

E-SOURCING SERVICES

ECONOMIC OPERATOR USER MANUAL VERSION 1.0

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Acronyms / Abbreviations

Acronym / Abbreviation	Explanation
PDF	Portable Document File
XML	eXtended Markup Language
CA	Contracting Authority
EO	Economic Operator (supplier)
CAPC	Contracting Authority Procurement Coordinator
CAPCA	Contracting Authority Procurement Coordinator Assistant
CAPO	Contracting Authority Procurement Officer
PO/TC	Procurement Officer Tender Coordinator
PO/OS	Procurement Officer Opening Staff
PO/ES	Procurement Officer Evaluating Staff
PO/ESR	Procurement Officer Evaluating Staff Responsible
CfT	Call for Tender
FA	Framework Agreement
MEAT	Most Economically Advantageous Tender
SA	System Administrator

1. e-Sourcing workflow

The e-Sourcing platform supports the following workflow (Figure 1):



Figure 1 e-Sourcing platform supported workflow

The following terms are widely used within the e-Sourcing platform:

- **Captcha** is a type of challenge-response test used to ensure that the response is not generated by a computer.
- **Archived WS List** is a list of completed CFTs which have been archived by the user
- **Tender Package** is the supplier’s response (i.e. offer) in a Call for Tender (CFT)
- **Digital Signature** is a file containing a unique generated code based on the contents of the tender package and the creation date of the tender package
- **Timestamp** is a marking of the time and date on which the tender was uploaded in the system. Similar timestamp is used when a bid is submitted during an e-Auction event
- **Bid** corresponds to an offer submitted during an e-Auction event
- **One Envelope** tender packing. Each tender will be packed into a single envelope. Unlocking will be performed simultaneously for all sections of the tender (eligibility criteria, technical envelope and financial envelope).
- **Two Envelopes** tender packing. Each tender will be packed into two separate envelopes. Unlocking is initially performed for the eligibility criteria and the

technical envelopes. Financial envelopes are unlocked only for suppliers who have successfully passed the criteria of the other two sections.

The following deadlines are widely used within the system:

- **Time-limit for receipt of tenders or requests to participate (mandatory):** Deadline for the Economic Operators to upload their tender solutions
- **Deadline for dispatching invitations (optional):** The deadline for dispatching invitations to participate for specific CfTs
- **Request for clarification From (mandatory):** The starting date of the clarification forum on which suppliers can ask for further clarifications
- **Request for clarification To (Mandatory):** The final date of the clarification forum on which suppliers can ask for further clarifications
- **Tenders Opening Date (optional):** The date for unlocking the received tenders. This date is set by default to be after the time-limit for receipt of tenders.

Figure 2 provides a description of the workflow the Contracting Authority and Economic Operator users follow to complete a procurement process.

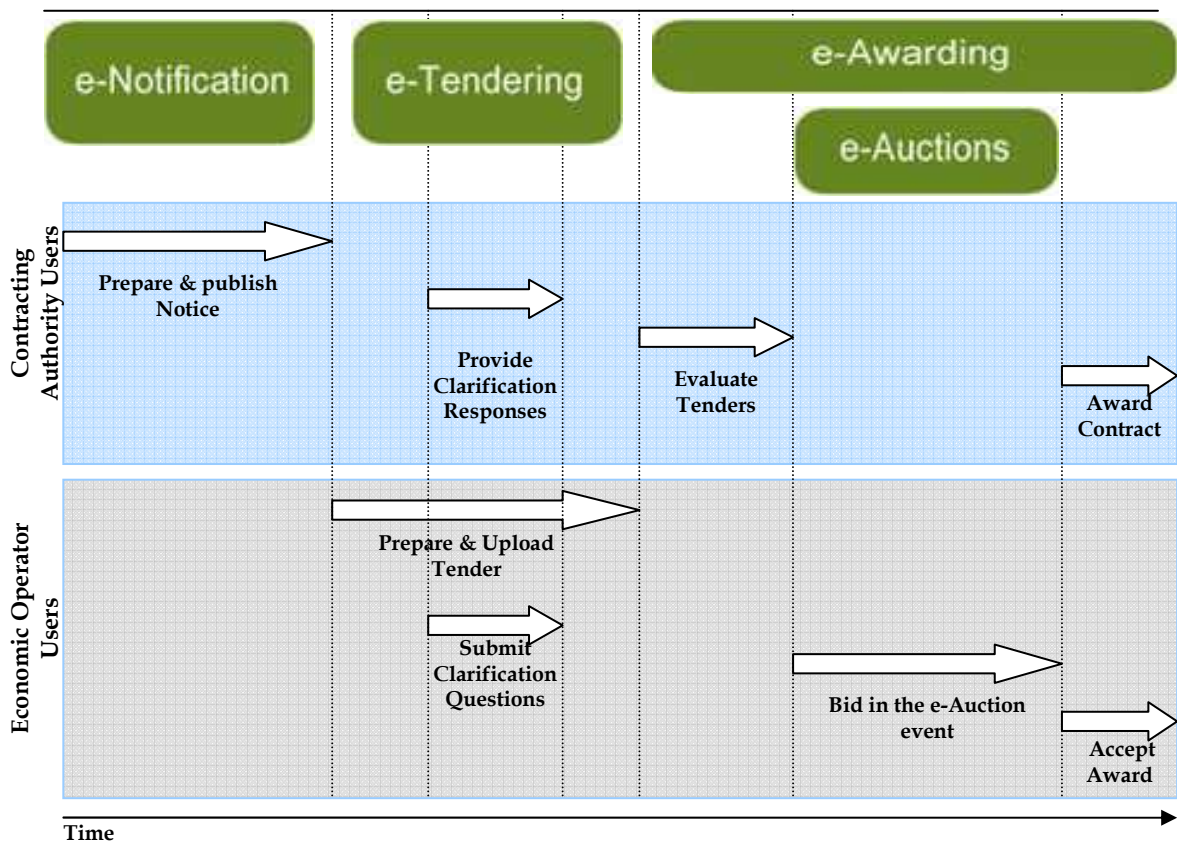


Figure 2 Workflow of Contracting Authority and Economic Operator users



The following financial thresholds are specified in December 2007 by the European Union (EU) relating to Supplies, Services and Works. For the procurement of Public Contracts, the thresholds are:

Public Works (93/37/EEC)	Public Services (92/50/EEC)	Public Supplies 93/36/EEC)
£3,497,313	£139,893	£139,893

2. General Functionality



2.1. General usage guidelines


The e-Sourcing platform provides the following common navigation behaviour/functionality:

- Tabular display. Any data displayed in tabular format will have the following header which helps the user to navigate:






Figure 3 Example of a table header

- The arrows  are used for sorting the results in ascending or descending order according to the field selected. The button  is used to hide/ show a number of fields in the table.
- Any search query or list, with more than a page of results, will include the following navigation buttons:

-  First Page
-  Last Page
-  Previous Page
-  Next Page

The following buttons are also widely used within e-Sourcing:

-  **Calendar Button.** Selecting this button opens a calendar enabling the user to select a date
-  **Search Button.** Selecting this button opens a searching window enabling the user to search for various codes (e.g. CPV and NUTS codes)
-  **Clear Button.** This button clears the selection of the user

2.2. The CfT Menu functionality

During the creation, editing and uploading of a Call for Tender (CfT), the CfT Menu displays all functionalities available to the user. The CfT Menu is collapsed by default:

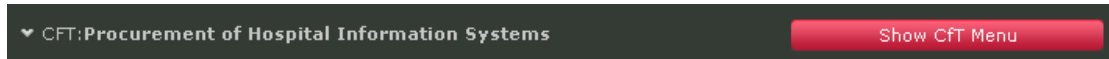


Figure 4 The CfT Menu (collapsed)

If the user selects the “**Show CfT Menu**” button, the CfT menu will be expanded to show all available functionalities. The user can select any of the provided functionalities:

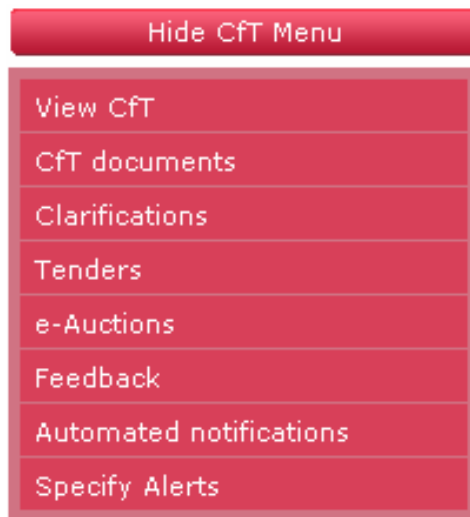
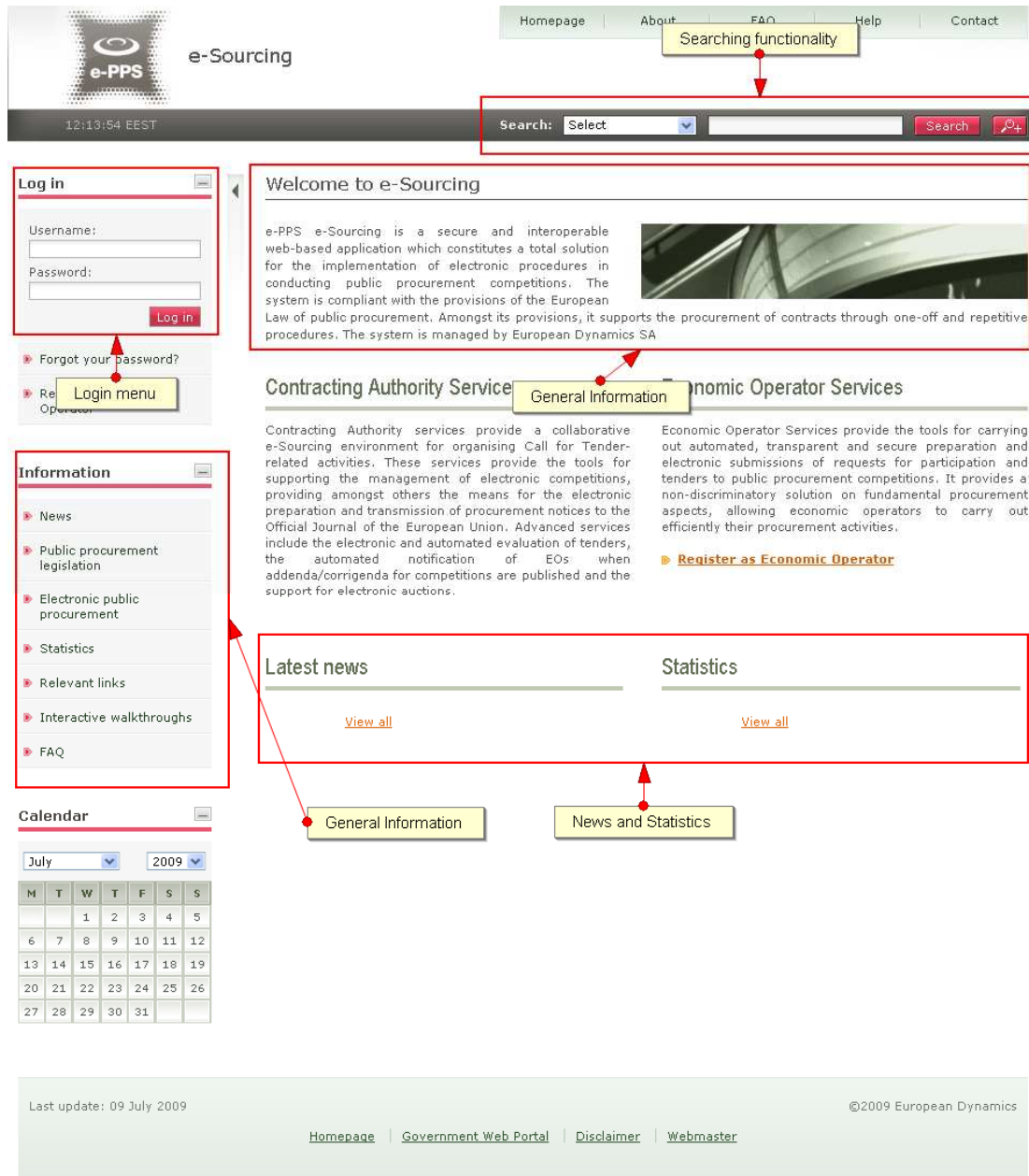


Figure 5 The CfT Menu (expanded)

The CfT Menu will collapse by selecting on “**Hide CfT Menu**” button (Figure 4).

2.3.Main Page



The screenshot shows the main page of the e-Sourcing platform. At the top, there is a navigation menu with links for Homepage, About, FAQ, Help, and Contact. Below the menu is a search bar with a dropdown menu set to 'Select' and a 'Search' button. The main content area is divided into several sections:

- Left Column:** Contains a 'Log in' panel with fields for Username and Password, a 'Log in' button, and links for 'Forgot your password?' and 'Register as Economic Operator'. Below this is an 'Information' panel with a list of links: News, Public procurement legislation, Electronic public procurement, Statistics, Relevant links, Interactive walkthroughs, and FAQ. At the bottom of the left column is a 'Calendar' panel showing the month of July 2009.
- Central Column:** Starts with a 'Welcome to e-Sourcing' message, followed by a paragraph describing the system. Below this are two main sections: 'Contracting Authority Services' and 'Economic Operator Services'. The 'Contracting Authority Services' section includes a 'General Information' sub-section and a 'Register as Economic Operator' link. The 'Economic Operator Services' section describes the tools for carrying out automated, transparent, and secure preparation and electronic submissions of requests for participation and tenders. Below these sections are two columns: 'Latest news' and 'Statistics', each with a 'View all' link.
- Right Column:** Contains a 'Login menu' annotation pointing to the login panel and a 'General Information' annotation pointing to the 'General Information' sub-section under Contracting Authority Services.

At the bottom of the page, there is a footer with the text 'Last update: 09 July 2009' and '©2009 European Dynamics'. Below the footer are links for 'Homepage', 'Government Web Portal', 'Disclaimer', and 'Webmaster'.

Figure 6 Main e-Sourcing page

The main page of the e-Sourcing platform consists of the following elements:

- **Left column**, which contains the Login panel, General Information Panel, and Calendar Panel.
- **Central column**, which contains general information regarding the system, the Economic Operators and the users of contracting authority. Furthermore, it lists any uploaded news and also statistical information about the system usage.

- **Static header** of the main page which provides functionalities accessible from all pages of the e-Sourcing platform.
- **Static footer** of the main page which provides functionalities accessible from all pages of the e-Sourcing platform.

The fundamental sections of the main page are further described in the following.

2.3.1. Login Section

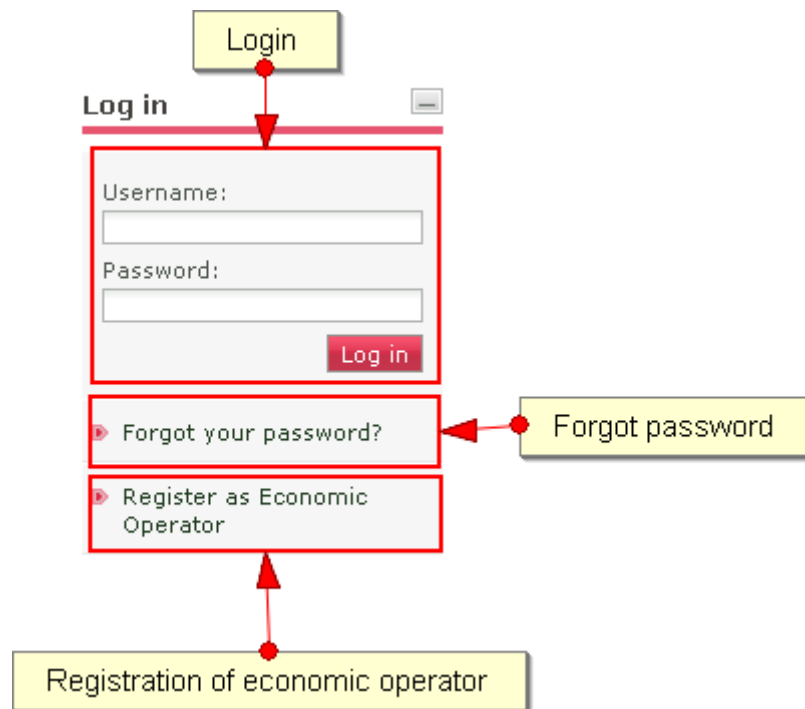


Figure 7 Login panel

In this section, the system provides a functionality to enable all users (Contracting Authority, Economic Operators and Administrators) to login in the system, providing that they use the correct credentials (username and password). Furthermore, a functionality to recover the user's password is included. Finally, functionality for the registration of Economic Operators within the system is provided.

2.3.2. Search Section

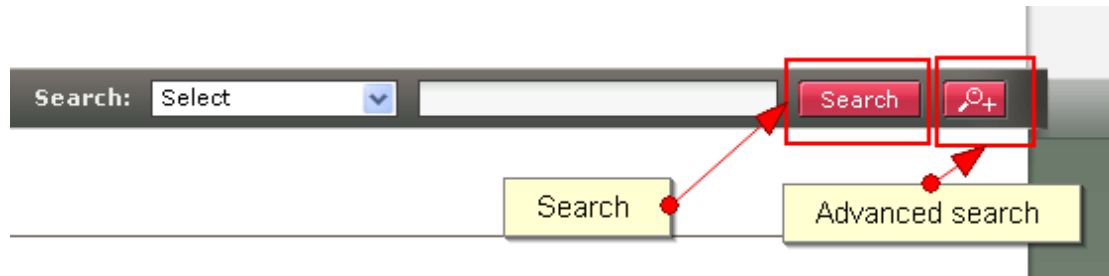



Figure 8 Search panel

The users can access this section to search for Call for Tenders, Organisations and users. Advanced searching functionality, (by selecting the button ) is also provided (Figure 8).

2.4. Login in the platform

All users of the e-Sourcing module should have an appropriate user name and password. In order for a user to login in the system, he must provide his credentials in the login section of the main page:



Figure 9 User login

If the user provides incorrect credentials (either user name or password) an error message will be displayed:

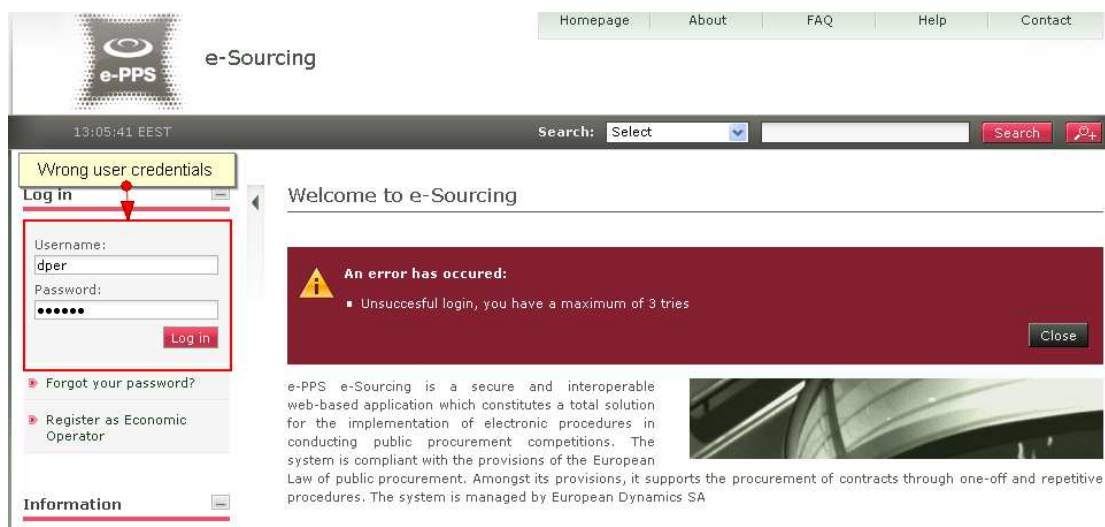


Figure 10 Wrong credentials

If the user provides an incorrect password for a username more than 3 times, the user account will automatically get de-activated. In this case, the user should contact the System Administrator to re-activate the account:



Figure 11 De-activated account

2.5.Login to the platform for the first time

The following steps are available, when the user login to access the e-Sourcing services for the first time:

1. As a first step, the user will have to provide the transaction number (which is received by email after his successful registration on the platform):

UK e-Sourcing Platform - Password reset instructions

New password for user: dper, with full name Dimitrios Perperidis.

Go to the following link and insert new password with transaction number.

You can access the new password section through the following link:
<http://pc.eurodyn.com:7003/epps/prepareResetPassword.do?username=dper&num=tkxzufwa03>

Your registration transaction number is: 1038316014

IMPORTANT: All actions within the e-Sourcing 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.

Figure 12 Confirmation email received during registration. The email contains the username and the transaction number

2. After providing his user credentials the user is requested to provide the transaction number received during the registration:

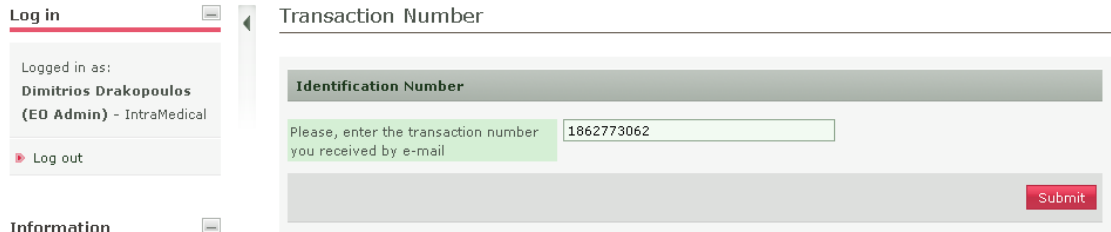


Figure 13 The user logs in using appropriate username and password and provides the transaction number

3. Finally, the user is prompted to read and accept the following System User Agreement:



Figure 14 Confirmation of the user agreement

2.6. Logout from the platform

The user can exit the e-Sourcing services by selecting the “Logout” functionality:

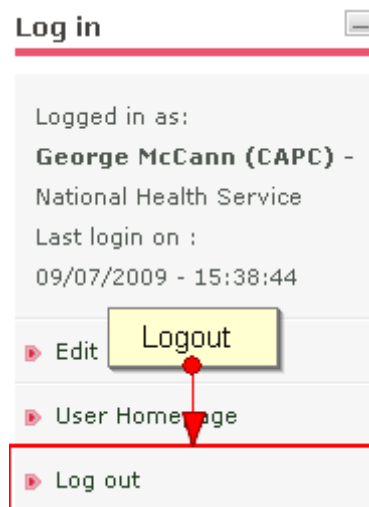


Figure 15 Logout functionality

2.7. Password recovery

The user can recover his password from the “Forgot your password” functionality (Figure 7) available from the home page. To trigger the password reset functionality, the system requires the user to provide his/her username in the following screen:

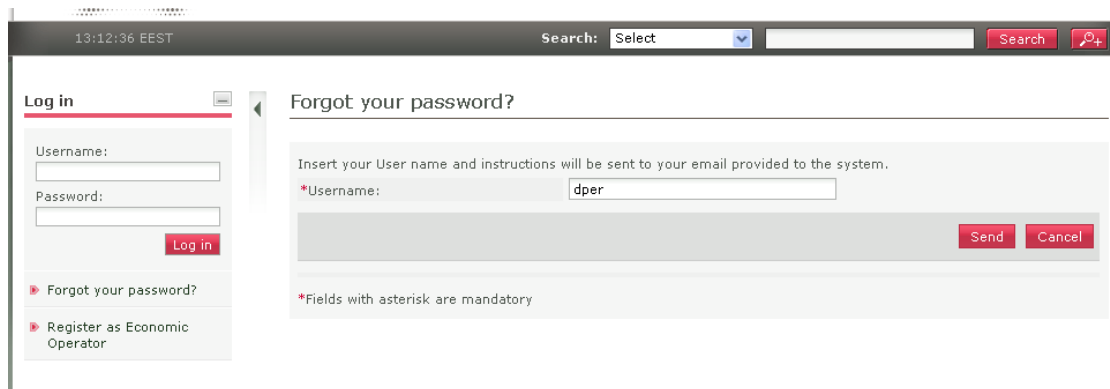


Figure 16 The user inserts his username

If the provided username is valid, the system sends an email to the associated address, containing a transaction number and a unique generated access link:

```

UK e-Sourcing Platform - Password reset instructions

New password for user: dper, with full name Dimitrios Perperidis.

Go to the following link and insert new password with transaction number.

You can access the new password section through the following link:
http://pc.eurodyn.com:7003/epps/prepareResetPassword.do?username=dper&num=tkxzufwa031

Your registration transaction number is: 1038316014

*****
IMPORTANT: All actions within the e-Sourcing 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.
*****

```

Figure 17 The system sends an email containing a registration transaction number as well as a unique access link

In order to reset the password, the user accesses the displayed link and provides the new password as well as the received transaction number:

Reset password

* Password:	<input type="password" value="••••••••"/>	Strong
* Re-enter Password:	<input type="password" value="••••••••"/>	Passwords match
* Please, enter the transaction number you received by e-mail	<input type="text" value="1038316014"/>	
		<input type="button" value="Finish"/> <input type="button" value="Reset"/>

*Fields with asterisk are mandatory

Figure 18 Resetting the password

2.8.Maintenance of user's profile

After successful authentication the user can edit his profile by selecting the “**Edit Profile**” functionality (accessible in the left column menu). The user can update the information fields and then, select the button “**Save**” to store the performed modifications.

