

# HOW TO DOWNLOAD AND LAUNCH THE OFFLINE TENDER PREPARATION TOOL (TPT) AND THE RESPECTIVE TENDER STRUCTURE (TS)

1. Access the ePPS portal: <http://etenders.gov.mt>
2. Under **Information**, click on the last link: **Download tender preparation tool:**



3. Click the relevant options to Save the zip file containing the TPT:

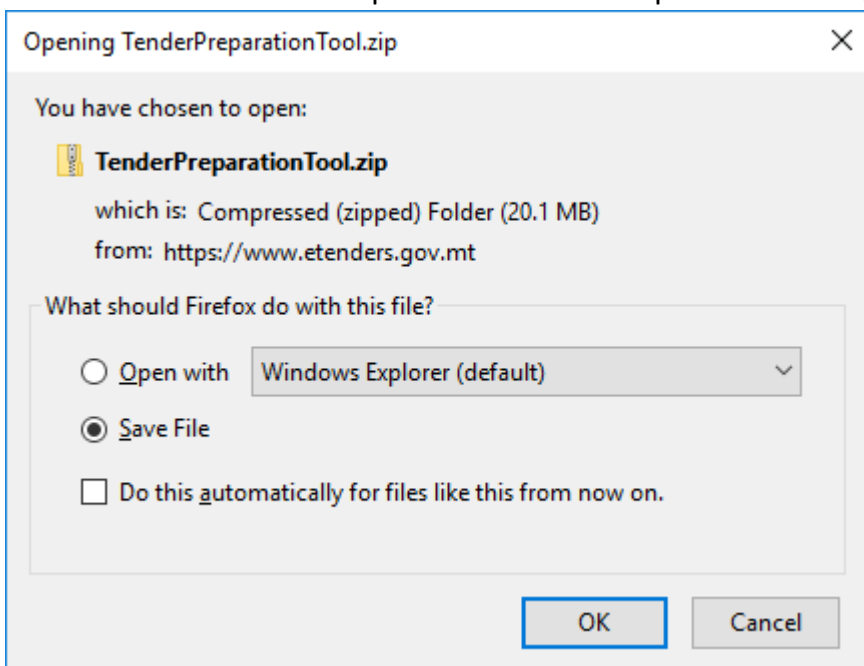


Figure 1 Opening TenderPreparationTool.zip dialog box in Mozilla Firefox



Figure 2 TenderPreparationTool.zip save option in MS Internet Explorer

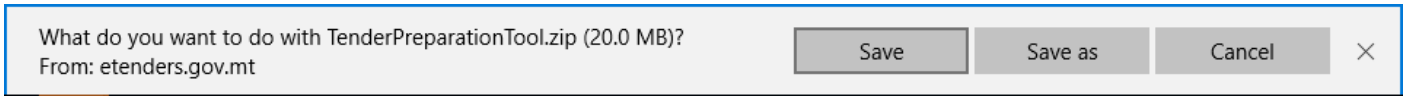


Figure 3 TenderPreparationTool.zip save option in MS Edge

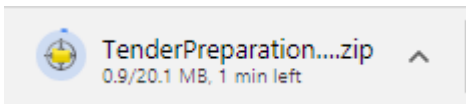


Figure 2 TenderPreparationTool.zip download option in Google Chrome (no save option available)

