
E-TENDERING SERVICES

HOW TO COMPLETE A DPS TENDER WITH LOTS



VERSION 2.0 – 05/19

How to Complete a DPS Tender with Lots

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).
- 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 DPS to bid for (click on the “CfT title” link)

13:15:33 BST Search: Calls for Tenders Search View current opportunities

Log in

Logged in as:
sup2 sup2 (Economic Operator Admin) - PowerTech2 S.A
Last login on :
09/05/2019 - 13:13:34

Edit Profile
User Homepage
Log out

CfT Management

List of my CfTs
Download tender preparation tool

EO administration

Simple search

Search results

Click on the title of "CfT Title" link to select the opportunity that interests you

#	CfT Title	Resource ID	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status
1	eGov journal	252401	Apple Company	[i]	09/05/2019 13:13:31		Dynamic Purchasing System	Established
2	all	252284	Northern Ireland Ambulance Service	[i]	08/05/2019 08:51:22	24/05/2019 15:00:00	Open	Evaluation
3	dps	252218	Northern Ireland Ambulance Service	[i]	07/05/2019 15:00:51		Dynamic Purchasing System	Established
4	VQ 0705 -4	252088	Northern Ireland Ambulance Service	[i]	07/05/2019 11:34:05	28/05/2019 15:00:00	Open	Evaluation
5	VQ 0705	251968	Northern Ireland Ambulance Service	[i]	07/05/2019 10:32:33	28/05/2019 15:00:00	Open	Evaluation
6	VQ 0705	251889	Northern Ireland Ambulance Service	[i]	07/05/2019 10:28:30	28/05/2019 15:00:00	Open	Awaiting Tender Opening
7	A9/0306 notice	251763	Apple Company	[i]	03/05/2019 15:10:44	27/05/2019 15:00:00	Restricted	Evaluation

- Click on the “Show DPS menu” button and select the "DPS tenders" option

13:35:13 BST Search: Select Search View current opportunities

Log in

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CfT Management

List of my CfTs
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View DPS Workspace

DPS: eGov journal

Buyer Organisation: [Apple Company](#)

Title: eGov journal

CfT CA Unique ID:

Evaluation Mechanism: Price/Cost Effectiveness

Description: eGov journal

Procurement Type: Services

Directive: 2014/24/EU (Classic)

CPC Category: Other services

CPV Codes: 03000000-Agricultural, farming, fishing, forestry and related products
09000000-Petroleum products, fuel, electricity and other sources of energy
14000000-Mining, basic metals and related products
15000000-Food, beverages, tobacco and related products
16000000-Agricultural machinery
24000000-Chemical products
22000000-Printed matter and related products

Hide DPS Menu

- DPS core information
- DPS documents
- Clarifications
- DPS tenders**
- Specify Alerts
- Automated notifications

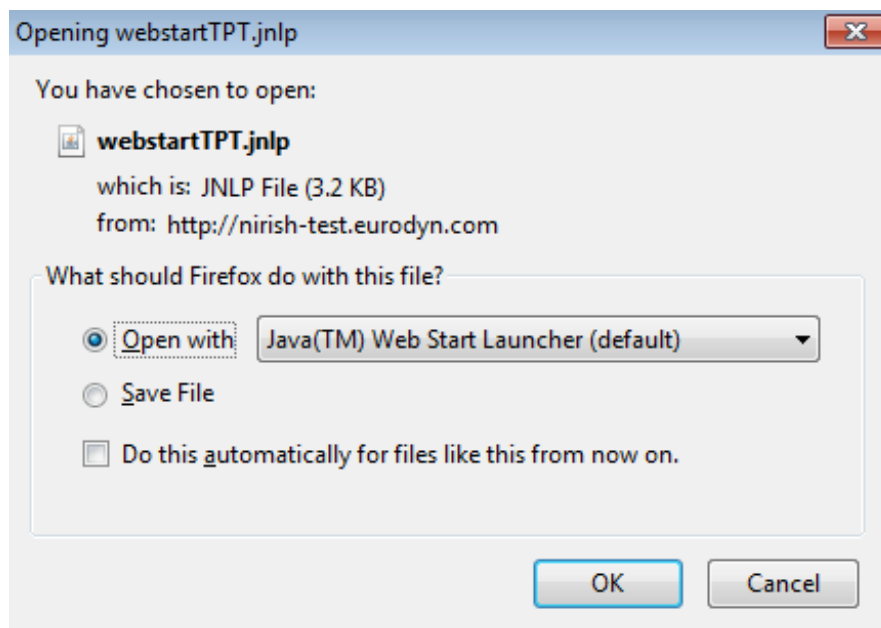
Click on the "DPS tenders"