Edit Account

Username:	<input type="text" value="dper"/>
* Account Role:	<input type="text" value="EO Admin"/>
* First Name:	<input type="text" value="Dimitrios"/>
* Last Name:	<input type="text" value="Perperidis"/>
Password:	<input type="password"/> <input type="password"/>
Re-enter Password:	<input type="password"/>
*Email:	<input type="text" value="eol@eurodyn.com"/>
Address:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text" value="United Kingdom"/>
Phone Number:	<input type="text"/>
Mobile Phone Number:	<input type="text"/>
Fax:	<input type="text"/>
* Preferred Language	<input type="text" value="English"/>
Status:	<input type="text" value="Active"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

* Fields with asterisk are mandatory

Figure 19 Edit User's Profile

3. Registration of Economic Operator

All Economic Operators are able to self-register to use the e-Sourcing platform. In order for an Economic Operator to register in the system, the user should select the option “**Register as Economic Operator**” from the “**Login Panel**” of the main page (Figure 20).

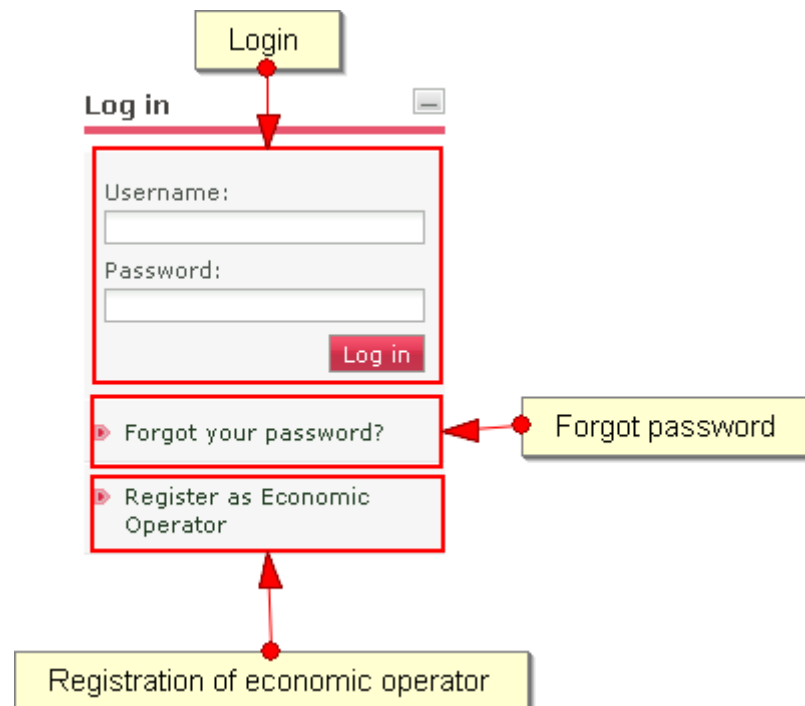


Figure 20 Register as Economic Operator

In the first phase of the registration procedure the user registers his organisation by providing the following mandatory information (Figure 21):

- Organisation Name
- Unique ID (VAT number)
- Issuer of unique ID
- Unique ID Issuer Country
- Country

Furthermore, the user can provide the following optional information:


- Company Registration Number
- Address
- Postal Code
- City
- Email
- Phone Number

- Fax
- Website
- Employer's Registration Number
- Taxation ID
- Company Activities: Maximum Characters
- Industry Reference Number

Register EO

Step 1: Organisation Details

* Organisation Name:	<input type="text" value="WebSoft"/>
Company Registration Number:	<input type="text"/>
* Unique ID (VAT number):	<input type="text" value="56576899"/>
* Issuer of unique ID:	<input type="text" value="Inland Revenue"/>
* Unique ID Issuer Country:	<input type="text" value="United Kingdom"/>
Address:	<input type="text" value="Gower Street"/>
Postal Code:	<input type="text" value="WC1"/>
City:	<input type="text" value="London"/>
* Country:	<input type="text" value="United Kingdom"/>
Email:	<input type="text" value="info@websoft.com"/>
Phone Number:	<input type="text"/>
Fax:	<input type="text"/>
Website:	<input type="text"/>
Employer's Registration Number:	<input type="text"/>
Taxation ID:	<input type="text"/>
* Please type the code shown below:	<input type="text" value="p3yv9g"/>



Company Activities:



511 remaining characters

Industry Reference Number:	<input type="text"/>
----------------------------	----------------------

*Fields with asterisk are mandatory

Figure 21 Registration of organisation

In order to proceed to the next phase, the user should have also typed, in the provided text field, the visual **CAPTCHA** code displayed by the system on the screen. Selecting the **“Refresh”** button updates the code (Figure 21). Finally, the user should select the button **“Validate and Continue”** to continue the registration process.

The next step (optional) is the association of CPV codes of interest with the organisation (Figure 22). The user can associate CPV codes by the use of the  button. The button  is used to delete a selected CPV code.

For more information about how to use the CPV codes see section 15.1 Inserting Common Procurement Vocabulary Codes (CPV) .

Register CPV Codes

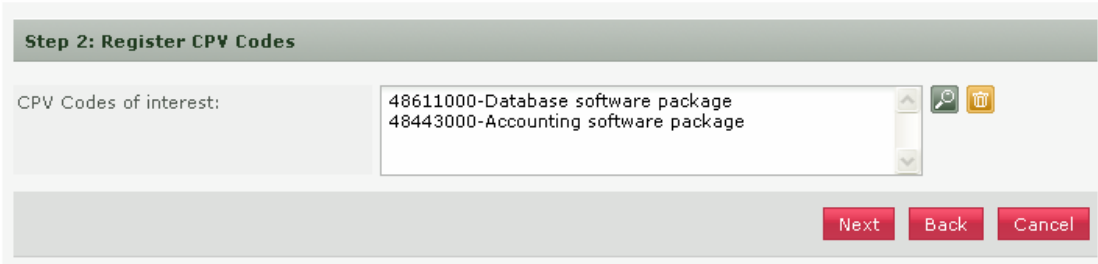


Figure 22 Registration of CPV codes

In order to continue, the user should select the **“Next”** button. The button **“Back”** returns the user to the previous phase (Figure 21).

At the final phase the user registers the administrator of the Economic Operator (EO Admin). The following details are mandatory (Figure 23):

- First Name
- Last Name
- Username
- Password
- Email
- Country
- Preferred language of GUI

Furthermore, the following details are optional (Figure 23):

- Address
- Postal Code

- City
- Phone number
- Mobile number
- Fax

Register Administrator

Step 3: Register EO Admin

*First Name:	<input type="text" value="Marek"/>
*Last Name:	<input type="text" value="Sergot"/>
*Username:	<input type="text" value="msergot"/>
*Password:	<input type="password" value="••••••"/> Strong
*Re-enter Password:	<input type="password" value="••••••"/> Passwords match
*Email:	<input type="text" value="msergot@websoft.com"/>
Address:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	<input type="text"/>
*Country:	<input type="text" value="United Kingdom"/>
Phone Number:	<input type="text"/>
Mobile Phone Number:	<input type="text"/>
Fax:	<input type="text"/>
*Preferred Language:	<input type="text" value="English"/>

*Fields with asterisk are mandatory

Figure 23 Registration of EO admin

In order to finalise the registration process the user selects the button “**Finish**”. A message confirming the successful registration of the Economic Operator will be displayed:

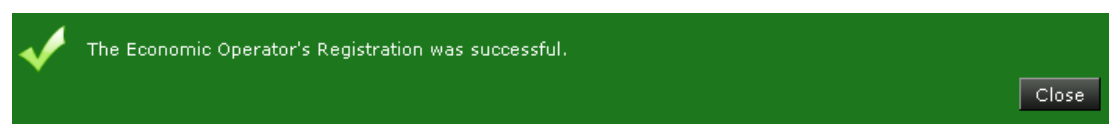


Figure 24 Confirmation of successful registration of the Economic Operator

The system will send an email to the user containing details of how to access the platform. Section 2.5 (Login to the platform for the first time) contains instructions on how to access the platform for the first time.



The EO Administrator must log in for the first time within 30 days **after the organisation was validated** by the Contracting Authority. Otherwise, the account will be considered inactive and automatically deleted by the system.

The registration of an Economic Operator needs to be validated by the System Administrator. Until then, the following message appears when the Economic Operator accesses the platform:

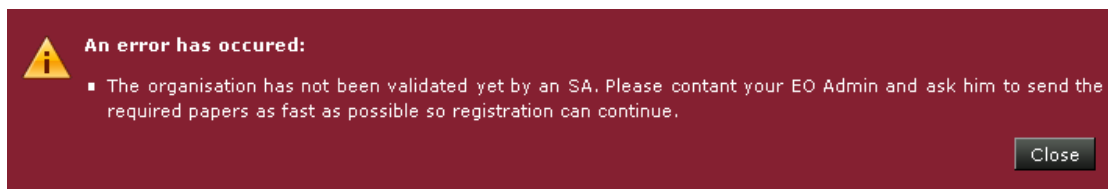


Figure 25 Pending validation by the System Administration

If this warning message occurs please contact the System Administrator, in order to activate the organisation account.

4. Economic Operator Management

The Users with a role of Economic Operator Organisation Administrator can perform the following activities for the management of their organisation:

- Edit organisation details
- View the users registered within the organisation of the Economic Operator
- Add new users in the organisation of the Economic Operator
- Edit user's details

This management functionality is provided through the “**EO Management**” option of the “**EO Administration**” menu:

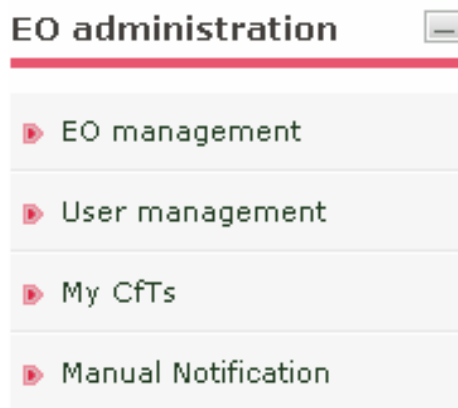


Figure 26 EO administration menu

View Organisation

Edit Organisation		Edit CPV Codes	View Users	Add User
Organisation Name:	European Dynamics			
Company Registraton Number:				
Unique ID (VAT number):	4565757			
Issuer of unique ID:	Inland Revenue			
Unique ID Issuer Country:	Greece			
Address:				
Postal Code:				
City:				
Country:	United Kingdom			
Email:	eo@eurodyn.com			
Phone Number:				
Fax:				
Website:				
Employer's Registration Number:				
Taxation ID:				
Company Activities:				
Status:	Active			

Figure 27 EO Management functionality

4.1.Edit organisation details

Selecting the option “**Edit Organisation**” allows the user to edit the organisation’s details:

Edit Organization Profile

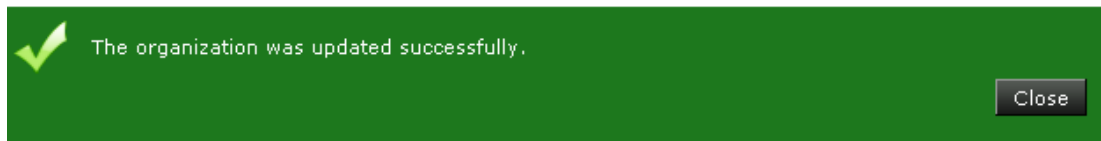
* Organisation Name:	<input type="text" value="European Dynamics"/>
Company Registraton Number:	<input type="text"/>
* Unique ID (VAT number):	<input type="text" value="4565757"/>
* Issuer of unique ID:	<input type="text" value="Inland Revenue"/>
* Unique ID Issuer Country:	<input type="text" value="Greece"/>
Address:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	<input type="text"/>
* Country:	<input type="text" value="United Kingdom"/>
Email:	<input type="text" value="eo@eurodyn.com"/>
Phone Number:	<input type="text"/>
Fax:	<input type="text"/>
Website:	<input type="text"/>
Employer's Registration Number:	<input type="text"/>
Taxation ID:	<input type="text"/>
Company Activities:	<input type="text"/>
	Maximum Characters: 512.
Status:	<input type="text" value="Active"/>

*Fields with asterisk are mandatory

Figure 28 Editing Economic Operators details

Selecting the button **“Save”** will store the performed modifications, while the button **“Reset”** will reset the performed modifications.

View Organisation




Edit Organisation Edit CPV Codes View Users Add User	
Organisation Name:	European Dynamics
Company Registraton Number:	
Unique ID (VAT number):	456575756
Issuer of unique ID:	Inland Revenue
Unique ID Issuer Country:	Greece
Address:	
Postal Code:	
City:	
Country:	United Kingdom
Email:	eo@eurodyn.com
Phone Number:	
Fax:	
Website:	
Employer's Registration Number:	
Taxation ID:	
Company Activities:	
Status:	Active

Figure 29 Organisation details were successfully updated

4.2. View the users belonging to the Economic Operator

Selecting the option “**View Users**” displays all the users registered within the selected Economic Operator organisation:

View Users

#	First Name	Last Name	Organisational Role	Country	Status
1	Dimitrios	Perperidis	EO Admin	United Kingdom	

1 results in total. Displaying: 1-1 Page 1 of 1 << < > >>




 Active |
  Inactive |
  De-activated

Figure 30 Display of users belonging to the Economic Operator.

In the above screen, the first name, last name and the role of each user are displayed. Furthermore, the current status of the each user account is also displayed:

-  **Active**
-  **Inactive**
-  **Deactivated**

The following user roles are supported:

- Economic Operator Administrator (**EO Admin**). Users with this type of role are authorised to manage the users and update the details of their organisation.
- Economic Operator users (**EO Users**). Users with this type of role are not authorised to manage the details and the users of their organisation.

4.3. Insert new user in the organisation of the Economic Operator

In order to insert new users in the organisation, the user needs to select the option “Add user”. The mandatory information below must be provided:

Add User

Organisation:	<input type="text" value="European Dynamics"/>
Account Role:	<input type="text" value="EO User"/>
* First Name:	<input type="text" value="George"/>
* Last Name:	<input type="text" value="Sinclair"/>
* Username:	<input type="text" value="gsinclair"/>
* Password:	<input type="password" value="••••••"/> Strong
* Re-enter Password:	<input type="password" value="••••••"/> Passwords match
* Email:	<input type="text" value="eo1@eurodyn.com"/>
Address:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	<input type="text"/>
* Country:	<input type="text" value="United Kingdom"/>
Phone Number:	<input type="text"/>
Mobile phone:	<input type="text"/>
Fax:	<input type="text"/>
* Preferred Language:	<input type="text" value="English"/>

*Fields with asterisk are mandatory

Figure 31 Insert a new user in the organisation

Initially, the account of the new user will be de-activated:

View Users

User Successfully Added

#	First Name	Last Name	Organisational Role	Country	Status
1	Dimitrios	Perperidis	EO Admin	United Kingdom	
2	George	Sinclair	EO User	United Kingdom	

2 results in total. Displaying: 1-2 Page 1 of 1 << < > >>

Active |
 Inactive |
 De-activated

Figure 32 The account of the newly inserted user is de-activated

The system will send an email to the new user confirming the successful registration. The email will contain the relevant transaction number. In order to activate his account the user must provide this number during his first login. Thereafter, the status of the account will be active.

View Users

#	First Name	Last Name	Organisational Role	Country	Status
1	Dimitrios	Perperidis	EO Admin	United Kingdom	😊
2	George	Sinclair	EO User	United Kingdom	😊

2 results in total. Displaying: 1-2 Page 1 of 1 << < > >>

😊 Active | 😞 Inactive | 😞 De-activated

Figure 33 The account of the new user is activated

4.4.Edit user's details.

The user can select the option “**Edit Account**” to edit the details of a specific user. The platform will display all user details allowing their modification (Figure 30):

Edit Account

Username:	<input type="text" value="dper"/>
* Account Role:	<input type="text" value="EO Admin"/>
* First Name:	<input type="text" value="Dimitrios"/>
* Last Name:	<input type="text" value="Perperidis"/>
Password:	<input type="password"/> <input type="password"/>
Re-enter Password:	<input type="password"/>
*Email:	<input type="text" value="eo1@eurodyn.com"/>
Address:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text" value="United Kingdom"/>
Phone Number:	<input type="text"/>
Mobile Phone Number:	<input type="text"/>
Fax:	<input type="text"/>
* Preferred Language	<input type="text" value="English"/>
Status:	<input type="text" value="Active"/>

* Fields with asterisk are mandatory

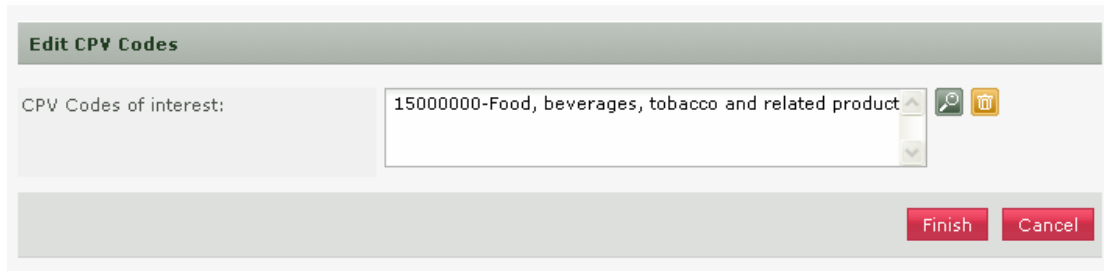
Figure 34 Editing user details

Selecting the button “Save” will update the users details (Figure 34).

4.5.Edit CPV codes



In order to edit the CPV codes associated with the Economic Operator the user selects the “**Edit CPV codes**” option in EO Organisation management page (Figure 27). The platform displays the CPV codes which are currently associated with the Economic Operator:

Edit CPV Codes



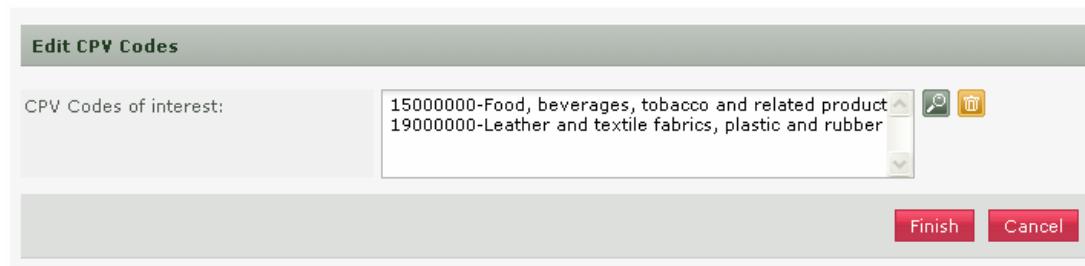
The screenshot shows a web interface titled "Edit CPV Codes". It features a text input field labeled "CPV Codes of interest:" containing the text "15000000-Food, beverages, tobacco and related product". To the right of the input field are two icons: a magnifying glass and a trash can. At the bottom right of the interface are two red buttons labeled "Finish" and "Cancel".

Figure 35 Associated CPV codes

The user can add new CPV codes by the use of the  button. The button  is used to delete a selected CPV code. For more information about how to use the CPV codes see section 15.1 Inserting Common Procurement Vocabulary Codes (CPV) .

After modifying the associated CPV codes (Figure 36), the user can select the button **“Finish”** to store his changes.

Edit CPV Codes



The screenshot shows the same "Edit CPV Codes" interface as Figure 35, but with two CPV codes listed in the input field: "15000000-Food, beverages, tobacco and related product" and "19000000-Leather and textile fabrics, plastic and rubber". The magnifying glass and trash can icons are still present to the right of the input field. The "Finish" and "Cancel" buttons are at the bottom right.

Figure 36 Edit CPV codes

5. Searching Functionality

The e-Sourcing platform provides “**Simple**” and “**Advanced**” search mechanisms. Both functionalities allow searching for Call for Tenders (CfTs), Organisations and Users.

5.1.Simple Search

The simple search functionality covers searching for available Call for Tenders (CfT), registered Organisations and registered Users.

Simple search queries are performed by:

1. Selecting the type of searching (CfT, Organisations, and Users) from the selection list.
2. Providing the full name of the required record or part of it using the “*” wildcard.
3. Selecting the button “**Search**”.

The results, if any, are then presented in a tabular form.



The screenshot shows a search bar with a dropdown menu set to 'Calls for Tenders' and a search input field containing 'Procurement*'. A red 'Search' button is visible. Below the search bar, a table displays the search results.

#	Cft Title:	CA:
1	Procurement of image processing software	National Health Service
2	Procurement of medical PACS systems	National Health Service
3	Procurement of medical PACS systems	National Health Service

3 results in total. Displaying: 1-3 Page 1 of 1

Figure 37 Simple search for Call for Tenders

5.2.Advanced search

The advanced search functionality enables searching for Call for Tenders (CfTs), Organisations and Users. In order to perform an advanced search query, the user should:

1. Select the type of the search by using the appropriate button
2. Provide information in one or more fields (use of * wildcard is also enabled).

3. Select the button “Search”

The results, if any, will be presented in a tabular form.

Advanced search

Search for: CFT Organisation User

Searching Call For Tender Workspaces

Call for Tender Workspace Details

Title:

CA Unique Cft Number:

Name of Contracting Authority:

Workspace Status:

Procurement Type:

Procedure:

Deadline for tender submission: From: To:

Description:
Maximum characters: 2000.

CPV codes of interest:

NUTS codes:

Estimated value (€) Min: Max:

Tenders Opening Date: From: To:

Search results

#	Cft Title:	CA:
1	Procurement of image processing software	National Health Service
2	Procurement of medical PACS systems	National Health Service
3	Procurement of medical PACS systems	National Health Service

3 results in total. Displaying: 1-3 Page 1 of 1

Figure 38 Advanced search for a Call for Tenders

In order to search for an organisation, the user needs to first provide the organisation type (Contracting Authority). Figure 39 provides an example of a search query for Contracting Authorities.

Advanced search

Search for: CFT Organisation User

Searching Organisations

Organisation Name:

CA Abbreviation:

City :

Address :

Postal Code :

Search results

#	Organisation Name:	Short Name:
1	National Health Service	NHS

1 results in total. Displaying: 1-1 Page 1 of 1 << < > >>

Figure 39 Advanced search for a Contracting Authority

In order to search for a specific user of an organisation, the organisation type (Contracting Authority and Economic Operator) must be selected. Figures 40 and 41 provide examples of search queries for users registered within Contracting Authorities (searching is only enabled for Contracting Authority Procurement Coordinators) and the organisation of Economic Operator.

Advanced search

Search for: CFT Organisation User


Searching Users

User's type of organisation: Economic Operator Contracting Authority

First Name :

Last Name :

Search results

#	First Name:	Last Name:	Status:
1	George	McCann	

1 results in total. Displaying: 1-1 Page 1 of 1 << < > >>




 Active |  Inactive |  De-activated

Figure 40 Advanced search for Contracting Authority users

Advanced search

Search for: CFT Organisation User


Searching Users

User's type of organisation: Economic Operator Contracting Authority

First Name :

Last Name :

Search results

#	First Name:	Last Name:	Status:
1	Dimitrios	Perperidis	

1 results in total. Displaying: 1-1 Page 1 of 1 << < > >>




 Active |  Inactive |  De-activated

Figure 41 Advanced search for user of the Economic Operator

6. View CfT Workspace

In order for the user to preview the details of the call for tender (CfT) he needs to select the option “**View CfT**” from the **CfT Menu** (Figure 42).

