e-Tendering Services

How to Complete a DPS Tender with Lots

EUROPEAN DYNAMICS

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How to Complete a DPS Tender with Lots

Purpose

This guide details how to submit a tender document with lots using eTendersNI. Please read this guide carefully before preparing a tender response.

IMPORTANT NOTE: You will need the following software in order to be in position to submit a tender:

- Use one of the following web browsers: Microsoft Edge (latest version), Mozilla Firefox (latest version), Google Chrome (latest version), Safari (latest version).

- Have a valid e-mail address

- Javascript enabled, Session Cookies enabled, Internet access through HTTP/HTTPS,

For any queries you may have regarding the content of a particular procurement (e.g. tender questions/criteria, material for the responses, etc.), you may contact the relevant Contracting Authority using the messaging functionality. For any technical issues, you may also contact the eTendersNI Helpdesk via email or telephone.

Prior to submitting a tender, suppliers should log in to the system and locate the tender opportunity to bid for. Use the "Call for Tender Advanced Search" User Guide for more information (**EPPS0906**).

Procedure

- Select the DPS (Dynamic Purchasing System) to bid for (click on the "CfT title" link).

- Click on the "Show DPS menu" button and select the "DPS tenders" option.

- Accept Agreement and confirm user details.

View Tenders

CFT: ORACLE HARDWARE   [Show CfT Menu ▾]

1. Type of association
- ○ 1. Associate all users of my Economic Operator with this CfT
- ● 2. Associate only myself with this CfT

2. Confirm the validity of your user details

Name	Last Name	Username

[ACCEPT & CONFIRM ALL OF THE ABOVE] [CANCEL]

- ▪ Prepare a tender response by clicking on "Create your tender online" button.

ℹ Tender submission is now open.   Please click on "Create your tender online" button in order to start preparing you tender response. After completing all sections, submit your tender. Your tender should then be listed in the list of submitted tenders below.

DPS: ORACLE HARDWARE   [Show DPS Menu ▾]

⚠ Please select either "Create your tender online" or "Create your tender locally".   ✕

"Create your tender online" allows to work online, temporarily saving tender data on eTendersNI. Data is saved permanently only upon clicking "Submit", to trigger the official tender submission.

"Create your tender locally" requires installation of Java and an internet connection. Tender data is saved locally by the tender preparation tool (on user PC) and is saved permanently only upon clicking "Pack and Submit tender", to trigger the official tender submission.

[Create your tender online ▶]   **Click on the "Create your tender online" button**

[Create your tender locally ▶]

- • A new browser window will open

- • Provide a meaningful title that describes your response, select the lots that you are interested in and then click on the "Save" button to proceed. A meaningful title will make it easier for you to find and search for it in your My Responses.

Oracle Hardware

Create Response
test

Please provide a title for your tender response

Create Response *

[Please enter a response title]   Provide a meaningful title that describes your response. The title will not be visible to the Buyer, it will help you navigate efficiently and distinguish between multiple tender submissions.

Select at least one Lot and no more than 2 *

☐ Lot Editorial Services
☐ Lot Publishing Services

Select the lots you wish to bid for (one or more lots) depending on the configuration of the DPS

Click on the "Save" button in order to proceed   [Save]

