

Procurement – Digital Sourcing Platform

User Guide for Supplier

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Version 2.0

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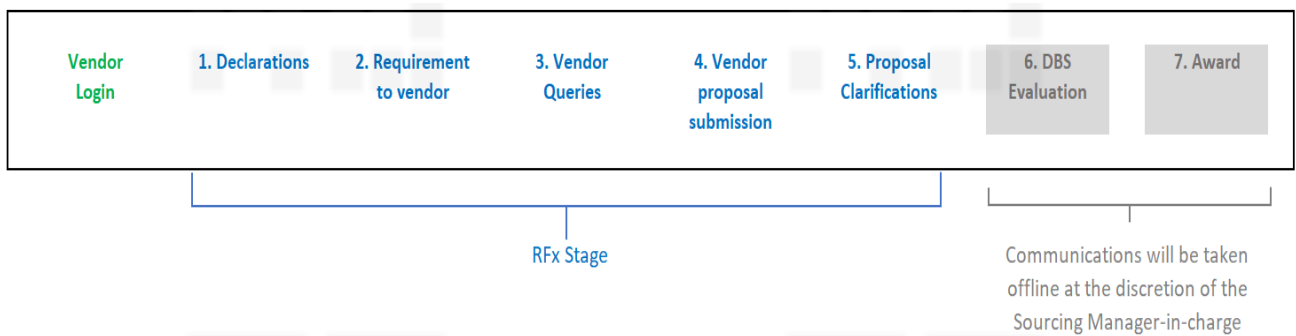
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Overview of Sourcing Module Process Flow

This guide provides the Supplier with a step-by-step process how to participate in a new request in the system.

The sourcing process flow consists of 7 stages as reflected in the diagram below.

- **Supplier Login** – Depending on the type of Supplier whether you are (i) already onboarded as DBS Supplier or (ii) yet to be onboarded as DBS Supplier.
- **Stage 1-5** RFX process which involves your (Supplier) participation.
- **Stage 6-7** (For your information only) What happens after you have submitted your Proposals and responses to DBS clarifications.



All communications after Stage 5. Proposal Clarifications will be done offline by the Sourcing Manager, if any.

Helping you to start

To help you get started on the process, we would suggest that you view the short video clip. This video clip guides you through stages 1-5 of the sourcing process.

[Link](#) to the video.

2 Log In Page

You will receive an email notification that your company has been shortlisted to participate in a new request.

Please following the guide/instructions to start the process accordingly if you are an existing or new Supplier in DBS.

2.1 If you are an [existing Supplier \(who is already onboarded in DBS system\)](#)

For the **first time** login, you will receive 2 emails: (a) Supplier registration and (b) Pre-RFx email. Proceed with the Supplier registration email first.

(A) Supplier registration

At the “Vendor Registration” title email, click on **Verify Account** button in the email.

Vendor Registration



GPS Workbench - Sourcing <DBSeAdvice@uat1bank.dbs.com>

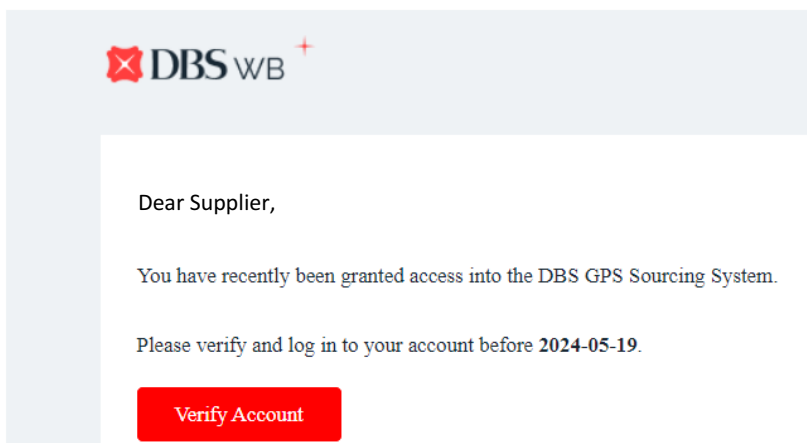
Today, 4:15 PM

eadvrpuser19

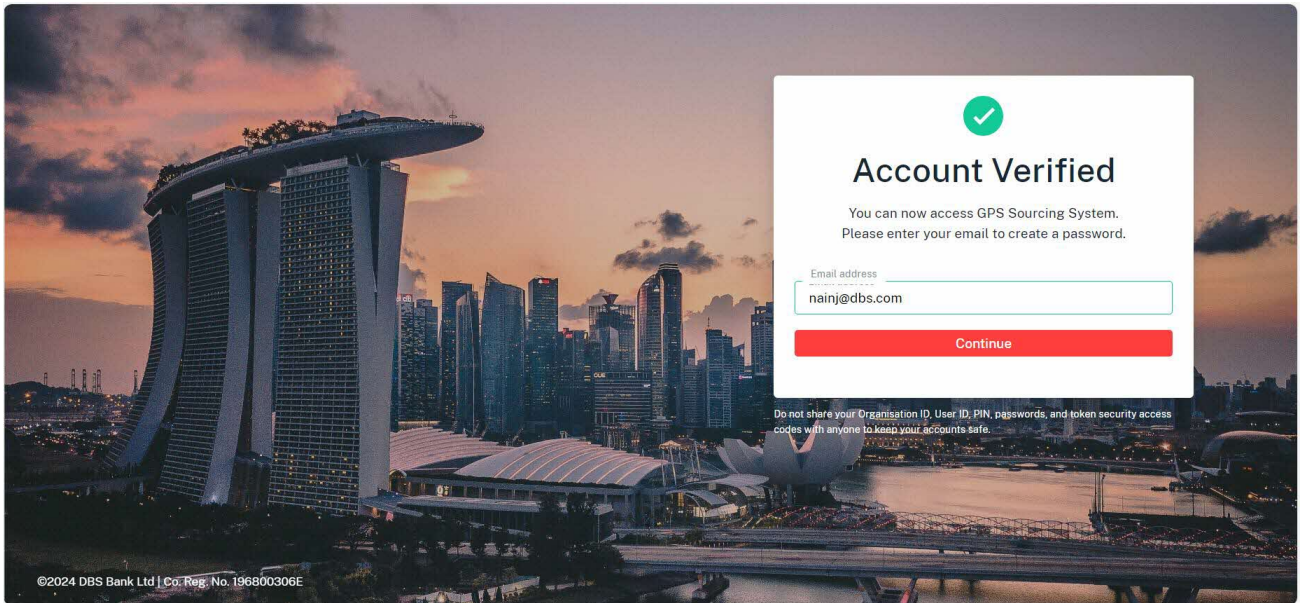
Inbox



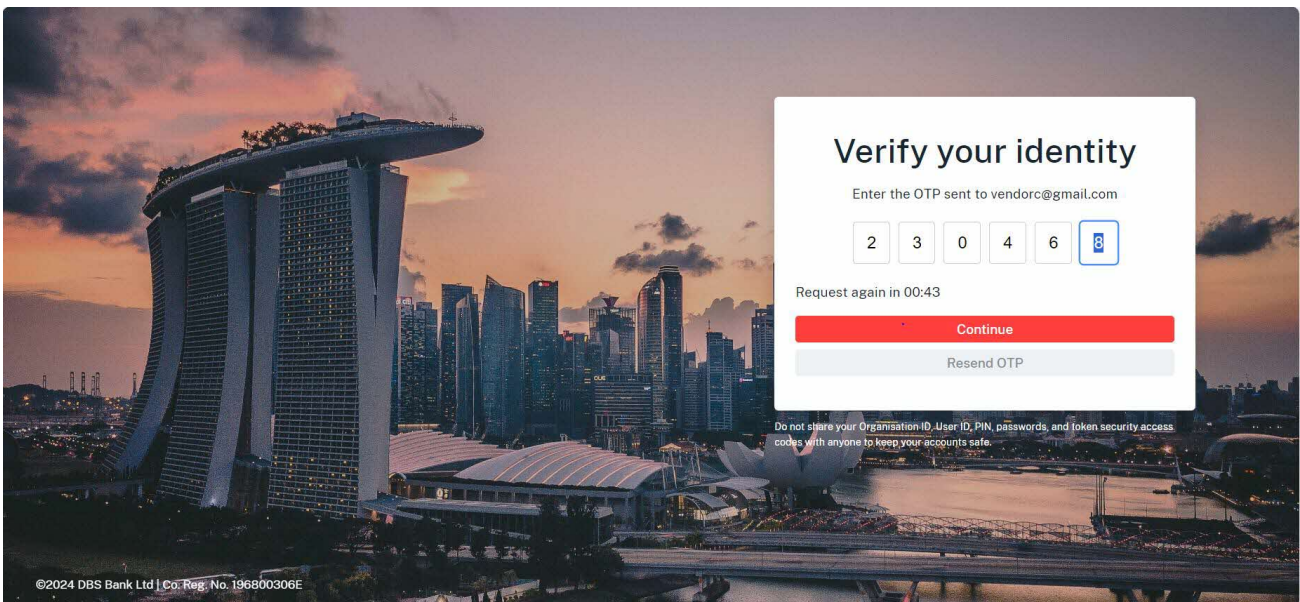
Action Items



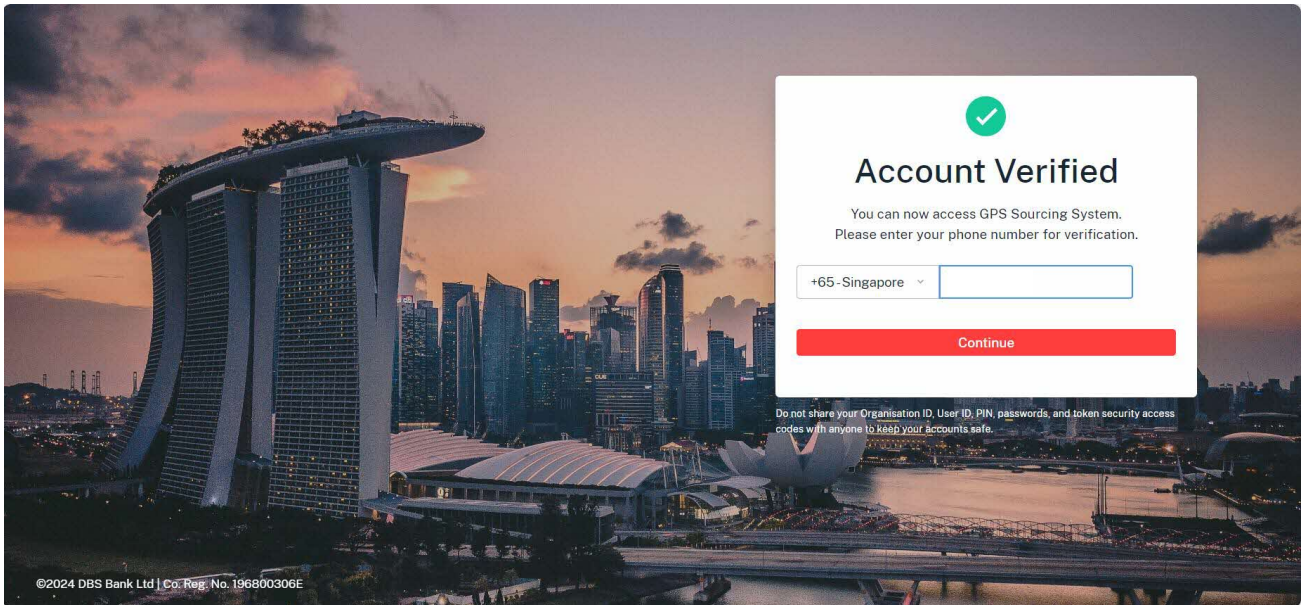
Login page appears. Enter email address. Click **Continue**.



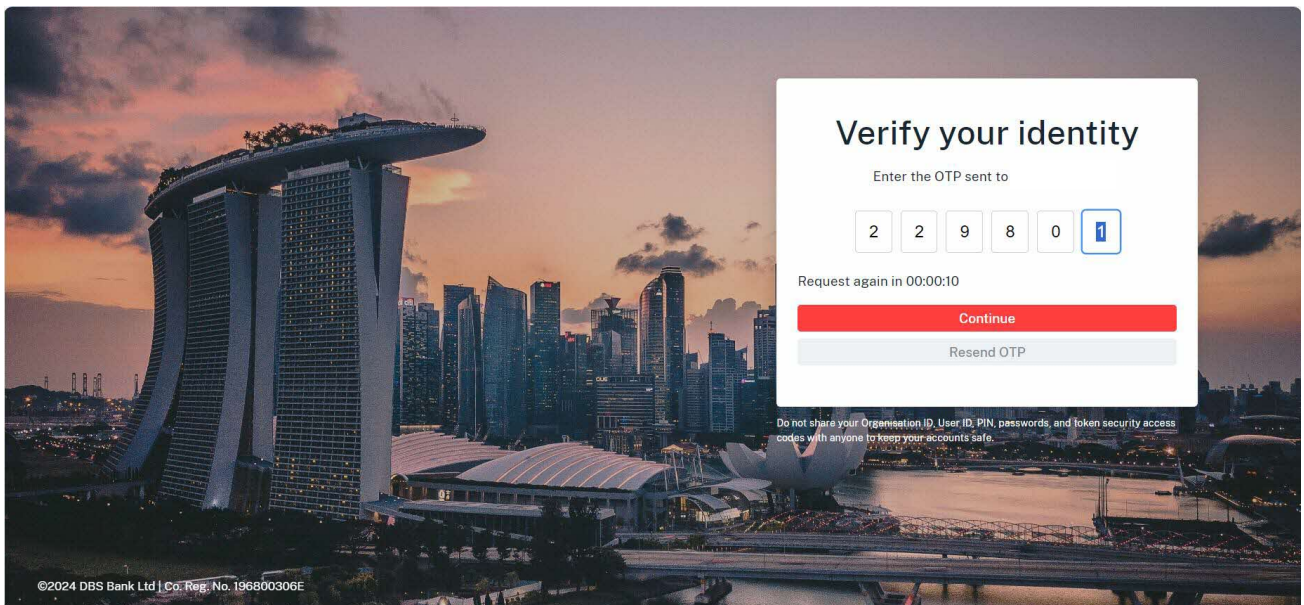
Enter OTP number, click **Continue**. Remark: Retrieve the OTP number from email.



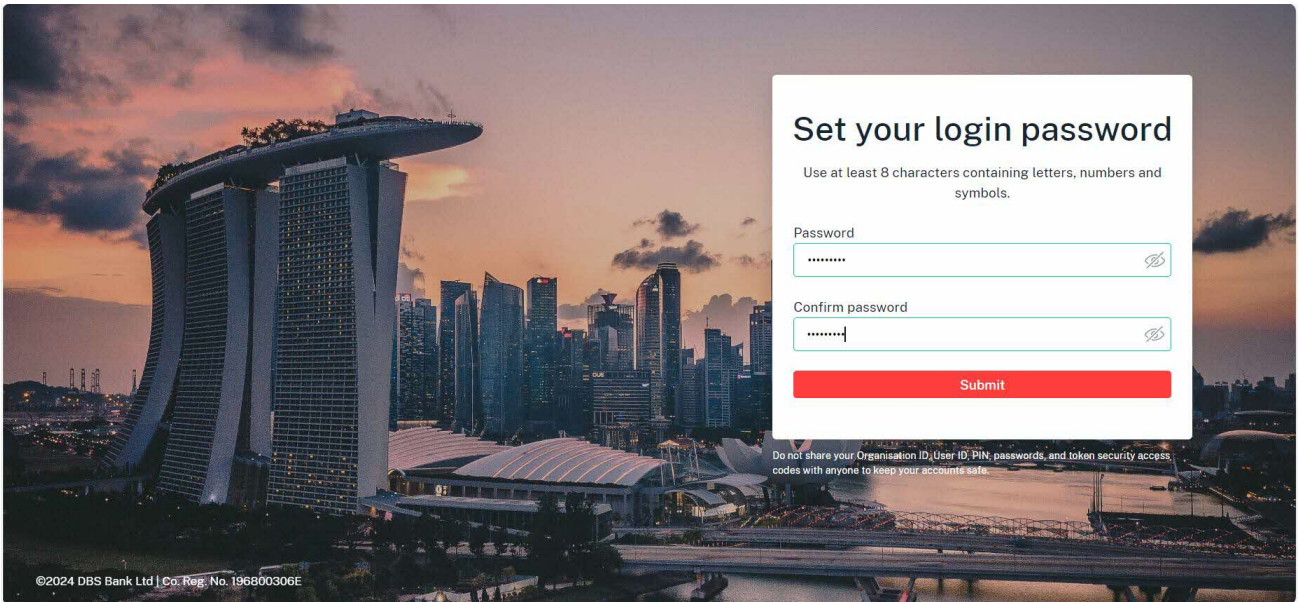
Enter your mobile number. Click **Continue**.



Retrieve the OTP number from your mobile. Click **Continue**.



Enter passwords, click **Submit**.



You will be directed into the Vendor Registration Form page. Fill up this form.

