E-TENDERING SERVICES

EPPS0909 - SIMPLE TENDER PREPARATION

EUROPEAN DYNAMICS

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:

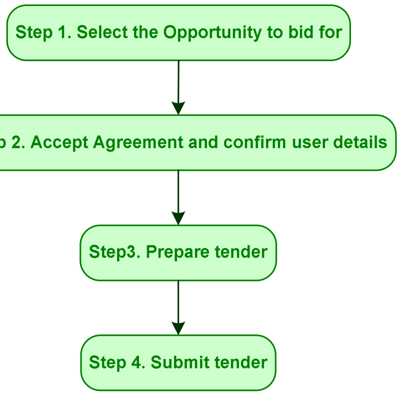
- **Java Runtime Environment** (version 1.7 or higher). Download latest Java version from here
- Use one of the following web browsers: Internet Explorer (version 7 or higher), Mozilla Firefox (version 3.5 or higher).
- Have a valid e-mail address
- Javascript enabled, Session Cookies enabled, Internet 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:

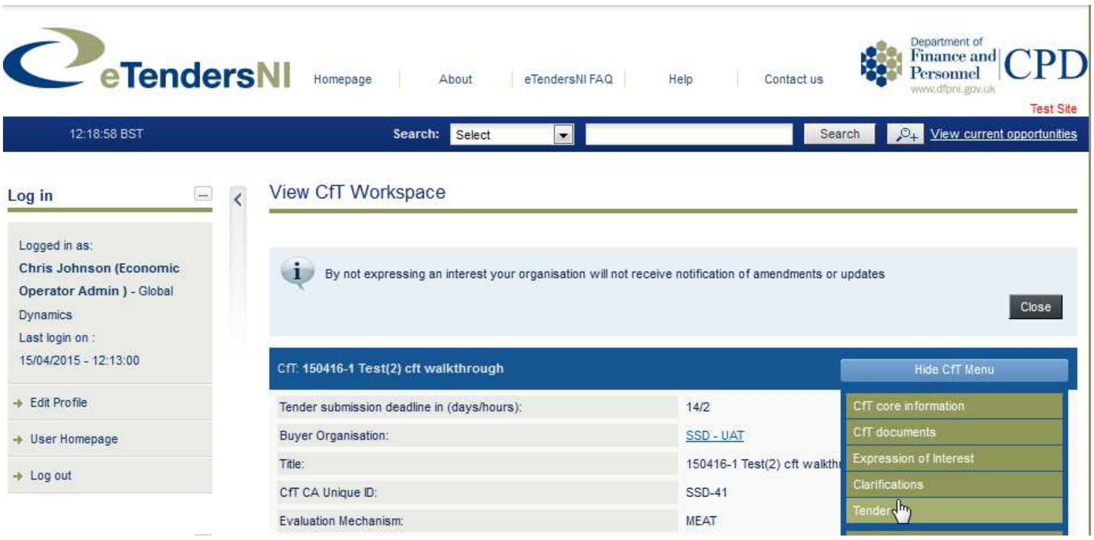


Detailed Procedure

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:

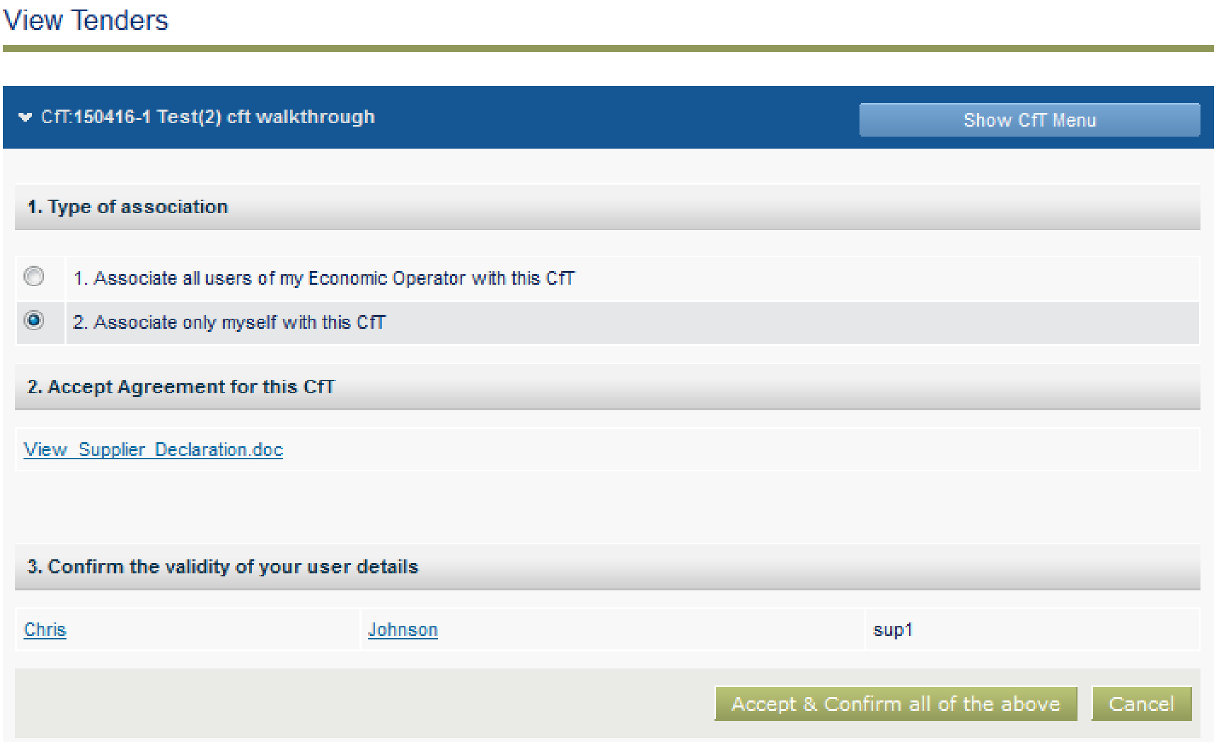
- Select the call for tender to bid for

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



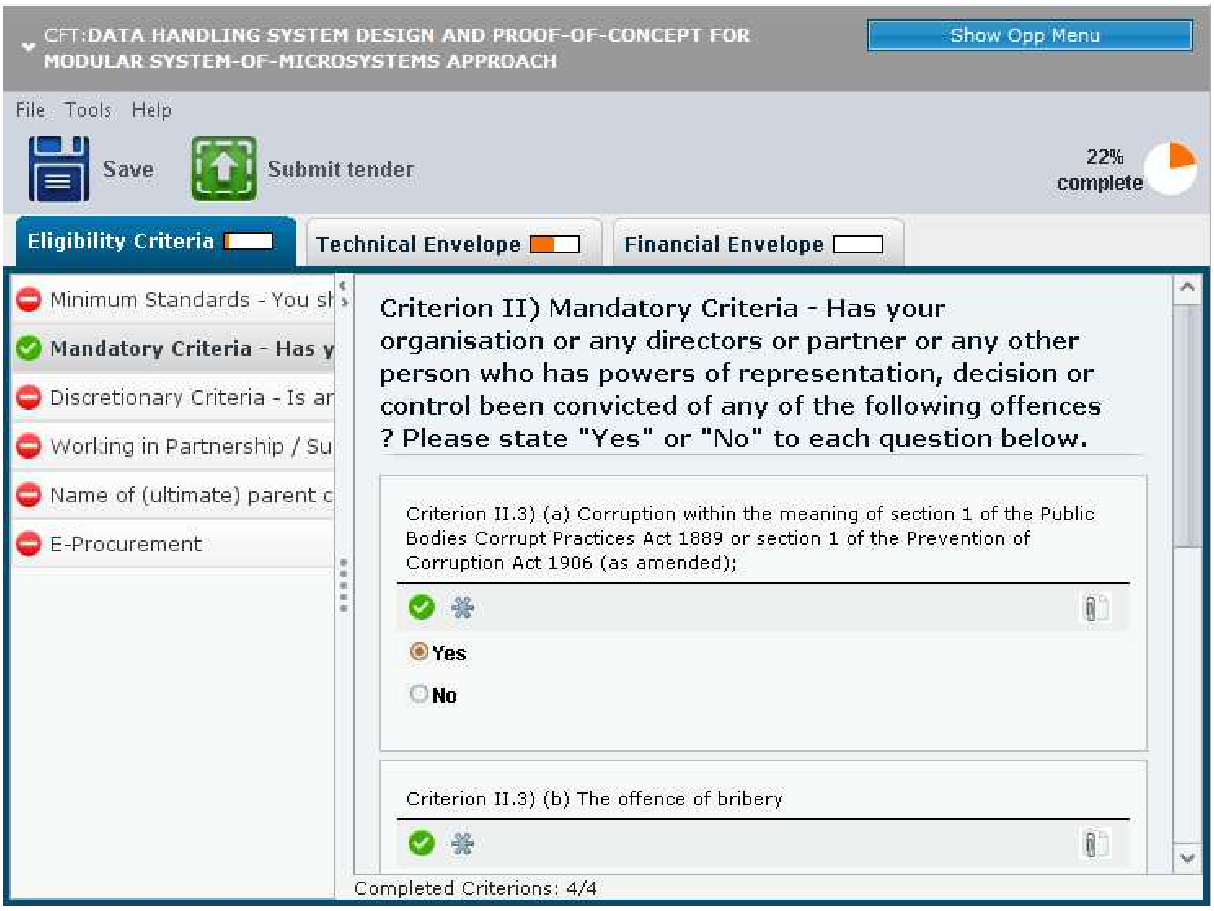
- Accept Agreement and confirm user details

