E-TENDERING SERVICES

EPPS0911 - OFFLINE TENDER SUBMISSION

EUROPEAN DYNAMICS

VERSION **2.0 – 05/15**

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

- Select the "Tender" option

- Click on "Prepare this response offline"

- 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".
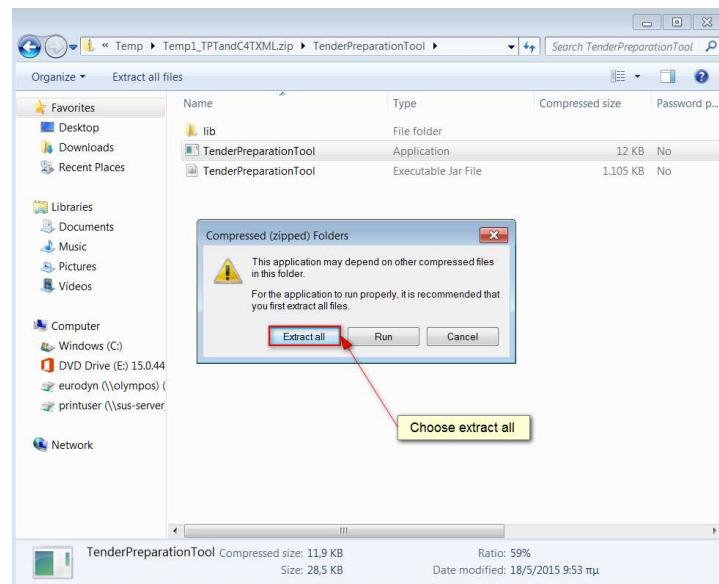