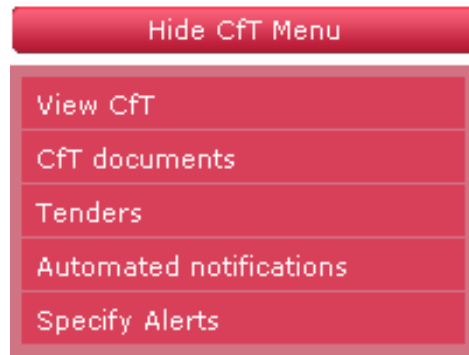


Figure 42 CfT Menu, option “View CfT”

The platform will display all details (Figure 43) of the particular CfT (e.g. Title, Procurement Type, information regarding associated deadlines, etc).



View Cft Workspace

CFT: Procurement of Hospital Information Systems		Show Cft Menu
Tender submission deadline in (days/hours):	15/14	
Name of Contracting Authority:	National Health Service	
Title:	Procurement of Hospital Information Systems	
CA Unique Cft Number:		
CFT Unique ID:	2009/1235778/10	
Evaluation Mechanism :	MEAT	
Description:	Procurement of Hospital Information Systems	
Procurement Type:	Supplies	
Procedure:	Open	
CFT Involves:	A Public Contract	
CPV Codes:	48322000-Graphics software package	
Inclusion of e-Auctions:	No	
NUTS codes:		
Estimated value (€):		
Above or Below threshold:	Above	
Time-limit for receipt of tenders or requests to participate:	30/10/2009 00:00	
Deadline for dispatching invitations:		
Request for clarifications (from-to) :	20/10/2009 00:00 - 29/10/2009 00:00	
Tenders Opening Date:	31/10/2009 00:15	
One-phased submission or two-phased submission:	One phase	
Allow Late Responses:	No	
Contract awarded in Lots:	No	
EU funding:	No	
Multiple tenders will be accepted:	No	
Date of Publication/Invitation :	13/10/2009 11:20	
TED links for published notices:		
Date of Awarding:		

Figure 43 View Cft workspace

7. View CfT Documents

In order for the user to preview and download all documents associated with the particular CfT (i.e. publication notices being published for this call), he needs to select the option “**CfT documents**” from the **CfT Menu** (Figure 44).

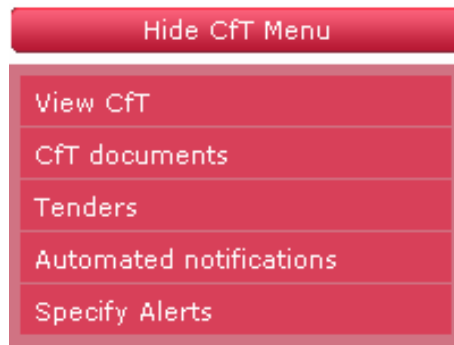
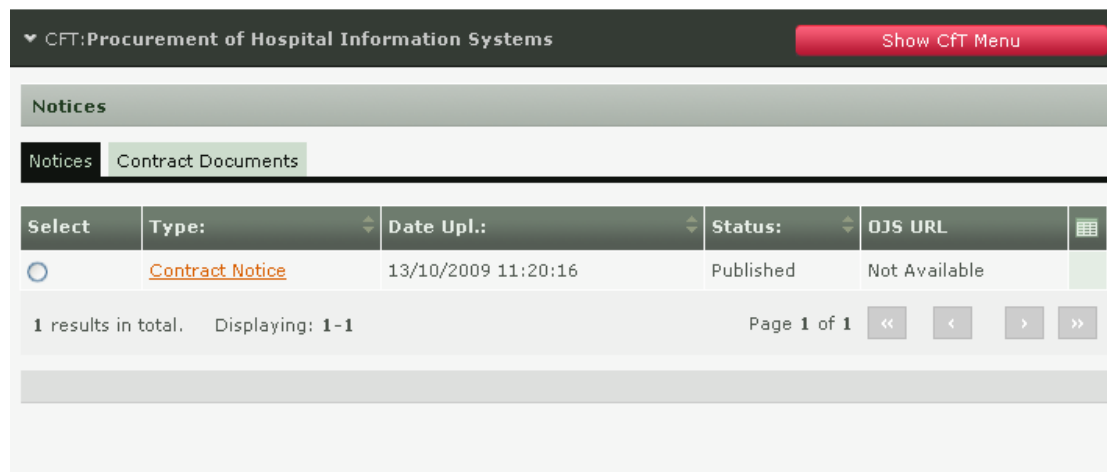


Figure 44 CfT Menu, option “CfT documents”

The platform displays all notices and contract documents which are associated with the CfT. The tab “**Notices**” (Figure 45) contains a list of all notices in the CfT. The list provides the type of the notice, the date when the notice was uploaded in the system, the status of the notice and the redirection URL towards this notice on the OJEU site, after the official publication of the notice on OPOCE is confirmed. In order for the user to download a notice he needs to select the relevant link in the column “**Type**” (Figure 45).

Notice & Contract Documents



The screenshot shows a table titled 'Contract Notices' under the heading 'CfT: Procurement of Hospital Information Systems'. The table has columns for 'Select', 'Type:', 'Date Upl.:', 'Status:', and 'OJS URL'. A single row is visible with the following data: a radio button in the 'Select' column, 'Contract Notice' in the 'Type:' column, '13/10/2009 11:20:16' in the 'Date Upl.:' column, 'Published' in the 'Status:' column, and 'Not Available' in the 'OJS URL' column. Below the table, it indicates '1 results in total. Displaying: 1-1' and 'Page 1 of 1' with navigation arrows.

Select	Type:	Date Upl.:	Status:	OJS URL
<input type="radio"/>	Contract Notice	13/10/2009 11:20:16	Published	Not Available

1 results in total. Displaying: 1-1 Page 1 of 1

Figure 45 Contract Notices

The tab “**Contract Documents**” lists all documents which are associated with the CfT (Figure 46). In order for the user to download a document he needs to select the relevant link from the column “**File**”.

Notice & Contract Documents

▼ CFT:Procurement of Hospital Information Systems Show CFT Menu

Contract Document List

Notices **Contract Documents**

Addendum ID	Title	File
N/A	Term of References	TOR.doc
N/A	Tender Structure XML - Cycle 1	c4t_8753_1.xml

2 results in total. Displaying: 1-2 Page 1 of 1 << < > >>

Download Zip file

Figure 46 Contract documents

Selecting the button “**Download Zip file**” the user can download a zip file containing all associated notices and contract documents (Figure 46).

8. Expression of Interest for a CfT

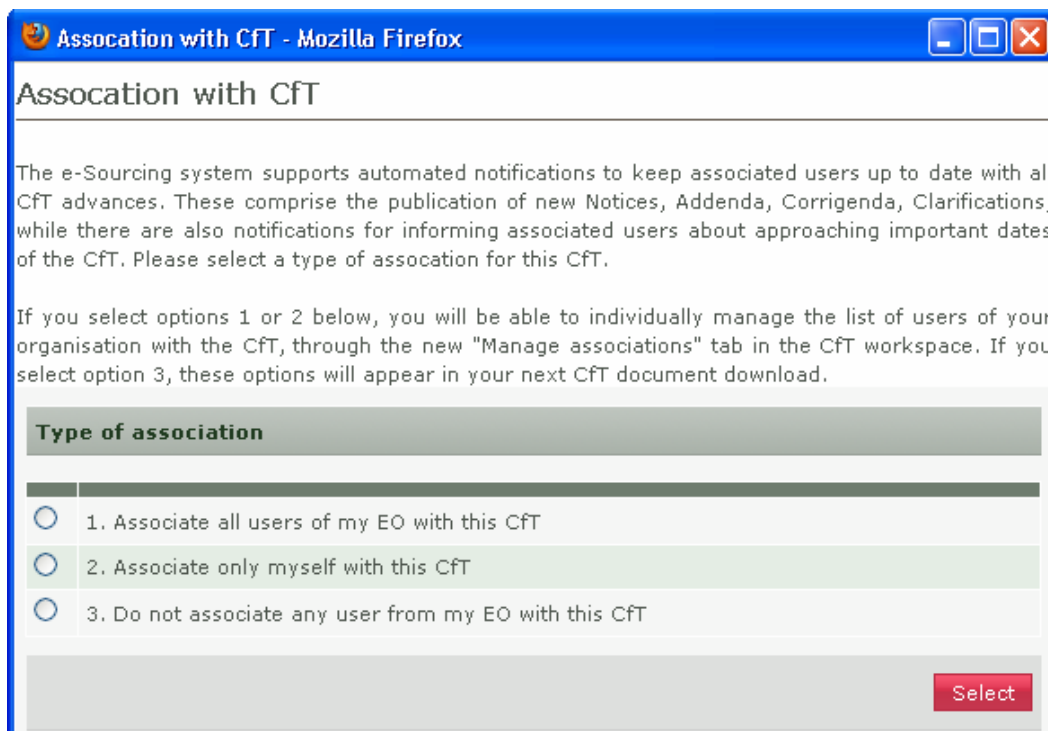
In order for the user to express his interest for a call for tender (CfT) he needs to select the option “**Expression of Interest**” from the **CfT Menu** (Figure 47).

CfT: Procurement of Hospital Information Systems		Hide CfT Menu
Tender submission deadline in (days/hours):	17/13	View CfT
Name of Contracting Authority:	National Health Service	Expression of Interest
Title:	Procurement of Hospital	CfT documents
CA Unique CfT Number:		Tenders
CfT Unique ID:	2009/1235778/10	Automated notifications
Evaluation Mechanism :	MEAT	Specify Alerts
Description:	Procurement of Hospital Information Systems	
Procurement Type:	Supplies	

Figure 47 CfT Menu, option “Expression of Interest”

The system prompts the user to (Figure 48):

- Express Interest by associating all users of the EO with this CfT
- Express Interest by associating only himself with this CfT
- Express Interest by not associating any user from the EO with this CfT



Association with CfT

The e-Sourcing system supports automated notifications to keep associated users up to date with all CfT advances. These comprise the publication of new Notices, Addenda, Corrigenda, Clarifications, while there are also notifications for informing associated users about approaching important dates of the CfT. Please select a type of association for this CfT.

If you select options 1 or 2 below, you will be able to individually manage the list of users of your organisation with the CfT, through the new "Manage associations" tab in the CfT workspace. If you select option 3, these options will appear in your next CfT document download.

Type of association

1. Associate all users of my EO with this CfT

2. Associate only myself with this CfT

3. Do not associate any user from my EO with this CfT

Select

Figure 48 Expression of Interest, association of users

9. User notifications

In order to associate and disassociate the users of the EO organisation from receiving notifications for the particular CfT, the user needs to select the option “**Automated Notifications**” from the **CfT Menu** (Figure 49). In addition, the user can also specify the timing of the various alters of the particular CfT by selecting the option “**Specify Alerts**” from the **CfT Menu** (Figure 49).

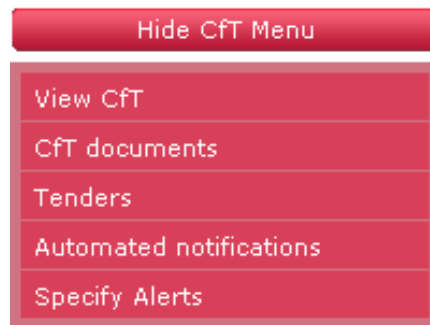


Figure 49 CfT Menu, options “Automated notifications” and “Specify alerts”

9.1.1. Automated notifications

The platform lists all user members of the EO organisation (Figure 50). In order to disassociate an EO member from receiving notification of the CfT, the user changes the status from associated to disassociated from the drop-down menu in the column “**Associate / Disassociate**” (Figure 51). Similarly, changing the status from disassociated to associated will enable notification for the particular CfT.

▼ CfT: Procurement of Hospital Information Systems			Show CfT Menu
First Name	Last Name	Associate/Disassociate	
Dimitrios	Perperidis	Associated	
George	Sinclair	Associated	

Save Changes Cancel

2 results in total. Displaying: 1-2 Page 1 of 1 << < > >>

Figure 50 List of associated users with the CfT

▼ CFT: Procurement of Hospital Information Systems
Show CFT Menu

First Name	Last Name	Associate/Dissociate
Dimitrios	Perperidis	Associated <input type="button" value="v"/>
George	Sinclair	Disassociated <input type="button" value="v"/>

Save Changes
Cancel

2 results in total. Displaying: 1-2
Page 1 of 1 << < > >>

Figure 51 Disassociation of a user with the Cft

9.1.2. User alerts

The users can specify the timing of alert of the following events (Figure 52):

- Time limit to receive for receipts of tenders or request to participate
- Request for clarification From
- Request for clarification To

For these events, the user can select to be notified (Figure 52):

- 24 hours prior of the event
- 48 hours prior of the event
- 1 week prior of the event
- 2 weeks prior of the event



Specify Alerts

▼ CFT:Procurement of Hospital Information Systems Show Cft Menu

List of alerts for user

Alerts for EO User

Time limit for receipt of tenders or request to participate

No notification

24h prior the event

48h prior the event

1 week prior the event

2 week prior the event

Request for clarifications from

No notification

24h prior the event

48h prior the event

1 week prior the event

2 week prior the event

Request for clarifications to

No notification

24h prior the event

48h prior the event

1 week prior the event

2 week prior the event

Save Cancel

Figure 52 Specification of user alerts

10. Clarifications

In order to create a clarification request and to preview a clarification response, the user needs to select the option “**Clarifications**” from the “**CfT Menu**” (Figure 53). This option is available in the “**CfT Menu**”, during the clarification period.



Figure 53 CfT Menu, option “Clarifications”

10.1.1. Create a clarification request

In order to create a clarification request, the user selects the tab “**Requests for Clarification**” from the main Clarifications page (Figure 54).

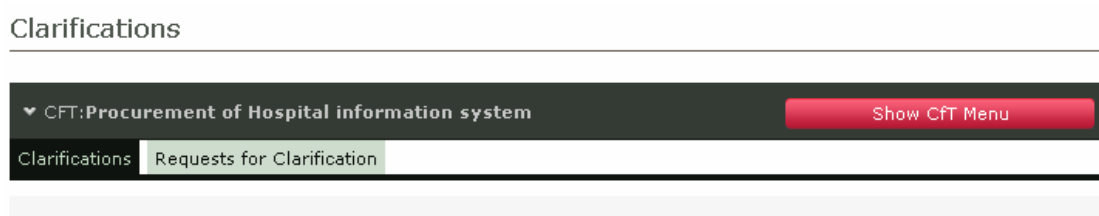


Figure 54 CfT Clarifications

The user completes the request for clarification by providing the following information (Figure 55):

- Title
- Language
- Description for the request
- A file attachment for the request (optional)

Clarifications

▼ CFT: Procurement of Hospital information system Show CFT Menu

Clarifications **Requests for Clarification**

* Title:

* Language:

* Description for the request:

1908 remaining characters

Attachment for the request: Browse...

Send Request Cancel

* Fields marked with an asterisk are mandatory

Figure 55 Request for clarification

Selecting the button “Send Request” sends the request to the tender coordinator.

10.1.2. View a clarification response

The user can visualise a clarification response only after it is published by the Procurement Officer. A list of all clarification responses is displayed in the “Clarifications” tab of the main Clarifications page (Figure 53).

Clarifications

▼ CFT: Procurement of Hospital information system Show CFT Menu

Clarifications **Requests for Clarification**

1. Item 36.5 in the specification documents

2. Item 34.1 in the specification documents

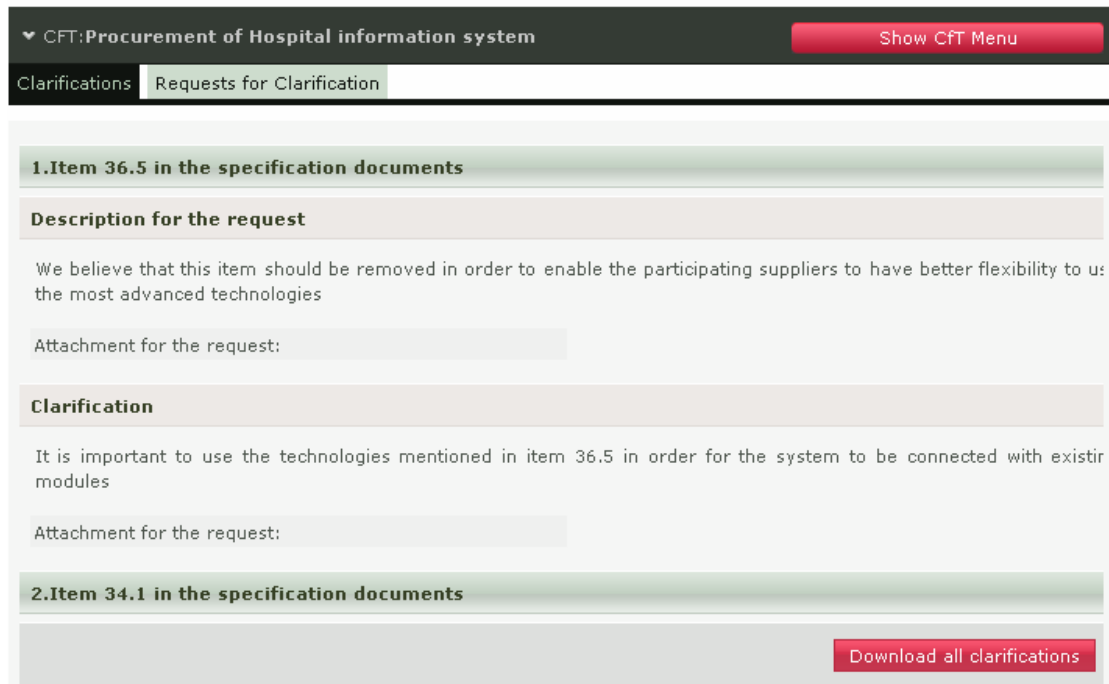
Download all clarifications

Figure 56 List of clarification responses

In order to preview the content of the response, the user selects the displayed title. Then, the system expands the details of the response (Figure 57):

- Description for the request
- Procurement Officer’s clarification response

Clarifications

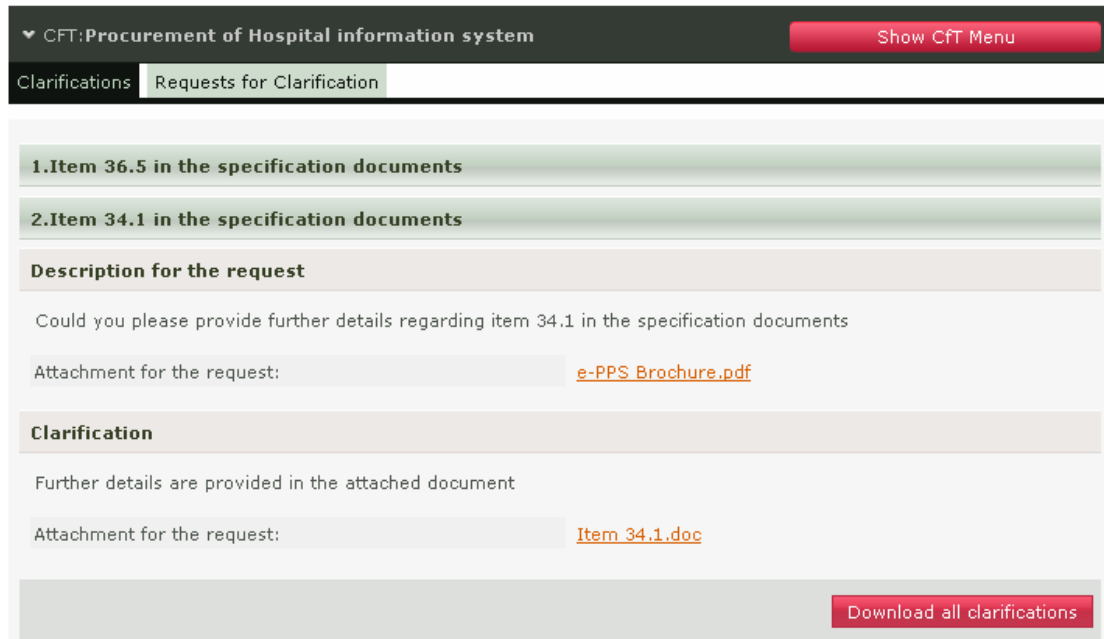


The screenshot displays the 'Clarifications' section of the e-Sourcing system. At the top, there is a navigation bar with a dropdown menu showing 'CFT: Procurement of Hospital information system' and a 'Show CFT Menu' button. Below this, there are two tabs: 'Clarifications' and 'Requests for Clarification'. The main content area is divided into two sections. The first section is titled '1. Item 36.5 in the specification documents'. It contains a 'Description for the request' section with the text: 'We believe that this item should be removed in order to enable the participating suppliers to have better flexibility to use the most advanced technologies'. Below this is an 'Attachment for the request:' field. The second section is titled 'Clarification' and contains the text: 'It is important to use the technologies mentioned in item 36.5 in order for the system to be connected with existing modules'. Below this is another 'Attachment for the request:' field. At the bottom of the page, there is a 'Download all clarifications' button.

Figure 57 Response to a clarification request

The procurement officer can also attach a file to the clarification response (Figure 58). Furthermore, please note that the procurement officer is provided with functionality to edit the clarification request in order to remove any confidential information.

Clarifications



▼ CFT: Procurement of Hospital information system [Show CFT Menu](#)

Clarifications [Requests for Clarification](#)

1. Item 36.5 in the specification documents

2. Item 34.1 in the specification documents

Description for the request

Could you please provide further details regarding item 34.1 in the specification documents

Attachment for the request: [e-PPS Brochure.pdf](#)

Clarification

Further details are provided in the attached document

Attachment for the request: [Item 34.1.doc](#)

[Download all clarifications](#)

Figure 58 Attachments in the clarification response

Selecting the button “**Download all clarifications**” enables to download an archive file with the details of all clarification requests submitted and their associated responses.

11. Creation of a tender return

The tender return is created by the Economic Operator and comprised of the answers to the tender questions plus any other file included within. In order to create (or edit) the answers for a tender, the user needs to select the option “**Tenders**” from the “**CfT Menu**” (Figure 59).

In the case that the tender is set to “Two phase submission”¹, the following procedure is followed for the creation and submission of tender:

- The user creates the new tender (section 11.2)
- The user uploads the digital signature of the tender (11.4.2)
- The user uploads the tender package (11.4.2)

11.1.1. One phase submission

In order to submit the packaged tender response, the user needs to select the button “**Upload Tender Package**” (Figure 87).

¹ Further information on the different types of submissions can be found on section 11.4

▼ CFT: Procurement of Hospital Information Systems
Show CFT Menu

Create a Tender online
Create a Tender offline:
Download the Tender structure
Download the preparation tool

List of draft Tenders (created online)

#	Created by	Creation date	Last edited
1	Dimitrios Perperidis	2009/07/16 10:33:48	2009/07/16 10:33:48

Edit Remove

Cycle 1

List of submitted Tenders (created online/offline)

#	Submitted By	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	Status	D/P match result	Received on Time

Upload tender package Remove

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

Figure 87 Upload tender package

The system prompts the user to confirm that his account details are correct (Figure 88). The user selects the button “Confirm” to confirm the validity of his account details (selecting the button “Edit **Account**” enables the user to edit his account details).

View Account

Authority:	European Dynamics
Account Role:	EO Admin
First Name:	Dimitrios
Last Name:	Perperidis
Username:	dper
Email:	epps1@delos.eurodyn.com
Address:	
Postal Code:	
City:	
Country:	United Kingdom
Phone Number:	
Mobile phone:	
Fax:	
Language:	English

Figure 88 Confirm account details

After confirming the validity of the user account details, the user is prompted to accept the user agreement policy for this CfT (Figure 89). In order to accept the agreement the user needs to select the button "Accept".

