
E-TENDERING SERVICES

EPPS0909 - SIMPLE TENDER PREPARATION



VERSION 2.0 – 05/15



SIMPLE TENDER PREPARATION

EPPS0909

Purpose

This guide provides detailed information on the submission of tenders through the online e-Tendering system. Please read this guide carefully before preparing a tender.

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



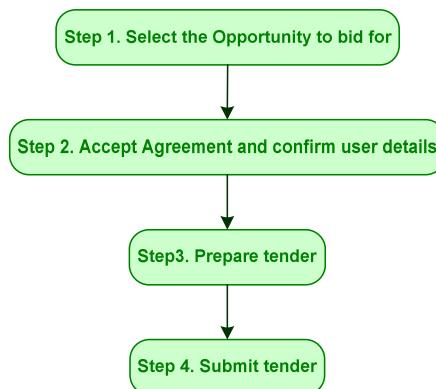
- **Java Runtime Environment** (version 1.7 or higher). Download latest Java version from [here](#)
- Use one of the following web browsers: [Internet Explorer](#) (version 7 or higher), [Mozilla Firefox](#) (version 3.5 or higher).
- Have a valid [e-mail address](#)
- [Javascript](#) enabled, [Session Cookies](#) enabled, Internet access through [HTTP/HTTPS](#),
- In case Internet Explorer 7 is used on a Windows Vista operating system, please ensure that JRE version 1.7 (or higher) is installed.

For any queries you may have regarding the content of a particular procurement (e.g. tender questions, material for the responses, etc.), you may contact the relevant Contracting Authority. For any technical issues, you may also contact the e-PPS Helpdesk directly.

In order to follow the steps described in this guide, you should first log in to the system with your supplier account and locate the tender opportunity to bid for.

Procedure

The following diagram depicts the steps that a supplier should follow, in order to prepare and submit his tender:

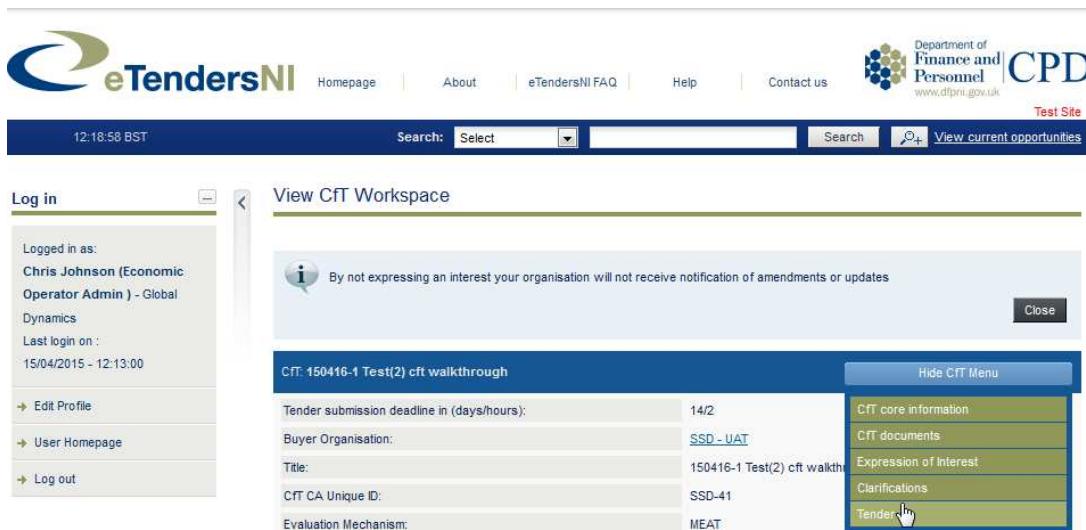


Detailed Procedure

This section describes in detail the steps a supplier should follow in order to prepare and submit his tender. The first step of the Tender Submission is to:

- Select the call for tender to bid for

Use the Search form available on top of the page or the advanced search functionality in order to find the Opportunity to bid for.



