
E-SOURCING SERVICES

EPPS0913- RESPONDING TO A SIMPLIFIED PROCEDURE OR A MINI-COMPETITION



VERSION 2.0 – 11/05/15

Responding to a Simplified Procedure or a Mini-Competition

EPPS0913

Purpose

When you have been invited to bid for a simplified procedure or mini-competition you will automatically be associated with the project and will therefore not have to register your interest in it.

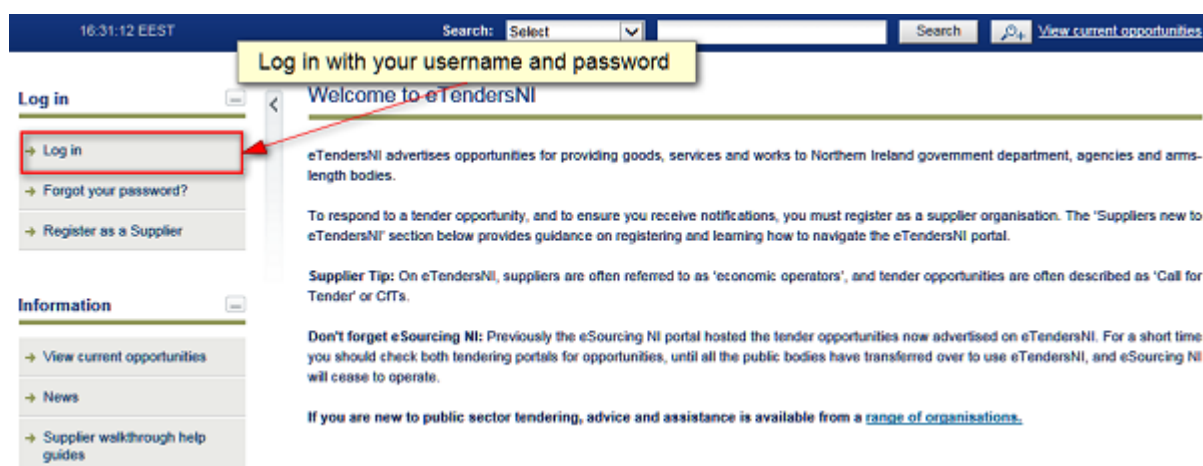
Please contact the e-PPS Helpdesk for any technical issues. Although note that particular questions regarding the actual tender process, specifications or points of clarification should be made directly to the relevant Contracting Authority.

Procedure

You should receive an email from the system informing you that you have been invited to submit a bid. The email will contain a link to take you directly to the relevant page.

You can also log on to the system to view the project without clicking on the email link.

- Log in on the e-Tendering system






The screenshot shows the eTendersNI website interface. At the top, there is a navigation bar with the time '16:31:12 EEST', a search dropdown menu, and a search button. Below the navigation bar, there is a yellow callout box with the text 'Log in with your username and password'. The main content area is titled 'Welcome to eTendersNI'. On the left side, there is a 'Log in' section with a red box around the 'Log in' link. Below the 'Log in' link are links for 'Forgot your password?' and 'Register as a Supplier'. The main content area contains text about eTendersNI, a 'Supplier Tip', and a note about eSourcing NI. The bottom of the page has a footer with the text 'EPPS0913 RESPONDING TO A SIMPLIFIED PROCEDURE OR A MINI-COMPETITION Page 2 from 11'.

- Click on "List of my CfTs" link

My CfTs

click here to display the Status column

List of my CfTs

CfT Title:	Resource ID:	Type:	Status:	Copy:
Restricted 20/05/2015 -2	61466	Supplies	Tender Submission	
Test trains	61221	Supplies	Draft	
Restricted 20/05/2015	61192	Supplies	Draft	
Test roadworks	61032	Supplies	Evaluation	
test 1905	60964	Supplies	Draft	
Test roads	60932	Supplies	Evaluation	

6 results in total. Displaying: 1-6

Page 1 of 1




The project for which you have been invited to bid will appear in the "My CfTs" list, with a status of "Tender Submission".