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



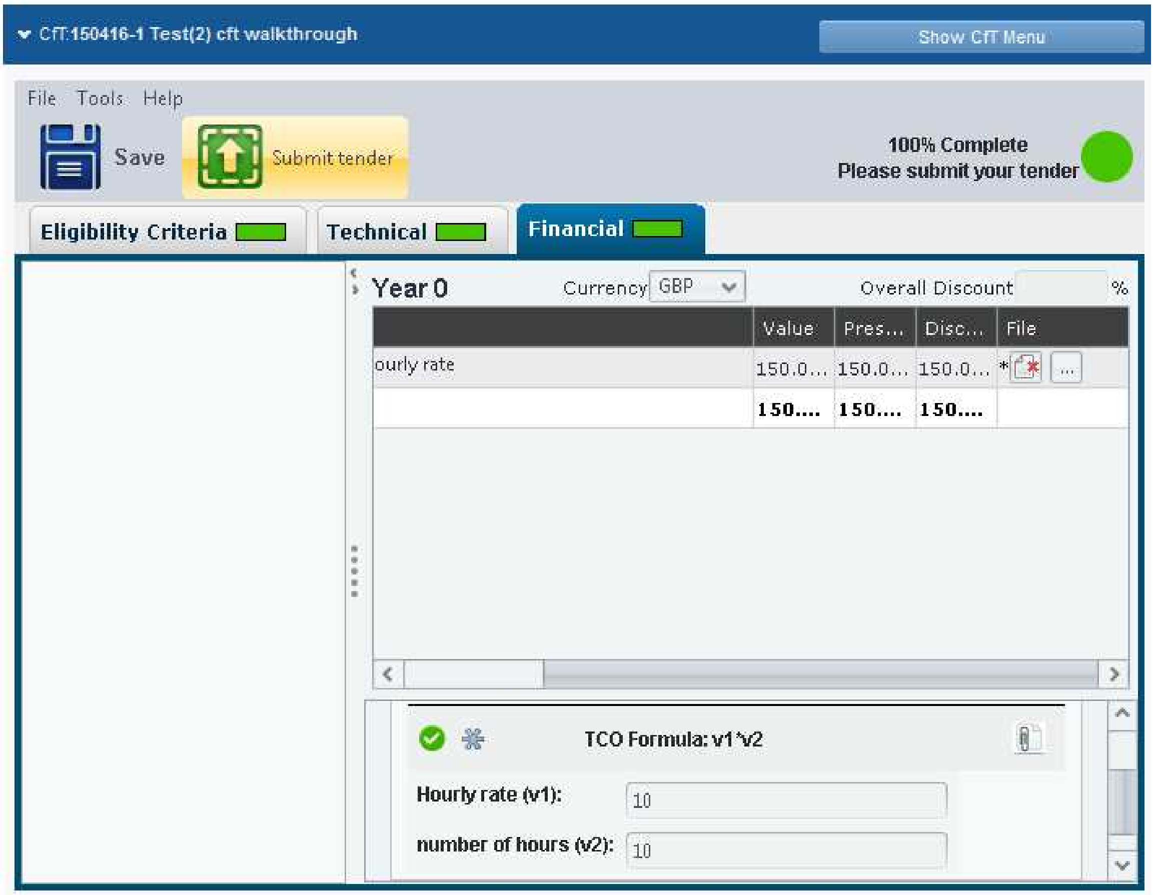
- Prepare a tender response

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.



- 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.



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.

