

Bidding in BuySpeed

Procurements up to \$100,000

How to Submit Quote in BuySpeed



PORT HOUSTON

Log into BuySpeed and Click on Bids. (Note: If you can't see the below view, click on the silhouette of the person in the upper right corner and select Seller next to the drop-down.)

The screenshot displays the BuySpeed application interface. At the top left, there is a blue sidebar with a hamburger menu icon and a palette icon. The top header features the 'PORT HOUSTON' logo on the left and a user profile icon on the right, with a large orange arrow pointing to it. Below the header, the main content area shows a navigation bar with the following items: 'News(0)', 'Vendor Communication', 'Bids(1506)', 'PO(4)', 'Quotes(4)', and 'Vendor Performance(0)'. An orange arrow points to the 'Bids(1506)' link. Below the navigation bar, the text 'No News Available' is displayed. At the bottom of the page, a blue footer bar contains the text 'Current Company: Camels Cross Alberto | February 1, 2023 2:50:17 PM CST'. On the right side of the page, there is a vertical toolbar with various icons, including a search icon, a plus icon, a globe icon, a mail icon, and a plus sign. At the bottom right corner, there is a 'HOUSTON' logo and a settings gear icon.

Scroll down to Open Bids. Click on the hyperlink of the bid you're interested in.

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
00002439	Port of Houston Authority		Tanika Chukwumerije	FORMAL-CSP LAND DEVELOPMENT OF 35-ACRES SOUTH OF PORT ROAD AT BAYPORT CONTAINER TERMINAL	11/02/2022 11:00:00 AM		List	
00002425	Port of Houston Authority		Tanika Chukwumerije	FORMAL-CSP-ANNUAL CONCRETE REPLACEMENT AT TURNING BASIN TERMINAL - 2023	10/26/2022 11:00:00 AM		List	
00002418	Port of Houston Authority		Dean Ainuddin	FORMAL-RFQ-DESIGN EAST END AT BAYPORT CONTAINER TERMINAL	10/26/2022 11:00:00 AM		List	
00002385	Port of Houston Authority		Tanika Chukwumerije	FORMAL-RFQ-YACHT BASIN BULKHEAD REPAIR AT CARE TERMINAL	09/28/2022 11:00:00 AM		List	
View More...								

Closed Bids

Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
00002517	Port of Houston Authority	Lee Ann Hakim	INFORMAL - TEST BID FOR INSTRUCTIONS	01/19/2023 09:00:00 AM	
00002516	Port of Houston Authority	Israel Cartwright	INFORMAL - LEINE LINDE ENCODER BCT PRT 6308	12/07/2022 02:23:26 PM	
00002515	Port of Houston Authority	Lee Ann Hakim	INFORMAL- MISC WELDING SUPPLIES FOR EQ SHOP	12/07/2022 12:00:00 AM	
00002514	Port of Houston Authority	James Christy	INFORMAL - MISC STEEL FOR TBT CMAIN	12/05/2022 12:00:00 AM	
00002512	Port of Houston Authority	Lee Ann Hakim	PURCHASE ORDER FOR HOT ASPHALT	11/30/2022 08:00:00 AM	Award in Process
View More...					



Acknowledge Receipt of the bid.

The screenshot shows a web application interface with a blue sidebar on the left and a white main content area. The sidebar contains a hamburger menu icon and a circular icon with three dots. The top of the page features the DRT HOUSTON logo on the left, and settings, help, and user profile icons on the right. The main content area is titled "Acknowledge Receipt and View Solicitation" and contains a table with bid information. Below the table is a confirmation message and two buttons labeled "Yes" and "No". A large orange arrow points to the "Yes" button. The footer includes the copyright notice "Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved." and the DRT HOUSTON logo.

Bid # 00002518

Bid Description INFORMAL - HOW TO SUBMIT QUOTE

Click **Yes** to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click **No**, and the bid will be displayed. Do you want to continue?

Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved.

Scroll to the bottom of the screen and click Create Quote.

Bulletin Desc:

Ship-to Address: Cassandra Fontenot
111 EAST LOOP NORTH (exit 29)
HOUSTON, TX 77029
US
Email: ifontenot@porthouston.com
Phone: (713)670-2464

Bill-to Address: Cassandra Fontenot
111 EAST LOOP NORTH (exit 29)
HOUSTON, TX 77029
US
Email: ifontenot@porthouston.com
Phone: (713)670-2464

Print Format: Bid Print

File Attachments: [TERMS AND CONDITIONS .pdf](#)

Form Attachments:

Legal Contract: Not Applicable

Item Information

Item # 1: (070 - 24) HOW TO SUBMIT INFORMAL QUOTE IN BUYSPEED

NIGP Code: [070-24](#)
Prisoner Transport Bus and Van (Including Special Components) (Effective 1-1-06 this item has been inactivated, refer to Class 071, 072 and 073)

Qty	Unit Cost	UOM	Tax Rate	Tax Amount	Total Cost
10.0		EA - Each			

Manufacturer:
Make:

Brand:
Packaging:

Model:

[Print Page](#) [Create Quote](#) [Bid Q & A](#) [Exit](#)

Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved.

