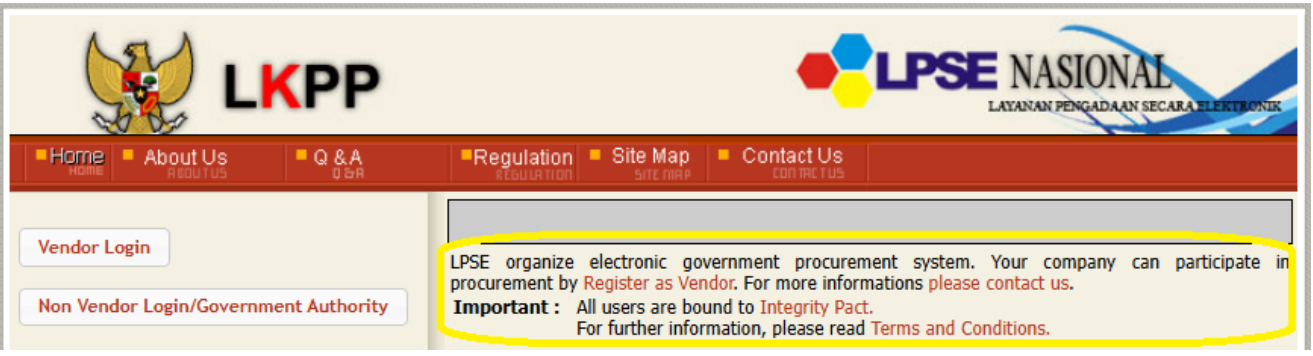


Gambar 1.2 Dashboard Utama SPSE ICB

3.2 Penjelasan Struktur Utama Dashboard ICB

			
Area	Lokasi	Isi/Elemen	Maksud & Aksi Pengguna
Menu Atas	Header	<i>Home, About Us, Q&A, Regulation, Site Map, Contact Us</i>	Akses informasi umum & regulasi. Tidak bersifat transaksional.

			
Pengumuman Global	Banner atas kanan	Teks undangan/imbauan institusional	Informasi kelembagaan; bukan jadwal tender.

			
Important Notice	Kolom tengah atas	Penjelasan singkat e-procurement, kewajiban mematuhi <i>Integrity Pact</i> , dan tautan <i>contact us</i>	Edukasi & rujukan.

Home HOME About Us ABOUT US Q & A Q & A Regulation REGULATION Site Map SITE MAP Contact Us CONTACT US Vendor Login Non Vendor Login/Government Authority Blacklist DETAIL Panel Information panel 1 Contract Award Information panel 1 Visitors Total: 898.972 LPSE organize electronic government procurement system. Your company can participate in procurement by Register as Vendor. For more informations please contact us. Important : All users are bound to Integrity Pact. For further information, please read Terms and Conditions. e-PROCUREMENT ELECTRONIC TENDER ALL <table> <tr> <th>No</th><th>Package Name</th><th>Agency</th><th>Download Date</th></tr> <tr> <td>1</td><td>Penyusunan Masterplan Infrastruktur di 20 Kawasan Konservasi Program LAUTRA</td><td>Kementerian Kelautan Dan Perikanan</td><td>9 Oct - 17 Oct 2025</td></tr> <tr> <td>2</td><td>Kajian Dokumen Zonasi dan Rencana Pengelolaan Kawasan Konservasi Laut Sawu</td><td>Kementerian Kelautan Dan Perikanan</td><td>11 Oct - 24 Oct 2025</td></tr> <tr> <td>3</td><td>Penyusunan Neraca Sumber Daya Laut</td><td>Kementerian Kelautan Dan Perikanan</td><td>9 Oct - 22 Oct 2025</td></tr> <tr> <td>4</td><td>Detailed Design Consultant (DDC) Consultancy Services (Penyiapan dokumen perencanaan/Kajian melalui Proyek IFP-IFM Phase II PRF lender ADB)</td><td>Kementerian Kelautan Dan Perikanan</td><td>25 Sep - 15 Oct 2025</td></tr> <tr> <td>5</td><td>The Assessment of Blue Carbon as a Nature-based Solution for Climate Change Mitigation</td><td>Kementerian Kelautan Dan Perikanan</td><td>23 Sep - 16 Oct 2025</td></tr> <tr> <td>6</td><td>Master Plan Development Consultant</td><td>Kementerian Ketenagakerjaan</td><td>13 Oct - 24 Oct 2025</td></tr> </table>				No	Package Name	Agency	Download Date	1	Penyusunan Masterplan Infrastruktur di 20 Kawasan Konservasi Program LAUTRA	Kementerian Kelautan Dan Perikanan	9 Oct - 17 Oct 2025	2	Kajian Dokumen Zonasi dan Rencana Pengelolaan Kawasan Konservasi Laut Sawu	Kementerian Kelautan Dan Perikanan	11 Oct - 24 Oct 2025	3	Penyusunan Neraca Sumber Daya Laut	Kementerian Kelautan Dan Perikanan	9 Oct - 22 Oct 2025	4	Detailed Design Consultant (DDC) Consultancy Services (Penyiapan dokumen perencanaan/Kajian melalui Proyek IFP-IFM Phase II PRF lender ADB)	Kementerian Kelautan Dan Perikanan	25 Sep - 15 Oct 2025	5	The Assessment of Blue Carbon as a Nature-based Solution for Climate Change Mitigation	Kementerian Kelautan Dan Perikanan	23 Sep - 16 Oct 2025	6	Master Plan Development Consultant	Kementerian Ketenagakerjaan	13 Oct - 24 Oct 2025
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e-Procurement (Electronic Tender)	Kolom tengah	Ringkasan status paket	Menampilkan ringkasan publik; untuk ikut tender, lanjutkan ke login.																												

ANNOUNCEMENT PROCUREMENT ANNOUNCEMENT PROCUREMENT October 7, 2025 18:44 PENGUMUMAN PENGADAAN JASA KONSULTANSI FIRMA PROGRAM LISTRAT KEMENTERIAN KETENAGAKERJAAN September 12, 2025 14:08 REOI (Consulting Services – Firms Selection) Penyusunan Critical Occupation List (COL) September 9, 2025 07:26 Reengineering Of Business Processes, Standard Operating Procedures, And Risk-Based Land Service Standards Within The Ministry Of Agrarian Affairs And Spatial Planning/ National Land Agency	NEWS PROCUREMENT NEWS ABOUT PROCUREMENT ALL
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Announcements (Procurement)	Kolom tengah	Daftar pengumuman dengan tanggal/judul	Ikhtisar pengumuman terbaru. Klik untuk detail (jika tersedia).
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ANNOUNCEMENT PROCUREMENT

ANNOUNCEMENT PROCUREMENT

October 7, 2025 18:44
PENGUMUMAN PENGADAAN JASA
KONSULTANSI FIRMA PROGRAM
LISTRAF KEMENTERIAN
KETENAGAKERJAAN

September 12, 2025 14:08
REOI (Consulting Services – Firms
Selection) Penyusunan Critical
Occupation List (COL)

September 9, 2025 07:26
Reengineering Of Business Processes,
Standard Operating Procedures, And
Risk-Based Land Service Standards
Within The Ministry Of Agrarian Affairs
And Spatial Planning/ National Land
Agency

NEWS PROCUREMENT

NEWS ABOUT PROCUREMENT

ALL →

News (Procurement)	Kolom tengah kanan	Berita Singkat	Informasi umum, bukan instruksi tender.
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LKPP

Home About Us Q & A

Vendor Login

Non Vendor Login/Government Authority

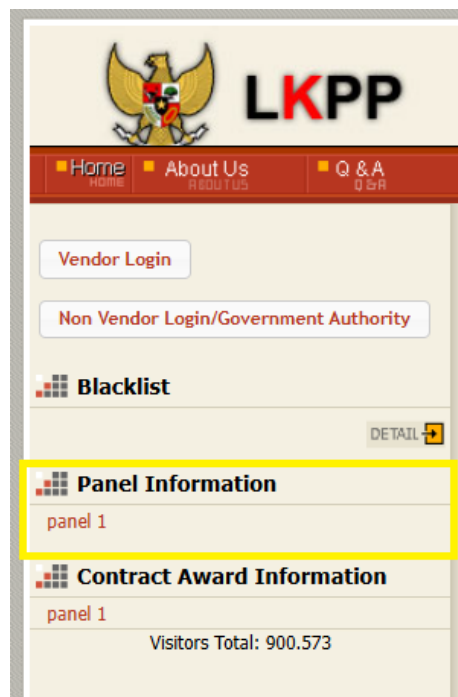
Vendor Login	Panel kiri	Tombol Vendor Login	Masuk sebagai penyedia untuk menuju aplikasi SPSE/ICB.
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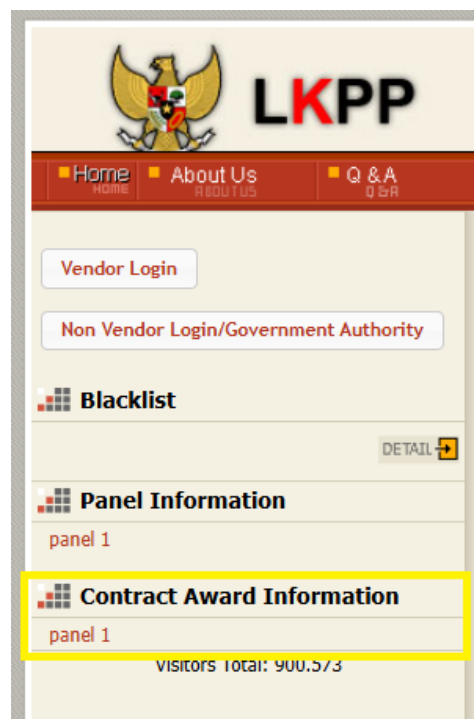
Non-Vendor Login / Government Authority	Panel kiri	Tombol Non Vendor Login/Government Authority	Masuk sebagai panitia/pejabat/otoritas.
---	------------	--	---



Blacklist	Panel kiri	Tautan menuju informasi daftar hitam	Informasi publik; dasar kehati-hatian vendor/panitia.
-----------	------------	--------------------------------------	---



Panel Information	Panel kiri	Daftar “panel”/kategori informasi	Navigasi cepat ke kanal informasi tertentu (bukan transaksi).
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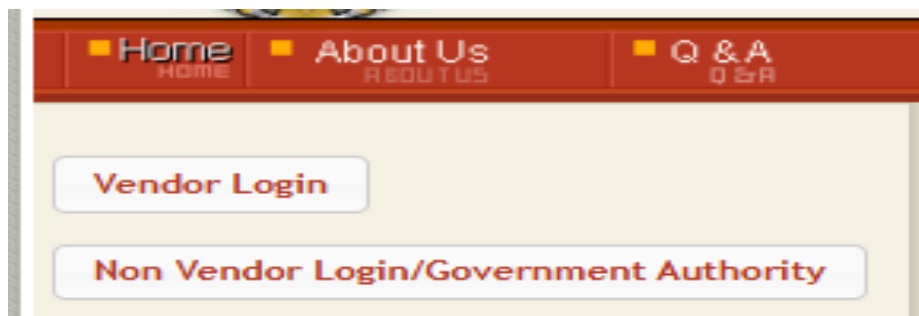
Contract Award Information	Panel kiri	Daftar ringkasan hasil penetapan	Transparansi hasil; bukan tempat menerbitkan BAHP.
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October 17 2025 10:35		© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)	
Footer	Bawah	Tanda waktu & hak cipta	Referensi versi & waktu kunjungan.

Tabel 1. Struktur Utama Dashboard ICB

3.3 Perbedaan Akses Penyedia dan Non-Penyedia dari halaman Dashboard

Halaman Portal SPSE ICB (Landing) berfungsi sebagai pintu masuk umum menuju sistem pengadaan elektronik. Meskipun tampilan awal seragam untuk seluruh pengguna, jenis akses dan hak operasional setelah login berbeda tergantung peran.



Gambar 1.3 Akses Penyedia dan Non-Penyedia pada dashboard utama

3.3.1 Login Sebagai Penyedia (Vendor)

Halaman Login as Vendor merupakan titik masuk resmi bagi penyedia barang/jasa (vendor) untuk mengakses seluruh fitur SPSE – International Competitive Bidding (ICB).

Langkah- langkah untuk login sebagai Penyedia (Vendor) dalam sistem SPSE ICB:

1. Klik Vendor Login pada panel kiri dashboard utama



Gambar 1.4 Tampilan Login sebagai Penyedia

2. Masukkan User ID dan Password

The screenshot shows the login interface for the LPSE Nasional system. At the top, there are logos for LKPP and LPSE NASIONAL. A navigation bar includes links for Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area is titled 'Login' and 'Login as Vendor'. It features input fields for 'User ID' and 'Password', followed by a 'Login' button. Below the login fields are links for '[Forgot Password]' and '[Register as Vendor]'. A yellow box contains a message: 'We encourage you to always use the latest version of your browser. If there is a problem when displaying the page, please use other browser.' The footer shows the date 'October 17 2025 11:44' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Gambar 1.5 Tampilan Halaman Login sebagai Penyedia

3. Klik Login

4. Bila kredensial valid, sistem akan mengarahkan pengguna ke halaman Vendor Dashboard, tempat semua aktivitas pengadaan dilakukan.

The screenshot displays the Vendor Dashboard. The top navigation bar includes links for Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password, along with a Logout button. Below this is a 'User Guide' link and a breadcrumb trail 'Rekanan 1 - Rekanan'. The main content area is titled 'Inbox Email' and shows 'Unread Message (596)', 'Read Messages (143)', and 'Total Messages (739)'. Below this is a section for 'Bidding Status Which You Are Joined' with a dropdown menu for 'Funding Source'. The main table lists various bidding items with columns for Bidding Code #, Bidding, and Status.

Bidding Code #	Bidding	Status
2759999	Lisensi office processing tools	Bidding is over
2731999	Test CQS ganti pemenang - 210524	Not Successful
2729999	Staf penelaah kebijakan - test ganti pemenang QCBS 250424	Not Successful
2728999	Pengadaan Jasa Project Management Consultant IDRIP - test CQS ganti pemenang 250424	Not Successful
2727999	staf administrasi	Not Successful
2726999	Testing SSS CQS	Not Successful
2725999	MC/Host Public Figure (Pegiat UMKM) - citra test QCBS ganti pemenang 220424	Not Successful
2718999	Jasa Lainnya Analis Kerjasama Internasional [Eska]	Shortlisted
2707999	Belanja Perjalanan Dinas Biasa Koordinasi Penyusunan RKP Lingkup Agama, Pendidikan, dan Kebudayaan - DEMO GOODS 151223	Awarded
2693999	Akomdasi Perjalanan Dinas Biasa Luar Negeri pada Koordinasi Fasilitas Kegiatan Menteri dan Hubungan Kelembagaan - demo CQS bapenas 151223	Awarded
2691999	demo bapenas 15 desember	There has been no winner
2689999	ADB work demo 1312	Awarded
2688999	adb - work - post 1212	Bidding is over
2686999	Materai 3000 - Test Pemenang di PQ1File	Awarded
2680999	Demo BRIN 29	Awarded
2679999	test anas 29 nov	Awarded
2677999	Jasa Tenaga Keamanan BNPB - demo ADB 081023	Bidding is over
2672999	Anas Kemenkes Demo 2 Nov	There has been no winner

Gambar 1.6 Tampilan Dashboard sebagai Penyedia

3.3.2 Login Sebagai Non-Penyedia

Halaman Login sebagai Non-Penyedia adalah pusat kendali bagi pemerintah dalam SPSE. Pokja menggunakan dashboard ini untuk mengelola proses pemilihan hingga menetapkan pemenang, sedangkan PPK menggunakannya untuk menindaklanjuti hasil pemilihan menuju kontrak.

