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# **E-TENDERING SERVICES**

## **EPPS0911 - OFFLINE TENDER SUBMISSION**



**VERSION 2.0 – 05/15**

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# Offline Tender Submission

## EPPS0911

### Purpose

Tenders can be prepared offline allowing you to work on your tender submission without having to be connected to the internet.

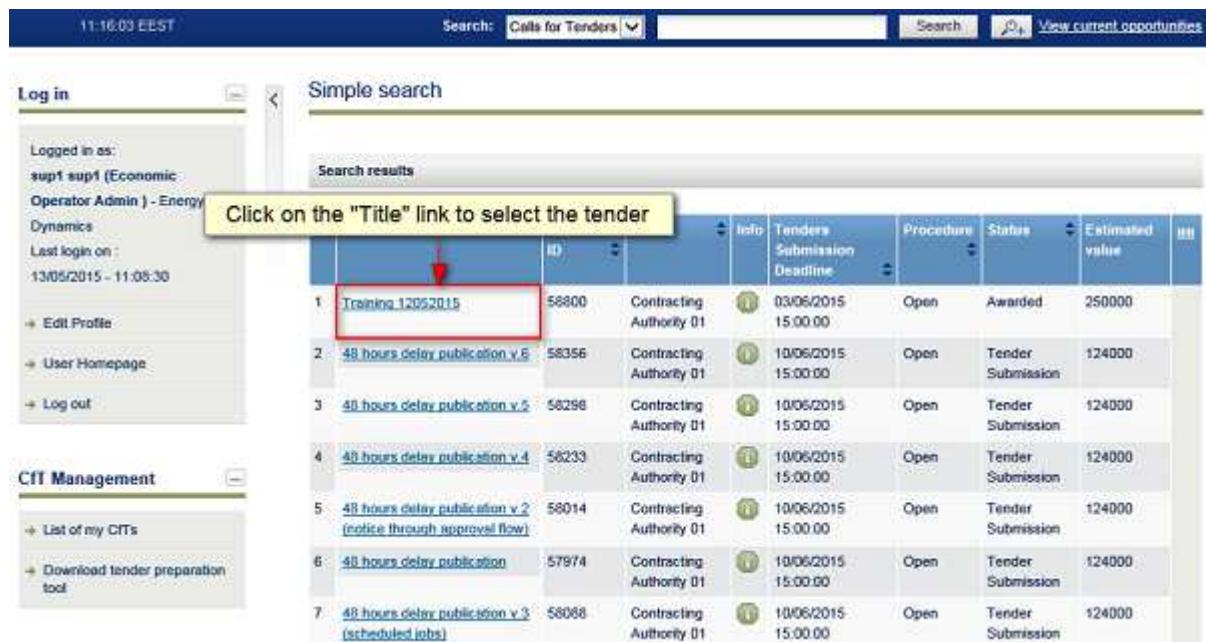
This guide details how to submit a tender document using the offline tender preparation tool made available to suppliers on the e-Tendering system. Please read this guide before responding to a tender or quotation using the offline tool.

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.

Prior to submitting a tender, suppliers should log in to the system and locate the tender opportunity to bid for. Use the "Call for Tender Advanced Search" User Guide for more information (**EPPS0906**)

### Procedure

- Select the opportunity to bid for



11:16:03 EEST

Search: Calls for Tenders

Search View current opportunities

Log in

Simple search

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

Last login on: 13/05/2015 - 11:05:30

+ Edit Profile

+ User Homepage

+ Log out

CFT Management

+ List of my CFTs

+ Download tender preparation tool

Search results

Click on the "Title" link to select the tender

ID	Title	Contracting Authority	Tenders Submission Deadline	Procedure	Status	Estimated value
1	Training_12052015	Contracting Authority 01	03/06/2015 15:00:00	Open	Awarded	250000
2	48 hours delay publication v.6	Contracting Authority 01	10/06/2015 15:00:00	Open	Tender Submission	124000
3	48 hours delay publication v.5	Contracting Authority 01	10/06/2015 15:00:00	Open	Tender Submission	124000
4	48 hours delay publication v.4	Contracting Authority 01	10/06/2015 15:00:00	Open	Tender Submission	124000
5	48 hours delay publication v.2 (notice through approval flow)	Contracting Authority 01	10/06/2015 15:00:00	Open	Tender Submission	124000
6	48 hours delay publication	Contracting Authority 01	10/06/2015 15:00:00	Open	Tender Submission	124000
7	48 hours delay publication v.3 (scheduled jobs)	Contracting Authority 01	10/06/2015 15:00:00	Open	Tender Submission	124000



- Select the "Tender" option

11:19:40 EEST

Search: Select Search View current opportunities

**Log in**

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

Last login on: 13/05/2015 - 11:08:30

Edit Profile User Homepage Log out

**CFT Management**

List of my CFTs Download tender preparation tool

**View CFT Workspace**

CFT: 48 hours delay publication v.6

Tender submission deadline in (days/hours): 28/3

Buyer Organisation: Contracting

Title: 48 hours delay publication

CIT CA Unique ID: CA 01-27

Evaluation Mechanism: MEAT

Description: Mandatory

Procurement Type: Supplies

Procedure: Open

CIT 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:

**Select "Tender"**

Hide CFT Menu

CIT core information  
CIT documents  
Classifications  
**Tender**  
Withdraw EO!  
Specify Alerts  
Automated notifications  
View CFT correspondence

- Click on "Prepare this response offline"