Vendor registration form

Company details

Vendor registered company name* ⓘ

Formally known as company name (optional)

For Singapore registered entities, please ensure that the vendor name tallies with the registered name on [ACRA](#)

Company name in local language (optional)

If none, please indicate NA

Country of registration/incorporation *

Type of registration *

Singapore registered Foreign registered Individual

Company registration no.* ⓘ

Company address

Country *

City *

State *

ZIP code *

Vendor address (Line 1)* ⓘ

12/35

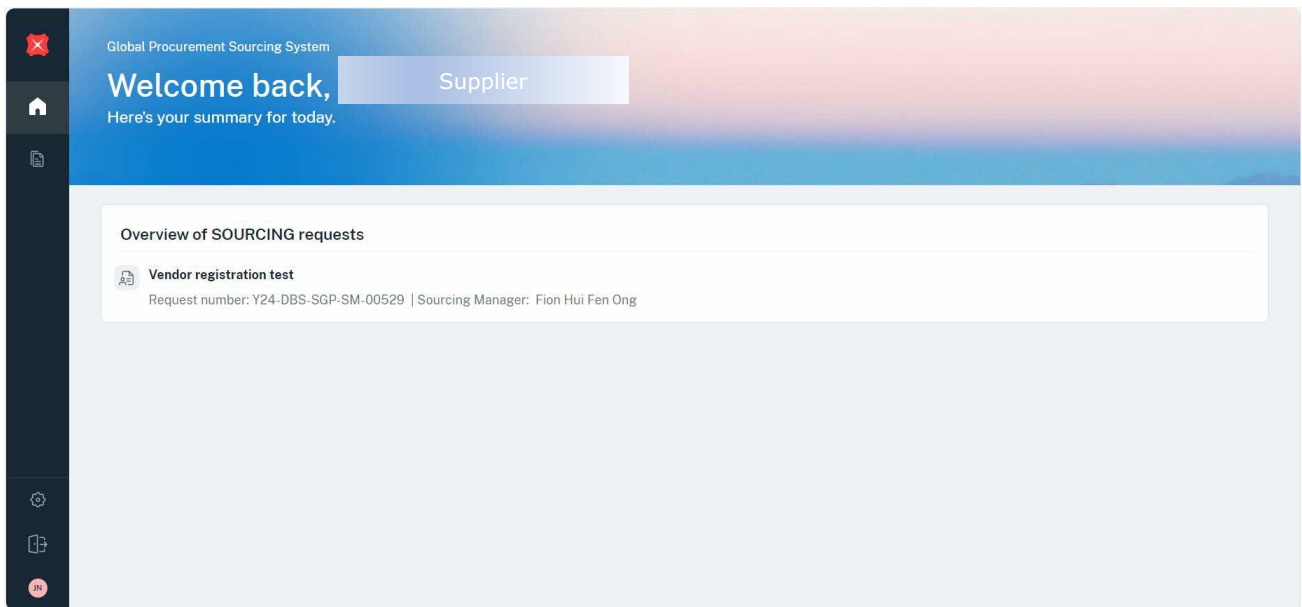
Click **Save**. Message appears.

The screenshot shows a web form with two main sections. The top section is titled "DBS sustainable sourcing principles (SSP) declaration (optional)" and includes a "Download" button for a PDF file named "DBS_sustainability principles_29 May 2023.pdf". Below this, there are radio buttons for "Do you acknowledge the SSP declaration?", with "No" selected. The bottom section is titled "Letter of undertaking (LOU)" and contains several input fields: "Signee of DBS letter of undertaking*" (filled with "James"), "Designation of signee*" (filled with "Sales"), "Mobile no.*" (filled with "+65-Singapore"), and "Email*" (filled with "james@gmail.com"). A "Vendor registered company name" field is present but empty. A dark notification box at the bottom center displays a green checkmark and the text "All edits have been successfully saved!". At the bottom right, there are "Save" and "Submit" buttons.

Click **Submit**. Message appears.

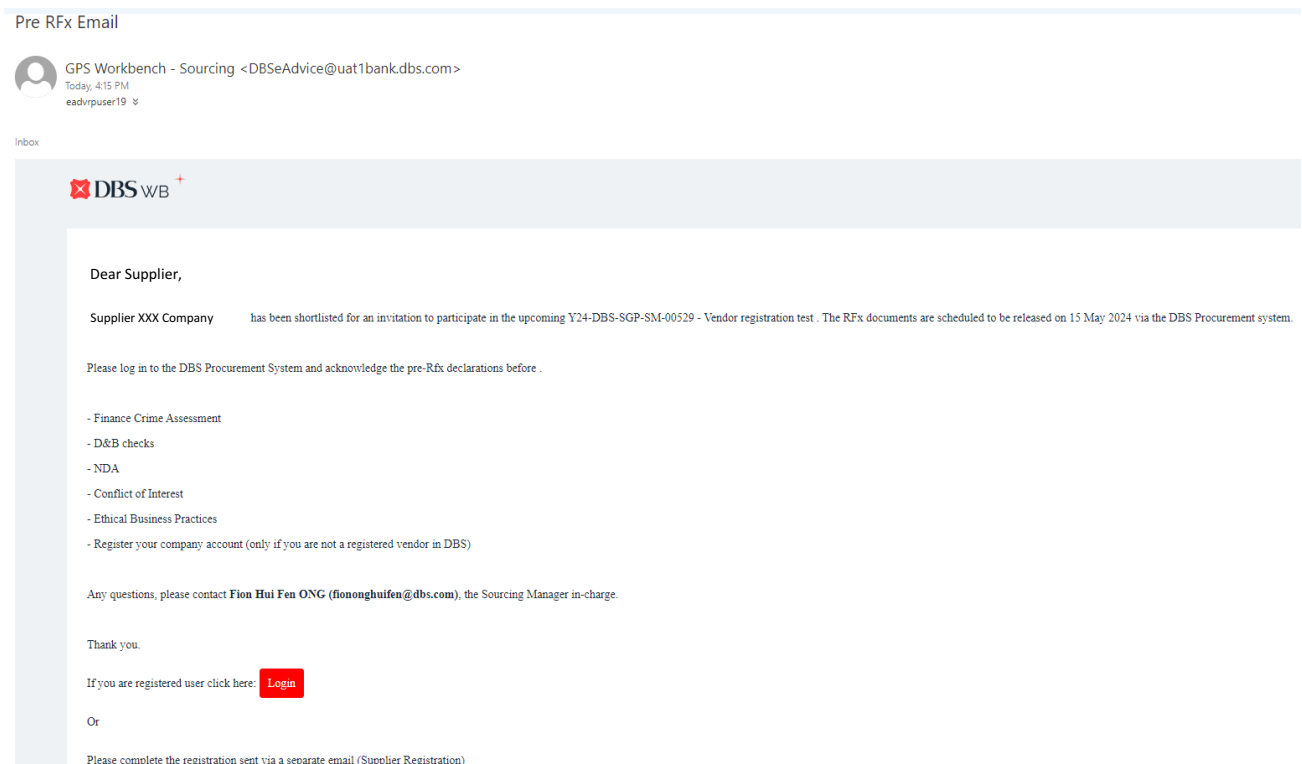
This screenshot shows the same web form as above, but with the "Submit" button highlighted in red. The "Vendor registered company name" field now contains a single dot ".". A dark notification box at the bottom center displays a green checkmark and the text "Vendor registration form submitted successfully and pending DBS review". The "Save" and "Submit" buttons are still visible at the bottom right.

You will be directed to the Home page. Select Request to review.

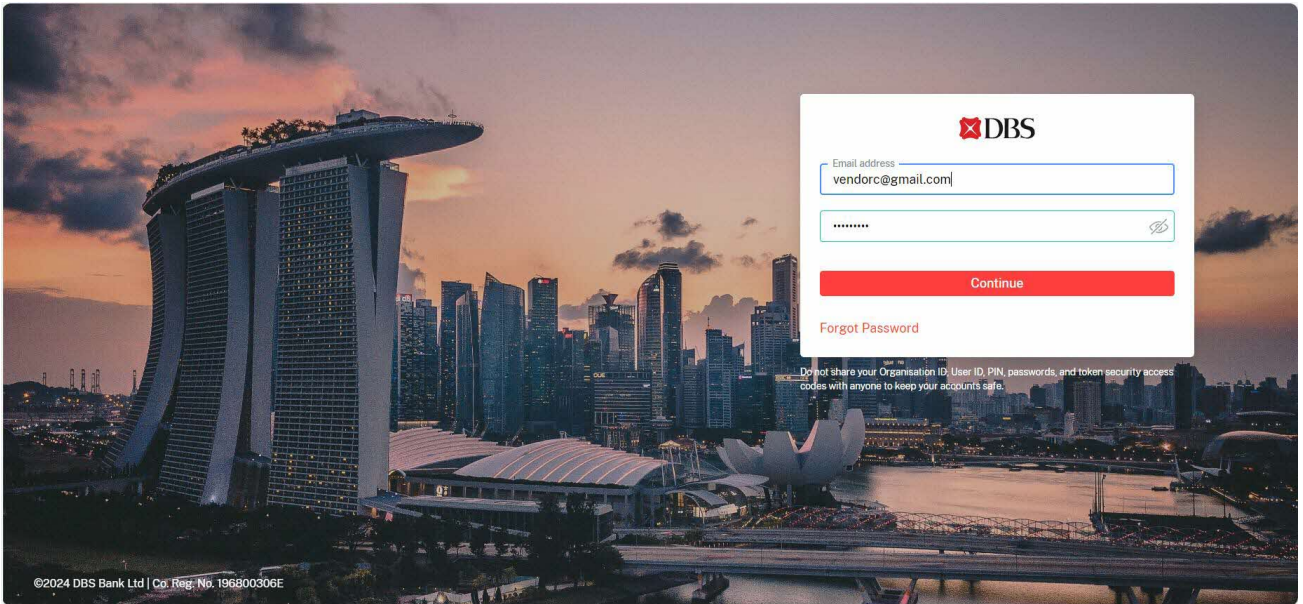


b) Pre-RFx email

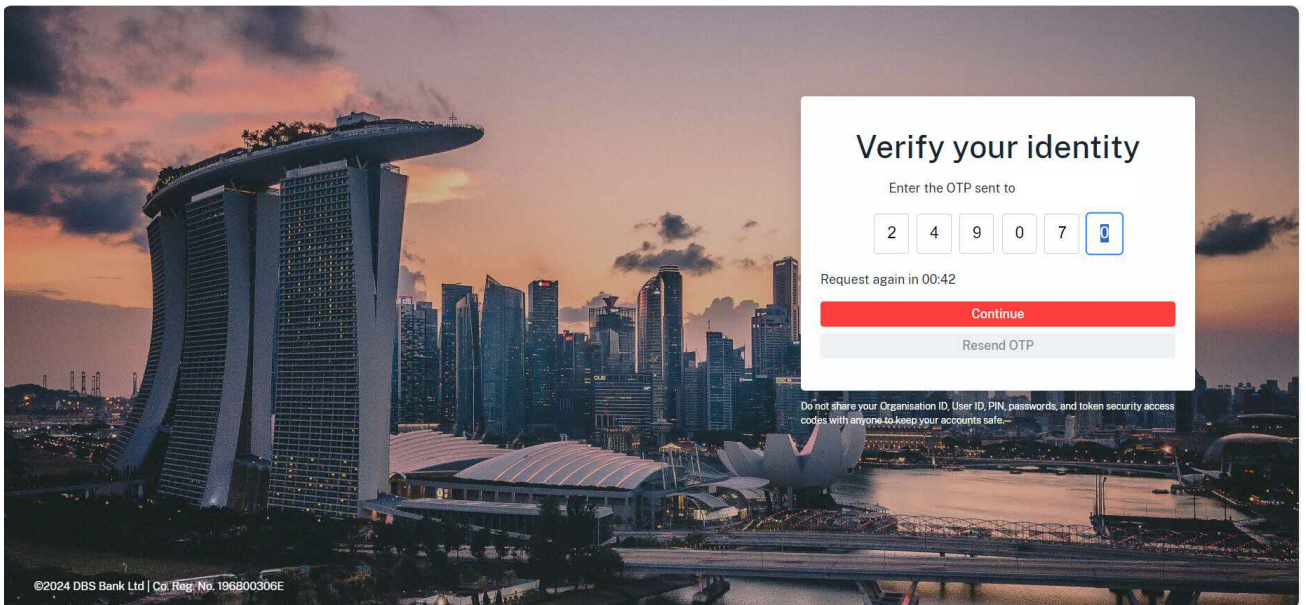
At this email, click **Login**.



Enter email and password. Click **Continue**.



Retrieve OTP from email. Click **Continue**.



You will now proceed to Stage 1. Declaration section.

Dashboard / Vendor registration test

Vendor registration test

Request Number Y24-DBS-SGP-SM-00529 | Sourcing Manager Fion Hui Fen ONG

Declarations Requirement to Vendor Queries Proposal Clarification

Declarations

NDA

An NDA is not necessary for this request, as no sensitive information will be shared.

Conflict of interest

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)? ● Pending

Yes No

Ethical Business Practices

I acknowledge the following: ● Pending

- The importance to uphold the highest ethical and professional standards in all business practices.
- Vendor shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Vendor shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

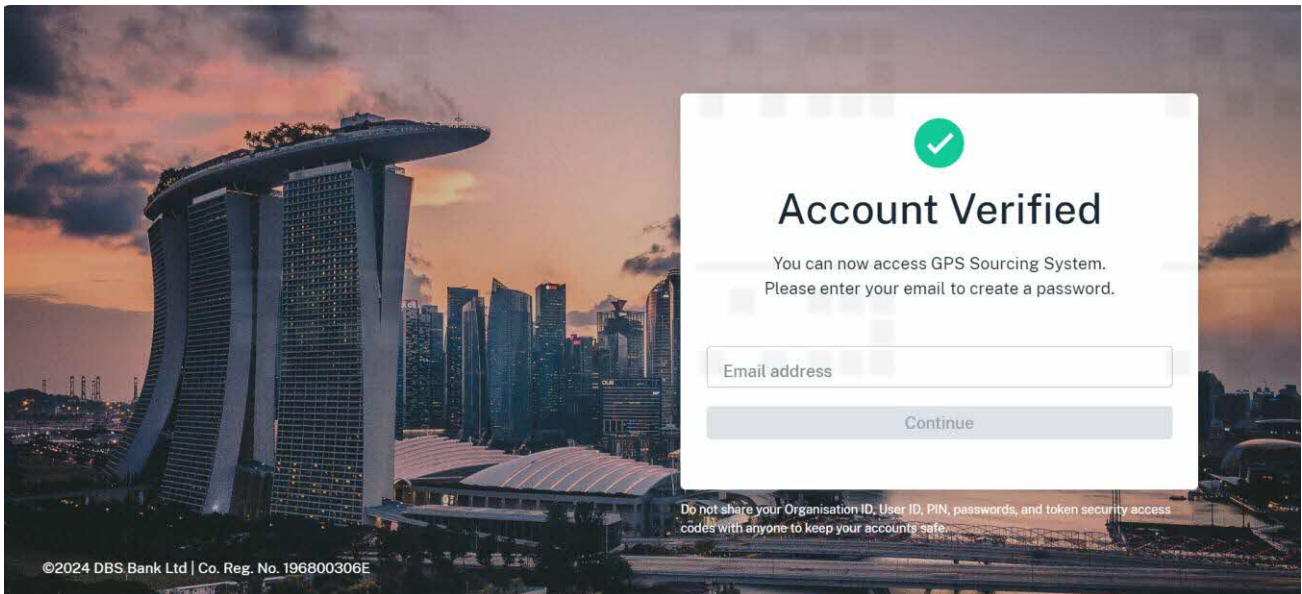
2.2 If you are a [NEW Supplier](#) (who is not yet onboarded in DBS system).

You will receive 2 emails: (a) Supplier registration and (b) pre-RFx email. Proceed with the Supplier registration email first.

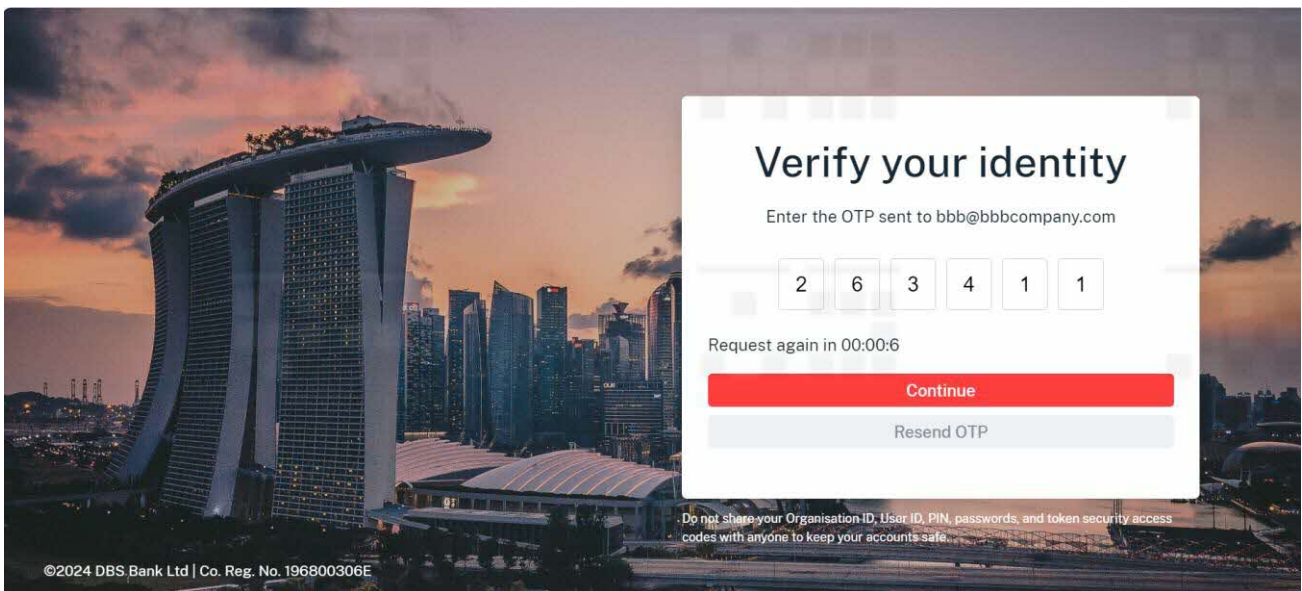
(a) Supplier registration email

Click on **Verify Account** button in the email.