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.

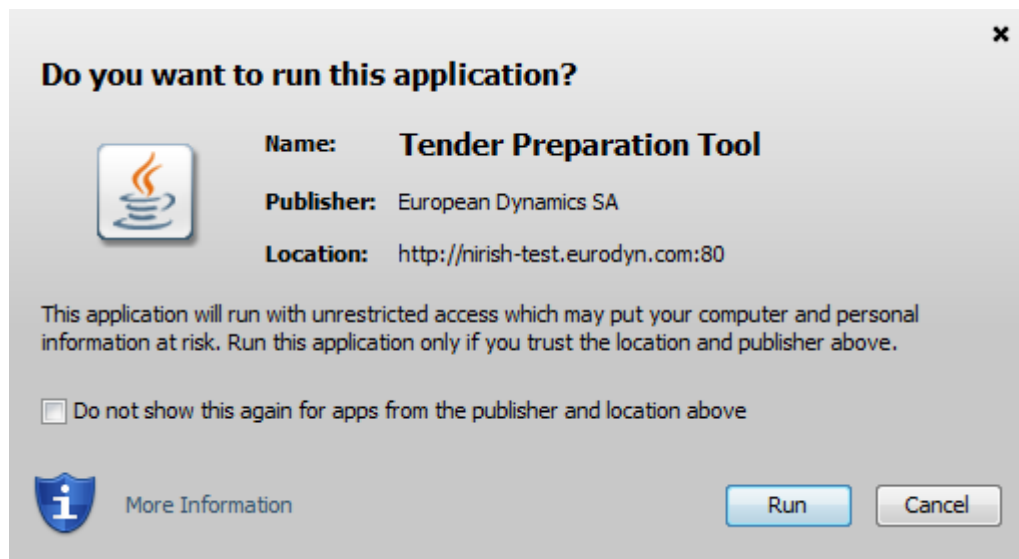
For instance, operating system permissions such these assigned to users, browsers or firewalls could prevent the tender preparation tool from reading / writing / creating files to be included in the tender response.

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 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.