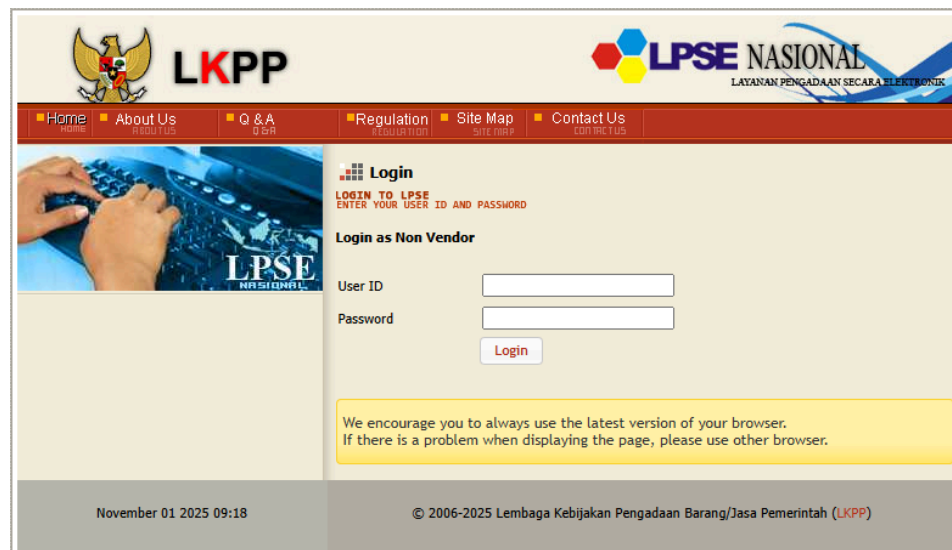
Langkah-langkah untuk login sebagai Non-Penyedia dalam sistem SPSE ICB:

1. Klik Non Vendor Login pada panel kiri dashboard utama



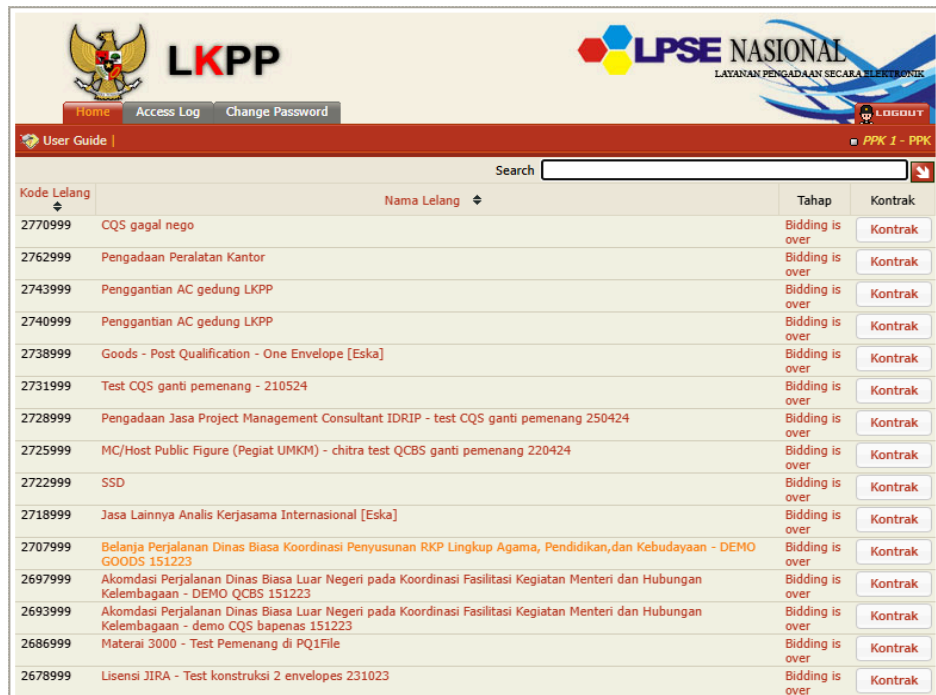
Gambar 1.7 Tampilan Login sebagai Non Penyedia

2. Masukkan User ID dan Password



Gambar 1.8 Tampilan Halaman Login sebagai Non Penyedia

3. Klik Login
4. Bila kredensial valid, sistem akan mengarahkan pengguna ke halaman Non Vendor Dashboard, tempat semua aktivitas pengadaan dilakukan.



Kode Lelang	Nama Lelang	Tahap	Kontrak
2770999	CQS gagal nego	Bidding is over	Kontrak
2762999	Pengadaan Peralatan Kantor	Bidding is over	Kontrak
2743999	Penggantian AC gedung LKPP	Bidding is over	Kontrak
2740999	Penggantian AC gedung LKPP	Bidding is over	Kontrak
2738999	Goods - Post Qualification - One Envelope [Eska]	Bidding is over	Kontrak
2731999	Test CQS ganti pemenang - 210524	Bidding is over	Kontrak
2728999	Pengadaan Jasa Project Management Consultant IDRIP - test CQS ganti pemenang 250424	Bidding is over	Kontrak
2725999	MC/Host Public Figure (Pegiat UMKM) - chitra test QCBS ganti pemenang 220424	Bidding is over	Kontrak
2722999	SSD	Bidding is over	Kontrak
2718999	Jasa Lainnya Analisis Kerjasama Internasional [Eska]	Bidding is over	Kontrak
2707999	Belanja Perjalanan Dinas Biasa Koordinasi Penyusunan RKP Lingkup Agama, Pendidikan, dan Kebudayaan - DEMO GOODS 151223	Bidding is over	Kontrak
2697999	Akomdasi Perjalanan Dinas Biasa Luar Negeri pada Koordinasi Fasilitas Kegiatan Menteri dan Hubungan Kelembagaan - DEMO QCBS 151223	Bidding is over	Kontrak
2693999	Akomdasi Perjalanan Dinas Biasa Luar Negeri pada Koordinasi Fasilitas Kegiatan Menteri dan Hubungan Kelembagaan - demo CQS bapenas 151223	Bidding is over	Kontrak
2686999	Materai 3000 - Test Pemenang di PQ1File	Bidding is over	Kontrak
2678999	Lisensi JIRA - Test konstruksi 2 envelopes 231023	Bidding is over	Kontrak

Gambar 1.9 Tampilan Dashboard sebagai Non-Penyedia (PPK)



Bidding Code #	Name of Bidding	Stage	Participants
2770999	CQS gagal nego	Bidding is over	5
2759999	Lisensi office processing tools	Bidding is over	6
2743999	Penggantian AC gedung LKPP	Bidding is over	6
2738999	Goods - Post Qualification - One Envelope [Eska]	Bidding is over	3
2723999	sss testing winner rank 2	Bidding is over	0
2722999	SSD	Bidding is over	5
2718999	Jasa Lainnya Analisis Kerjasama Internasional [Eska]	Bidding is over	3
2691999	demo bapenas 15 desember	Bidding is over	3
2690999	anas - demo test	No schedule	1
2689999	ADB work demo 1312	Bidding is over	2
2688999	adb - work - post 1212	Bidding is over	2
2680999	Demo BRIN 29	Bidding is over	3
2679999	test anas 29 nov	Bidding is over	5
2677999	Jasa Tenaga Keamanan BNPB - demo ADB 081023	Bidding is over	3
2673999	test anas kemenkes 1	Bidding is over	0
2672999	Anas Kemenkes Demo 2 Nov	Bidding is over	3
2663999	anas - kemenaker	Bidding is over	3
2662999	10 okt - CQS	Bidding is over	0
2660999	anas 9 okt QCBS	Bidding is over	3
2646999	anas - 5 sept	Bidding is over	5
2644999	Staf penelaah kebijakan - Tes ADB040923	Bidding is over	3
2639999	anas adb 31 agu	Bidding is over	0
2628999	anas - 18 agu - adb req	Bidding is over	3
2625999	Goods - Post Qualification - One Envelope	Bidding is over	0
2616999	sss goods	Bidding is over	5

Gambar 1.10 Tampilan Dashboard sebagai Non-Penyedia (Pokja)

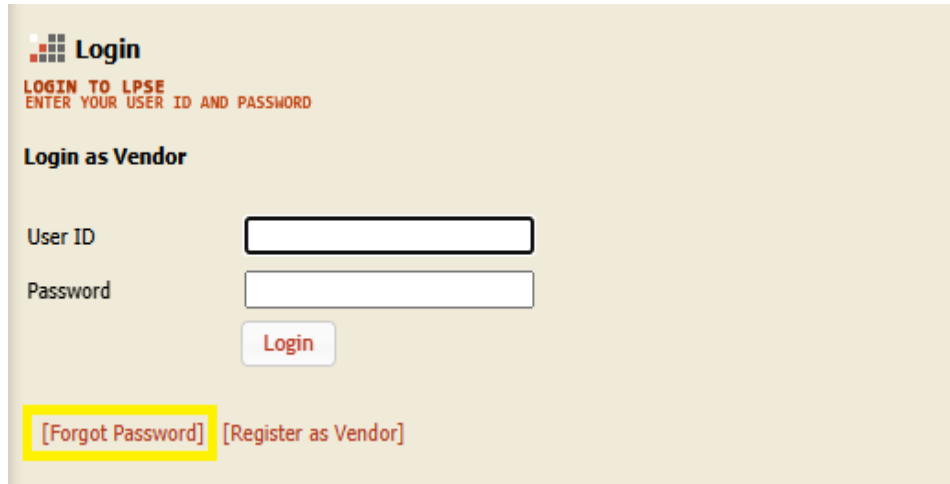
3.4 Reset Password dan Pemulihan Akun

Fitur Forgot Password digunakan oleh penyedia yang lupa kata sandi akun login SPSE. Fitur ini memastikan pemulihan akses dapat dilakukan secara mandiri dan

aman tanpa keterlibatan administrator LPSE, selama email yang digunakan masih aktif dan sesuai dengan data registrasi awal.

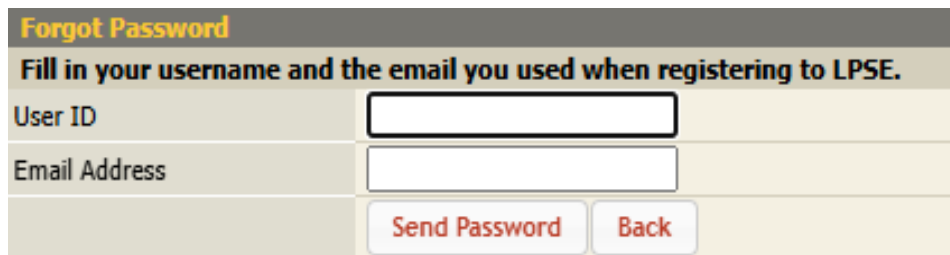
Berikut adalah langkah-langkah untuk Reset Password:

1. Pada halaman Login as Vendor, klik tautan Forgot Password di bawah tombol Login.



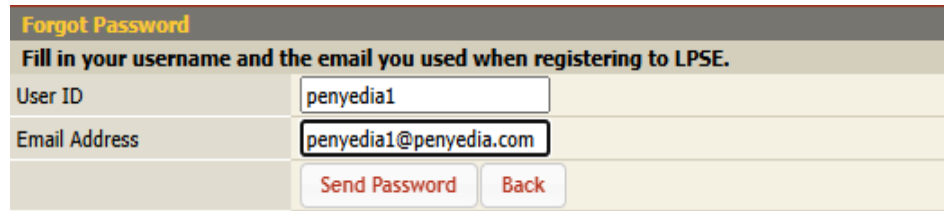
Gambar 2.1 Tampilan Login sebagai Penyedia

2. Sistem akan menampilkan form pemulihan kata sandi.



Gambar 2.2 Form Pemulihan kata sandi

3. Masukkan User ID dan Email Address yang terdaftar saat registrasi. Seperti contoh pada Gambar 2.2



Gambar 2.3 Form Pemulihan kata sandi yang telah diisi

4. Klik Send Password.
5. Sistem akan mengirimkan tautan atau instruksi pemulihan melalui email terdaftar.
6. Buka email tersebut dan ikuti petunjuk untuk membuat kata sandi baru.

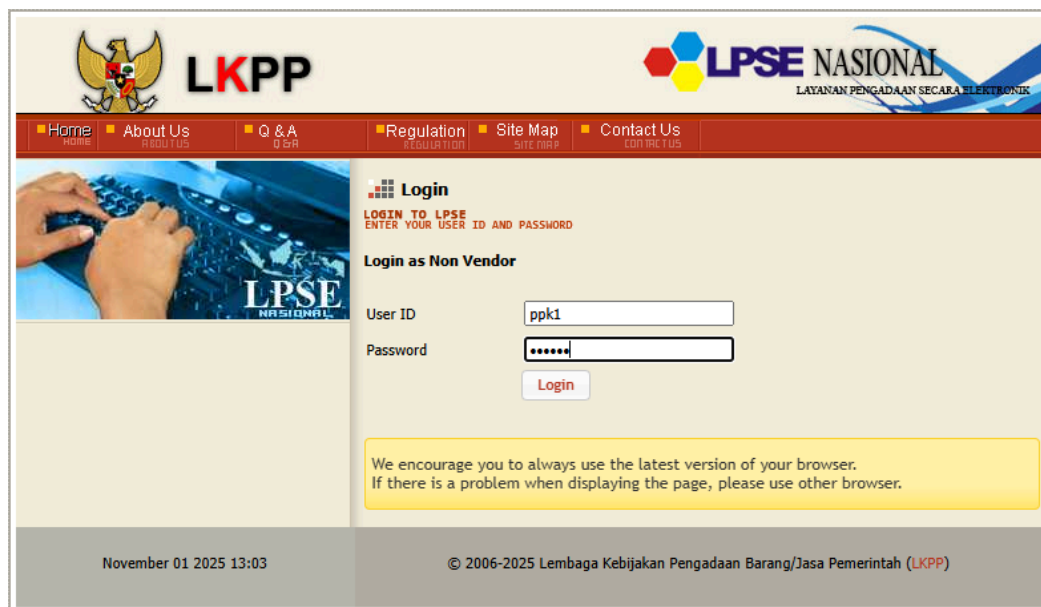
BAB IV

HAK AKSES

Tujuan dari BAB IV ini adalah membantu pengguna untuk mengakses SPSE ICB sesuai dengan role mereka dalam pengadaan. Pengguna akan dipandu mulai dari laman login hingga penjelasan merinci mengenai area di halaman depan SPSE ICB.

4.1 Masuk Sebagai Pejabat Pembuat Komitmen (PPK)

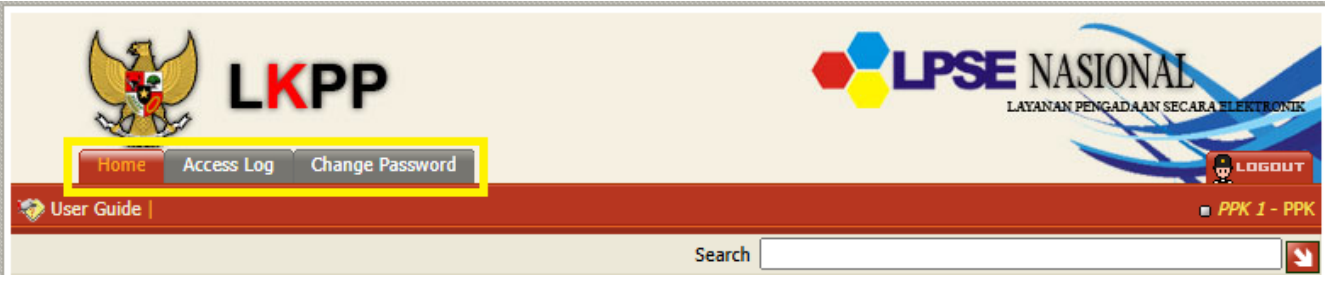
PPK adalah peran bagi pejabat pembuat komitmen. Antarmuka ini dirancang sederhana, fokus, dan minim menu — karena tugas PPK tidak berada di proses kompetisi tender, tetapi pada pengesahan hasil & keberlanjutan kontrak.



