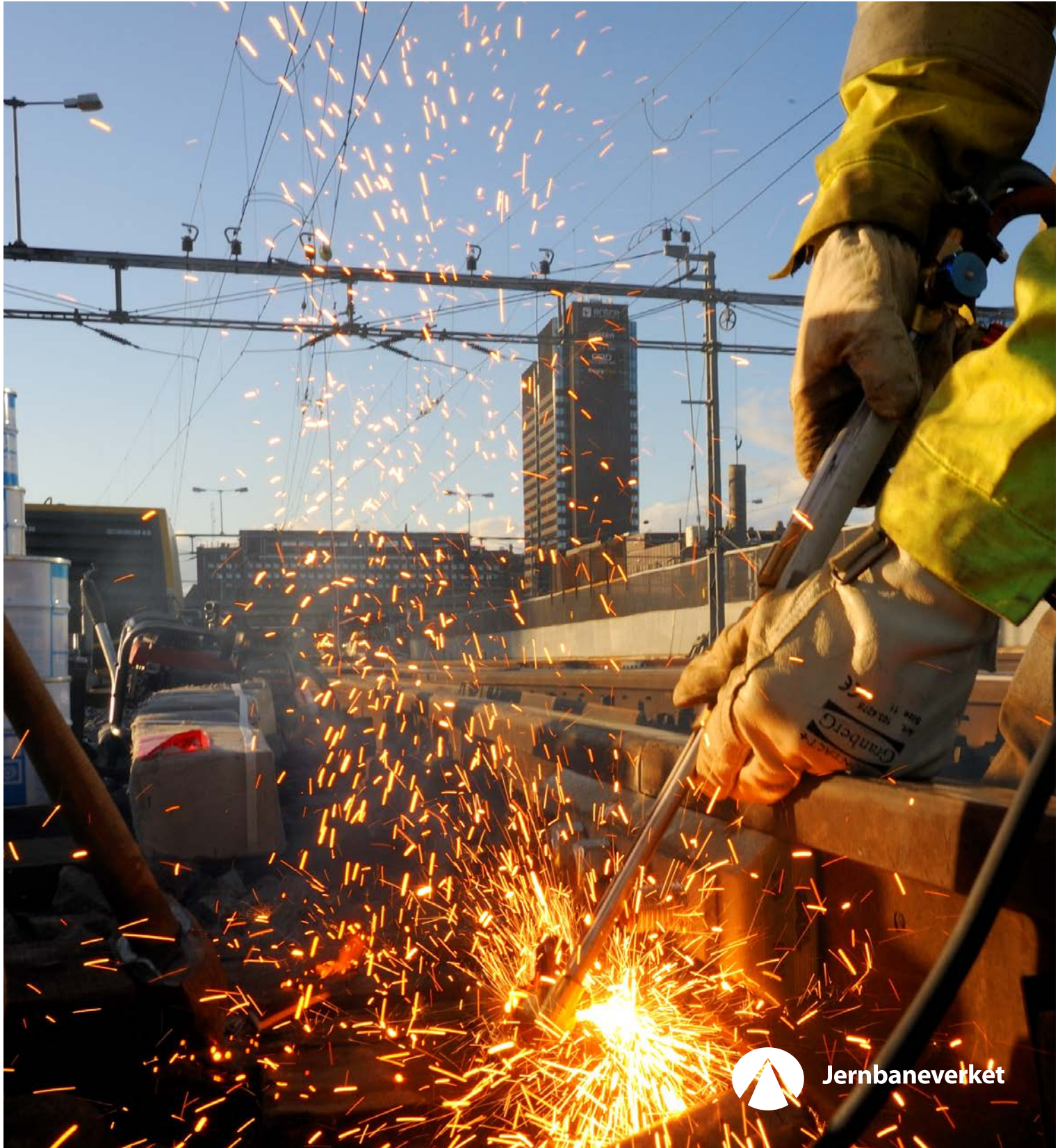


Electronic tender management with CTM/KGV

A QUICK GUIDE FOR SUPPLIERS JANUARY 2014



Jernbanelogon

Innhold

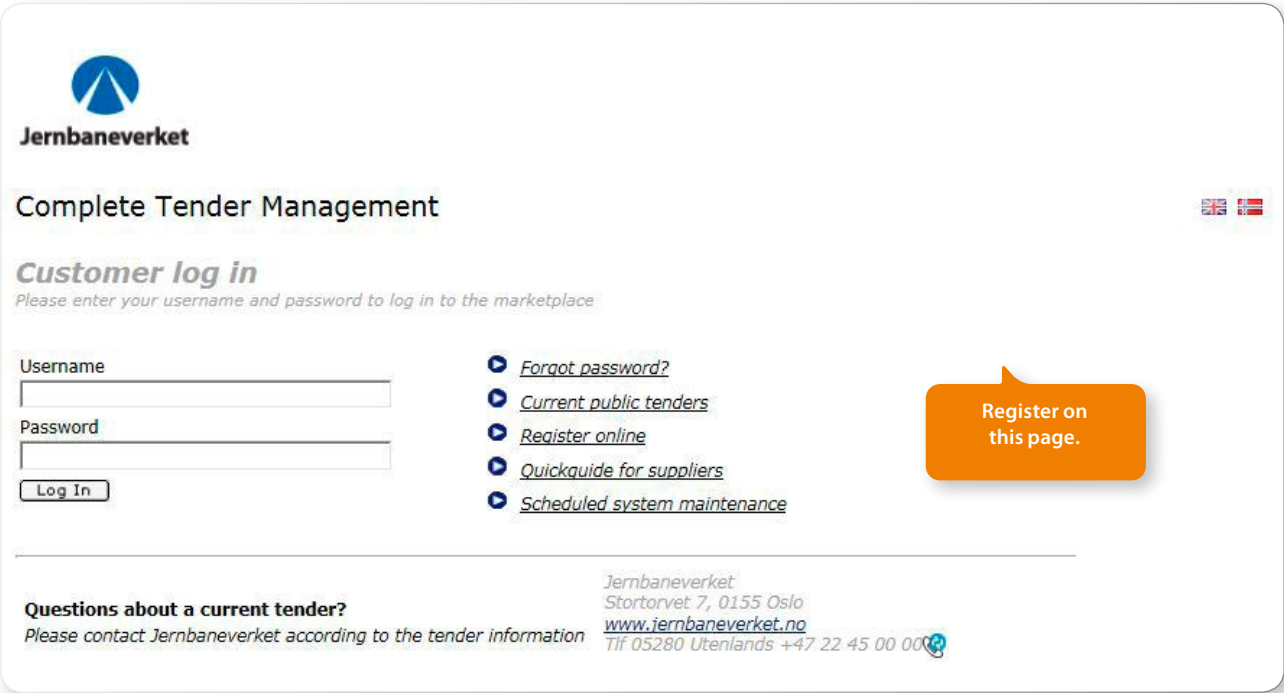
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Introduction

CTM Complete Tender Management (KGV) is a tool Jernbaneverket uses to announce and conduct RFT’s.

If you are interested in the tenders we conduct via CTM, you must register in the tool to gain access to all tender documents and participate in tenders.

It is free to register as a KGV supplier.



Register as user

You must be registered in order to use the tool. Register at <https://eu.eu-supply.com/login.asp?B=JERNBANEVERKET>

Click “Register online”. When you are registered, you can log on using the user name and password you provided upon registration.

When you have registered, you will receive an e-mail that confirms registration with the tool.

Register here: <https://eu.eu-supply.com/pub/registercompany.asp?OID=12&B=JERNBANEVERKET>

How to find Jernbaneverket’s tenders

Public tenders are published at Doffin.
<https://www.doffin.no/Notice?Query=&DeadlineFromDate=&DeadlineToDate=&PublishedFromDate=&PublishedToDate=&MunicipalityCode=&EpsReferenceNr=&NoticeType=&Cpvs=&IncludeExpired=false&AuthorityName=Jernbaneverket>

and via KGV under “Public tenders”:
<https://eu.eu-supply.com/ctm/supplier/publictenders?B=JERNBANEVERKET>

The tenders are also published at www.eu-supply.com
Here you will find all tenders published via CTM/KGV.

Participate in current tenders