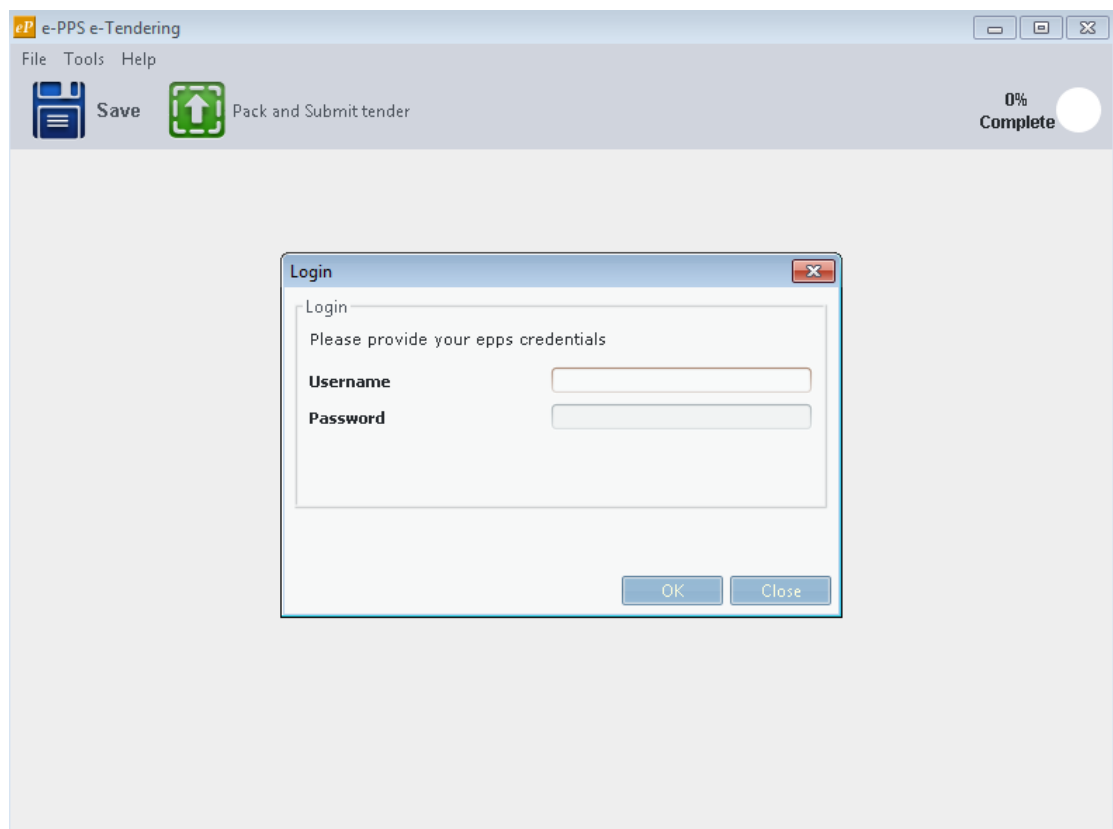
- If you see the below warning, please click on “Ok”.