The screenshot shows the LPSE Nasional login interface. At the top, there are logos for LKPP and LPSE NASIONAL. A navigation bar includes links for Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area features a 'Login' section with the text 'LOGIN TO LPSE ENTER YOUR USER ID AND PASSWORD'. Below this, there is a 'Login as Non Vendor' section with input fields for 'User ID' (containing 'ppk1') and 'Password' (masked with dots), and a 'Login' button. A yellow message box states: 'We encourage you to always use the latest version of your browser. If there is a problem when displaying the page, please use other browser.' The footer shows the date 'November 01 2025 13:03' and copyright information '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Gambar 2.4 Tampilan Login sebagai Non-Penyedia (PPK)

4.1.1 Penjelasan Struktur Dashboard Pejabat Pembuat Komitmen

	
Bagian	Deskripsi
Menu Atas	- <i>Home</i>: Halaman utama dashboard - <i>Access Log</i>: Mencatat aktivitas login sebagai keamanan akun. - <i>Change Password</i>: Fasilitas keamanan untuk mengganti kata

	sandi akun.																																				
 LKPP HomeAccess LogChange Password User Guide  LPSE NASIONAL LAYANAN PENGADAAN SECARA ELEKTRONIK  LOGOUT PPK 1 - PPK Search																																					
Header Informasi Akun - Kanan Atas	Menampilkan role pengguna yang sedang aktif. Beserta tombol Logout di atas nama vendor yang sedang login.																																				
 LKPP HomeAccess LogChange Password User Guide  LPSE NASIONAL LAYANAN PENGADAAN SECARA ELEKTRONIK  LOGOUT PPK 1 - PPK Search																																					
Panel Inbox Email	Memungkinkan PPK mencari paket berdasarkan kata kunci (nama paket atau kode lelang)																																				
<table><tr><th>Kode Lelang</th><th>Nama Lelang</th><th>Tahap</th><th>Kontrak</th></tr><tr><td>2770999</td><td>CQS gagal nego</td><td>Bidding is over</td><td>Kontrak</td></tr><tr><td>2762999</td><td>Pengadaan Peralatan Kantor</td><td>Bidding is over</td><td>Kontrak</td></tr><tr><td>2743999</td><td>Penggantian AC gedung LKPP</td><td>Bidding is over</td><td>Kontrak</td></tr><tr><td>2740999</td><td>Penggantian AC gedung LKPP</td><td>Bidding is over</td><td>Kontrak</td></tr><tr><td>2738999</td><td>Goods - Post Qualification - One Envelope [Eska]</td><td>Bidding is over</td><td>Kontrak</td></tr><tr><td>2731999</td><td>Test CQS ganti pemenang - 210524</td><td>Bidding is over</td><td>Kontrak</td></tr><tr><td>2728999</td><td>Pengadaan Jasa Project Management Consultant IDRIP - test CQS ganti pemenang 250424</td><td>Bidding is over</td><td>Kontrak</td></tr><tr><td>2725999</td><td>MC/Host Public Figure (Pegiat UMKM) - citra test QCBS ganti pemenang 220424</td><td>Bidding is over</td><td>Kontrak</td></tr></table>		Kode Lelang	Nama Lelang	Tahap	Kontrak	2770999	CQS gagal nego	Bidding is over	Kontrak	2762999	Pengadaan Peralatan Kantor	Bidding is over	Kontrak	2743999	Penggantian AC gedung LKPP	Bidding is over	Kontrak	2740999	Penggantian AC gedung LKPP	Bidding is over	Kontrak	2738999	Goods - Post Qualification - One Envelope [Eska]	Bidding is over	Kontrak	2731999	Test CQS ganti pemenang - 210524	Bidding is over	Kontrak	2728999	Pengadaan Jasa Project Management Consultant IDRIP - test CQS ganti pemenang 250424	Bidding is over	Kontrak	2725999	MC/Host Public Figure (Pegiat UMKM) - citra test QCBS ganti pemenang 220424	Bidding is over	Kontrak
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2725999	MC/Host Public Figure (Pegiat UMKM) - citra test QCBS ganti pemenang 220424	Bidding is over	Kontrak																																		
Kolom Data Bidding	- Kode Lelang: Nomor unik identifikasi paket - Nama Lelang: Nama pekerjaan yang sedang/sudah dilaksanakan - Tahap: Menampilkan status terbaru (mis. <i>Bidding is over</i>) - Kontrak: Mengakses kontrak pada paket tersebut, termasuk penyusunan dokumen kontrak pasca-penetapan pemenang																																				

Tabel 2. Struktur Utama Dashboard PPK

4.2 Masuk Sebagai Pokja

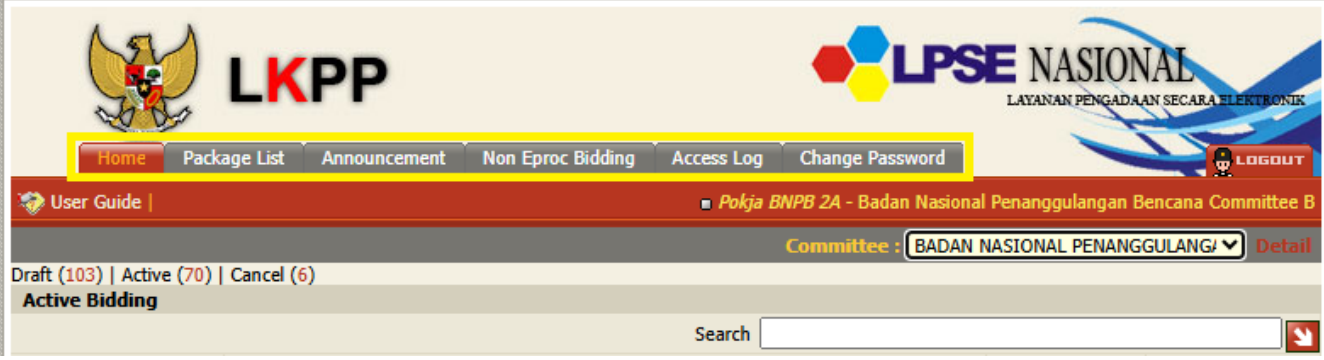
Kelompok Kerja Pemilihan (Pokja/PP) untuk mengelola proses pemilihan penyedia, mulai dari pengumuman, evaluasi, hingga penetapan pemenang. Berbeda dari dashboard PPK yang berfokus pada tahap pasca-pemilihan, dashboard Pokja mengendalikan tahap kompetisi (*procurement cycle*).



The screenshot shows the login interface of the LKPP LPSE NASIONAL system. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos is a navigation bar with links: Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area is titled 'Login' and includes the instruction 'LOGIN TO LPSE ENTER YOUR USER ID AND PASSWORD'. There is a section for 'Login as Non Vendor' with input fields for 'User ID' (containing 'pokja_bnpb2a') and 'Password' (masked with dots). A 'Login' button is positioned below the password field. A yellow message box states: 'We encourage you to always use the latest version of your browser. If there is a problem when displaying the page, please use other browser.' The footer shows the date 'November 01 2025 13:30' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Gambar 2.4 Tampilan Login sebagai Non-Penyedia (Pokja)

4.2.1 Penjelasan Struktur Dashboard Pokja

 The screenshot displays the dashboard for a Pokja user. It features the LKPP and LPSE NASIONAL logos at the top. A navigation bar includes links: Home, Package List, Announcement, Non Eproc Bidding, Access Log, and Change Password. Below this, there's a 'User Guide' link and a dropdown menu for 'Pokja BNPB 2A - Badan Nasional Penanggulangan Bencana Committee B'. A 'Committee' dropdown is set to 'BADAN NASIONAL PENANGGULANGI'. Statistics for 'Draft (103) Active (70) Cancel (6)' are shown, along with an 'Active Bidding' section. A search bar is located at the bottom right of the dashboard area.	
Bagian	Deskripsi
Menu Atas	- <i>Home</i>: Halaman utama dashboard - <i>Package List</i>: Daftar paket dalam kewenangan Pokja - <i>Announcement</i>: Publikasi pengumuman - <i>Non Eproc Bidding</i>: Daftar paket menggunakan pencatatan - <i>Access Log</i>: Mencatat aktivitas login sebagai keamanan akun. - <i>Change Password</i>: Fasilitas keamanan untuk mengganti kata

sandi akun.

Bidding Code #	Name of Bidding	Stage	Participants
2770999	CQS gagal nego	Bidding is over	5
2759999	Lisensi office processing tools	Bidding is over	6
2743999	Penggantian AC gedung LKPP	Bidding is over	6
2738999	Goods - Post Qualification - One Envelope [Eska]	Bidding is over	3
2723999	sss testing winner rank 2	Bidding is over	0
2722999	SSD	Bidding is over	5

Area Kanan Atas

Committee Selector memungkinkan untuk memilih kelompok/panitia Pokja

Bidding Code #	Name of Bidding	Stage	Participants
2770999	CQS gagal nego	Bidding is over	5
2759999	Lisensi office processing tools	Bidding is over	6
2743999	Penggantian AC gedung LKPP	Bidding is over	6
2738999	Goods - Post Qualification - One Envelope [Eska]	Bidding is over	3
2723999	sss testing winner rank 2	Bidding is over	0
2722999	SSD	Bidding is over	5

Area Tengah Atas

- Search Bar: Memungkinkan Pokja mencari paket berdasarkan kata kunci (nama paket/kode lelang/status paket).
- Daftar Paket: Jumlah daftar paket berdasarkan statusnya.

LKPP

LPSE NASIONAL

LAYANAN PENGADAAN SECARA ELEKTRONIK

[Home](#)

[Package List](#)

[Announcement](#)

[Non Eproc Bidding](#)

[Access Log](#)

[Change Password](#)

[LOGOUT](#)

[User Guide](#)

[Pokja BNPB 2A - Badan Nasional Penanggulangan Bencana Committee B](#)

Committee : **BADAN NASIONAL PENANGGULANG** [Detail](#)

Draft (103) | Active (70) | Cancel (6)

Active Bidding

Bidding Code #	Name of Bidding	Stage	Participants
2770999	CQS gagal nego	Bidding is over	5
2759999	Lisensi office processing tools	Bidding is over	6
2743999	Penggantian AC gedung LKPP	Bidding is over	6
2738999	Goods - Post Qualification - One Envelope [Eska]	Bidding is over	3
2723999	sss testing winner rank 2	Bidding is over	0
2722999	SSD	Bidding is over	5

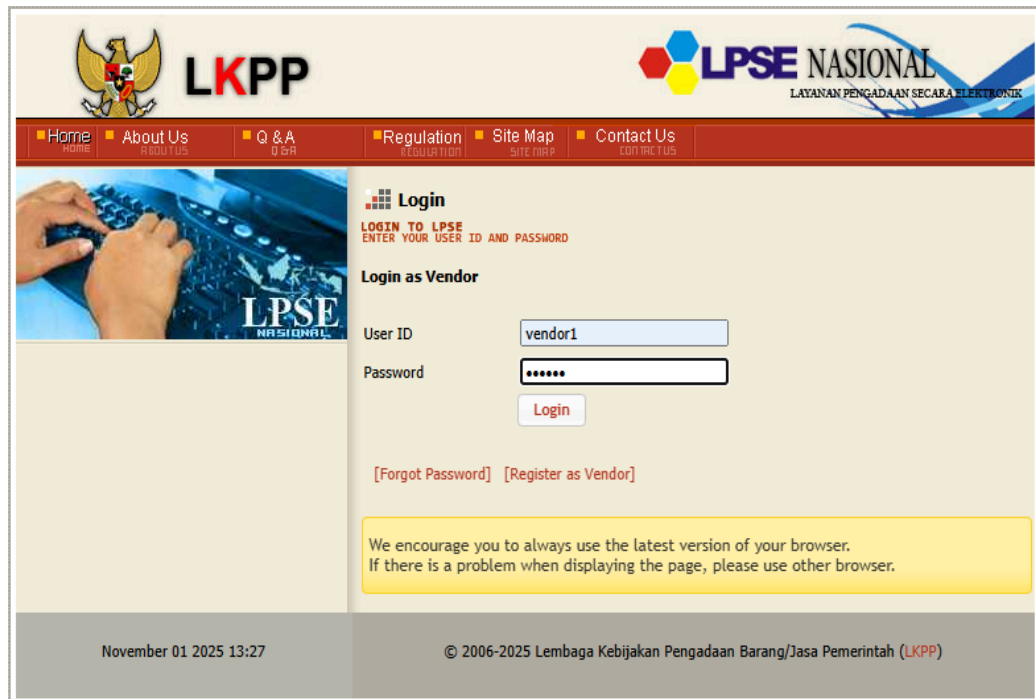
Area Tengah Atas

- Bidding Code #: Nomor unik identifikasi paket
- Name of Bidding: Nama pekerjaan yang sedang/sudah dilaksanakan
- Stage: Menampilkan status terbaru (mis. *Bidding is over*)
- Participants: Jumlah penyedia yang berpartisipasi dalam tender

Tabel 3. Struktur Utama Dashboard Pokja

4.3 Masuk Sebagai Penyedia

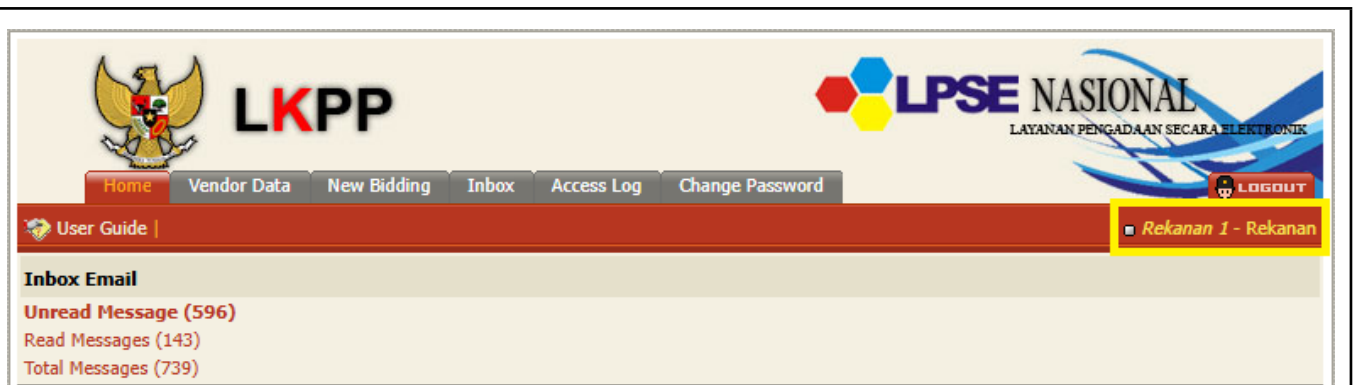
Untuk memahami perspektif dan ruang kerja Penyedia sebagai pihak yang berkompetisi dalam proses pemilihan juga aktivitas penyusunan dan pengunggahan penawaran.



Gambar 2.5 Tampilan Login sebagai Penyedia

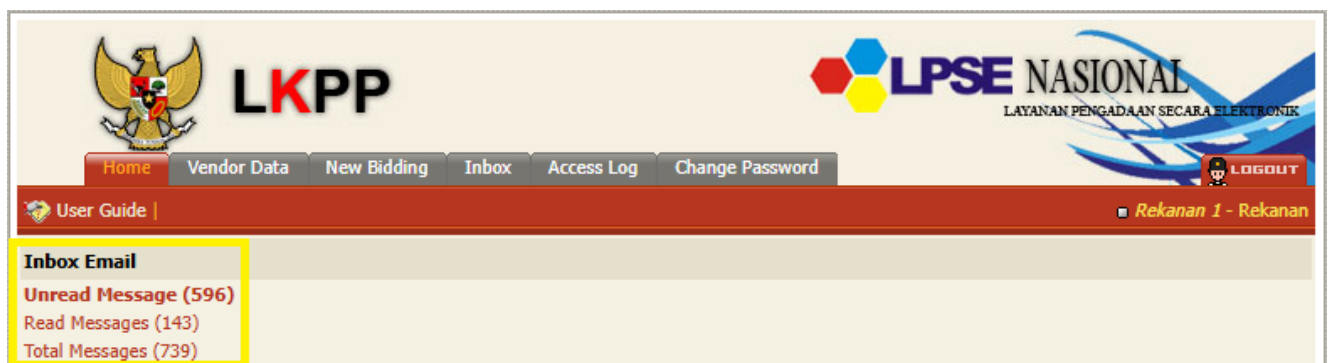
4.3.1 Penjelasan Struktur Dashboard Penyedia

Bagian	Deskripsi
Menu Atas	- <i>Home</i>: Halaman utama dashboard - <i>Vendor Data</i>: Menampilkan dan memperbarui data perusahaan/vendor. - <i>New Bidding</i>: Menunjukkan daftar tender yang terbuka untuk diikuti. - <i>Inbox</i>: Menampung pesan resmi dari sistem dan panitia. - <i>Access Log</i>: Mencatat aktivitas login sebagai keamanan akun. - <i>Change Password</i>: Fasilitas keamanan untuk mengganti kata sandi akun.



Header Informasi Akun -
Kanan Atas

Menampilkan nama vendor yang sedang login untuk memastikan identitas pengguna. Beserta tombol Logout di atas nama vendor yang sedang login.



Panel Inbox Email

Memuat jumlah pesan belum dibaca (Unread Message), sudah dibaca (Read Message), dan total pesan. Sumber pesan ini berasal dari komunikasi sistem atau panitia tender.

