

## How to download tender documents and clarifications from [www.etenders.gov.mt](http://www.etenders.gov.mt)

**NOTE: The User Manual for Economic Operators contains more details on this process.**

### 1. Will electronic procurement do without supporting tender documentation?

No. Although the e-tender submission will require the use of the tender preparation tool, through which a prospective tenderer will be able to see what is required in order to submit a tender, and to actually compile his tender offer, electronic calls for tender will still continue to have a set of tender documents. These include instructions to tenderers, technical specifications, terms of reference, drawings and plans, bills of quantities and other related documentation. Clarification notes, corrigenda and addenda may also be uploaded in file format online, especially where graphical information (e.g. drawings) is concerned.

### 2. What type of tender documents are available on EPPS?

- 2.1 There are four main types of tender documents available, and depending on the category of the individual Call for Tenders (CfT), you may be accessing the EPPS in order to access:
  - a. documentation relating to a CfT that requires payment to access the actual tender document (refer to 2.2 below);
  - b. documentation relating to a CfT that requires a participation fee (refer to 2.3 below);
  - c. free tender documentation relating to a CfT that does not require neither a tender document purchase, nor a participation fee (refer to 2.4 below);
  - d. documentation relating to a conventional tender for which tender submission is made outside the EPPS (refer to 2.5 below).
- 2.2 Where a CfT requires the purchase of the tender document, you will have access to a free preview document. This preview will contain all tender instructions, terms, specifications and conditions, with the exception of graphical information such as plans, drawings and in some cases pictures. The preview document will also be available to guest users, that is persons who are browsing EPPS and are not subscribed/logged in. An account is required in order to be able to purchase the tender document. **Please refer to the FAQ File entitled “Effecting payments through [www.etenders.gov.mt](http://www.etenders.gov.mt)”** in order to read more on how to purchase a tender document.
- 2.3 Where a CfT requires a participation fee, you will have unrestricted access to all the tender documentation, including drawing and plans. This means that there is no need to have a preview version of the tender document. In order to participate in such a CfT, you will need to be registered to EPPS, following which you will be able to compile your tender response. You will only be able to submit your tender once that the participation fee has been paid. **Please refer to the FAQ File entitled “Effecting payments through [www.etenders.gov.mt](http://www.etenders.gov.mt)”** in order to read more on how to pay a participation fee.
- 2.4 Where a CfT does not require a tender document purchase or a participation fee, all tender documentation will be available to view for free, without the need of being registered. Registration is required in order to be able to submit your tender in an electronic manner.
- 2.5 The EPPS can also be used to make available documentation in respect of conventional tenders. This means that you will be directed to the EPPS in order to view/download the tender documentation, but the tender compilation and submission is made in the conventional ‘paper-based’ manner. The contract notice/Government Gazette notice as well as the instructions to tenderers will detail the relevant instructions on how to submit a tender offer.

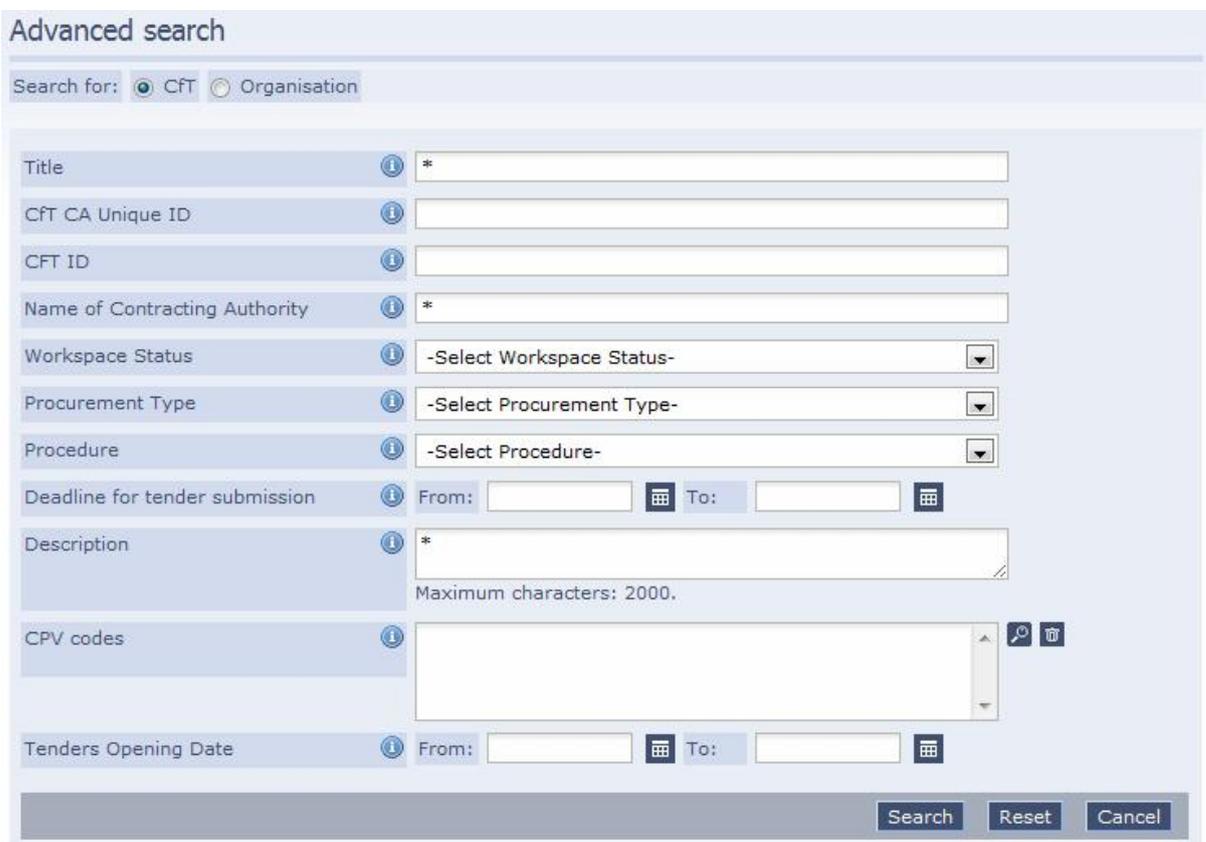
### 3. How do I access the tender documents from EPPS?