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

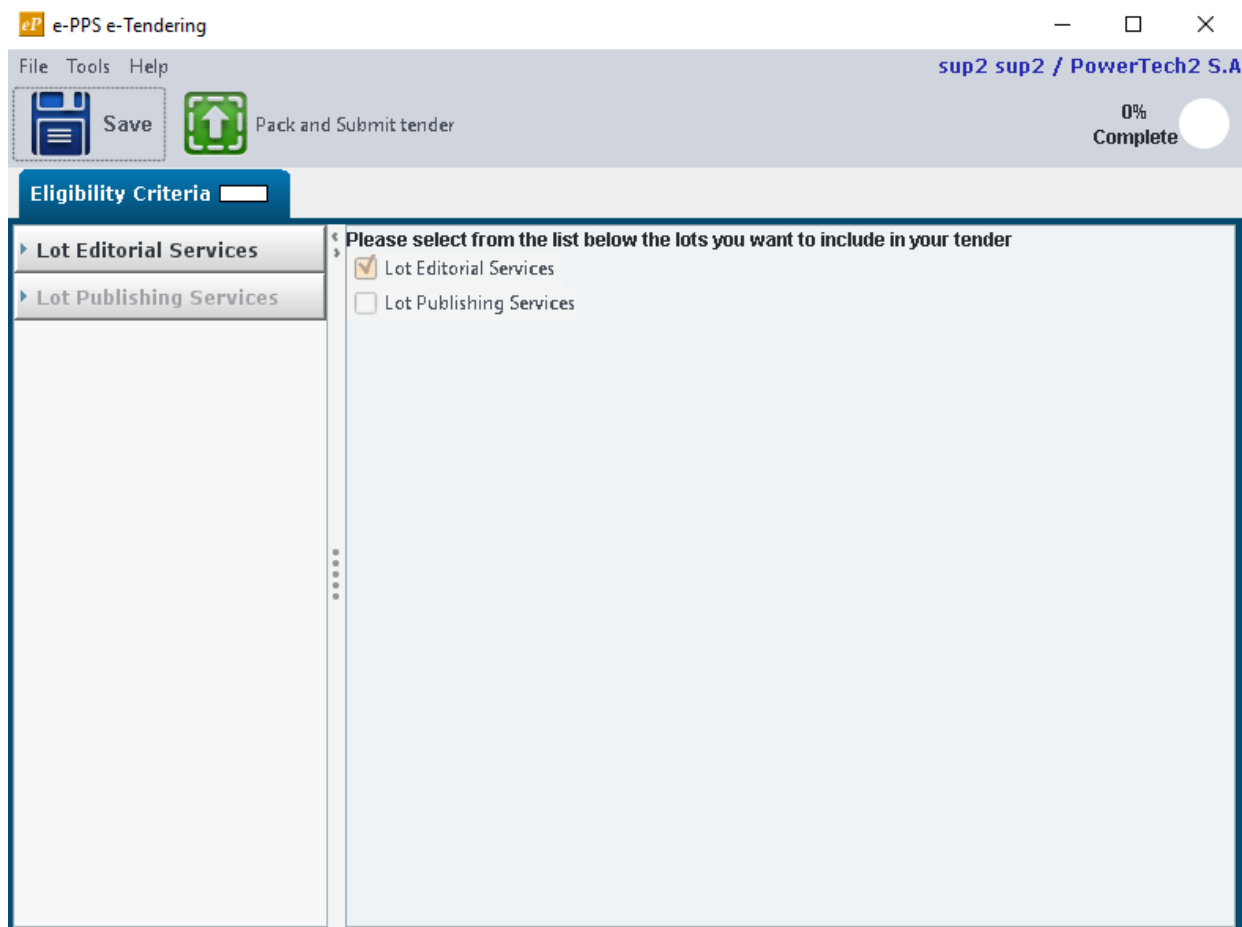


- Once the webstart is launched the user needs to provide his credentials (username/ password):





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 DPS. To provide responses for a specific lot click on the lot title, as shown in the screenshots below (to modify the lots selection please click on the “Eligibility Criteria” tab):





