
E-TENDERING SERVICES

EPPS0914 - HOW TO COMPLETE A TENDER WITH LOTS



VERSION 3.0 – 03/2020

How to Complete a Tender with Lots

EPPS0914

Purpose

This guide details how to submit a tender document with lots using eTendersNI.

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



- Use one of the following web browsers: Microsoft Edge (latest version), Mozilla Firefox (latest version), Google Chrome (latest version), Safari (latest version).
- Have a valid e-mail address
- Javascript enabled, Session Cookies enabled, Internet access through HTTP/HTTPS,

For any queries you may have regarding the content of a particular procurement (e.g. tender questions/criteria, material for the responses, etc.), you may contact the relevant Contracting Authority using the messaging functionality. For any technical issues, you may also contact the eTendersNI Helpdesk via email or telephone.

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

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

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 214 results in total.

#	CfT Title	Resource ID	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status	Notice PDF	Award date	Estimated value	Cycle
1		27948					Competitive with negotiation	Evaluation				
2		19245					Dynamic Purchasing System	Established			10000000	
3		27479					Restricted	Tender Submission			15000	
4							Restricted	Tender Submission			1200000	
5							Open	Awaiting Tender Opening				
6		26917					Open	Tender Submission			15000	
7	Maintenance of Compressors	26809					Open	Tender Submission			15000	

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

View CfT Workspace

CFT: MAINTENANCE OF COMPRESSORS

Show CfT Menu

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS): 30/22

BUYER ORGANISATION:

TITLE: Maintenance of Compressors

CFT CA UNIQUE ID: Public Company-223

EVALUATION MECHANISM: Price/Cost Effectiveness

DESCRIPTION: test

PROCUREMENT TYPE: Supplies

DIRECTIVE: 2014/24/EU (Classic)

PROCEDURE: Open

Click on the "Tender"

- CFT core information
- CFT documents
- Tender
- Specify Alerts
- Messaging
- Automated notifications

- Accept Agreement and confirm user details
Select the supplier users to be associated with the Opportunity, accept the agreement and confirm the validity of the user details.

View Tenders

CFT: MAINTENANCE OF COMPRESSORS Show CFT Menu

1. Type of association

1. Associate all users of my Economic Operator with this CFT

2. Associate only myself with this CFT

2. Confirm the validity of your user details

Name	Last Name	Username
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Prepare a tender response through clicking on the “Create your tender online” option

View Tenders

Tender submission is now open. Please click on "Create your tender online" button in order to start preparing you tender response. After completing all sections, submit your tender. Your tender should then be listed in the list of submitted tenders below.

CFT: MAINTENANCE OF COMPRESSORS Show CFT Menu

Please select either "Create your tender online" or "Create your tender locally".

"Create your tender online" allows to work online, temporarily saving tender data on eTendersNI. Data is saved permanently only upon clicking "Submit", to trigger the official tender submission.

"Create your tender locally" requires installation of Java and an internet connection. Tender data is saved locally by the tender preparation tool (on user PC) and is saved permanently only upon clicking "Pack and Submit tender", to trigger the official tender submission.

Click on the "Create your tender online" button

- A new browser window will open
- Provide a meaningful title that describes your response and then click on the “Save” button to proceed. A meaningful title will make it easier for you to find and search for it in your My Responses.

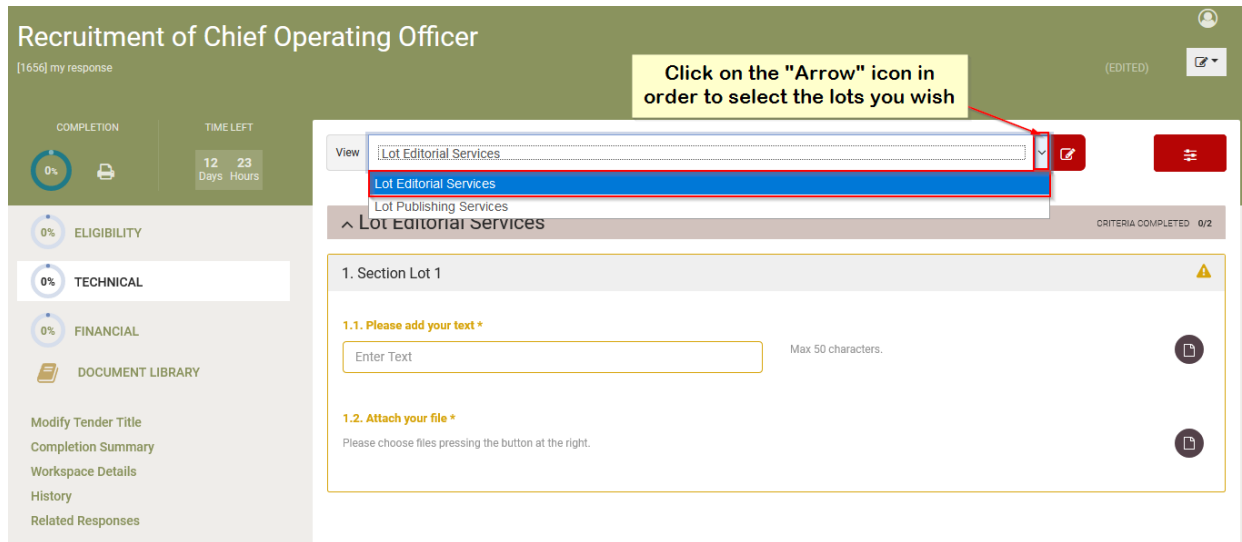
- Click on the “pencil” icon and then on the “Edit” button to start preparing your response.