- Click on the "CfT Title" link to open the project workspace

My CfTs

List of my CfTs

click on the CfT Title link

CfT Title:	Resource ID:	Type:	Status:	Copy:
Restricted 20/05/2015 -2	61466	Supplies	Tender Submission	
Test trains	61221	Supplies	Draft	
Restricted 20/05/2015	61192	Supplies	Draft	
Test roadworks	61032	Supplies	Evaluation	
test 1905	60964	Supplies	Draft	
Test roads	60932	Supplies	Evaluation	

6 results in total. Displaying: 1-6

Page 1 of 1

- Select the "Tender" option

View CfT Workspace



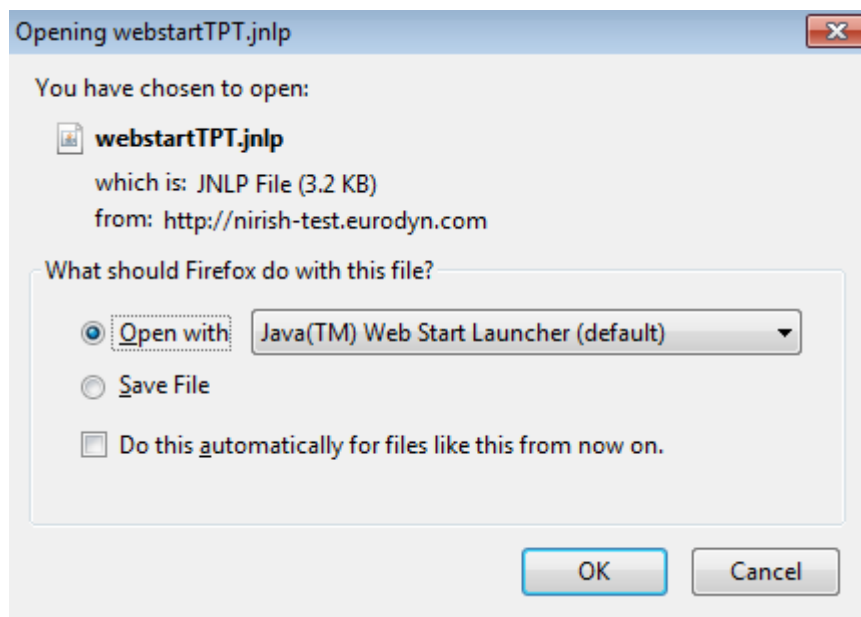
CfT: Restricted 20/05/2015 -2		Hide CfT Menu
Tender submission deadline in (days/hours):	83/22	CfT core information
Buyer Organisation:	Contracting Authority 01	CfT documents
Title:	Restricted 20/05/2015 -2	Expression of Interest
CfT CA Unique ID:	CA 01-381	Clarifications
Evaluation Mechanism:	MEAT	Tender
Description:	Restricted 20/05/2015 -2	Specify Alerts
Procurement Type:	Supplies	Automated notifications
Procedure:	Restricted	View CfT correspondence
CfT Involves:	A Public Contract	
CPV Codes:	1900000J leather and textile fibres, plastic and rubber materials	

After a short loading screen, you will be navigated to the Tender Submission page. This is where you will be preparing your response, ready for upload in a later step. 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.