#### 4. To Open the downloaded zip file, click on the relevant download option:

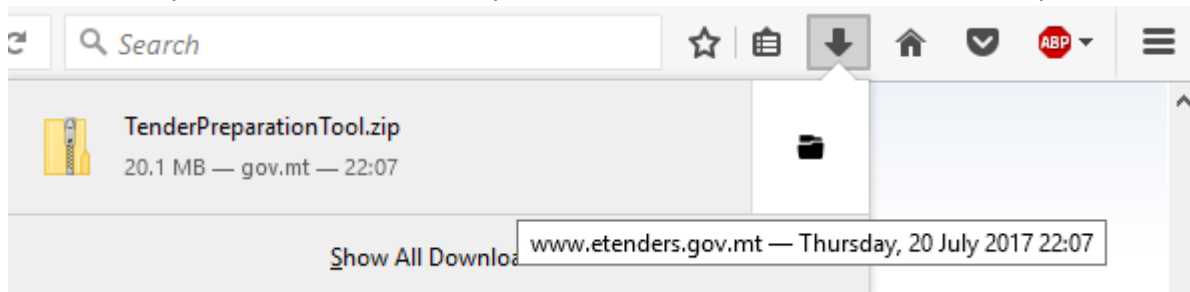


Figure 3 Download complete options in Mozilla Firefox – Click on file



Figure 4 Download complete options in MS Internet Explorer – Click on Open

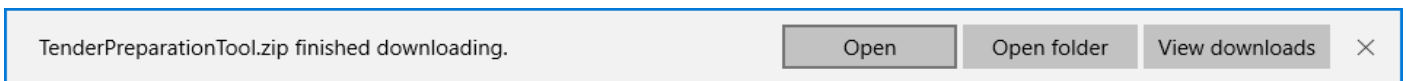


Figure 5 Download complete options in MS Edge – Click on Open

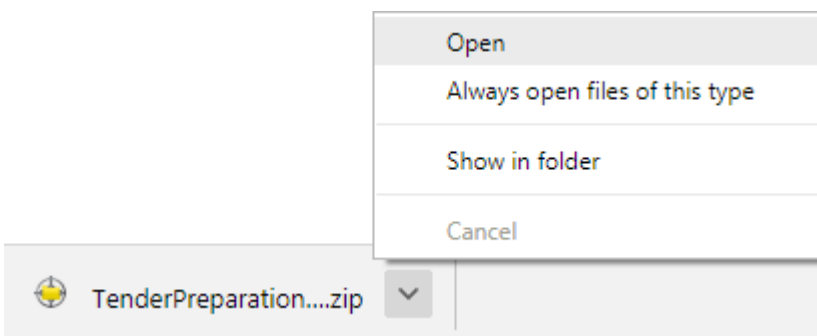


Figure 6 Download complete options in Google Chrome – Click on file and select Open

