

**USER GUIDELINE SPSE INTERNATIONAL COMPETITIVE
BIDDING (ICB) FOR CONSULTANT SELECTION USING THE
QUALITY AND COST BASED SELECTION (QCBS)
EVALUATION METHOD**

USER GUIDE



LKPP

Lembaga Kebijakan
Pengadaan Barang/Jasa Pemerintah

**DIRECTORATE OF DIGITAL PROCUREMENT SYSTEMS
NATIONAL PUBLIC PROCUREMENT AGENCY OF
THE REPUBLIC OF INDONESIA**

2025

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CHAPTER I

INTRODUCTION

1.1 Purpose of Creating Documents

Providers (international vendors) who will participate in the International Competitive Bidding (ICB) tender through the SPSE/LPSE ecosystem, and procurement commitment-making officials/committees who need to understand the initial navigation from the National LPSE portal (landing) to the SPSE ICB operational application. The focus of this chapter is interface orientation and initial signs (access, roles, public information limitations vs. after login).

1.2 General Description

Reviewing the components of the National LPSE landing dashboard the top menu, announcement/news/e-procurement area, and the left panel (Login, Blacklist, Panel Information, Contract Award Information) and how users navigate to the SPSE ICB application. Detailed procedures for preparing bids, technical/cost evaluations, BAHP, and contracts.

1.2.1 General Description of the System

National LPSE Portal (Landing) A public page displaying general information, regulatory links, contacts, news, and an e-procurement summary. From here, users select Vendor Login or Non-Vendor Login/Government Authority to be directed to the authentication application.

Registration, selection document collection, Q&A, bid document upload, opening, evaluation, and winner determination. (A detailed explanation of the process is in the operational guide.)

1.3 Document Description

This document contains the following information:

1. CHAPTER I INTRODUCTION

Contains general information including the purpose of creating the document, general description, general description of the system and description of the document.

2. CHAPTER II PROVISION

Contains information on the devices required for using the ICB system, including software, hardware, and human resources.

3. CHAPTER III DASHBOARD OVERVIEW

Contains explanatory information about the overview on the ICB dashboard landing page.

4. CHAPTER IV LOGIN ACCESS

Contains information explaining the login flow for users.

5. CHAPTER V CREATING AND MANAGING TENDERS

This chapter provides a detailed guideline on the implementation of international tender processes through the SPSE ICB system, beginning from the creation of procurement packages, tender announcement, supplier registration and participation, technical and financial evaluation, winner determination, up to the contract signing stage. It serves as the core section of the guideline, describing in a structured and sequential manner the workflow and transactional activities that must be performed by each user role within the SPSE ICB environment.

6. CHAPTER VI CLOSING SECTION

This chapter contains a Glossary of key terminologies used in the SPSE ICB system and a Document Control (Version Control) section that records the version history, revision dates, and authorization of the document's preparation. The purpose of this chapter is to ensure that users can accurately interpret technical terms and to maintain the

continuity and traceability of every document update in line with the ongoing development of the system and applicable regulations.

CHAPTER II

TERMS AND CONDITIONS

2.1 Software Requirements

The software requirements used to access the ICB system are:

1. Operating System (OS)

The minimum recommended OS is Windows 7.

2. Component

Web Browser seperti Google Chrome, Mozilla Firefox, Microsoft Edge, etc.

2.2 Hardware Requirements

The hardware requirements used to access the ICB system are:

- Computer : Modern dual-core equivalent CPU, RAM $\geq$ 4 GB.
- Storage : Remaining space $\geq$ 2 GB for bid & log files.
- Network : Stable connection (e.g., $\geq$ 5–10 Mbps for large document uploads). Use a reliable cable/wifi connection during the final upload.

2.3 Human Resources

1. Vendor Representative: Able to read English/Indonesian selection documents, understand bidding document packing and deadlines.
2. Procurement Committee (POKJA/PPK): Publishes packages, sets schedules, responds to clarifications, and conducts evaluations according to ICB procedures.
3. System Administrator: Maintains system accounts, roles, and availability; monitors logs and incidents.
4. Auditor: Checks process compliance and traceability.

CHAPTER III

GENERAL DESCRIPTION

3.1 SPSE ICB Portal Page (Landing Page)

Objective: Helps users recognize areas on the front page and understand what actions are required. *Can And can't be done* from here before entering SPSE ICB.

Here are the steps to access SPSE ICB:

1. Open the browser application Google Chrome, Firefox, Microsoft Edge, Safari, etc.
2. Type the url address <https://spseicb.lkpp.go.id/spseicb/> on the address bar

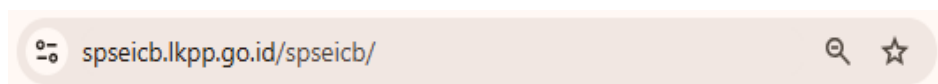


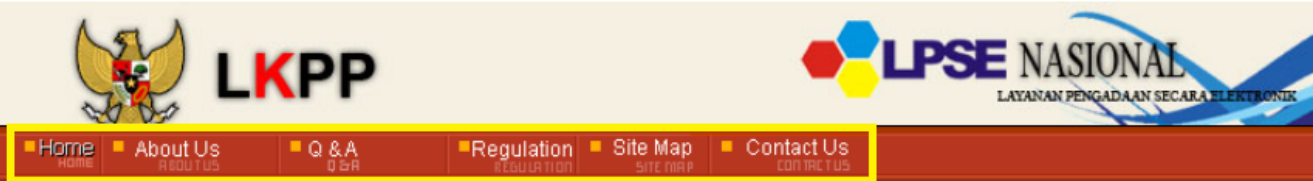
Figure 1.1 Address Bar URL SPSE ICB

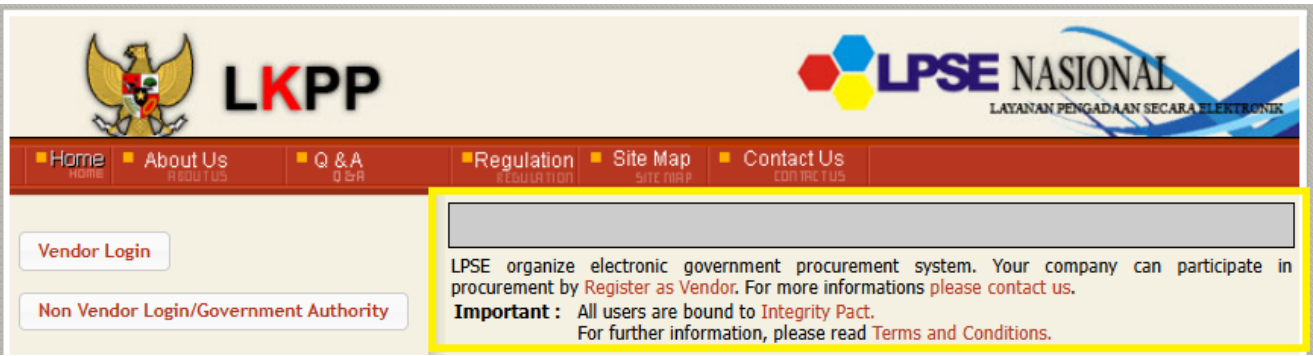
3. Press Enter, then the SPSE ICB Main Dashboard will appear.

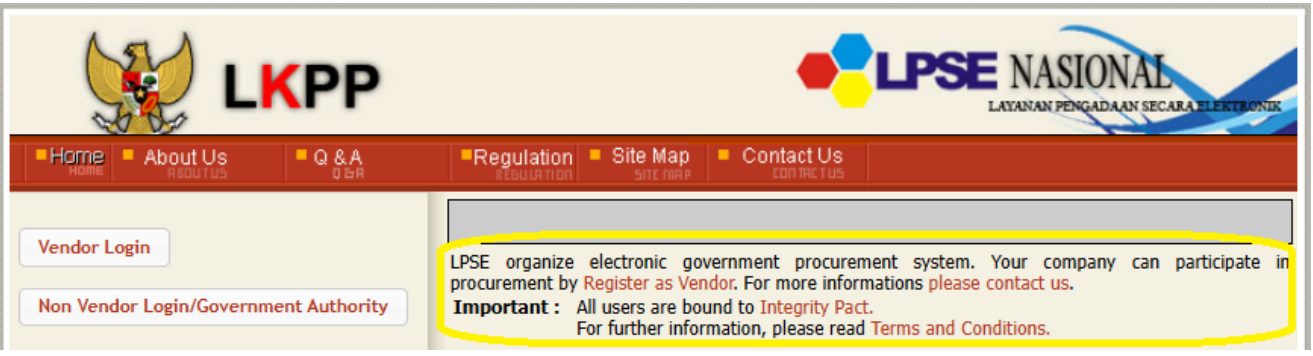


Figure 1.2 SPSE ICB Main Dashboard

3.2 ICB Dashboard Main Structure Explanation

			
Area	Location	Content/Elements	User Intent & Action
Top Menu	Header	<i>Home, About Us, Q&A, Regulation, Site Map, Contact Us</i>	Access to general information and regulations. Non-transactional.

			
Global Announcement	Top right banner	Institutional invitation/appeal text	Institutional information; not a tender schedule.

			
Important Notice	Top middle column	A brief explanation of e-procurement, the obligation to comply <i>Integrity Pact</i> , and links contact us	Education & reference.

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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2	Kajian Dokumen Zonasi dan Rencana Pengelolaan Kawasan Konservasi Laut Sawu	Kementerian Kelautan Dan Perikanan	11 Oct - 24 Oct 2025																												
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6	Master Plan Development Consultant	Kementerian Ketenagakerjaan	13 Oct - 24 Oct 2025																												

e-Procurement (Electronic Tender)	Middle column	Package status summary	Displaying public summary; to participate in the tender, proceed to login.
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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

Announcements (Procurement)	Middle column	List of announcements with date/title	Overview of recent announcements. Click for details (if available).
--------------------------------	------------------	--	--



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)	Right middle column	Short News	General information, not tender instructions.
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LKPP

Home ABOUT US Q & A QSR

Vendor Login

Non Vendor Login/Government Authority

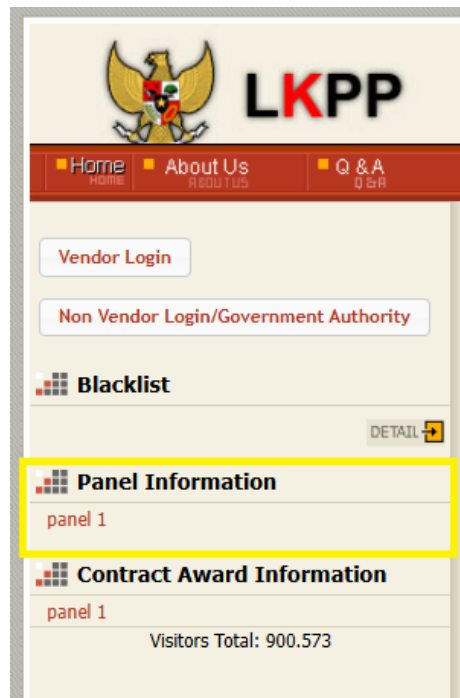
Vendor Login	Left panel	Vendor Login Button	Log in as a provider to go to the SPSE/ICB application.
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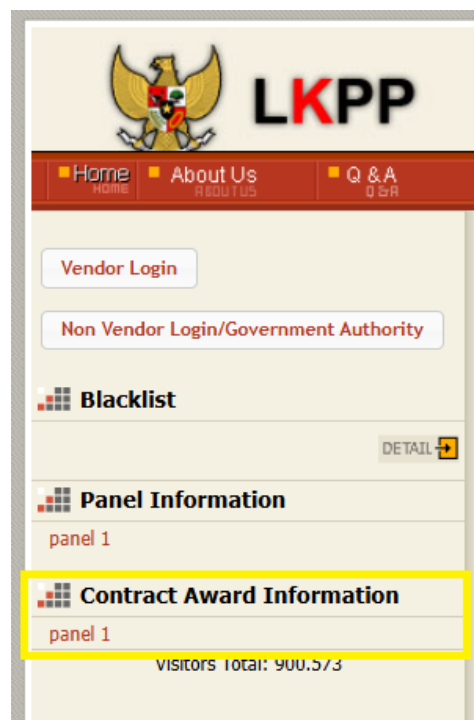
Non-Vendor Login / Government Authority	Left panel	Tombol Non Vendor Login/Government Authority	Enter as a committee/official/authority.
---	------------	--	--



Blacklist	Left panel	Link to blacklist information	Public information; vendor/committee precautionary basis.
-----------	------------	-------------------------------	---



Panel Information	Left panel	List of “panels”/information categories	Quick navigation to specific information channels (not transactions).
-------------------	------------	---	---



Contract Award	Left panel	Summary list of	Transparency of results; not a place to
----------------	------------	-----------------	---

Information		determination results	publish BAHP.
-------------	--	-----------------------	---------------

October 17 2025 10:35 © 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)			
Footer	Bottom	Timestamp & copyright	Reference version & time of visit.