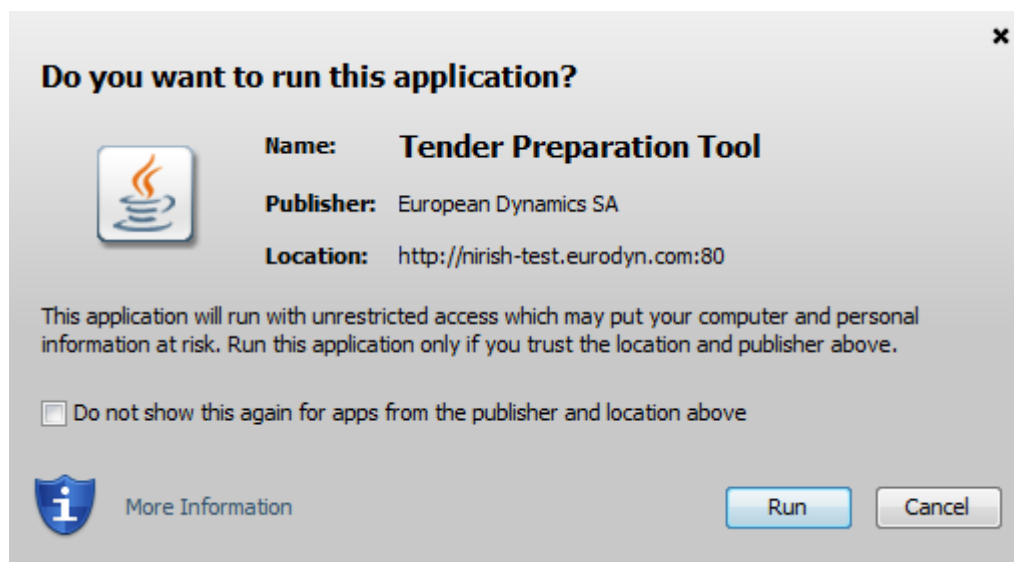
For instance, operating system permissions such these assigned to users, browsers or firewalls could prevent the tender preparation tool from reading / writing / creating files to be included in the tender response.

In the event that the saved files can not 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.

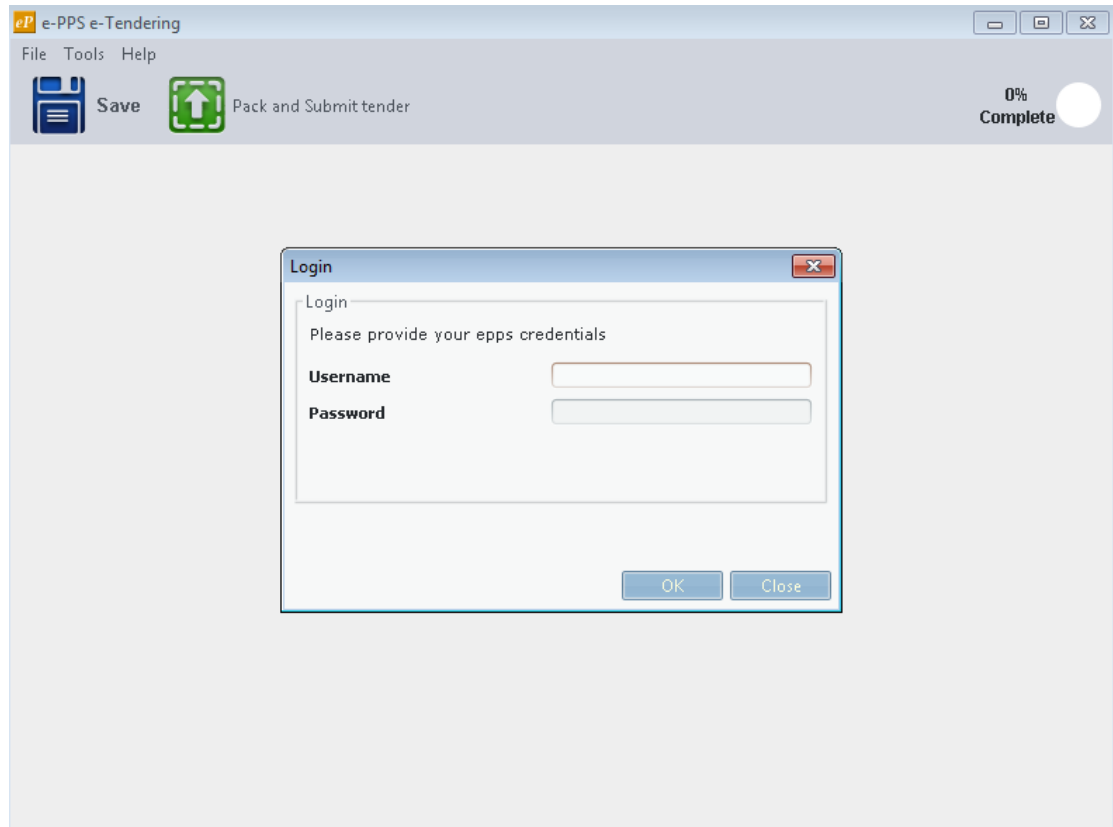
- If you see the below warning, please click on “Ok”.