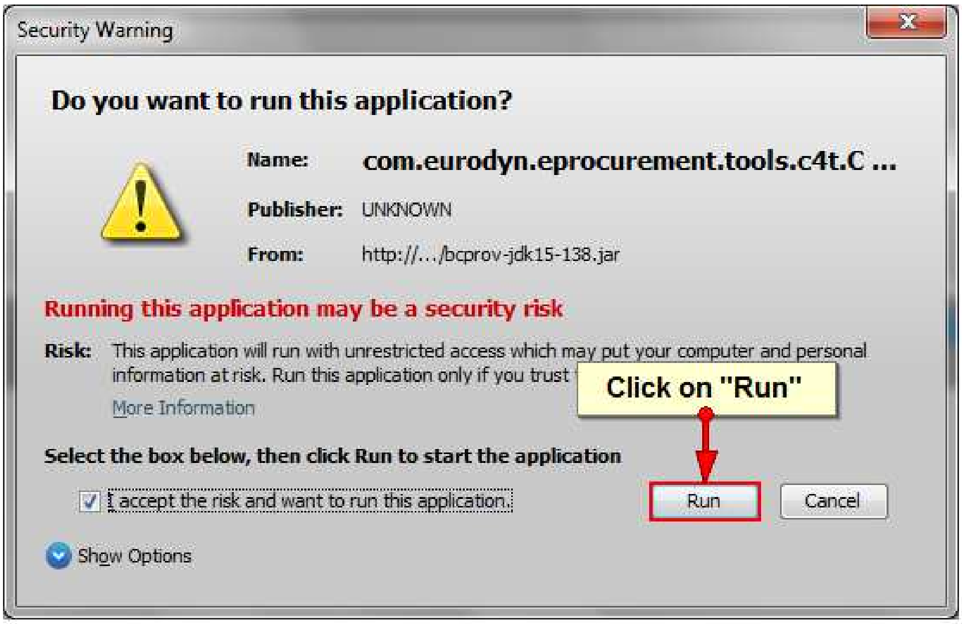
List of submitted Tenders (created online/offline)

ted	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.



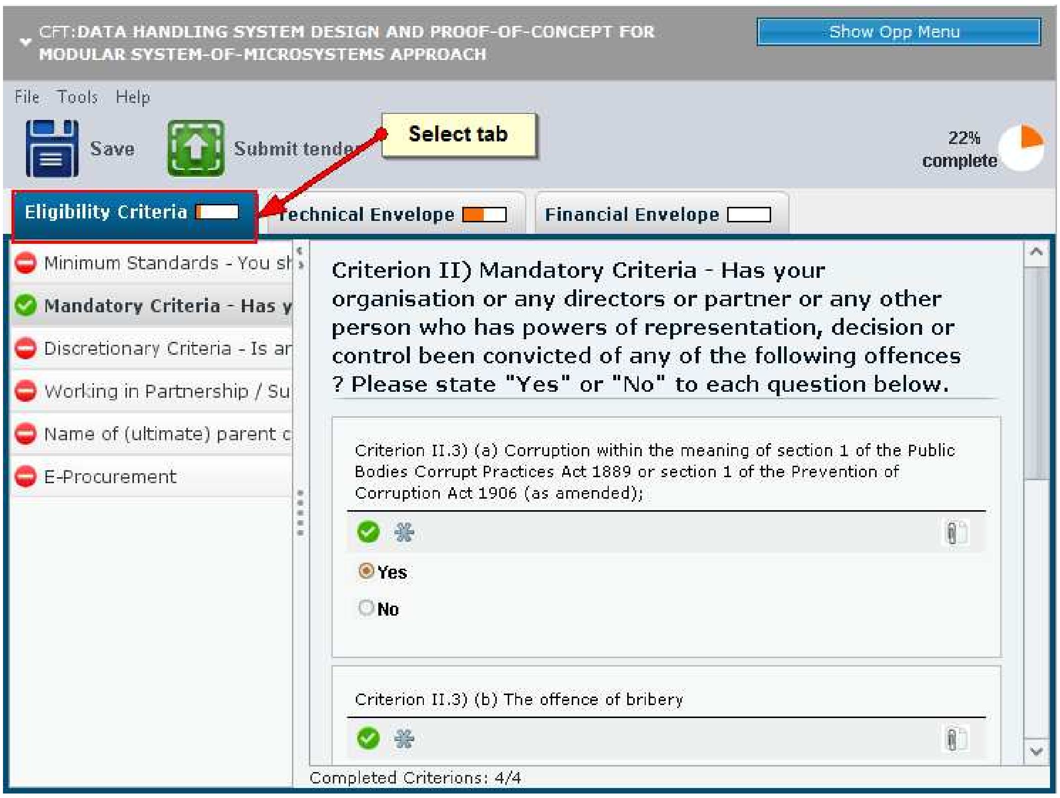
In order to ensure the confidentiality of your response till the opening day, the tender preparation tool is fully executed within your local environment. Hence, particular system configuration settings can block or prevent the proper creation of your tender response.

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).