The screenshot shows the eTendersNI website interface. At the top, there is a navigation bar with links for 'Homepage', 'About', 'eTendersNI FAQ', 'Help', 'Contact us', and 'Test Site'. The main content area is titled 'View CFT Workspace'. On the left, a sidebar shows the user is logged in as 'Chris Johnson (Economic Operator Admin) - Global Dynamics' and last logged on at '15/04/2015 - 12:13:00'. It has links for 'Edit Profile', 'User Homepage', and 'Log out'. The main workspace shows a message: 'By not expressing an interest your organisation will not receive notification of amendments or updates'. Below this is a table for 'CFT 150416-1 Test(2) cft walkthrough'. The table includes columns for 'Tender submission deadline in (days/hours)', 'Buyer Organisation', 'Title', 'CFT CA Unique ID', and 'Evaluation Mechanism'. The 'Buyer Organisation' is listed as 'SSD-UAT', 'Title' as '150416-1 Test(2) cft walkthrough', 'CFT CA Unique ID' as 'SSD-41', and 'Evaluation Mechanism' as 'MEAT'. On the right, there is a vertical sidebar with links: 'CFT core information', 'CFT documents', 'Expression of Interest', 'Clarifications', and 'Tender' (which is currently selected).



- Accept Agreement and confirm user details

Select the supplier users to be associated with the Opportunity, accept the agreement and confirm the validity of the user details.

[View Tenders](#)

▼ CfT:150416-1 Test(2) cft walkthrough 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. Accept Agreement for this CfT

[View_Supplier_Declaration.doc](#)

3. Confirm the validity of your user details

Chris	Johnson	sup1
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Accept & Confirm all of the above Cancel

- Prepare a tender response

After a short loading screen, the tender preparation tool will appear. This is where you will be preparing your response. This screen includes a number of envelopes, shown below, which will depend on the type of Procurement and the submission cycle for which this submission is performed.

CFT:DATA HANDLING SYSTEM DESIGN AND PROOF-OF-CONCEPT FOR
MODULAR SYSTEM-OF-MICROSYSTEMS APPROACH

Show Opp Menu

File Tools Help

Save Submit tender 22% complete

Eligibility Criteria  Technical Envelope  Financial Envelope 

Minimum Standards - You sh
 Mandatory Criteria - Has y
 Discretionary Criteria - Is an
 Working in Partnership / Su
 Name of (ultimate) parent c
 E-Procurement

Criterion II) Mandatory Criteria - Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences ? Please state "Yes" or "No" to each question below.

Criterion II.3) (a) Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);

* Yes
 No

Criterion II.3) (b) The offence of bribery

* No

Completed Criterions: 4/4

- Submit a tender

After having submitted a response to all required questions, you can submit a tender on the e-Tendering system simply by clicking on the “Submit Tender” icon.

▼ CFT:150416-1 Test(2) cft walkthrough Show CFT Menu

File Tools Help 100% Complete
Please submit your tender 

 Save  Submit tender

Eligibility Criteria  Technical  Financial 

Year 0		Currency: GBP			Overall Discount %	
		Value	Pres...	Disc...	File	
hourly rate		150.0...	150.0...	150.0...	  	
		150....	150....	150....		

TCO Formula: v1*v2

Hourly rate (v1):

number of hours (v2):





Once the tender has been submitted it will appear in the List of submitted tenders. 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. We advise that you contact the Supplier Helpdesk for assistance, as this may result in a failed tender response.

List of submitted Tenders (created online/offline)									
Ref	Name	DP receipt ID	DP submission time	TP receipt ID	TP submission time	TP conformance	Status	DP match result	Received on Time
	tenderresponse_TENDER.zip			000001892	13/06/2013 19:30:22	✓	✓	✓	✓

In addition, upon successful submission an e-mail notification is dispatched to your email address. Please note that the email notification simply acknowledges the receipt of the file you submitted on the e-Tendering system and is not a confirmation of a correct tender submission. Even if the submitted file is non conformant, the automatic notification will be dispatched to your address if the file data is uploaded successfully. Please use the Conformance checks mentioned further above to confirm whether your submission was indeed correct.