The following steps outline how to access tender documents from EPPS:

- 3.1 Once you have browsed to [www.etenders.gov.mt](http://www.etenders.gov.mt), you can search for the relevant CfT or browse the latest CfTs from the top-right corner of the screen (Figure 1). You can either:
- effect a simple search, the use of wildcards is supported by typing \* before/after the desired text string (e.g. if you type \*pen\*, the search will display results concerning tenders concerning pencils, pen drives, carpentry, penicillin etc);
  - perform an advance search (by clicking the  button) where you will be able to narrow down your search by specifying any combination of title, reference, name of Contracting Authority, procedure, description, CPV category, date range etc. (as per Figure 2);
  - browse the list of CfTs by clicking the **LATEST CFTS** link. By default, the screen sorts the CfTs in terms of the tender submission deadline; the screen allows for sorting by CfT title, Contracting Authority, tender submission deadline, and procedure, in ascending or descending order.



**Figure 1.** The Simple Search field, Advance Search button, and the 'Latest CFT' link

The image displays the "Advanced search" interface. At the top, it says "Advanced search" and has radio buttons for "Search for: CFT" (selected) and "Organisation". Below this are several search criteria fields, each with an information icon (i):

- Title: Input field containing an asterisk (\*).
- CFT CA Unique ID: Empty input field.
- CFT ID: Empty input field.
- Name of Contracting Authority: Input field containing an asterisk (\*).
- Workspace Status: Dropdown menu with "-Select Workspace Status-".
- Procurement Type: Dropdown menu with "-Select Procurement Type-".
- Procedure: Dropdown menu with "-Select Procedure-".
- Deadline for tender submission: Two date input fields labeled "From:" and "To:" with calendar icons.
- Description: Text area with an asterisk (\*) and a note "Maximum characters: 2000.".
- CPV codes: Text input field with search and delete icons.
- Tenders Opening Date: Two date input fields labeled "From:" and "To:" with calendar icons.

At the bottom right, there are three buttons: "Search", "Reset", and "Cancel".

**Figure 2.** The "Advance Search" Screen.

- 3.2 Once you have located your CFT, click on the CFT Title link to access the CFT workspace. You will be shown the CFT's core information.
- 3.3 Click the **SHOW CFT MENU** (top-right of the screen), and click on the **CFT documents** link, as per Figure 3 below.