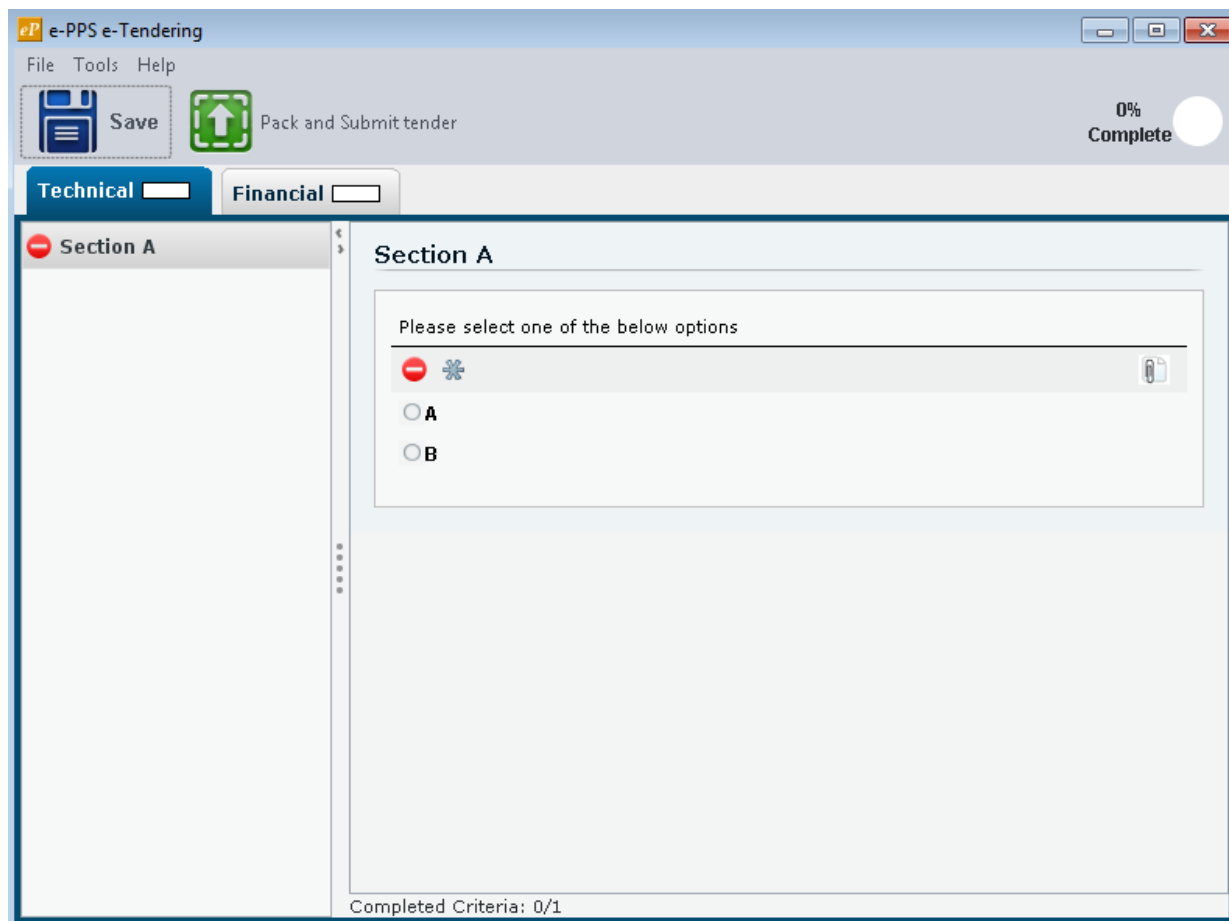


- If you see the below warning, please click on “Run”.