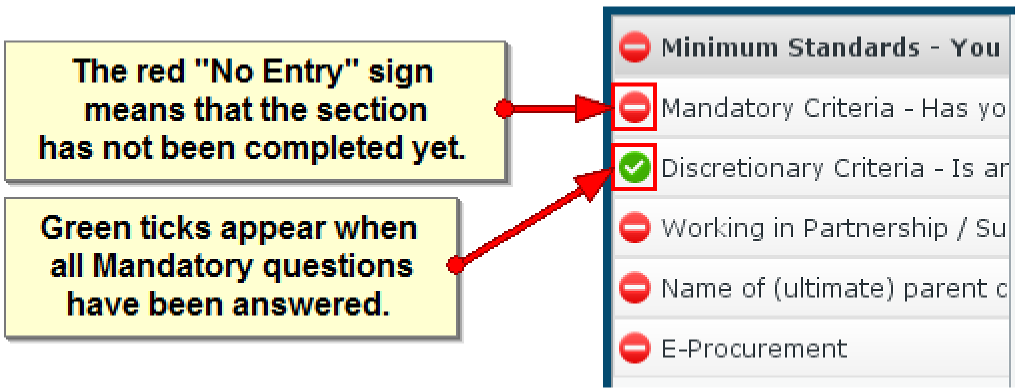
In the event that the saved files cannot be located on your system or the created tender package is detected as empty by the e-Tendering platform, please **request immediately the assistance of your IT department** in order to verify that the tender preparation tool can be executed on an environment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

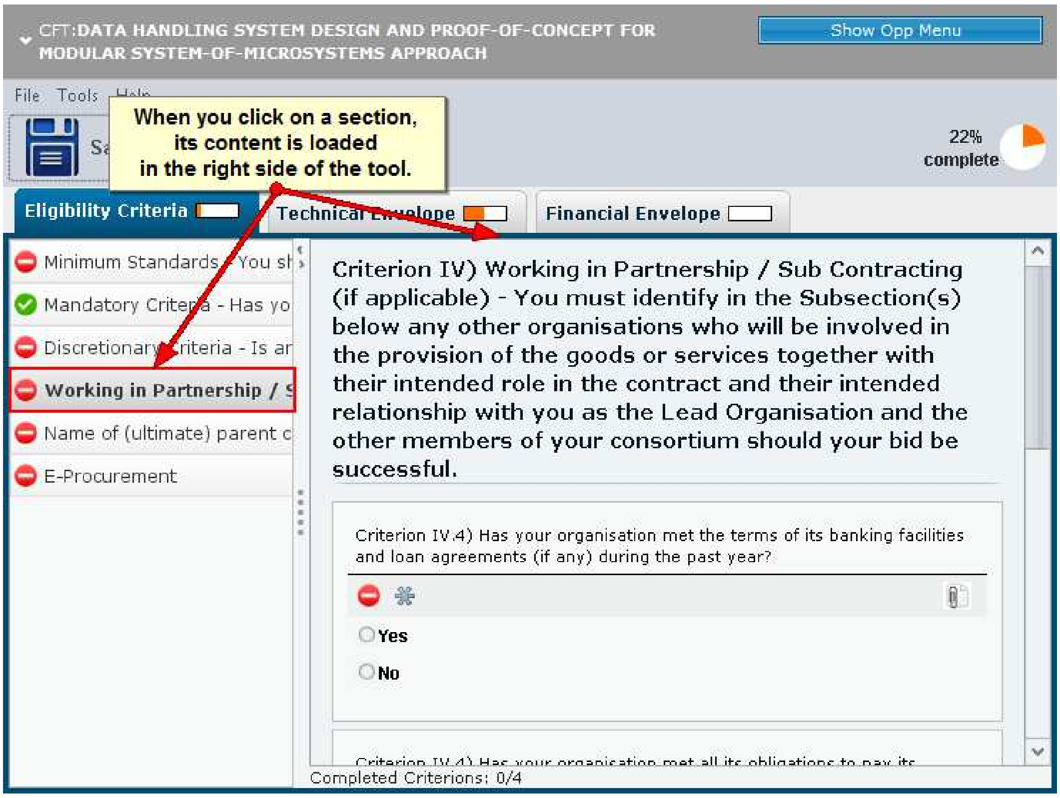


- Green ticks will appear when all <u>Mandatory Questions</u> in a section have been answered. However, bidders are normally expected to answer ALL questions in a tender, even if not all mandatory. Check each question individually before submitting your tender to ensure ALL questions have been answered.