eP e-PPS e-Tendering — □ ×

File Tools Help sup2 sup2 / PowerTech2 S.A

Save Pack and Submit tender 0% Complete

Eligibility Criteria

▼ Lot Editorial Services

— Section A

— Section B

▶ Lot Publishing Services

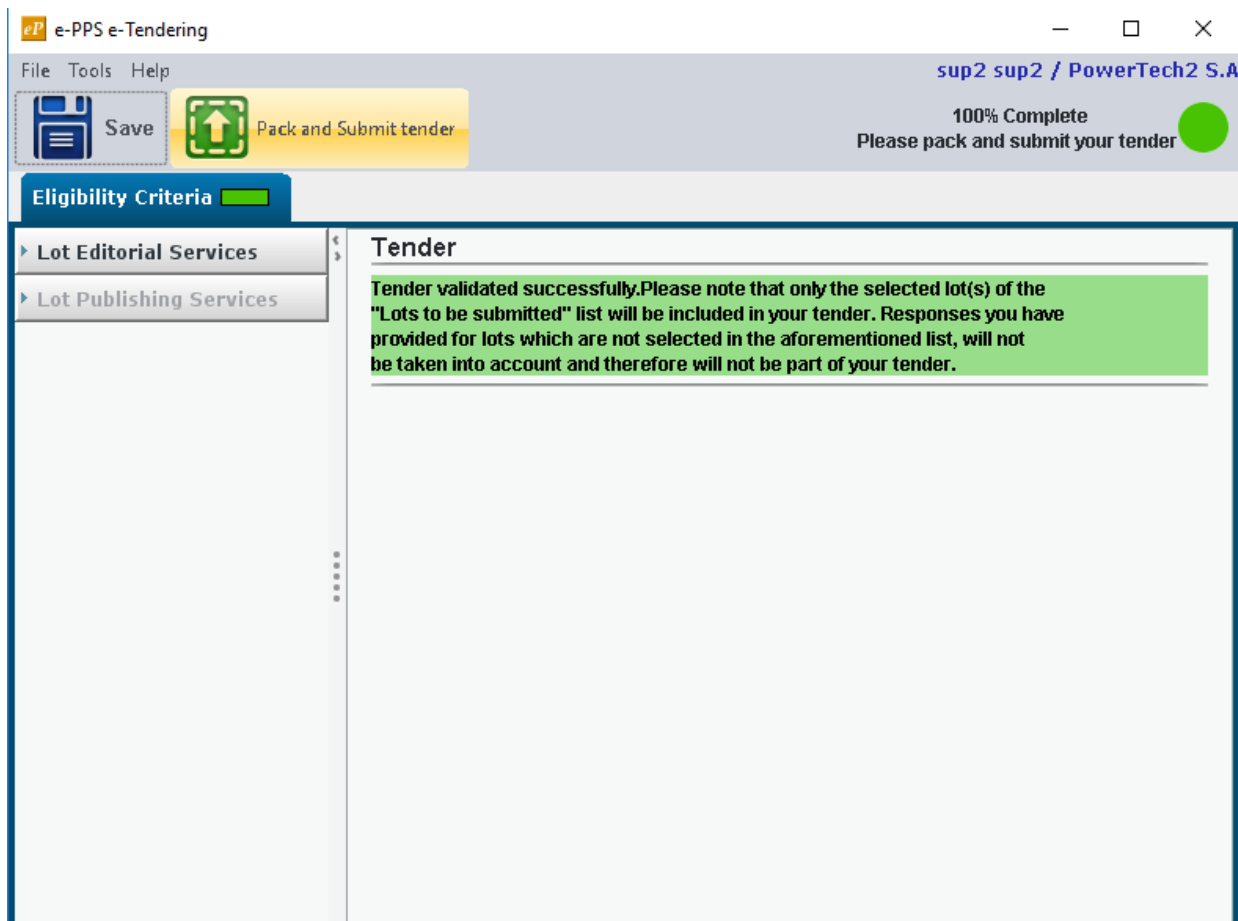
Section A

Question 1

Question 2