Table 1. Main Structure of the ICB Dashboard

3.3 Difference between Provider and Non-Provider Access from the Dashboard page

The SPSE ICB (Landing) Portal page serves as a common entry point to the electronic procurement system. While the initial interface is uniform for all users, the type of access and operational privileges after logging in vary depending on their role.

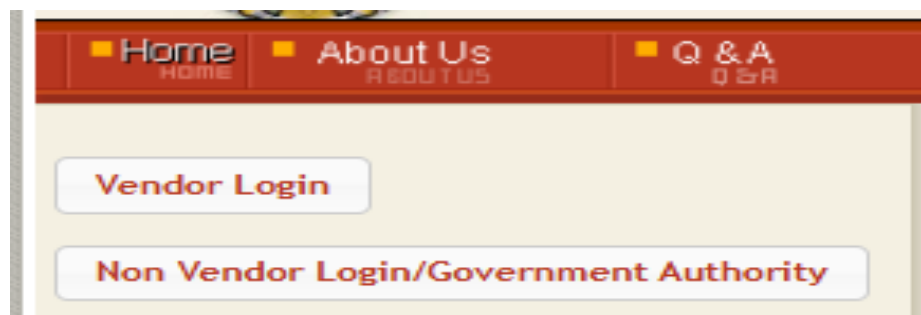


Figure 1.3 Provider and Non-Provider Access on the main dashboard

3.3.1 Login As Provider (Vendor)

The Login as Vendor page is the official entry point for goods/service providers (vendors) to access all SPSE – International Competitive Bidding (ICB) features.

Steps to log in as a Provider (Vendor) in the SPSE ICB system:

1. Click Vendor Login on the left panel of the main dashboard



Figure 1.4 Login View as Provider

2. Enter User ID and Password

The screenshot shows the login page for 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 a sub-header 'LOGIN TO LPSE ENTER YOUR USER ID AND PASSWORD'. There is a 'Login as Vendor' section with input fields for 'User ID' and 'Password', and 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.' At the bottom, there is a footer with the date 'October 17 2025 11:44' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 1.5 Display of the Login Page as a Provider

3. Click Login

4. If the credentials are valid, the system will redirect the user to the Vendor Dashboard page, where all procurement activities take place.

The screenshot shows the Vendor Dashboard page. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos is a navigation bar with links: Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. There is a 'Logout' button in the top right corner. The main content area is titled 'Inbox Email' and includes a sub-header 'Unread Message (596)'. Below this, there is a table titled 'Bidding Status Which You Are Joined'. The table has columns for 'Bidding Code #', 'Bidding', and 'Status'. The table lists various bidding items and their statuses.

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

Figure 1.6 Dashboard View as a Provider

3.3.2 Login As Non-Provider

The Non-Provider Login page is the government's control center within SPSE. The working group (Pokja) uses this dashboard to manage the selection process until the winner is determined, while the PPK (Commissioner) uses it to follow up on the selection results toward the contract.

Steps to log in as a Non-Provider in the SPSE ICB system:

1. Click Non Vendor Login on the left panel of the main dashboard



Figure 1.7 Login View as a Non-Provider

2. Enter User ID and Password

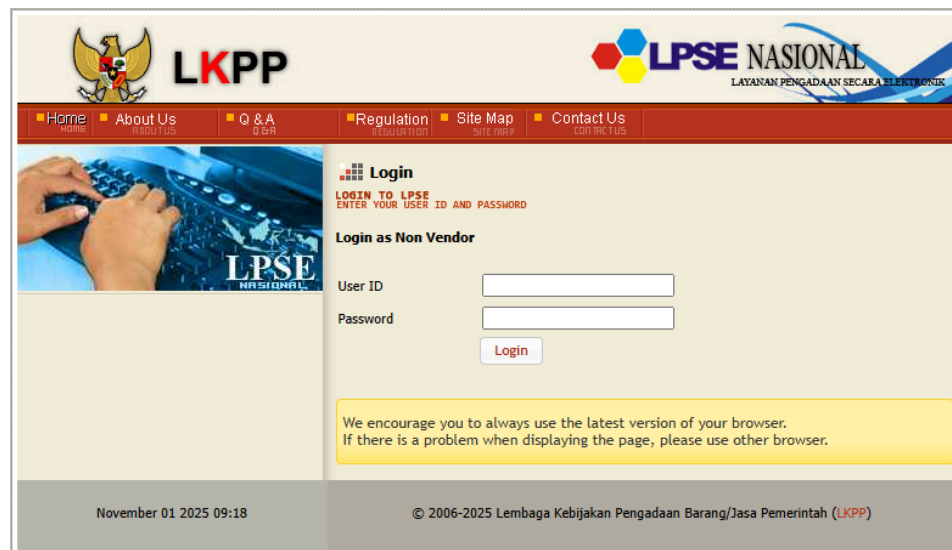
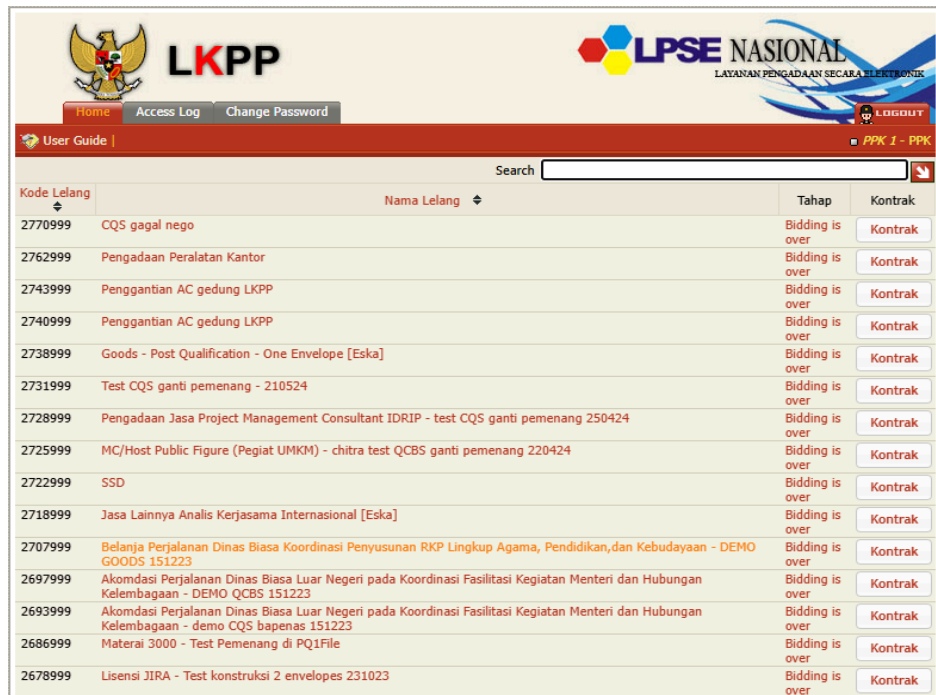


Figure 1.8 Login Page Display as a Non-Provider

3. ClickLogin
4. If the credentials are valid, the system will redirect the user to the Non Vendor Dashboard page, where all procurement activities take place.



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

Figure 1.9 Dashboard View as a Non-Provider (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

Figure 1.10 Dashboard View as a Non-Provider (Work Group)

3.4 Password Reset and Account Recovery

The Forgot Password feature is used by providers who have forgotten their SPSE login password. This feature ensures that access can be restored independently

and securely without the involvement of an LPSE administrator, as long as the email address used is still active and matches the initial registration information.

Here are the steps to Reset Password:

1. On the Login as Vendor page, click the Forgot Password link below the Login button.

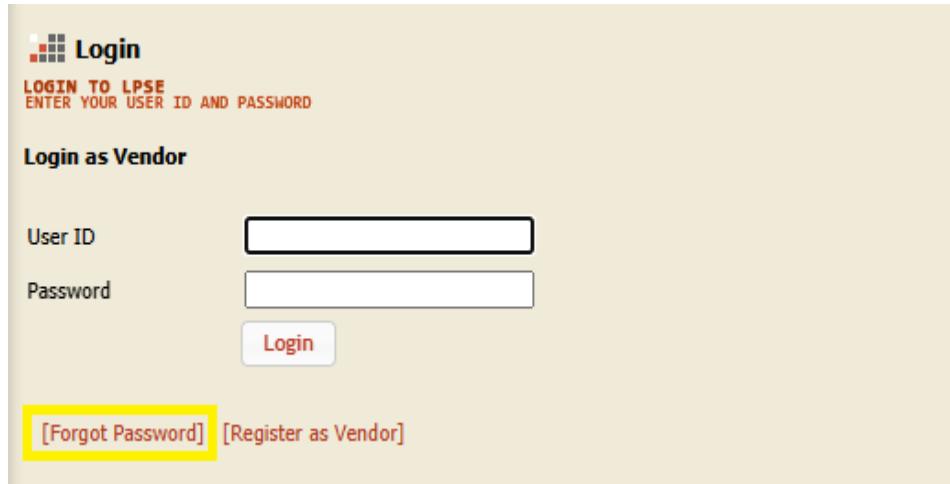


Figure 2.1 Login View as Provider

2. The system will display a password recovery form.

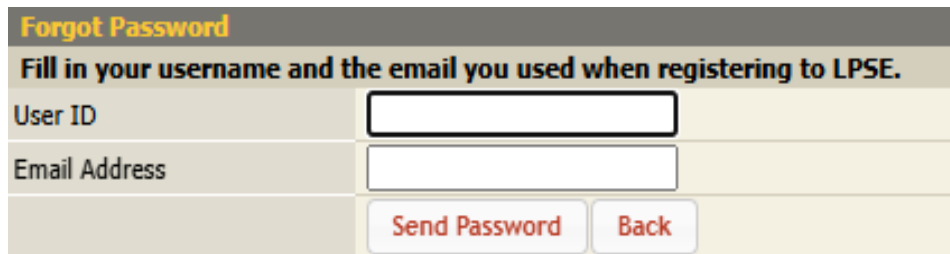


Figure 2.2 Password Recovery Form

3. Enter the User ID and Email Address registered during registration. For example as Figure 2.2

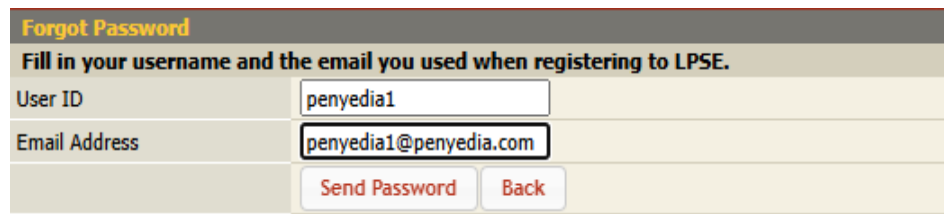


Figure 2.3 Completed Password Recovery Form

4. Click Send Password.
5. The system will send a recovery link or instructions via registered email.
6. Open the email and follow the instructions to create a new password.

