
E-TENDERING SERVICES

EPPS0908 - REQUEST AND VIEW TENDER CLARIFICATIONS



VERSION 2.0 – 05/15

Request and View Tender Clarifications

EPPS0908

Purpose

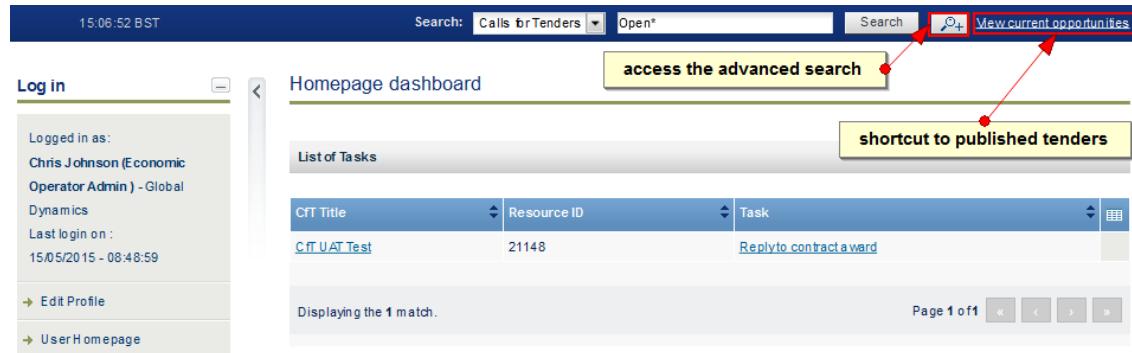
Tenderers can request tender clarifications for a set period of time during the tender process.

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):



The screenshot shows the e-PPS homepage dashboard. At the top, there is a search bar with dropdowns for 'Calls for Tenders' and 'Open*', a search button, and a magnifying glass icon. To the right of the search bar are two buttons: 'View current opportunities' and 'access the advanced search'. Below the search bar is a 'Homepage dashboard' section with a 'List of Tasks' table. The table has columns for 'CfT Title', 'Resource ID', and 'Task'. One row is visible: 'CfT UAT Test' with Resource ID 21148 and Task 'Reply to contract award'. At the bottom of the dashboard, it says 'Displaying the 1 match.' and 'Page 1 of 1'. On the left side, there is a 'Log in' sidebar with information about the user: 'Logged in as: Chris Johnson (Economic Operator Admin) - Global Dynamics', 'Last login on: 15/05/2015 - 08:48:59', and links for 'Edit Profile' and 'User Homepage'.

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 Open¹ Search View current opportunities

Log in Simple search

Logged in as: sup1 sup1 (Economic Operator Admin) - Energy Dynamics

Last login on : 11/05/2015 - 16:32:43

→ Edit Profile → User Homepage → Log out

CfT Management List of my CfTs Download tender preparation tool

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 assoc. weight	54677	Contracting Authority E	1	01/05/2015 15:00:00	Open	Evaluation	
4 Open_section_evaluation	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 - March10	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 View CfT Workspace

Logged in as: sup1 sup1 (Economic Operator Admin) - Energy Dynamics

Last login on : 11/05/2015 - 16:32:43

→ Edit Profile → User Homepage → Log out

CfT Management List of my CfTs Download tender preparation tool

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

Tender submission deadline in (days/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: lida01@delos.eurodyn.com

Publish on behalf of:

Participating bodies:

Award per item: No

Inclusion of e-Auctions: No

NUTS codes:

Estimated value (GBP): 124,000

Abor Check if the tender clarification period is open

Time: 01/06/2015 15:00:00

Deadline for dispatching invitations: 01/06/2015 00:00

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

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

Information

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

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



The screenshot shows the 'View CIT Workspace' page. On the left, there is a 'Log in' sidebar with 'Logged in as: sup1 sup1 (Economic Operator Admin) - Energy Dynamics' and links for 'Edit Profile', 'User Homepage', and 'Log out'. Below it is a 'CIT Management' sidebar with 'List of my CITs' and 'Download tender preparation tool'. The main area shows a 'CIT: 48 hours delay publication v.3 (scheduled jobs)' with various fields like 'Tender submission deadline in (days/hours)', 'Buyer Organisation', 'Title', 'CIT CA Unique ID', 'Evaluation Mechanism', 'Description', 'Procurement Type', 'Procedure', 'CIT Involves', 'CPV Codes', 'Contact Point', and 'Publish on behalf of'. A dropdown menu is open on the right, listing 'CIT core information', 'CIT documents', 'Expression of interest', 'Clarifications' (which is highlighted with a red box and a red arrow pointing to it), 'Tender', 'Specify Alerts', 'Automated notifications', and 'View CIT correspondence'. The 'Hide CIT Menu' button is also visible.

