
E-TENDERING SERVICES

EPPS0907 - DOWNLOADING TENDER DOCUMENTS



VERSION 2.0 – 05/15

Downloading Tender Documents

EPPS0907

Purpose

Suppliers can download and view project documents for any tenders that are held on the e-Tendering system. These can be used by suppliers to decide whether or not to bid for an opportunity and also should be downloaded to read prior to submitting a tender response.

The tender documents usually contain the terms and conditions, specification, supporting documents and instructions for tenderers.

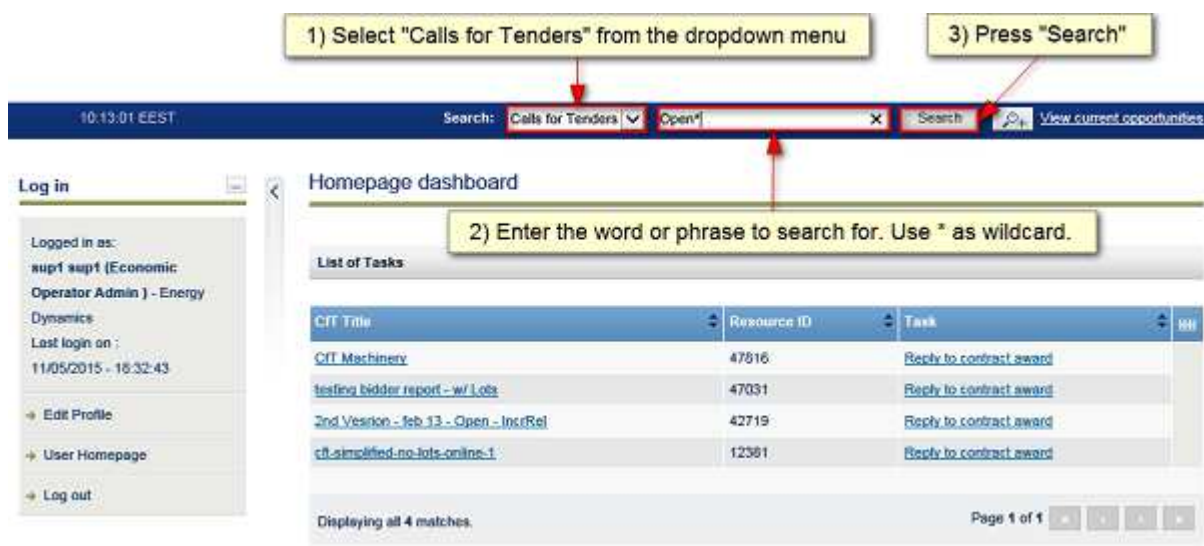
This guide shows how to download and view the documents from the documents section of the call for tender workspace.

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

First of all, please use the search in order to locate the tender on the e-Tendering system.

- Select "Calls for Tenders" from the dropdown list.
- Provide a word or phrase to search for and click on the "Search" button.



The screenshot shows the e-Tendering system search interface. At the top, there is a search bar with a dropdown menu set to "Calls for Tenders" and a search input field containing "Open*". To the right of the search bar is a "Search" button. Below the search bar, the "Homepage dashboard" is visible, showing a "List of Tasks" table. The table has three columns: "CFT Title", "Resource ID", and "Task". The table lists four tasks, all with the task "Reply to contract award".

Numbered instructions are overlaid on the screenshot:

- 1) Select "Calls for Tenders" from the dropdown menu
- 2) Enter the word or phrase to search for. Use * as wildcard.
- 3) Press "Search"

Please check the user guide "*EPPS0906 - Call for Tenders Advanced Search*" for

further information on more search options available to suppliers.

Then, select the tender by clicking on the "CfT Title" link.

10:16:57 EEST Search: Calls for Tenders Open Search View current opportunities

Log in

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

EO administration

Simple search

Search results Select the appropriate tender

#	CfT Title	Resource ID	CA	Info	Tenders Submission Deadline	Procedure	Status	Estimated value
1	Open 16042015	57575	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 Authority E	1	03/04/2015 15:00:00	Open	Evaluation	
7	Open - march10 - award per item - evaluator weight	51307	Contracting Authority E	1	31/03/2015 15:00:00	Open	Evaluation	
8	Services - feb 17 - Open - InsRel	44259	Contracting Authority E	1	18/03/2015 15:00:00	Open	Evaluation	300000

- Click on the "Show CfT Menu", to expand the list of options available for the tender