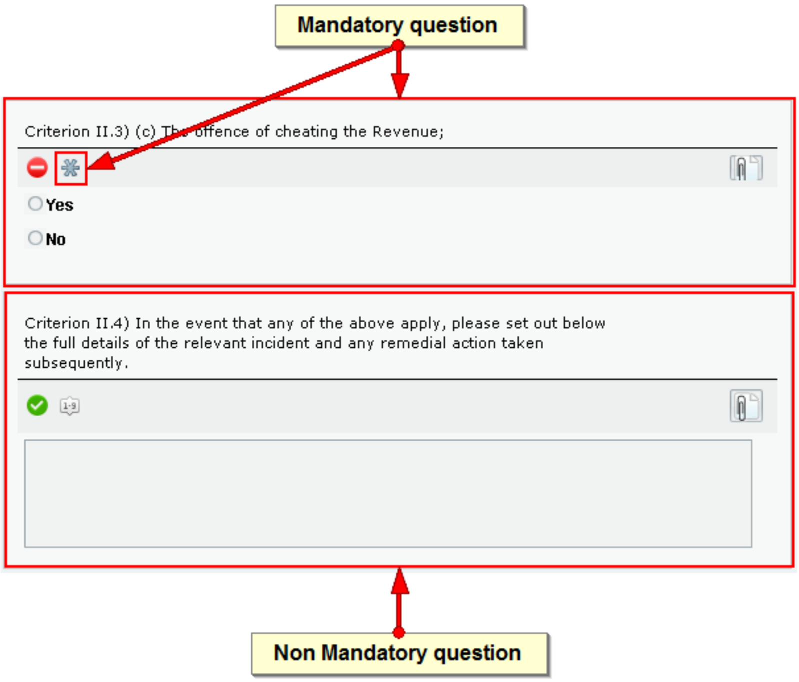


Important Note: Please note that it is possible to save a partially completed tender response and return later to complete it – details are provided later in this document.

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



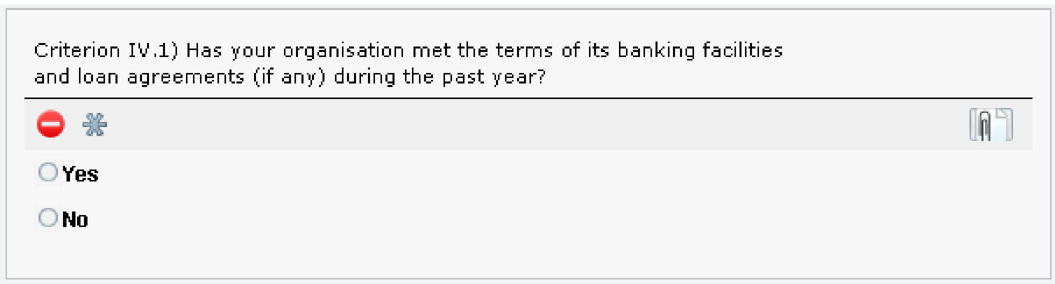
- Please note that mandatory questions are indicated with an asterisk ( ).



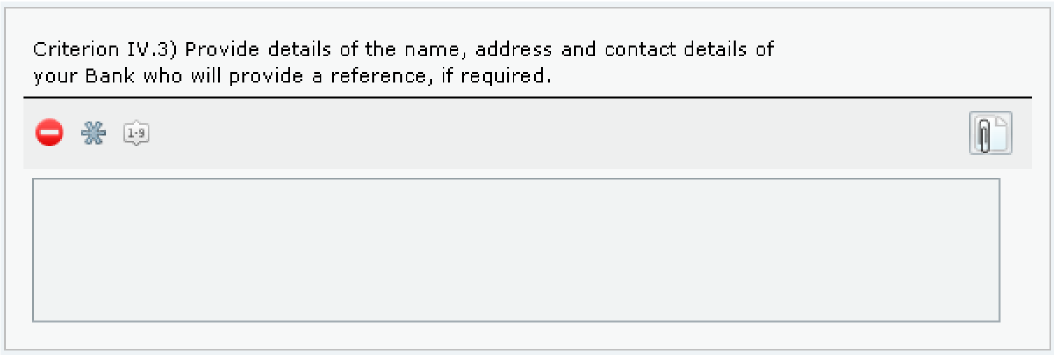
1.1.1. Types of criteria

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.