Click the link to the tender to take part in the RFT. In the tender you may click “RFT details” for more information. Note that we often require that you “Accept” the invitation in order to proceed to the tender documents. You may also choose to respond later.

Note that you are not committed to submitting a tender by pressing the “Accept invitation” button. You have only accepted receiving an invitation and will see the tender documents and accompanying documentation.

JERNBANEVERKET

Ongoing public tenders

Filters

RFT

Issued RFTs

Local

Text filter

Name

with keyword

Date Filter

From

To

19/12/2003

19/12/2013

More options

Search

Reset

Public RFTs

RFT Id	Reference	Name	Date of publication	ETQ (CET)	Process	Buyers	Countries
96153	201307906	Maximo	18/12/2013	03/02/2014 10:30	Åpen anbudskonkurranse over EØS-terskelverdiene (1 trinnprosedyre)	Jernbaneverket	Norway
95880	201306833	Ski05 Rive/re etablere Skeidarbygget/rive tekniske bygg m.m.	13/12/2013	31/01/2014 12:00	Konkurranse med forhandling under EØS-terskelverdi (1 trinnprosedyre)	Jernbaneverket	Norway
94072		SAK 20130720. Konsulentbistand til teknisk utvikling og modellering i Styringssystemet og understøttende system ARIS.	12/12/2013	22/01/2014 12:00	Konkurranse med forhandling over EØS-terskelverdiene (jf. JBV's unntak i foa § 2-1 (7) 2 trinn)	Jernbaneverket	Norway
95337	201307874	Utskifting av stålbelegbruer med ståltraubruer	03/12/2013	13/01/2014 15:00	Åpen anbudskonkurranse under EØS-terskelverdiene (1 trinnprosedyre)	Jernbaneverket	Norway
95144	201306900	Rammeavtale på Heishonsulcent	26/11/2013	07/01/2014 14:00	Konkurranse med forhandling over EØS-terskelverdiene (jf. JBV's unntak i foa § 2-1 (7) 1 trinn)	Jernbaneverket	Norway