Bidding Status Which You Are Joined		
	Funding Source	
Bidding Code #	Bidding	Status
2759999	Lisensi office processing tools	Bidding is over
2731999	Test CQS ganti pemenang - 210524	Not Successful
2729999	Staf penelaah kebijakan - test ganti pemenang QCBS 250424	Not Successful
2728999	Pengadaan Jasa Project Management Consultant IDRIP - test CQS ganti pemenang 250424	Not Successful
2727999	staf administrasi	Not Successful
2726999	Testing SSS CQS	Not Successful
2725999	MC/Host Public Figure (Pegiat UMKM) - chitra test QCBS ganti pemenang 220424	Not Successful
2718999	Jasa Lainnya Analis Kerjasama Internasional [Eska]	Shortlisted
2707999	Belanja Perjalanan Dinas Biasa Koordinasi Penyusunan RKP Lingkup Agama, Pendidikan, dan Kebudayaan - DEMO GOODS 151223	Awarded
2693999	Akomdasi Perjalanan Dinas Biasa Luar Negeri pada Koordinasi Fasilitasi Kegiatan Menteri dan Hubungan Kelembagaan - demo CQS bapenas 151223	Awarded
2691999	demo bapenas 15 desember	There has been no winner

Bagian Bidding Status	Bagian utama dashboard yang menampilkan seluruh paket pengadaan yang diikuti oleh vendor. Dapat difilter berdasarkan Funding Source atau kata kunci pencarian.
-----------------------	--

Bidding Status Which You Are Joined		
	Funding Source	
Bidding Code #	Bidding	Status
2759999	Lisensi office processing tools	Bidding is over
2731999	Test CQS ganti pemenang - 210524	Not Successful
2729999	Staf penelaah kebijakan - test ganti pemenang QCBS 250424	Not Successful
2728999	Pengadaan Jasa Project Management Consultant IDRIP - test CQS ganti pemenang 250424	Not Successful
2727999	staf administrasi	Not Successful
2726999	Testing SSS CQS	Not Successful
2725999	MC/Host Public Figure (Pegiat UMKM) - chitra test QCBS ganti pemenang 220424	Not Successful
2718999	Jasa Lainnya Analis Kerjasama Internasional [Eska]	Shortlisted
2707999	Belanja Perjalanan Dinas Biasa Koordinasi Penyusunan RKP Lingkup Agama, Pendidikan, dan Kebudayaan - DEMO GOODS 151223	Awarded
2693999	Akomdasi Perjalanan Dinas Biasa Luar Negeri pada Koordinasi Fasilitasi Kegiatan Menteri dan Hubungan Kelembagaan - demo CQS bapenas 151223	Awarded
2691999	demo bapenas 15 desember	There has been no winner

Kolom Data Bidding	- Bidding Code #: Nomor kode unik paket pengadaan - Bidding: Nama Kegiatan / Jenis Paket - Status: Tahapan atau hasil akhir proses pengadaan (mis. Awarded, Not Successful, Shortlisted, atau There has been no winner).
--------------------	--

Tabel 4. Struktur Utama Dashboard Penyedia

BAB V

MEMBUAT DAN MENGELOLA TENDER

5.1 Membuat Tender ICB Baru

Berikut adalah langkah-langkah untuk membuat tender dari awal:

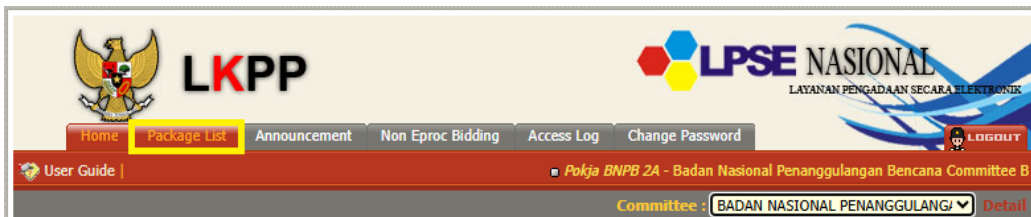
1. Login sebagai Pokja



The screenshot shows the login interface of the LKPP LPSE NASIONAL system. At the top, there are logos for LKPP and LPSE NASIONAL, along with navigation links: Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main section is titled 'Login' and includes the instruction 'LOGIN TO LPSE ENTER YOUR USER ID AND PASSWORD'. Below this, there is a 'Login as Non Vendor' section with input fields for 'User ID' (containing 'pokja_bnpb2a') and 'Password' (masked with dots). A 'Login' button is positioned below the password field. A yellow message box at the bottom of the login area states: 'We encourage you to always use the latest version of your browser. If there is a problem when displaying the page, please use other browser.' The footer displays the date 'November 01 2025 13:30' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

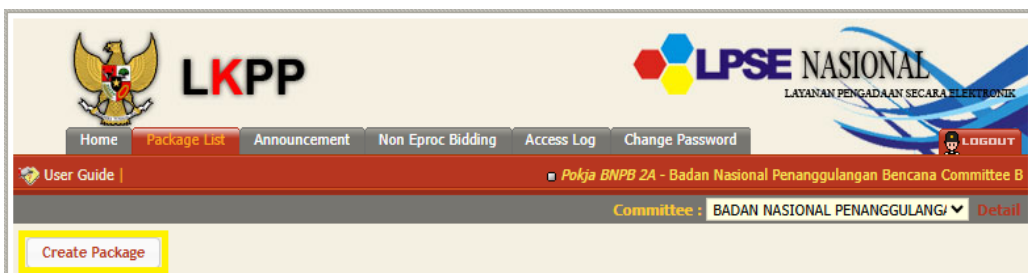
Gambar 2.6 Tampilan Login sebagai Non-Penyedia (Pokja)

2. Pada dashboard utama Pokja, masuk ke tab Package List



Gambar 2.7 Navigasi ke bagian Package List

3. Pada halaman Package List, bagian atas kiri klik tombol Create Package



Gambar 2.7 Tombol Create Package

- Pilih Agency, Unit, Budget Year untuk klik Reload Package untuk menentukan RUP yang sesuai, lalu klik Create Package.

Public Procurement Plan

Agency: Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah **Refresh**

Unit: LEMBAGA KEBIJAKAN PENGADA... **Refresh**

Budget Year: 2025 **Reload Package**

RUP Code	Package Name	Funding Source	Ceiling	Budget Year	
53795870	Lisensi office processing tools	APBN	Rp 1.538.460.000,00	2025	Create Package
53814461	- 053. 0A. Belanja Jasa Lainnya (JL Pengadministrasian Penyusunan Pedoman)	APBN	Rp 68.640.000,00	2025	Create Package
53817773	Belanja Bahan	APBN	Rp 97.200.000,00	2025	Create Package
53818054	Jasa Lainnya Administrasi dan Pelaporan	APBN	Rp 82.800.000,00	2025	Create Package
53812275	- 052. 0A. Belanja Barang Persediaan Barang Konsumsi	APBN	Rp 3.836.000,00	2025	Create Package
53814462	- 053. 0A. Belanja Bahan	APBN	Rp 14.215.000,00	2025	Create Package
53817816	Belanja Bahan	APBN	Rp 82.485.000,00	2025	Create Package

Gambar 2.8 Tombol Create Package

- Setelah paket dibuat maka akan muncul tampilan seperti berikut

Package List Edit Package

General Procurement Plan Code: 53818050

Package Name: Belanja Jasa Konsultan

Location of Work: Aceh Barat Daya (Kab.)

Unit: LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH

PPK: Select PPK

Budget: 2025 APBN CJ.6319.ABL.111.053.0A.522131 200.000.000,00

Create Package

The example of APBN budget code : 015.01.675514.01.51.01.1636.011.001.532111

015 : Ministry Code
01 : Echelon Unit Code
675514 : Unit Code
01 : Location Code
51 : Region Code
01 : Program Code
1636 : Activity Code
011 : Output Code
001 : Component Code
532111 : Account Code

Package Price: 200.000.000,00

Number of Implementation Plan Letter:

Committee: Badan Nasional Penanggulangan Bencana Committee B

Gambar 2.9 Tombol Create Package

5.1.1 Input Informasi Tender

1. Input Informasi Tender sesuai dengan instruksi sebagaimana yang telah tercantum bahwa tanda (*) & (**) wajib diisi. Klik Save.

Package List [Edit Package](#)

General Procurement Plan Code: 22395869

Package Name *: Technical Writer SPSE ICB - Test D22

Location of Work: District: Jakarta Selatan (Kota), Location Details*: Kompleks Rasuna Epicentrum, Jalan Epicentrum, Jakarta Selatan

Unit: LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH

PPK *: PPK 1 - 888888888888

Budget: Year: 2025, Funding Source: APBN, Code *: 015.01.675514.01.51.01.1636.011.001.532111, Amount **: 110.000.000,00

Budget Code Breakdown:

Code	Description
015	Ministry Code
01	Echelon Unit Code
675514	Unit Code
01	Location Code
51	Region Code
01	Program Code
1636	Activity Code
011	Output Code
001	Component Code
532111	Account Code

Package Price **: 110.000.000,00

Number of Implementation Plan Letter *: 1-LKPP-10/2025

Committee: Badan Nasional Penanggulangan Bencana Committee B

* Mandatory!
** Mandatory! However, for Empanelment (1st stage) please fill with zero (0).! The example of format field: 1.000.000.000
Press "Save and Create Package" button to finish bidding draft.

[Save](#) [Back](#)

Gambar 3.0 Tombol Create Package

2. Kembali ke Package List, kemudian klik Create Bidding pada paket yang telah dibuat sebelumnya.

Package Name	Status	Action
Technical Writer SPSE ICB - Test D22	Draft	Create Bidding

Gambar 3.1 Tombol Create Package

3. Pilih Stage, Input Owner Estimate Price (HPS), Weight (Technical/Cost %), Passing Grade, Contract type, dan terakhir tentukan jadwal dari tender.

New Bidding			
Bidding Code #	2773999		
Package	Technical Writer SPSE ICB - Test D22		
Remarks			
Category	Consultancy ▼		
Stage	☐ Empanelment	One Envelope	Elimination System
	☐ Call Down	Two Envelope	Quality and Cost Based Selection
	☒ Regular Consultant Selection	Two Envelope	Quality and Cost Based Selection
	☐ Regular Consultant Selection	Two Envelope	Elimination System
	☐ Regular Consultant Selection	One Envelope	Elimination System
	☐ Quality Based Selection	Two Envelope	Quality Based Selection
	☐ Consultant Qualification Selection	One Envelope	Elimination System
Evaluation of Bids	☒ 1 Winner		
Package Price	Rp 110.000.000,00		
Owner Estimate Price (HPS)	100.000.000,00 Format examples : 1.000.000.000 or 1.000.000.000,90 (if there is a comma)		
Weight	Technical	80	%
	Cost	20	%
Passing Grade (for technical proposal)	70		
Location of Work	Kompleks Rasuna Epicentrum, Jalan Epicentrum Tengah Lot 11 B, RT.2/RW.5, Karet Kuningan, Kecamatan S - Jakarta Selatan (Kota)		
Contract Type	Term of Payment	Based on Bidding Document ▼	
	Contract Term	Multiple Year ▼	
	Funding Source	Asian Development Bank ▼	
Bidding Schedule	There is no schedule Bidding Schedule		
RFOT (Summary) Status			

Gambar 3.1 Detail Paket

4. Isi Bidding Schedule, klik Save maka akan muncul tanda di bagian atas

All Schedules successfully saved				
No	Stage	Start	Finish	Remarks
1	Announcement	November 7, 2025 22:10	November 8, 2025 23:59	
2	Submission of EOI	November 7, 2025 22:10	November 8, 2025 23:59	
3	Shortlist Appointment	November 8, 2025 00:00	November 9, 2025 23:59	
4	Shortlist Announcement and Issuance of RFP	November 9, 2025 00:00	November 10, 2025 23:59	
5	Pre Proposal Conference	November 10, 2025 00:00	November 11, 2025 23:59	
6	Clarification Request Period	November 11, 2025 00:00	November 12, 2025 23:59	
7	Submission of Technical and Financial Proposals	November 12, 2025 00:00	November 13, 2025 23:59	
8	Opening of Tech Proposal	November 14, 2025 22:17	November 15, 2025 23:59	
9	Evaluation of Technical Proposals	November 15, 2025 22:17	November 16, 2025 23:59	
10	Technical Rank Announcement	November 17, 2025 22:15	November 18, 2025 23:59	
11	Opening of Financial Proposals	November 18, 2025 22:15	November 19, 2025 23:59	
12	Evaluation of Financial Proposals	November 19, 2025 22:15	November 20, 2025 23:59	
13	Combined Evaluation	November 20, 2025 22:15	November 21, 2025 23:59	
14	Final Ranking	November 21, 2025 22:15	November 22, 2025 23:59	
15	Contract Negotiation	November 22, 2025 22:15	November 23, 2025 23:59	
16	Notification of Intention of Award	November 23, 2025 22:15	November 24, 2025 23:59	
17	Standstill Period	November 24, 2025 22:15	November 25, 2025 23:59	
18	Notification of Award	November 25, 2025 22:15	November 26, 2025 23:59	
19	Contract Signing	November 26, 2025 22:15	November 27, 2025 23:59	
* All schedules are in calendar days				
Save Back				

Gambar 3.2 Bidding Schedule

5.1.2 Upload Dokumen Tender

1. Upload masing-masing dokumen yang diperlukan

REOI (Summary)	REOI (Summary)	Status
	Choose File	
REOI	REOI	Status
	Choose File	
RFP Document	RFP Document	Status
	Choose File	

Gambar 3.3 Upload Dokumen Tender

5.1.3 Mengumumkan Tender

1. Apabila detail paket dirasa telah diisi dengan lengkap dan tepat maka bisa klik save di pojok kiri bawah.

Home > New Bidding			
New Bidding			
Bidding Code #	2773999		
Package	Technical Writer SPSE ICB - Test D22		
Remarks			
Category	Consultancy		
Stage	☐ Empanelment ☐ Call Down ☒ Regular Consultant Selection ☐ Regular Consultant Selection ☐ Regular Consultant Selection ☐ Quality Based Selection ☐ Consultant Qualification Selection		
Evaluation of Bids	☒ 1 Winner ☐ One Envelope ☐ Two Envelope ☐ Two Envelope ☐ One Envelope ☐ Two Envelope ☐ One Envelope		
Package Price	Rp 110.000.000,00		
Owner Estimate Price (HPS)	100.000.000,00		
	Format examples : 1.000.000.000 or 1.000.000.000,90 (if there is a comma)		
Weight	Technical	80	%
	Cost	20	%
Passing Grade (for technical proposal)	70		
Location of Work	Kompleks Rasuna Epicentrum, Jalan Epicentrum Tengah Lot 11 B, RT.2/RW.5, Karet Kuningan, Kecamatan S - Jakarta Selatan (Kota)		
Contract Type	Term of Payment	Based on Bidding Document	
	Contract Term	Multiple Year	
	Funding Source	Asian Development Bank	
Bidding Schedule	All the schedules has been filled in [Bidding Schedule]		
REOI (Summary)	REOI (Summary)	Status	
	Choose File		
	• File Kosong.pdf 33.0kB		
REOI	REOI	Status	
	Choose File		
	• File Kosong.pdf 33.0kB		
RFP Document	RFP Document	Status	
	Choose File		
	• File Kosong.pdf 33.0kB		
The bidding package still can not be announced if the field is not fulfilled			
Save Back			

Gambar 3.4 Upload Dokumen Tender

2. Terima Pakta Integritas yang tertera kemudian umumkan paket dengan menekan tombol Announcing Bidding Package

INTEGRITY PACT

I agree that:

1. Will not engage in the practice of corruption, collusion and nepotism
2. Will be reported to the relevant authorities if there is an indication of the corruption, collusion and nepotism in this procurement process;
3. Will follow the procurement process in clean, transparent and professional in order to give the best result that is accordance to the laws;
4. If I violate the things that have been mentioned in this **INTEGRITY PACT**, I am willing to incur the moral sanctions, administration sanction as well as prosecuted to indemnity and criminal accordance to the provisions of applicable legislation

The Integrity Pact is an non separable part of this bidding's package. By announcing the package of this bidding, you are deemed to agree to the Integrity Pact

Announcing Bidding Package

Gambar 3.5 Pakta Integritas

3. Setelah paket diumumkan maka paket akan muncul pada halaman Home

**LKPP****LPSE NASIONAL**
LAYANAN PENGADAAN SECARA ELEKTRONIK

HomePackage ListAnnouncementNon Eproc BiddingAccess LogChange Password

User Guide | Pokja BNPB 24 - Badan Nasional Penanggulangan Bencana Committee B

Committee: BADAN NASIONAL PENANGGULANGDetail

Draft (105) | Active (71) | Cancel (7)

Active Bidding

Search

Bidding Code #	Name of Bidding	Stage	Participants
2773999	Technical Writer SPSE ICB - Test D22	Bidding is not started	0

Gambar 3.6 Paket pada halaman Home

5.2 Mendaftar dan Mengikuti Tender

Berikut adalah langkah-langkah untuk mengikuti tender dari awal:

1. Akses laman SPSE ICB, kemudian paket baru akan muncul pada bagian e-Procurement, klik pada paket tersebut.

**LKPP**

**LPSE NASIONAL**
LAYANAN PENGADAAN SECARA ELEKTRONIK

HomeAbout UsQ & ARegulationSite MapContact Us

Vendor Login

Non Vendor Login/Government Authority

Blacklist

Panel Information

Contract Award Information

Undangan Rapat Kerja Na

LPSE organize electronic government procurement system. Your company can participate in procurement by [Register as Vendor](#). For more informations [please contact us](#).
Important : All users are bound to [Integrity Pact](#).
For further information, please read [Terms and Conditions](#).

e-PROCUREMENT
ELECTRONIC TENDER

No	Package Name	Agency	Download Date
1	Technical Writer SPSE ICB - Test D22	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah	7 Nov - 8 Nov 2025

ANNOUNCEMENT
PROCUREMENT

ANNOUNCEMENT
PROCUREMENT

July 9, 2024 11:26
pengumuman pengadaan ini aku

December 25, 2023 13:09
Sdfasdpfasad

February 6, 2023 10:29
test announcement

January 27, 2023 09:54
biabla

August 11, 2022 11:21
test

January 12, 2022 11:14
check announcement

May 3, 2021 13:41
Test

February 9, 2021 11:20
[2345999] Notification of Intention of Award

NEWS
PROCUREMENT

NEWS ABOUT
PROCUREMENT

July 9, 2024 11:26
in newsssss

March 22, 2021 10:01
News test

Visitors Total: 1.129.432

November 07 2025 22:22

© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

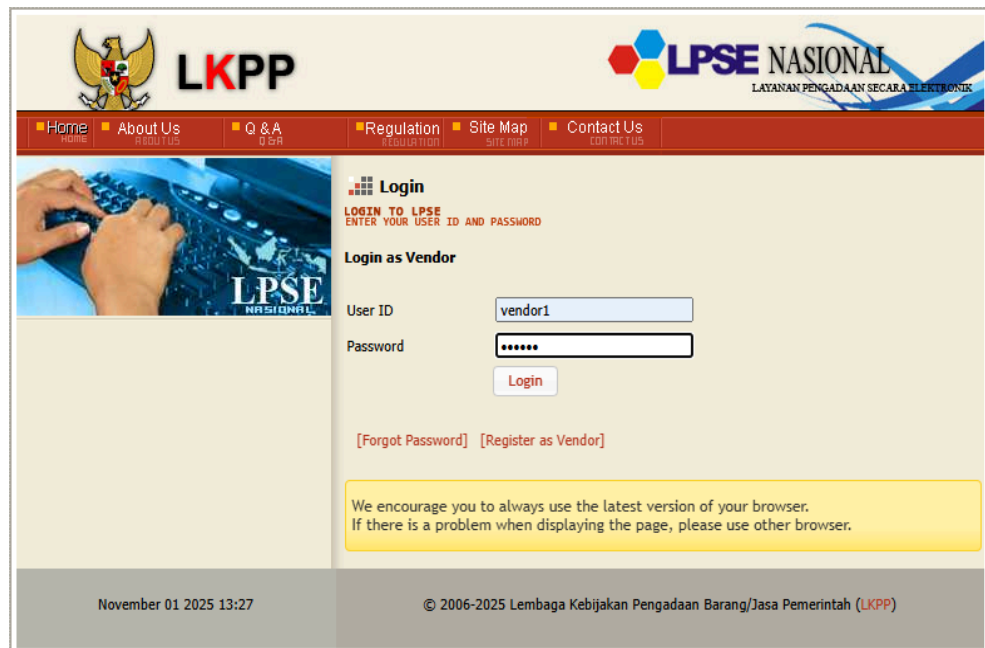
Gambar 3.7 Paket yang muncul pada bagian e-Procurement

2. Muncul tampilan informasi paket, klik Proceed to Next Step

Bidding Information		
Bidding Code #	2776999	
Name of Bidding	Technical Writer SPSE ICB - Test D22	
Remarks		
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah	
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH	
REOI (Summary)	File Name	Status
	[File Kosong.pdf]	
Back Proceed to Next Step		

Gambar 3.8 Informasi Paket akses melalui Penyedia

3. Diarahkan untuk login sebagai Penyedia



LPSE NASIONAL
LAYANAN PENGADAAN SECARA ELEKTRONIK

■ Home ■ About Us ■ Q & A ■ Regulation ■ Site Map ■ Contact Us

Login
LOGIN TO LPSE
ENTER YOUR USER ID AND PASSWORD

Login as Vendor

User ID: vendor1

Password: *****

Login

[Forgot Password] [Register as Vendor]

We encourage you to always use the latest version of your browser.
If there is a problem when displaying the page, please use other browser.

November 01 2025 13:27 © 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Gambar 3.9 Login sebagai Penyedia

4. Setelah login maka tampil Bidding Information & Bidding status, kemudian terima pakta integritas dan submit EOI

The screenshot shows the LKPP LPSE NASIONAL website interface. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos, there is a navigation bar with links: Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. A user guide link is also present. The main content area is titled "Bidding Information" and displays details for a specific bidding process. It includes fields for Bidding Code #, Package Name, Schedule, Agency, and Unit. Below this, there is a table for REOI (Summary) and REOI (Detail) with columns for File Name, Send Date, and Status. The "Participate in Bidding" section contains an "INTEGRITY PACT" form with a list of terms and conditions. At the bottom of this section, there are buttons for "Accept and Submit EOI" and "Back". The footer shows the date "November 07 2025 22:33" and the copyright notice "© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)".

Bidding Information

Bidding Code #	2776999		
Package Name	Technical Writer SPSE ICB - Test D22		
Schedule	View		
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah		
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH		
REOI (Summary)	File Name	Send Date	Status
	[File Kosong.pdf]	November 6, 2025 22:25	
REOI	REOI Document (Detail)	Send Date	Status
	[File Kosong.pdf]	November 6, 2025 22:25	

Participate in Bidding

INTEGRITY PACT

In order to participate in the bidding, you are required to read and accept this integrity pact:

I agree that:

1. Will not engage in the practice of corruption, collusion and nepotism
2. Will be reported to the relevant authorities if there is an indication of the corruption, collusion and nepotism in this procurement process;
3. Will follow the procurement process in clean, transparent and professional in order to give the best result that is accordance to the laws;
4. If I violate the things that have been mentioned in this **INTEGRITY PACT**, I am willing to incur the moral sanctions, administration sanction as well as prosecuted to indemnity and criminal accordance to the provisions of applicable legislation.

[Accept and Submit EOI](#) [Back](#)

November 07 2025 22:33 © 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Gambar 4.0 Pakta Integritas & Submit EOI

5. Bila berhasil join maka akan ada muncul tanda pada bagian atas, tuliskan keterangan seperti yang tertera pada bagian kiri dan upload dokumen EOI, dll.

The screenshot shows the "Submission Detail*" section of the LKPP LPSE NASIONAL website. It includes a form for submitting a bid, with fields for Remarks, Company Name, and a list of EOI & Other Supporting Documents. The "Remarks" field contains the text "PT. LKPP PENYEDIA". The "Company Name" field is empty. The "EOI & Other Supporting Documents" section shows a table with columns for File Name, Send Date, Hash, and Status. A "Choose File" button is present below the table. At the bottom, there are buttons for "Upload", "Submit EOI", and "Reset". A footnote at the bottom states: "* Any changes (upload/update/delete) regarding your EOI, will not be sent to committee unless you submit them using provided 'Submit EOI' button after you uploaded file(s)."

Submission Detail*

Remarks (Please list name of each additional associated Company, nationality of Company, and nature of association (Whether Joint Venture or Sub-Consultant). Mandatory example input: Company Name (Country, JV/Sub-Consultant) Experience of only joint venture members will be considered in EOI evaluation)

PT. LKPP PENYEDIA

If you are joint venture, please write company member

[Save](#)

File Name	Send Date	Hash	Status
[Contoh File.pdf]	November 8, 2025 10:26	e6b5f454fd0ac9e7acdb2f3d9967dcec	Uploaded

[Choose File](#)

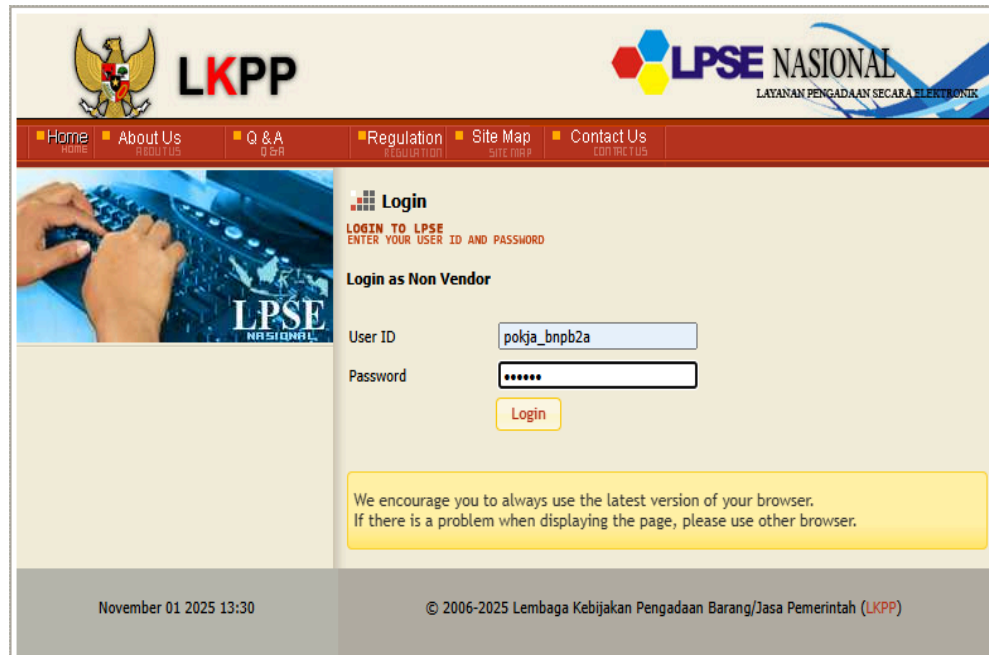
[Upload](#) [Submit EOI](#) [Reset](#)

* Any changes (upload/update/delete) regarding your EOI, will not be sent to committee unless you submit them using provided "Submit EOI" button after you uploaded file(s).

Gambar 4.1 Isi Submission Detail & EOI

5.3 Penetapan dan Pengumuman Daftar Pendek

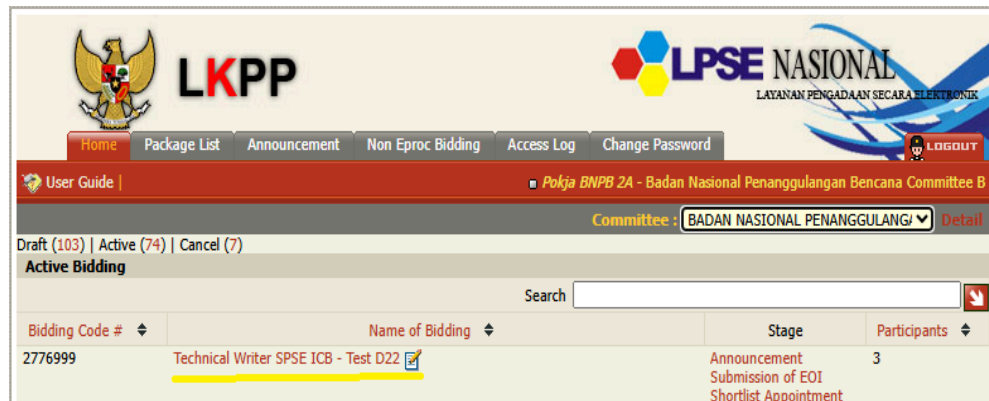
1. Login sebagai Pokja



The screenshot shows the login interface of the LKPP LPSE Nasional system. At the top, there are logos for LKPP and LPSE NASIONAL. A navigation bar includes links for Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area features a 'Login' section with the instruction 'LOGIN TO LPSE ENTER YOUR USER ID AND PASSWORD'. Below this, there is a 'Login as Non Vendor' section with input fields for 'User ID' (containing 'pokja_bnpb2a') and 'Password' (masked with dots), and a 'Login' button. A yellow message box at the bottom of the login area states: 'We encourage you to always use the latest version of your browser. If there is a problem when displaying the page, please use other browser.' The footer shows the date 'November 01 2025 13:30' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Gambar 4.2 Login sebagai Pokja

2. Masuk ke dalam paket yang telah dibuat sebelumnya



The screenshot displays the package list page after logging in. The top navigation bar includes 'Home', 'Package List', 'Announcement', 'Non Eproc Bidding', 'Access Log', and 'Change Password'. A 'User Guide' link is also present. The main content area shows the 'Active Bidding' section. It includes a search bar and a table of active bidding packages. The table has columns for 'Bidding Code #', 'Name of Bidding', 'Stage', and 'Participants'. One package is listed: '2776999' for 'Technical Writer SPSE ICB - Test D22'. The stage is 'Announcement' and there are 3 participants. The table also shows 'Draft (103)', 'Active (74)', and 'Cancel (7)' counts.

Bidding Code #	Name of Bidding	Stage	Participants
2776999	Technical Writer SPSE ICB - Test D22	Announcement	3

Gambar 4.3 Paket Technical Writer SPSE ICB

3. Cek partisipan yang telah mengikuti Paket sekaligus file EOI yang telah di upload, klik Save apabila file sudah lengkap dan tepat.

Remarks successfully saved

Participants (3)			
Company Name	Remarks (Additional Joint Venture/Sub-contract Members)	Date Register	Proposal
Rekanan 1	PT. LKPP PENYEDIA Save	November 7, 2025	EOI Contoh File.pdf (32 KB) Not Shortlisted
Rekanan 2	PT. LKPP PENYEDIA 2 Save	November 8, 2025	EOI Contoh File.pdf (32 KB) Not Shortlisted
PT. lkpp penyedia 3	PT. LKPP PENYEDIA 3 Save	November 8, 2025	EOI Contoh File.pdf (32 KB) Not Shortlisted

Gambar 4.4 Partisipan Tender

4. Kemudian pada bagian Bidding Information klik Shortlist.

Bidding Information	
Bidding Code #	2776999
Name of Bidding	Technical Writer SPSE ICB - Test D22
Current Bidding Stage	Shortlist Appointment Shortlist Announcement and Issuance of RFP
	[Shortlist] [Clarification Request Period] [Bidding Evaluation] [Announcement of the Winner]
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH

Gambar 4.5 Bidding Information

5. Pilih partisipan penyedia yang shortlisted, centang bagian Pass kemudian isi Justification. Lalu Klik Save.

Shortlist Appointment			
No	Participant	Pass	Justification
1	Rekanan 1 (PT. LKPP PENYEDIA)	☒	Shortlisted.
2	Rekanan 2 (PT. LKPP PENYEDIA 2)	☒	Shortlisted.
3	PT. lkpp penyedia 3 (PT. LKPP PENYEDIA 3)	☒	Shortlisted.

Gambar 4.6 Shortlist Appointment

6. Maka muncul tanda data shortlist telah di simpan.

Shortlist Appointment

Shortlist Data has been saved

No	Participant	Pass	Justification
1	Rekanan 1 (PT. LKPP PENYEDIA)	✓	Shortlisted.
2	Rekanan 2 (PT. LKPP PENYEDIA 2)	✓	Shortlisted.
3	PT. lkpp penyedia 3 (PT. LKPP PENYEDIA 3)	✓	Shortlisted.