- Choose a location to extract the files and the click on "Extract"
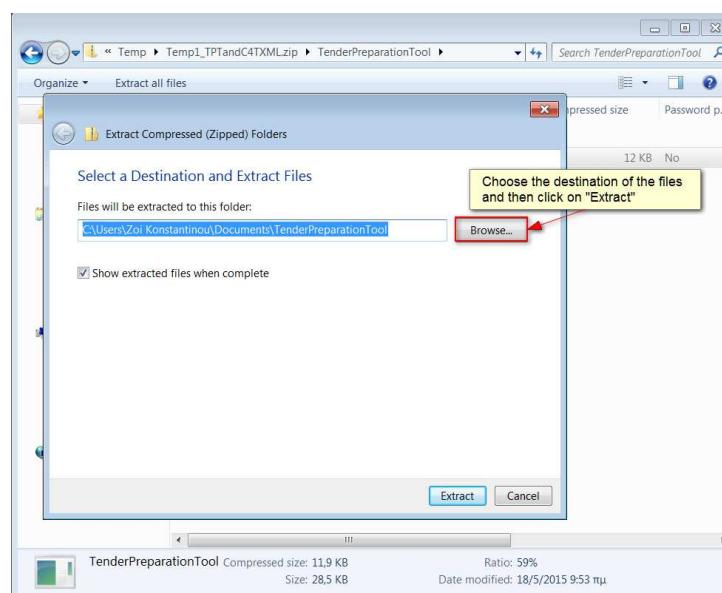
- Double click the "TenderPreparationTool.exe" file
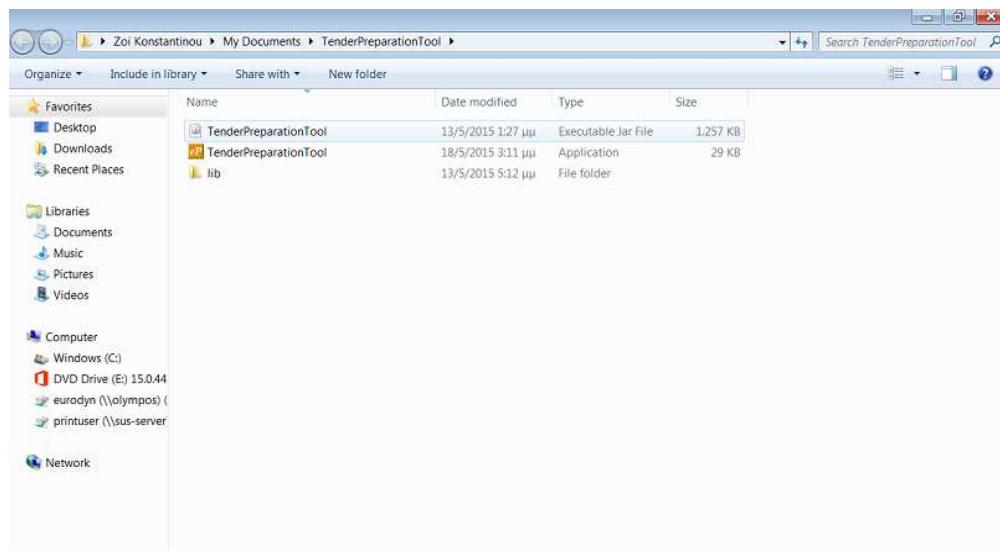
- Select "Run"
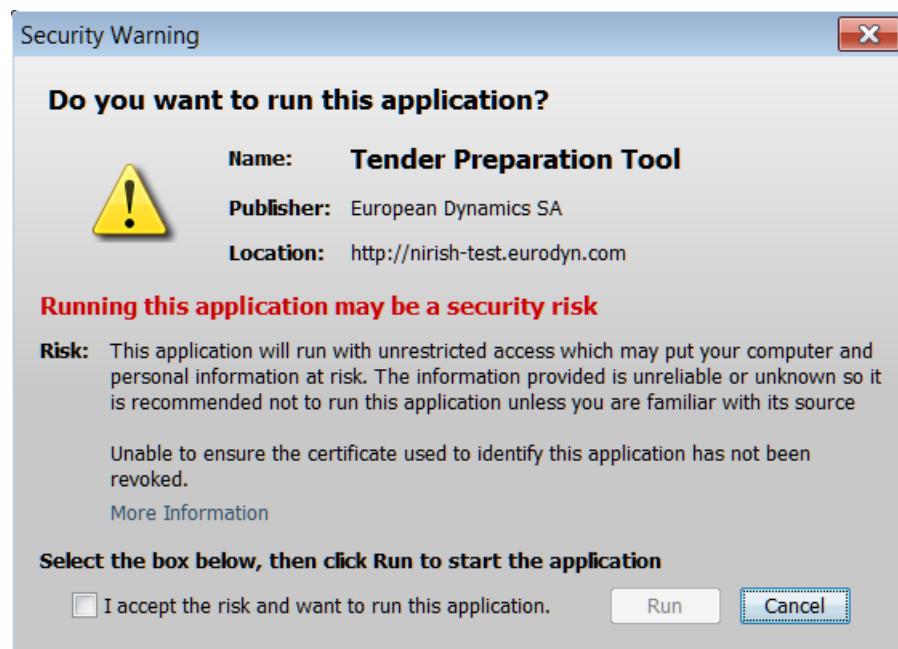
- Select the "Open document" icon to open the XML file
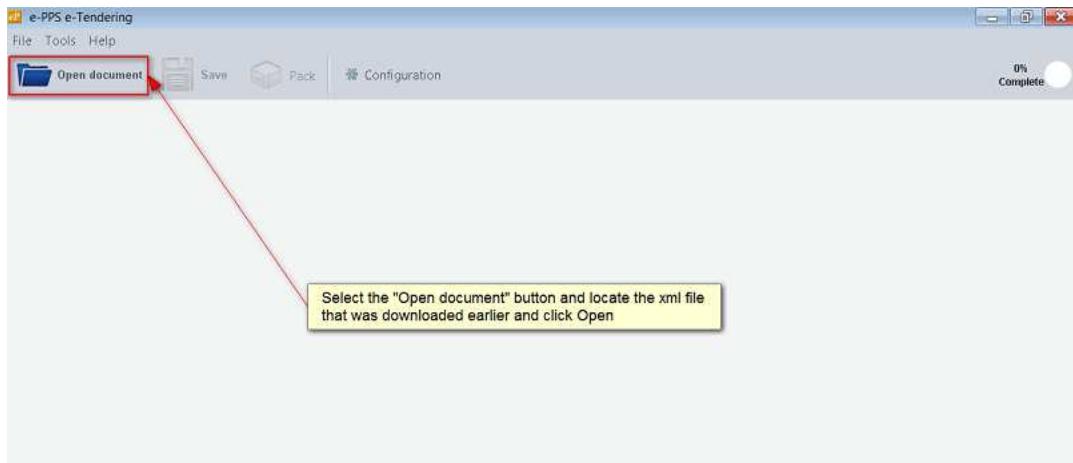