15:36:58 EEST

Search: Select Search View current opportunities

**Log in**

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

Last login on: 13/05/2015 - 15:01:55

Edit Profile User Homepage Log out

**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 current opportunities News Supplier walkthrough help guides Procurement pipelines eTenderN! FAQ Public procurement policy Supplier information on public sector tendering Statistics Relevant links Events calendar

**View Tenders**

CIT: 48 hours delay publication v.3 (scheduled job) Show CFT Menu 25% Complete

File Tools Help Save Submit tender

Eligibility Criteria Technical Financial

SECTION1

Enter some text

Completed Criteria: 1/1

Cycle 1

List of submitted Tenders (created online/offline)

Submitted By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time

All items submitted/Hash match! Additional items will be needed

Missing items/Hash mismatch/Late Submission

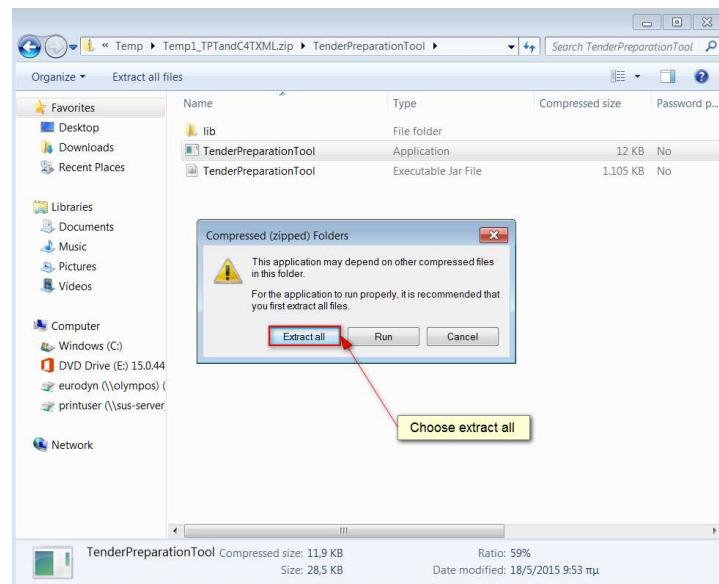
List of draft Tenders (created online)

**Select the "Prepare this response offline" button**

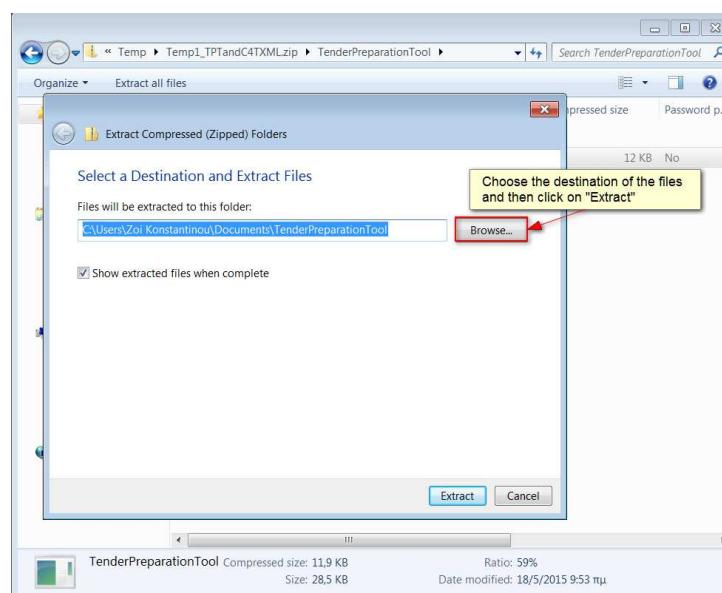
Offline tender preparation and submission:

Prepare this response offline Manual upload of tender package

- Save the tender preparation tool and the tender file (XML format) in your local drive at a known location (e.g. "My Documents", "Desktop", etc.).
- Extract the contents of the downloaded **TPTandC4TXML.zip** file by clicking on the file and selecting "Extract All".

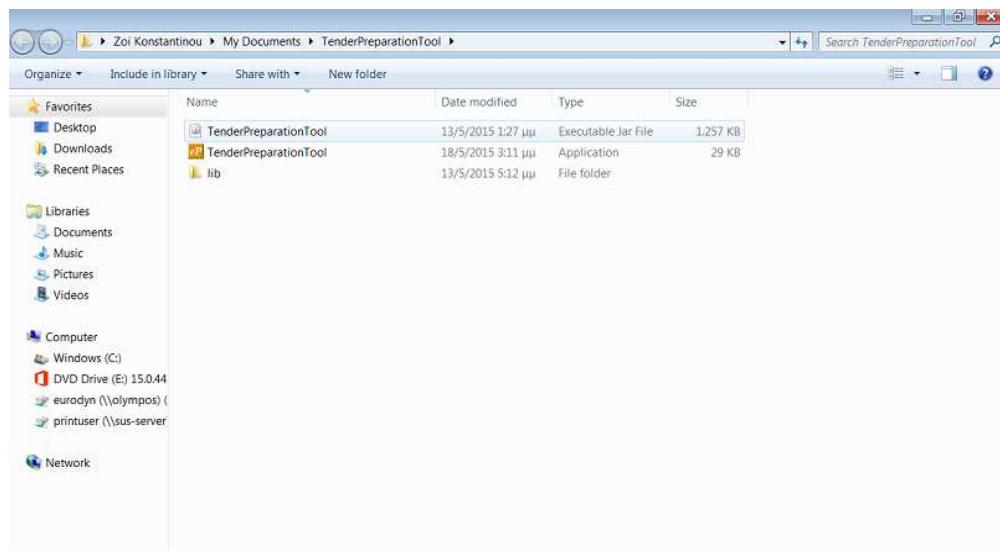


- Choose a location to extract the files and click on "Extract"

