
E-TENDERING SERVICES

EPPS0908 - REQUEST AND VIEW TENDER CLARIFICATIONS



VERSION 2.0 – 05/15

Request and View Tender Clarifications

EPPS0908

Purpose

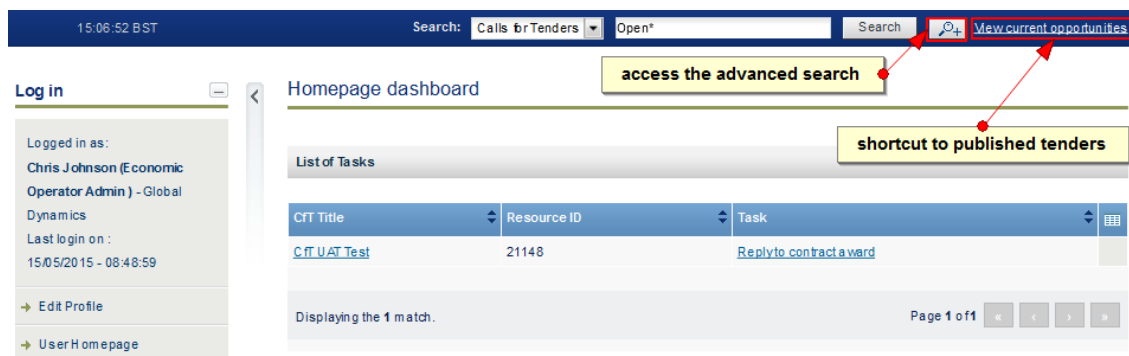
Tenderers can request tender clarifications for a set period of time during the tender process.

This guide shows how to express an interest in a CfT and how to request and view clarifications¹.

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):



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

10:18:57 EEST Search: Calls for Tenders Open Search View current opportunities

Log in

Logged in as:
sup1 sup1 (Economic Operator Admin) - Energy Dynamics
Last login on :
11/05/2015 - 18:32:43

Edit Profile
User Homepage
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Cft Management

List of my Cfts
Download tender preparation tool

Simple search

Search results Select the appropriate tender

#	Cft Title	Resource ID	CA	Info	Tenders Submission Deadline	Procedure	Status	Estimated value
1	Open 16042015	7575	CA with Work Requests	1	01/07/2015 15:00:00	Open	Evaluation	
2	Open - Tender Structure Offline	55277	Contracting Authority E	1	01/06/2015 15:00:00	Open	Evaluation	
3	Open - CR35 - No assuc. weight	54677	Contracting Authority E	1	01/05/2015 15:00:00	Open	Evaluation	
4	Open section evaluators	54017	Contracting Authority 01	1	01/06/2015 15:00:00	Open	Evaluation	900000
5	Open Day 3 - training plan	53093	Contracting Authority E	1	31/03/2015 15:00:00	Open	Evaluation	
6	Open - e-auction - March 10	51720	Contracting	1	03/04/2015 15:00:00	Open	Evaluation	

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

11:27:29 EEST Search: Select Search View current opportunities

Log in

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11/05/2015 - 18:32:43

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Cft Management

List of my Cfts
Download tender preparation tool

EO administration

My subcontracting opportunities
Create SCO Workspace
EO management
User management
Auditing Reports
Correspondence

Information

View Cft Workspace

Cft: 48 hours delay publication v.3 (scheduled jobs) Show Cft Menu

Tender submission deadline in (day/hours): 29/3

Buyer Organisation: Contracting Authority 01

Title: 48 hours delay publication v.3 (scheduled jobs)

Cft CA Unique ID: CA 01-269

Evaluation Mechanism: MEAT

Description: Mandatory/ non mandatory attachment in financial

Procurement Type: Supplies

Procedure: Open

Cft involves: A Public Contract

CPV Codes: 22000000-Printed matter and related products
24000000-Chemical products
30000000-Office and computing machinery, equipment and supplies except furniture and software packages

Contact Point: lde01@delos.euordyn.com

Publish on behalf of:

Participating bodies:

Award per item: No

Inclusion of e-Auctions: No

NUTS codes:

Estimated value (GBP): 124,000

Abolish:

Time:

Deadline for dispatching invitations:

End of clarification period: 01/06/2015 00:00

Upload of documents within the clarifications: Yes

Tenders Opening Date: 10/06/2015 15:30

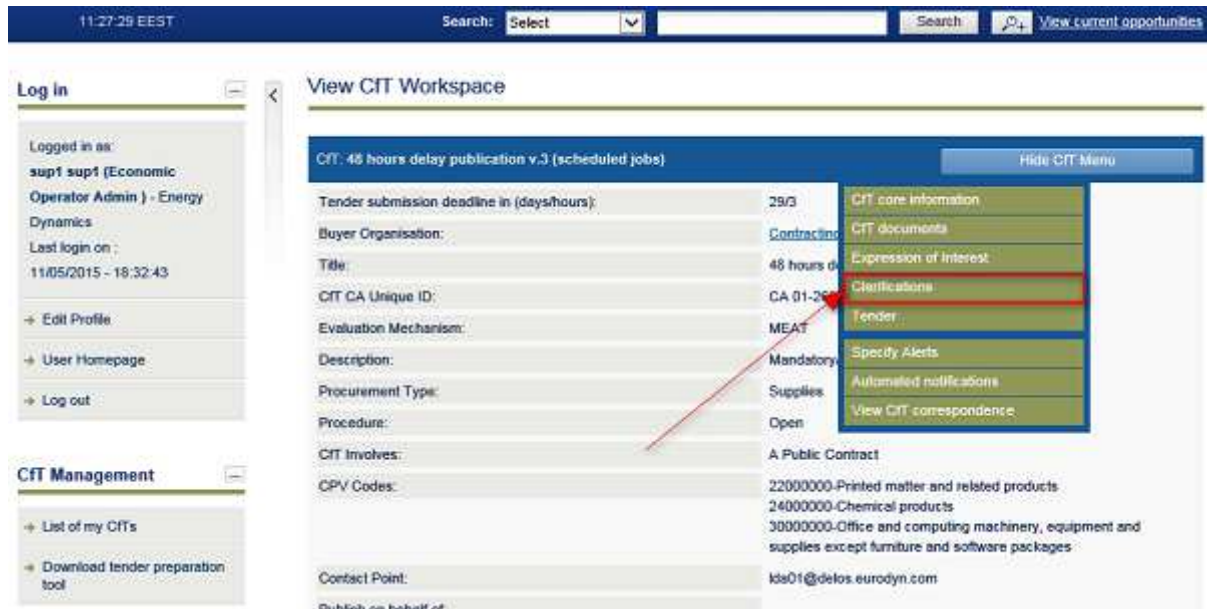
Allow suppliers to make an online Expression Of Interest: Yes

Contract awarded in Lots: No

Check if the tender clarification period is open

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

- Select the "Clarifications" option from the "Show Menu" menu

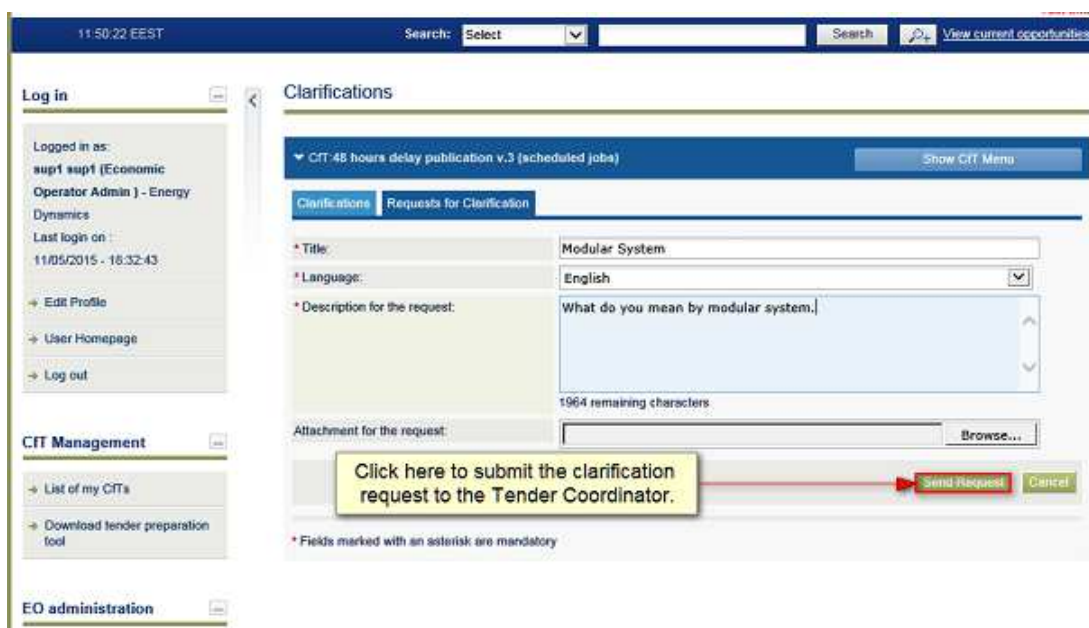


The system will display the "Clarification" section.