- Once the webstart is launched the user needs to provide his credentials (username/ password):





eP e-PPS e-Tendering

File Tools Help

Save Pack and Submit tender

0% Complete

Technical Financial

Section A

Section A

Please select one of the below options

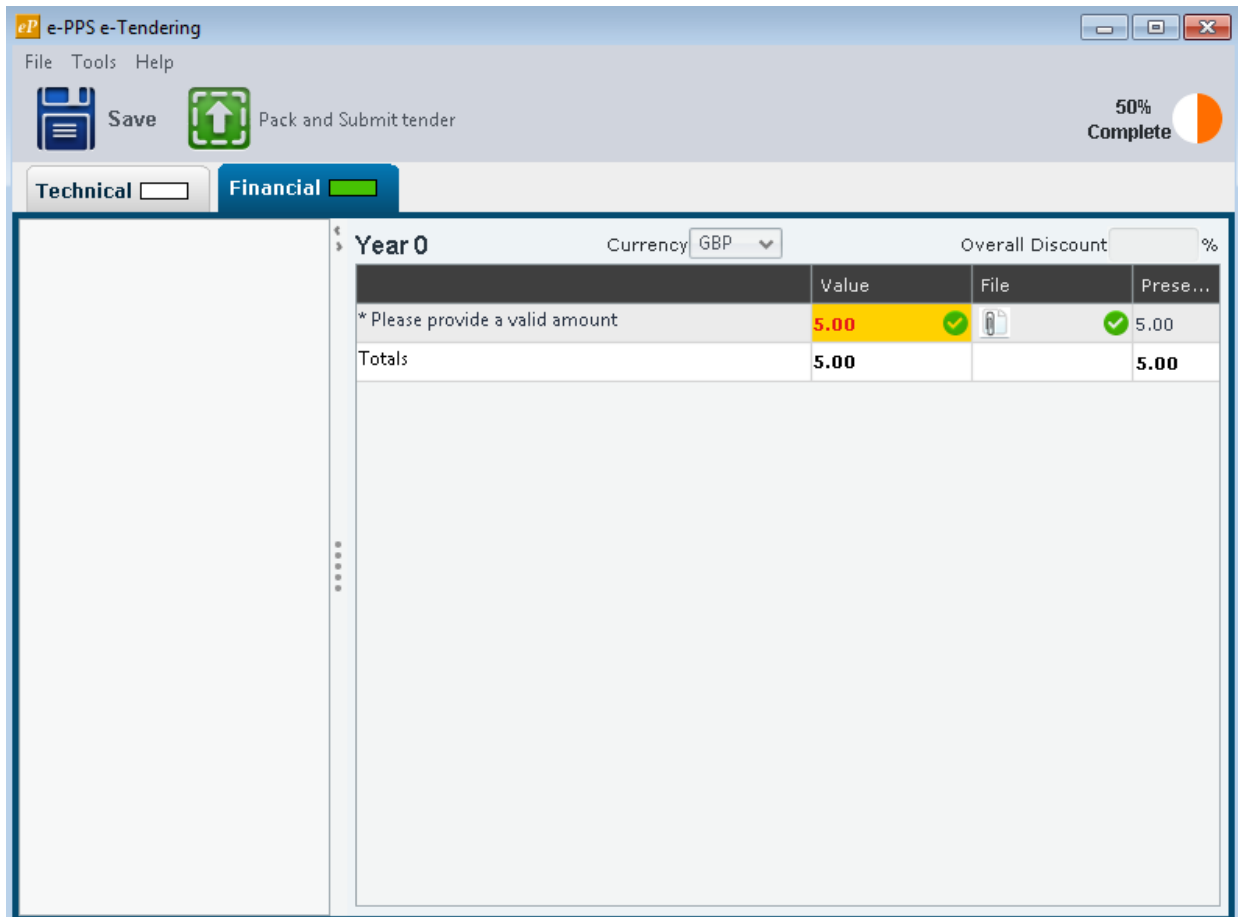
*

A

B

Completed Criteria: 0/1

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



	Value	File	Prese...
* Please provide a valid amount	5.00	✓	5.00
Totals	5.00		5.00