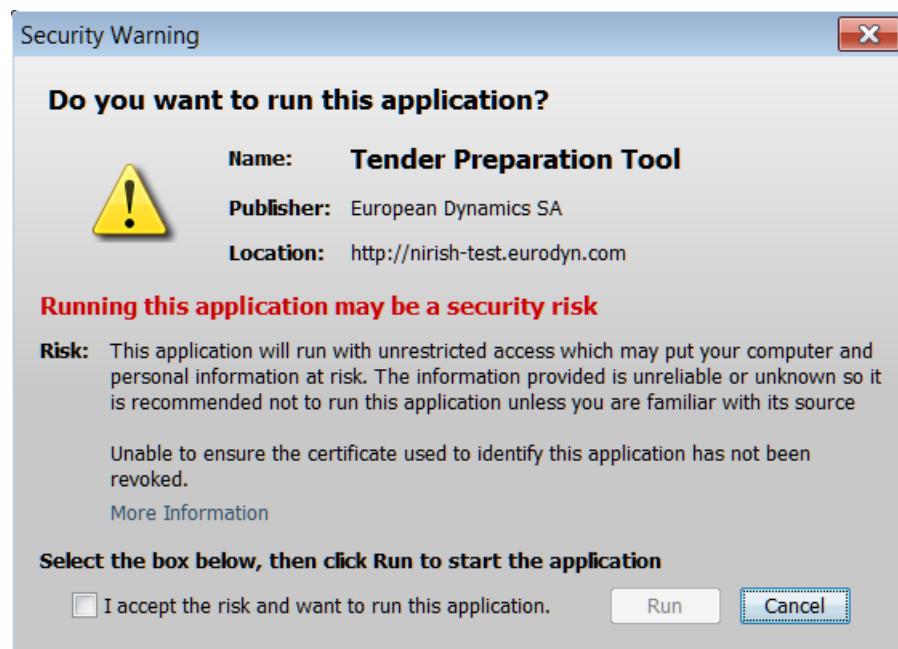




- Double click the "TenderPreparationTool.exe" file

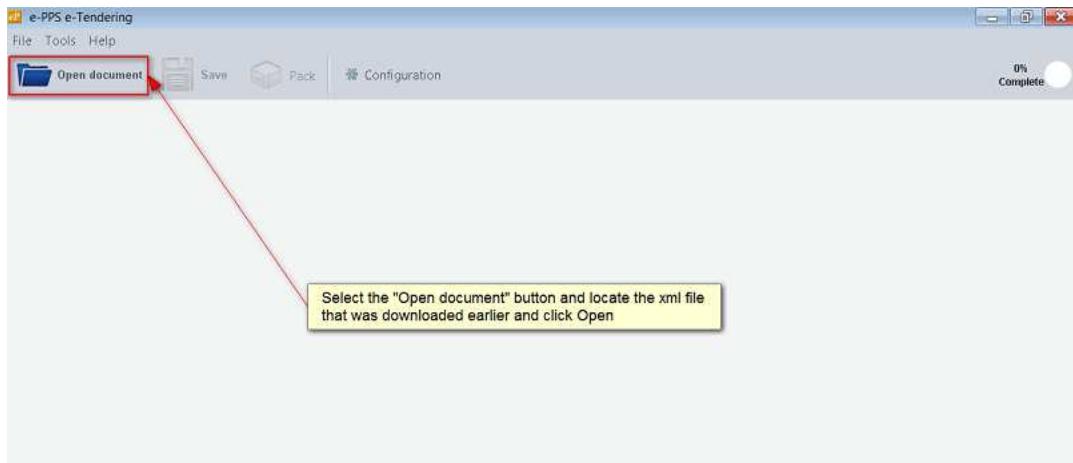


- Select "Run"

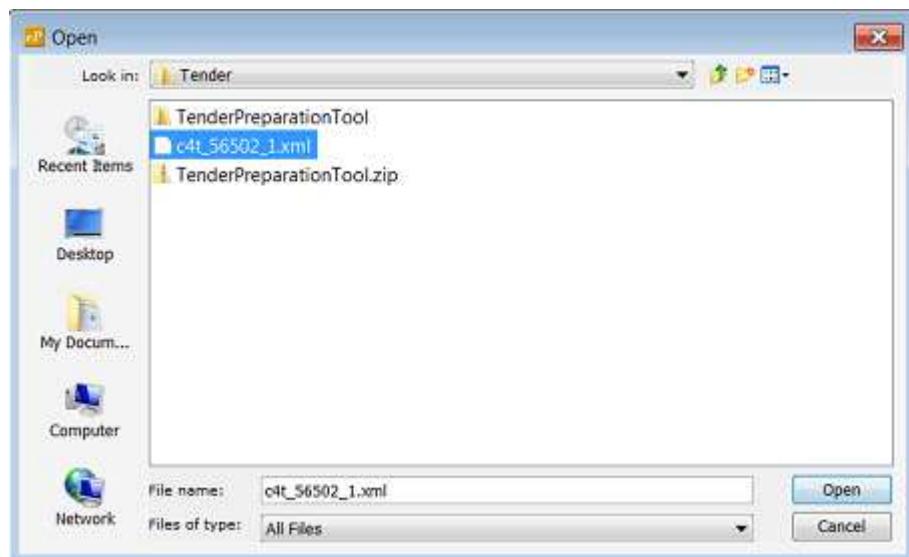




- Select the "Open document" icon to open the XML file



- Locate the file which is saved in the directory one level above the location of the tool



The following is a summary of the type of data that will be provided detailing the respective status of each folder.