ANNEX – A (further information on online Tender Submission)

IMPORTANT NOTE: In case a security warning comes up, tick the checkbox and click on the “Run” button.



In order to ensure the confidentiality of your response till the opening day, the tender preparation tool is fully executed within your local environment. Hence, particular system configuration settings can block or prevent the proper creation of your tender response.

Local configuration on the PC (operating system, user account, browser, Java Runtime Environment, etc.) and/or the network (firewall, etc.) may block certain functionalities of the tender preparation tool. In case the tender preparation tool does not load, please contact your organisation's IT department in order to resolve any issues (e.g. check the Java Runtime Environment installed on your PC).

In the event that the saved files cannot be located on your system or the created tender package is detected as empty by the e-Tendering platform, please **request immediately the assistance of your IT department** in order to verify that the tender preparation tool can be executed on an environment where full rights are granted.

1.1. Complete the Eligibility Criteria and the Technical Envelope

- Click on a tab (e.g. "Eligibility criteria") to view the corresponding sections.

CFI:DATA HANDLING SYSTEM DESIGN AND PROOF-OF-CONCEPT FOR
MODULAR SYSTEM-OF-MICROSYSTEMS APPROACH

Show Opp Menu

File Tools Help

Save Submit tender Select tab 22% complete

Eligibility Criteria Technical Envelope Financial Envelope

Minimum Standards - You sh...
 Mandatory Criteria - Has yo...
 Discretionary Criteria - Is ar...
 Working in Partnership / Su...
 Name of (ultimate) parent c...
 E-Procurement

Criterion II) Mandatory Criteria - Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? Please state "Yes" or "No" to each question below.

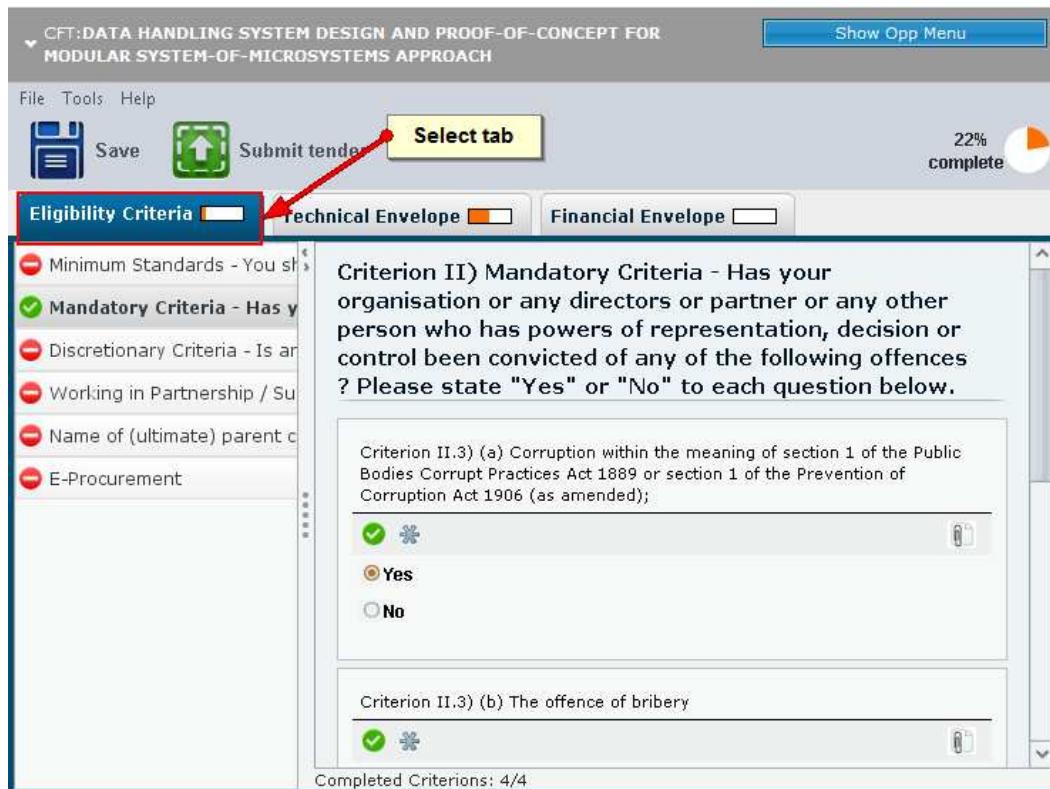
Criterion II.3) (a) Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);