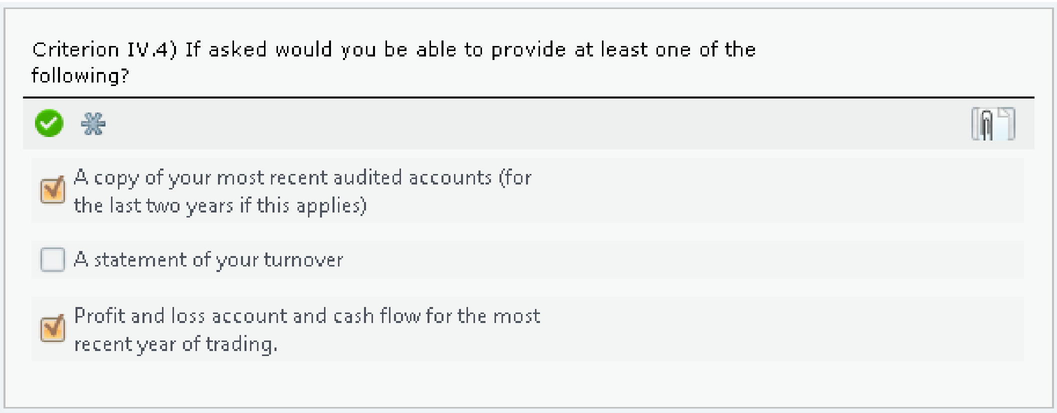
- List option criterion



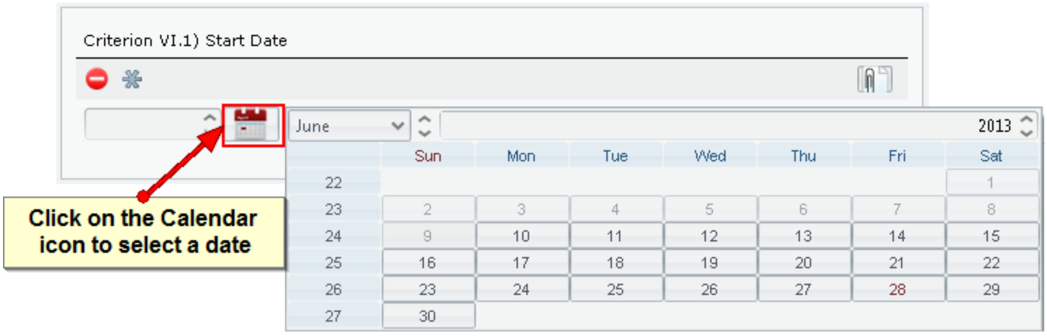
- Text area criterion



- Multiple selection list (checkboxes) criterion



o Date criterion

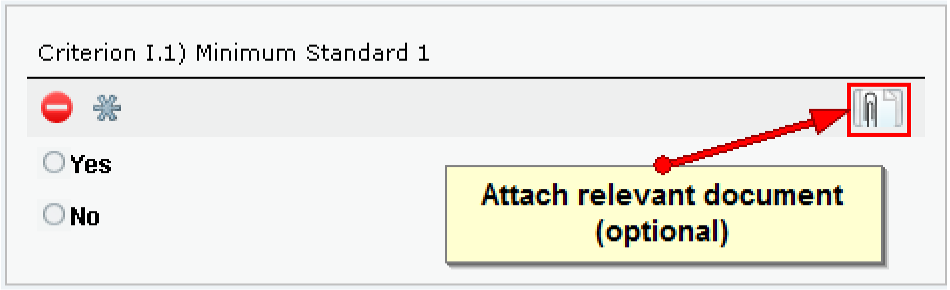


o File criterion

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.

