

## e-Tendering Checklist

This checklist outlines all the steps that should be followed when you want to submit an e-tender through the Electronic Public Procurement System (EPPS) on [www.etenders.gov.mt](http://www.etenders.gov.mt). You can also refer to the [EO User Manual](#) and to the [interactive walkthroughs](#).

Task	Comments	More Information (FAQ)
<input type="checkbox"/> Are you subscribed to EPPS?	<i>You need to be registered in order to participate in an e-tender.</i>	FAQ - Online Registration
<input type="checkbox"/> Do you want to be alerted when a CfT that interests you is published?	<i>You can register to receive an email alert when a CfT is published:</i> - with a particular CPV - by a specific Contracting Authority	FAQ - Alerts
<input type="checkbox"/> Did you find the e-tender of Interest?	<i>There are multiple ways in which to browse for tenders on EPPS.</i>	Searching for Calls for Tenders (CfTs)
<input type="checkbox"/> Have you downloaded the tender documentation?	<i>Each e-tender will include tender documentation in its workspace through the <b>CFT DOCUMENTS</b> link.</i>	How to download tender documents and clarifications
<input type="checkbox"/> Have you checked if there have been any clarifications?	<i>Clarifications may have been issued and published in the CfT workspace.</i>	How to download tender documents and clarifications
<input type="checkbox"/> Have you opened the e-tender through the Tender Preparation Tool (TPT)?	<i>This can be done either by downloading the tool, or by opening it online through the EPPS.</i> - <b>Offline TPT</b> <i>This tool needs to be downloaded and the downloaded file extracted to a location of your choice. The Tender Structure will also need to be downloaded and then opened through the TPT. The TPT automatically checks to see if the version installed is the latest one. If the TPT has been updated, there may be the need to download and extract the TPT again in order to fill in the e-tender.</i> - <b>Online TPT (Recommended)</b> <i>Using this TPT is recommended since EOs will always be using the latest version of the tool. This also opens the Tender Structure automatically.</i> <i>When saving the e-tender, all information is saved on your workstation irrespective of which TPT is used.</i> <i>The TPT makes use of Java. Therefore, since Google Chrome Google stopped supporting Java in their browser, the TPT will not work with this browser. The same applies to Microsoft Edge since it also does not support Java.</i>	Making use of the Tender Preparation Tool
<input type="checkbox"/> Does the file you are trying to upload in a criteria exceeds the stipulated limit?	<i>If the file you are trying to upload in a criteria is larger than that stated on the e-tender this will be rejected.</i>	Guidelines for Economic Operators to minimise tender bids' sizes
<input type="checkbox"/> Have you saved your tender draft?	<i>All tender drafts are saved on your workstation. There is no need to finalise your e-tender at one go or in any particular sequence.</i>	Compiling, Verifying, Packing and Submitting an e-Tender
<input type="checkbox"/> Have you verified that your e-tender is complete?	<i>The TPT has many visual cues that verify completeness. You should also click the <b>VALIDATE</b> icon from the TPT toolbar to effect one final check.</i>	Compiling, Verifying, Packing and Submitting an e-Tender
<input type="checkbox"/> Has the tender been validated successfully?	<i>Once the necessary inputting on the e-tender is complete, click the <b>VALIDATE</b> icon to receive confirmation. The TPT will display the message <b>Tender validated successfully</b>.</i>	Compiling, Verifying, Packing and Submitting an e-Tender
<input type="checkbox"/> Have you packed your e-tender through the TPT?	<i>Once saved and validated, you will need to pack and encrypt your e-tender through the EPPS.</i>	Compiling, Verifying, Packing and Submitting an e-Tender
<input type="checkbox"/> Have you noticed the pop-up window?	<i>A pop-up window will advise you that a secure compressed file (ZIP) has been saved with <b>"_TENDER"</b> appended to the filename</i>	Compiling, Verifying, Packing and Submitting an e-Tender

<input type="checkbox"/>	Have you logged in to EPPS? (if the offline TPT was used)	<i>You will need to be logged in to EPPS, and browse to the Cft page, and into the <b>TENDER</b> link in order to submit your e-tender by clicking the <b>UPLOAD TENDER PACKAGE</b> button.</i>	Compiling, Verifying, Packing and Submitting an e-Tender
<input type="checkbox"/>	Have you associated yourself with the e-tender, confirmed your identity, and accepted the EPPS Terms of Use?	<i>You will need to confirm these steps in order to submit your e-tender.</i>	Compiling, Verifying, Packing and Submitting an e-Tender
<input type="checkbox"/>	Have you located your compressed tender package?	<i>You have to click the <b>BROWSE</b> button and locate the compressed file that was saved on your workstation.</i>	Compiling, Verifying, Packing and Submitting an e-Tender
<input type="checkbox"/>	Have you uploaded your e-tender?	<i>Click the <b>UPLOAD</b> button to submit your e-tender. You should receive a confirmation receipt by email.</i>	Compiling, Verifying, Packing and Submitting an e-Tender

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