- Locate the file which is saved in the directory one level above the location of the tool
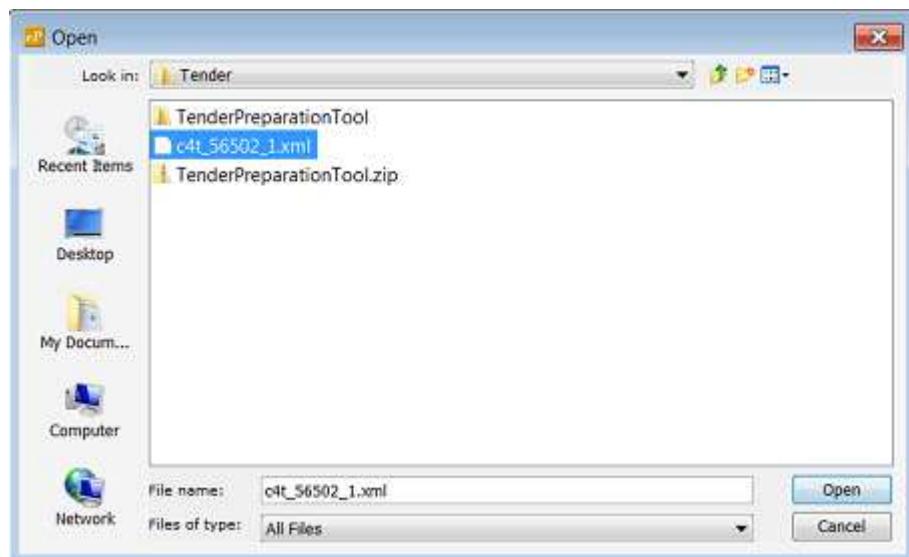
The following is a summary of the type of data that will be provided detailing the respective status of each folder.

