

How to download tender documents as a guest user on www.etenders.gov.mt

Guest users, that is users that are not yet registered with the EPPS, can still access free tender documents, previews and clarification notes.

1. How do I locate the Call for Tenders (CfT) I am interested in?

You can do so by one of two principal options, as shown in Figure 1:

- Search for the particular tender by using the search facility at the top of the homepage's screen, or
- Click on the **LATEST CFTs** link and browse across the latest CfTs



Figure 1. The search facility, and the “Latest CFTs” link in the EPPS homepage.

2. I have located my CfT. How do I access the relative tender documentation?

Once you have accessed the CfT of interest, you will be shown its core information. Clicking the **SHOW CFT MENU** from the top-right of the screen will display the link to the CfT documents, as per Figure 2.



Figure 2. The “CFT documents” link within the CFT Menu.

You will note that you are navigating the EPPS as a guest user without being logged in.

Clicking the **CFT DOCUMENTS** link, you will be redirected to the CfT's **NOTICE AND CONTRACT DOCUMENTS** screen. This screen is divided into two tabs: the **NOTICES** tabs (where you can view the related publication notices), and the **CONTRACT DOCUMENTS** tab, where all documentation related to this CfT is made available (Figure 3).

Notice & Contract Documents

CFT: Provision of Interactive Whiteboards, Maintenance, Support and Training Services Show CFT Menu

Contract Document List

Notices **Contract Documents**

Addendum ID	Title	File	Description	Lang.
N/A	Contract for the Provision of Interactive Whiteboards, Maintenance and Support and Training Services	Con_Interactive Whiteboards-v1 0.pdf		EN
N/A	Procurement - General Terms and Conditions	Procurement - General Terms and Conditions.pdf		EN
N/A	Right of Appeal	Right of Appeal.pdf		EN
N/A	Tender for the Provision of Interactive Whiteboards, Maintenance, Support and Training Services	T15511-TND-InteractiveWhiteboardsMSandTraining-v1 0.doc		EN

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

[Download Zip file](#)

Figure 3. The “Contract Documents” tab within the “Notice & Contract Documents” screen.

Clicking on the file link, a new window will notify you that since that you are not logged in, you will be able to associate yourself with this CFT, meaning that you will not be informed with the publication of addendums, corrigenda or clarifications, as shown in figure 4. **Please ensure that your browser is not blocking pop-up windows**, and if so, allow pop-up windows to run from the EPPS website.

Download contract documents

Currently you are not logged in, therefore the system cannot associate you with the CFT so that it can inform you automatically in case new addendums, corrigendas or clarifications are published. To be associated with the competition, you need to first log in

[Cancel download](#) [Proceed without association](#)

Figure 4. The “CFT Association Notice” pop-up window (in case of accessing the site as a guest user)

In order to proceed with downloading the file, you have to click the **PROCEED WITHOUT ASSOCIATION** button.

Your browser configuration settings may prevent the download of the document. You may be shown a message similar to the one shown in Figure 5. In such cases, you will need to proceed by overriding the browser warning. It is recommended that you add the EPPS website to your ‘sate websites’ list so that your browsing experience is smoother and faster.



Figure 5. A typical browser message advising that a file has been prevented from being downloaded

In a situation similar to the one shown in Figure 5, clicking the message bar and clicking the download file link will allow you to proceed (you could have to repeat the download process though).



Figure 6. Clicking the message bar, you will be shown the “Download File...” link

A faster way of downloading the entire documentation pack is to click on the download zip file button at the bottom left of the screen as shown in Figure 7.



Figure 7. The “Download Zip File” button.

This facility will allow you to download all CfT documentation that has been uploaded at the time to be collated and downloaded into a single archive file.

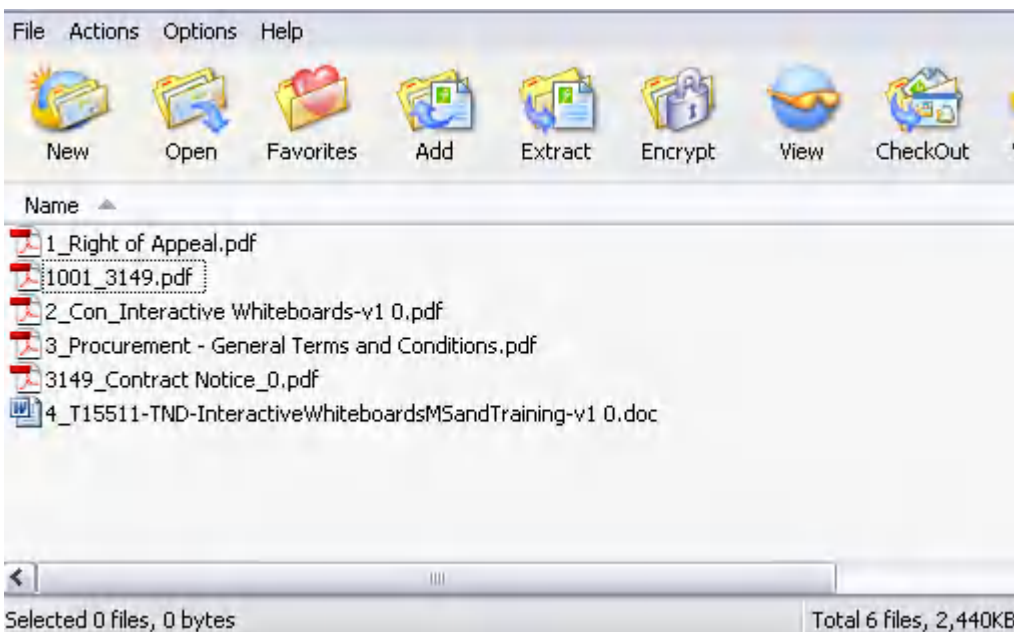


Figure 8. All CfT documents downloaded into a single archive file.