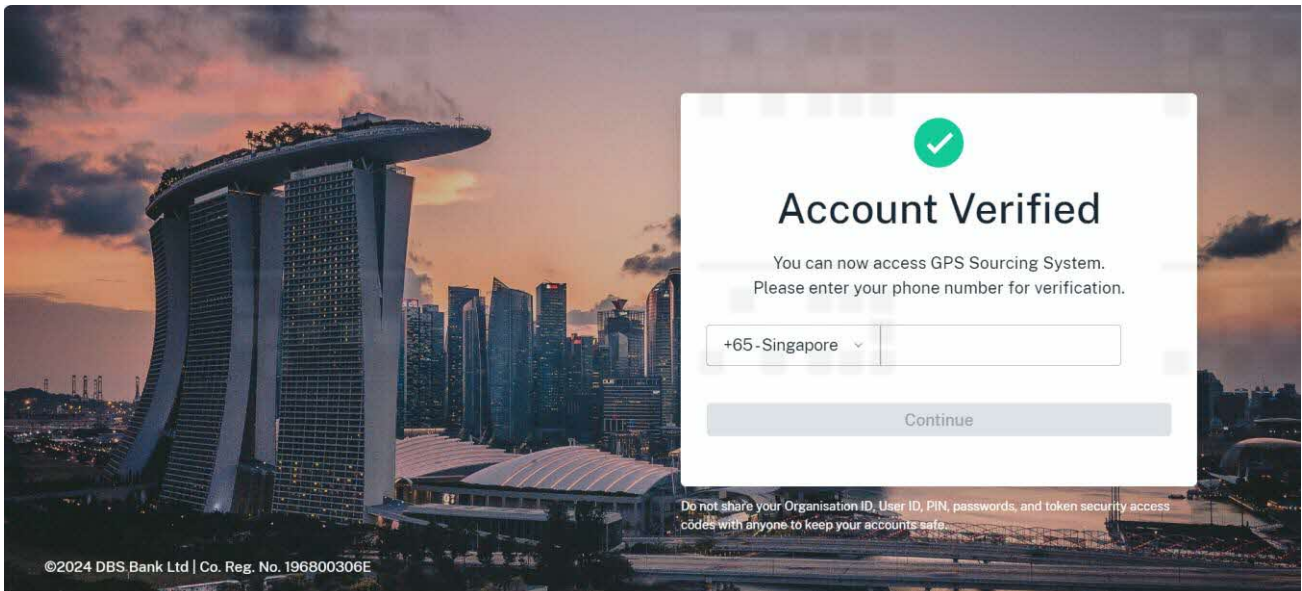
Account Verified screen appears. Enter email address, click **Continue**.



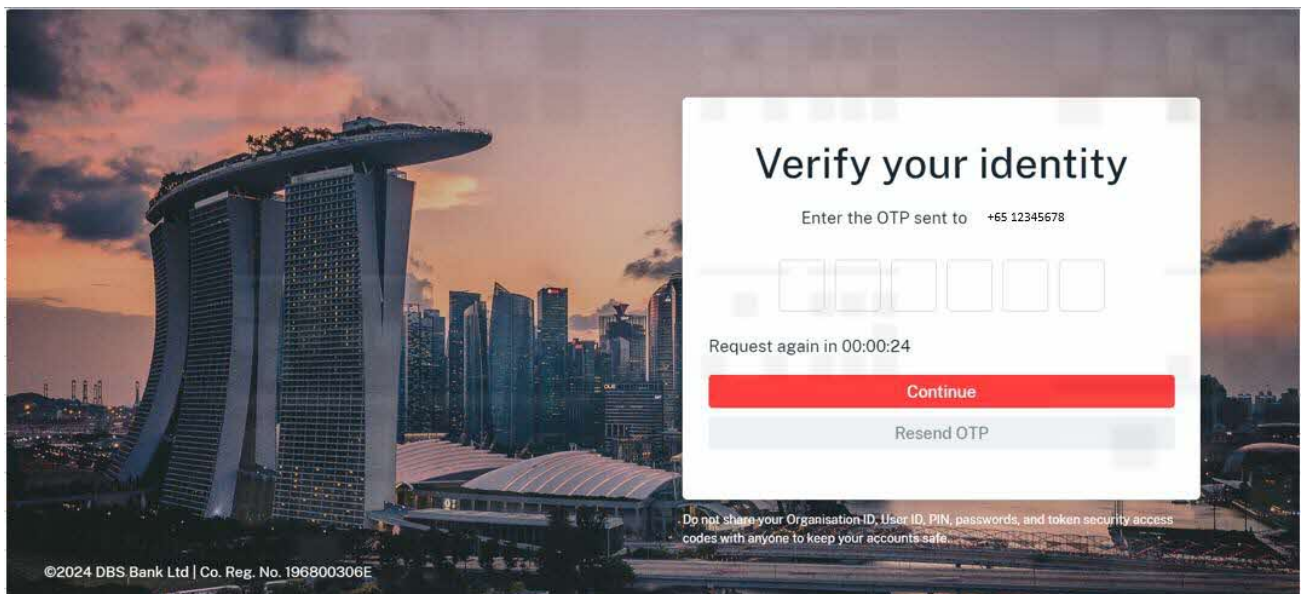
Verify your identify screen appears. Enter OTP number, click **Continue**. Remark: Retrieve from your email.



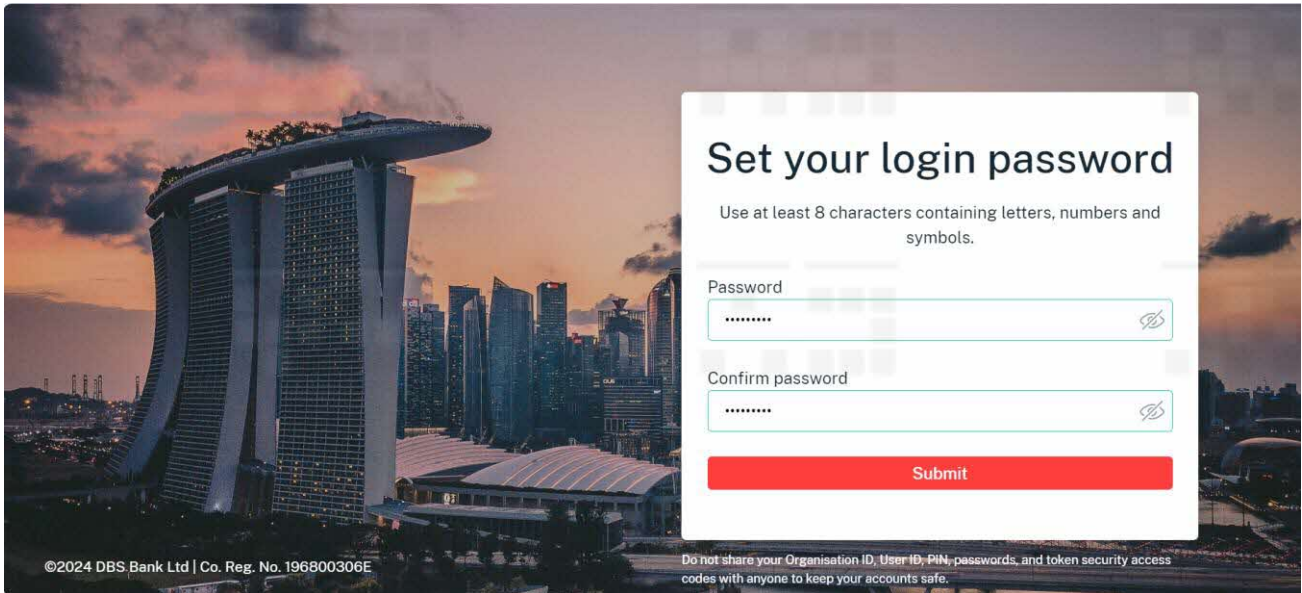
Account Verified screen appears. Enter your mobile number, click **Continue**.



Verify your identity screen appears. Enter OTP number, click **Continue**. Remark: Retrieve from your mobile message.



Set your login password screen appears. Enter password, click **Submit**.



You will now be directed to the Supplier registration form page. Please complete filling up the required fields in this form.

Vendor registration form

Company details

Vendor registered company name* ⓘ
BBB Company

Formally known as company name (optional)
If none, please indicate NA

For Singapore registered entities, please ensure that the vendor name tallies with the registered name on [ACRA](#)

Company name in local language (optional)
If none, please indicate NA

Type of registration*
 Singapore registered Foreign registered Individual

Country of registration/incorporation*
Choose an option

Tax registration no.* ⓘ
If not tax registered, indicate NA

You may check what your company's tax registration number on [IRAS](#)

Company address

Country*
Choose an option

City*
Insert city

Once the form is completed, click **Submit**.

The screenshot shows a web form titled "DBS sustainable sourcing principles (SSP) declaration (optional)". At the top, there is a link to "Download and review DBS sustainability principles" with a file named "DBS_sustainability principles_29 May 2023.pdf" and a "Download" button. Below this, a question asks "Do you acknowledge the SSP declaration?" with radio buttons for "Yes" (selected) and "No". A note says "Please ensure all information below is accurate". The form fields include: "Vendor registered company name" (BBB Company), "Signee of SSP declaration*" (BBB), "Designation of signee*" (GM), "Mobile no.*" (+65-Singapore and 1234567), and "Email*" (bbb@bbbcompany.com). At the bottom right, there are "Save" and "Submit" buttons.

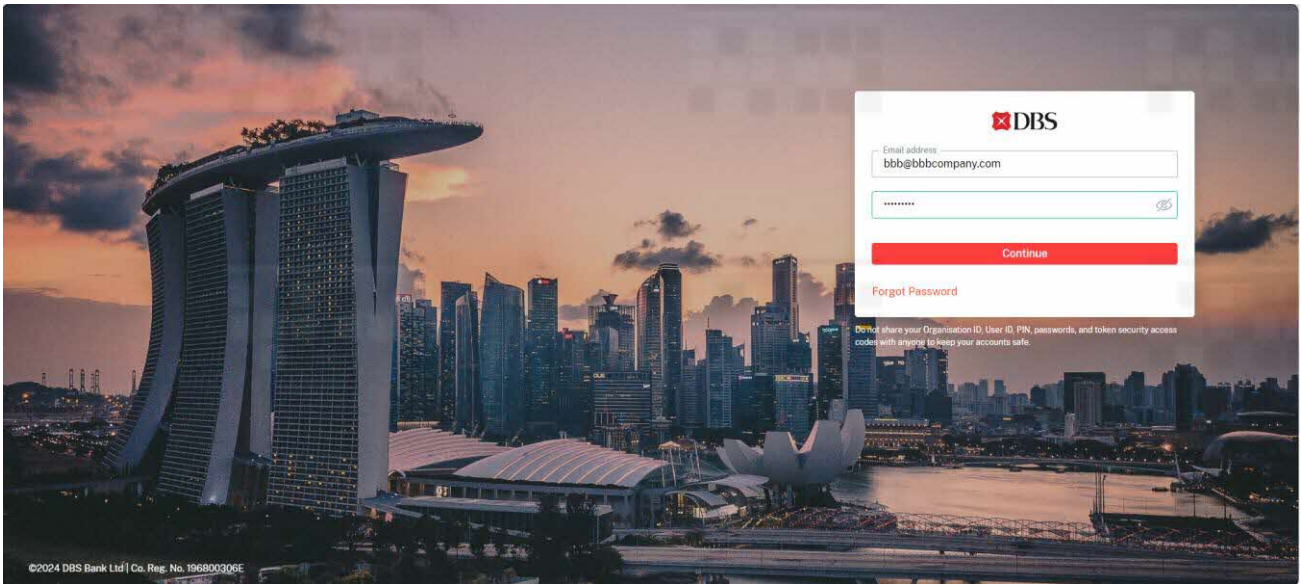
Message appears. Select the request to review and proceed with the declaration.

The screenshot shows the "Global Procurement Sourcing System" dashboard. The header says "Welcome back, BBB!" and "Here's your summary for today." Below this is a section titled "Overview of SOURCING requests" with two items: "RFP for HR Training (ver 2.0)" (Request number: Y24-DBS-SGP-SM-01626 | Sourcing Manager: Chin Fen Lee) and "HR RFP for Training" (Request number: Y24-DBS-SGP-SM-01585 | Sourcing Manager: Chin Fen Lee). At the bottom, a dark notification bar with a green checkmark says "Vendor registration form submitted successfully and pending DBS' review".

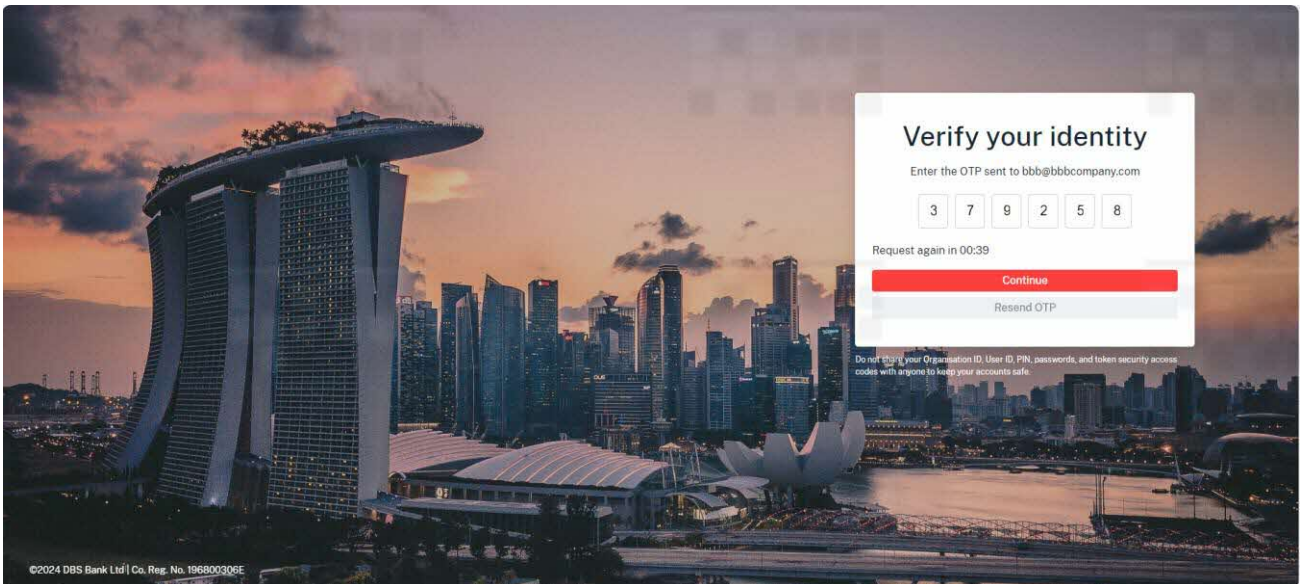
You will now proceed to Stage 1. Declaration section.

(i) Pre-RFx email

Click on **Log in** button in the email. Login screen appears. Enter email address and password, click **Continue**.



Verify your identity screen appears. Enter OTP number, click **Continue**. Remark: Retrieve OTP number from email.



You will be directed to Stage 1. Declaration section.

RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations | Requirement to Vendor | Queries | Proposal | Clarification

Declarations

NDA ● Pending
Due to the sensitive nature of this request, an NDA is required. Please download and acknowledge NDA.

Standard NDA Download

Do you wish to proceed with the NDA above?
 Yes No

Submit

Conflict of interest ● Pending
Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

Yes No

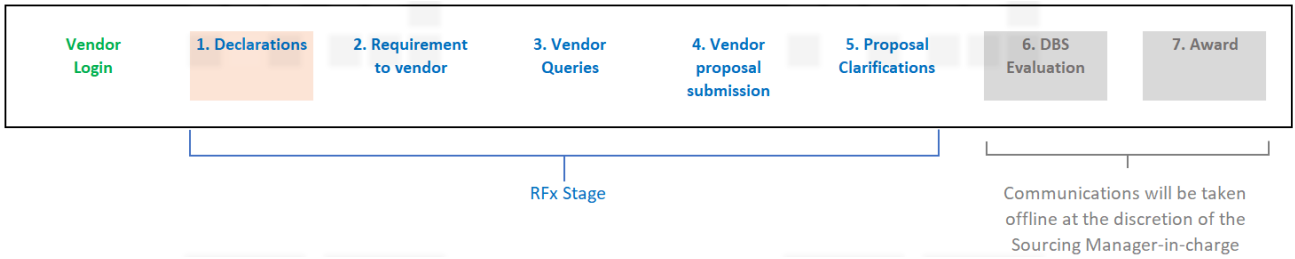
Declare

Ethical Business Practices ● Pending
I acknowledge the following:

3 Sourcing Process – Standard Flow

3.1 Stage 1. Declaration

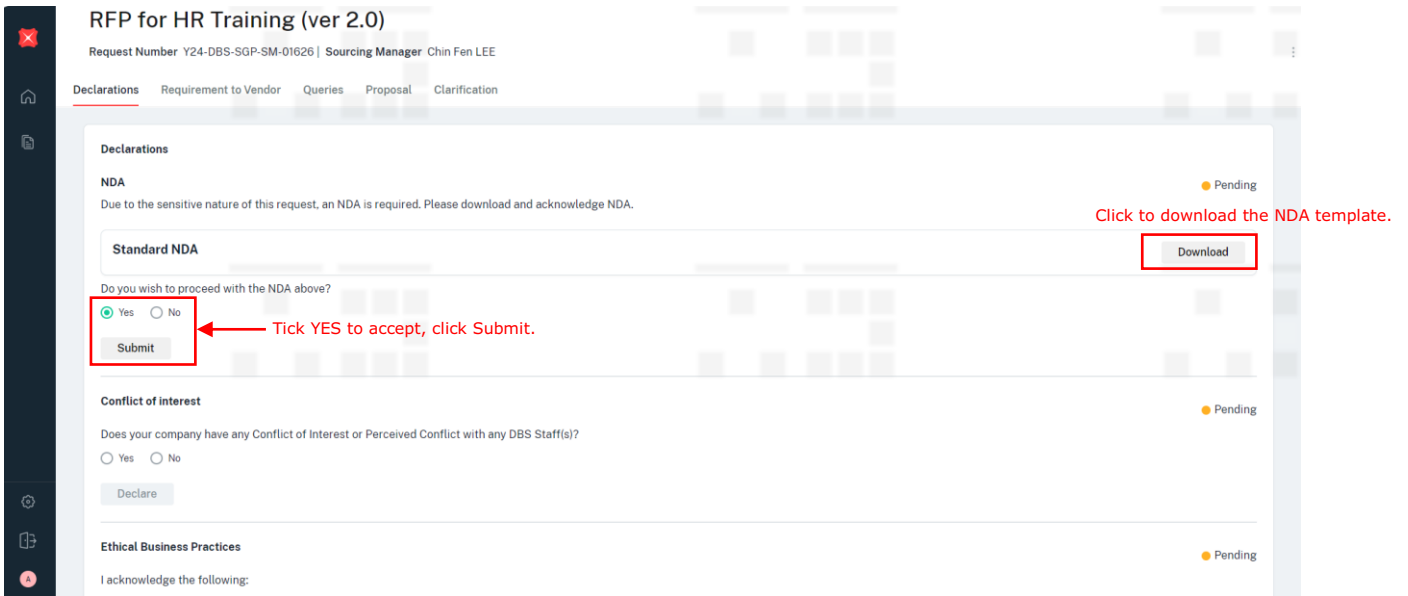
Supplier who is invited to participate in any new request are required to abide to DBS declaration policies.