IMPORTANT NOTE: Green ticks will appear when all Mandatory Questions in a section have been answered. However, bidders are normally expected to answer ALL questions in a tender. Please check each question individually before submitting your tender to ensure ALL questions have been answered.

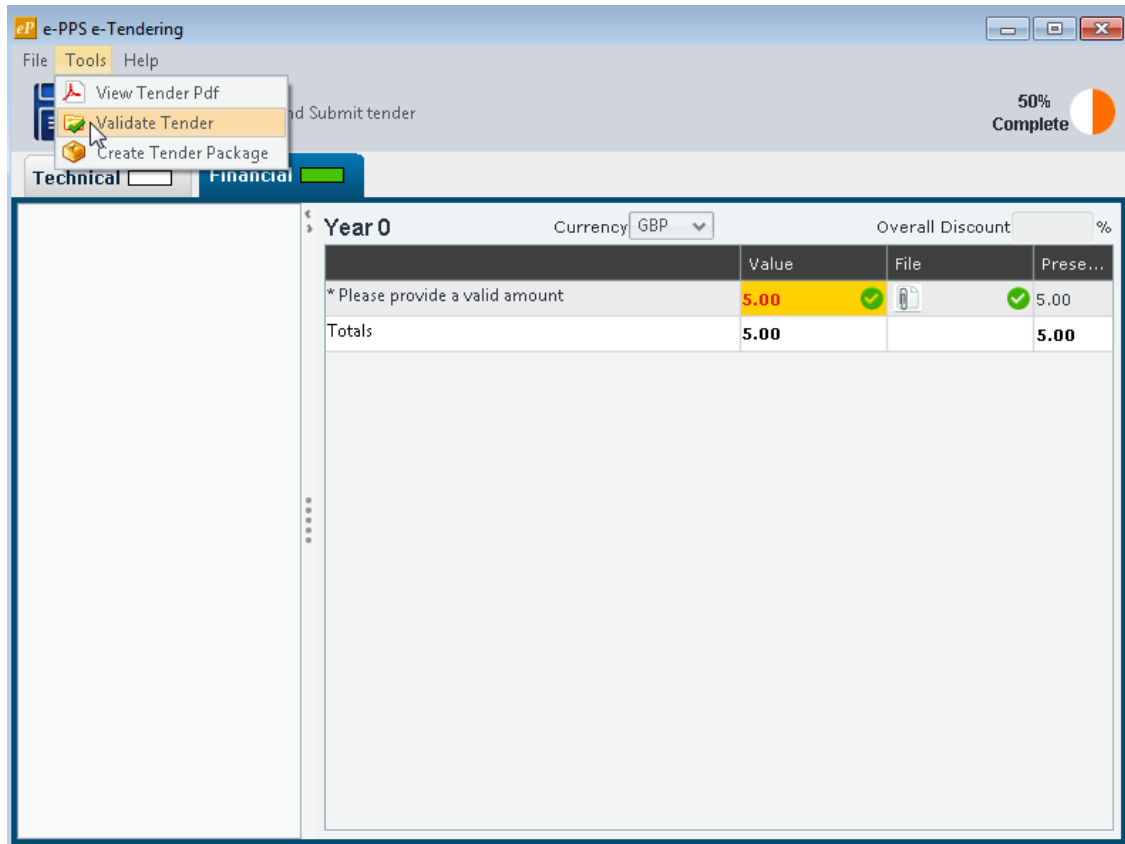
Please note that it is possible to save a partially completed tender response and return later to complete it – details on how to do this are provided later in this document.