* Yes
 * No

Criterion II.3) (b) The offence of bribery

* Yes
 * No

Completed Criterions: 4/4

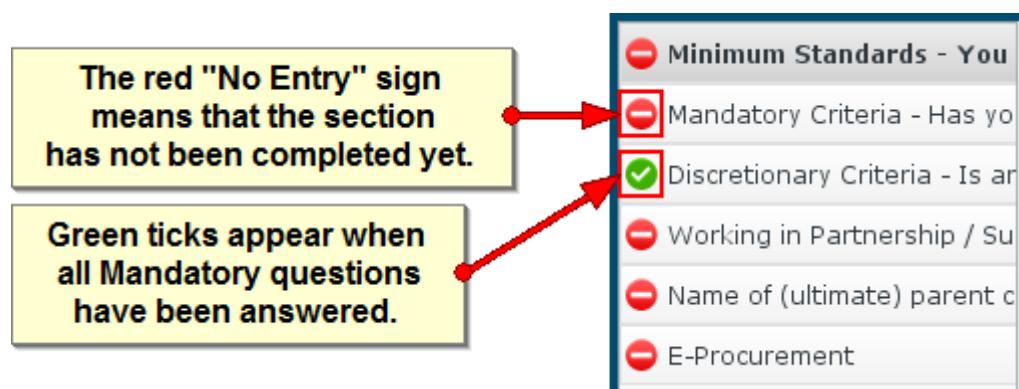


- Green ticks will appear when all Mandatory Questions in a section have been answered. However, bidders are normally expected to answer ALL questions in a tender, even if not all mandatory. Check each question individually before submitting your tender to ensure ALL questions have been answered.

The red "No Entry" sign means that the section has not been completed yet.

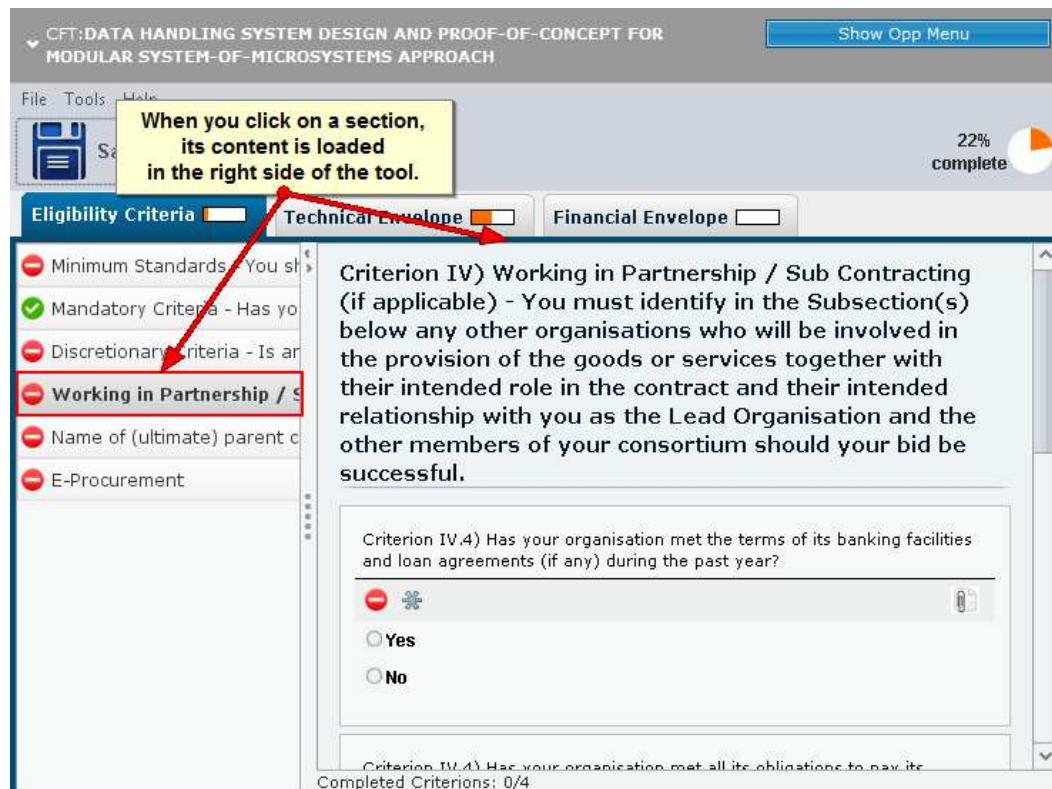
Green ticks appear when all Mandatory questions have been answered.