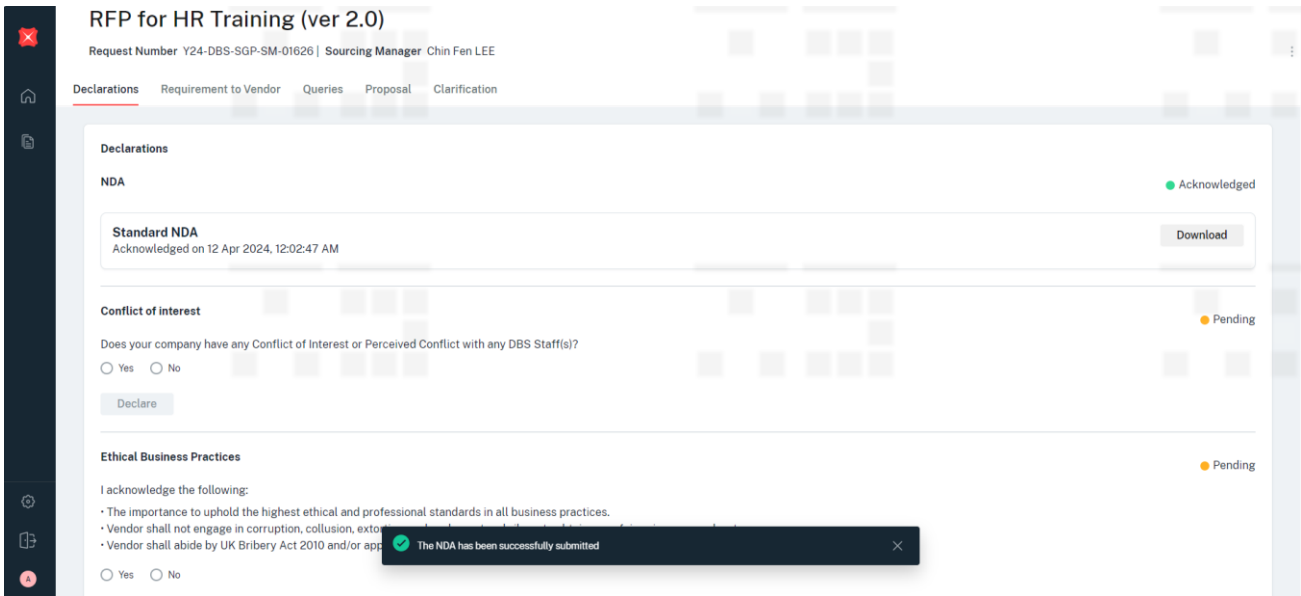
Supplier is required to complete the following declaration: (i) Non-Disclosure Agreement (NDA), (ii) Conflict of Interest (COI) and (iii) Ethnical Business Practice (EBP) before they can progress to the next stage of a new request.

3.1.1 Non-Disclosure Agreement (NDA)

Download DBS NDA, reviews and accepts the NDA. Tick **YES** and click **Submit**.



Message appears. NDA has been accepted.



3.1.2 Conflict of Interest (COI)

Declares Negative COI. Tick **NO** and click **Declare**.

The screenshot shows the 'Declarations' section of a procurement system. It includes three main parts: 'NDA', 'Conflict of interest', and 'Ethical Business Practices'. The 'NDA' section is marked as 'Acknowledged'. The 'Conflict of interest' section asks 'Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?' and has two radio buttons: 'Yes' and 'No'. The 'No' option is selected. A red box highlights the 'Declare' button, and a red arrow points to it with the text 'Tick No for Negative COI, click Declare.' The 'Ethical Business Practices' section is marked as 'Pending' and contains a list of ethical standards and an 'Acknowledge' button.

Message appears. Negative COI has been declared.

This screenshot shows the same 'Declarations' form after submission. The 'Conflict of interest' status is now 'Acknowledged' with a green dot. A dark green notification box at the bottom center displays the message: 'Your declarations for Conflict of Interest has been submitted successfully'. The 'Ethical Business Practices' section remains 'Pending'.

3.1.3 Ethical Business Practice (EBP)(Link)

Agree to DBS EBP. Tick **YES** and click **Acknowledge**.

Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Vendor Queries Proposal Clarification

Declarations

NDA ● Acknowledged

Standard NDA
Acknowledged on 12 Apr 2024, 12:02:47 AM Download

Conflict of interest ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
No

Ethical Business Practices ● Pending

I acknowledge the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Vendor shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Vendor shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

Yes No

Acknowledge ← Tick YES to accept, click Acknowledge.

Message appears. EBP has been acknowledged.

Dashboard / RFP for HR Training (ver 2.0)

RFP for HR Training (ver 2.0)

Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Vendor Queries Proposal Clarification

Declarations

NDA ● Acknowledged

Standard NDA
Acknowledged on 12 Apr 2024, 12:02:47 AM Download

Conflict of interest ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
No

Ethical Business Practices ● Acknowledged

You have acknowledged the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Vendor shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Vendor shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

✓ Your declarations for Ethical Business Practices has been submitted successfully

Dashboard | RFP for HR Training (ver 2.0)
RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations | Requirement to Vendor | Queries | Proposal | Clarification

Declarations

NDA ● Acknowledged

Standard NDA
Acknowledged on 12 Apr 2024, 12:02:47 AM Download

Conflict of interest ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
No

Ethical Business Practices ● Acknowledged

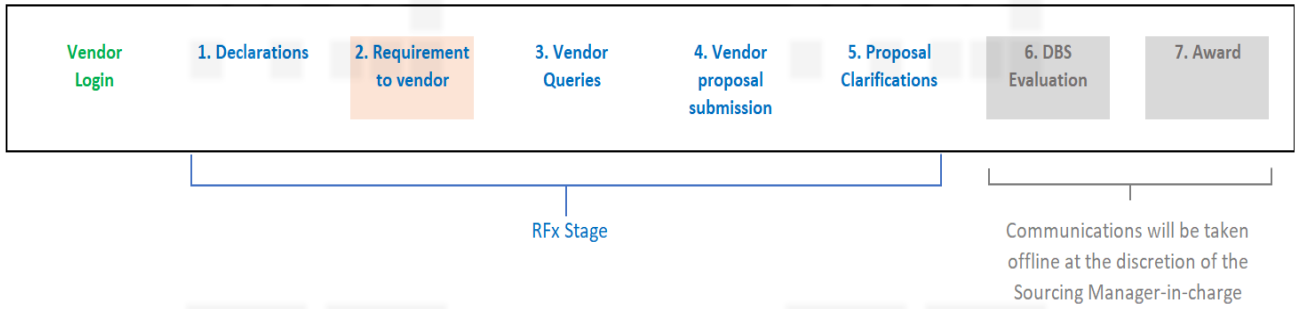
You have acknowledged the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Vendor shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Vendor shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

Stage 1. Declaration is now completed.

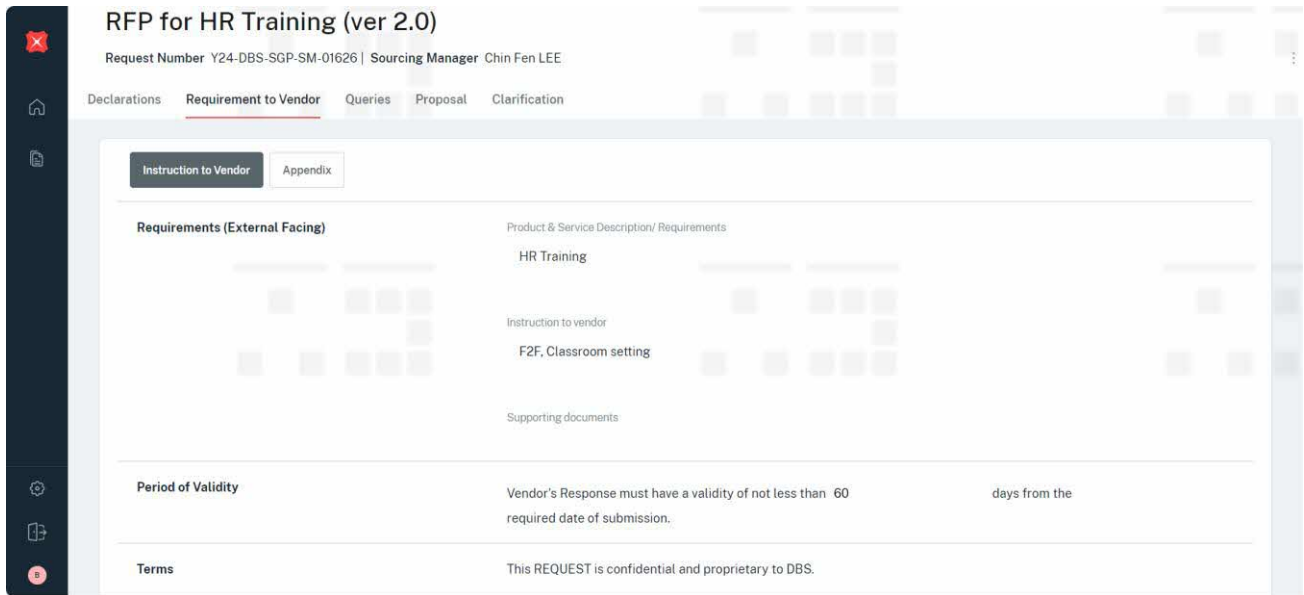
3.2 Stage 2. Requirement to Supplier

DBS has released the Request requirements and documents (templates). Supplier can now log in to view the details.



At the Requirement to Supplier tab, you will 2 sub-sections namely (i) Instruction to Supplier and (ii) Appendix.

Instruction to Supplier list down the details and instructions required for the request.



RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations **Requirement to Vendor** Queries Proposal Clarification

Instruction to Vendor Appendix

Requirements (External Facing)

Product & Service Description/ Requirements
HR Training

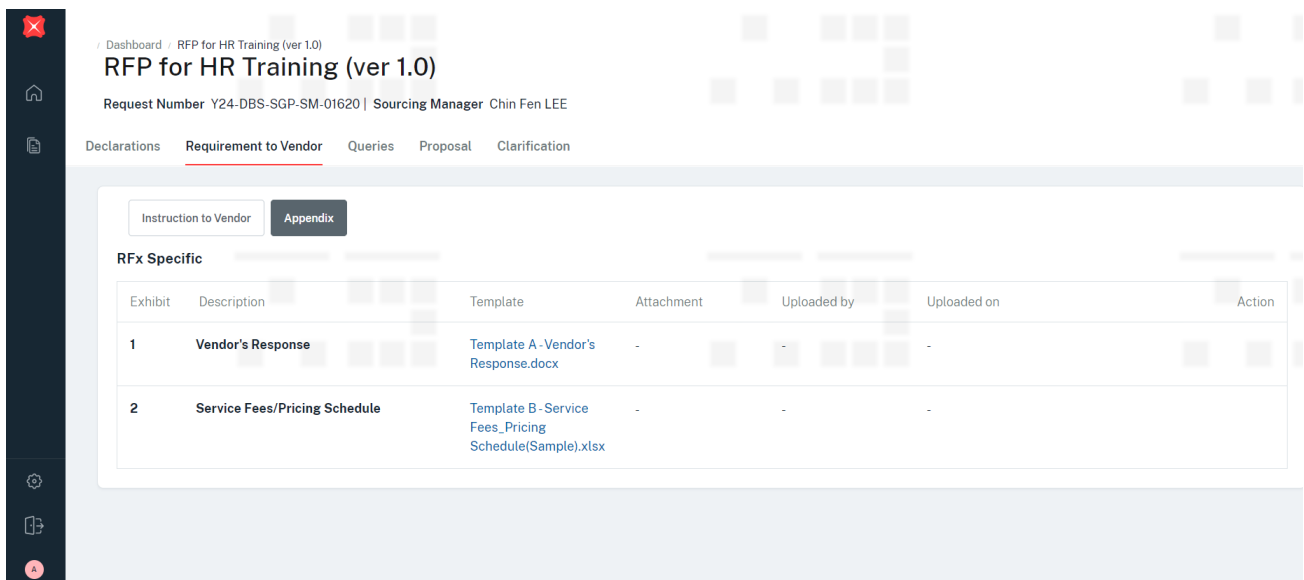
Instruction to vendor
F2F, Classroom setting

Supporting documents

Period of Validity
Vendor's Response must have a validity of not less than 60 days from the required date of submission.

Terms
This REQUEST is confidential and proprietary to DBS.

Appendix shows the list of templates / documents that the Supplier is supposed to submit.



Dashboard / RFP for HR Training (ver 1.0)
RFP for HR Training (ver 1.0)
Request Number Y24-DBS-SGP-SM-01620 | Sourcing Manager Chin Fen LEE

Declarations **Requirement to Vendor** Queries Proposal Clarification

Instruction to Vendor Appendix

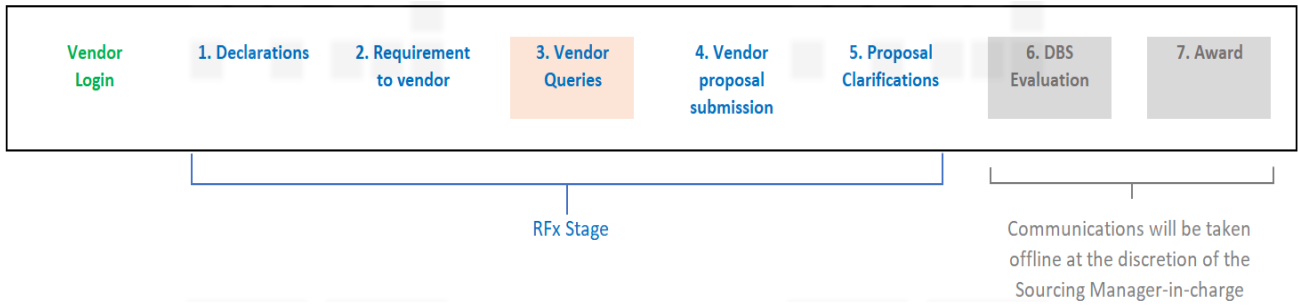
RFX Specific

Exhibit	Description	Template	Attachment	Uploaded by	Uploaded on	Action
1	Vendor's Response	Template A - Vendor's Response.docx	-	-	-	
2	Service Fees/Pricing Schedule	Template B - Service Fees_Pricing Schedule(Sample).xlsx	-	-	-	

After reviewing the request requirements and templates / documents, please proceed to Stage 3 Supplier Queries to submit your questions (if any).

3.3 Stage 3. Supplier Queries

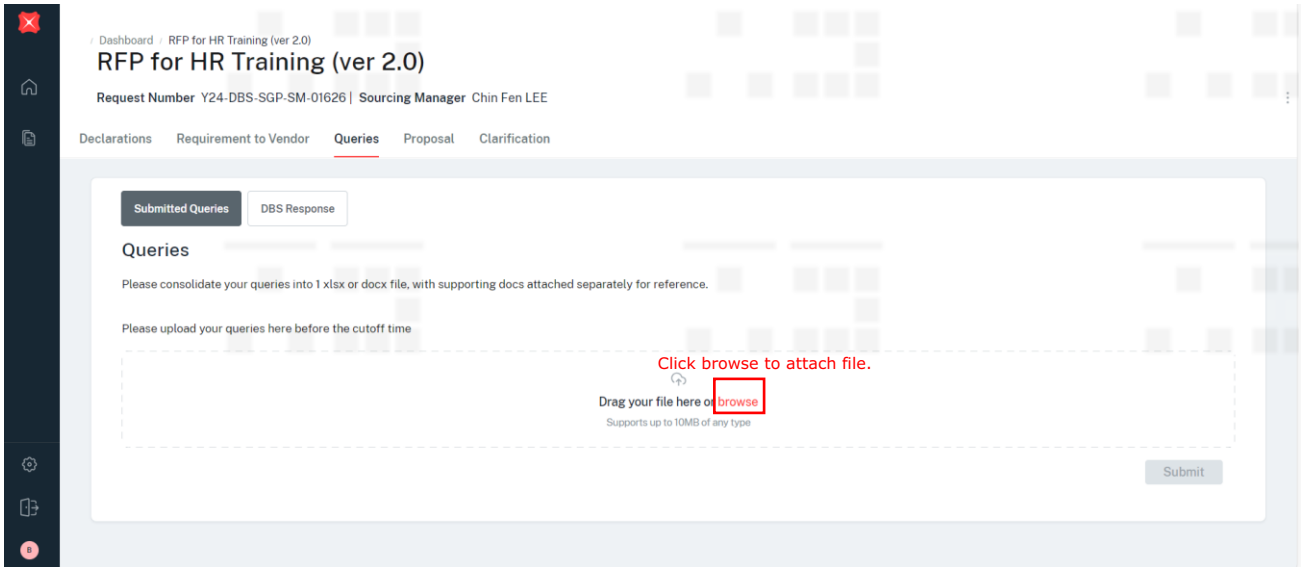
This stage is for you to submit any questions/ clarifications you have regarding the request requirements and documents issued to you by DBS. Please submit your queries before the submission cutoff time (if indicated).