### View Tenders

▼ CFT:Data handling system design Show CFT Menu

File Tools Help 0% Complete

Save Submit tender

Eligibility Criteria Technical Financial

This menu shows the tender's sections

This sign indicates that there are unanswered mandatory question

1. 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

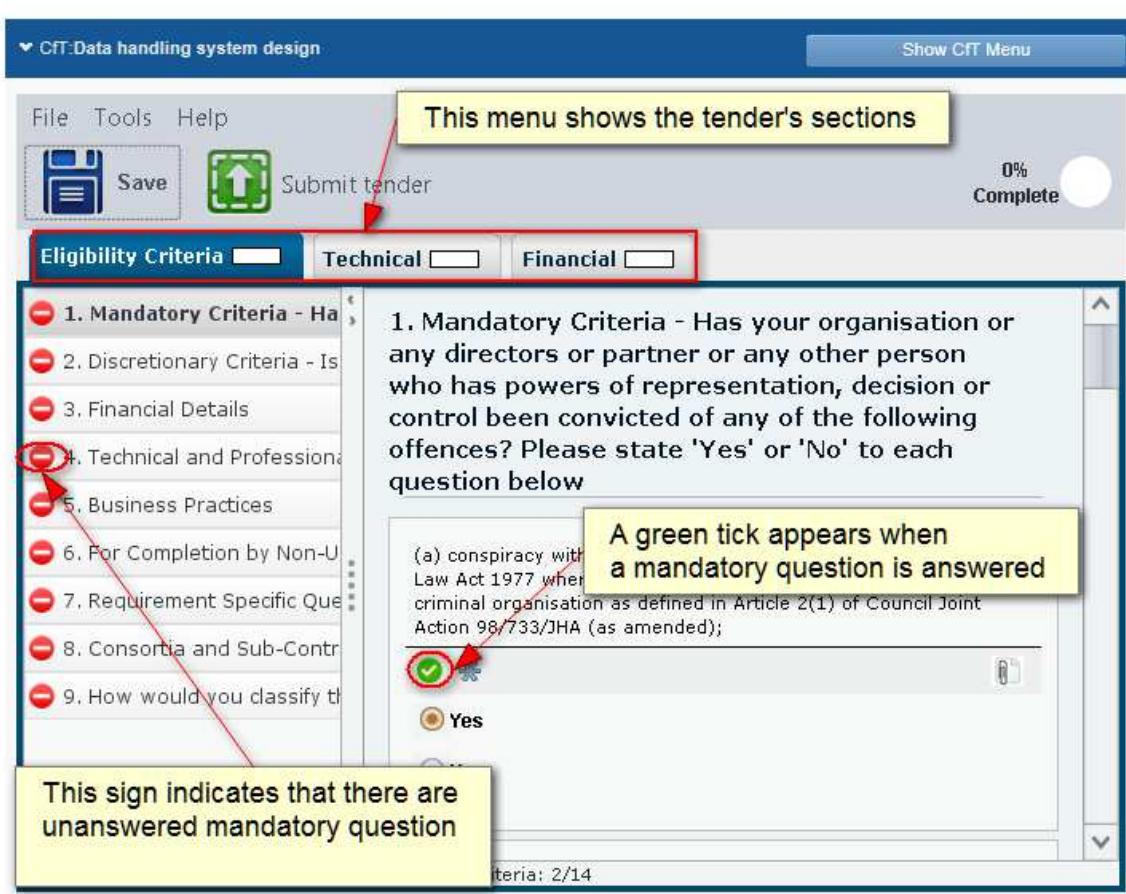
A green tick appears when a mandatory question is answered

1. 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

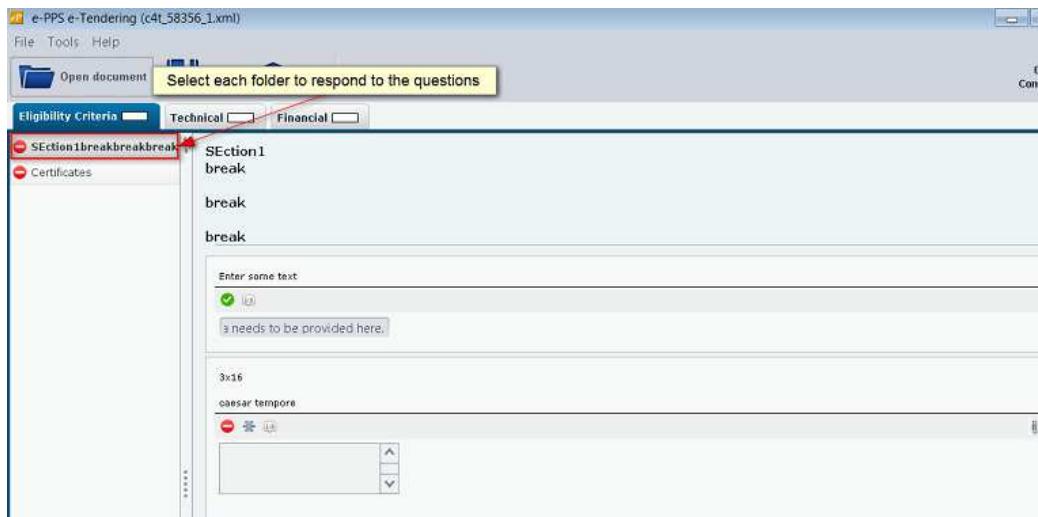
(a) conspiracy with Law Act 1977 where criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);