Completed Criteria: 0/2

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



Saving your Tender Response

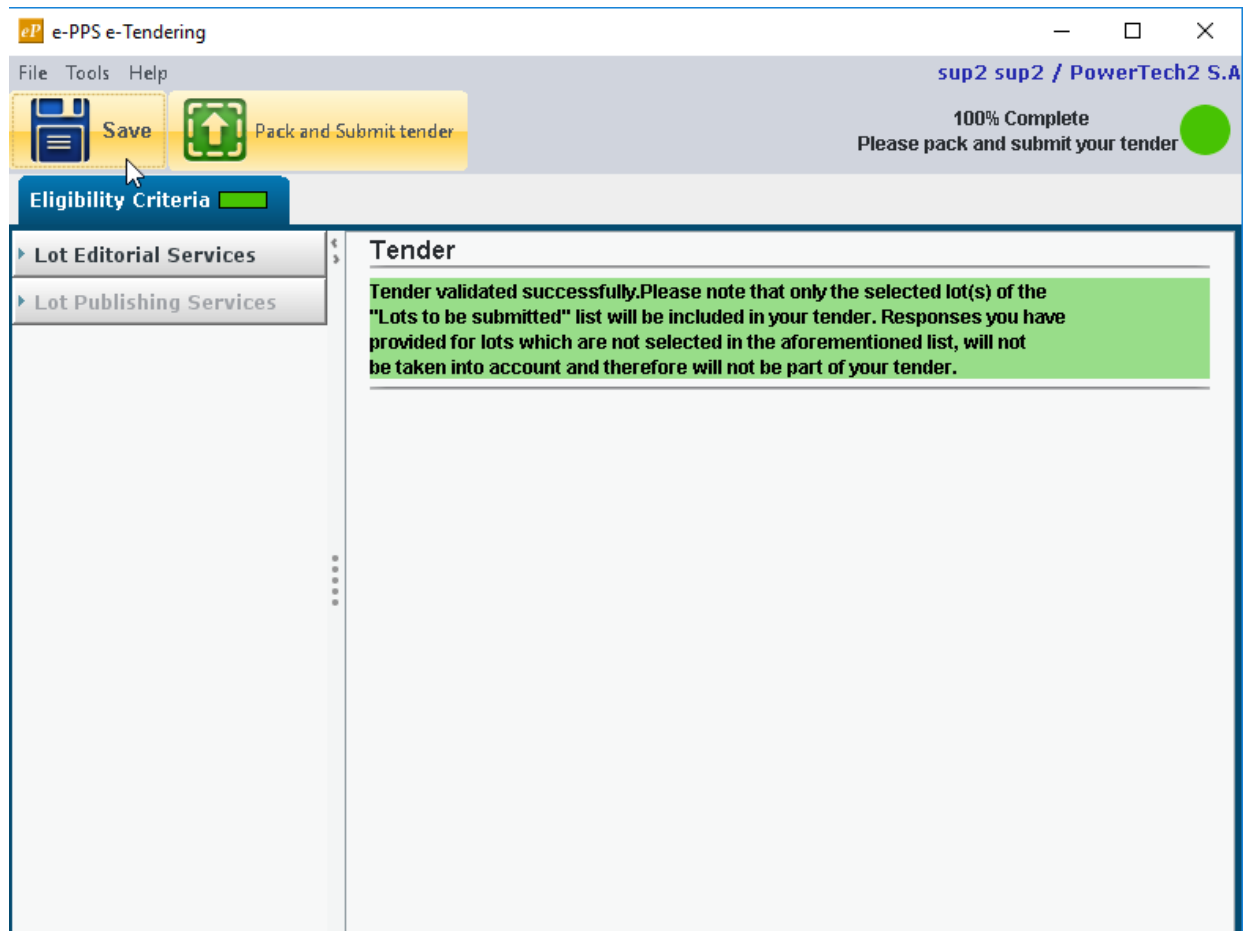
- Click on the "Save" button and save the tender in your computer.



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.