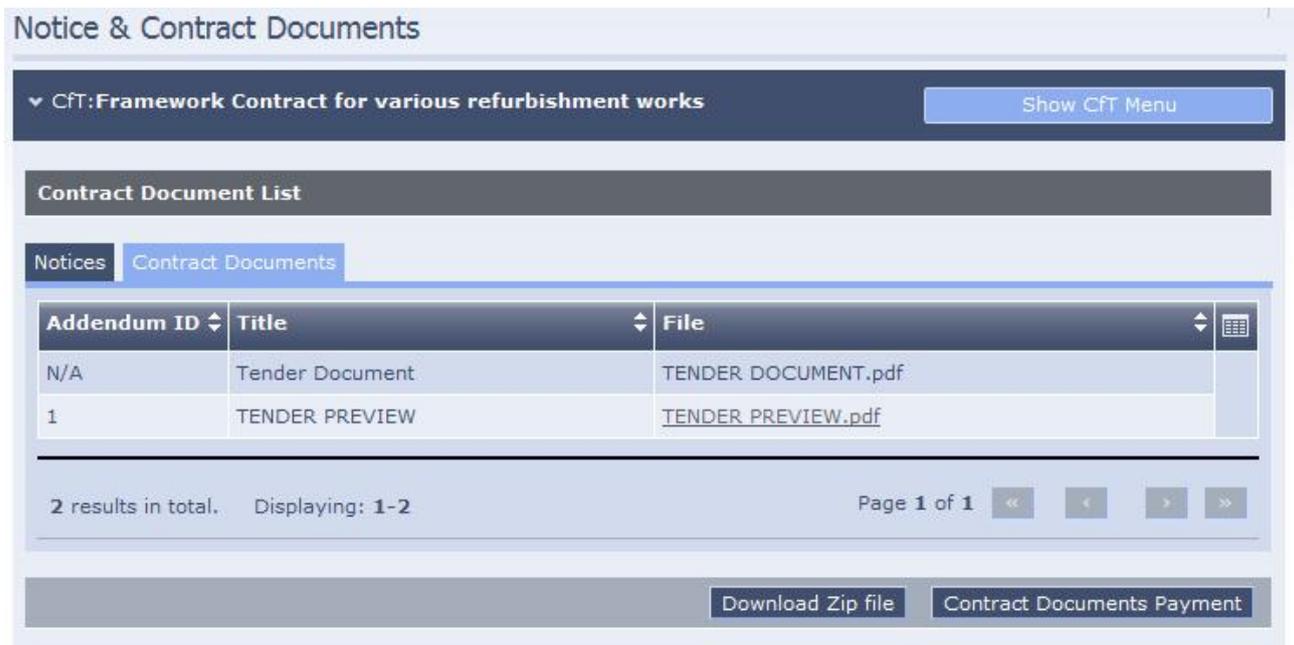
**Figure 3.** The “CFT documents” link within the “View CFT Workspace” screen

- 3.4 You will be shown the **NOTICE & CONTRACT DOCUMENTS** page. The first tab (**NOTICES**) details the relevant notices published in respect of this call for tenders. The second tab (**CONTRACT DOCUMENTS**) will display all tender documents that have been uploaded (Figure 4).



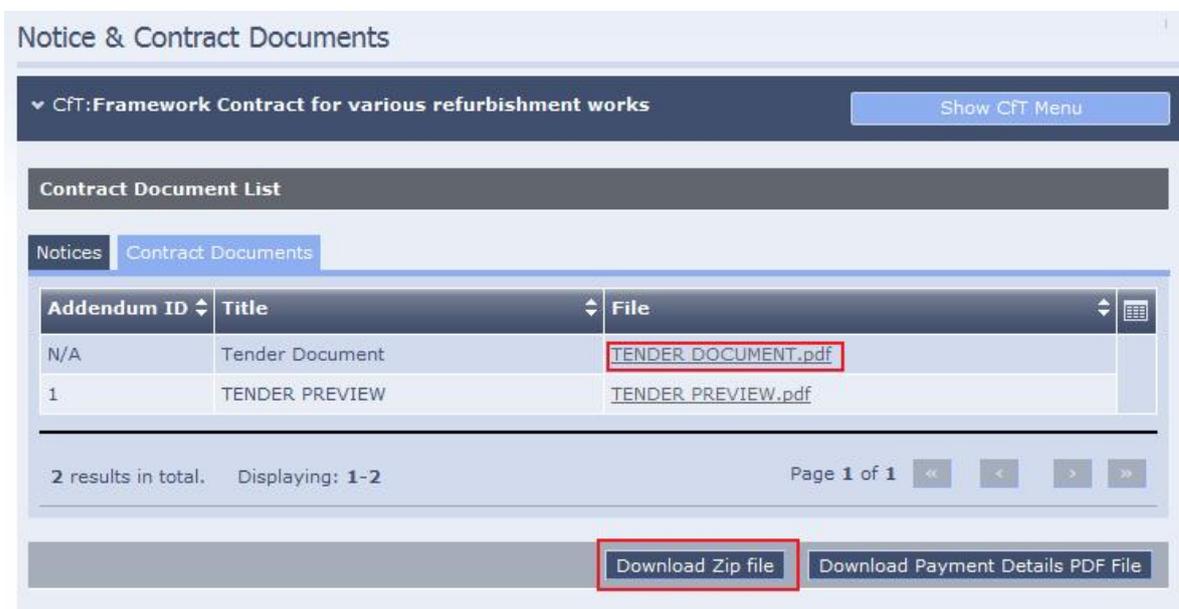
**Figure 4.** The “Contracts Documents” tab within the “Notice & Contract Documents” screen