- Click on the folders to load the questions in the right side of the tender preparation tool
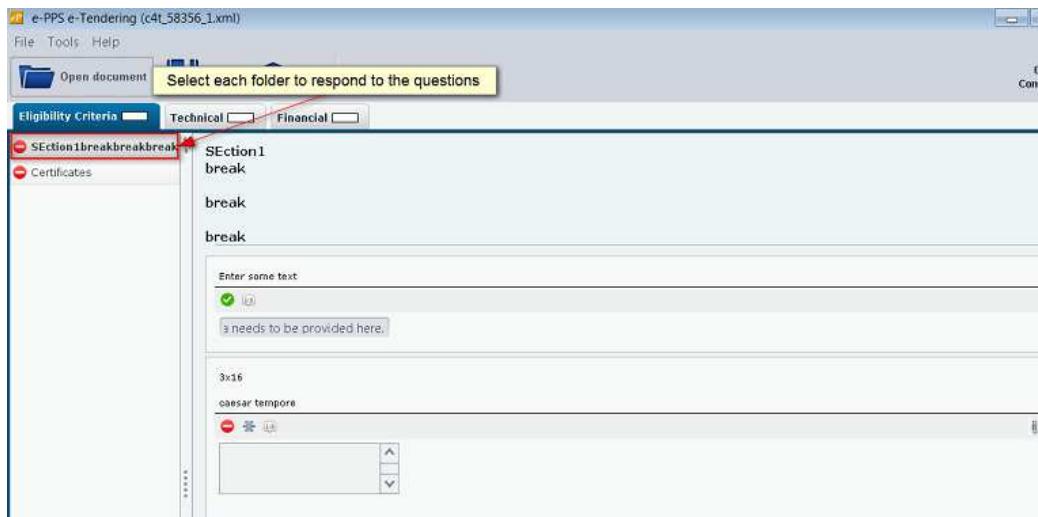
- Provide a response for all tender questions
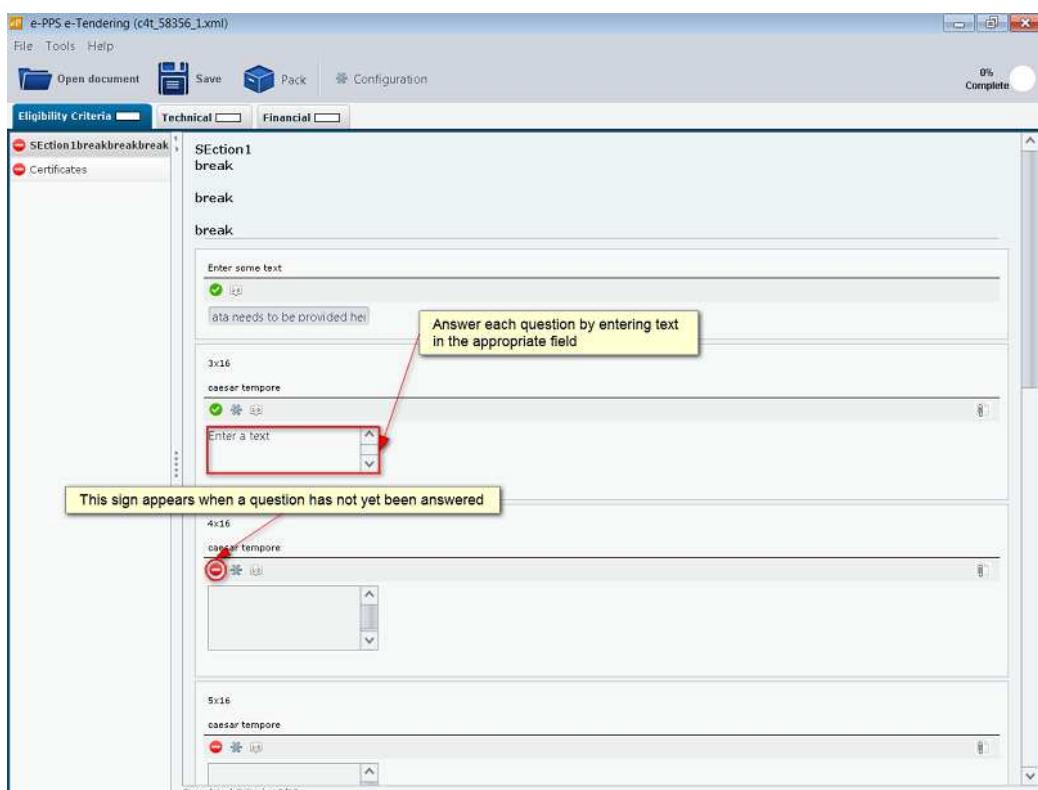
- Once all entries are completed, click "Tools" and then "Validate" to validate your tender, as shown below.
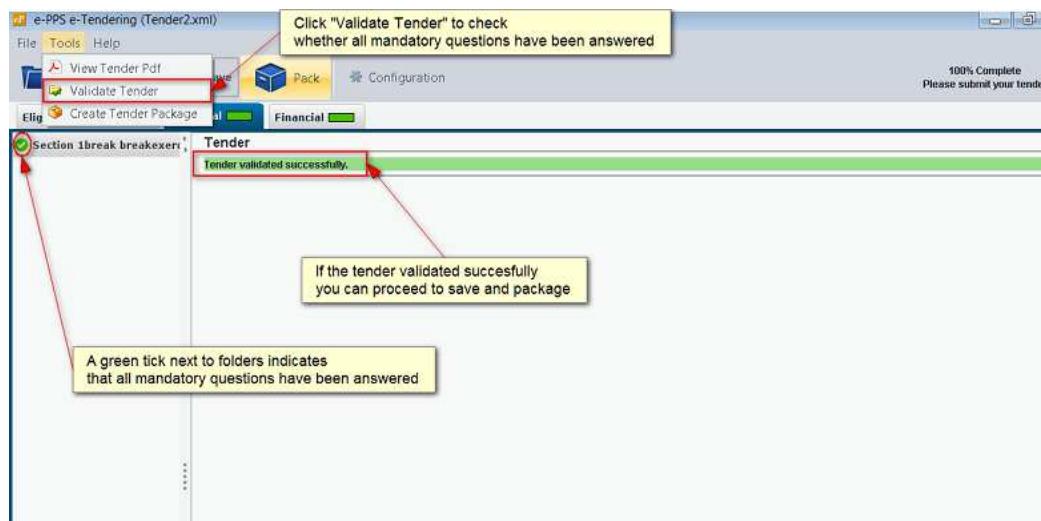
- Click on the Save button to save the file.