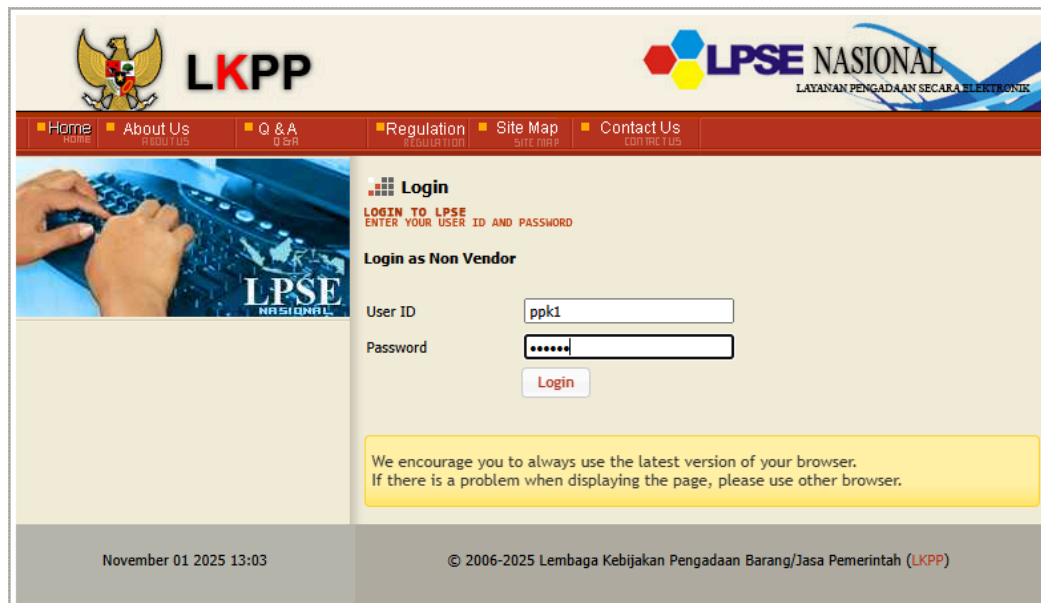
Chapter IV

ACCESS RIGHTS

The purpose of Chapter IV is to assist users in accessing SPSE ICB according to their role in procurement. Users will be guided from the login page to detailed explanations of the areas on the SPSE ICB homepage.

4.1 Login As Commitment Making Office (PPK)

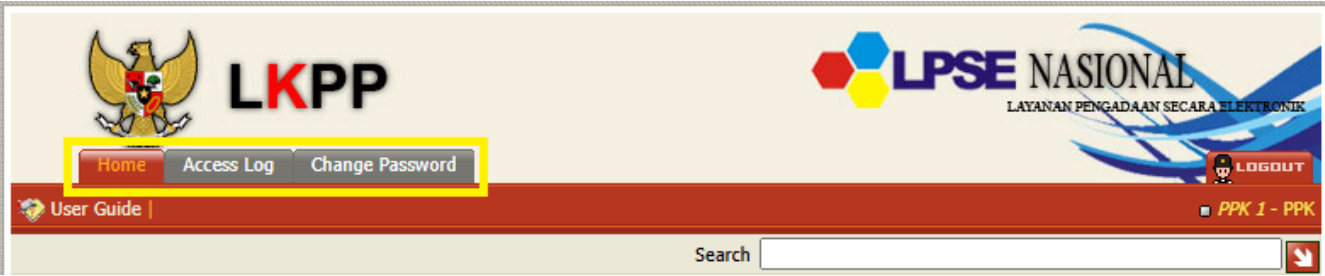
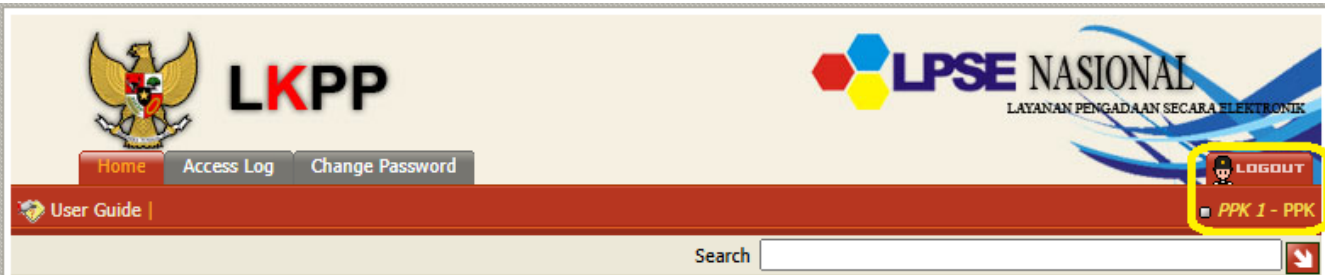
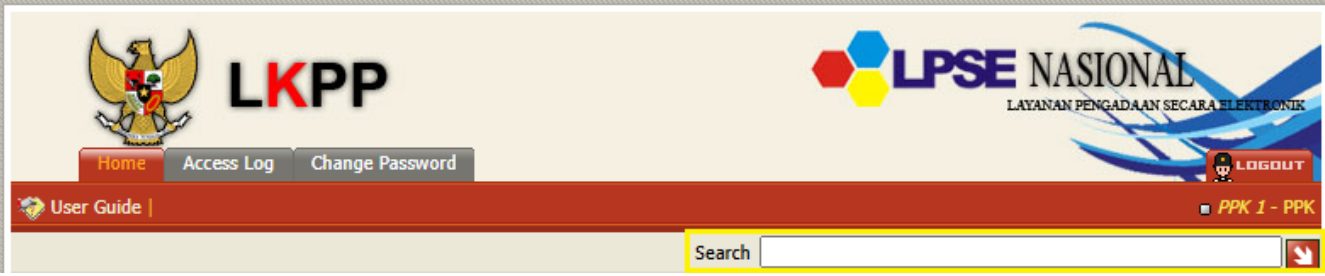
PPK is a role for commitment-making officials. This interface is designed to be simple, focused, and menu-free — because the PPK's role is not in the tender competition process, but in approving the results and ensuring the continuity of the contract.



The screenshot displays the LPSE Nasional login interface. At the top, there is a header with the LKPP logo on the left and the LPSE NASIONAL logo on the right, which includes the text 'LAYANAN PENGADAAN SECARA ELEKTRONIK'. Below the header is a navigation bar with links: Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area features a large image of hands typing on a keyboard with the LPSE NASIONAL logo overlaid. To the right of this image is the 'Login' section, which prompts the user to 'ENTER YOUR USER ID AND PASSWORD'. Under the heading 'Login as Non Vendor', there are input fields for 'User ID' (containing 'ppk1') and 'Password' (masked with dots). A 'Login' button is positioned below these fields. A yellow warning box at the bottom of the login section advises users to use the latest version of their browser. The footer contains the date 'November 01 2025 13:03' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 2.4 Login Display as Non-Provider (PPK)

4.1.1 Explanation of the Commitment Making Officer Dashboard Structure

	
Part	Description
Top Menu	- <i>Home</i>: Dashboard main page - <i>Access Log</i>: Logs login activity for account security. - <i>Change Password</i>: Security facility to change account password.
	
Account Information Header - Top Right	Displays the active user role. A Logout button appears above the logged-in vendor's name.
	
Panel Inbox Email	Allows PPK to search for packages based on keywords (package name or auction code)

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
Kolom Data Bidding		- Auction Code: Unique package identification number - Auction Name: Name of the work being/already carried out - Stage: Shows the latest status (e.g. <i>Bidding is over</i>) - Contracts: Access the contracts on the package, including drafting post-award winning contract documents.	

Table 2. Main Structure of the PPK Dashboard

4.2 Login As Working Group

The Selection Working Group (Pokja/PP) manages the provider selection process, from announcement and evaluation to winner determination. Unlike the PPK dashboard, which focuses on the post-selection phase, the Pokja dashboard controls the competition phase.(*procurement cycle*).

The screenshot shows the LKPP LPSE Nasional website. 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 divided into two sections. On the left, there is a large image of hands typing on a keyboard with the LPSE NASIONAL logo. On the right, there is 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 a 'User ID' field containing 'pokja_bnpb2a' and a 'Password' field with masked characters. A 'Login' button is located below the password field. At the bottom of the login section, there is a yellow box with the text: '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 of the page shows the date 'November 01 2025 13:30' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 2.4 Login Display as a Non-Provider (Work Group)

4.2.1 Explanation of the Working Group Dashboard Structure

The screenshot shows the LKPP LPSE Nasional dashboard. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos is a navigation bar with links: Home, Package List, Announcement, Non Eproc Bidding, Access Log, and Change Password. The main content area is divided into two sections. On the left, there is a 'User Guide' section with a dropdown menu showing 'Pokja BNPB 2A - Badan Nasional Penanggulangan Bencana Committee B'. Below this, there is a 'Committee' dropdown menu showing 'BADAN NASIONAL PENANGGULANGJ' and a 'Detail' link. The main content area also shows 'Draft (103) Active (70) Cancel (6)' and 'Active Bidding'. At the bottom, there is a 'Search' field with a search button.	
Part	Description
Top Menu	- <i>Home</i>: Dashboard main page - <i>Package List</i>: List of packages within the authority of the Working Group - <i>Announcement</i>: Publication of announcements - <i>Non Eproc Bidding</i>: List packages using logging - <i>Access Log</i>: Logs login activity for account security. - <i>Change Password</i>: Security facility to change account password.

The screenshot shows the LKPP LPSE NASIONAL website interface. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos is a navigation bar with links: Home, Package List, Announcement, Non Eproc Bidding, Access Log, and Change Password. A red banner at the top right contains the text "User Guide | Pokja BNPB 2A - Badan Nasional Penanggulangan Bencana Committee B". Below this banner, a yellow box highlights the "Committee" dropdown menu, which is currently set to "BADAN NASIONAL PENANGGULANG". To the right of the dropdown is a "Detail" link. Below the dropdown, the text "Draft (103) | Active (70) | Cancel (6)" is displayed. The main content area is titled "Active Bidding" and features a search bar. Below the search bar is a table with the following data:

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

Top Right Area

Committee Selector allows to select Working Group/Committee

The screenshot shows the LKPP LPSE NASIONAL website interface. At the top, there are logos for LKPP and LPSE NASIONAL. Below the logos is a navigation bar with links: Home, Package List, Announcement, Non Eproc Bidding, Access Log, and Change Password. A red banner at the top right contains the text "User Guide | Pokja BNPB 2A - Badan Nasional Penanggulangan Bencana Committee B". Below this banner, a yellow box highlights the "Committee" dropdown menu, which is currently set to "BADAN NASIONAL PENANGGULANG". To the right of the dropdown is a "Detail" link. Below the dropdown, the text "Draft (103) | Active (70) | Cancel (6)" is displayed. The main content area is titled "Active Bidding" and features a search bar. Below the search bar is a table with the following data:

Bidding Code #	Name of Bidding	Stage	Participants
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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

Upper Middle Area

- Search Bar: Allows the Working Group to search for packages based on keywords (package name/auction code/package status).
- Package List: Number of packages listed by their status.

LKPP

LPSE NASIONAL

LAYANAN PENGADAAN SECARA ELEKTRONIK

LOGOUT

Home

Package List

Announcement

Non Eproc Bidding

Access Log

Change Password

User Guide |

■ Pokja BNPB 2A - Badan Nasional Penanggulangan Bencana Committee B

Committee : **BADAN NASIONAL PENANGGULANG/** Detail

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

Active Bidding

Search

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

Upper Middle Area

- Bidding Code #: Unique package identification number
- Name of Bidding: Name of the work that is being/has been carried out
- Stage: Displays the latest status (e.g. *Bidding is over*)
- Participants: Number of providers participating in the tender

Table 3. Main Structure of the Working Group Dashboard

4.3 Login As Provider

To understand the perspective and workspace of the Provider as a competing party in the selection process as well as the activities of preparing and uploading offers.