- 3.5 The **CONTRACT DOCUMENTS** tab displays all documentation that has been uploaded in respect of this CFT.
- 3.6 Where the CFT requires a tender purchase, documents that are free of charge can be viewed without effecting any payment: such free documents have an active link, as for example the file named **Tender Preview.pdf** as in Figure 5 below.



**Figure 5.** The “Contracts Documents” page within the “Notice & Contract Documents” screen

- 3.7 You will note that the tender document is not accessible: you will need to be registered and logged in to proceed to purchase the tender document. This is done by clicking the **CONTRACT DOCUMENTS PAYMENT** button as shown in Figure 5.
- 3.8 Once the payment has been successfully effected, the tender document is now available for download (Figure 6). Alternatively, you may chose to download all tender documents at one go by clicking the **DOWNLOAD ZIP FILE** button. This is particularly useful whenever there are a number of tender documents, including clarification notes.



**Figure 6.** The tender document is now available to view/download; the “Download Zip file” option.

- 3.9 Where the e-tender requires a participation fee, or is completely free, clicking the **SHOW CFT MENU**, and then the **CFT documents** link, you will note that the tender documentation is available to view/download freely and immediately, as per Figure 7 below.

Notice & Contract Documents

▼ CFT:Supply of Pharmaceutical Products Show CFT Menu

**Contract Document List**

Notices **Contract Documents**

Addendum ID	Title	File
N/A	Tender document	<a href="#">TENDER DOCUMENT.pdf</a>
N/A	Tender Structure XML - Cycle 1	<a href="#">c4t_58805_1.xml</a>

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

Download Zip file

**Figure 7. The tender document may be downloaded for free.**

- 3.10 In case of conventional tenders, the procedure is essentially the same as outlined in points 3.1 to 3.5, and 3.8 above, as shown in Figure 8.

Notice & Contract Documents

▼ CFT:T002/12 -Provision of Local Area Network and Electrical Infrastructure Works, Services and Supply of Passive Equipment Show CFT Menu

**Contract Document List**

Notices **Contract Documents**

Addendum ID	Title	File
N/A	Part XIII - Right of Appeal	<a href="#">Part XIII - Right of Appeal.pdf</a>
N/A	Procurement General Terms and Conditions from 22Nov2010	<a href="#">Procurement General Terms and Conditions from 22Nov2010.pdf</a>
N/A	T00212-CEI Framework Agreement Contract	<a href="#">T00212-CEI Framework Agreement Contract.doc</a>
N/A	T00212-CEI Framework Agreement for Passive Equipment	<a href="#">T00212-CEI Framework Agreement for Passive Equipment.doc</a>