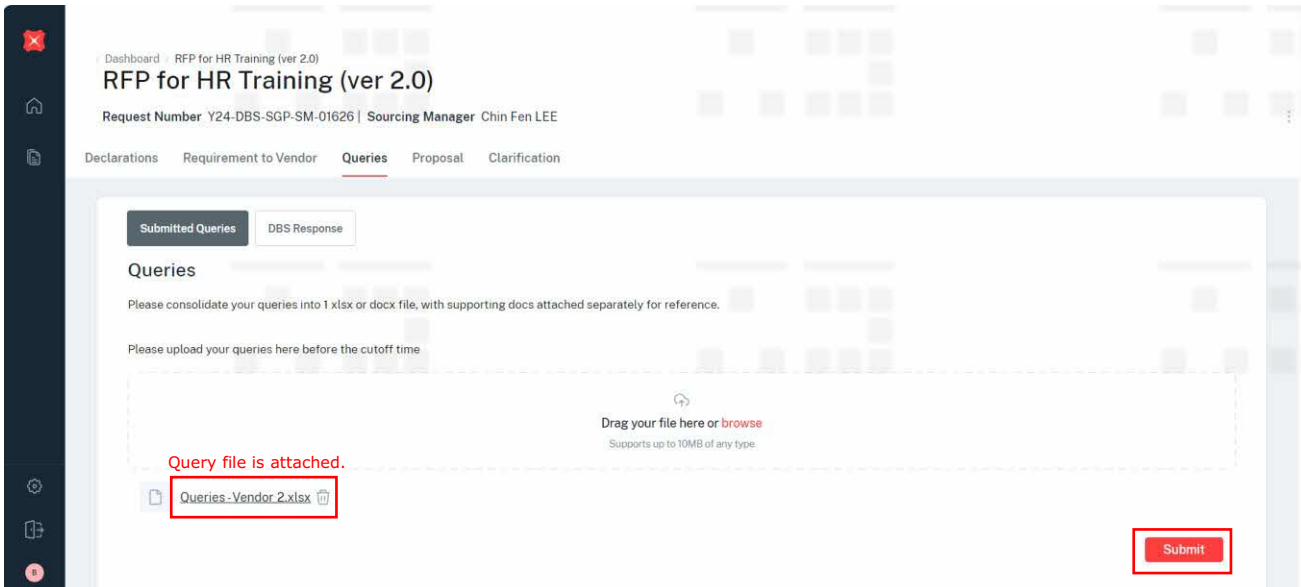
In Queries tab, there are 2 sub-tabs: Submitted Queries and DBS Response.

Submitted Queries tab is for you (Supplier) to attach and submit your queries. DBS Response tab shows DBS responses to your queries.

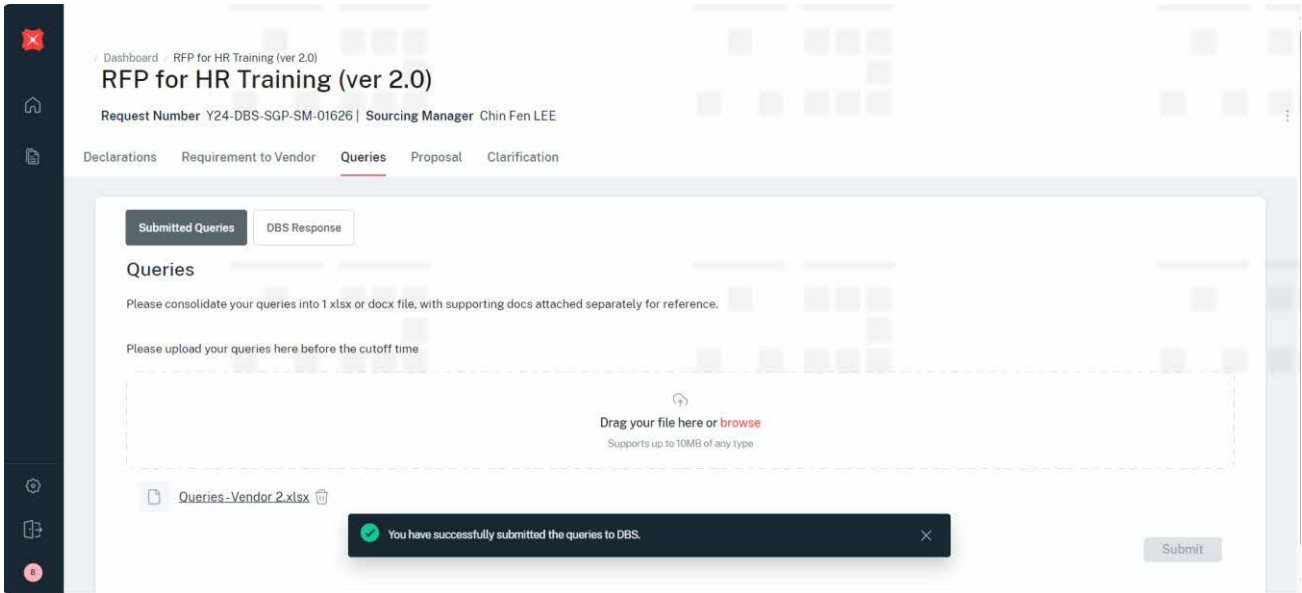
At Submitted Queries sub-tab, click **browse** and attach the query file.



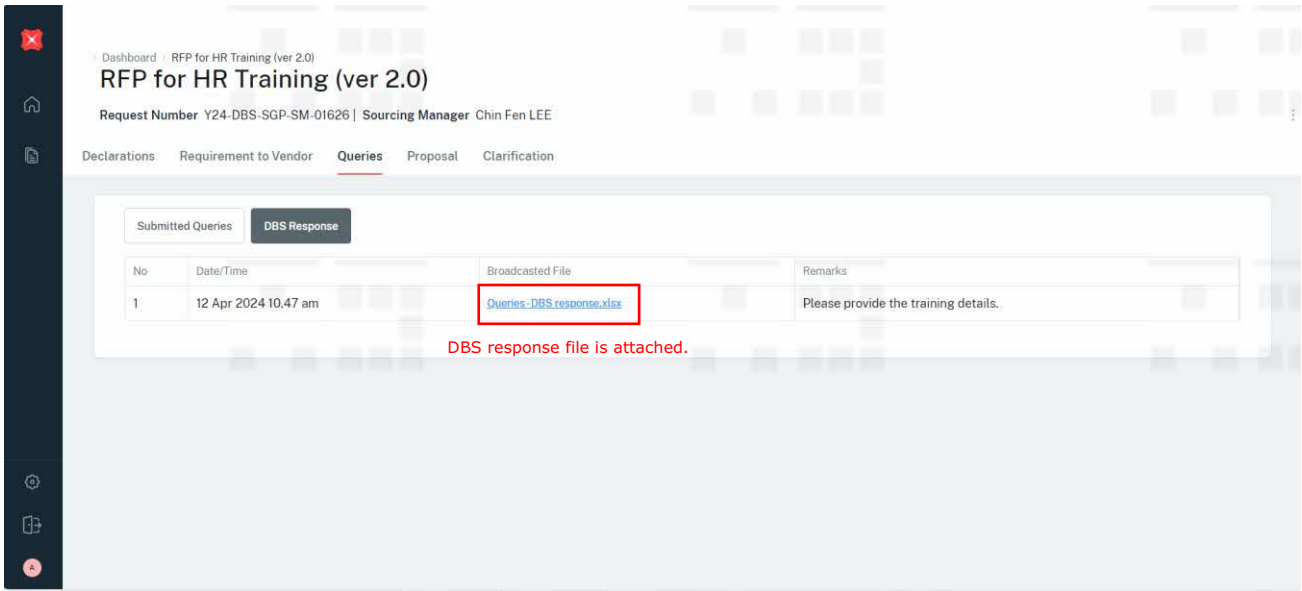
Once the file is attached, click **Submit**.



Message appears. Query has been submitted to DBS.



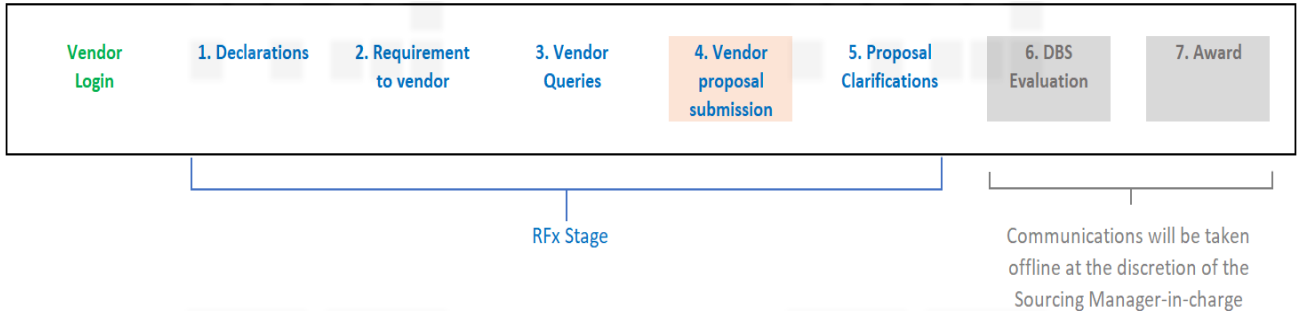
At DBS Response tab, you will see the details of DBS responses and an attached response file.



When the queries are clarified, please proceed to Stage 4. Supplier Proposal submission to submit your proposal.

3.4 Stage 4. Supplier Proposal Submission

This stage is for you to submit your proposal and commercial. Please submit before the cutoff time as stipulated in the request requirements. You will not be able to submit your proposals once the submission cutoff time has lapsed.



In the proposal tab, Supplier is required to update the Estimated cost of proposal, attach Proposals (i.e., technical files/specs, etc) and Commercial to DBS.

Enter the amount for Estimated cost of proposal.

RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Vendor Queries **Proposal** Clarification

Please ensure that the proposal is submitted before the cutoff date 12-Apr-2024 12:00:00 PM (SGT)

Estimated cost of proposal (Where applicable)
700,000.00 Enter amount for the cost of proposal.

Proposal
Please include Vendor(s) Response, Scope of work and service, where applicable: DBS Lite checklist for request, Service level requirement and Security checklist

Drag your file here or browse
Supports up to 10MB of any type

Commercial
To include Service Fee/ Pricing Schedule

Drag your file here or browse
Supports up to 10MB of any type

Click browse and attach Proposal and Commercial files. Once the files are attached, click **Submit**.

Estimated cost of proposal (Where applicable)
700,000.00

Proposal
Please include Vendor(s) Response, Scope of work and service, where applicable: DBS Lite checklist for request, Service level requirement and Security checklist

Drag your file here or browse Click to attach proposal file.
Supports up to 10MB of any type

Dummy Proposal 1.pdf

Commercial
To include Service Fee/ Pricing Schedule

Drag your file here or browse Click to attach commercial file.
Supports up to 10MB of any type

Commercial - Vendor 1.xlsx

Submit

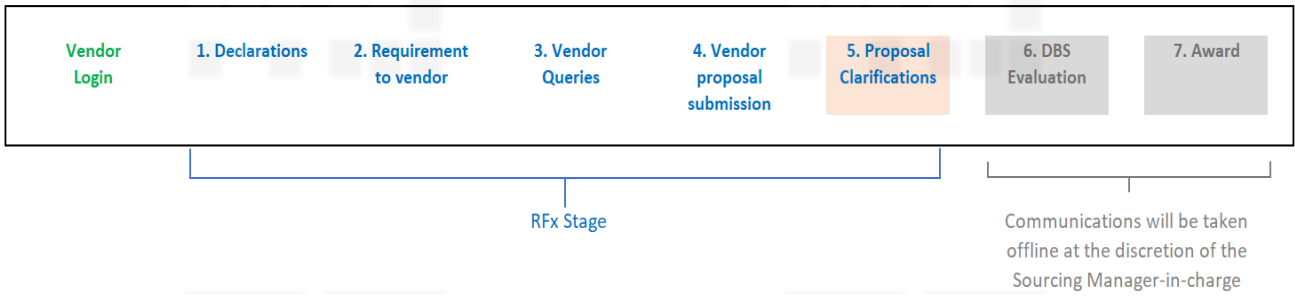
Message appears. Proposal and Commercial files are submitted to DBS.

The screenshot shows a web interface for submitting a proposal. On the left is a dark sidebar with navigation icons. The main content area has a form with the following elements:

- Estimated cost of proposal (Where applicable):** A text input field containing "700,000.00".
- Proposal:** A section header followed by the instruction: "Please include Vendor(s) Response, Scope of work and service, where applicable: DBS Lite checklist for request, Service level requirement and Security checklist". Below this is a dashed border box with a central prompt: "Drag your file here or browse" and "Supports up to 10MB of any type". A file named "Dummy Proposal 1.pdf" is shown below the box with a trash icon to its right.
- Commercial:** A section header followed by the instruction: "To include Service Fee/ Pricing Schedule". Below this is another dashed border box with the same central prompt: "Drag your file here or browse" and "Supports up to 10MB of any type". A file named "Commercial - Vendor 1.xlsx" is shown below the box with a trash icon to its right.
- Submission:** A red "Submit" button is located at the bottom right of the form area.
- Notification:** A dark notification banner at the bottom center contains a green checkmark icon and the text: "You have successfully submitted your proposal".

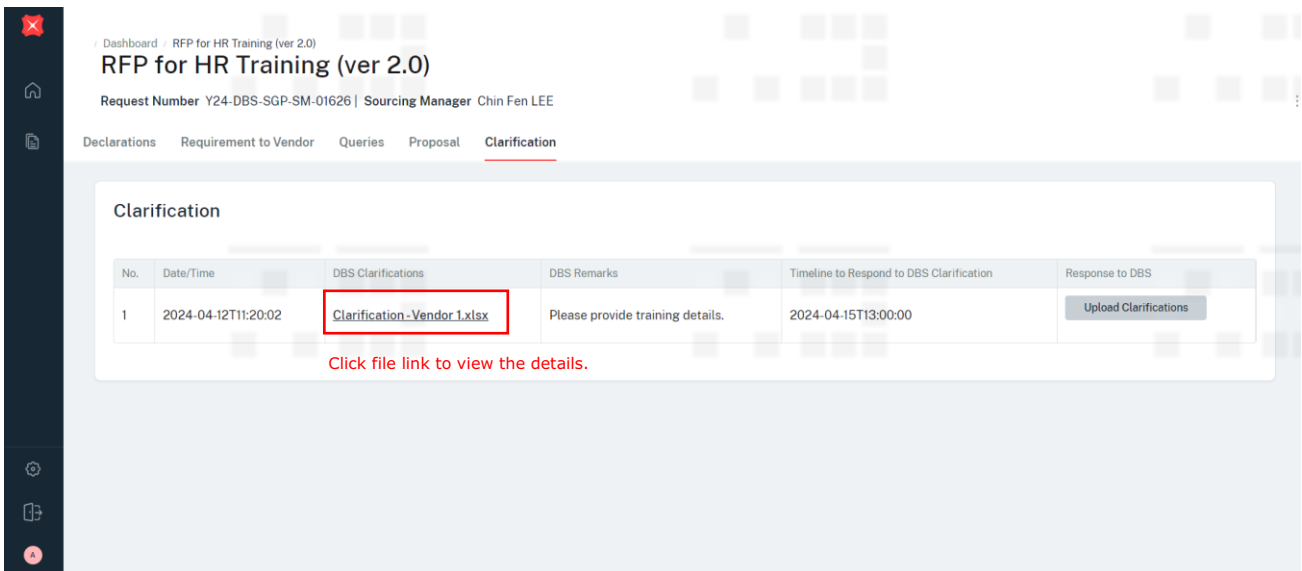
3.5 Stage 5. Proposal Clarifications

This stage is for DBS to submit their clarifications regarding to the Supplier's proposal and commercial. DBS employees participating in this request may post their clarifications in the system.



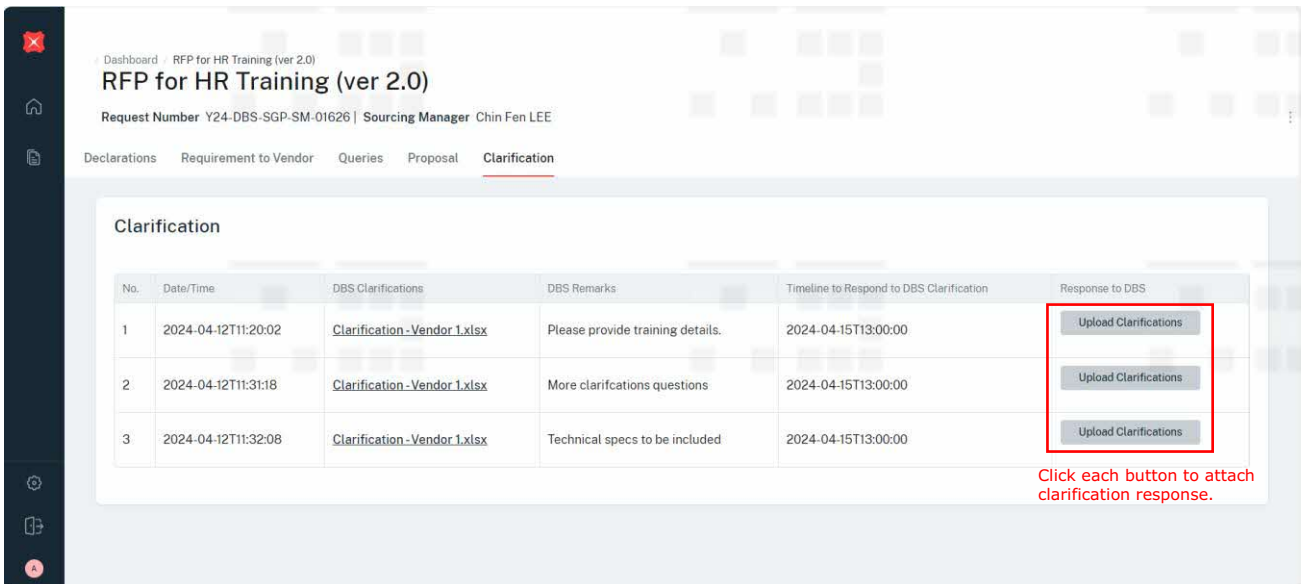
At Clarifications tab, Supplier will view the details and attached file of the clarifications submitted by DBS.

Click on the file link to view the Clarification details.

