

PUBLIC PROCUREMENT SERVICE



e-Sourcing



ECONOMIC OPERATORS USER MANUAL

EUROPEAN DYNAMICS S.A.



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Acronyms / Abbreviations

Acronym / Abbreviation	Explanation
CA	Contracting Authority
CAPC	Contracting Authority Procurement Coordinator
CAPCA	Contracting Authority Procurement Coordinator Assistant
CAPO	Contracting Authority Procurement Officer
CfT	Call for Tender
CPV	Common Procurement Vocabulary
DPS	Dynamic Purchasing System
EO	Economic Operator (supplier)
EO Admin	Economic Operator (supplier) Administrator
EO User	Economic Operator (supplier) User
FA	Framework Agreement
MEAT	Most Economically Advantageous Tender
NUTS	Nomenclature of Territorial Units for Statistics
PDF	Portable Document File
PIN	Prior Information Notice
PO	Procurement Officer
PO/ES	Procurement Officer Evaluating Staff
PO/ESR	Procurement Officer Evaluating Staff Responsible
PO/OS	Procurement Officer Opening Staff
PO/TC	Procurement Officer Tender Coordinator
SA	System Administrator
SC	Specific Contract (in the context of an FA or DPS)
WS	Workspace
XML	eXtended Markup Language
ESPD	European Single Procurement Document
WebTPT	Web Tender Preparation Tool

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- **Archived WS List** is a list of completed CfTs which have been archived by the user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 Operators users follow to complete a procurement process.

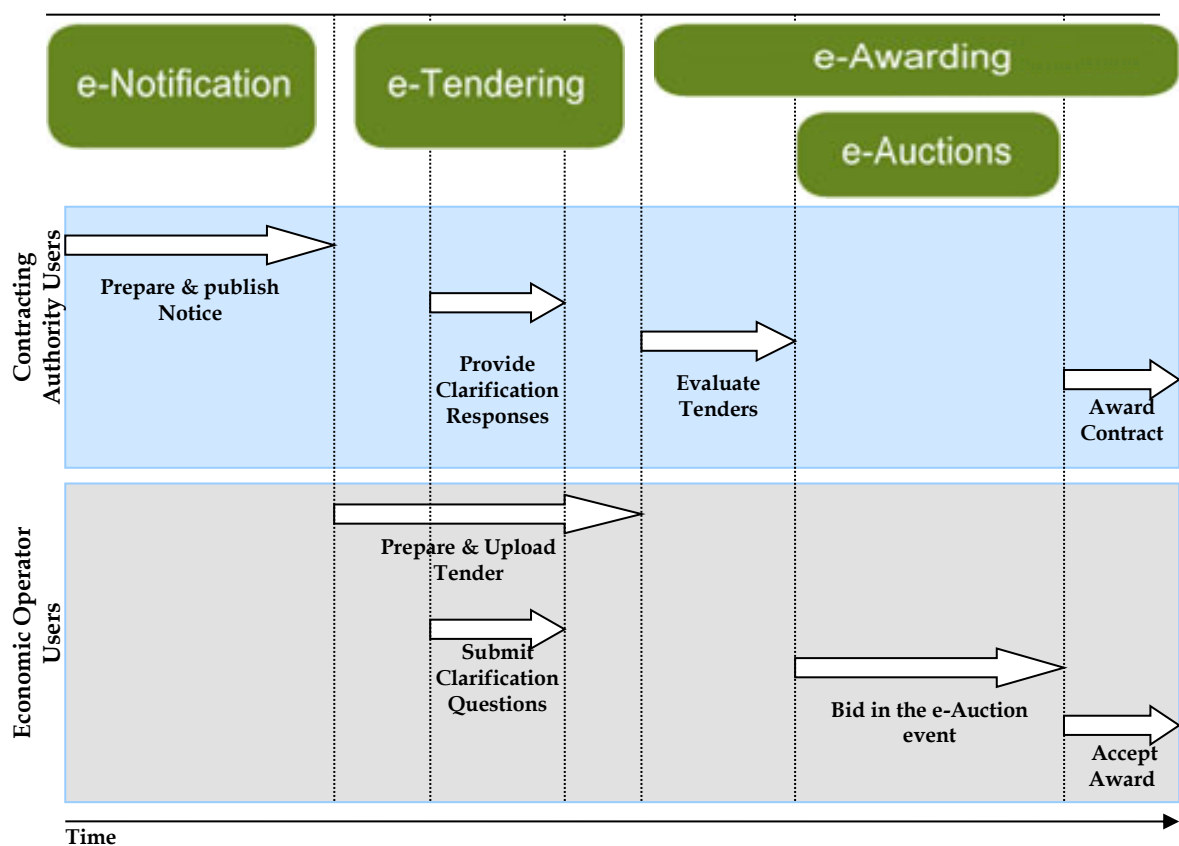


Figure 2: Workflow of Contracting Authority and Economic Operator users

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:




#	CFT Title	CFT CA Unique ID	CA	Info	Tenders Submission Deadline	Procedure	Notice PDF	Award date	Estimated value	Status
---	-----------	------------------	----	------	-----------------------------	-----------	------------	------------	-----------------	--------

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:

CFT: PROCUREMENT OF HOSPITAL INFORMATION SYSTEM

Show CfT Menu ▾

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:

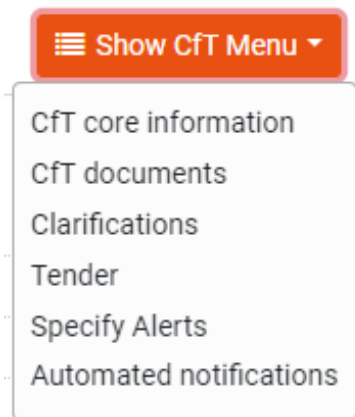


Figure 5: The CfT Menu (expanded)

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

2.3. Main Page

The screenshot displays the main page of the e-Sourcing platform. At the top left, there is a logo for 'etenders.gov.mt' and the text 'gov.mt'. To the right, a 'Log in' button is highlighted with a red box. Below this, a yellow label 'Login functionality' points to the button. The main content area features a search bar with a dropdown menu set to 'Calls for Tenders' and a search icon. A yellow label 'Searching functionality' points to the search bar. Below the search bar, a yellow label 'Advanced search' points to a magnifying glass icon. The page is divided into three main columns. The left column contains a 'Welcome to e-PPS' message and a 'General Information' section with a red border. The middle column contains a 'Guides and latest news' section with a red border, including a 'FIRST-VISIT GUIDE' with a list of links and a 'LATEST NEWS' section with a calendar icon. The right column contains a 'General Information' section with a red border, listing various links such as 'Annual Procurement & Disposal Plan', 'Electronic public procurement', and 'Help'. At the bottom, a copyright notice reads 'Copyright © European Dynamics - Last update: 02 March 2023'.

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

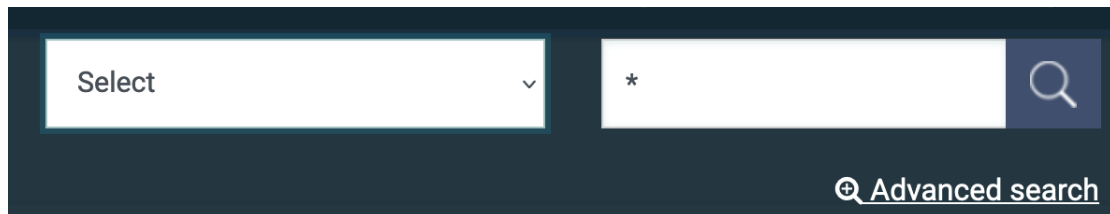


Figure 8: Search panel

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

3. User authentication and organisation management

3.1. Authentication

All end-users should follow the information within the current section for self registration, authentication and management of their profile within the ePPS service. Authenticated users should use the ePPS service using 1 browser and 1 tab only.

3.1.1. 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 9).

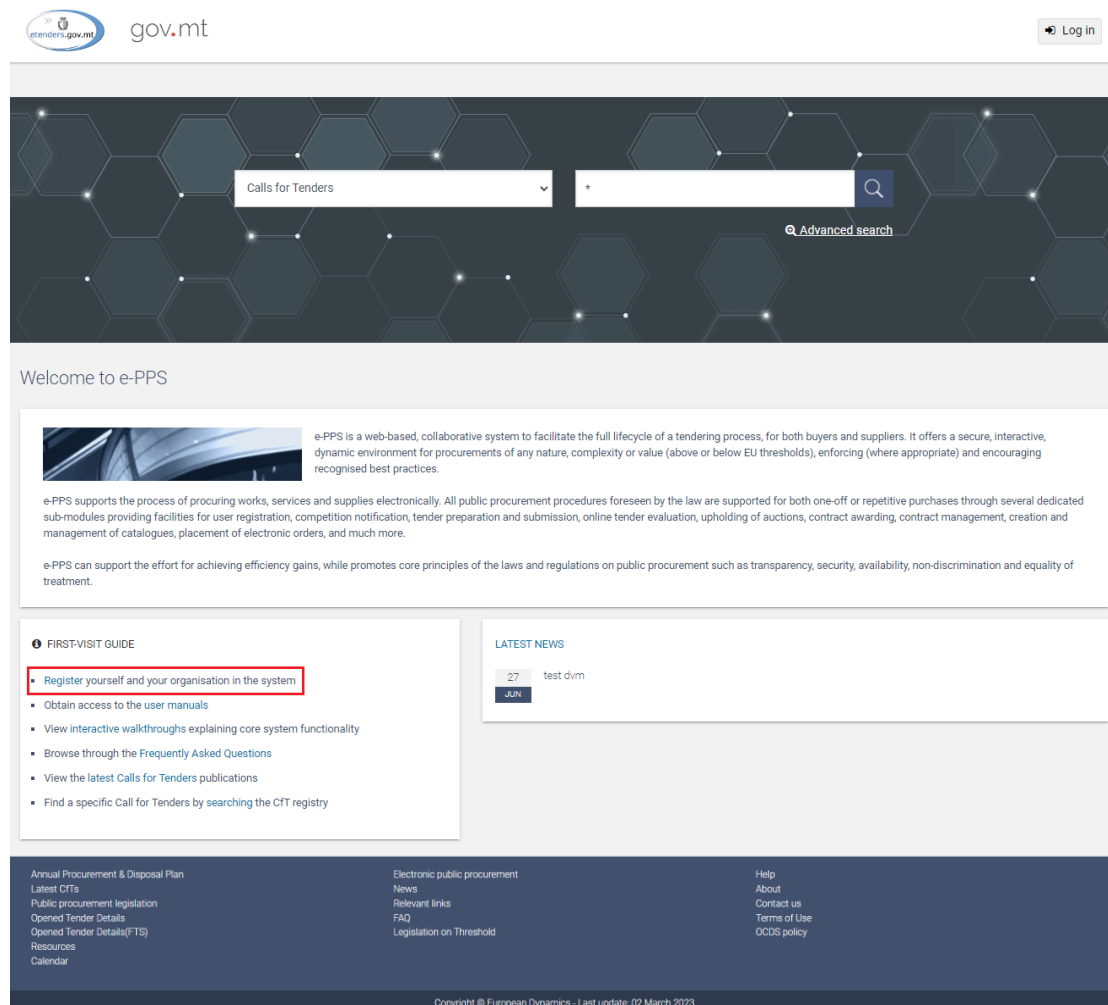


Figure 9: Register as Economic Operator

In the first phase of the registration procedure the user registers his organisation by providing the following mandatory information (Figure 10):

- Organisation Name
- Organisation type

- Organisation size
- At least one of the:
 - Company Registration Number,
 - VAT Number or,
 - Business identification number
- Country
- Address
- Postal Code
- City
- Email
- Phone Number
- Captcha code

Register Supplier

STEP 1: ORGANISATION DETAILS

Organisation Name: *
WebSoft Ltd

Organisation Type: *
Private limited company

Organisation Size: *
Medium

In case you are already in possession of a user account you cannot apply for another account for the same organisation. If you selected "Sole trader/Cooperative" from "Select Organisation Type" above then please enter any information which could assist us to identify your business, e.g. VAT Number. If you have selected any other "Organisation Type" then as a minimum requirement you must complete at least one of the following to register:

Company Registration Number:
215389021

VAT Number:

Business Identification Number:

Address: *
Questbay 3

Postal Code: *
SW 123

City: *
London

Country: *
United Kingdom

Email: *
info@websoft.com

Phone Number: *
+408239271834

Please type the code shown below *
dpt6f2

CANCEL CLEAR VALIDATE & CONTINUE



Figure 10: Registration of organisation



If the selected organisation type is “**Joint venture/consortium**”, the user must specify the Lead Partner as well as the Partner(s) (if applicable) included in the 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 10). 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 11). 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 17.1 Inserting Common Procurement Vocabulary Codes (CPV) .



Figure 11: 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 10).

At the final phase the user registers the administrator of the Economic Operator (EO Admin). The following details are mandatory (Figure 12):

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

Furthermore, the following details are optional (Figure 12):

- Address
- Postal Code
- City
- Phone number
- Mobile number

- CAs of interest

Register Administrator

STEP 3: REGISTER SUPPLIER ADMIN

First Name: *
Mark

Last Name: *
Sergot

Username: *
msergot

Password: *
.....

Password Rules

Re-enter Password: *
.....

Receive Notifications
 Email SMS Both

Email: *
info@websoft.com

Address:
.....

Postal Code:
.....

City:
.....

Country: *
Great Britain

Phone Number:
.....

Mobile Phone Number:
.....

Mobile Phone Number for SMS notifications (for eID users):
.....

Fax:
.....

Preferred Language: *
English

CAs of interest:
Ministry of finance

CANCEL BACK CLEAR FINISH

Figure 12: 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:

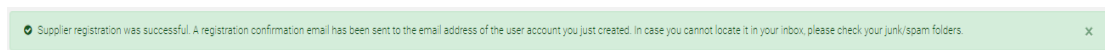


Figure 13: Confirmation of successful registration of the Economic Operator

The system will send an email to the user containing details of how to access the platform. Section 3.1.3 (Login to the platform for the first time) contains instructions on how to access the platform for the first time.

3.1.2. 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, s/he must provide her/his credentials in the login section of the main page.

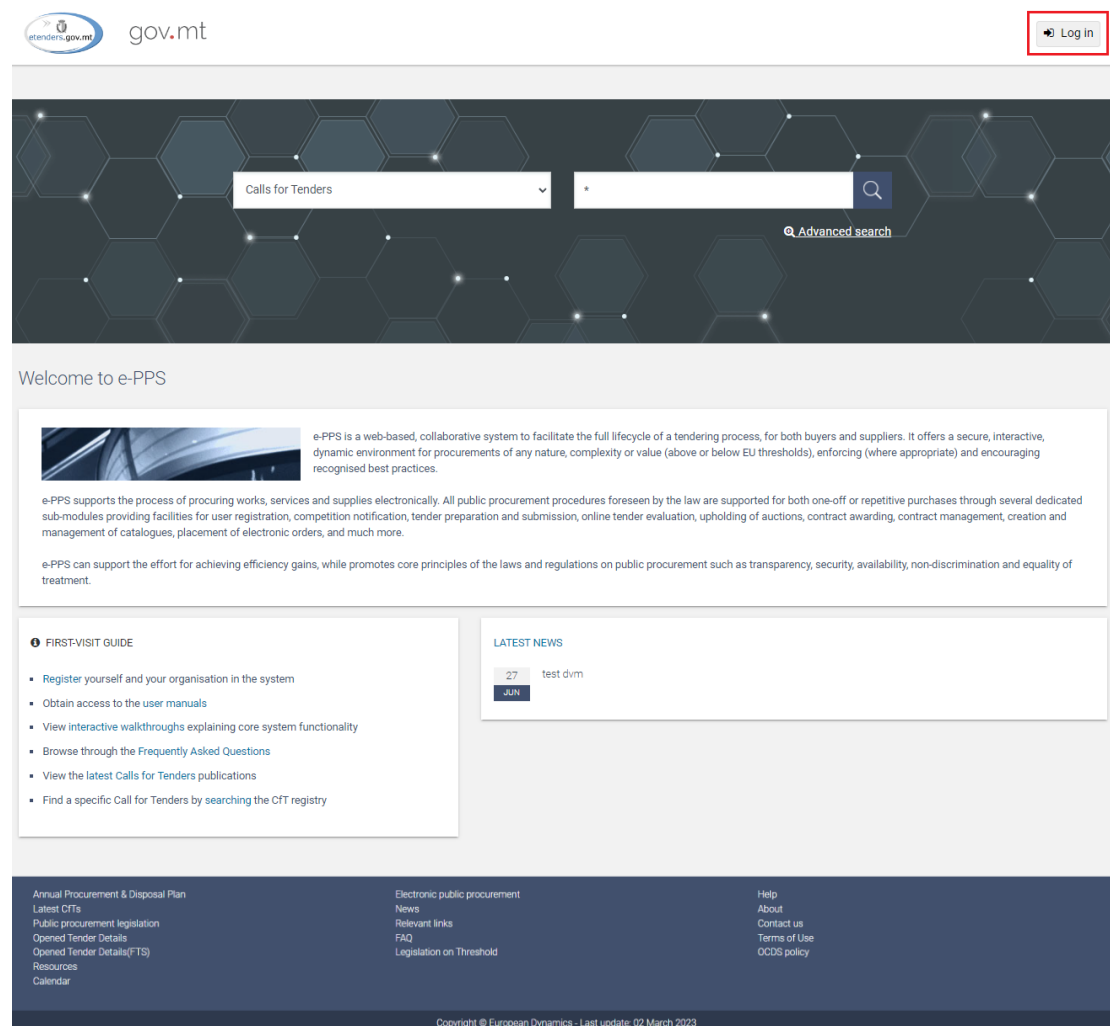



Figure 14: User login

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

Login



Invalid credentials. The total number of allowed failed attempts is 10

Username:

Password:

LOGIN

[? Forgot your password?](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Figure 15: Wrong credentials

If the user provides an incorrect password for a username more than 9 times, the user account will automatically get de-activated. In this case, the user should contact the System Administrator to re-activate the account.

3.1.3. Login to the platform for the first time

The following steps are available, when the user logs in to access the e-Sourcing services for the first time. This case applies only to EOs who have an account through the ePPS Service:

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):

Welcome to the e-Tendering Platform.
The Registration process has been successfully completed.

It will be necessary to confirm your account by following this link and login to the system:
<http://meproc-test.eurodyn.com/epps/home.do>
Your username is: arelay
Your registration transaction number is: 377951763

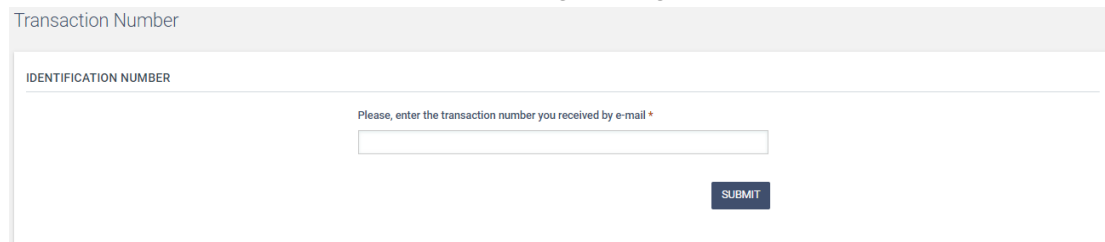
Submit your transaction number when requested by the e-Tendering Platform to verify your registration.