- Click on the "Request for Clarification" tab

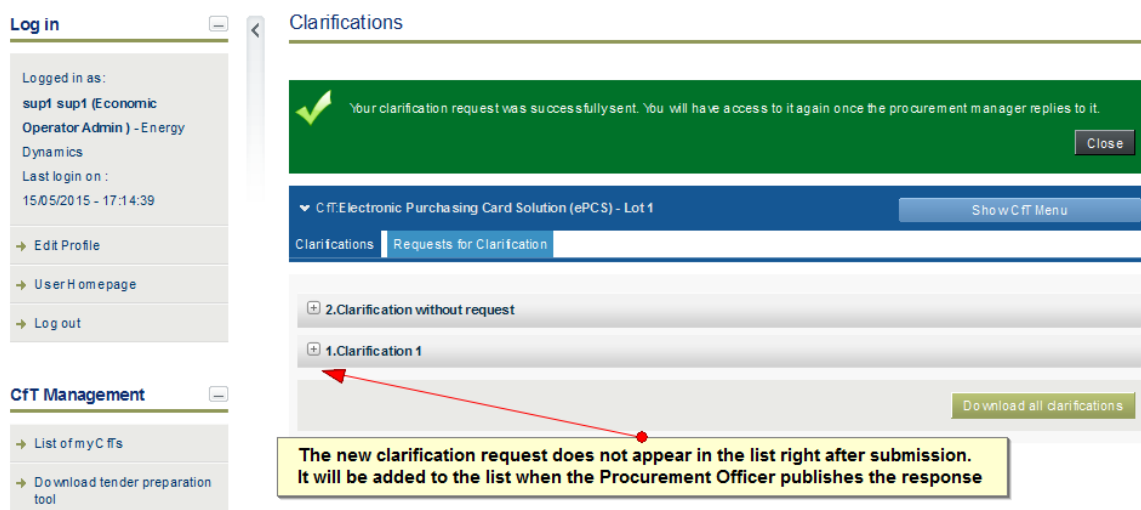


- Provide the "Title" and the "Description of the request", and click on the "Send" button (optionally, you can also attach a file to the clarification response)