Minimum Standards - You sh...
 Mandatory Criteria - Has yo...
 Discretionary Criteria - Is ar...
 Working in Partnership / Su...
 Name of (ultimate) parent c...
 E-Procurement



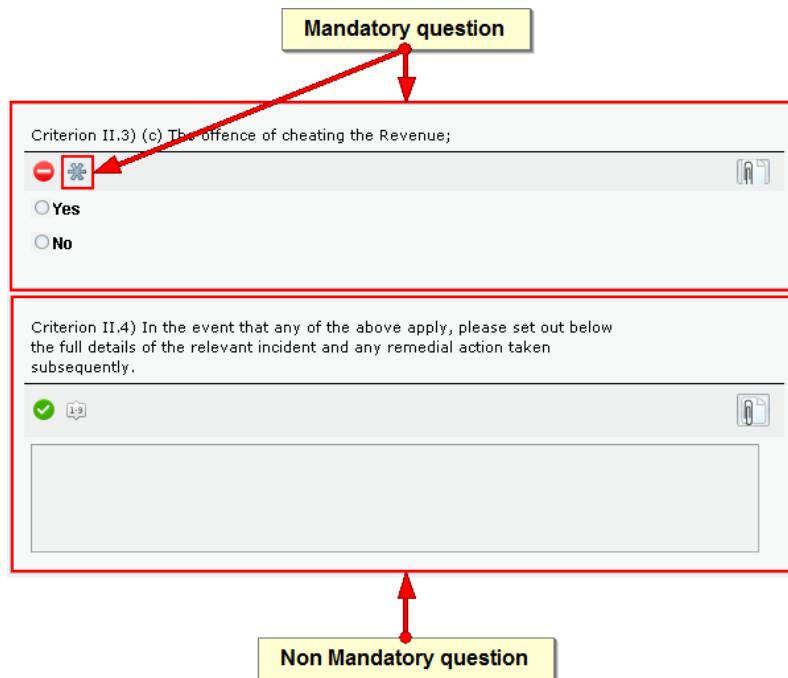
Important Note: Please note that it is possible to save a partially completed tender response and return later to complete it – details are provided later in this document.

- Click on the section name if you wish to visualise its contents in the right side of the tool.



- Please note that mandatory questions are indicated with an asterisk (*).

Mandatory question



Criterion II.3) (c) The offence of cheating the Revenue;

*

Yes

No

Criterion II.4) In the event that any of the above apply, please set out below the full details of the relevant incident and any remedial action taken subsequently.

Non Mandatory question

1.1.1. Types of criteria

Please note that tender questions may have different type of responses, which have been configured by the Procurement Officer. Certain question may require selecting a "Yes" / "No" answer, others may require selecting a date using calendar functionality or simply providing a text input.