IMPORTANT: All actions within the e-Tendering 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 16: 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 process:



Transaction Number

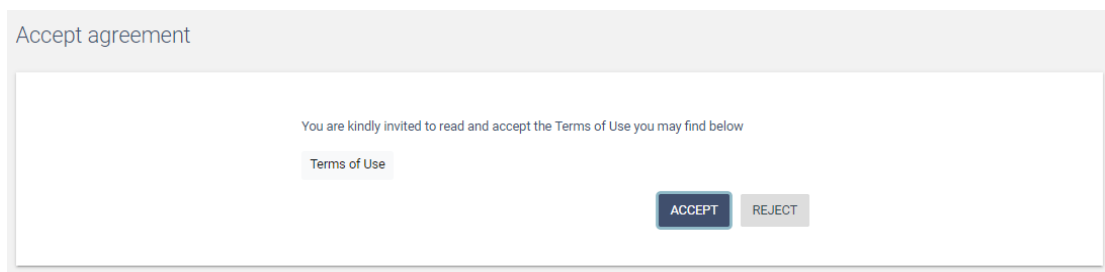
IDENTIFICATION NUMBER

Please, enter the transaction number you received by e-mail *

SUBMIT

Figure 17: The user logs in using appropriate username and password and provides the transaction number

3. Once the transaction number is correctly submitted, the user is prompted to read and accept the User Agreement.



Accept agreement

You are kindly invited to read and accept the Terms of Use you may find below

Terms of Use

ACCEPT REJECT

Figure 18: Confirmation of the user agreement

3.1.4. 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:

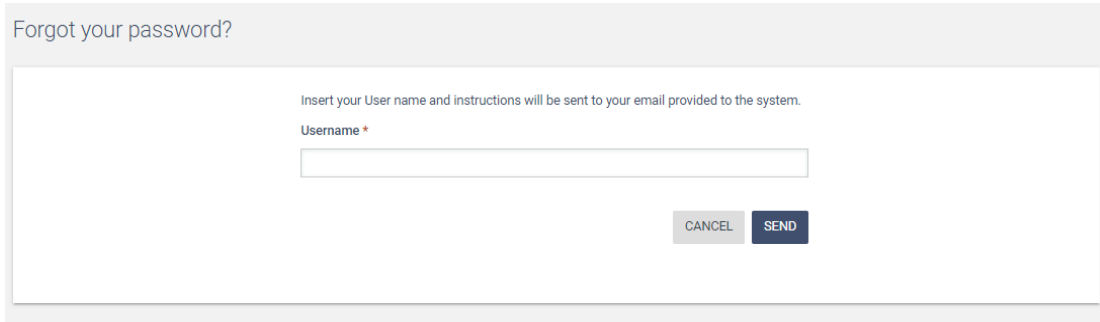


Figure 19: The user inserts his username

As depicted in the above screenshot, the functionality for resetting the password is related only to EOs who have an account through the ePPS Service. If the provided username is valid, the system sends an email to the associated email address, containing a transaction number and a unique generated access link:

Subject: New Password link for e-Tendering
e-Tendering Platform - Password reset instructions

New password for user: jalex with full name John Alexander.

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

You can access the new password section through the following link:
<http://meproc-test.eurodyn.com/epps/prepareResetPassword.do?username=jalex&num=yjcv474k389>
Your registration transaction number is: 1982023340

IMPORTANT: All actions within the e-Tendering 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 20: 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:

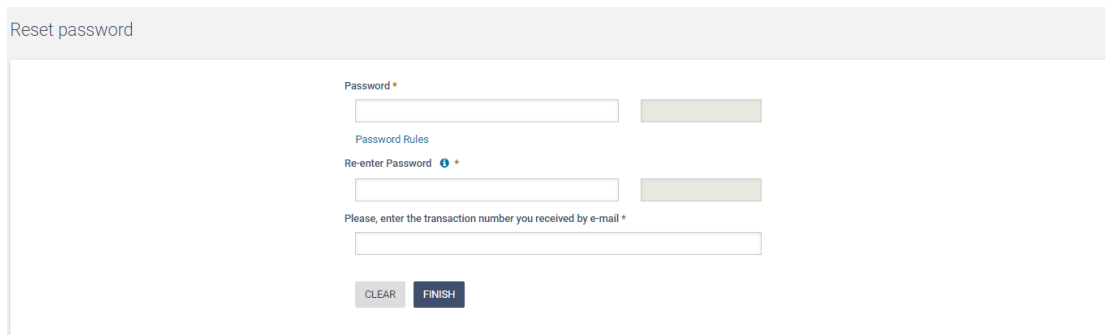


Figure 21: Resetting the password

3.1.5. Logout from the platform

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

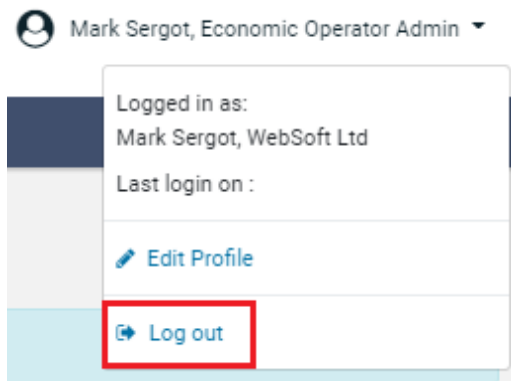
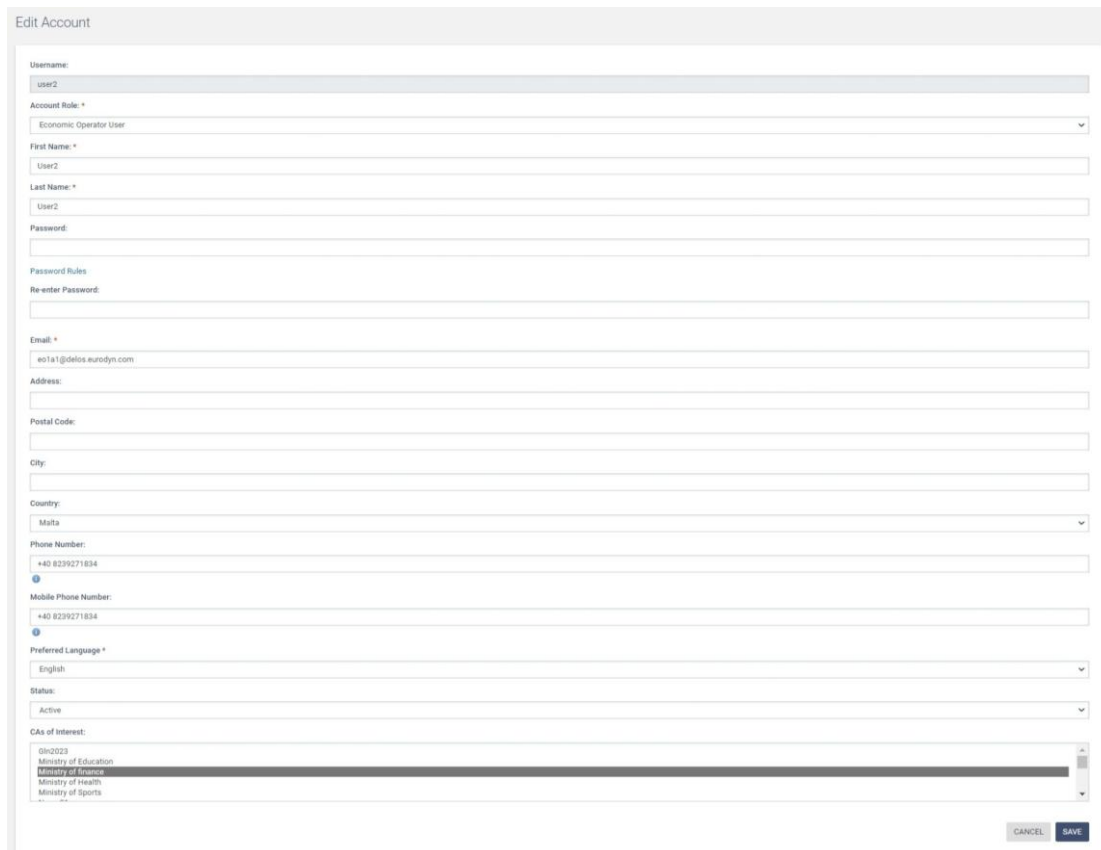


Figure 22: Logout functionality

3.1.6. 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. In case the user’s password expires or invalidates, the user will be directed to the “Edit Account” page upon his login in order for him to provide a new password. In case the user does not provide a new password, he will not be able to have full access to ePPS services, e.g. access to “View Tenders” page.



The screenshot shows the 'Edit Account' form with the following fields and values:

- Username: user2
- Account Role: Economic Operator User
- First Name: User2
- Last Name: User2
- Password: (empty)
- Re-enter Password: (empty)
- Email: eo1a1@delos.aurodyn.com
- Address: (empty)
- Postal Code: (empty)
- City: (empty)
- Country: Malta
- Phone Number: +40 829271834
- Mobile Phone Number: +40 829271834
- Preferred Language: English
- Status: Active
- CAs of Interest: Ministry of Education (selected), Ministry of Justice, Ministry of Health, Ministry of Sports

Buttons: CANCEL, SAVE

Figure 23: Edit User's Profile

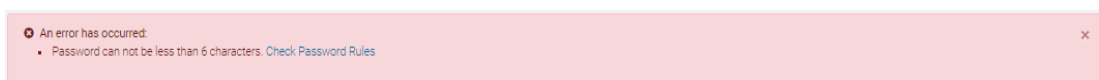
The password should follow a specific configuration. To view the password rules the user should click on the link "**Password Rules**" (Figure 24). The password configuration rules consist of:

- Letters (upper case/lower case) allowed to be used
- Numbers allowed to be used
- Characters allowed to be used
- Allowed login failures
- Password lifetime
- Password length (min/max)
- Password history

Upper case letters	<input type="checkbox"/> Select All	Lower case letters	<input type="checkbox"/> Select All
A	<input checked="" type="checkbox"/>	a	<input checked="" type="checkbox"/>
B	<input checked="" type="checkbox"/>	b	<input checked="" type="checkbox"/>
C	<input checked="" type="checkbox"/>	c	<input checked="" type="checkbox"/>
D	<input checked="" type="checkbox"/>	d	<input checked="" type="checkbox"/>
E	<input checked="" type="checkbox"/>	e	<input checked="" type="checkbox"/>
F	<input checked="" type="checkbox"/>	f	<input checked="" type="checkbox"/>
G	<input checked="" type="checkbox"/>	g	<input checked="" type="checkbox"/>
H	<input checked="" type="checkbox"/>	h	<input checked="" type="checkbox"/>
I	<input checked="" type="checkbox"/>	i	<input checked="" type="checkbox"/>
J	<input checked="" type="checkbox"/>	j	<input checked="" type="checkbox"/>
K	<input checked="" type="checkbox"/>	k	<input checked="" type="checkbox"/>
L	<input checked="" type="checkbox"/>	l	<input checked="" type="checkbox"/>
M	<input checked="" type="checkbox"/>	m	<input checked="" type="checkbox"/>
N	<input checked="" type="checkbox"/>	n	<input checked="" type="checkbox"/>
O	<input checked="" type="checkbox"/>	o	<input checked="" type="checkbox"/>
P	<input checked="" type="checkbox"/>	p	<input checked="" type="checkbox"/>
Q	<input checked="" type="checkbox"/>	q	<input checked="" type="checkbox"/>
R	<input checked="" type="checkbox"/>	r	<input checked="" type="checkbox"/>
S	<input checked="" type="checkbox"/>	s	<input checked="" type="checkbox"/>
T	<input checked="" type="checkbox"/>	t	<input checked="" type="checkbox"/>
U	<input checked="" type="checkbox"/>	u	<input checked="" type="checkbox"/>
V	<input checked="" type="checkbox"/>	v	<input checked="" type="checkbox"/>
W	<input checked="" type="checkbox"/>	w	<input checked="" type="checkbox"/>
X	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>
Y	<input checked="" type="checkbox"/>	y	<input checked="" type="checkbox"/>
Z	<input checked="" type="checkbox"/>	z	<input checked="" type="checkbox"/>
Numbers	<input type="checkbox"/> Select All		
0	<input checked="" type="checkbox"/>		
1	<input checked="" type="checkbox"/>		
2	<input checked="" type="checkbox"/>		
3	<input checked="" type="checkbox"/>		
4	<input checked="" type="checkbox"/>		
5	<input checked="" type="checkbox"/>		
6	<input checked="" type="checkbox"/>		
7	<input checked="" type="checkbox"/>		
8	<input checked="" type="checkbox"/>		
9	<input checked="" type="checkbox"/>		
Other characters	<input type="checkbox"/> Select All		
!	<input checked="" type="checkbox"/>		
@	<input checked="" type="checkbox"/>		
#	<input checked="" type="checkbox"/>		
\$	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
Allowed login failures			
<input type="text" value="10"/>			
Password lifetime (in months)			
<input type="text" value="Never"/>			
Password Min length			
<input type="text" value="6"/>			
Password Max length			
<input type="text" value="20"/>			
Password history			
<input type="radio"/> Activate <input checked="" type="radio"/> Deactivate			
Password Strength			
<input type="text" value="week"/>			

Figure 24: Password Configuration Rules

In case the password does not follow the password configuration the following message appears.



3.2. Organisation 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:

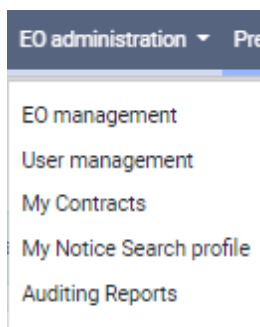


Figure 25: EO administration menu

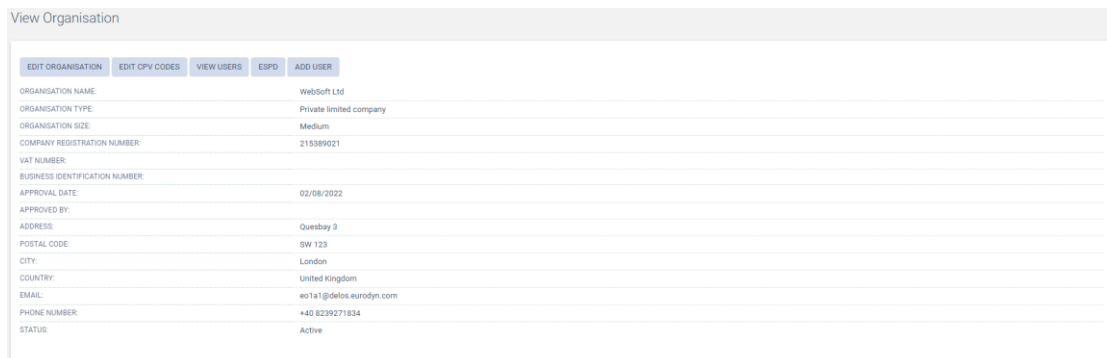


Figure 26: EO Management functionality

3.2.1. Edit organisation details

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

Edit Organisation Profile

ADD USER VIEW USERS

Organisation Name: *

Name4

Organisation Type: *

Private limited company

Organisation Size: *

Medium

Company Registration Number:

215389021

VAT Number:

Business Identification Number:

Address: *

Quesbay 3

Postal Code: *

SW 123

City: *

London

Country: *

United Kingdom

Email: *

info@websoft.com

Phone Number: *

+30 8239271834

Status:

Active

Initiate the APDP

No

CANCEL CLEAR SAVE

Figure 27: Editing Economic Operators details

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

View Organisation

The organisation was updated successfully.

EDIT ORGANISATION EDIT CPV CODES VIEW USERS ESPD ADD USER

ORGANISATION NAME: WebSoft Ltd

ORGANISATION TYPE: Private limited company

ORGANISATION SIZE: Medium

COMPANY REGISTRATION NUMBER: 215389021

VAT NUMBER:

BUSINESS IDENTIFICATION NUMBER:

APPROVAL DATE: 02/08/2022

APPROVED BY:

ADDRESS: Quesbay 3

POSTAL CODE: SW 123

CITY: London

COUNTRY: United Kingdom

EMAIL: eo1a1@delos.eurodyn.com

PHONE NUMBER: +40 8239271834

STATUS: Active

Figure 28: Organisation details were successfully updated

3.2.2. View the users belonging to the organisation

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



View Users

10 Results Per page | Displaying the 1 match.

#	First Name	Last Name	Organisational Role	Country	Status	Actions
1	Mark	Sergot	Economic Operator Admin	Great Britain	😊	Edit Account

[Add User](#)

Figure 29: Display of users belonging to the Economic Operator.

In the above screen, the first name, last name, the role and the country 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.

3.2.3. Add new user in the organisation

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:
WebSoft Ltd

Account Role: *
Economic Operator User

First Name: *

Last Name: *

Username: *

Password: *

Password Rules

Re-enter Password: *

Email: *

Address:

Postal Code:

City:

Country: *
United Kingdom

Phone Number:

Mobile phone:

Preferred Language: *
English

CAs of Interest:

- Glac023
- Ministry of Education
- Ministry of Finance
- Ministry of Health
- Ministry of Sports

CANCEL CLEAR SAVE

* Fields with asterisk are mandatory
All relevant system notifications are sent automatically via email

Figure 30: Insert a new user in the organisation

Initially, the account of the new user will be Inactive:

View Users

10 Results Per page | Displaying all 2 matches.

#	First Name	Last Name	Organisational Role	Country	Status	Actions
1	User2	User2	Economic Operator User	Malta	🚫	Edit Account
2	Mark	Sergot	Economic Operator Admin	Great Britain	🟡	Edit Account

Add User

Figure 31: The account of the newly inserted user is inactive

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

10 Results Per page | Displaying all 2 matches.

#	First Name	Last Name	Organisational Role	Country	Status	Actions
1	User2	User2	Economic Operator User	Malta	🟡	Edit Account
2	Mark	Sergot	Economic Operator Admin	Great Britain	🟡	Edit Account

[Add User](#)

Figure 32: The account of the new user is activated

3.2.4. Edit user 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 29):

Figure 33: Editing user details

Selecting the button “Save” will update the users details (Figure 33).

3.2.5. Edit CPV codes of interest

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 26). The platform displays the CPV codes which are currently associated with the Economic Operator:

Figure 34: 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 17.1 Inserting Common Procurement Vocabulary Codes (CPV) .

After modifying the associated CPV codes (Figure 35), the user can select the button “**Finish**” to store his changes.

Edit CPV Codes

EDIT CPV CODES

CPV Codes of interest

- 48610000-Database systems
- 48611000-Database software package
- 30237100-Parts of computers

CANCEL FINISH

Figure 35: Edit CPV codes

3.3.ESPD

In order to manage the ESPD associated with the Economic Operator, the user selects the “**ESPD**” option in EO Organisation management page. The platform displays the ESPDs which are currently created in his Economic Operator profile.

ESPD

Edit Organisation ESPD

10 Results Per page | Displaying the 1 match.

Title	Creation date	Update date	Status	Document
ESPD_RESPONSE	2022/04/03 11:07:33		Active	

CREATE ESPD RESPONSE IMPORT ESPD

Figure 36: ESPD

3.3.1. Create ESPD response

The user has two options in order to complete the ESPD in his Economic Operator profile. He may use either the “**Import ESPD**” functionality in order to upload an already created ESPD response or the “**Create ESPD response**” functionality in order to follow the steps and complete the ESPD within the ePPS.