Back

Gambar 4.7 Shortlist Data

7. Upload file shortlist vendor, klik Upload kemudian Kembali.

Shortlist Vendor

Shortlist Vendor Send Date Status

Choose File Contoh File.pdf

Upload Back

Only [txt, doc, docx, xls, xlsx, pdf, jpg, png, zip, rar] documents can be uploaded.
The size of the file not be more than 10 Mb.
Attached files are visible to the Vendor

Gambar 4.8 File Shortlist Penyedia

5.4 Konferensi dan Klarifikasi Pra-Penawaran

1. Login kembali sebagai Penyedia

LKPP **LPSE NASIONAL**
LAYANAN PENGADAAN SECARA ELEKTRONIK

Home About Us Q & A Regulation Site Map Contact Us

Login
LOGIN TO LPSE
ENTER YOUR USER ID AND PASSWORD

Login as Vendor

User ID: vendor1
Password: *****
Login

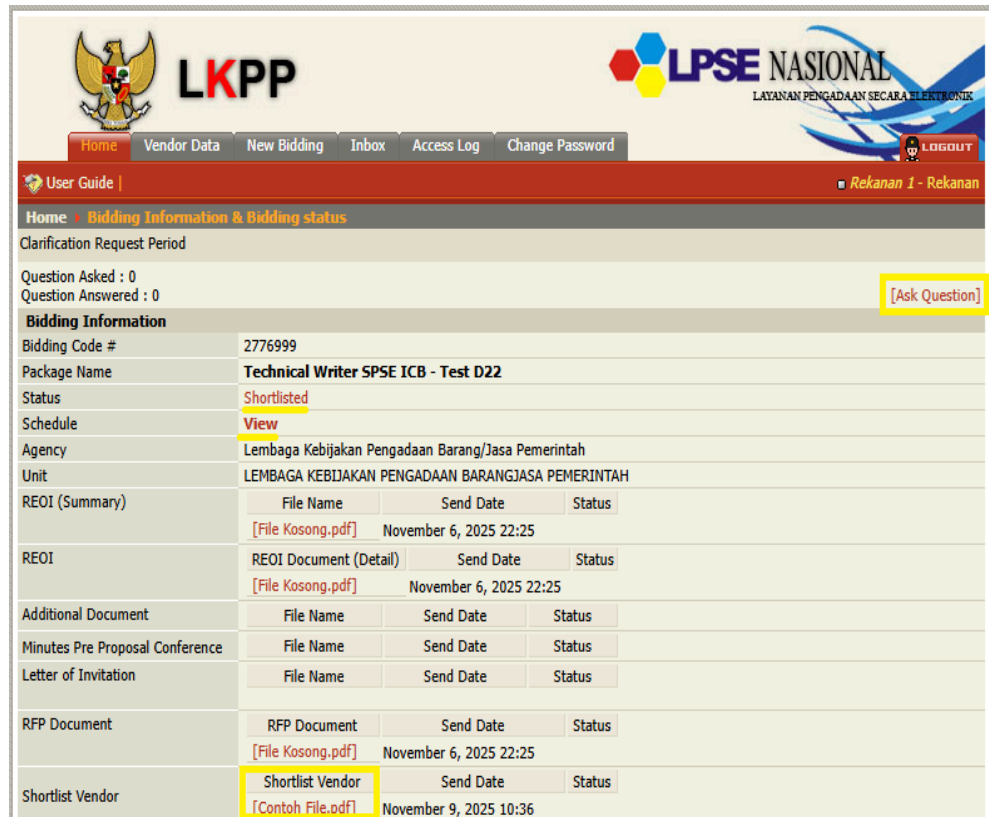
[Forgot Password] [Register as Vendor]

We encourage you to always use the latest version of your browser.
If there is a problem when displaying the page, please use other browser.

November 01 2025 13:27 © 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Gambar 4.9 Login sebagai Penyedia

- Masuk ke yang di daftar, kemudian Status, Schedule, File Shortlist Vendor dapat dilihat pada Bidding Information. Ajukan pertanyaan mengenai bidding pada bagian pojok kanan atas.



LKPP **LPSE NASIONAL**
LAYANAN PENGADAAN SECARA ELEKTRONIK

Home Vendor Data New Bidding Inbox Access Log Change Password

User Guide | [Rekanan 1 - Rekanan](#)

Home - Bidding Information & Bidding status

Clarification Request Period

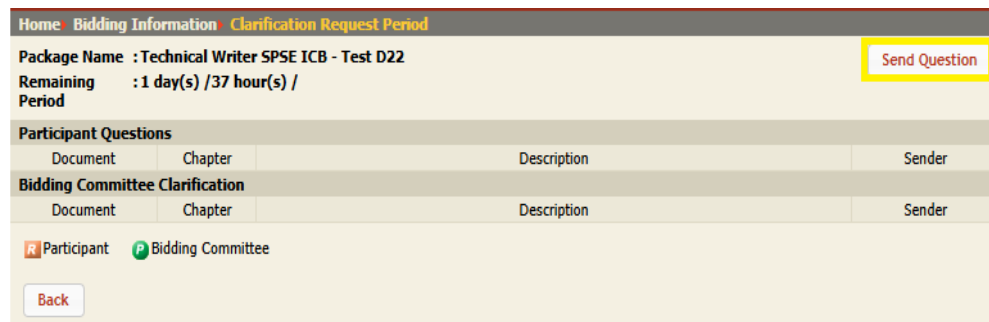
Question Asked : 0
Question Answered : 0 [\[Ask Question\]](#)

Bidding Information

Bidding Code #	2776999						
Package Name	Technical Writer SPSE ICB - Test D22						
Status	Shortlisted						
Schedule	View						
Agency	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah						
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH						
REOI (Summary)	<table border="1"> <tr> <th>File Name</th> <th>Send Date</th> <th>Status</th> </tr> <tr> <td>[File Kosong.pdf]</td> <td>November 6, 2025 22:25</td> <td></td> </tr> </table>	File Name	Send Date	Status	[File Kosong.pdf]	November 6, 2025 22:25	
File Name	Send Date	Status					
[File Kosong.pdf]	November 6, 2025 22:25						
REOI	<table border="1"> <tr> <th>REOI Document (Detail)</th> <th>Send Date</th> <th>Status</th> </tr> <tr> <td>[File Kosong.pdf]</td> <td>November 6, 2025 22:25</td> <td></td> </tr> </table>	REOI Document (Detail)	Send Date	Status	[File Kosong.pdf]	November 6, 2025 22:25	
REOI Document (Detail)	Send Date	Status					
[File Kosong.pdf]	November 6, 2025 22:25						
Additional Document	<table border="1"> <tr> <th>File Name</th> <th>Send Date</th> <th>Status</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	File Name	Send Date	Status			
File Name	Send Date	Status					
Minutes Pre Proposal Conference	<table border="1"> <tr> <th>File Name</th> <th>Send Date</th> <th>Status</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	File Name	Send Date	Status			
File Name	Send Date	Status					
Letter of Invitation	<table border="1"> <tr> <th>File Name</th> <th>Send Date</th> <th>Status</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	File Name	Send Date	Status			
File Name	Send Date	Status					
RFP Document	<table border="1"> <tr> <th>RFP Document</th> <th>Send Date</th> <th>Status</th> </tr> <tr> <td>[File Kosong.pdf]</td> <td>November 6, 2025 22:25</td> <td></td> </tr> </table>	RFP Document	Send Date	Status	[File Kosong.pdf]	November 6, 2025 22:25	
RFP Document	Send Date	Status					
[File Kosong.pdf]	November 6, 2025 22:25						
Shortlist Vendor	<table border="1"> <tr> <th>Shortlist Vendor</th> <th>Send Date</th> <th>Status</th> </tr> <tr> <td>[Contoh File.pdf]</td> <td>November 9, 2025 10:36</td> <td></td> </tr> </table>	Shortlist Vendor	Send Date	Status	[Contoh File.pdf]	November 9, 2025 10:36	
Shortlist Vendor	Send Date	Status					
[Contoh File.pdf]	November 9, 2025 10:36						

Gambar 5.0 Bidding Information

- Pilih Send Question.



Home Bidding Information Clarification Request Period

Package Name : Technical Writer SPSE ICB - Test D22 [Send Question](#)

Remaining : 1 day(s) / 37 hour(s) / Period

Participant Questions

Document	Chapter	Description	Sender
----------	---------	-------------	--------

Bidding Committee Clarification

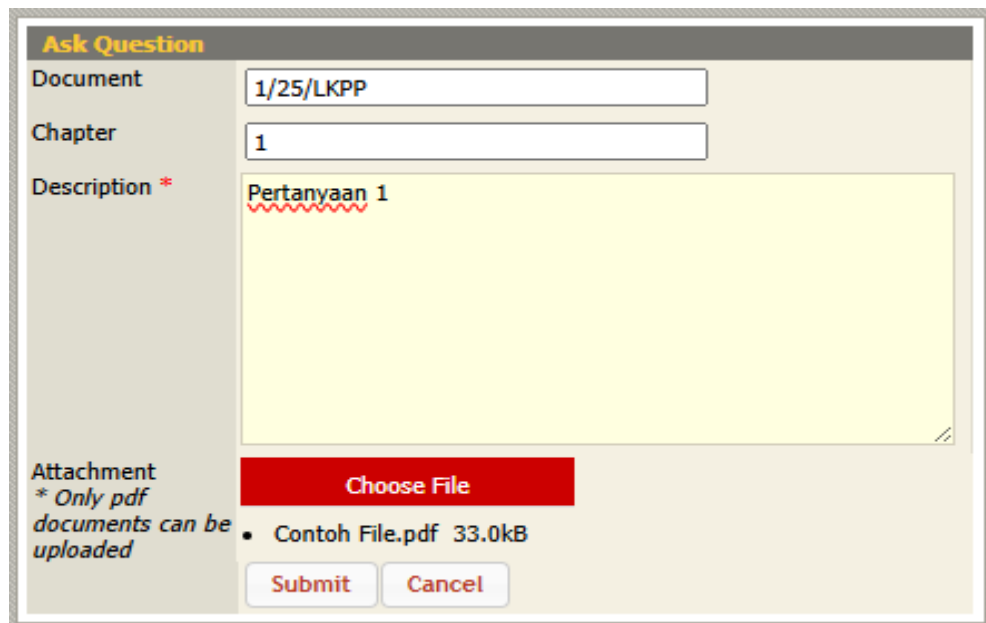
Document	Chapter	Description	Sender
----------	---------	-------------	--------

☒ Participant ☐ Bidding Committee

[Back](#)

Gambar 5.1 Clarification Request Period

4. Muncul box kecil untuk detail pertanyaan, isi pertanyaan di bagian deskripsi. Klik Submit.



Ask Question

Document: 1/25/LKPP

Chapter: 1

Description *: Pertanyaan 1

Attachment: * Only pdf documents can be uploaded

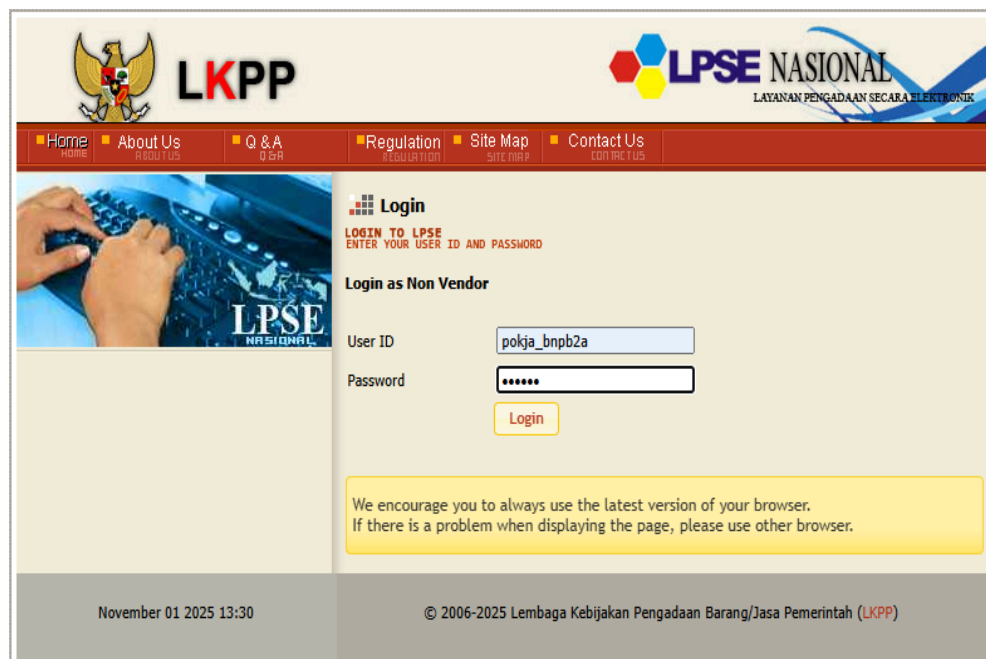
Choose File

- Contoh File.pdf 33.0kB

Submit Cancel

Gambar 5.2 Ask Question Box

5. Login sebagai Pokja



LKPP **LPSE NASIONAL**
LAYANAN PENGADAAN SECARA ELEKTRONIK

Home About Us Q & A Regulation Site Map Contact Us

Login
LOGIN TO LPSE
ENTER YOUR USER ID AND PASSWORD

Login as Non Vendor

User ID: pokja_bnpb2a

Password: *****

Login

We encourage you to always use the latest version of your browser.
If there is a problem when displaying the page, please use other browser.

November 01 2025 13:30 © 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Gambar 5.3 Login sebagai Pokja

6. Masuk ke Paket, kemudian pilih Send an explanation untuk menjawab pertanyaan Penyedia.

Home Package List Announcement Non Eproc Bidding Access Log Change Password

User Guide | **Polja BNPB 2A - Badan Nasional Penanggulangan Bencana Committee B**

Package List View Bidding

Bidding Summary

Clarification Request Period

Question Asked : 3
Question Answered : 0 [Send an explanation]

Bidding Information

Bidding Code # 2776999
Name of Bidding Technical Writer SPSE ICB - Test D22

Gambar 5.4 Tombol Send an Explanation

7. Klik tombol Send an explanation, maka akan muncul box kotak kecil.

Package Name : Technical Writer SPSE ICB - Test D22
Remaining : 1 day(s) / 37 hour(s) / Period [Send an explanation]

Participant Questions

Document	Chapter	Description	Sender
1/25/LKPP	1	Pertanyaan 1 Contoh File.pdf	Rekanan 1 11 Nov 2025 10:38
2/25/LKPP	1	Pertanyaan 1 Contoh File.pdf	Rekanan 2 11 Nov 2025 10:39
3/25/LKPP	1	Pertanyaan 1 Contoh File.pdf	PT. lkpp penyedia 3 11 Nov 2025 10:39

Bidding Committee Clarification

Document	Chapter	Description	Sender
P Participant	P Bidding Committee		

Note :
Tender Committee can still provide an explanation for 3 hours after Clarification Request Period ends.

Back

Gambar 5.5 Clarification Request (Explanation)

8. Isikan penjelasan pada bagian description, lalu klik Submit.

Send an explanation

Document 1/25/LKPP

Chapter 1

Description * Penjelasan 1

Attachment
* Only pdf documents can be uploaded

Choose File

- Contoh File.pdf 33.0kB

Submit Cancel

Gambar 5.6 Explanation Box

9. Berikut adalah hasil tampilan untuk seluruh bagian pertanyaan dan penjelasan. Klik kembali.

Package Name : Technical Writer SPSE ICB - Test D22
Send an explanation
Remaining : 1 day(s) / 37 hour(s) / Period

Document	Chapter	Description	Sender
1/25/LKPP	1	Pertanyaan 1 Contoh File.pdf	Rekanan 1  11 Nov 2025 10:38
2/25/LKPP	1	Pertanyaan 1 Contoh File.pdf	Rekanan 2  11 Nov 2025 10:39
3/25/LKPP	1	Pertanyaan 1 Contoh File.pdf	PT. Ikpp penyedia 3  11 Nov 2025 10:39

Document	Chapter	Description	Sender
1/25/LKPP	1	Penjelasan 1 Contoh File.pdf	Badan Nasional Penanggulangan Bencana Committee B  11 Nov 2025 10:51
1/25/LKPP	1	Penjelasan 2 Contoh File.pdf	Badan Nasional Penanggulangan Bencana Committee B  11 Nov 2025 10:51
1/25/LKPP	1	Penjelasan 3 Contoh File.pdf	Badan Nasional Penanggulangan Bencana Committee B  11 Nov 2025 10:51

 Participant
 Bidding Committee

Note :
Tender Committee can still provide an explanation for 3 hours after Clarification Request Period ends.

Back

Gambar 5.7 Jawaban dan Penjelasan

10. Bila ada Adendum bisa upload file, upload juga file menit dari konfrensi pre proposal bila ada.

Letter of Invitation	File Name	Send Date	Status
RFP Document	Bidding Document	Send Date	Status
	[File Kosong.pdf]	November 6, 2025 22:25	
	Adendum Document	Send Date	Status
	Choose File		
	Send Addendum		
Internal Documents (If any, please upload No Objection Letter here)	File Name	Send Date	Status
Additional Document	File Name	Send Date	Status
Remarks			
Minutes Pre Proposal Conference	File Name	Send Date	Status
	Choose File	No file chosen	Submit

Gambar 5.8 Adendum dan File Minutes Pre Proposal Conference

5.5 Pengunggahan Dokumen Teknis dan Finansial

1. Login kembali sebagai Penyedia

The screenshot shows the LPSE Nasional website's login interface. At the top, there is a navigation bar with links: Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area is titled 'Login' and 'Login as Vendor'. It includes a 'User ID' field with the value 'vendor1' and a 'Password' field with masked characters. A 'Login' button is present. Below the login fields, there are links for '[Forgot Password]' and '[Register as Vendor]'. A yellow banner at the bottom of the login section encourages users to use the latest version of their browser. The footer contains the date 'November 01 2025 13:27' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Gambar 5.9 Login sebagai Penyedia

2. Masuk ke dalam paket, kemudian ke bagian Submission Detail. Cek kembali Remarks, upload Technical Proposal dan Financial Proposal (.pdf & .xls/xlsx) klik Upload kemudian Submit Proposal.