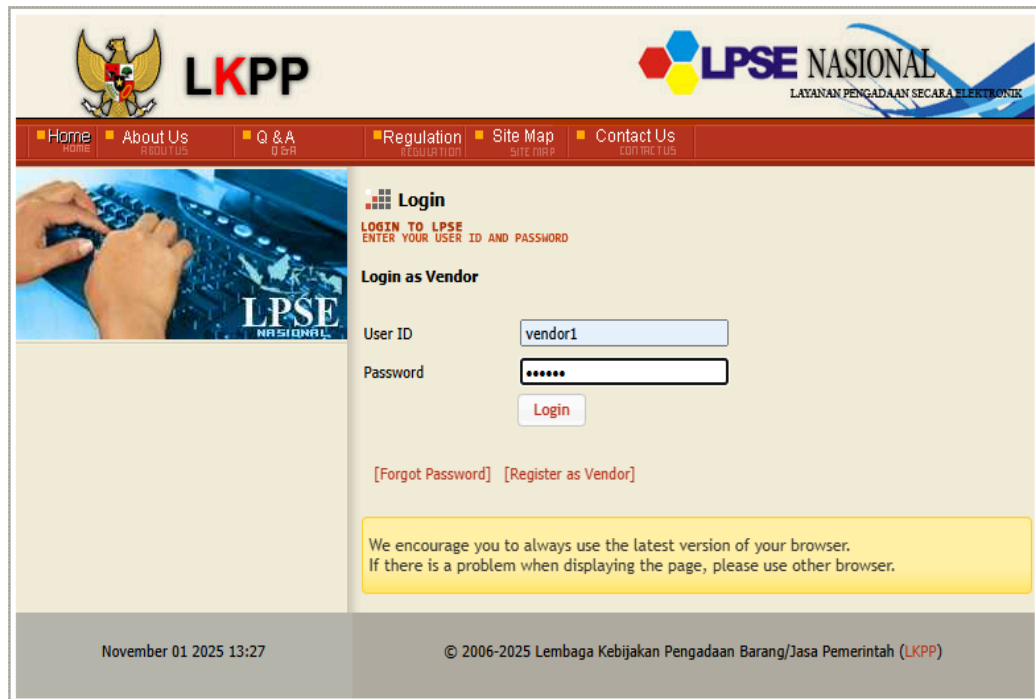
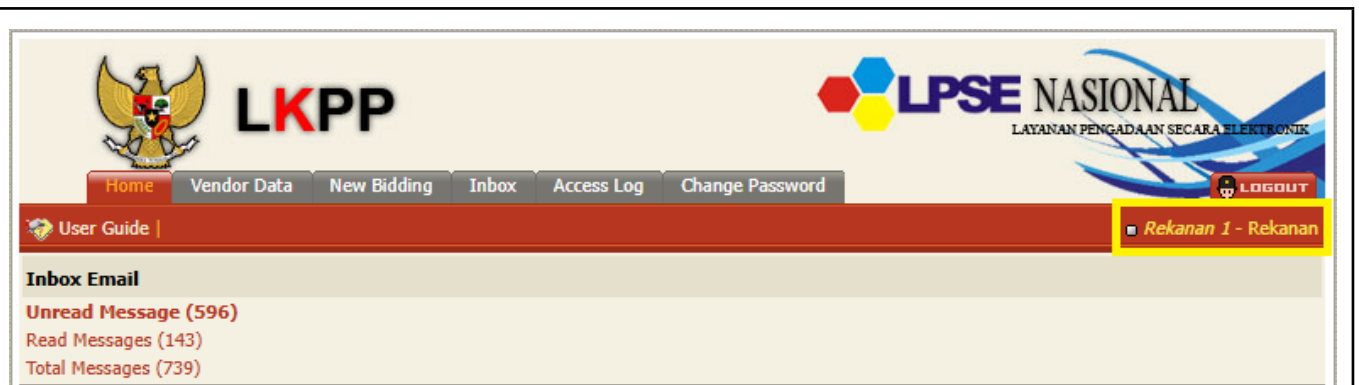


Figure 2.5 Login View as Provider

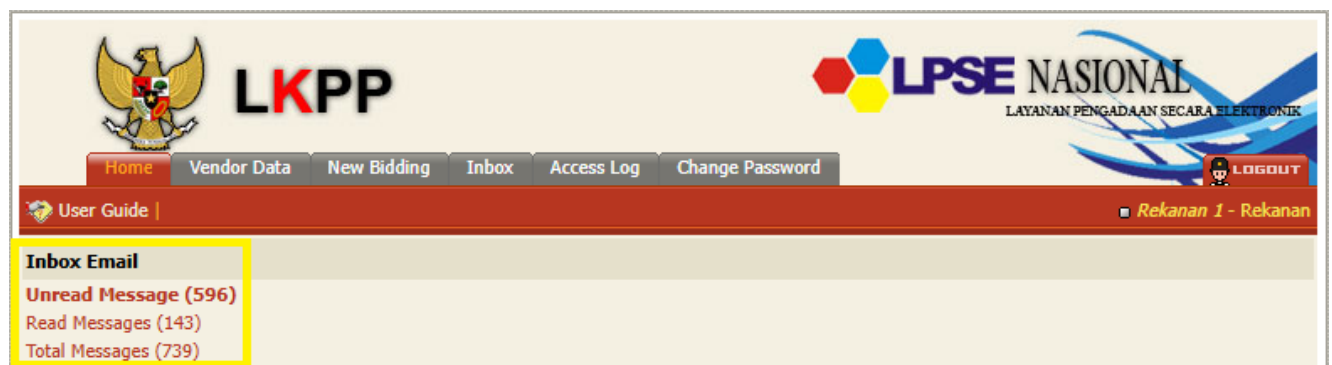
4.3.1 Provider Dashboard Structure Explanation

Part	Description
Top Menu	- <i>Home</i>: Dashboard main page - <i>Vendor Data</i>: Display and update company/vendor data. - <i>New Bidding</i>: Shows a list of tenders that are open for participation. - <i>Inbox</i>: Receives official messages from the system and committee. - <i>Access Log</i>: Records login activity for account security. - <i>Change Password</i>: Security facility to change account password.



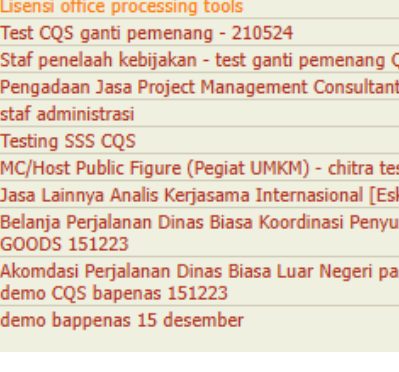
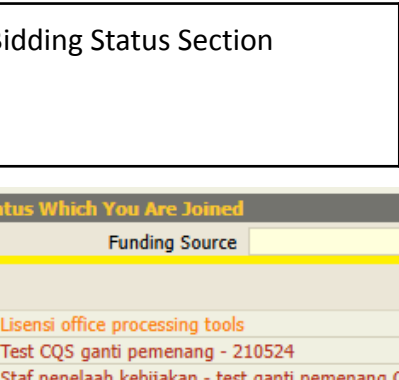
Account Information Header -
Top Right

Displays the name of the currently logged-in vendor to verify user identity. A Logout button appears above the currently logged-in vendor's name.



Panel Inbox Email

Contains the number of unread messages, read messages, and total messages. These messages are sourced from system communications or the tender committee.

	Bidding Status Section The main dashboard section displays all procurement packages a vendor has participated in. Filterable by Funding Source or search keyword.
	Kolom Data Bidding - Bidding Code #: Unique code number of the procurement package - Bidding: Activity Name / Package Type - Status: Stage or final result of the procurement process (e.g. Awarded, Not Successful, Shortlisted, or There has been no winner).

Chapter V

CREATING AND MANAGING TENDERS

5.1 Creating a New ICB Tender

Here are the steps to create a tender from scratch:

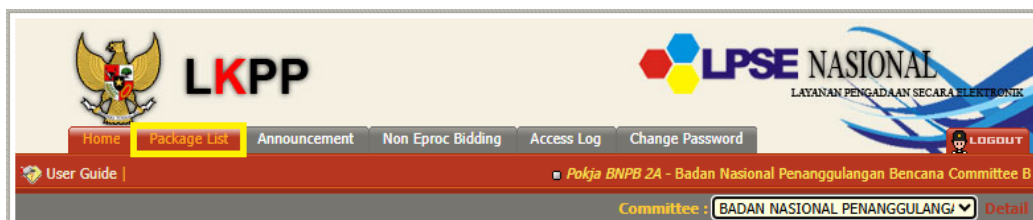
1. Login as Working Group



The screenshot shows the LKPP LPSE NASIONAL login interface. 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 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 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)'.

Figure 2.6 Login Display as a Non-Provider (Work Group)

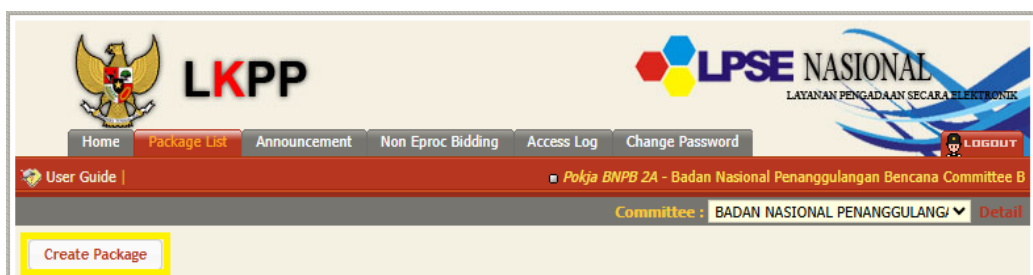
2. On the main Pokja dashboard, go to the Package List tab.



The screenshot shows the Pokja BNPB 2A dashboard. The top navigation bar includes links for Home, Package List (highlighted), Announcement, Non Eproc Bidding, Access Log, and Change Password. Below this, there is a 'User Guide' link and a dropdown menu for 'Committee' set to 'BADAN NASIONAL PENANGGULANG'. A 'Logout' button is visible in the top right corner. The main content area displays the text 'Pokja BNPB 2A - Badan Nasional Penanggulangan Bencana Committee B'.

Figure 2.7 Navigate to the Package List section

3. On the Package List page, at the top left, click the Create Package button.



The screenshot shows the Package List page. The top navigation bar is identical to the previous figure, with 'Package List' highlighted. Below the navigation bar, there is a 'User Guide' link and a dropdown menu for 'Committee' set to 'BADAN NASIONAL PENANGGULANG'. A 'Logout' button is visible in the top right corner. The main content area displays the text 'Pokja BNPB 2A - Badan Nasional Penanggulangan Bencana Committee B'. A 'Create Package' button is highlighted in the bottom left corner.

Figure 2.7 Create Package Button

- Select Agency, Unit, Budget Year to click Reload Package to determine the appropriate RUP, then click Create Package.

LKPP **LPSE NASIONAL** LAYANAN PENGADAAN SECARA ELEKTRONIK

Home Package List Announcement Non Eproc Bidding Access Log Change Password

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

Committee: BADAN NASIONAL PENANGGULANG/ Detail

Public Procurement Plan

Agency: Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah Refresh

Unit: LEMBAGA KEBIJAKAN PENGADA... Refresh

Budget Year: 2025 Reload Package

Search

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

Figure 2.8 Create Package Button

- After the package is created, a display like the following will appear.

Package List Edit Package

General Procurement Plan Code: 53818050

Package Name *: Belanja Jasa Konsultan

Location of Work: District: Aceh Barat Daya (Kab.) Location Details*: Add Location

Unit: LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH

PPK *: Select PPK

Budget: Year: 2025 Funding Source: APBN Code *: CJ.6319.ABL.111.053.0A.522131 Amount **: 200.000.000,00 Add Budget

The example of APBN budget code : 015.01.675514.01.51.01.1636.011.001.532111

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

Package Price **: 200.000.000,00

Number of Implementation Plan Letter*: Committee: Badan Nasional Penanggulangan Bencana Committee B

Figure 2.9 Create Package Button

5.1.1 Tender Information Input

1. Enter the Tender Information according to the instructions as stated, where the (*) & (**) marks are mandatory. Click 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 Epic Add Location																												
Unit	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH																												
PPK *	PPK 1 - 888888888888																												
Budget	<table border="1"> <thead> <tr> <th>Year</th> <th>Funding Source</th> <th>Code *</th> <th>Amount **</th> </tr> </thead> <tbody> <tr> <td>2025</td> <td>APBN</td> <td>015.01.675514.01.51.01.1636.011.001.532111</td> <td>110.000.000,00</td> </tr> </tbody> </table> Add Budget i The example of APBN budget code : 015.01.675514.01.51.01.1636.011.001.532111 <table border="0"> <tbody> <tr> <td>015</td> <td>: Ministry Code</td> <td>01</td> <td>: Program Code</td> </tr> <tr> <td>01</td> <td>: Echelon Unit Code</td> <td>1636</td> <td>: Activity Code</td> </tr> <tr> <td>675514</td> <td>: Unit Code</td> <td>011</td> <td>: Output Code</td> </tr> <tr> <td>01</td> <td>: Location Code</td> <td>001</td> <td>: Component Code</td> </tr> <tr> <td>51</td> <td>: Region Code</td> <td>532111</td> <td>: Account Code</td> </tr> </tbody> </table>	Year	Funding Source	Code *	Amount **	2025	APBN	015.01.675514.01.51.01.1636.011.001.532111	110.000.000,00	015	: Ministry Code	01	: Program Code	01	: Echelon Unit Code	1636	: Activity Code	675514	: Unit Code	011	: Output Code	01	: Location Code	001	: Component Code	51	: Region Code	532111	: Account Code
Year	Funding Source	Code *	Amount **																										
2025	APBN	015.01.675514.01.51.01.1636.011.001.532111	110.000.000,00																										
015	: Ministry Code	01	: Program Code																										
01	: Echelon Unit Code	1636	: Activity Code																										
675514	: Unit Code	011	: Output Code																										
01	: Location Code	001	: Component Code																										
51	: Region 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																													

Figure 3.0 Create Package Button

2. Return to the Package List, then click Create Bidding on the package you created previously.

Technical Writer SPSE ICB - Test D22	Draft	LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH	Create Bidding
--------------------------------------	-------	---	--------------------------------

Figure 3.1 Create Package Button

3. Select Stage, Input Owner Estimate Price (HPS), Weight (Technical/Cost %), Passing Grade, Contract type, and finally determine the tender schedule.