JERNBANEVERKET

Accept

Decline

Answer later

RFT details

You are hereby invited by Jernbaneverket to participate in this RFT. Please click the 'Accept' button if you are interested in the RFT outlined below. If you do not wish to participate, please click 'Decline'. If you wish to defer your decision, please click 'Answer later'. Jernbaneverket will be informed automatically of your decision.

Please Note: Before you accept, make sure your user account is connected to the correct organisation number. You can find your organisation number if you click on 'View your presentation here!' from your Home page under 'Account administration'

Jernbaneverket

Tilbudsinngivelse

1 Leveransen

Jernbaneverket inviterer til deltakelse i konkurranse om levering av Anskaffelse: Oppdrag KVV Oslo-Nævet 95547 i henhold til dette konkurransegrunnlaget. Jernbaneverket is requesting for tenders on Anskaffelse: Oppdrag KVV Oslo-Nævet reference 95547 in accordance with these tendering instructions. This competitive tendering will be conducted in Norwegian only. The tenderers are responsible for translating the tender documents when participating in the competition.

2 Generell orientering om leveransen

For nærmere beskrivelse av leveransen vises det til kap. A1, A5 og E i konkurransegrunnlaget.

3 Orientering om oppdragsgiver

Jernbaneverket er et forvaltningsorgan under Samferdselsdepartementet med ansvar for drift, vedlikehold og investeringer i jernbaneinfrastrukturen. Virksomheten er delt inn i tre divisjoner: Trafikk, Baner og Utbygging. Trafikk har ansvaret for operativ trafikkstyring, ruteplanlegging og informasjon til kundene. Banedivisjonen har ansvar for drift og vedlikehold av jernbanenettet, mens Utbygging er ansvarlig for all nybygging av jernbaneinfrastruktur.

4 Kontaktperson

Oppdragsgivers kontaktperson i konkurransefasen er:

Navn

Halvor Sørensen

Telefon

+47 22 45 50 00 eller 05280

All kontakt mellom leverandør og oppdragsgiver som vedgår konkurransen skal gå via oppdragsgivers elektroniske system for konkurransegjennomføring (KGV).

5 Konkurransegrunnlaget

Konkurransegrunnlaget består av de dokumenter og informasjon som er angitt i KGV. Se også oversikt over konkurransegrunnlag i kap. A4

Navn

Halvor Sørensen

Tittel

Kontraktsrådgiver

Orientering om KGV.

Jernbaneverket benytter KGV Anbud og Kontrakt til kunngjøring og gjennomføring av konkurranser. Konkurransegjennomføringsverktøyet kalles også Complete Tender Management (CTM). For å levere tilbud må du benytte systemet. Registrering er gratis. Jernbaneverket anbefaler alle tilbydere om starte arbeidet i god tid før tilbudsfrist. Tilbud kan sendes flere ganger og revideres helt opp til tilbudsfrist. Jernbaneverket vil kun se tilbud etter tilbudsfrist. For mer informasjon: https://eu.eu-supply.com/impl/branding/jernbaneverket_quickguide.pdf

You can find more information about the tender by clicking “RFT details”. If you would like to see any attached documents, click “Documents” in the bottom right corner. However, you may not be able to open all available documents before accepting the invitation.

When you log on, you see the same invitation letter as when you viewed the tender. When you have accepted the invitation, you can download or view documentation online and work on the tender.

Advice:


If you want to view any attached documents, click “Documents” in the bottom right corner.

You enterprise must be registered in the tool in order for you to respond and submit tenders in accordance with Jernbaneverket’s instructions. Always submit questions, answers, documents, prices, etc. via KGV.

If you are invited to tender without previous announcement, the process is the same. However, instead of searching for the tender, you receive an e-mail with an invitation from Jernbaneverket with a link to a call for tenders.

JERNBANEVERKET

RFT95547 - 201307147 - Anskaffelse: Oppdrag KVV Oslo-Navet



General Information

Short description:
Anskaffelse: Oppdrag KVV Oslo Navet
Flakgrunn og mandat Samferdselsdepartementet, i samråd med Oslo kommune og Akershus fylkeskommune, heretter kalt oppdragsgivere, har i mandatlrev daterl 14.8.13 gill Jernbaneverket, Stalens vegvesen og Ruter AS, heretter kalt prosjeklcirc, i follesskap i oppdrag å lage en konseptvalgutredning (KVU) for økt transportkapasitet inn mot og gjennom Oslo. Jernbaneverket skal koordinere arbeidet. Utredningen kalles "KVU Oslo Navet". Oppgaven er beskrevet slik i mandatlrevet fra Samferdselsdepartementet: "KVUen må belyse om og eventuelt hva slags kollektivt transportilbud som må utvikles for at det overordnede politiske målet om at veksten i persontransport skal skje med kollektivtransport, sykkel og gange kan innfris." Anskaffelse: Prosjektet vil ha gjennomfört en konseptvalgutredning- KVU – Utlysning på TransQ