- Click on the "pencil" button and then on the "Edit" button to start preparing your response.
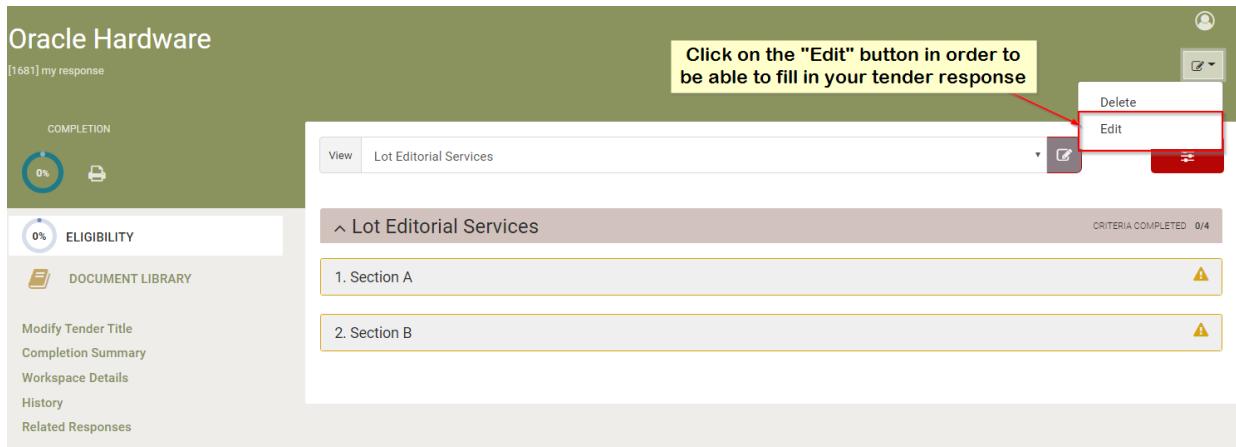
Please note that you should click on the "Edit" button in order to start preparing your tender response. In case, you missed this action then you can check your tender response in read only view.

- At this stage, you are able to select the lots you wish to bid for (one or more lots) depending on the configuration of the DPS. To provide responses for a specific lot click on the lot title, as shown on the screenshot below:

Click on the "Arrow" icon in order to select the lots you wish
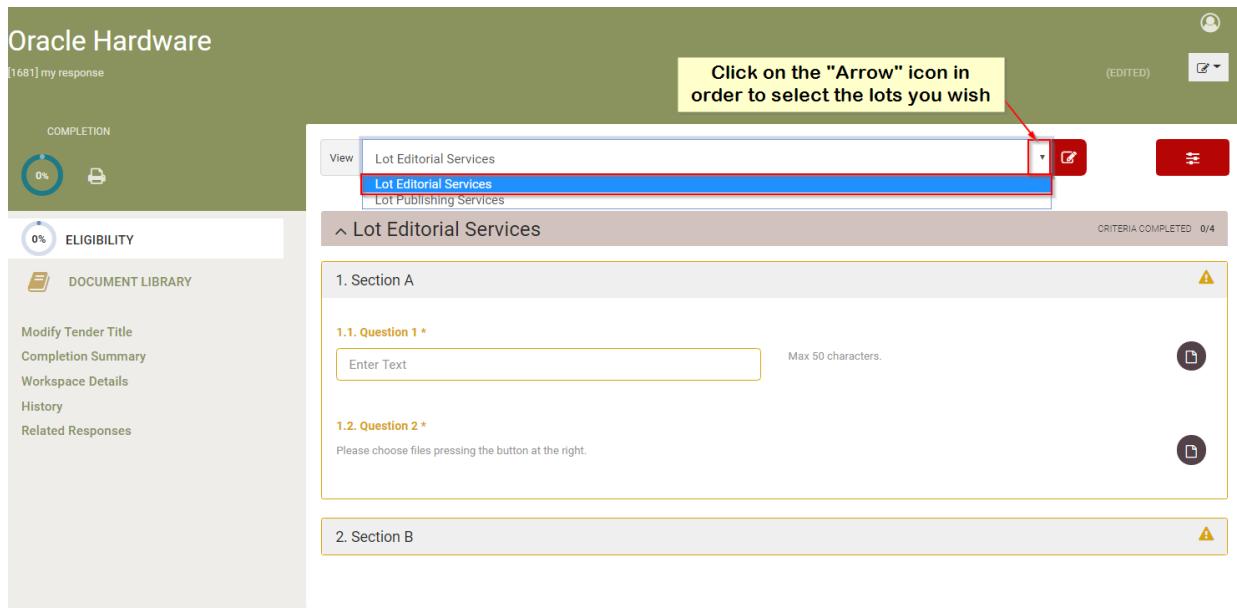
- Click on the "pencil" button in order to modify the already selected lots or to select a new one to bid for.