Accept Agreement for this CfT

Do not proceed if you are not an Authorised User of the eSourcing application. This is a private application and is protected by appropriate security measures. Access to and use of this application is restricted to Authorised Users only.

Any attempt to use this application in a manner not authorised or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings.

It is strictly forbidden to attempt to access this application using any third party's logon identity. All Authorised Users must accept and comply with defined policies and procedures. Anyone using this application consents to active monitoring by the ED System Administrators.

Figure 89 Accept agreement for this CfT.

After confirming the account details and accepting the agreement the user is prompted to locate the tender package to upload (Figure 90). The user selects the “Browse” button to locate the file of the tender package ((Figure 90).

The tender package is the archive (the name of the archive contains “_TENDER” at the end, see Figure 91) which has been created during the “Pack” operation (section 11.3.13 - Pack the tender).

Upload tender package

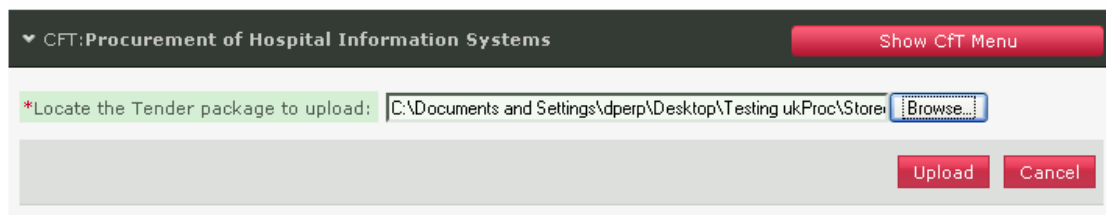


Figure 90 Upload the tender package

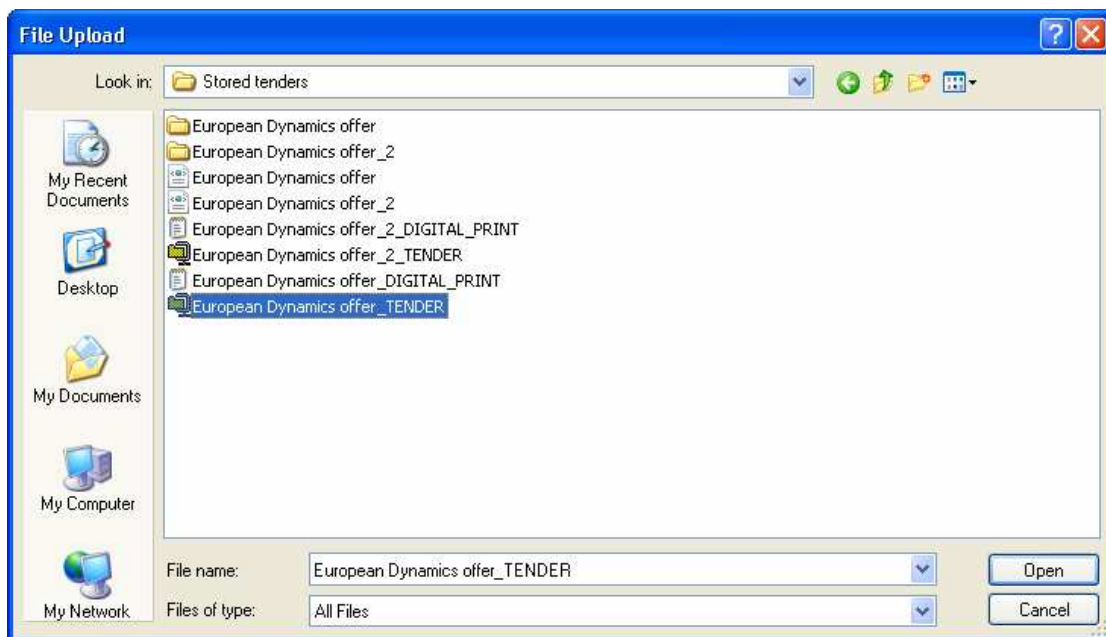


Figure 91 Selection of the tender package to upload

In order to complete his action, the user selects the button “Upload” to upload the tender package in the platform (Figure 91). The system generates a unique Tender “Package Receipt ID” and informs the user regarding the successful upload of the tender package in the platform



Figure 59 CfT Menu, option "Tenders"

In the case that the tender is set to "One phase submission"², the following procedure is followed for the creation and submission of tender:

- The user creates the new tender (section 11.4.1)
- The user uploads the tender package (section 11.4.1)

11.2. Creation of a new tender return

In order to create a tender return, the user selects the button "Create a Tender online" (for the offline line creation of a tender see section 11.3.14) in the main tender preparation page (Figure 60).

² Further information on the different types of submissions can be found on section 11.4

▼ CFT: Procurement of Hospital Information Systems
Show CFT Menu

Create a Tender online
Create a Tender offline:
Download the Tender structure
Download the preparation tool

List of draft Tenders (created online)

#	Created by	Creation date	Last edited
1	Dimitrios Perperidis	2009/10/13 11:47:40	2009/10/13 11:47:40

Edit
Remove

Cycle 1

List of submitted Tenders (created online/offline)

#	Submitted By	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	Status	D/P match result	Received on Time

Upload D/P of tender package
Upload tender package
Remove

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

Figure 60 Main tender preparation page

The button “**Create a Tender online**” is enabled prior to the expiry of the tender submission deadline. Selecting this option redirects the user to the online tender preparation tool.

11.3. The tender preparation tool

The tender preparation tool is an online tender preparation environment which allows the user to rapidly create a tender return. The tool provides functionality for the Economic Operator to answer all tender questions (mandatory and optional). Furthermore, the Economic Operator can validate whether the created tender return conforms to the tender specifications.

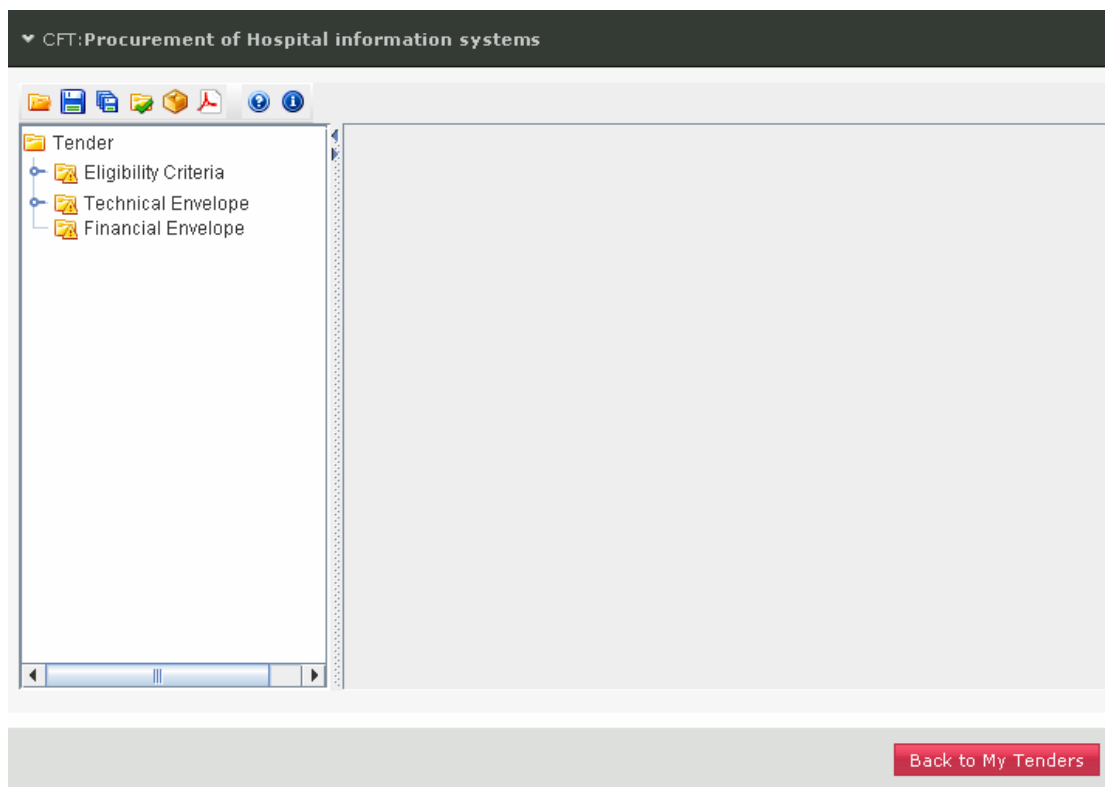











Figure 61 The tender preparation tool

Figure 61 provides an example of the tender preparation tool main GUI. The following buttons are widely used in the tool:

-  **Open** tender structure
-  **Save** tender
-  **Save as** the tender
-  **Validate** that the tender conforms to the specifications
-  **Pack** the content of the tender
-  **Create** a PDF file of the tender
-  **Help** on how to use the tender preparation tool
-  **Information** regarding the tender preparation tool
-  **Expand** a section of the tender

The left panel of the tool displays all the envelopes contained within the tender (e.g. Eligibility Criteria, Technical envelope, Financial Envelope). Each envelope is displayed as a hierarchical tree-structure. An envelope can be expanded to display the contained sections and subsections (Figure 62).

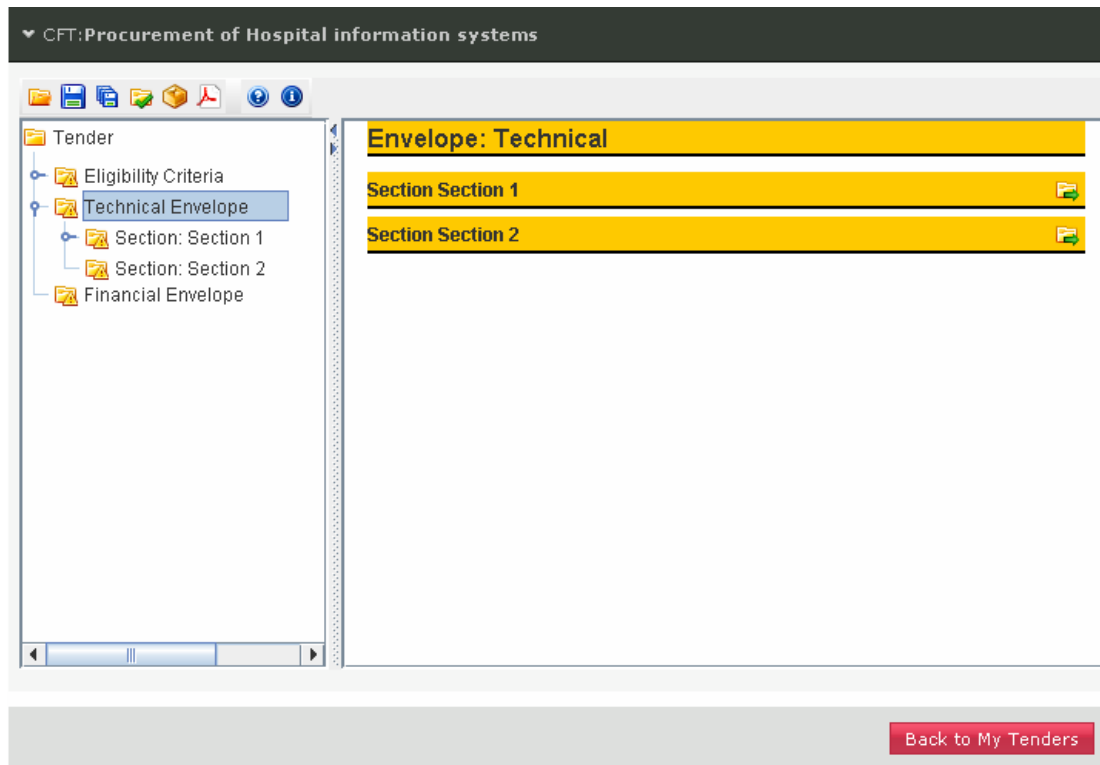













Figure 62 Tender preparation tool, technical envelope

The right panel of the tool is used to display sections and the criteria of the tender (Figure 63). Sections can be expanded by selecting the  button.

The following icons are used (within the hierarchical tree-structure) to navigate the tender:

- | | | |
|---|-----------------------------|---|
|  | Tender | The top level node to the tree hierarchy |
|  | Eligibility Criteria | The top level node of the eligibility criteria |
|  | Technical Envelope | The top level node of the technical envelope |
|  | Financial Envelope | The top level node of the financial envelope |
|  | | Indication of attention: There is information missing or incorrect information within the section (or its subsections) |
|  | | Indication of acceptance: All criteria within the section and its subsections have been correctly filled |
|  | Year | Years: Within the financial envelope, each year will be displayed separately |
|  | | Collapsed: The section is collapsed |
|  | | Expanded: The section is expanded |
|  | | Indication of successful validation: The criterion has been successfully validated |



Indication of unsuccessful validation: The validation of the criterion has failed



Navigate in the parent section



Expand a section of the tender

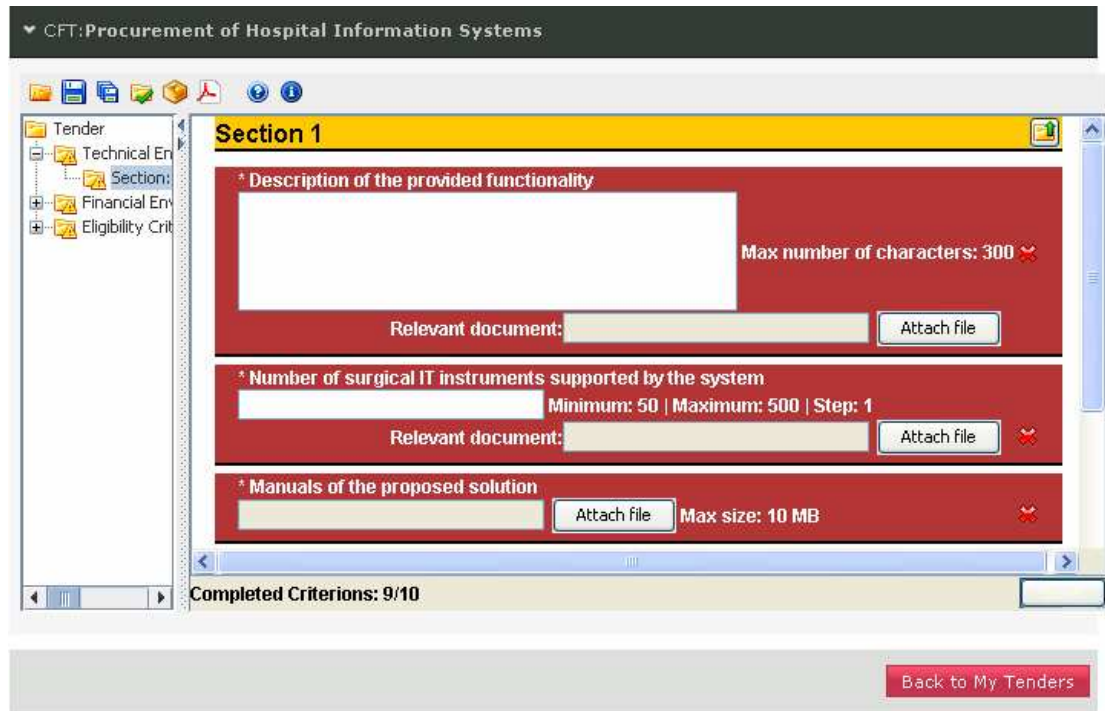


Figure 63 Tender preparation tool, technical envelope

11.3.1. Completing the eligibility criteria and the technical envelope

The e-Sourcing platform supports the following types of criteria:

- Text Field
- Number
- File
- List
- Date
- Date Period

A description of how to complete criteria of the above types is given in the next sections.

11.3.2. Criterion Type: Text Field

For the criteria of this type, the Economic Operator will provide his text answer in the displayed text box. The maximum number of characters for the Economic

Operator's answer is also displayed (Figure 64). The user can also attach an optional file to provide further details in his answer.

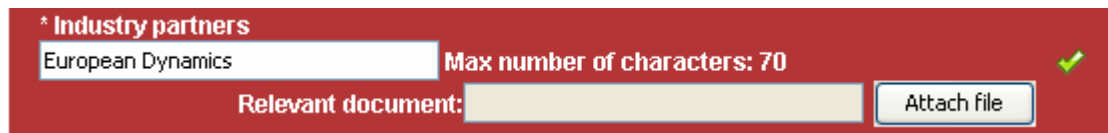


Figure 64 Supplier's view of the criterion of type text field

11.3.3. Criterion Type: Text area

For the criteria of this type, the Economic Operator will provide his text answer in the displayed text area box. The maximum number of characters for the Economic Operator's answer is also displayed (Figure 65). The user can also attach an optional file to provide further details in his answer.

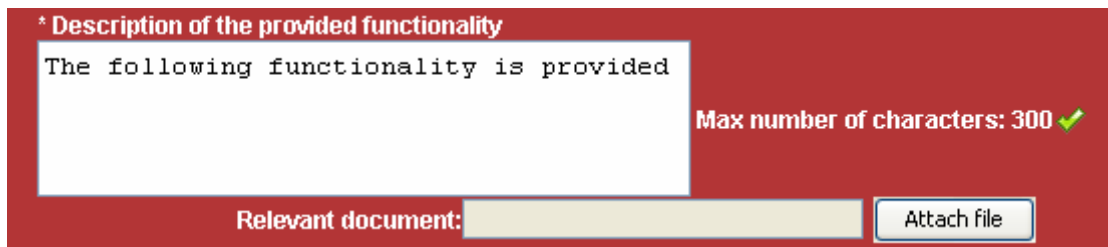


Figure 65 Supplier's view of the criterion of type text area

11.3.4. Criterion Type: Number

For the criteria of this type, the Economic Operator will provide his answer as a number in the provided box. The minimum and maximum ranges of the number are displayed along with the specified step size (Figure 66). The user can also attach an optional file to provide further details in his answer.

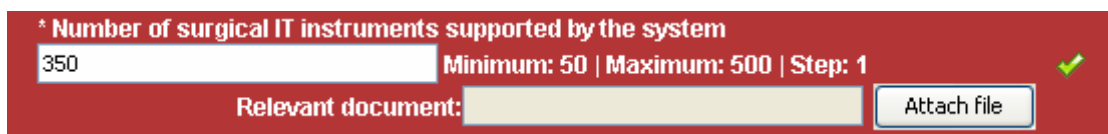


Figure 66 Supplier's view of the criterion of type number

11.3.5. Criterion Type: File

For the criteria of this type, the Economic Operator will upload a file in the system. In order to select the file to attach the user should use the "Attach File" button. The maximum allowed size of the file is also displayed (Figure 67).

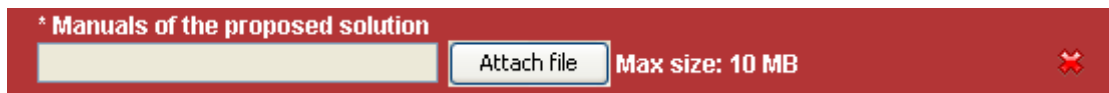


Figure 67 Supplier's view of the criterion of type file

11.3.6. Criterion Type: List

Three types of lists are supported by the system:

- Radio buttons
- Check boxes
- Combo box

The supplier will have the following views for a criterion of this type:



Figure 68 Supplier's view of the criterion of type list (radio buttons)



Figure 69 Supplier's view of the criterion of type list (check boxes)



Figure 70 Supplier's view of the criterion of type list (combo box)

11.3.7. Criterion Type: Date


For the criteria of this type, the Economic Operator needs to select a date. In order to select the required date, the user selects the button  to expand the provided calendar functionality (Figure 71). The user can also attach an optional file to provide further details in his answer.



Figure 71 Supplier's view of the criterion of type date

11.3.8. Criterion Type: Date Period


For the criteria of this type, the Economic Operator needs to select a range of two dates ("From" and "To"). In order to select the required dates, the user selects the button  to expand the provided calendar functionality (Figure 72). The user can also attach an optional file to provide further details in his answer.



Figure 72 Supplier's view of the criterion of type date period

11.3.9. Supplier read only criteria

This choice is enabled for the criteria where the suppliers cannot provide any answer (e.g. scoring of meetings, presentations, site visits, etc). The supplier will view the existence of the criterion in the tender but the scoring will be provided directly by the evaluators.

The supplier will have the following view for the criterion of this type:

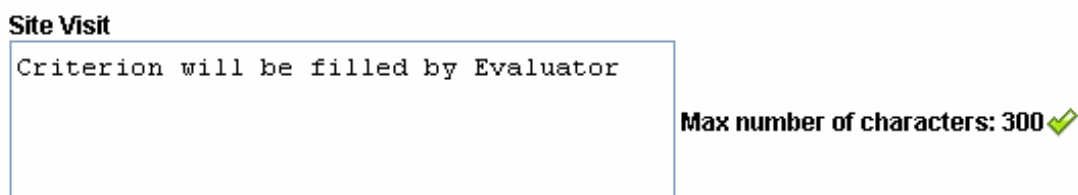


Figure 73 Supplier's view of the criterion which has been specified as supplier read only

11.3.10. Completing the financial envelope

The platform displays all financial criteria of the tender structure. The user completes the column "Value" and specifies an optional discount in the "Overall discount" section (Figure 74). The "Overall discount" section will be enabled only if the associated procurement officer has specified that discounts are permitted for the CfT. The "Present Value (€)" and the "Discounted Present Value (€)" are automatically calculated by the system.

Year 0			Overall Discount: 5.0 %
	Value	Present value (€)	Discounted Present valu...
Training Cost	15.000,00	15.000,00	14.250,00
Installation Cost	45.000,00	45.000,00	42.750,00
Totals	60.000,00	60.000,00	57.000,00



Figure 74 Financial Criteria

In case, the financial envelope has been defined over a number of year the user need to complete the financial criteria for each specific year (Figure 74). Selecting a year from the left panel allows the user to complete the values of the financial criteria for this specific year. Selecting the top level “**Financial Envelope**” will display a summary of the financial offer (Figure 75).

Tender		
Eligibility Criteria		
Financial Envelope		
Year		
Year		
Year		
Year		
	Total Value:	181.000,00
	Total Present Value:	180.989,98
	Total Discount Value:	9.050,00
	Total Discount Present Value:	9.049,50
	Final Value:	171.950,00
	Present Day Final Value:	171.940,48

Figure 75 Financial Criteria over a number of years

11.3.11. Save the tender return

The user can save the created tender return using the buttons  (**Save**) and  (**Save as**). The system prompts the user to specify a location in his local environment and stores it as an XML structure (Figure 76).

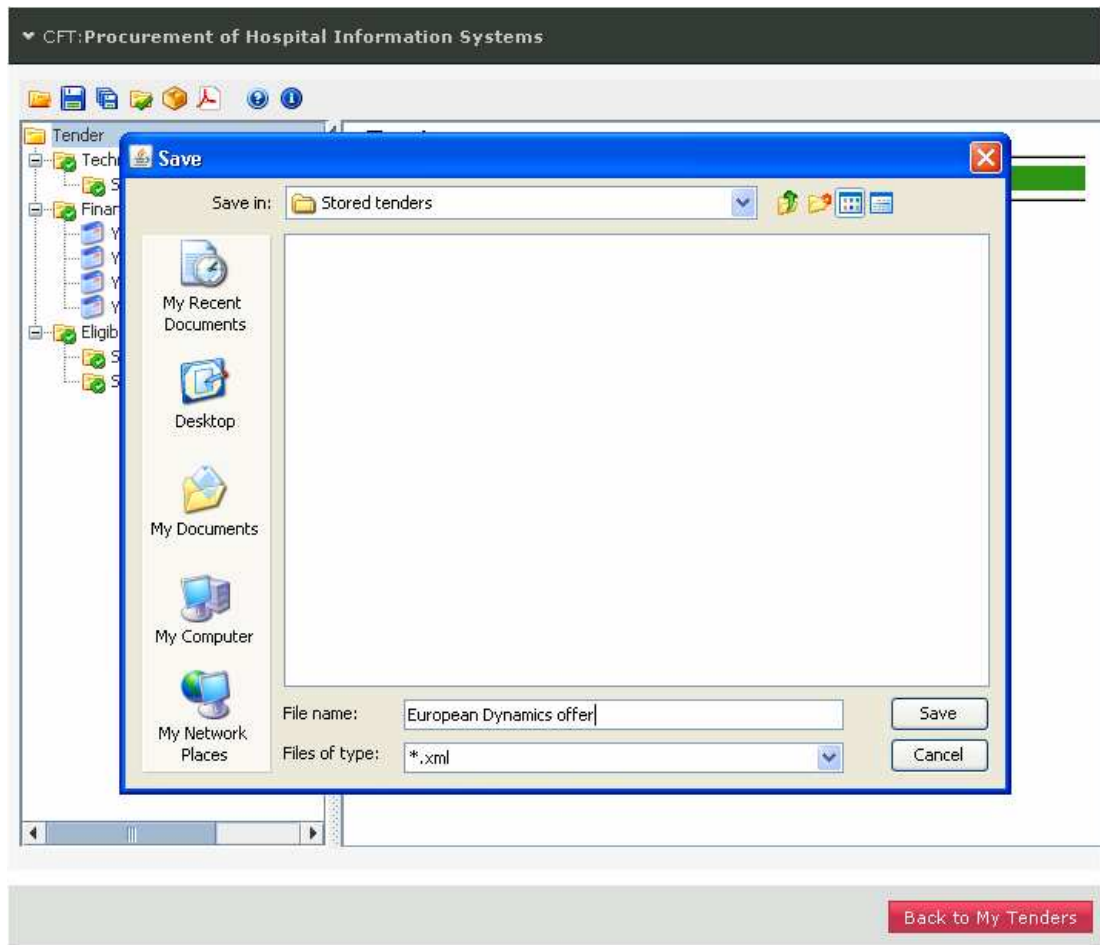



Figure 76 Save the tender structure

11.3.12. Validate the tender return

In order to validate the given answers the user selects the  button. The system checks if the tender return conforms to the expected specification (e.g. values within range, all mandatory fields completed, etc.). The user is notified regarding the results of the validation (Figure 77). In case the validation is not successful, the system displays all questions which have not been properly answered (Figure 77).

