
E-TENDERING SERVICES

EPPS0914 - HOW TO COMPLETE A TENDER WITH LOTS



VERSION 2.0 – 05/15

How to Complete a Tender with Lots

EPPS0914

Purpose

This guide details how to submit a tender document with lots using the online tendering system.

IMPORTANT NOTE: You will need the following software in order to be in position to submit a tender:



- **Java Runtime Environment** (version 1.7 or higher). Download latest Java version from [here](#)
- Use one of the following web browsers: Internet Explorer (version 7 or higher), Mozilla Firefox (version 3.5 or higher).
- Have a valid e-mail address
- Javascript enabled, Session Cookies enabled, Internet access through HTTP/HTTPS,

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 Cft to bid for (click on the “Cft title” link)

18:40:56 EEST Search: Calls for Tenders Search View current opportunities

Log in

Logged in as: sup1 sup1 (Economic Operator Admin) - Energy Dynamics
Last login on: 18/05/2015 - 18:14:29

→ Edit Profile
→ User Homepage
→ Log out

CFT Management

→ List of my CFTs
→ Download tender preparation tool

EO administration

→ My subcontracting opportunities
→ Create SCO Workspace

Simple search

Search results

#	CFT Title	Resource ID	CA	Info	Tenders Submission Deadline	Procedure	Status	Estimated value
1	eGov Journal	60402	Contracting Authority 01	1	18/06/2015 15:00:00	Simplified	Tender Submission	400000
2	Test buses	60341	Contracting Authority 01	1	23/05/2015 15:00:00	Open	Evaluation	
3	Electricity	60370	Contracting Authority 01	1	23/05/2015 15:00:00	Open	For archival	
4	48 hours delay publication v.OFFLINE	60154	Contracting Authority 01	1	10/06/2015 15:00:00	Open	Tender Submission	124000
5	ch48523_1	60091	Contracting Authority 01	1	17/05/2015 15:00:00	Open	Evaluation	
6	Electronic Purchasing Card Solution (ePCS) - Lot 1	60017	CA with Work Requests	1	01/07/2015 15:00:00	Specific Contract	Tender Submission	
7	Data handling system design	56502	CA with Work Requests	1	03/06/2015 15:00:00	Open	Tender Submission	10000000
8	restricted um	59123	Contracting Authority 01	1	18/05/2015 15:00:00	Restricted	Tender Submission	
9	test restricted	59060	Contracting Authority 01	1	18/05/2015 15:00:00	Restricted	Evaluation	

- Click on the “Show Cft menu” button and select the "Tender" option

18:50:44 EEST Search: Select Search View current opportunities

Log in

Logged in as: sup1 sup1 (Economic Operator Admin) - Energy Dynamics
Last login on: 18/05/2015 - 18:14:29

→ Edit Profile
→ User Homepage
→ Log out

CFT Management

→ List of my CFTs
→ Download tender preparation tool

EO administration

→ My subcontracting opportunities
→ Create SCO Workspace

View CFT Workspace

CFT: eGov Journal Hide CFT Menu

Tender submission deadline in (days/hours): 31/20

Buyer Organisation: Contracting Authority 01

Title: eGov Journal

CFT CA Unique ID: CA 01-371

Evaluation Mechanism: MEAT

Description: eGov Journal

Procurement Type: Services

CPC Category: Sewage and similar services

Procedure: Simplified

Simplified procedure category: S2 - Single Tender Action (Direct Award Contract)

CPV Codes: 98000000-Other community, social and personal services
92000000-Recreational, cultural and sporting services
90000000-Sewage, refuse, cleaning and environmental services
85000000-Health and social work services
80000000-Education and training services
77000000-Agricultural, forestry, horticultural, aquacultural and apicultural services
79000000-Business services: law, marketing, consulting, recruitment, printing and security
76000000-Services related to the oil and gas industry
75000000-Administration, defence and social security services
73000000-Research and development services and related consultancy services