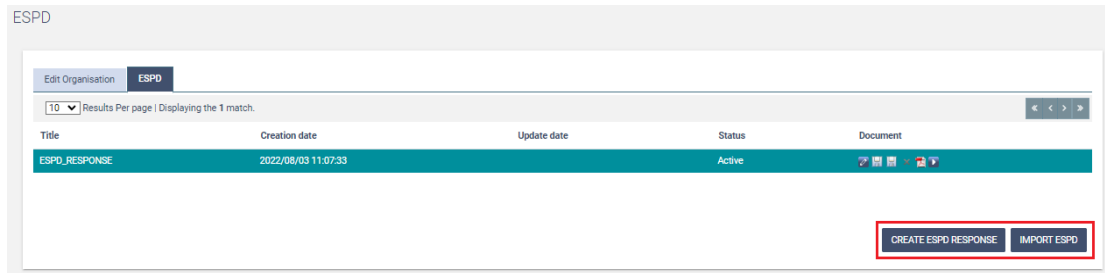


Figure 37: Create ESPD

In order to create an ESPD response, the user needs to click on the ‘**Create ESPD response**’ button. The “ESPD” Service to fill out and reuse the ESPD is displayed.



Figure 38: Create ESPD response

The user navigates to the ESPD questions by clicking on the “**Previous**” and “**Next**” buttons available at the bottom of the ESPD page

, provides his responses to the ESPD criteria and selects the **“Preview & Save”** () option in order to preview his responses and save them to his ESPD profile.

In order to check the eCertis information for the particular criteria, the user selects the **“More information”** option which is available under each criterion (Figure 39). The system displays the e-Certis information applicable for the particular criterion and the country displayed in the EO’s profile (Figure 40).



Figure 39: eCertis – More information

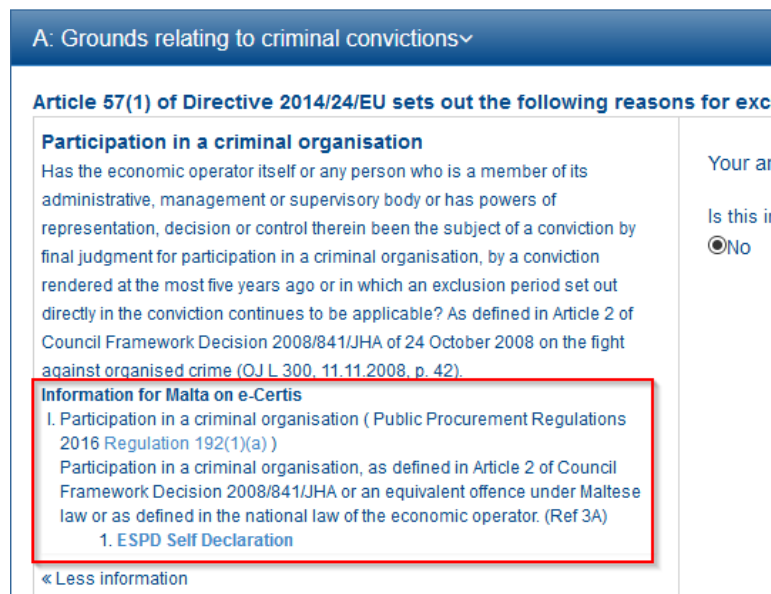


Figure 40: eCertis information

After clicking on the **“Preview and Save”** option, the system displays the ESPD page including the responses provided by the user. Selecting the button **“Save”** will save the ESPD details.

In order to import an ESPD, the user needs to click on the ‘**Import ESPD**’ button. The System prompts the user to upload the ESPD response. The user selects the ESPD response .xml file and clicks on the ‘**Upload**’ button.

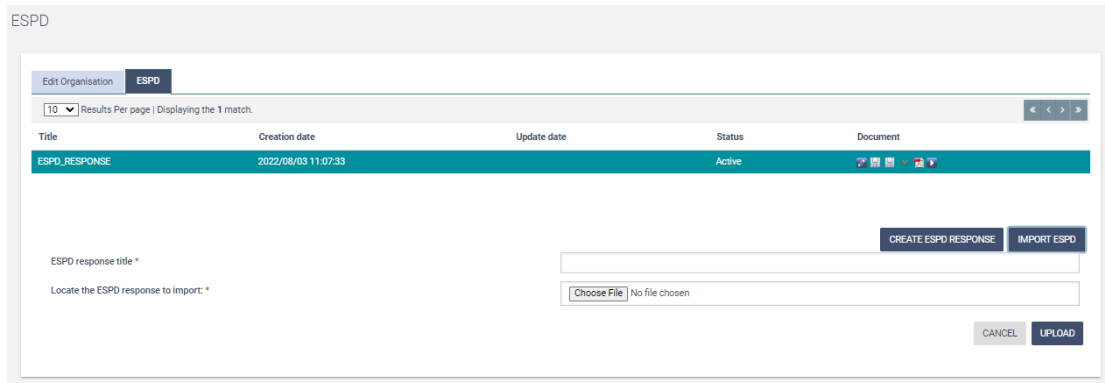


Figure 41: Import ESPD



The uploaded ESPD response file must comply with the ESPD v2.0.2 data model of ESPD.

3.3.1. Edit ESPD response

In order to edit the ESPD response, the user selects the ‘**Edit**’ icon displayed next to the ESPD entry:

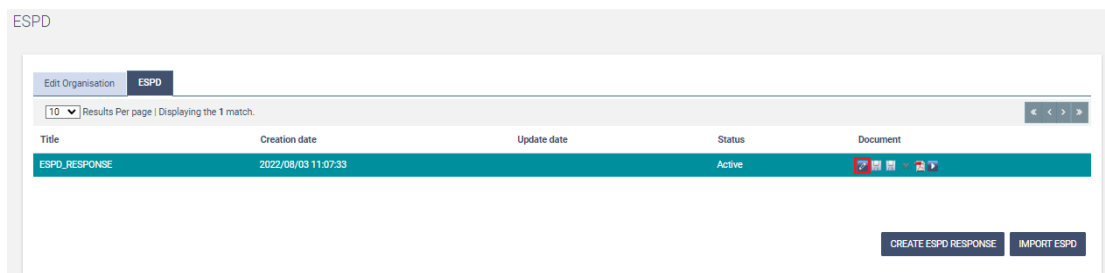


Figure 42: Edit ESPD

The platform displays the ESPD details allowing their modification. After modifying the ESPD details, the user can select the button ‘**Preview & Save**’ to store his changes.

3.3.1. Delete ESPD response

In order to delete the ESPD response, the user selects the ‘**Delete**’ icon displayed next to the ESPD entry:

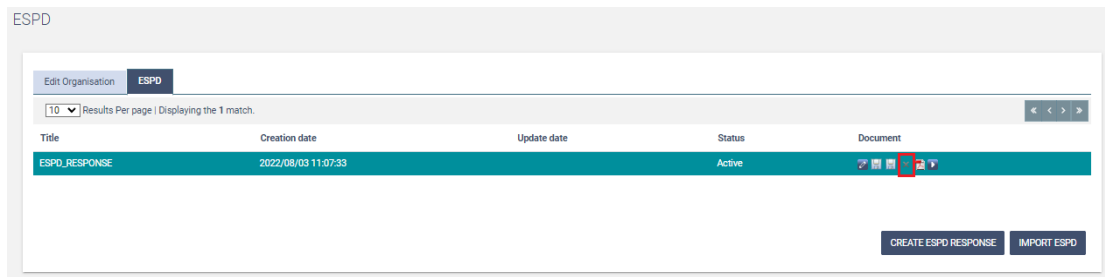


Figure 43: Delete ESPD

The platform prompts the user to confirm his action. On successful confirmation, the ESPD entry is removed from the EO's profile.

Are you sure you want to delete this ESPD response



Figure 44: Delete ESPD (confirmation)

3.3.1. View ESPD response

In order to view the ESPD response, the user selects the "View" icon displayed next to the ESPD entry:

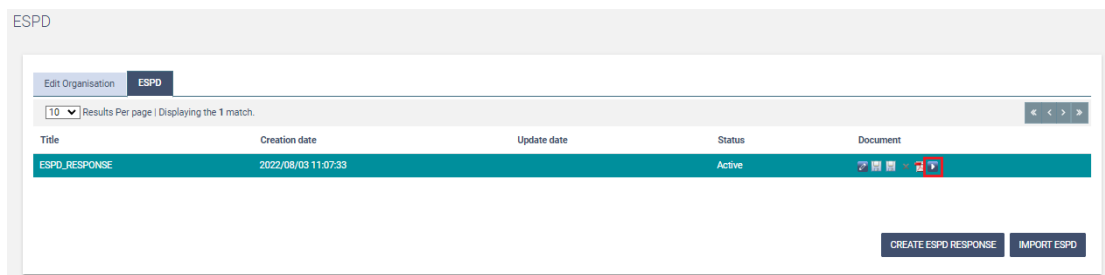


Figure 45: View ESPD

3.3.1. Download ESPD response

The user has option to download his ESPD response in .xml and .pdf formats. In order to reuse the ESPD in the ePPS, the "Download Full ESPD" icon must be selected. In order to reuse the ESPD in third-party applications, the "Download Regulated ESPD" icon must be selected.



ESPD

Edit Organisation **ESPD**

10 Results Per page | Displaying the 1 match

Title	Creation date	Update date	Status	Document
ESPD_RESPONSE	2022/08/03 11:07:33		Active	

Download full ESPD (.xml) Download Extended ESPD (.xml) Download ESPD (.pdf)

CREATE ESPD RESPONSE IMPORT ESPD

Figure 46: Download ESPD

4. Searching Functionality

The e-Sourcing platform provides “Simple” and “Advanced” search mechanisms. Both functionalities allow searching for Call for Tenders (CfTs), Organisations and Users (Authenticated EOs only can perform a search for Users).

4.1. 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. Selecting the button “Search”.

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

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 25 results in total. Page 1

#	CfT Title	CfT CA Unique ID	CA	Info	Tenders Submission Deadline	Procedure	Notice PDF	Award date	Status
1	Specific contract for creating tender		Ministry of finance		09/09/2022 00:00:00	DPS Specific Contract			Tender Submission
2	Supply of laptops		Ministry of finance		10/09/2022 12:00:00	Simplified			Tender Submission
3	Specific contract for dps 29072022_01		Ministry of finance		26/08/2022 00:00:00	DPS Specific Contract			Tender Submission
4	above threshold cft		Ministry of finance		05/08/2022 12:00:00	Open			Tender Submission
5	Procurement of Hospital Information System		Ministry of finance		05/08/2022 12:00:00	Negotiated without prior publication (one stage)			Tender Submission
6	Dynamic Purchasing System _OCDS_28072022_02 (edit)		Ministry of finance		28/02/2023 00:00:00	Dynamic Purchasing System			Established
7	for testing ocids - simplified CfT - 28072022_01		Ministry of finance		06/08/2022 12:00:00	Simplified			Tender Submission
8	for ocids 26072022_02		Ministry of finance		04/08/2022 12:00:00	Open			Tender Submission
9	for ocids 26072022_01		Ministry of finance		05/08/2022 12:00:00	Open			Tender Submission
10	test certification check		Vasileia Organisation		06/08/2022 12:00:00	Open			Evaluation

Figure 47: Simple search for Call for Tenders

Simple search

SEARCH RESULTS

10 Results Per page | Displaying all 3 matches.

#	Organisation Name	Organisation Type	Short Name
1	Ministry of finance	Contracting Authority	MoF
2	test-baou-ca-1	Contracting Authority	test-baou-ca-1
3	Vasileia Organisation	Contracting Authority	1234

Figure 48: Simple search for Organisations

After performing a search for an organisation, the user can have access to the organisation’s details by selecting its name. Figure 41 provides an example.

View Organisation

ORGANISATION NAME:	Ministry of finance
NATIONAL REGISTRATION NUMBER:	
CA ABBREVIATION:	Mof
CA TYPE:	Governmental Organisations
GOVERNMENTAL ORGANISATIONS:	Other
ANNEX:	Annex III Entities 2004/18/EC Directive
ADDRESS:	Address 12
POSTAL CODE:	17281
CITY:	Valetta 45
COUNTRY:	Malta
EMAIL:	
PHONE NUMBER:	+49 12345678
WEBSITE:	
EWA AGENCY:	Yes
INITIATE THE APOD:	Yes
STATUS:	Active
ACT ON BEHALF OF ANOTHER CA:	Yes

[VIEW ALL PUBLISHED NOTICES](#)

Figure 49: Details of an Organisation

The user can also have access to the published notices of this particular organisation if he selects the button “View all Published Notices”. Figure 42 provides an example.

Published Notices

10 Results Per page | Displaying all 10 matches.

Type	Title	Date Upd.	Lang.	Status	Date Pub.
Contract Notice	Open Supplies CFT - Classic Directive - without lots - 22062022_01	22/06/2022 09:14:28	EN	Published	22/06/2022 09:14:40
Contract Notice	Open Supplies CFT - Classic Directive - without lots - 22062022_01	28/06/2022 14:03:32	EN	Published	28/06/2022 14:05:28
Contract Notice	Open Supplies CFT - Classic Directive - without lots - 22062022_01	28/06/2022 14:15:57	EN	Published	28/06/2022 18:55:13
Contract Notice	for testing upload tender structure	29/06/2022 10:05:56	EN	Published	29/06/2022 10:06:10
Contract Notice	for testing above threshold notice 29062022_01	29/06/2022 10:13:34	EN	Published	01/07/2022 10:13:43
Contract Notice	test_ocds_13072022_01	13/07/2022 13:08:06	EN	Published	13/07/2022 13:08:17
Contract Notice	for ocdds 26072022_01	26/07/2022 08:41:01	EN	Published	26/07/2022 08:41:11
Contract Notice	for ocdds 26072022_02	26/07/2022 12:24:25	EN	Published	26/07/2022 12:24:36
Contract Notice	Dynamic Purchasing System _ OCDS_ 28072022_02	28/07/2022 11:00:56	EN	Published	28/07/2022 11:01:07
Design Contest Notice	above threshold cft	29/07/2022 09:51:54	EN	Published	31/07/2022 09:58:57

Figure 50: View all Published Notices for an Organisation

Once the user clicks on the type of the notice he wants to access, he will be asked whether he wants to view or download it.

4.2. Advanced search

The advanced search functionality enables searching for Call for Tenders (CfTs), Organisations and Users (Authenticated EOs only can perform a search for 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. Select the button “**Search**”

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

Advanced search

CTI CTF(S) Organisation User Published Annual Procurement Plan TED Notices Compliance Reviews

CFT Resource ID

CFT CA Unique ID

Description

Maximum Characters: 2000.

Procurement Type

Deadline for tender submission

CPV codes

Title

Name of Contracting Authority

Workspace Status

Procedure

Tenders Opening Date

Tender Publication/invitation Date

CANCEL CLEAR SEARCH

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 25 results in total.

#	CFT Title	CFT CA Unique ID	CA	Info	Tenders Submission Deadline	Procedure	Notice PDF	Award date	Status
1	Specific contract for creating tender		Ministry of finance		09/09/2022 00:00:00	DPS Specific Contract			Tender Submission
2	Supply of laptops		Ministry of finance		10/09/2022 12:00:00	Simplified			Tender Submission
3	Specific contract for dps 29072022_01		Ministry of finance		26/08/2022 00:00:00	DPS Specific Contract			Tender Submission
4	above threshold cft		Ministry of finance		05/08/2022 12:00:00	Open			Tender Submission
5	Procurement of Hospital Information System		Ministry of finance		05/08/2022 12:00:00	Negotiated without prior publication (one stage)			Tender Submission
6	Dynamic Purchasing System _ OCDS_ 28072022_02 (edit)		Ministry of finance		28/02/2023 00:00:00	Dynamic Purchasing System			Established
7	for testing ocds - simplified CFT - 28072022_01		Ministry of finance		06/08/2022 12:00:00	Simplified			Tender Submission
8	for ocds 26072022_02		Ministry of finance		04/08/2022 12:00:00	Open			Tender Submission
9	for ocds 26072022_01		Ministry of finance		05/08/2022 12:00:00	Open			Tender Submission
10	test certification check		Vasileia Organisation		06/08/2022 12:00:00	Open			Evaluation

Figure 51: 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 52 provides an example of a search query for Contracting Authorities.

Advanced search

CTI CTF(S) Organisation User Published Annual Procurement Plan TED Notices Compliance Reviews

Organisation Name

CA Abbreviation

City

Address

CANCEL CLEAR SEARCH

Figure 52: 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 53 and 54: 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.



The search results includes only the users of the CA where a CfT is published and the current EO is associated with.

Advanced search

CFT Organisation **User** TED Notices

User's type of organisation: Economic Operator Contracting Authority

First Name:

Last Name:

Username:

Email:

CANCEL CLEAR SEARCH

SEARCH RESULTS

10 Results Per page | Displaying all 2 matches.

#	First Name	Last Name	Username	Status	Role	Organisation	Country
1	mof1	mof1	mof1	🟡	CAPC	Ministry of finance	Cyprus
2	vca1	vca1	vca1	🟡	CAPC	Vasileia Organisation	Cyprus

🟢 Active | 🟡 Inactive | 🟠 De-activated

EXPORT RESULTS AS CSV

Figure 53: Advanced search for Contracting Authority users

CFT CH(F)TS Organisation **User** Published Annual Procurement Plan TED Notices Compliance Reviews

User's type of organisation: Economic Operator Contracting Authority

First Name:

Last Name:

Username:

Email:

CANCEL CLEAR SEARCH

SEARCH RESULTS

10 Results Per page | Displaying all 3 matches.

#	First Name	Last Name	Username	Status	Role	Organisation	Country
1	EO	User	eogh	Active	Economic Operator User	Supplier GLN 1	Malta
2	Supplier	Glh	suppliergh1	Active	Economic Operator Admin	Supplier GLN 1	Malta
3	test	test	test	Inactive	Economic Operator User	Supplier GLN 1	Malta

10 Results Per page | Displaying all 3 matches.

Figure 54: Advanced search for user of the Economic Operator

4.3.Latest CfT search

In order to view the latest CfTs published within the service, the user can click on the "Latest CfTs", as depicted in . This will present automatically the list of the latest CfTs that are available to the user (depending on his/her access rights).

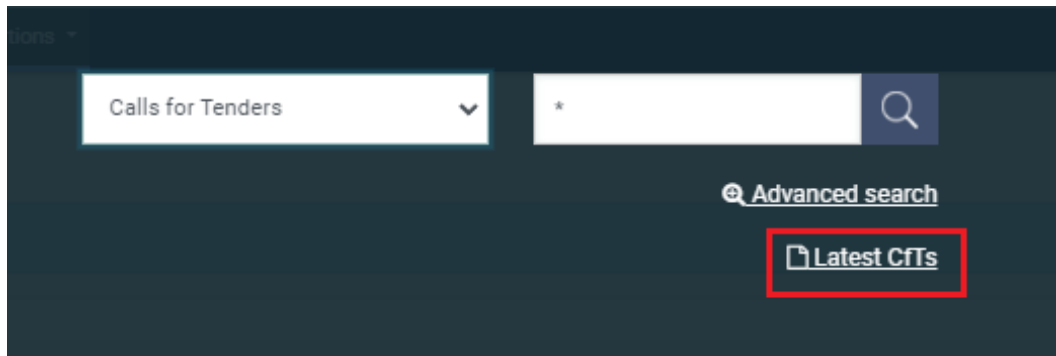


Figure 55: Latest CfT search

5. 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 56).