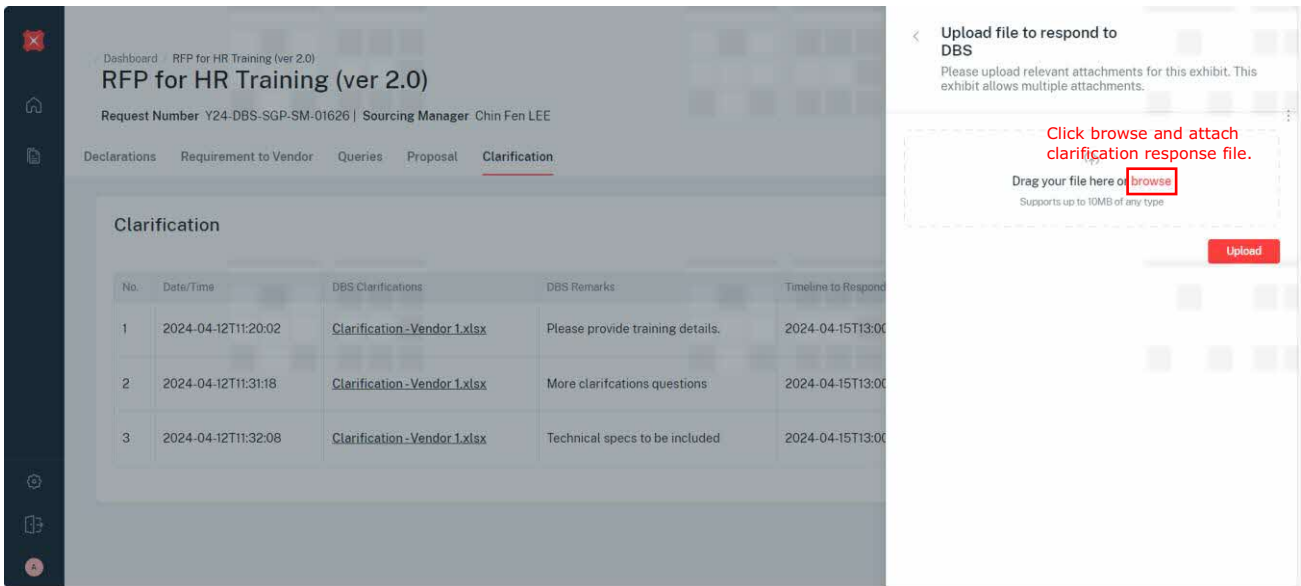


FYI. Supplier may see multiple lines. These lines can be submitted by the same person in multiple times or by different people.

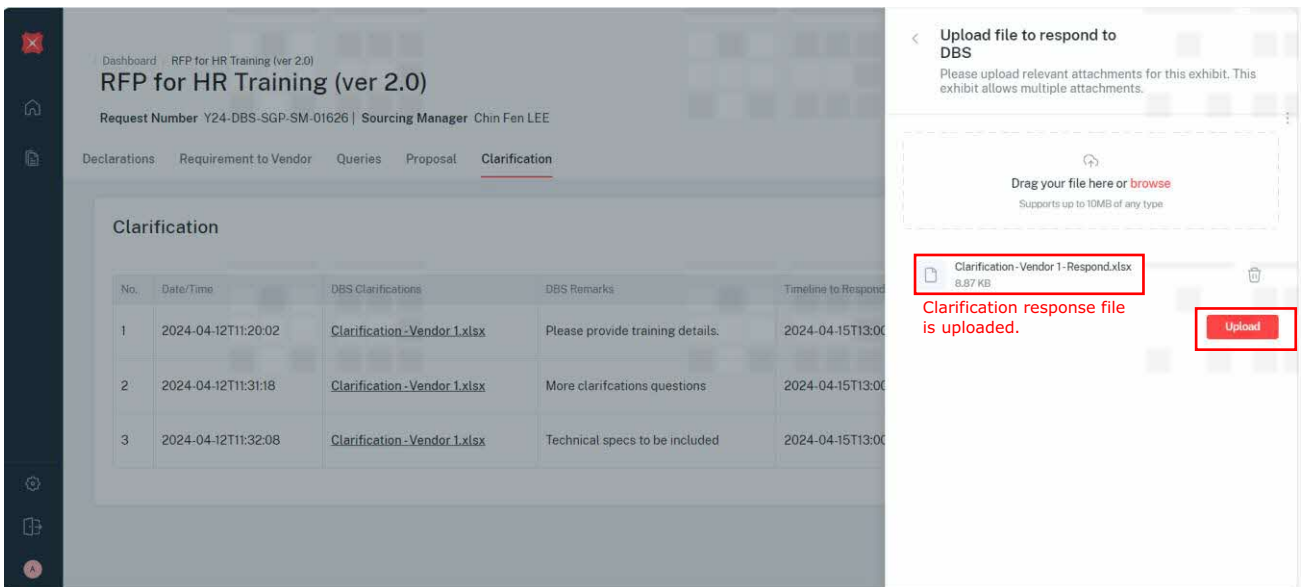
Click on each upload clarifications button to upload the responses separately.



At each **Upload Clarification** button, screen appears on the right. Click **browse** and upload the response file.



Once the file is attached, click **Upload**.



Message appears. Respond file is uploaded. Repeat the same steps to upload the other clarifications responses.

Dashboard RFP for HR Training (ver 2.0)
RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Vendor Queries Proposal **Clarification**

Clarification

No.	Date/Time	DBS Clarifications	DBS Remarks	Timeline to Respond to DBS Clarification	Response to DBS
1	2024-04-12T11:20:02	Clarification-Vendor 1.xlsx	Please provide training details.	2024-04-15T13:00:00	<input type="button" value="Upload Clarifications"/> Clarification-Vendor 1-Respond.xlsx
2	2024-04-12T11:31:18	Clarification-Vendor 1.xlsx	More clarifications questions	2024-04-15T13:00:00	<input type="button" value="Upload Clarifications"/>
3	2024-04-12T11:32:08	Clarification-Vendor 1.xlsx	Technical specs to be included	2024-04-15T13:00:00	<input type="button" value="Upload Clarifications"/>

You have successfully uploaded the file

Clarification respond file is attached.

Clarification respond is completed.

Dashboard RFP for HR Training (ver 2.0)
RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Vendor Queries Proposal **Clarification**

Clarification

No.	Date/Time	DBS Clarifications	DBS Remarks	Timeline to Respond to DBS Clarification	Response to DBS
1	2024-04-12T11:20:02	Clarification-Vendor 1.xlsx	Please provide training details.	2024-04-15T13:00:00	<input type="button" value="Upload Clarifications"/> Clarification-Vendor 1-Respond.xlsx
2	2024-04-12T11:31:18	Clarification-Vendor 1.xlsx	More clarifications questions	2024-04-15T13:00:00	<input type="button" value="Upload Clarifications"/> Clarification-Vendor 1-Respond.xlsx
3	2024-04-12T11:32:08	Clarification-Vendor 1.xlsx	Technical specs to be included	2024-04-15T13:00:00	<input type="button" value="Upload Clarifications"/> Clarification-Vendor 1-Respond.xlsx

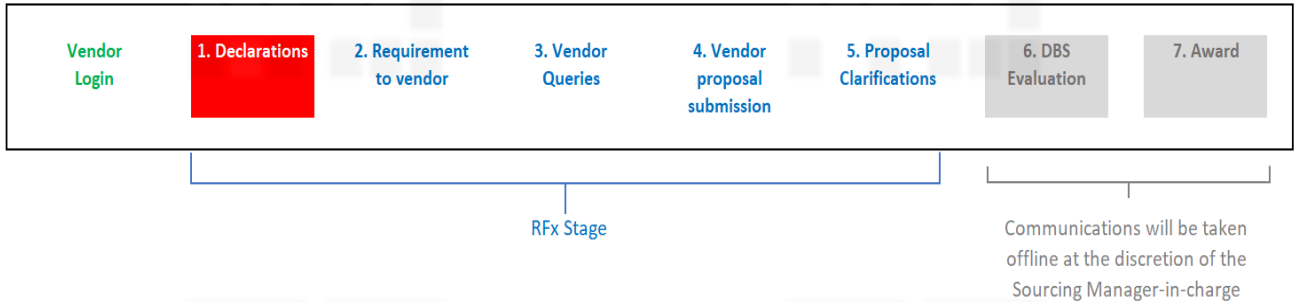
The Supplier has completed his role for the Standard sourcing process flow.

4 Sourcing Process - Non Standard Flow (Stage 1. Declaration)

4.1 Stage 1. Declaration

This section provides the Supplier how to handle a non-standard sourcing guide in responding to DBS RFX requirements.

Recap on the Sourcing Process Flow



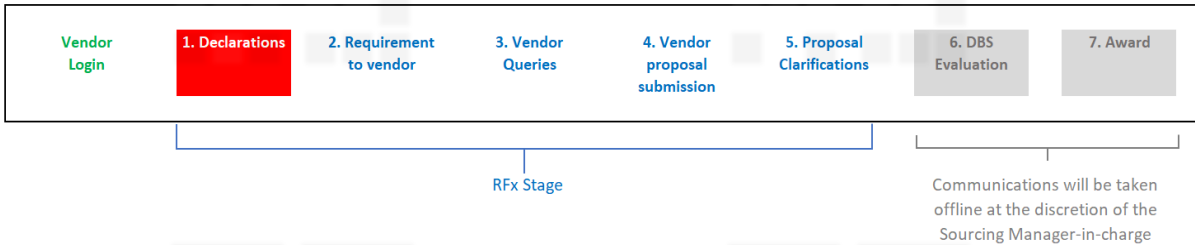
Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Please refer to the attached user guides for details on the following:

4.1.1 Supplier declaration – Contested NDA [\(Link\)](#)

This guide provides a step-by-step process for the Supplier to submit the contest on DBS Non-Disclosure Agreement (NDA) clause for a RFX request in the system.

Re-cap of the Sourcing Process Flow



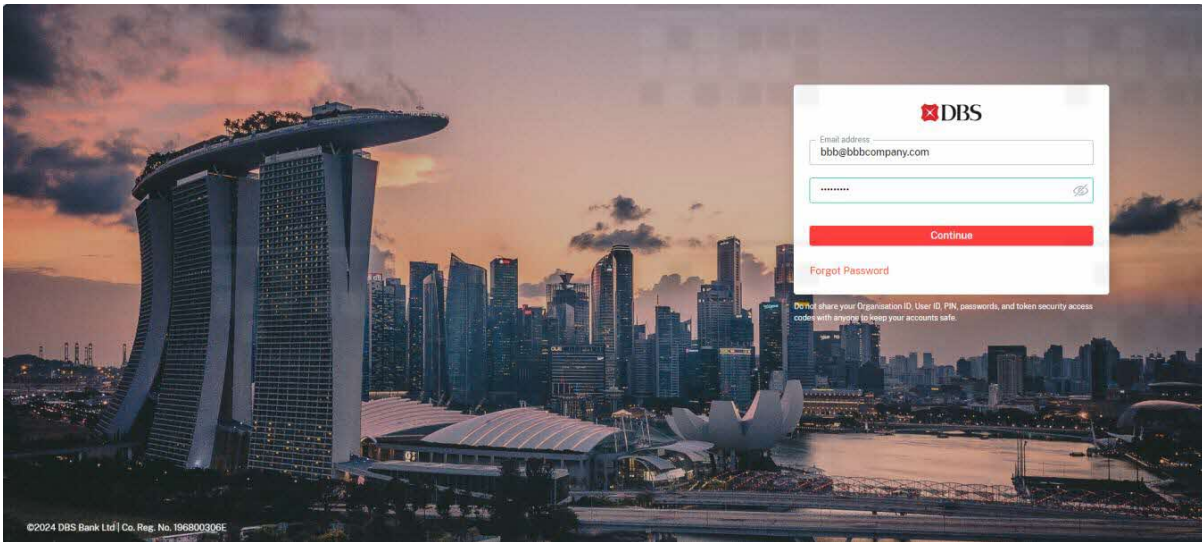
Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Supplier receives an email notification from DBS that the Supplier company has been invited for a new RFX request and a pre-RFX declaration is required before the Supplier can proceed to view the request requirements/documents.

Log into the email to check for the request instructions and details. Click **DBS Procurement System: Login** to access to DBS Procurement system log in page.

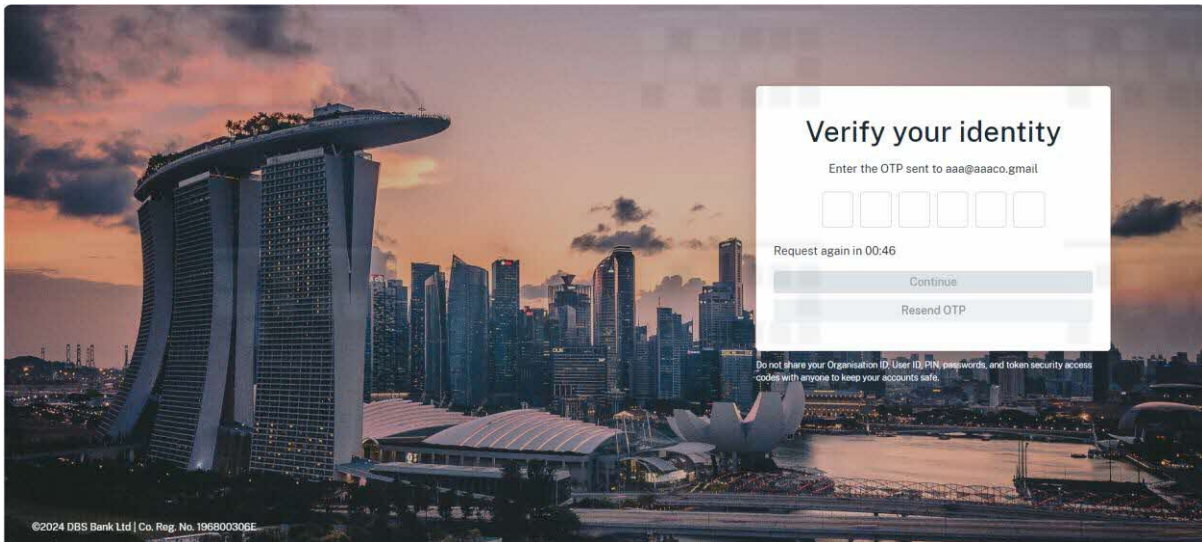
Log In Page

Enter **email address** and **password**. Click **Continue**.



For security purposes, the Supplier is required to enter an OTP number. Supplier retrieves the OTP number from his email.

Enter **OTP number**, click **Continue**.



(Part 1) Declaration – To contest NDA.

At the Declaration page, Supplier proceed with Pre-RFx Declaration and **contest to DBS NDA**.
Click (i) Download to review the NDA. Decides to contest the NDA.

Tick (ii) **NO**, click **Submit**.

RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Vendor Queries Proposal Clarification

Declarations

NDA Pending
Due to the sensitive nature of this request, an NDA is required. Please download and acknowledge NDA.

Standard NDA Download (i) Download NDA template

Do you wish to proceed with the NDA above?

Yes No (ii) Tick NO to disagree, then click Submit

Submit

Conflict of Interest Pending
Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
 Yes No
Declare

Ethical Business Practices Pending
I acknowledge the following:
- The importance to uphold the highest ethical and professional standards in all business practices

Message appears. NDA has been contested and DBS is notified.

RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Vendor Queries Proposal Clarification

Declarations

NDA Pending
You have chosen to contest the NDA. Please await sourcing manager to contact you.

Standard NDA Download
Contested on 12 Apr 2024, 09:37:28 AM Status showing contested NDA details.

Conflict of Interest Pending
Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
 Yes No
Declare

Ethical Business Practices Pending
I acknowledge the following:
- The importance to uphold the highest ethical and professional standards in all business practices
- Vendor shall not engage in corruption, collusion, extortion, bribery, or other unethical practices
- Vendor shall abide by UK Bribery Act 2010 and/or applicable laws

Yes No

You have contested the NDA

(Part 1) Declaration – To contest NDA, process completed.

Dashboard | RFP for HR Training (ver 2.0)
RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations | Requirement to Vendor | Queries | Proposal | Clarification

Declarations

NDA ● Pending
You have chosen to contest the NDA. Please await sourcing manager to contact you.

Standard NDA Download
Contested on 12 Apr 2024, 09:37:28 AM

Conflict of interest ● Acknowledged
Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
No

Ethical Business Practices ● Acknowledged
You have acknowledged the following:
- The importance to uphold the highest ethical and professional standards in all business practices.
- Vendor shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Vendor shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

Next Step: The contested NDA has been submitted to DBS. DBS (COR) will take offline discussion with Supplier, finalise, and sign the NDA.

(Part 2) Declaration – Revised NDA

At the Declaration page, Supplier proceed with Pre-RFx Declaration after the offline discussion, agreed and signed revised NDA.

Receives email notification that DBS has submitted the signed revised NDA. Click **login** button in the email and log in the system to review the revised NDA.

To proceed with the revised NDA, tick **YES** and click **Submit**.

RFP for HR Training (ver 2.0)
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Declarations Requirement to Vendor Queries Proposal Clarification

Declarations

NDA ● Pending

Due to the sensitive nature of this request, an NDA is required. Please download and acknowledge NDA.

Dummy NDA - Contested & Signed.pdf Download

Do you wish to proceed with the NDA above?

Yes No

Submit ← Tick YES to agree, then click Submit.

Conflict of interest ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
No

Ethical Business Practices ● Acknowledged

Message appears.

RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Vendor Queries Proposal Clarification

Declarations

NDA ● Acknowledged

Dummy NDA - Contested & Signed.pdf
Acknowledged on 12 Apr 2024, 09:54:06 AM Download

Conflict of interest ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
No

Ethical Business Practices ● Acknowledged

You have acknowledged the following:

- The importance to uphold the highest e
- Vendor shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Vendor shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

The NDA has been successfully submitted

(Part 2) Declaration – Revised NDA is accepted and the process is completed.

Declaration is now completed.

RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations | Requirement to Vendor | Queries | Proposal | Clarification

Declarations

NDA ● Acknowledged

Dummy NDA - Contested & Signed.pdf Download
Acknowledged on 12 Apr 2024, 09:54:06 AM

Conflict of interest ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
No

Ethical Business Practices ● Acknowledged

You have acknowledged the following:

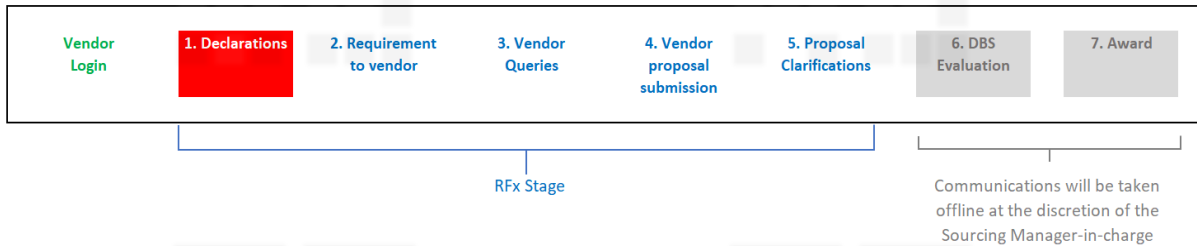
- The importance to uphold the highest ethical and professional standards in all business practices.
- Vendor shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Vendor shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

Next Step: Supplier can view the Requirement to Supplier tab once DBS releases/publishes the request requirements and documents.