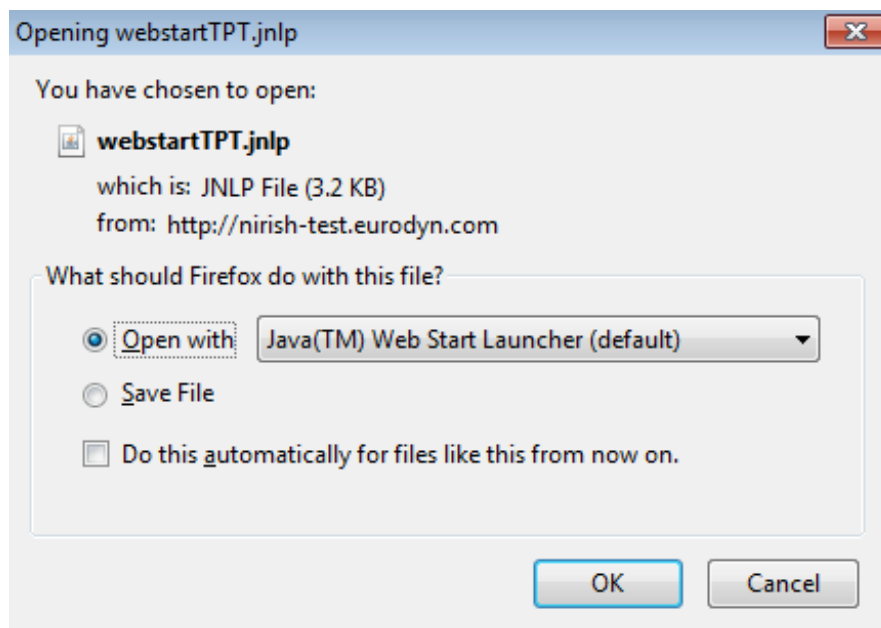
Click on "Tender"

After a short loading screen, you will see the tender preparation tool. 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.

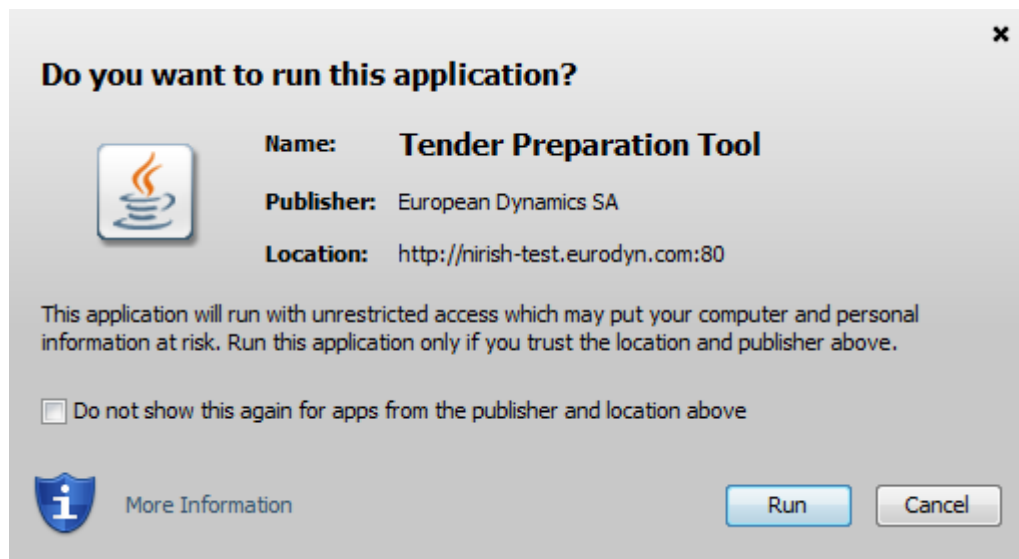
For instance, operating system permissions such these assigned to users, browsers or firewalls could prevent the tender preparation tool from reading / writing / creating files to be included in the tender response.

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 the 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.