Current Company: **Camels Cross Alberto** | February 1, 2023 3:00:14 PM CST

Under the General Tab, enter your Shipping Terms, Ship Via Terms, and Promised Date (the date you will supply the goods or service). Press Save and Continue.

New Quote

General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments | Summary | [Back to Bid](#)

Quote #:		Bid #:	00002518
Organization:	Port of Houston Authority	Description*:	INFORMAL - HOW TO SUBMIT QL
Status:	In progress	Discount Percent:	0.0 %
Delivery Days:	0	Alternate Bid:	<input type="checkbox"/>
Is "No Bid":	<input type="checkbox"/>	Freight Terms:	
Shipping Terms:	<input type="text"/>	Payment Terms:	Net 45
Ship Via Terms:	<input type="text"/>		
Promised Date: (MM/DD/YYYY)	<input type="text"/>		
Info Contact:	<input type="text"/>		
Comments:	<input type="text"/>		
Date Last Updated:		User Last Updated:	

Save & Continue

Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved.

Current Company: **Camels Cross Alberto** | February 1, 2023 3:02:54 PM CST

Navigate to the Items tab. Enter your pricing in the Unit Cost field. (Note: enter net pricing, inclusive of any freight and discounts.) If substitutions are allowed, you can enter a description in the Alternate Description field. Press Save & Continue.

Sort by Column: **Print Sequence** Sort Descending **Go**

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	1.0	No	HOW TO SUBMIT INFORMAL QUOTE IN BUYSPEED	10.0	EA	1.00	0.00		0.00	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUOTE 1.0

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	1.0	No	HOW TO SUBMIT INFORMAL QUOTE IN BUYSPEED	10.0	EA	1.00	0.00		0.00	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Alternate Description:

Quote Response Total \$0.00

Discount only quotes indicate discount amount off of list catalog price.

Save & Continue **Export Items** **Upload Items**

Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved.

You can enter notes under the Notes tab. This is internal to your company and PHA Staff will not see. (Note: You will see an error message “Terms & Conditions is not acknowledged.” You can ignore this message.)

The screenshot displays the 'Notes' tab for a quote titled 'Quote 00011856 - Camels Cross Alberto'. The interface includes a top navigation bar with the Port Houston logo and user profile icons. Below the navigation, there are two validation messages: a red 'Quote Validation Errors' message stating 'Terms & Conditions is not acknowledged.' and a yellow 'Quote Validation Warnings' message stating 'Your quote has not been submitted.' The main content area features a purple information banner explaining that the notes tab is for vendor users to enter information, which is not viewable by the agency. Below this, there is a table with columns for 'Delete All', 'Note Date', 'User', and 'Note'. The 'Delete All' column contains a checkbox. A large text input field is provided for entering notes. At the bottom of the input area, there are 'Save & Continue' and 'Reset' buttons. The footer of the page shows the copyright information: 'Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved.' and a status bar at the very bottom indicating the current company is 'Camels Cross Alberto' and the time is 'February 1, 2023 3:48:13 PM CST'.



PORT HOUSTON

Navigate to the Terms & Conditions tab. Click the radio button next to Yes and click Save & Continue.

Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote 00011856 - Camels Cross Alberto

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
TERMS AND CONDITIONS .pdf (view details)	Port Terms and Conditions	86,387 bytes

Do you accept the terms & conditions of the bid?

Yes Yes with exceptions No

If you do not fully accept the terms & conditions, please note the exceptions below:

[Save & Continue](#)

Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved.

Current Company: **Camels Cross Alberto** | February 1, 2023 3:49:49 PM CST



If you have attachments to upload to your quote, Click Add File under the Attachments tab. Click Choose File, enter a description, and click Save & Exit.

Port Houston

Documents

Add File

i **Name** is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

i Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*:

Description:

File*: No file chosen

Location: 00000109

Confidential:

Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved.

Current Company: **Camels Cross Alberto** | February 1, 2023 3:51:35 PM CST

Port Houston

Under the Summary tab, double-check your pricing and everything you entered. Click Submit Quote.

Date Last Updated: 02/01/2023 03:53:03 PM **User Last Updated:** Yvette Gore

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Item Information

Print Sequence # 1.0 : (070 - 24) HOW TO SUBMIT INFORMAL QUOTE IN BUYSPEED

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
10.0	EA	\$1.00	0.0%	0.0%	\$0.00	\$10.00	No	No	No

QUOTE 1.0

Print **Submit Quote** Cancel Quote

Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved.

Current Company: **Camels Cross Alberto** | February 1, 2023 3:53:53 PM CST