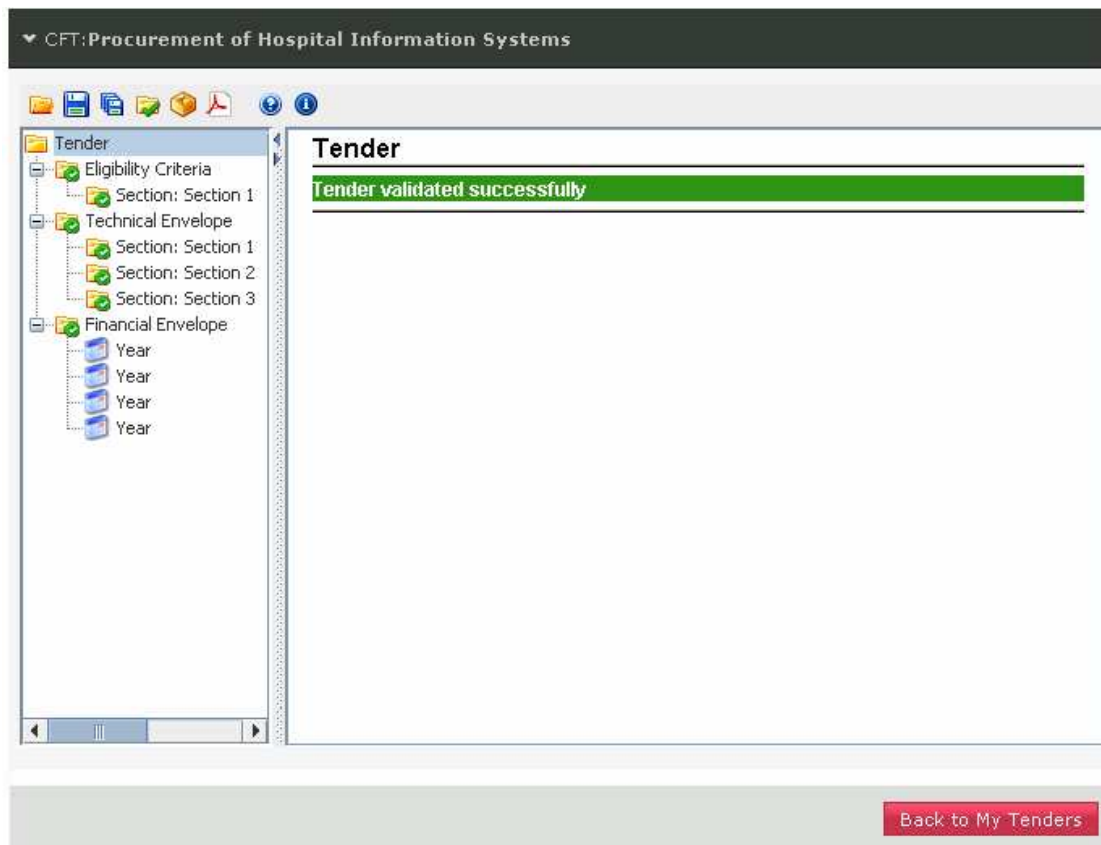


Figure 77 Successful tender validation

View Tenders

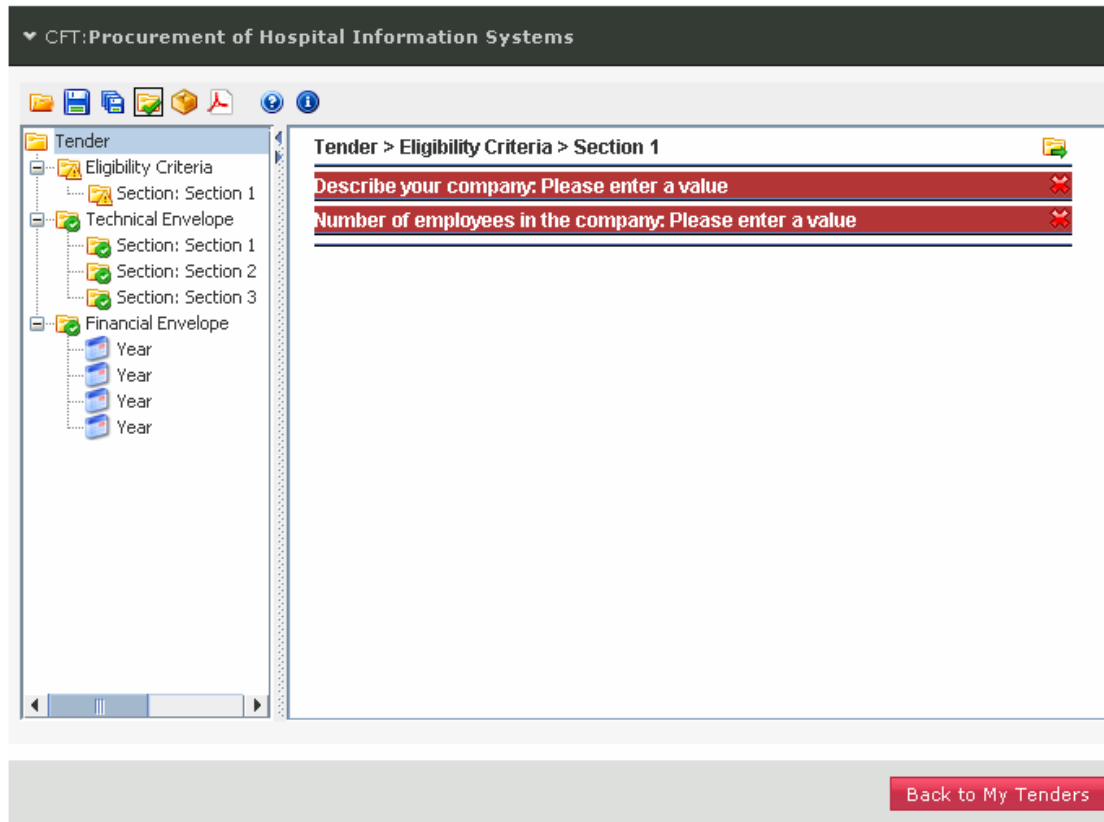



Figure 78 Tender validation fails

11.3.13. Pack the tender return

The packing of the tender return is a mandatory task which has to be performed when no more modifications are expected and prior to the uploading of the tender return in the system.

In order to pack the contents of a tender return the user selects the  button. This action will generate one or more files depending on the type of submission defined for the tender:

- One phase submission
The system will generate the tender return as a single, compressed and encrypted file, known within the application as the **'Tender Package'**.
- Two phase submission
The tender return generated by the system will comprise 2 files. One will be the **'Tender Package'**, mentioned in the above 'One phase submission' section and will contain all answers and files attached. The second one will be the **'Digital print'**. This file is a digital signature of the **'Tender Package'** used to assure the integrity of the **'Tender Package'**.



- If the tender return is modified after the packing was performed, whether for 'One phase' or 'Two phase' submission, a new packing will be necessary to include the latest changes made.

- Please note that the packaged file (tender package) created through the above steps is encrypted. Therefore the user is being displayed an "incorrect file format" message when attempting to open this zip file using winzip, etc.

- Due to the above, for a last check before submitting the tender file packaged within the tender preparation tool, the supplier should use the functionality "View tender PDF"

The generated files are stored locally in the same location, with the tender structure. The system will inform the user regarding the successful completion of the tender packing (Figure 79).

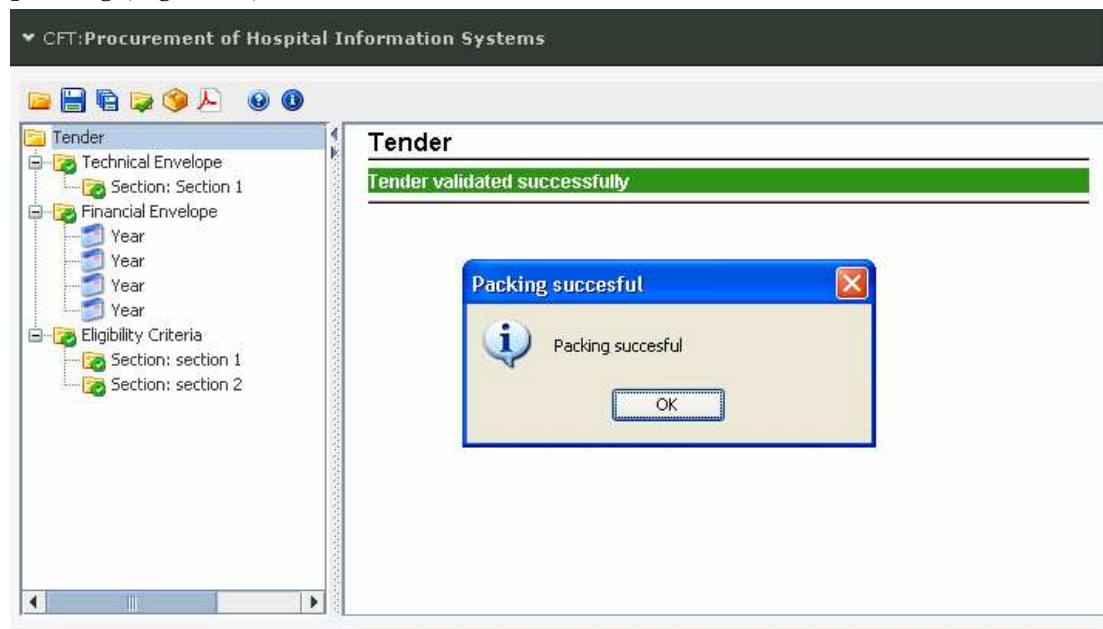


Figure 79 Packing of the tender

11.3.14. The offline tender preparation tool

The functionality to create the tender is also supported using an offline tender preparation tool. The functionality of the offline tender preparation tool is exactly the same to the one described in sections 11.3.1 - 11.3.13.

In order for the user to prepare his tender locally in his PC, the following steps need to be performed:

1. Download the tender preparation tool in the local environment (select the "Download the preparation tool" button) (Figure 80). Extract all files from the archive and execute the application (Figure 81).
2. Download the tender structure in the local environment (select the "Download the Tender structure" button).



Please, note that “tender structure” files are unique and created for each CfT. The Economic Operator user has to make sure that the downloaded tender structure corresponds to the CfT he/she intends to participate in. Otherwise the tender package generated in the tool, with the wrong tender structure, will not be consistent to the tender material requested by the Contracting Authority and may result in disqualification of the supplier.

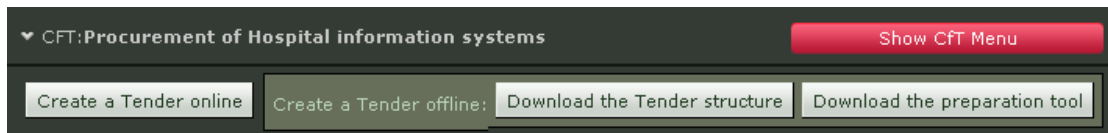


Figure 80 Download the tender preparation tool

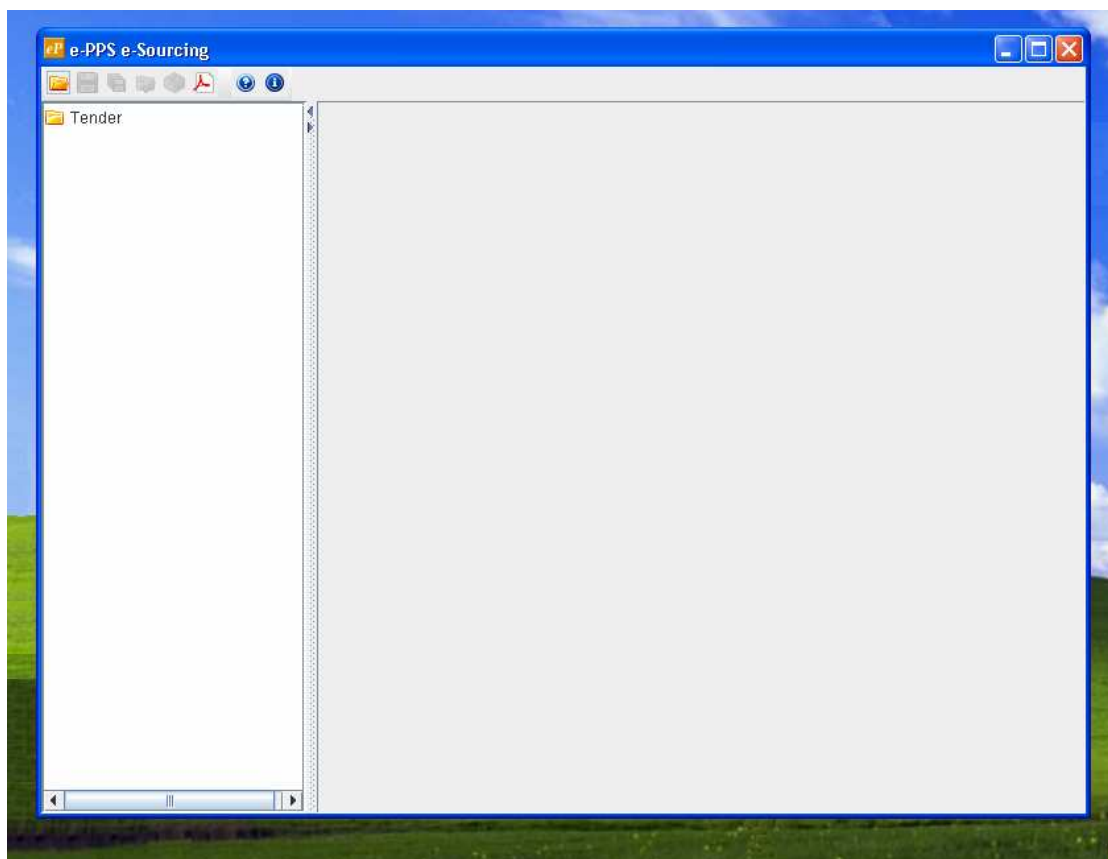



Figure 81 The offline tender preparation tool

3. Use the button  to open the stored XML structure (Figure 82).
4. Complete the tender by filling all sections in all envelopes (Figure 83). Sections 11.3.1 - 11.3.13 describe how to complete the tender.

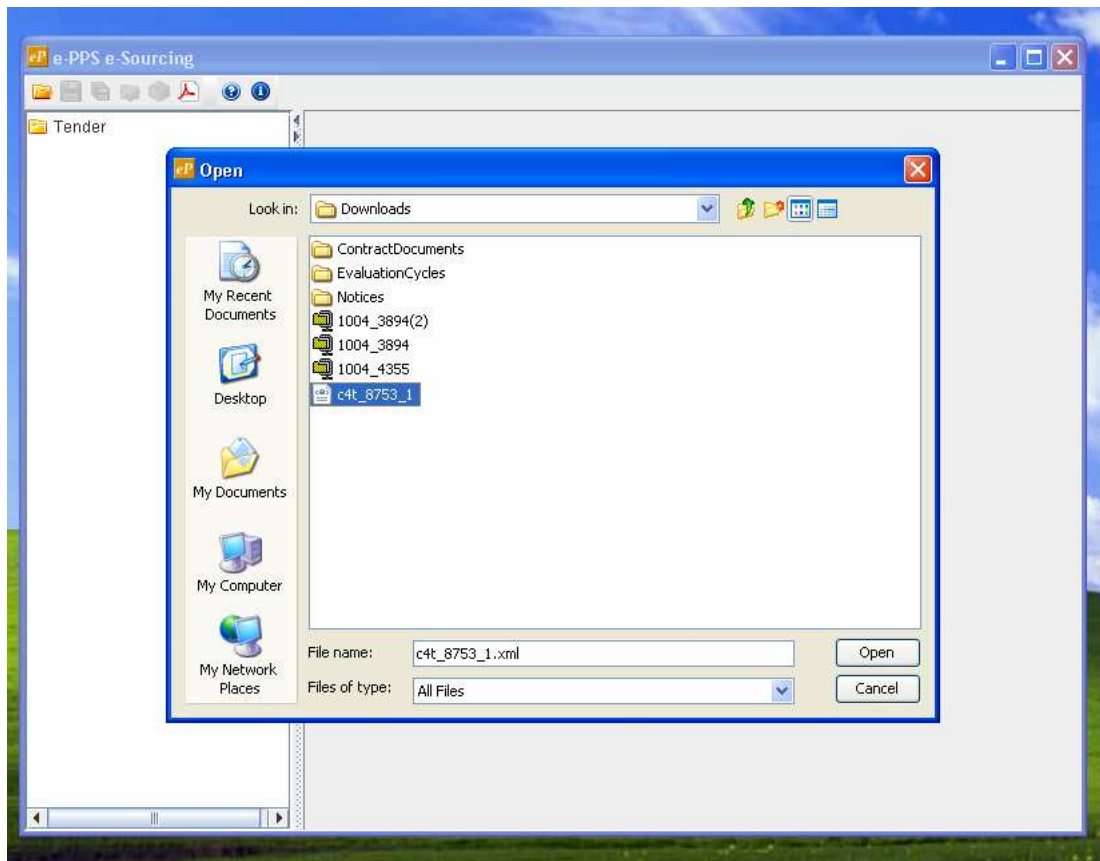


Figure 82 Open a tender structure in the offline tender preparation tool

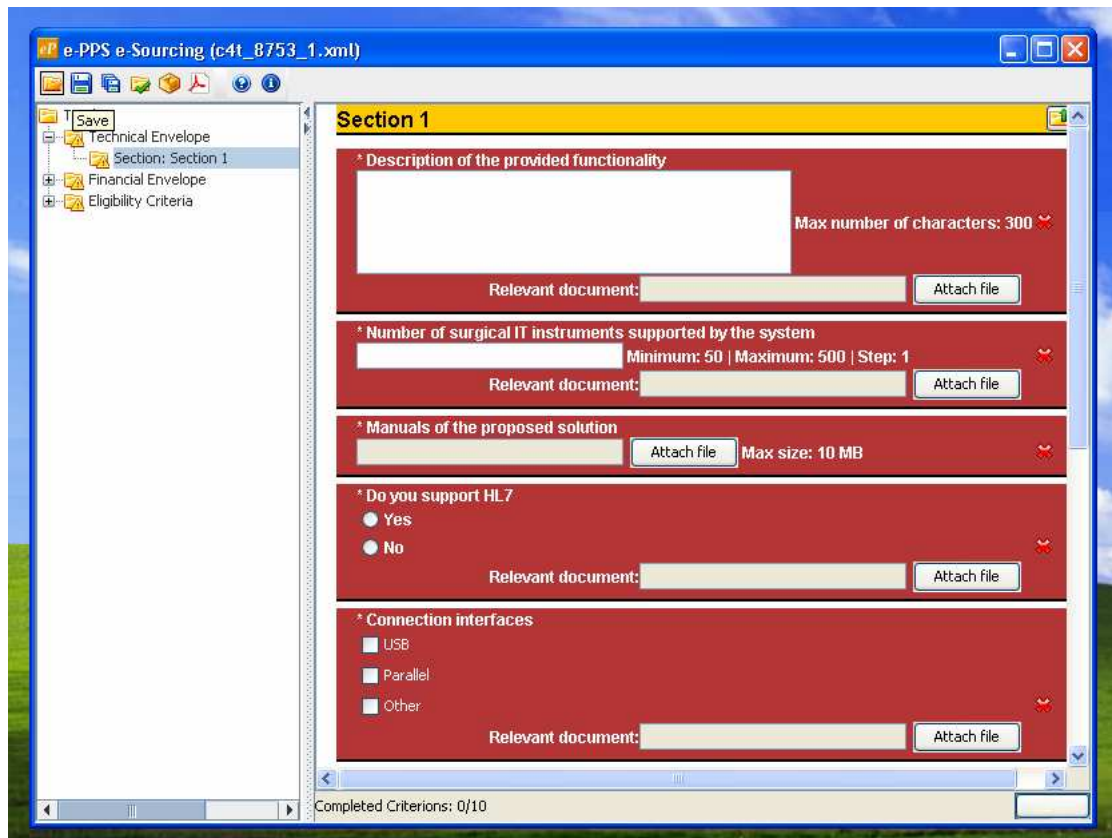


Figure 83 Completing sections with the offline tender preparation tool

11.3.15. Creating a tender for multiple Lots

The procedure of creating a tender for multiple Lots is the same with the procedure described in the previous sections. The tender preparation tool allows the user to navigate in different Lots using the functionality provided in the left panel of the tool (Figure 84).

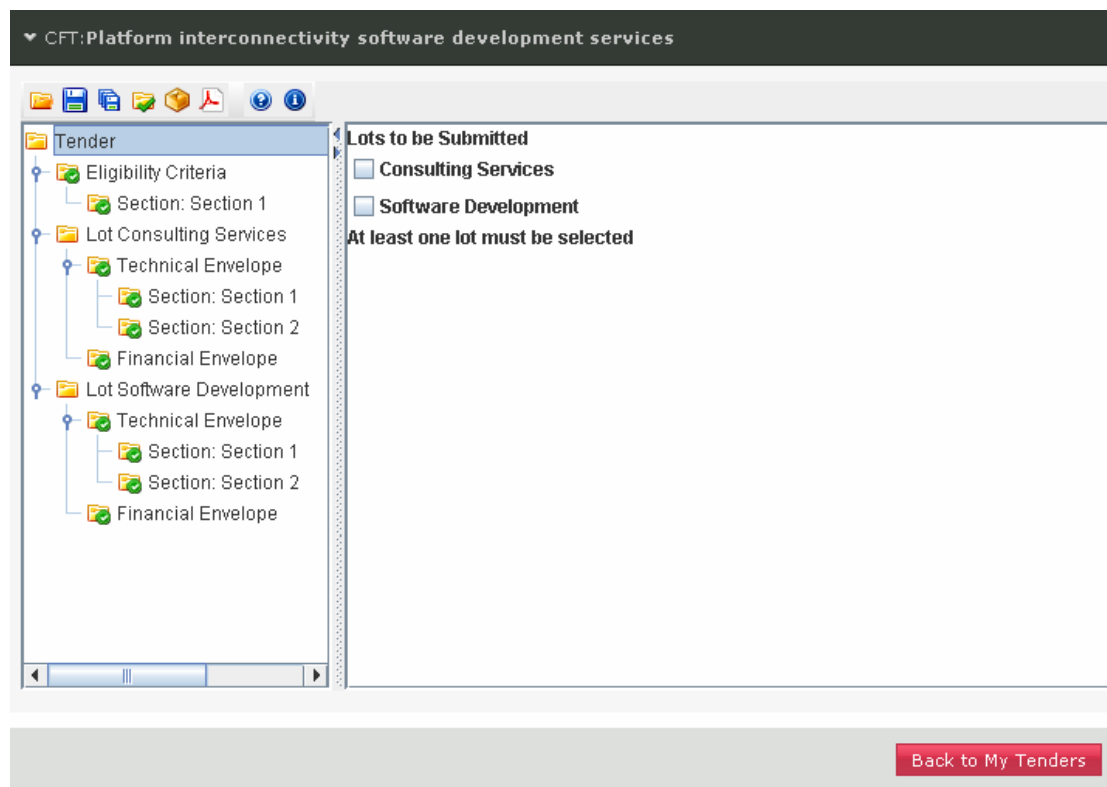



Figure 84 Completing a multi-lot tender

The only difference with the previously described approach, is that when the user validates the tender (by selecting the button ) , the system will prompt to select for which Lots a tender will be submitted (Figure 84). The selection of the lot to which the tender will be submitted is a fundamental step of the supplier tender submission. If no lots are selected, the uploaded tender package might not be considered by the Evaluator Officers during evaluation and awarding phase.