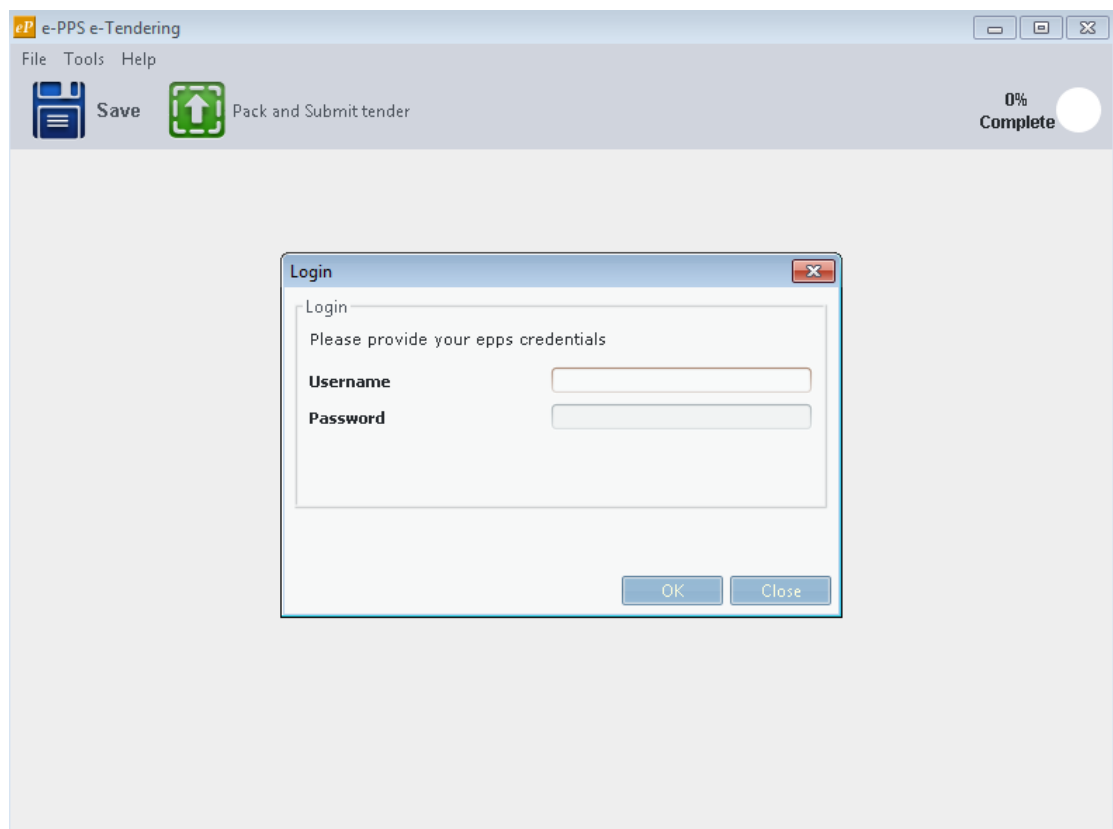
- If you see the below warning, please click on “Ok”.



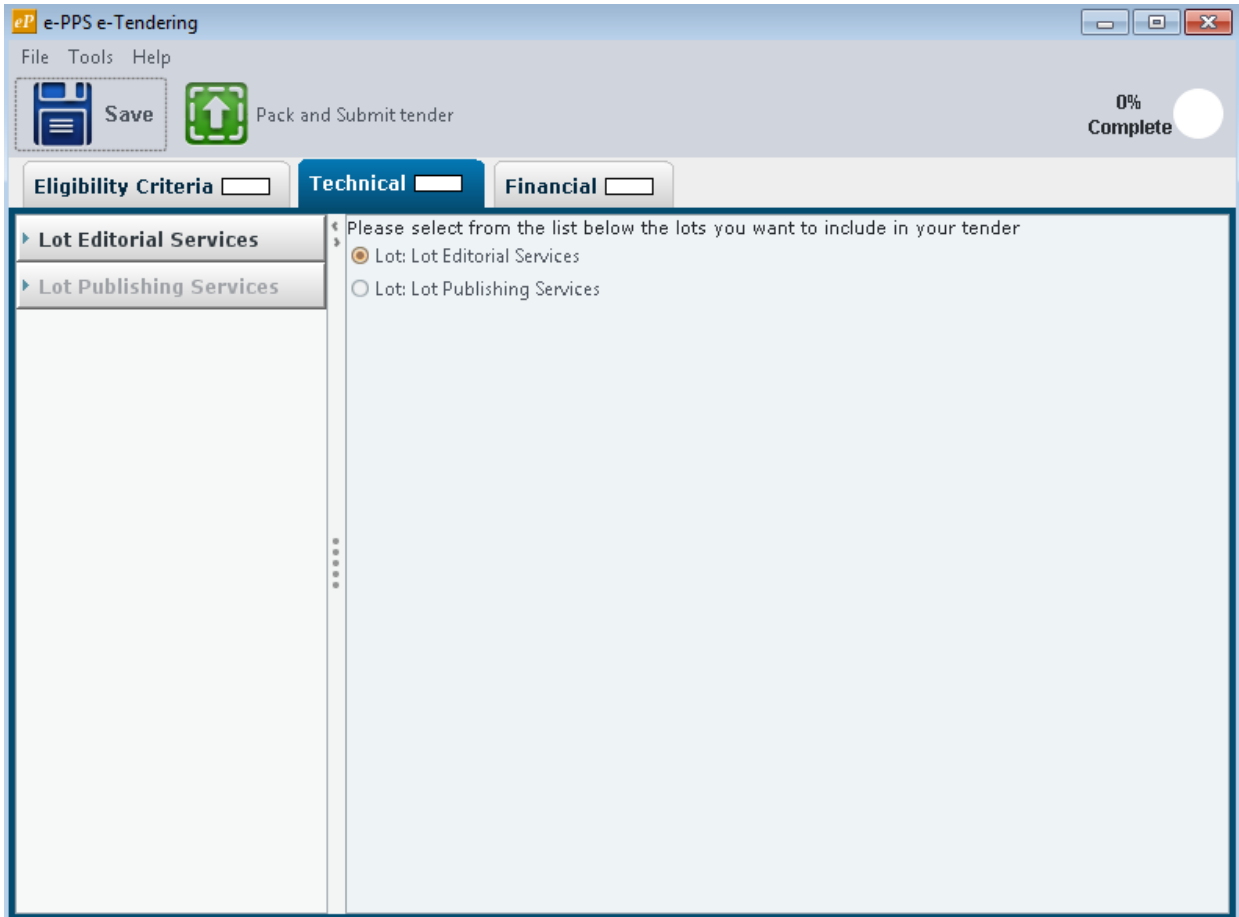
- If you see the below warning, please click on “Run”.