You may navigate through the questionnaire structure and click on the section icon if you wish to visualise its contents in the right side of the tool (see above screen).

Some folders may contain only sections, so you will have to navigate the structure till you find the questions to respond to.

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, attaching a file or simply providing a text input.

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



Saving and Submitting your Tender Response

- Click on the "Save" button and save the tender in your computer.



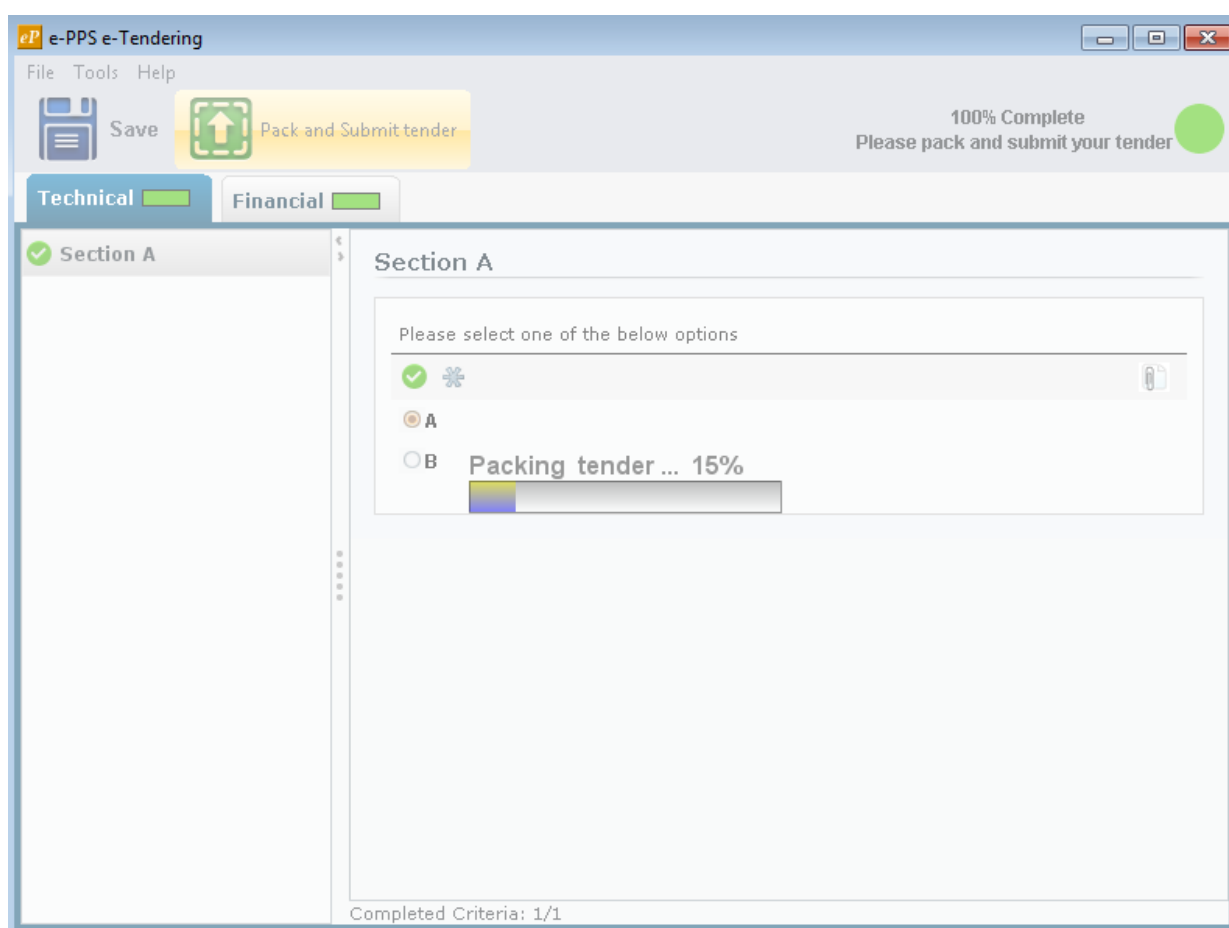
Please make sure that you **select a known folder to save your tender** (e.g. "Desktop", "My Documents", etc.). The default saving location is often a temporary folder, and if your tender is saved there, the operating system may delete it automatically.