11.3.16. Edit the tender return

In order to edit a tender return, the user selects the particular tender, and then selects the button “**Edit**” (Figure 85). The button “**Remove**” is used to remove the selected tender from the list. Tenders returns prepared using the offline preparation tool are manually edited by opening the saved tender, editing it and finally saving it.

▼ CFT: Procurement of Hospital Information Systems
Show CFT Menu

Create a Tender online
Create a Tender offline:
Download the Tender structure
Download the preparation tool

List of draft Tenders (created online)

#	Created by	Creation date	Last edited
1	Dimitrios Perperidis	2009/10/13 11:47:40	2009/10/13 11:47:40
2	Dimitrios Perperidis	2009/10/13 11:40:21	2009/10/13 11:40:21

Edit Remove

Cycle 1

List of submitted Tenders (created online/offline)

#	Submitted By	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	Status	D/P match result	Received on Time

Upload D/P of tender package Upload tender package Remove

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

Figure 85 Tender creation and submission page

11.4. Upload the tender return in the platform




The e-PPS platform supports the following submission types, these are displayed to the user within the CfT details page (Figure 86):

- **One phase submission.** This type of submission requires from the Economic Operator to upload only the tender package³.
- **Two phase submission.** This type of submission requires from the Economic Operator to upload first the digital print and then the tender package.

The required submission type is defined by the Contracting Authority on the tender specifications. The tender preparation tool will analyse these specifications and create automatically, during the “Pack” operation explained on section 11.3.13, the required files (one or two) for each Call for Tender.

³ The tender package is the archive (the name of the archive contains “_TENDER” at the end, see Figure 91) which has been created during the “Pack” operation (section 11.3.13 - Pack the tender).

The following symbols are displayed in the page (Figure 85):

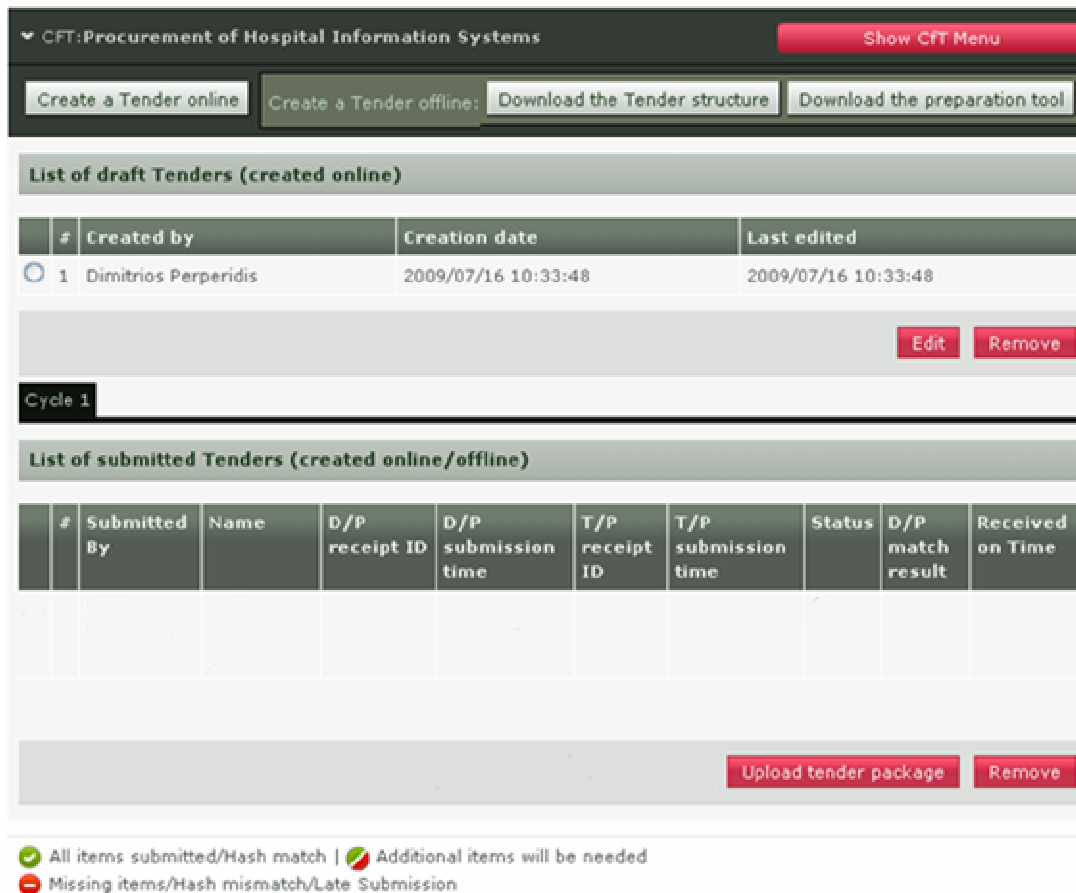
-  Additional items will be required
-  All items submitted / Hash match/ On time submission
-  Missing items/ Hash Mismatch/ Late submission

Request for clarifications (from-to) :	10/05/2010 14:00 - 04/06/2010 00:00
Upload of documents within the clarifications:	No
Tenders Opening Date:	11/06/2010 10:30
One-phased submission or two-phased submission:	One phase
No	
Allow suppliers to make an online Expression Of Interest:	Yes
Contract awarded in Lots:	Yes

Figure 86 CfT details page shows the submission type

11.4.1. One phase submission

In order to submit the packaged tender response, the user needs to select the button “Upload Tender Package” (Figure 87).



▼ CfT: Procurement of Hospital Information Systems Show CfT Menu

List of draft Tenders (created online)

#	Created by	Creation date	Last edited
1	Dimitrios Perperidis	2009/07/16 10:33:48	2009/07/16 10:33:48

Edit Remove

Cycle 1

List of submitted Tenders (created online/offline)

#	Submitted By	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	Status	D/P match result	Received on Time

Upload tender package Remove




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

Figure 87 Upload tender package

The system prompts the user to confirm that his account details are correct (Figure 88). The user selects the button “**Confirm**” to confirm the validity of his account details (selecting the button “**Edit Account**” enables the user to edit his account details).

View Account

Authority:	European Dynamics
Account Role:	EO Admin
First Name:	Dimitrios
Last Name:	Perperidis
Username:	dper
Email:	epps1@delos.eurodyn.com
Address:	
Postal Code:	
City:	
Country:	United Kingdom
Phone Number:	
Mobile phone:	
Fax:	
Language:	English

[Confirm](#) [Cancel](#) [Edit Account](#)

Figure 88 Confirm account details

After confirming the validity of the user account details, the user is prompted to accept the user agreement policy for this CfT (Figure 89). In order to accept the agreement the user needs to select the button “**Accept**”.



Accept Agreement for this Cft

Do not proceed if you are not an Authorised User of the eSourcing application. This is a private application and is protected by appropriate security measures. Access to and use of this application is restricted to Authorised Users only.

Any attempt to use this application in a manner not authorised or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings.

It is strictly forbidden to attempt to access this application using any third party's logon identity. All Authorised Users must accept and comply with defined policies and procedures. Anyone using this application consents to active monitoring by the ED System Administrators.

Accept Reject

Figure 89 Accept agreement for this Cft.

After confirming the account details and accepting the agreement the user is prompted to locate the tender package to upload (Figure 90). The user selects the “Browse” button to locate the file of the tender package ((Figure 90).

The tender package is the archive (the name of the archive contains “_TENDER” at the end, see Figure 91) which has been created during the “Pack” operation (section 11.3.13 - Pack the tender).

Upload tender package

▼ CFT: Procurement of Hospital Information Systems Show Cft Menu

*Locate the Tender package to upload: C:\Documents and Settings\dperp\Desktop\Testing ukProc\Store Browse...

Upload Cancel

Figure 90 Upload the tender package

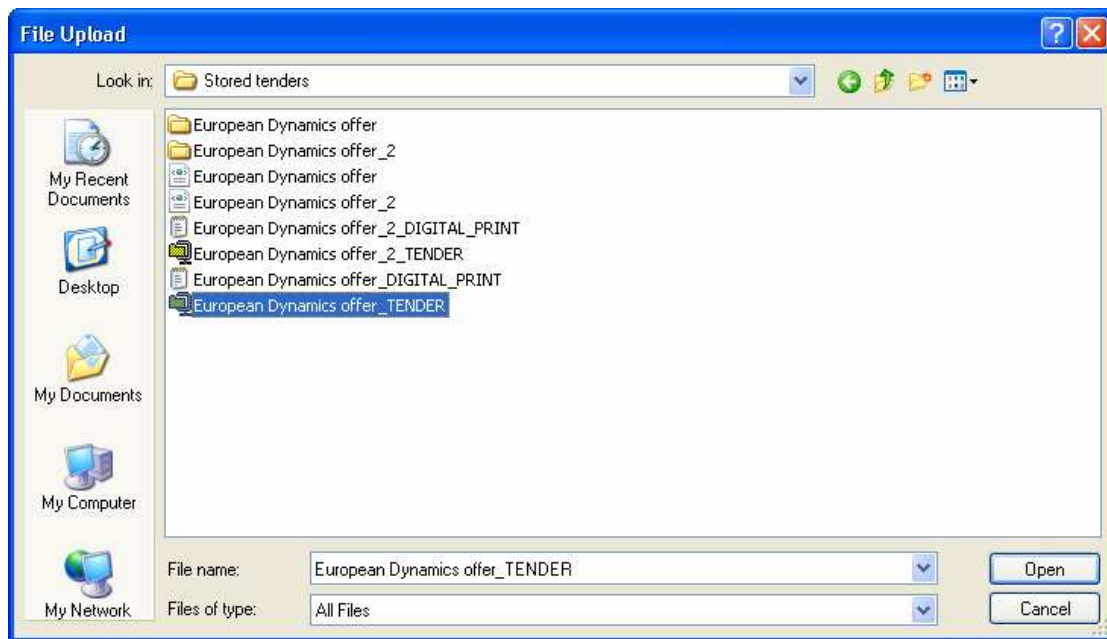


Figure 91 Selection of the tender package to upload

In order to complete his action, the user selects the button **“Upload”** to upload the tender package in the platform (Figure 91). The system generates a unique Tender **“Package Receipt ID”** and informs the user regarding the successful upload of the tender package in the platform

11.4.2. Two phase submission

The ‘Two phase submission’ comprises the following steps.

Note: The successful tender submission necessitates the execution of both steps. Otherwise, the tender is not considered submitted in the system.

1. Upload of the ‘Digital Print’

The first step mentioned above is to upload the tender digital print. In this case, the user selects the button **“Upload D/P of tender package”** (Figure 85). In the new window (Figure 92), the user selects the **“Browse”** functionality to locate the digital print of the tender package (Figure 93). The digital print is created during the **“Pack”** operation, which is performed at the end of the creation of the tender (section 11.3.13 Pack the tender).

Upload new Digital Print

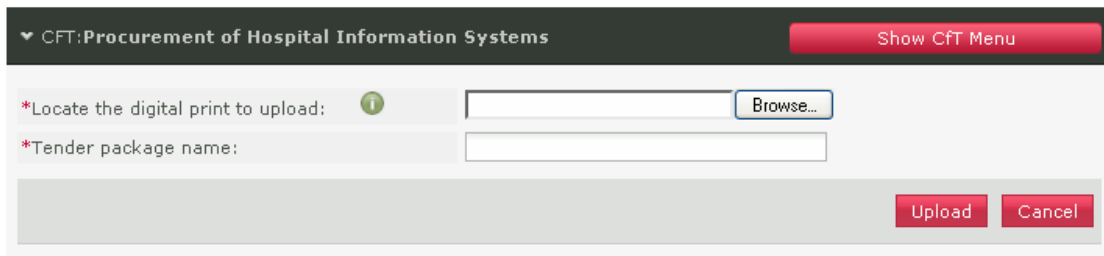


Figure 92 Upload new Digital Print

The name of the generated digital print file contains the words “DIGITAL_PRINT”, which are appended at the end of the filename (Figure 93).

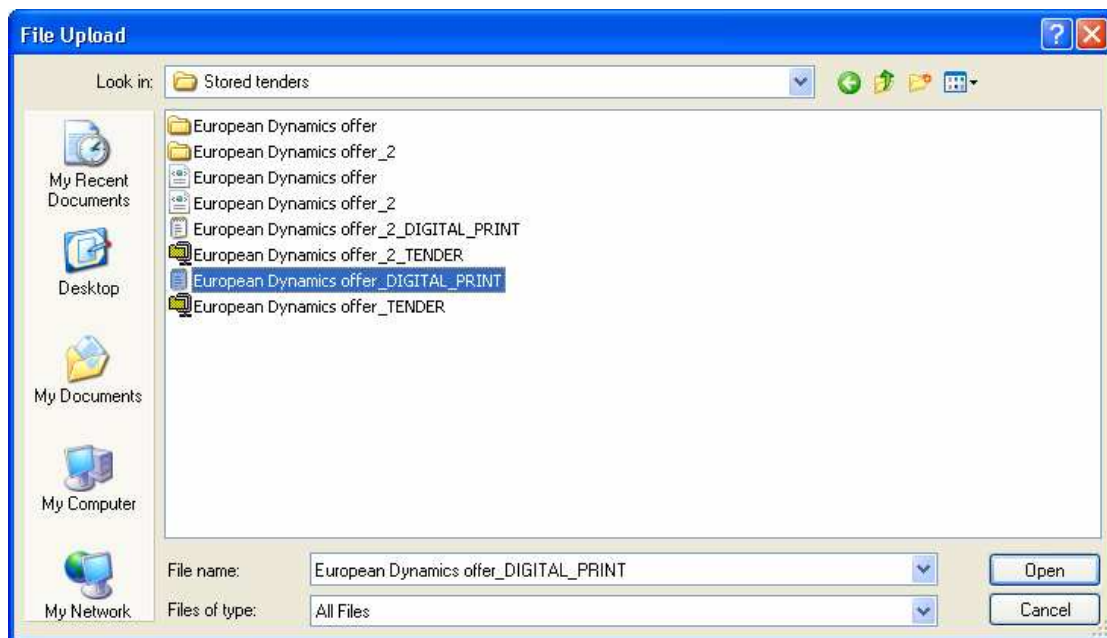


Figure 93 Selection of the Digital Print file

After selecting the appropriate file of the Digital Print, the user specifies the name of the tender and, finally, selects the button “Upload” to submit the Digital Print to the platform (Figure 94).

Upload new Digital Print

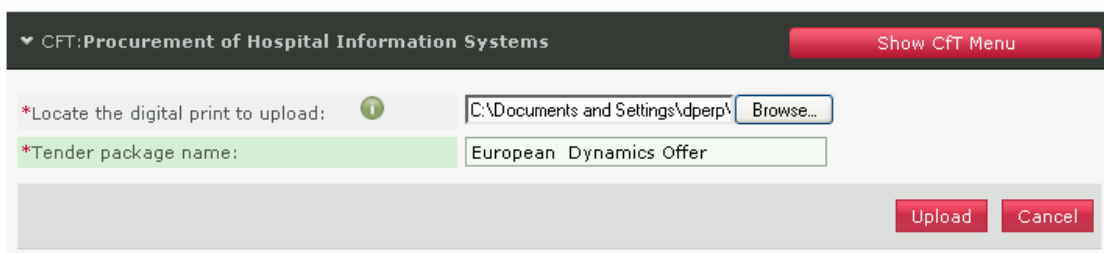




Figure 94 Specifying the tender package name

When the user successfully uploads a digital print, a message containing the unique **“Digital Print Receipt ID”** is displayed (Figure 95). The system lists the submitted tenders along with the following information:

- **Submitted by:** The user who submitted the tender
- **Name:** The name of the tender
- **D/P receipt ID:** The unique **“Receipt ID”** of the **“Digital Print”** submission time
- **D/P submission time:** The time of the submission of the **“Digital Print”**
- **T/P receipt ID:** The unique **“Receipt ID”** of the **“Tender Package”** (see section 2 - Upload of the ‘Tender package’.
-
- **T/P submission time:** The time of submission of the **“Tender Package”**
- **Status:** The status of the submission
- **D/P match results:** A check whether the **“Digital Print”** matches the submitted **“Tender package”**.
- **Received on time:** A check whether the tender submission has been received on time

At this stage, only the information regarding the submission of the digital print is available in the list. Furthermore, the status of the submission contains the symbol  indicating that additional items (i.e. the tender package) are required, in order to finalise the tender submission process.

View Tenders

 The Digital Print file was successfully uploaded and an e-mail was sent to your mail. The Digital Print Receipt ID is 000000026.

[Close](#)

▼ CFT: Procurement of Hospital Information Systems [Show CFT Menu](#)

[Create a Tender online](#)
[Create a Tender offline:](#)
[Download the Tender structure](#)
[Download the preparation tool](#)

List of draft Tenders (created online)

#	Created by	Creation date	Last edited
<input type="radio"/> 1	Dimitrios Perperidis	2009/07/16 10:33:48	2009/07/16 10:33:48

[Edit](#) [Remove](#)

Cycle 1

List of submitted Tenders (created online/offline)

#	Submitted By	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	Status	D/P match result	Received on Time
<input type="checkbox"/> 1	Dimitrios Perperidis	European Dynamics Tender	000000026	16/07/2009 10:43:15					

[Upload D/P of tender package](#) [Upload tender package](#) [Remove](#)

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


Figure 95 The Digital Print is uploaded

2. Upload of the 'Tender package'.

To upload the 'Tender package', please follow the step described in the 'One phase submission' section.

If the submission was successful a page similar to Figure 96 will be displayed.

View Tenders


"The Tender Package file was successfully uploaded and an e-mail was sent to your mail. The Tender Package Receipt ID is 000000029."
Close

▼ CFT:Procurement of Hospital Information Systems
Show CFT Menu

Create a Tender online
Create a Tender offline:
Download the Tender structure
Download the preparation tool

List of draft Tenders (created online)

#	Created by	Creation date	Last edited
1	Dimitrios Perperidis	2009/07/16 10:33:48	2009/07/16 10:33:48

Edit
Remove

Cycle 1

List of submitted Tenders (created online/offline)

#	Submitted By	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	Status	D/P match result	Received on Time
1	Dimitrios Perperidis	European Dynamics Tender	000000026	16/07/2009 10:43:15	000000029	16/07/2009 10:44:59	✔	✔	✔



Upload D/P of tender package
Upload tender package
Remove


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

Figure 96 Submission of a tender

In the list of submitted tenders, the platform displays the following information relating to the submission of the tender package:

- T/P receipt ID
- T/P submission time

Furthermore, the “**Status**” of the submission must have the symbol  indicating that all items have been submitted (Figure 96). The platform also checks that the uploaded “**Digital Print**” and the uploaded “**Digital Package**” match (i.e. the column “**D/P match results**” has the symbol ) and the tender has been submitted on time (column “**Received on Time**”).

If any of the following columns have been marked by  symbol:

- **D/P match result.** The uploaded digital signature does not match the uploaded tender package.

- **Received on Time.** The tender has been received after the specified deadline. The contracting authority officer will decide whether it will be accepted or not.

For this type of submission, the user should upload the Digital Signature prior to the deadline. Then, the system allows the user a period of 24 hours to upload his saved tender providing that he does not work on his tender after the generation of the Digital Signature. Please note that if the user works on his tender after the generation of the uploaded “**Digital Signature**”, matching between the signature and the saved tender package will fail and the tender document will be rejected.

The user can modify his uploaded tender until the “**Time-limit for receipt of tenders or requests to participate**” has been reached. Afterwards, the functionality to create, edit and upload a tender is disabled.

In order to modify the uploaded tender, the user first needs to remove the existing tender using the “**Remove**” button (Figure 96), and then upload the new tender. Otherwise an error message as displayed in Figure 97 will be shown. The user can upload more than one tender only for CfT where multiple tender submissions is allowed.

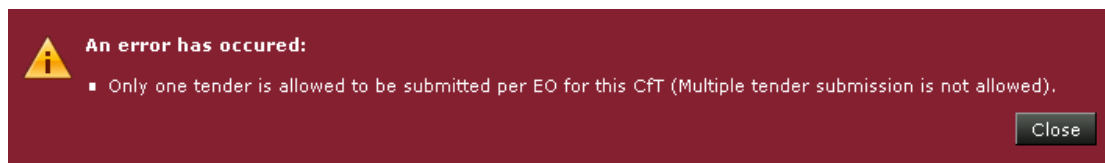


Figure 97 Only one tender is allowed to be submitted

12. Feedback

In order to submit a feedback request the user needs to select the option “**Feedback**” from the “**CfT Menu**” (Figure 98):

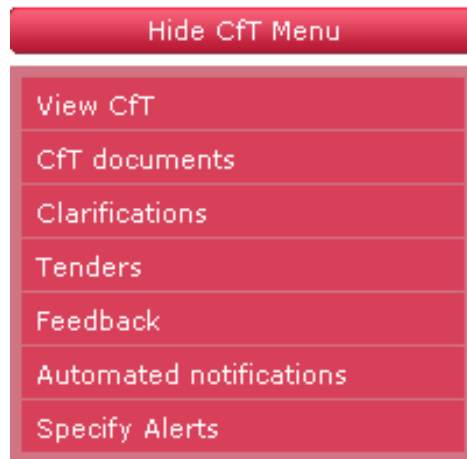


Figure 98 CfT Menu, option “Feedback”

The user provides the “**Title**” and the “**Description**” of the feedback request. An optional file attachment can be also uploaded in the platform (Figure 99). In order to complete and submit the feedback request, the user needs to select the button “**Send Request**”.

Provide your feedback to the CfT

The screenshot shows a web interface for creating a feedback request. At the top, there is a breadcrumb "CFT: Procurement of health IT services" and a "Show CfT Menu" button. Below this is a section titled "Your Feedbacks and Answers" and a sub-section "Create new Feedback". The form contains the following fields:

- Title:** A text input field containing "Feed back relating to the evaluation procedure".
- Language:** A dropdown menu set to "English".
- Description:** A large text area containing "Could you please provide our organisation with feedback justifying.....". Below the text area, it says "1928 remaining characters".
- Attachment for the request:** A file upload field with a "Browse..." button.

 At the bottom right of the form are two buttons: "Send Request" and "Cancel". A note at the bottom left states: "* Fields marked with an asterisk are mandatory".