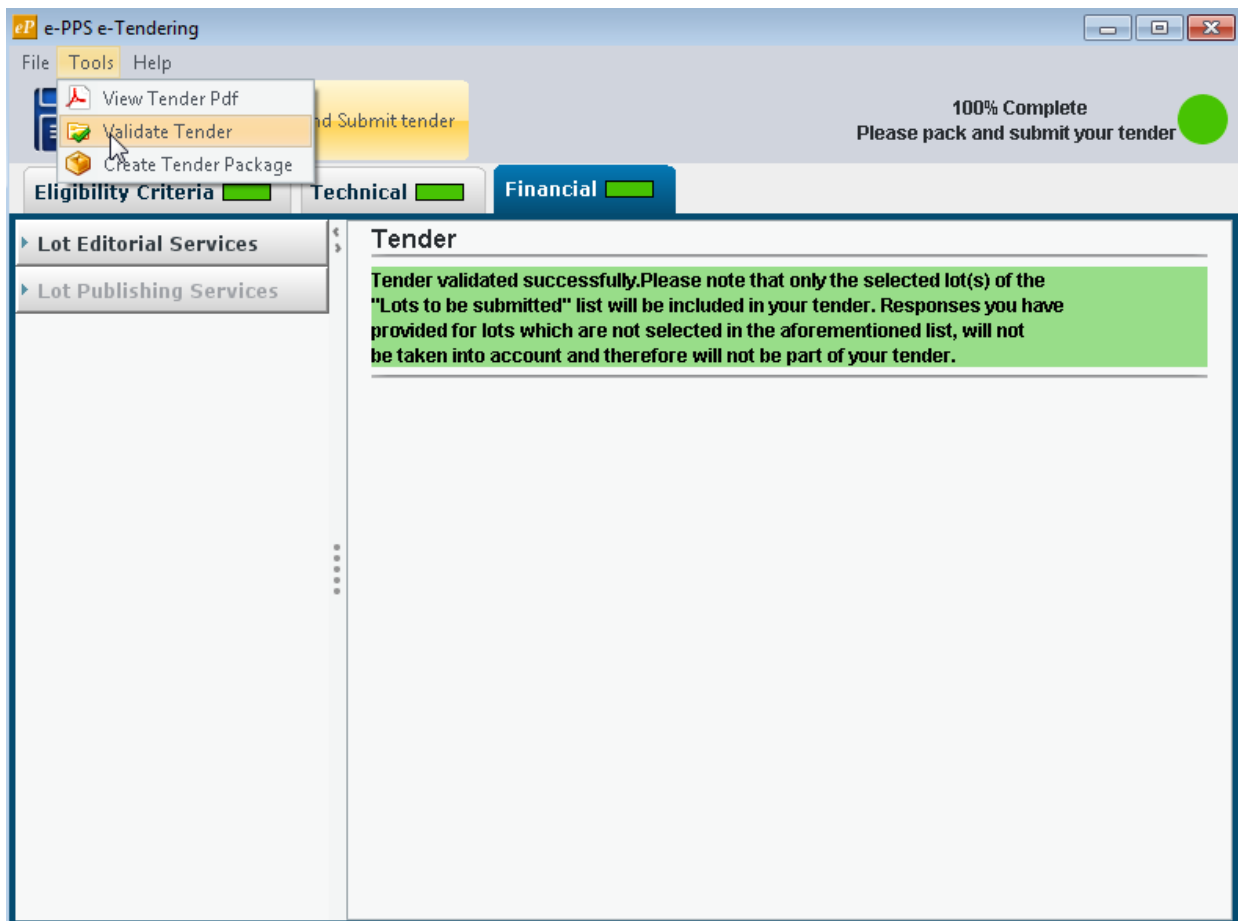
- Once the webstart is launched the user needs to provide his credentials (username/ password):



