E-TENDERING SERVICES

EPPS0908 - REQUEST AND VIEW TENDER CLARIFICATIONS

EUROPEAN DYNAMICS

VERSION 2.0 – 05/15

Request and View Tender Clarifications
## EPPS0908

Purpose

Tenderers can request tender clarifications for a set period of time during the tender process.

This guide shows how to express an interest in a CfT and how to request and view clarifications[1].

Please contact the e-PPS Helpdesk for any technical issues. Although note that particular questions regarding the actual tender process, specifications or points of clarification should be made directly to the relevant Contracting Authority.

Procedure

In order to view tender opportunities, click on the "View current tender opportunities" link on the right most side of the Search bar or click on the magnifying lens to access the "Advanced Search" function (see below screenshot):

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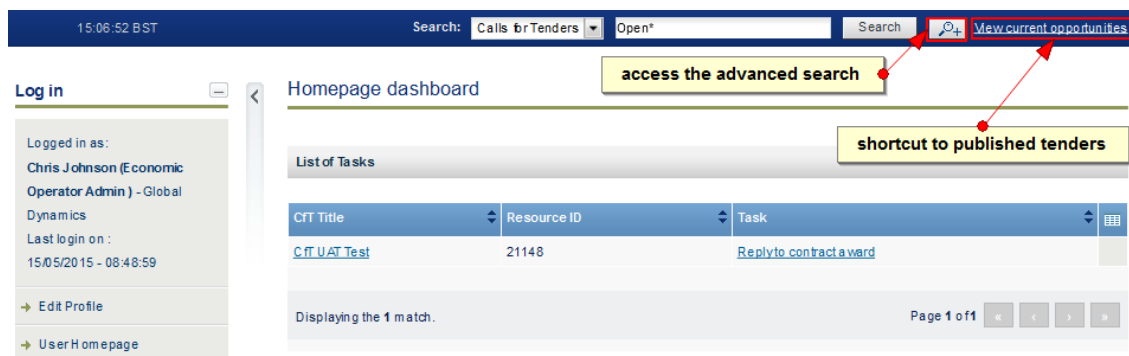
[1] Please note that any points of clarification can only be requested if you have previously expressed an interest in the specific project. If you have not, the system will prompt you select the association type prior to submitting your clarification request.

- Click on the title link to access the CfT workspace

Please note that Contracting Authorities only allow clarifications requests within a certain period, defined in the tender information, as shown in the screenshot below.

Once you have made sure that the Clarification period is open:

- Select the "Clarifications" option from the "Show Menu" menu
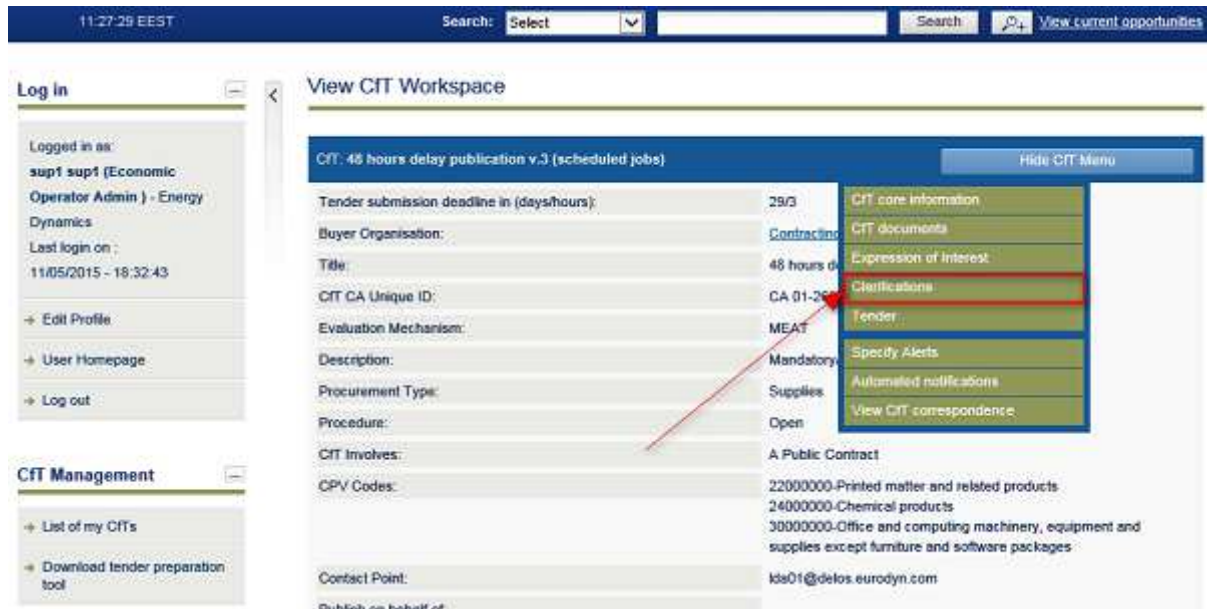
The system will display the "Clarification" section.
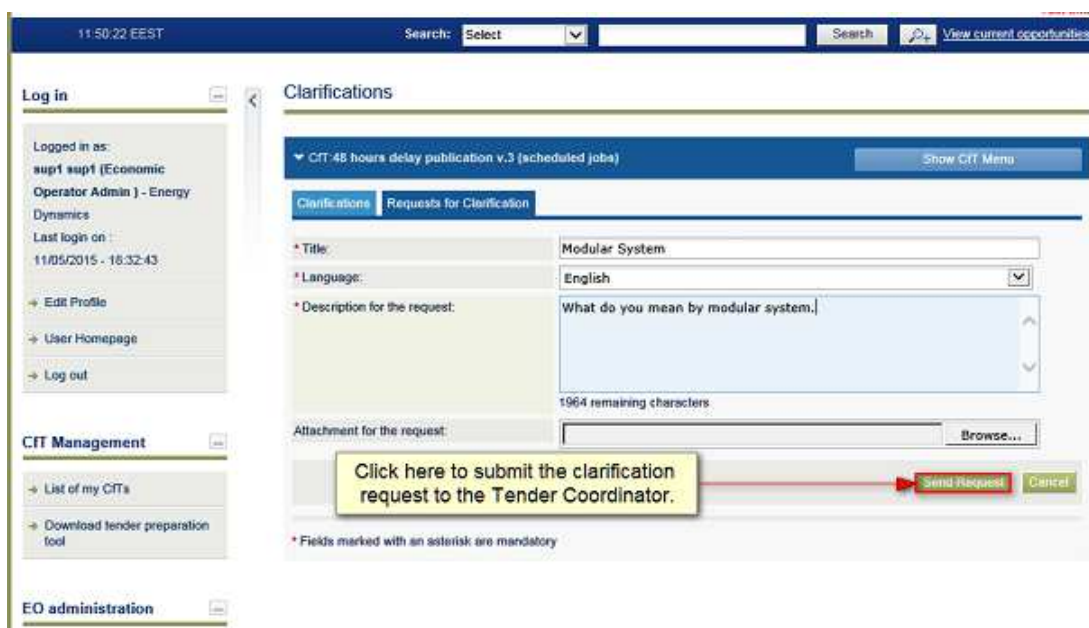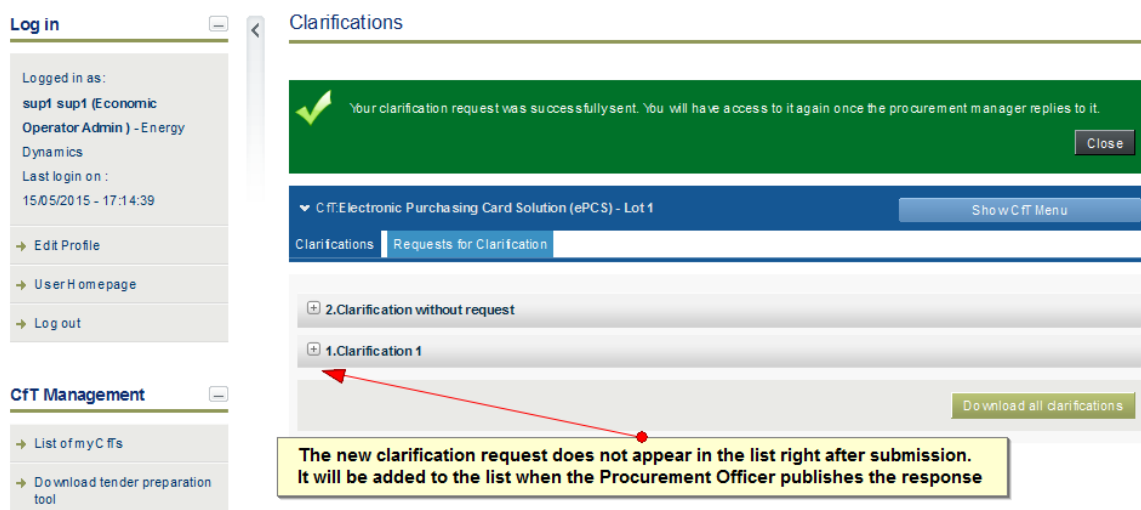
- Click on the "Request for Clarification" tab

- Provide the "Title" and the "Description of the request", and click on the "Send" button (optionally, you can also attach a file to the clarification response)

Please note that the <u>new clarification request will not appear in the list of published clarifications after your submission,</u> as the Procurement Officer must be allowed to review the question before publishing it, in case the clarification includes information that may reveal the identity of the organisation or the individual asking the question.