5. In order to run the TPT, you will need to extract the zip file contents to a folder:

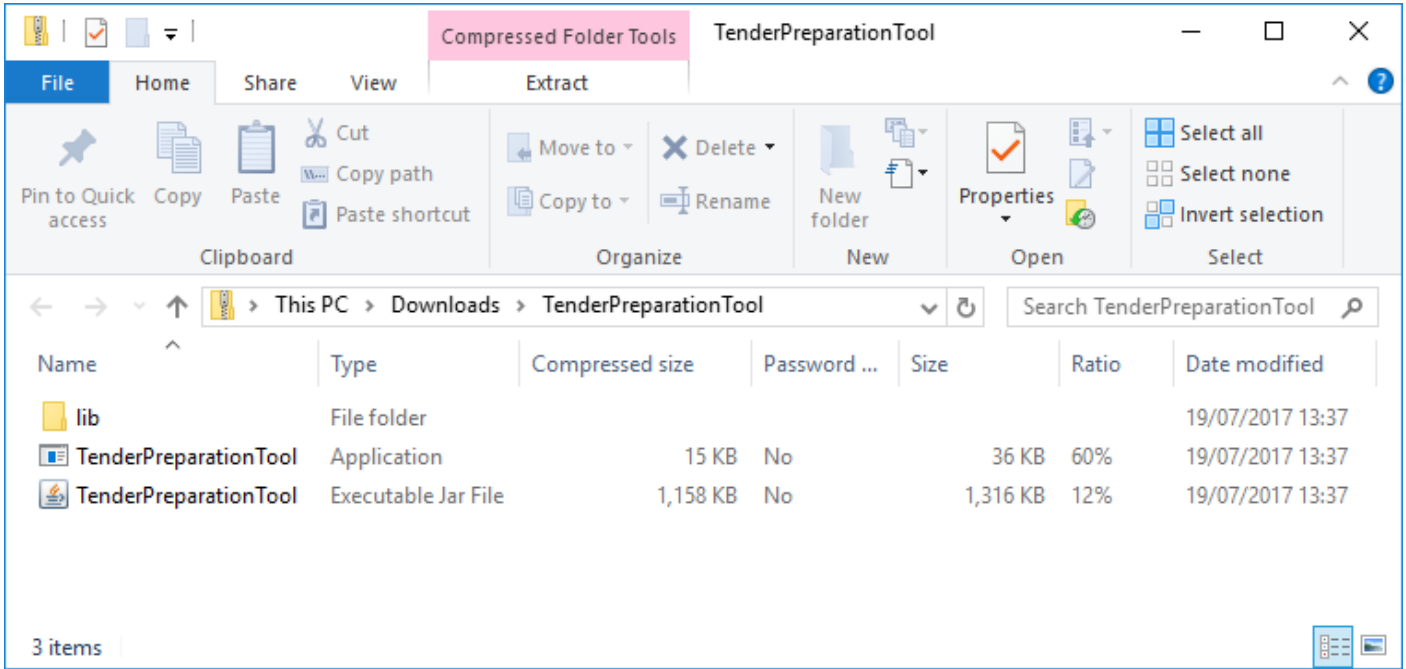


Figure 7 Contents of the downloaded file

6. Ideally, the folder that is to contain the TPT should be created on the Desktop and named TPT or Tender Preparation Tool