After you have completed the Eligibility Criteria envelope (which has no lots) you will need to fill in the Technical and Financial envelope. At this stage, you may be required to select the lots you wish to bid for (one or more lots) depending on the configuration of the CfT. To provide responses for a specific lot click on the lot title, as shown in the screenshot below:



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



Saving your Tender Response

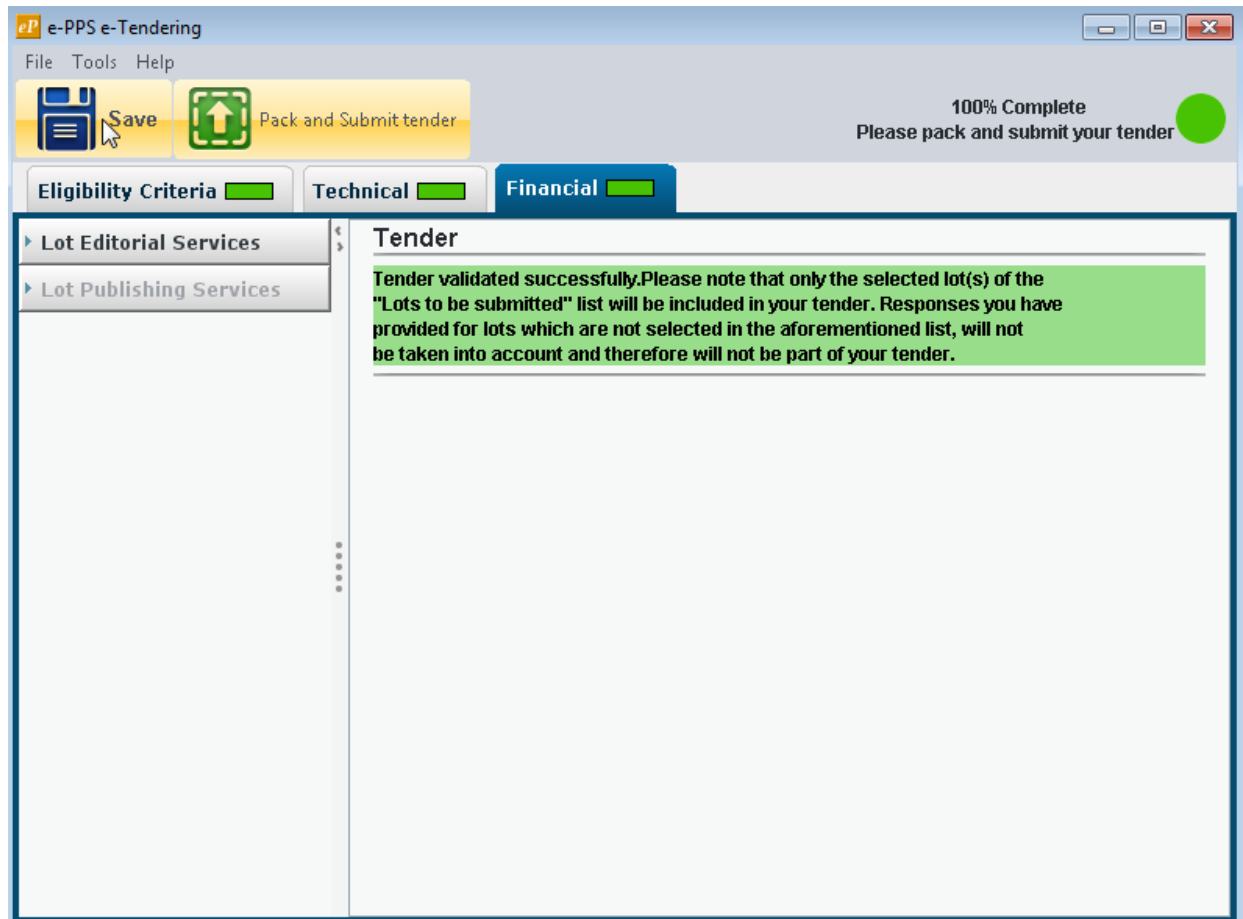
- Click on the "Save" button and save the tender in your computer.