4 results in total.    Displaying: 1-4    Page 1 of 1

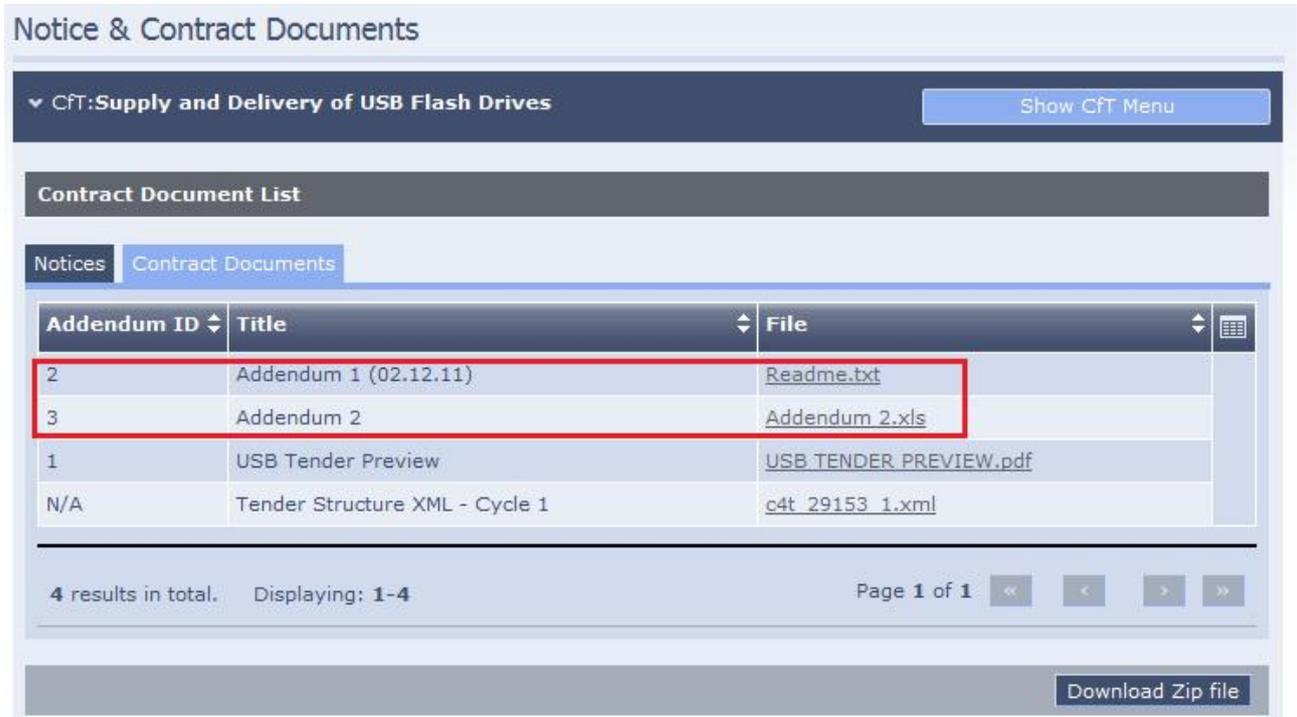
Download Zip file

**Figure 8. Available tender documents in respect of a conventional call for tenders.**

#### 4. Can I see clarifications, corrigenda and addenda?

Yes. Guest users have full access to all additional documentation and/or information that is issued in respect of a particular Cft. This is possible through two ways, as outlined hereunder.

- 4.1 The Contracting Authority may upload addenda and clarifications as documents within the Cft workspace. These will be available from the **CFT DOCUMENTS - CONTRACT DOCUMENTS** link within the **CFT MENU**, as shown in Figure 9.



**Figure 9. Addenda and clarifications will be available from the “Contract Documents” tab within the “Cft Documents” link**

- 4.2 Additionally, the electronic notifications and questions & answers that are exchanged between the Contracting Authority and the registered EPPS users are also available to guest users. These notifications may simply alert users that a new addendum has been posted in the **CFT DOCUMENTS - CONTRACT DOCUMENTS** link, may contain an answer to a query that has been posted in an electronic manner, or may contain a notification with attachment issued by the Contracting Authority, and in the spirit of transparency and equal treatment, this information is available to view from the **CLARIFICATIONS** link within the **SHOW CFT MENU** link (Figures 9 and 10).



**Figure 10. The “Clarifications” link within the Cft Menu.**

Clarifications

▼ Cft:Supply and Delivery of USB Flash Drives Show Cft Menu

Clarifications

1.Colour of USB Flash Drives

2.USB Pendrives

5.Clarificaton on Article 2.3 of the Technical Specifications

Description for the request

This clarification was posted by the CA without a request by any Economic Operator

Attachment for the request:

Clarification

Article 2.3 of the Technical Specification is being replaced with the text/drawings as per attached document.

Attachment for the request: [Revised Article 2.3.doc](#)

Download all clarifications

**Figure 11. The “Clarifications” Screen.**

- 4.3 The **DOWNLOAD ALL CLARIFICATIONS** button at the bottom-right side of the screen will conveniently collate all electronic clarifications into a single PDF file, which will be downloaded in an archive file together with any file attachments.

## 5. Is there any other tender-related documentation?

In parallel with the increased used of e-tendering, the Department of Contracts is endeavouring to streamline and simplify the procurement procedure. As part of this process, all common tender clauses, terms, conditions and specimen/forms that are common across all tenders (issued by the Department of Contracts as well as by other Contracting Authorities) have been separated from the documentation related to each individual Cft which will focus exclusively on the particular tender’s instructions, requirements, specifications, and conditions. This supplementary documentation will still form part of the tender documents, and prospective tenderers will be required in particular to confirm that they have read and agreed the “General Rules Governing Tendering”. All standard supplementary documentation is properly versioned so that each individual tender will be chronologically pegged to the documentation in force during the period it was published.

The supplementary documentation is available to view from the website of the Department of Contracts, via the URL: [www.contracts.gov.mt/etenders](http://www.contracts.gov.mt/etenders).



**Last Updated: 21 January 2012**