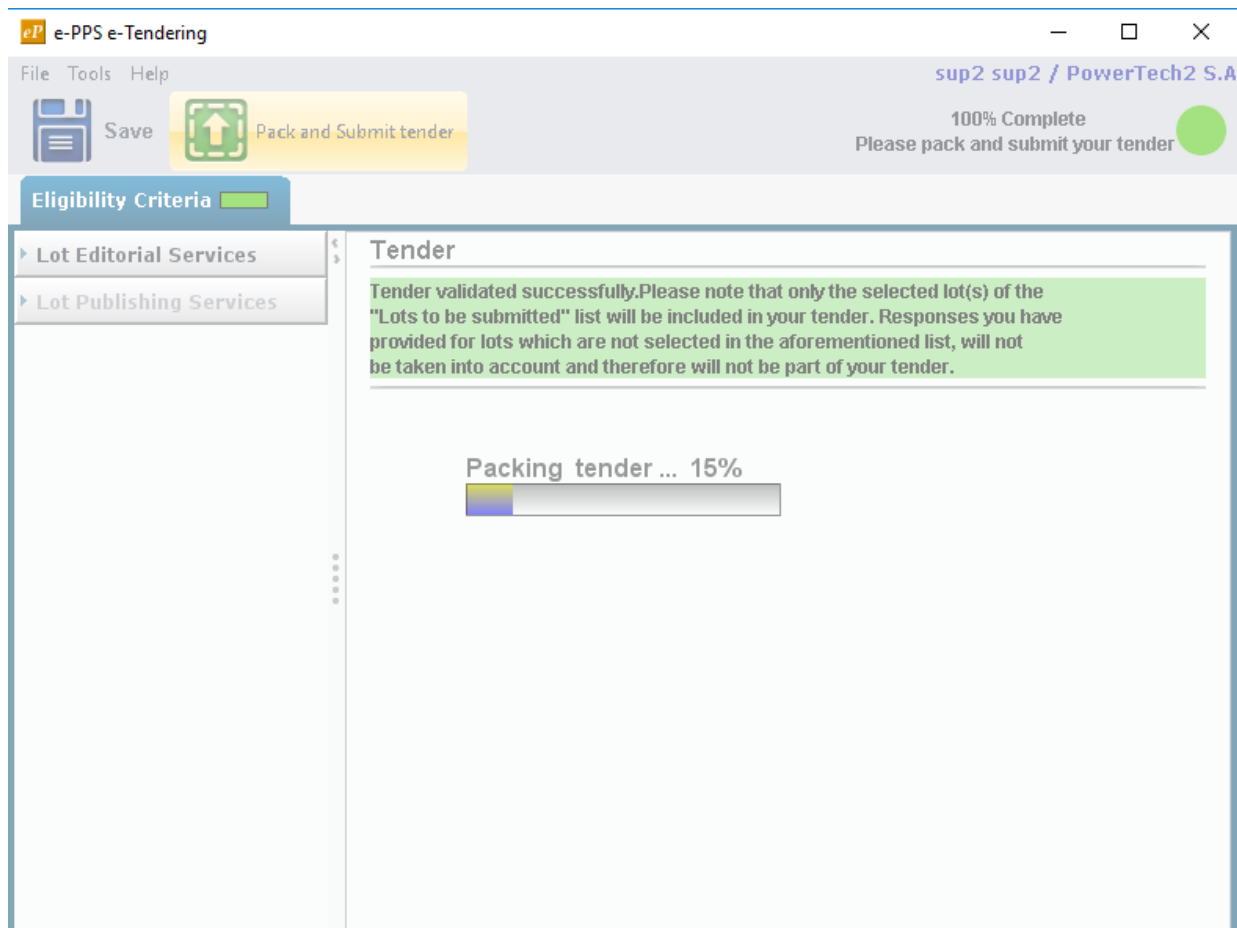
Please be aware, all saved draft versions are saved on **YOUR Computer** and not on European Dynamics servers. In conformance with EU Public Procurement Legislation, the only tender document(s) a Contracting Authority can ever see are these submitted during the later stages of the procurement process.



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 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.

Cycle 1

List of submitted Tenders (created online/offline) Ensure that you have the below 5 green ticks

#	Submitted By	Name	View Tender	Status	Tender Complete	Received on Time	T/P conformance	T/P receipt ID	T/P submission time	D/P match result	D/P receipt ID	D/P sub time
1	sup2	tenderTemplateFile1557406401627_TENDER.zip						000004416	09/05/2019 14:06:22			



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

From ni-eproc-test-noreply@eurodyn.com ★
Subject eTendersNI DPS Automated Notification - [DPS: 252401] Tender has been uploaded
To ni-eproc-test-noreply@eurodyn.com ★

eTendersNI - Tender Package has been uploaded

Package upload

Tender: tenderTemplateFile1557406401627_TENDER.zip
DPS: eGov Journal
Receipt ID: 000004416
Information: Tender package has been uploaded

You can access the Tender section through the following link:
<http://nirish-test.eurodyn.com/epps/cft/viewDPSETenders.do?resourceId=252401>

You are receiving this notification because you are subscribed to receive notifications for the specific Dynamic Purchasing System

IMPORTANT: All actions within the eTendersNI 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-