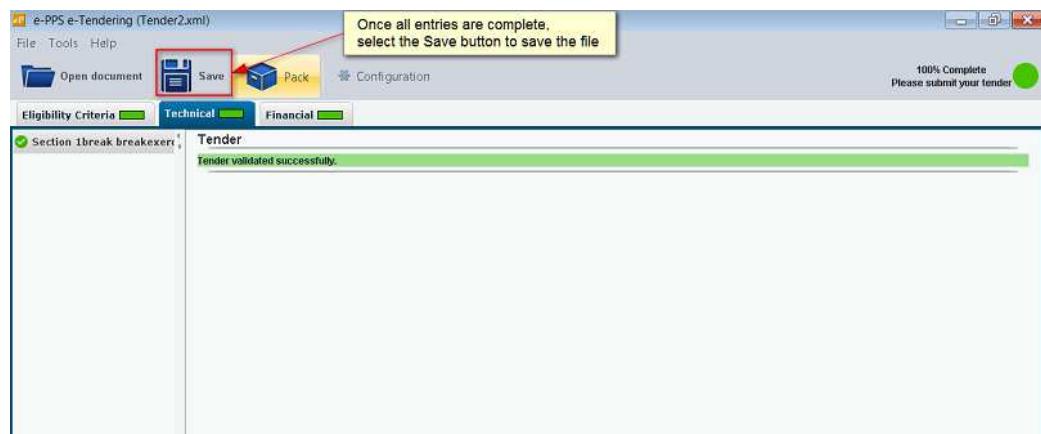
We always advise that you save a copy of your tender in a "known folder" of your PC, when using the Offline tender submission functionality. Please ensure that you **select a known folder to save your tender** (e.g. "Desktop", "My Documents", etc.). The default saving location is often a temporary folder, 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"
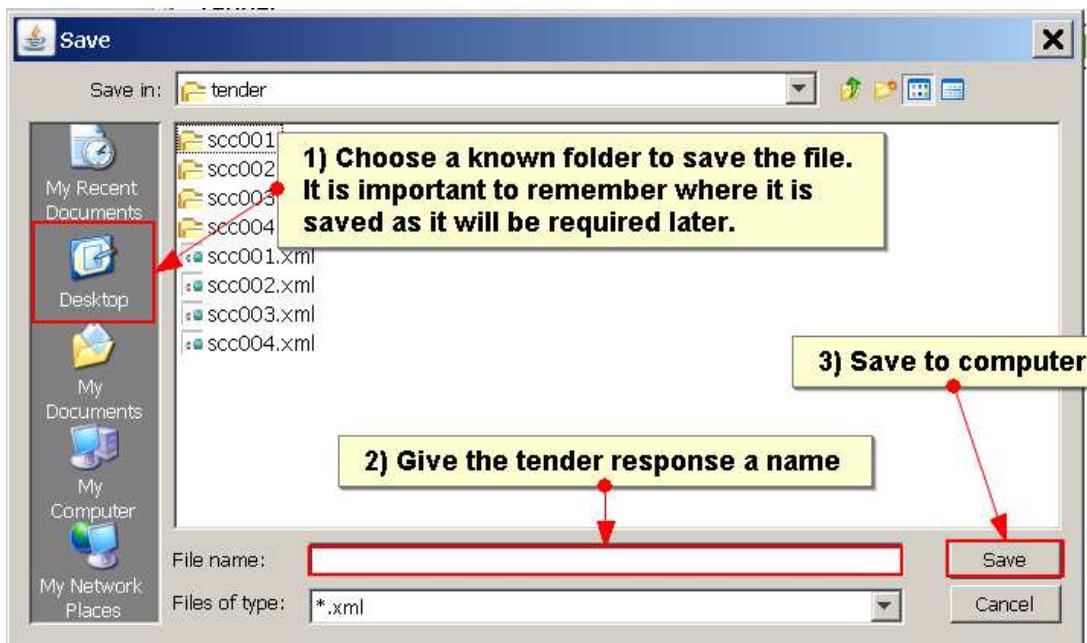