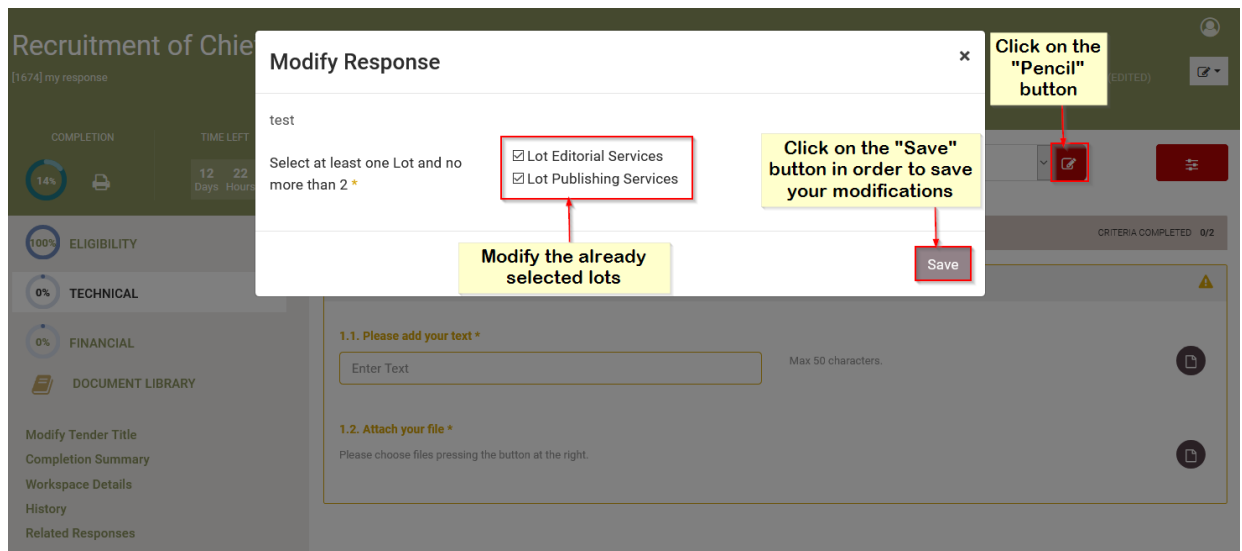
Please note that you should click on the “Edit” button in order to start preparing your tender response. In case, you missed this action then you can check your tender response in read only view.

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 are able 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:



- Click on the “pencil” button in order to modify the already selected lots or to select a new one to bid for.



- Once all entries are completed, click on the “Completion Summary” option in order to validate your tender response, as shown below.

The screenshot shows the 'Completion Summary' dialog box with the following progress indicators:

- 100% ELIGIBILITY
- 100% TECHNICAL
- 100% FINANCIAL

Below the progress bars, it states: UNCOMPLETED MANDATORY CRITERIA FOR THIS ENVELOPE 0/1

The background interface shows a sidebar with the following options:

- COMPLETION
- 100% ELIGIBILITY
- 100% TECHNICAL
- 100% FINANCIAL
- DOCUMENT LIBRARY
- Modify Tender Title
- Completion Summary (highlighted)
- Workspace Details
- History
- Related Responses

The main content area displays a table for 'Year 0' with the following data:

Criterion	Value	Discounted present value	Ref. files
Financial 1 *	5.00	5.00	
TOTAL:	5.00 GBP	5.00 GBP	
TOTAL WITH DISCOUNT:	5.00 GBP	5.00 GBP	

Below the table, there is a summary section:

Total Values for Envelope			
Total Value:	5.00 GBP	Total Discount Present Value:	0.00 GBP
Total Discount Value:	0.00 GBP	Final Value:	5.00 GBP

Please note that your tender response is saved in a secure space on the eTendersNI server each time you perform an action (e.g. provide a response in a question/criterion, change section, change envelope).