Please be aware, 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.

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

- Click the "Pack and Submit tender" 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.

List of submitted Tenders (created online/offline)

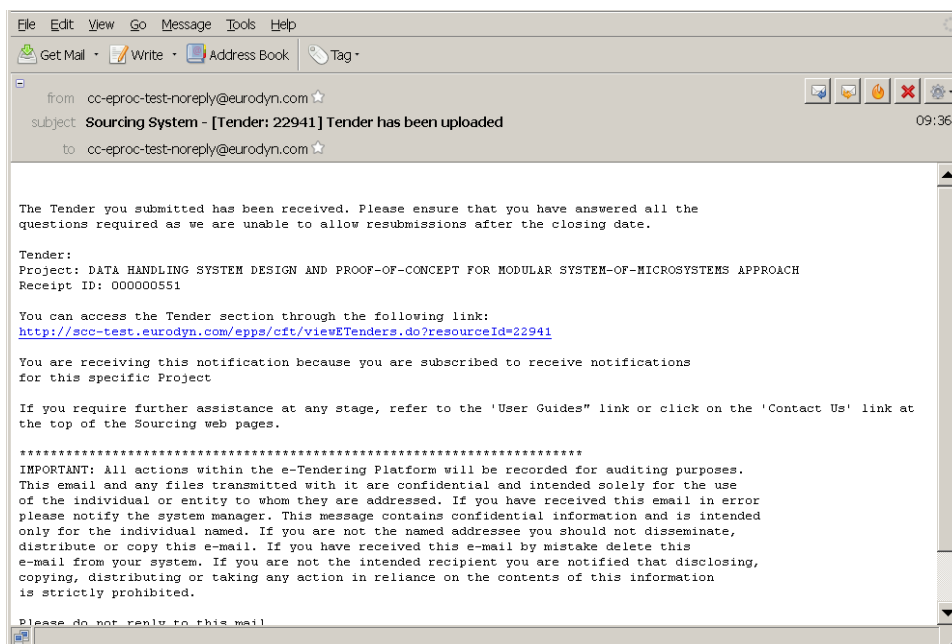
Ensure that all entries have a green tick

#	Submitted By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P confor
1	sup1	tenderTemplateFile1431965066266_TENDER.zip				000000999	18/05/2015 19:13:03	

Use the scrolling bar to check if all entries have a green tick

Remove

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



The screenshot shows an email notification from cc-epproc-test-noreply@eurodyn.com. The subject is "Sourcing System - [Tender: 22941] Tender has been uploaded". The email body contains the following text:

The Tender you submitted has been received. Please ensure that you have answered all the questions required as we are unable to allow resubmissions after the closing date.

Tender:
Project: DATA HANDLING SYSTEM DESIGN AND PROOF-OF-CONCEPT FOR MODULAR SYSTEM-OF-MICROSYSTEMS APPROACH
Receipt ID: 00000551

You can access the Tender section through the following link:
<http://scc-test.eurodyn.com/epps/cft/viewETenders.do?resourceId=22941>

You are receiving this notification because you are subscribed to receive notifications for this specific Project

If you require further assistance at any stage, refer to the 'User Guides' link or click on the 'Contact Us' link at the top of the Sourcing web pages.

IMPORTANT: All actions within the e-Tendering Platform will be recorded for auditing purposes. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Please do not reply to this mail.

Please note that the above email notification simply acknowledges the receipt of the file 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 use the Conformance checks mentioned further above to confirm whether your submission was indeed correct.

-END OF DOCUMENT-