Yes

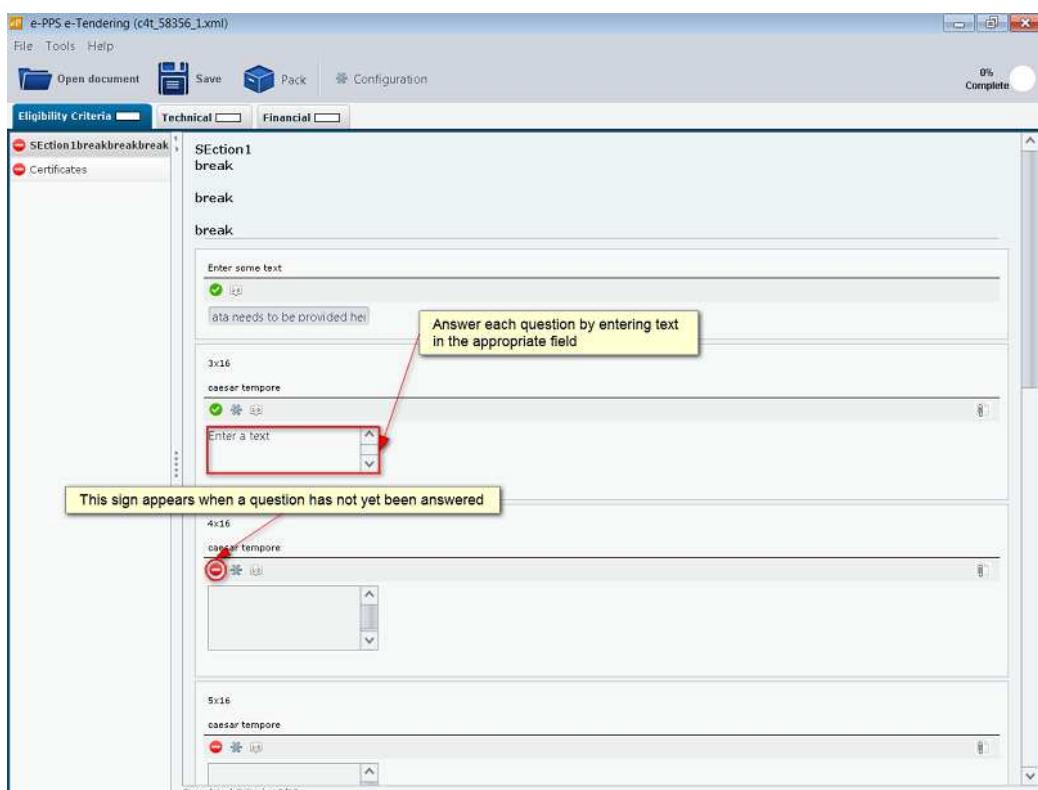
Criteria: 2/14



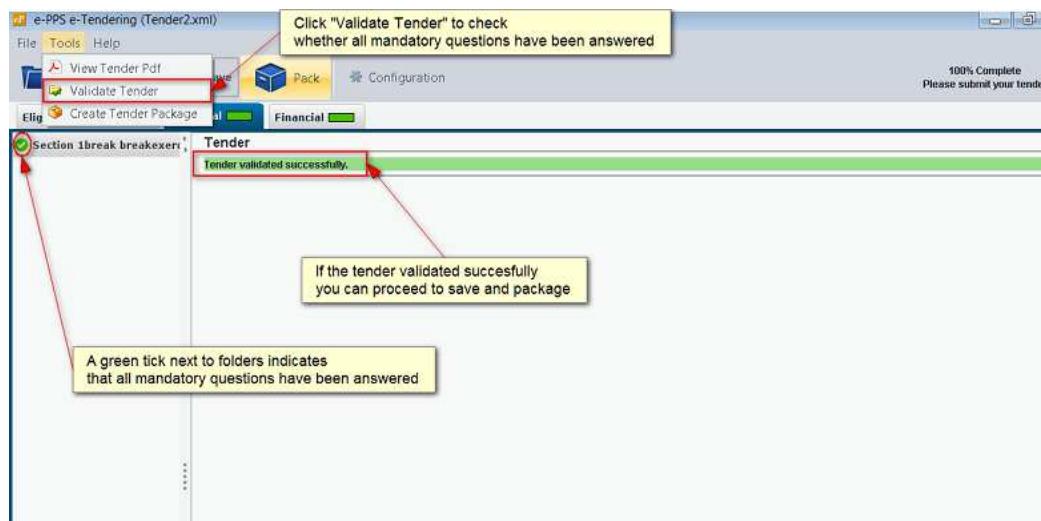
- Click on the folders to load the questions in the right side of the tender preparation tool