7. Select all the contents of the zip file:

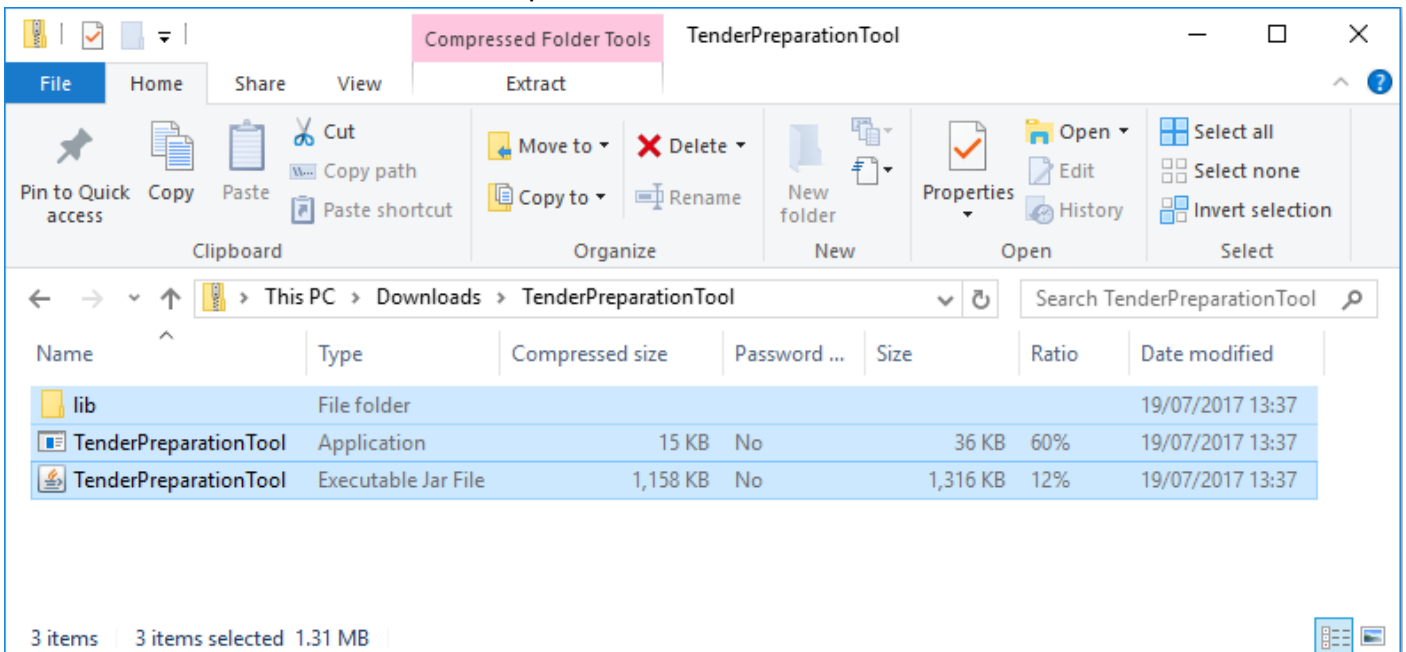


Figure 8 The contents of the zip file highlighted

8. Right click the and select Copy:

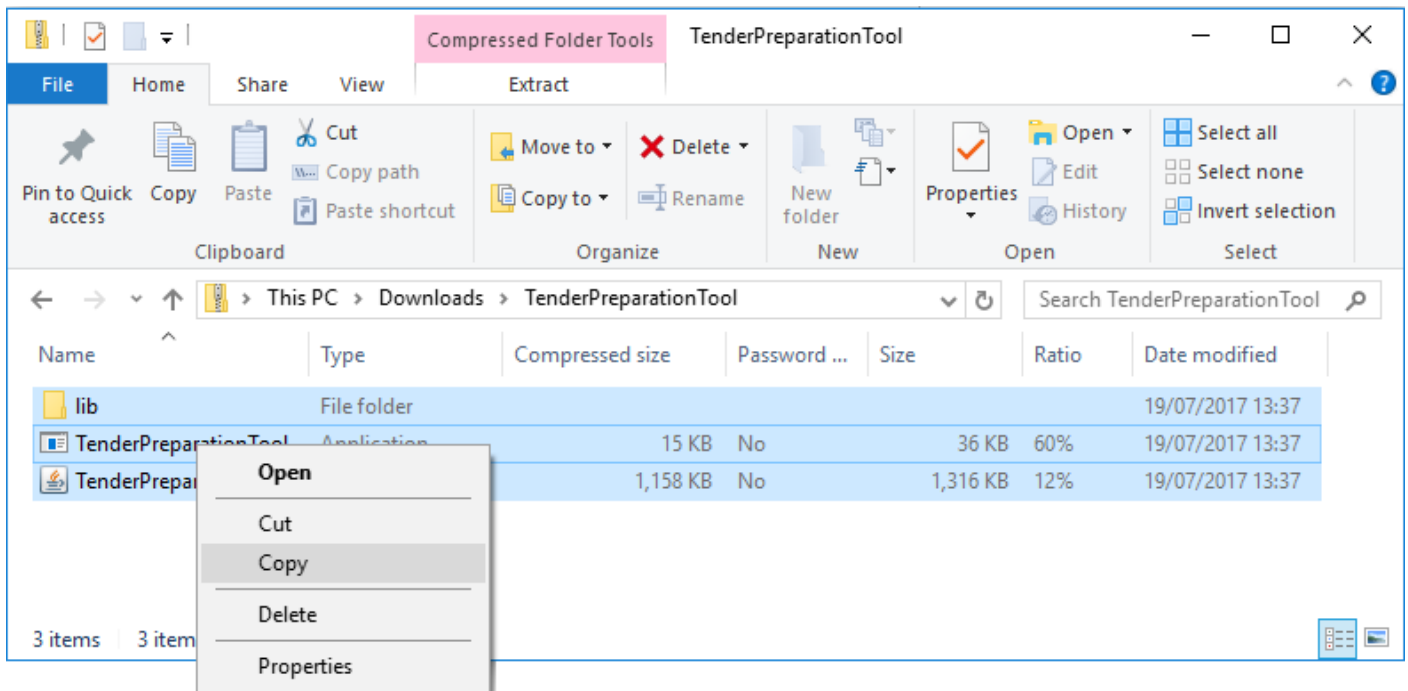


Figure 9 Copying files using the right click option

9. Open the newly created folder (called TPT or Tender Preparation Tool) and Paste the contents that were copied in Step 8 above there