After your request is sent, the buyer will receive a notification that a clarification has been raised and the response will be posted via the e-Tendering platform. Only after the response is posted, the clarification will appear in the list of published clarifications.
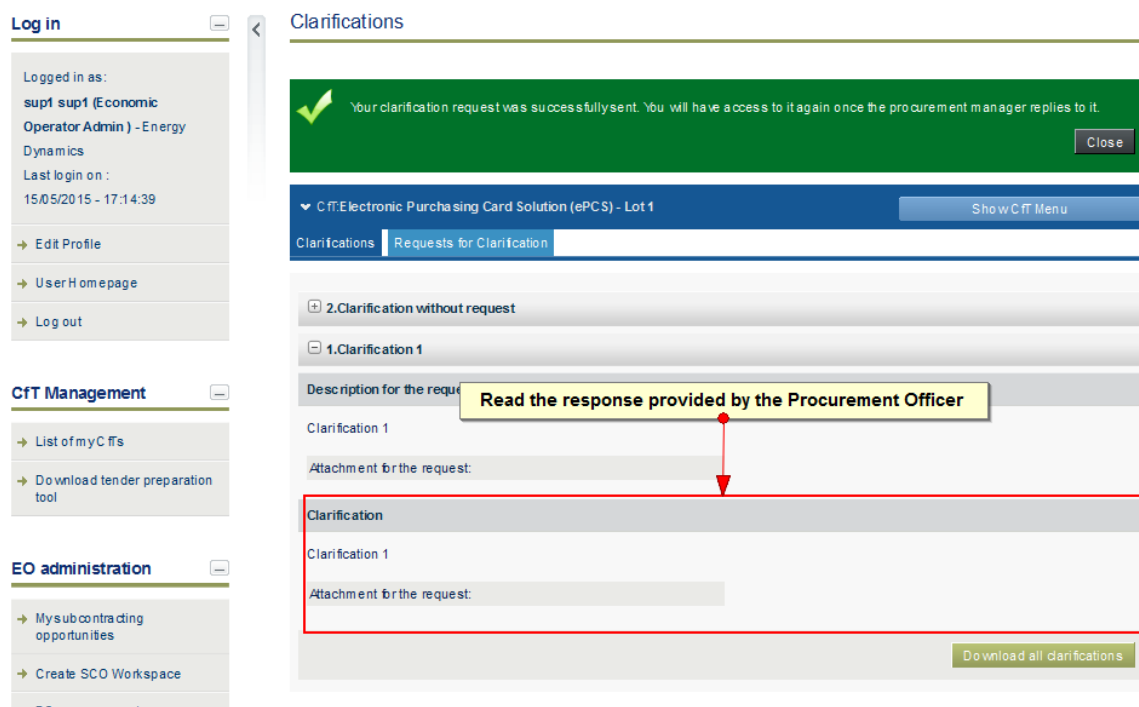

When the Procurement Officer publishes the response to your clarification request, you will be notified via email, as shown on the screenshot below.
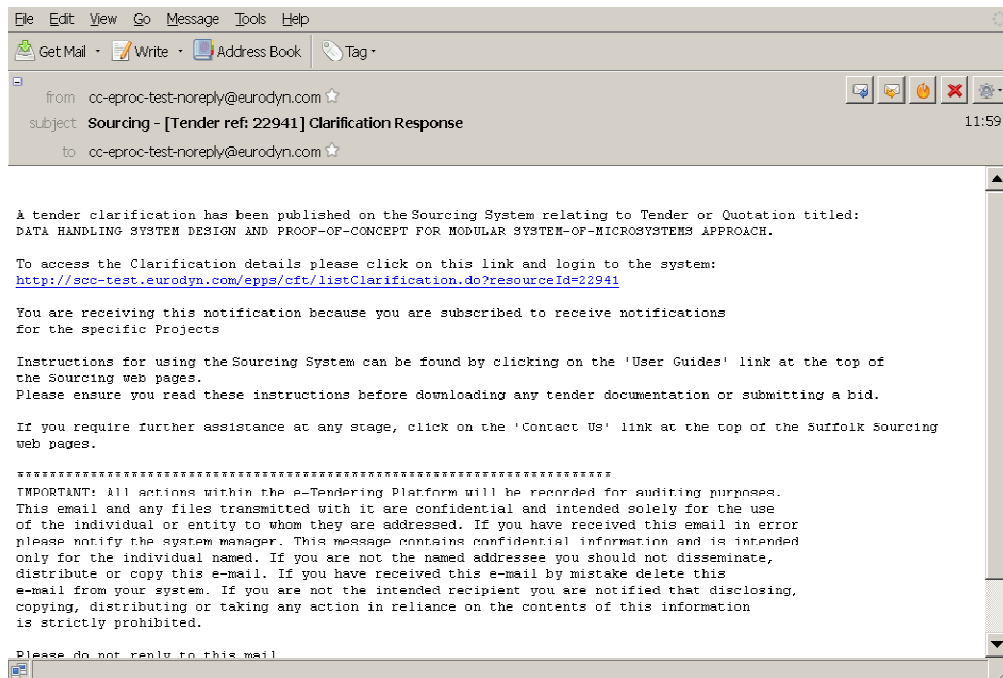
- Click on the link included in the "Clarification response" email to open the clarification section.

- Click on the "Title" bar to see the response provided by the Procurement Officer

The system displays the clarification request and response in the same page below.

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