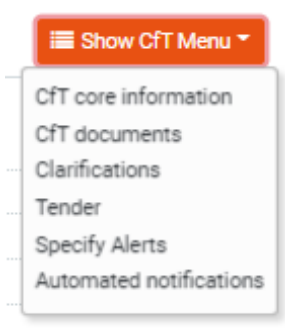


Figure 56: CfT Menu, option “View CfT”

The platform will display all details (Figure 57) of the particular CfT (e.g. Title, Procurement Type, information regarding associated deadlines, etc).

View CfT Workspace

CfT: SUPPLY OF LAPTOPS Show CfT Menu

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):	37/20
NAME OF CONTRACTING AUTHORITY:	Ministry of finance
PUBLISHED ON BEHALF OF:	Ministry of finance
TITLE:	Supply of laptops
CFT CA UNIQUE ID:	
EVALUATION MECHANISM:	Price/Cost Effectiveness
DESCRIPTION:	Supply of laptops
PROCUREMENT TYPE:	Supplies
DIRECTIVE:	(None)
PROCEDURE:	Simplified
CPV CODES:	3000000-Office and computing machinery, equipment and supplies except furniture and software packages
INCLUSION OF E-AUCTIONS:	No
NUTS CODES:	MT00
ABOVE OR BELOW THRESHOLD:	Below
PAYMENT OPTIONS:	No payment for documentation
TIME-LIMIT FOR RECEIPT OF TENDERS OR REQUESTS TO PARTICIPATE:	10/09/2022 12:00
DEADLINE FOR DISPATCHING INVITATIONS:	
END OF CLARIFICATION PERIOD:	07/09/2022 12:00
UPLOAD OF DOCUMENTS WITHIN THE CLARIFICATIONS:	No
TENDERS OPENING DATE:	10/09/2022 12:30
ALLOW SUPPLIERS TO REGISTER FOR NOTIFICATIONS:	No
CONTRACT AWARDED IN LOTS:	No
EU FUNDING:	No
MULTIPLE TENDERS WILL BE ACCEPTED:	No
DATE OF PUBLICATION/INVITATION:	03/08/2022 08:51
TED LINKS FOR PUBLISHED NOTICES:	
DATE OF AWARDING:	
DOES THIS CALL FALL UNDER THE SCOPE OF GPP?:	No
CERTIFICATION CHECK:	No

Figure 57: View CfT workspace

6. 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 58).

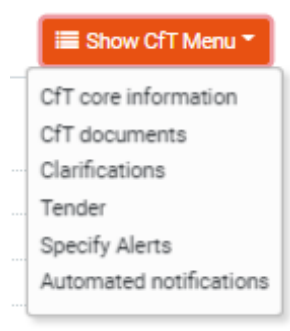


Figure 58: CfT Menu, option “CfT documents”

The platform displays all notices and contract documents which are associated with the CfT. The tab “Notices” (Figure 59) 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 59).

Notice & Contract Documents

CFT: SUPPLY OF LAPTOPS Show CfT Menu

Notices Contract Documents

10 Results Per page | Displaying the 1 match.

Type	Date Upd.	Lang.	Status	Date Pub.	Actions
Contract Notice	26/07/2022 12:24:25 PM	EN	Published	26/07/2022 12:24:36 PM	

Figure 59: Contract Notices

The tab “Contract Documents” lists all documents which are associated with the CfT. The contract documents might be provided free of charge or a fee for purchasing the documents may be required. In case of payable documents, the amount the supplier will be required to pay will also be documented in the Contract Notice.



Payable contract documents appear as not downloadable (Figure 60).

Notice & Contract Documents

CFT: SUPPLY OF LAPTOPS Show CFT Menu

Notices **Contract Documents**

10 Results Per page | Displaying the 1 match. < >

Addendum ID	Title	File	Description	Lang.
N/A	Tender Structure XML - Cycle 1	cft_2478_1.xml	N/A	EN

[DOWNLOAD ZIP FILE](#)

Figure 60: Contract documents

7. Register for Notifications for a CfT

In order for the user to register for notifications for a call for tender (CfT) he needs to select the option **“Register for Notifications”** from the **CfT Menu** (Figure 61).

View CfT Workspace

CFT: FOR TESTING ABOVE THRESHOLD NOTICE 29062022_01

NAME OF CONTRACTING AUTHORITY:	Ministry of finance
PUBLISHED ON BEHALF OF:	Ministry of finance
TITLE:	for testing above threshold notice 29062022_01
CFT CA UNIQUE ID:	
EVALUATION MECHANISM:	Price/Cost Effectiveness
DESCRIPTION:	for testing above threshold notice 29062022_01
PROCUREMENT TYPE:	Supplies
DIRECTIVE:	2014/24/EU (Classic)
PROCEDURE:	Open
CFT INVOLVES:	A Public Contract
CPV CODES:	31000000-Electrical machinery, apparatus, equipment and consumables; lighting
INCLUSION OF E-AUCTIONS:	No
NUTS CODES:	MT00
ABOVE OR BELOW THRESHOLD:	Above
PAYMENT OPTIONS:	No payment for documentation
TIME-LIMIT FOR RECEIPT OF TENDERS OR REQUESTS TO PARTICIPATE:	29/07/2022 12:00
DEADLINE FOR DISPATCHING INVITATIONS:	
END OF CLARIFICATION PERIOD:	30/06/2022 12:00
UPLOAD OF DOCUMENTS WITHIN THE CLARIFICATIONS:	Yes
TENDERS OPENING DATE:	29/07/2022 12:30
ALLOW SUPPLIERS TO REGISTER FOR NOTIFICATIONS:	Yes
CONTRACT AWARDED IN LOTS:	No
EU FUNDING:	No
MULTIPLE TENDERS WILL BE ACCEPTED:	Yes
DATE OF PUBLICATION/INVITATION:	01/07/2022 10:13
TED LINKS FOR PUBLISHED NOTICES:	
DATE OF AWARDING:	
DOES THIS CALL FALL UNDER THE SCOPE OF GPP?:	No
CERTIFICATION CHECK:	No

Show CfT Menu

- CfT core information
- CfT documents
- Register for Notifications
- Clarifications
- Specify Alerts
- Automated notifications

Figure 61: CfT Menu, option **“Register for Notifications”**

The system prompts the user to (Figure 63):

- Register for Notifications by associating all users of the EO with this CfT
- Register for Notifications by associating only himself with this CfT

Once the user registers for notifications, the CfT will be displayed under the **“List of my CfTs”** as depicted in the below screenshot.

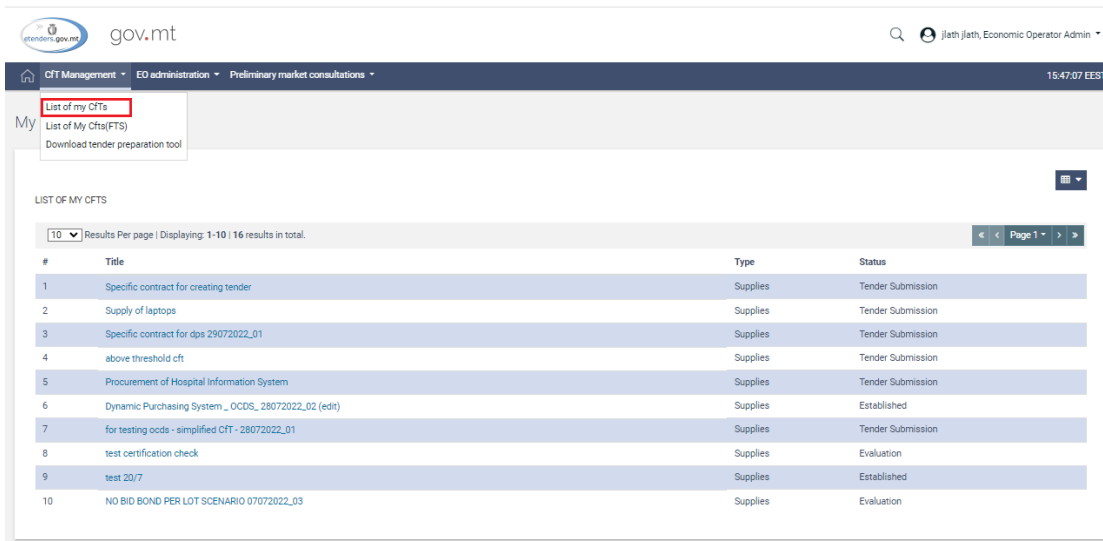


Figure 62: List of my CfTs

ASSOCIATION WITH CFT

The eTendering 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.

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.

Type of association

- 1. Associate all users of my Economic Operator with this CFT
- 2. Associate only myself with this Cft

SELECT

Figure 63: Register for notifications, association of users

8. 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 64). In addition, the user can also specify the timing of the various alerts of the particular CfT by selecting the option “**Specify Alerts**” from the **CfT Menu** (Figure 64).

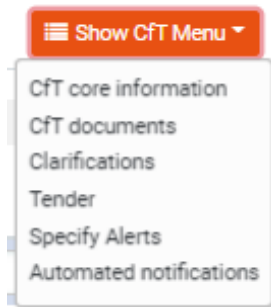


Figure 64: CfT Menu, options “Automated notifications” and “Specify alerts”

8.1.1. Automated notifications

The platform lists all user members of the EO organisation (Figure 65). 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 66). Similarly, changing the status from disassociated to associated will enable notification for the particular CfT.

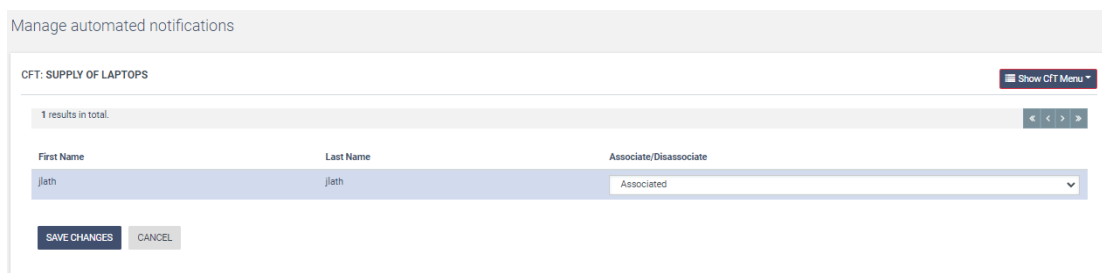


Figure 65: List of associated users with the CfT

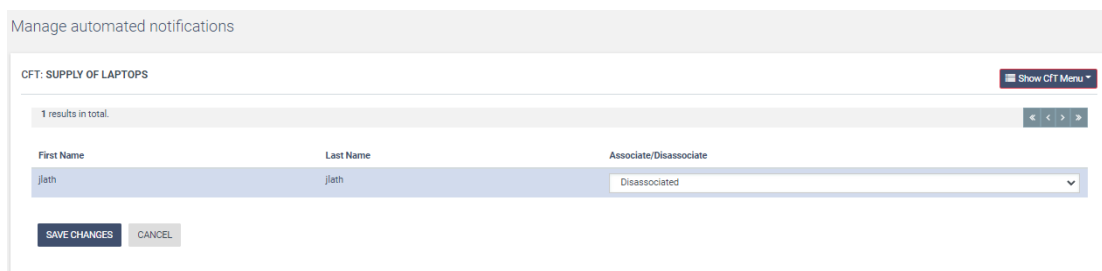


Figure 66: Disassociation of a user with the CfT

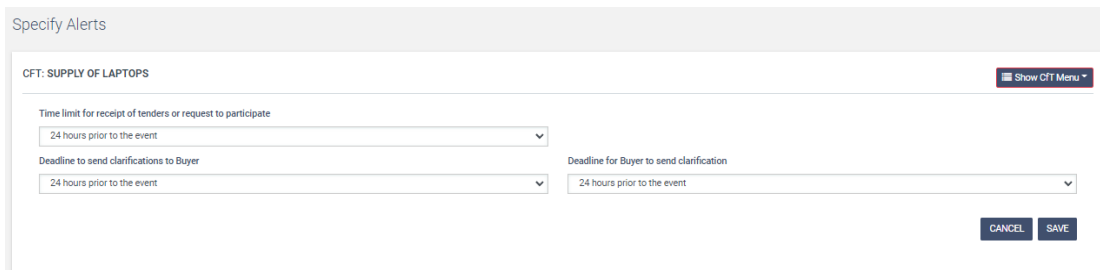
8.1.2. User alerts

The users can specify the timing of alert of the following events (Figure 67):

- 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 67):

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



The screenshot shows a web form titled "Specify Alerts" for a procurement item "CFT: SUPPLY OF LAPTOPS". The form contains four dropdown menus for setting alert timing:

- "Time limit for receipt of tenders or request to participate" set to "24 hours prior to the event".
- "Deadline to send clarifications to Buyer" set to "24 hours prior to the event".
- "Deadline for Buyer to send clarification" set to "24 hours prior to the event".
- A "Show CFT Menu" button is visible in the top right corner.

At the bottom right of the form are "CANCEL" and "SAVE" buttons.

Figure 67: Specification of user alerts

9. 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 68). This option is available in the “**CfT Menu**”, during the clarification period.

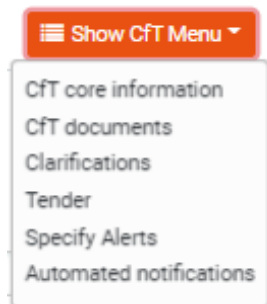


Figure 68: CfT Menu, option “Clarifications”

9.1.1. 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 69).



Figure 69: CfT Clarifications

The user completes the request for clarification by providing the following information (Figure 70):

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

Figure 70: Request for clarification

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

9.1.2. 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 68).

Figure 71: 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 72):

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

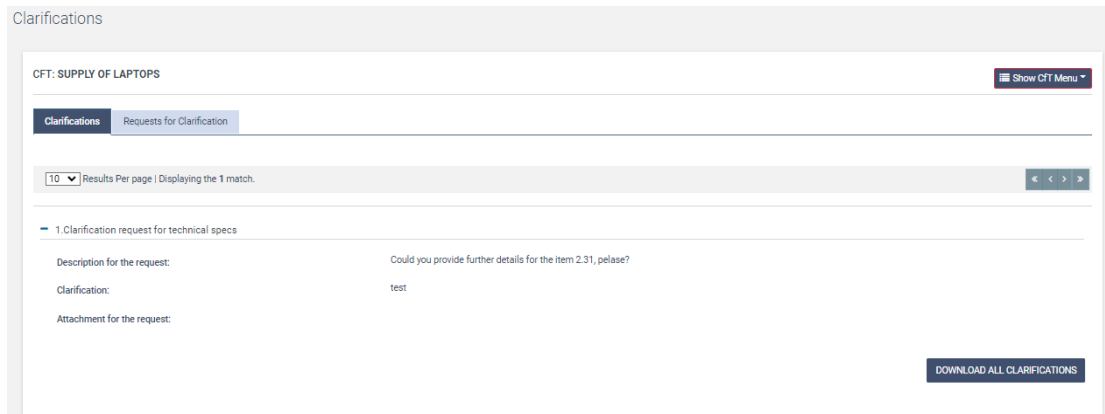


Figure 72: Response to a clarification request



The clarification request file attachment is not available to the supplier/guests users.

The procurement officer can also attach a file to the clarification response (Figure 73). Furthermore, please note that the procurement officer is provided with functionality to edit the clarification request in order to remove any confidential information.

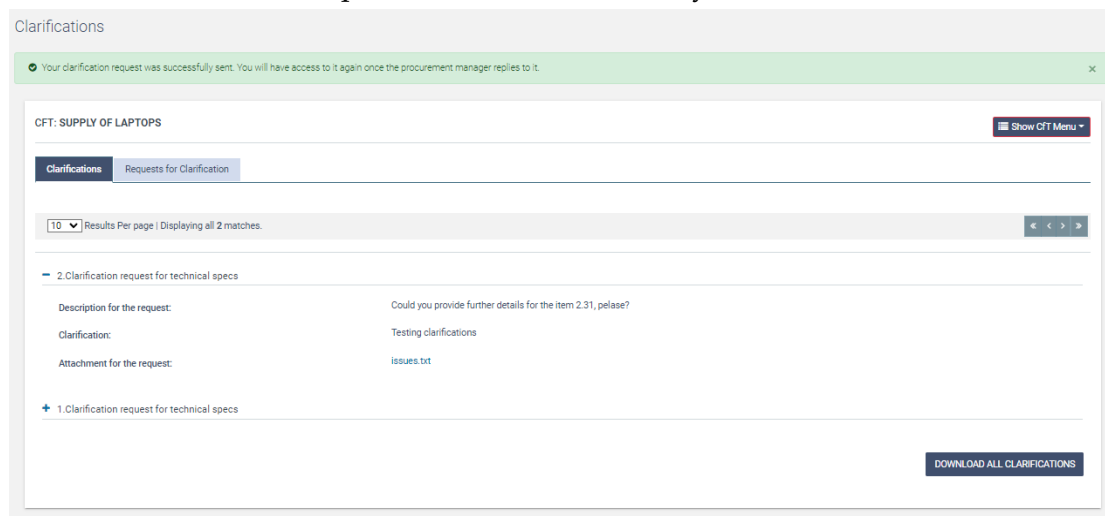


Figure 73: Attachments in the clarification response

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



The zip file available to the EOs and the guest users, containing the PDF file with all clarification requests and all relevant attachments, does not include the supplier attachments when submit clarification requests.

Furthermore, the name of the clarification request attachments are not available in the PDF file.

9.1.3. Create Follow-up Clarifications

In case an EO user sends a request for clarification and the associated PO/TC or PO/TA user replies to the particular clarification, then the EO user can re-send a request for the particular clarification by clicking at the “Create Follow-up Clarification” button.

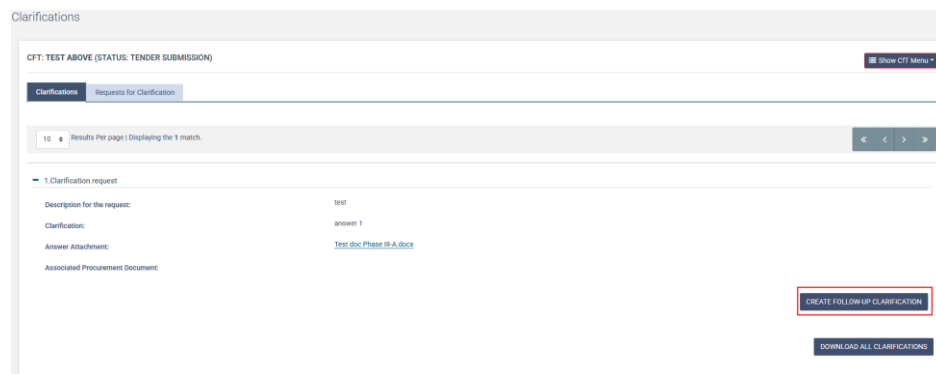


Figure 74 "Create Follow-up Clarification" button

Upon selecting the aforementioned option button, the previous clarification as well as the provided answer is displayed. A section with two fields “Description for the request” and “Attachment for the request” and the numbering of the new added clarification are added next to each of them. For example, in case a clarification has been sent and two follow ups had already taken place then for the third one the fields are titled “Description for the request (4)” and “Attachment for the request (4)”.

9.1.4. Evaluation clarifications

Evaluation clarifications are requests submitted by the Contracting Authority in the context of specific CfT during the evaluation phase. To preview any evaluation clarification request the user needs to select “Clarifications” option found under the CfT menu (Figure 68). By selecting the tab “Evaluation Clarifications”, a list of all the evaluation clarifications is displayed (Figure 75:). The requests are divided into the following categories: Clarification, Rectification, Samples, Literature).