10:25:25 EEST Search: Select Search View current opportunities

Log in

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

View CfT Workspace Select "Show CfT Menu" to display the tender available options

CfT: Open 16042015

Show CfT Menu

Tender submission deadline in (days/hours): 50/4

Buyer Organisation: [CA with Work Requests](#)

Title: Open 16042015

CfT CA Unique ID: CAWR-82

Evaluation Mechanism: MEAT

Description: Open 16042015

Procurement Type: Supplies

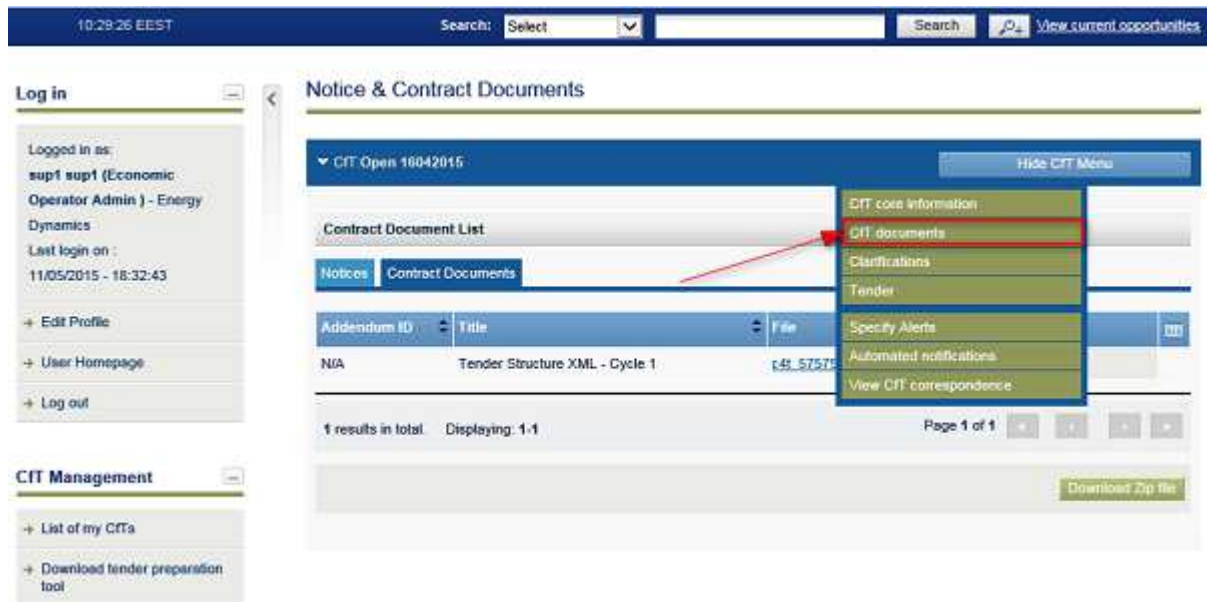
Procedure: Open

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

Although some of the tender options are made available as the tender process progress, the "CfT Documents" option, for downloading associated tender documents, will be available throughout all the tender process.