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			

Figure 3.1 Package Details

4. Fill in the Bidding Schedule, click Save and a sign will appear at the top.

✓ 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

Figure 3.2 Bidding Schedule

5.1.2 Upload Tender Documents

1. Upload each required document

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

Figure 3.3 Upload Tender Documents

5.1.3 Announcing Tenders

1. If you feel that the package details have been filled in completely and correctly, you can click save in the bottom left corner.

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

One Envelope
Two Envelope
Two Envelope
Two Envelope
One Envelope
Two Envelope
One Envelope
Elimination System
Quality and Cost Based Selection
Quality and Cost Based Selection
Elimination System
Elimination System
Quality Based Selection
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 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

Figure 3.4 Upload Tender Documents

2. Accept the Integrity Pact listed then announce the package by pressing the Announcing Bidding Package button

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

Figure 3.5 Integrity Pact

3. Once the package is announced, the package will appear on the Home page.

**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

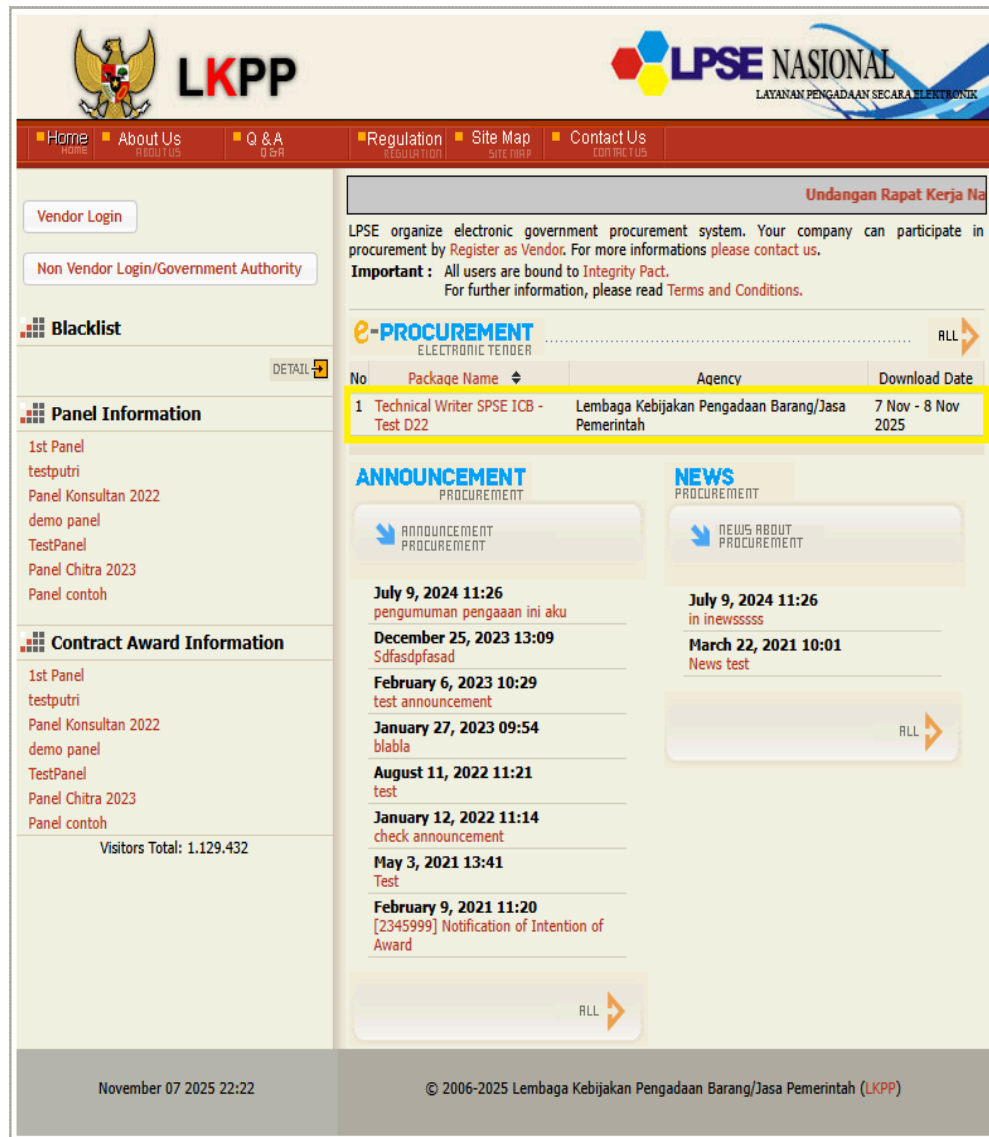
Bidding Code #	Name of Bidding	Stage	Participants
2773999	Technical Writer SPSE ICB - Test D22	Bidding is not started	0

Figure 3.6 Packages on the Home page

5.2 Registering and Following Tenders

Here are the steps to follow the tender from the beginning:

1. Access the SPSE ICB page, then a new package will appear in the e-Procurement section, click on the package.



The screenshot displays the LKPP (Layanan Pengadaan Secara Elektronik) website interface. The header includes the LKPP logo and navigation links: Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area is divided into several sections:

- Vendor Login** and **Non Vendor Login/Government Authority** buttons.
- Blacklist** section with a **DETAIL** link.
- Panel Information** section listing various panels: 1st Panel, testputri, Panel Konsultan 2022, demo panel, TestPanel, Panel Chitra 2023, and Panel contoh.
- Contract Award Information** section listing various panels: 1st Panel, testputri, Panel Konsultan 2022, demo panel, TestPanel, Panel Chitra 2023, and Panel contoh. It also shows **Visitors Total: 1.129.432**.
- Undangan Rapat Kerja Na** (Invitation to Working Meeting) section.
- LPSE NASIONAL** (Layanan Pengadaan Secara Elektronik) section with a description of the system and a link to **Register as Vendor**.
- Important** notice: All users are bound to Integrity Pact. For further information, please read Terms and Conditions.
- e-PROCUREMENT** section with a table of procurement packages.
- ANNOUNCEMENT** and **NEWS** sections.

The **e-PROCUREMENT** table lists the following packages:

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

The **ANNOUNCEMENT** section lists the following announcements:

- 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: blabla
- 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

The **NEWS** section lists the following news items:

- July 9, 2024 11:26: in newsssss
- March 22, 2021 10:01: News test

The footer of the page shows the date **November 07 2025 22:22** and the copyright notice **© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)**.

Figure 3.7 Packages that appear in the e-Procurement section

2. The package information display appears, click 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		

Figure 3.8 Access Package Information via Provider

3. Directed to login as Provider

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)

Figure 3.9 Login as Provider

4. After logging in, Bidding Information & Bidding status will appear, then accept the integrity pact and submit the EOI.

The screenshot shows the LKPP LPSE NASIONAL web application 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 & Bidding status". Under "Bidding Information", there is a table with fields: Bidding Code # (2776999), Package Name (Technical Writer SPSE ICB - Test D22), Schedule (View), Agency (Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah), and Unit (LEMBAGA KEBIJAKAN PENGADAAN BARANGJASA PEMERINTAH). Below this, there is a table for REOI (Summary) with columns: File Name, Send Date, and Status. The first row shows [File Kosong.pdf] and November 6, 2025 22:25. Another table for REOI (Detail) shows [File Kosong.pdf] and November 6, 2025 22:25. The "Participate in Bidding" section contains an "INTEGRITY PACT" form. It states: "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." Below the text are two buttons: "Accept and Submit EOI" (highlighted) and "Back". At the bottom, there is a timestamp "November 07 2025 22:33" and a copyright notice "© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)".

Figure 4.0 Integrity Pact & Submit EOI

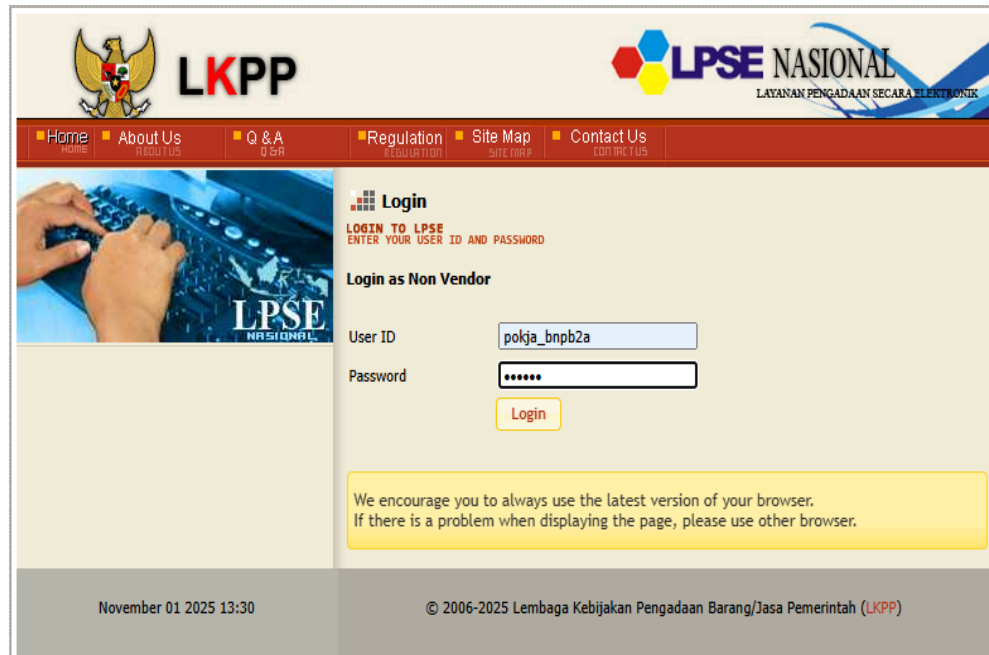
- If you successfully join, a sign will appear at the top, write the information as shown on the left and upload the EOI document, etc.

The screenshot shows the "Submission Detail*" form. It has two main sections. The top section is for "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)". There is a text input field containing "PT. LKPP PENYEDIA" and a "Save" button. The bottom section is for "EOI & Other Supporting Documents (You may upload more than one file)". It contains a table with columns: File Name, Send Date, Hash, and Status. The first row shows [Contoh File.pdf], November 8, 2025 10:26, e6b5f454fd0ac9e7acdb2f3d9967dcec, and Uploaded. Below the table is a "Choose File" button. At the bottom of the form are three buttons: "Upload", "Submit EOI" (highlighted), 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)."