This includes a Document Library area where you can upload documents you wish to form part of your submission.



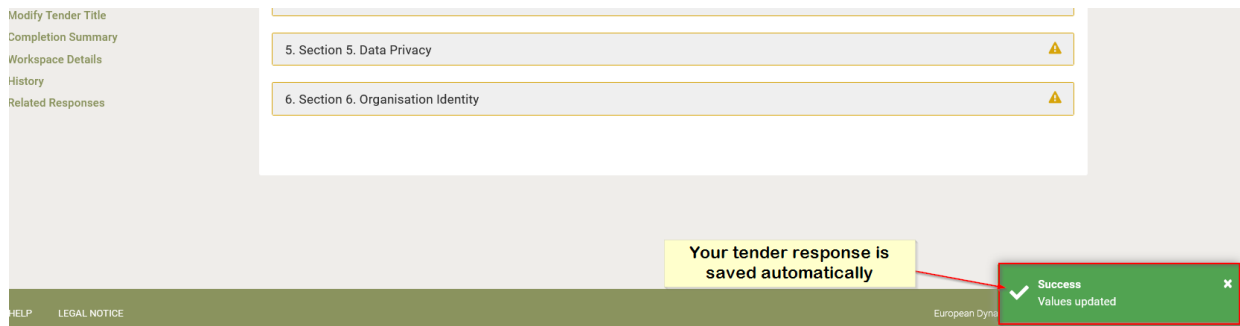
Documents will remain in the Document Library until the Contract is awarded and they will then be automatically deleted.

This secure area is visible **only** to users in a Supplier’s organisation who have been associated with the CfT.

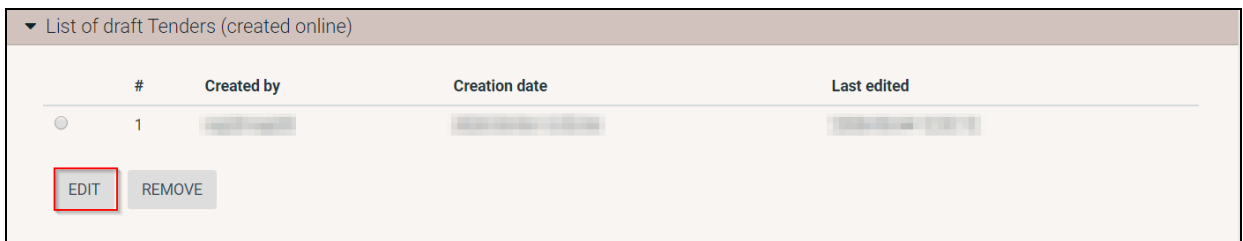
Saving your Tender Response

You can save a tender response which has not been completed, and continue the tender preparation another time.

- Your provided values are saved automatically every time you perform an action on the application.



- A record is also added to the “*List of draft Tenders (created online)*”. Please note that you need to refresh the “Tender” page and expand this list in order to view the record.
- Please note that you need to select the draft tender response you wish to edit and the click on the “Edit” button.



- When you are asked to attach a file in response to a question/criterion, click on the “Attach file” button in order to navigate to the “Document library” area.



- Click on the “Upload a new file” link in order to navigate to the “Upload files” page.

Select Reference Files For

File

Filename	Title	Comment
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[Upload a new file](#)

Click on the "Upload a new file" link in order to find the file you want to attach.

Cancel Save

- Click on the “Choose file” button in order to select the file(s) from a local or network location. Please note that you may drag and drop the necessary file(s).

Upload Files

Upload Files ⓘ

File size Limit: 100 MB | Total space per response 100 MB

Choose Files Choose Files or drag & drop here

Click on the "Choose Files" button and select the file you wish to submit or drag & drop a file.