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.



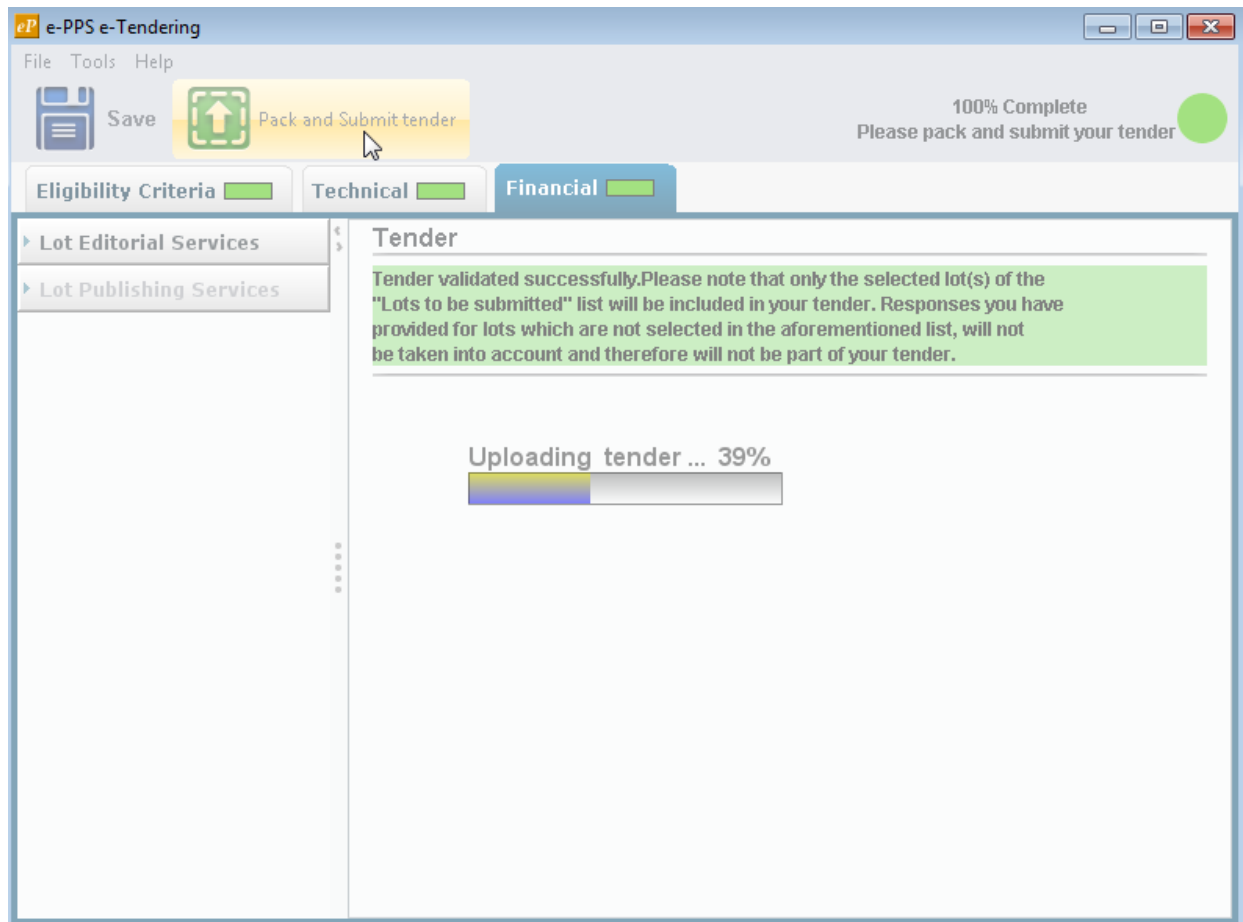
Please be aware, all saved draft versions are saved on **YOUR Computer** and not on European Dynamics servers. In conformance with EU Public Procurement Legislation, the only tender document(s) a Contracting Authority can ever see are these submitted during the later stages of the procurement process.