Each request for clarification has a deadline. This “Deadline” is used in order to allow the EO to reply to the Evaluation Clarification request until the end of the deadline.

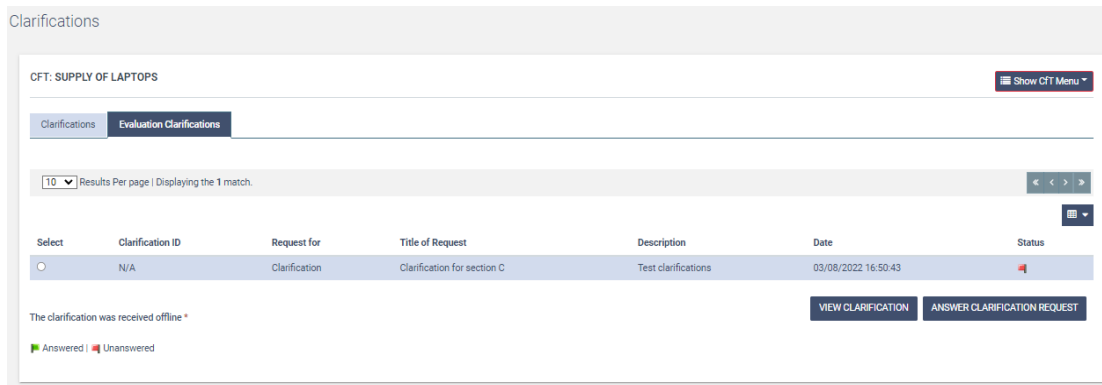


Figure 75: List of evaluation requests

In order to preview the content of an evaluation clarification request, the user clicks on “View Clarification” button and the system displays the details (Figure 76:):

- Title
- Deadline for the reply
- The type of the request
- Description of the request
- Clarifications

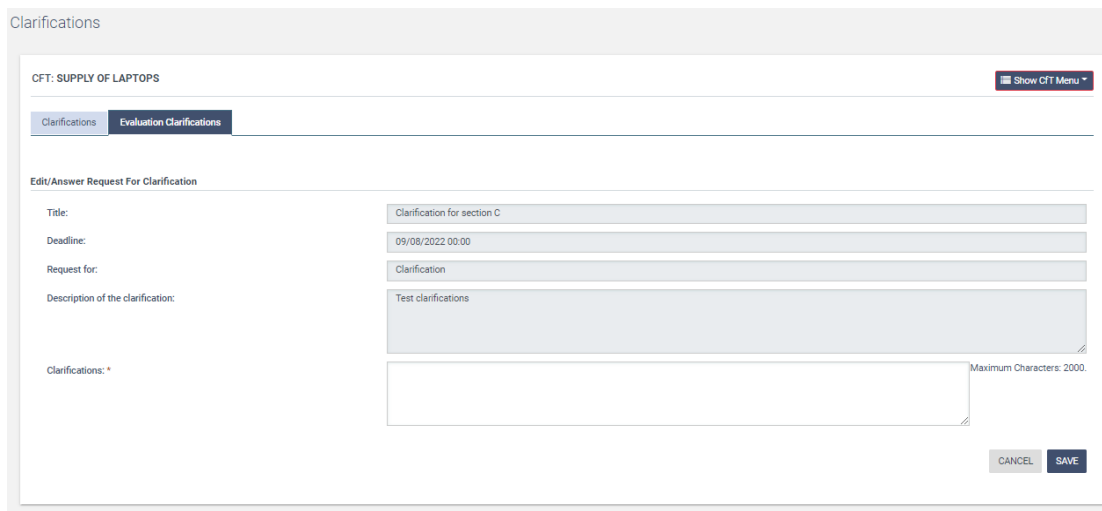


Figure 76: Description of the evaluation clarification request

The user can answer to the clarification request by selecting the “Answer Clarification Request”. The user completes the clarification by providing his response in the “Clarifications” text area.

Clarifications

CFT: SUPPLY OF LAPTOPS Show CFT Menu

Clarifications **Evaluation Clarifications**

Edit/Answer Request For Clarification

Title: Clarification for section C

Deadline: 09/08/2022 00:00

Request for: Clarification

Description of the clarification: Test clarifications

Clarifications: *
Answer goes here... Maximum Characters: 2000.

CANCEL SAVE

Figure 77: Evaluation clarification response

The EO is able to reply multiple times to the same Evaluation Clarification within the deadline. The user selects the answered clarification and clicks on the “Answer Clarification Request” button (Figure 78).

Clarifications

CFT: SUPPLY OF LAPTOPS Show CFT Menu

Clarifications **Evaluation Clarifications**

10 Results Per page | Displaying the 1 match. < >

Select	Clarification ID	Request for	Title of Request	Description	Date	Status
<input type="radio"/>	1	Clarification	Clarification for section C	Test clarifications	03/08/2022 16:50:43	■

The clarification was received offline *

VIEW CLARIFICATION ANSWER CLARIFICATION REQUEST

■ Answered ■ Unanswered

Figure 78: List of evaluation requests (answered clarification)

The user provides his clarification by providing his response in the “Clarifications” text area (Figure 79).

Clarifications

CFT: SUPPLY OF LAPTOPS Show CFT Menu

Clarifications Evaluation Clarifications

Edit/Answer Request For Clarification

Title:	Clarification for section C
Deadline:	09/08/2022 00:00
Request for:	Clarification
Description of the clarification:	Test clarifications
Clarifications: *	Second reply can go here... 1971 remaining characters
Clarifications (1): *	Answer goes here...

CANCEL SAVE

Figure 79: Reply to answered clarification

10. Creation of a tender

The tender is created by the Economic Operator and comprised the eligibility criteria, technical and financial tender of the Economic Operator. In order to prepare (or edit) a tender, the user needs to select the option “**Tenders**” from the “**CfT Menu**” (Figure 80).

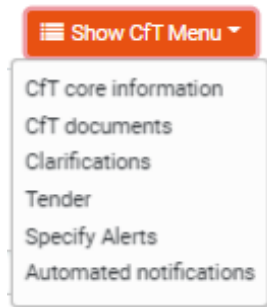


Figure 80: CfT Menu, option “Tenders”

The following procedure is followed for the creation and submission of tender.

WebTPT

10.1. Online Tender Preparation Tool

The supplier first should find the CfT, that he is interested in. Click on the “Tender” option of the CfT Menu.

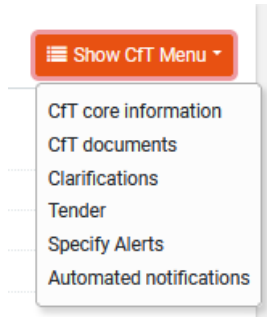


Figure 81: Tender submission option of the CfT menu

The first time the tender submission section is accessed, after the user defines the type of association, they have to accept the Supplier Declaration (Accept Agreement for this CfT) and confirm that their details are correct by clicking on the “**Accept & Confirm all of the above**” button.

A screenshot of a web application page titled 'View Tenders'. The page displays a form for accepting a tender. At the top right, there is a red 'Show CfT Menu' button. The form is divided into three sections: 1. 'Type of association' with two radio button options: 'Associate all users of my Economic Operator with this CfT' and 'Associate only myself with this CfT' (which is selected). 2. 'Accept Agreement for this CfT' with a link to 'Terms of Use'. 3. 'Confirm the validity of your user details' with three input fields for 'Name', 'Last Name', and 'Username'. At the bottom of the form, there are two buttons: 'ACCEPT & CONFIRM ALL OF THE ABOVE' and 'CANCEL'.

Figure 82: Supplier declaration acceptance

After that, the user will see the web tender preparation tool in their browser.

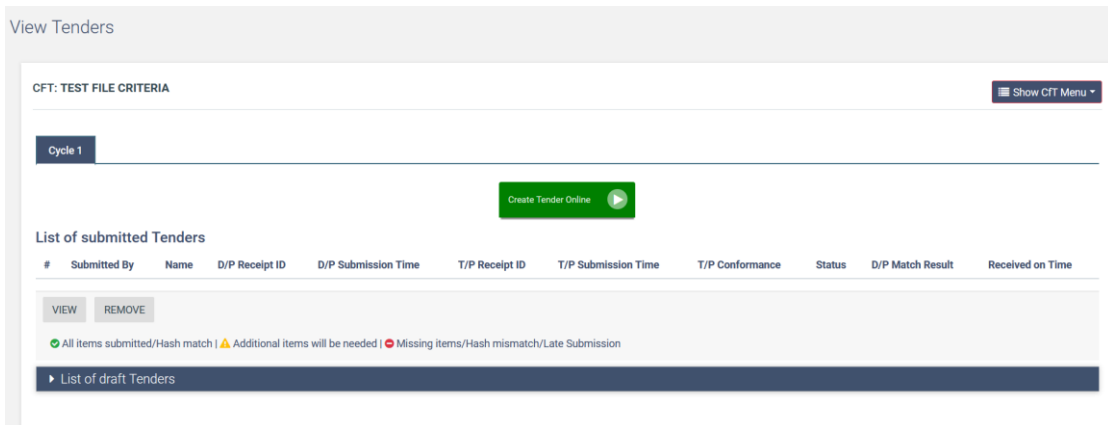


Figure 83: Online tender creation

10.2. Supplier Responses to Tender Questions

After Selecting the “Create Tender Online” Button, the user is redirected to a new page, where they will have to create a Response for the specific CFT.

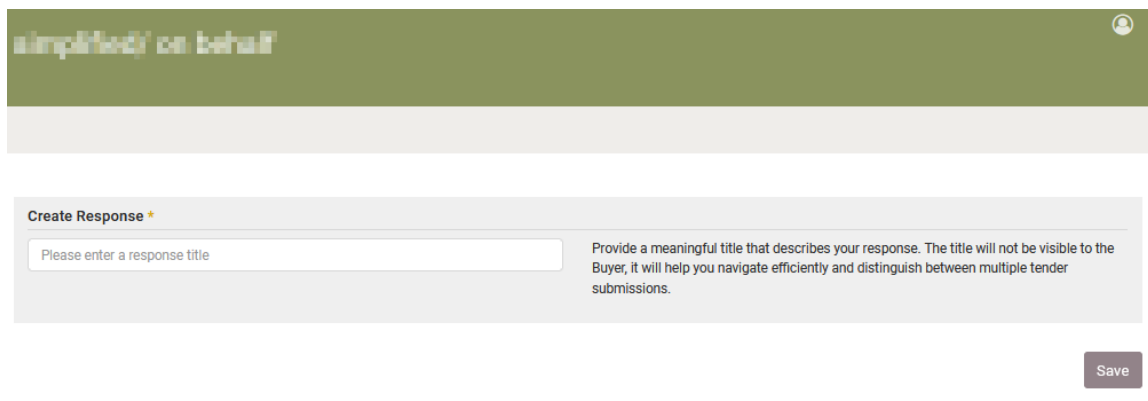


Figure 84: Supplier Response’s Title

After providing the Title of the response, the user will see the following screen, in order to start editing the tender and completing all the necessary fields.

When the user wants to start completing the fields of their tender, they should select the following option, on the top right part of the screen:

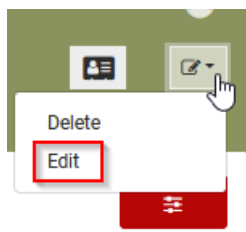


Figure 85: Edit Tender

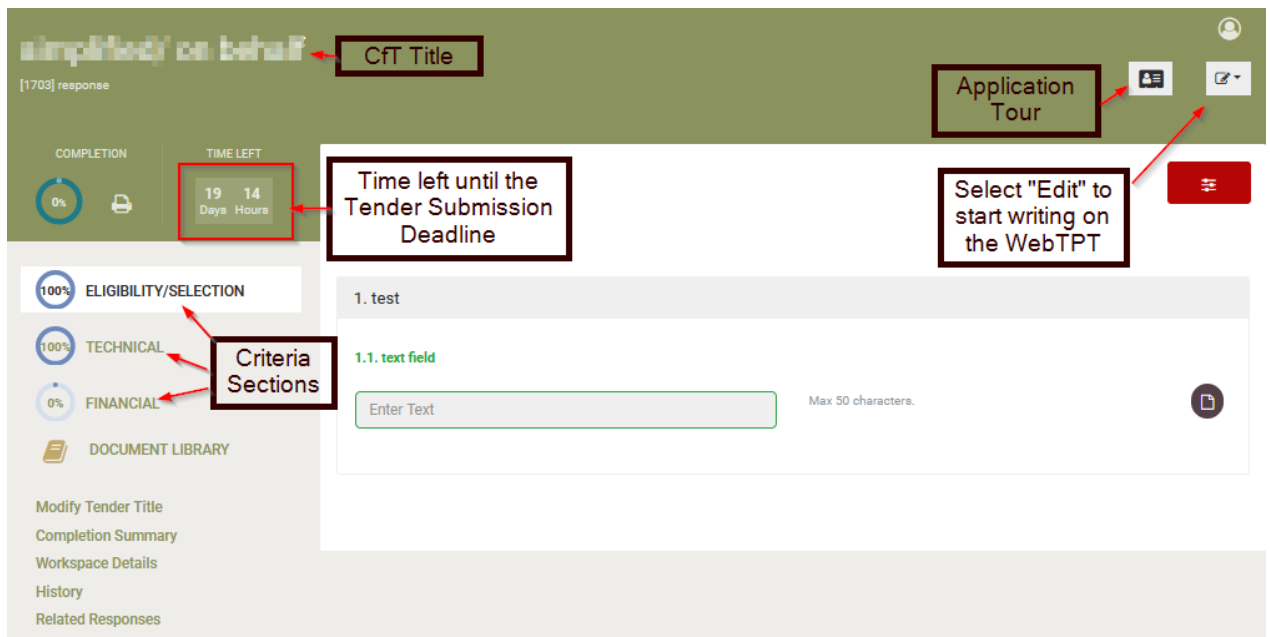


Figure 86: Online Tender Submission Tool Eligibility Criteria - example

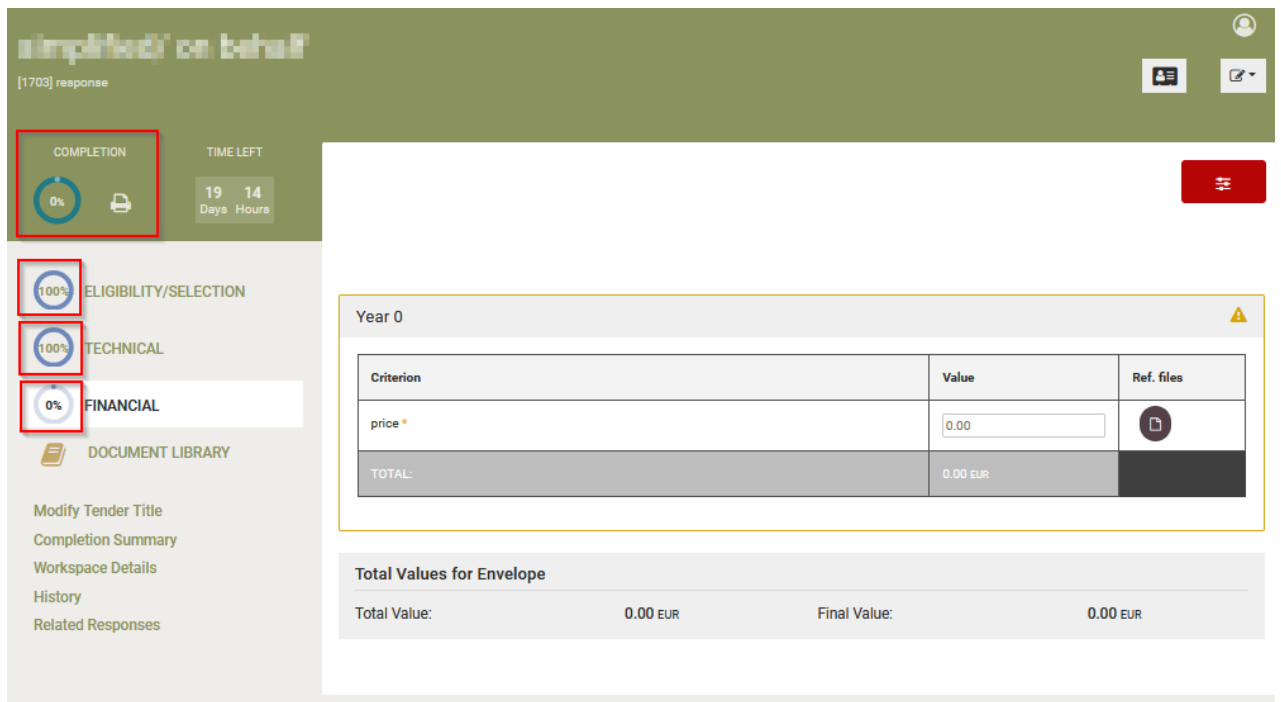


Figure 87: Online Tender Submission Tool

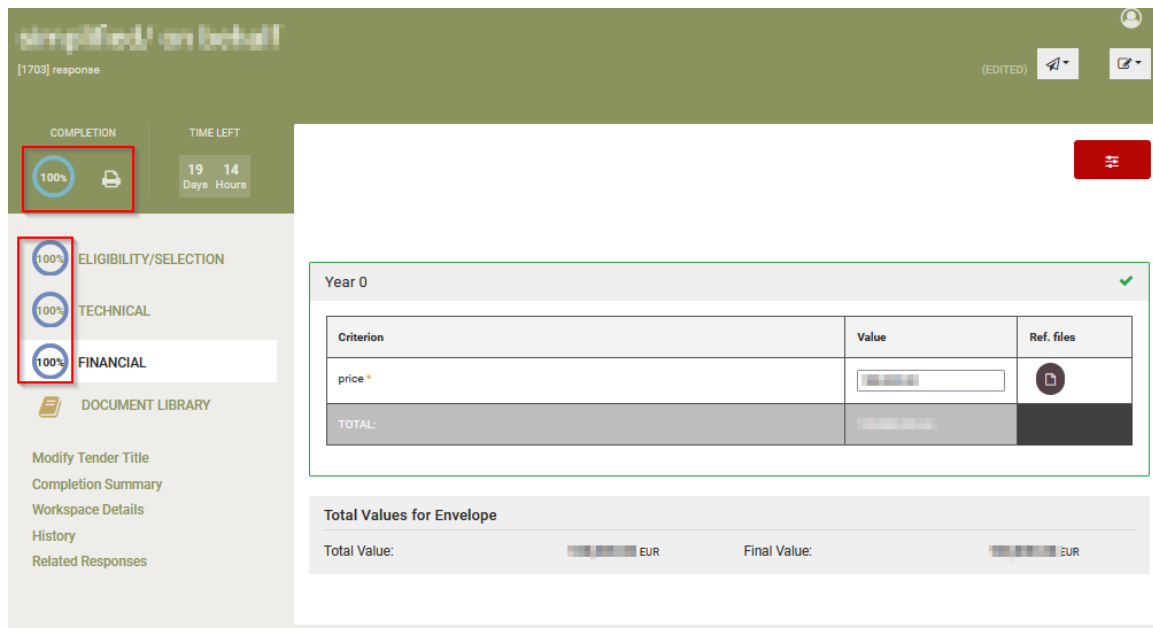


Figure 88: Online Tender Submission Tool Financial Criteria - example all Criteria completed

10.3. Document Library

In the "Document Library" section, the EO users can start uploading their files for a specific CFT.