The system will display the "Clarification" section.

- Click on the "Request for Clarification" tab



The screenshot shows the 'Clarifications' section. The 'Log in' sidebar and 'CIT Management' sidebar are the same as the previous screenshot. The main area has a 'Clarifications' tab (which is highlighted with a red box and a red arrow pointing to it) and a 'Requests for Clarification' tab. A yellow box with the text 'click here to create a new clarification request' is positioned above the tabs. Another yellow box with the text 'the list of published clarifications is displayed here' is positioned above the list of clarifications. The list contains two items: '2. Clarification without request' and '1. Clarification 1', both enclosed in a red box. A 'Download all clarifications' button is at the bottom right.

- 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)

11:50:22 EEST

Search: Select

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
→ Log out

CfT Management

→ List of my CfTs
→ Download tender preparation tool

EO administration

Clarifications

▼ CfT-48 hours delay publication v.3 (scheduled jobs)

Clarifications

* Title: Modular System
* Language: English
* Description for the request: What do you mean by modular system.
1964 remaining characters

Attachment for the request:

Click here to submit the clarification request to the Tender Coordinator.

* Fields marked with an asterisk are mandatory

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.

Log in

Logged in as:
sup1 sup1 (Economic Operator Admin) - Energy Dynamics

Last login on: 15/05/2015 - 17:14:39

→ Edit Profile
→ User Homepage
→ Log out

CfT Management

→ List of my CfTs
→ Download tender preparation tool

Clarifications

✓ Your clarification request was successfully sent. You will have access to it again once the procurement manager replies to it.

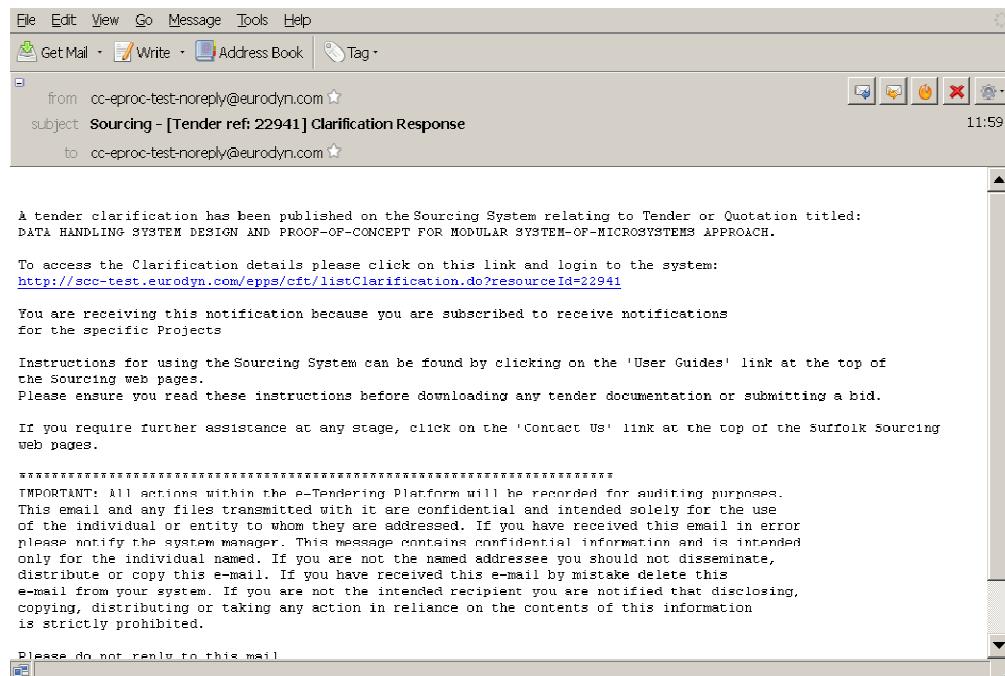
▼ CfT Electronic Purchasing Card Solution (ePCS) - Lot 1

Clarifications

2.Clarification without request
1.Clarification 1

The new clarification request does not appear in the list right after submission. It will be added to the list when the Procurement Officer publishes the response

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:
sup1 sup1 (Economic Operator Admin) - Energy Dynamics

Last login on :
15/05/2015 - 17:14:39

Edit Profile
User Homepage
Log out

CfT Management

List of my CfTs
Download tender preparation tool

EO administration

My subcontracting opportunities
Create SCO Workspace

Clarifications

Your clarification request was successfully sent. You will have access to it again once the procurement manager replies to it.

CfT Electronic Purchasing Card Solution (ePCS) - Lot 1

Clarifications Requests for Clarification

Close

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

-END OF DOCUMENT-