Figure 4.1 Fill Submission Detail & EOI

5.3 Determination and Announcement of Shortlist

1. Login as Working Group



Login
LOGIN TO LPSE
ENTER YOUR USER ID AND PASSWORD

Login as Non Vendor

User ID:

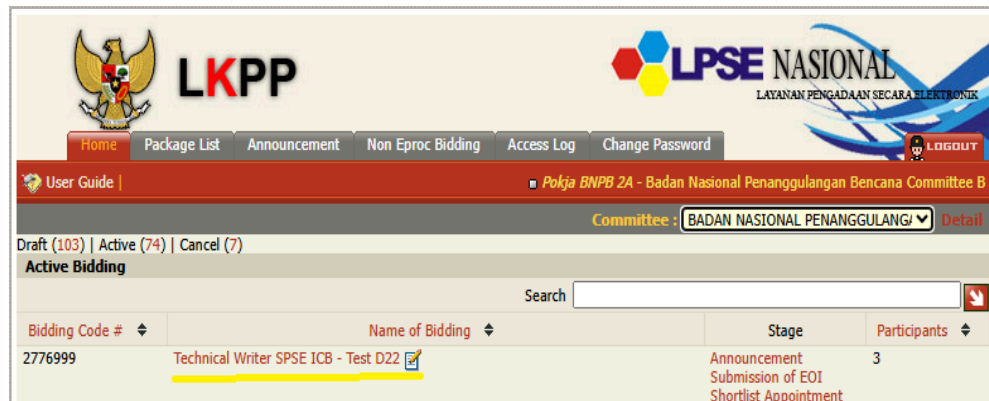
Password:

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

Figure 4.2 Login as a Working Group

2. Enter into a previously created package



Active Bidding

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

Figure 4.3 Paket Technical Writer SPSE ICB

3. Check the participants who have participated in the Package as well as the EOI file that has been uploaded, click Save if the file is complete and correct.

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

Figure 4.4 Tender Participants

4. Then in the Bidding Information section, click 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

Figure 4.5 Bidding Information

5. Select the shortlisted provider, check the Pass box, and then fill in the Justification. Then, click 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.

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

Figure 4.6 Shortlist Appointment

6. Then a sign appears that the shortlist data has been saved.

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

Figure 4.7 Shortlist Data

7. Upload the vendor shortlist file, click Upload then Back.

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

Figure 4.8 Provider Shortlist File

5.4 Pre-Offer Conference and Clarification

1. Log back in as Provider

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

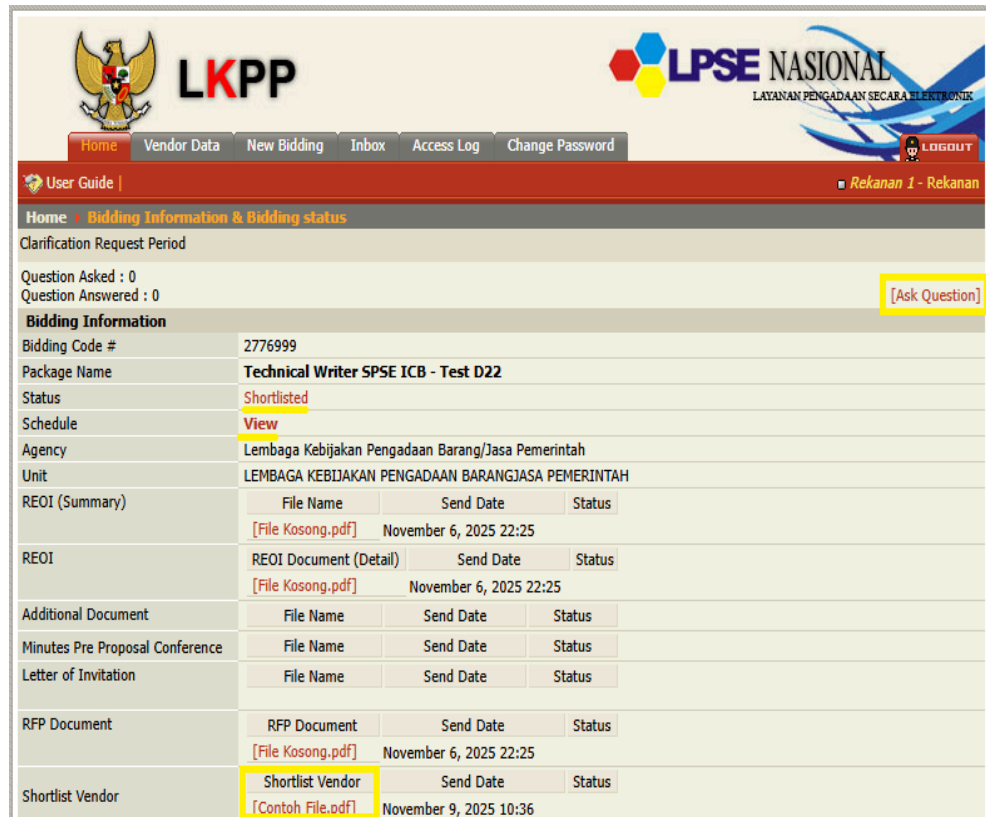
[Forgot Password] [Register as Vendor]

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)

Figure 4.9 Login as Provider

- Go to the list, then Status, Schedule, and Shortlist Vendor File can be viewed in Bidding Information. Ask questions about bidding in the upper right corner.



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

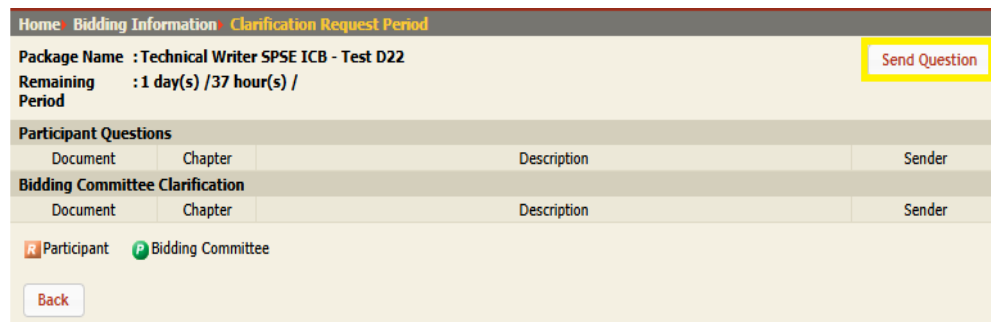
Question Asked : 0
Question Answered : 0 [\[Ask Question\]](#)

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)	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	
Additional Document	File Name	Send Date	Status
Minutes Pre Proposal Conference	File Name	Send Date	Status
Letter of Invitation	File Name	Send Date	Status
RFP Document	RFP Document	Send Date	Status
	[File Kosong.pdf]	November 6, 2025 22:25	
Shortlist Vendor	Shortlist Vendor	Send Date	Status
	[Contoh File.pdf]	November 9, 2025 10:36	

Figure 5.0 Bidding Information

- Select 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

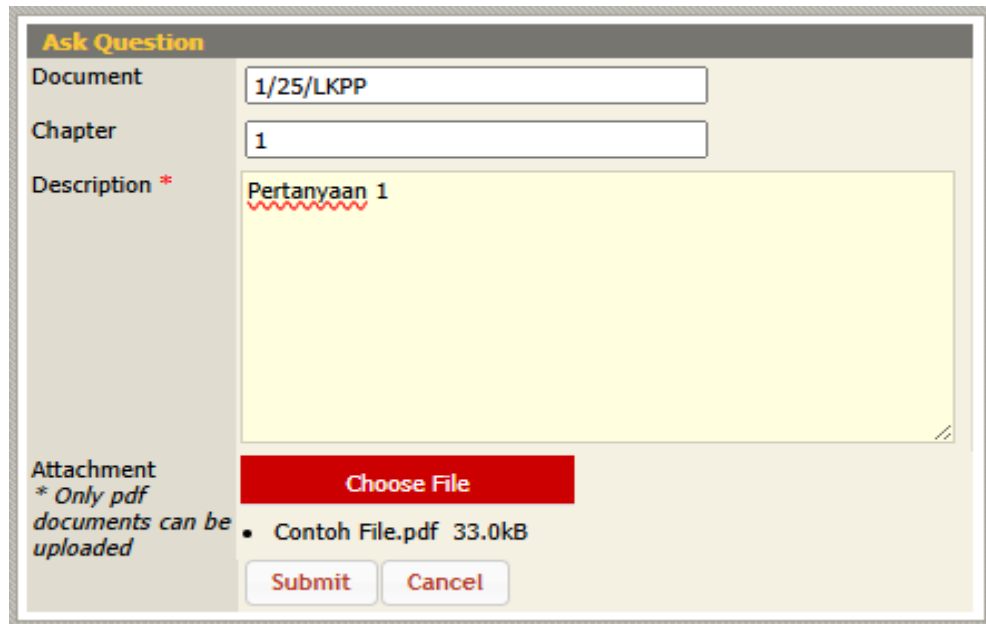
Document	Chapter	Description	Sender
----------	---------	-------------	--------

☒ Participant ☐ Bidding Committee

[Back](#)

Figure 5.1 Clarification Request Period

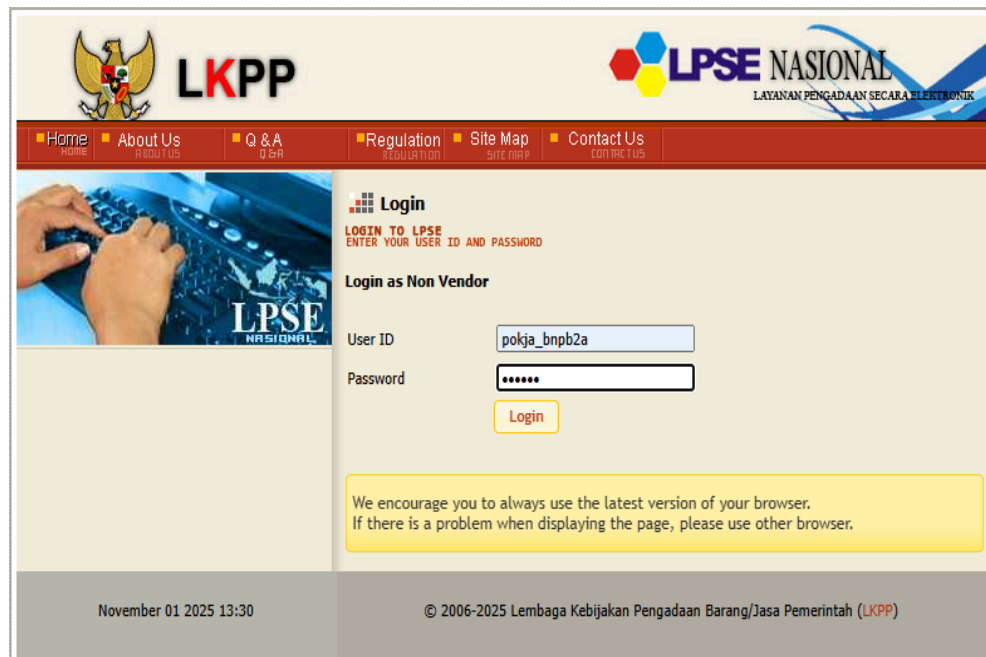
4. A small box will appear for question details. Fill in the question in the description section. Click Submit.



The screenshot shows a web form titled "Ask Question". It has several input fields: "Document" with the value "1/25/LKPP", "Chapter" with the value "1", and "Description *" with the text "Pertanyaan 1". Below the description field is a red "Choose File" button. Underneath that, there is a list of attachments: "Contoh File.pdf 33.0kB". At the bottom of the form are two buttons: "Submit" and "Cancel". To the left of the attachment section, there is a note: "Attachment * Only pdf documents can be uploaded".

Figure 5.2 Ask Question Box

5. Login as Working Group



The screenshot shows the LKPP (Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah) login page. The header includes the LKPP logo and the LPSE NASIONAL logo. Below the header is a navigation bar with links: 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 "pokja_bnpb2a") and "Password" (containing "*****"). A "Login" button is located below the password field. A yellow banner at the bottom of the login section contains the text: "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 of the page shows the date "November 01 2025 13:30" and the copyright notice "© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)".

Figure 5.3 Login as a Working Group

6. Go to Packages, then select Send an explanation to answer the Provider's questions.

Figure 5.4 Button Send an Explanation

7. Click the Send an explanation button, then a small box will appear.

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

Figure 5.5 Clarification Request (Explanation)

8. Fill in the explanation in the description section, then click Submit.

Figure 5.6 Explanation Box

9. Below are the results for the entire question and explanation section.
Click back.

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

Figure 5.7 Answers and Explanations

10. If there is an addendum, you can upload the file, also upload the minutes file from the pre-proposal conference if there is one.