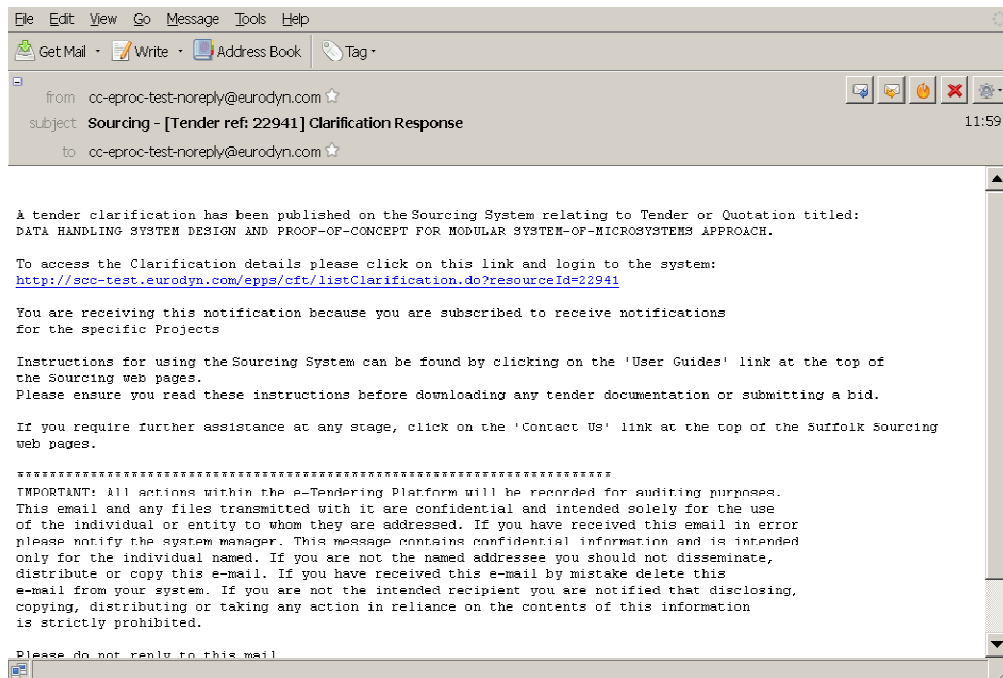


Please note that the new clarification request will not appear in the list of published clarifications after your submission, as the Procurement Officer must be allowed to review the question before publishing it, in case the clarification includes information that may reveal the identity of the organisation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



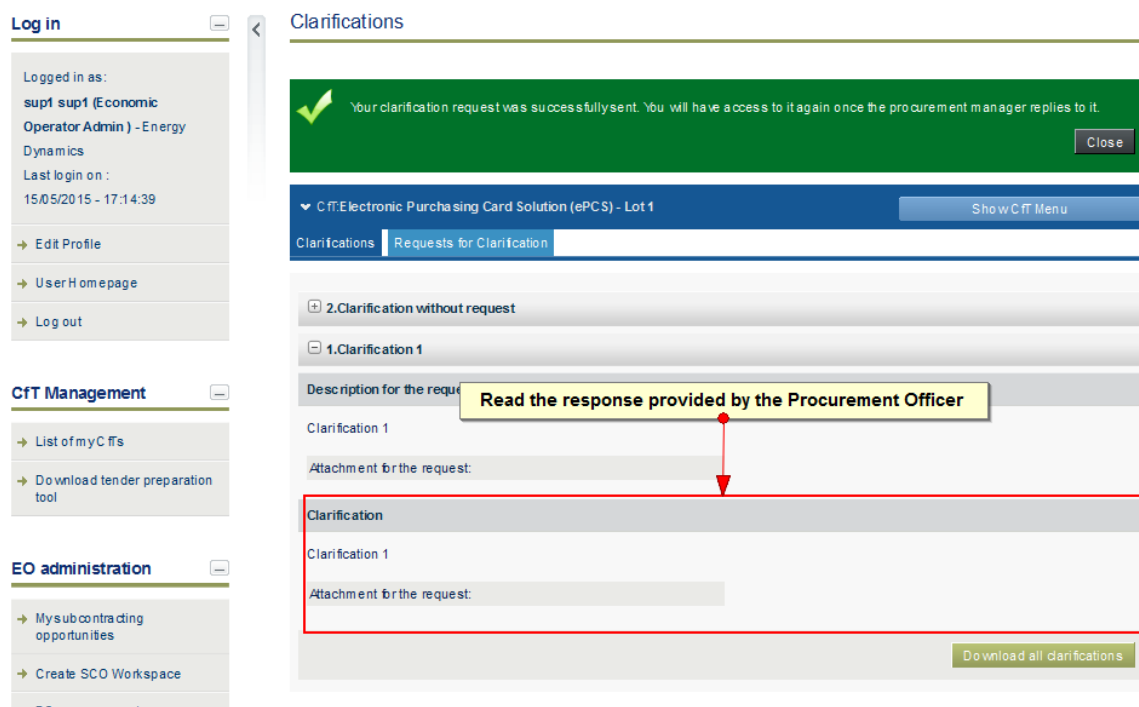
When the Procurement Officer publishes the response to your clarification request, you will be notified via email, as shown on the screenshot below.



- 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.



Log in

Logged in as:
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Operator Admin) - Energy
Dynamics
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15/05/2015 - 17:14:39

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CfT Management

→ List of my CfTs
→ Download tender preparation tool

EO administration

→ My subcontracting opportunities
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Clarifications

✓ Your clarification request was successfully sent. You will have access to it again once the procurement manager replies to it. [Close](#)

▼ CfT: Electronic Purchasing Card Solution (ePCS) - Lot 1 [Show CfT Menu](#)

Clarifications [Requests for Clarification](#)

2. Clarification without request

1. Clarification 1

Description for the request: **Read the response provided by the Procurement Officer**

Clarification 1

Attachment for the request:

Clarification

Clarification 1

Attachment for the request:

[Download all clarifications](#)

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