When you chose to download all Cft documents into a single archive file, an extra file will be included, that lists the documents contained in the archive.

List of Contract Documents

#Addenda ID	N/A	Status	Final
Title	Right of Appeal		
File Associated	<1 Right of Appeal.pdf >		

#Addenda ID	N/A	Status	Final
Title	Contract for the Provision of Interactive Whiteboards, Maintenance and Support and Training Services		
File Associated	<2 Con Interactive Whiteboards-v1 0.pdf >		

#Addenda ID	N/A	Status	Final
Title	Procurement - General Terms and Conditions		
File Associated	<3 Procurement - General Terms and Conditions.pdf >		

#Addenda ID	N/A	Status	Final
Title	Tender for the Provision of Interactive Whiteboards, Maintenance, Support and Training Services		
File Associated	<4 T15511-TND-InteractiveWhiteboardsMSandTraining-v1 0.doc >		

List of Notices

#Addenda ID	1	Status	Published
Title	Contract Notice		
File Associated	<3149 Contract Notice.pdf >		

Figure 9. The “List of Contract Documents” PDF file that is generated together with the archive

3. How do I see clarifications, addenda and corrigenda?

As a guest user, you will still have access to view/download clarifications, addenda and corrigenda. These can be uploaded in the **NOTICE AND CONTRACT DOCUMENTS** section of the Cft. Additionally, they can be also be uploaded in the **CLARIFICATIONS** screen within the Cft workspace when the tender procedure is electronic (that is, tenders are to compiled and submitted electronically). This screen is available from the Cft menu as shown in Figure 10.



Figure 10. The “Clarification” link within the CFT Menu.

Again, you will notice that you can access this screen while still navigating the EPPS website as a guest user.

The **CLARIFICATIONS** screen will display any clarifications as per Figure 11. Clicking the clarification name will expand the screen as per Figure 12.



Figure 11. The “Clarification” Screen



Figure 12. An expanded clarification note.

The online clarification note includes a description/subject matter, the clarification text, and optionally a file attachment related to the clarification note.

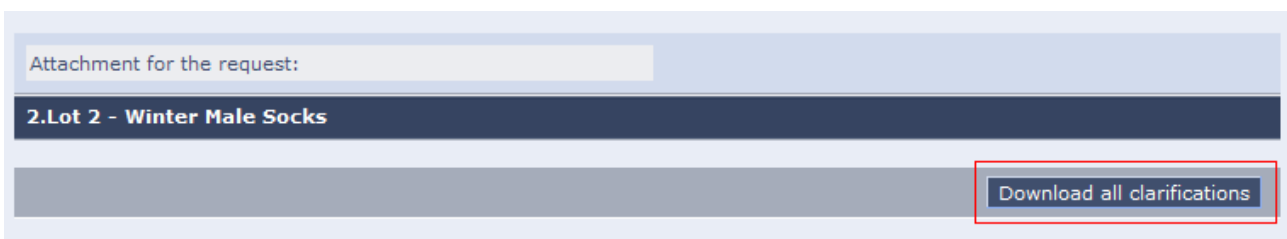


Figure 13. The “Download all clarifications” button

You can also opt to download the whole compilation of clarifications by clicking the **DOWNLOAD ALL CLARIFICATIONS** button at the bottom right of the screen. Through this functionality, all clarification notes and any related attachments will be downloaded through a single archive file. A system-generated PDF file will detail all clarifications issued to-date, and refer to any related files that were enclosed in the archive file.

List of Clarifications			
#Clarification Number	1	Date Published	11/10/11
Title Of Request		Indicative Quantities	
Question			
This clarification was posted by the CA without a request by any Economic Operator			
File Associated to Question : <No Attachment Exists >			
Answer			
The indicative quantities listed in the tender structure are confirmed, i.e 2,000 for Lot 1, 2,000 for Lot 2, and 200 for Lot 3			
File Associated to answer : <No Answer Attachment Exists >			
#Clarification Number	2	Date Published	10/11/11
Title Of Request		Lot 2 - Winter Male Socks	
Question			
This clarification was posted by the CA without a request by any Economic Operator			
File Associated to Question : <No Attachment Exists >			
Answer			
Lot Winter Male Socks Male dark grey Summer Socks in assorted sizes 41 – 45. The socks are to be made of cotton/synthetic mixture with a minimum cotton content of 40 per cent, reinforced heel and toe. The hose height from mid heel is to be a minimum of 28cms and a maximum of 34cms. The weight per pair is to be between 30 and 40gms. the above text should read as follows (as per tender document): Male black Winter Socks in assorted sizes 41 – 45. The socks are to be made of wool/synthetic mixture with a minimum wool content of 25 per cent, reinforced heel and toe. The hose height from mid heel is to be a minimum of 28cms and a maximum of 34cms. The weight per pair is to be between 30 and 40gms.			
File Associated to answer : <No Answer Attachment Exists >			

Figure 14. The “List of Clarifications” PDF file.

4. How do I register with EPPS so that I am able to associate myself with a CFT?

More information on the registration process is available from the following FAQ files:

- How to subscribe with your Organisation e-ID
- How to register Non e-ID Organisations



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