Figure 99 Creation of a feedback request

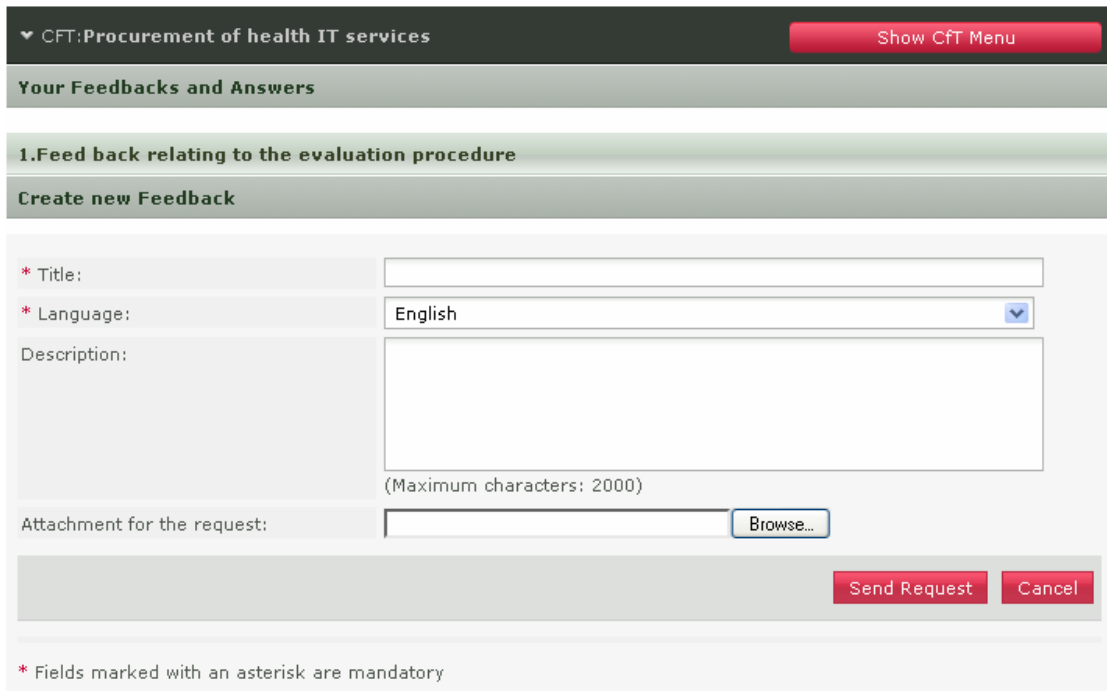
The platform informs the user that the feedback request has been successfully sent (Figure 100).



Figure 100 Feedback sent successfully

The response to the feedback request will be listed on the “**Your Feedback and Answers**” section (e.g. “1. Feedback relating to the evaluation procedure”, Figure 101). Each listed feedback item can be further expanded, if the user selects on it, providing a detailed description of the request and the corresponding answer (Figure 102).

Provide your feedback to the CfT



▼ CfT: Procurement of health IT services Show CfT Menu

Your Feedbacks and Answers

1. Feedback relating to the evaluation procedure

Create new Feedback

* Title:

* Language: English ▼

Description:
(Maximum characters: 2000)

Attachment for the request: Browse...

Send Request Cancel

* Fields marked with an asterisk are mandatory

Figure 101 Feedback and Answers



Provide your feedback to the CFT

▼ CFT: Procurement of health IT services Show CFT Menu

Your Feedbacks and Answers

1. Feed back relating to the evaluation procedure

Description of your feedback

Could you please provide our organisation with feedback justifying.....

Attachment for the feedback: No attachment

Answer

All requested information are provided in the attached document

Attachment for the answer: [e-PPS Brochure.pdf](#)

Figure 102 Response to a feedback question

13. Electronic Auctions

The e-Auction module provides all necessary functionality for the Economic Operators to participate in a live auction event for a particular CfT. In order to participate in the auction events, the Economic Operators must invited by the contracting authority user who coordinates the specific CfT.

13.1. Participation in an e-Auction event

In order to respond to the e-Auction invitation the user needs to select the task **“Respond to the e-Auction Invitation”** in his task list (Figure 103Figure 103).

Task List

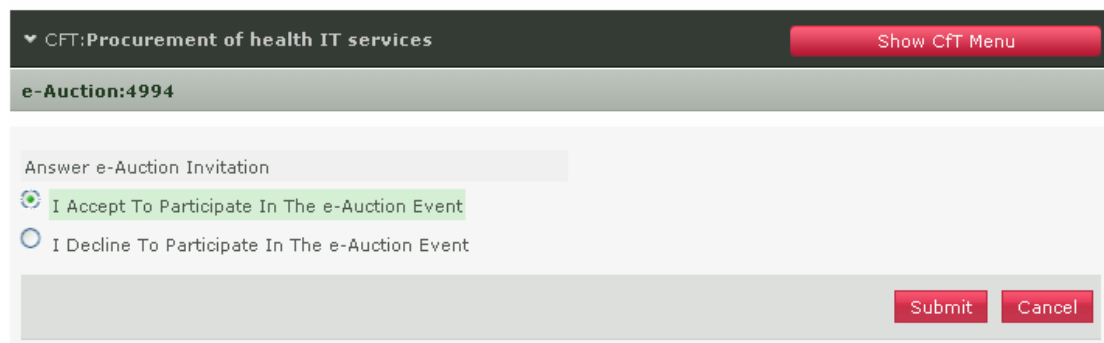


My Tasks		
#	Cft Title	Task
1	Procurement of health IT services	Respond e-Auction Invitation For Lot No : 1

Figure 103 Respond to an e-Auction invitation

The user has the option to **“Accept to participate in the e-Auction event”** (Figure 104) or to **“Decline to participate in the e-Auction event”** (Figure 106). The system informs the user regarding acceptance (Figure 105) / rejection (Figure 107) decision.

Accept/Decline e-Auction Invitation



▼ CFT:Procurement of health IT services Show Cft Menu

e-Auction:4994

Answer e-Auction Invitation

I Accept To Participate In The e-Auction Event

I Decline To Participate In The e-Auction Event

Submit Cancel

Figure 104 Accept an invitation to participate in an e-Auction event

e-Auction Invitation Acceptance Results



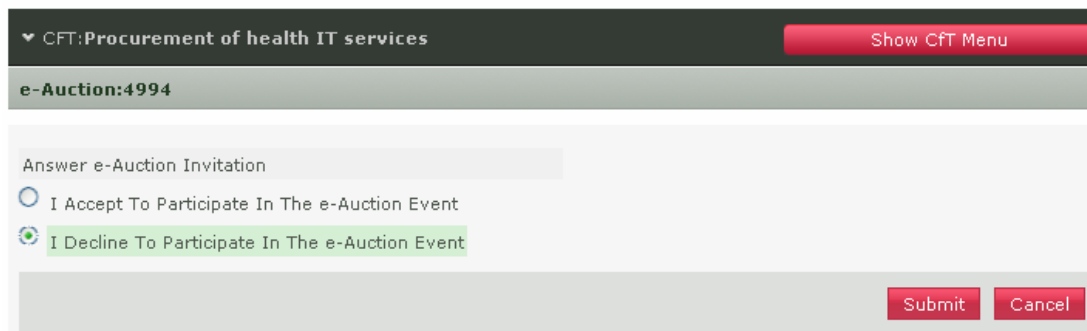
▼ CFT: Procurement of health IT services Show CFT Menu

e-Auction:4994 Organisation Name:European Dynamics
e-Auction Invitation Status

Result of e-Auction Invitation : Your Organisation Has Accepted the e-Auction Invitation
[Enter e-Auction Room](#)

Figure 105 e-Auction invitation acceptance results (accepted invitation)

Accept/Decline e-Auction Invitation



▼ CFT: Procurement of health IT services Show CFT Menu

e-Auction:4994

Answer e-Auction Invitation

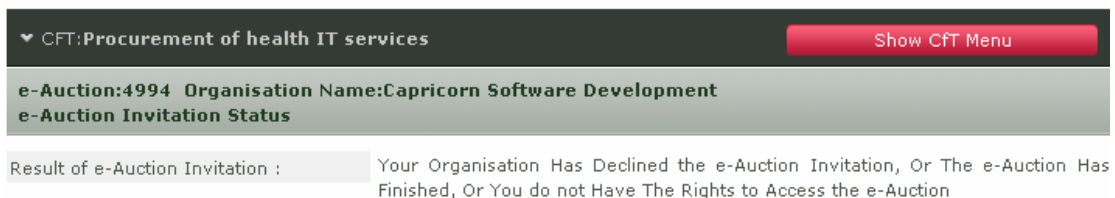
I Accept To Participate In The e-Auction Event

I Decline To Participate In The e-Auction Event

Submit Cancel

Figure 106 Decline an invitation to participate in the e-Auction event

e-Auction Invitation Acceptance Results



▼ CFT: Procurement of health IT services Show CFT Menu

e-Auction:4994 Organisation Name:Capricorn Software Development
e-Auction Invitation Status

Result of e-Auction Invitation : Your Organisation Has Declined the e-Auction Invitation, Or The e-Auction Has Finished, Or You do not Have The Rights to Access the e-Auction

Figure 107 e-Auction invitation acceptance results (declined invitation)

In order to participate in the auction event, the user needs to enter the e-Auction room. This functionality is accessible from the “e-Auctions” option of the **CfT Menu** (Figure 108).

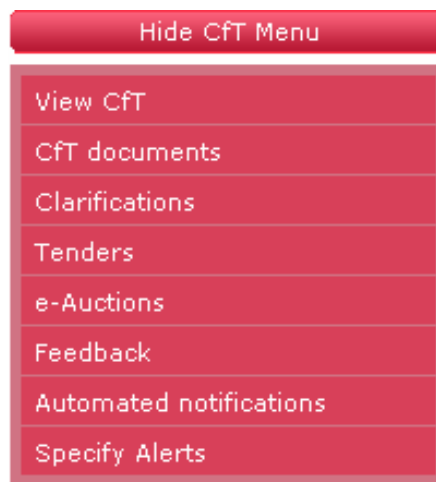


Figure 108 Cft Menu, option “e-Auctions”

A list with all e-Auction events scheduled for the particular Cft will be displayed to the user (Figure 109). For each Lot contained in the Cft a separate e-Auction event will be held. The list contains detailed information regarding the event. In particular, the system allows to display information such as the type of event, whether the event is official or practice and the starting date for the event.

List Of e-Auctions Related To CFT

▼ CFT: Procurement of health IT services							Show CFT Menu
List of e-Auctions							
Lot Reference Id	Lot Name	e-Auction Id	Type	Official / Dummy	e-Auction Start Date		
N/A	N/A	10590	Combination	Official	2009/10/29 13:00:00	Enter e-Auction Room	

Figure 109 List of e-Auctions related to the Cft

Selecting the “**e-Auction Id**” (Figure 109) allows the user to preview all details of the event (Figure 110) while selecting the link “**Enter e-Auction Room**” (Figure 109) allows the user to enter the e-Auction room which provides all the bidding functionality (Figure 113).



e-Auction Detailed Information

▼ CFT: Procurement of health IT services
Show Cft Menu

e-Auction ID : 10590 (Official)

e-Auction Type :	Combination
e-Auction Evaluation Method :	Lowest Price
e-Auction Status:	Pending
Number Of Rounds :	02
Duration Of Round :	10
Interval Between Rounds :	5
Enable Automated Extensions :	Yes
Maximum Number Of Automated Extensions :	10
Duration Of Extension :	5
Time before the end of e-Auction when extension is possible :	2
Bid Submission Type :	Overall
The e-Auction StartDate :	2009/10/29
Auction currency :	GBP
e-Auction bidding visibility :	Full visibility

e-Auction Rounds

Sequence Number	Round Id	Round Status	Start Date
1	10599	Pending	2009/10/29 13:00:00
2	10600	Pending	2009/10/29 13:15:00

Figure 110 Detailed information regarding the e-Auction event

The detailed view of the e-Auction event provides the following information (Figure 110):

1. The type of the e-Auction:
 - a. **Rounds:** The Economic Operators compete based on a number of rounds (each participant can provide a single bid for each round)
 - b. **Time:** The Economic Operators compete based on a certain time period (each participant can provide any number of bids within the specified period)
 - c. **Combination:** The Economic Operators compete based on rounds with a certain duration (each participants can provide any number of bids within each round)
2. The evaluation method: **Lowest Price** or **MEAT**
3. Number of rounds and duration of each round
4. Duration of the interval between the rounds
5. Use of automated extensions
6. Maximum number of automated extensions
7. Duration of each extension

8. The time period before the end of the event by which, if a bid is received, an extension will be triggered
9. Scheduled date of the e-Auction
10. Currency of the e-Auction
11. Selected bid visibility

13.2. Submission of an offer

Access to the e-Auction room will be enabled only at the commencement date and time specified for the event. The user needs to select the button “**Enter e-Auction Room**” to access the e-Auction room.

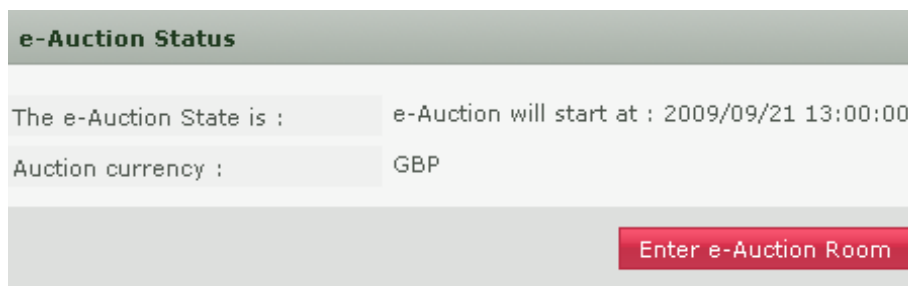


Figure 111 e-Auction status

The e-Auction room provides all functionality for placing a bid for events containing only financial criteria (i.e. the evaluation mechanism is specified as being Lowest Price) or combination of financial and criteria specified in the technical envelope (i.e. the evaluation mechanism is specified as being MEAT).

In both cases the user can visualise the following information at the top of the page (Figure 112):

- The e-Auction state (status, round, etc)
- The e-Auction currency
- General instructions regarding the event (in order to download the instructions the user needs to select the associated link)
- Remaining time until the end of the e-Auction/ round

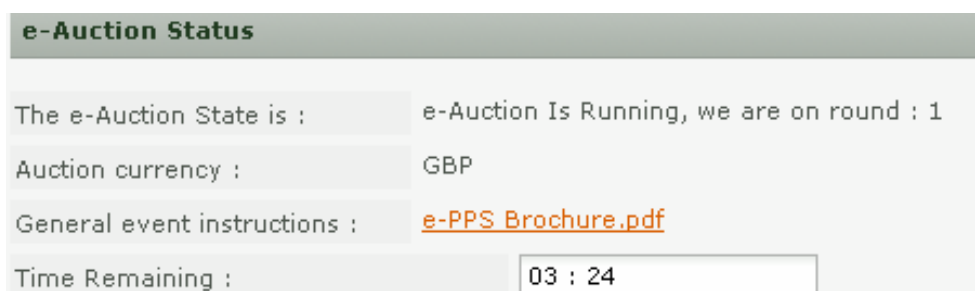


Figure 112 e-Auction room, main information regarding the e-Auction

13.2.1. Placing a bid in a lowest price based auction

In this type of events the bidding is performed only on the associated financial criteria. The system lists all the participating financial criteria (Figure 113). The user provides his financial bid in all participating criteria (i.e. “**Cost of Consulting**” and “**Cost of Training**” in Figure 113) and then selects the button “**Submit**” to submit the bid in the system.

e-Auction Room

▼ CFT:Procurement of health IT services

e-Auction Status

The e-Auction State is : e-Auction Is Running, we are on round : 1
 Auction currency : GBP
 Time Remaining :

Bidding Information

Next Winning Bid	<input style="width: 100%;" type="text" value="157500"/>
Minimum bid difference	<input style="width: 100%;" type="text" value="10 %"/>
Previous Bid Value	<input style="width: 100%;" type="text" value="175000.0"/>

User	Valid Bid
EO 1	178000.0
EO current	175000.0

Cost of consulting

Place Your Offer For Year:0

Cost of training

Place Your Offer For Year:0

No Extension Applied

Refresh
Submit Bid

Figure 113 Submit a Lowest Price bid

In addition to the information described in Figure 112, the following information fields are displayed in lowest price e-Auctions (Figure 113):

- **Next Winning bid:** A suggestion of the total value of the next bid in order to rank at the first position
- **Minimum bid difference** (in terms of % or absolute value). The minimum difference with the previous bid
- **Previous bid value.** The value of the last bid

The section “**User**” (Figure 113) provides ranking information during the bidding process. The displayed information depends on the e-Auction visibility criteria which are specified by the Procurement Officer Tender Coordinator.

In Figure 113, the row “**EO current**” displays the last bid of the current EO, while the row “**EO 1**” displays the last bid of the other EO participating in the e-Auction. The names of the participating Economic Operators are always masked.

The system prompts the user to confirm the submission of his bid (Figure 114). The message contains all details regarding the particular bid. Selecting the button “**OK**” will submit the bid in the platform while, the button “**Cancel**” will cancel the operation.

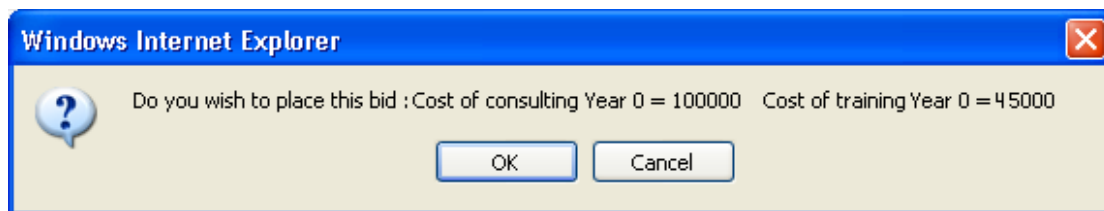


Figure 114 Confirm submission of bid (lowest price based auction)

If the bid is valid, an acceptance message will be displayed (Figure 115). The acceptance message contains the unique “**Bid Receipt Id**” and the unique “**Bid Hash**”.

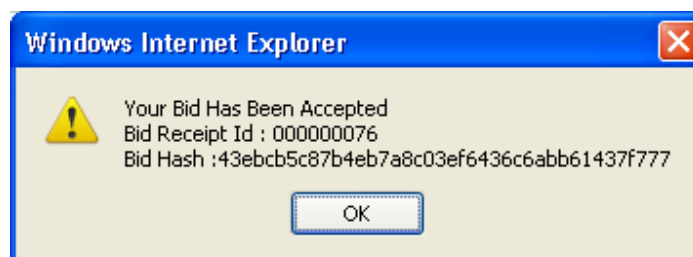


Figure 115 Acceptance message (lowest price based auction)

13.2.2. Placing a bid on a MEAT based auction

In this type of events the bidding is performed not only on the associated financial criteria contained within the technical envelope of the tender.

The platform lists all participating criteria; financial and non-financial (Figure 116). The user provides his bid for all financial (i.e. **“Cost of Consulting”** and **“Cost of Training”** in Figure 116) and for all non-financial criteria (**“Number of Departments participating in the project”** and **“Number of consultants working on the project”** in Figure 116). The user selects the button **“Submit”** to submit the bid in the system.

e-Auction Room

▼ CFT: Procurement of health IT services

e-Auction Status

The e-Auction State is : e-Auction Is Running, we are on round : 1

Auction currency : GBP

General event instructions : [e-PPS Brochure.pdf](#)

Time Remaining : 05 : 12

Bidding Information

Previous Score Value 98.53

Current Ranking 1

Cost of consulting

Place Your Offer For Year:0 755

Place Your Offer For Year:1 755

Place Your Offer For Year:2 755

Cost of training

Place Your Offer For Year:0 755

Place Your Offer For Year:1 755

Place Your Offer For Year:2 755

Number of departments participating in the project 8 ⓘ

Number of consultants working on the project 55 ⓘ

No Extension Applied

Refresh
Submit Bid

Figure 116 Submit a MEAT bid

The system prompts the user to confirm the submission of his bid (Figure 117). The message contains all details regarding the particular bid. Selecting the button “OK” will submit the bid in the platform while, the button “Cancel” will cancel the operation.

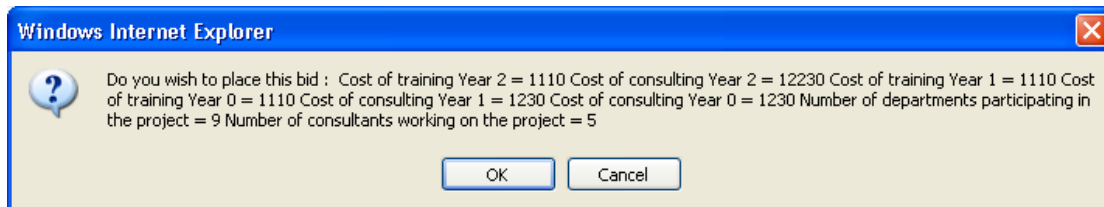


Figure 117 The platform prompts the user to confirm his bid

If the bid is valid, an acceptance message will be displayed (Figure 118). The acceptance message contains the unique “Bid Receipt Id” and the unique “Bid Hash”.

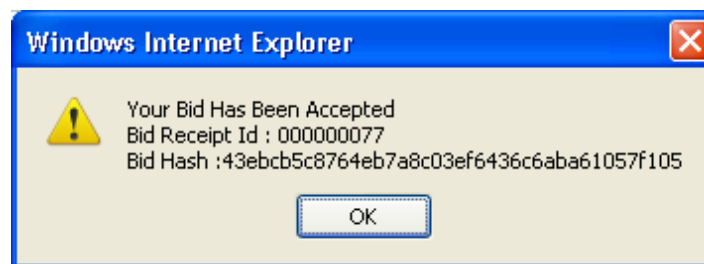


Figure 118 Bid has been accepted

If the bid is not valid, an error message will be displayed to the user (Figure 119). The error message will describe why the bid has not been registered in the system.

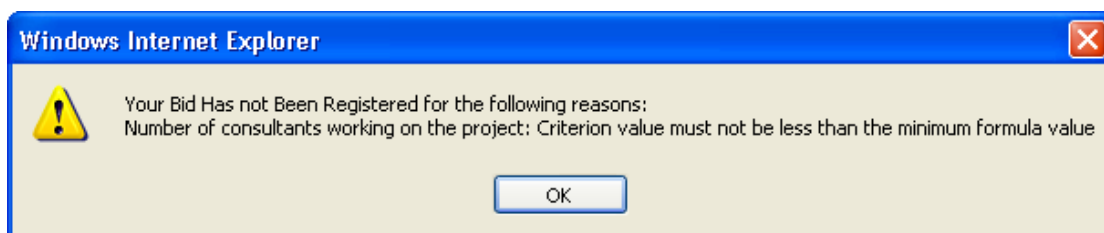



Figure 119 Bid has been rejected

For the technical criteria participating in the e-Auction process, the user can preview the criterion details by selecting the icon  (displayed next to the criterion description). In the new window the platform displays the details of the criterion such as Criterion Parameters, Evaluation Parameters and Evaluation Formula Parameters (Figure 120).

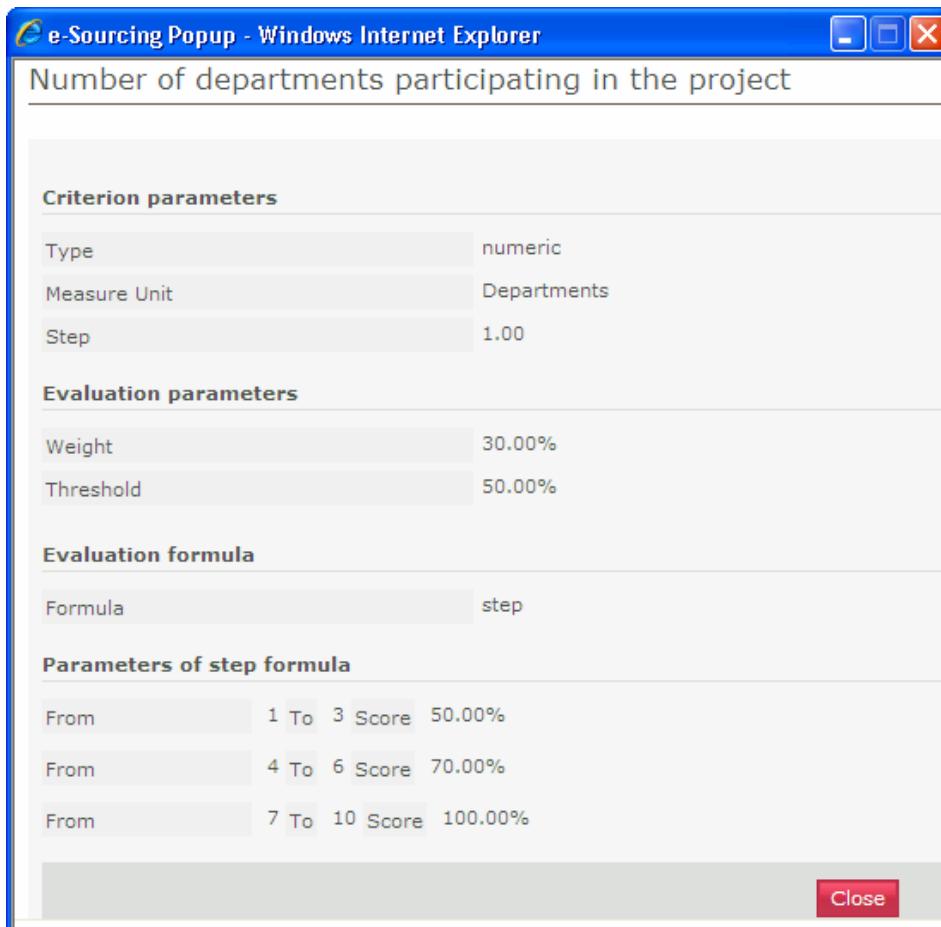


Figure 120 Details of a technical criterion

13.2.3. Extensions

Automated extensions are enabled by the Procurement Officer Tender Coordinator during the creation of the e-Auction event. Information regarding the use of automated extensions is available for the user when previewing the detailed information of the e-Auction event (Figure 110). The following information fields are available to the user (Figure 121):

- Maximum number of automated extensions
- Duration of each extension round
- Time before the end of e-Auction when extension is possible

Enable Automated Extensions :	Yes
Maximum Number Of Automated Extensions :	10
Duration Of Extention :	5
Time before the end of e-Auction when extension is possible:	2

Figure 121 Detailed information regarding automated extensions

During the bidding process, the user previews if an extension has been applied (Figure 116 and Figure 115). At the bottom of the page, the message “**No Extension Applied**” is displayed when an extension has not be applied (Figure 122).

