



**MINISTRY OF DEFENSE
BRAZILIAN NAVY
BRAZILIAN NAVAL COMMISSION IN WASHINGTON**

BIDDING PROCESS N° 10/2023

ONLINE REVERSE BID AUCTION INFORMATION

1 - ACCESS, USER NAME, AND PASSWORD.

1.1 Each registered **Bidder** will receive a unique username and password, informed by email. **Bidders** cannot disclose that identification before or during the online reverse session.

1.2 **Bidders** are recommended to enter the chat room on time and remain until the end of the session. Those in the chat room are the only ones that can view messages and files.

1.3 The **Bidder** is responsible for taking all necessary steps to access the chat room.

1.4 The **Bidder** must ensure that the computer, cell phone, or other similar device used to access the chat room is suitable. The BNCW is not responsible for failures or inadequacies inherent to the **Bidder's** equipment or internet connection.

1.5 **Bidders** are responsible for the security of their usernames and password.

1.6 **Bidders** must immediately report any attempted or actual security breaches of their devices to BNCW.

1.7 The BNCW will make efforts to guarantee that the chat room is accessible during the online reverse bid session.

1.8 Suppose the chat room becomes unavailable due to technical failures or other difficulties; the online reverse bid auction will be suspended and carried out again at the date previously announced to **Bidders**.

2 - GENERAL INFORMATION

2.1 The online reverse bid will follow the **SCHEDULE** contained in the Notice of the bidding process. It is important to note the start and end time of the session and the time allocated for the bids, which will not be accepted before or after the respective session.

2.2 **Bidders** should be prepared with competitive price quotes on the day of the bidding event.

2.3 Bids must be submitted by message during the online reverse bid, following the **SCHEDULE** contained in the Notice of the bidding process.

2.4 Private messages will not be allowed.

2.5 **Bidders** must observe and offer their proposals, watching for the time limit. The system will give an alert in the final minute.

2.6 Minimum bid decrement during the bidding phase:

2.6.1 The minimum bid decrement that will be accepted during the bidding phase will be determined in the Bid Notice, starting from the reference value;

2.6.2 The values will be decided according to the Object of the bidding, where it will be determined if the minimum bid decrement will be applied per **ITEM or LOT**;

2.6.3 **Bidders** may only place bids, respecting the determined minimum bid decrement.

3 - INSTRUCTIONS TO START THE ONLINE REVERSE BID AUCTION

3.1 Access the BNC website at "<https://www.marinha.mil.br/cnbw/?q=en/>".

3.2 Click on "Bids".

3.3 Click on "**Click here**" (to view currently opened reverse bids) and go to the login page.

3.4 Enter the "**username**" and "**password**", and click on "**Enter Room**" to gain access to the online reverse bid room.

3.5 The BNC suggests that **Bidders** enter the room considering the time provided in the **SCHEDULE** of this Bidding Process and remain until the closing. All users in the room have the same view of the messages.

3.6 **CHAT** features:

USER LIST - The "User List" lists all users connected to the respective chat.

INPUT FIELD - Use the input field to enter and send messages to the room. After typing a message, press "Enter."

TOOLBAR - The ability to mute sounds is available to everyone.

Click on "**End Chat**" to exit the meeting room.

Washington, DC, December 4th 2023.

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