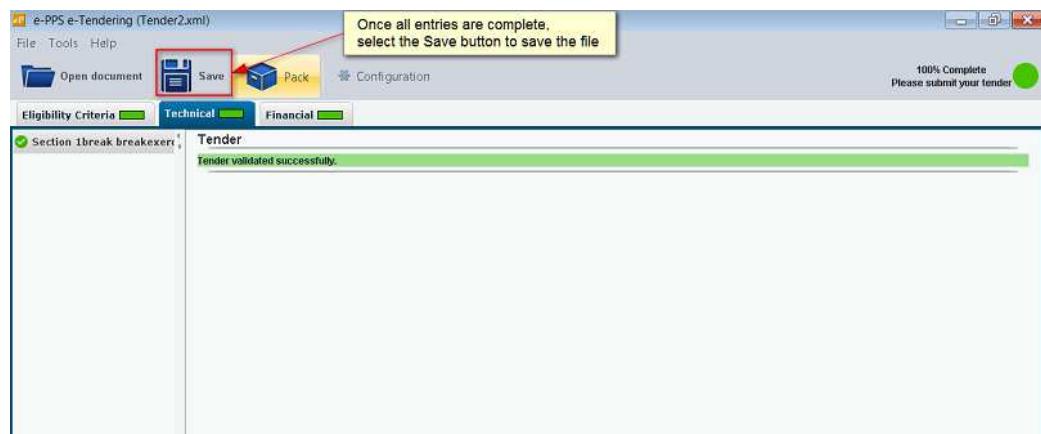
- Provide a response for all tender questions



- Once all entries are completed, click "Tools" and then "Validate" to validate your tender, as shown below.



- Click on the Save button to save the file.

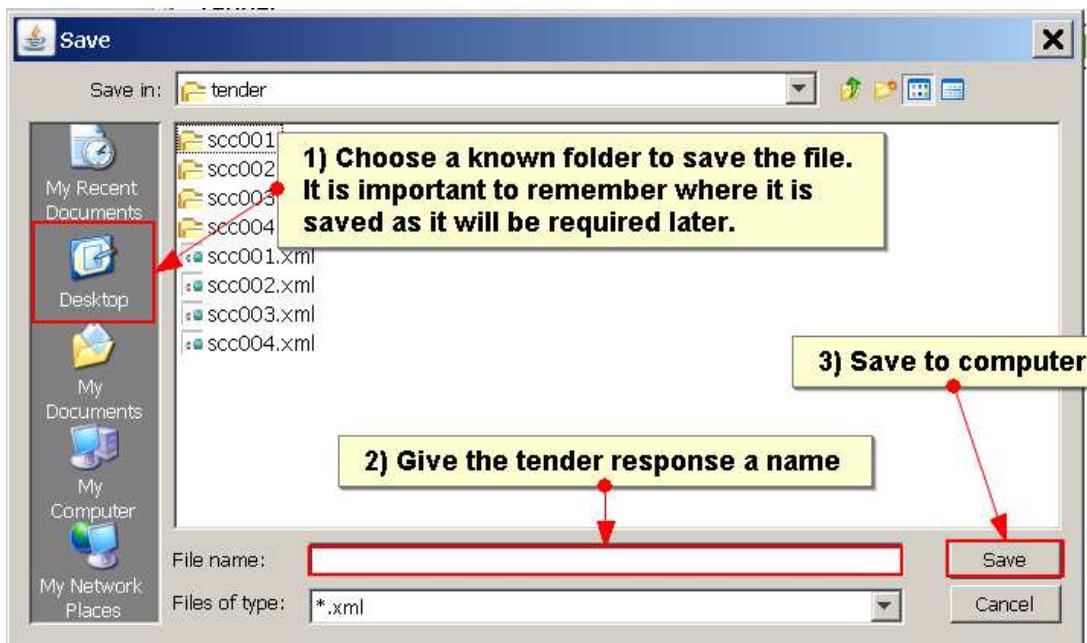


We always advise that you save a copy of your tender in a "known folder" of your PC, when using the Offline tender submission functionality. Please ensure that you **select a known folder to save your tender** (e.g. "Desktop", "My Documents", etc.). The default saving location is often a temporary folder, and if your tender is saved there, the operating system may delete it automatically.



Please be aware, that all saved draft versions are saved on **YOUR Computer** and not on European Dynamics servers. The only tender document(s) a Contracting Authority can ever see are these submitted using "Tender Package" Upload function described in the next steps of this document.

- Select the location where your response will be stored and click "Save"