Click on the "Pencil" button

Click on the "Save" button in order to save your modifications

Modify the already selected lots

- ▪ Once all entries are completed, click on the "Completion Summary" option in order to validate your tender response, as shown below.
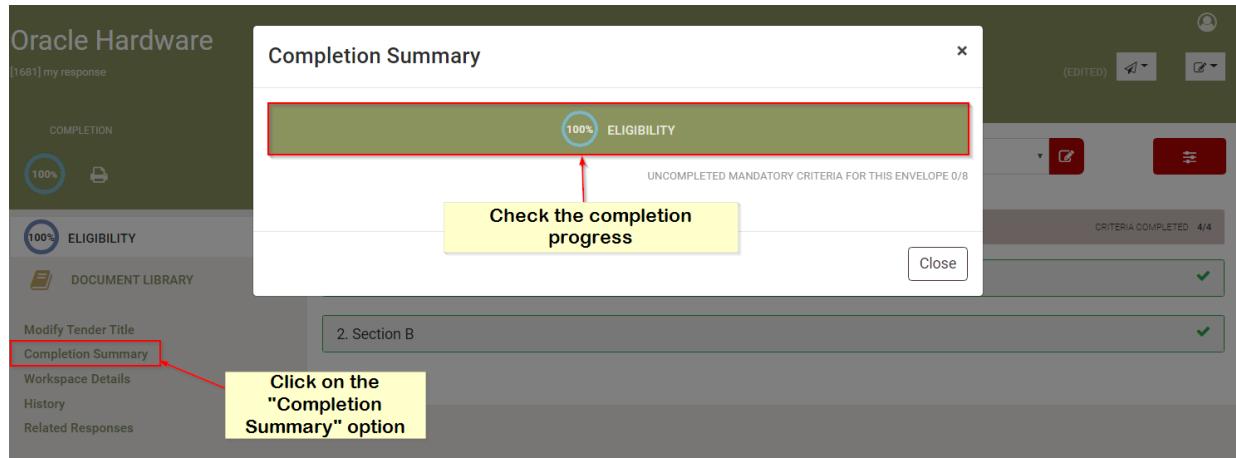
Please note that your tender response is saved in a secure space on the eTendersNI server each time you perform an action (e.g. provide a response in a question/criterion, change section, change envelope).

This includes a Document Library area where you can upload documents you wish to form part of your submission.

Documents will remain in the Document Library until the Contract is awarded and they will then be automatically deleted.

This secure area is visible **only** to users in a Supplier's organisation who have been associated with the CfT.

__Saving your Tender Response__

You can save a tender response which has not been completed, and continue the tender preparation another time.

- ▪ Your provided values are saved automatically every time you perform an action on the application.
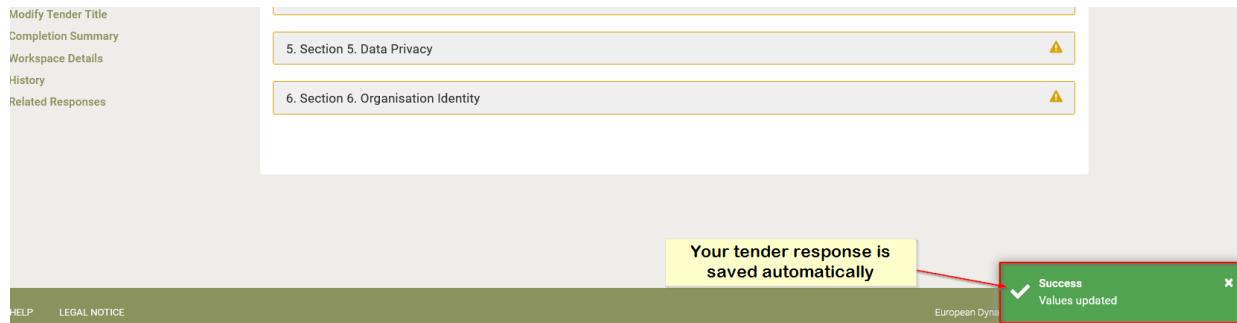
- • A record is also added to the "*List of draft Tenders (created online)*". Please note that you need to refresh the "Tender" page and expand this list in order to view the record.