Company:
Jernbaneverket
Stortorvet 7
0155
Oslo
Norway
[View profile](#)

Contact person:
Halvor Sørensen
Phone: +47 922 42534
xsorelia@jbn.no
www.jernbaneverket.no

ETQ (CET):
27/01/2014 12:00

Package 95547-1
Anskaffelse: Oppdrag KVV Oslo-Navet

You will receive an invitation with a link to tender.

Sendt: 21.12.2013 09:12
Frå: noreply@eu-supply.com → [Legg til i adressebok](#)
Til: svein.hillestad@online.no
Kopi:
Emne: Invitation to tender Testkonkurranse Prosess og opplæring
Vedlegg:

Dear Svein Hillestad,

You are hereby invited to tender for the provision of Testkonkurranse Prosess og opplæring.

Please use the link below to go directly to the invitation.

<https://eu.eu-supply.com/app/rfq/invitation.asp?K=65766624376D526564463631373639452D313135343938313833333&A=P&B=JERNBANEVERKET>

(If the link is not "clickable", please copy it into the address field of your internet browser)

(If your company was invited via TransQ - the Nordic Transport Qualification System and Vendor Database - and you are using Complete Tendering Management for the first time, please notice that the system verifies your company by means of svein.hillestad@online.no).

Best regards,

Svein Hillestad (adm),
Jernbaneverket

*** This message has been sent to the address svein.hillestad@online.no. If this message has reached the wrong address, please contact Customer Services on e-mail: kgv@eu-supply.com, phone +47 23 96 00 10 ***

JERNBANEVERKET

Documents

Note: If the Contract officer of this tender has pre-zipped all the documents then you will be able to download all. Otherwise the documents should be downloaded individually. If we consider the documents to be sufficiently large, we will zip them before publishing the RFT.

If you can't see any documents attached, it could be that the top folder is empty and the documents are sorted into subfolders. Click on each subfolder to the left to see the documents in this subfolder.

Documents			
RFQ folder			
Anskaffelse: Oppdrag KVV Oslo-Navet			
	Name	Size	Updated (CET)
	A1 - Tilbudsinnbydelse.pdf	663	05/12/2013 13:38
	A2 - Avtaledokument.pdf	89	05/12/2013 13:38
	A3 - Tilbudssammendrag - siste versjon.doc	258	06/12/2013 10:35
	A4 - Orientering.pdf	87	05/12/2013 13:38
	A5 - Tilbyders kvalifikasjoner og oppdragsspesi...	156	06/12/2013 10:36
	B - Konkurranseregler og offentlighet.pdf	17	05/12/2013 13:39
	C- Alminnelige kontraktsbestemmelser for prosj...	129	05/12/2013 13:39

Remember:

You have only accepted that you have received an invitation and would like to see the tender documents and accompanying documentation.

Reply and submit tenders

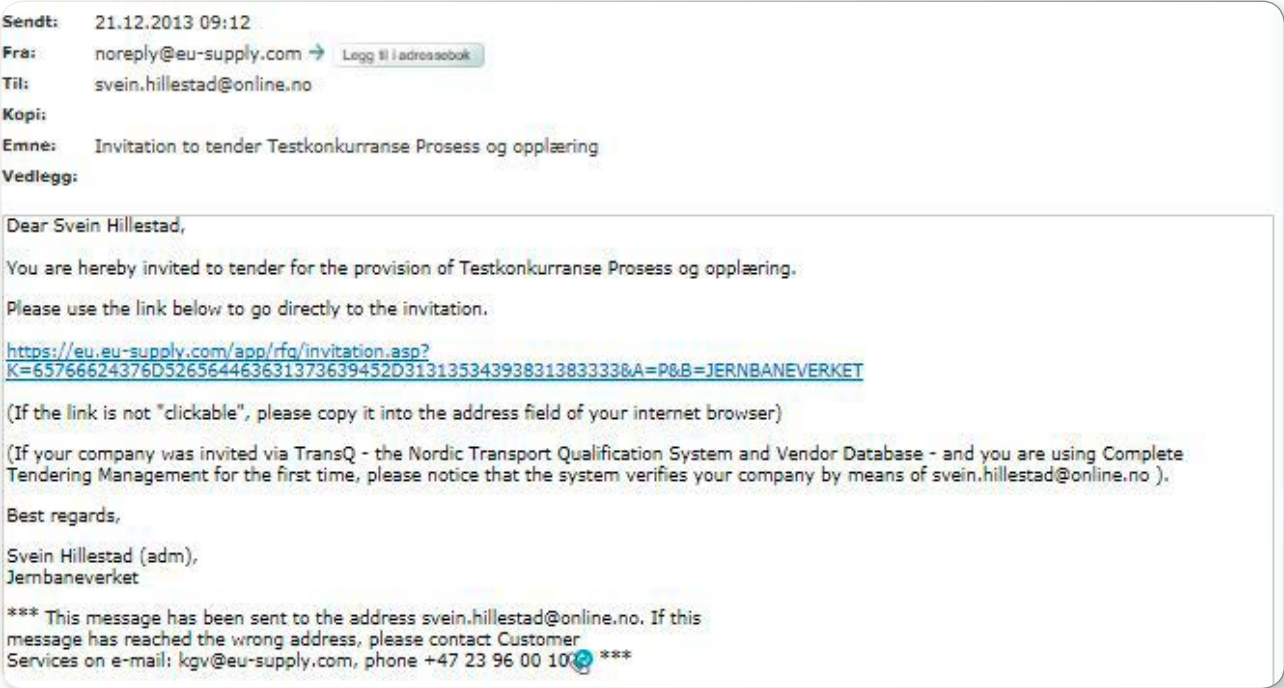
Log on with the user name and password you created when you registered.