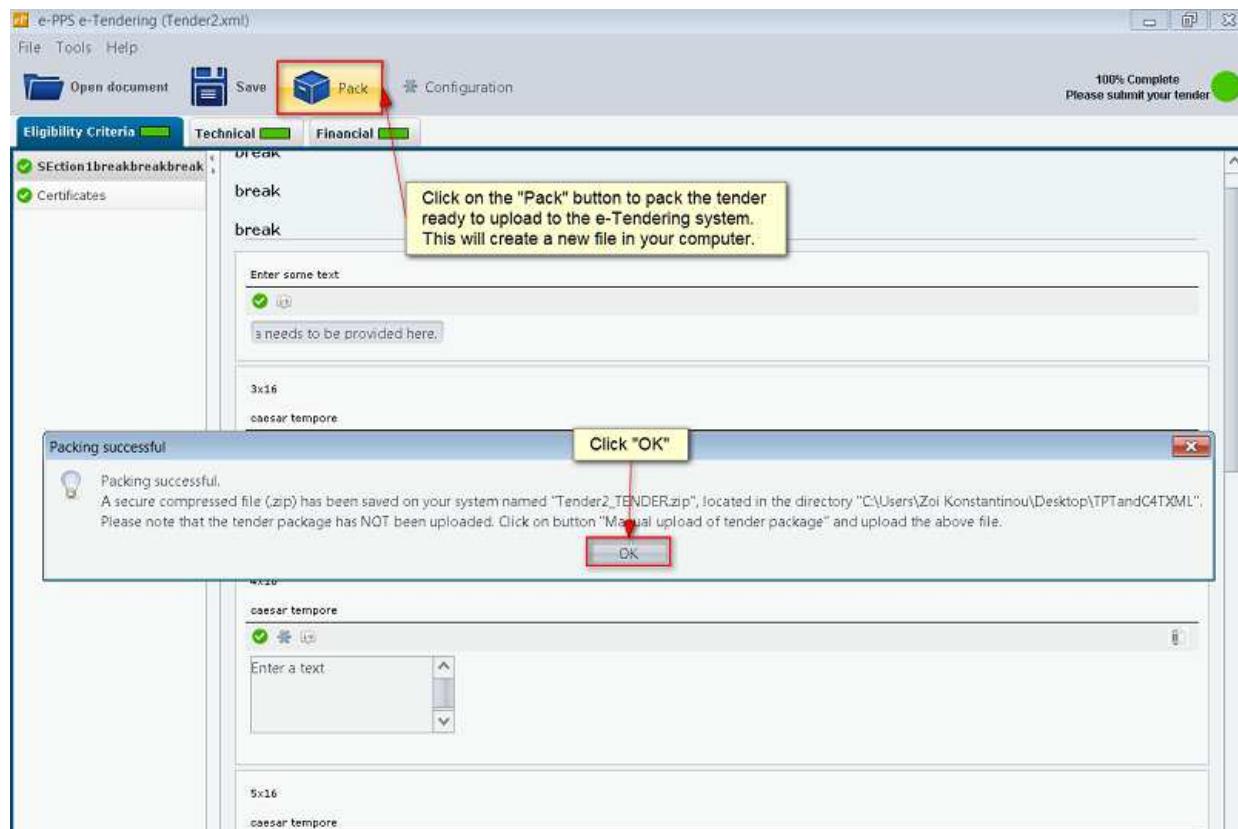


Please note that the tender preparation tool prompts you to select a location where to save your tender only the first time you click the "Save" button. Thenceforward, when this button is clicked the tool will save automatically in the folder selected initially without further asking. In case you wish to save your tender response to a new location, please use the "Save as" button instead.



**Follow the next steps only if you intend to submit your tender response now:**

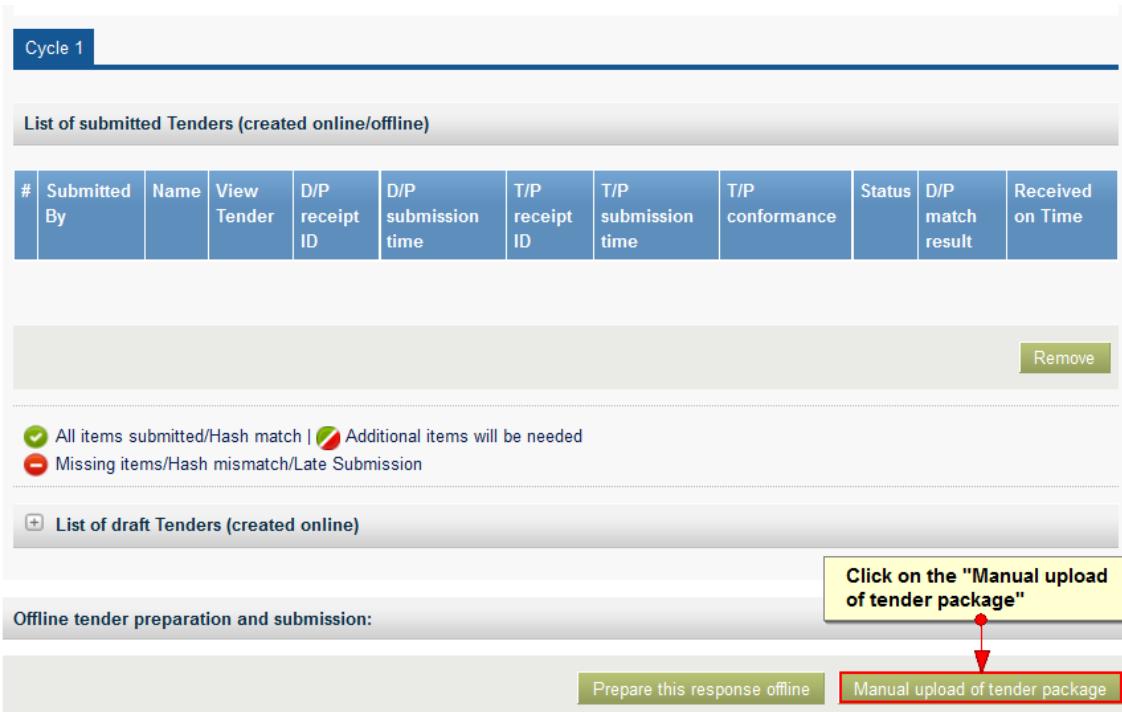
- Click the "Pack" button



- Access the "Tender" section on the e-Tendering system.



- Click on the "Manual upload of tender package" button to upload the tender package previously generated





- Click on the "Browse" button to upload the tender package previously generated

18:26:08 EEST      Search: Select      Search      View current opportunities

**Log in**

Logged in as:  
sup1 sup1 (Economic Operator Admin ) - Energy Dynamics  
Last login on : 13/05/2015 - 18:23:38

↳ Edit Profile    ↳ User Homepage    ↳ Log out

**CFT Management**

↳ List of my CFTs    ↳ Download tender preparation tool

**Upload tender package**

**Information:** Please make sure that the file intended to be uploaded is the tender package created by the tender preparation tool, else you risk your tender to be rejected during the Opening phase. The filename of your tender should be in the form XXXX\_TENDER.zip.

In case you have not created your tender through the tender preparation tool please consult:  
- the [User Guide](#).  
- the [Interactive Walkthroughs](#).

