E-TENDERING SERVICES

EPPS0907 - DOWNLOADING TENDER DOCUMENTS

EUROPEAN DYNAMICS

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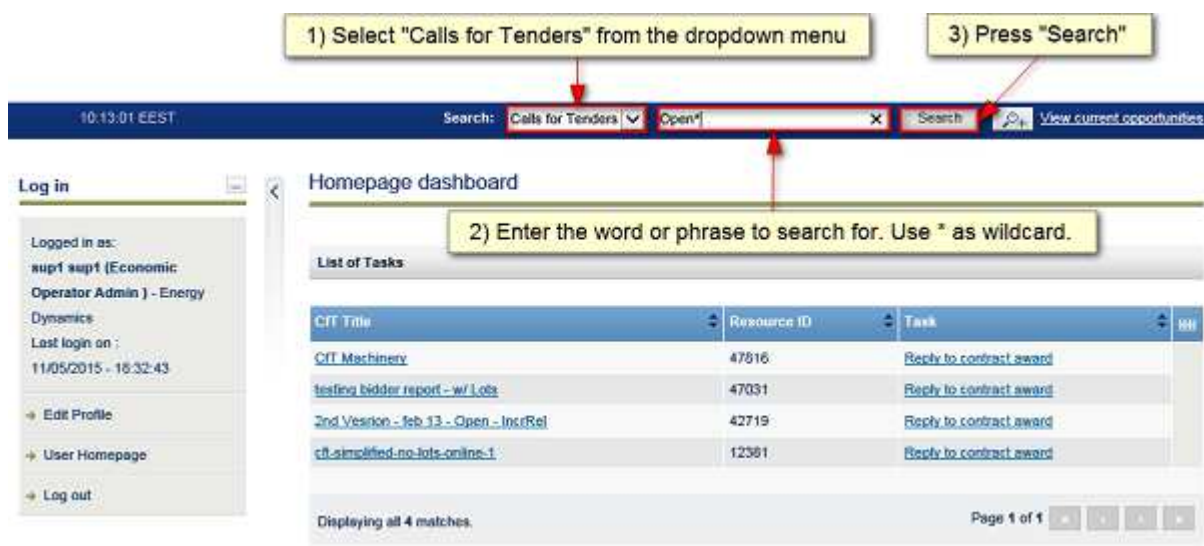
This guide shows how to download and view the documents from the documents section of the call for tender workspace.

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.

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.

