

Evaluation Clarification Guidance Notes for Economic Operators

Introduction

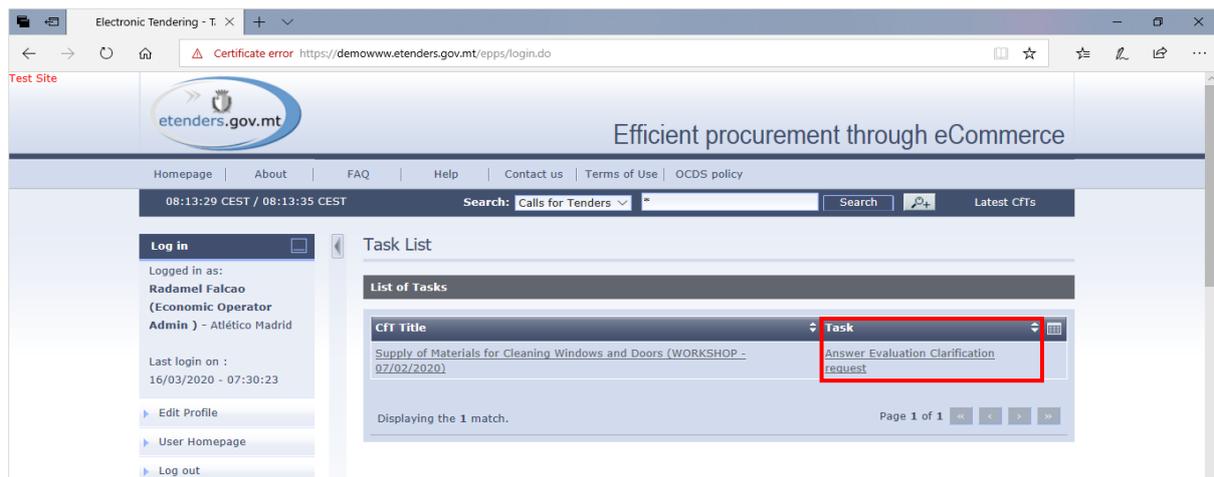
The addition of new options for Economic Operators when responding to an Evaluation Clarification request sent by the Evaluating Staff:

- Allow Economic Operators (EOs) to reply until response deadline
- Allow for multiple replies by Economic Operators (EOs) until response deadline
- Automated response deadline reminder emails sent to Economic Operators (EOs)
- Evaluation Clarification options: “Clarification”, “Rectification”, “Samples” or “Literature”

Procedures

As shown in **Figure 1**, to respond to an Evaluation Clarification request, an Economic Operator (EO), henceforth referred to as bidder/s, need to be logged in to access the respective clarification request. To access the request, the bidder must click directly on the **Answer Evaluation Clarification request** task.

Figure 1



In reference to **Figure 2**, the bidder must first click the **radio button** under the **Select** column, to choose which clarification to reply to, and afterwards click on the **Answer Clarification Request** button.

Figure 2



Bidders are then led to the page, illustrated by **Figure 3**, wherein they can start creating their reply to the request/s or question/s being made. Highlighted in **red**, a new field has been added indicating the deadline date and time for bidders to send in their replies. The **green** frame includes the text box and attachment field in which bidders find the question/s or request/s being raised. The **yellow** frame includes a text box where bidders can type in their reply.

If the reply is sent as an attachment, a note must be entered in the textbox above to indicate that the reply is found in the attached document. To send the reply, a bidder must click on the button **Save**.

Figure 3

The screenshot shows a web interface for 'Evaluation Clarifications'. The main heading is 'Edit/Answer Request For Clarification'. The form contains the following fields:

- Title:** Re-testing Multiple Evaluation Clarificatio
- Deadline:** 28/04/2020 08:30 (highlighted in red)
- Request for:** Clarification
- Description of the clarification:** Re-test 1 - Clarification to 1 Bidder (Atletico Madrid) (highlighted in green)
- Attachment for the question:** * Clarifications: Answer 1 (highlighted in yellow). Below this field, it says '1991 remaining characters'.
- Attachment for the clarification:** A text input field with a 'Browse...' button.

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

Illustrated in **Figure 4**, when the bidder clicks on the button **Save**, a message prompts the user whether they wish to proceed with sending the clarification. **The Clarification response will be automatically published**, means that the clarification will be sent to be read by the **Tender Coordinator** only. A system notification email is also dispatched to inform bidders that the response was published, in other words successfully answered.

Figure 4

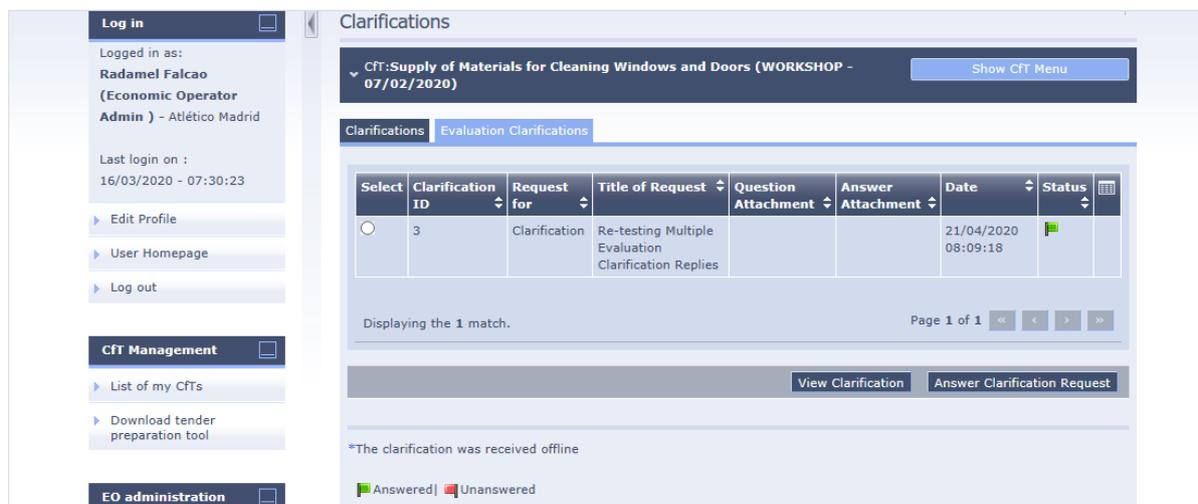
The screenshot shows the same 'Evaluation Clarifications' page as in Figure 3, but with a modal dialog box overlaid. The dialog box has the following content:

- Title:** This site says...
- Text:** The Clarification response will be automatically published, are you sure you want to proceed?
- Checkbox:** Don't let this page create more messages
- Buttons:** OK and Cancel

The background form is partially visible behind the dialog box.

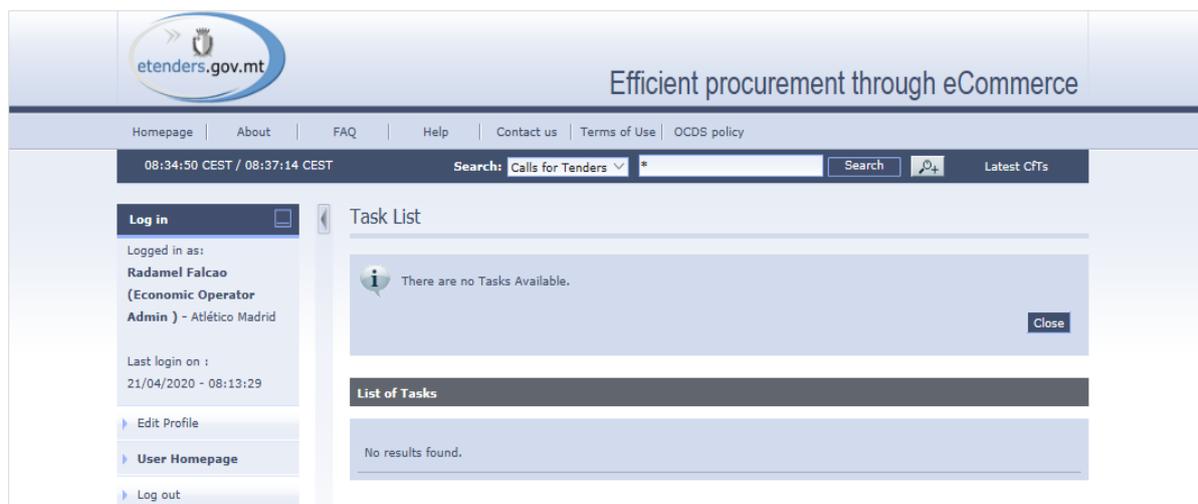
As shown in **Figure 5**, as soon as the reply is sent, the user is taken back to the previous page. The green-flag status indicates that the clarification has been answered.

Figure 5



When users click on the **User Homepage** link, they are redirected to the **Task List** page, as presented in **Figure 6**. Since the clarification has been answered, in this case, there are no more pending tasks.

Figure 6



As described in the introduction, bidders can now send multiple replies to any clarification request, provided that the replies are sent within the specified deadline. To do this, a bidder should first click on the **Show CFT Menu** button of that tender's workspace. Then selects the option **Clarifications** and thereafter click on the **Evaluation Clarifications** tab.

Referring to **Figure 2**, likewise, the bidder must select that particular clarification and click on the **Answer Clarification request** button. As shown in **Figure 7** and outlined by the **yellow** frame, previous replies are also included in the clarification template. At the same time, users have the option to send another reply, highlighted in **red**, either in the textbox or as, in this case, an attachment. This process can be repeated as many times as the bidder wants to add further details to the original reply. All the above instructions to send a reply, are similarly applicable.

Figure 7

View Published Clarification

Title: Re-testing Multiple Evaluation Clarificatio

Deadline: 28/04/2020 08:30

Request for: Clarification

Description of the clarification: Re-test 1 - Clarification to 1 Bidder (Atletico Madrid)

Clarifications (1): Answer 1

Clarifications (2): Answer 2 including attachment.

Attachment for the clarification (2): Document.docx

Cancel

This new Evaluation Clarification request enhancement also includes additional request option types. As shown in Figure 8, apart from the familiar **Clarification** request, **Rectification**, **Samples** and **Literature** requests have also been added. The method to answer each and separate request is the same as explained above. However, bidders are reminded to pay extra attention to what is being requested. Furthermore, reply deadline may vary especially in the case when **samples** or **literature** are requested.

Figure 8

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08:43:08 CEST / 08:43:22 CEST Search: Calls for Tenders * Search Latest CFTs

Log in

Logged in as:
Marek Hamšik (Economic Operator Admin) - S.S.C. Napoli

Last login on :
28/04/2020 - 12:05:17

Edit Profile

User Homepage

Log out

CFT Management

Task List

CFT Title	Task
Supply of Materials for Cleaning Windows and Doors (WORKSHOP - 07/02/2020)	Answer Evaluation Literature request
Supply of Materials for Cleaning Windows and Doors (WORKSHOP - 07/02/2020)	Answer Evaluation Samples request
Supply of Materials for Cleaning Windows and Doors (WORKSHOP - 07/02/2020)	Answer Evaluation Rectification request
Supply of Materials for Cleaning Windows and Doors (WORKSHOP - 07/02/2020)	Answer Evaluation Clarification request

Displaying all 4 matches. Page 1 of 1