The screenshot displays the 'Submission Detail' page. It is divided into two main sections: 'Remarks' and 'EOI & Other Supporting Documents'. The 'Remarks' section contains a text area with the company name 'PT. LKPP PENYEDIA' and a 'Save' button. The 'EOI & Other Supporting Documents' section is further divided into 'Technical Proposals' and 'Financial Proposals'. Each section has a table listing uploaded files with columns for File Name, Send Date, Hash, and Status. Below the tables are 'Choose File' and 'Upload' buttons. At the bottom, there is a checkbox for agreeing to terms, a confirmation statement, and 'Submit Proposals' and 'Reset' buttons.

File Name	Send Date	Hash	Status
[Contoh File.pdf]	November 8, 2025 10:26	e6b5f454fd0ac9e7acdb2f3d9967dcec	

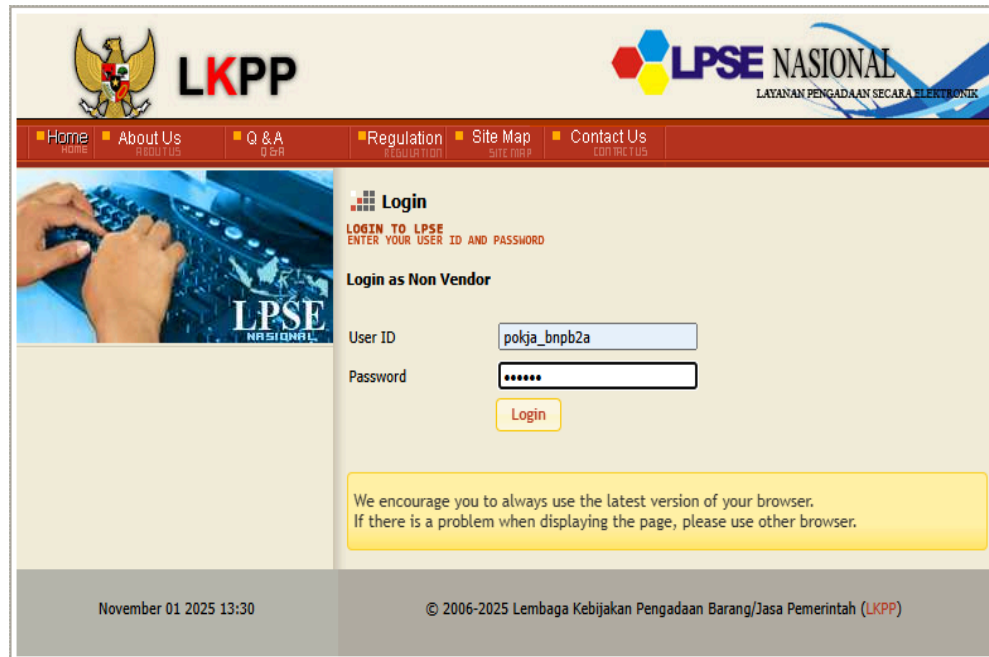
File Name	Send Date	Hash	Status
[Contoh File.pdf]	November 12, 2025 10:27	e6b5f454fd0ac9e7acdb2f3d9967dcec	Uploaded

File Name	Send Date	Hash	Status
[Contoh File.pdf]	November 12, 2025 10:29	e6b5f454fd0ac9e7acdb2f3d9967dcec	Uploaded
[Contoh File.xlsx]	November 12, 2025 10:31	0b036a7427da0ffaf8171dd8774d8cd1	Uploaded

Gambar 6.0 Upload Technical Proposal & Financial Proposal

5.6 Pembukaan dan Evaluasi Proposal Teknis

1. Login sebagai Pokja



The screenshot shows the login interface of the LPSE Nasional website. At the top, there are logos for LKPP and LPSE NASIONAL, along with a navigation menu containing links like Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area is titled 'Login' and includes the instruction 'LOGIN TO LPSE ENTER YOUR USER ID AND PASSWORD'. Below this, there is a section for 'Login as Non Vendor' with input fields for 'User ID' (containing 'pokja_bnpb2a') and 'Password' (masked with dots). A 'Login' button is positioned below the password field. A yellow message box at the bottom of the login area encourages users to use the latest version of their browser. The footer of the page displays the date 'November 01 2025 13:30' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Gambar 6.1 Login sebagai Pokja

2. Masuk ke paket kemudian ke bagian Bidding Evaluation



The screenshot displays the 'Bidding Evaluation' section of the LPSE system. At the top, there are tabs for 'Package List' and 'View Bidding', with a 'Bidding Summary' button on the right. The page shows a 'Clarification Request Period' with 'Question Asked : 3' and 'Question Answered : 3', accompanied by a '[Send an explanation]' link. Below this is the 'Bidding Information' section, which includes a table with the following data:

Bidding Information	
Bidding Code #	2776999
Name of Bidding	Technical Writer SPSE ICB - Test D22
Current Bidding Stage	Evaluation of Technical Proposals
	[Shortlist]
	[Clarification Request Period]
	[Bidding Evaluation]
	[Announcement of the Winner]
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANG/JASA PEMERINTAH

Gambar 6.2 Navigasi Bidding Evaluation

3. Masukan hasil evaluasi teknis pada setiap Penyedia, klik Save

Bidding Evaluation Result (Evaluation # 1)

Technical Evaluation | Price Evaluation | Combined Evaluation | Final Ranking |

Technical Evaluation

No	Technical Participant	Technical Score	Justification
1	Rekanan 1 (PT. LKPP PENYEDIA)	85,0	
2	Rekanan 2	84,0	
3	PT. Ikpp penyedia 3 (PT. LKPP PENYEDIA 3)	82,0	

Use period for decimal, example : 80.0.

Save Back

Gambar 6.3 Technical Score Penyedia

4. Kirim undangan kepada penyedia kemudian upload file technical score.

Bidding Evaluation Result (Evaluation # 1)

Technical Evaluation | Price Evaluation | Combined Evaluation | Final Ranking |

Technical Evaluation

No	Technical Participant	Technical Score	Justification
1	Rekanan 1 (PT. LKPP PENYEDIA)	85,0	
2	Rekanan 2	84,0	
3	PT. Ikpp penyedia 3 (PT. LKPP PENYEDIA 3)	82,0	

Back Send Invitation

Technical Score

Technical Score	Send Date	Status
[Contoh File.pdf]	November 16, 2025 10:31	

Choose File No file chosen

Upload Back

Gambar 6.4 Undangan Penyedia Upload Technical Score

Opening Financial Proposals Invitation

Date & Time: 17 November 2025

Location: LKPP

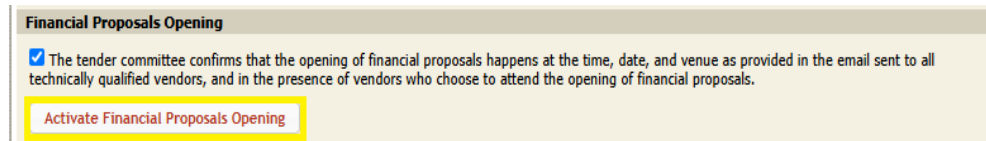
Note:

Submit Cancel

Gambar 6.5 Detail Undangan kepada Penyedia

5.7 Pembukaan dan Evaluasi Proposal Finansial

1. Pada bagian bidding information klik Activate Financial Proposal Opening.



Financial Proposals Opening

☒ The tender committee confirms that the opening of financial proposals happens at the time, date, and venue as provided in the email sent to all technically qualified vendors, and in the presence of vendors who choose to attend the opening of financial proposals.

Activate Financial Proposals Opening

Gambar 6.6 Aktivasi Pembukaan Proposal Finansial

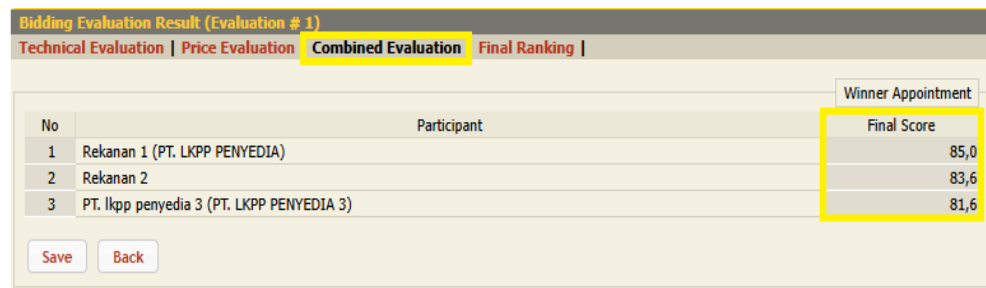
2. Masuk ke bagian Bidding Evaluation lalu ke Price Evaluation. Isi Price Evaluation sesuai Financial Proposal dari setiap penyedia beserta Evaluated Price, bila sudah isi Financial Score dari setiap penyedia



No	Participant	Price as Presented in Financial Proposal	Evaluated Price	Financial Score	Justification
1	Rekanan 1 (PT. LKPP PENYEDIA)	Rp 98.000.000,00	Rp 98.000.000,00	85,0	
2	Rekanan 2	Rp 95.000.000,00	Rp 95.000.000,00	82,0	
3	PT. lkpp penyedia 3 (PT. LKPP PENYEDIA 3)	Rp 93.000.000,00	Rp 93.000.000,00	80,0	

Gambar 6.7 Price Evaluation Data

3. Masuk ke bagian Combined Evaluation, dapat dilihat Final Score dari kombinasi nilai technical dan financial. Klik Save.



Bidding Evaluation Result (Evaluation # 1)

Technical Evaluation | Price Evaluation | **Combined Evaluation** | Final Ranking |

No	Participant	Final Score
1	Rekanan 1 (PT. LKPP PENYEDIA)	85,0
2	Rekanan 2	83,6
3	PT. lkpp penyedia 3 (PT. LKPP PENYEDIA 3)	81,6

Save Back

Gambar 6.8 Combined Evaluation

5.8 Final Ranking dan Negosiasi

1. Pada bagian Final Ranking, dapat dilihat hasil rekap dari harga, nilai. Centang apabila penyedia Pass (Cek juga apakah penyedia masuk di ADB Sanction List) dan juga ranking Penyedia. Klik Save.

Bidding Evaluation Result (Evaluation # 1)

Technical Evaluation | Price Evaluation | Combined Evaluation | Final Ranking

Winner Appointment

No	Participant	Evaluated Price	Technical Score	Financial Score	Final Score (80.0 % x Technical Score) + (20.0 % x Financial Score)	Pass	Rank	Justification
1	Rekanan 1 (PT. LKPP PENYEDIA)	Rp 98.000.000,00	85,0	85,0	85,0	☒	1	
2	Rekanan 2	Rp 95.000.000,00	84,0	82,0	83,6	☒	2	
3	PT. lkpp penyedia 3 (PT. LKPP PENYEDIA 3)	Rp 93.000.000,00	82,0	80,0	81,6	☒	3	

Save

Back

Gambar 6.9 Final Ranking

- Masuk ke bagian Contract Negotiation, lalu klik Send Invitation untuk mengirimkan email undangan negosiasi kepada penyedia.

Bidding Evaluation Result (Evaluation # 1)	
Technical Evaluation Price Evaluation Combined Evaluation Final Ranking	Contract Negotiation
Rank 1 Participant Rekanan 1 (PT. LKPP PENYEDIA) Evaluated Price Rp 98.000.000,00 Final Score 85.0 Final Contract Price Remarks	Send Invitation Send Negotiation Invitation Email Content Negotiation Invitation Submit Cancel

Gambar 7.0 Contract Negotiation

- Apabila terjadi kesepakatan dari negosiasi maka isi harga final kontrak. Klik Negotiation Success.

Technical Evaluation | Price Evaluation | Combined Evaluation | Final Ranking | Contract Negotiation

Contract Negotiation

Rank	1
Participant	Rekanan 1 (PT. LKPP PENYEDIA)
Evaluated Price	Rp 98.000.000,00
Final Score	85.0
	Send Invitation
Final Contract Price	97.000.000,00
Remarks	****
	Negotiation Success Negotiation Failed Back

Gambar 7.1 Detail Negosiasi Kontrak

4. Dengan ini, pemenang telah ditentukan dengan harga yang telah disepakati bersama.

Bidding Evaluation Result (Evaluation # 1)

Technical Evaluation | Price Evaluation | Combined Evaluation | Final Ranking | Contract Negotiation

Contract Negotiation

Contract Negotiation Data has been saved

Rank	1
Participant	Rekanan 1 (PT. LKPP PENYEDIA)
Final Contract Price	Rp 97.000.000,00
Final Score	85.0
	Back

Gambar 7.2 Hasil Kesepakatan Negosiasi Kontrak

5. Klik Back, Kemudian upload Intention to Award. Dari sini dapat dilihat pemenang dari melalui bagian Intention to Award

Intention to Award

	Intention to Award		Send Date		Status
----------------------	--------------------	----------------------	-----------	----------------------	--------

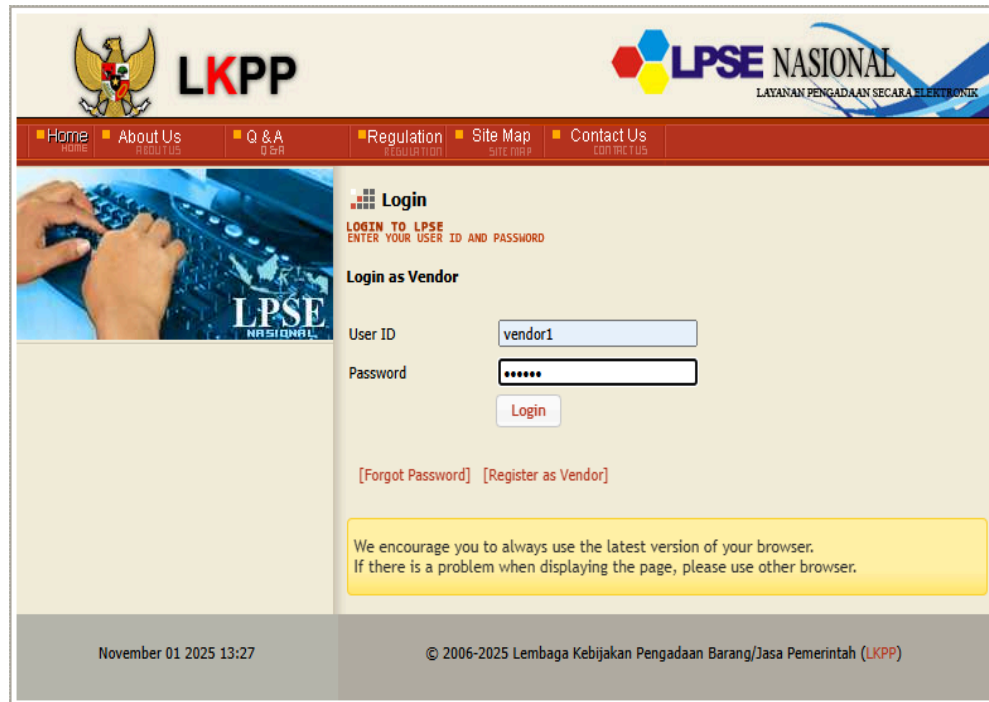
[Choose File](#) Contoh File.pdf

[Upload](#)

Gambar 7.3 Upload File Intention to Award

5.9 Pengumuman Pemenang dan Penandatanganan Kontrak

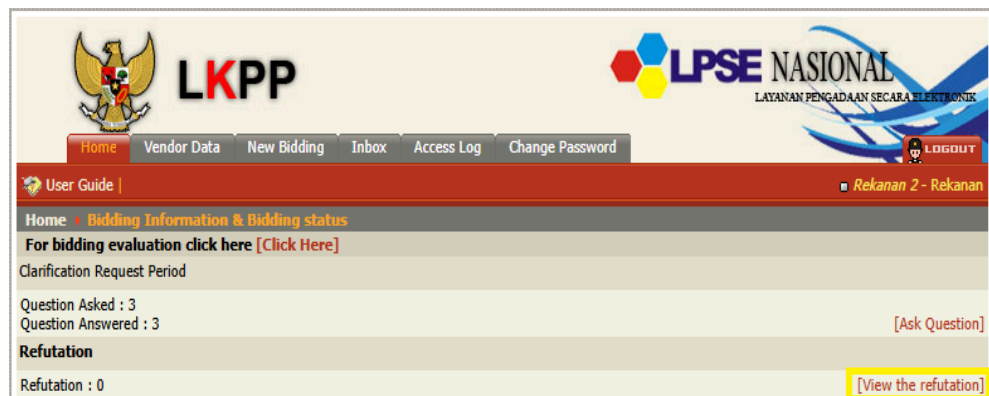
1. Login sebagai Penyedia



The screenshot shows the login interface for the LKPP LPSE Nasional system. At the top, there are logos for LKPP and LPSE NASIONAL, along with a navigation menu containing links like Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area is titled 'Login' and includes the instruction 'LOGIN TO LPSE ENTER YOUR USER ID AND PASSWORD'. Below this, there is a 'Login as Vendor' section with input fields for 'User ID' (containing 'vendor1') and 'Password' (masked with dots), and a 'Login' button. There are also links for '[Forgot Password]' and '[Register as Vendor]'. A yellow box contains a message encouraging users to use the latest browser version. The footer shows the date 'November 01 2025 13:27' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Gambar 7.4 Login sebagai Penyedia

2. Apabila ada sanggah mengenai Intention to Award maka penyedia lain diberi kesempatan untuk memberikan sanggahan melalui bagian Refutation, klik View the refutation



The screenshot displays the user interface after logging in as a vendor. The top navigation bar includes links for Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password, along with a 'LOGOUT' button. The main content area shows a 'User Guide' section with a link to 'Bidding Information & Bidding status' and a prompt to 'For bidding evaluation click here [Click Here]'. Below this, there is a 'Clarification Request Period' section with statistics: 'Question Asked : 3' and 'Question Answered : 3', and a link to '[Ask Question]'. The 'Refutation' section shows 'Refutation : 0' and a prominent yellow button labeled '[View the refutation]'.