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

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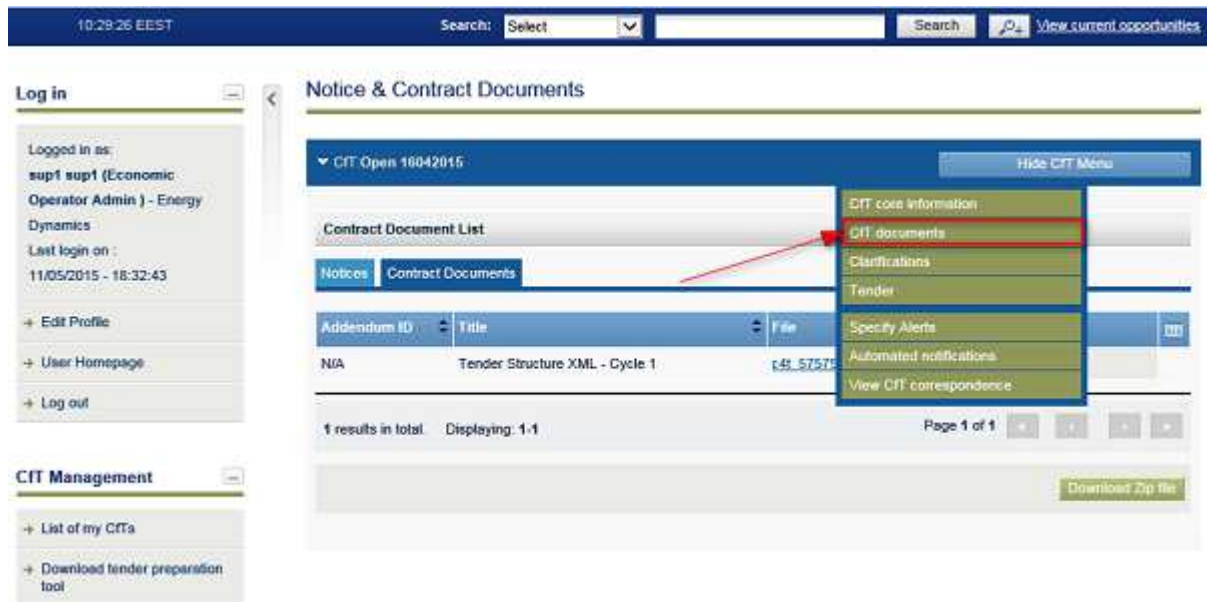
The system displays now the "Contract Documents" section, as shown in the below screenshot. Please note that this section is populated by the Tender Coordinator (PO/ TC). Hence, if you feel that there are missing documents or you have inquiries about how to fill in or read the documents attached in this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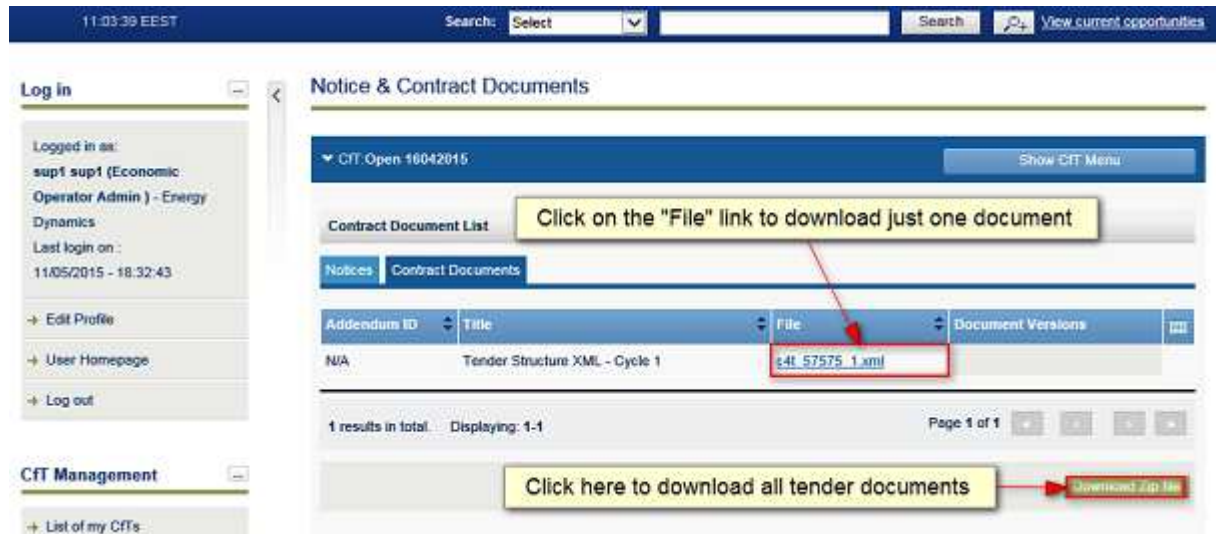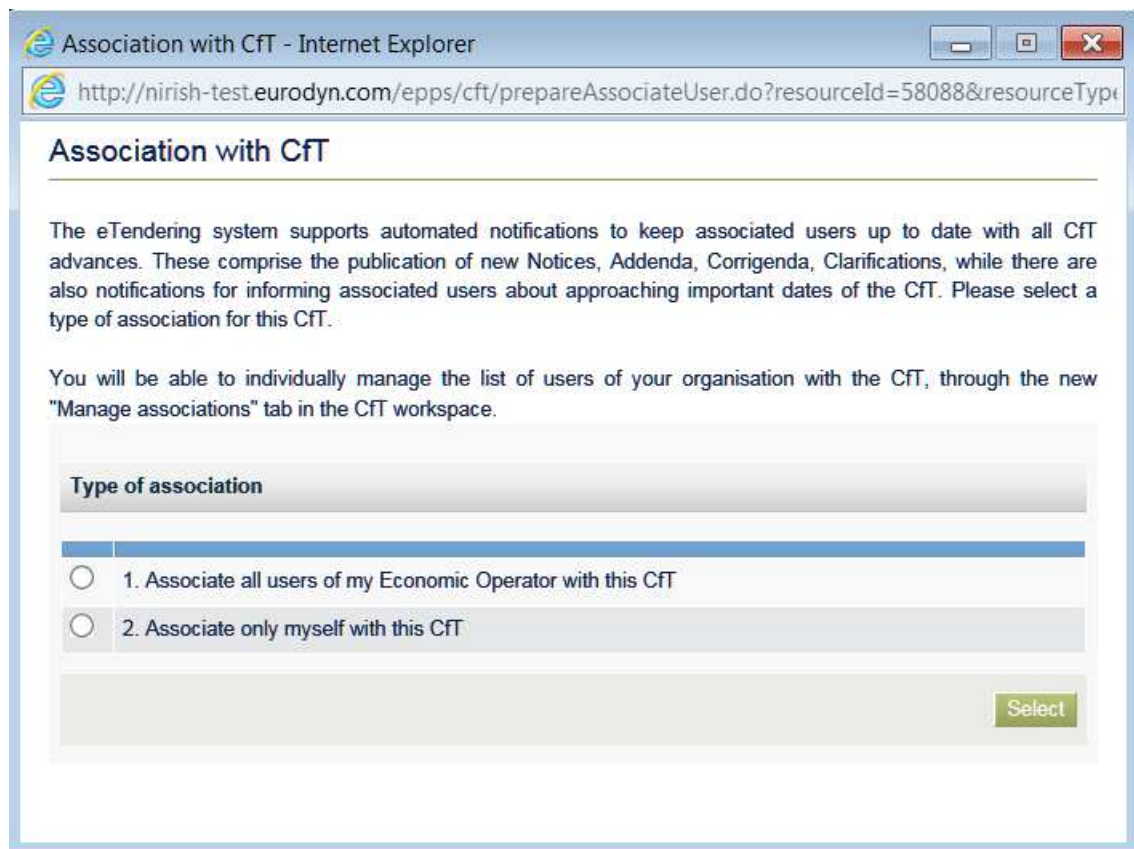
- Click on "Download Zip file" to download all tender documents into a single file.