Log on here: https://eu.eu-supply.com/login.asp?B=JERNBANEVERKET

By logging on you arrive at your start page in the tool. There you will also find all tenders published in the tool.

You can view all of your unread messages when you are logged on to your start page. You can view tender-specific messages under the RFTs you are working on.

When you have accepted the invitation and are logged on, you can start entering your response in the tool.



If you want to participate in RFTs and submit, the tool must be used in order for Jernbaneverket to receive the tender.

ADVICE:

You can view your unread messages when you are logged on to your start page.

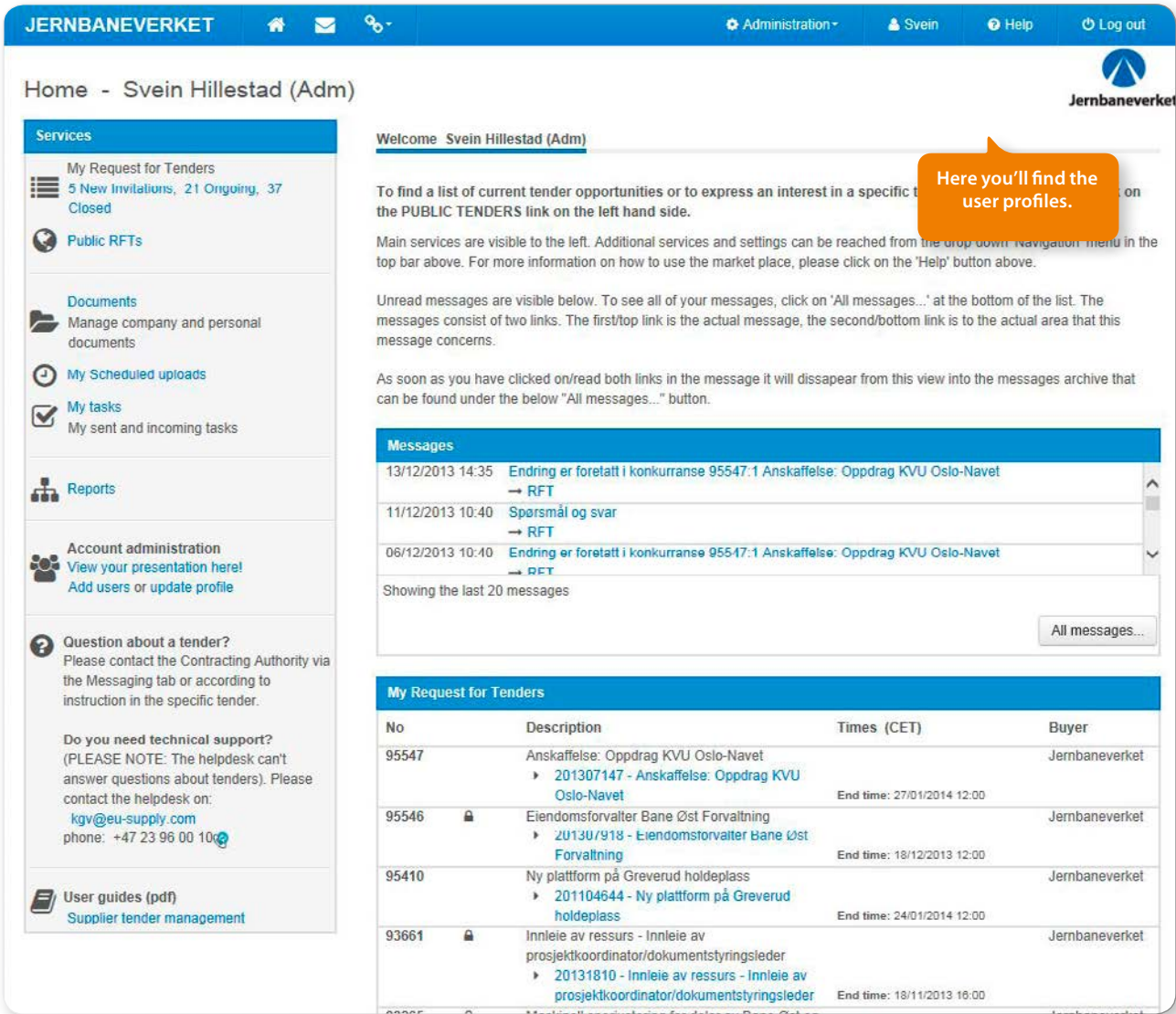
REMEMBER:

You have to submit your quotation in CTM I used in order for Jernbaneverket to receive the tender.

ADVICE:

You may find many useful tips in the "User manual" available on the CTM/KGV home page.

You may allow employees of your business to update or submit tenders. Log on and click "Manage account" to add more users in your business. If all users are to view and work with all announcements, they should be added with the "Administration" "User profiles". See more in the online "User guides" available on the CTM/KGV home page.



Content on the tender’s first page

A response page in a RFT may vary in scope, depending on how comprehensive Jernbaneverket’s tender documents are. Certain functions may exist in one RFT, but be absent in another.

Via the link 1 “View RFT” you may download and print the RFT’s documentation. There are also links that show which parts you must answer and information on deadlines (11). In addition the number of hours until the tender deadline is shown (2).

JERNBANEVERKET

AdministrationSveinHelpLog out

Home / My RFTs / RFT 95547

RFT95547 - 201307147 - Anskaffelse: Oppdrag KVV Oslo-Navet

Instructions

To submit quotation:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by entering your user name and password.

Detailed instructions

Digital certificate:

You are asked to sign using a verified digital certificate, the certificate must be installed within the web browser to be able to use it for submission.

If you do not have a digital certificate you can still submit and later fax an authentication letter, follow the instructions in the submission.

To submit with a digital certificate you must use Internet Explorer web browser.

3

4

5

6

My Quotation

Contracts

Messaging

Audit trail

RFT

11

View RFTView invitation letterAccess documentsAssign user access

My response

Anskaffelse: Oppdrag KVV Oslo-Navet

Compliance with requirements in documents

0 of 3 answered.

Confirm compliance...7

Qualification questions

0 of 12 question(s) answered

Assign sectionsAnswer questions8

My documents

0 document(s) attached

Attach documents...9

Progress

10

Percent complete

Totals

At least one requirement not met!

No document attached to question with mandatory document attachment. Click on "Answer questions" and look for a red folder icon to the right of the question.

Number of not compliant documents3

Number of not answered mandatory requirements8

Mandatory requirement(s) NOT met!8

12

Quotation not submitted

View/Print response formCancel expression of interestSubmit quotation

The actual work on answering questions and entering prices is done using the sheet tabs (7–9). The number of sheet tabs is determined by the structure Jernbaneverket has chosen in the tool. There is however always a tab for attaching documents (9).

There is usually also a tab to answer questions and enter prices.

REMEMBER:

If Jernbaneverket shall receive the offer must be submitted in this tool.

10 | Hurtigguide for leverandører

Explanations

1. View RFT

Here you may see all documents and the information Jernbaneverket has attached to the RFT You can download documents to your own computer.

2. Time left

Here the remaining number of hours the RFT is open is displayed. A red selection shows that a tender has not been submitted. The selection turns green when you have submitted the tender. You may submit as many tenders as you wish before the deadline. The latest submitted tender applies. Here you see the exact time for submitting tenders. After this you may not submit tenders.

3. My Quotation

Here you see the RFT. Which stage/step you are in the RFT will appear. The number of tabs is determined by how many stages/steps Jernbaneverket has specified. If it is a qualification phase, the “Tender tab” will only be available once Jernbaneverket has completed the “Qualification”.

4. Contracts

Here you can see the contract the RFT is based on (Used for carrying out small RFTs).

5. Messaging

Notifications, additional information, Q&A It is here you must communicate with Jernbaneverket and submit any questions or other matters. Answers, any changes and other information from

Jernbaneverket is stored here. Incoming messages are also displayed on the start page until you have read them.

6. Audit trail

Here you can see your and Jernbaneverket’s activities in the tool.

REMEMBER:

Red lettering indicates that the tender has not been submitted. Green lettering indicates that the tender is submitted.

ADVICE:

You must communicate with Jernbaneverket by submitting any questions here. Green lettering indicates that the tender is submitted.

7. Compliancy with requirements in documents (agreement to terms in the document)

Here Jernbaneverket requests that you confirm agreement with the contents of the document. If you don’t see this tab, it means that Jernbaneverket has not attached documents that require that you agree with the content.