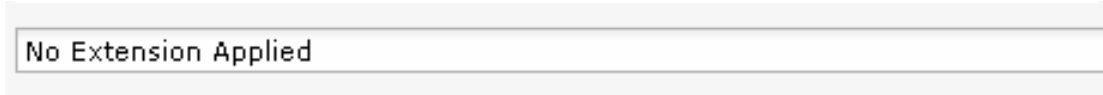


Figure 122 No automated extension is applied

When an extension is applied, the platform displays the extension number and end time and date of the extension (Figure 123).

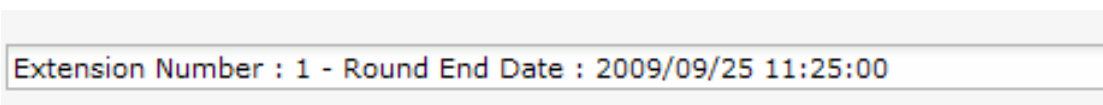


Figure 123 Automated Extension is applied

13.3. Message Board

The e-Auction module provides a message board functionality for the prompt communication between Economic Operators and the administrator of the e-Auction (Figure 124).

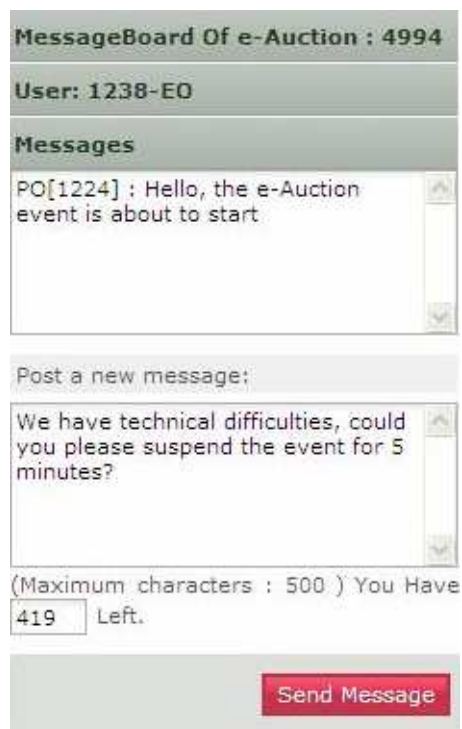


Figure 124 e-Auction message board

The upper part of the message board displays all messages posted by participating Economic Operators and also the messages/replies posted by the e-Auction Administrator.

In order to post a message the user fills the “**Post a new message**” section and then, selects the button “**Send Message**” to post the message on the board (Figure 125).

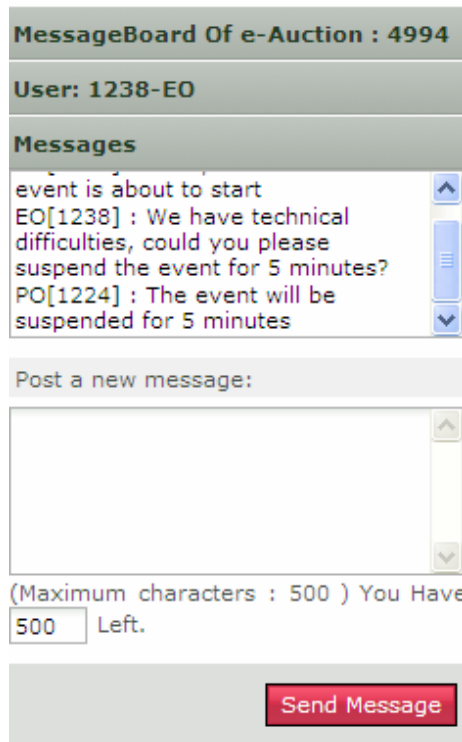


Figure 125 Posting a message on the message board

13.4. Suspension an e-Auction event

When the event is suspended no further bidding is permitted (during the suspension period). The platform informs all participating Economic Operators that the event is suspended and also when the event will resume (Figure 126). When the event is resumed, the user needs to select the button “**Enter e-Auction Room**” to access the e-Auction room and to continue bidding.

e-Auction Status

The e-Auction State is :	The e-Auction is suspended until 2009/09/21 15:07:12
Auction currency :	GBP
General event instructions :	e-PPS Brochure.pdf

Figure 126 e-Auction is suspended

13.5. Preview of a completed e-Auction

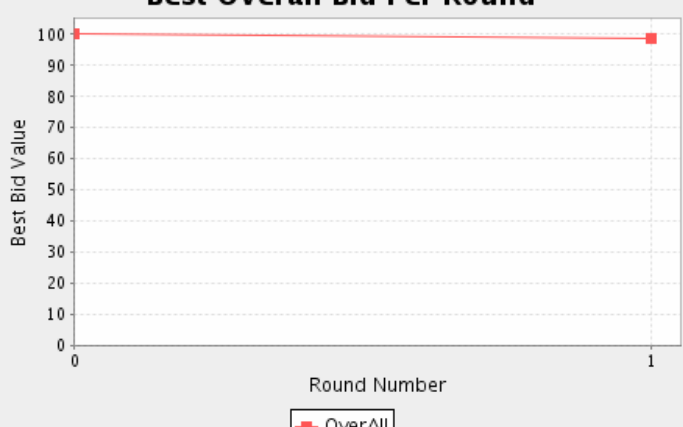
At the end of each e-Auction round, the platform will present the details regarding the bidding activities of the Economic Operator (for example “**Best Overall Bid Per Round**”). Figure 127 provides an example.

▼ CFT:Procurement of health IT services

e-Auction Status

The e-Auction State is :	Next Round, number : 2 will start at : 2009/09/21 15:18:29
Auction currency :	GBP
General event instructions :	e-PPS Brochure.pdf

Best Overall Bid Per Round



Round Number	Best Bid Value
1	100

MessageBoard Of e-Auction : 4994

User: 1238-E0

Messages

PO[1224] : Hello, the e-Auction event is about to start

Post a new message:

(Maximum characters : 500) You Have Left.

Figure 127 End of round information

At the end of the e-Auction, the platform will notify the Economic Operator that the event has terminated (Figure 128).



Figure 128 End of the e-Auction event

In order to view the bidding results the user needs to select the button “**View Results**” (Figure 129).

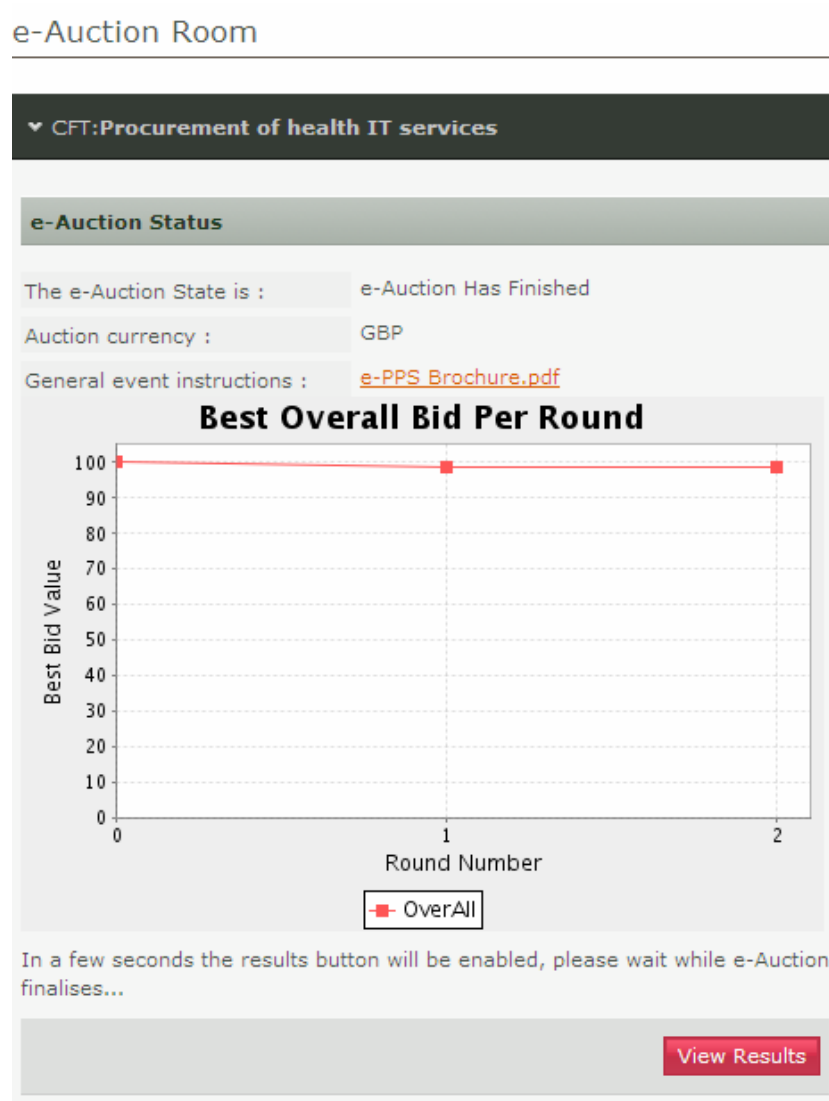


Figure 129 End of auction information



The platform will provide the following information to participating Economic Operator (Figure 130):

- Winning bid of the e-Auction
- Ranking of the Economic Operator
- Best bid of the operator
- Detailed information for all received bids from the Economic Operator
- Ranking information per round
- Several e-Auction charts (Figure 131 and Figure 132)

Economic Operator Report

▼ CFT: Procurement of health IT services
Show CFT Menu

e-Auction Ranking For : Paul Otto

e-Auction Status:	Closed
Winning Bid:	98.53%
Your Ranking Is :	1
Your Best Bid:	98.53%

Details Of Bids

Bid Id	Round Of Bid	Bid Timestamp	Bid Score	Ranking After Bid
5013	1	2009/09/21 15:00:00	97.84%	2
5048	1	2009/09/21 15:08:32	98.53%	1
5050	1	2009/09/21 15:09:43	97.39%	2
5053	1	2009/09/21 15:11:21	98.53%	1
5055	1	2009/09/21 15:14:32	98.53%	1
5056	2	2009/09/21 15:19:04	98.53%	1
5059	2	2009/09/21 15:21:31	98.53%	1

Round Ranking History

Round Number	Ranking After Round
1	1
2	1
Final Ranking :	1

e-Auction Charts

Figure 130 Bid information

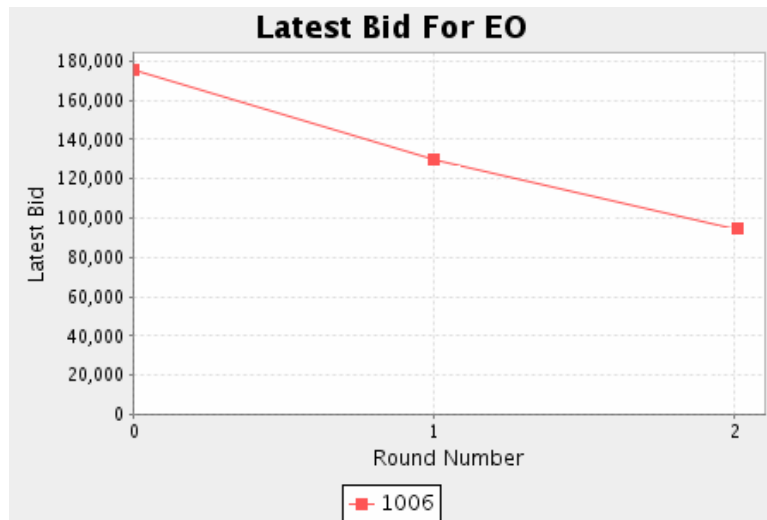


Figure 131 Latest Bid for EO

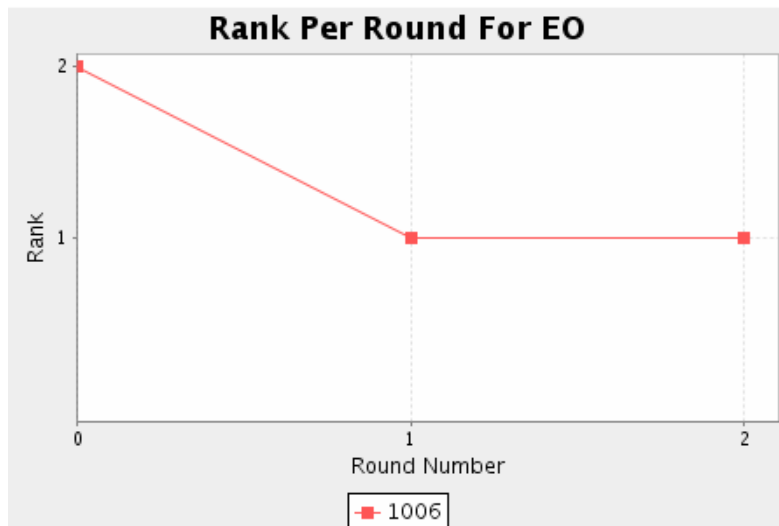
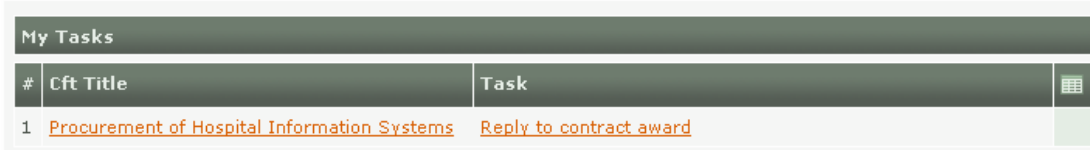


Figure 132 Rank Per Round for EO

14. Contract Awarding

If the Economic Operator is awarded the contract the task “**Reply to contract award**” will appear in the user’s task list (Figure 133).

Task List



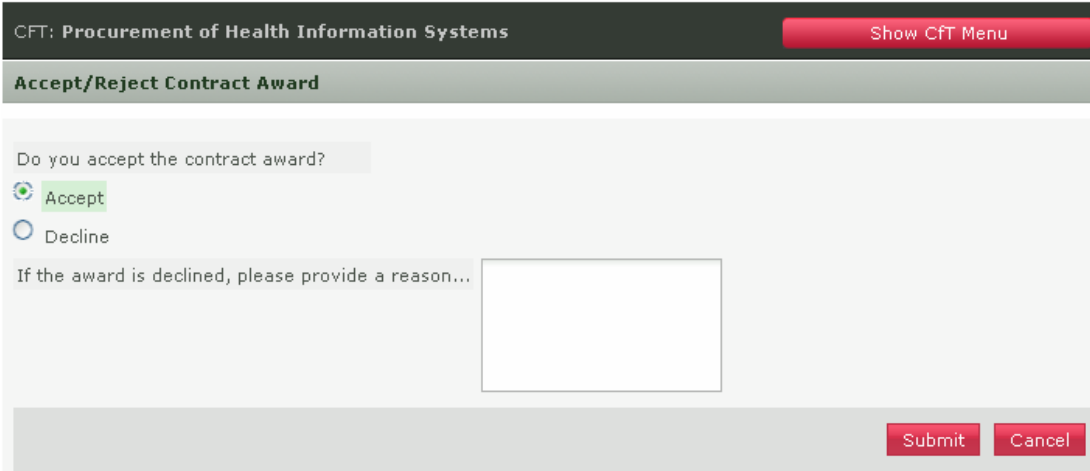
My Tasks		
#	Cft Title	Task
1	Procurement of Hospital Information Systems	Reply to contract award

Figure 133 Reply to contract award task

The user has the option to accept or decline the award (Figure 134). In case the award is declined, a mandatory reason must be provided in the available text area (Figure 135).

Contract Award

My user role for this CFT is: EOASSOC



CFT: Procurement of Health Information Systems Show CFT Menu

Accept/Reject Contract Award

Do you accept the contract award?

Accept

Decline

If the award is declined, please provide a reason...

Submit Cancel

Figure 134 Accept contract award



CFT: Procurement of Health Information Systems Show Cft Menu

Accept/Reject Contract Award

Do you accept the contract award?

Accept

Decline

If the award is declined, please provide a reason....

Submit Cancel

Figure 135 Decline contract award

15. Additional Functionality



15.1. Inserting Common Procurement Vocabulary Codes (CPV)

In order to insert a Common Procurement Vocabulary (CPV) code, the platform provides a code selector functionality accessible when the user selects the search icon  next to the field:



Figure 136 CPV codes field

In the CPV code selection window, the following functionality is provided:

1. Select a CPV code from the main CPV window:
 - A detailed presentation of all codes in the tree hierarchy is enabled by using the  and  signs (Figure 137).

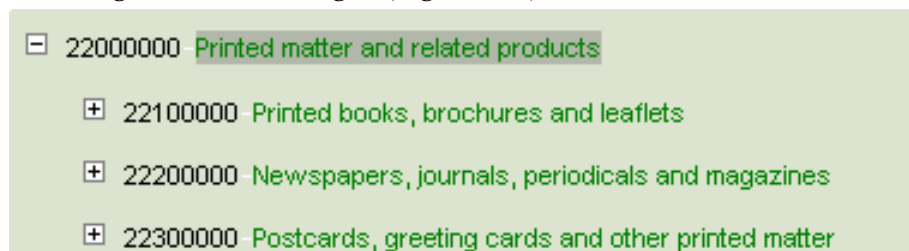





Figure 137 Hierarchical structure of CPV codes

- Double clicking on a CPV code adds it to the list of the selected items:
 - All selected codes are included in the selected items window.
 - Functionality is provided to define the presentation order of several CPV codes by using buttons  and . In addition the user can delete a selected CPV code by using the button  (Figure 138).

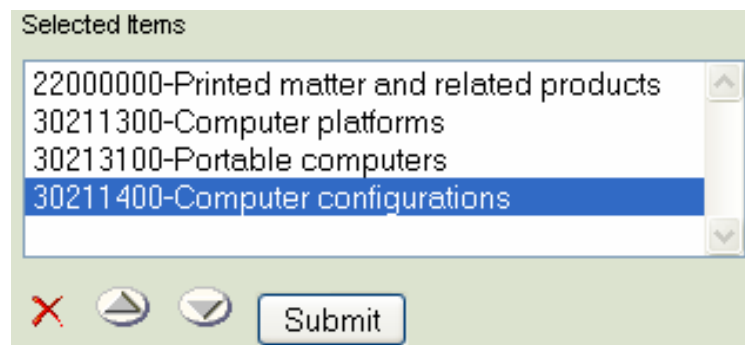


Figure 138 Selected CPV codes

2. The user can use the search functionality of a CPV code (Figure 139):
 - The user provides the title or the number of the code (entire or partial description) in the search field.
 - The user selects the button “**Search**”.
 - The results are displayed in the search results panel. Selecting a CPV code and selecting the button “**Add to the List**” will include the CPV code in the selected items (Figure 140).

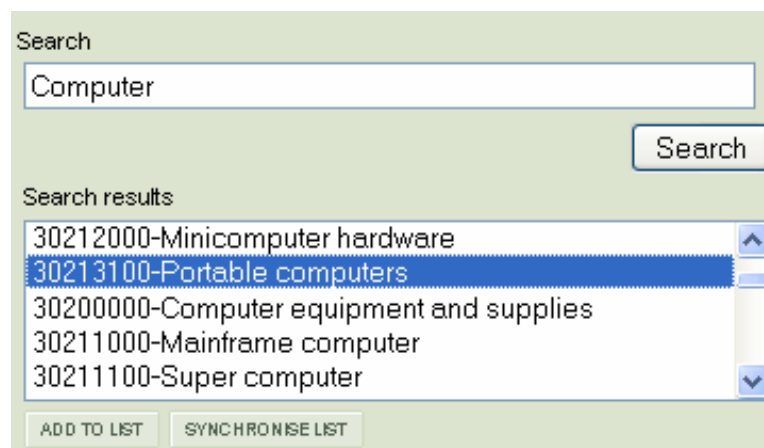


Figure 139 CPV search functionality

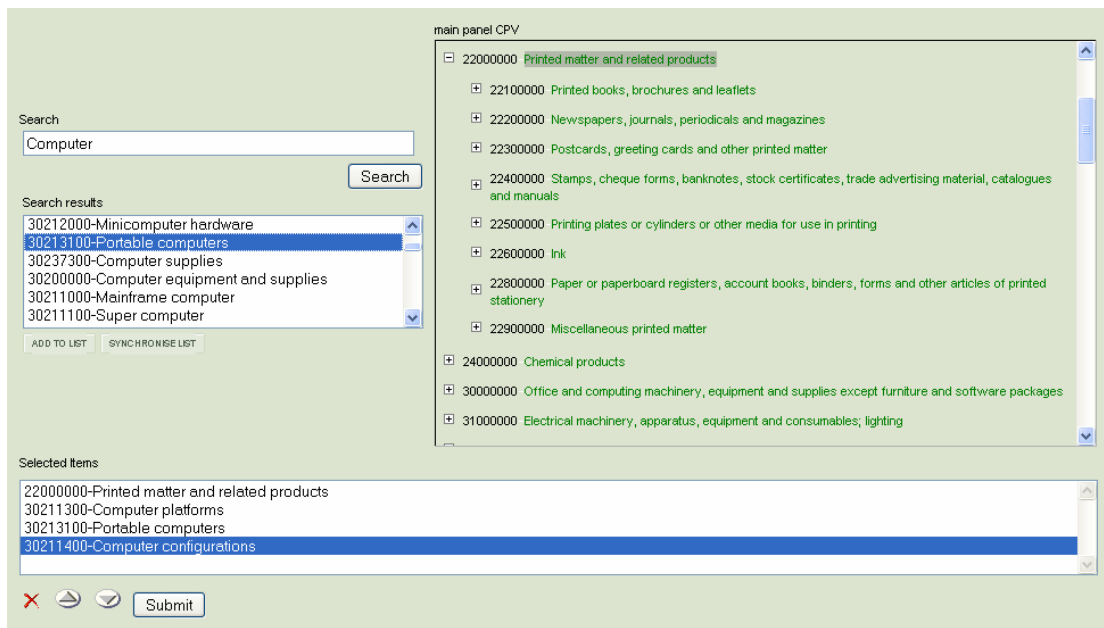


Figure 140 Selection of CPV codes

Finally, the user selects the button “**Submit**” to submit the selected codes to the application (Figure 140). All selected codes are, then, presented in the corresponding field.

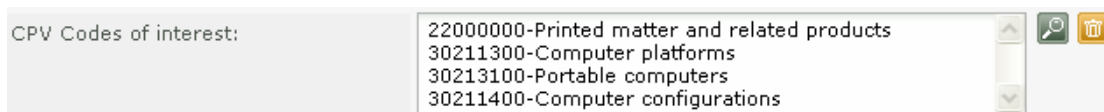


Figure 141 Submitted CPV codes