4.1.2 Supplier declaration – Positive COI ([Link](#))

This guide provides a step-by-step process for the Supplier to make a POSITIVE COI for a new request in the system.

Re-cap of the Sourcing Process Flow



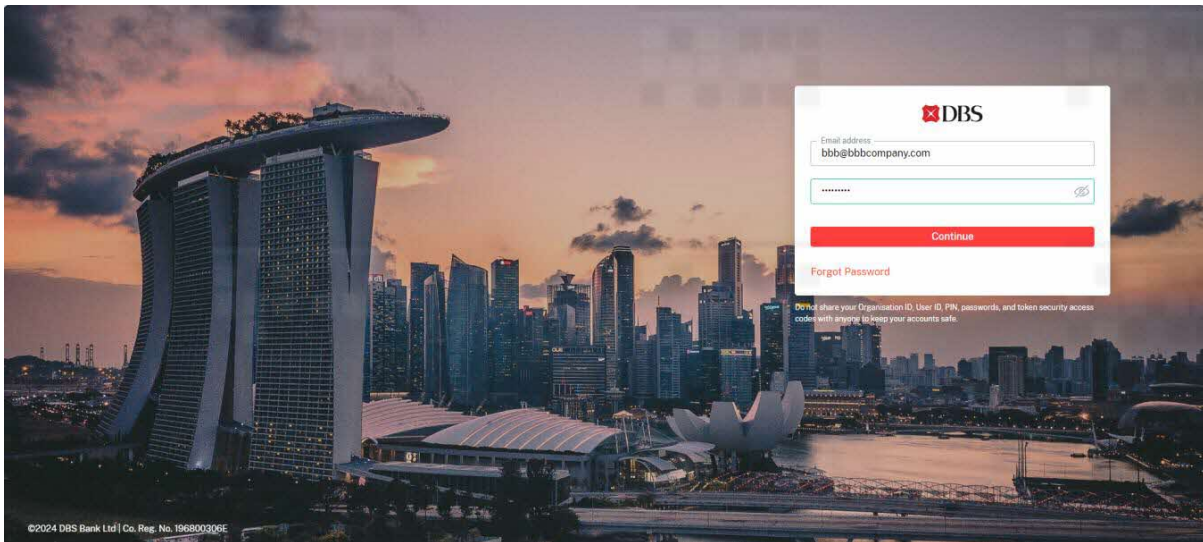
Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Supplier receives an email notification from DBS that the Supplier company has been invited for a new RFx request and a pre-RFx declaration is required before the Supplier can proceed to view the request requirements/documents.

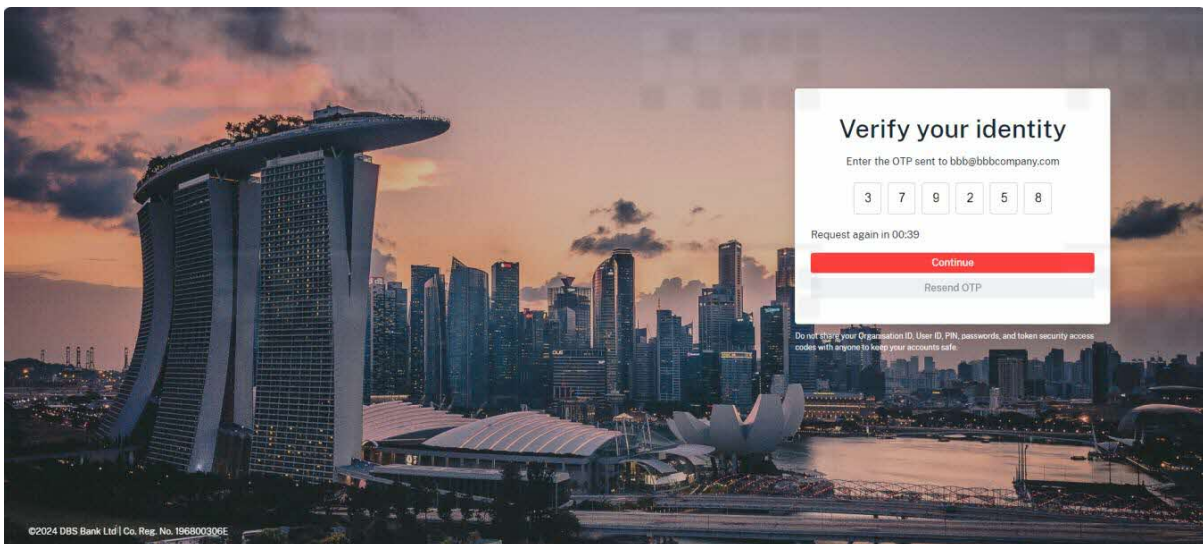
Log into the email to check for the request instructions and details. Click **DBS Procurement System: Login** to access to DBS Procurement system log in page.

Log In Page

Enter **email address** and **password**. Click **Continue**.



For security purposes, the Supplier is required to enter an OTP number. Supplier retrieves the OTP number from his email. Enter **OTP number**, click **Continue**.



At the Declaration page, Supplier proceed with Pre-RFx Declaration and declares a POSITIVE COI.

Tick (i) **Yes** to declare a POSITIVE COI and (ii) enter the person/s in conflict details. (iii) Click **Declare**.

The screenshot shows the 'Declarations' page with the following sections:

- Declarations:** NDA (Acknowledged) with a 'Download' button.
- Conflict of Interest:** Status is Pending. Question: "Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?" The Yes radio button is selected. A table lists the following details:

Name of vendor's personnel	Vendor designation	Name of DBS staff	DBS designation	Relationship	Actions
Sharon Lim	Lecturer	Shirley Lim	VP	Sibling	[Trash icon]

The 'Declare' button is highlighted with a red box and an arrow pointing to it with the text "(iii) Click here to confirm the".
- Ethical Business Practices:** Status is Pending. Acknowledgment text: "I acknowledge the following: The importance to uphold the highest ethical and professional standards in all business practices."

Supplier completes COI declaration.

The screenshot shows the 'Declarations' page after completion:

- Declarations:** NDA (Acknowledged) with a 'Download' button.
- Conflict of Interest:** Status is now Acknowledged. The question "Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?" is answered "Yes". The table from the previous screenshot is still visible.
- Ethical Business Practices:** Status is Pending. Acknowledgment text: "I acknowledge the following: The importance to uphold the highest ethical and professional standards in all business practices. Vendor shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage. Vendor shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations." The 'Acknowledge' button is visible.

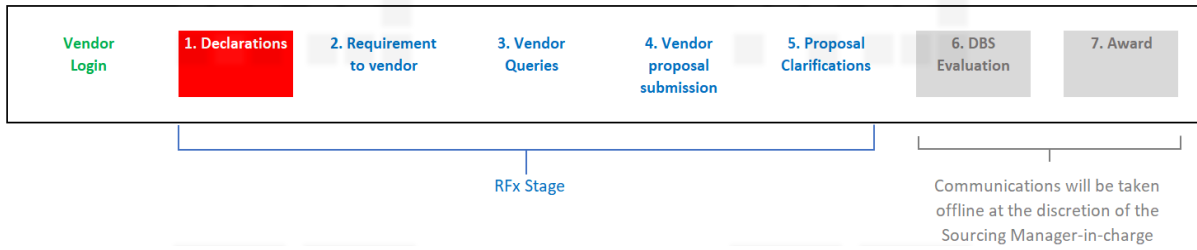
A success message is displayed at the bottom: "Your declarations for Conflict of Interest has been submitted successfully".

Next Step: Supplier to ensure that all pre-RFx declaration (i.e., NDA, COI, and EPA) required, are duly completed.

4.1.3 Supplier declaration – Disagree to EBP ([Link](#))

This guide provides a step-by-step process for the Supplier to submit the disagreement on DBS Ethical Business Practice (EBP) clause for a RFX request in the system.

Re-cap of the Sourcing Process Flow



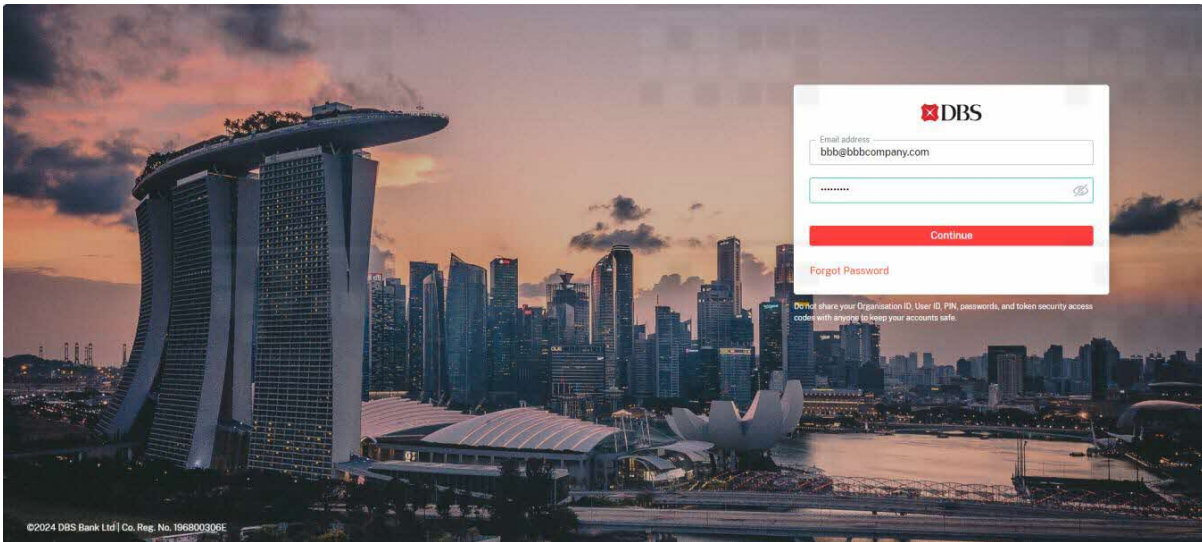
Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Supplier receives an email notification from DBS that the Supplier company has been invited for a new RFX request and a pre-RFX declaration is required before the Supplier can proceed to view the request requirements/documents.

Log into the email to check for the request instructions and details. Click [DBS Procurement System: Login](#) to access to DBS Procurement system log in page.

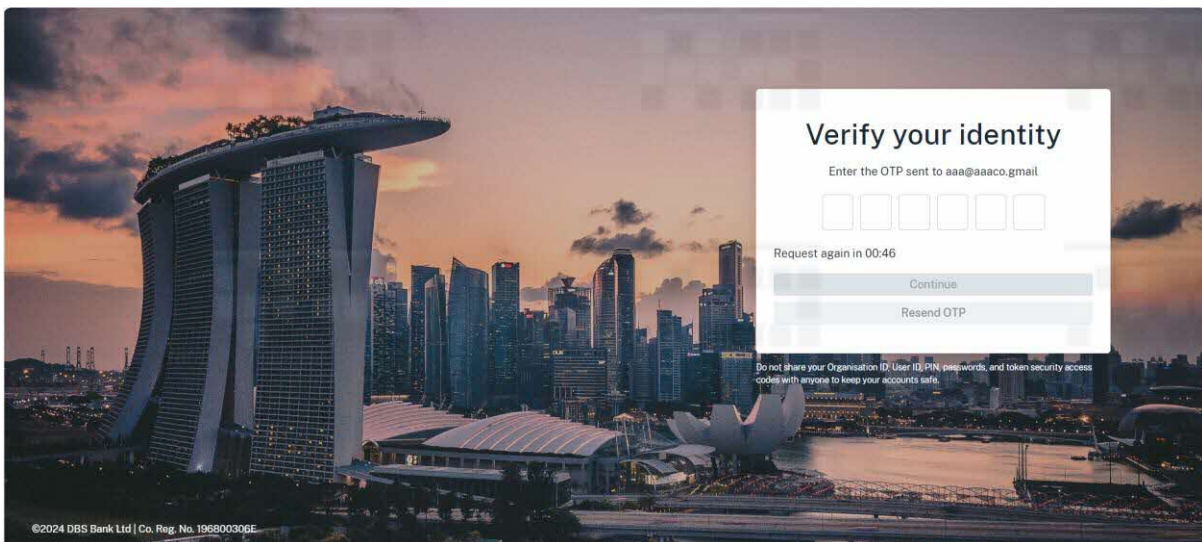
Log In Page

Enter **email address** and **password**. Click **Continue**.



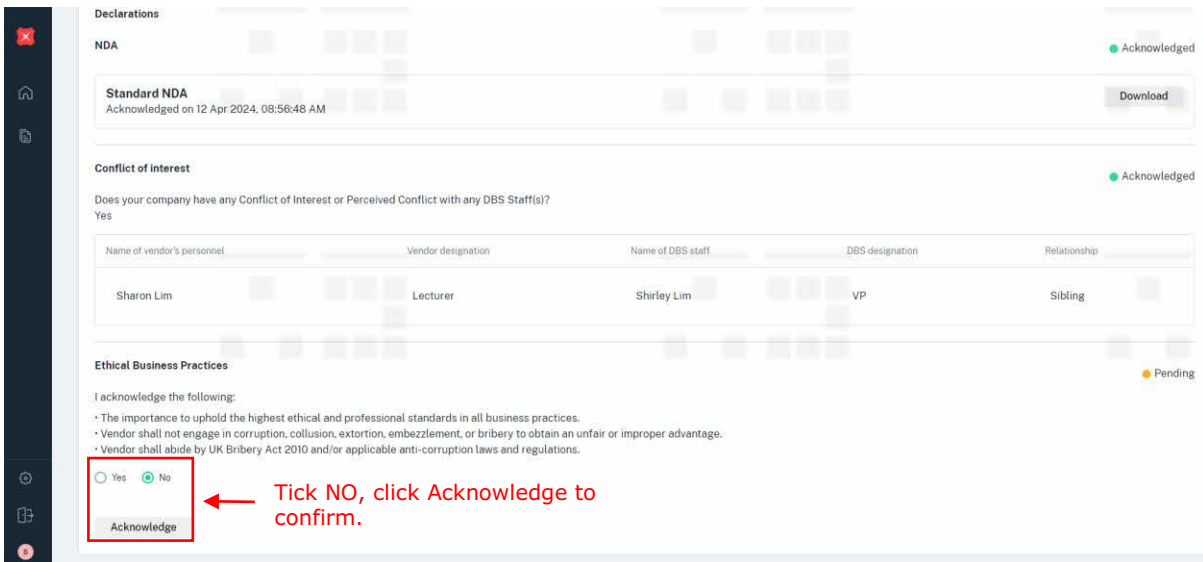
For security purposes, the Supplier is required to enter an OTP number. Supplier retrieves the OTP number from his email.

Enter **OTP number**, click **Continue**.



At the Declaration page, Supplier to proceed with Pre-RFx Declaration and **disagrees to DBS EBP**.

Tick **NO**, click **Acknowledge**.



Declarations

NDA Acknowledged

Standard NDA
Acknowledged on 12 Apr 2024, 08:56:48 AM Download

Conflict of interest Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
Yes

Name of vendor's personnel	Vendor designation	Name of DBS staff	DBS designation	Relationship
Sharon Lim	Lecturer	Shirley Lim	VP	Sibling

Ethical Business Practices Pending

I acknowledge the following:

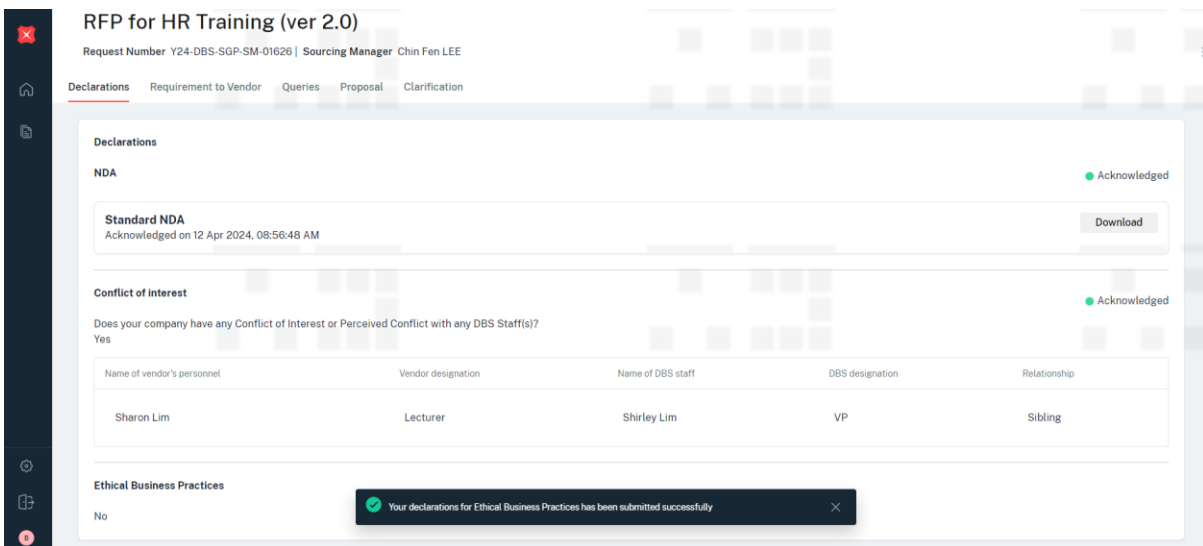
- The importance to uphold the highest ethical and professional standards in all business practices.
- Vendor shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Vendor shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

Yes No

Acknowledge

Tick NO, click Acknowledge to confirm.

Message appears. EBP declaration is now sent to DBS.