8. Questions

Here Jernbaneverket requests that you respond to various questions in the RFT’s phases. These may vary in nature: tables, multiple choice questions, questions that require attachments in the shape of documents, etc. If you don’t see this tab, Jernbaneverket has not prepared questions that require a response.

9. Attach documents

Here you may upload documents you want Jernbaneverket to have access to when submitting a tender. Click “Attach documents” and upload the documents from your computer.

10. Progress

Support for you as a case officer.

11. Dates

Here you may find important information on the RFT’s deadlines. Only the deadlines Jernbaneverket has chosen to use appear.

12. Submit quotation

Clicking here submits your tender. Note that you must do this to ensure that Jernbaneverket can see your tender once the deadline has expired. When you click “Submit tender”, a new window opens where you must indicate whether you will be using a digital certificate or not. Log on wiith your user name and password to verify that you are entitled to submit tenders. Follow the instructions. When this is completed the tab “Submit tender” is indicated in green. You may change you tender up until the tender deadline. When the tender deadline has expired, Jernbaneverket may open the tender that was submitted last.

Price form (not shown in image)

Here you must enter your prices. It is important to price every row. If there are any products you are unable to price, you can choose options I or E. Option I means that you consider the price to be included in the total price. E means that the product is excluded, and that you don’t have this product.

You may enter prices directly in the tool. You may also export the price list to Excel and then re-import it if there is an extensive bill of quantities. (More information is available in the online user guide)

REMEMBER:

You may change your tender up to the tender deadline.

REMEMBER:

It is important to price every row.

Remember this when responding with KGV

It is important to complete all sections (tabs) and answer the questions that Jernbaneverket has asked in the tool. We may have different requirements and questions. Sometimes we request that you agree to the entire contents of documents, respond to requirements and questions, enter price information, attach documents and Specifications.

You can see how much of the tender request you have answered. If you should choose to not answer a question or similar, it may lead to disqualification, even though it is possible to submit a tender that is not 100% complete. Take care to provide an answer or write “Not applicable” if the question doesn’t apply to you.

REMEMBER:

Complete all sections and answer all questions.