Please follow the steps described below in this document only if you intend to submit now your tender response on the e-Tendering system.

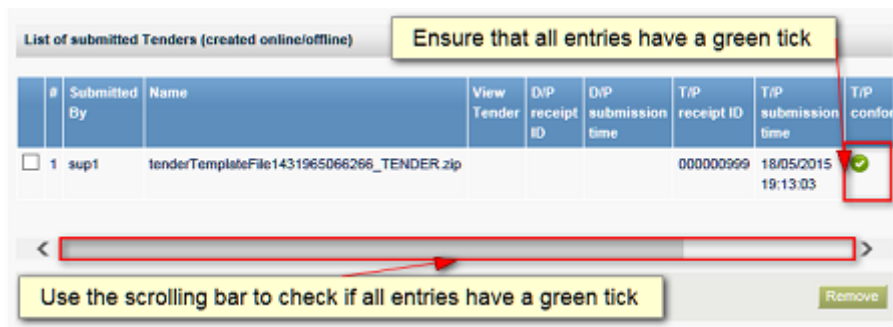
Follow next steps only if you intend to submit your response now:

- Click on the "Pack and Submit" button



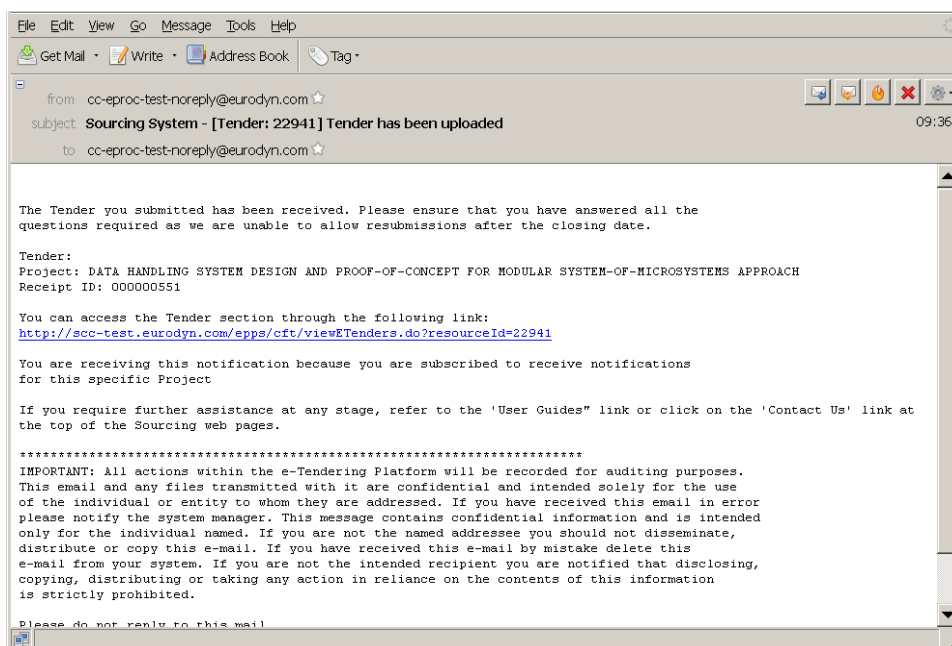
Once the tender has been submitted it will appear in the List of submitted tenders. Please ensure that all entries have a green tick.

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.





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 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-