Please note that the tender preparation tool prompts you to select a location where to save your tender only the first time you click the "Save" button. Thenceforward, when this button is clicked the tool will save automatically in the folder selected initially without further asking. In case you wish 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
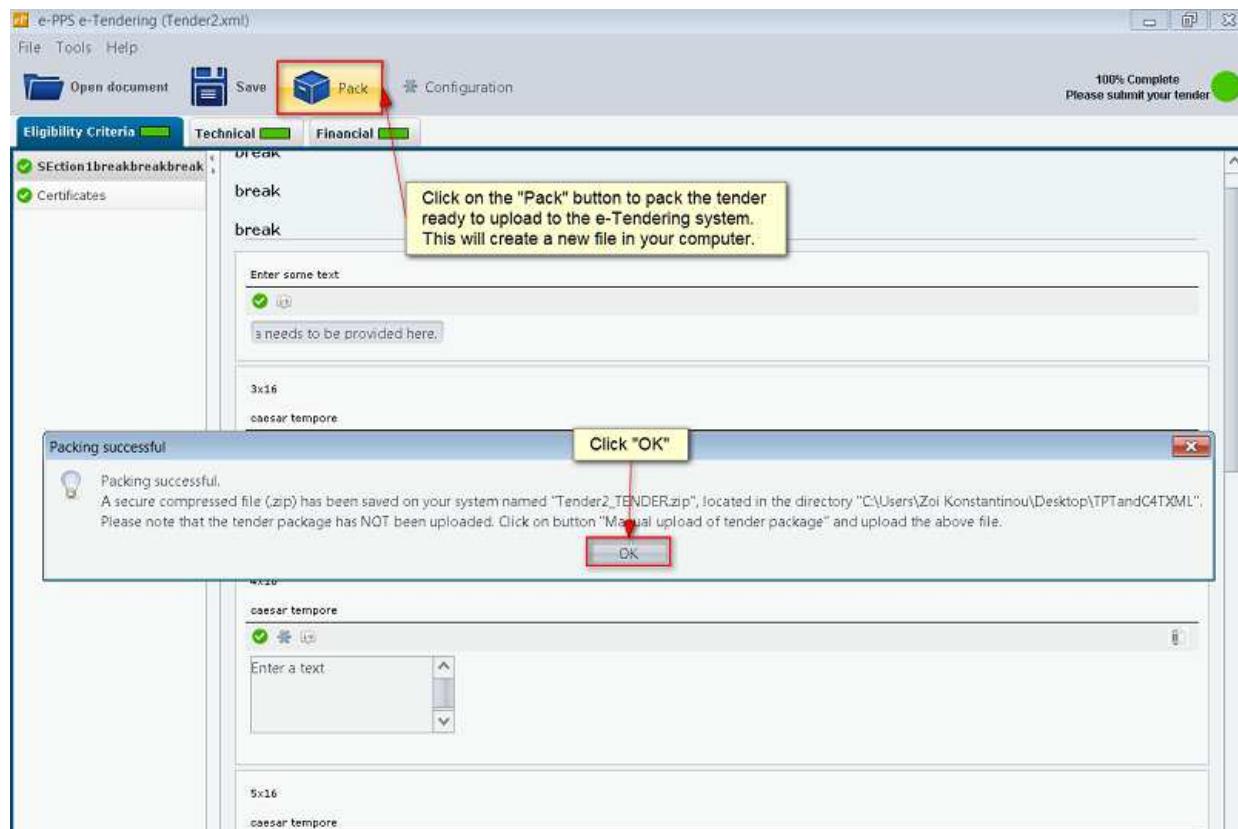
- Access the "Tender" section on the e-Tendering system.

