2026

BRAZILIAN ARMY COMMISSION

ANNEX D – Instructions for the Online Reverse Bid Auction

INTERNATIONAL CONTRACTS SYSTEM (SICOI)

BRAZILIAN ARMY COMMISSION
1/5/2026

ANNEX D

Here is the sequence of steps that must be followed in order to participate in the reverse bidding auction. Please note that we are using **RFI-0184/2025** as *an example only.*

1. Once you log into the system ((https://dakota.cebw.org/cebwWeb/), you will see a page showing the RFI/RFQ (RFI - BUDGETARY PLANNING) /RFQ - REVERSE BID AUCTION). Click on the icon to open the details on a specific request.

2. The system will show the following page:

On this page, there are two important places to check on:

3. a) Click on the **""MESSAGES"** button and move it to a second monitor (if available) or to the corner of your monitor. The button **"MESSAGES"** will give you relevant information of the reverse bidding auction. For example, the bid manager will send a message notifying the opening/ending times of the reverse bidding auction to all suppliers. Check the **"MESSAGES"** frequently (clicking FS on the keyboard) during the reverse bidding auction since it is the way of communication between you and the bid manager. On the message board you can communicate with the bid manager if you have any questions.

3. b) Click on the **ITEMS TO BE QUOTED** icon and the system will open a page **QUOTATION OFFER LIST - RFQ-nnnn/yyyy** listing all the items in a specific request.

3. c) On this screen, your price is shown under **"UNIT PRICE',** so that you can compare your price and the **"LOWEST OFFER'** received by the BAC. For each line item there will be an icon ; you can click on this icon and lower/change your price.

3. d) The system does not allow you to enter a price higher than your initial offered price

3. e) During the reverse bid auction only the field **"UNIT PRICE"** can be changed.

3. f) Please also refer to the RFQ's T&C, Clause 5 - Phase 3.

3. g) Always remember to hit **F5** on the keyboard so you can refresh the screen

4. Notes from Terms & Conditions:

- The **Bidders** may modify or withdraw its proposals, directly in the BAC's International Contracts System, before the deadline (date/time) stipulated for presentation of the initial proposals. After the deadline, should a **Bidder** want to withdraw its proposal; it must submit a request through the e-mail address listed on the Clause - POINT OF CONTACT of this RFQ.

- A notification will be posted via **"MESSAGE"** board with the opening and closing times to receive each participant's lower bids. After the closing time, the System will enter into a random phase, closing at any time within a maximum period of 30 minutes

If you have any further questions, please contact us at registration@cebw.eb.mil.br.