Gambar 7.5 Navigasi Sanggahan

3. Klik Submit Refutation, kemudian isi sanggahan pada kolom deskripsi, upload file bila ada, klik Submit.

The screenshot shows a web application interface for submitting a refutation. The top navigation bar includes 'Home', 'Bidding Information', and 'Refutation'. Below this, a header section displays 'Standstill Period' and 'Bidding Technical Writer SPSE ICB - Test D22'. A 'Submit Refutation' button is highlighted in the top right. The main content area is divided into two sections: 'Notice of Refutation Appeal' and 'Description'. The 'Description' section contains a text area with the placeholder '[Sanggahan]'. Below the text area is an 'Attachment' section with a 'Choose File' button and a list of files, including 'Contoh File.pdf 33.0kB'. At the bottom of the attachment section are 'Submit' and 'Batal' buttons. The left sidebar shows a list of providers of goods / services and a bidding committee, with a timestamp of 'November 25 2025 12:34'.

Gambar 7.6 Submit Sanggahan

4. Login sebagai Pokja, untuk merespon sanggahan dari penyedia. Isi deskripsi sebagai respon dari sanggahan, upload file bila ada, klik Submit.

The screenshot shows a web application interface for replying to a refutation. The top navigation bar includes 'Package List', 'View Bidding', and 'Bidding Refutation'. Below this, a header section displays 'Standstill Period' and 'Bidding Technical Writer SPSE ICB - Test D22'. A 'Reply' button is highlighted in the top right. The main content area is divided into two sections: 'Notice of Refutation Appeal' and 'Description'. The 'Description' section contains a text area with the placeholder '[Respon Sanggahan]'. Below the text area is an 'Attachment' section with a 'Choose File' button and a list of files, including 'Contoh File.pdf 33.0kB'. At the bottom of the attachment section are 'Submit' and 'Batal' buttons. The left sidebar shows a list of providers of goods / services and a bidding committee, with a timestamp of 'November 25 2025 12:39'.

Gambar 7.7 Submit Respon Sanggahan

5. Kembali ke Bidding Information, klik Announcement of the Winner.

Package List [View Bidding](#)

[Bidding Summary](#)

For bidding evaluation click here [\[Click Here\]](#)

Clarification Request Period

Question Asked : 3
Question Answered : 3 [\[Send an explanation\]](#)

Refutation

Refutation : 1 [\[View the refutation\]](#)

Bidding Information

Bidding Code #	2776999
Name of Bidding	Technical Writer SPSE ICB - Test D22
Current Bidding Stage	Notification of Award
	[Shortlist] [Clarification Request Period] [Bidding Evaluation] [Announcement of the Winner]

Gambar 7.8 Navigasi ke Announcement of the Winner

6. Pada bagian Announcement of the Winner, terdapat hasil dari pemenang tender, klik Submit untuk mengumumkan pemenang tender

Package List [View Bidding](#) [Bidding Invitation](#)

Submit The Announcement

#	Participant Name	Email Address	Bidding Winner	Justification
#	Rekanan 1 (PT. LKPP PENYEDIA)	vendor1@icb.icb	✓	-
#	Rekanan 2	vendor2@icb.icb	✗	-
#	PT. Ikpp penyedia 3 (PT. LKPP PENYEDIA 3)	rekanan3@lkpp.go.id	✗	-

[Submit](#) [Back](#)

Gambar 7.9 Submit Pengumuman Pemenang Tender

7. Login sebagai Penyedia

LKPP **LPSE NASIONAL**
LAYANAN PENGADAAN SECARA ELEKTRONIK

[Home](#)
[About Us](#)
[Q & A](#)
[Regulation](#)
[Site Map](#)
[Contact Us](#)

Login

LOGIN TO LPSE
ENTER YOUR USER ID AND PASSWORD

Login as Vendor

User ID:

Password:

[Login](#)

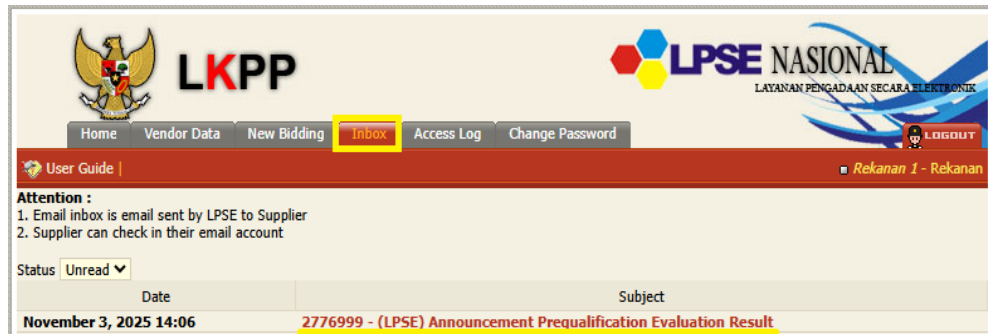
[\[Forgot Password\]](#) [\[Register as Vendor\]](#)

We encourage you to always use the latest version of your browser.
If there is a problem when displaying the page, please use other browser.

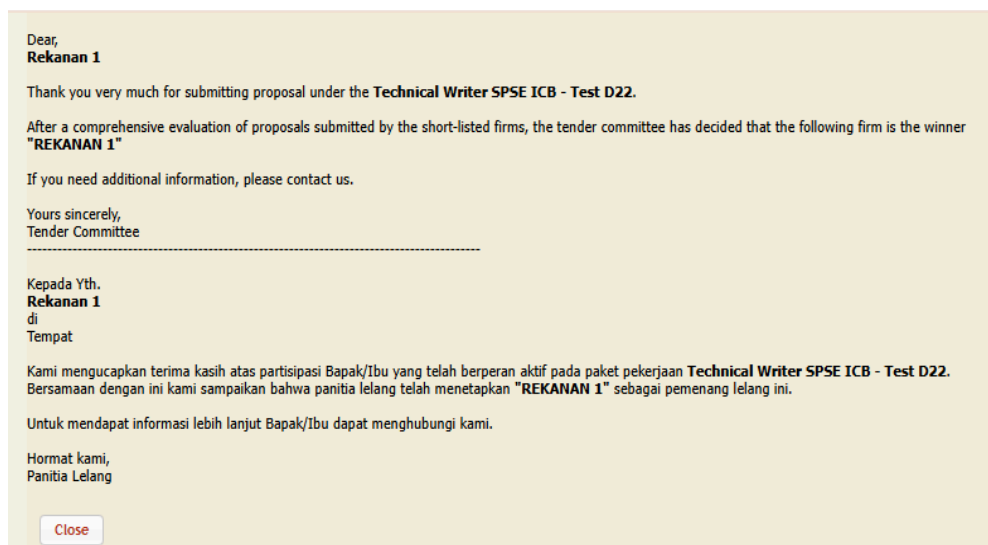
November 01 2025 13:27 © 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Gambar 8.0 Login sebagai Penyedia

8. Masuk ke bagian Inbox maka akan muncul pengumuman hasil tender yang dikirimkan sebelumnya oleh Pokja.



Gambar 8.1 Inbox Pengumuman Pemenang Tender



Gambar 8.2 Isi Pengumuman Pemenang Tender

9. Rincian status Tender dapat dicek melalui Bidding information melalui Status



Gambar 8.3 Navigasi Status Tender

Evaluation Result		
Winner	Final Score	Final Contract Price
Rekanan 1 (PT. LKPP PENYEDIA)	85,00	Rp 97.000.000,00
No	Participant	Final Score

Gambar 8.4 Rincian Hasil Pemenang Tender

10. Login sebagai Pokja

Gambar 8.5 Login sebagai Pokja

11. Masuk ke Paket, bagian Contract Award, upload file Contract Award.

Gambar 8.6 Upload Contract Award

12. Login Sebagai PPK

LKPP

LPSE NASIONAL
LAYANAN PENGADAAN SECARA ELEKTRONIK

Home About Us Q & A Regulation Site Map Contact Us

Login
LOGIN TO LPSE
ENTER YOUR USER ID AND PASSWORD

Login as Non Vendor

User ID:

Password:

We encourage you to always use the latest version of your browser.
If there is a problem when displaying the page, please use other browser.

November 01 2025 13:03

© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Gambar 8.7 Login Sebagai PPK

13. Klik tombol Kontrak bagian kanan paket

LKPP

LPSE NASIONAL
LAYANAN PENGADAAN SECARA ELEKTRONIK

Home Access Log Change Password

User Guide |

Kode Lelang	Nama Lelang	Tahap	Kontrak
2776999	Technical Writer SPSE ICB - Test D22	Contract Signing	Kontrak

Gambar 8.8 Navigasi Tombol Kontrak

14. Isi nomor kontrak, nomor akun, jumlah kontrak, tanggal kontrak, tanggal valid kontrak, nama instansi pemenang, informasi lainnya dan dokumen (bila ada), klik Save.

Package Information	
Bidding Code #	2776999
Package Name	Technical Writer SPSE ICB - Test D22
Location	Kompleks Rasuna Epicentrum, Jalan Epicentrum Tengah Lot 11 B, RT.2/RW.5, Karet Kuningan, Kecamatan S - Jakarta Selatan (Kota)
Budget	2025 - APBN
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH
Ceiling	Rp 110.000.000,00
Self Estimated Price	Rp 100.000.000,00

Contract Information		
Contract No *	1/25/LKPP	
Account No *	112233	
Contract Amount *	97.000.000	Format examples : 1.000.000.000
Contract Date *	28/11/2025	
Contract Validity Period *	01/12/2025 - 31/12/2025	
Company's Name *	☐ Rekanan 2 (Bid :) ☐ PT. lkpp penyedia 3 (Bid :) ☒ Rekanan 1 (Bid : Rp 97.000.000,00)	
Other Information	[Other Information]	
Document	Document Status Choose File • Contoh File.pdf 33.0kB	

* Mandatory
* Document must be in PDF
* Please attach at least Contract Document and Implementation Warranty

Save Back

Gambar 8.9 Detail Kontrak

BAB VI

PENUTUP

GLOSARIUM

Istilah	Penjelasan
SPSE ICB	Sistem Pengadaan Secara Elektronik untuk pelaksanaan International Competitive Bidding (ICB), yaitu proses pengadaan internasional yang dilakukan melalui platform SPSE/LPSE.
LPSE Nasional	Layanan Pengadaan Secara Elektronik Nasional yang dikelola oleh LKPP sebagai pintu masuk utama menuju aplikasi SPSE.
ICB (International Competitive Bidding)	Metode pengadaan barang/jasa melalui kompetisi internasional yang memungkinkan partisipasi penyedia dari berbagai negara sesuai ketentuan peraturan perundang-undangan dan perjanjian donor.
QCBS (Quality and Cost Based Selection)	Metode evaluasi pengadaan jasa konsultasi yang mempertimbangkan kombinasi antara kualitas teknis dan biaya.
Pokja (Kelompok Kerja Pemilihan)	Tim yang bertanggung jawab atas pengumuman, evaluasi, hingga penetapan pemenang dalam proses pemilihan penyedia di SPSE ICB.
PPK (Pejabat Pembuat Komitmen)	Pejabat yang bertanggung jawab atas pelaksanaan kontrak setelah pemenang tender ditetapkan oleh Pokja.
Penyedia (Vendor)	Badan usaha atau individu yang terdaftar di SPSE ICB dan berpartisipasi dalam proses pengadaan barang/jasa.

Dashboard SPSE ICB	Antarmuka utama aplikasi SPSE ICB yang menampilkan menu, status paket, dan navigasi bagi pengguna sesuai perannya (Pokja, PPK, Penyedia).
Package List	Daftar paket pengadaan yang dikelola oleh Pokja dalam sistem SPSE ICB.
Bidding Code	Nomor identifikasi unik untuk setiap paket tender di SPSE ICB.
EOI (Expression of Interest)	Dokumen minat awal yang diajukan penyedia sebagai bentuk partisipasi dalam proses seleksi konsultansi internasional.
Shortlist	Tahapan seleksi penyedia yang dinyatakan lolos berdasarkan hasil evaluasi EOI.
Technical Proposal	Dokumen teknis yang disusun penyedia untuk menjelaskan metode, pendekatan, dan pengalaman dalam melaksanakan pekerjaan konsultansi.
Financial Proposal	Dokumen yang berisi penawaran biaya dari penyedia untuk pelaksanaan pekerjaan.
Pre-Proposal Conference	Pertemuan awal antara Pokja dan penyedia untuk memberikan penjelasan teknis serta klarifikasi terkait dokumen pengadaan.
Evaluation Committee (Pokja)	Tim evaluator yang menilai dokumen teknis dan finansial sesuai dengan kriteria QCBS.
Final Ranking	Peringkat akhir penyedia berdasarkan hasil kombinasi evaluasi teknis dan biaya.
Negotiation	Proses negosiasi antara Pokja dan penyedia dengan peringkat tertinggi untuk menyepakati harga dan ketentuan kontrak.

Intention to Award	Dokumen pengumuman sementara hasil seleksi sebelum penetapan resmi pemenang tender.
Contract Award	Dokumen resmi penetapan pemenang tender beserta rincian nilai kontrak dan penyedia yang ditunjuk.
Blacklist	Daftar hitam yang berisi penyedia yang dilarang mengikuti proses pengadaan karena pelanggaran tertentu.
Access Log	Fitur pencatatan aktivitas pengguna dalam sistem untuk tujuan keamanan dan audit.
Announcement of the Winner	Fitur dalam SPSE ICB untuk mengumumkan pemenang tender secara resmi kepada seluruh peserta.
Helpdesk / Forgot Password	Fitur pemulihan akun pengguna SPSE ICB apabila lupa kata sandi, dilakukan secara mandiri melalui sistem.
Integrity Pact	Pakta integritas yang harus disetujui oleh penyedia sebelum mengikuti tender sebagai bentuk komitmen terhadap transparansi dan antikorupsi.

Daftar Riwayat Versi Dokumen (*Version Control*)

No. Revisi	Tanggal Revisi	Uraian Perubahan	Disusun Oleh	Diperiksa Oleh	Disetujui Oleh
1.0	17 November 2025	Versi pertama dokumen Petunjuk Penggunaan SPSE ICB untuk Seleksi Konsultansi	Tim Pengembangan SPSE ICB (Direktorat SPD)	Ketua Tim SPSE	Direktur Sistem Pengadaan Digital

		dengan Metode QCBS.			
1.1	-	Disediakan untuk pembaruan berikutnya, seperti penyempurnaan tampilan, penyesuaian fitur, atau revisi terminologi sesuai kebijakan LKPP dan peraturan terbaru.			

Dokumen ini berlaku sebagai versi resmi pertama (v1.0) dan menjadi acuan utama dalam penggunaan sistem SPSE ICB untuk tender internasional. Apabila terdapat perubahan atau penyempurnaan sistem, maka hanya bagian versi dan tanggal revisi yang perlu diperbarui. Setiap perubahan wajib dicatat dalam tabel Version Control untuk menjaga akuntabilitas dan ketertelusuran dokumen.