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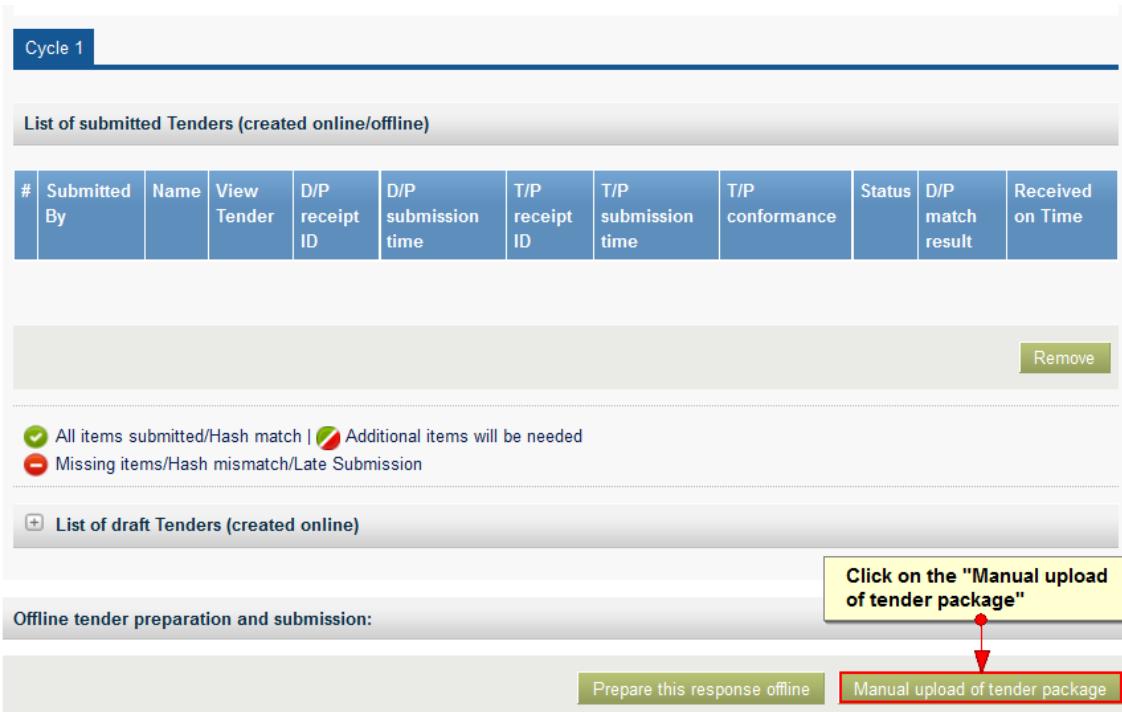
- Click on the "Browse" button to upload the tender package previously generated