Letter of Invitation	File Name	Send Date	Status
RFP Document	Bidding Document	Send Date	Status
	[File Kosong.pdf]	November 6, 2025 22:25	
	Addendum 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

Figure 5.8 Addendum and Minutes File of Pre-Proposal Conference

5.5 Uploading Technical and Financial Documents

1. Log back in as Provider

The screenshot shows the LPSE Nasional login page. 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 features a 'Login' section with the text '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' (containing '*****'). A 'Login' button is present. Below the login fields, there 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 'November 01 2025 13:27' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 5.9 Login as Provider

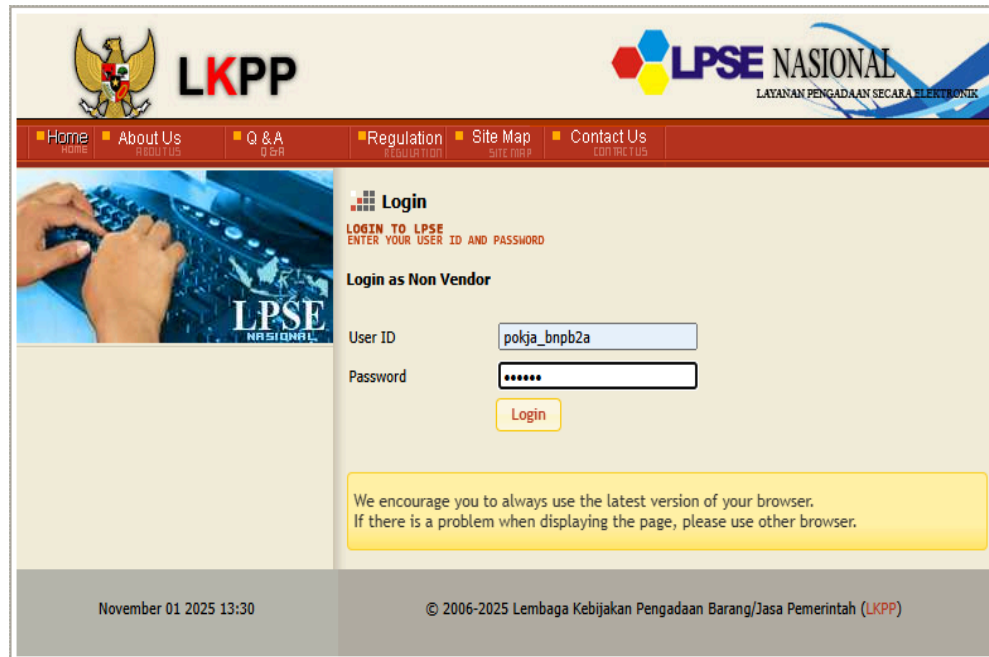
2. Go to the package, then to the Submission Details section. Double-check the Remarks, upload the Technical Proposal and Financial Proposal (.pdf & .xls/xlsx), click Upload, then Submit Proposal.

The screenshot shows the 'Submission Detail' page. It includes a 'Remarks' section with a text area containing 'PT. LKPP PENYEDIA' and a 'Save' button. Below this, there is a table for 'EOI & Other Supporting Documents' with columns for File Name, Send Date, Hash, and Status. The table shows two entries: '[Contoh File.pdf]' with a send date of 'November 8, 2025 10:26' and a hash of 'e6b5f454fd0ac9e7acdb2f3d9967dcec'. Below the table, there is a 'Choose File' button and an 'Upload' button. The 'Technical Proposals' section has a 'Choose File' button and an 'Upload' button. The 'Financial Proposals' section has a 'Choose File' button, an 'Upload' button, and a checkbox labeled 'I agree and acknowledge that my financial proposal (1) shall not be opened if my technical proposal does not pass the minimum requirements stipulated in the RFP, and (2) shall be automatically deleted unopened from the system after the contract is signed with the winning bidder.' Below this, there is a 'Submit Proposals' button and a 'Reset' button.

Figure 6.0 Upload Technical Proposal & Financial Proposal

5.6 Opening and Evaluation of Technical Proposals

1. Login as Working Group



The screenshot shows the login interface of the LKPP LPSE Nasional website. At the top, there are logos for LKPP and LPSE NASIONAL, along with a navigation menu containing links for 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. To the left of the login form is a graphic showing hands typing on a keyboard with the LPSE logo. 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 contains the date 'November 01 2025 13:30' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 6.1 Login as a Working Group

2. Go to the package then to the Bidding Evaluation section



The screenshot displays the 'Bidding Evaluation' section of the LKPP LPSE Nasional system. At the top, there are tabs for 'Package List' and 'View Bidding'. A 'Bidding Summary' button is located in the top right corner. The main content area is divided into several sections: 'Clarification Request Period' with 'Question Asked : 3' and 'Question Answered : 3', and 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

Figure 6.2 Bidding Evaluation Navigation

3. Enter the technical evaluation results for each Provider, click 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. lkpp penyedia 3 (PT. LKPP PENYEDIA 3)	82,0	

Use period for decimal, example : 80.0.

Save Back

Figure 6.3 Provider Technical Score

4. Send an invitation to the provider then upload the technical score file.

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. lkpp 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

Figure 6.4 Invitation for Provider to Upload Technical Score

Opening Financial Proposals Invitation

Date & Time: 17 November 2025

Location: LKPP

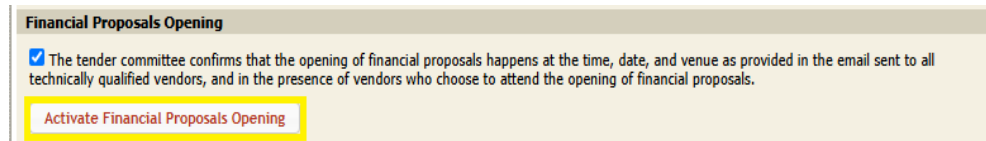
Note:

Submit Cancel

Figure 6.5 Invitation Details to Providers

5.7 Opening and Evaluation of Financial Proposals

1. In the bidding information section, click 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](#)

Figure 6.6 Activation of Financial Proposal Opening

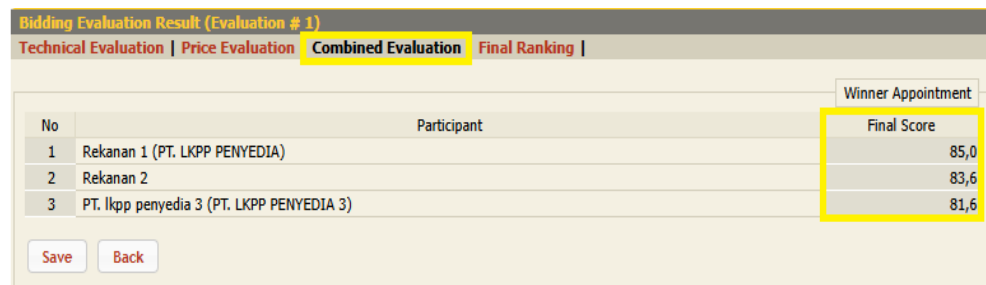
2. Go to the Bidding Evaluation section, then to Price Evaluation. Fill in the Price Evaluation according to each provider's Financial Proposal, along with the Evaluated Price. Once completed, fill in each provider's Financial Score.



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	

Figure 6.7 Price Evaluation Data

3. Go to the Combined Evaluation section and you'll see the Final Score, a combination of technical and financial scores. Click 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](#)

Figure 6.8 Combined Evaluation

5.8 Final Ranking and Negotiations

1. In the Final Ranking section, you can see a summary of the price and value. Check if the provider is Pass (also check if the provider is on the ADB Sanctions List) and the provider's ranking. Click 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	

SaveBack

Figure 6.9 Final Ranking

- Go to the Contract Negotiation section, then click Send Invitation to send a negotiation invitation email to the provider.

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
November 23 2025 10:28	ntah (LKPP)

Figure 7.0 Contract Negotiation

- If an agreement is reached through negotiations, enter the final contract price. Click 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

Figure 7.1 Contract Negotiation Details

4. With this, the winner has been determined at a mutually agreed price.

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

Figure 7.2 Results of Contract Negotiation Agreement

5. Click Back, then upload the Intention to Award. From here, you can see the winners in the Intention to Award section.

Intention to Award

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

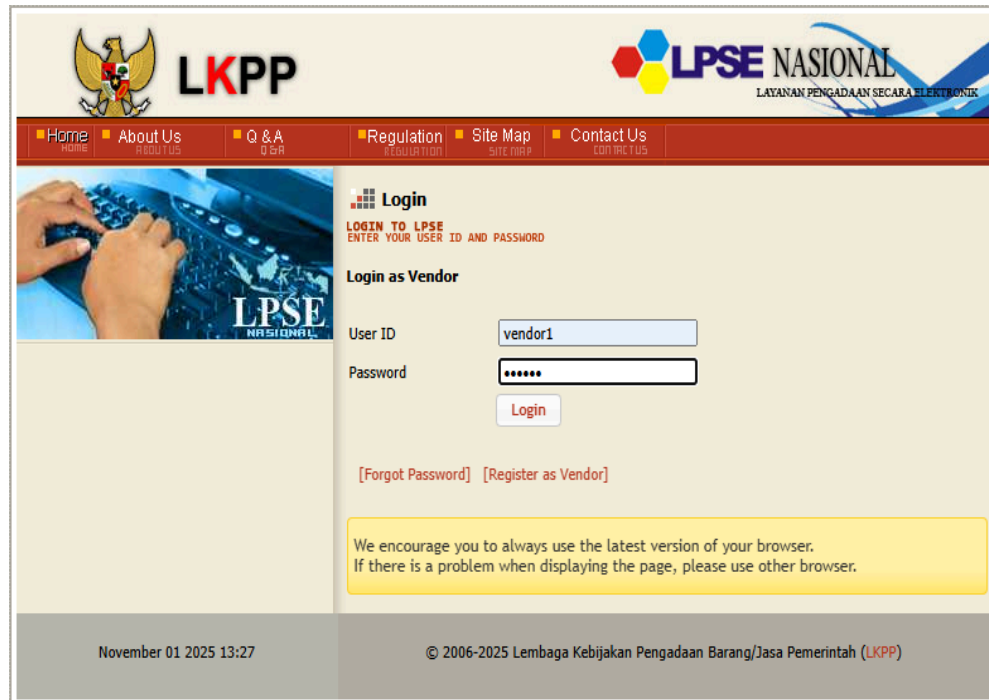
[Choose File](#) Contoh File.pdf

[Upload](#)

Figure 7.3 Upload File Intention to Award

5.9 Announcement of Winners and Contract Signing

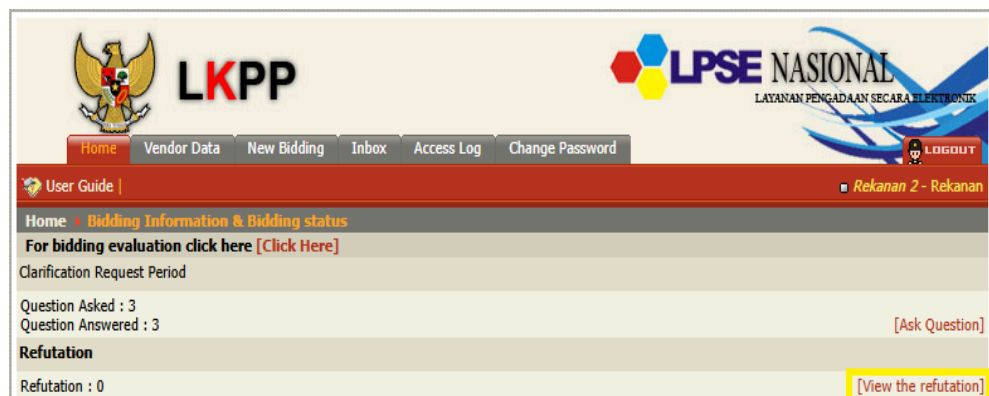
1. Login as Provider



The screenshot shows the LPSE Nasional website's login interface. At the top, there are logos for LKPP (Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah) and LPSE NASIONAL (LAYANAN PENGADAAN SECARA ELEKTRONIK). 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 a 'User ID' field with the value 'vendor1' and a 'Password' field with masked characters. A 'Login' button is positioned below the password field. Links for '[Forgot Password]' and '[Register as Vendor]' are also present. 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 'November 01 2025 13:27' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 7.4 Login as Provider

2. If there is a rebuttal regarding the Intention to Award, other providers are given the opportunity to provide a rebuttal via the Refutation section, click View the refutation



The screenshot displays the LPSE Nasional website's 'Refutation' section. The top navigation bar includes links for Home, Vendor Data, New Bidding, Inbox, Access Log, and Change Password. A 'Logout' button is visible in the top right corner. The main content area shows a 'User Guide' link and a 'Rekanan 2 - Rekanan' link. Below this, there is a section for 'Bidding Information & Bidding status' with a link to 'For bidding evaluation click here [Click Here]'. A 'Clarification Request Period' section shows 'Question Asked : 3' and 'Question Answered : 3', with a link to '[Ask Question]'. The 'Refutation' section shows 'Refutation : 0' and a link to '[View the refutation]'.