- Select the "CfT Documents" section

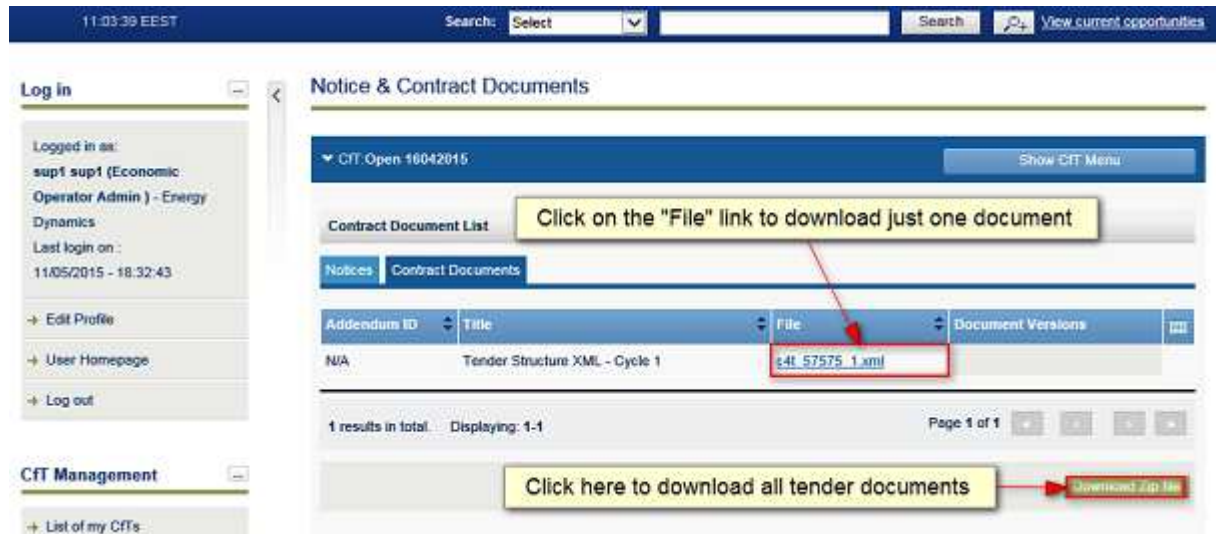


The system displays now the "Contract Documents" section, as shown in the below screenshot. Please note that this section is populated by the Tender Coordinator (PO/TC). Hence, if you feel that there are missing documents or you have inquiries about how to fill in or read the documents attached in this section, please utilise the online Clarification facility to address your queries directly to the Tender Coordinator.

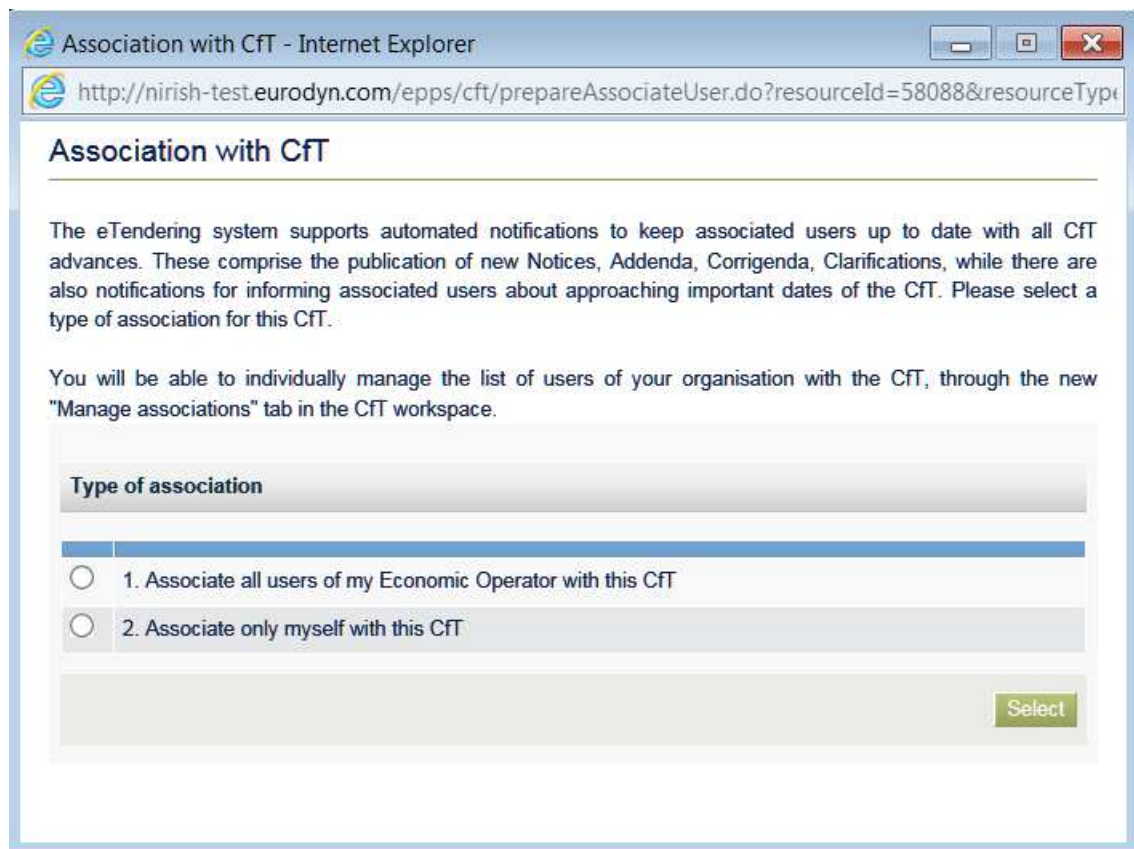
- Click on "Download Zip file" to download all tender documents into a single file.