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 <u>you risk to be rejected</u> during the Opening phase.

The file will be saved wherever you chose to save it on your pc or fileserver. 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 <u>INVALIDATE</u> YOUR TENDER RESPONSE.

- Select the relevant file.
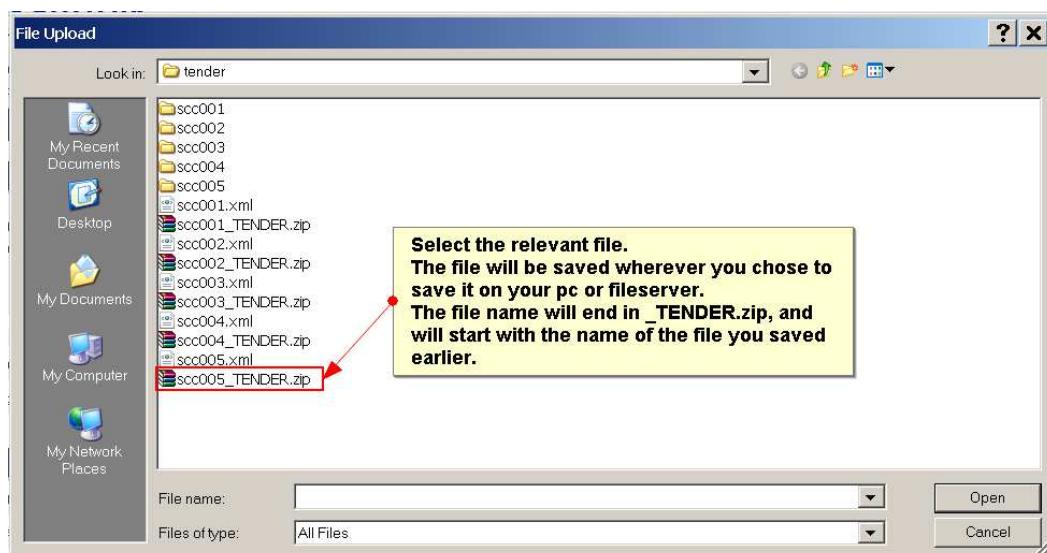
- Click on the "Upload" button

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 the following e-mail notification will be dispatched to your email address.
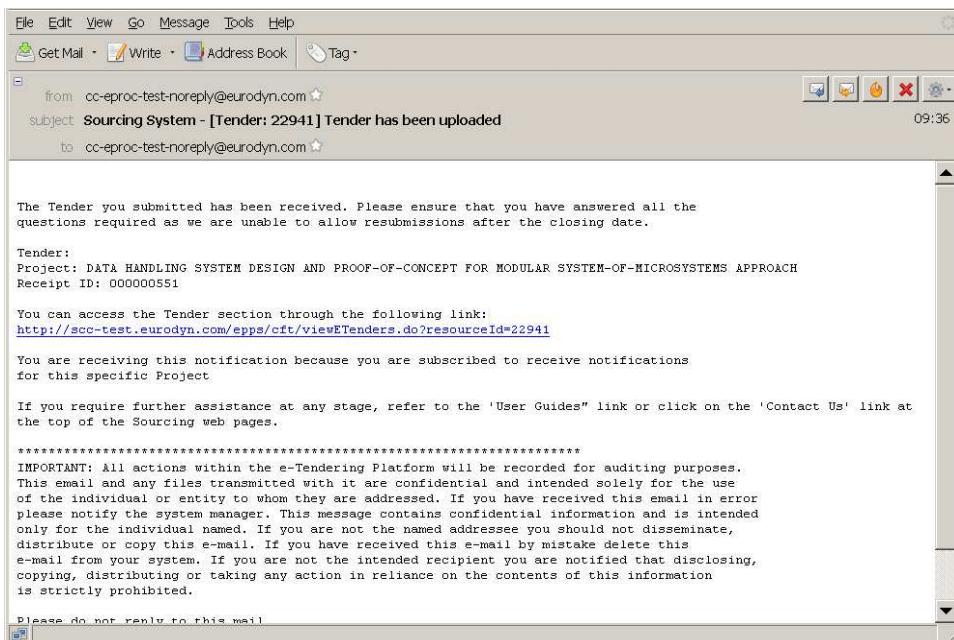
Please note that the above email notification <u>simply acknowledges the receipt of the file</u> you submitted on the e-Tendering system and cannot as a confirmation of a correct tender submission.

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 <u>use the Conformance checks</u> mentioned further above <u>to confirm</u> whether your submission was indeed correct.

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