- List option criterion

Criterion IV.1) Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?

*

Yes

No

- o Text area criterion

Criterion IV.3) Provide details of the name, address and contact details of your Bank who will provide a reference, if required.



- o Multiple selection list (checkboxes) criterion

Criterion IV.4) If asked would you be able to provide at least one of the following?

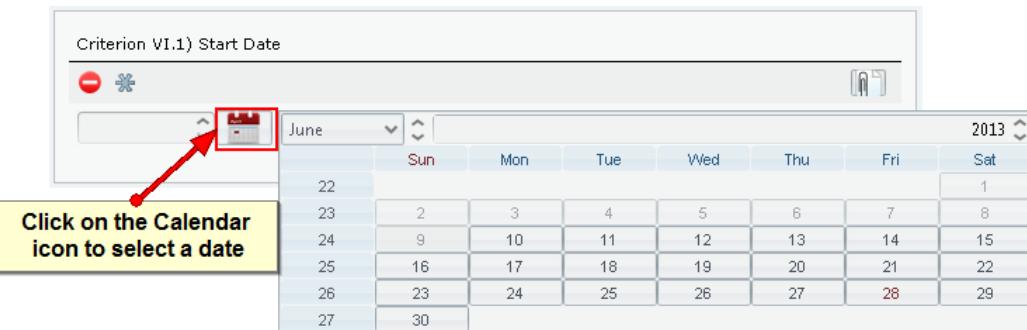


A copy of your most recent audited accounts (for the last two years if this applies)

A statement of your turnover

Profit and loss account and cash flow for the most recent year of trading.

- o Date criterion



- o File criterion

When a file criterion is required simply click on the “Attach file button” and select the file you wish to submit from your local drive.



- o Optional file attachment

Click on the Attach Optional Document icon if you wish to upload a document or file related to your response to a criterion.

Criterion I.1) Minimum Standard 1

Yes

No

Attach relevant document (optional)



1.2. Complete the Financial Envelope

After you have completed the Eligibility and Technical envelopes, fill in the financial envelope. The values expected in the financial envelope are currency values, hence only numeric values are allowed in this envelope.

▼ CFT:DATA HANDLING SYSTEM DESIGN AND PROOF-OF-CONCEPT FOR
MODULAR SYSTEM-OF-MICROSYSTEMS APPROACH

Show Opp Menu

File Tools Help

Save  Submit tender

Select the "Financial Envelope" tab

33% complete

Eligibility Criteria  Technical Envelope  Financial Envelope 

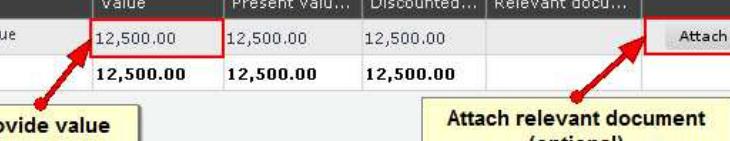
Year 0

	Value	Present val...	Discounted...	Relevant doc...	Overall Discount	%
Overall Value	12,500.00	12,500.00	12,500.00			
Totals	12,500.00	12,500.00	12,500.00			

Provide value

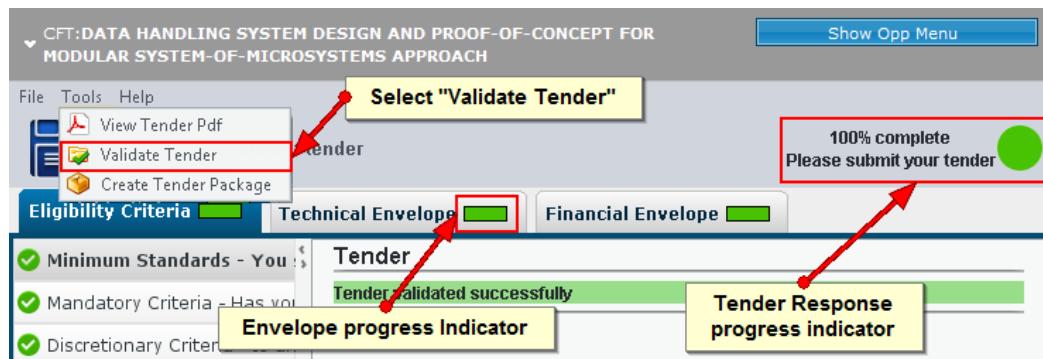
Attach file

Attach relevant document (optional)