In order for the EO user to upload a file under the Document Library, the user clicks on the "Choose files" button and selects the files they wish to upload from their local folders (see Figure 89 below). Alternatively, the user can drag and drop their files directly.

Once at least one file is listed under the "Upload queue" section, the "Upload this file" and "Delete this file" icons become available to the user.

In case multiple files are listed in the "Upload queue" section, the user can use the "Upload" and "Remove" buttons which apply to all listed files.

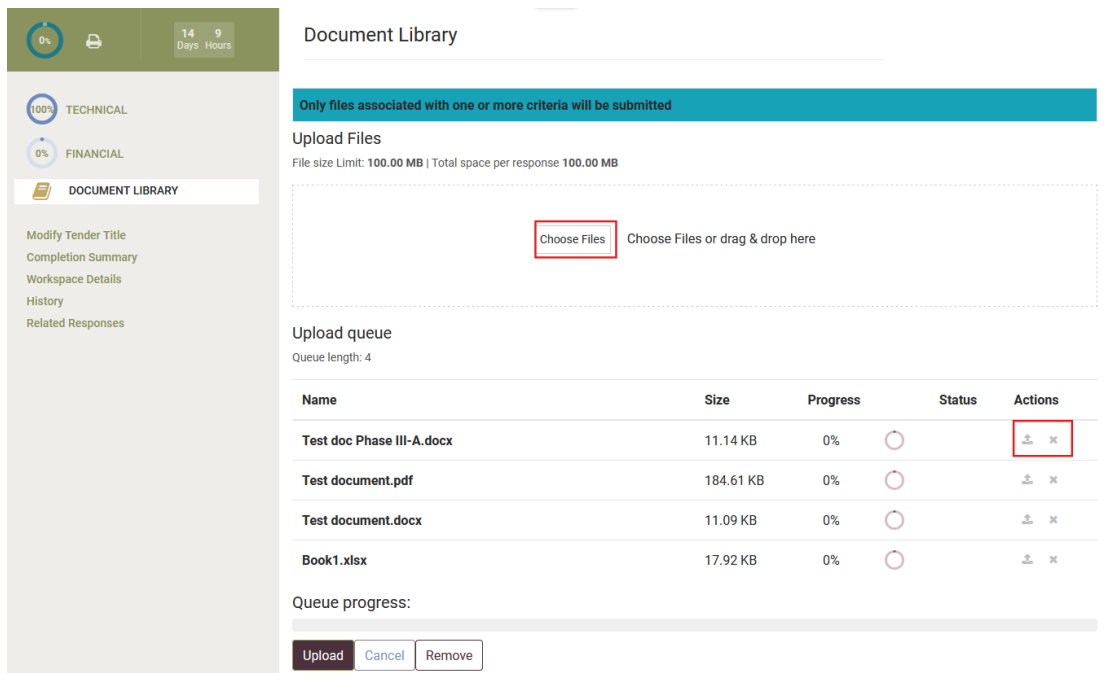


Figure 89 "Document Library" section

When the EO user clicks on the "Upload this file" icon, the system starts the upload of the specific file. The column "Progress" shows the percentage of the file that is uploaded. Once 100% is reached, then the specific file is uploaded under the Document Library.

The "Queue progress" bar which is shown below the listed files shows the overall upload progress for all files. Once this progress bar reaches 100%, then all listed files are fully uploaded under the Document Library.

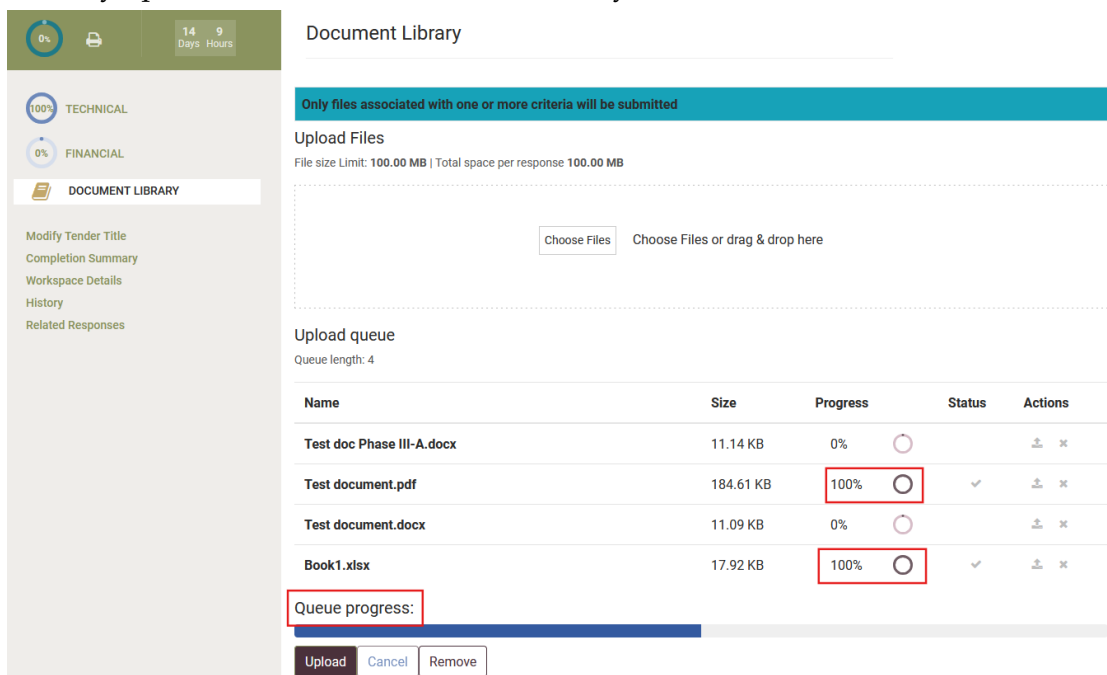


Figure 90 Example of 2 files uploaded at the Document Library

Once the files are fully uploaded, the EO user should then associate each of these files with at least one criterion.

In order to associate an uploaded file with a criterion, the user should access the Eligibility/Technical/Financial section and click on the “Choose files for reference” button next to the specific criterion. This icon is shown under the column named “Ref. file” next to each criterion.

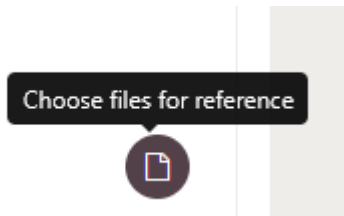


Figure 91 Choose files for reference

Then the user should select the checkbox next to the specific document they wish to associate with the specific criterion and click on “Save”.

Notes:

1. Multiple files can be associated with a single criterion.
2. A specific file can be associated with multiple different criteria.

Select Reference Files For x

Only files associated with one or more criteria will be submitted

Text Field

<input type="checkbox"/>	Filename	Title	Comment
<input type="checkbox"/>	Book1.xlsx	N/A	Please provide a comment.
<input type="checkbox"/>	Test document.pdf	N/A	Please provide a comment.

[Upload a new file](#)

Figure 92 Associate/include files in the Tender Submission

How to confirm that the documents are associated

The EO user can see which files they have associated with a criterion by checking under the specific criterion field, as shown below in Figure 93 and Figure 94.

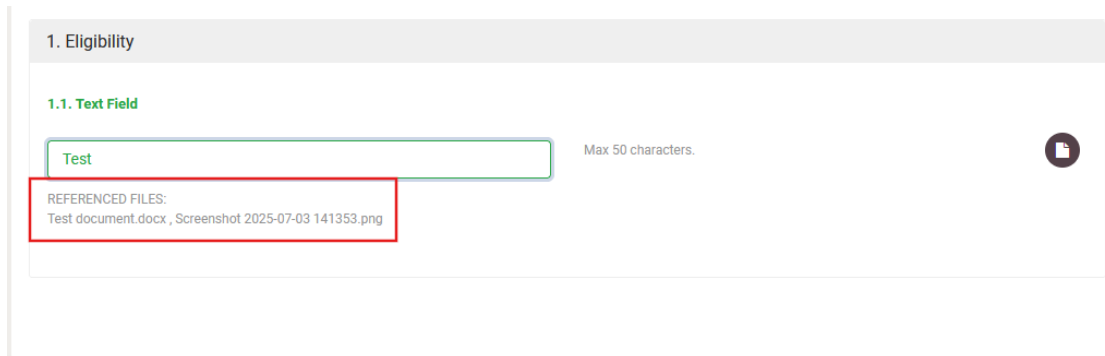


Figure 93 Referenced files example 1

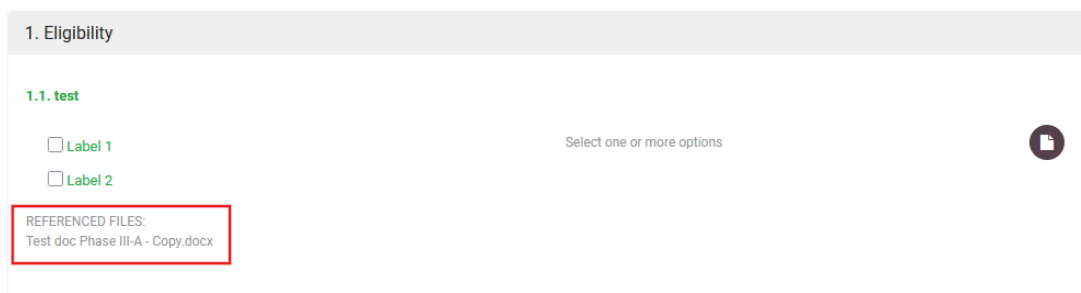


Figure 94 Referenced files example 2

Regarding files associated “Financial” criteria, the user may view them by clicking on the “file” icon under the column named “Ref. files” (see Figure 95 below). A pop-up window will be shown and the files that are selected (see Figure 96 below) are those that are associated to the criterion.

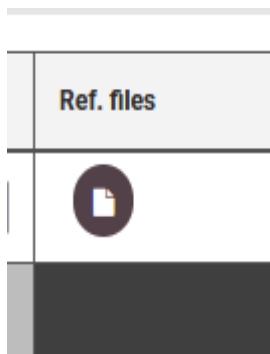


Figure 95 Financial criterion associated files

Select Reference Files For x

Only files associated with one or more criteria will be submitted

Test Files

<input type="checkbox"/>	Filename	Title	Comment
<input type="checkbox"/>	Test document - Copy.docx	N/A	Please provide a comment.
<input type="checkbox"/>	Test doc Phase III-A - Copy.docx	N/A	Please provide a comment.
<input checked="" type="checkbox"/>	Test document - Copy.pdf	N/A	<input type="text" value="Enter comment/s"/>

[Upload a new file](#)

Cancel

Save

Figure 96 Files associated to the Financial criterion



NOTE: Files that are uploaded in the Document Library but are not associated with any criterion are NOT included in the Tender Submission. The CA users/ Evaluators do not have access to these files as these are not part of the Submitted Tender. Thus any files that are not associated with at least one criterion will not be considered during the Evaluation.

In case one or more files that are uploaded in the Document Library are **not associated** with at least one criterion, the following warning message is displayed to the EO user, when the user clicks on the **“Submit”** button (see section 10.4).

The EO user has the option to click on **“Cancel”** and edit their tender further, in order to associate all their files with the appropriate criteria. Alternatively the user can click on **“Confirm”** and proceed with the Tender Submission without these files.

Please confirm that you agree to the below warnings x

One or more files in your Document Library have not been associated with a criterion. These files will not be submitted with your tender. Would you like to proceed with the tender submission?

Confirm

Cancel

Figure 97 Warning message

10.4. Submit a Tender

Once the user has completed its tender to its totality (i.e. Completion is at 100%), the user should click the option “Submit”.

The user should proceed to complete all criteria included in the Eligibility, Technical and Financial Envelopes. Once the user completes some data, even if not all of them, the system saves automatically all these data as draft. This can be seen in the following section:

#	Name	Created By	Creation Date	Last Edited
1				

EDIT REMOVE

Figure 98: List of Draft Tenders

Once all Folders are completed, the user should select the “Submit” option, from the top right button:

Submit

COMPLETION 100% TIME LEFT 19 Days 14 Hours

100% ELIGIBILITY/SELECTION
100% TECHNICAL
100% FINANCIAL

DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

Criterion	Value	Ref. files
price *		
TOTAL:		

Total Values for Envelope

Total Value: EUR Final Value: EUR

Figure 99: Tender to be submitted

After the submission, the status will be “Submitted” as in the following picture:

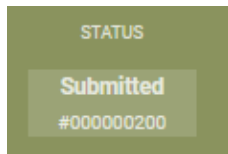


Figure 100: Status of the Tender Submission is > Submitted

If the submission is completed, the user will be able to see information of the submission such as:

Submitted By

Name

D/P Receipt ID

D/P Submission Time

T/P Receipt ID

T/P Submission Time

T/P Conformance

Status

D/P Match Result

Received on Time

This information will be seen under the “List of Submitted Tenders” of the “Tender Submission” menu, as seen below:

Cycle 1

List of submitted Tenders (created online/offline)

Submitted #	Submitted By	Name	D/P Receipt ID	D/P Submission Time	T/P Receipt ID	T/P Submission Time	T/P Conformance	Status	D/P Match Result	Received on Time
<input type="checkbox"/> 1							✓	✓	✓	✓

VIEW REMOVE

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

Figure 101: List of Submitted Tenders menu

10.5. Management of a Tender

Until the tender submission deadline is reached, a supplier has the right to remove an already submitted tender by selecting the tender and clicking the “Remove” button. If a submitted tender is removed, up until the tender submission deadline, the supplier retains the right to upload a new tender, by following the steps described above.



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	T/P Conformance	Status	D/P Match Result	Received on Time
<input type="checkbox"/> 1							✓	✓	✓	✓

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

Figure 102: Remove already submitted tender

11. Standstill Feedback

This functionality is enabled during the standstill period, allowing the economic operators to communicate with the contracting authority by submitting their feedback in the context of a CfT. In order to submit a feedback request the user needs to select the option “Standstill feedback” from the “CfT Menu” (Figure 103):

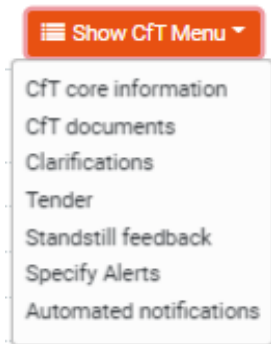


Figure 103: CfT Menu, option “Standstill feedback”

The user provides the “Title” and the “Description” of the feedback request. An optional file attachment can be also uploaded in the platform (Figure 104). In order to complete and submit the feedback request, the user needs to select the button “Send Request”.

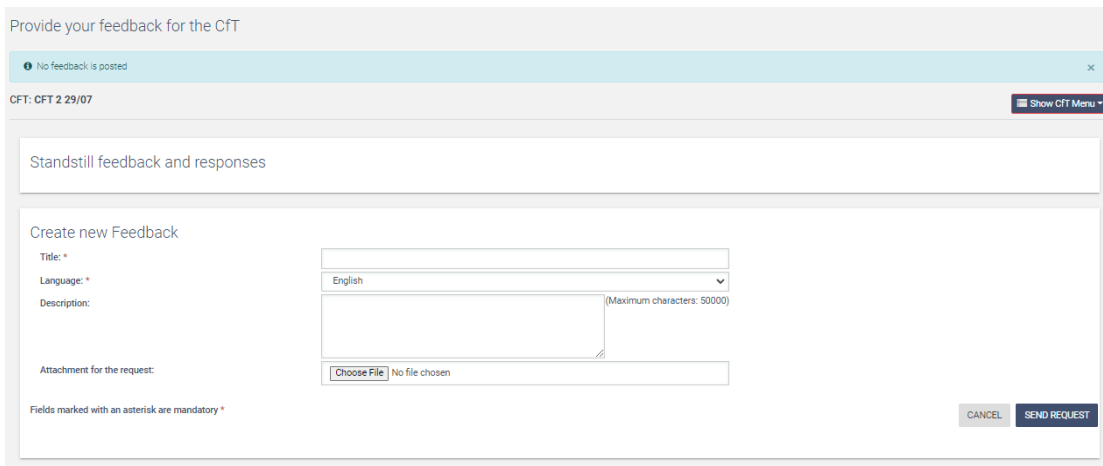
A screenshot of a web form titled 'Provide your feedback for the CfT'. At the top, there is a light blue notification bar that says 'No feedback is posted'. Below this, the form is for 'CfT: CFT 2 29/07'. The main heading is 'Standstill feedback and responses'. Underneath, there is a section 'Create new Feedback' with the following fields: 'Title: *' (text input), 'Language: *' (dropdown menu showing 'English'), 'Description: *' (text area with a note '(Maximum characters: 50000)'), and 'Attachment for the request: *' (file upload button labeled 'Choose File' and 'No file chosen'). At the bottom left, it says 'Fields marked with an asterisk are mandatory *'. At the bottom right, there are two buttons: 'CANCEL' and 'SEND REQUEST'.

Figure 104: Creation of a feedback request

The platform informs the user that the feedback request has been successfully sent (Figure 105).

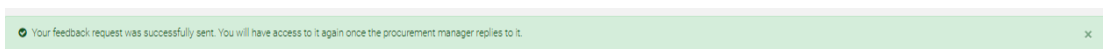


Figure 105: Feedback sent successfully

The response to the feedback request will be listed on the “**Standstill feedback and responses**” section (e.g. “1. Feedback relating to the evaluation procedure”, Figure 106). 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 107).

Figure 106: Feedback and Answers

Figure 107: Response to a feedback question

12. 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 be invited by the contracting authority user who coordinates the specific CfT.

12.1. Participation in an e-Auction event

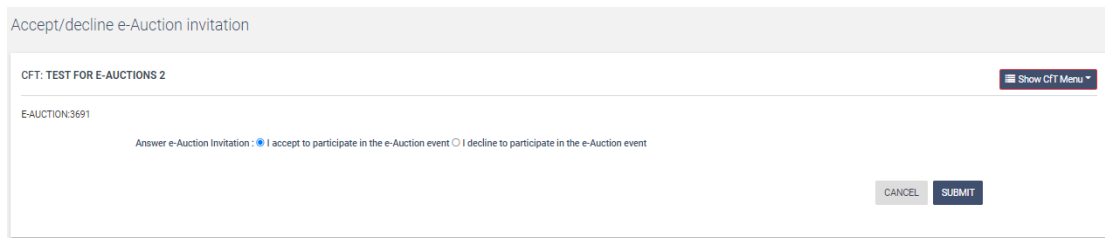
In order to respond to the e-Auction invitation the user needs to select the task **“Respond to the e-Auction Invitation”** in his task list (Figure 108).



CfT Title	Task	Associated Deadline
Test CfT for e-auctions	Respond e-Auction Invitation	03/08/2022 23:55:00 EEST

Figure 108: Respond to an e-Auction invitation

The user has the option to **“Accept to participate in the e-Auction event”** (Figure 109) or to **“Decline to participate in the e-Auction event”** (Figure 111). The system informs the user regarding acceptance (Figure 110) / rejection (Figure 112) decision.