Please note that every tender opportunity includes by default a file called "Tender Structure XML". It is NOT necessary to download and use this file, unless you decide to submit a Tender on the system using the "offline Tender preparation" functionality, which is not described here. For online tender submission this particular file is not needed, please ignore it.



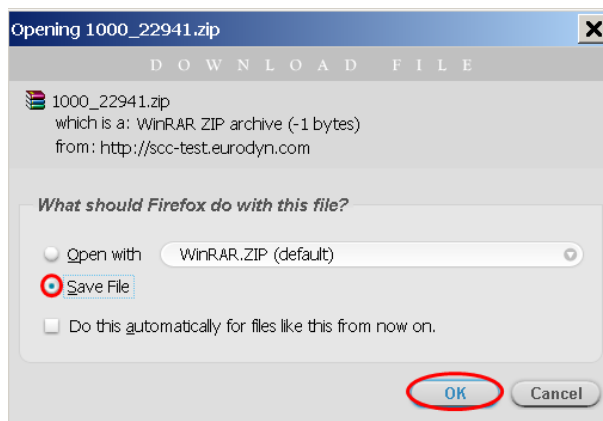
In order to be in position to download the tender documents, the e-Tendering system will prompt you to express an interest by associating yourself (or the rest of users of your company if you wish so) with the CFT.



- Select whether to express your interest in the tender by selecting one option from the "Type of association"

- Click on the "Select" button

The system makes now available the contract documents for download.

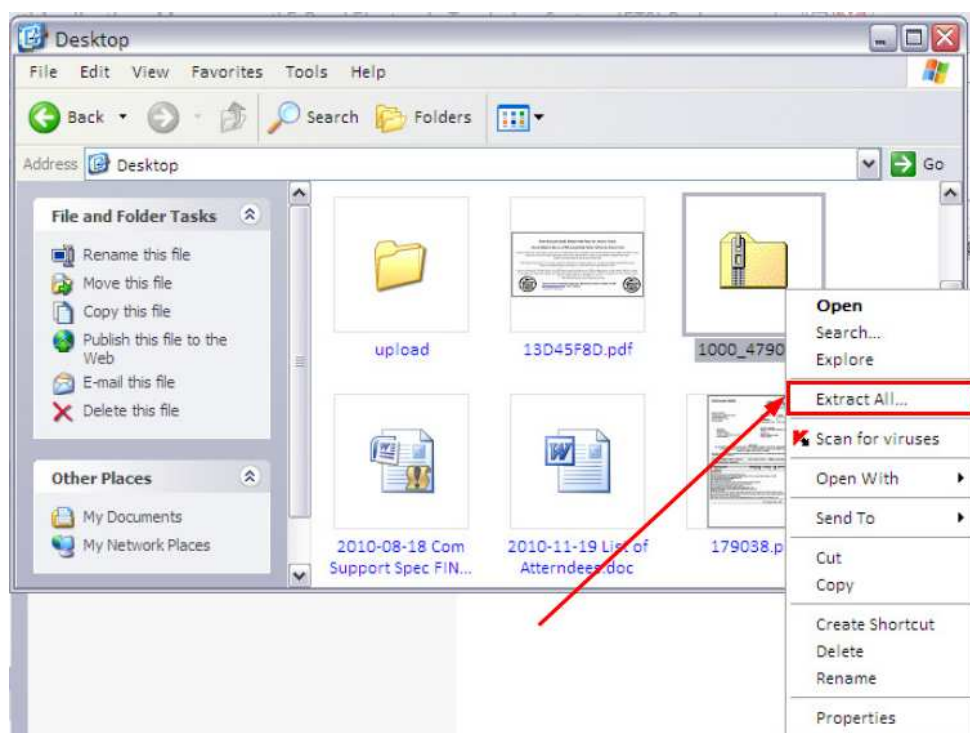


- Select "Save" and click "OK" to download the file to your PC

Please note that when download all tender documents (click on the "Download Zip file" button), the e-Tendering system compresses all documents into a single, compressed file.

In order to extract files or folders from a compressed folder

- Open My Computer, and then locate the compressed folder that you want to extract files or folders from.
- Do one of the following:
 - To extract a single file or folder, double-click the compressed folder to open it. Then, drag the file or folder from the compressed folder to a new location.
 - To extract the entire contents of the compressed folder, **right-click the folder**, click Extract All, and then follow the instructions



-END OF DOCUMENT-