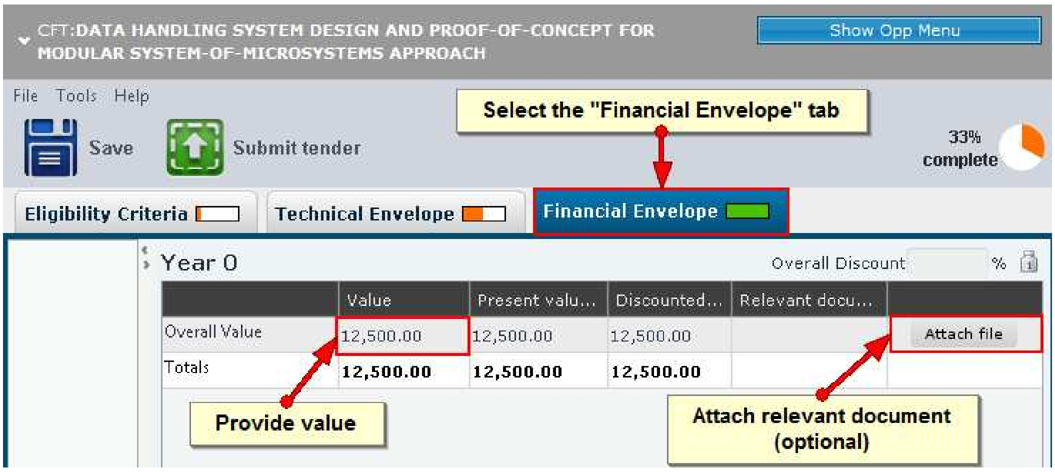
- Optional file attachment

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



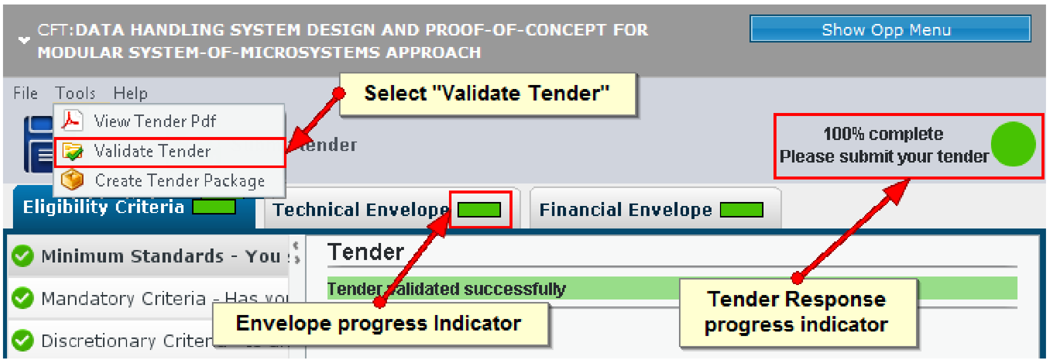
1.2. Complete the Financial Envelope

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.



1.3. Validate tender (optional)

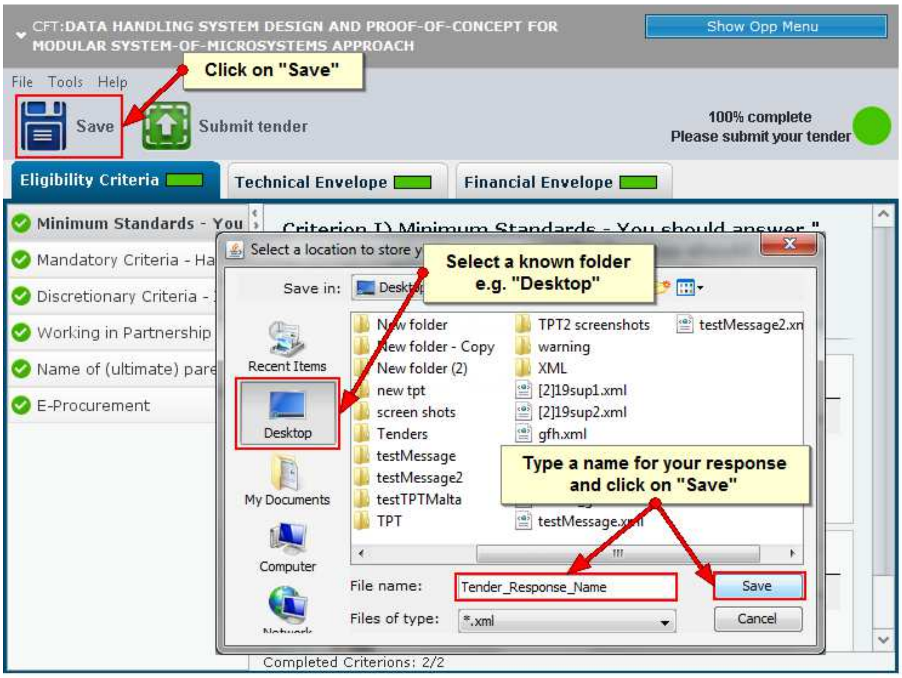
- The visual progress indicators display graphically the progress of the each tab (progress bars) as well as the progress of the tender response in total (progress pie).
- In addition, you may validate your tender by clicking on the "Validate Tender" option from the "Tools" menu.



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”.



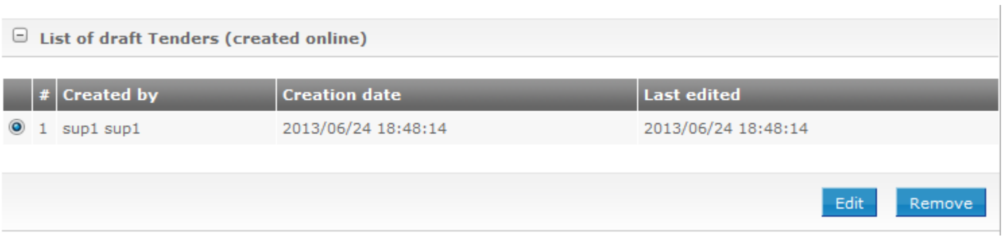
Please make sure that you select a known folder to save your tender (e.g. "Desktop", "My Documents", etc.). The default saving location is often a temporary folder, and if your tender is saved there, the operating system may delete it automatically.

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 () 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 () 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".



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