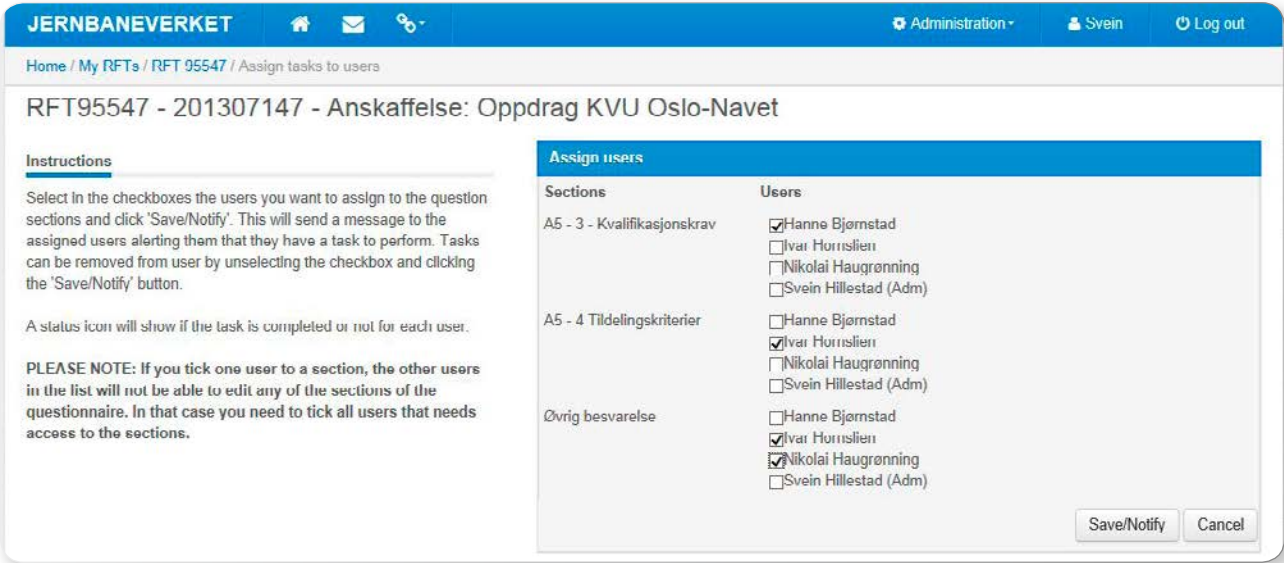
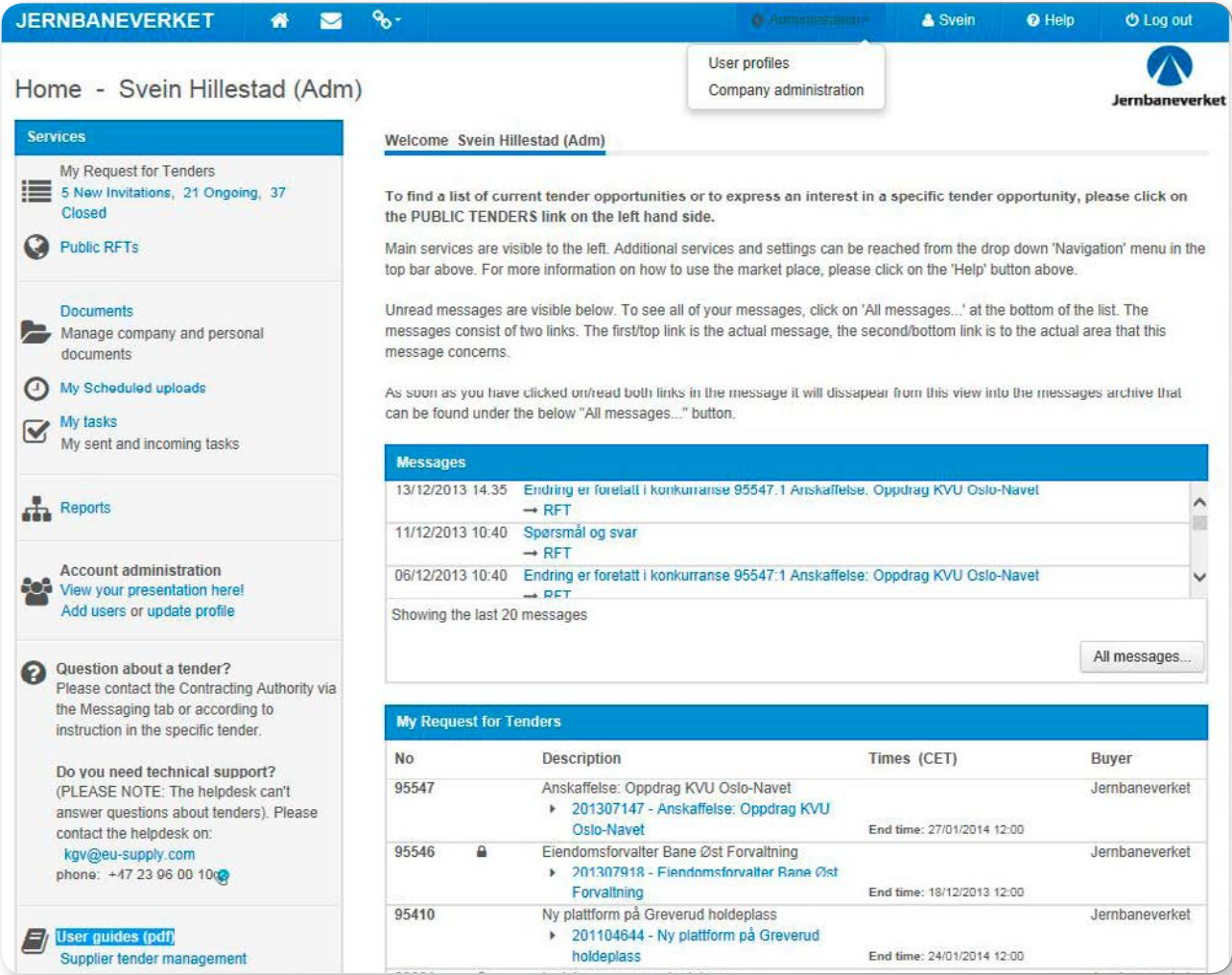
If you have answered corresponding question in previous tenders, your answers may already be completed. You may change or save the answer.

Answers you previously provide are indicated with yellow.

If Jernbaneverket has updated a question after you have answered, the question is indicated with red.

Jernbaneverket will use several different evaluation models. These are specified in each RFT.

If required, you may distribute responsibility for sectioned questions to other users in your business. Use “Share sections”.



Quotations may never be sent after the deadline. You should your work as soon as possible. Remember that you may submit your quotation several times, right up to the tender deadline. The latest submitted quotation applies.

ADVICE:

If you have answered corresponding questions, your answers MAY already be completed.

Intention to Award

When a RFT is closed the winner I the supplier with the best offer (in some RFT's more than one) will be invited to sign contract.

Welcome:

Welcome as a bidder in our RFTs!

Support

Questions about a current quotation?

Please contact Jernbaneverket according to the quotation information

Do you need guidance or technical help with the system?

Phone: +47 23 96 00 10

Email: kgv@eu-supply.com

RFT support:

It is always possible to send an e-mail with a screenshot of the problem to kgv@eu-supply.com

Information

You can find update information about Jernbaneverket on internet.

For more information:

<http://www.jernbaneverket.no/en/startpage1/About-Us/>

Contact

If you didn't find the information that you required, or you would like to send us your comments. We will get back to you as soon as possible.

Phone (+47) 22 45 50 00

Fax (+47) 22 45 54 99

Postal address Jernbaneverket, PO Box 4350, 2308 Hamar, Norway

Visiting address Stortorvet 7, Oslo, Norway

www.jernbaneverket.no