10. Download the TS of the CfT of interest from the Show CfT Menu, CfT Documents, Contract Documents, Tender Structure XML - Cycle 1

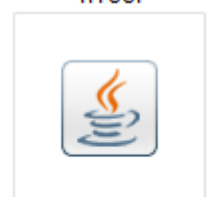
11. Move the downloaded TS file (Tender Structure XML - Cycle 1) to the TPT folder

12. Depending on the Operating System in use, click the relevant file to launch the TPT:

- The TenderPreparationTool(.exe), Application is to be used by MS Windows users



- The TenderPreparationTool(.jar), Executable Jar File is to be used by Apple Mac users



13. Once the offline TPT launches, click on Open:

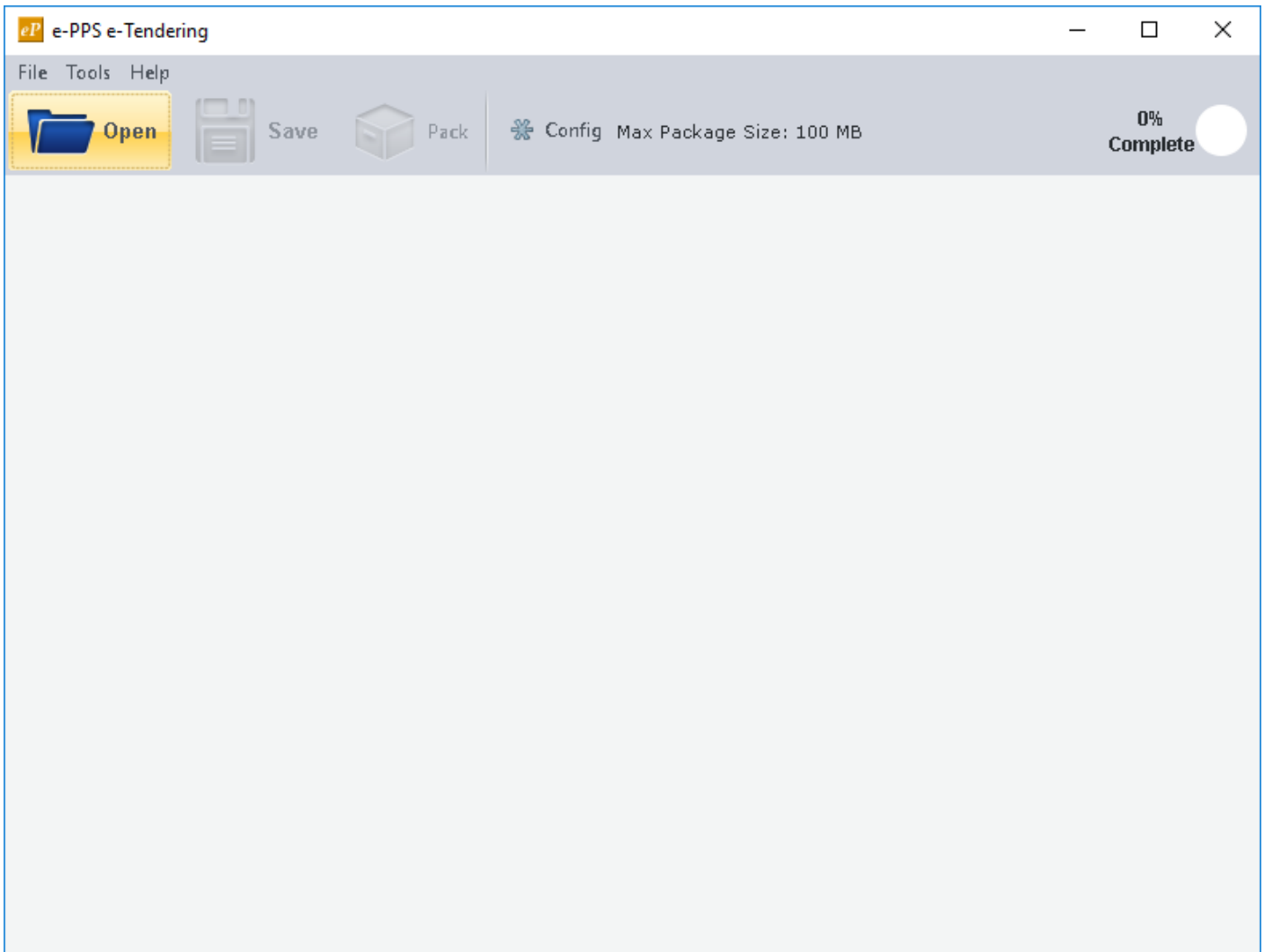


Figure 10 The Tender Preparation Tool

14. If Step 11 above was carried out, select the TS file (c4T\_XXXXXXX\_1.xml) from the Open dialog box (otherwise locate the downloaded TS file and select it) and click Open:

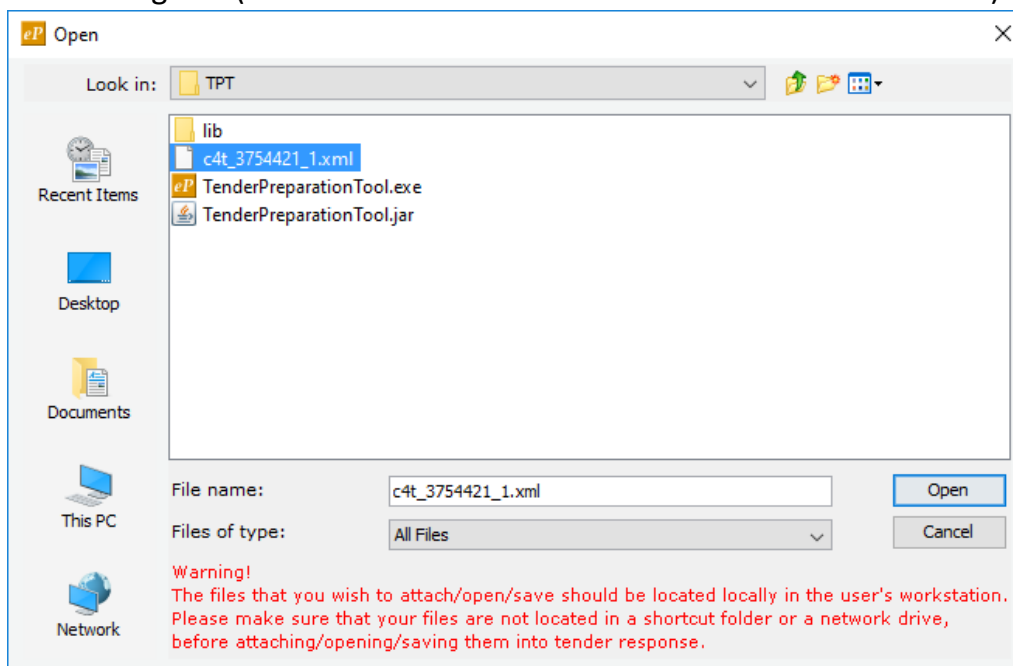


Figure 11 The Tender Preparation Tool Open dialog box

15. The TS will load in the TPT and this can be filled in and submitted as usual:

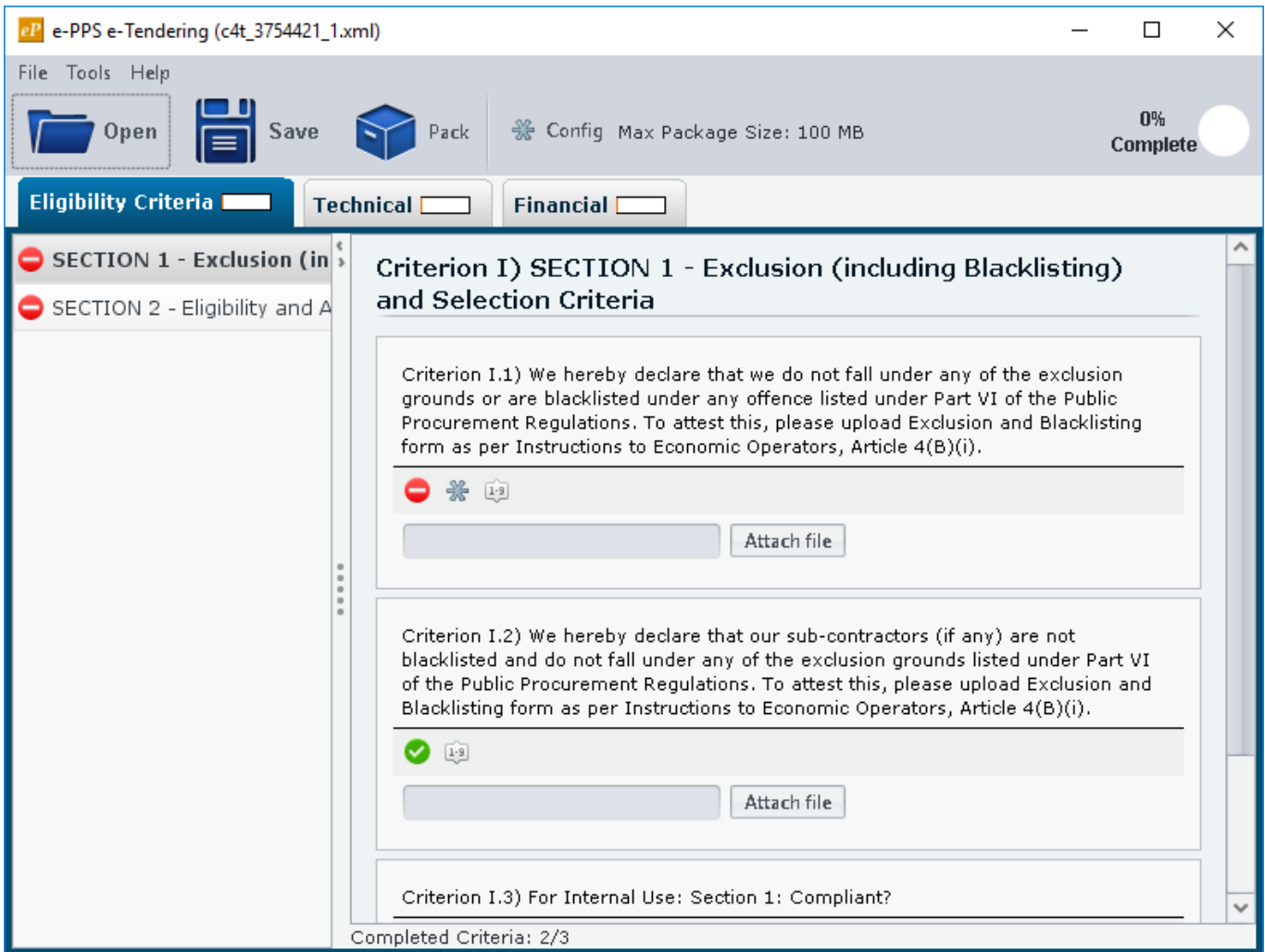


Figure 12 The Tender Preparation Tool with the Tender Structure opened

Please note that other browsers will follow a very similar process in order to download and extract the TPT files, and to download the TS and open it through the TPT.