    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

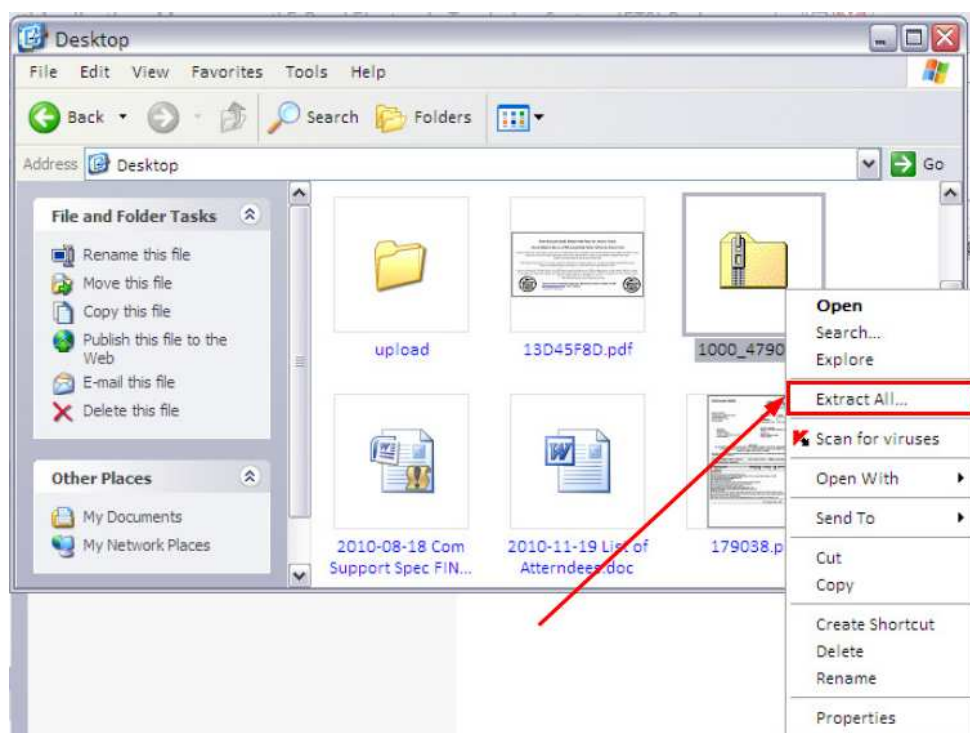The system makes now available the contract documents for download.
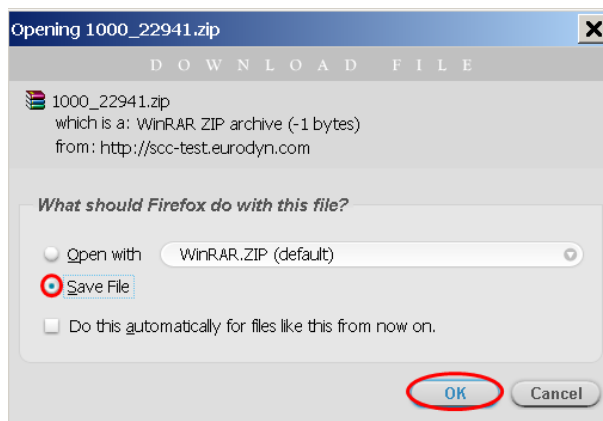
- Select "Save" and click "OK" to download the file to your PC

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:
  - o 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.
  - o To extract the entire contents of the compressed folder, **right-click the folder**, click Extract All, and then follow the instructions

-END OF DOCUMENT-