Upload queue ⓘ

Queue length: 0

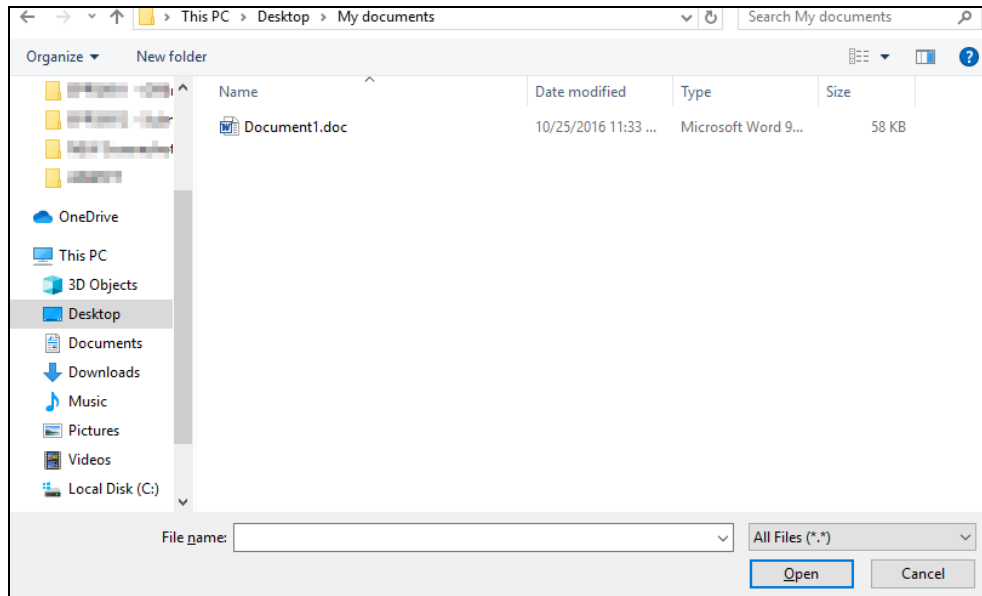
Name	Size	Progress	Status	Actions
------	------	----------	--------	---------

Queue progress:

Upload Cancel Remove

Back

- Select the necessary file(s).



- Click on the “Upload” button in order to upload your file(s) to eTendersNI.

Upload Files

Upload Files ⓘ
File size Limit: 100 MB | Total space per response 100 MB

Choose Files Choose Files or drag & drop here

Upload queue ⓘ
Queue length: 1

Name	Size	Progress	Status	Actions
Document1.doc	58 KB	100%	✓	⬇️ ✕

Queue progress:

[Back](#)

Click on the "Upload" button to upload your document.

Check both the "Progress" and "Status" labels

- Select the referenced file for the particular question/criterion.

Select Reference Files For

File

<input type="checkbox"/>	Filename	Title	Comment
<input checked="" type="checkbox"/>	Document1.doc	N/A	<input type="text" value="Enter comment/s"/>

Select the referenced file for this criterion.

Click on the "Save" button

IMPORTANT NOTE:



- Please note that you should make sure that at least one document is associated with at least one question/criterion. Files that are not associated with any question/criterion are **not** included in a tender submission.

- After having provided a response to all the required questions/criteria (**100% Completion**), you can submit a tender response on the eTendersNI system simply by clicking on the “**Submit**” icon.
- When you select “Submit” your tender response is encrypted and submitted to the buyer area.
- The buyer **cannot** access the response until **after** the Tender Opening time.

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

- Click on the “arrow” button and then on to the "Submit" button.

Recruitment of Chief Operating Officer

[1656] my response

COMPLETION: 100% | TIME LEFT: 12 Days 23 Hours

Click on the "Submit" button in order to submit your tender response

Submit

View Lot Publishing Services

Lot Publishing Services

Discount percentage: 0.00

Criterion	Value	Discounted present value	Ref. files
Financial 1 *	5.00	5.00	
TOTAL:	5.00 GBP	5.00 GBP	
TOTAL WITH DISCOUNT:	5.00 GBP	5.00 GBP	

Total Values for Envelope

Total Value:	5.00 GBP	Total Discount Present Value:	0.00 GBP
Total Discount Value:	0.00 GBP	Final Value:	5.00 GBP

Once the tender has been submitted it will appear in the List of submitted tenders in eTendersNI. 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 your tender submission. It is advised that you contact the eTendersNI Helpdesk for assistance, as there could be an error in your tender submission and the tender may be invalid.

Cycle 1

List of submitted Tenders (created online/offline)

#	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 submission time
1								000000386				

REMOVE

Ensure that all entries have a green tick

All items submitted/Hash match | Additional items will be needed | Missing items/Hash mismatch/Late Submission

When you submit your tender an e-mail notification is dispatched to your email address. Please note that the email notification **simply acknowledges that a tender has been submitted** on the eTendersNI system. It is not a confirmation that the tender submission is complete or correct. Even if the submitted tender is non conformant, the automatic notification will be dispatched to your address if the tender submission has been transmitted successfully.

Following the Submission, the tender appears in the List of Submitted Tenders, with a Tender Receipt ID. Click on the .pdf icon in the “View Tender” column to access the pdf.

List of submitted Tenders (created online/offline)

#	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 submission time
1								000000339				

REMOVE

All items submitted/Hash match | Additional items will be needed | Missing items/Hash mismatch/Late Submission

Please use the .pdf file of your submitted tender response to check that it is complete and the correct files have been attached to the CfT questions/criteria. The .pdf file provides an opportunity for you to check that you have included responses to each question/criterion and attached the correct files where required.



IMPORTANT NOTE:

If you notice that there is an error in your tender submission, you will need to prepare another response and correct the error. The previous submitted tender cannot be edited after it has been encrypted.

-END OF DOCUMENT-