1.3. Validate tender (optional)

- The visual progress indicators display graphically the progress of the each tab (progress bars) as well as the progress of the tender response in total (progress pie).
- In addition, you may validate your tender by clicking on the "Validate Tender" option from the "Tools" menu.

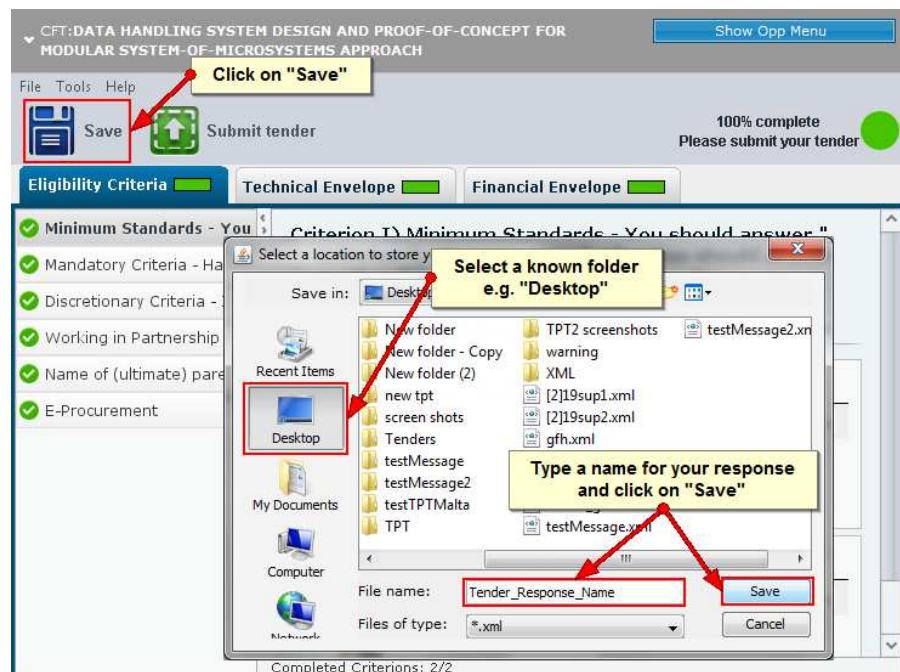


Tender Preparation Alternative Flow

At any time you may save a partially completed tender and return later to complete it.

1. Save draft tender

- Click on the “Save” icon.
- Select a known folder.
- Type a name for your tender.
- And click on “Save”.



Please make sure that you select a known folder to save your tender (e.g. "Desktop", "My Documents", etc.). The default saving location is often a temporary folder, and if your tender is saved there, the operating system may delete it automatically.

All saved draft versions are saved on YOUR Computer and not on European Dynamics servers. In conformance with EU Public Procurement Legislation, the only tender document(s) a Contracting Authority can ever see are these submitted during the later stages of the procurement process.

Please note that the tender preparation tool prompts you to select a location to save your tender only the first time the “Save” button (Save icon) is clicked. Thenceforward, when this button is clicked the tool will save automatically in the folder selected initially without further asking. In case you wish to save your tender response to a new location, please use the “Save as” option (Save as icon) from the “File” menu instead.

2. Edit draft tender

In order to edit a draft tender previously saved as described above, you may select it from the “List of draft Tenders” and click on “Edit”.

List of draft Tenders (created online)			
#	Created by	Creation date	Last edited
1	sup1 sup1	2013/06/24 18:48:14	2013/06/24 18:48:14
			Edit Remove

-END OF DOCUMENT-