- • Please note that you need to select the draft tender response you wish to edit and the click on the "Edit" button.

- • When you are asked to attach a file in response to a question/criterion, click on the "Attach file" button in order to navigate to the "Document library" area.

- • Click on the "Upload a new file" link in order to navigate to the "Upload files" page.

Select Reference Files For ✕

File

☐	Filename	Title	Comment

Upload a new file ←

Click on the "Upload a new file" link in order to find the file you want to attach.

Cancel   Save

- Click on the "Choose file" button in order to select the file(s) from a local or network location. Please note that you may drag and drop the necessary file(s).

Upload Files ✕

Upload Files ⓘ

File size Limit: **100 MB** | Total space per response **100 MB**

Click on the "Choose Files" button and select the file you wish to submit or drag & drop a file.

Choose Files   Choose Files or drag & drop here

Upload queue ⓘ
Queue length: 0

| Name	Size	Progress	Status	Actions

Queue progress:

Upload   Cancel   Remove

Back

- Select the necessary file(s).
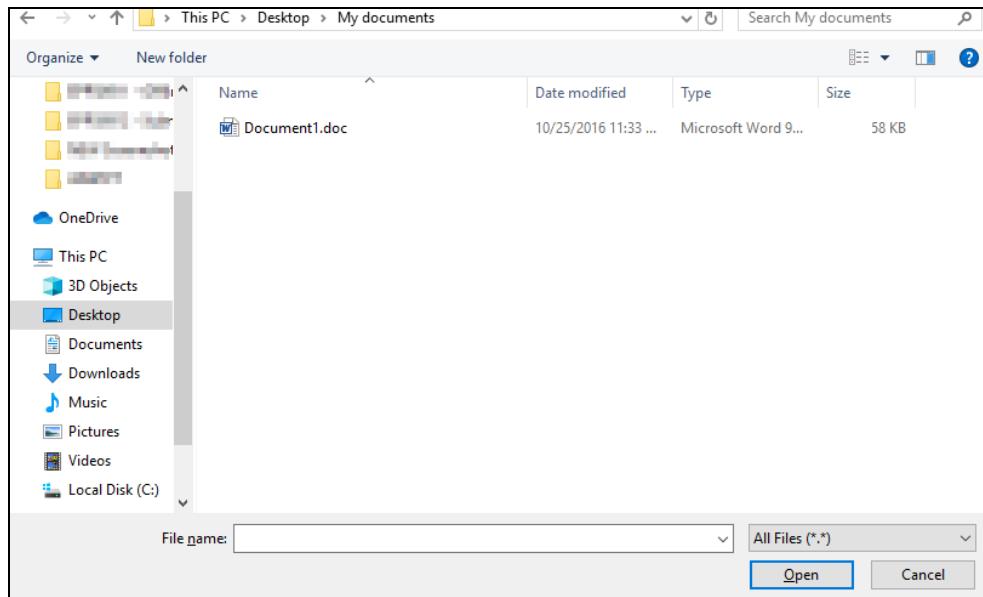
- Click on the "Upload" button in order to upload your file(s) to eTendersNI.

Upload Files ✕

Upload Files ⓘ

File size Limit: **100 MB** | Total space per response **100 MB**

| Choose Files | Choose Files or drag & drop here |

Upload queue ⓘ

Queue length: 1

Check both the "Progress" and "Status" labels

Click on the "Upload" button to upload your document.

Name	Size	Progress	Status	Actions
Document1.doc	58 KB	100%	✓	⬆ ✕

Queue progress:

| Upload | Cancel | Remove |

Back

- Select the referenced file for the particular question/criterion.

Select Reference Files For ✕

File

Select the referenced file for this criterion.