Accept/decline e-Auction invitation

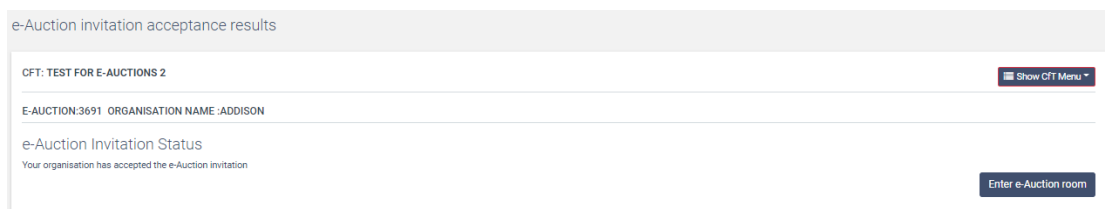
CfT: TEST FOR E-AUCTIONS 2 Show CfT Menu

E-AUCTION:3691

Answer e-Auction Invitation: accept to participate in the e-Auction event decline to participate in the e-Auction event

CANCEL SUBMIT

Figure 109: Accept an invitation to participate in an e-Auction event



e-Auction invitation acceptance results

CfT: TEST FOR E-AUCTIONS 2 Show CfT Menu

E-AUCTION:3691 ORGANISATION NAME:ADDISON

e-Auction Invitation Status

Your organisation has accepted the e-Auction invitation

Enter e-Auction room

Figure 110: e-Auction invitation acceptance results (accepted invitation)

I accept to participate in the e-Auction event I decline to participate in the e-Auction event'. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons."/>

Figure 111: Decline an invitation to participate in the e-Auction event

Figure 112: e-Auction invitation acceptance results (declined invitation)



It is important the user to accept the invitation at least 30 minutes before the e-Auction start date, else he will not be able to accept the invitation and participate in the e-Auction event. The start date of the auction is available in the Auction's details (Figure 114)

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 113).

Figure 113: CfT Menu, option “e-Auctions”

A list with all e-Auction events scheduled for the particular CfT will be displayed to the user (Figure 114). 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: TEST FOR E-AUCTIONS 2 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	3691	Round-based	Official	2022/08/06 00:00:00	Enter e-Auction room

Figure 114: List of e-Auctions related to the CfT

Selecting the “e-Auction Id” (Figure 114) allows the user to preview all details of the event (Figure 115) while selecting the link “Enter e-Auction Room” (Figure 114) allows the user to enter the e-Auction room which provides all the bidding functionality .

e-Auction detailed information

CFT: TEST FOR E-AUCTIONS 2 Show CfT Menu

E-AUCTION ID: 3691 (OFFICIAL)

E-AUCTION TYPE:	Round-based
E-AUCTION EVALUATION METHOD:	Price/Cost Effectiveness
E-AUCTION STATUS:	Pending
NUMBER OF ROUNDS:	4
DURATION OF ROUND (MINUTES):	10
TIME INTERVAL BETWEEN ROUNDS (MINUTES):	2
BID SUBMISSION TYPE:	Overall
THE E-AUCTION START DATE:	2022/08/06
AUCTION CURRENCY:	EUR
E-AUCTION BIDDING VISIBILITY:	Rank sealed

E-AUCTION ROUNDS

Sequence number	Round ID	Round status	Start date
1	3693	Pending	2022/08/06 00:00:00
2	3694	Pending	2022/08/06 00:12:00
3	3695	Pending	2022/08/06 00:24:00
4	3696	Pending	2022/08/06 00:36:00

Figure 115: Detailed information regarding the e-Auction event

The detailed view of the e-Auction event provides the following information (Figure 115):

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. **Status**
4. Number of rounds and duration of each round
5. Duration of the interval between the rounds

6. Use of automated extensions
7. Maximum number of automated extensions
8. Duration of each extension
9. The time period before the end of the event by which, if a bid is received, an extension will be triggered
10. Scheduled date of the e-Auction
11. Currency of the e-Auction
12. Bid visibility option determines what information will be disclosed to the bidders during the auction
 - a. **Rank sealed:**
 - i. bidder's previous bid,
 - ii. a list with all previous bids submitted by the bidder,
 - iii. the best bid submitted out of all supplier bids ,
 - iv. the next possible bid of the bidder.
 - b. **Limited visibility:**
 - i. bidder's previous bid,
 - ii. a list with all previous bids submitted by the bidder,
 - iii. the best bid submitted out of all supplier bids ,
 - iv. the next possible bid of the bidder
 - v. bidder's relative ranking
 - c. **Full visibility:**
 - i. bidder's previous bid,
 - ii. a list with all previous bids submitted by the bidder,
 - iii. the best bid submitted out of all supplier bids ,
 - iv. the next possible bid of the bidder
 - v. bidder's relative ranking
 - vi. all bids placed by all suppliers
 - vii. latest bids placed by each supplier
 - d. **Manual settings:**
 - i. bidder's previous bid,
 - ii. a list with all previous bids submitted by the bidder,
 - iii. any option from iii to vii appeared in full visibility mode

12.2. 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.

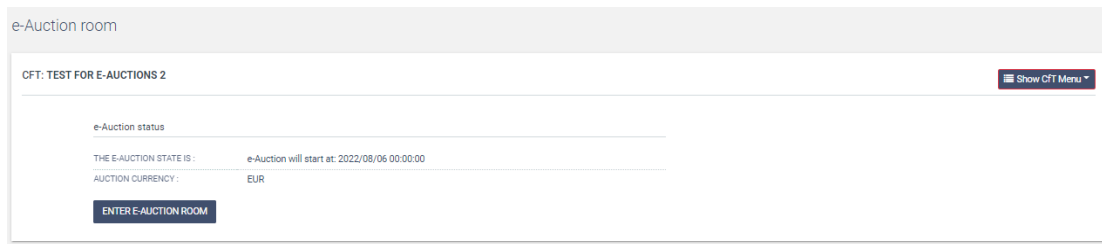


Figure: 116 e-Auction status

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:

- The e-Auction state (status, round, etc)
- The e-Auction currency
- Remaining time until the end of the e-Auction/ round
- Information regarding potential extensions
- eAuction details available through “View full eAuction details” link

12.2.1. 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. The user provides his financial bid in all participating criteria (i.e. “**Cost of Consulting**” and “**Cost of Training**”) and then selects the button “**Submit**” to submit the bid in the system.

In addition to the information described, the following information fields are displayed in lowest price e-Auctions:

- **Current best bid:** The lowest bid submitted
 - **Next possible bid:** A suggestion of the total value of the next bid in order to rank at the first position
 - **My previous bid.** The value of the last bid
- Depending on the visibility settings the following additional information are displayed (Bid visibility settings are described in Section 12.1):
- **Current ranking:** An indication on the user’s ranking based on the latest valid bid submitted
 - **View my bid history:** a popup enlisting all valid bids submitted by the current user appears

- **View latest bid from all participants:** a popup showing the latest valid bid from all users that participate the current eAuction
- **View bid history from all participants:** a popup presenting all the valid bid submitted by all participants

The section “User” 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.

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

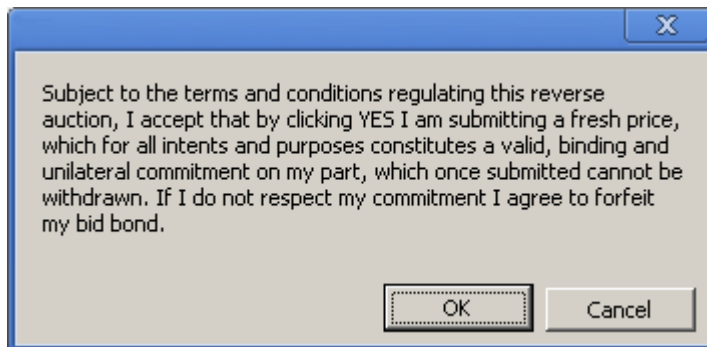


Figure 117: Confirm submission of bid (lowest price based auction)

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”.

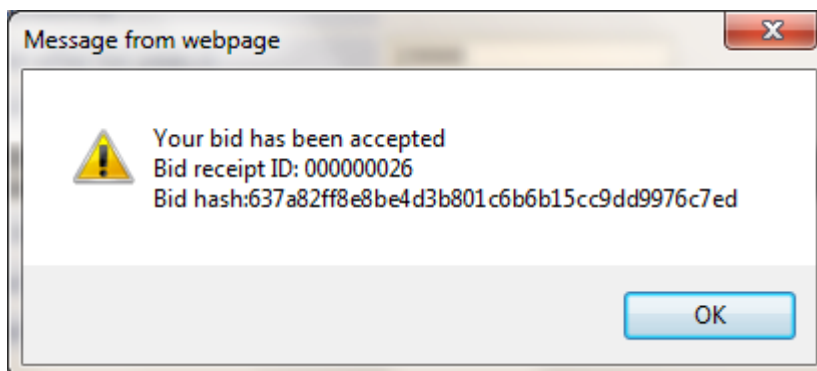


Figure 118: Acceptance message (lowest price based auction)

Depending on the bid visibility option, the user can view a list with:

- All the bids submitted by him (Figure 123:)
- The latest bid from all participants (Figure 124:)
- The bids submitted by all participants (Figure 125:)

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

The system prompts the user to confirm the submission of his bid (Figure 119). Selecting the button **“OK”** will submit the bid in the platform while, the button **“Cancel”** will cancel the operation.

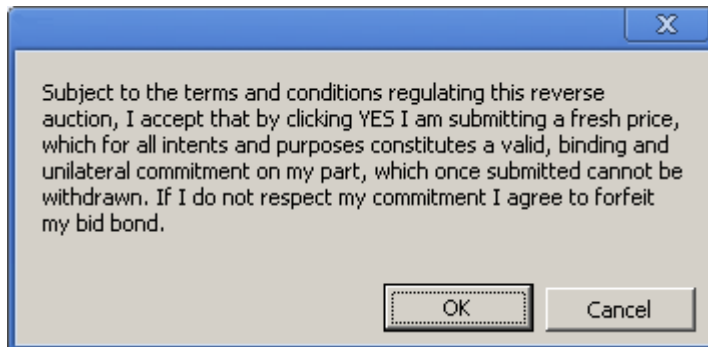


Figure 119: The platform prompts the user to confirm his bid

If the bid is valid, an acceptance message will be displayed (Figure 120). The acceptance message contains the unique **“Bid Receipt Id”** and the unique **“Bid Hash”**.

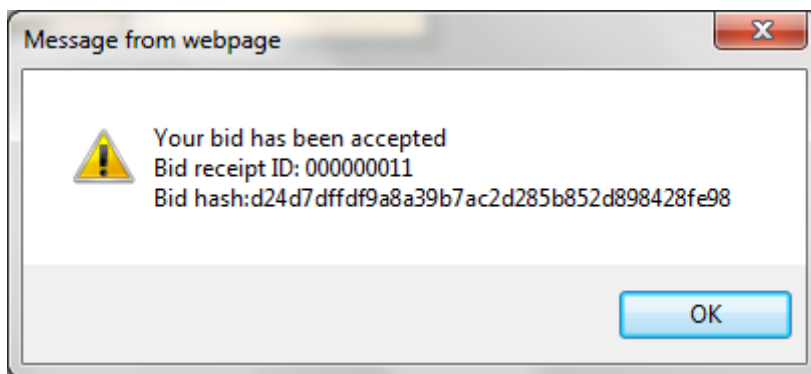


Figure 120: Bid has been accepted

If the bid is not valid, an error message will be displayed to the user (Figure 121). The error message will describe why the bid has not been registered in the system.

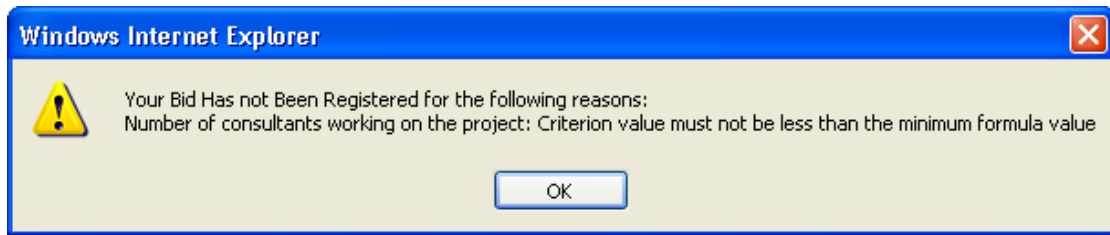



Figure 121: Bid has been rejected

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). The system prompts the user to confirm the submission of his bid (Figure 117). Selecting the button “OK” will submit the bid in the platform while, the button “Cancel” will cancel the operation (Figure 122).

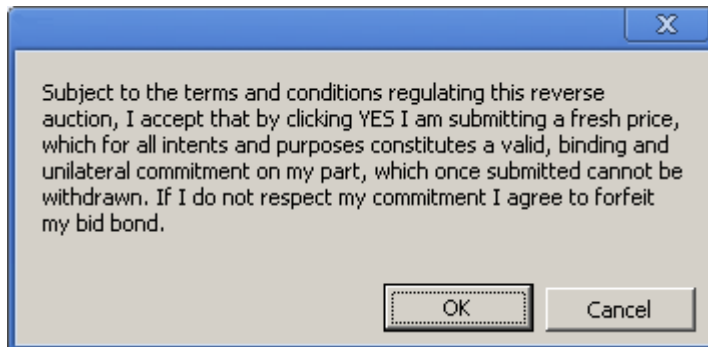


Figure 122: Details of a technical criterion

Depending on the bid visibility option, the user can view a list with:

- All the bids submitted by him (Figure 123:)
- The latest bid from all participants (Figure 124:)
- The bids submitted by all participants (Figure 125:)

Bidder's all previous bid scores
80.43
100

Figure 123: Bidder’s all previous bid scores

User	Latest valid bid
EO 1	357000/19.59

Figure 124: Bidders latest bid score

User	Valid Bid
EO current	600000.00/0.2507
EO 1	600000.00/0.2507
EO current	540000.00/0.2959183673469387709786815321422182023525238037109375
EO 1	510000.00/0.346938775510204078234011149106663651764392852783203125
EO 1	445000.00/0.346938775510204078234011149106663651764392852783203125
EO current	456000.00/0.2959183673469387709786815321422182023525238037109375
EO current	360000.00/0.44795918367346942989826175107737071812152862548828125
EO 1	357000.00/0.19591836734693879318314202464534901082515716552734375

Figure 125: Bidders all previous bid scores

12.2.3. 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 115). The following information fields are available to the user (Figure 126):

- 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 126: Detailed information regarding automated extensions

During the bidding process, the user previews if an extension has been applied. (When an extension is applied, the platform displays the extension number and end time and date of the extension

12.3. 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 127).

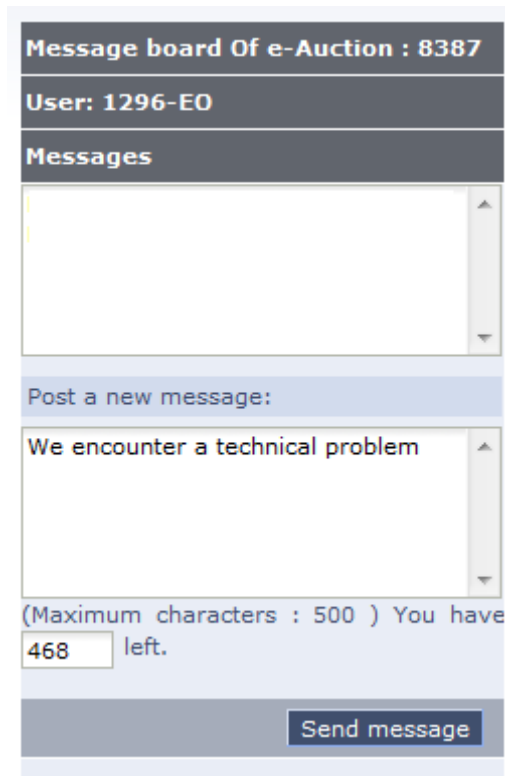


Figure 127: e-Auction message board

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 128).

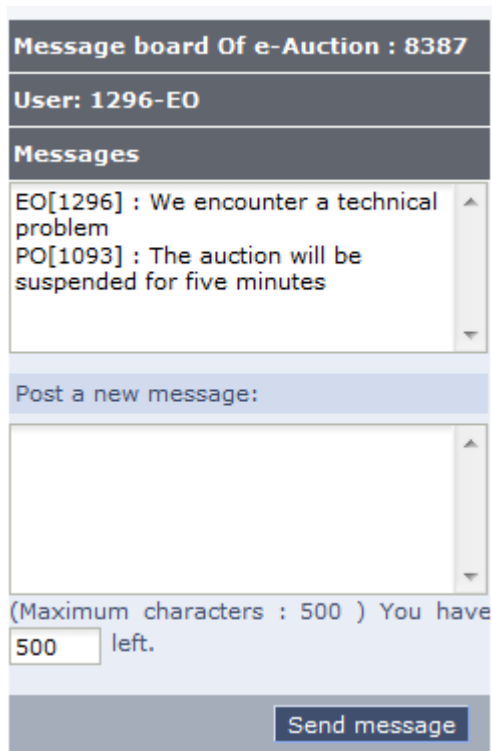


Figure 128: Posting a message on the message board

12.4. 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**”).

At the end of the e-Auction, the platform will display the auction detailed information. In order to view the bidding results the user needs to select the button “**View supplier Report**”.

The platform will provide the following information to participating Economic Operator:

- 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
- Bid details

13. 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 129).

The screenshot shows a 'Task List' interface. At the top, it says 'Task List'. Below that, there is a search bar with '10 Results Per page | Displaying the 1 match.' and navigation arrows. The main content is a table with three columns: 'CfT Title', 'Task', and 'Associated Deadline'. The table contains one row with the following data:

CfT Title	Task	Associated Deadline
Procurement of Hospital Information System	Reply to contract award	No deadline is associated with this task

Figure 129: Reply to contract award task

The user has the option to accept or decline the award. In case the award is accepted and the “Certification check” is enabled for the particular CfT, the system asks the user to provide the details regarding the following:

- The inclusion of the sub-contractors;
- The VAT number; for economic operators from Malta
- The Compliance certificates from the CfR department; for economic operators from Malta
- The Company Registration Number; for economic operators from Malta (Figure 131)
- The Identity Card Number; for Sole trader/Cooperative economic operators from Malta (Figure 132)
- The Certificates that correspond to particular criteria; for foreign economic operators (Figure 133)

In case the award is declined, a mandatory reason must be provided in the available text area (Figure 134).

In case the user selects the “Yes” option in the “Include sub-contractors” field, the system prompts him to add sub-contractors; a pop up window is displayed in order to add the specific economic operator. For each sub-contractor, the system will ask the related identification numbers and certifications. In order to remove a particular sub-contractor, the user needs to click on the “Remove sub-contractor” button displayed next to the sub-contractor.

Contract Award

CFT: PROCUREMENT FOR LAPTOPS Show CFT Menu

ACCEPT/REJECT CONTRACT AWARD

Do you accept the contract award?
 Accept Decline

Include sub-contractors?
 Yes No

ADD SUB-CONTRACTOR

Please upload the certificates that correspond to the following criteria.
 Certificates : * No file chosen

Comment :

Criteria
 Payment of taxes [More information](#)
 Payment of social security [More information](#)
 Bankruptcy [More information](#)
 Insolvency [More information](#)
 Assets being administered by liquidator [More information](#)
 Analogous situation like bankruptcy under national law [More information](#)
 Arrangement with creditors [More information](#)
 Business activities are suspended [More information](#)

Please complete the below field for the sub-contractor. REMOVE SUB-CONTRACTOR

Organisation Name : Addison

Company Registration Number : *

VAT number : *

Vat and IRD Compliance certificates from CFR department : * No file chosen

CANCEL SUBMIT

Figure 130: Include sub-contractors

Contract Award

CFT: [REDACTED] Show CFT Menu

ACCEPT/REJECT CONTRACT AWARD

Do you accept the contract award?
 Accept Decline

Include sub-contractors?
 Yes No

Company Registration Number : *

VAT number : *

Vat and IRD Compliance certificates from CFR department : * No file selected.