Figure 7.5 Disclaimer Navigation

3. Click Submit Refutation, then fill in the rebuttal in the description column, upload files if any, click Submit.

The screenshot shows a web application interface for submitting a refutation. The top navigation bar includes 'Home', 'Bidding Information', and 'Refutation'. The main header area displays 'Standstill Period' and 'Bidding Technical Writer SPSE ICB - Test D22'. A 'Submit Refutation' button is highlighted in the top right. Below the header, there is a table with columns for 'Notice of Refutation Appeal' and 'Sender'. The 'Description' column contains the text '[Sanggahan]'. To the left of the table, there is a sidebar with a 'providers of goods / services' icon and a 'Bidding Committee' icon. The date 'November 25 2025 12:34' is displayed. The 'Submit Refutation' form is open, showing a 'Description' field with '[Sanggahan]' and an 'Attachment' section with a 'Choose File' button and a list of files including 'Contoh File.pdf 33.0kB'. 'Submit' and 'Batal' buttons are at the bottom of the form.

Figure 7.6 Submit Rebuttal

4. Login as Working Group, to respond to a provider's objection. Fill in the description in response to the objection, upload files if available, and click 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'. The main header area displays 'Standstill Period' and 'Bidding Technical Writer SPSE ICB - Test D22'. A 'Reply' button is highlighted in the top right. Below the header, there is a table with columns for 'Notice of Refutation Appeal' and 'Sender'. The 'Description' column contains the text '[Sanggahan]'. To the left of the table, there is a sidebar with a 'providers of goods / services' icon and a 'Bidding Committee' icon. The date 'November 25 2025 12:39' is displayed. The 'Reply Refutation' form is open, showing a 'Description' field with '[Respon Sanggahan]' and an 'Attachment' section with a 'Choose File' button and a list of files including 'Contoh File.pdf 33.0kB'. 'Submit' and 'Batal' buttons are at the bottom of the form.

Figure 7.7 Submit Rebuttal Response

5. Back in Bidding Information, click 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]

Figure 7.8 Navigation to Announcement of the Winner

6. In the Announcement of the Winner section, there are the results of the tender winner, click Submit to announce the tender winner.

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](#)

Figure 7.9 Submit Announcement of Tender Winner

7. Login as Provider

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)

Figure 8.0 Login as Provider

8. Go to the Inbox section and the tender results announcement sent previously by the Working Group will appear.

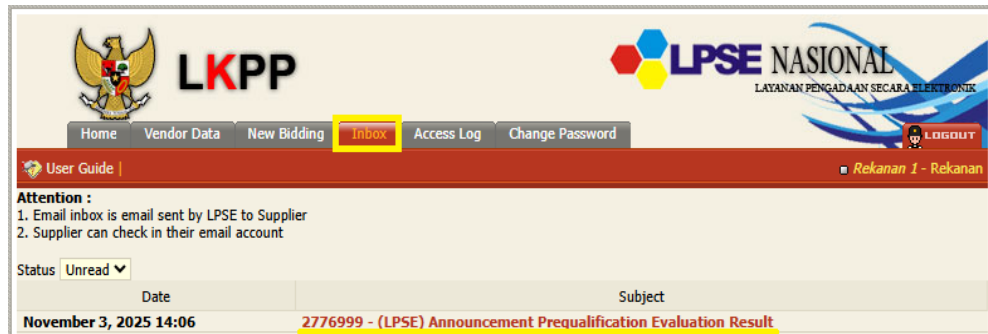


Figure 8.1 Tender Winner Announcement Inbox

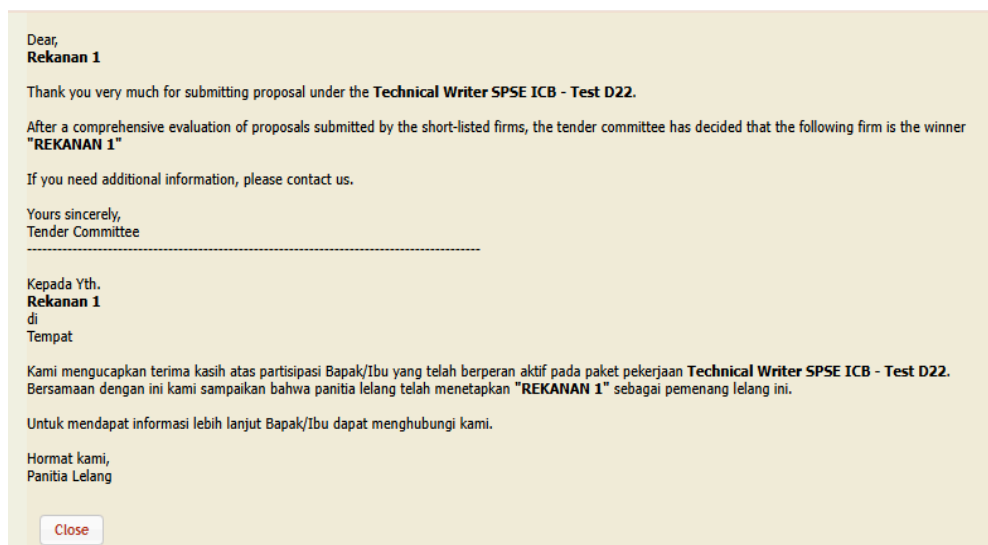


Figure 8.2 Contents of the Tender Winner Announcement

9. Tender status details can be checked via Bidding information via Status

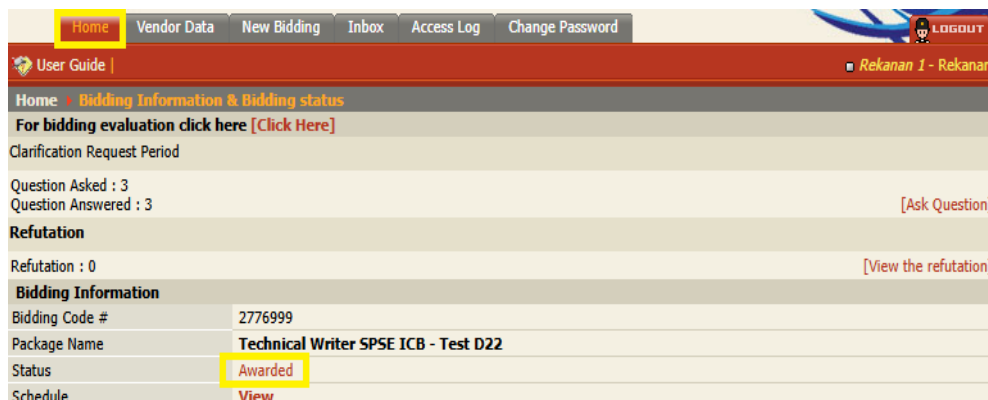


Figure 8.3 Tender Status Navigation

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

Figure 8.4 Details of Tender Winner Results

10. Login as Working Group

Figure 8.5 Login as a Working Group

11. Go to Packages, Contract Award section, upload the Contract Award file.

Figure 8.6 Upload Contract Award

12. Login As PPK

The screenshot shows the LKPP LPSE Nasional website. The header includes the LKPP logo and the LPSE NASIONAL logo with the tagline 'LAYANAN PENGADAAN SECARA ELEKTRONIK'. A navigation bar contains links: 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' and 'Login as Non Vendor'. There are input fields for 'User ID' (containing 'ppk1') and 'Password' (masked with dots), followed by a 'Login' button. 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 'November 01 2025 13:03' and the copyright notice '© 2006-2025 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

Figure 8.7 Login as PPK

13. Click the Contract button on the right side of the package.

The screenshot shows the LKPP LPSE Nasional website after login. The header includes the LKPP logo and the LPSE NASIONAL logo. A navigation bar contains links: Home, Access Log, and Change Password. The main content area features a 'User Guide' link and a search bar. Below the search bar is a table with columns: Kode Lelang, Nama Lelang, Tahap, and Kontrak. The table contains one row with the following data: Kode Lelang: 2776999, Nama Lelang: Technical Writer SPSE ICB - Test D22, Tahap: Contract Signing, and Kontrak: Kontrak. The 'Kontrak' button is highlighted in yellow.

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

Figure 8.8 Contract Button Navigation

14. Fill in the contract number, account number, contract amount, contract date, contract validity date, name of the winning agency, other information and documents (if any), click 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		

Figure 8.9 Contract Details

CHAPTER VI

CLOSING

GLOSSARY

Term	Explanation
SPSE ICB	Electronic Procurement System for the implementation of International Competitive Bidding (ICB), namely the international procurement process carried out through the SPSE/LPSE platform.
National LPSE	National Electronic Procurement Services managed by LKPP as the main gateway to the SPSE application.
ICB (International Competitive Bidding)	A method of procuring goods/services through international competition that allows participation of suppliers from various countries in accordance with statutory regulations and donor agreements.
QCBS (Quality and Cost Based Selection)	A method of evaluating the procurement of consulting services that considers a combination of technical quality and cost.
Pokja (Election Working Group)	The team responsible for the announcement, evaluation, and determination of winners in the provider selection process at SPSE ICB.
PPK (Commitment Making Office)	The official responsible for implementing the contract after the tender winner is determined by the Working Group.
Provider (Vendor)	Business entities or individuals registered with SPSE ICB and participating in the goods/services procurement process.

Dashboard SPSE ICB	The main interface of the SPSE ICB application displays the menu, package status, and navigation for users according to their role (Pokja, PPK, Provider).
Package List	List of procurement packages managed by the Working Group in the SPSE ICB system.
Bidding Code	Unique identification number for each tender package in SPSE ICB.
EOI (Expression of Interest)	Initial interest document submitted by the provider as a form of participation in the international consultancy selection process.
Shortlist	The selection stage for providers who are declared to have passed is based on the results of the EOI evaluation.
Technical Proposal	A technical document prepared by the provider to explain the methods, approaches and experience in carrying out consultancy work.
Financial Proposal	A document containing a cost offer from a provider for carrying out work.
Pre-Proposal Conference	Initial meeting between the Working Group and the provider to provide technical explanations and clarification regarding procurement documents.
Evaluation Committee (Pokja)	The evaluation team assesses the technical and financial documents according to the QCBS criteria.
Final Ranking	The final ranking of providers is based on the combined results of technical and cost evaluations.
Negotiation	The negotiation process between the Working Group and the highest ranking provider to agree on the price and terms of the contract.

Intention to Award	Temporary announcement document of selection results before the official determination of the tender winner.
Contract Award	The official document determining the tender winner along with details of the contract value and appointed provider.
Blacklist	A blacklist containing providers who are prohibited from participating in the procurement process due to certain violations.
Access Log	User activity logging feature in the system for security and audit purposes.
Announcement of the Winner	A feature in SPSE ICB to officially announce tender winners to all participants.
Helpdesk / Forgot Password	The SPSE ICB user account recovery feature if you forget your password is done independently through the system.
Integrity Pact	An integrity pact that must be agreed to by providers before participating in a tender as a form of commitment to transparency and anti-corruption.

Document Version History List (*Version Control*)

Revision No.	Revision Date	Description of Changes	Compiled By	Checked By	Approved by
1.0	17 November 2025	The first version of the SPSE ICB User Guide document for Consultancy Selection using the	SPSE ICB Development Team (SPD Directorate)	SPSE Team Leader	Director of Digital Procurement System

		QCBS Method.			
1.1	-	Provided for subsequent updates, such as display improvements, feature adjustments, or terminology revisions in accordance with LKPP policies and the latest regulations.			

This document serves as the first official version (v1.0) and serves as the primary reference for using the SPSE ICB system for international tenders. If changes or improvements are made to the system, only the version and revision date need to be updated. All changes must be recorded in the Version Control table to maintain document accountability and traceability.