	Filename	Title	Comment
☑	Document1.doc	N/A	Enter comment/s

Click on the "Save" button

Upload a new file   Cancel   Save

IMPORTANT NOTE:

- Please note that you should make sure that at least one document is associated with at least one question/criterion. Files that are not associated with any question/criterion are **not** included in a tender submission.

- After having provided a response to all the required questions/criteria (**100% Completion**), you can submit a tender response on the eTendersNI system simply by clicking on the "**Submit**" icon.

- When you select "Submit" your tender response is encrypted and submitted to the buyer area.

- The buyer **cannot** access the response until **after** the Tender Opening time.

Follow next steps only if you intend to submit your response:

- Click on the "arrow" button and then on to the "Submit" button.
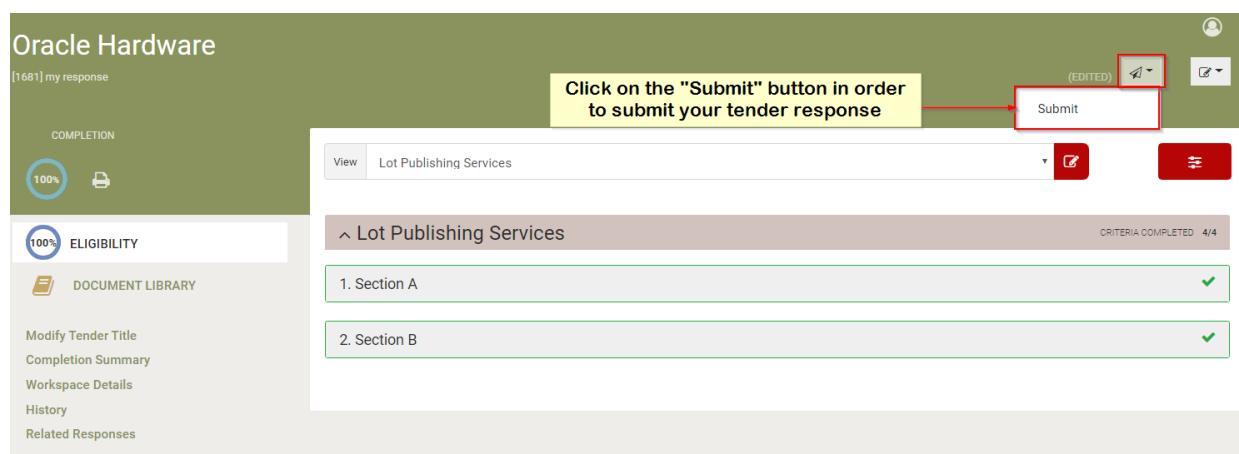
Once the tender has been submitted it will appear in the List of submitted tenders in eTendersNI. Please ensure that **all entries have a green tick**. If any of the boxes do

NOT show a green tick, there is something wrong with your tender submission. It is advised that you contact the eTendersNI Helpdesk for assistance, as there could be an error in your tender submission and the tender may be invalid.

When you submit your tender an e-mail notification is dispatched to your email address. Please note that the email notification **simply acknowledges that a tender has been submitted** on the eTendersNI system. It is not a confirmation that the tender submission is complete or correct. Even if the submitted tender is non conformant, the automatic notification will be dispatched to your address if the tender submission has been transmitted successfully.

Following the Submission, the tender appears in the List of Submitted Tenders, with a Tender Receipt ID. Click on the .pdf icon in the "View Tender" column to access the pdf.

Following the Submission, the tender appears in the List of Submitted Tenders, with a Tender Receipt ID. Click on the .pdf icon in the "View Tender" column to access the pfd.

Please use the .pdf file of your submitted tender response to check that it is complete and the correct files have been attached to the CfT questions/criteria. The .pdf file provides an opportunity for you to check that you have included responses to each question/criterion and attached the correct files where required.

IMPORTANT NOTE:

If you notice that there is an error in your tender submission, you will need to prepare another response and correct the error. The previous submitted tender cannot be edited after it has been encrypted.

-END OF DOCUMENT-