You may download the tender preparation tool from here: [Tender Preparation Tool](#).  
You may download the necessary tender structure for this particular competition from here: [Tender Structure](#)

**CFT:48 hours delay publication v.6**      Show CFT Menu

\*Locate the Tender package to upload:  **Browse...**

**Click the "Browse" button to upload the tender package which was created earlier**

Upload    Cancel

**IMPORTANT INSTRUCTIONS:** Please note that this file selection you are about to perform is of **utmost importance**. You need to ensure that file uploaded is indeed the "Packed Tender" file created by the tender preparation tool or **you risk to be rejected** during the Opening phase.

The file will be saved wherever you chose to save it on your pc or files server. The file name will end in \_TENDER.zip, and will start with the name of the file you saved earlier.

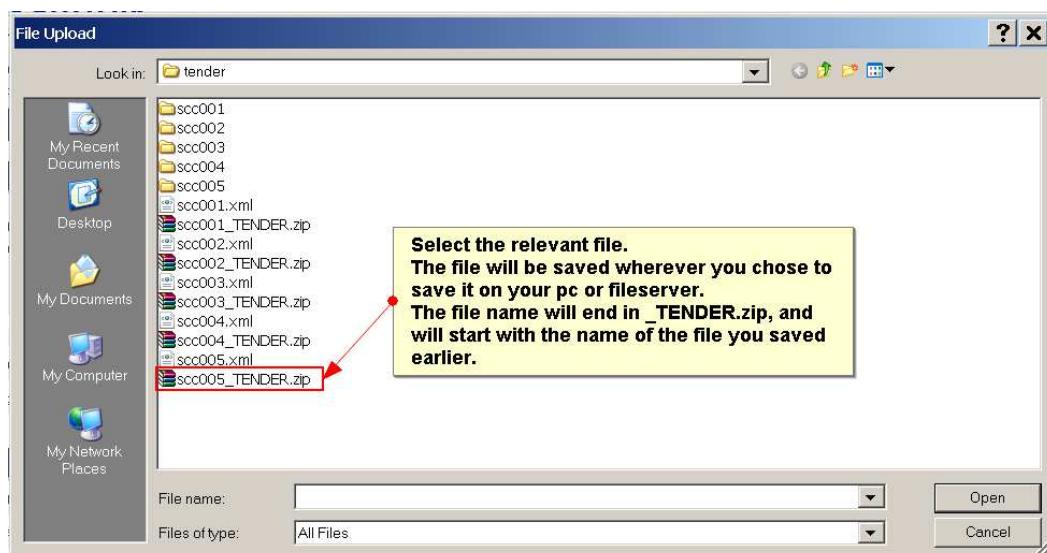
**YOU MUST SELECT THE FILE WHICH ENDS IN \_TENDER.ZIP.**



**PLEASE NOTE THAT UPLOADING ANY OTHER FILE MAY INVALIDATE YOUR TENDER RESPONSE.**



- Select the relevant file.



- Click on the "Upload" button



Once the tender has been submitted it will appear in the list of submitted tenders. Please ensure that all entries have a green tick.

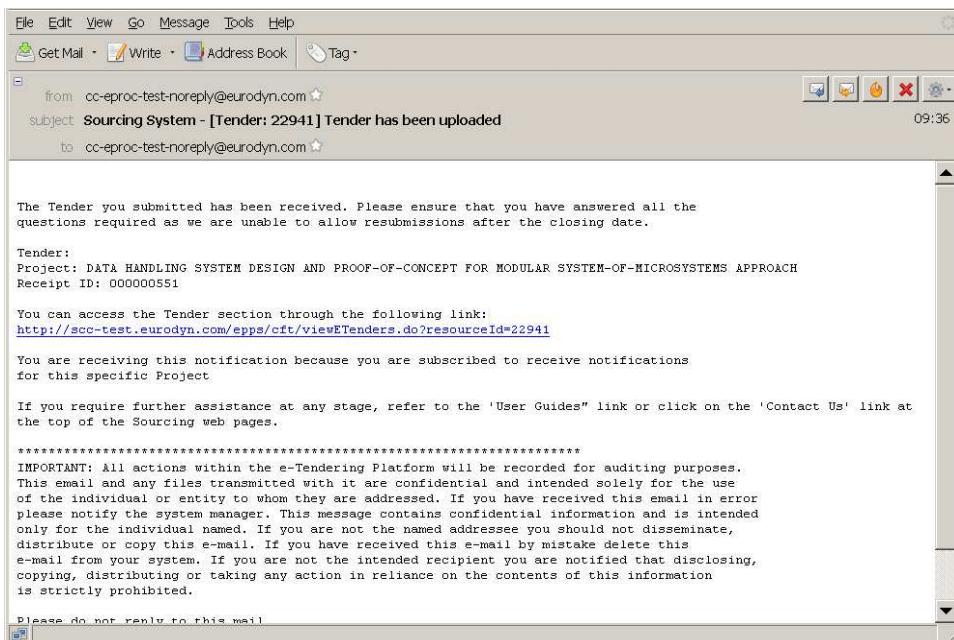
If any of the boxes do NOT show a green tick, there is something wrong with the tender submission. Contact the Supplier Helpdesk for assistance, as your tender response is very likely to result in a failed tender response.



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 the tender submission. Please contact the Supplier Helpdesk for assistance.

Once the tender has been submitted the following e-mail notification will be dispatched to your email address.





Please note that the above email notification simply acknowledges the receipt of the file you submitted on the e-Tendering system and cannot be used as a confirmation of a correct tender submission.



Even if the file you upload 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.

**-END OF DOCUMENT-**