CANCEL SUBMIT

Figure 131: Accept contract award (Company Registration Number)

Contract Award

CFT: [REDACTED] [Show CFT Menu](#)

ACCEPT/REJECT CONTRACT AWARD

Do you accept the contract award?
 Accept Decline

Include sub-contractors?
 Yes No

Company Registration Number : *

VAT number : *

Vat and IRD Compliance certificates from Cfr department : *

Figure 132: Accept contract award (Identity Card Number)

Contract Award

CFT: PROCUREMENT FOR LAPTOPS [Show CFT Menu](#)

ACCEPT/REJECT CONTRACT AWARD

Do you accept the contract award?
 Accept Decline

Include sub-contractors?
 Yes No

Please upload the certificates that correspond to the following criteria.
Certificates : *

Comment :

Criteria

- Payment of taxes [More information](#)
- Payment of social security [More information](#)
- Bankruptcy [More information](#)
- Insolvency [More information](#)
- Assets being administered by liquidator [More information](#)
- Analogous situation like bankruptcy under national law [More information](#)
- Arrangement with creditors [More information](#)
- Business activities are suspended [More information](#)

Figure 133: Accept contract award (Certificates)

Contract Award

CFT: PROCUREMENT FOR LAPTOPS Show CFT Menu

ACCEPT/REJECT CONTRACT AWARD

Do you accept the contract award?

Accept Decline

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

The reasons are...

CANCEL SUBMIT

Figure 134: Decline contract award

14. Dynamic Purchasing Systems (DPS)

14.1. Creation of an indicative tender return

The procedure towards the preparation of a tender return does not differ to that followed in the context of a CfT (see Section 10). However, it is important to highlight that only the Eligibility Criteria Envelope is requested, and that the Economic Operator can submit a tender at any time without any limitation.

In case you are already admitted in a DPS and you attempt to submit a new tender, an information message is displayed to the user in order to inform him that the evaluation process will be repeated (in case of lots, the evaluation will be repeated for all lots) (Figure 135).

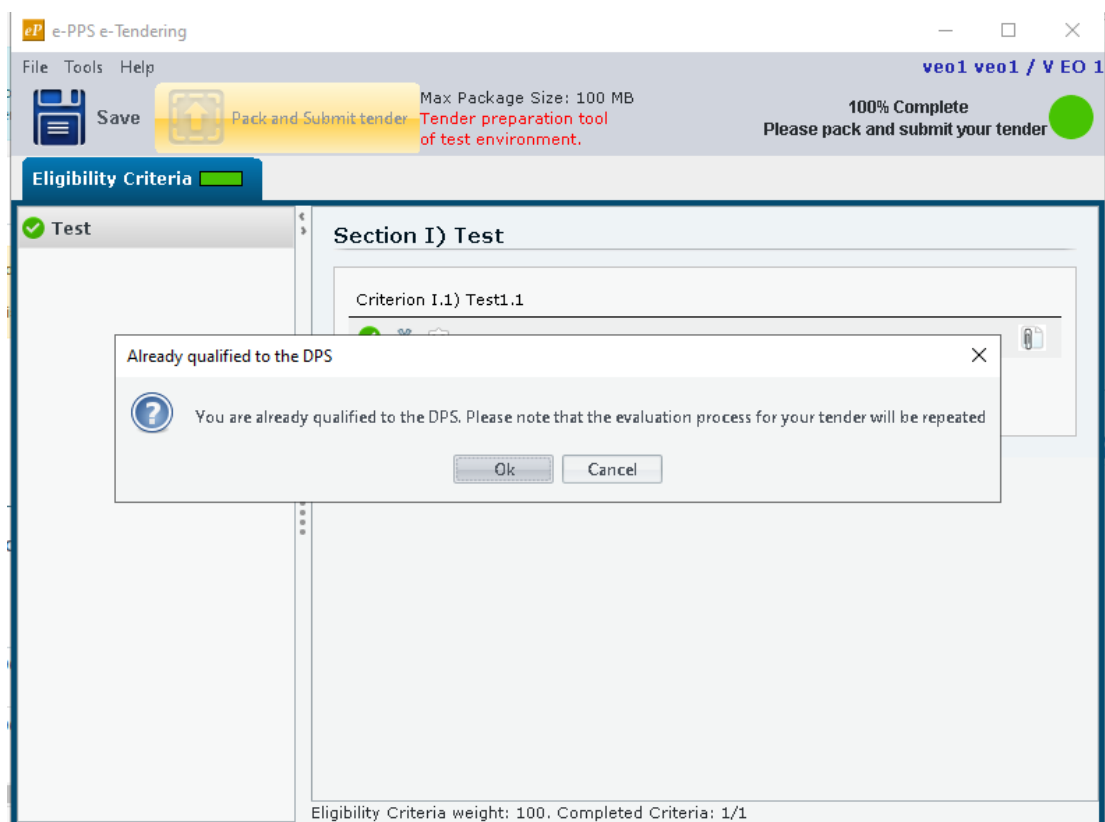


Figure 135: Uploading a new tender package

14.2. Tender preparation for Specific Contract in a DPS

If you receive an invitation for a SP (i.e. you are a participant in the respective DPS at the time of invitation) you also have access to the SC of the DPS and therefore can submit a specific tender for the SC. Note that the specific tender consists of the technical and financial envelopes.

15. Preliminary Market Consultation

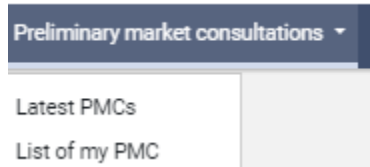


Figure 136: Preliminary Market Consultation

15.1. View PCM Information

In order for the user to preview the details of the Preliminary Market Consultation (PMC) he needs to select the option “**PMC core information**” from the **PMC Menu** (Figure 56).

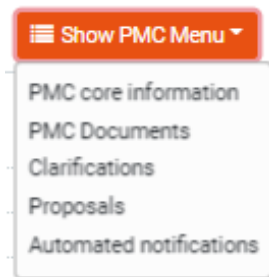


Figure 137: PMC Menu, option “PMC core information”

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

View PMC workspace

PMC: PRELIMINARY MARKET CONSULTATION FOR PRINTERS	
TITLE	Preliminary Market Consultation for Printers
NAME OF CONTRACTING AUTHORITY:	Vasifeia Organisation
PMC CA UNIQUE ID:	
STATUS:	Proposal Submission
DESCRIPTION:	test
PROCUREMENT TYPE:	Supplies
CPV CODES:	30232150-Inkjet printers 32552200-Teleprinters 30232130-Colour graphics printers
NUTS CODES:	
ESTIMATED CONTRACT VALUE (EUR):	10000
TIME -LIMIT FOR RECEIPT OF PROPOSALS:	30/08/2022 00:00
UPLOAD OF DOCUMENTS WITHIN THE CLARIFICATIONS:	No
MULTIPLE PROPOSALS WILL BE ACCEPTED:	No
ALLOW SUPPLIERS TO REGISTER FOR NOTIFICATIONS:	No

Figure 138: PMC details

15.2. Send Proposal

In order for the user to send a proposal, he needs to select the option **“Proposal”** from the **PMC Menu**. In the **“Proposals”** page, the user needs to select the **“Send Proposal”** tab, complete all required fields and click on the **“Send Proposal”** button.

Figure 139: PMC details

15.3. View Proposals

In order for the user to view his proposals, he needs to select the option **“Proposal”** from the **PMC Menu**. In the **“Proposals”** page, the submitted proposals are displayed.

Select	Proposal ID	Title	Description	Date submitted	Attachment
<input type="radio"/>	1	PMC for printers proposals	Inkjets printers	05/08/2022	Preliminary Market Consultation for Printers

Figure 140: View Proposals

In order to view a proposal, the user selects the proposal and then selects the button **“View Proposal”**. The system displays all the details of the proposal to the user.

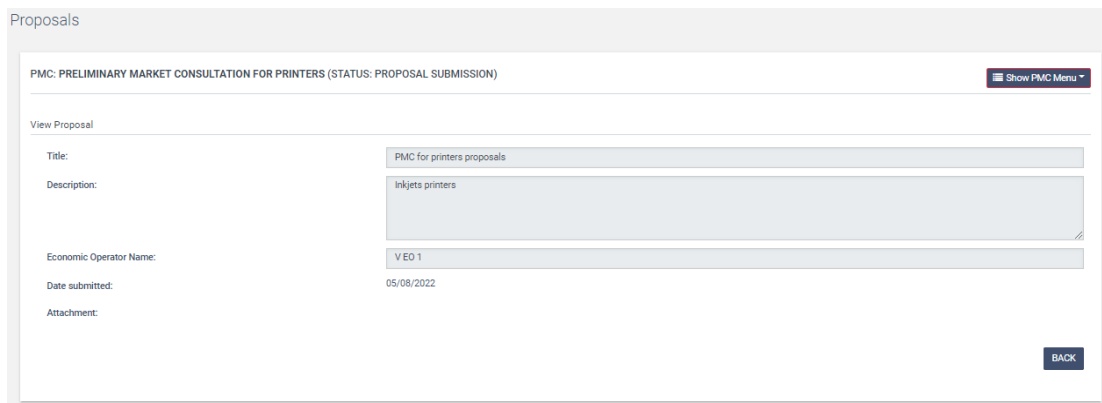


Figure 141: Proposal details

15.4. Latest PMCs

When the user selects “Latest PMCs” the system displays a list with all Preliminary Marker Consultations items in the system. The list contains the following information:

- PMC Title
- Resource ID
- Type
- Status

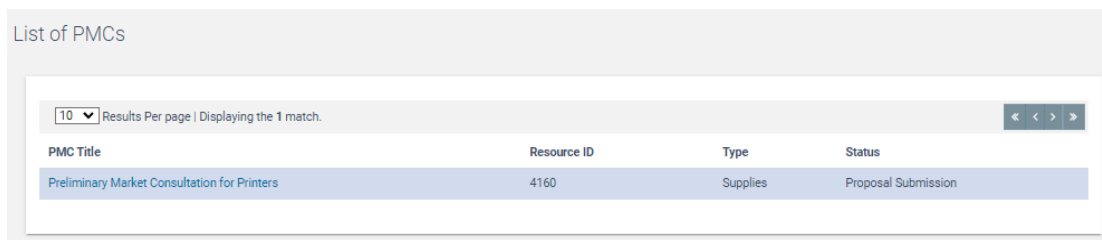


Figure 142: Latest PMCs

15.5. List of my PMC

When the user selects “List of My PMC” the system displays a list with all Preliminary Marker Consultations items associated with his account. The list contains the following information:

- PMC Title
- Resource ID
- Type
- Status

16. Compliance and Monitoring

16.1. Create Compliance Review

Upon clicking on the “Compliance and Monitoring”, the users will be re-directed to the “Compliance and Monitoring” page, where each user can view the Compliance Reviews that they have access to. In this page the EO Admins of EO Organizations can create Compliance Reviews for non “Draft” status CfTs by clicking on the “Create Compliance Review” button.

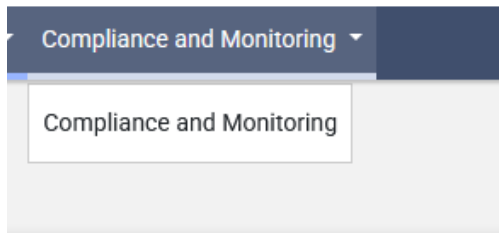


Figure 143 Compliance and Monitoring

Compliance and Monitoring

10 Results Per page | Displaying all 3 matches.

Case Title	Case Status	Case Submitted By	Case Category	Case Conclusion Date
Case 1	Concluded	Other		04/12/2024
case 2	Concluded	General Public		02/09/2024
case crmu3	Concluded	General Public		12/09/2024

EXPORT RESULTS AS CSV CREATE COMPLIANCE REVIEW

Figure 144 “Compliance and Monitoring” page

In order to begin the creation of a Compliance Review, the user clicks on the “Create Compliance Review” button.

Create Compliance Review

CFT

Case Submitted By *

EO

Case Title *

Case Description *

Case Attachment

Browse... No file selected.

Case Creation Date

09/01/2025

Case Conclusion Date

Case Status *

Pending

CANCEL SAVE

Figure 145 "Create Compliance Review" page

By clicking on the “Create Compliance Review”, the EO Admin will have to complete the mandatory fields:

- a. CfT, the user searches for a CfT by clicking on the “search” button (mandatory)
- b. Case Title (mandatory)
- c. Case Description (mandatory)
- d. Case Attachment (optional)

For the EO Admins, the fields “Case Submitted By” and “Case Status” are pre-filled and non-editable. Moreover, the field "Case Conclusion Date" is empty and non-editable at the time of the Compliance Review creation. After the user has filled in all the mandatory fields, the user has to click on the “Save” button and the Compliance Review is created. A new entry with the case title of a Review is then created at the “Compliance and Monitoring” page.

Compliance and Monitoring

Case Title	Case Status	Case Submitted By	Case Category	Case Conclusion Date
Case 1	Concluded	Other		04/12/2024
case 2	Concluded	General Public		02/09/2024
case cmu3	Concluded	General Public		12/09/2024
Test Case Title	Pending	EO		

EXPORT RESULTS AS CSV CREATE COMPLIANCE REVIEW

Figure 146 New Compliance Review entry

Upon clicking at the Case Title link that was previously created, the users can edit the Compliance Review. The status of the Review can only be changed to “Concluded” by the CMU user.

Compliance Reviews

CASE NUMBER: 1009

CFT LINK/ID: 103773

CFT TITLE: test 61

CASE SUBMITTED BY: EO

CASE TITLE: Test Case Title

CASE DESCRIPTION: Description Test

CASE ATTACHMENT:

CASE CREATION DATE: 09/01/2025

CASE CONCLUSION DATE:

CASE STATUS: Pending

MAKE REVIEW PUBLIC: No

CASE CATEGORY:

ACTIONS TAKEN BY THE CMU:

CMU ATTACHMENT:

FURTHER COMMENTS:

BACK **EDIT**

Figure 147 Edit Compliance Review created by EO Admin user

17. Additional Functionality



17.1. 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 148: 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 149).

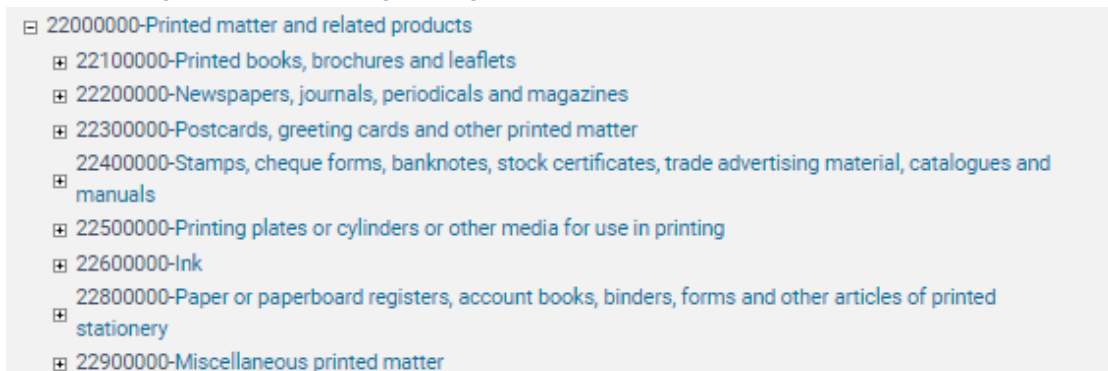





Figure 149: Hierarchical structure of CPV codes

- 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 150).

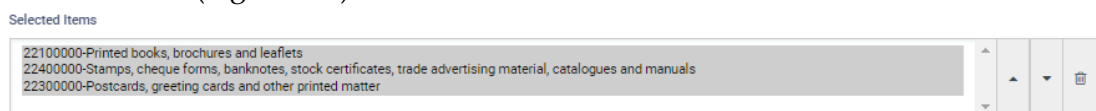


Figure 150: Selected CPV codes

2. The user can use the search functionality of a CPV code (Figure 151):
 - 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 152).

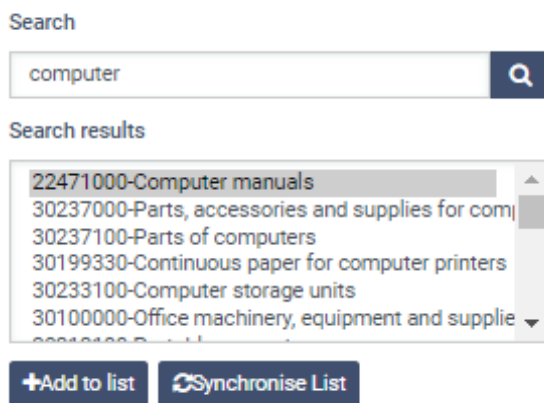


Figure 151: CPV search functionality

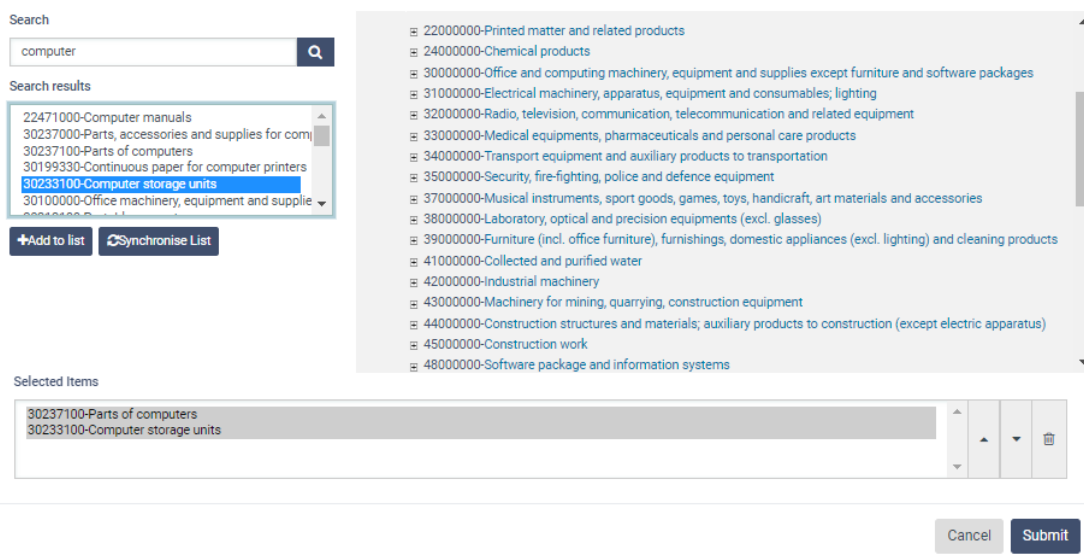


Figure 152: Selection of CPV codes

Finally, the user selects the button “**Submit**” to submit the selected codes to the application (Figure 152). All selected codes are, then, presented in the corresponding field.

CPV Codes of interest

30237100-Parts of computers	▲	Q	🗑
30233100-Computer storage units	▼		

Figure 153: Submitted CPV codes

18. Helpdesk contact details

SUPPLIER helpdesk contact details	
Email address	epps.eo@gov.mt
Telephones	+356 2378 1212 +356 2378 1213 +356 2378 1216 +356 2378 1217 +356 2378 1204 +356 2378 1211