RFP for HR Training (ver 2.0)
Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Vendor Queries Proposal Clarification

Declarations

NDA Acknowledged

Standard NDA
Acknowledged on 12 Apr 2024, 08:56:48 AM Download

Conflict of interest Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?
Yes

Name of vendor's personnel	Vendor designation	Name of DBS staff	DBS designation	Relationship
Sharon Lim	Lecturer	Shirley Lim	VP	Sibling

Ethical Business Practices

No

✔ Your declarations for Ethical Business Practices has been submitted successfully

Pre-RFx declaration is now completed.

The screenshot shows a web application interface for an RFP. The main header displays 'RFP for HR Training (ver 2.0)' with a sub-header 'Request Number Y24-DBS-SGP-SM-01626 | Sourcing Manager Chin Fen LEE'. A navigation menu includes 'Declarations', 'Requirement to Vendor', 'Queries', 'Proposal', and 'Clarification'. The 'Declarations' section is active and shows three categories: 'NDA', 'Conflict of interest', and 'Ethical Business Practices'. Each category has a green 'Acknowledged' status indicator. The 'NDA' section shows a 'Standard NDA' document acknowledged on 12 Apr 2024, 08:56:48 AM, with a 'Download' button. The 'Conflict of interest' section asks if there is any conflict and provides a table with one entry: Sharon Lim (Lecturer) and Shirley Lim (VP) are siblings. The 'Ethical Business Practices' section shows a 'No' response.

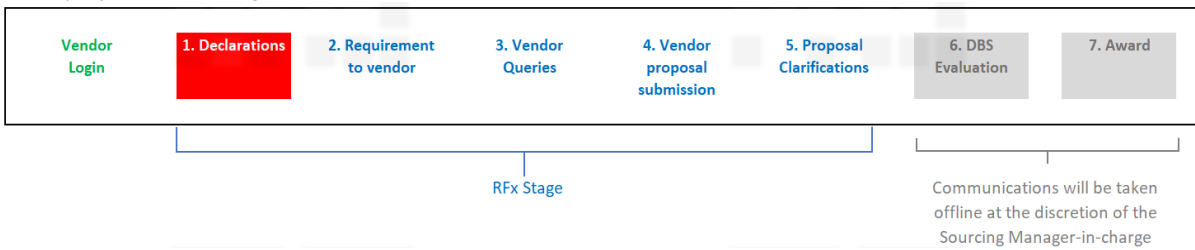
Name of vendor's personnel	Vendor designation	Name of DBS staff	DBS designation	Relationship
Sharon Lim	Lecturer	Shirley Lim	VP	Sibling

Next Step: Supplier can view the Requirement to Supplier tab once DBS releases/publishes the request requirements and documents.

5 Sourcing Process – Non Standard Flow (Stage 4. Proposal Submission)

This guide provides a step-by-step process for the Supplier to submit their proposal and commercial for a new request in the system.

Re-cap of the Sourcing Process Flow

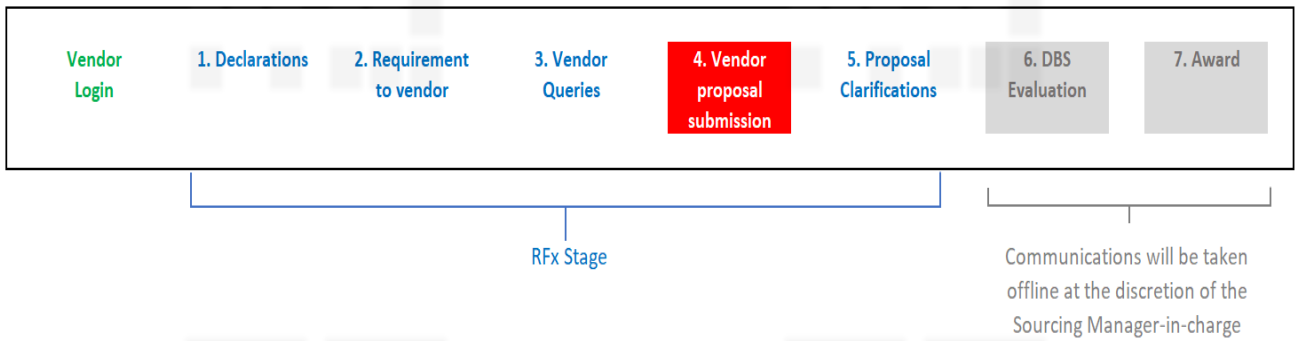


Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Supplier receives an email notification from DBS that the Supplier company has been invited for a new RFx request and a pre-RFx declaration is required before the Supplier can proceed to view the request requirements/documents.

5.1 Supplier declines to participate in the request [\(Link\)](#)

In this scenario, the Supplier after reviewing the request requirements and documents, has decided to decline participate in the request. This guide provides a step-by-step process for the Supplier to decline the request in the system.

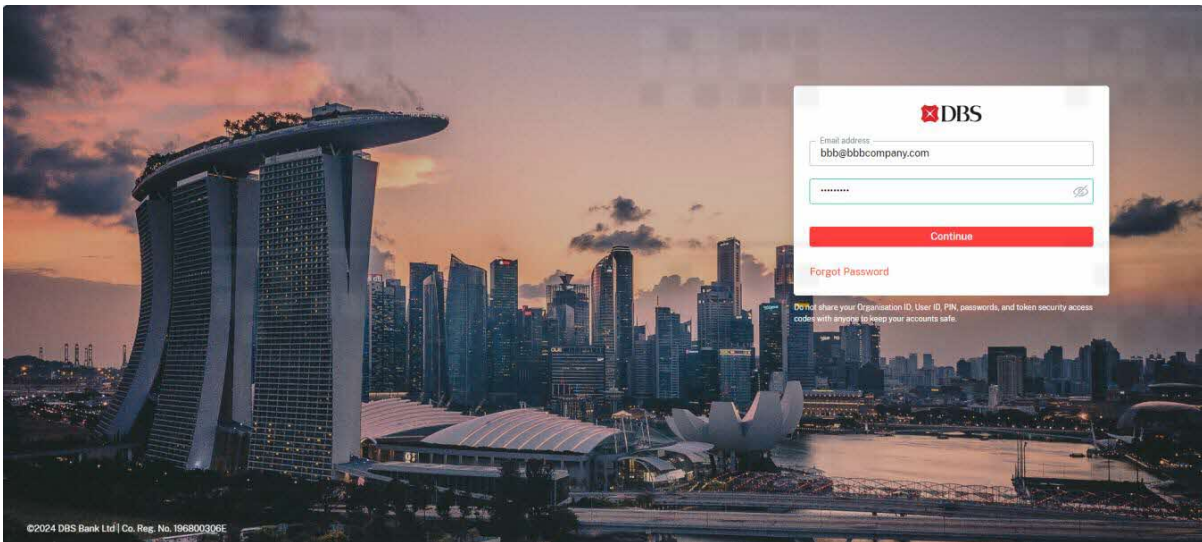


Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Log into the email to check for the request instructions and details. Click [DBS Procurement System: Login](#) to access to DBS Procurement system log in page.

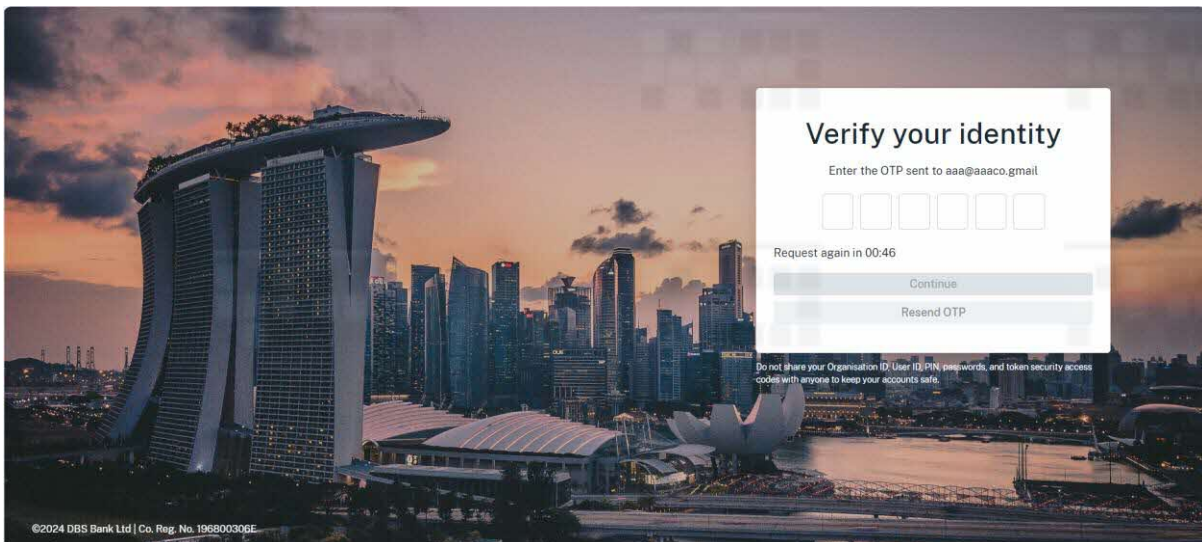
Log In Page

Enter **email address** and **password**. Click **Continue**.



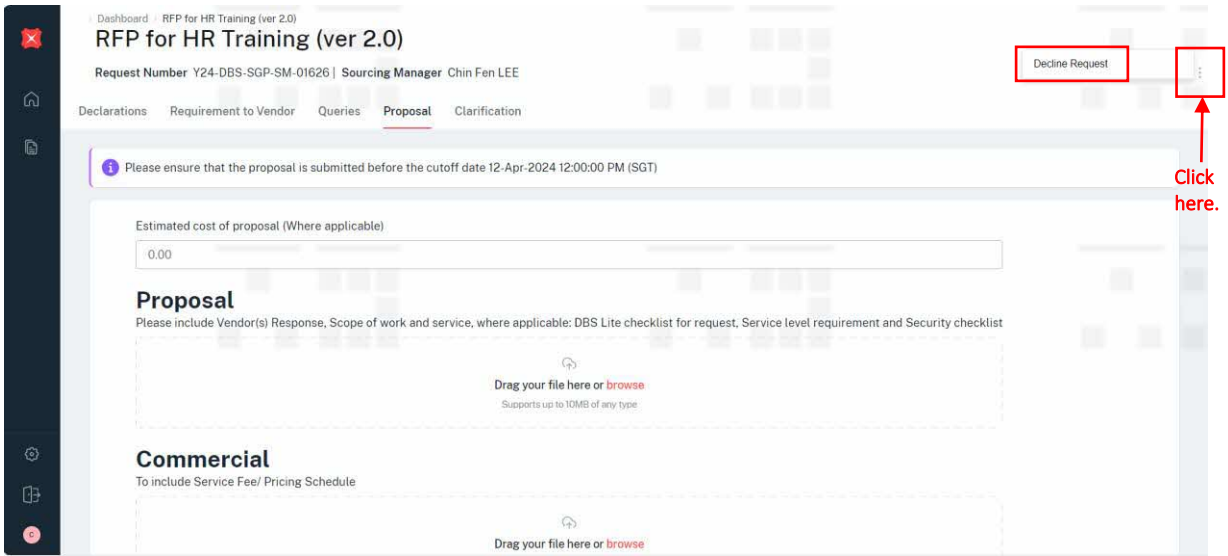
For security purposes, the Supplier is required to enter an OTP number. Supplier retrieves the OTP number from his email.

Enter **OTP number**, click **Continue**.

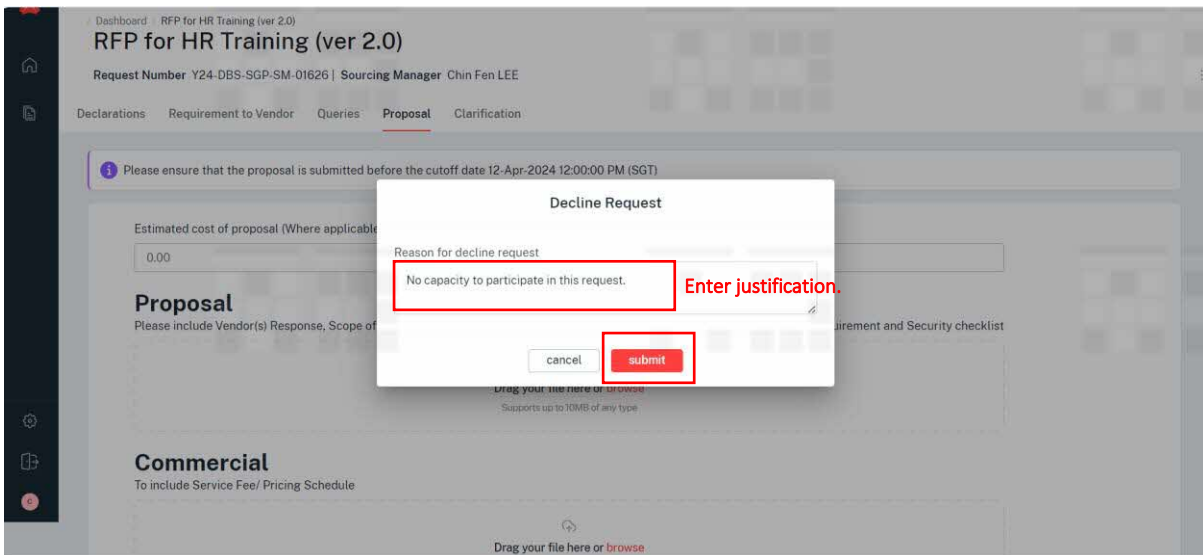


Supplier reviews the Request requirements and decides not to participate in the Request.

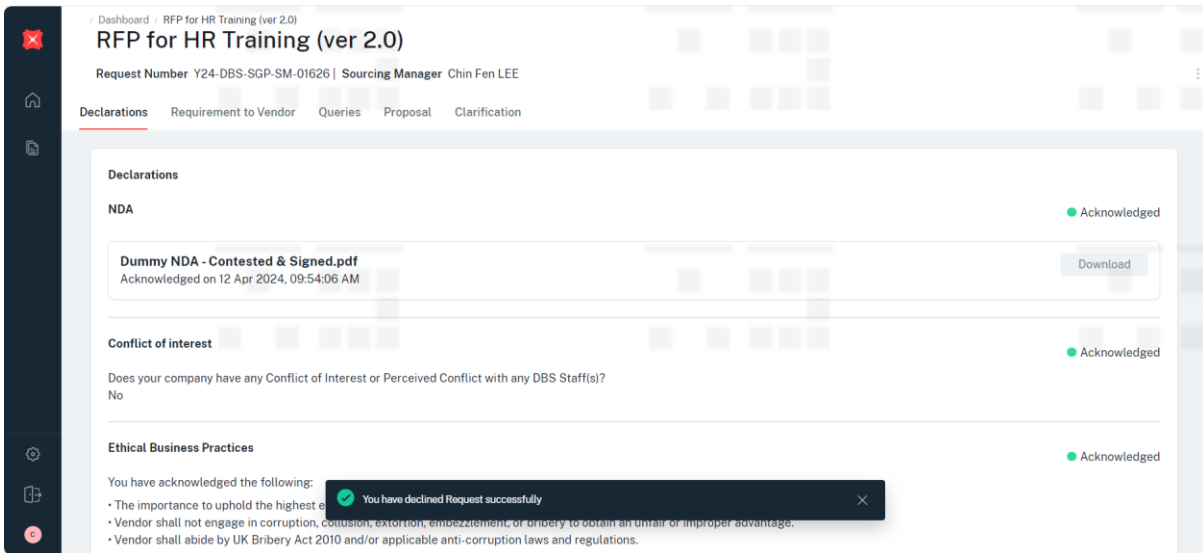
At the top right-hand corner, click on  and click **Decline Request**.



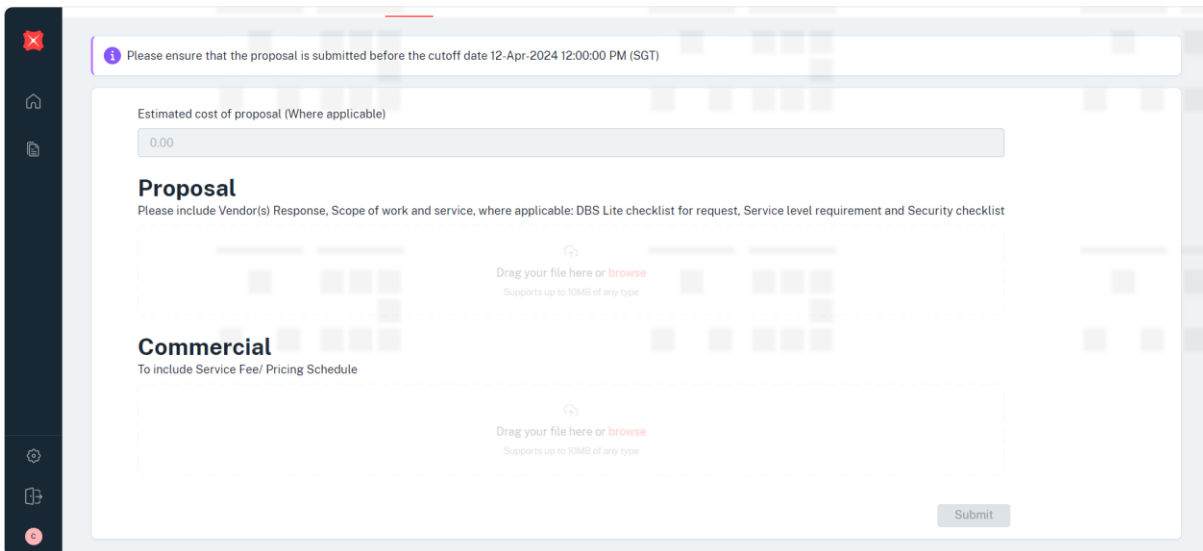
Pop up screen appears. Enter justification for declining the request. Click **Submit**.



Message appears. The decline request has been sent to DBS.



The cost of proposal, proposal, commercial and Submit button are deactivated. Supplier is no longer able to submit their proposal and commercial files now.



Next Step: NIL. Supplier is no longer able to participate and respond to this request.

6 Appendix

6.1 Version History

Version	Date issued	Summary of key changes
1.0	17 Apr 2024	
2.0	15 May 2024	Revise supplier registration steps for existing suppliers who logs in the system for the first time.